



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

Wednesday, January 18, 2017

5:30 p.m.

LTD Board Room

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

A G E N D A

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I.	CALL TO ORDER		
II.	ROLL CALL		
	Gillespie _____ Wildish _____ Nordin _____ Reid _____		
	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 – FEBRUARY	(2 minutes)	8
VIII.	AUDIENCE PARTICIPATION	(10 minutes)	
	<ul style="list-style-type: none"> ◆ <i><u>Public Comment Note:</u> This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.</i> ◆ <i>Citizens testifying are asked to limit testimony to three minutes.</i> 		
IX.	ITEMS FOR ACTION AT THIS MEETING		
	A. Consent Calendar: Minutes of the December 12, 2016, Special Board Meeting	(1 minute)	9
	B. Designation of Labor Negotiations Team [Roland Hoskins, Mark Johnson]	(5 minutes)	16

X. ITEMS FOR INFORMATION AT THIS MEETING

A. Board Member Reports	(10 minutes)	17
1. Meetings Held		
a. Accessible Transportation Committee (ATC) – December 20		
2. No Meeting/No Reports		
a. Vision Zero Task Force		
b. LTD Board Human Relations Committee		
c. Lane Council of Governments (LCOG) Board of Directors		
d. LTD Board Finance Committee		
e. Metropolitan Policy Committee (MPC)		
f. Strategic Planning Committee (<i>formerly EmX Steering Committee</i>)		
g. Lane Area Commission on Transportation (LaneACT)		
h. LTD Pension Trusts		
i. Main Street Projects Governance Team		
j. MovingAhead Oversight Committee		
k. LTD Board Service Committee		
B. State 5310 Enhanced Mobility of Seniors and People with Disabilities and Special Transportation Fund Program Overview [Cosette Rees]	(30 minutes)	19
C. State 5311 Rural Area and Transit Network Program and Intercity Program [Formerly 5311(f) Intercity] Grant Application [Cosette Rees]	(10 minutes)	30
D. Scheduling Board Work Sessions [Aurora Jackson]	(10 minutes)	31
E. Board Committee Assignments [Gary Wildish]	(1 minute)	32
F. Monthly Financial Reports – October [Aurora Jackson]	(5 minutes)	34
G. Monthly Report of Executed Contracts – December (respond if questions) [Collina Washington]		37
H. Monthly Cash Disbursements – December (respond if questions) [Ralph Lambert]		39

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J.	Monthly Grant Report – December (respond if questions) [Aurora Jackson]	54
K.	Monthly Department Reports – January (respond if questions) [Aurora Jackson]	66
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A.	Rural Services (February)	
B.	Lane Coordinated Public Transit – Human Services Transportation Plan (February)	
C.	Accessible Transportation Committee Grant Allocation Recommendations (February)	
D.	Trillium Update (February)	
E.	Long-Range Transit Plan (February)	
F.	TransitStat (February/March)	
G.	Board Member Committee Assignments (February/March)	
H.	Selection of Pension Trustee-elect (March)	
I.	Environmental and Sustainability Management System Solar Analysis Report (March)	
J.	Utility Consumption Report (March)	
K.	American Bus Benchmarking Group (March)	
L.	RideSource Contractor Procurement (April)	
M.	MovingAhead Project Updates	
N.	Main-McVay Project Updates	
XII.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD	74
A.	Fare Management Technology (February)	
B.	Draft Procurement Policies (March/April/May)	
C.	Disadvantaged Business Enterprise Policy and Program (May)	

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XIII. EXECUTIVE SESSION PURSUANT TO ORS 192.660 (2)(d), to (30 minutes) 75
conduct deliberations with persons designated by the governing
body to carry on labor negotiations.

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: January 18, 2017

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: January 18, 2017

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: January 18, 2017

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 the clerk of the Board with any changes in availability for LTD-related meetings and events and to provide their winter vacation dates.

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

Q:\Reference\Board Packet\2017\January\Reg Bd Mtg 1-18-17\BD Calendars AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: January 18, 2017

ITEM TITLE: FEBRUARY EMPLOYEE OF THE MONTH

PREPARED BY: Jeanne Schapper, Clerk of the Board

BACKGROUND:

Bus Operator Larry Harmon has been selected to receive the February Employee of the Month award. Larry was hired in 1992 as a part-time operator, and started working full time in 1994. During this time, he has received three Monthly Value awards and 19 Safe Driving awards. He also is a past EOM and a past member of the Employee Picnic Committee.

A recent compliment from a coworker led to Larry's nomination. Larry was pulling his bus into a stop along W. 11th Avenue when the left rear axle broke, sending the wheels rolling down the street and his bus sliding into the stop. Larry's first concern was for his passengers' welfare. He ensured that they were all unhurt, and he soothed their concerns after this jarring event. When the next bus arrived, Larry made sure they all transferred safely, and many of his customers complimented his calming demeanor to their new driver.

When asked to comment on Larry's selection as Employee of the Month, Transit Operations Field Supervisor Jeff Hadden said:

Since he joined LTD, Larry has always been a highly valued member of the Operations team. He consistently brings his best game to each and every workday. His easygoing and amiable personality compliment his deep professionalism and dedication to safety. Over the years, Larry has earned the respect and affection of fellow operators, supervisors, as well as his customers system-wide.

Larry's commitment to quality customer service and to building positive relationships has made many friends in the community on behalf of LTD. He is an excellent employee who understands that customer service really matters.

This EOM nomination is another well-deserved honor for an exemplary employee who has taken LTD's mission of *providing the best transportation service imaginable* to heart. Congratulations, Larry, on this well-deserved award!

AWARD:

Larry will attend the January 18 meeting to be introduced to the Board and to receive his award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 18, 2017

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 January 18, 2017, consists of approval of the minutes of the December 12, 2016, special Board meeting.

ATTACHMENT: Minutes of the December 12, 2016, special Board meeting.

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

LTD Resolution No. 2017-01-18-001; It is hereby resolved that the Consent Calendar for January 18, 2017, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Monday, December 12, 2016

Pursuant to notice given to *The Register-Guard* for publication on December 8, 2016, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special board meeting on Monday, December 12, 2016, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, President
Gary Gillespie, Vice President
Ed Necker, Secretary
Don Nordin, Treasurer
Angelynn Pierce
Carl Yeh
A.J. Jackson, General Manager
Dwight Purdy, General Counsel
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Julie Grossman

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

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Wildish noted that the configuration of the meeting room had been changed and some Board members were using new tablets instead of laptops.

Mr. Wildish introduced Kate Reid. Ms. Reid's appointment to the LTD Board to fill Julie Grossman's position had been confirmed by the Oregon Senate and she would officially take her seat in January 2017.

COMMENTS FROM THE GENERAL MANAGER: Ms. Jackson remarked that the purpose of the meeting room reconfiguration was to facilitate better interaction among Board members and the public. She asked that Board members feel free to provide feedback on the new configuration and on the tablets.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: Mr. Nordin asked to have the topics of the Relief Nursery facility and access to public transit added for future discussion.

BOARD CALENDARS: Ms. Jackson briefly reviewed coming events and activities. She said there would be no Board work session on January 9, 2017.

EMPLOYEE OF THE MONTH — The Board recognized Administrative Services Coordinator Jill Howard as the January 2017 Employee of the Month. Mr. Wildish presented Ms. Howard with her award and thanked her for outstanding service and dedication to LTD's mission. Ms. Howard thanked the Board for the honor and said her success was due to the collaboration of co-workers and a shared vision. She said that she was proud to work at LTD and for the new administration.

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

Rob Zako, Eugene, representing Better Eugene-Springfield Transit (BEST), spoke in support of the EmX Steering Committee's re-chartering. He referred to the negative signs along West 11th Avenue and the negative feedback from earlier focus groups, both indicating there was a perception that LTD was not listening and not serving the community in its best interests. He said that was not true and that LTD was doing many things to serve the community better. Re-chartering the EmX Steering Committee as the Strategic Planning Committee would provide a resource to the Board and restructuring could provide sources of information from various community interests. He said the committee had many good people who felt this was an opportunity to better assist the LTD Board.

ITEM FOR ACTION AT THIS MEETING

MOTION **Consent Calendar** — Mr. Necker moved 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. Mr. Yeh provided the second. The Consent Calendar consisted of the Minutes of the November 16, 2015, regular Board Meeting.

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

Re-chartering the EmX Steering Committee as the Strategic Planning Committee: Director of Planning and Development Tom Schwetz highlighted changes that would occur if the Board adopted the resolution to re-charter the EmX Steering Committee:

- Renaming of the committee as the Strategic Planning Committee.
- Independent advice would be provided to the LTD Board on a wide range of issues related to LTD's service.
- Committee 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.
- The committee, with the advice and consent of the Board, would be authorized to select its own chair from its membership and develop internal operating agreements.
- The committee would involve the public as needed to develop recommendations to the Board.
- The chair, or other representatives of the committee, would be asked to attend Board meetings as warranted.

Mr. Necker asked how many members comprised the Steering Committee currently and how many were being proposed if it became the Strategic Planning Committee. Mr. Schwetz said there were currently 12 members; the expansion would consider the breadth of representation desired and the feasible number of have on the committee. He reviewed language contained in the Resolution.

Mr. Yeh said there was consensus among Steering Committee members to propose the re-chartering to the Board. He felt it was a good step toward providing LTD and the Board with direct feedback from the community. He asked Board members how they felt about the following:

- Scheduling public comment as committee meetings
- Having a representative of the committee attend Board meetings
- The preferred frequency of reports from the committee: at monthly Board meetings or at the discretion of the Board or the committee

Ms. Pierce said that it was a good idea to have a representative from the committee at Board meetings, but reports could be made at the committee's discretion. She said if the goal was to obtain independent information, having a non-Board member of the committee attend Board meetings would offer another perspective.

Mr. Schwetz offered that when the Metropolitan Policy Committee (MPC) formed a Citizen Advisory Committee (CAC), the CAC chair attended MPC meetings and provided a report on CAC activities.

In response to a question from Ms. Pierce, Mr. Schwetz said that the committee currently meets six times a year, but was discussing increasing that number to nine.

Mr. Necker remarked that the Strategic Planning Committee should accept public comment and integrate that into its discussions and reports. There was consensus among Board members that the committee should be able to accept public comment.

Mr. Schwetz asked for clarification on whether or not a committee representative should attend Board meetings. There was consensus that a representative should attend Board meetings, but reports could be made only when there were significant items to bring to the Board's attention.

Mr. Wildish pointed out that the Board could modify its direction to the committee in the future if necessary.

MOTION Ms. Pierce moved 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. Mr. Necker provided the second.

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

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports: Mr. Nordin reported that a citizen from Florence spoke at the last Lane Council of Governments (LCOG) Board of Directors meeting about transportation services from Florence to Eugene.

Mr. Gillespie reported that the Oregon Metropolitan Planning Organization Consortium (OMPOC) had discussed a legislative transportation package at its last meeting. He said there was some discussion about eliminating the term "climate change" from the proposal and Lane County's request to restore that language, but it was voted down. He said it was announced that initially \$2.2 million in Congestion Mitigation and Air Quality (CMAQ) funds would go to Salem-Keizer Transit and LTD, with an additional \$12.2 million to be divided between those jurisdictions over the next three years. He was not certain if the funds went to the entire region or just to transit. Mr. Schwetz clarified that CMAQ funds went to the Salem-Keizer and Eugene-Springfield regions and could be used for various projects--not just transit.

Mr. Nordin added that \$7 million in CMAQ funds for Lane County was discussed at the LCOG Board meeting.

Monthly Financial Reports: Finance Director/CFO Christina Shew presented a handout titled *Revenue and Expenditure by Fund*. She reviewed details of each of the following funds: General Fund, Medicaid Fund, Accessible Services Fund, and Capital Projects Fund, including explanations of factors, such as seasonality, that influenced performance in each fund. She said that the backlog of LTD invoices was now being processed by Trillium under the new contractual agreement and it was expected that payments would be received shortly, closing the gap between expenditures and revenue in the Accessible Services Fund.

Board members commended the new, more informative report format.

Monthly Grant Report: Mr. Wildish asked about the discretionary grants that were shown as being in the application process. Ms. Shew said that while applications had been submitted, there was no guarantee that the grants would all be awarded.

Ms. Jackson said that the discretionary grants were shown in the report, but no expenditures were made against a competitive grant application. The grant application made for the annual allocation of 5307 formula funds was an administrative process. The federal government acknowledged that LTD would receive the funds (a pre-award) and projects could begin, but reimbursements would not be made until the administrative process was completed.

RideSource Contractor Procurement: Ms. Jackson explained that the materials in the agenda packet were provided for the Board's information as the Board would approve the award of the contract, which would likely be over \$5 million. The material described the procurement process and timeline and would help inform the Board's decision when the contract was presented in April 2017.

Mr. Wildish observed that the current contract had been extended for a number of years, and the procurement process would assure that LTD was getting the best value for the services.

Monthly Report of Executed Contracts: There were no questions.

Monthly Case Disbursements – November: In response to a question from Mr. Wildish, Mr. Schwetz clarified that disbursements to CH2M Hill, Inc. were for the MovingAhead process.

Monthly Performance Reports: Ms. Jackson noted a significant decrease in passenger boardings for the month of September 2016 compared with September 2015. Mr. Schwetz said that the 2016 numbers did not include University of Oregon football games; although once they were added, ridership was still down on Saturdays—possibly due to the football team's relatively poor performance.

Mr. Wildish observed that there continued to be a small positive change in ridership. Mr. Schwetz explained that service increases were implemented in September. Ms. Jackson added that staff were continuing to analyze fluctuations and include that information in reports to the Board. She noted that the fuel stored in Coos Bay was nearly depleted.

Mr. Hoskins added that the fuel was accumulated over time and each month it was stored, costs were incurred for treatment and storage; those multipliers every month increased the cost of that fuel. In March staff decided to use the stored fuel in order to eliminate the storage costs. He said it was a good decision at the time, but it was unlikely that LTD would store fuel again unless there was a very compelling reason to do so.

Monthly Department Reports: There were no questions.

Board Member Requests for Future Information/Action Items: Mr. Nordin said that the Relief Nursery in Springfield was not within walking distance of transit and needed some form of transport for the last mile, such as an LTD vehicle or bike-share program. He said that he hoped the Board could discuss the issue at a future date.

Ms. Pierce said the Board Service Committee had previously discussed options for service in the 32nd Street-Jasper Road-42nd Street loop.

Mr. Gillespie added that the Service Committee had determined that there was insufficient ridership for viable service, even though service was needed in the area. Mr. Schwetz added that Springfield officials preferred to see the City's Main Street project progress further before considering service solutions to that area.

