



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

Wednesday, December 6, 2017

Special Meeting 5:30 p.m.

LTD Board Room

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

A G E N D A

Page

- I. CALL TO ORDER
- II. ROLL CALL
 Gillespie Yett Wildish Yeh Reid Necker Nordin
- III. PRELIMINARY REMARKS BY BOARD PRESIDENT
- IV. COMMENTS FROM THE GENERAL MANAGER (2 minutes)
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.
- V. ANNOUNCEMENTS AND ADDITIONS TO AGENDA (2 minutes)
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.
- VI. BOARD CALENDAR (2 minutes)
Board members are asked to coordinate the Board Activity Calendars with their personal calendars for discussion at each Board meeting. 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.

Updated Board Activity Calendars are sent separately for Board members.
- VII. EMPLOYEE OF THE MONTH – JANUARY (5 minutes)
- VIII. AUDIENCE PARTICIPATION (10 minutes)
 - ◆ *Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.*
 - ◆ *Citizens testifying are asked to limit testimony to three minutes.*

IX. ITEMS FOR ACTION AT THIS MEETING

- A. Consent Calendar: (1 minute) 4
 - 1. Minutes of the November 15, 2017, Regular Board Meeting
 - 2. Delegated Authority Report - November
- B. Adoption: 2018 Winter Service Changes (5 minutes) 14
[Bret Smith/Tom Schwetz]
- C. Comprehensive Operations Analysis Contract Award (10 minutes) 16
[Tom Schwetz]
- D. Election of Board Officers (10 minutes) 19
[Gary Wildish]

XI. ITEMS FOR INFORMATION AT THIS MEETING

- A. Board Member Reports (10 minutes) 20
 - 1. Meetings Held
 - a. LTD Board Finance Committee – November 13
 - b. LTD Board Human Relations Committee – November 20
 - c. Accessible Transportation Committee (ATC) – November 21
 - d. Strategic Planning Committee – December 5
 - 2. No Meeting/No Reports
 - a. Lane Council of Governments (LCOG) Board of Directors
 - b. LTD Pension Trusts
 - c. Metropolitan Policy Committee (MPC)
 - d. Lane Area Commission on Transportation (LaneACT)
 - e. Vision Zero Task Force
 - f. LTD Board Budget Committee Meeting
 - g. Main Street Projects Governance Team
 - h. MovingAhead Oversight Committee
 - i. LTD Board Service Committee
- B. EmX West Ridership Report (5 minutes)
[Tom Schwetz]
- C. Monthly Financial Reports – September (5 minutes) 22
[Christina Shew]

Attached is the Year-to-Date Financial Report. Financial reports are considered a draft until the conclusion of the fiscal year and completion of the Comprehensive Annual Financial Report.

- D. Monthly Grant Report – November (respond if questions) 24
[Christina Shew]

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).

- E. Monthly Cash Disbursements – November (respond if questions)
[Christina Shew]

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.

- F. Monthly Performance Reports – October/August 2017-Revised/September 2017-Revised 38
(respond if questions)
[Aurora Jackson]

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.

- G. Monthly Department Reports – December (respond if questions) 44
[Aurora Jackson]

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

XII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

Attached is a calendar of Action or Information items that will be included on the agenda for future Board meetings.

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

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

- A. Disadvantaged Business Enterprise Policy and Program (Fall)

XV. ADJOURNMENT

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

AGENDA ITEM SUMMARY

DATE OF MEETING: December 6, 2017

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Camille Gandolfi, Clerk of the Board

ACTION REQUESTED: Approval of Consent Calendar items

BACKGROUND:

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

The Consent Calendar for December 6, 2017, consists of:

- Approval of the Minutes of the November 15, 2017, Regular Board Meeting
- Approval of Delegated Authority Report-November

ATTACHMENT: 1) Minutes of the November 15, 2017, Regular Board Meeting
2) Delegated Authority Report-November

PROPOSED MOTION: I move that the Board approve the Consent Calendar for December 6, 2017, as presented [amended].

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, November 15, 2017

Pursuant to notice given to *The Register-Guard* for publication on November 8, 2017, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular board meeting on Wednesday, November 15, 2017, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, President
Don Nordin, Treasurer
Kate Reid
Carl Yeh
Steven Yett
A.J. Jackson, General Manager
Kristen Denmark, General Counsel
Camille Gandolfi, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Gary Gillespie, Vice President
Ed Necker, Secretary

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

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Wildish said the departures of Mr. Gillespie and Mr. Necker in December at the end of their terms on the Board would require the Board to elect a vice president and secretary to fill those terms for the period January 1-June 30, 2018.

COMMENTS FROM THE GENERAL MANAGER: Ms. Jackson reported that LTD's Stuff the Bus event was a major success, with 3,200 pounds of food donated. She also announced that April Wick had been appointed to fill the Subdistrict 5 Board vacancy and would join the Board at its January 2018 meeting.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: There were no announcements or agenda additions.

BOARD CALENDARS: Ms. Jackson said the online calendar had been updated and debugged. She reviewed upcoming events in November and December. Ms. Gandolfi noted that the calendar application had been modified to allow Board members to add events to the calendar themselves.

EMPLOYEE OF THE MONTH – NOVEMBER: The Board recognized Customer Service Representative Rachael Kirkelie as the December 2017 Employee of the Month. Ms. Kirkelie was unable to attend the meeting.

AUDIENCE PARTICIPATION: Mr. Wildish explained the process for providing testimony to the Board.

Ken Rivernider, Eugene, spoke to the Board regarding transit service between Eugene and Florence. He said he had also spoken a number of times to the LaneACT (Area Commission on Transportation) about how a Eugene/Florence route would meet the needs of many people in both communities. A regularly scheduled, affordable bus service would improve the quality of life for many underserved populations for whom accessibility was of great importance. He said that he had lived in Eugene for more than 30 years and could count on one hand the number of times he had been to Florence. He said that would change if there was affordable transportation available. He said a representative from the Oregon Department of Transportation (ODOT), speaking at a LaneACT meeting, mentioned the need for regularly scheduled bus service between Eugene and Florence. He said the question had always been how to pay for that service and the new State Transportation Improvement Program (STIP) funds could be a source of funding and he hoped LTD and ODOT could partner to make that happen.

Rob Zako, Eugene, representing Better Eugene-Springfield Transportation (BEST), said that he was pleased that a consultant for LTD's comprehensive operations analysis (COA) would be selected at the Board's next meeting. He said the City of Eugene was considering allowing Lyft and Uber to operate in the city. He said those ride hailing services could be seen as competition for transit agencies, but BEST and LTD operated in the public interest to make sure people got to where they needed to go in the most cost effective way. He said Lyft and Uber should be embraced and suggested the Strategic Planning Committee (SPC) could be asked to consider how to collaborate. He announced that BEST was hosting a public forum to discuss future plans on December 11, 2017, and invited everyone to attend.

PUBLIC HEARING: 2018 WINTER SERVICE CHANGES: Director of Planning and Development Tom Schwetz said the scale of service changes in conjunction with the launch of EmX West operations required some additional adjustments, along with efficiency gains in other parts of the system. He said LTD's Service Policy required that a public hearing be conducted for proposed service changes and the Board would be asked to approve staff recommendations at its December 6, 2017, meeting. Changes in service would go into effect on February 4, 2018.

Associate Service Planner Bret Smith used slides of system maps to explain the proposed service changes to routes #41, 66 (weekday only), 67 (weekday only), 79x, 82, 93, 95, and 98. He invited questions from Board members.

Mr. Yeh asked why #66 and #67 service would be changed from 15 minutes to 20 minutes. He said that he wondered if traffic congestion in the area deterred potential riders from wanting to use transit. Mr. Smith said the bus loads were not sufficient to justify 15 minute service. Mr. Schwetz said the transit market on those routes was not high enough to fill buses every 15 minutes; scaling back to 20 minutes was appropriate sizing of frequency. He said that as the area continued to grow service frequency could be increased as both routes were on the frequent transit network and a critical part of creating cross-town connections. He said that staff had employed a number of strategies over the years to increase ridership and while it had risen, it was not yet able to support 15 minute service. Mr. Smith added that

future development of multi-family housing in the area would likely result in 15 minutes service being reinstated.

Mr. Yeh asked if elimination of the late night Saturday trips on #79x were the result of student requests during negotiations with the University of Oregon. Director of Public Affairs Edward McGlone replied that many students had financial pressures and the added late night trips were expensive. It was determined over the years that there had been a substantial decline in late night ridership on the route as students moved closer to campus and students were exploring other low cost transportation options.

Mr. Nordin asked how the service changes would be publicized. Mr. Smith said marketing staff was developing outreach strategies to assure that riders were aware of changes.

Mr. Yett asked that proposed service changes and added routes be accompanied by an estimate of expected ridership, along with an estimate of cost savings when frequency was reduced, such as the proposed changes to #66/67. He said it would be helpful to have baselines to compare to future results to determine if expectations were met. Mr. Smith said that measures could be provided.

Mr. Wildish said that he appreciated the efficiencies in proposed changes.

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

PUBLIC HEARING: PROPOSED FY 2017-18 CAPITAL PROJECTS FUND SUPPLEMENTAL BUDGET AND PROPOSED FY 2018-19 CAPITAL PROJECTS FUND BUDGET:

Director of Finance Christina Shew said the Board was being requested to approve the FY 2017-18 Capital Projects Fund Supplemental Budget and FY 2018-19 Capital Projects Fund Budget, which reflected the 10-year Capital Improvement Program (CIP). The CIP had been reviewed in depth by the Budget Committee and Board at previous meetings and issued for public comment. She said that the CIP had also gone through the Metropolitan Planning Organization (MPO) process for those items funded by ODOT. She said feedback from those reviews had been incorporated in the CIP and no public comments had been received to date. She said that once approved, the documents would be posted on LTD's website. She indicated there had been to change to the General Fund dollars being requested, other changes related to additional grant funds secured or identified as being secured, as well as reallocation of existing General Fund dollars to specific programs. She said another change increased the COA budget over the five-year period. State of Good Repair projects kept District assets in good repair and included items such as revenue vehicles; Community Investment projects helped increase ridership and improve the ridership experience. She said Grant-Funded Capital Projects provided non-fixed route services and commute options. She pointed out how funding sources were identified for each project and reviewed spreadsheets for both budgets.

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

ITEMS FOR ACTION AT THIS MEETING:

Consent Calendar: Ms. Reid announced that she had a conflict of interest on an item related to a Willamalane Park and Recreation District contract in the Delegated Authority Report-October and would abstain from voting on it.

Ms. Denmark requested that the two items related to contracts for the *MovingAhead* Project-Phase 1 and Operations Uniform, along with the Delegated Authority Report, also be removed from the Consent Calendar.

Mr. Wildish removed the Delegated Authority Report-October, *MovingAhead* Project-Phase 1 contract, and Operations Uniforms contract from the Consent Calendar. There were no objections.

MOTION Mr. Yeh moved that the Board approved the Consent Calendar for November 15, 2017, as amended. Mr. Yett provided the second. The amended Consent Calendar consisted of the Minutes of the October 18, 2017, Regular Board Meeting; State Government Relations Services contract; Capital Improvements Program; and Reaffirmation of District Boundaries.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Wildish, Yeh, Yett (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Gillespie, Necker (2)

MOTION **Delegated Authority Report-October:** Mr. Yeh moved to approve the Delegated Authority Report-October. Mr. Nordin provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Wildish, Yeh, Yett (4)
NAYS: None
ABSTENTIONS: Reid (1)
EXCUSED: Gillespie, Necker (2)

Contract - MovingAhead Project-Phase 1: Ms. Denmark said the contract was reviewed by the Finance Committee and an apparent high-ranked proposer was identified. Negotiations were in progress, but not yet completed and the contractor could not be identified in the resolution in case the negotiations were not satisfactorily concluded. Under the requirements of Federal Transit Administration (FTA) and Oregon law if negotiations were successful the contract would be awarded; if not, LTD would proceed to the second-ranked proposer. The language of the resolution had been modified to reflect that process.

MOTION Mr. Nordin moved that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a resolution as follows: Resolution No. 2017-11-15-59: BE IT RESOLVED that the contract shall be in compliance with all applicable laws and regulations, once any protest period has passed and no protests are received and/or such protests been resolved in accordance with Oregon law and LTD procurement policy, the general manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with a vendor deemed to be the highest-ranked responsive, responsible contractor for the purpose of providing consulting services to support completion of the *MovingAhead* Project-Phase 1 in an amount not to exceed \$500,000; and (b) as needed, execute

amendments to the contract not exceed a cumulative total of \$150,000 or 10 percent of the initial contract price, whichever is less.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Wildish, Yeh, Yett (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Gillespie, Necker (2)

Contract - Operations Uniforms: Ms. Denmark explained that during the Finance Committee's review of the contract, questions arose regarding sole-source procurement. She said the labor agreement with Amalgamated Transit Union (ATU) required LTD to provide uniforms. When a solicitation for proposals to supply leased uniforms was issued there were no responses. A second solicitation was issued to a larger pool of potential vendors and there were again no responses. She said that the FTA requirements had been satisfied, as had the additional requirement under Oregon law for written findings. She said that LTD would enter into two contracts: one with Cintas for uniform bottoms and one with McKenzie Sew-On for tops and supervisor uniforms. She said approval of the resolution would constitute acceptance of those findings and language in the resolution stated that the contract was approved so long as no protests were received, or if received, they were resolved by the general manager. The period for protests was seven days.

MOTION Mr. Yeh moved Resolution No. 2017-11-15-2017-60: Be it resolved that the Lane Transit District Board of Directors authorizes the general manager to split the award of the operations uniforms to Cintas and McKenzie Sew-On. Mr. Nordin provided the second.

Ms. Reid asked if the award was being split because neither of the vendors was able to provide both uniform tops and bottoms. Mr. Yeh said that was correct and the Finance Committee had questioned staff at length about the issue and options available; the proposed award was the best option.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Wildish, Yeh, Yett (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Gillespie, Necker (2)

Adoption: Public Records Request Policy: Ms. Gandolfi said Senate Bill 481, enacted during the past legislative session, had an impact on responsiveness to public information requests. She said LTD's policy had been updated to reflect new requirements and had been reviewed and approved by the District's legal counsel. The new policy would become effective January 1, 2018.

Mr. Wildish asked that future policy changes be shown in legislative format so that proposed changes could be easily identified.

