



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

Wednesday, January 17, 2018

Regular Meeting 5:30 p.m.

LTD Board Room

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

AGENDA

Page

- I. CALL TO ORDER
- II. ROLL CALL
 - Wick 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 – FEBRUARY (5 minutes) 5
- 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) 6
1. Minutes of the December 6, 2017, Special Board Meeting
 2. Delegated Authority Report - December
 3. Contract – CTE-Electric Bus Deployment
 4. Contract Amendment – SmarTrips-City of Eugene
- B. General Manager Annual Review (10 minutes) 22
[Carl Yeh]
- C. Drug and Alcohol Policy Revision (10 minutes) 25
[David Lindelien]
- Staff will review changes that have been made to the Districts' Drug and Alcohol Policy.*

X. ITEMS FOR INFORMATION AT THIS MEETING

- A. Board Member Reports (10 minutes) 48
1. Meetings Held
 - a. LTD Pension Trusts – December 6
 - b. Metropolitan Policy Committee (MPC) – January 4
 - c. LTD Board Finance Committee – January 8
 - d. Lane Area Commission on Transportation (LaneACT) – January 10
 - e. LTD Board Human Resources Committee – January 15
 - f. Accessible Transportation Committee (ATC) – January 16
 2. No Meeting/No Reports
 - a. Strategic Planning Committee
 - b. Lane Council of Governments (LCOG) Board of Directors
 - c. Vision Zero Task Force
 - d. LTD Board Budget Committee Meeting
 - e. Main Street Projects Governance Team
 - f. LTD Board Service Committee
 - g. MovingAhead Oversight Committee
- B. Board Committee Assignments (10 minutes) 50
[Gary Wildish]
- C. Disadvantaged Business Enterprise (DBE) Policy and Program Update (5 minutes)
[Debera Massahos]
- Staff will provide an update regarding the status of the DBE policy and the program efforts that are being made.*

D.	Comprehensive Operations Analysis Update [Tom Schwetz]	(5 minutes)	
E.	Monthly Financial Reports – November [Christina Shew]	(5 minutes)	53
	<i>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.</i>		
F.	Monthly Grant Report – December (respond if questions) [Christina Shew]		55
	<i>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).</i>		
G.	Monthly Cash Disbursements – December (respond if questions) [Christina Shew]		69
	<i>This agenda item is being provided in response to the Board’s request for the implementation of financial practices that are consistent with other public entities. This agenda item provides a complete listing of all non-payroll disbursements for the current month.</i>		
H.	Monthly Performance Reports – November/December (respond if questions) [Aurora Jackson]		73
	<i>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.</i>		
I.	Monthly Department Reports – December (respond if questions) [Aurora Jackson]		77
	<i>Monthly reports on activities within departments and throughout the District are provided for the Board’s information.</i>		
XI.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING		88
	<i>Attached is a calendar of Action or Information items that will be included on the agenda for future Board meetings.</i>		
XII.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD		
	<i>Listed below are Action or Information items that the Board has requested be included on the agendas for future Board meetings.</i>		
A.	Disadvantaged Business Enterprise Policy and Program		

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

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

XIV. ADJOURNMENT

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

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 2018

ITEM TITLE: FEBRUARY EMPLOYEE OF THE MONTH

PREPARED BY: Camille Gandolfi, Clerk of the Board

BACKGROUND:

Operator Margaret Dahl has been selected to receive the February 2018 Employee of the Month (EOM) award. Margaret was hired on August 24, 1994 as a bus operator for Lane Transit District and has been driving for more than 23 years now. This is her second time being selected as Employee of the Month, receiving two nominations by very appreciative passengers.

During her time with LTD Margaret has received Employee of the Month: January, 2007; Employee of the Year: 2007; Monthly Value Award for "Practice Safety": February 2016; Monthly Value Award "Take Initiative": November, 2017; Safe Driving Award: 20 years.

On November 7, she had bus issues causing her to be late getting into a transfer station and asked if she could take a passenger to Seneca Station. By doing this the passenger wouldn't have to wait for the next bus and be late for work. She also chose to forgo her break time to assist this passenger.

On November 21, a regular rider was injured when her foot was ran over by another passenger's wheelchair. The passenger said that Margaret was "extremely helpful and comforting. She also made some arrangements and stayed until I was secured."

When asked to comment on Margaret's selection as Employee of the Month, Transit Operations Supervisor, Shawn Bradley said:

Margaret takes time to get to know people, always greeting them with an infectious smile. Every "Special Spirited" individual that rides our system seems to know Margaret, as I frequently see them calling to her from across the platforms just to say "Hi".

It is a pleasure working with Margaret. Congratulations Margaret, you are very deserving of this award.

AWARD:

Margaret will attend the January 17 meeting to be introduced to the Board and to receive her award.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 2018

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 January 17, 2018, consists of:

- Approval of the Minutes of the December 6, 2017, Special Board Meeting
- Approval of Delegated Authority Report-November
- Approval of Contract: Center for Transportation and the Environment
- Approval of IGA Amendment: SmarTrips and City of Eugene

ATTACHMENT:

- 1) Minutes of the December 6, 2017, Special Board Meeting
- 2) Delegated Authority Report-November
- 3) Contract: Center for Transportation and the Environment
- 4) IGA Amendment: SmarTrips and City of Eugene

PROPOSED MOTION: I move that the Board approve the Consent Calendar for January 17, 2018, as presented [amended].

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, December 6, 2017

Pursuant to notice given to *The Register-Guard* for publication on November 29, 2017, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special board meeting on Wednesday, December 6, 2017, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, President
Gary Gillespie, Vice President
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: Ed Necker, Secretary
Don Nordin, Treasurer

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

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Wildish noted that the Board was meeting two weeks ahead of its normal schedule.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson asked that some time be allowed at the end of the meeting to acknowledge Mr. Gillespie's years of service on the Board.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — Mr. Wildish added to Action Items the appointment of April Wick to the Board Human Resources Committee.

Mr. Gillespie said there was an interesting video on the internet showing a MARTA bus blocking the view of an implosion.

BOARD CALENDARS — Ms. Jackson reviewed future events. She said the Board Human Resources Committee would meet on December 18 and the December Accessible Transportation Committee meeting had been canceled. She noted that Ms. Reid would be representing LTD in the United Front initiative in January 2018, and the annual Board retreat was scheduled for February 20-21, 2018.

EMPLOYEE OF THE MONTH – DECEMBER — The Board recognized Glenwood Receptionist Jonnie Myers as the January 2018 Employee of the Month. Mr. Wildish presented Ms. Myers with her award and thanked her for her outstanding service and

dedication to LTD's mission. Ms. Myers thanked the Board for her award and said she appreciated her job with LTD.

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

Rob Zako, Eugene, representing Better Eugene-Springfield Transportation (BEST), urged the Board to approve the contract for the Comprehensive Operations Analysis (COA) consultant. He said BEST was pleased with the EmX West launch, although implementation of the project was challenging and there was opposition from some members of the public based on a lack of understanding about how EmX contributed to the larger system and was in investment in the community. He said the questions raised during the project's implementation were ones that needed to be asked and answered for future projects. The COA consultant would not tell LTD or the community what it needed, but make clear what choices were available through a series of scenarios. He said that was what the community needed so there was an understanding of the different directions transit could take moving forward, which choices matched the community's values and were good investments for LTD and the community. He said BEST looked forward to the community discussions that would occur during the COA process.

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-November and would abstain from voting on it. She asked that it be removed from the Consent Calendar.

MOTION Mr. Gillespie moved to remove the Delegated Authority Report-November, from the Consent Calendar. Mr. Yeh provided the second.

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

MOTION Mr. Yeh moved that the Board approved the Consent Calendar for December 6, 2017, as amended. Mr. Gillespie provided the second. The amended Consent Calendar consisted of the Minutes of the November 15, 2017, Regular Board Meeting.

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

MOTION Mr. Gillespie moved that the Board approve the Delegated Authority Report-November. Mr. Yet provided the second.

Mr. Wildish remarked that a majority of the items on the Delegated Authority Report had been previously approved by the Board. He asked staff to denote that on future reports.

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

Adoption: 2018 Winter Service Changes — Director of Planning and Development Tom Schwetz said the winter 2018 service adjustment had been presented to the Board at its November 15, 2017, meeting and a public hearing had been held. He said no comments had been received from the public and asked that the proposed changes be approved.

MOTION Mr. Gillespie moved 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.

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

Comprehensive Operations Analysis (COA) Contract Award — Mr. Schwetz said the proposed contract award had been reviewed by the Board Finance Committee at its December 4, 2017, meeting and members had requested additional information on the scope of work and follow-up tasks that were included in the contract. He distributed a handout entitled *Scope Summary for 2018-2022 Comprehensive Analysis and Follow-up Tasks* that provided the requested information. He said the procurement process involved seeking proposals for the COA scope of work, interviewing several consulting teams and selecting Jarrett Walker and Associates as the preferred candidate. In accordance with the Finance Committee's recommendation, the Board was being asked to approve the contract award.

Mr. Yett asked where Jarrett Walker and Associates was located and if the contract included milestones or performance expectations that would allow LTD to make adjustments. Mr. Schwetz replied that Jarrett Walker was located in Portland, Oregon. Ms. Jackson said the contract identified specific outcomes and deliverable that were acceptable to LTD and met its standards of quality before payments could be made.

Mr. Yett asked if the outcomes and deliverables were discreet and observable, or subjective. Ms. Jackson said the quality was subjective, but the deliverables were concrete and must meet standards, rather than LTD just being billed for hours.

Mr. Yett asked if there were penalties in the contract for not meeting deadlines. Ms. Jackson said there were not penalties at this point, but if the award was approved staff would enter into development of a schedule of deliverables with Jarrett Walker and Associates. She said LTD was prohibited from including penalties in this type of contract. Ms. Denmark added that

construction contracts were structured with penalties, but contracts for goods and services were not. She said the COA contract was for a five-year period, with \$300,000 payable in the first year for the initial scope of work and subsequent years with optional follow-on tasks were at LTD's discretion. She said a draft contract was included in the procurement process and proposers could possibly make the case that pricing might have changed if penalties were included.

Ms. Jackson said staff would follow-up on the issue of penalties and report back to the Board.

Mr. Yett asked if Jarrett Walker and Associates was a large firm. Ms. Jackson said the firm had worked with transit agencies across the country and internationally. She said the firm had worked with many transit agencies much larger than LTD.

Mr. Yeh commended the procurement process and was pleased with the selection of Jarrett Walker.

In response to a question from Mr. Wildish, Mr. Schwetz said expenditures during the first year of the contract would be \$300,000; subsequent years would be approximately \$100,000 per year.

Ms. Reid noted that the initial amount of \$300,000 had already been approved as part of the Non-Capital Projects fund; additional years would be approved in future budget cycles if necessary.

MOTION Mr. Yeh moved Resolution No. 2017-12-06-68: 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, and 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 percent of the contract price or \$150,00, whichever is less. Ms. Reid provided the second.

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

Elections of Board Officers — Mr. Wildish said that the positions of vice president and secretary would become vacant on January 1, 2018, with the expiration of Mr. Gillespie and Mr. Necker's terms. He said members elected to those positions would serve the remaining six months of those terms until June 30, 2018. He opened nominations for vice president and secretary.

MOTION Ms. Reid nominated Mr. Yeh to fill the six-month term as vice president, beginning January 1, 2018. There being no other nominations, Mr. Yeh was elected by acclamation.

MOTION Mr. Yeh nominated Ms. Reid to fill the six-month term as secretary. There being no other nominations, Ms. Reid was elected by acclamation.

Following a discussion of the beginning of July 1 for Board officers' terms, Ms. Jackson asked counsel to research the matter to see if the terms of officers could be changed to commence on January 1 in order to align with the calendar year terms of service for Board members.

Appointment of April Wick to the Board Human Resources Committee — Mr. Wildish said that Mr. Gillespie's position on the Human Resources Committee would become vacant on January 1, 2018, and recommended appointing incoming Board member April Wick to that vacancy. He said Ms. Wick had expressed an interesting in serving on the committee.

MOTION Mr. Wildish moved to appoint April Wick to the Board Human Resources Committee, effective January 1, 2018. Mr. Yett provided the second.

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

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports — Mr. Yeh reported that the Lane Council of Governments (LCOG) Board of Directors was discussing expanding voting memberships, which could include LTD. He said that expanding voting memberships would require an amendment to LCOG's charter, which limited voting memberships to elected officials. Ms. Jackson added that she had scheduled a meeting with Brenda Wilson, LCOG Executive Director, to discuss the matter further.

Mr. Wildish encouraged staff and Board members to provide their input to the Board Human Resources Committee for its evaluation of the general manager's performance prior to the committee's next meeting on December 18, 2017.

Monthly Financial Reports - September — Ms. Jackson said that year-to-date General Fund revenue was approximately \$1 million lower than expenditures, although up-to-date reports to be provided at the Board's January meeting would provide more accurate data. She said the year had been unusual because state payroll tax revenue was not being received as projected. During the previous year, the state had determined that an employer overpaid payroll taxes in the amount of \$2,789,754 and that money was then withheld from LTD's payments. She said the challenge in the current year was that prior years had been used as the basis for projection of payroll tax revenue. She was closely monitoring the situation and anticipated that it would be corrected as revenue affected by timing and seasonality was received. She said that staff was also working to improve the process for receiving federal grant payments and that would also improve cash flow.

Ms. Jackson said the \$300,000 deficit in fare revenues was partially due to a change in the payment structure of the University of Oregon group pass program. Director of Finance Christina Shew said the previous contract had specific quarterly payments; under the new contract there was some seasonality associated with the payments with the lowest payment being for the first quarter when school was not in session.

Ms. Jackson said staff was monitoring revenues closely, reviewing economic indicators and working with the Oregon Department of Revenue to assure that LTD's payroll tax revenue projections were aligned with the state's forecast.

Ms. Shew reviewed the Medicaid Fund, Accessible Services Fund, Capital Projects Fund, and Point2point Fund, noting key drivers for revenues and expenditures. Regarding the Medicaid Fund, she said the initial delay in processing claims with the new NOVUS software had been resolved and she anticipated that the backlog would be cleared by the end of January 2018. She said that payments for the claims were now being received and she expected expenditures and reimbursements to be consistent with the budget. She said performance in both the Accessible Services and Point2point funds was better than planned and drawdowns in the Capital Projects Funds were below budget, but drawdowns received during December would show improvement in the January reports.