Given that this issue has been discussed by the Board, and that Planning staff give this issue continual consideration throughout the year and during the Annual Route Review, it was consensus among Board members that sufficient discussion has already taken place and that the issue did not need to be taken up as a separate item at a future Board meeting.

MOTION EXECUTIVE (CLOSED) SESSION PURSUANT TO ORS 192.660(2)(i), to review and evaluate the employment-related performance of the LTD general manager. Ms. Pierce moved that the LTD Board of Directors 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. Mr. Yeh provided the second.

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

The Board entered executive (non-public) session at 6:45 p.m. Assistant General Manager, Service Support, Roland Hoskins also attended the executive session.

RETURN TO REGULAR (OPEN) SESSION: The Board returned to regular session at 7:00 p.m.

ITEMS FOR ACTION AT THIS MEETING (continued)

Board Human Relations Committee Recommendation: General Manager Performance Evaluation:

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

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

ADDITIONAL COMMENTS: There was general consensus among Board members that the "U" configuration allowed for better interaction among members.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 7:03 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Ed Necker
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: _____

AGENDA ITEM SUMMARY

DATE OF MEETING: January 18, 2017

ITEM TITLE: DESIGNATION OF LTD LABOR NEGOTIATIONS TEAM

PREPARED BY: Aurora Jackson, General Manager

ACTION REQUESTED: None. Information only.

BACKGROUND:

The three-year Collective Bargaining Agreement between the Lane Transit District and the Amalgamated Transit Union, Division 757, expires on June 30, 2017. Since agreement was reached on the current contract, ongoing collaboration has continued with many contract and Administrative employees continuing to work hard to build and solidify relationships.

Oregon Public Meetings law gives the Board of Directors executive session privilege “to conduct deliberations with persons designated by the governing body to carry on labor negotiations.” General Manager Aurora Jackson has the authority to adjust the composition of the Negotiations Team as bargaining progresses, provided that the LTD Board of Directors approves all Negotiations Team members selected prior to the Negotiations Team conducting any deliberations in executive session.

For the coming labor contract negotiations, Ms. Jackson recommends that the team consist of Roland Hoskins, Assistant General Manager of Administration; Mark Johnson, Assistant General Manager of Service Delivery; David Collier, Director of Human Resources and Risk Management; Jake McCallum, Director of Transit Operations; Cosette Rees, Accessible and Customer Services Manager; and Jacqueline Damm, labor attorney with the law firm of Bullard Smith Jernstedt Wilson.

RESULTS OF RECOMMENDED ACTION: The Negotiations Team will be in place to begin negotiating the 2017 Working and Wage Agreement.

ATTACHMENT: None.

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2017-01-18-002 It is hereby resolved that the LTD Board of Directors approve the 2017 Labor Negotiations team of Roland Hoskins, Mark Johnson, David Collier, Jake McCallum, and Cosette Rees, with assistance from Labor Attorney Jacqueline Damm. General Manager Aurora Jackson has the authority to adjust the composition of the Negotiations Team as bargaining progresses, provided that the LTD Board of Directors approves all Negotiations Team members selected prior to the Negotiations Team conducting any deliberations in executive session.

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 18, 2017

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Jeanne Schapper, Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

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

MEETINGS HELD:

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

1. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. At the December 20 meeting, the Committee received presentations on LTD's Winter Bid changes and the new digital signage being displayed at West Eugene EmX platforms. The Committee also received reports on the progress of the ATC Discretionary Grant Subcommittee and the draft Lane Coordinated Public Transit – Human Services Transportation Plan. The January meeting was canceled, and the next meeting is scheduled to be held on February 21.

NO MEETINGS HELD:

1. **Vision Zero Task Force:** The City of Eugene, as part of its Vision Zero implementation, has developed a Vision Zero Task Force. Board Member Carl Yeh has been appointed the LTD representative to the Task Force. The next meeting is scheduled to be held on January 18.
2. **LTD Board Human Relations Committee:** The Board Human Relations Committee is composed of Chair Gary Gillespie and Board member Gary Wildish; the third position is currently vacant. The next meeting is scheduled to be held on January 18, to immediately follow the regular Board meeting.

3. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Carl Yeh represents LTD on the LCOG Board of Directors as a non-voting member, with Board Member Don Nordin as alternate. The LCOG Board meets five times a year. The next meeting is scheduled to be held on January 26.
4. **LTD Board Finance Committee:** The Board Finance Committee is composed of Chair Gary Wildish and Board Members Carl Yeh and Ed Necker. Meetings are scheduled on an as-needed basis. The next Committee meeting 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.
5. **Metropolitan Policy Committee (MPC):** Board Member Gary Wildish and Board Member Gary Gillespie are LTD's MPC representatives. MPC meetings are held on the first Thursday of each month. The January 5 meeting was canceled; the next meeting is scheduled to be held on February 2.
6. **Strategic Planning Committee (formerly EmX Steering Committee):** This committee generally meets every two months and is composed of Chair Carl Yeh and Board Member Gary Gillespie, members of local units of government, and community representatives. The next meeting is scheduled to be held on February 7.
7. **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 the LaneACT. The December 14 meeting and the January 11 meetings were canceled. The next meeting is scheduled to be held on February 8.
8. **LTD Pension Trusts:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Gary Gillespie serves as one of the trustees. The next meeting has not been scheduled.
9. **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.
10. **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.
11. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Angelynn Pierce. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 18, 2017

ITEM TITLE: STATE 5310 ENHANCED MOBILITY OF SENIORS AND PEOPLE WITH DISABILITIES AND SPECIAL TRANSPORTATION FUND PROGRAM OVERVIEW

PREPARED BY: Cosette Rees, Accessible and Customer Services Manager

ACTION REQUESTED: None; information only.

BACKGROUND:

In February Lane Transit District will submit an application to the Oregon Department of Transportation (ODOT) for the following formula grants:

Section 5310 Funding – Grants are available to fund eligible capital, contracted service, and preventative maintenance projects for transportation providers serving seniors and individuals with disabilities.

Special Transportation Funds (STF) – Funds transportation services benefiting seniors and individuals with disabilities.

These resources are both grants distributed by ODOT through a biennial allocation.

The Accessible Transportation Committee (ATC), LTD's Board subcommittee, has been overseeing the solicitation of projects for the funding and will hold a public hearing at a meeting on February 8. Following this public hearing, the ATC will take its recommendation of funding allocation to the LTD Board for approval at its regular meeting on February 15. Upon approval of the Board, staff will submit application for funding on February 17.

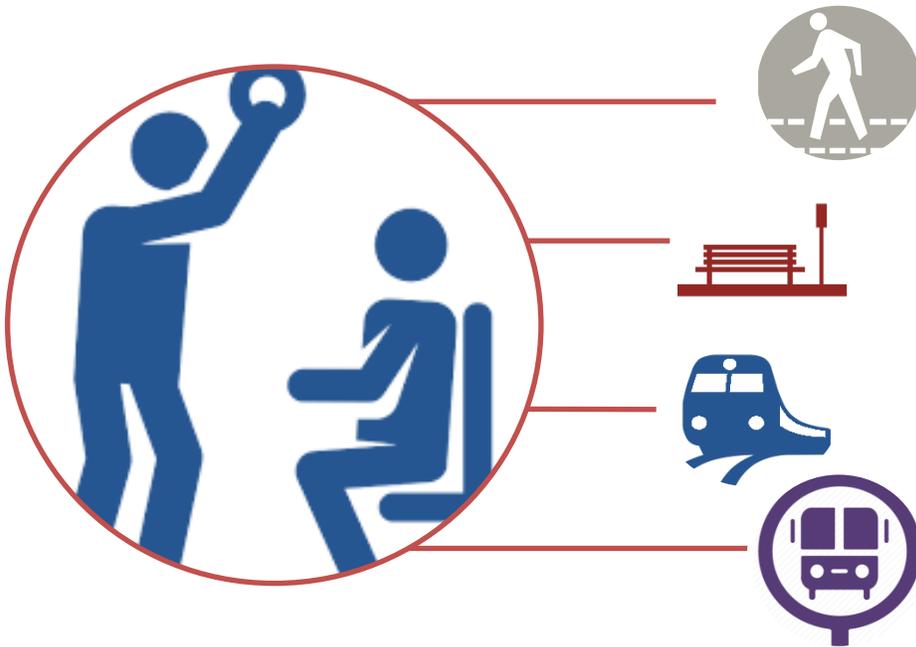
At the January 18 Board meeting, staff will provide an overview of the transportation services currently provided through these funding sources in order to provide context for February's action item.

ATTACHMENTS: 2017-19 Advance Grant Notice

PROPOSED MOTION: None.

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ODOT Rail and Public Transit Division 2017-19 Advance Grant Notice REVISION 1 – 12/28/16



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Revision 1 Changes

The §5310 Program funding allocation has changed. The allocation now includes *small urban* funding specifically designated to the seven small urban agencies in Oregon. This raises the total estimated allocation to \$23,908,045 from \$22,500,000. ODOT will offer a discretionary solicitation for the FTA §5310 *rural* program funding (\$1.6 million) in 2017, for agreements starting before July 1, 2018. Please see page 4 for more information.

Summary

The Rail and Public Transit Division (RPTD), with input from the Public Transportation Advisory Committee, is gearing up for new investments in public transportation for the 2017-2019 biennium. The following information will help program participants prepare for the next round of grants which will begin later this year with grant training workshops and the posting of grant applications. Refer to the [Grant Program Schedule](#) on page 10 to help plan your local application processes and review timelines.

This notice provides estimated allocations for three formula programs: Enhanced Mobility of Seniors and Individuals with Disabilities Program (§5310), Formula Grants for Rural Areas Program (§5311), and Special Transportation Fund Program (STF). Discretionary funds will be available for the Transit Network and Intercity Program (§5311(f)). The table below reflects current funding estimates. The final amount available could vary depending on legislative action during the upcoming session. We are currently anticipating a reduction in STF funding and modest increases in §5311 and §5311(f) funding as compared to the previous biennia. Additional details about anticipated changes in funding levels are found in each program section.

Program	Estimated Allocations
Enhanced Mobility of Seniors and Individuals with Disabilities	\$23,908,045
Formula Grants for Rural Areas	\$17,963,688
Special Transportation Fund	\$21,699,134
Transit Network and Intercity	\$1,800,000
Grand Total	\$65,370,867

Enhanced Mobility of Seniors and Individuals with Disabilities Program (§5310)

Revised December 28, 2016

This program funds eligible capital, contracted service, and preventive maintenance projects for transportation providers serving seniors and individuals with disabilities.



Through the Jobs and Transportation Act (JTA), ODOT has supplemented FTA §5310 funds with flexible Federal Highway Administration (FHWA) Surface Transportation Program (STP) funding. In recent years, as much as 88% of §5310 funding distributed by the state was due to ODOT STP funds transferred to the FTA §5310 Program. The FTA allocates §5310 funds to states in separate rural and small urban area allocations.

This biennium, ODOT is distributing **FTA §5310 small urban funds and ODOT STP funds** by formula. Only capital projects, as defined by FTA, are eligible for these funds. Eligible agencies with small urban areas will submit separate applications **to the STF Agency; one for the small urban portion of FTA §5310 funds and one for the ODOT STP funds**. The FTA §5310 and ODOT STP funds have different match rates (see Match below).

ODOT will offer a discretionary solicitation for the FTA §5310 *rural* program funding (\$1.6 million) in 2017 for agreements starting before July 1, 2018. Rural public transportation services provided by any service provider are eligible for this funding. This program will allow greater flexibility to help fund operating needs. The combined formula and discretionary funding will result in a net funding increase in some programs by FY 2018.

Refer to the **§5310 FTA Small Urban and ODOT STP Estimated Biennial Targets** table on page 7 for estimated funding details.

Project selection is coordinated through the local STF Agency project selection process. STF Agencies are encouraged to identify needs and priorities for the 2017-19 biennium.

Match: FTA §5310 Small Urban Funds 20%; ODOT STP Funds 10.27% – for capital, mobility management, contracted service, and preventive maintenance projects

Formula Grants for Rural Areas Program (§5311)

This program provides operating, capital, planning, and administrative assistance to communities with a population of less than 50,000. The funds are used to support general public services. The majority of funds are distributed to 35 eligible entities. Any remaining funds are made available for new systems or are distributed through a discretionary grant process. A modest increase in funding is estimated for 2017-19 as compared to the previous biennium.



Refer to the [§5311 Biennial Targets](#) table on page 8 for estimated funding details.

Match: 43.92% for operating projects and 10.27% for capital, planning, and project administration projects

Special Transportation Fund Program (STF) Formula

This program provides 42 STF Agencies (transportation districts, county governments where no transportation districts exist, and federally recognized tribal governments) designated by statute with an annual formula-based allocation of state funds from state cigarette taxes and other sources. The program funds transportation services benefiting seniors and individuals with disabilities.

STF revenues come from cigarette taxes, sales of ID cards, non-auto gas taxes, and State General Fund, which is divided into three accounts:

- State Administration—Up to 10% of total
- Formula—75% of remainder
- Discretionary—25% of remainder

The estimated statewide STF Formula funding of \$21.7 million represents a 17% reduction, on average, from FY 2015-17 to FY 2017-19. The bullets below describe the reasons and ODOT actions to minimize funding reductions.

- The STF's General Fund resources have decreased over the past two biennia from \$12.6 million in the 2013-2015 biennium to \$9.6 million in 2015-2017. ODOT has historically kept STF Formula funding levels relatively stable by moving STF Discretionary funds into the Formula program. This rebalancing was made with PTAC input. However, ODOT resources are not sufficient to fully cover the STF revenue reduction.
- While the Governor's Requested Budget for 2017-2019 has not yet been submitted to the Legislature, due to a potential deficit, state agencies may be receiving allocations that are different than their requests for General Fund resources. Since State General Fund makes up a large part of STF resources, any changes will have a significant effect on STF.

- ODOT has worked to mitigate recent changes in the STF revenues by reducing our administrative share to nine percent, which is the minimum amount needed to support program administration. ODOT also reduced by half the Discretionary budget for projects of statewide significance.

Refer to the **STF Biennial Targets** table on page 9 for estimated funding details.

STF Agencies are encouraged to use the information in this advance grant notice to begin working with their local advisory committees to identify investment priorities, taking changes in all fund sources into consideration. STF Agencies are invited to develop and recommend a prioritized project list up to 10% above their allocation for this solicitation. If additional funds become available, ODOT staff will review and award the 110% lists in collaboration with the applicants.

Match: No match is required for these funds.