MOTION Mr. Nordin moved the following resolution: Resolution No. 2017-11-15-64: BE IT RESOLVED that the LTD Board of Directors adopts the Public Records Request Policy, as

set forth in Exhibit 1, which is attached hereto and is incorporated herein by this reference. Ms. Reid provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Wildish, Yeh (4)
NAYS: None
ABSTENTIONS: Yett (1)
EXCUSED: Gillespie, Necker (2)

MOTION **Adoption: FY 2017-18 Capital Projects Fund Supplemental Budget:** Mr. Nordin moved approval of LTD Resolution No. 2017-11-15-65, which amends the LTD Fiscal Year 2017-2018 Capital Projects Fund Budget as represented in the resolution. Mr. Yeh provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Wildish, Yeh, Yett (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Gillespie, Necker (2)

MOTION **Adoption: FY 2018-19 Capital Projects Fund Budget:** Ms. Reid moved approval of LTD Resolution No. 2017-11-15-66, adopting the LTD Fiscal Year 2018-2019 Capital Projects Fund Budget a presented and appropriating \$17,740,489 as represented in the resolution. Mr. Yett provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Wildish, Yeh, Yett (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Gillespie, Necker (2)

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Mr. Wildish distributed copies of general manager performance survey materials developed by the Board Human Relations Committee. He also distributed a list of community leaders, elected officials, and legislators and asked Board members to identify two or three individuals from the list who they would be willing to contact and let him know who they were. He said that he hoped to have the surveys completed by December 6, 2017.

Mr. Nordin said that he understood a partnership had been established to fund a feasibility study of transit between Florence and Eugene. Mr. Schwetz clarified that the group had met to discuss funding. The discussion, led by ODOT, included representatives from travel organizations, the City of Florence, LTD, and Lane Council of Governments. He said ODOT would continue to convene meetings of the group and LTD had expressed willingness to provide technical assistance to support its work.

Ms. Reid reported that there had been an interesting discussion of mid-Willamette Valley intramodal and transload facilities at the Metropolitan Policy Committee (MPC) meeting. She

said Lane County presented two options and there were two options in the Albany area. The Lane County sites being discussed were in Goshen and near West 11th Avenue and Greenhill Road in Eugene. She said a mid-valley facility would remove 1,500 freight trucks a day from the Interstate 5 corridor, as well as support development at the Port of Coos Bay through the Coos Bay Rail Link. She also reported the Strategic Planning Committee had received six applications for membership to fill four open positions on the committee.

Board Bylaws/Orientation: Ms. Jackson distributed copies of draft bylaws for the Board. She said the intent was to produce a short document that would help the Board conduct its business. She said the bylaws were based on best practices and had undergone a preliminary review by legal counsel. She asked Board members to review the bylaws and suggest changes to the language. She said that she hoped a final version could be adopted by the Board at its December 2017 or January 2018 meeting. She highlighted several sections, including communications, election of officers, and governance and administrative procedures. She said once the bylaws were adopted the Board would be governed by them, but that they could be modified by a majority of the Board. She said staff was also developing a streamlined orientation binder for Board members and additional materials could be made available as requested.

Ms. Reid asked that the referenced policies be developed prior to adoption of the bylaws. Ms. Denmark said those policies would be incorporated as exhibits in the final version of the bylaws.

Mr. Yett left the meeting at 6:10 p.m.

Monthly Financial Reports – August: Ms. Shew reviewed the August 2017 Year-to-Date financial report provided in the agenda packet, noting key drivers for revenues and expenditures in the General Fund, Medicaid Fund, Accessible Services Fund, Capital Projects Fund and Point2point Fund.

Mr. Wildish and Mr. Nordin asked about fluctuations in payroll tax revenue. Ms. Shew said she tracked payroll taxes by comparing them to the same period in the previous year and said the amounts received from the Department of Revenue were very seasonal and patterns similar from year to year, which allowed her to see if revenues were on target. She said spikes in revenue reflected how funds were received from the Department of Revenue and she could provide a chart that illustrated current and prior year revenue patterns.

Ms. Reid asked when the submission of Medicaid claims for reimbursement would be up to date. Ms. Shew said there were still challenges with implementation of the new software and claims submitted during the past month had been denied. Assistant General Manager Service Delivery Mark Johnson explained that claims were being denied because of erroneous data in a batch. He said those problems were being investigated to determine the source. Ms. Shew said future reports would show the same lag in payments until problems were resolved.

Mr. Wildish commented that until Medicaid claims problems were resolved and reimbursements received LTD was carrying the cost of those services. He expressed concern that a shortfall could occur similar to that which had occurred two years ago. Mr. Johnson said that he did not think that was likely because the problem related to glitches in

the software; once resolved LTD would receive reimbursement for the cost of services. The previous problem arose because the reimbursement formula did not fully cover the cost of providing services. He said the reimbursement backlog resulted from claims submitted during July and August while LTD was switching to the new software program and exacerbated by the loss of key information technology personnel during the transition. He said that he expected the situation would be resolved within a month.

Monthly Grants Report – October: Mr. Wildish noted that there significant amounts of unspent funds remaining in the EmX West grants. Ms. Shew said drawdowns would be made once reconciliations were completed. She said having multiple funding sources for a project made the reconciliation process complex, but it was essential that drawdowns on federal grants be 100 percent accurate.

Ms. Reid asked if staff was certain that the grant applications listed under Additional Grant Activity would be funded. Ms. Shew said staff was confident of those awards. Ms. Jackson noted that all of the grants, with the exception of the FTA Low or No Emission Vehicle Program grant, were formula funds and the Low/No Emission grant had been awarded. She said receipt of the listed grants was guaranteed.

Monthly Cash Disbursements – October: There were no questions.

Monthly Performance Reports - August/September: Mr. Wildish commented that boardings had increased in September as students returned to school and fleet miles were higher than the prior year, but that could decrease as winter service changes were implemented.

Mr. Nordin asked if performance reports were available on EmX West. Mr. Schwetz said with only two months of operational experience there was not enough data to identify long-term trends, but ridership increases had occurred in West Eugene ridership since the EmX West launch. He said the largest change since the fall bid had been weekend ridership system wide, with an increase of seven percent. He said EmX ridership had gone from 26-27 percent of system ridership to 36 percent. He said before EmX West transfers at the Commerce Street Station were 400-500 per day; after launch transfers were now at 1,500 per day.

Monthly Department Reports – November: There were no questions.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 7:10 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Ed Necker
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved: _____

LANE TRANSIT DISTRICT
DELEGATED AUTHORITY REPORT
November 2017

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	POTENTIAL REVENUE	SIGNER	NOTES
WEE Complimentary Group Passes								
11/15/2017	The Clockmaker's Gallery	West Eugene EmX Community Outreach	Group Pass	NA	Project Specific	\$ 260.16	C Beard	Agreement for up to 4 total employees
Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
6/23/2017	ODOT	Grant Agreement 31971	Grant	July 1, 2017 - June 30, 2019	2-year agreement	Grant Match \$188,170 \$172,764	A. Jackson	Intercity funding for Diamond Express
6/26/2017	ODOT	Grant Agreement 32197	Grant	July 1, 2017 - June 30, 2019	2-year agreement	Grant Match \$2,029,739 \$232,313	A. Jackson	5310 funding for purchased service, mobility management, capital vehicle purchase, capital preventive maintenance
10/30/2017	White Bird Clinic	Urgent-Need, "Crisis" Transportation	Change Notice	July 1, 2017 - June 30, 2018	NA	\$102,487	A. Jackson	Extends Contract 2013-18 for an additional year
11/1/2017	Bedford Falls, LLC dba Vox Public Relations Public Affairs	Amendment Three	Amendment	July 8, 2014 - July 7, 2018	NA	\$26,631	A. Jackson	Extends Contract 2014-27-VOX for an additional year
11/7/2017	Surata Soyfoods, Inc.	Group Pass Agreement	GPP	Nov. 1, 2017 - ongoing	Auto renews annually	\$ 2,146.32	R. Hoskins	
11/7/2017	LCOG	FY18 & FY19 Unified Planning Work Program (UPWP)	IGA	July 1, 2017 - June 30, 2018	Annual contract	\$35,000.00	A. Jackson	A new IGA is created each year for this service
11/7/2017	Willamalane	Vehicle Lease	Amendment	July 1, 2017 - June 30, 2018	NA	\$50.00	A. Jackson	Extends Contract 2012-06 for an additional year
11/11/2017	WHA Insurance	Amendment Six - Health Care Insurance Consulting	Amendment	Feb. 1, 2012 - Jan. 31, 2018	NA	varies	A. Jackson	Extends Contract 2012-02 thru January 31, 2018
11/11/2017	WHA Insurance	Amendment Six - Property & Liability Insurance Consulting	Amendment	Mar. 1, 2012 - Jan. 31, 2018	NA	varies	A. Jackson	Extends Contract 2012-05 thru January 31, 2018
11/11/2017	Moss Adams	External Auditing Services	Firm, Fixed-Price	Oct. 1, 2017 - June 30, 2020	Annual renewals	\$ 500,000.00	A. Jackson	3-year agreement + 2 options years
11/22/2017	Harvey & Price Company	Heating, Ventilation, & Air Conditioning Annual Services & Repair	Firm, Fixed Monthly Fee	Oct. 1, 2017 - Sept. 30, 2017	Annual renewals	\$165,919.00	A. Jackson	5 year Agreement
11/27/2017	Springfield Public Schools	Safe Routes to School	IGA	Oct. 1, 2017 - June 30, 2020	Annual renewals	\$ 158,271.00	A. Jackson	3 Year Agreement; Contract value is an approximation as it is subject to available grant funding.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 6, 2017

ITEM TITLE: 2018 WINTER SERVICE ADJUSTMENT RECOMMENDATION

PREPARED BY: Tom Schwetz, Planning and Development Director; and Bret Smith, Associate Service Planner

ACTION REQUESTED: Approval of Proposed 2018 Winter Service Adjustments

BACKGROUND:

At the Board's November 15, 2017 meeting, staff proposed several adjustments to service to be implemented as part of the Winter Bid. Staff provided an overview of the proposed changes which consist of efficiency gains, adding a trip to fill a service gap, and schedule adjustments. In alignment with requirements in LTD's Service Policy, the board conducted a public hearing on the proposed changes. No public comment was received. Changes in service would go into effect on February 4, 2018. The final recommendation from staff is described below.

2018 Winter Bid Service Adjustment Recommendations:

Based on analysis of current service, a number of adjustments and efficiency gains are proposed:

- **Route 41:** Addition of a 6:18 trip from Barger at Echo Hollow, to Commerce, to Eugene Station. Bus would arrive at Eugene Station at 7:25. This fixes a service gap between 7:00 to 8:00 on weekdays.
- **Route 41:** Extension of morning trips that currently start at Commerce Station. Extension will start at Echo Hollow and Barger, to Commerce, to Eugene Station. This will allow outbound riders to access the Commerce terminus to make connections to EmX and routes 36 and 93 without going to Eugene Station first.
- **Route 66 (weekday only):** Currently runs 15 minute service from 07:00 to 08:00 and from 11:15 to 18:00. Will change to 20 minute service from 07:00 to 18:00 filling in the service gaps from 07:00 to 08:00.
- **Route 67 (weekday only):** Currently runs 15 minute service from 11:00 to 18:00. Will change to 20 min service.
- **Route 79x:** Consistent with changes to the UO contract, the 23:30 trip on both weekdays and Saturdays will be removed. Saturday 18:03 and 18:30 departures from UO station will be added.
- **Route 82:** This change removes 5 morning and 5 afternoon trips between Downtown and LCC.
- **Route 93:** Will be shifting the 14:25 trip to 12:15 to better serve 1st street.
- **Route 95:** The state hospital on Hwy 99 will no longer be served due to low ridership.
- **Route 95:** Will no longer run in drop off only from Barger to Eugene Station on all day types. It will now maintain regular service allowing both boardings and drop offs at all stops.
- **Route 98:** The first trip in the morning will depart from Cottage Grove 15 minutes earlier than currently scheduled so that it will meet the 6:30 pulse at the Eugene Station.

PROPOSED MOTION: I move the following resolution:

Resolution No. 2017-12-06-67: It is hereby resolved that the LTD Board of Directors approves the 2018 winter service adjustment recommendations as presented on December 6, 2017.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 6, 2017

ITEM TITLE: CONTRACT APPROVAL – 2017-18 COMPREHENSIVE OPERATIONS ANALYSIS

PREPARED BY: Tom Schwetz, Director of Planning and Development

ACTION REQUESTED: Approval.

Please disclose any actual or potential conflict of interest.

PURPOSE/OBJECTIVE: This action will authorize the general manager, or designee, to enter into contract with Jarrett Walker & Associates, Inc. for consulting services to support the completion of Comprehensive Operations Analysis Project.

DESCRIPTION/JUSTIFICATION: This contract provides LTD with the consultant support needed to develop LTD's Comprehensive Operations Analysis (COA). The COA will involve a comprehensive, objective examination of LTD's range of mobility services. The primary goal of the project is to facilitate a robust and focused community dialogue that leads to a clear statement of transit goals and priorities that the Lane Transit District can use to guide future transit planning and investment. .

CONTRACT HISTORY: Not Applicable.

PROCUREMENT IMPACT: On September 5, 2017, the District solicited proposals from qualified firms or teams that will apply proven and innovative approaches to delivering excellent public transportation and regional mobility services in the development of a comprehensive operations analysis (COA). This analysis would entail a detailed study of LTD's transit service, including an assessment of existing strengths, areas for improvements, and options to improve efficiency and increase usage. In response to this solicitation, LTD received four proposals: Transportation Management & Design, Inc., Nelson Nygaard Consulting Associates, TransPro, and Jarrett Walker & Associates, Inc.

All Proposals were responsive and all firms were requested to attend interviews. Interviews were conducted on October 27, 2017 and all firms completely evaluated. In reviewing each proposal, the Evaluation Committee is encouraged to perform a SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) using each evaluation criteria: Demonstrated Past Experience and Performance, Ability and Capacity, Project Approach, Interview, and Price. Final scoring of each proposal has resulted in the following:

1. Jarrett Walker & Associates, Inc.	91
2. TransPro	84
3. Nelson Nygaard	83
4. TMD	83

Jarratt Walker & Associates, Inc. ("JWA") has been determined the most responsive and responsible Proposer.

AGENDA ITEM SUMMARY

CONTRACT APPROVAL – 2017-18 COMPREHENSIVE OPERATIONS ANALYSIS

Page 2

POLICY IMPACT: LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999 must be presented to the Board of Directors for approval.

ECONOMIC IMPACT: JWA has proposed a contract value of \$692,819.85 over the life of the contract. Staff is currently negotiating with Proposer. Final contract value shall not exceed Contractor’s proposal.