Mr. Yett asked why ridership in the Accessible Services Fund programs had decreased as it was a valuable service for which there was much demand. Ms. Shew said that some riders previously served under the Accessible Service Fund were eligible for and now receiving services through the Medicaid Fund. That was preferable from LTD's perspective because it received a better reimbursement for providing those services.

Mr. Wildish commented that LTD was fully reimbursed for Medicaid services, but used General Fund dollars to supplement Accessible Services Fund programs. Staff determined which programs were most appropriate for senior and disabled riders.

Ms. Jackson said the ideal trend would be to see bus ridership increase and accessible services decrease, which meant the bus service was designed in such a way that someone with mobility challenges could use it. In most cases use of the bus provided greater freedom because it was not dependent on scheduling. That issue would be explored during the COA.

EmX West Ridership Report — Mr. Schwetz used a system map to illustrate how the redesign of service in West Eugene had helped to achieve several objectives:

- responding to growth
- evolving overall network design
- redesign to better connect with EmX

Mr. Schwetz said data from October 2016 and October 2017 also reflected that objectives were being met.

	<u>2016 Ridership</u>	<u>2017 Ridership</u>	<u>Increase</u>
West Eugene	314,573	358,103	14%
System wide	945,974	970,923	2.6%

Mr. Schwetz used a graph to illustrate the increase in ons and offs at various stations in the system. He said the activity at the Commerce Street Station had significantly increased from about 7,500 in October 2016 to 23,000 in October 2017. He said a brief survey of transfers during the morning peak in October determined that about 50 percent of those getting off buses were transferring to other parts of the system, providing evidence that the system was working well. He said the EmX system as a whole had an average of about 12,600 boardings each weekday, representing about one-third of system ridership. He cautioned that the two months of data currently available was not definitive. He said Sunday ridership was up almost eight percent over the previous year during October and November, while overall ridership was up about one percent.

Mr. Gillespie observed that the easy connection with Walmart and Target in West Eugene appeared to be attracting University students to use EmX for shopping trips.

Mr. Yeh asked if EmX West was drawing passengers away from the Gateway EmX line. Mr. Schwetz said that was possible because service to West Eugene commercial area was now faster and easier. He said it also appeared there was more mid-day ridership on the West Eugene line than there typically was on the system. Staff would be examining that as well as how well the regional connectivity along the line was functioning.

Mr. Yeh asked if the shared turn lanes in the corridor had been an issue. Mr. Schwetz said drivers were still figuring out the new design. Staff was looking at ways to address some of the concerns.

Monthly Cash Disbursements - November — In response to a question from Mr. Yeh, Mr. Schwetz said the payment to Design, Inc. Transportation Manager was for coaching and work with service planners on Hastus software.

Monthly Grants Report - November — There were no questions.

Monthly Performance Reports - October/August 2017-Revised, September 2017-Revised — Mr. Wildish noted that there had been a significant drop in fare recovery. Ms. Jackson said staff had determined that a delay in posting of financial data and the restructuring of the University contract had both been factors. Director of Public Affairs Edward McGlone explained that under the previous contract with the University enrollment, which was the cost basis, was estimated based on the prior school year and cost then divided into four equal quarterly payments. The current contract called for quarterly payments based on the number of students enrolled in the prior term. The first quarter payment was based on enrollment during the summer term. LTD would receive approximately the same amount annually, but quarterly payments would fluctuate based on actual enrollments.

Monthly Department Reports - December — There were no questions.

ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD — Mr. Wildish said that the Disadvantaged Business Enterprise Policy and Program would be reported on periodically as the program was refined.

Mr. Yeh asked for an update on electronic fare media. Assistant General Manager Service Delivery Mark Johnson said a presentation could be made at the Board's March 2018 meeting.

PROCLAMATION — Mr. Wildish read a proclamation recognizing outgoing Board member Gary Gillespie for his years of service on the LTD Board and contributions to the organization and expressed appreciation for his long career in public service.

MOTION Mr. Yeh moved to approve the proclamation. Ms. Reid provided the second.

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

Board members individually commended Mr. Gillespie and thanked him for his contributions to and support of transit.

Mr. Wildish said he also had a proclamation recognizing outgoing Board member Ed Necker who was unable to attend the meeting.

Mr. Gillespie spoke about his service on the Board and evolution of the EmX system during his tenure. He said it had been a pleasure serving and thanked LTD staff for their support. He said that he had learned from other Board members and enjoyed working with them. He said it had been a wonderful experience and opportunity for personal growth, for which he was humbly appreciative.

ADJOURNMENT — Mr. Wildish adjourned the meeting at 7:05 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Ed Necker
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved: _____

**LANE TRANSIT DISTRICT
DELEGATED AUTHORITY REPORT
December 2017**

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
11/28/2017	Chambers Construction Company	Task Order 1 to On-Call GC Contract (Hilyard EmX Station Concrete Repairs)	Task Order	Nov. 27, 2017 - Dec. 31, 2017	Project Specific	\$ 34,622.00	R. Hoskins	Task Order 201605-2017-001
11/27/2017	Lane Community College	Group Pass and Extended Services	Group Pass	Sept. 1, 2017 - Aug. 31, 2018	Annual	\$ 64,564.68	A. Jackson	Extended service is for the period Sept. 15, 2017 thru February 3, 2018. Contract value represents service portion only; group pass dependent upon student body size.
11/30/2017	City of Eugene Hilyard Community Center	Change Order #6 - Per Ride Reimbursement for RideSource eligible rides	Change Order	July 1, 2017 - June 30, 2018	Annual	\$ -	A. Jackson	Extends contract for one year; \$6.50/one-way ride
12/04/2017	Oxley & Associates, Inc.	State Government Relations Services	Firm, Fixed-Price, Monthly Fixed Fee	Dec. 1, 2017 - Nov. 30, 2019	Annual	\$ 120,000.00	A. Jackson	2 year base term; \$60,000/year
12/04/2017	Chambers Construction Company	Change Order #2 - Facilities Maintenance Building & Bus Lot Expansion	Change Order		Project Specific	\$ 26,471.00	R. Hoskins	Total contract value now \$3,125,612.00
12/14/2017	ODOT #32421	Participation in DBE Unified Certification Program	IGA	Oct. 30, 2017 - Oct. 29, 2022	NA	\$ -	R. Hoskins & D. Massahos	New 5-year agreement
12/14/2017	Medical Transportation Management (MTM)	Group Pass Agreement	Group Pass	Dec. 1, 2017 - ongoing	NA	\$ -	R. Hoskins	Contract Value dependent upon number of employees

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 2018

ITEM TITLE: CONTRACT APPROVAL: CENTER FOR TRANSPORTATION AND THE ENVIRONMENT (CTE)

PREPARED BY: Mark Johnson, Assistant General Manager Service Delivery

ACTION REQUESTED: Contract Approval

Please disclose any actual or potential conflict of interest.

PURPOSE/OBJECTIVE: This action will authorize the general manager to enter into a contract with CTE to provide services related to the deployment of the electric buses.

DESCRIPTION/JUSTIFICATION: The LoNo grant that LTD received to buy five electric buses had a requirement to use a contractor to help collect data and provide route assessments for the successful deployment of the electric bus fleet. The amount of the contract is not to exceed \$420,000.00. CTE is an expert in the deployment of low emission buses including electric buses and was the contractor specified in the grant proposal. They will provide expertise in charging efficiency, solar analysis, and route data for deploying the buses in service for best performance. CTE will also collect on going data for both the newest 40 foot New Flyer hybrid electric buses and the BYD electric buses so that a side by side comparison over time can be made to determine the best deployment of additional buses in the future.

This contract is in coordination with the LoNo grant. However, because we had already purchased five electric buses, it was agreed to by the parties that we would begin the contract early with the current five buses so that we could use CTE's expertise to deploy the first five and use the data to deploy the next five as well. The contract cost remains the same and will be paid from the LoNo grant once it is executed.

CONTRACT HISTORY: CTE is a not-for-profit company and is an expert in alternative fuels and low emission bus deployment. The term of the contract is three years.

PROCUREMENT IMPACT: The contract with CTE is to be executed as part of the LoNo grant program.

POLICY IMPACT: None

ECONOMIC IMPACT: The LoNo grant will cover the costs for the buses and CTE services except for a 25 percent required match. The total grant amount is \$3,479,675.00 the required match is \$1,159,890.00.

FUNDING SOURCE: The CTE contract portion will be funded by \$315,000.00 FTA Grant and \$105,000.00 General Fund match.

REQUIRED REPORTING: Standard FTA reporting requirements for bus purchases will be adhered to along with additional CTE data reporting.

RECOMMENDATIONS: Approve as presented, the approval will authorize the general manager to enter into a contract with CTE to assist LTD in the deployment of the electric bus fleet.

IMPACT IF NOT APPROVED: LTD will not be in compliance with the LONO grant requirements and will not purchase the additional 5 electric buses.

PROJECT CLOSEOUT TEAM: Ernie Turner, Director of Fleet Maintenance, and Kelly Hoell, Transit Development Planner will be responsible for overseeing the contract with CTE and ensuring that all requirements are met.

ATTACHMENTS: Resolution No. 2018-01-17-001

PROPOSED MOTION: Resolution No. 2018-01-17-001: 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 the Center for Transportation and the Environment for the purpose of deployment of electric buses; 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. 2018-01-17-001

A RESOLUTION APPROVING CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND CENTER FOR TRANSPORTATION AND THE ENVIRONMENT

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 the Center for Transportation and the Environment on January 8, 2018, 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 the Center for Transportation and the Environment for the purpose of deployment of electric buses; 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 ____ DAY OF _____ 2018.

PRESIDENT, Gary Wildish

ATTEST:

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 2018

ITEM TITLE: IGA AMENDMENT: SMARTTRIPS AND CITY OF EUGENE

PREPARED BY: Theresa Brand, Transportation Options Manager

ACTION REQUESTED: Contract approval

Please disclose any actual or potential conflict of interest.

PURPOSE/OBJECTIVE: This action will authorize the general manager to approve and addendum to the existing contract with City of Eugene – 2015-48 to add \$30,000 to the contract amount.

DESCRIPTION/JUSTIFICATION: The addition of \$30,000 was requested by the City of Eugene in order to enhance their efforts with the West Eugene SmartTrips program slated to begin in early 2018. The SmartTrips Program will focus on residents within ½ mile of the new West Eugene Emx line and will share detailed transportation options information with the residents who live in the target area.

CONTRACT HISTORY: The existing contract was developed 2015 after an ODOT 2015-2018 STIP Enhance grant was awarded to LTD and the City of Eugene for the purpose of offering three SmartTrips Programs, SmartTrips Thurston, SmartTrips West Bethel and SmartTrips West Eugene. The existing contract is with the City of Eugene is for \$248,360.00 with a \$28,797.00 match requirement. The addendum would add \$30,000 to the existing contract bringing it to \$278,360.00 with the additional match requirement of \$3,081 that the City of Eugene is responsible for. The current contract is slated to expire in December of 2018.

PROCUREMENT IMPACT: Procurement is authorized to develop an addendum to this contract in the amount of \$30,000 with the additional match requirement and maintaining the existing contract expiration.

POLICY IMPACT: None

ECONOMIC IMPACT: This will increase the Point2point expenditure authority by \$30,000 for this FY under account # 014.000.00.78220. When the budget was developed, Point2point was not aware of the City of Eugene request and additionally not aware there were unspent funds in the University Station/SmartTrips Federal grant which would be used for this purpose. This is a reimbursement grant in which there is expenditure availability under this grant that can be charged against for the purpose of SmartTrips programming. Point2Point will work with Finance to allocate the additional funds and budgetary adjustments to accommodate the additional \$30,000.

FUNDING SOURCE: University Station/SmartTrips Federal Grant

REQUIRED REPORTING: Quarterly reporting to the FTA. City of Eugene will complete this and LTD will send it in.

RECOMMENDATIONS: Approve as presented

IMPACT IF NOT APPROVED: The City of Eugene will have to scale back their West Eugene *Smart Trips* Program.

PROJECT CLOSEOUT TEAM: Theresa Brand will work with the City of Eugene Staff, Rob Inerfeld, Transportation Planning Manager and Gloria Gallardo to close out the grant in late Decembers of 2018. A final program report will be sent to LTD and the FTA in February of 2019 on the program.

ATTACHMENTS: Resolution No. 2018-01-17-002

PROPOSED MOTION: Resolution No. 2018-01-17-002: 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 amendment of the IGA between LTD and the City of Eugene regarding the enhancement of the City of Eugene's efforts with the West Eugene *Smart Trips* Program beginning in early 2018 shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to execute this contract amendment in the amount of \$30,000 in University Station/*Smart Trips* Federal grant funds.

RESOLUTION NO. 2018-01-17-002

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN SMARTTRIPS AND THE CITY OF EUGENE REGARDING THE ENHANCEMENT OF THE CITY OF EUGENE'S EFFORTS WITH THE WEST EUGENE SMARTTRIPS PROGRAM BEGINNING IN EARLY 2018

WHEREAS, Lane Transit District (LTD) is authorized to enter into intergovernmental agreements ("IGAs") with other units of local government pursuant to ORS 190.010;

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 IGAs exceeding \$149,999;

WHEREAS, for those IGAs authorized by the LTD Board of Directors, the LTD Board of Directors must approve individual or cumulative contract amendments that exceed the lesser of \$150,000 or ten-percent (10%) of the initial IGA;

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

WHEREAS, the Finance Committee reviewed the proposed contract amendment between Smart *Trips* and the City of Eugene on January 8, 2018, 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 amendment of the IGA between LTD and the City of Eugene regarding the enhancement of the City of Eugene's efforts with the West Eugene Smart *Trips* Program beginning in early 2018 shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to execute this contract amendment in the amount of \$30,000 in University Station/Smart *Trips* Federal grant funds.

ADOPTED BY THE LANE TRANSIT DISTRICT ON THIS _____ DAY OF _____, 2018.

PRESIDENT, Gary Wildish

ATTEST:

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 2018

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

PREPARED BY: Carl Yeh, Board Human Resources Committee,

ACTION REQUESTED: Approval of Board Human Resources (HR) Committee recommendation regarding the performance evaluation of LTD's general manager

BACKGROUND:

One of the functions of the LTD Board of Directors is to annually evaluate the performance of the general manager.

At the December 18, 2017, HR Committee meeting, Committee members reviewed feedback received from community members and discussed how they would like to proceed with the 2017 evaluation of the general manager. The Board is now asked to move approval of a favorable review of the general manager's performance over the recent twelve-month period ending November 30, 2017.