Transit Network and Intercity Program

This biennium, RPTD is shifting from an Intercity Program with an exclusive §5311(f) funding source to a Transit Network and Intercity Program funded primarily with §5311(f) funds. The Transit Network and Intercity Program encompasses the former Intercity Program purpose and eligible activities and expands it to include projects that support the statewide transit network (but might not meet §5311(f) requirements). Eligible projects include regional connector services, planning, marketing, coordination, preventive maintenance, projects that support key transit hubs, and capital assistance for buses and shelters. The Transit Network and Intercity Program is funded using FTA Intercity (§5311(f)) and other funds. The mix of funding allows greater flexibility in Transit Network and Intercity Program projects.



Funds will be available through a competitive discretionary grant process based on statewide program criteria. The process and criteria will be described in the grant application materials. The estimated funding level is approximately \$1.8 million per biennium of mostly §5311(f) funds.

Match: 20% for capital projects and 50% for operating projects

Additional information and an electronic version of this notice can be found on the Rail and Public Transit Division website's [What's New?](#) page.

For information about other Rail and Public Transit Division resources and services contact us at 503-986-3300 or ptd@odot.state.or.us.

§5310 FTA Small Urban and ODOT STP Estimated Biennial Targets - Revised

STF Agency Name	FTA Allocation Estimate	STP Allocation Estimate	Total Allocation Estimate
Baker County		165,976	165,976
Basin Transit Service		489,829	489,829
Benton County	209,998	363,239	573,236
Burns Paiute		90,497	90,497
Columbia County	6,613	330,628	337,240
Confederated Tribes of Coos, Lowe Umpqua and Suislaw		91,632	91,632
Confederated Tribes of Grand Ronde		98,754	98,754
Confederated Tribes of Siletz		98,241	98,241
Confederated Tribes of Umatilla		94,816	94,816
Confederated Tribes of Warm Springs		101,978	101,978
Coos County		507,458	507,458
Coquille Indian Tribe		91,611	91,611
Cow Creek Tribe of Umpqua Indians		91,975	91,975
Crook County		184,821	184,821
Curry County		219,452	219,452
Deschutes County	281,847	870,911	1,152,758
Douglas County		886,322	886,322
Gilliam County		99,538	99,538
Grant County Transportation District		130,256	130,256
Harney		120,165	120,165
Hood River County Transportation District		153,523	153,523
Jefferson County		163,223	163,223
Josephine County	169,928	518,812	688,740
Klamath Tribes		97,105	97,105
Lake County		124,681	124,681
Lane Transit District		2,029,738	2,029,738
Lincoln County		394,010	394,010
Linn County	191,714	630,509	822,223
Malheur County		210,606	210,606
Morrow County		122,269	122,269
Rogue Valley Transportation District	518,263	1,034,130	1,552,392
Salem Area Mass Transit District		2,145,560	2,145,560
Sherman County		98,081	98,081
Sunset Empire Transportation District		273,212	273,212
Tillamook County Transportation District		201,563	201,563
Tri County Metropolitan Transportation District		7,442,981	7,442,981
Umatilla County	29,684	463,305	492,989
Union County		185,318	185,318
Wallowa County		125,932	125,932
Wasco County		186,769	186,769
Wheeler County		98,342	98,342
Yamhill County		672,234	672,234
Grand Total	1,408,045	22,500,000	23,908,045

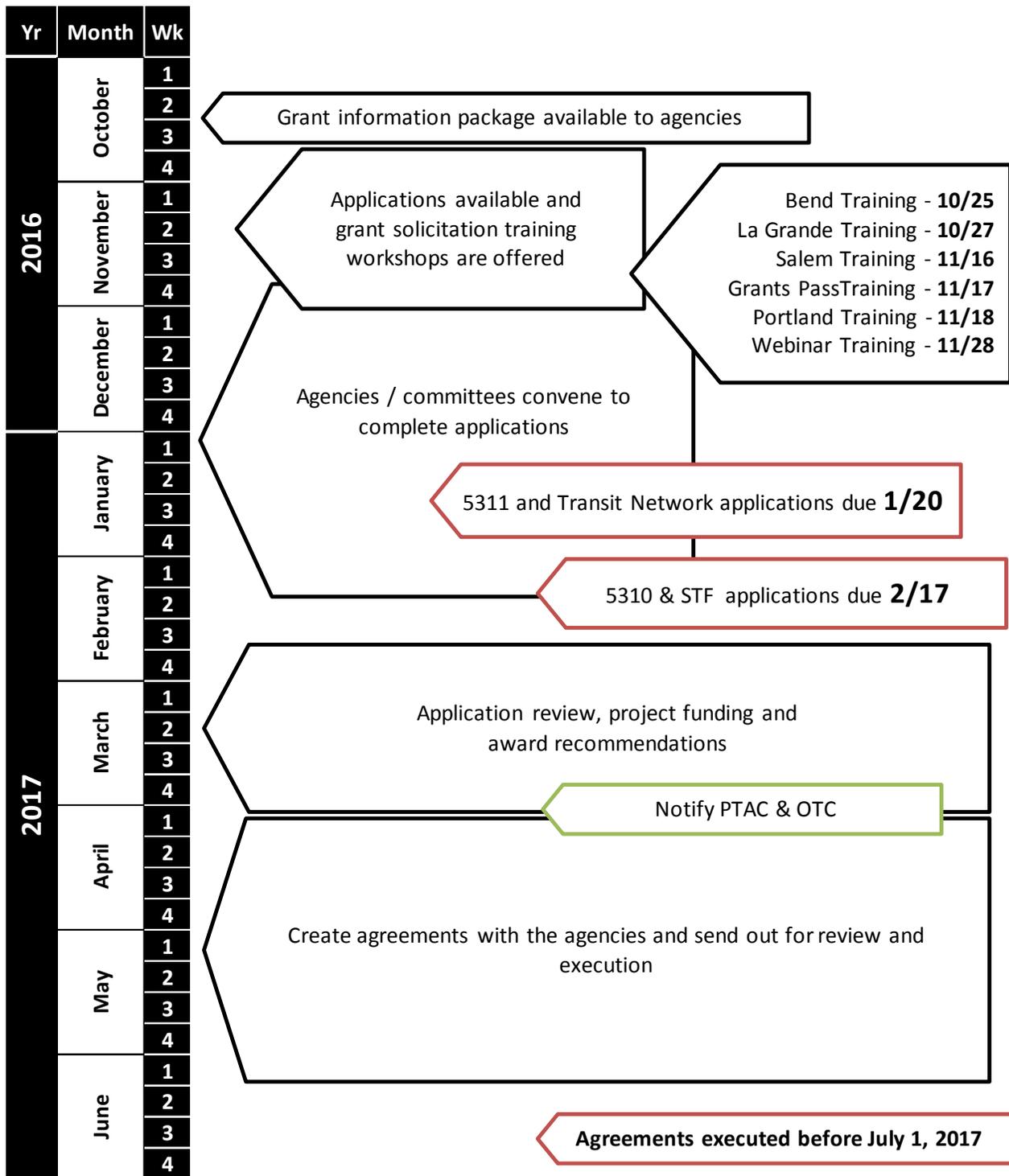
§5311 Estimated Biennial Targets

Agency Name	Allocation Estimate
Basin Transit Service Transportation District	1,092,637
Benton County	229,375
Central Oregon Intergovernmental Council	1,138,384
City of Canby	590,869
City of Cottage Grove	260,978
City of Lebanon	200,439
City of Pendleton	249,897
City of Sandy	831,875
City of Silverton	140,295
City of Sweet Home	190,027
City of Woodburn	294,729
Clackamas County	213,983
Columbia County	919,475
Community Connection of Northeast Oregon, Inc.	907,678
Confederated Tribes of Grand Ronde Community of Oregon	100,000
Confederated Tribes of the Umatilla Indian Reservation	399,880
Coos County Area Transit Service District	452,140
Curry County	372,463
Douglas County	886,058
Grant County Transportation District	252,240
Harney County	270,523
Hood River County Transportation District	320,564
Josephine County	166,665
Klamath Tribes	235,789
Lane Transit District	160,056
Lincoln County Transportation Service District	1,110,760
Linn County	262,200
Malheur County	394,739
Mid-Columbia Council of Governments	273,156
Ride Connection, Inc.	515,174
Salem Area Mass Transit District	662,100
South Clackamas Transportation District	524,663
Sunset Empire Transportation District	911,312
Tillamook County Transportation District	718,833
Yamhill County	1,713,732
Grand Total	17,963,688

STF Estimated Biennial Targets

STF Agency Name	Allocation Estimate
Baker County	134,000
Basin Transit Service Transportation District	328,407
Benton County	439,080
Burns Paiute Tribe	134,000
Columbia County	247,583
Confederated Tribes of Coos, Lower Umpqua and Siuslaw	134,000
Confederated Tribes of Grand Ronde Community of Oregon	134,000
Confederated Tribes of Siletz Indians	134,000
Confederated Tribes of the Umatilla Indian Reservation	134,000
Confederated Tribes of Warm Springs	134,000
Coos County	308,491
Coquille Indian Tribe	134,000
Cow Creek Band of Umpqua Tribe of Indians	134,000
Crook County	134,000
Curry County	134,000
Deschutes County	829,350
Douglas County	535,300
Gilliam County	134,000
Grant County Transportation District	134,000
Harney County	134,000
Hood River County Transportation District	134,000
Jefferson County	134,000
Josephine County	408,699
Klamath Tribes	134,000
Lake County	134,000
Lane Transit District	1,754,618
Lincoln County	232,284
Linn County	588,232
Malheur County	156,173
Morrow County	134,000
Rogue Valley Transportation District	1,023,844
Salem Area Mass Transit District	1,977,898
Sherman County	134,000
Sunset Empire Transportation District	186,482
Tillamook County Transportation District	134,000
Tri County Metropolitan Transportation District	8,441,117
Umatilla County	386,632
Union County	134,000
Wallowa County	134,000
Wasco County	134,000
Wheeler County	134,000
Yamhill County	504,943
Grand Total	21,699,134

Grant Program Schedule



AGENDA ITEM SUMMARY

DATE OF MEETING: January 18, 2017

ITEM TITLE: STATE 5311 RURAL AREA AND TRANSIT NETWORK PROGRAM AND INTERCITY PROGRAM [FORMERLY 5311(F) INTERCITY] GRANT APPLICATION

PREPARED BY: Cosette Rees, Accessible and Customer Services Manager

ACTION REQUESTED: None; information only.

BACKGROUND:

The Federal Transit Administration (FTA) allocates funds to the Oregon Department of Transportation (ODOT) for distribution and oversight.

Section 5311 Rural Areas Program - Formula grants to provide access and mobility for people in population areas of fewer than 50,000.

Transit Network and Intercity Program – Funds available through a competitive process. This Program includes eligible projects such as regional connector services, planning, marketing, coordination, and preventive maintenance.

As an eligible agency, LTD will apply for Section 5311 funds to support the operations of the Florence Rhody Express serving the community of Florence, and also will apply for Transportation Network and Intercity funds to support the operations of the Oakridge Diamond Express that provides service between Oakridge and Eugene, and connects to regional and statewide transportation. This funding, combined with local funding and State Special Transportation Funds (STF), provides the funding to operate these services.

Staff will provide a brief overview of current operations and overall funding for the programs.

ATTACHMENTS: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 18, 2017

ITEM TITLE: SCHEDULING BOARD WORK SESSIONS

PREPARED BY: Aurora Jackson, General Manager

ACTION REQUESTED: None; discussion only.

BACKGROUND:

In preparation for a busy 2017 calendar year, staff are seeking input from the Board of Directors regarding their availability and preference for scheduling Board Work Sessions.

ATTACHMENTS: None.

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2017\January\Reg Bd Mtg 1-18-17\AIS Schedule for Board Work Sessions.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: January 18, 2017

ITEM TITLE: BOARD COMMITTEE ASSIGNMENTS

PREPARED BY: Gary Wildish, Board President

ACTION REQUESTED: Committee assignments will be finalized.

BACKGROUND:

The Board president, or the directors by resolution, may appoint committees to make investigations, to study problems, and to make recommendations to the LTD Board of Directors. Advisory committees may include persons who are not Board members. Each year Board members review their current committee assignments, and committee assignments may be revised depending on Board members' preferences.

With Julie Grossman having left the Board, Board Member Angelynn Pierce to leave the Board shortly, and Kate Reid joining the Board, committee assignments were reviewed with Ms. Reid and Ms. Pierce. Committee assignments have been revised based on these discussions, and these assignments will be finalized at the January 18 Board meeting.

All committee assignments will be reviewed again once the new member who will be appointed to Ms. Pierce's position is officially on the Board.

ATTACHMENT: LTD Board of Directors Committees and Special Assignments

PROPOSED MOTION: None.