FUNDING SOURCE: General Fund and Surface Transportation Block Grant funding for the Pedestrian Network Analysis deliverable.

REQUIRED REPORTING: As grant recipient, LTD is responsible for financial reporting to FTA.

RECOMMENDATIONS: Authorize the general manager, or designee, to enter into contract with Jarrett Walker & Associates, Inc. for the purpose of supporting the completion of the Comprehensive Operations Analysis.

IMPACT IF NOT APPROVED: If the contract is not approved the development of the Comprehensive Operations Analysis will be delayed.

PROJECT CLOSEOUT TEAM: Director of Planning and Development; Development Planner

ATTACHMENTS: Resolution No. 2017-12-06-68

PROPOSED MOTION: Resolution No. 2017-12-06-68: be it resolved that Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Jarrett Walker and Associates for the purpose of conducting a Comprehensive Operations Analysis for an amount not to exceed \$692,819.85; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

RESOLUTION NO. 2017-12-06-68

A RESOLUTION APPROVING CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND JARRETT WALKER AND ASSOCIATES

WHEREAS, Lane Transit District (LTD) is authorized to enter into contractual agreements pursuant to ORS 267.200 (3)-(4);

WHEREAS, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies;

WHEREAS, pursuant to LTD resolution No. 2017-03-15-011, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts exceeding \$149,999;

WHEREAS, the Contract Review Board has authorized the LTD Finance Committee to review and recommend action on contracts prior to those contracts being presented to the LTD Board for review and approval;

WHEREAS, the Finance Committee reviewed the proposed contract between LTD and Jarrett Walker and Associates on December 4, 2017, and recommended adoption;

NOW, THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Jarrett Walker and Associates for the purpose of conducting a Comprehensive Operations Analysis for an amount not to exceed \$692,819.85; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT ON THE 6TH DAY OF DECEMBER 2017.

PRESIDENT, Gary Wildish

ATTEST:

AGENDA ITEM SUMMARY

DATE OF MEETING: December 6, 2017

ITEM TITLE: ELECTION OF BOARD OFFICERS

PREPARED BY: Camille Gandolfi, Clerk of the Board

ACTION REQUESTED: That the Board elect a president, vice president, secretary, and treasurer to fill two-year terms beginning January 1, 2017.

BACKGROUND:

In accordance with ORS 267.120(1), the LTD Board of Directors must elect from among its members by majority vote, a president, vice president, secretary, and treasurer to serve two-year terms beginning and ending on January 1 of even-numbered years.

The current officers are Gary Wildish, president; Gary Gillespie, vice president; Ed Necker, secretary; and Don Nordin, treasurer. Two Board members' terms will expire at the end of 2017 (Gary Gillespie, and Don Nordin).

Should an officer leave the Board in mid-term, an election to fill that officer's vacancy will be held at that time.

ATTACHMENT: None.

NOMINATION: I nominate _____ as the LTD Board (office), for a two-year term beginning January 1, 2017. (Nominations do not require a second.)

VOTE: After closing the nominations, the presiding officer will take the vote on each candidate or on a slate of candidates, by either roll call or voice vote.

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 6, 2017

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Camille Gandolfi, 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. **LTD Board Human Relations Committee:** The Board Human Relations Committee is composed of Chair Gary Gillespie and Board members Gary Wildish and Carl Yeh. At the November 20 meeting, the committee discussed the community interview process related to the evaluation of the General Manager.
2. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. At the November 21, 2017, meeting committee members discussed membership applications and recommendations and the APD programs October 2017 changes.
3. **LTD Board Finance Committee:** The Board Finance Committee is composed of Chair Gary Wildish and Board Members Carl Yeh and Ed Necker. Meetings are scheduled on an as-needed basis. At the November 13 meeting, committee members reviewed contracts to be presented to the Board for approval.
4. **Strategic Planning Committee (SPC):** This committee generally meets every two months and is composed of Chair Carl Yeh and Board Members Gary Gillespie and Kate Reid, members of local units of government, and community representatives. At the December 5 meeting, committee members received updates on and discussed: committee membership, HB 2017 update and the youth pass, and the coordination of the *Moving Ahead* and Comprehensive Operations Analysis projects.

NO MEETINGS HELD:

5. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Carl Yeh represents LTD on the LCOG Board of Directors as a non-voting member, with Board Member Don Nordin as alternate. The next meeting is scheduled for November 30.
6. **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 and Board Member Steven Yett serves as the Pension Trustee-elect. The next meeting is scheduled for December 6.
7. **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 next meeting is scheduled for December 7.
8. **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 next meeting is scheduled for December 13.
9. **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 for December 2017; the specific date has not been set.
10. **LTD Board Budget Committee:** The Budget Committee is composed of all seven Board members and seven citizen members. The Budget Committee meets multiple times a year to give guidance regarding LTD's annual budget. Each LTD Board member selects one citizen member to fill a term of three years. The next meeting has not been scheduled.
11. **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 Steven Yett and Kate Reid serve as LTD's representatives on this committee. The next meeting has not been scheduled.
12. **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 Don Nordin and Gary Gillespie serve as LTD's representative on this committee; the second position is currently vacant. The next meeting has not been scheduled.
13. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board Member Gary Gillespie; the third position is vacant. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.

9/30/2017

DRAFT

Lane Transit District
Revenue and Expenditure by Fund

Fiscal Year: P3 2018 (September 30, 2017)

Year-To-Date through September 30, 2017

	Annual Budget	P3 YTD Budget	Actual	P3 % of annual budget	P3 YTD B/(W) than Budget		Comments
					(pts)	\$\$	

GENERAL FUND

General Fund Revenues	51,396,601	12,849,150	10,701,374	21%	-4 pts	(2,147,777)	A
General Fund Expenditures	53,440,493	13,360,123	11,625,358	22%	3 pts	1,734,765	B
General Fund Revenues higher/(lower) than expenditures	(2,043,892)	(510,973)	(923,984)				

NOTE: Excludes Transfers to Accessible Services, Medicaid & Capital Projects Funds
See GM presentation at Board meeting

MEDICAID FUND

Medicaid Fund Revenues	9,711,915	2,427,979	625,186	6%	-19 pts	(1,802,793)	C
Medicaid Fund Expenditures	10,106,075	2,526,519	1,315,571	13%	12 pts	1,210,948	C
Medicaid Fund Revenues higher/(lower) than expenditures	(394,160)	(98,540)	(690,385)				C

NOTE: Excludes transfers from the General Fund
C: Medicaid expenditures are higher than revenues by +\$0.7M P3 YTD FY18. This is due to the Novus software transition which delayed the submittal of claims. No claims were submitted July 1 - end of October. In November, claims have been successfully submitted and the backlog is expected to be cleared by the end of January 2018. The only revenue to date is for administrative fees

ACCESSIBLE SERVICES FUND

Accessible Services Fund Revenues	4,515,862	1,128,966	812,650	18%	-7 pts	(316,316)	D
Accessible Services Fund Expenditures	7,265,200	1,816,300	1,051,597	14%	11 pts	764,703	D
Accessible Services Fund Revenues higher/(lower) than expenditures	(2,749,338)	(687,335)	(238,948)				D

NOTE: Excludes transfers from the General Fund
D: The Accessible Services Fund provides transit services to seniors and people with disabilities. These services are partially funded through 5310, STF, and 5311 programs with the balance coming from the General Fund. Accessible Service Fund expenditures are higher than revenues by \$239K. The loss year-to-date is lower than budgeted. The annual revenue to expenditure shortage is covered by the General Fund. Increases in ADA ridership would increase the loss in this fund.

9/30/2017

DRAFT

Lane Transit District
Revenue and Expenditure by Fund

Fiscal Year: P3 2018 (September 30, 2017)

	Year-To-Date through September 30, 2017						
	Annual Budget	P3 YTD Budget	Actual	P3 % of annual budget	P3 YTD B/(W) than Budget		Comments
					(pts)	\$\$	

P2P FUND

P2P Fund Revenues	957,717	239,429	15,250	2%	-23 pts	(224,179)	G
P2P Fund Expenditures	1,149,717	287,429	23,151	2%	23 pts	264,279	G
P2P Fund Revenues higher/(lower) than expenditures	(192,000)	(48,000)	(7,901)				G

NOTE: Excludes transfers from the General Fund

G: P2P revenues are lower than expenditures by \$7.9K P3 YTD FY2018. The loss year-to-date is lower than budgeted Expenditures to date are for Driveless Connect and Vanpool

CAPITAL PROJECTS FUND

Capital Projects Fund Revenues	17,982,249	4,495,562	1,130,743	6%	-19 pts	(3,364,819)	E
Capital Projects Fund Expenditures	25,834,876	6,458,719	4,405,449	17%	8 pts	2,053,270	F
Capital Projects Fund Revenues higher/(lower) than expenditures	(7,852,627)	(1,963,157)	(3,274,706)				
Revenues as a % of expenditures	70%	70%	26%				

NOTE: Excludes transfers from the General Fund

E: Capital Projects Fund revenues are -\$3.4M unfavorable to budget P3 YTD FY18 (September) due to Trams being shutdown for its annual year-end financial reconciliation through October and internal grant reconciliation process timing. Drawdowns made through November total for \$2.9M. These drawdowns are for both 2016-17 and 2017 - 18 expenditures.

F: Capital Projects Fund expenditures are +\$2.1M favorable to budget P3 YTD FY17 (September). Significant expenditures P3 YTD are as follows: 1) West Eugene EmX (\$2.2M), 2) Bus parking Lot \$1.3M, 3) Willow Creek Station (\$0.6M)

AGENDA ITEM SUMMARY

DATE: December 6, 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 November 29, 2017. A draw down for FTA grants was processed during the reporting period.

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

Current Status: Active (Executed)
Key Number: 16779

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. This grant is in tandem with OR-03-0127, OR-04-0048 (closed), and OR-39-0008 (closed).

As previously reported, LTD processed a budget revision which has been approved by FTA. The budget revision will facilitate grant close-out once the final draw down is processed.

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	\$ 503,809

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

Current Status: Active (Executed)
Key Number: 16779

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 (closed), and OR-39-0008 (closed).

The budget revision to realign funds allocated within the various activity line items is in progress.

49 USC 5309 - New Starts	\$51,397,774
Local	\$12,849,445
Total Eligible Amount	\$64,247,219
Funds Remaining	\$8,144,855

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

Current Status: Active (Executed)

Key Numbers: 19268/19375

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. With the exception of security improvements, all activity line items (ALIs) have been completed. Upon conclusion of security upgrades, the grant closeout activities will be initiated.

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	\$ 120,739

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

Current Status: Active (Executed)

Key Number: 19485

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 funded security cameras for existing Accessible Services vehicles.

Based on the cost savings in this grant and an assessment of program needs, LTD will acquire additional accessible services vehicles. The Purchase Order for the vehicles has been submitted; and is undergoing final review and processing.

49 USC 5309 - Bus and Bus Facilities (FY 2006 forward)	\$1,064,145
Local	\$ 209,355
Total Eligible Amount	\$1,273,500
Funds Remaining	\$ 215,867

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

Current Status: Active (Executed)
 Key Number: 19106/19107

This grant was awarded for the purchase of six (6) Accessible Services vehicles [five (5) Eldorado Aerotechs and one (1) EK Coaches vehicle]. The milestone dates for this project have been revised. The Project Team is working to ensure that the revised project schedule is maintained. Acquiring the accessible services vehicles are an essential aspect of LTD’s mobility management program; more importantly, the new vehicles will ensure the safe transport and security of the program’s passengers.

The Purchase Order for the vehicles has been submitted; and is undergoing final review and processing.

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

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

Current Status: Active (Executed)
 Key Number: 15219

This Job Access and Reverse Commute (JARC) grant funds Mobility Management (transportation assessments and transit training and host services). Although the Mobility Management Program is ongoing; reconciliation of final expenditures are in progress at which time close-out activities will be initiated.

49 USC 5316 - JARC/TEA-21 3037	\$171,819
Local	\$ 42,955
Total Eligible Amount	\$214,774
Funds Remaining	\$ 22,055

7. [OR-57-X014-00 | 12 5317 New Freedom Mobility Management](#)

Current Status: Active (Executed)
 Key Number: 15215

This New Freedom grant funds ongoing Mobility Management (in-person transportation assessments and transit training and host services). As previously reported, all activities funded under this grant have been completed and the final FTA reimbursement has been processed. The grant close-out amendment was processed November 10, 2017.

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

Funds Remaining \$0

8. [OR-04-0038-00 | 2011/2012 5309 SGR Bus Replacement](#)

Current Status: Active (Executed)
Key Number: 17959

This grant was awarded for the purchase of three (3) replacement articulated, hybrid-electric buses and five (5) replacement 40-foot, hybrid-electric buses. All of the five 40-foot, hybrid electric buses have been received and accepted; and the invoices have been processed.

Procurement activities are in progress to acquire spare parts/tooling for the new vehicles. The grant will be closed upon final reconciliation/payment of associated expenditures.

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 \$295,476

9. [OR-39-0007-00 | 2011 5339 Main Street-McVay Planning](#)

Current Status: Active (Closed)
Key Number: 17958

Although this particular grant has been closed; the Main Street-McVay project is ongoing. LTD has processed a new FTA grant application to continue ongoing activities related to this project.

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

Funds Remaining \$ 0

10. [OR-95-X055-02 | 13/14/15 STP Mobility Management/Planning/Bus/Construction/PM](#)

Current Status: Active (Executed)
Key Numbers: 17796, 18825, 18755

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. Mobility management activities under this grant are completed; remaining balances will be redirected to the bus purchase. To that end, the first all-electric bus has been delivered and the graphics department is assisting with the branding of the vehicle.

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	\$2,072,516

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

Current Status: Active (Executed)
 Key Numbers: 17353, 16724, 16228

This grant funds Rideshare (Safe Routes to Schools) activities. Although the Mobility Management Program is ongoing; reconciliation of final expenditures are in progress at which time close-out activities will be initiated.

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	\$ 34,795

12. [OR-95-X030-01 | 11 STP - UO Station Renovation/Smart Trips](#)

Current Status: Active (Executed)
 Key Number: 17162

This grant was awarded for University of Oregon station construction and the Regional Smart Trips Program in the Gateway EmX Corridor. The final expenditures related to the UofO Station have been processed. Based on an assessment of the remaining funds and the enhanced EmX services that were recently launched, a request was made to redirect the remaining balance to the SmartTrips activity which has been approved by FTA. The budget revision is in progress.