ATTACHMENTS:

- 1) Combined performance evaluation comments are being distributed to Board members under separate cover.
- 2) Resolution No. 2018-01-17-003

PROPOSED MOTION: Resolution No. 2018-01-17-003: Be it resolved that the Lane Transit District Board of Directors passes a Resolution as follows:

- 1) Approving of the favorable evaluation of the General Manager as recommended by the Human Resources Committee;
- 2) Approving of the amendment to the General Manager's contract as recommended by the Human Resources Committee; and
- 3) Authorizing the Human Resources Committee to finalize contract language, consistent with the above, with the General Manager and counsel.

Q:\Reference\Board Packet\2016\December\Dec. 12 Special Board Meeting\GM Performance Evaluation AIS.docx

RESOLUTION NO. 2018-01-17-003

**A RESOLUTION APPROVING THE HUMAN RESOURCES COMMITTEE
RECOMMENDATION REGARDING THE GENERAL MANAGER'S PERFORMANCE
EVALUATION AND CONTRACT AMENDMENT**

WHEREAS, the Lane Transit District (LTD) Board of Directors (the "Board") must annually evaluate the performance of the General Manager;

WHEREAS, the Board has delegated its authority to the Human Resources Committee to make a recommendation regarding the General Manager's evaluation and any related contract amendments;

WHEREAS, the Board of Directors and Human Resources Committee reached out to and received feedback from various LTD stakeholders in the course of conducting the General Manager's evaluation;

WHEREAS, the Human Resources Committee recommends to the Board of Directors that the General Manager receive a favorable review, meeting or exceeding expectations in each category evaluated;

WHEREAS, the Human Resources Committee recommends to the Board of Directors that the General Manager's contract be amended to:

- (a) Provide the General Manager with an additional ten (10) days, or eighty (80) hours, consolidated annual leave time; and
- (b) Amend and strike language that provided the General Manager with the same cost of living increase as other LTD employees.

WHEREAS, the Board of Directors authorizes and delegates its authority to the Human Resources Committee to finalize contract language, consistent with the above, with the General Manager and counsel.

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

- 1) Approving of the favorable evaluation of the General Manager as recommended by the Human Resources Committee;
- 2) Approving of the amendment to the General Manager's contract as recommended by the Human Resources Committee; and
- 3) Authorizing the Human Resources Committee to finalize contract language, consistent with the above, with the General Manager and counsel.

ADOPTED BY THE LANE TRANSIT DISTRICT ON THIS _____ DAY OF _____, 2018.

PRESIDENT, Gary Wildish

ATTEST:

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 2018

ITEM TITLE: DRUG AND ALCOHOL POLICY REVISION

PREPARED BY: David Lindelien

ACTION REQUESTED: Adoption of LTD's Revised Drug and Alcohol Policy

BACKGROUND:

The US Department of Transportation has revised 49 CFR Part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs", to include synthetic versions of opiates (codeine, heroin, and morphine). Effective January 1, 2018, Hydrocodone, Hydromorphone, Oxymorphone, and Oxycodone were added to the category of "Opioids" in the drug testing panels. LTD's policy has been modified to account for this drug screening update and to clean up items that were not accurate.

Following is a summary of the changes to the Districts Drug and Alcohol Policy:

- The word "opiate" was changed to "opioids". This change is due to the US Department of Transportation revision to the drug and alcohol regulations to include synthetic versions of opiates: Hydrocodone, Hydromorphone, Oxycodone, and Oxymorphone.
- Non-safety sensitive employees are subject to reasonable suspicion testing. Removed post-accident, return-to-duty, and follow-up drug and alcohol testing for non-safety sensitive employees. The FTA lists 5 categories of safety-sensitive employees, those who:
 - Operate Revenue Service Vehicles
 - Operate Non-revenue Service Vehicles requiring a CDL
 - Dispatch or Control Revenue Service Vehicles
 - Maintain Revenue Service Vehicles or Equipment used in Revenue Service
 - Provide Security and Carry a Firearm
- Appendix B, listing Safety-Sensitive Positions was updated. The following positions were removed:
 - Eugene Station/Security Manager
 - Facilities Maintenance Generalist
 - Facilities Maintenance Laborer
 - Facilities Maintenance Specialist
 - Facilities Maintenance Supervisor

ATTACHMENTS: 1) Revised Drug and Alcohol Policy
2) Resolution No. 2018-01-17-004

PROPOSED MOTION: Resolution No. 2018-01-17-004: Be it resolved that the Lane Transit District Board of Directors passes a Resolution as follows:

- 1) Adopting the revisions to the Lane Transit District Drug and Alcohol Program policy consistent with the above and as presented.

LANE TRANSIT DISTRICT DRUG AND ALCOHOL PROGRAM

Effective: 09/20/1995
Revised: 02/16/2000
Revised: 10/20/2004
Revised: 03/19/2008
Revised: 05/21/2008
Revised: 07/30/2008
Revised: 09/15/2010
Revised: 04/11/2016
Revised: 12/28/2017

OBJECTIVE

Lane Transit District is committed to providing and maintaining a safe and healthy work environment for its employees and a safe and dependable transportation system for the public. It is the intent of this policy to provide and maintain a drug- and alcohol-free workplace in the interest of the health and safety of the District's employees and the public, and to maintain compliance with applicable federal and state laws and regulations.

APPLICATION

This policy applies to all District employees and employees of the District's contractors who perform a safety sensitive function for the District. All District positions and the functions performed by individual employees have been reviewed to determine the performance of a safety sensitive function as defined in Appendix A. District positions that require that all employees in the position perform a safety sensitive function are listed in Appendix B. In addition, individual employees who perform a safety sensitive function, even though others in their position do not, also are listed in Appendix B.

Under FTA authority, all employees who perform a safety sensitive function are subject to pre-employment drug testing and reasonable suspicion, post-accident, random, return-to-duty, and follow-up drug and alcohol testing.

Under District authority, all other safety sensitive employees are subject to pre-employment drug testing and reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing. Non-safety sensitive employees are subject to reasonable suspicion, ~~post-accident, return-to-duty, and follow-up drug and alcohol testing.~~

Compliance with this policy is a condition of employment. Under District authority, any violation of this policy may subject the employee to discipline, up to and including suspension and/or discharge.

POLICY

Prohibited Conduct

The District expects and requires all employees to report to work in an appropriate mental and physical condition to work safely and effectively. No employee shall report to work or engage in

work while having the presence of alcohol, illegal drugs, or any other disabling or controlled substance in his/her system. Prohibited drugs include all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law ("controlled substance"). A breath alcohol concentration level of 0.02 or greater, or any detectable level of a controlled substance on a drug test, will be considered to be evidence of the presence of alcohol or a prohibited drug in the employee's system.

In accordance with the Drug-Free Workplace Act of 1988, the District prohibits all employees from engaging in the possession, sale, transporting, distribution, manufacture, or use of alcohol, illegal drugs, or any other disabling or controlled substance at any time while on duty and/or on District premises, which include buses or other LTD-owned or -operated vehicle(s), or facilities. An employee who is off duty and is a passenger on a District-owned public transportation vehicle may possess alcohol in sealed containers to the extent that is allowed by law. Employees may possess or exchange alcohol in sealed containers within the employee parking lot of the Glenwood Facility for legitimate personal use off duty and off premises.

In accordance with Federal Transit Administration (FTA) regulation 49 CFR, part 655, employees are prohibited from performing a safety sensitive function with a breath alcohol concentration level of 0.04 or greater. Safety sensitive employees who are found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not be permitted to continue safety sensitive functions, until: (1) the employee's alcohol concentration measures less than 0.02; or (2) the start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test. In addition, employees must not consume alcohol while performing a safety sensitive function and must not consume alcohol four hours prior to performing a safety sensitive function and up to eight hours following an accident or until the employee undergoes a post-accident drug and/or alcohol test, whichever occurs first.

In accordance with FTA regulation 49 CFR, part 655, the use and ingestion of prohibited drugs (marijuana, cocaine, ~~opiates~~opioids, amphetamines, or phencyclidine) by employees who perform a safety sensitive function, is prohibited at all times.

FTA regulations require the District to test all District employees who perform a safety sensitive function for prohibited drug use and alcohol misuse. In accordance with FTA regulations, participation in the District's drug and alcohol testing program is a condition of employment for all employees who perform a safety sensitive function. An employee who performs a safety sensitive function who refuses to submit to a drug or alcohol test will be in violation of this policy, and under District authority, may be subject to discipline, up to and including suspension and/or discharge.

Employee Assistance Program

All employees are encouraged to voluntarily seek assistance in dealing with emotional, physical, or mental health problems, including drug use and/or alcohol misuse, which may adversely affect their job performance. Confidential professional assistance, treatment planning, and rehabilitation services are available by directly contacting the District's employee assistance program (EAP) provider, Reliant Behavioral Health Employee Assistance Program (344-6929 or 1-866-750-1327).

An employee who requests assistance from the District for a drug and/or alcohol problem before the problem affects job performance, will not jeopardize their employment solely by requesting and/or receiving assistance to deal with a drug and/or alcohol problem. If an employee does not seek treatment for a drug and/or alcohol problem, and it is found that their performance is being affected, under District authority, the employee may be subject

to discipline, up to and including suspension and/or discharge.

Prescription/Over-the-Counter Drug Use

District employees may possess and use medically authorized prescription or over-the-counter drugs at work as long as the prescription or over-the-counter drugs do not have disabling effects or otherwise affect the covered employee's fitness for duty or job performance. Employees must report the use of prescription or over-the-counter drugs that could have a disabling effect or otherwise adversely affect the employee's fitness for duty or job performance, or which may cause a risk of danger to the employee or others, to their immediate supervisor. It is the employee's responsibility to determine from the physician, pharmacist, or other health care professional whether or not the prescribed or over-the-counter drugs could adversely affect the employee's fitness for duty or job performance.

The District may require employees to provide written medical authorization to work from a physician, upon the reporting of the use of prescription or over-the-counter drugs. Under District authority, an employee's failure to report the use of prescription or over-the-counter drugs which have disabling effects or otherwise affect the employee's fitness for duty while at work or failure to provide proper evidence of medical authorization to work may result in discipline, up to and including suspension and/or discharge.

Employee Responsibility

The District expects and requires the support of all employees in meeting its commitment to providing a drug- and alcohol-free work environment. An employee who observes or has knowledge of another employee in a condition which impairs their ability to perform their job duties or who poses a serious hazard to the safety and welfare of others, must report the information to their immediate supervisor, the employee's supervisor, the Director of Human Resources and Risk Management or the Drug and Alcohol Program Administrator.

Workplace Drug-Related Convictions

In accordance with the Drug Free Workplace Act of 1988, the District requires all District employees to report, in writing, to the District, any criminal conviction for a violation of a criminal drug statute occurring in the workplace no later than five days after the conviction. Within ten (10) calendar days of receiving notification of the conviction the District will provide written notification to its federal contracting agencies.

Under its own authority, the District may subject employees convicted of workplace drug-related crimes to disciplinary action up to and including suspension and/or discharge. Any disciplinary action will be imposed within 30 days of the District being notified of the conviction.

Employees convicted of workplace drug-related crimes may be required by the District to participate satisfactorily in a drug abuse assistance or rehabilitation program.

Right to Inspection

When the District has reasonable suspicion to believe an employee is in possession of prohibited controlled substances and/or alcohol on District property, the employee may be requested to permit an inspection of their person, personal property, clothing, or personal vehicle. Employees

shall have no reasonable expectation of privacy under these circumstances. The District will have at least one witness present when conducting an inspection of an employee or the employee's personal property, clothing, or personal vehicle.

Under its own authority, the District may subject employees who refuse to submit to such an inspection to disciplinary action, up to and including suspension and/or discharge. The District reserves the right to search District property (i.e. desks, file cabinets, lockers) at any time, and employees shall have no reasonable expectation of privacy with respect to District property.

Training

In accordance with FTA regulations, all employees who perform a safety sensitive function will be required to attend a minimum of one hour of training regarding the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and the manifestations and behavioral cues that may indicate prohibited drug use. In addition, the District will require all employees who perform a safety sensitive function to attend training regarding the District's Drug and Alcohol Policy and its testing program.

In accordance with FTA regulations, all supervisors who are responsible for determining when it is appropriate to administer reasonable suspicion drug and/or alcohol tests will be required to attend a minimum of two hours of training regarding the physical, behavioral, and performance indicators of probable drug use and alcohol misuse.

Under its own authority, the District may require or permit all employees to attend training or educational programs regarding drug and/or alcohol abuse.

Testing

As mandated by Federal regulations and authorized by the FTA, applicants for employment in a safety sensitive position, employees requesting transfer into a safety sensitive position, and employees in a position that requires the performance of a safety sensitive function are required to submit to drug and alcohol testing (pre-employment, reasonable suspicion, post-accident, random, return to duty, and follow-up testing) as a condition of employment with the District.

The Department of Transportation (DOT) regulation 49 CFR part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs," prescribes the testing methods that will be used, and such testing shall also be consistent with applicable State law.

Under District authority, all other safety sensitive employees may be required to submit to drug and alcohol testing (pre-employment, reasonable suspicion, post-accident, and return to duty testing) as a condition of employment with the District. Non-safety sensitive employees are subject to reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing. Testing methods comparable to the testing methods prescribed in the Department of Transportation (DOT) regulation 49 CFR part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs," will be used, and such testing shall also be consistent with applicable State law.

Any LTD-mandated drug and alcohol testing of safety sensitive employees will be conducted under local authority, using non-DOT CCFs (Custody and Control Form) / ATFs (Alcohol Testing Form).

All drug and alcohol testing will be conducted in a manner that assures a high degree of accuracy and reliability by using the techniques, chain of custody procedures, and equipment and laboratory facilities that have been approved by the U.S. Department of Health and Human Services (DHHS), the DOT, and State law. All drug and alcohol testing that is conducted under District authority also will be conducted in a manner that assures a high degree of accuracy and reliability by using techniques, chain of custody procedures, and equipment and laboratory facilities that are the same as, or comparable to, those approved by DHHS, the DOT, and State law.

All drug and alcohol testing will be conducted in an environment that affords the maximum privacy practicable for the employee being tested. The District will strictly adhere to all standards of confidentiality, maintaining the confidentiality of the employee throughout the drug and/or alcohol testing process.

Except as otherwise stated by this policy, the District will be responsible for all costs directly associated with the drug and alcohol tests specified in this policy.