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**LTD BOARD OF DIRECTORS
COMMITTEES AND SPECIAL ASSIGNMENTS**
Updated January 18, 2017

BOARD OFFICERS

(Terms expire 6/30/2018)

President – Gary Wildish
Vice President – Gary Gillespie
Secretary – Ed Necker
Treasurer – Don Nordin

METROPOLITAN POLICY COMMITTEE (MPC)

(meets 1st Thursday of the month)

Gary Wildish
Gary Gillespie
Alternate: *Vacant*
Ex officio: Aurora Jackson

HUMAN RELATIONS COMMITTEE

(meets 3rd Monday of the month)

*Gary Gillespie
Gary Wildish
Vacant

**LANE COUNCIL OF GOVERNMENTS BOARD
OF DIRECTORS**

(meets every other month on 4th Thursday)

Carl Yeh
Alternate: Don Nordin

SERVICE COMMITTEE

(meetings scheduled as needed)

Gary Gillespie
*Ed Necker
Angelynn Pierce

ACCESSIBLE TRANSPORTATION COMMITTEE

(meets on the 3rd Tuesday of each month)

Ed Necker

FINANCE COMMITTEE

(meetings scheduled as needed)

*Gary Wildish
Carl Yeh
Ed Necker

LANE AREA COMMISSION ON TRANSPORTATION

(meets on the 2nd Wednesday of each month)

Don Nordin
Alternate: Vacant

STRATEGIC PLANNING COMMITTEE

(meets every other month on 1st Tuesday)

*Carl Yeh
Gary Gillespie
Kate Reid

VISION ZERO TASK FORCE

(Meetings scheduled as needed)

Carl Yeh
Alternate: Aurora Jackson

PENSION TRUSTS

(generally meets quarterly)

Gary Gillespie

MOVINGAHEAD OVERSIGHT COMMITTEE

(Meetings scheduled as needed)

Angelynn Pierce
Gary Gillespie

**MAIN STREET-MCVAY GOVERNANCE
COMMITTEE**

(Meetings scheduled as needed)

Don Nordin
Kate Reid

*Denotes Current Committee Chair

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2017\BDCommittees Jan 2017.docx

Updated: 01/11/2017

AGENDA ITEM SUMMARY

DATE: January 18, 2017

ITEM TITLE: MONTHLY FINANCIAL REPORTS

PREPARED BY: Christina Shew, Director of Finance

ACTION REQUESTED: None

Please find attached the October 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: October 2016 Financial Reports

PROPOSED MOTION: None

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Lane Transit District

Revenue and Expenditure by Fund

12/31/2016

Fiscal Year: P4 2017 (October 31, 2016)

	Year-To-Date through October 31, 2016						Comments
	Annual Budget	P4 YTD Budget	Actual	P4 % of annual budget	P4 YTD B/(W) than Budget		
					(pts)	\$\$	

GENERAL FUND

General Fund Revenues	47,822,707	15,940,902	14,721,762	31%	-3 pts	(1,219,141)	A
General Fund Expenditures	47,103,258	15,701,086	14,622,454	31%	2 pts	1,078,632	B
General Fund Revenues higher/(lower) than expenditures	719,449	239,816	99,308				

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 \$1.2M unfavorable to budget P4 YTD FY17 (October). The key drivers for this are payroll taxes (\$1.0M), self-employment taxes (\$0.4M), planned 5307 grants for Rideshare, SmartTrips & SafeRoutes (\$0.3M), Group Pass (\$0.2M), partially offset by favorable to budget miscellaneous income (\$0.3M) and advertising (\$0.2M). Note: Self-employment taxes are seasonality related. In 2015, 2016 & 2017 self employment taxes are \$192K, \$295K and \$282K Oct YTD respectively. Group pass unfavorable to budget is due to seasonality (low summer enrollment), favorable advertising is due to timing.

B: General Fund Expenditures are \$1.1M favorable to P4 YTD FY17 (October). The key drivers for this are: diesel fuel (\$0.6M) and lower administrative wages (\$0.3M) & associated fringe (\$0.3M). Lower administrative wages are due to hiring timing. Diesel fuel is timing related with the benefit being mitigated starting in November

MEDICAID FUND

Medicaid Fund Revenues	11,630,347	3,876,782	1,318,032	11%	-22 pts	(2,558,750)	C
Medicaid Fund Expenditures	11,954,700	3,984,900	3,099,647	26%	7 pts	885,253	C
Medicaid Fund Revenues higher/(lower) than expenditures	(324,353)	(108,118)	(1,781,615)				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 \$1.8M P4 YTD FY17 (October). 100% of this is medical claims reimbursement processing backlog and a lag in the timing of 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

12/31/2016

Fiscal Year: P4 2017 (October 31, 2016)

	Year-To-Date through October 31, 2016						Comments
	Annual Budget	P4 YTD Budget	Actual	P4 % of annual budget	P4 YTD B/(W) than Budget		
					(pts)	\$\$	

ACCESSIBLE SERVICES FUND

Accessible Services Fund Revenues	4,462,404	1,487,468	1,161,066	26%	-7 pts	(326,402)	E
Accessible Services Fund Expenditures	7,053,395	2,351,132	1,800,275	26%	8 pts	550,857	F
Accessible Services Fund Revenues higher/(lower) than expenditures	(2,590,991)	(863,664)	(639,209)				

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 \$0.3M unfavorable to budget P4 YTD FY17 (October). The primary driver is the Special Transportation Funds (\$0.3M). These discretionary grant programs are in the application process and will be applied for by February 17, 2017.

F: Accessible services expenditures are \$0.6M favorable to budget P4 YTD FY17 (October). The primary driver is lower program costs driven by a YTD decrease in both SMS/ADA (down 13% vs. FY16) and Ridesource/All programs (down 7.9% vs FY16) rides.

CAPITAL PROJECTS FUND

Capital Projects Fund Revenues	47,196,140	15,732,047	12,805,262	27%	-6 pts	(2,926,785)	G
Capital Projects Fund Expenditures	62,605,772	20,868,591	15,383,295	25%	9 pts	5,485,296	H
Capital Projects Fund Revenues higher/(lower) than expenditures	(15,409,632)	(5,136,544)	(2,578,033)				

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 \$3.0M unfavorable to budget P4 YTD FY17 (October) due to grants still in the application or drawdown process

H: Capital projects fund expenditures are \$5.5M favorable to budget P4 YTD FY17 (October) due to project and associated payment timing. Large projects that are contributing to the favorability: the 40' low floor buses (\$2.4M), River Road station (\$1.3M), Bus parking lot (\$1.0M), Willow Creek Station (\$0.7M). Favorability is due to a slowdown in construction activities during the winter.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 18, 2017

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.

ATTACHMENT: Executed Contracts – December 2016

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 18, 2017

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 December 2016.

ATTACHMENTS: December 2016 Cash Disbursements

PROPOSED MOTION: None

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Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
94284	12/01/2016	AMAL TRANSIT UNION #757	15,967.64
94285	12/01/2016	BARRETT BUSINESS SERVICES INC	1,248.00
94286	12/01/2016	BOTERMAN'S INC.	2,315.00
94287	12/01/2016	CASCADE TITLE & ESCROW	8,835.00
94288	12/01/2016	CHAPTER 13 TRUSTEE	595.38
94289	12/01/2016	CHILD SUPPORT ENFORCEMENT AGCY	160.00
94290	12/01/2016	CITY OF EUGENE	4,380.71
94291	12/01/2016	CITY OF EUGENE	317,175.68
94292	12/01/2016	COASTWIDE LABORATORIES	826.14
94293	12/01/2016	COMCAST	187.82
94294	12/01/2016	COMFORT FLOW HEATING	291.00
94295	12/01/2016	EOEJOURNAL	600.00
94296	12/01/2016	ERGOFLEX CONSULTING, INC.	220.00
94297	12/01/2016	EUGENE WATER & ELECTRIC BOARD	447.13
94298	12/01/2016	VANESSA FERRELL	135.00
94299	12/01/2016	LANE COMMUNITY COLLEGE	136.38
94300	12/01/2016	LANE COUNTY YOUTH SERVICES	3,542.25
94301	12/01/2016	LIFEMAP ASSURANCE COMPANY	13,200.35
94302	12/01/2016	LOOMIS ARMORED US, LLC	6,046.86
94303	12/01/2016	MCKENZIE WILLAMETTE MEDICAL	452.52
94304	12/01/2016	OREGON DEPARTMENT OF REVENUE	1,027.71
94305	12/01/2016	OREGON DEPT. OF TRANSPORTATION	178.04
94306	12/01/2016	OREGON STATE POLICE	816.00
94307	12/01/2016	PIVOT ARCHITECTURE	7,853.56
94308	12/01/2016	QUICK COLLECT, INC.	350.51
94309	12/01/2016	RAY KLEIN, INC	564.44
94310	12/01/2016	RECORDXPRESS OF CALIFORNIA,LLC	56.34
94311	12/01/2016	SHERWIN WILLIAMS	6,450.00
94312	12/01/2016	SIX ROBBLEES' INC	367.72
94313	12/01/2016	SMALL WORLD AUTO CENTER, INC	2,126.70
94314	12/01/2016	SMART SNACKS-PORTLAND LLC	482.67
94315	12/01/2016	SPECIAL DISTRICTS INSURANCE SV	1,297.96
94316	12/01/2016	SPRINGFIELD MOTORS, INC.	74.34
94317	12/01/2016	SPRINGFIELD PUBLIC SD 19	20,137.54
94318	12/01/2016	SPRINGFIELD UTILITY BOARD	947.66
94319	12/01/2016	DONALD W SWEARINGEN	556.50
94320	12/01/2016	THERMO KING NORTHWEST, INC.	1,169.06
94321	12/01/2016	THOMSON REUTERS - WEST	222.60
94322	12/01/2016	VALLEY FREIGHTLINER, INC	818.92
94323	12/01/2016	VRIDE, INC.	4,875.00
94324	12/01/2016	WESTERN OREGON WEB PRESS, INC.	2,997.96
94325	12/01/2016	WHA INSURANCE AGENCY, INC.	666.25
94326	12/01/2016	WILLAMETTE COMM HEALTH SOLUTNS	3,231.00
94327	12/01/2016	WYATT'S TIRE COMPANY	1,481.22
94328	12/01/2016	A & E IMAGING, INC.	333.11
94329	12/01/2016	ANA LABORATORIES, INC	495.60
94330	12/01/2016	ART THREAD, LLC	2,731.75
94331	12/01/2016	BEDFORD FALLS, LLC	243.00
94332	12/01/2016	BELL+FUNK	1,050.00
94333	12/01/2016	CUMMINS NORTHWEST, INC.	0.00
94334	12/01/2016	CUMMINS NORTHWEST, INC.	18,843.20
94335	12/01/2016	DEPARTMENT OF HUMAN SERVICES	19,600.54
94336	12/01/2016	G4S SECURE SOLUTIONS (USA) INC	4,637.40
94337	12/01/2016	GILLIG CORPORATION	4,326.11



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94338	12/01/2016	GRAINGER INC	493.28
94339	12/01/2016	JOHN PARKER CONSULTING LLC	3,218.75
94340	12/01/2016	LANE COUNCIL OF GOVERNMENTS	30,981.22
94341	12/01/2016	LTD & ATU PENSION TRUST	103,380.07
94342	12/01/2016	LTD SALARIED EMP. PENSION PLAN	21,115.51
94343	12/01/2016	MODA HEALTH	2,171.28
94344	12/01/2016	MOHAWK MANUFACTURING & SUPPLY	1,468.79
94345	12/01/2016	MUNCIE TRANSIT SUPPLY	308.19
94346	12/01/2016	MYRMO & SONS	1,205.78
94347	12/01/2016	NEW FLYER OF AMERICA, INC.	3,385.32
94348	12/01/2016	OFFICEMAX CONTRACT, INC.	39.99
94349	12/01/2016	PACIFICSOURCE HEALTH PLANS	518,834.23
94350	12/01/2016	RICOH USA, INC.	133,275.47
94351	12/01/2016	SPECIAL MOBILITY SERVICES INC.	374,755.82
94352	12/01/2016	SPRAGUE PEST SOLUTIONS	65.00
94353	12/01/2016	TOUCHPOINT NETWORKS LLC	130.00
94354	12/01/2016	TRAPEZE ITS USA, LLC	1,185.49
94355	12/01/2016	UNITED WAY OF LANE COUNTY	915.00
94356	12/01/2016	VISION SERVICE PLAN	4,344.35
94357	12/01/2016	WANNAMAKER CONSULTING, INC.	18,400.00
94358	12/01/2016	WILDISH BUILDING COMPANY	2,283,554.93
94359	12/08/2016	SPECIAL MOBILITY SERVICES INC.	220,037.10
94360	12/09/2016	CAPITAL ONE COMMERCIAL	449.13
94361	12/09/2016	CITY OF EUGENE	1,257.00
94362	12/09/2016	ELMS LANDSCAPE MAINTENANCE INC	6,342.00
94363	12/09/2016	EUGENE WATER & ELECTRIC BOARD	373,948.46
94364	12/09/2016	FLEETPRIDE, INC.	147.66
94365	12/09/2016	I & E INDUSTRIES, LLC	154.20
94366	12/09/2016	KOKE NEW CENTURY, INC.	12,347.00
94367	12/09/2016	LUCC	100.00
94368	12/09/2016	FRASER M MAC CARTNEY, JR	125.00
94369	12/09/2016	MCKENZIE SEW-ON	2,007.25
94370	12/09/2016	MIDWEST BUS	1,070.00
94371	12/09/2016	OR DEPT/CONSUMER-BUSINESS SVC	89.60
94372	12/09/2016	SAFETY BRAKE SET, INC.	6,390.00
94373	12/09/2016	SHELTON TURNBULL PRINTERS	952.79
94374	12/09/2016	SIX ROBBLEES' INC	413.64
94375	12/09/2016	STUDENTS EXPERIENCE HISTORYINC	6,000.00
94376	12/09/2016	THERMO KING NORTHWEST, INC.	1,591.07
94377	12/09/2016	TYLER TECHNOLOGIES, INC	32,020.89
94378	12/09/2016	VALLEY FREIGHTLINER, INC	95.14
94379	12/09/2016	VERIZON WIRELESS	8,621.97
94380	12/09/2016	BELL+FUNK	6,656.75
94381	12/09/2016	JUDITH K BETTS	800.00
94382	12/09/2016	C & K PETROLEUM EQUIPMENT CO,	8,074.00
94383	12/09/2016	CUMMINS NORTHWEST, INC.	3,198.58
94384	12/09/2016	EAN HOLDINGS, LLC	50.00
94385	12/09/2016	G4S SECURE SOLUTIONS (USA) INC	52,117.90
94386	12/09/2016	GILLIG CORPORATION	4,623.32
94387	12/09/2016	KUHN INVESTMENTS, INC.	12,239.95
94388	12/09/2016	LANE COUNCIL OF GOVERNMENTS	650.00
94389	12/09/2016	LTD SALARIED EMP. PENSION PLAN	76,661.00
94390	12/09/2016	MOHAWK MANUFACTURING & SUPPLY	1,593.62
94391	12/09/2016	MUNCIE TRANSIT SUPPLY	604.57