LTD will conduct public outreach (SmartTrips) relative to the enhanced EmX service which will be beneficial to the business community. More importantly, increasing awareness of transportation resources and the various options available (walking, bicycling, carpool, vanpool and transit trips), in addition to the enhanced EmX service, will facilitate the establishment of long-term and sustainable transportation practices.

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	\$ 210,669

¹ Federal Highway Administration
² Federal Highway Administration

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

Current Status: Active (Executed)
 Key Number: 17964

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	\$ 58,030

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

Current Status: Active (Executed)
 Key Number: 15516

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). To optimize available funding, LTD will coordinate the purchase of the vehicle funded by grant OR-2016-020-00. As such, the milestone dates have been revised for the 2017-2018 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

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

Current Status: Active (Executed)

This grant award is for \$582,947 using FY 2013 Section 5339 funding for the purchase of one (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. As indicated above, LTD will coordinate this bus purchase with the two buses being acquired under grant OR-03-0122 to optimize available funding.

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

16. [OR-2017-015-00 | FY14/15 5339 Bus Replacement Project](#)

Current Status: Active (Executed)

This grant award in the amount of \$943,814 utilizes FY 2014 and FY 2015 Section 5339 funding for the purchase of two (2) 40-foot zero emissions battery electric buses that have an expected useful life of twelve years/500,000 miles. This purchase aligns with LTD’s diesel bus replacement plan that replaces buses after they have exceeded their useful life expectancy. This grant was awarded on September 5, 2017 and is in tandem with OR-0127-116-00 (SGR).

49 USC 5339 - (MAP 21) Bus and Bus Facilities Formula (FY 2013 & forward)	\$943,814
Local	\$235,953
Total Eligible Amount	\$1,179,767

Funds Remaining	\$943,814
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17. [OR-2017-016-00 | FY15/16 5337 Bus Replacement Project \(SGR\)](#)

Current Status: Active (Executed)

This grant award in the amount of \$943,814 utilizes FY 2015 and FY 2016 Section 5337 funding for the purchase of two (2) 40-foot zero emissions battery electric buses that have an expected useful life of twelve years/500,000 miles. This purchase aligns with LTD’s diesel bus replacement plan that replaces buses after they have exceeded their useful life expectancy. This grant was awarded on September 19, 2017 and is in tandem with OR-0127-115-00.

49 USC 5337 - (MAP 21) State of Good Repair Formula Grants	\$331,113
Local	\$82,778
Total Eligible Amount	\$413,891

Funds Remaining	\$331,113
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18. [OR-2017-019-00 | FY16 MAP-21 Sec 20005 \(b\) TOD Pilot Program RIVER ROAD TRANSIT COMMUNITY IMPLEMENTATION PLAN](#)

Current Status: Active (Executed)

This grant award in the amount of \$450,000 utilizes FY 2016 20005(b) of MAP-21 - Pilot Program TOD Planning funds for the River Road Transit Community Implementation Plan in the furtherance of Transit Oriented Development. The River Road Corridor (RRC) is an aspect of the Moving Ahead project, a system-level evaluation of extending LTD’s EmX (BRT) along multiple corridors. This grant was awarded on August 25, 2017.

20005(b) of MAP-21 - Pilot Program for TOD Planning	\$450,000
Local	\$114,000
Total Eligible Amount	\$564,000

Funds Remaining	\$450,000
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19. [OR-2017-024-00 | FY16 STP Mobility Management](#)

Current Status: Active (Executed)

This grant award in the amount of \$439,695 utilizes FY 2016 STP funds transferred to Section 5307 funding for LTD’s Mobility Management (Point-2-Point) program. This grant was awarded on September 18, 2017.

49 USC 5307 - Urbanized Area Formula (FHWA xfer FY 2007 fwd)	\$439,695
Local	\$50,325
Total Eligible Amount	\$490,020
Funds Remaining	\$393,009

20. [OR-2017-026-00 | FY15 5310 Replacement ADA Vehicles](#)

Current Status: Active (Executed)

This grant award in the amount of \$439,695 utilizes FY 2015 5310 funding for the purchase of approximately two ADA accessible less than 30ft replacement buses. This grant was awarded on September 5, 2017.

49 USC 5310 - (MAP 21)Formula Grants for Enhanced Mob of Sr. & Ind. w Disab	\$232,854
Local	\$58,214
Total Eligible Amount	\$291,068
Funds Remaining	\$232,854

21. [30744 ODOT | 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. The final expenditures are being reconciled to facilitate grant closeout.

Services for Seniors and Individuals with Disabilities	\$2,124,548
Local	\$ 243,164
Total Eligible Amount	\$2,367,712
Funds Remaining	\$ 5,019

22. [30805 ODOT | 5311\(f\) Intercity Program Funding the Diamond Express](#)

Current Status: Active (Executed, expires June 30, 2017)

This grant award is for \$190,508 using 5311(f) Inter-city funds. This grant funds inter-city public transportation, preventative maintenance, marketing, and transit service operations for customers traveling between Eugene and Oakridge. The final expenditures are being reconciled to facilitate grant closeout.

5311(f) Intercity Transit Service	\$190,508
Local	\$173,348
Total Eligible Amount	\$363,856
Funds Remaining	\$ 5,791

23. [30840 ODOT | 2015-17 | FHWA-TO Rideshare](#)

Current Status: Active (Executed, expires June 30, 2018)

This grant award is for \$115,410 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. As indicated, the grant was extended another year; the project is ongoing.

Funding to Reduce Single-Owner Vehicle Travel	\$ 115,410
Local	\$ 0
Total Eligible Amount	\$115,410
Funds Remaining	\$ 42,275

24. [31386 ODOT | 2016-19 Discretionary Operating for Accessible Transportation Eligibility Pilot](#)

Current Status: Active (Executed, expires June 30, 2019)

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

25. [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	\$3,583,306
Local	\$2,255,726
Total Eligible Amount	\$5,839,032
Funds Remaining	\$2,451,227

26. [30139 ODOT | 2016-17 ConnectOregon V - Franklin Boulevard Phase I Transit Stations](#)

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 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	\$810,000
Local	\$125,000
Total Eligible Amount	\$935,000
Funds Remaining	\$546,179

27. [31675 ODOT | 2016-18 5311 35ft Vehicle purchase](#)

Current Status: Active (Extended to December 31, 2019)

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. The Purchase Order for the vehicle has been submitted; and is undergoing final review and processing.

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

28. [31923 ODOT | 2017-19 5311 Project Administration and Operations](#)

Current Status: Active

This is a Rural Areas Program 5311 formula funded grant. The 5311 allocation of \$160,056 requires a 43.92 percent match for operating and a 10.27 percent match for capital, planning, and administration. This project includes funding for administrative and operations activities in support of public transportation service in and near the City of Florence.

Project Administration and Operations for service in and near the City of Florence	\$160,056
Local	\$122,950
Total Eligible Amount	\$283,006
Funds Remaining	\$160,056

29. [32010 ODOT | 2017-19 Region 2 STF Operating](#)

Current Status: Active

This STF grant funds special transportation services benefitting seniors and individuals with disabilities.

Operating	\$1,754,618
Local	\$0
Total Eligible Amount	\$1,754,618
Funds Remaining	\$1,315,964

30. [32197 ODOT | 2017-19 Region 2 5310 Capital, Operating and Planning](#)

Current Status: Active

This 5310 grant program will fund special transportation services benefitting seniors and individuals with disabilities. This project includes funding for contracted service, Mobility Management, Preventive Maintenance and the acquisition of one vehicle.

Operating	\$2,029,738
Local	\$232,313
Total Eligible Amount	\$2,262,051
Funds Remaining	\$2,029,738

31. [32306 ODOT | 2017-19 Region 2 \(FHWA\) Transportation Options](#)

Current Status: Active

This Transportation Options (Federal Highway) grant program will fund activities that promote options other than single occupant motor vehicle transportation. This will promote efficient use of existing transportation infrastructure and results in a more resilient, healthier and cost effective transportation system.

Demand Management	\$394,571
Local	\$45,160
Total Eligible Amount	\$439,731
Funds Remaining	\$394,571

32. [31971 ODOT | 2017-19 Region 2 Transit Network Diamond Express](#)

Current Status: Active

The Transit Network Program supports projects that enhance the state’s fixed route transit network by investing in key transit hubs, improving collaboration / coordination between agencies that result in functional benefits, or other activities that enhance the overall transit network. Specific project activities include funding for contracted service and Preventive Maintenance related to the Diamond Express that operates between Oakridge and Eugene.

Operating	\$188,170
Local	\$172,764
Total Eligible Amount	\$360,934
Funds Remaining	\$188,170

33. [31455 ODOT | 2017-18 5339 Capital Diamond Express](#)

Current Status: Active

This agreement provides funding to purchase passenger transportation vehicles(s) to be used to provide public transportation services. The vehicle(s) will be used to coordinate public and human service transportation services with other agencies.

Capital Vehicle Purchase	\$169,069
Local	\$34,629
Total Eligible Amount	\$203,698
Funds Remaining	\$169,069

34. [HU-18-10-09 ODOT I 2016 -19 Point2Point SRTS](#)

Current Status: Active

This ODOT grant (formerly HU-17-10-09) in the amount of \$132,652 provides funding for the Springfield Safe Routes to Schools (SRTS) program, which continues ongoing efforts to establish a long-term SRTS program within the Springfield School District. 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. Activities are ongoing.

Point2Point SRTS	\$132,652
Local	\$134,427
Total Eligible Amount	\$267,079
Funds Remaining	\$85,092

35. [31655 ODOT I ConnectOregon VI Santa Clara Community Transit Center and Park & Ride](#)

Current Status: Active

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.

As indicated below, the ConnectOregon grant funds \$3,000,000 of the total project cost of \$8,142,502 which 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.

Total Project Cost	\$8,142,502
ConnectOregon VI Santa Clara Community Transit Center and Park & Ride	\$3,000,000
Local	\$5,142,502
Total Eligible Amount	\$8,142,502
Funds Remaining	\$3,000,000

ADDITIONAL GRANT ACTIVITY:

Federal Transit Administration 2016-2017 Formula Funds Application

LTD has submitted its application for 2016-2017 Section 5307 Formula Funds in the amount of \$8,705,052. The application includes requests for the funding of the West Eugene EmX Extension, the Willow Creek Terminus Station, the Glenwood bus parking lot reconfiguration and Preventive Maintenance (FY 17-18) projects. Final revisions are in progress.

Federal Transit Administration Grant Applications

LTD has submitted grant applications for the Moving Ahead System (\$2,300,000); Main St./McVay (\$315,000); and Mobility Management (Safe Routes to School - \$307,840) projects. The grant applications have been entered into TrAMS and are in progress.

Federal Transit Administration Low or No Emission Vehicle Program Grant Application

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). The application has been entered into TrAMS and is progressing.

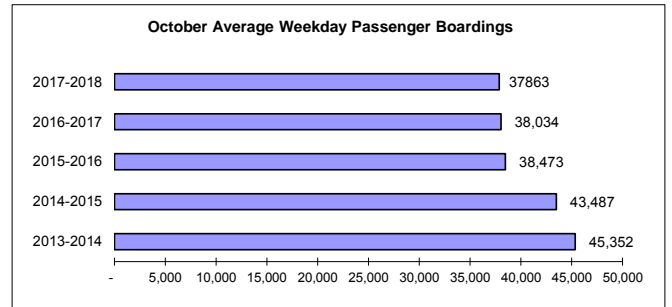
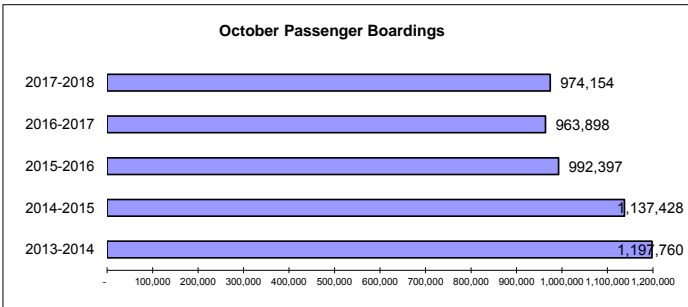
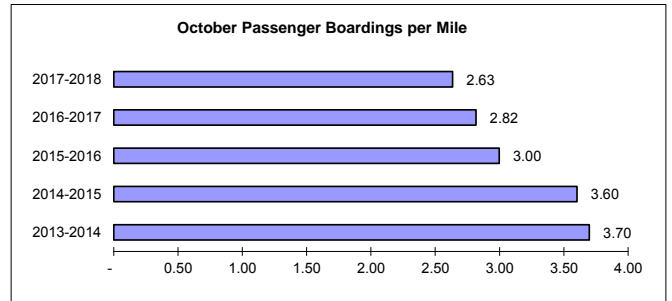
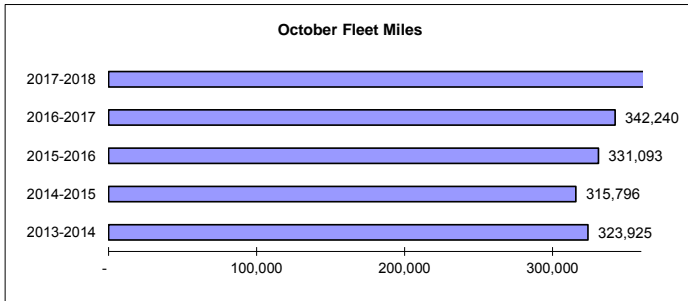
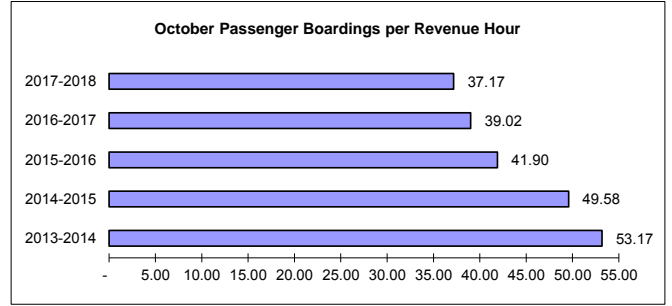
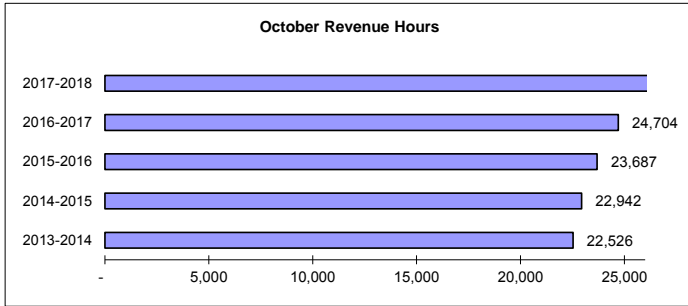
Federal Transit Administration Bus and Bus Facilities Formula Program

LTD has submitted two competitive grant applications through the FY 2017 Bus and Bus Facilities Formula Program: 1) *Fixed Route and Paratransit Bus Replacement Project* that requests \$6,930,000 to purchase twelve New Flyer 40' diesel-hybrid buses and ten new El Dorado cutaway paratransit vehicles; and 2) *Lane Transit District Maintenance Facility Improvements Project* that requests \$1,634,700 to replace the district's bus lot gate, bus wash facility, doors to the bus maintenance bays, and install a new vehicle lift to accommodate 60' articulated buses.