Any safety sensitive applicant/employee with a dilute negative test result (creatinine level \geq 5 mg/dL) will be directed by the Drug and Alcohol Program Manager to undergo an immediate second unobserved test.

Types of Testing

Pre-employment:

As authorized by the FTA, all applicants who have been selected for employment in a safety sensitive position must submit to a urine drug test and have a verified negative test result prior to being assigned to a safety sensitive position. In addition, current employees who are being transferred or promoted into a safety sensitive position from a non-safety sensitive position must submit to a urine drug test and have a verified negative test result prior to being assigned to a safety sensitive function. If the pre-employment drug test is cancelled, the applicant or employee will be required to submit to another urine drug test.

Under FTA authority, all applicants who have been conditionally selected for employment in a safety sensitive position pending the outcome of a drug test, and any employee who has been selected to be promoted into a safety sensitive position, must submit to a urine drug test and have a verified negative test result prior to being hired or assigned to the position. If the pre-employment drug test is cancelled, the applicant or employee will be required to submit to another urine drug test.

Under FTA authority, failure to obtain a verified negative test result on a pre-employment drug test will disqualify an applicant for employment in, or transfer to, a safety sensitive position. An applicant who has failed a pre-employment drug test will be advised of resources available to evaluate and resolve problems associated with drug abuse, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.

Unless otherwise provided by law, an applicant who has failed a pre-employment drug test will be ineligible to submit another application for employment with the District for a period of six months.

Under FTA authority, applicants who have previously refused or tested positive on a DOT-required pre-employment drug test are required to submit documentation supporting their successful completion of the substance abuse professional (SAP) referral, evaluation, and treatment process under section 655.62.

An existing safety sensitive employee who has not performed a safety sensitive function for 90 or more consecutive calendar days, and who has been removed from the random testing pool during that time, is required by FTA regulations to submit to a pre-employment urine drug test and obtain a negative result prior to the reassignment of safety sensitive duties.

Reasonable Suspicion:

As authorized by the FTA, employees who perform a safety sensitive function will be required to submit to urine testing for drugs and/or alcohol breath testing when there is a reasonable suspicion that the employee is impaired by a prohibited controlled substance or alcohol. Alcohol testing may only take place just before the employee is to perform safety sensitive functions, while the employee is performing safety sensitive functions, or just after the employee has ceased performing safety sensitive functions.

Under District authority, all other District employees will be required to submit to urine testing for controlled substances and/or alcohol breath testing when there is a reasonable suspicion to believe that the employee is impaired by a controlled substance or alcohol.

The determination to require a reasonable suspicion drug and/or alcohol test will be made by a supervisor or manager trained to identify the signs and symptoms of drug use and alcohol misuse. The determination will be based on the supervisor's or manager's specific, contemporaneous, articulable observations including, but not limited to, the employee's appearance, behavior, speech, or body odor.

Whenever possible, the determination to require a reasonable suspicion drug and/or alcohol test should be made by the employee's supervisor or manager. If the employee's supervisor or manager is not immediately available, the determination to require a reasonable suspicion drug and/or alcohol test may be made by another trained supervisor or manager within the employee's department, a trained supervisor or manager in another department, or by the Drug and Alcohol Program Administrator.

When an employee has been notified that he/she will be required to submit to reasonable suspicion drug and/or alcohol testing, he/she must report immediately to the collection site designated by the District. The employee will be transported to and from the collection site by the District. The employee will not be permitted to use restroom facilities, consume beverages, or smoke until specimen collection is completed.

Post-accident:

As authorized by the FTA, drug and alcohol testing is required of all employees who perform a safety sensitive function who are involved in an accident, as defined by FTA regulations, where there is a loss of life. In other nonfatal accidents, drug and alcohol testing is required of an employee who performs a safety sensitive function unless the employee's performance can be completely discounted as a causative or contributing factor.

FTA regulations define an accident as an occurrence associated with the operation of a vehicle in which:

- An individual dies, or
- An individual suffers a bodily injury and immediately receives medical treatment away from the scene of an accident, or
- One or more of the vehicles involved incurs disabling damage as a result of the occurrence and is transported away from the scene by a tow truck or other vehicle.

An occurrence associated with the operation of a vehicle means that the accident is directly related to the manner in which the driver applied the brake, accelerated, turned the steering wheel, or operated its lift. Disabling damage means damage that precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated.

Following a fatal accident, each surviving safety sensitive employee on duty in the public transportation vehicle at the time of the accident will be subject to drug and alcohol testing. All safety sensitive employees not on the vehicle whose performance could have contributed to the accident, as determined by the District using the best information available at the time of the accident, also will be tested.

Following a nonfatal accident, each safety sensitive employee on duty in the mass transit vehicle at the time of the accident will be subject to drug and/or alcohol testing unless the District determines, using the best available information at the time of the decision, that the employee's performance can be completely discounted as a contributing factor to the accident. Employees not in the vehicle, whose performances could have contributed to the accident as determined by the District using the best information available at the time of the accident, will be subject to drug and alcohol testing unless their behavior can be completely discounted as a contributing factor to the accident.

Post-accident drug and alcohol tests will be performed as soon as possible following an accident. Drug tests will be performed within 32 hours following the accident. The District will attempt to complete the alcohol test within two hours of the accident. If the District is not able to perform the alcohol test within two hours, it will file a report noting the reason for the delay and continue attempts to complete the test. If the District is not able to complete the alcohol test in eight hours, it will cease attempts to do so and update the two-hour written report. If the employee to be tested was injured in the accident, the requirement to test for drugs and/or alcohol should not delay necessary medical attention, and testing may be administered simultaneously with the employee receiving necessary medical attention.

Any safety sensitive employee involved in an accident must remain readily available for drug and/or alcohol testing for up to eight hours after the accident. The employee is responsible for notifying the District of his or her location if he or she leaves the scene of the accident prior to submitting to testing. Failure by the employee to remain readily available may be determined to be a refusal to submit to testing.

When an employee has been notified that he/she will be required to submit to post-accident drug and/or alcohol testing, he/she must report immediately to the collection site designated by the District. The employee will be transported to and from the collection site by the District. The employee will not be permitted to use restroom facilities, consume beverages, or smoke until

specimen collection is completed.

Post-accident drug and alcohol tests required by this policy are in addition to and/or separate from any tests conducted for law enforcement purposes. If the District is unable to perform the required FTA tests (i.e., the employee is unconscious, or detained by a law enforcement agency), the District may use the results of a blood or urine test for the use of prohibited drugs and/or the results of a blood or breath test for the misuse of alcohol, conducted by Federal, State, or local officials having independent authority for the test, to meet the testing requirements of the Federal regulations and this policy, provided such tests conform to the applicable Federal, State, or local testing requirements, and that the results of the tests are obtained by the District.

Random:

As authorized by the FTA and State law, all employees who perform a safety sensitive function will be subject to random and unannounced drug and/or alcohol testing. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

The District will comply with the random selection rate established by the FTA for safety sensitive employees as outlined in 49 CFR Part 655. All employees subject to random selection will have an equal chance of being selected for testing and will remain in the random selection pool even after being tested. The selection method shall be made by scientifically valid methodology and shall be spread reasonably throughout the time safety sensitive functions are performed.

Employees who are subject to random drug and alcohol testing will remain subject to random testing throughout their work shift. If an employee is initially notified that he/she has been selected for random testing prior to the end of his/her work shift, the test(s) must be completed, even when such completion has the incidental effect of causing the employee to stay overtime. When an employee has been notified that he/she has been selected for testing, he/she must report immediately to the collection site designated by the District. Transportation to and from the collection site will be provided by the District. The employee will not be permitted to use restroom facilities, consume beverages, or smoke until specimen collection is completed. Alcohol testing may only take place just before the employee is to perform safety sensitive functions, while the employee is performing safety sensitive functions, or just after the employee has ceased performing safety sensitive functions.

Return to Duty:

As authorized by the FTA, 49 CFR, Part 40, Subpart O, and State law, all employees who perform a safety sensitive function and who have previously had a verified positive drug test, an alcohol test result of 0.04 or greater, a refusal to test, or engaged in any activity that violates the FTA regulations, must submit to and receive a verified negative test result on a return-to-duty drug test and/or submit to a breath alcohol test with a result showing an alcohol concentration level of less than 0.02 prior to resuming performance of safety sensitive duties. Return-to-duty testing will not be conducted until after the SAP determines that the employee has completed all education and treatment recommended by the SAP. The FTA requires that return to duty tests be an observed collection.

The District, under its own authority, may require employees returning to work from a positive drug and/or alcohol test to undergo a physical evaluation by a physician of the District's choice and to pass a return-to-duty drug test and/or submit to a breath alcohol test with a result showing an alcohol concentration level of less than 0.02, prior to returning to work.

Follow-up:

In accordance with FTA regulations, 49 CFR, Part 40, Subpart O, a safety sensitive employee who has been permitted to return to duty, following a verified positive drug test, an alcohol test result of 0.04 or greater, or a refusal to submit to a test, will be subject to unannounced follow-up drug and/or alcohol testing for at least 12 but not more than 60 months. The frequency and duration of the follow-up testing will be determined by the SAP, with a minimum of six tests during the first 12 months after the covered employee has returned to duty. The FTA requires that follow up tests be an observed collection.

Under District authority, an employee who has been permitted to return to duty, following voluntary treatment for a drug and/or alcohol problem may be required to submit to non-DOT follow-up drug and/or alcohol testing.

When an employee is notified to submit to a follow-up test, he/she must report immediately to the collection site designated by the District. Transportation to and from the collection site will be provided by the District. The employee will not be permitted to use restroom facilities, consume beverages, or smoke until specimen collection is completed.

Follow-up testing is separate from, and in addition to, all other testing that is conducted as part of the drug and alcohol testing program. If a follow-up test is cancelled, the employee is required to submit to an additional test.

Pre-duty Alcohol Use:

In accordance with FTA regulations, all safety sensitive employees are prohibited from using alcohol within four hours of performing a safety sensitive function. A safety sensitive employee who is requested to report for duty less than four hours prior to the requested report time must inform the District if he/she has consumed alcohol within four hours of the requested report time.

In accordance with FTA regulations, the District shall prohibit the consumption of alcohol for the specified on-call hours of each covered employee who is on call. If an on-call safety sensitive employee informs the District of his/her use of alcohol and claims he/she has the ability to safely perform his/her safety sensitive function, the employee will be allowed to submit to a breath alcohol test. If the employee's breath alcohol concentration level measures less than 0.02, the employee will be allowed to perform his/her safety sensitive function.

Blind Performance Testing:

In accordance with FTA regulations, the District will ensure that ongoing blind sample proficiency testing is conducted, using blind quality control specimens that are not distinguishable from covered employee specimens, as a quality assurance measure of the testing laboratory.

Drug Testing Procedures

In accordance with FTA regulations and State law, drug and alcohol testing procedures for specimen collection, chain of custody of specimens, laboratory analysis procedures, and quality control requirements will be in accordance with the United States Department of Health and Human Services, Mandatory Guidelines for Federal Workplace Drug Testing Programs; Final Guidelines, and the Provisions Set Forth in 49 CFR Part 40; Procedures for Transportation Workplace Drug and Alcohol Testing Programs, Final Rule, and Oregon State law. A copy of 49 CFR, Part 40 is available in the Human Resources and Risk Management Department.

Urine Drug testing will be conducted for:

- Marijuana
- Cocaine
- ~~Opiates~~Opioids
- Phencyclidine
- Amphetamines

Observed Collections

In accordance with FTA regulations, with regards to a drug test conducted for a safety sensitive employee, in the following circumstances, collection site personnel must observe a second urine collection immediately after the first collection:

- The employee has presented a urine sample that falls outside the normal temperature range (90.0 to 100.0).
- The collector observes conduct or materials that clearly indicate an attempt to substitute or adulterate the sample.
- The original specimen appears to be tampered with (e.g., blue dye in the specimen, excessive foaming when shaken, and smell of bleach).

In the following circumstances, the medical review officer (MRO) will direct the District to require the employee to be subject to an immediate retest under direct observation:

- The laboratory reported that the specimen was invalid and the MRO determined that there was not an adequate medical explanation for the result.
- If a specimen was negative-dilute with a creatine level of greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL.
- The MRO had to cancel a test when the primary specimen was verified as positive, adulterated, or substituted because the split was unavailable for testing.

If an employee has previously been determined to have used a controlled substance without medical authorization, and the particular test is being conducted under the FTA regulation as a return-to-duty or follow-up test, the collection is required to be observed.

In accordance with Federal regulations, employees having observed collections must be instructed to raise clothing just above the navel; lower clothing to mid-thigh; then turn around to show the same gender observers that they do not have prosthetic devices for beating the tests. If no device is detected, the employee is permitted to return clothing to its proper observed-collection position. Then the observed collection will take place.

Return to Duty after Specimen Collection

Under District authority, a safety sensitive employee who is required to submit to random or follow-up drug testing may be returned to duty immediately following specimen collection. If the employee also is subject to random or follow-up alcohol testing, the employee's return to duty will be dependent upon the outcome of the breath alcohol testing.

Under District authority, a safety sensitive employee who is required to submit to a reasonable suspicion or post-accident drug test will not be permitted to return to duty and will be placed on a

paid leave pending the receipt by the District of a verified negative test result.

Under District authority, a non-safety sensitive employee who is required to submit to a reasonable suspicion drug test will not be permitted to return to duty and will be placed on a paid leave pending the receipt by the District of a verified test result.

The Role of the Medical Review Officer (MRO)

For safety sensitive employee testing, an MRO is required to verify positive test results and facilitate the split sample process. An MRO is defined by the FTA as a licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders. The MRO shall communicate all verified positive test results to the employee and to the District.

Drug Test Results

All drug test results will be reported by the testing laboratory to a qualified MRO designated by the District. The MRO will be responsible for verifying and validating drug test results. The MRO will review and interpret the employee's confirmed positive drug test result by reviewing the individual's medical history and affording the employee an opportunity to offer any clarifying information that would explain a positive test result. The MRO will report each verified test result to the District and will notify each employee who has a verified positive test result. The MRO may verify a test as positive without having communicated directly with the employee if: the employee expressly declines the opportunity to discuss the test; neither the MRO nor the District has been able to contact the employee within 10 days of the date on which the MRO receives the confirmed positive test result from the laboratory; or the District has contacted the employee and directed the employee to contact the MRO, and more than five days have passed since the date the employee was contacted by the District.