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94392	12/09/2016	MYRMO & SONS	2,304.31
94393	12/09/2016	NEW FLYER OF AMERICA, INC.	27,794.50
94394	12/09/2016	NORTH COAST ELECTRIC	422.12
94395	12/09/2016	THE PAPE GROUP	400.00
94396	12/09/2016	PARKEON, INC.	1,470.00
94397	12/09/2016	PARSONS BRINCKERHOFF, INC.	67,430.67
94398	12/09/2016	PAVE NORTHWEST, INC.	4,017.00
94399	12/09/2016	SIGN LANGUAGE	9,386.35
94400	12/09/2016	SILKE COMMUNICATIONS, INC.	2,095.00
94401	12/09/2016	SITECRAFTING, INC.	400.00
94402	12/09/2016	SPX CORPORATION	218.60
94403	12/09/2016	TYREE OIL, INC.	250.00
94404	12/09/2016	Z-CARD NORTH AMERICA-INSTEP	11,641.65
94405	12/09/2016	AMERICAN FAMILY LIFE	1,559.88
94406	12/09/2016	CHAPTER 13 TRUSTEE	595.38
94407	12/09/2016	CHILD SUPPORT ENFORCEMENT AGCY	160.00
94408	12/09/2016	LIFEMAP ASSURANCE COMPANY	1,574.98
94409	12/09/2016	MCKENZIE WILLAMETTE MEDICAL	20.20
94410	12/09/2016	OREGON DEPARTMENT OF REVENUE	1,022.38
94411	12/09/2016	RAY KLEIN, INC	291.35
94412	12/09/2016	CAIC PRIMARY	1,227.92
94413	12/09/2016	LTD & ATU PENSION TRUST	97,022.31
94414	12/09/2016	LTD EMPLOYEES FUND	212.00
94415	12/09/2016	LTD SALARIED EMP. PENSION PLAN	19,940.74
94416	12/09/2016	PRE-PAID LEGAL SERVICES INC.	289.10
94417	12/09/2016	UNITED WAY OF LANE COUNTY	915.00
94418	12/15/2016	A-1 FIRE PROTECTION	150.00
94419	12/15/2016	AIRGAS USA, LLC	410.75
94420	12/15/2016	ALTERNATIVE WORK CONCEPTS	10,680.50
94421	12/15/2016	BARRETT BUSINESS SERVICES INC	3,244.80
94422	12/15/2016	CASCADE TITLE & ESCROW	73,051.39
94423	12/15/2016	CENTURY LINK	451.09
94424	12/15/2016	CINTAS CORPORATION	0.00
94425	12/15/2016	CINTAS CORPORATION	9,644.20
94426	12/15/2016	COURTESY DELIVERY SERVICE	13.00
94427	12/15/2016	DISH NETWORK	102.02
94428	12/15/2016	ERGOMETRICS & APPLIED	50.00
94429	12/15/2016	EUGENE SCHOOL DISTRICT 4J	1,440.00
94430	12/15/2016	EUGENE WATER & ELECTRIC BOARD	0.00
94431	12/15/2016	EUGENE WATER & ELECTRIC BOARD	8,140.15
94432	12/15/2016	FIRST AMERICAN TITLE COMPANY	285,275.00
94433	12/15/2016	LLC FUSSY'S @ VALLEY RIVER PLAZA	57.95
94434	12/15/2016	GAYDOS, CHURNSIDE,&BALTHROP PC	3,813.05
94435	12/15/2016	J R ZUKIN CORP	49,604.03
94436	12/15/2016	KARI JOHNSON	11,600.00
94437	12/15/2016	KENDALL AUTOMOTIVE GROUP	637.82
94438	12/15/2016	KOKE NEW CENTURY, INC.	2,956.00
94439	12/15/2016	LANE COMMUNITY COLLEGE	265.88
94440	12/15/2016	LEAGUE OF WOMEN VOTERS	17.00
94441	12/15/2016	MCKENZIE SEW-ON	1,285.00
94442	12/15/2016	MID-STATE INDUSTRIAL SERVICE	230.00
94443	12/15/2016	MOTOR VEHICLES DIVISION	12.00
94444	12/15/2016	NIELSEN FASTENER	157.80
94445	12/15/2016	NORTHWEST NATURAL GAS	4,685.66

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94446	12/15/2016	OIL PRICE INFORMATION SERVICE	216.00
94447	12/15/2016	OREGON DEPARTMENT OF REVENUE	297.00
94448	12/15/2016	OREGON DEPT. OF TRANSPORTATION	64.01
94449	12/15/2016	OREGON SPINE/PHYSICAL THERAPY	1,700.00
94450	12/15/2016	PIVOT ARCHITECTURE	33,938.72
94451	12/15/2016	R E AUTO ELECTRIC, INC.	2,113.28
94452	12/15/2016	RG MEDIA COMPANY	743.36
94453	12/15/2016	SAGE SOFTWARE, INC.	8,198.50
94454	12/15/2016	SANIPAC	2,418.09
94455	12/15/2016	SECURITY CERTIFICATIONS, LLC	800.00
94456	12/15/2016	SIX ROBBLEES' INC	681.24
94457	12/15/2016	SMALL WORLD AUTO CENTER, INC	258.60
94458	12/15/2016	SME SOLUTIONS, LLC	725.00
94459	12/15/2016	SPECIAL DISTRICTS INSURANCE SV	500.00
94460	12/15/2016	SPRINGFIELD PUBLIC SD 19	374.78
94461	12/15/2016	SPRINGFIELD UTILITY BOARD	0.00
94462	12/15/2016	SPRINGFIELD UTILITY BOARD	13,961.82
94463	12/15/2016	SUNSHINE PLANT CARE	150.00
94464	12/15/2016	TTT RANCH III, LLC	6,623.00
94465	12/15/2016	UMPQUA ROOFING COMPANY, INC	471.00
94466	12/15/2016	WYATT'S TIRE COMPANY	696.20
94467	12/15/2016	ANA LABORATORIES, INC	560.50
94468	12/15/2016	BEDFORD FALLS, LLC	1,417.50
94469	12/15/2016	BELL+FUNK	25,751.54
94470	12/15/2016	BPA VEBA-HRA SERVICES	84.00
94471	12/15/2016	BUCK'S SANITARY SERVICE, INC.	86.50
94472	12/15/2016	GLORIA, J GALLARDO	4,432.50
94473	12/15/2016	GILLIG CORPORATION	4,909.96
94474	12/15/2016	GRAINGER INC	305.50
94475	12/15/2016	ISLER CPA	960.00
94476	12/15/2016	THE JERRY BROWN CO., INC.	198.40
94477	12/15/2016	JERRY'S HOME IMPROVEMENT CTR	1,120.05
94478	12/15/2016	LOPEZ & ASSOCIATES, LLP	6,536.00
94479	12/15/2016	MOHAWK MANUFACTURING & SUPPLY	24.00
94480	12/15/2016	MOTION & FLOW CONTROL PRD, INC	60.19
94481	12/15/2016	NEW FLYER OF AMERICA, INC.	11,373.86
94482	12/15/2016	NINFAS ELITE CORPORATION	44,427.53
94483	12/15/2016	OFFICEMAX CONTRACT, INC.	330.09
94484	12/15/2016	ONE CALL CONCEPTS, INC.	28.35
94485	12/15/2016	PACIFIC POWER GROUP, LLC	930.89
94486	12/15/2016	SILKE COMMUNICATIONS, INC.	66.44
94487	12/15/2016	TIM SIMON	2,532.00
94488	12/15/2016	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	5,565.84
94489	12/15/2016	SPECIAL MOBILITY SERVICES INC.	215,686.12
94490	12/15/2016	TRAPEZE ITS USA, LLC	151,117.00
94491	12/15/2016	WANNAMAKER CONSULTING, INC.	14,498.90
94492	12/22/2016	AMAL TRANSIT UNION #757	15,976.90
94493	12/22/2016	BOTERMAN'S INC.	2,325.00
94494	12/22/2016	CASCADE TITLE & ESCROW	61,748.00
94495	12/22/2016	CHAPTER 13 TRUSTEE	595.38
94496	12/22/2016	CHILD SUPPORT ENFORCEMENT AGCY	160.00
94497	12/22/2016	CINTAS CORPORATION	52.02
94498	12/22/2016	CROCKETTS INTERSTATE TOWING	885.00
94499	12/22/2016	EUGENE WATER & ELECTRIC BOARD	962.86

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94500	12/22/2016	HANNAH MOTOR COMPANY	419.46
94501	12/22/2016	HARRIS DESIGN & PRINT, INC.	672.66
94502	12/22/2016	LANE COUNTY YOUTH SERVICES	3,542.25
94503	12/22/2016	OREGON DEPARTMENT OF REVENUE	937.78
94504	12/22/2016	PROTECTIVE SERVICE LLC	754.33
94505	12/22/2016	RAY KLEIN, INC	146.50
94506	12/22/2016	THOMAS B SCHWETZ	362.50
94507	12/22/2016	SIX ROBBLEES' INC	538.48
94508	12/22/2016	SMALL WORLD AUTO CENTER, INC	3,739.48
94509	12/22/2016	SPRINGFIELD EDUCATION FOUNDATN	1,000.00
94510	12/22/2016	SPRINGFIELD UTILITY BOARD	405.71
94511	12/22/2016	VALLEY FREIGHTLINER, INC	82.90
94512	12/22/2016	WILLAMETTE COMM HEALTH SOLUTNS	3,231.00
94513	12/22/2016	WYATT'S TIRE COMPANY	460.75
94514	12/22/2016	CUMMINS NORTHWEST, INC.	2,963.49
94515	12/22/2016	GILLIG CORPORATION	17,003.73
94516	12/22/2016	LTD & ATU PENSION TRUST	92,666.33
94517	12/22/2016	LTD SALARIED EMP. PENSION PLAN	20,613.64
94518	12/22/2016	MODA HEALTH	28,779.42
94519	12/22/2016	MODA HEALTH	2,237.78
94520	12/22/2016	MOHAWK MANUFACTURING & SUPPLY	2,780.75
94521	12/22/2016	MUNCIE TRANSIT SUPPLY	69.89
94522	12/22/2016	NEW FLYER OF AMERICA, INC.	2,685.29
94523	12/22/2016	OFFICEMAX CONTRACT, INC.	126.67
94524	12/22/2016	SPECIAL MOBILITY SERVICES INC.	166,881.03
94525	12/22/2016	TYREE OIL, INC.	125.00
94526	12/22/2016	UNITED WAY OF LANE COUNTY	915.00
94527	12/29/2016	2G CONSTRUCTION	57,819.31
94528	12/29/2016	AIRGAS USA, LLC	64.96
94529	12/29/2016	BARRETT BUSINESS SERVICES INC	1,248.00
94530	12/29/2016	BRATTAIN INTERNATIONAL TRUCKS	49.13
94531	12/29/2016	WINONA J CARLSON	219.00
94532	12/29/2016	CASCADE TITLE & ESCROW	64,303.00
94533	12/29/2016	CASCADE TITLE & ESCROW	50,236.00
94534	12/29/2016	CENTURY LINK	39.57
94535	12/29/2016	CITY OF EUGENE	9,000.00
94536	12/29/2016	CITY OF EUGENE	62,667.53
94537	12/29/2016	ELMS LANDSCAPE MAINTENANCE INC	14,279.00
94538	12/29/2016	EUGENE WATER & ELECTRIC BOARD	1,735.48
94539	12/29/2016	JIM BARR ENT, INC.	107.00
94540	12/29/2016	KOKE NEW CENTURY, INC.	518.00
94541	12/29/2016	LIFEMAP ASSURANCE COMPANY	13,689.18
94542	12/29/2016	LITHIA DODGE OF EUGENE, INC.	95.42
94543	12/29/2016	JOSEPH C MCCORMACK	351.30
94544	12/29/2016	MCKENZIE SEW-ON	1,533.50
94545	12/29/2016	MOHAWK METAL CO., INC.	1,352.25
94546	12/29/2016	LISA E OLDS	120.00
94547	12/29/2016	OREGON STATE POLICE	284.00
94548	12/29/2016	PACIFICSOURCE ADMINISTRATORS,	389.65
94549	12/29/2016	PIVOT ARCHITECTURE	28,747.40
94550	12/29/2016	R E AUTO ELECTRIC, INC.	7,027.79
94551	12/29/2016	SECURITY CERTIFICATIONS, LLC	158.05
94552	12/29/2016	SIX ROBBLEES' INC	335.28
94553	12/29/2016	SMALL WORLD AUTO CENTER, INC	112.91

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94554	12/29/2016	SPRINGFIELD MOTORS, INC.	2,035.13
94555	12/29/2016	SPRINGFIELD UTILITY BOARD	502.89
94556	12/29/2016	VB-S1 ISSUER, LLC	19,580.82
94557	12/29/2016	VERIZON WIRELESS	7,809.22
94558	12/29/2016	VRIDE, INC.	4,680.00
94559	12/29/2016	WHITE BIRD CLINIC	11,219.00
94560	12/29/2016	WILLAMETTE COMM HEALTH SOLUTNS	3,990.50
94561	12/29/2016	WYATT'S TIRE COMPANY	759.75
94562	12/29/2016	A & E IMAGING, INC.	488.87
94563	12/29/2016	ANA LABORATORIES, INC	51.50
94564	12/29/2016	ART THREAD, LLC	3,263.00
94565	12/29/2016	DOUGLAS M. BARBER	3,000.00
94566	12/29/2016	BELL+FUNK	22,719.44
94567	12/29/2016	CH2M HILL, INC.	231,562.01
94568	12/29/2016	CUMMINS NORTHWEST, INC.	5,575.04
94569	12/29/2016	EAN HOLDINGS, LLC	50.00
94570	12/29/2016	GILLIG CORPORATION	1,995.17
94571	12/29/2016	GRAINGER INC	58.14
94572	12/29/2016	THE JERRY BROWN CO., INC.	318.68
94573	12/29/2016	LANE COUNCIL OF GOVERNMENTS	14,384.15
94574	12/29/2016	MOTION & FLOW CONTROL PRD, INC	89.80
94575	12/29/2016	MUNCIE TRANSIT SUPPLY	337.49
94576	12/29/2016	NEW FLYER OF AMERICA, INC.	2,580.23
94577	12/29/2016	NORTH COAST ELECTRIC	51.30
94578	12/29/2016	OFFICEMAX CONTRACT, INC.	1,410.86
94579	12/29/2016	PACIFICSOURCE HEALTH PLANS	563,812.25
94580	12/29/2016	SILKE COMMUNICATIONS, INC.	1,476.48
94581	12/29/2016	SITECRAFTING, INC.	400.00
94582	12/29/2016	SMITH DAWSON & ANDREWS, INC.	2,415.00
94583	12/29/2016	SOFTCHOICE CORPORATION	7,098.00
94584	12/29/2016	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	1,478.36
94585	12/29/2016	SPECIAL MOBILITY SERVICES INC.	496,837.62
94586	12/29/2016	SPRAGUE PEST SOLUTIONS	65.00
94587	12/29/2016	THORP, PURDY, JEWETT, URNESS,	2,280.00
94588	12/29/2016	VISION SERVICE PLAN	4,357.80
800872823	12/22/2016	INTERNAL REVENUE SERVICE-EFTPS	190,860.42
801002802	12/08/2016	INTERNAL REVENUE SERVICE-EFTPS	190,755.92
801993262	12/08/2016	VALIC %CHASE BANK OF TEXAS	64,967.26
802007619	12/22/2016	VALIC %CHASE BANK OF TEXAS	64,966.33
803161130	12/01/2016	OREGON DEPARTMENT OF REVENUE	123.83
811211381	12/08/2016	MASS MUTUAL FINANCIAL GROUP	3,084.71
811673263	12/14/2016	INTERNAL REVENUE SERVICE-EFTPS	69.09
819362742	12/22/2016	MASS MUTUAL FINANCIAL GROUP	3,235.65
834161207	12/08/2016	OREGON DEPARTMENT OF REVENUE	46,194.56
845161219	12/22/2016	OREGON DEPARTMENT OF REVENUE	46,427.98
846161207	12/14/2016	OREGON DEPARTMENT OF REVENUE	15.43
851252219	12/22/2016	OREGON DEPARTMENT OF JUSTICE	1,981.00
858474725	12/08/2016	OREGON DEPARTMENT OF JUSTICE	1,981.00
889161130	12/01/2016	OREGON DEPARTMENT OF REVENUE	51,182.53
890996282	12/02/2016	INTERNAL REVENUE SERVICE-EFTPS	457.37
320 Checks			\$8,959,368.39