PROPOSED MOTION: None.

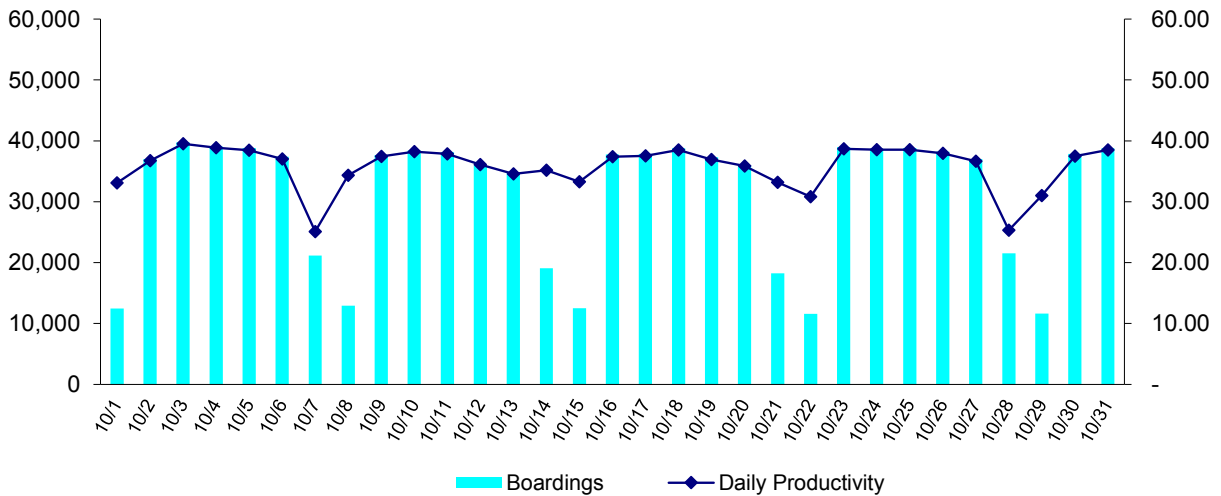
LANE TRANSIT DISTRICT
October 2017 Performance Report
21-November-2017

Performance Measure	Current Month	Prior Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	974,154	963,898	+ 1.1%	3,209,159	3,230,899	- 0.7%	10,181,960	10,273,153	- 0.9%
Mobility Assisted Riders	13,071	13,173	- 0.8%	53,718	57,053	- 5.8%	152,319	164,371	- 7.3%
<u>Average Passenger Boardings:</u>									
Weekday	37,863	38,034	- 0.5%	30,851	30,899	- 0.2%	33,286	33,948	- 2.0%
Saturday	20,011	21,916	- 8.7%	19,239	20,273	- 5.1%	18,455	19,210	- 3.9%
Sunday	12,227	11,120	+ 10.0%	10,985	10,278	+ 6.9%	10,952	10,034	+ 9.2%
Monthly Revenue Hours	26,565	24,629	+ 7.9%	97,871	91,107	+ 7.4%	288,044	270,974	+ 6.3%
Boardings Per Revenue Hour	36.7	39.1	- 6.3%	32.79	35.46	- 7.5%	35.35	37.91	- 6.8%
Weekly Revenue Hours	5,999	5,561	+ 7.9%	5,571	5,187	+ 7.4%	5,524	5,211	+ 6.0%
Weekdays	22	21		86	87		261	259	
Saturdays	4	5		18	18		52	52	
Sundays	5	5		19	18		52	53	
Passenger Revenues & Sales									
Total Passenger Revenues	\$506,873	\$672,932	- 24.7%	\$1,500,665	\$2,350,885	- 36.2%	\$6,287,486	\$7,281,714	- 13.7%
Average Passenger Fare	\$0.52	\$0.70	- 25.5%	\$0.47	\$0.73	- 35.7%	\$0.62	\$0.71	- 12.9%
Farebox Revenue	\$151,190	\$149,793	+ 0.9%	\$615,833	\$623,025	- 1.2%	\$1,756,630	\$1,865,046	- 5.8%
Adult Pass	3,479	2,623	+ 32.6%	9,811	8,949	+ 9.6%	32,554	28,193	+ 15.5%
Youth Pass	1,353	1,013	+ 33.6%	2,011	2,761	- 27.2%	9,085	10,910	- 16.7%
Reduced Fare Pass	1,209	1,013	+ 19.3%	3,494	4,305	- 18.8%	32,554	28,193	+ 15.5%
Adult 3 Month Pass	180	201	- 10.7%	574	594	- 3.5%	1,743	1,956	- 10.9%
Youth 3 Month Pass	39	37	+ 5.4%	285	274	+ 4.0%	766	688	+ 11.3%
Reduced Fare 3 Month Pass	58	42	+ 38.1%	206	197	+ 4.6%	634	615	+ 3.1%
Adult 10-Ride Ticket Book	1,911	1,637	+ 16.7%	6,787	6,914	- 1.8%	21,527	20,623	+ 4.4%
Half-Fare 10-Ride Ticket Book	413	388	+ 6.4%	1,571	1,666	- 5.7%	4,396	4,872	- 9.8%
RideSource 10-Ride Ticket Book	358	381	- 6.0%	1,620	1,593	+ 1.7%	4,850	5,214	- 7.0%
Fleet Services									
Fleet Miles	369,726	342,240	+ 8.0%	1,364,383	1,279,915	+ 6.6%	4,015,063	3,797,846	+ 5.7%
Average Passenger Boardings/Mile	2.63	2.82	- 6.4%	2.35	2.52	- 6.8%	2.54	2.70	- 6.2%
Fuel Cost	\$194,444	\$243,790	- 20.2%	\$677,958	\$1,152,866	- 41.2%	\$1,966,753	\$2,630,201	- 25.2%
Fuel Cost Per Mile	\$0.526	\$0.712	- 26.2%	\$0.497	\$0.901	- 44.8%	\$0.490	\$0.693	- 29.3%
Repair Costs	\$244,702	\$252,488	- 3.1%	\$1,064,456	\$880,470	+ 20.9%	\$3,325,186	\$2,652,628	+ 25.4%
Total Repair Cost Per Mile	\$0.662	\$0.738	- 10.3%	\$0.780	\$0.688	+ 13.4%	\$0.828	\$0.698	+ 18.6%
Preventive Maintenance Costs	\$38,866	\$37,873	+ 2.6%	\$132,831	\$148,979	- 10.8%	\$413,270	\$419,712	- 1.5%
Total PM Cost Per Mile	\$0.105	\$0.111	- 5.0%	\$0.097	\$0.116	- 16.4%	\$0.103	\$0.111	- 6.9%
Mechanical Road Calls	30	33	- 9.1%	125	105	+ 19.0%	432	403	+ 7.2%
Miles/Mech. Road Call	12,324	10,371	+ 18.8%	10,915	12,190	- 10.5%	9,294	9,424	- 1.4%
MTM									
MTM Rides	17,203	15,188	+ 13.3%	63,121	59,002	+ 7.0%	181,691	183,670	- 1.1%
RideSource	7,516	7,453	+ 0.8%	28,532	28,801	- 0.9%	86,890	87,125	- 0.3%



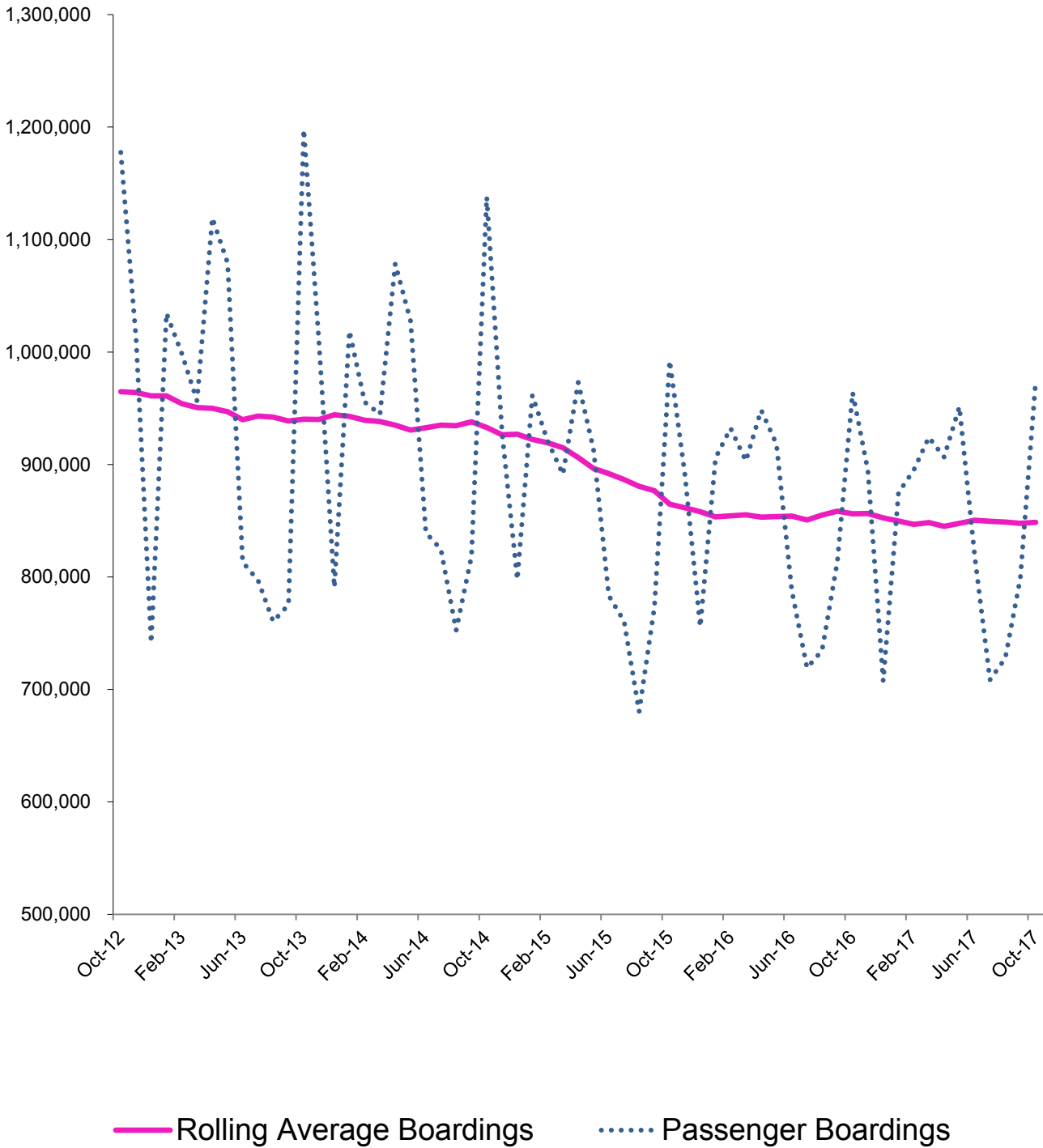
Daily Ridership Recap October 2017

Date	Day	Service	Boardings	Mobility Assisted Boardings	Revenue Hours	Daily Productivity
10/1/2017	Sunday	Sunday	12,469	194	377	33.07
10/2/2017	Monday	Weekday	37,003	529	1007	36.75
10/3/2017	Tuesday	Weekday	39,753	712	1006	39.52
10/4/2017	Wednesday	Weekday	39,046	616	1005	38.85
10/5/2017	Thursday	Weekday	38,822	555	1010	38.44
10/6/2017	Friday	Weekday	37,406	553	1010	37.04
10/7/2017	Saturday*	Saturday	21,143	293	842	25.11
10/8/2017	Sunday	Sunday	12,916	208	376	34.35
10/9/2017	Monday	Weekday	37,656	456	1006	37.43
10/10/2017	Tuesday	Weekday	38,397	474	1005	38.21
10/11/2017	Wednesday	Weekday	38,123	380	1007	37.86
10/12/2017	Thursday	Weekday	35,969	418	996	36.11
10/13/2017	Friday	Weekday	34,725	446	1005	34.55
10/14/2017	Saturday	Saturday	19,095	308	543	35.17
10/15/2017	Sunday	Sunday	12,520	210	376	33.30
10/16/2017	Monday	Weekday	37,748	536	1009	37.41
10/17/2017	Tuesday	Weekday	37,857	538	1009	37.52
10/18/2017	Wednesday	Weekday	38,766	574	1007	38.50
10/19/2017	Thursday	Weekday	37,288	451	1010	36.92
10/20/2017	Friday	Weekday	36,002	392	1004	35.86
10/21/2017	Saturday	Saturday	18,265	222	550	33.21
10/22/2017	Sunday	Sunday	11,600	164	376	30.85
10/23/2017	Monday	Weekday	38,973	490	1007	38.70
10/24/2017	Tuesday	Weekday	38,727	545	1004	38.57
10/25/2017	Wednesday	Weekday	38,833	476	1007	38.56
10/26/2017	Thursday	Weekday	38,223	483	1007	37.96
10/27/2017	Friday	Weekday	37,033	465	1010	36.67
10/28/2017	Saturday*	Saturday	21,541	295	850	25.34
10/29/2017	Sunday	Sunday	11,630	163	375	31.01
10/30/2017	Monday	Weekday	37,835	478	1009	37.50
10/31/2017	Tuesday	Weekday	38,790	431	1008	38.48
Totals			974,154	13,055	26,813	36.33