Positive Drug Test Results

An employee who has a verified positive drug test result will be immediately removed from his/her safety sensitive position, advised of resources available to evaluate and resolve problems associated with drug abuse, and be evaluated by a substance abuse professional (SAP). Under District authority, the employee will be placed on an unpaid leave of absence pending the results of the evaluation by the SAP and may be subject to discipline, up to and including suspension and/or discharge. A "verified positive drug test" means an initial positive result that has been validated by a second confirmatory positive drug test.

An employee who has a verified positive drug test result will have 72 hours, including holidays and weekends, from the time of notification by the MRO or the District, whichever occurs first, in which to request that the split specimen be analyzed at a different DHHS-approved laboratory. The employee will not be responsible for paying the cost of the split sample testing prior to the test being conducted. However, the District reserves the right to seek reimbursement from the employee. The request by an employee for an analysis of the split specimen will not delay the removal of the employee from his/her safety sensitive position. If the result of the test of the split specimen fails to confirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the employee will be returned to duty and will be compensated for time or benefits lost as a result of being placed on an unpaid leave of absence.

Breath Alcohol Testing Procedures

All breath specimen collection must be collected through the use of an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration. The breath alcohol tests will be conducted by a trained breath alcohol technician (BAT) at a site that provides visual and aural privacy to the covered employee being tested to the greatest extent practicable. Prior to specimen collection, the employee and the BAT must complete, date, and sign a breath alcohol testing form indicating that the employee is present and providing a breath specimen.

The BAT will conduct an initial screening test, requiring the employee to blow forcefully into a disposable mouthpiece attached to the EBT, for at least six seconds or until an adequate amount of breath has been obtained. Following the initial screening test, the BAT will show the employee the result displayed on the EBT or the printed result.

If the result of the initial screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be conducted. The confirmation test will be conducted at least 15 minutes after the completion of the initial screening test. The employee must remain in the presence of the BAT during the waiting period. The confirmation test will be conducted using the same procedures as the initial screening test. A new mouthpiece will be used. Before the confirmation test is administered, the BAT will conduct an air blank test on the EBT. If a BAT other than the one who conducted the screening test is to conduct the confirmation test, the new BAT and the employee will be required to sign and date a new breath alcohol testing form.

If the results of the initial screening test and the confirmation test are not identical, the confirmation test result will be deemed to be the final result.

Following the completion of a breath alcohol test, the BAT will be required to sign and date the breath alcohol testing form certifying that the results shown belong to the employee being tested. The employee will be directed to sign the ATF if the confirmation test is greater than 0.02. The BAT will be responsible for transmitting all test results to the District in a confidential manner.

If an employee attempts and fails to provide an adequate amount of breath, the BAT will note this on the alcohol testing form and notify the District. The employee will be required to submit to a medical evaluation, by a physician of the District's choice, concerning the employee's medical ability to provide an adequate amount of breath. If no valid medical reason is determined, then the employee's inability to provide an adequate amount of breath will be considered to be a refusal to submit to a test.

Breath Alcohol Test Results

If the results of the breath alcohol test are below 0.02, the employee may be returned to work immediately.

Under District authority, a confirmed alcohol concentration of 0.02 or greater will be considered a positive breath alcohol test result and a violation of this policy.

As required by the FTA, if the results of the breath alcohol test are 0.02 or greater but less than 0.04, the employee will not be permitted to return to duty until the start of his/her next regularly scheduled shift and not less than eight hours following the test. Under District authority, the employee may be subject to discipline, up to and including suspension and/or discharge.

As required by the FTA, if the results of the breath alcohol test are 0.04 or greater, the employee will be immediately removed from his/her safety sensitive position, advised of the resources available to evaluate and resolve problems associated with alcohol misuse, and be evaluated by an SAP. Under District authority, the employee will be placed on an unpaid leave of absence pending the results of the evaluation by the SAP and may be subject to discipline, up to and including suspension and/or discharge.

An employee with a breath alcohol concentration level of 0.02 or greater will be provided transportation to his/her residence. If the employee insists on driving, law enforcement will be notified.

Refusal to Submit to a Test

In accordance with FTA regulations and State law, an employee who is determined to have a test refusal will be immediately removed from his/her safety sensitive position, advised of resources available to evaluate and resolve problems associated with drug abuse, and be evaluated by an SAP.

Under District authority, the employee will be placed on an unpaid leave of absence pending the results of the evaluation by the SAP and may be subject to discipline, up to and including suspension and/or discharge.

A determination of an employee's test refusal includes the following:

- Refusal to take the test.
- Failure to provide sufficient quantities of breath or urine to be tested without a valid medical explanation.
- Failure to provide a breath or urine specimen in alcohol and drug testing.
- Failure to undergo a medical examination or evaluation as directed by the MRO or designated employer representative DER.
- The MRO reports a verified adulterated or substituted test result.
- Not reporting to the collection site in the time allotted (except for a pre-employment test).
- Failure to remain at the collection site until the collection process has been completed.
- Failure to permit direct observation or monitoring of the provision of a specimen for a drug test when a direct observation or monitoring is required.
- Failure or decline to take a second test when directed by the collector or the District.
- Failure to cooperate with any part of the testing process (e.g., refusal to empty pockets when directed by the collector; behaving in a confrontational way that disrupts the collection process; failing to wash hands after being directed to do so by the collector).
- Refusal to sign the certification at Step 2 of the Alcohol Testing Form.
- Leaving the scene of an accident without authorization before the tests have been conducted.

- For an observed collection, failure to follow the observer's instructions to raise clothing above the waist, lower clothing and underpants, and turn around to permit the observer to determine if employee has any type of prosthetic or other device that could be used to interfere with the collection process.
- Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
- Admitting to the collector or MRO that the employee adulterated or substituted the specimen.

Discipline

Compliance with the District's Drug and Alcohol Policy is a condition of employment for all employees. For employees who are represented by ATU 757, a violation of any part of the District's Drug and Alcohol Policy will result in discipline as provided in Article 24 of the Labor Agreement. For all other employees, a violation of any part of the District's Drug and Alcohol Policy will result in discipline, up to and including suspension and/or discharge. Factors that the District may consider regarding the severity of disciplinary action include, but are not necessarily limited to, the covered employee's conduct that prompted the application of this policy, the covered employee's work record, the degree of impairment, the potential for consequences arising from the covered employee's actions, and the drug and/or alcohol test results. Any employee with a verified positive on a Post-Accident, Return-to-Duty or Follow-up drug and/or alcohol test will be subject to additional discipline, up to and including discharge.

Employees who are discharged as a result of violating this Drug and Alcohol policy will be provided with a list of the resources available in evaluating and resolving problems associated with the use of illicit drugs and/or misuse of alcohol and will have access to the District's current Employee Assistance Program (EAP). Access to the EAP program will be limited to treatment directly related to the drug and/or alcohol problem and is available for a time period not to exceed 60 days.

The Role of the Substance Abuse Professional (SAP)

An SAP is a professional who can determine what assistance an individual needs in resolving problems associated with prohibited drug use and/or alcohol misuse. The evaluation will consist of a clinical assessment, treatment recommendations, and referrals, as appropriate. The SAP will inform the District, in writing, of the clinical assessment-based treatment recommendations, which must be complied with. In addition, the SAP will specify the duration and frequency of follow-up drug and/or alcohol tests. The SAP's evaluations, assessment, treatment recommendations, referrals, and follow-up testing recommendations will be in accordance with 49 CFR, Part 40.

Required Treatment

If the SAP determines that an employee has successfully demonstrated compliance with the education and treatment required by the SAP but has not completed the full regimen of education and treatment (e.g., ongoing out-patient treatment), the employee may be eligible to return to duty.

Work absences for the continued education and treatment required by the SAP may qualify for available sick leave benefits and/or personal medical leave, provided the employee is following the prescribed treatment program. If sick leave and personal medical leave have been exhausted, the employee may be placed on a medical leave of absence without pay.

If the District is notified by the SAP that the employee is not complying with the ongoing education and treatment requirements, the employee will be immediately removed from his/her safety sensitive position. Under District authority, the employee will be placed on an unpaid leave of absence and may be subject to discipline, up to and including suspension and/or discharge.

Working Conditions

The presence or treatment of a substance abuse problem does not excuse an employee from meeting performance, safety, or attendance standards or following other District instructions. In no circumstances may an employee invoke protection under this policy as a means to avoid disciplinary actions resulting from poor work performance or misconduct at work. A voluntary request for assistance will not shield an employee from disciplinary action resulting from on-the-job conduct or work performance. Employees remain responsible for their on-the-job conduct and work performance.

Return to Work Agreement

Under District authority, an employee who has a verified positive drug test, has a confirmed breath alcohol concentration level of 0.04 or greater, or who is referred to drug and/or alcohol treatment that requires his/her to be away from work, will be required to sign a return to work agreement prior to being permitted to return to duty. The agreement may include, but is not limited to, the following requirements:

- A release to work statement from an approved treatment specialist
- A negative test for drugs and/or alcohol
- An agreement to follow-up testing
- A statement of expected work-related behaviors
- An agreement to follow specified aftercare requirements
- An expressed understanding that violation of the return to work agreement may result in discipline, up to and including suspension and/or discharge

The return to work agreement is not a guarantee of continued employment. Employees working under a return to work agreement must also follow all other District policies and procedures.

Confidentiality

The District will maintain all records regarding the drug and/or alcohol testing of employees in a secure manner so that the disclosure of information to unauthorized persons does not occur. In accordance with FTA regulations, drug and/or alcohol test results will be released only under the following circumstances:

- Upon written request, employees will be provided access and/or copies of any records relating to their test(s).

- Upon specific, written request of an employee, information and/or copies of records regarding an employee's test results will be released to a third party.
- When requested, information related to a test result may be disclosed to a decision maker in a lawsuit, grievance, or other proceeding, initiated by or on behalf of the employee tested.
- Upon receipt of an order of a court of competent jurisdiction for criminal or civil action resulting from an employee's performance of safety sensitive duties, test results will be released to the decision maker in the proceeding with the binding stipulation that the decision maker will make it available only to parties to the proceeding.
- Upon request of DOT agency representatives, all drug and alcohol program records that are required by 49 CFR, Part 40 and DOT agency regulations will be provided to the agency representatives.

Program Administration

The District's Drug and Alcohol Testing Policy and Program are administered by the designated Drug and Alcohol Program Administrator. Additional information regarding this policy or the program is available by contacting the Drug and Alcohol Program Administrator in the Human Resources Department at (541) 682-6182.

All records will be maintained in accordance with 49 CFR, Parts 40 and 655.

MAINTENANCE

The Human Resources Manager is responsible for monitoring the application and revision of this policy.

Adopted by the Board of Directors, September 20, 1995.

APPENDICES

Appendix A. Terms and Definitions

Appendix B. Safety Sensitive Positions

APPENDIX A

Terms and Definitions

Alcohol As defined by the FTA, the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl or isopropyl alcohol. As agreed upon by the District and the Amalgamated Transit Union, Local 757, alcohol means any alcoholic beverage containing more than one half of one percent alcohol by volume, and every liquid or solid, patented or not, containing alcohol, and capable of being consumed by a human being.

Alcohol Use The consumption of any beverage, mixture, or preparation, including any medication that contains alcohol.

Blind Sample A urine specimen submitted to a laboratory for quality control testing purposes, with a fictitious identifier, so that the laboratory cannot distinguish it from covered employee specimens, and which is spiked with known quantities of specific drugs or which is blank, containing no drugs.

Breath Alcohol Technician (BAT) An individual who instructs and assists individuals in the alcohol testing process and operates an EBT.

Chain of Custody Procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition. These procedures require that an appropriate drug testing custody form be used at the time of collection to receipt by the laboratory and that upon receipt by the laboratory (an) appropriate chain of custody form(s) account(s) for the sample within the laboratory.

Controlled Substance As agreed upon by the District and the Amalgamated Transit Union, Local 757, controlled substance means any drug or its immediate precursor classified in Schedules I through V under the Federal Controlled Substances Act, 21 USC Sections 811 to 812, as modified under ORS 475.035. The use of the term "precursor" in this subsection does not control, and is not controlled by the use of the term "precursor" in ORS 475.940, 475.950, and 475.955. In addition, manufactured drugs recognized by health and law enforcement agencies that are not included in Schedules I through V under the Federal Controlled Substances Act, 21 USC Sections 811 to 812, as modified under ORS 475.035 are considered to be controlled substances.

Designated Employer Representative The liaison with drug and alcohol testing service agents.

Medical Review Officer A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test results together with his/her medical history and any other relevant biomedical information.

Over-the-Counter Drugs/Medications Those drugs/medications which are legally available without a prescription.

Performing a Safety Sensitive Function An employee is considered to be performing a safety sensitive function and includes any period in which he/she is actually performing, ready to perform, or immediately available to perform such functions.

Prescription Drugs/Medications Those drugs/medications which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

Safety Sensitive Function

Any of the following duties:

- Operating a revenue service vehicle, including when not in revenue service
- Operating a non-revenue service vehicle when required to be operated by a holder of a Commercial Driver's License (CDL)
- Controlling dispatch or movement of a revenue service vehicle
- Maintaining (including repairs, overhaul, and rebuilding) a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

Safety Sensitive Position A position or job category that requires the performance of a safety sensitive function. A list of safety sensitive positions at Lane Transit District, as defined by the federal regulations, is attached to this policy.

Substance Abuse Professional A licensed physician (medical doctor or doctor of osteopathy); or a licensed or certified psychologist, social worker, employee assistance professional or a state-licensed marriage/family therapist; or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission, or by the International Certification Reciprocity Consortium/Alcohol & Other Drug Abuse); with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

APPENDIX B

Safety Sensitive Positions

Employees in the following positions are required to perform safety sensitive functions as defined in the Federal Drug and Alcohol regulations:

Bus Operator
Director of Maintenance
Director of Transit Operations
Equipment Detail Technician
~~Eugene Station/Security Manager~~
~~Facilities Maintenance Generalist~~
~~Facilities Maintenance Laborer~~
~~Facilities Maintenance Specialist~~
~~Facilities Maintenance Supervisor~~
Fleet Services Supervisor
General Service Worker
Journeyman Mechanic
Journeyman Tire Specialist
Scheduling Specialist
Transit Operations Supervisor
Transit Services Manager

Other employees who hold a valid CDL and drive a revenue service vehicle off company premises.