AGENDA ITEM SUMMARY

DATE OF MEETING: January 18, 2017

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

PROPOSED MOTION: None

Q:\Reference\Board Packet\2017\January\Reg Bd Mtg 1-18-17\Performance Report AIS.docx

LANE TRANSIT DISTRICT
October 2016 Performance Report *
05-January-2017

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	963,898	992,397	- 2.9%	3,230,899	3,206,124	+ 0.8%	10,273,153	10,375,501	- 1.0%
Mobility Assisted Riders	13,173	14,906	- 11.6%	57,053	57,447	- 0.7%	164,371	158,872	+ 3.5%
Average Passenger Boardings:									
Weekday	38,034	38,473	- 1.1%	30,899	30,669	+ 0.7%	33,948	34,509	- 1.6%
Saturday	21,916	21,057	+ 4.1%	20,273	20,266	+ 0.0%	19,210	19,226	- 0.1%
Sunday	11,120	10,176	+ 9.3%	10,278	9,843	+ 4.4%	10,034	9,647	+ 4.0%
Monthly Revenue Hours	24,629	23,687	+ 4.0%	91,107	88,143	+ 3.4%	270,974	257,814	+ 5.1%
Boardings Per Revenue Hour	39.0	41.9	- 6.9%	35.46	36.37	- 2.5%	37.91	40.24	- 5.8%
Weekly Revenue Hours	5,688	5,249	+ 8.4%	5,260	4,926	+ 6.8%	5,241	4,970	+ 5.5%
Weekdays	21	22		87	87		259	255	
Saturdays	5	5		18	17		52	52	
Sundays	5	4		18	19		53	56	

Passenger Revenues & Sales

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

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

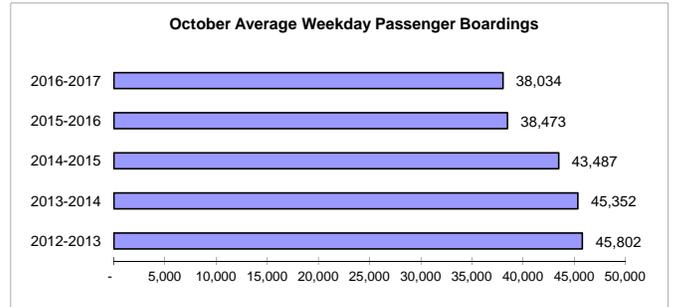
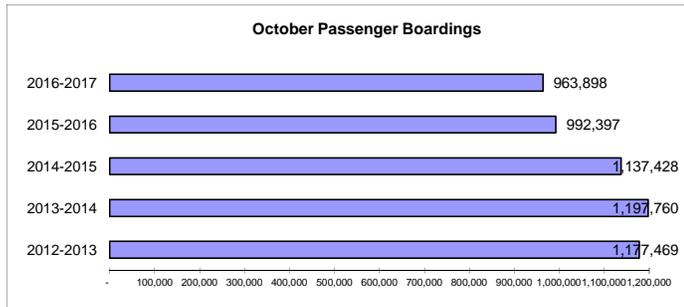
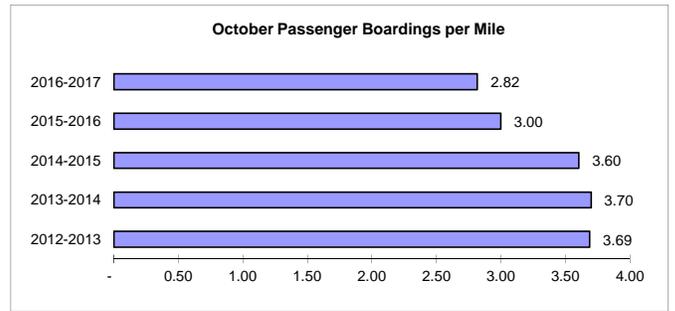
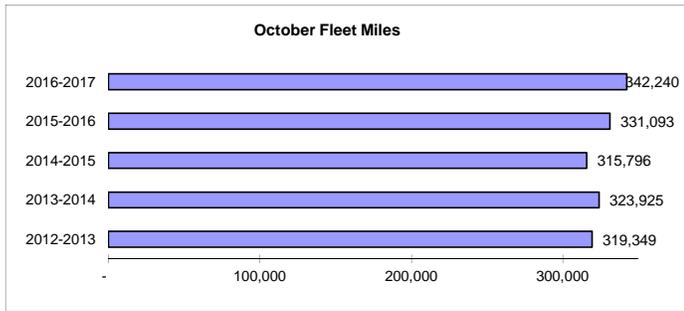
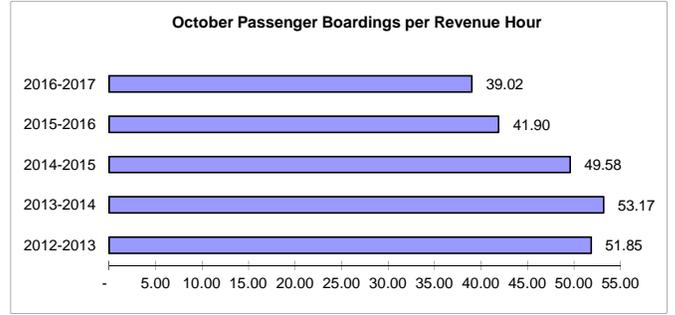
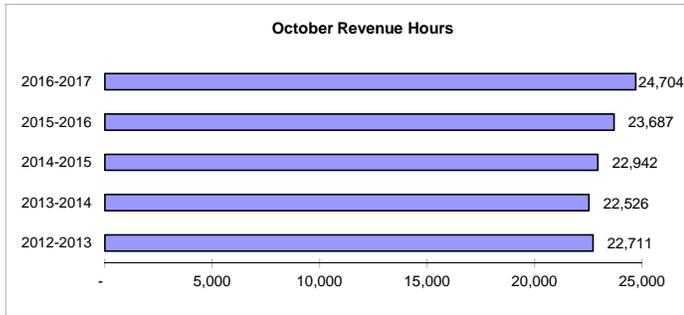
Fleet Services

Fleet Miles	342,240	331,093	+ 3.4%	1,279,915	1,232,586	+ 3.8%	3,797,846	3,599,479	+ 5.5%
Average Passenger Boardings/Mile	2.82	3.00	- 6.0%	2.52	2.60	- 3.0%	2.70	2.88	- 6.2%
Fuel Cost	\$243,790	\$150,411	+ 62.1%	\$1,152,866	\$609,489	+ 89.2%	\$2,630,201	\$1,970,182	+ 33.5%
Fuel Cost Per Mile	\$0.712	\$0.454	+ 56.8%	\$0.901	\$0.494	+ 82.2%	\$0.693	\$0.547	+ 26.5%
Repair Costs	\$250,940	\$335,955	- 25.3%	\$878,921	\$988,084	- 11.0%	\$2,651,079	\$2,852,782	- 7.1%
Total Repair Cost Per Mile	\$0.733	\$1.015	- 27.7%	\$0.687	\$0.802	- 14.3%	\$0.698	\$0.793	- 11.9%
Preventive Maintenance Costs	\$37,873	\$31,911	+ 18.7%	\$148,979	\$121,687	+ 22.4%	\$419,712	\$400,259	+ 4.9%
Total PM Cost Per Mile	\$0.111	\$0.096	+ 14.8%	\$0.116	\$0.099	+ 17.9%	\$0.111	\$0.111	- 0.6%
Mechanical Road Calls	33	44	- 25.0%	105	164	- 36.0%	403	511	- 21.1%
Miles/Mech. Road Call	10,371	7,525	+ 37.8%	12,190	7,516	+ 62.2%	9,424	7,044	+ 33.8%

Special Mobility Service

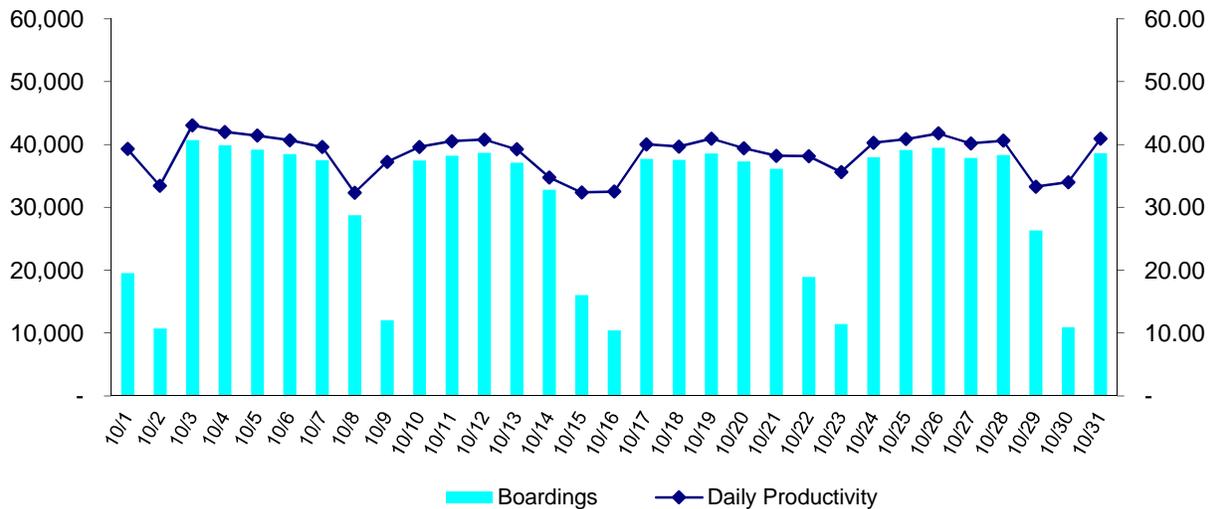
SMS Rides	14,676	16,866	- 13.0%	58,463	65,626	- 10.9%	183,131	194,894	- 6.0%
SMS Ride Refusals	-	-	+ 0.0%	-	8	- 100.0%	-	10	- 100.0%
RideSource	7,177	7,790	- 7.9%	28,580	30,534	- 6.4%	86,904	88,925	- 2.3%
RideSource Refusals	-	-	+ 0.0%	-	2	- 100.0%	-	4	- 100.0%