LANE TRANSIT DISTRICT

Five Year History of Passenger Boardings



LANE TRANSIT DISTRICT
August 2017 Performance Report
21-November-2017

Performance Measure	Current Month	Prior Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	727,730	734,477	- 0.9%	1,436,303	1,453,529	- 1.2%	10,186,474	10,261,107	- 0.7%
Mobility Assisted Riders	13,791	14,361	- 4.0%	27,855	28,963	- 3.8%	154,546	165,550	- 6.6%
<u>Average Passenger Boardings:</u>									
Weekday	26,926	27,330	- 1.5%	27,083	27,427	- 1.3%	33,244	33,913	- 2.0%
Saturday	16,690	16,886	- 1.2%	16,651	17,353	- 4.0%	18,683	19,185	- 2.6%
Sunday	10,418	9,586	+ 8.7%	10,556	9,990	+ 5.7%	10,811	9,888	+ 9.3%
Monthly Revenue Hours	24,306	22,445	+ 8.3%	46,633	43,421	+ 7.4%	284,492	269,630	+ 5.5%
Boardings Per Revenue Hour	29.9	32.7	- 8.5%	30.80	33.48	- 8.0%	35.81	38.06	- 5.9%
Weekly Revenue Hours	5,488	5,068	+ 8.3%	5,265	4,902	+ 7.4%	5,457	5,162	+ 5.7%
Weekdays	23	23		44	44		262	259	
Saturdays	4	4		9	9		52	52	
Sundays	4	4		9	9		51	53	
Passenger Revenues & Sales									
Total Passenger Revenues	\$373,708	\$499,778	- 25.2%	\$704,081	\$1,024,429	- 31.3%	\$6,817,357	\$7,207,061	- 5.4%
Average Passenger Fare	\$0.51	\$0.68	- 24.5%	\$0.49	\$0.70	- 30.4%	\$0.67	\$0.70	- 4.7%
Farebox Revenue	\$171,367	\$169,617	+ 1.0%	\$323,675	\$311,671	+ 3.9%	\$1,775,827	\$1,870,956	- 5.1%
Adult Pass	2,822	1,936	+ 45.8%	5,062	4,390	+ 15.3%	32,364	28,216	+ 14.7%
Youth Pass	216	220	- 1.8%	398	659	- 39.6%	9,574	11,013	- 13.1%
Reduced Fare Pass	873	730	+ 19.6%	1,742	1,795	- 3.0%	32,364	28,216	+ 14.7%
Adult 3 Month Pass	116	88	+ 31.8%	289	277	+ 4.3%	1,775	2,096	- 15.3%
Youth 3 Month Pass	45	58	- 22.4%	54	80	- 32.5%	729	673	+ 8.3%
Reduced Fare 3 Month Pass	40	46	- 13.0%	99	92	+ 7.6%	632	615	+ 2.8%
Adult 10-Ride Ticket Book	1,873	1,922	- 2.5%	3,425	3,496	- 2.0%	21,583	20,817	+ 3.7%
Half-Fare 10-Ride Ticket Book	490	281	+ 74.4%	768	668	+ 15.0%	4,591	4,672	- 1.7%
RideSource 10-Ride Ticket Book	380	402	- 5.5%	962	764	+ 25.9%	5,021	5,266	- 4.7%
Fleet Services									
Fleet Miles	337,742	310,682	+ 8.7%	660,261	619,841	+ 6.5%	3,971,015	3,779,741	+ 5.1%
Average Passenger Boardings/Mile	2.15	2.36	- 8.9%	2.18	2.35	- 7.2%	2.57	2.71	- 5.5%
Fuel Cost	\$164,813	\$303,059	- 45.6%	\$300,784	\$602,399	- 50.1%	\$2,140,046	\$2,365,724	- 9.5%
Fuel Cost Per Mile	\$0.488	\$0.975	- 50.0%	\$0.456	\$0.972	- 53.1%	\$0.539	\$0.626	- 13.9%
Repair Costs	\$262,939	\$231,070	+ 13.8%	\$566,536	\$399,598	+ 41.8%	\$3,308,137	\$2,721,974	+ 21.5%
Total Repair Cost Per Mile	\$0.779	\$0.744	+ 4.7%	\$0.858	\$0.645	+ 33.1%	\$0.833	\$0.720	+ 15.7%
Preventive Maintenance Costs	\$34,536	\$33,895	+ 1.9%	\$67,247	\$73,748	- 8.8%	\$422,918	\$410,633	+ 3.0%
Total PM Cost Per Mile	\$0.102	\$0.109	- 6.3%	\$0.102	\$0.119	- 14.4%	\$0.107	\$0.109	- 2.0%
Mechanical Road Calls	22	26	- 15.4%	55	42	+ 31.0%	425	425	+ 0.0%
Miles/Mech. Road Call	15,352	11,949	+ 28.5%	12,005	14,758	- 18.7%	9,344	8,894	+ 5.1%
MTM									
MTM Rides	15,472	15,215	+ 1.7%	31,284	28,872	+ 8.4%	179,984	186,041	- 3.3%
RideSource	7,462	7,398	+ 0.9%	14,553	14,438	+ 0.8%	87,274	87,659	- 0.4%

LANE TRANSIT DISTRICT
September 2017 Performance Report
21-November-2017

Performance Measure	Current Month	Prior Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	798,702	813,472	- 1.8%	2,235,005	2,267,001	- 1.4%	10,171,704	10,301,652	- 1.3%
Mobility Assisted Riders	12,792	14,917	- 14.2%	40,647	43,880	- 7.4%	152,421	166,104	- 8.2%
<u>Average Passenger Boardings:</u>									
Weekday	31,374	30,707	+ 2.2%	28,513	28,520	- 0.0%	33,300	33,984	- 2.0%
Saturday	23,643	24,468	- 3.4%	18,982	19,725	- 3.8%	18,614	19,138	- 2.7%
Sunday	10,603	10,014	+ 5.9%	10,572	9,998	+ 5.7%	10,860	9,955	+ 9.1%
Monthly Revenue Hours	24,673	23,057	+ 7.0%	71,306	66,478	+ 7.3%	286,108	270,032	+ 6.0%
Boardings Per Revenue Hour	32.4	35.3	- 8.2%	31.34	34.10	- 8.1%	35.55	38.15	- 6.8%
Weekly Revenue Hours	5,757	5,380	+ 7.0%	5,429	5,062	+ 7.3%	5,488	5,185	+ 5.8%
Weekdays	20	22		64	66		260	260	
Saturdays	5	4		14	13		53	52	
Sundays	5	4		14	13		52	52	
Passenger Revenues & Sales									
Total Passenger Revenues	\$289,711	\$653,523	- 55.7%	\$993,792	\$1,677,952	- 40.8%	\$6,453,545	\$7,277,900	- 11.3%
Average Passenger Fare	\$0.36	\$0.80	- 54.8%	\$0.44	\$0.74	- 39.9%	\$0.63	\$0.71	- 10.2%
Farebox Revenue	\$140,968	\$161,562	- 12.7%	\$464,643	\$473,233	- 1.8%	\$1,755,233	\$1,872,054	- 6.2%
Adult Pass	1,270	1,936	- 34.4%	6,332	6,326	+ 0.1%	31,698	27,877	+ 13.7%
Youth Pass	260	1,089	- 76.1%	658	1,748	- 62.4%	8,745	10,940	- 20.1%
Reduced Fare Pass	543	1,497	- 63.7%	2,285	3,292	- 30.6%	31,698	27,877	+ 13.7%
Adult 3 Month Pass	105	116	- 9.5%	394	393	+ 0.3%	1,764	1,945	- 9.3%
Youth 3 Month Pass	192	157	+ 22.3%	246	237	+ 3.8%	764	688	+ 11.0%
Reduced Fare 3 Month Pass	49	63	- 22.2%	148	155	- 4.5%	618	626	- 1.3%
Adult 10-Ride Ticket Book	1,451	1,781	- 18.5%	4,876	5,277	- 7.6%	21,253	20,854	+ 1.9%
Half-Fare 10-Ride Ticket Book	390	610	- 36.1%	1,158	1,278	- 9.4%	4,371	4,960	- 11.9%
RideSource 10-Ride Ticket Book	300	448	- 33.0%	1,262	1,212	+ 4.1%	4,873	5,267	- 7.5%
Fleet Services									
Fleet Miles	334,396	317,834	+ 5.2%	994,657	937,675	+ 6.1%	3,987,577	3,786,699	+ 5.3%
Average Passenger Boardings/Mile	2.39	2.56	- 6.7%	2.25	2.42	- 7.1%	2.55	2.72	- 6.2%
Fuel Cost	\$182,730	\$306,677	- 40.4%	\$483,514	\$909,076	- 46.8%	\$2,016,099	\$2,536,822	- 20.5%
Fuel Cost Per Mile	\$0.546	\$0.965	- 43.4%	\$0.486	\$0.970	- 49.9%	\$0.506	\$0.670	- 24.5%
Repair Costs	\$253,218	\$228,383	+ 10.9%	\$819,755	\$627,982	+ 30.5%	\$3,332,972	\$2,736,095	+ 21.8%
Total Repair Cost Per Mile	\$0.757	\$0.719	+ 5.4%	\$0.824	\$0.670	+ 23.1%	\$0.836	\$0.723	+ 15.7%
Preventive Maintenance Costs	\$26,719	\$37,358	- 28.5%	\$93,965	\$111,106	- 15.4%	\$412,278	\$413,749	- 0.4%
Total PM Cost Per Mile	\$0.080	\$0.118	- 32.0%	\$0.094	\$0.118	- 20.3%	\$0.103	\$0.109	- 5.4%
Mechanical Road Calls	40	30	+ 33.3%	95	72	+ 31.9%	435	414	+ 5.1%
Miles/Mech. Road Call	8,360	10,594	- 21.1%	10,470	13,023	- 19.6%	9,167	9,147	+ 0.2%
MTM									
MTM Rides	14,634	14,942	- 2.1%	45,918	43,814	+ 4.8%	179,676	185,348	- 3.1%
RideSource	6,463	6,910	- 6.5%	21,016	21,348	- 1.6%	86,827	87,462	- 0.7%



MONTHLY DEPARTMENT REPORTS

December 6, 2017

OFFICE OF THE GENERAL MANAGER

Aurora Jackson, General Manager

There is no department report this month.

SERVICE DELIVERY

Mark Johnson, Assistant General Manager

There is no department report this month.

ADMINISTRATION

Roland Hoskins, Assistant General Manager

There is no department report this month.

PUBLIC AFFAIRS

Edward McGlone, Director of Public Affairs

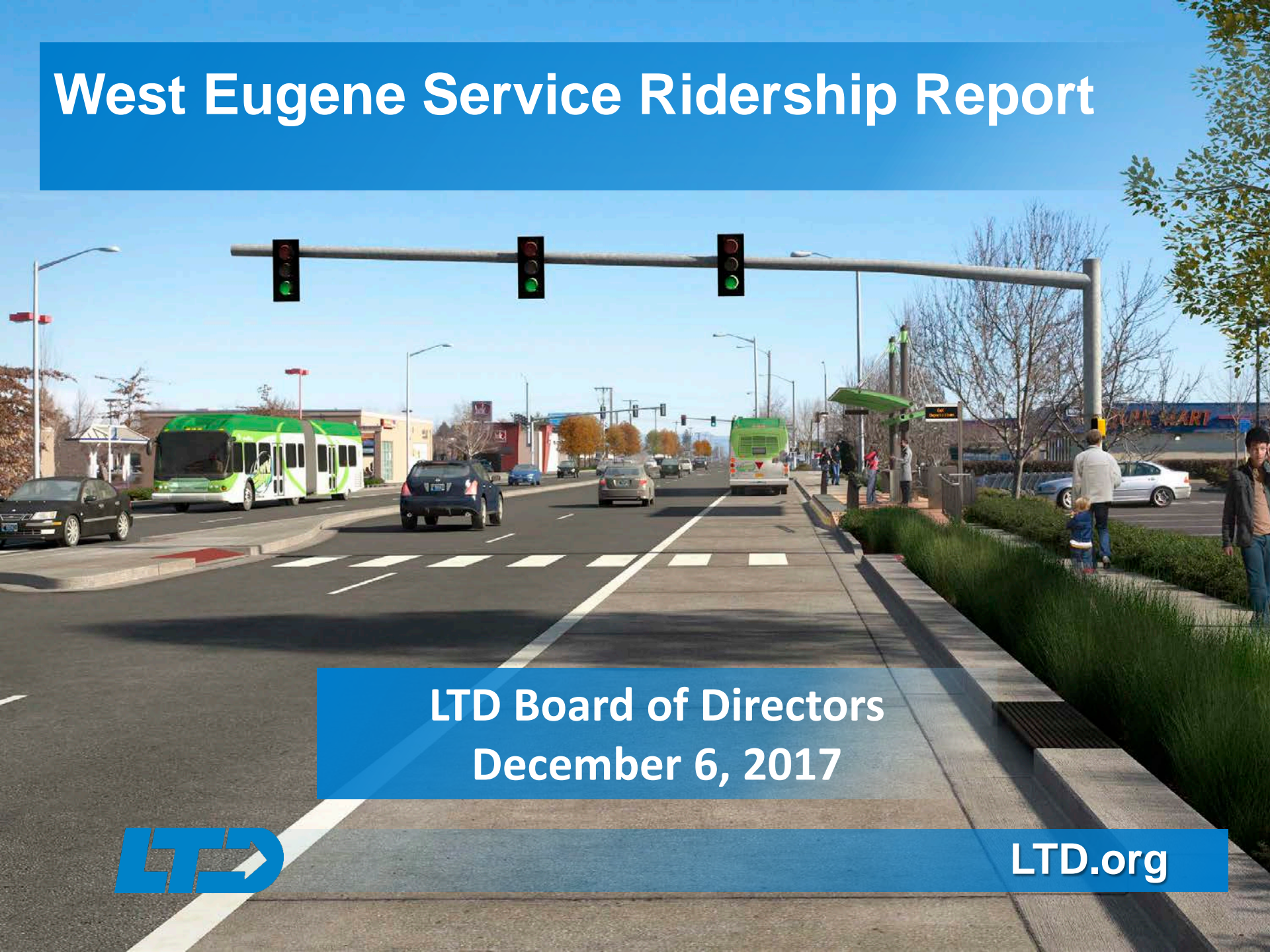
There is no department report this month.

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

There is no department report this month.