RESOLUTION NO. 2018-01-17-004

A RESOLUTION ADOPTING REVISIONS TO THE LANE TRANSIT DISTRICT DRUG AND ALCOHOL PROGRAM POLICY

WHEREAS, the Lane Transit District (“LTD”) Board of Directors (the “Board”) adopted the Lane Transit District Drug and Alcohol Program policy effective September 20, 1995;

WHEREAS, such policy has been modified and revised by the Board from time to time;

WHEREAS, LTD staff proposes the Lane Transit District Drug and Alcohol Program policy be revised as follows:

- (a) Changing the word “opiate” to “opioids;”
- (b) Making non-safety sensitive employees subject to reasonable suspicion drug and alcohol testing and removing post-accident, return-to-duty and follow-up drug and alcohol testing for this category of employees; and
- (c) Updating Appendix B to remove certain positions from the list of safety sensitive positions.

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

- 1) Adopting the revisions to the Lane Transit District Drug and Alcohol Program policy consistent with the above and as presented.

ADOPTED BY THE LANE TRANSIT DISTRICT ON THIS _____ DAY OF _____, 2018.

PRESIDENT, Gary Wildish

ATTEST:

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 2018

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 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 Steven Yett serves as one of the. At the December 6 meeting, committee members received reports on a variety of ATU related topics.
2. **Metropolitan Policy Committee (MPC):** Board Member Gary Wildish and Board Member Kate Reid are LTD's MPC representatives. MPC meetings are held on the first Thursday of each month. The December 7 meeting was canceled. At the January 4 meeting, received a presentation on the OTC Continuous Improvement Advisory Committee, MPO issues, and an EmX west ridership report.
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 January 8 meeting, committee members reviewed contracts to be presented to the Board for approval.
4. **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. At the January 10 meeting, committee members received a member presentation from Rob Inerfeld, City of Eugene Transportation Planning Manager, a presentation on the Statewide Transportation Improvement Fund, and an update on the 2021-24 STIP program. Also discussed was a proposed amendment to the LaneACT bylaws.
5. **LTD Board Human Resources Committee:** The Board Human Relations Committee is composed of Chair Carl Yeh and Board members Gary Wildish and April Wick. At the January 15 meeting, the

committee reviewed changes to the general managers' current contract based on her 2017 annual review and discussed goals for 2018.

6. **Accessible Transportation Committee (ATC)**: The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. The December 19 meeting was canceled. At the January 16 meeting, committee members discussed proposed route changes and received an update on the new half-fare and honored rider cards, the service animal pilot project, and the youth fare and low income workgroup. The committee also reviewed recommendations for FTA direct allotment of 5310 funding.

NO MEETINGS HELD:

7. **Strategic Planning Committee (SPC)**: This committee generally meets every two months and is composed of Chair Carl Yeh and Board Members Carl Yeh and Kate Reid, members of local units of government, and community representatives. The January 9 meeting was canceled. The next meeting is scheduled for February 6.
8. **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 February 22.
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 has not been scheduled.
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. **Moving Ahead 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 member Don Nordin serves 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; the second and third positions are vacant. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 2018

ITEM TITLE: BOARD COMMITTEE ASSIGNMENTS

PREPARED BY: Gary Wildish, Board President

ACTION REQUESTED: Review of revised committee assignments

BACKGROUND:

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

With the departure of Gary Gillespie and Ed Necker from the LTD Board December 2018, and the addition of April Wick in January 2018, the committee assignments have been reviewed and adjusted by the Board president.

ATTACHMENT:

- 1) LTD Board of Directors Committees and Special Assignments – Previous
- 2) LTD Board of Directors Committees and Special Assignments – Revised

PROPOSED MOTION: None.

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**LTD BOARD OF DIRECTORS
COMMITTEES AND SPECIAL ASSIGNMENTS**
Updated December 2017

BOARD OFFICERS
(Terms expire 6/30/2018)
President – Gary Wildish
Vice President – Carl Yeh
Secretary – Kate Reid
Treasurer – Don Nordin

METROPOLITAN POLICY COMMITTEE (MPC)
(meets 1st Thursday of the month)
Gary Wildish
Kate Reid
Alternate: Vacant
Ex officio: Aurora Jackson

HUMAN RESOURCES COMMITTEE
(meets 3rd Monday of the month)
*April Wick
Gary Wildish
Carl Yeh

**LANE COUNCIL OF GOVERNMENTS BOARD
OF DIRECTORS (LCOG)**
(meets every other month on 4th Thursday)
Carl Yeh
Alternate: Don Nordin

SERVICE COMMITTEE
(meetings scheduled as needed)
*Ed Necker
Vacant
Vacant

**ACCESSIBLE TRANSPORTATION COMMITTEE
(ATC)**
(meets on the 3rd Tuesday of each month)
Ed Necker

FINANCE COMMITTEE
(meetings scheduled as needed)
*Gary Wildish
Carl Yeh
Ed Necker

**LANE AREA COMMISSION ON TRANSPORTATION
(LANEACT)**
(meets on the 2nd Wednesday of each month)
Don Nordin
Alternate: Aurora Jackson

STRATEGIC PLANNING COMMITTEE (SPC)
(meets every other month on 1st Tuesday)
*Carl Yeh
Kate Reid

VISION ZERO TASK FORCE
(Meetings scheduled as needed)
Carl Yeh
Alternate: Aurora Jackson

PENSION TRUSTS
(generally meets quarterly)
Steven Yett

MOVINGAHEAD OVERSIGHT COMMITTEE
(Meetings scheduled as needed)
Don Nordin
Vacant

**MAIN STREET-MCVAY GOVERNANCE
COMMITTEE**
(Meetings scheduled as needed)
Steven Yett
Kate Reid

BUDGET COMMITTEE
(Meetings scheduled as needed)
All Board members

**OREGON METROPOLITAN
PLANNING ORGANIZATION CONSORTIUM
(OMPOC)**
(Meetings scheduled as needed)
Vacant

*Denotes Current Committee Chair

Q:\BOARD OF DIRECTORS\Board Administration\Committee
Assignments\BDCommittees December 2017.docx

Updated: 01/7/18

**LTD BOARD OF DIRECTORS
COMMITTEES AND SPECIAL ASSIGNMENTS**

Updated January 7, 2018

BOARD OFFICERS

(Terms expire 6/30/2018)
President – Gary Wildish
Vice President – Carl Yeh
Secretary – Kate Reid
Treasurer – Don Nordin

METROPOLITAN POLICY COMMITTEE (MPC)

(meets 1st Thursday of the month)
Gary Wildish
Kate Reid
Alternate: Steven Yett
Ex officio: Aurora Jackson

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(meets 3rd Monday of the month)
*Carl Yeh
Gary Wildish
April Wick

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OF DIRECTORS (LCOG)**

(meets every other month on 4th Thursday)
Carl Yeh
Alternate: Don Nordin

SERVICE COMMITTEE

(meetings scheduled as needed)
*Ed Necker
Vacant
Vacant

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(ATC)**

(meets on the 3rd Tuesday of each month)
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(generally meets quarterly)
Steven Yett

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Don Nordin
Vacant

**MAIN STREET-MCVAY GOVERNANCE
COMMITTEE**

(Meetings scheduled as needed)
Steven Yett
Kate Reid

BUDGET COMMITTEE

(Meetings scheduled as needed)
All Board members

**OREGON METROPOLITAN
PLANNING ORGANIZATION CONSORTIUM
(OMPOC)**

(Meetings scheduled as needed)
Kate Reid

*Denotes Current Committee Chair

Q:\BOARD OF DIRECTORS\Board Administration\Committee
Assignments\BDCommittees December 2017.docx

Updated: 01/7/18

**Lane Transit District
Revenue and Expenditure by Fund**

11/30/2017

DRAFT

Fiscal Year: P5 2018 (November 30, 2017)

Year-To-Date through November 30, 2017

	Annual Budget	P5 YTD Budget	Actual	P5 % of annual budget	Year-To-Date through November 30, 2017		Comments
					P5 YTD B/(W) than Budget		
					(pts)	\$\$	

GENERAL FUND

General Fund Revenues	51,396,601	21,415,250	20,802,357	40%	-1 pts	(612,893)	A
General Fund Expenditures	53,440,493	22,266,872	18,548,912	35%	7 pts	3,717,960	B
General Fund Revenues higher/(lower) than expenditures	(2,043,892)	(851,622)	2,253,446				

NOTE: Excludes Transfers & Insurance Reserves

A - Revenues are -\$0.6M unfavorable YTD P5 FY 2018 (November 2017). The drivers of this unfavorability are: 1) federal assistance (-\$1.1M); 2) cash fares & passes (-\$0.6M); and 3) self-employment taxes (-\$0.6M). Partially offsetting this unfavorability is: 1) payroll taxes (+\$1.4M); 2) special service revenue (+\$0.1M); and 3) advertising (+\$0.1M). Federal assistance is due to timing and is expected to be on target by year-end. Cash fares & passes is down despite ridership being up 1.3% over the same time last year. This lower cash fare & pass revenue is due to: 1) negotiated ASUO group pass contract structure (-\$0.2M - used summer numbers to estimate payment for Fall and Fall numbers to estimate payment for winter); and 2) ridership increases due to increased transfers, which does not increase cash fares. Self-employment taxes are down in part due to seasonality of collections, but versus the same period a year ago, self-employment taxes are down --3% (annual impact of ~ \$140K). Payroll taxes are up P5 YTD. This favorability is unpredictable as review of the historical data indicates material changes due to taxpayer amended returns and misapplication of tax dollars received by the Department of Revenue. The remaining revenue favorability factors are primarily due to timing.

B - Expenditures are +\$3.7M favorable to YTD P5 FY 2018 (November 2017). The drivers of this favorability are due to: 1) pension (+\$1.6M); materials & services (+\$1.5M); 3) unutilized operating contingency (+\$0.7M); 4) administrative wages & benefits (+\$0.3M); and 5) insurance & risk services (\$0.2M) partially offset by higher bus operator wages & benefits (-\$0.6M). Pension, operating contingency, and insurance and risk service favorability is timing related. Materials & service favorability stem from lower fuel and lubricant costs (average actual cost per gallon was \$1.8/gallon vs. budgeted \$3.25/gallon) and timing related costs for professional and support services.

MEDICAID FUND

Medicaid Fund Revenues	9,711,915	4,046,631	625,186	6%	-35 pts	(3,421,446)	C
Medicaid Fund Expenditures	10,106,075	4,210,865	1,474,341	15%	27 pts	2,736,523	C
Medicaid Fund Revenues higher/(lower) than expenditures	(394,160)	(164,233)	(849,156)				C

NOTE: Excludes Transfers from the General Fund

C - Medicaid expenditures are higher than revenues by **-\$0.8M** P5 YTD FY 2018. This is due to the Novus software transition, which delayed the submittal of claims. No claims were submitted July 1 through end of October. In November, claims were successfully submitted, and the backlog is expected to be cleared by the end of January 2018. The only revenue received through November-end is for administrative fees. As of January 2, 2018, \$1.7M in revenue has been received.

**Lane Transit District
Revenue and Expenditure by Fund**

11/30/2017

DRAFT

Fiscal Year: P5 2018 (November 30, 2017)

Year-To-Date through November 30, 2017

	Annual Budget	P5 YTD Budget	Actual	P5 % of annual budget	P5 YTD B/(W) than Budget		Comments
					(pts)	\$\$	

ACCESSIBLE SERVICES FUND

Accessible Services Fund Revenues	4,515,862	1,881,609	956,140	21%	-20 pts	(925,469)	D
Accessible Services Fund Expenditures	7,265,200	3,027,167	1,878,367	26%	16 pts	1,148,800	D
Accessible Services Fund Revenues higher/(lower) than expenditures	(2,749,338)	(1,145,558)	(922,227)				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 \$922K. 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.

P2P FUND

P2P Fund Revenues	957,717	399,049	61,936	6%	-35 pts	(337,113)	E
P2P Fund Expenditures	1,149,717	479,049	100,495	9%	33 pts	378,554	E
P2P Fund Revenues higher/(lower) than expenditures	(192,000)	(80,000)	(38,559)				E

NOTE: Excludes Transfers from the General Fund

E - P2P revenues are lower than expenditures by \$38K P5 YTD FY 2018. The loss year-to-date is lower than budgeted. Expenditures to date are for Driveless Connect, Safe Routes to Schools, and Vanpool.

CAPITAL PROJECTS FUND

Capital Projects Fund Revenues	17,982,249	7,492,604	1,275,529	7%	-35 pts	(6,217,075)	F
Capital Projects Fund Expenditures	25,834,876	10,764,532	5,414,047	21%	21 pts	5,350,485	G
Capital Projects Fund Revenues higher/(lower) than expenditures	(7,852,627)	(3,271,928)	(4,138,518)				
Revenues as a % of expenditures	70%	70%	24%				

NOTE: Excludes transfers from the General Fund

F - Capital Projects Fund revenues are -\$6.2M unfavorable to budget P5 YTD FY 2018 (November) due to TrAMS being shutdown for its annual year-end financial reconciliation through October and internal grant reconciliation process timing. Drawdowns made through the beginning of January total \$6.2M. These drawdowns are for both 2016-17 and 2017-18 expenditures. Expectation is that once the reconciliation process is completed, revenues to expenditure ratio will be as budgeted.

G - Capital Projects Fund expenditures are +\$5.4M favorable to budget P5 YTD FY 2018 (November). Significant expenditures P5 YTD are as follows: 1) West Eugene EmX (\$2.8M); 2) bus parking lot (\$1.7M); and 3) Willow Creek Station (\$0.6M).

AGENDA ITEM SUMMARY

DATE: January 17, 2018

ITEM TITLE: MONTHLY GRANT REPORT

PREPARED BY: Christina Shew, Director of Finance

ACTION REQUESTED: None. Information only.

BACKGROUND:

The Grant Report contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) grants that have a remaining balance or that have had activity within the last six months. The sources of the information are Transit Award Management System (TrAMS) and Oregon Public Transit Information System (OPTIS). All grant totals are reported as of December 31, 2017. Drawdowns were processed for FTA and ODOT (*ConnectOregon*) grants; as well as West Eugene EmX Lottery funds 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).

The final draw-down has been processed and the disbursement received. Grant closeout activities are in progress.

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	\$ 0
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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	\$6,269,933

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 2015 and FY 2016. 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 procurement process, consistent with ODOT requirements, is currently in progress.

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 procurement process, consistent with ODOT requirements, is currently in progress.

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 closeout activities will be initiated.

49 USC 5316 - JARC/TEA-21 3037	\$171,819
Local	\$ 42,955
Total Eligible Amount	\$214,774
Funds Remaining	\$ 21,650

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

Current Status: Active (Closed)
Key Number: 15215

This grant is closed.