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



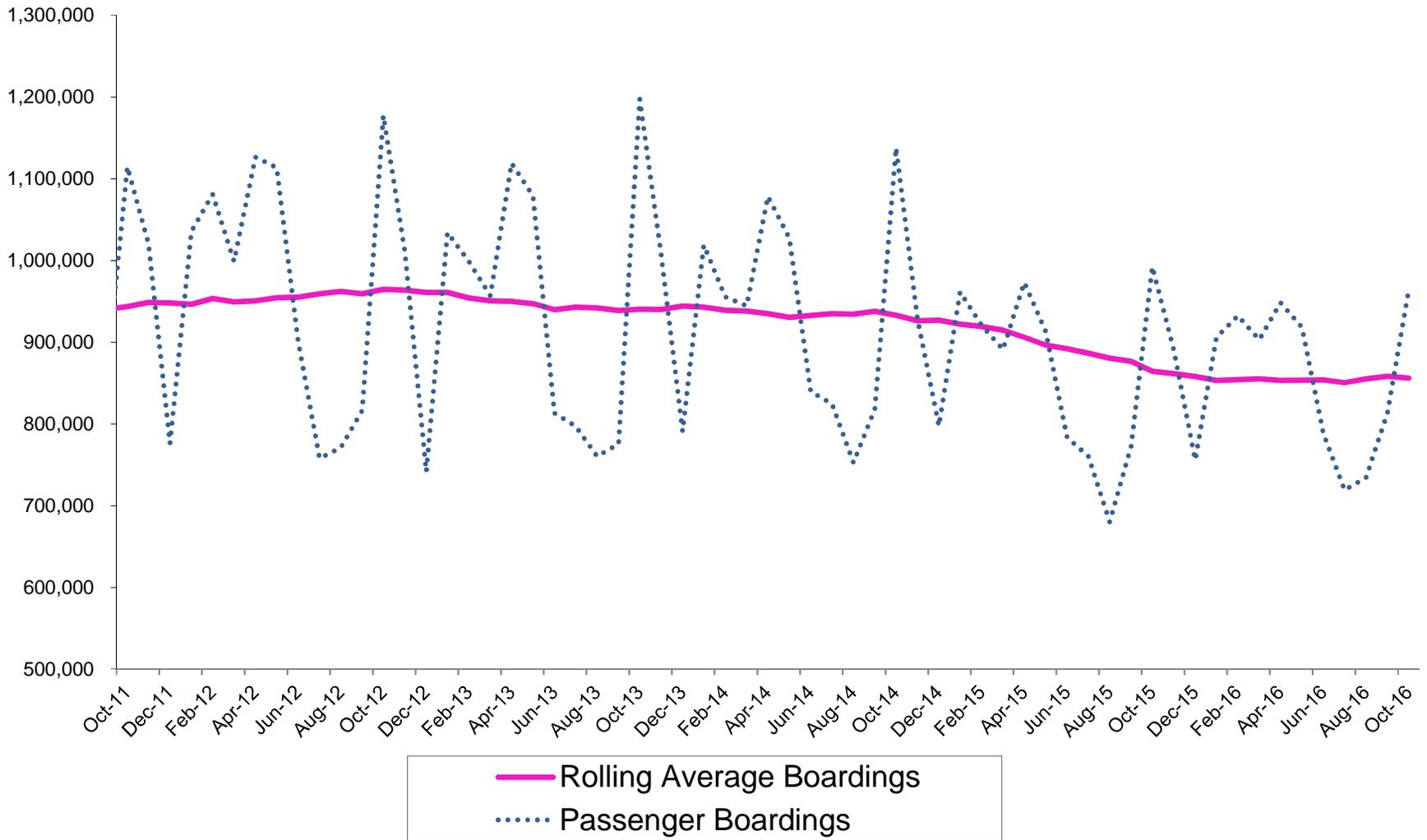
Daily Ridership Recap October 2016

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
10/1/2015	Saturday	Saturday	19,535	370	497.00	39.31
10/2/2015	Sunday	Sunday	10,737	205	321.00	33.45
10/3/2015	Monday	Weekday	40,680	660	944.00	43.09
10/4/2015	Tuesday	Weekday	39,896	569	950.00	42.00
10/5/2015	Wednesday	Weekday	39,198	554	946.00	41.44
10/6/2015	Thursday	Weekday	38,462	544	945.00	40.70
10/7/2015	Friday	Weekday	37,513	497	947.00	39.61
10/8/2015	Saturday	Saturday	28,740	360	889.00	32.33
10/9/2015	Sunday	Sunday	12,038	250	323.00	37.27
10/10/2015	Monday	Weekday	37,455	517	945.00	39.63
10/11/2015	Tuesday	Weekday	38,198	524	942.00	40.55
10/12/2015	Wednesday	Weekday	38,693	498	948.00	40.82
10/13/2015	Thursday	Weekday	37,134	395	946.00	39.25
10/14/2015	Friday	Weekday	32,826	420	944.00	34.77
10/15/2015	Saturday	Saturday	16,038	190	495.00	32.40
10/16/2015	Sunday	Sunday	10,440	129	321.00	32.52
10/17/2015	Monday	Weekday	37,723	466	942.00	40.05
10/18/2015	Tuesday	Weekday	37,543	462	946.00	39.69
10/19/2015	Wednesday	Weekday	38,601	589	943.00	40.93
10/20/2015	Thursday	Weekday	37,288	410	946.00	39.42
10/21/2015	Friday	Weekday	36,140	509	946.00	38.20
10/22/2015	Saturday	Saturday	18,933	423	496.00	38.17
10/23/2015	Sunday	Sunday	11,438	227	321.00	35.63
10/24/2015	Monday	Weekday	37,946	467	942.00	40.28
10/25/2015	Tuesday	Weekday	39,152	564	958.00	40.87
10/26/2015	Wednesday	Weekday	39,490	507	945.00	41.79
10/27/2015	Thursday	Weekday	37,867	428	942.00	40.20
10/28/2015	Friday	Weekday	38,304	546	943.00	40.62
10/29/2015	Saturday	Saturday	26,334	308	791.00	33.29
10/30/2015	Sunday	Sunday	10,949	174	322.00	34.00
10/31/2015	Monday	Weekday	38,607	411	943.00	40.94
Totals			963,898	13,173	24,629	39.14



LANE TRANSIT DISTRICT

Five Year History of Passenger Boardings



Special Mobility Services: RideSource Activity and Productivity Information

November-16	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	14,695	15,078	-2.5%	73,852	81,050	-8.9%	183,924	195,844	-6.1%
RideSource(All Modes)	12,631	12,516	0.9%	63,082	68,250	-7.6%	155,772	164,980	-5.6%
Shopper	467	563	-17.1%	2,509	2,961	-15.3%	6,494	7,460	-12.9%
Escort Volunteers-Metro	1,186	1,422	-16.6%	6,114	6,617	-7.6%	16,495	14,984	10.1%
Escort Volunteers-Rural	411	577	-28.8%	2,147	3,222	-33.4%	5,163	8,420	-38.7%
A RideSource Cost per Ride	\$ 26.34	\$ 23.58	11.7%	\$ 26.10	\$ 23.19	12.5%	\$ 25.00	\$ 23.19	7.8%
RideSource(All Modes)	\$ 29.55	\$ 27.18	8.7%	\$ 29.42	\$ 26.39	11.5%	\$ 28.40	\$ 26.38	7.6%
RideSource Shopper	\$ 17.67	\$ 12.20	44.8%	\$ 16.24	\$ 12.09	34.3%	\$ 14.15	\$ 11.91	18.8%
RideSource Escort	\$ 3.54	\$ 4.20	-15.8%	\$ 3.77	\$ 4.36	-13.5%	\$ 3.83	\$ 4.28	-10.4%
Ride Reservations	13,824	14,290	-3.3%	69,230	76,825	-9.9%	172,107	184,242	-6.6%
Cancelled Number	1,378	1,440	-4.3%	6,609	7,514	-12.0%	17,321	18,118	-4.4%
Cancelled % of Total	9.97%	10.08%		9.55%	9.78%		10.06%	9.83%	
No-Show Number	48	102	-52.9%	348	566	-38.5%	913	1,494	-38.9%
No-Show % of Total	0.35%	0.71%		0.50%	0.74%		0.53%	0.81%	
Ride Refusals Number	0	0	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	7,934	7,146	11.0%	40,115	39,185	2.4%	96,887	95,031	2.0%
Agency Staff	7,934	7,056	12.4%	40,109	38,650	3.8%	96,318	93,640	2.9%
Agency SMS Volunteer	-	90	-100.0%	6	535	-98.9%	569	1,391	-59.1%
Avg. Trips/Service Hr.	1.65	1.83	-9.8%	1.64	1.82	-9.9%	1.67	1.81	-7.7%
RideSource System Miles	95,040	93,807	1.3%	478,891	503,765	-4.9%	1,172,581	1,208,347	-3.0%
Avg. Miles/Trip	7.26	7.17	1.2%	7.30	7.07	3.2%	7.23	7.01	3.1%
Miles/Vehicle Hour	11.98	13.13	-8.7%	11.94	12.86	-7.1%	12.10	12.72	-4.8%

Special Mobility Services: RideSource Activity and Productivity Information

November-16	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	84.7%	84.6%	0.2%	86.8%	85.7%	1.3%	87.0%	85.3%	1.9%
Sample	11,584	11,615		57,801	62,750		142,176	151,114	
On-Time	9,817	9,825		50,174	53,782		123,638	128,931	

- 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

November-16

	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Months	Last Yr 12 months
Total Cost per Cost Model	505,817	477,825	2,514,357	2,481,276	6,037,875	5,789,080
Less Brokerage	117,812	118,505	583,301	596,708	1,434,437	1,240,067
Less Oakridge	871	3,847	3,508	4,760	5,083	7,639
RS Total	387,134	355,473	1,927,548	1,879,808	4,598,355	4,541,374
Less Shopper	8,251	6,870	40,738	35,810	91,906	88,885
Less Vol Escort	5,647	8,397	31,143	42,881	83,002	100,082
RS All Modes	373,236	340,206	1,855,667	1,801,117	4,423,447	4,352,407

NOTES:

A - RideSource Cost per Ride Previous YTD and Prior 12 Month data were incorrect for FY2015 but have been updated in this report to correct for that error.

AGENDA ITEM SUMMARY

DATE: January 18, 2017

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 31, 2016. A drawdown was made on December 8, 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 Extension](#)

Current Status: Grant Closed on December 25, 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	\$ 2,086

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	\$13,916,739

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 FY 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	\$ 125,116

6. [OR-04-0049-00 | FY14 5309 Ladders - Vehicles and 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
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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 vehicle]. 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 and Individuals with Disabilities	\$474,358
Local	\$ 83,710
Total Eligible Amount	\$558,068

Funds Remaining	\$304,871
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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
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9. [OR-57-X014-00 | 12 5317 New Freedom Mobility Management](#)

Current Status: Active (Executed)

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

49 USC 5317 - New Freedom	\$78,524
Local	\$19,631
Total Eligible Amount	\$98,155
Funds Remaining	\$22,289

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 closeout 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 five (5) replacement 40-foot, hybrid-electric buses. Four of the five 40-foot, hybrid electric buses have been delivered but not yet accepted, and one remaining bus will be delivered by the end of January. The three articulated, hybrid-electric buses were procured in 2014.

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	\$3,100,883

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 the Eugene-Springfield area. 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	\$ 23

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	\$2,079,312

14. [OR-95-X035-00 | 2012 STP - PM, TDM/Rideshare](#)

Current Status: Active (Executed)

This grant funds ongoing Rideshare (Safe Routes to Schools) 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	\$ 37,825

¹ Federal Highway Administration

15. [OR-95-X030-01 | 11 STP - UO Station Renovation/SmartTrips](#)

Current Status: Active (Executed)

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

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	\$ 211,490

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.

49 USC 5309 - Bus and Bus Facilities (FY 2006 forward)	\$1,088,000
Local	\$ 272,000
Total Eligible Amount	\$1,360,000
Funds Remaining	\$ 271,601

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/OR-34-X001 | 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 (1) 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	\$ 60,382

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: Closed August 31, 2016

This grant award is for \$110,000 and funds the Point2point 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 <i>Smart Trips</i>	\$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	\$ 916,366

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	\$ 81,085

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	\$ 24,983

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 (Expired December 31, 2016)

This grant was extended to December 31, 2016, and was an 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. This grant will have one more drawdown and will then be reconciled and closed.

5304 Planning Oakridge Redesign	\$24,000
Local	\$ 6,000
Total Eligible Amount	\$30,000
Funds Remaining	\$12,227

27. [30136 ODOT | 2016 – 17 ConnectOregon V - W 11th Bicycle-Pedestrian Bridge Connections](#)

Current Status: Active (Extended to December 31, 2017)

This is a *ConnectOregon* multimodal transportation grant, which was extended to December 31, 2017. The grant is to fund bicycle-pedestrian bridges and associated connectors between the Fern Ridge Path and West 11th Avenue at three locations. The improvements include lighting, landscaping, security, and walkway enhancements.

<i>ConnectOregon</i> Bicycle-Pedestrian Bridge	\$5,839,032
Local	\$2,255,726
Total Eligible Amount	\$3,583,306
Funds Remaining	\$3,384,445

28. [30139 ODOT | 2016-17 ConnectOregon V - Franklin Boulevard Phase I Transit Stations](#)

Current Status: Active (Expired December 31, 2017)

This is a *ConnectOregon* multimodal transportation grant, which expired on December 31, 2017. The grant is to fund the removal and replacement of the temporary stations at the McVay Highway intersection with permanent stations that function with the current roundabout design. The stations will be ADA accessible. Each station platform will include bicycle parking, a ticket vending machine, benches, lighting, real-time signs, shelter structures and exclusive guideways.

<i>ConnectOregon</i> Franklin Boulevard Phase I Transit Stations	\$935,000
Local	\$125,000
Total Eligible Amount	\$810,000
Funds Remaining	\$794,832

29. [31675 ODOT | 2016-18 5311 35ft Vehicle purchase](#)

Current Status: Active (Expired December 31, 2018)

- This is a 5311 Transit Network grant, which funds the purchase of a heavy-duty, 35-foot transit vehicle to be used for an ADA pilot program for service between Florence and Yachats.

Heavy-duty ADA transit vehicle for service between Florence and Yachats	\$100,000
Local	\$10,270
Total Eligible Amount	\$89,730
Funds Remaining	\$100,000

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, the 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 early last 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 (SRTS) program, 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:

- 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.
- Half-fare/Service Animal grant to fund project P-15-2849. The prepared agreement is for \$86,578.

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 Rody 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

AGENDA ITEM SUMMARY

DATE OF MEETING: January 18, 2017

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 – January 2017

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MONTHLY DEPARTMENT REPORTS

January 18, 2017

OFFICE OF THE GENERAL MANAGER

Aurora Jackson, General Manager

There is no General Manager report this month.

SERVICE DELIVERY

Mark Johnson, Assistant General Manager

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

RideSource Request for Proposal

In January LTD is sending out the Request for Proposal for RideSource Brokerage and Operations, as summarized in the December report. The current contract expires on June 30, and a new contract will be in place on July 1, 2017. This represents a significant service delivery component that is critical both to Lane Transit District for its service under the Americans with Disabilities Act, and to human service transportation programs in this community.

Biennial Discretionary Funds Process

Every two years the state provides formula Special Transportation Funds (STF) and state 5310 funds to designated entities. Lane Transit District is the agency designated to apply for and oversee the use of these funds. LTD's Accessible Transportation Committee (ATC), a sub-committee of the Board, manages a discretionary process to allocate funding for intended uses. STF funding is intended for enhanced mobility of seniors and people with disabilities. The ATC is reviewing program applications in January and will hold a public hearing on February 8. The ATC will forward a recommended allocation for this funding for Board approval at the February Board meeting. A presentation of current programs funded through these sources will be provided at the January 18 Board meeting.

Biennial 5311 and 5311(f) Grants

Every two years, the state allocates 5311 and 5311(f) funding. These funds are formula based and intended to provide funding within communities with populations of less than 50,000, and to provide connections from rural communities to a larger transportation network. These funds are allocated on a formula basis, and grant applications are due on January 20. To support the operations of the Florence Rhody Express and Oakridge Diamond Express, Lane Transit applies for and manages these grants.

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

Lane Transit District is in the process of updating the Coordinated Plan. This plan provides:

- An assessment of available transportation services and providers
- An assessment of transportation needs for seniors and people with disabilities
- Identifies strategies and activities to address identified gaps
- Establishes priorities for implementation and resource allocation

Staff are conducting outreach in the community and plan to hold a public hearing on the update on February 8 at the Accessible Transportation Committee meeting and bring the update to the LTD Board for adoption at the February or March Board meeting.

Snow and Ice – Excellent Customer Service!

During snow and ice events, Lane Transit District has an opportunity to play an especially important role in the ability of members of this community to travel, including many first-time riders. During these events, staff are in an “All-Hands-On-Deck” mode to provide amazing customer service, including affording timely information, clearing walkways, answering phones, and maintaining safe and reliable transportation. During the latest incidents in December and January, Customer Service received many phone calls with compliments on the helpful service provided throughout the District.

POINT2POINT

Theresa Brand, Transportation Options Manager

- Staff are settling into a new office in the Customer Service Center in Downtown Eugene. This will allow for closer connections and coordination with the Accessible Services group and will facilitate some joint work as the District moves into the future.
- Staff have been busy wrapping up 2016 programs with evaluations and with the development of the 2015-2016 Annual Report that is due to the Oregon Department of Transportation in mid January.
- Staff continue to develop new materials and outreach strategies to be used in 2017 and beyond with employers and with the general public
- Staff hosted events at four of the Cornerstone Housing sites in December with two more to follow in January. Materials are being developed (transportation maps and information sheets) that will be posted in the community centers at all Cornerstone locations.

Smart Trips

Staff are finishing the *Smart Trips* Thurston Final Report. Document will be available in late January.

School Programs

- Staff finished the update to the Regional Safe Routes to School (SRTS) Strategic Plan. The document will be available in January.
- Bethel School District conducted interviews to fill the vacant SRTS coordinator position. The anticipated start date for the new coordinator is mid to late January.