West Eugene Service Ridership Report



LTD Board of Directors
December 6, 2017







LTD.org

Objectives - 2017 West Eugene Service Redesign

- **Respond to Growth**
- **Evolve Overall Network Design**
 - **Planned Transfer Points**
 - **Support Cross-regional High Frequency Service**
- **Redesign Service In West Eugene To Better Connect To EmX**



Recommended Route Changes 2017

-  Bus Station
-  Transfer Points
-  Route 40 (No Changes Proposed)
-  Original Proposal



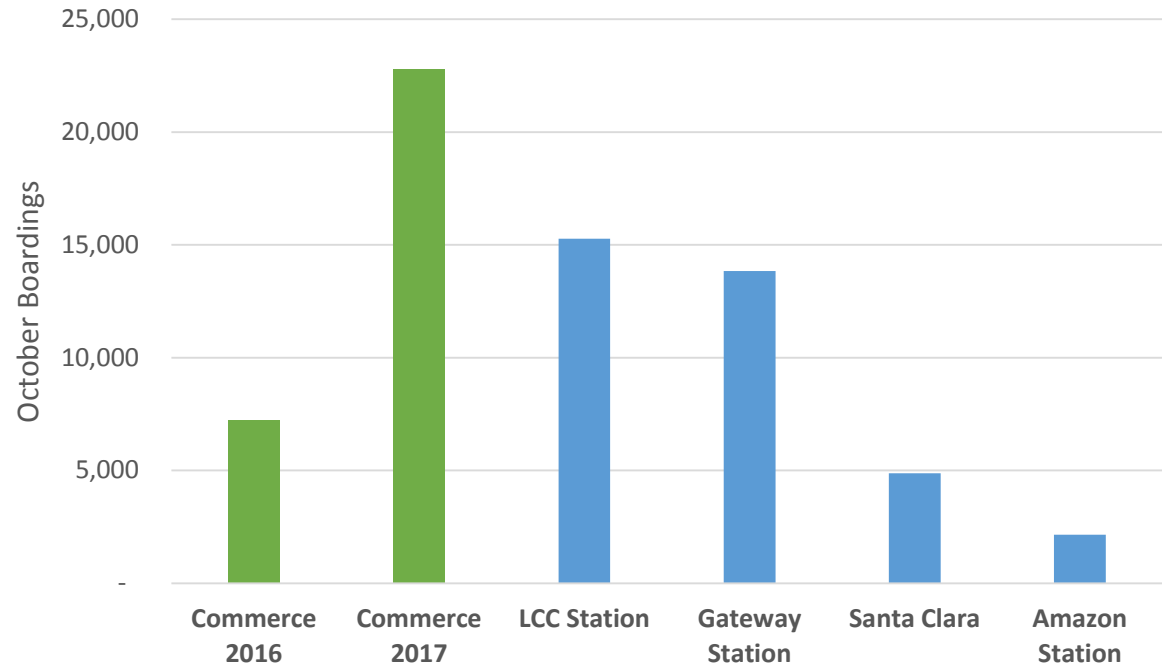
Boardings Before and After West Eugene EmX

	October 2016	October 2017	Percent Change
Total West Eugene	314,573	358,103	14%
Total System-wide	945,974	970,923	2.6%

- Boardings on the corridor are up overall, especially along the W. 6th/7th and W. 11th portions of the system.
- Riders are transferring more frequently and may be shifting from other routes onto West Eugene EmX.

October 2017 Ons and Offs

- The stops at Commerce St now have more ons and offs than most transfer points.
- A study of transfer activity during the AM peak found that approximately 50% of all riders getting off of a bus at Commerce transferred to another bus: 25% transferred to fixed route and 25% transferred to EmX
- Commerce averaged 833 boardings per weekday in October



Other Findings

- The EmX system is averaging over 12,600 boardings each weekday
- Sunday ridership is up 7.75% (October and November) year-over-year
- Overall ridership is up 1% (October and November) year-over-year



Questions?

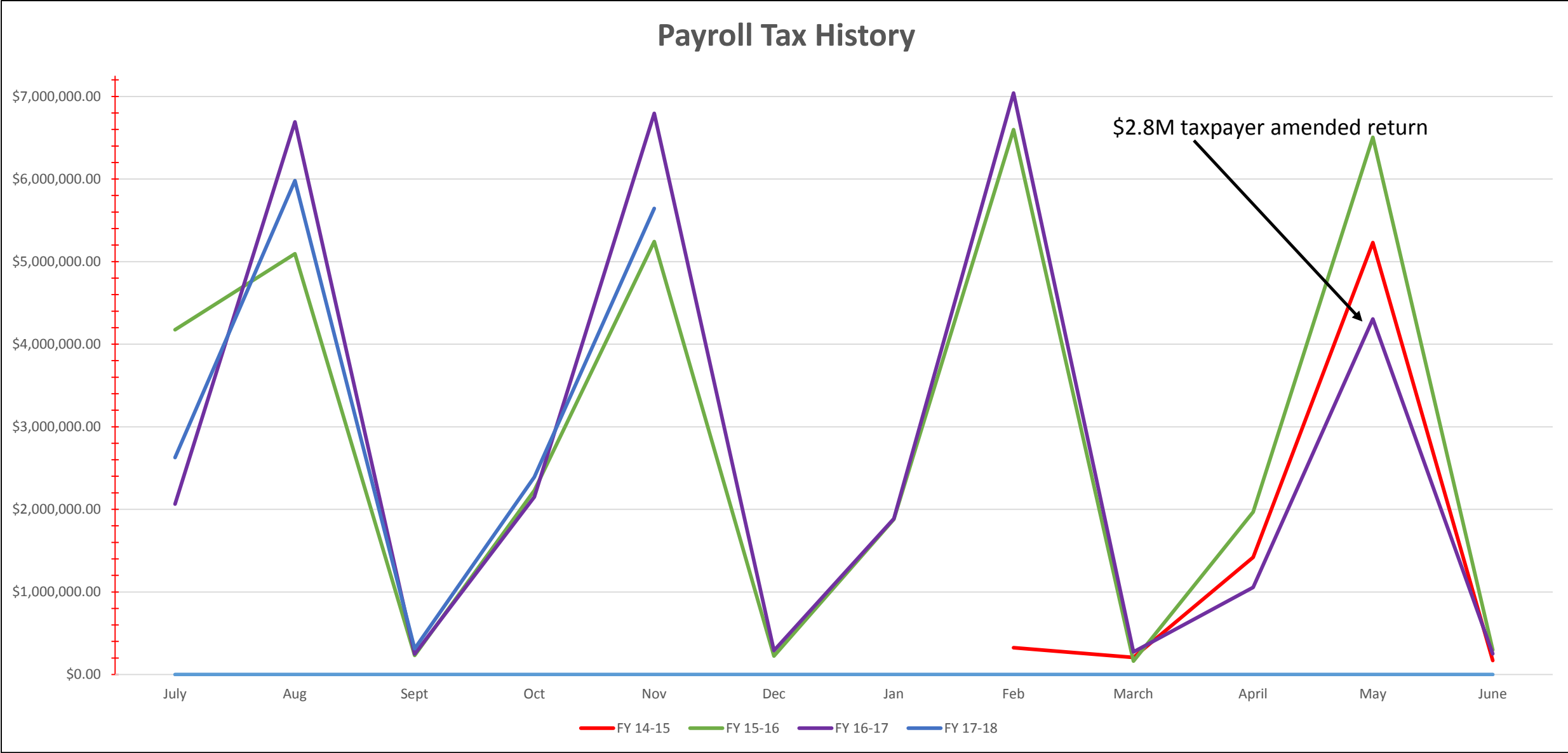


Additional topics for expanded version

1. Identify that this service was opened when the economy was healthy
2. Provide additional dimensions of the data. For example:
 1. Daily profile of boardings by time of day
 2. Overview of platform activity showing scale of platform activity at the West Eugene terminus relative to activity at other key stations
 3. Initial data on transfers
 4. Additional analysis underway:
 1. System level affects
3. Relationships to future system development:
 1. MovingAhead and Main Street
 2. COA

Responses to October 2017 Board Questions

What are the payroll tax trends?



Revised FY 17 -18 Payroll Tax Estimate after Adjusting for \$2.8M Amended Taxpayer Return

	2015-16	2016-17	Change	%
Payroll taxes	\$ 34,394,558	\$ 32,827,455		
Adjust for overstatement of taxes				
July - Sept 2015				
Oct - Dec 2015 (4th Qtr 2015)	(456,808)			
Jan - March 2016 (1st Qtr 2016)	(788,492)			
April - June 2016 (2nd Qtr 2016)	(748,317)			
April - June 2017 (4th Qtr 2017)		1,993,616.72		
Normalized payroll tax revenue	\$ 32,400,941	\$ 34,821,072	\$ 2,420,130	7.5%
Revised Projected FY 17-18 payroll taxes using original growth estimate		37,421,969	2,600,898	4.4%
Revised Projected FY 17-18 payroll taxes by doubling the first half		34,356,224	(464,847)	-1.3%
Originally budgeted FY 17 -18 payroll taxes		37,870,000		

What business performs the bus operator dry cleaning services?

Fussy's at Valley River doing business as "The Cleanery"
4770 Village Plaza Loop
Eugene, Oregon



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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
97068	11/02/2017	CITY OF SPRINGFIELD	1,500.00
97069	11/02/2017	COMCAST	202.45
97070	11/02/2017	ELMS LANDSCAPE MAINTENANCE INC	10,074.00
97071	11/02/2017	EUGENE WATER & ELECTRIC BOARD	953.28
97072	11/02/2017	HANNAH MOTOR COMPANY	209.73
97073	11/02/2017	INDUSTRIAL FINISHES	380.95
97074	11/02/2017	LANE COUNTY TAX COLLECTOR	5,814.99
97075	11/02/2017	MARKETING & TECHNICAL MATERIAL	64.80
97076	11/02/2017	NEOPOST USA INC.	3,000.00
97077	11/02/2017	OFFICE DEPOT	71.51
97078	11/02/2017	PETTY CASH - DELORES DONIS	657.43
97079	11/02/2017	PIVOT ARCHITECTURE	28,468.38
97080	11/02/2017	R & C DEVELOPMENTS, LLC	385.00
97081	11/02/2017	SANIPAC	304.39
97082	11/02/2017	TRACY L SMITH	129.00
97083	11/02/2017	SPRINGFIELD UTILITY BOARD	0.00
97084	11/02/2017	SPRINGFIELD UTILITY BOARD	1,354.59
97085	11/02/2017	FRANCIS L WIKLE	1,000.00
97086	11/02/2017	WYATT'S TIRE COMPANY	300.00
97087	11/02/2017	A & E IMAGING, INC.	432.94
97088	11/02/2017	GILLIG CORPORATION	274.80
97089	11/02/2017	MUCHO, INC.	263.92
97090	11/02/2017	NINFA'S ELITE CORPORATION	40,181.18
97091	11/02/2017	NORTH COAST ELECTRIC	376.38
97092	11/02/2017	ROADRUNNER DELIVERY	408.30
97093	11/02/2017	US POSTAL SERVICE	2,671.68
97094	11/02/2017	WILDISH BUILDING COMPANY	341,322.26
97095	11/02/2017	WSP USA INC.	45,127.69
97096	11/09/2017	ALTERNATIVE WORK CONCEPTS	38,323.50
97097	11/09/2017	AMERICAN FAMILY LIFE	1,317.75
97098	11/09/2017	NEIL M BLICKFELDT	888.10
97099	11/09/2017	CAPITAL ONE COMMERCIAL	940.93
97100	11/09/2017	WINONA J CARLSON	205.50
97101	11/09/2017	CENTURY LINK	241.10
97102	11/09/2017	CHAPTER 13 TRUSTEE	595.38
97103	11/09/2017	CHILD SUPPORT ENFORCEMENT AGCY	160.00
97104	11/09/2017	CINTAS CORPORATION	4,753.24
97105	11/09/2017	CROCKETTS INTERSTATE TOWING	250.00
97106	11/09/2017	DISH NETWORK	107.02
97107	11/09/2017	ERGO FLEX CONSULTING, INC.	186.25
97108	11/09/2017	ERGOMETRICS & APPLIED	328.80
97109	11/09/2017	EUGENE WATER & ELECTRIC BOARD	1,047.91
97110	11/09/2017	FEDEX EXPRESS SHIPPING	53.24
97111	11/09/2017	LLC FUSSY'S @ VALLEY RIVER PLAZA	3.05
97112	11/09/2017	MARK L. HAY	12,400.00
97113	11/09/2017	LIFEMAP ASSURANCE COMPANY	1,647.03
97114	11/09/2017	MAN-DATA, INC.	427.49
97115	11/09/2017	NORTHWEST NATURAL GAS	4,626.94
97116	11/09/2017	OREGON DEPARTMENT OF REVENUE	255.92
97117	11/09/2017	OREGON STATE POLICE	120.00
97118	11/09/2017	SANIPAC	3,232.52
97119	11/09/2017	SPRINGFIELD UTILITY BOARD	15,601.75
97120	11/09/2017	DESIGN, INC. TRANSPORTATION MANAGEMENT &	19,260.25
97121	11/09/2017	VALLEY CREDIT SERVICE, INC.	292.16