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

Funds Remaining	\$0
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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
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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
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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, two of the all-electric buses have been delivered and the graphics department is assisting with the branding of the vehicles.

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
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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 the final draw-down has been processed and the disbursement received. Grant closeout activities are in progress.

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	\$ 0
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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 *SmartTrips* 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
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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

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

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. The project is in progress.

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

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 (Point2point) program. The project is in progress.

49 USC 5307 - Urbanized Area Formula (FHWA transfer FY 2007 forward)	\$439,695
Local	\$50,325
Total Eligible Amount	\$490,020
Funds Remaining	\$215,055

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 (2) ADA accessible, less than 30-foot replacement buses. The procurement process, consistent with ODOT requirements, is currently in progress.

49 USC 5310 - (MAP 21) Formula Grants for Enhanced Mobility of seniors & individuals with disabilities	\$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 (Closed)

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. This grant is closed.

Services for Seniors and Individuals with Disabilities	\$2,124,548
Local	\$ 243,164
Total Eligible Amount	\$2,367,712
Funds Remaining	\$ 0

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

Current Status: Active (Closed)

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

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 - West 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	\$2,394,246

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	\$463,860

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 | 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 | 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
<i>ConnectOregon</i> 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 2018) projects. Final revisions are in progress.

Federal Transit Administration Grant Applications

LTD has submitted grant applications for the *MovingAhead* System (\$2,300,000); Main Street/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-foot diesel-hybrid buses and ten new EIDorado 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-foot articulated buses.

PROPOSED MOTION: None.



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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
97292	12/01/2017	LIFEMAP ASSURANCE COMPANY	29,099.63
97293	12/07/2017	AMERICAN FAMILY LIFE	1,276.80
97294	12/07/2017	BATTERIES PLUS	3,119.60
97295	12/07/2017	WINONA J CARLSON	122.50
97296	12/07/2017	CHAPTER 13 TRUSTEE	595.38
97297	12/07/2017	CHILD SUPPORT ENFORCEMENT AGCY	160.00
97298	12/07/2017	CINTAS CORPORATION	1,592.45
97299	12/07/2017	DAVID COLLIER	187.43
97300	12/07/2017	COMCAST	202.45
97301	12/07/2017	KERRY K COOPER	124.01
97302	12/07/2017	CROCKETTS INTERSTATE TOWING	250.00
97303	12/07/2017	DISH NETWORK	107.02
97304	12/07/2017	EUGENE WATER & ELECTRIC BOARD	240.52
97305	12/07/2017	EUGENE WATER & ELECTRIC BOARD	4,950.00
97306	12/07/2017	LLC FUSSY'S @ VALLEY RIVER PLAZA	83.80
97307	12/07/2017	CHRISTOPHER R. HAM	124.14
97308	12/07/2017	KENDALL AUTOMOTIVE GROUP	249.80
97309	12/07/2017	KQUAD, LLC	6,875.00
97310	12/07/2017	LIFEMAP ASSURANCE COMPANY	1,696.43
97311	12/07/2017	LTD REIMBURSEMENT PLAN	7,857.74
97312	12/07/2017	MAN-DATA, INC.	346.15
97313	12/07/2017	MARKETING & TECHNICAL MATERIAL	2,373.93
97314	12/07/2017	MIDWEST BUS	160.60
97315	12/07/2017	MOTOR VEHICLES DIVISION	24.00
97316	12/07/2017	NORTHWEST NATURAL GAS	47.48
97317	12/07/2017	OFFICE DEPOT	202.79
97318	12/07/2017	OIL PRICE INFORMATION SERVICE	232.00
97319	12/07/2017	OREGON SPINE/PHYSICAL THERAPY	95.00
97320	12/07/2017	OREGON STATE POLICE	68.00
97321	12/07/2017	RAY KLEIN, INC	364.29
97322	12/07/2017	RG MEDIA COMPANY	332.50
97323	12/07/2017	SPRINGFIELD MOTORS, INC.	115.88
97324	12/07/2017	SPRINGFIELD UTILITY BOARD	0.00
97325	12/07/2017	SPRINGFIELD UTILITY BOARD	971.26
97326	12/07/2017	TYLER TECHNOLOGIES, INC - Annual Support Contract for Eden	33,093.59
97327	12/07/2017	WHA INSURANCE AGENCY, INC.	2,436.95
97328	12/07/2017	WYATT'S TIRE COMPANY	312.44
97329	12/07/2017	ADVANCED TRAFFIC PRODUCTS, INC - 14 GT Opticom Traffic Priority Systems	42,280.00
97330	12/07/2017	CAIC PRIMARY	1,201.27
97331	12/07/2017	GORDON TRUCK CENTERS, INC.	464.08
97332	12/07/2017	GRACE TOWING, LLC	200.00
97333	12/07/2017	JERRY'S HOME IMPROVEMENT CTR	921.31
97334	12/07/2017	LTD & ATU PENSION TRUST	118,680.74
97335	12/07/2017	LTD EMPLOYEES FUND	208.00
97336	12/07/2017	LTD SALARIED EMP. PENSION PLAN	95,195.60
97337	12/07/2017	NORTH COAST ELECTRIC	97.00
97338	12/07/2017	OGLETREE, DEAKINS, NASH, SMOAK	7,590.49
97339	12/07/2017	PRE-PAID LEGAL SERVICES INC.	309.00
97340	12/07/2017	SMITH DAWSON & ANDREWS, INC.	2,415.00
97341	12/07/2017	TOUCHPOINT NETWORKS LLC	195.00
97342	12/07/2017	UNITED WAY OF LANE COUNTY	554.00
97343	12/07/2017	WILDISH BUILDING COMPANY - WEE Contingency Acim barsements	299,203.51
97344	12/07/2017	WOODBURY ENERGY CO. INC.	398.04
97345	12/14/2017	ADVERTEISING PRODUCTS & PROMOS	598.00



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Check #	Date	Vendor	Check Amount
97346	12/14/2017	NEIL M BLICKFELDT	215.80
97347	12/14/2017	CAPITAL ONE COMMERCIAL	289.00
97348	12/14/2017	ERGO FLEX CONSULTING, INC.	217.50
97349	12/14/2017	EUGENE WATER & ELECTRIC BOARD	0.00
97350	12/14/2017	EUGENE WATER & ELECTRIC BOARD	8,962.61
97351	12/14/2017	HELSELL FETTERMAN LLP	765.00
97352	12/14/2017	LANE COUNTY YOUTH SERVICES	3,982.00
97353	12/14/2017	LTD REIMBURSEMENT PLAN	1,416.70
97354	12/14/2017	DEBERA L MASSAHOS	140.49
97355	12/14/2017	NORTHWEST NATURAL GAS	7,454.27
97356	12/14/2017	OVERHEAD DOOR COMPANY	500.00
97357	12/14/2017	SANIPAC	2,979.50
97358	12/14/2017	SPECIAL DISTRICTS INSURANCE SV	40.33
97359	12/14/2017	SPRINGFIELD UTILITY BOARD	20,771.96
97360	12/14/2017	JOHN O. HACHMANN	5,000.00
97361	12/14/2017	MODA HEALTH	26,857.30
97362	12/14/2017	OGLETREE, DEAKINS, NASH, SMOAK	4,886.63
97363	12/14/2017	RICOH USA, INC.	85.50
97364	12/21/2017	A-1 AUTO GLASS	505.22
97365	12/21/2017	ADVANCED SECURITY, INC.	3,689.00
97366	12/21/2017	ADVERTISING PRODUCTS & PROMOS	3,935.00
97367	12/21/2017	ALTERNATIVE WORK CONCEPTS	12,839.00
97368	12/21/2017	AMAL TRANSIT UNION #757	17,082.04
97369	12/21/2017	BARRETT BUSINESS SERVICES INC	1,546.53
97370	12/21/2017	BRATTAIN INTERNATIONAL TRUCKS	9,578.99
97371	12/21/2017	BUDGET TAXI	54.00
97372	12/21/2017	CAPITAL ONE COMMERCIAL	398.76
97373	12/21/2017	CASCADE TITLE & ESCROW	1,915.00
97374	12/21/2017	CHAPTER 13 TRUSTEE	595.38
97375	12/21/2017	CHILD SUPPORT ENFORCEMENT AGCY	160.00
97376	12/21/2017	CINTAS CORPORATION	3,194.28
97377	12/21/2017	CITY OF EUGENE	1,320.00
97378	12/21/2017	DUKANE RADIATOR & SHEETMETAL	1,337.45
97379	12/21/2017	ESRI, INC.	1,400.00
97380	12/21/2017	LLC FUSSY'S @ VALLEY RIVER PLAZA	69.65
97381	12/21/2017	HARVEY & PRICE COMPANY	2,350.00
97382	12/21/2017	MARK L. HAY	10,700.00
97383	12/21/2017	INTERNATIONAL FOUNDATION EBP	170.82
97384	12/21/2017	JMACK INVESTMENTS	745.00
97385	12/21/2017	JOHNSON, ROBERTS, & ASSOCIATES	17.00
97386	12/21/2017	KUHN INVESTMENTS, INC.	14,555.47
97387	12/21/2017	LOOMIS ARMORED US, LLC	19,867.79
97388	12/21/2017	LTD REIMBURSEMENT PLAN	741.97
97389	12/21/2017	DEBERA L MASSAHOS	224.00
97390	12/21/2017	EDWARD S. MCGLONE	310.50
97391	12/21/2017	MEDICAL TRANSPORTATION MGT	804,164.99
97392	12/21/2017	MID-STATE INDUSTRIAL SERVICE	374.20
97393	12/21/2017	MOTOR VEHICLES DIVISION	12.00
97394	12/21/2017	OFFICE DEPOT	327.63
97395	12/21/2017	PETTY CASH - CASSIE MOSTERT	524.60
97396	12/21/2017	KATE REID	1,357.95
97397	12/21/2017	RG MEDIA COMPANY	1,465.46
97398	12/21/2017	TAC TRANSPORTATION, INC.	16,133.50
97399	12/21/2017	THOMSON REUTERS - WEST	250.12

- Legal fees labor relations

Travel training & Transit Host Program / ADA assessments

Misc Parts

Emergency Ride Home Program

- WEE Prop. Title

- R hody express, Florence

- TVM Collection. Up due to WEE

*Bidesource ADA paratransit ops costs
Up Due to Start-up costs of B414K*

Diamond Express & Oakridge



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Check #	Date	Vendor	Check Amount
97400	12/21/2017	TROY M SLONECKER, ATTORNEY	583.89
97401	12/21/2017	UNITED PARCEL SERVICE	700.00
97402	12/21/2017	VALLEY CREDIT SERVICE, INC.	345.24
97403	12/21/2017	WASTE CONNECTIONS, INC	67.13
97404	12/21/2017	WHA INSURANCE AGENCY, INC.	100.00
97405	12/21/2017	WHITE BIRD CLINIC <i>Mental Health Transportation</i>	15,848.00
97406	12/21/2017	WILLAMALANE PARK & RECREATION	516.57
97407	12/21/2017	WYATT'S TIRE COMPANY	1,781.59
97408	12/21/2017	1996 LLC <i>Fm Building & Bus Lot Expansion Architecture</i>	423,008.23
97409	12/21/2017	BELL+FUNK <i>WEG Ads & Support</i>	35,318.68
97410	12/21/2017	BPA VEBA-HRA SERVICES	80.00
97411	12/21/2017	BUCK'S SANITARY SERVICE, INC.	86.50
97412	12/21/2017	CUMMINS NORTHWEST, INC.	0.00
97413	12/21/2017	CUMMINS NORTHWEST, INC.	23,928.87
97414	12/21/2017	EUROFINS ANA LABORATORIES, INC	507.40
97415	12/21/2017	GLORIA, J GALLARDO	20,000.00
97416	12/21/2017	JERRY'S HOME IMPROVEMENT CTR	284.16
97417	12/21/2017	LANE COUNCIL OF GOVERNMENTS <i>Eligibility Assessments</i>	32,086.98
97418	12/21/2017	LTD & ATU PENSION TRUST	108,830.89
97419	12/21/2017	LTD SALARIED EMP. PENSION PLAN	18,397.94
97420	12/21/2017	MOSS ADAMS LLP	37,990.00
97421	12/21/2017	MYRMO & SONS	4,039.06
97422	12/21/2017	NINFA'S ELITE CORPORATION	66,725.01
97423	12/21/2017	ONE CALL CONCEPTS, INC.	22.05
97424	12/21/2017	PARKEON, INC.	111.69
97425	12/21/2017	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	2,974.41
97426	12/21/2017	TAC TRANSPORTATION, INC.	16,520.68
97427	12/21/2017	THORP, PURDY, JEWETT, URNESS,	23,844.89
97428	12/21/2017	UNITED WAY OF LANE COUNTY	554.00
97429	12/21/2017	PHYLLIS L WALKER	11,115.55
97430	12/21/2017	WANNAMAKER CONSULTING, INC.	480.00
97431	12/21/2017	WSP USA INC.	17,403.99
97432	12/28/2017	BARRETT BUSINESS SERVICES INC	255.45
97433	12/28/2017	CAPITAL ONE COMMERCIAL	75.33
97434	12/28/2017	CITY OF EUGENE <i>Moving Ahead IGA</i>	51,798.00
97435	12/28/2017	ERGO FLEX CONSULTING, INC.	325.00
97436	12/28/2017	EUGENE WATER & ELECTRIC BOARD	0.00
97437	12/28/2017	EUGENE WATER & ELECTRIC BOARD <i>West 11th</i>	1,657.13
97438	12/28/2017	FLYNN RESTAURANT GROUP LP <i>Property Acquisition Apple Oregon W 11th</i>	35,000.00
97439	12/28/2017	FORMFOX, INC.	50.00
97440	12/28/2017	HEYMAN'S ENTERPRISES, LTD	42.60
97441	12/28/2017	LANE COUNTY YOUTH SERVICES <i>Catering Contract</i>	3,982.00
97442	12/28/2017	LIFEMAP ASSURANCE COMPANY	11,811.28
97443	12/28/2017	MID-STATE INDUSTRIAL SERVICE	700.00
97444	12/28/2017	NEOPOST USA INC.	811.68
97445	12/28/2017	OFFICE DEPOT	171.55
97446	12/28/2017	PIVOT ARCHITECTURE <i>Santa Clara Community Transit & Bus Lot & Fm Bldg Design</i>	2,373.41
97447	12/28/2017	PROJECT SAFE PLACE	300.00
97448	12/28/2017	PROTECTIVE SERVICE LLC	754.33
97449	12/28/2017	RECORDXPRESS OF CALIFORNIA,LLC	62.93
97450	12/28/2017	THOMAS B SCHWETZ	103.50
97451	12/28/2017	SPECIAL DISTRICTS INSURANCE SV	2,339.58
97452	12/28/2017	SPRINGFIELD UTILITY BOARD	1,484.84
97453	12/28/2017	SUNSHINE PLANT CARE	150.00