Drive Less Connect/Oregon Drive Less Challenge

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

- 16 new users enrolled in DLC
- 761 non-drive-alone trips reported
- 12,458 non-drive-alone miles reported
- 16 Ridematch searches performed
- 8 Ridematch requests sent

Vanpool Program

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

- 16 vanpools traveling to/from Eugene-Springfield (One van is on hiatus)
- 3,188 passenger boardings
- 171,684 passenger miles
- 104,384 pounds CO₂ reduced

CarShare Program

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

- 7 new members
- 59 reservations
- 327 hours used

Employer Programs/Employer Outreach

- Staffed a table at the University of Oregon New Employee Orientation
- Three individuals registered for the Emergency Ride Home Program

Business Commute Challenge

The six-month, post-event survey was sent out and closed on December 27. There were 584 responses, and data is being analyzed to determine mode shift from the 2016 event. Planning for the 2017 event has begun and will be held on May 13-19.

OPERATIONS

Jake McCallum, Director of Operations

Promotions

Marcus Hecker was selected from the pool of temporary supervisors for the promotion to operations supervisor, and he began work in the office on January 8. Temporary Supervisor (TS) is a program to groom bus operators who are interested in being an operations supervisor. It involves an extensive training program; and when individuals are certified, they cover shifts for vacations, meetings, and special events throughout the year. Staff are excited to work with Marcus and look forward to utilizing the skills and experience that he brings to the Operations team.

Snow and Ice Service

The recent ice storm caused detours on several routes. While snow and ice conditions on the roads were not too much of an issue, fallen trees, limbs and power lines were the primary reason for detours. Several departments typically work outside their scheduled hours, and the community benefits from the vital service that staff work so hard to provide. Recent events reminded leadership staff of the commitment, dedication, and sacrifice that District employees give to continue providing the excellent service our community expects on a day-to-day basis.

Operator Bid

Operators bid process for the winter bid started on December 26 and continued for three weeks until all operators received work that will be implemented for winter service on February 5, 2017. Operators currently bid work three times a year in accordance with the working and wage agreement.

ADMINISTRATION

Roland Hoskins, Assistant General Manager

HUMAN RESOURCES

David Collier, Director of Human Resources and Risk Management

Recruitment

- The Transit Operations Division hired ten operators who began on December 12; there is another class of ten scheduled to start on February 20. Screening, interviews, and reference checks have begun for additional operators that are scheduled to begin work in March or April. As mentioned earlier in this document, Operations hired Marcus Hecker to be an operations supervisor. Marcus has been a bus operator since 2006, an instructor since 2008, and a temporary supervisor since 2014.
- The Public Affairs Department hired Therese Lang to be the public information officer, and she began work on December 12. Therese had her own independent public relations consulting firm for five years before coming to work at LTD.
- The Public Safety Division hired Todd Uhler to be the transit public safety sergeant, and he started work on December 21. Todd has been working for G4S Secure Solutions for more than five and a half years. Another former, 11-year G4S staff member, Kari Baker was hired to be the public safety intelligence analyst; and she began work on December 21. Darel Pitmon was hired as the transit public safety lieutenant, and he began work on January 3. Darel has been working for G4S on the LTD contract for more than six and a half years. Screening, interviews, and reference checks have begun for public safety officers and for transit fare inspectors.

PUBLIC AFFAIRS

Edward McGlone, Director of Public Affairs

There is no Public Affairs report this month.

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

There is no Planning and Development report this month.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 18, 2017

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. **Rural Services Update:** Following the Board's discussion at its November meeting, staff will further discuss rural service options with the Board in February.
- B. **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 February meeting.
- C. **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 February.
- D. **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.
- E. **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.
- F. **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.
- G. **Board Member Committee Assignments:** In February or March after the new member has joined the Board, members will be asked to communicate their preferences for committee work and assignments will be reviewed and revised as needed.

- H. **Selection of Pension Trustee-elect**: Pension Trustee and Board Member Gary Gillespie's term expires at the end of 2017. In March, after the second new member has 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.
- I. **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.
- J. **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.
- K. **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.
- L. **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.
- M. **MovingAhead Project Updates**: Staff will provide periodic updates on the progress of this project.
- N. **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: January 18, 2017

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 March staff will present resolutions establishing contracting authority, updating purchasing thresholds, updating the travel policy, and updating the purchasing card policy. In April staff will present the draft Procurement Policy for the Board's information; and in May, 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: January 18, 2017

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

PREPARED BY: David Collier, Director of Human Resources and Risk Management

ACTION REQUESTED: None

ATTACHMENT: None

PROPOSED MOTION: I move that the Board meet in Executive Session pursuant to ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

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Oregon §5310 and Special Transportation Fund Programs

Cosette Rees – January 18, 2017



LTD.org

Overview



- State 5310 and Special Transportation Fund program
- Grants are awarded every biennium
- Prescribed process encouraging collaboration
- Programs geared to serve the transportation needs of seniors and people with disabilities
- Review 2016/17 biennium
- Prepare for 2018/19 recommendations

State §5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program

Federal funds allocated to Oregon for distribution
Formula distribution

Special Transportation Fund agencies are eligible to apply

Eligible activities:

- Vehicle purchase and preventive maintenance
- Passenger improvements
- Contracted services
- Travel training and mobility management

Funds do not carry-forward

Match rate: 10.27%



Oregon Special Transportation Fund

Generated through cigarette tax, ID cards, non-auto gas taxes, and State General Fund

Formula distribution

Special Transportation Fund agencies are eligible to apply

Eligible activities:

- Flexible
- Consistent with Human Service Transportation Coordinated Plan
- Transportation services benefiting seniors and people with disabilities

Funds carry-forward

Match rate: No match required



Vehicle Preventive Maintenance



LTD Owned Vehicles

77 vehicles

Estimated \$3,800 per vehicle

§5310 Enhanced Mobility	\$525,100
Special Transp. Fund	<u>\$60,100</u>
	\$585,200



RideSource ADA



96,004 Rides/year

ADA Paratransit Service

Shopper Van

Operated by Special Mobility
Services

\$5310 Enhanced Mobility	\$525,654
Special Transp. Fund	\$1,642,744
Farebox	\$560,000
General Fund	<u>\$2,559,506</u>
	\$5,287,904



LTD.org

LCOG Volunteer Escort

23,386 Rides/year

Mileage reimbursement



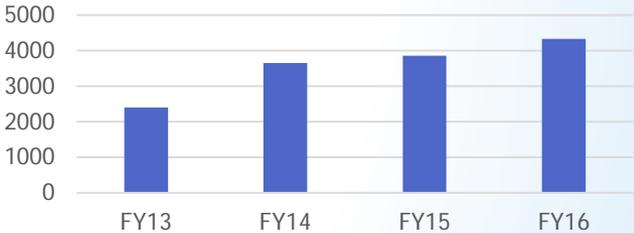
§5310 Enhanced Mobility	\$132,800
Older Americans Act	\$20,400
Farebox & Donations	<u>\$23,200</u>
	\$176,400

White Bird Clinic

4,332 Rides/year Mental Health Transportation



WBC Ridership Trends



\$5310 Enhanced Mobility	\$176,499
Special Transp. Fund	<u>\$20,201</u>
	\$196,700



Veterans and Crucial Connections



155 Rides/year

LTD Accessible Services

Gap transportation services

§5310 Enhanced Mobility	\$26,919
Special Transportation Fund	<u>\$3,081</u>
	\$30,000



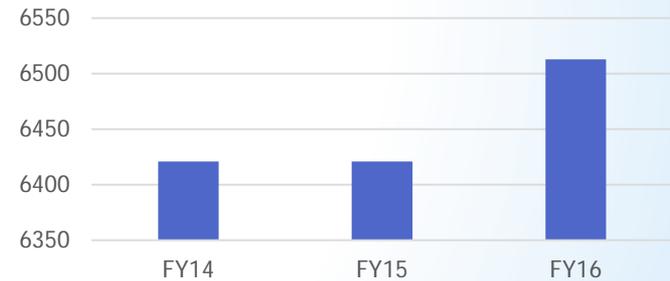
LTD.org

Pearl Buck Center

6,513 Rides/year
Preschool transportation



Pearl Buck Ridership Trends



\$5310 Enhanced Mobility	\$176,383
Local Match	<u>\$138,136</u>
	\$314,519

City of Cottage Grove

13,120 Rides/year

Contracted service through South Lane Wheels



\$5310 Enhanced Mobility	\$159,200
Local Match	<u>\$30,000</u>
	\$189,200

Alternative Work Concepts

14,392 Rides/year

Travel Training

Transit Hosts

Estimated savings of \$320,180
from paratransit service



AWC Ridership Trends



\$5310 Enhanced Mobility	\$266,139
Special Transp. Fund	<u>\$30,461</u>
	\$296,600



LCOG Senior & Disability Services

Mobility Management

- Transportation Assessments
- Coordinated effort with Alternative Work Concepts and White Bird Clinic

SENIOR & DISABILITY SERVICES
A DIVISION OF LANE COUNCIL OF GOVERNMENTS



§5310 Enhanced Mobility	\$135,854
Special Transp. Fund	\$40,549
§5316 JARC	\$100,000
Medicaid NEMT	\$321,400
Medicaid Non-Medical	<u>\$44,996</u>
	\$642,799



Florence Rhody Express

10,100 Rides/year

Operated by River Cities Taxi

Additional 900 ADA trips

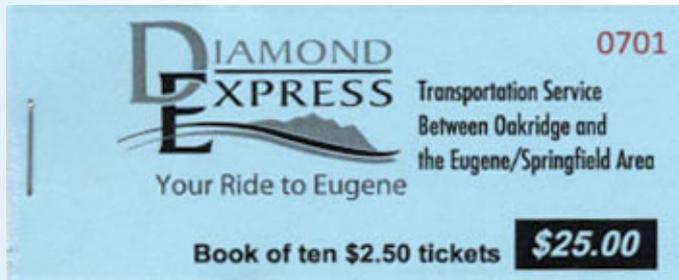


Special Transp. Fund	\$58,951
\$5311 Rural Areas	\$160,056
City of Florence	\$64,000
Farebox	<u>\$6,307</u>
	\$289,314

Oakridge Diamond Express

25,535 Rides/year

Operated by Special Mobility
Services



Special Transp. Fund	\$176,200
\$5311(f) Intercity	\$250,598
City of Oakridge	\$23,000
Farebox	<u>\$137,889</u>
	\$587,687

What's Next?

- * FY 2018 and 2019 Process underway
- * Accessible Transportation Committee considering 12 funding requests worth \$8.2 million
- * Special Transportation funds down 16%
- * State 5310 funds down 4.5%
- * Public Hearing February 8, 2017
- * Board Approval February 15, 2017
- * Applications due February 17, 2017



Questions?



LTD.org

Oregon §5311 and §5311(f) Transit Network and Intercity Programs

Cosette Rees – January 18, 2017



Overview

- State 5311 and 5311(f) Transit Network and Intercity Programs
- Grants are awarded every biennium
- Information – 2018/19 Applications



State 5311 Formula Grants for Rural Areas

Federal funds allocated to Oregon for distribution

Formula distribution

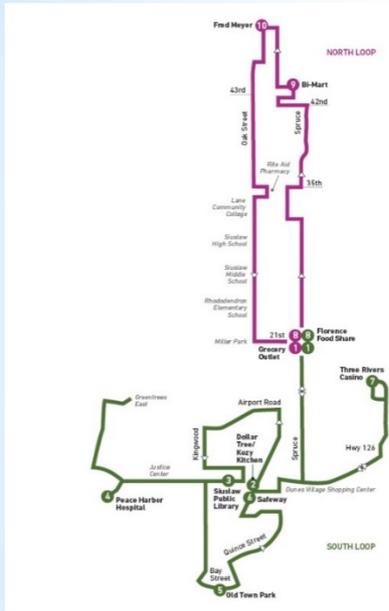
Eligible activities:

- Operating, capital, planning and administrative assistance
- Communities with a population of less than 50,000

Match rate: 43.92% for operating; 10.27 for capital, planning and project administration



5311: Florence Rhody Express



- Eight hourly trips within Florence
- 10,100 fixed route rides per year
- Additional 900 ADA trips
- Contract with River Cities Taxi



Special Transportation Fund	\$58,951
\$5311 Rural Areas	\$160,056
City of Florence	\$64,000
Farebox	<u>\$6,307</u>
	\$289,314



5311(f) Transit Network and Intercity Program

Competitive process based on statewide criteria

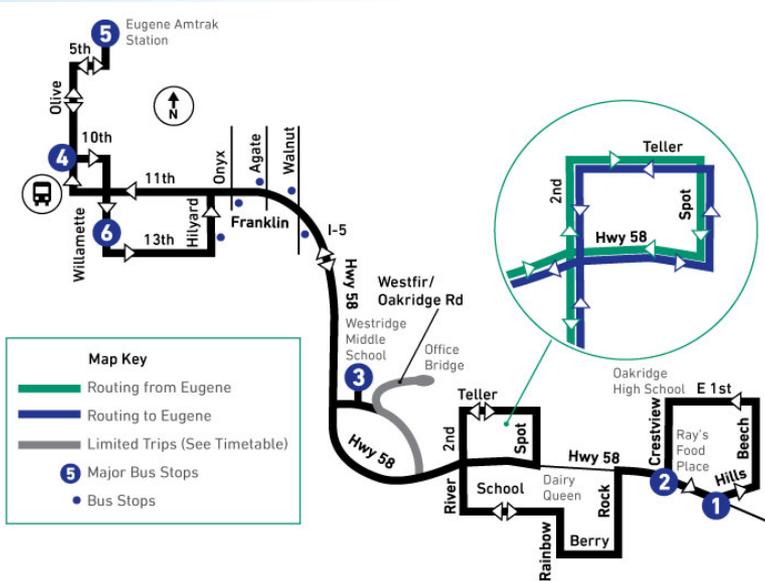
Eligible activities:

- Regional connector services, planning, marketing, coordination, projects that support key transit hubs, and buses and shelters.

Match rate: 20% for capital projects; 50% for operating projects



5311(f): Oakridge Diamond Express



- Four daily weekday round-trips
- Connects with Amtrak
- 25,535 Rides per year
- Contract with Special Mobility Services

Special Transportation Fund	\$176,200
\$5311(f)	\$250,598
City of Oakridge	\$23,000
Farebox	\$137,889
	<u>\$587,687</u>

What's Next?

- * LTD will apply for funds on behalf of each program
- * Applications due January 20, 2017



Questions?



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