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97122	11/09/2017	VERIZON WIRELESS	8,083.64
97123	11/09/2017	WHITE BIRD CLINIC	15,510.03
97124	11/09/2017	WILLAMETTE COMM HEALTH SOLUTNS	1,077.00
97125	11/09/2017	CAIC PRIMARY	1,220.92
97126	11/09/2017	CUMMINS NORTHWEST, INC.	0.00
97127	11/09/2017	CUMMINS NORTHWEST, INC.	0.00
97128	11/09/2017	CUMMINS NORTHWEST, INC.	9,663.64
97129	11/09/2017	JOHN O. HACHMANN	5,000.00
97130	11/09/2017	KUHN INVESTMENTS, INC.	18,309.81
97131	11/09/2017	LANE COUNCIL OF GOVERNMENTS Transportation eligibility asesments	27,769.72
97132	11/09/2017	LTD & ATU PENSION TRUST	107,430.08
97133	11/09/2017	LTD EMPLOYEES FUND	206.00
97134	11/09/2017	LTD SALARIED EMP. PENSION PLAN	95,318.34
97135	11/09/2017	MOTION & FLOW CONTROL PRD, INC	1,026.98
97136	11/09/2017	NINFAS ELITE CORPORATION	26,327.70
97137	11/09/2017	PRE-PAID LEGAL SERVICES INC. Prepaid legal payroll deductions	257.20
97138	11/09/2017	DESIGN, INC. TRANSPORTATION MANAGEMENT &	7,020.91
97139	11/09/2017	TRAPEZE ITS USA, LLC	251.53
97140	11/09/2017	UNITED WAY OF LANE COUNTY	539.00
97141	11/09/2017	WOODBURY ENERGY CO. INC. Diesel Fuel	102,388.54
97142	11/09/2017	ZONES, INC. sonicwall license renewal	867.31
97143	11/11/2017	SPECIAL MOBILITY SERVICES INC.	555,068.00
97144	11/15/2017	DAVID J CHAMBERLAIN	1,000.00
97145	11/16/2017	ALTERNATIVE WORK CONCEPTS	14,528.50
97146	11/16/2017	BARRETT BUSINESS SERVICES INC	2,499.60
97147	11/16/2017	BRAATTAIN INTERNATIONAL TRUCKS Parts	5,945.70
97148	11/16/2017	BUDGET TAXI	8.75
97149	11/16/2017	WINONA J CARLSON	96.00
97150	11/16/2017	CELESTIAL SOFTWARE Vanpool search engine optimization audit	1,250.00
97151	11/16/2017	COMFORT FLOW HEATING	621.00
97152	11/16/2017	KERRY K COOPER	854.95
97153	11/16/2017	ELMS LANDSCAPE MAINTENANCE INC	98.00
97154	11/16/2017	ERGO FLEX CONSULTING, INC.	186.25
97155	11/16/2017	ERGOMETRICS & APPLIED	8.91
97156	11/16/2017	EUGENE SCHOOL DISTRICT 4J	1,440.00
97157	11/16/2017	EUGENE WATER & ELECTRIC BOARD	0.00
97158	11/16/2017	EUGENE WATER & ELECTRIC BOARD	7,996.32
97159	11/16/2017	FASTENAL COMPANY	201.02
97160	11/16/2017	FEI TESTING & INSPECTION, INC. testing & inspections for bus lot & fm building	1,000.00
97161	11/16/2017	FLEETPRIDE, INC.	147.66
97162	11/16/2017	FORMFOX, INC.	50.00
97163	11/16/2017	LLC FUSSY'S @ VALLEY RIVER PLAZA	245.15
97164	11/16/2017	GAYDOS, CHURNSIDE,&BALTHROP PC	2,574.50
97165	11/16/2017	CHRISTOPHER R. HAM	854.95
97166	11/16/2017	HERSHNER HUNTER	56.00
97167	11/16/2017	IBM CORPORATION	720.00
97168	11/16/2017	KAISER BRAKE & ALIGNMENT INC.	323.30
97169	11/16/2017	KENDALL AUTOMOTIVE GROUP Non revenue vehicle repairs	985.31
97170	11/16/2017	KOKE NEW CENTURY, INC.	1,193.00
97171	11/16/2017	EDWARD S. MCGLONE	342.58
97172	11/16/2017	OFFICE DEPOT	481.77
97173	11/16/2017	OIL PRICE INFORMATION SERVICE	232.00
97174	11/16/2017	PROTECTIVE SERVICE LLC	754.33
97175	11/16/2017	RADIATOR SUPPLY HOUSE, INC.	1,590.00



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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
97176	11/16/2017	RG MEDIA COMPANY	97.50
97177	11/16/2017	SIX ROBBLEES' INC	487.20
97178	11/16/2017	SMALL WORLD AUTO CENTER, INC	0.00
97179	11/16/2017	SMALL WORLD AUTO CENTER, INC	5,070.21
97180	11/16/2017	SPECIAL DISTRICTS INSURANCE SV	2,354.00
97181	11/16/2017	SPRINGFIELD UTILITY BOARD	502.89
97182	11/16/2017	STAPLES BUSINESS ADVANTAGE	691.65
97183	11/16/2017	SUNSHINE PLANT CARE	150.00
97184	11/16/2017	TCM TOOLS, LLC	1,050.00
97185	11/16/2017	THERMO KING NORTHWEST, INC.	846.19
97186	11/16/2017	WILLAMETTE COMM HEALTH SOLUTNS	1,097.77
97187	11/16/2017	WYATT'S TIRE COMPANY	3,589.37
97188	11/16/2017	ZILKOSKI AUTO ELECTRIC, INC. Electrical component repair	175.00
97189	11/16/2017	THE AFTERMARKET PARTS COMPANY LLC	3,392.14
97190	11/16/2017	BPA VEBA-HRA SERVICES	80.00
97191	11/16/2017	BUCK'S SANITARY SERVICE, INC.	86.50
97192	11/16/2017	C & K PETROLEUM EQUIPMENT CO,	952.00
97193	11/16/2017	CUMMINS NORTHWEST, INC.	3,926.72
97194	11/16/2017	PETER N DESHPANDE Personal history questionnaire interviews	40.00
97195	11/16/2017	EAN HOLDINGS, LLC	12,807.50
97196	11/16/2017	EUROFINS ANA LABORATORIES, INC	778.80
97197	11/16/2017	GILLIG CORPORATION Parts	62,357.11
97198	11/16/2017	GRAINGER INC	393.11
97199	11/16/2017	MOHAWK MANUFACTURING & SUPPLY	1,080.26
97200	11/16/2017	MOTION & FLOW CONTROL PRD, INC	351.75
97201	11/16/2017	MUNCIE TRANSIT SUPPLY	1,650.78
97202	11/16/2017	MYRMO & SONS	649.28
97203	11/16/2017	NORTH COAST ELECTRIC	71.40
97204	11/16/2017	ONE CALL CONCEPTS, INC.	29.40
97205	11/16/2017	PACIFIC POWER GROUP, LLC	1,325.12
97206	11/16/2017	RICOH USA, INC.	1,938.92
97207	11/16/2017	SOFTCHOICE CORPORATION	4,368.68
97208	11/16/2017	SPRAGUE PEST SOLUTIONS	115.00
97209	11/16/2017	TOUCHPOINT NETWORKS LLC	350.00
97210	11/16/2017	PHYLLIS L WALKER Procurement consulting	11,574.15
97211	11/16/2017	WANNAMAHER CONSULTING, INC.	9,280.00
97212	11/16/2017	WOODBURY ENERGY CO. INC. Diesel fuel	69,993.40
97213	11/21/2017	BATTERIES PLUS	3,119.60
97214	11/21/2017	CINTAS CORPORATION	1,650.46
97215	11/21/2017	CUMMINS-ALLISON CORP	578.00
97216	11/21/2017	DOUG'S PLACE, INC.	495.00
97217	11/21/2017	ZACHARY FISH	259.00
97218	11/21/2017	IPSENAULT COMPANY	750.87
97219	11/21/2017	KIWANIS-SPRINGFIELD	145.00
97220	11/21/2017	CHERYL D MUNKUS	150.00
97221	11/21/2017	RECORDXPRESS OF CALIFORNIA,LLC shredding	62.93
97222	11/21/2017	SAGE SOFTWARE, INC. abra -apayroll software support	8,686.00
97223	11/21/2017	BRET L SMITH	28.00
97224	11/21/2017	SPECIAL DISTRICTS INSURANCE	1,230.00
97225	11/21/2017	SPECIAL DISTRICTS INSURANCE SV	2,162.29
97226	11/21/2017	1996 LLC FM building lot construction	377,654.34
97227	11/21/2017	PACIFIC POWER GROUP, LLC	13,425.09
97228	11/21/2017	AMAL TRANSIT UNION #757	17,358.52
97229	11/21/2017	CHAPTER 13 TRUSTEE	595.38



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97230	11/21/2017	CHILD SUPPORT ENFORCEMENT AGCY	160.00
97231	11/21/2017	MAN-DATA, INC.	409.21
97232	11/21/2017	OREGON DEPARTMENT OF REVENUE	9.83
97233	11/21/2017	RAY KLEIN, INC garnishments	442.18
97234	11/21/2017	LTD & ATU PENSION TRUST	120,051.57
97235	11/21/2017	LTD SALARIED EMP. PENSION PLAN	18,659.21
97236	11/21/2017	UNITED WAY OF LANE COUNTY	554.00
97237	11/30/2017	A-1 AUTO GLASS	569.00
97238	11/30/2017	A-1 FIRE PROTECTION	148.00
97239	11/30/2017	BARRETT BUSINESS SERVICES INC	5,952.09
97240	11/30/2017	BRATTAIN INTERNATIONAL TRUCKS	4,145.22
97241	11/30/2017	BULLFROG ENTERPRISES Service contract for Neopost mailingmachine, auto feeder, and electronicscale	740.00
97242	11/30/2017	JERAMY D CARD	92.13
97243	11/30/2017	CENTURY LINK	236.52
97244	11/30/2017	CINTAS CORPORATION	1,625.74
97245	11/30/2017	ENGINEERING DIVISION CITY OF SPRINGFIELD	49,059.82
97246	11/30/2017	CROCKETTS INTERSTATE TOWING	250.00
97247	11/30/2017	ELMS LANDSCAPE MAINTENANCE INC	8,153.50
97248	11/30/2017	ERGOMETRICS & APPLIED	190.00
97249	11/30/2017	EUGENE WATER & ELECTRIC BOARD	1,803.19
97250	11/30/2017	EUGENE WATER & ELECTRIC BOARD WEE project work	35,914.31
97251	11/30/2017	FLYNN RESTAURANT GROUP LP Property acquisition	35,000.00
97252	11/30/2017	LLC FUSSY'S @ VALLEY RIVER PLAZA	74.00
97253	11/30/2017	GUARANTY CHEVROLET	2,842.50
97254	11/30/2017	LANE COUNTY SCHOOL DISTRICT4J Accident body repairs	23,965.25
97255	11/30/2017	CAROL K. MASSEY artwork SRTS	1,072.00
97256	11/30/2017	EDWARD S. MCGLONE	2,149.74
97257	11/30/2017	MID-STATE INDUSTRIAL SERVICE	302.50
97258	11/30/2017	GERALD P MORSELLO	575.00
97259	11/30/2017	OFFICE DEPOT	538.77
97260	11/30/2017	OREGON DEPARTMENT OF REVENUE	297.00
97261	11/30/2017	PACIFICSOURCE ADMINISTRATORS,	338.00
97262	11/30/2017	PIVOT ARCHITECTURE	2,035.60
97263	11/30/2017	SIX ROBBLEES' INC Shop supplies	558.31
97264	11/30/2017	SMALL WORLD AUTO CENTER, INC	241.30
97265	11/30/2017	SPRINGFIELD MOTORS, INC.	93.98
97266	11/30/2017	SPRINGFIELD UTILITY BOARD	489.04
97267	11/30/2017	STAPLES BUSINESS ADVANTAGE	341.23
97268	11/30/2017	STUDENTS EXPERIENCE HISTORYINC Park & Ride Fare Collecion servicesfor the 2017 UO	6,900.00
97269	11/30/2017	TERESE'S PLACE home football games	403.75
97270	11/30/2017	THOMSON REUTERS - WEST	235.96
97271	11/30/2017	THYSSENKRUPP ELEVATOR	653.97
97272	11/30/2017	VERIZON WIRELESS	8,090.00
97273	11/30/2017	WYATT'S TIRE COMPANY	2,215.57
97274	11/30/2017	CUMMINS NORTHWEST, INC.	9,791.04
97275	11/30/2017	EAN HOLDINGS, LLC	4,450.00
97276	11/30/2017	FIELDPRINT, INC.	25.00
97277	11/30/2017	GILLIG CORPORATION	8,359.23
97278	11/30/2017	GRAINGER INC	155.52
97279	11/30/2017	JERRY'S HOME IMPROVEMENT CTR	1,019.90
97280	11/30/2017	MODA HEALTH	31,595.48
97281	11/30/2017	MOSS ADAMS LLP	32,000.00
97282	11/30/2017	NORTH COAST ELECTRIC	46.28
97283	11/30/2017	PACIFICSOURCE HEALTH PLANS	625,749.26



Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
97284	11/30/2017	PARKEON, INC. tvm services	3,506.14
97285	11/30/2017	RICOH USA, INC.	206.00
97286	11/30/2017	SITECRAFTING, INC.	400.00
97287	11/30/2017	SMITH DAWSON & ANDREWS, INC. Federal government relations services	9,660.00
97288	11/30/2017	THORP, PURDY, JEWETT, URNESS,	5,074.03
97289	11/30/2017	VISION SERVICE PLAN	4,895.80
97290	11/30/2017	WOODBURY ENERGY CO. INC.	72,885.00
97291	11/30/2017	WSP USA INC.	22,822.61
91120117	11/30/2017	BENEFIT PLANS ADMIN SVCS, LLC	24,715.00
92120117	11/30/2017	BENEFIT PLANS ADMIN SVCS, LLC	307.00
802459313	11/09/2017	VALIC %CHASE BANK OF TEXAS deferred comp for retirement plan	74,641.37
802474412	11/21/2017	VALIC %CHASE BANK OF TEXAS	77,427.50
805161129	11/30/2017	OREGON DEPARTMENT OF REVENUE	295.45
806654650	11/02/2017	NEOPOST USA INC.	50.00
812363815	11/02/2017	BANK OF AMERICA	103.90
812363820	11/02/2017	BANK OF AMERICA	2,388.68
812363821	11/02/2017	BANK OF AMERICA	2,216.93
812367862	11/02/2017	BANK OF AMERICA	40.00
812367863	11/02/2017	BANK OF AMERICA	40.00
814382198	11/21/2017	MASS MUTUAL FINANCIAL GROUP	4,053.89
816261008	11/09/2017	MASS MUTUAL FINANCIAL GROUP	3,873.54
825161114	11/16/2017	OREGON DEPARTMENT OF REVENUE	246.41
833359628	11/02/2017	INTERNAL REVENUE SERVICE-EFTPS	641.16
841161121	11/21/2017	OREGON DEPARTMENT OF REVENUE state withholding taxes	52,801.65
842436400	11/30/2017	INTERNAL REVENUE SERVICE-EFTPS	69.09
845161031	11/02/2017	OREGON DEPARTMENT OF REVENUE	135.82
845161130	11/30/2017	OREGON DEPARTMENT OF REVENUE	15.43
851172326	11/09/2017	OREGON DEPARTMENT OF JUSTICE	1,759.00
851314842	11/21/2017	OREGON DEPARTMENT OF JUSTICE	1,759.00
861227525	11/30/2017	INTERNAL REVENUE SERVICE-EFTPS	1,132.81
882700819	11/16/2017	INTERNAL REVENUE SERVICE-EFTPS	69.09
890581963	11/21/2017	INTERNAL REVENUE SERVICE-EFTPS	221,321.43
893118677	11/09/2017	INTERNAL REVENUE SERVICE-EFTPS	202,692.66
894095463	11/16/2017	INTERNAL REVENUE SERVICE-EFTPS	982.07
895161113	11/16/2017	OREGON DEPARTMENT OF REVENUE	15.43
899161108	11/09/2017	OREGON DEPARTMENT OF REVENUE	48,630.09
252 Checks			\$4,150,516.34

AUDIENCE PARTICIPATION SIGN-UP SHEET—LTD SPECIAL BOARD MEETING

Date December 6, 2017

PUBLIC RECORD

NAME	ADDRESS (Street Address, City, Zip Code)	GROUP / REPRESENTING	TOPIC
Rob Zako	PO Box 773 Eugene 97440	BEST	COA