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Check #	Date	Vendor	Check Amount
97454	12/28/2017	WILLAMETTE COMM HEALTH SOLUTNS	790.02
97455	12/28/2017	WYATT'S TIRE COMPANY	240.00
97456	12/28/2017	ENVIRONMENTAL SCIENCE &	992.26
97457	12/28/2017	IVOXY CONSULTING, LLC. <i>Juniper switches</i>	2,000.00
97458	12/28/2017	JERRY'S HOME IMPROVEMENT CTR <i>Misc facilities supplies</i>	259.51
97459	12/28/2017	MODA HEALTH <i>Dental fees</i>	2,484.98
97460	12/28/2017	NORTH COAST ELECTRIC	470.71
97461	12/28/2017	RICOH USA, INC.	2,346.23
97462	12/28/2017	ROADRUNNER DELIVERY	373.00
97463	12/28/2017	SITECRAFTING, INC. <i>Webhosting</i>	400.00
97464	12/28/2017	SPRAGUE PEST SOLUTIONS	115.00
97465	12/28/2017	TRAPEZE ITS USA, LLC <i>Nouvo SW for Ridesource</i>	36,398.75
97466	12/28/2017	VISION SERVICE PLAN	4,761.30
97467	12/28/2017	WANNAMAHER CONSULTING, INC. <i>moving Ahead & Main m/Vay Planning</i>	8,160.00
97468	12/28/2017	WOODBURY ENERGY CO. INC. <i>Diesel</i>	100,932.12
91010118	12/31/2017	BENEFIT PLANS ADMIN SVCS, LLC	24,715.00
92010118	12/31/2017	BENEFIT PLANS ADMIN SVCS, LLC <i>VERBA Contribs</i>	380,950.00
802494140	12/07/2017	VALIC %CHASE BANK OF TEXAS <i>- Defined contributions - ATU</i>	82,788.70
802509703	12/21/2017	VALIC %CHASE BANK OF TEXAS <i>- Defined contributions - Admin</i>	77,367.14
802987238	12/07/2017	INTERNAL REVENUE SERVICE-EFTPS	213,910.95
806161219	12/21/2017	OREGON DEPARTMENT OF REVENUE <i>- state withholding</i>	48,680.62
809161206	12/07/2017	OREGON DEPARTMENT OF REVENUE	50,834.51
810272017	12/14/2017	NEOPOST USA INC.	3,000.00
813493415	12/07/2017	MASS MUTUAL FINANCIAL GROUP	3,814.76
814698671	12/04/2017	BANK OF AMERICA	24.90
814698676	12/04/2017	BANK OF AMERICA	2,266.16
814698677	12/04/2017	BANK OF AMERICA	2,599.69
817160828	12/21/2017	MASS MUTUAL FINANCIAL GROUP	3,891.88
832026458	12/14/2017	INTERNAL REVENUE SERVICE-EFTPS	103.44
851114010	12/07/2017	OREGON DEPARTMENT OF JUSTICE	1,759.00
851325223	12/21/2017	OREGON DEPARTMENT OF JUSTICE	1,759.00
862291632	12/21/2017	INTERNAL REVENUE SERVICE-EFTPS <i>FICA - employer cost</i>	203,474.02
194 Checks			\$3,930,246.15

LANE TRANSIT DISTRICT
November 2017 Performance Report
19-December-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
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Fixed Route Service

Passenger Boardings	896,514	894,382	+ 0.2%	4,117,480	4,125,281	- 0.2%	10,195,899	10,276,972	- 0.8%
Mobility Assisted Riders	11,397	13,094	- 13.0%	65,115	70,147	- 7.2%	150,622	164,982	- 8.7%

Average Passenger Boardings:

Weekday	36,196	35,205	+ 2.8%	31,920	31,760	+ 0.5%	33,368	33,760	- 1.2%
Saturday	22,109	18,514	+ 19.4%	20,403	19,921	+ 2.4%	19,001	18,839	+ 0.9%
Sunday	11,991	11,456	+ 4.7%	11,187	10,514	+ 6.4%	10,997	10,163	+ 8.2%
Monthly Revenue Hours	25,056	22,765	+ 10.1%	122,927	113,872	+ 8.0%	290,335	271,787	+ 6.8%
Boardings Per Revenue Hour	35.8	39.3	- 8.9%	33.50	36.23	- 7.5%	35.12	37.81	- 7.1%
Weekly Revenue Hours	6,048	5,312	+ 13.9%	5,667	5,212	+ 8.7%	5,586	5,217	+ 7.1%
Weekdays	21	22		107	109		260	261	
Saturdays	4	4		22	22		52	52	
Sundays	4	4		23	22		52	52	

Farebox Revenues & Sales*

Farebox Revenue	\$116,995	\$145,473	- 19.6%	\$732,828	\$768,498	- 4.6%	\$1,728,153	\$1,849,023	- 6.5%
Adult Pass	2,981	2,755	+ 8.2%	12,792	11,704	+ 9.3%	32,780	28,551	+ 14.8%
Youth Pass	875	1,007	- 13.1%	2,886	3,768	- 23.4%	8,953	10,834	- 17.4%
Reduced Fare Pass	994	1,060	- 6.2%	4,488	5,365	- 16.3%	32,780	28,551	+ 14.8%
Adult 3 Month Pass	100	99	+ 1.0%	674	693	- 2.8%	1,744	1,986	- 12.2%
Youth 3 Month Pass	58	74	- 21.6%	343	348	- 1.4%	750	697	+ 7.6%
Reduced Fare 3 Month Pass	46	41	+ 12.2%	252	238	+ 5.9%	639	607	+ 5.3%
Adult 10-Ride Ticket Book	1,635	1,723	- 5.1%	8,422	8,637	- 2.5%	21,439	20,666	+ 3.7%
Half-Fare 10-Ride Ticket Book	311	302	+ 3.0%	1,882	1,968	- 4.4%	4,405	4,750	- 7.3%
RideSource 10-Ride Ticket Book	311	468	- 33.5%	1,931	2,061	- 6.3%	4,693	5,247	- 10.6%

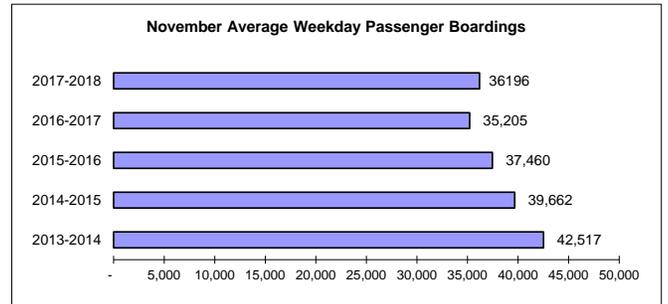
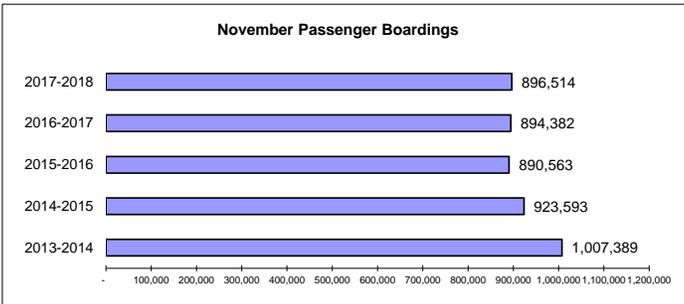
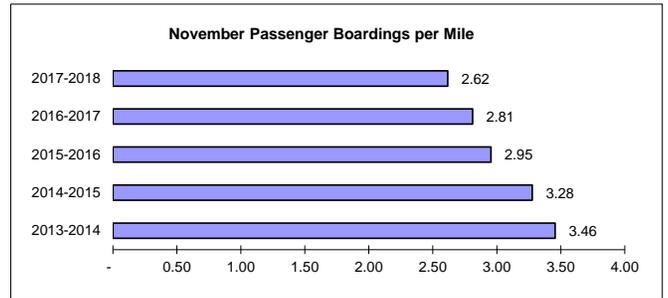
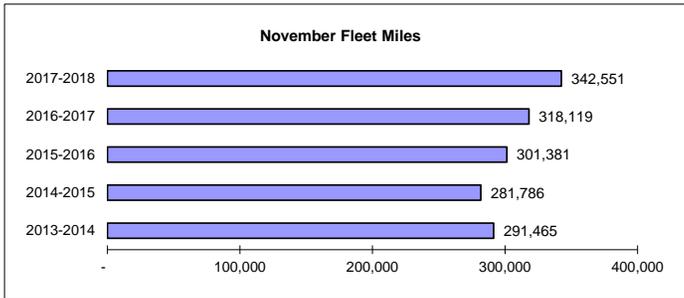
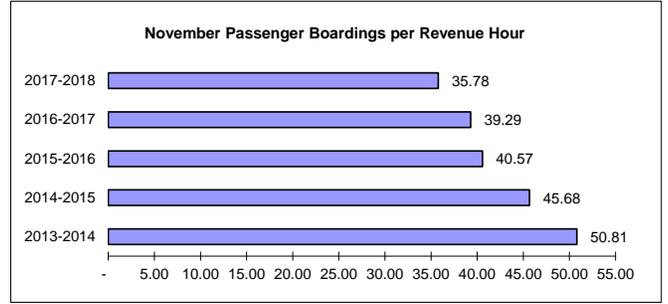
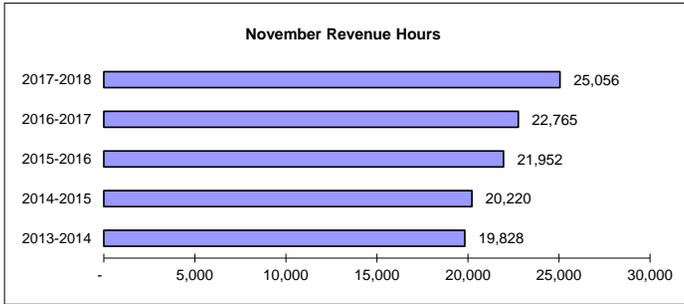
*Group Pass Program revenues, which typically make up about 1/3 of all passenger revenues, are not included in this report. Finance reports total passenger revenues inclusive of Group Pass on a quarterly basis.

Fleet Services

Fleet Miles	342,551	318,119	+ 7.7%	1,706,934	1,598,034	+ 6.8%	4,039,495	3,814,584	+ 5.9%
Average Passenger Boardings/Mile	2.62	2.81	- 6.9%	2.41	2.58	- 6.6%	2.52	2.69	- 6.3%
Fuel Cost	\$183,329	\$209,874	- 12.6%	\$861,288	\$1,362,740	- 36.8%	\$1,940,209	\$2,712,163	- 28.5%
Fuel Cost Per Mile	\$0.535	\$0.660	- 18.9%	\$0.505	\$0.853	- 40.8%	\$0.480	\$0.711	- 32.4%
Repair Costs	\$290,629	\$235,875	+ 23.2%	\$1,355,085	\$1,116,344	+ 21.4%	\$3,379,940	\$2,675,881	+ 26.3%
Total Repair Cost Per Mile	\$0.848	\$0.741	+ 14.4%	\$0.794	\$0.699	+ 13.6%	\$0.837	\$0.701	+ 19.3%
Preventive Maintenance Costs	\$43,853	\$32,527	+ 34.8%	\$176,684	\$181,507	- 2.7%	\$424,596	\$423,421	+ 0.3%
Total PM Cost Per Mile	\$0.128	\$0.102	+ 25.2%	\$0.104	\$0.114	- 8.9%	\$0.105	\$0.111	- 5.3%
Mechanical Road Calls	38	26	+ 46.2%	163	131	+ 24.4%	444	383	+ 15.9%
Miles/Mech. Road Call	9,015	12,235	- 26.3%	10,472	12,199	- 14.2%	9,098	9,960	- 8.7%

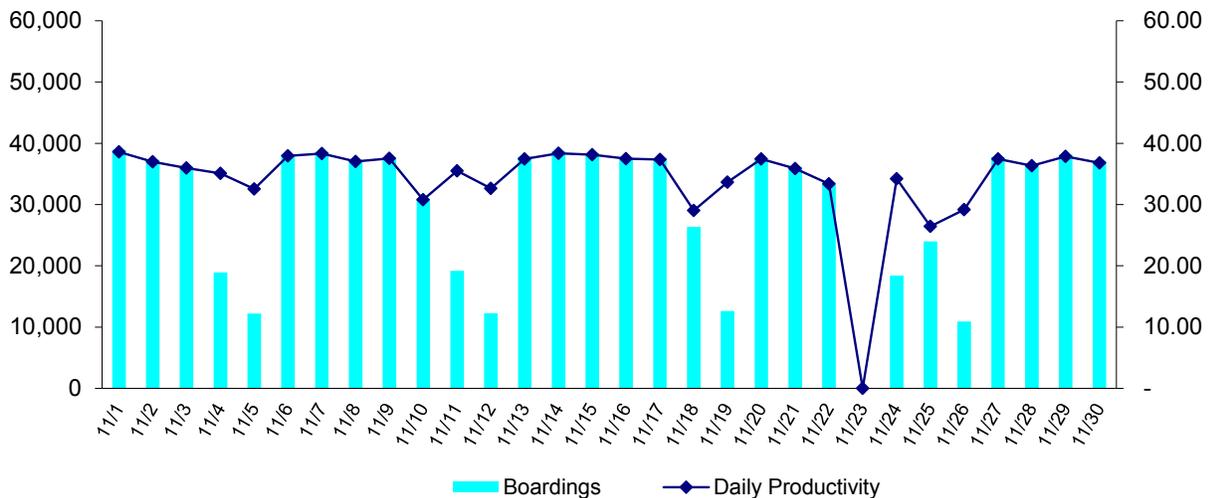
MTM

MTM Rides	15,954	14,676	+ 8.7%	79,075	73,678	+ 7.3%	182,969	183,310	- 0.2%
RideSource	6,936	7,177	- 3.4%	34,951	35,978	- 2.9%	86,132	87,471	- 1.5%



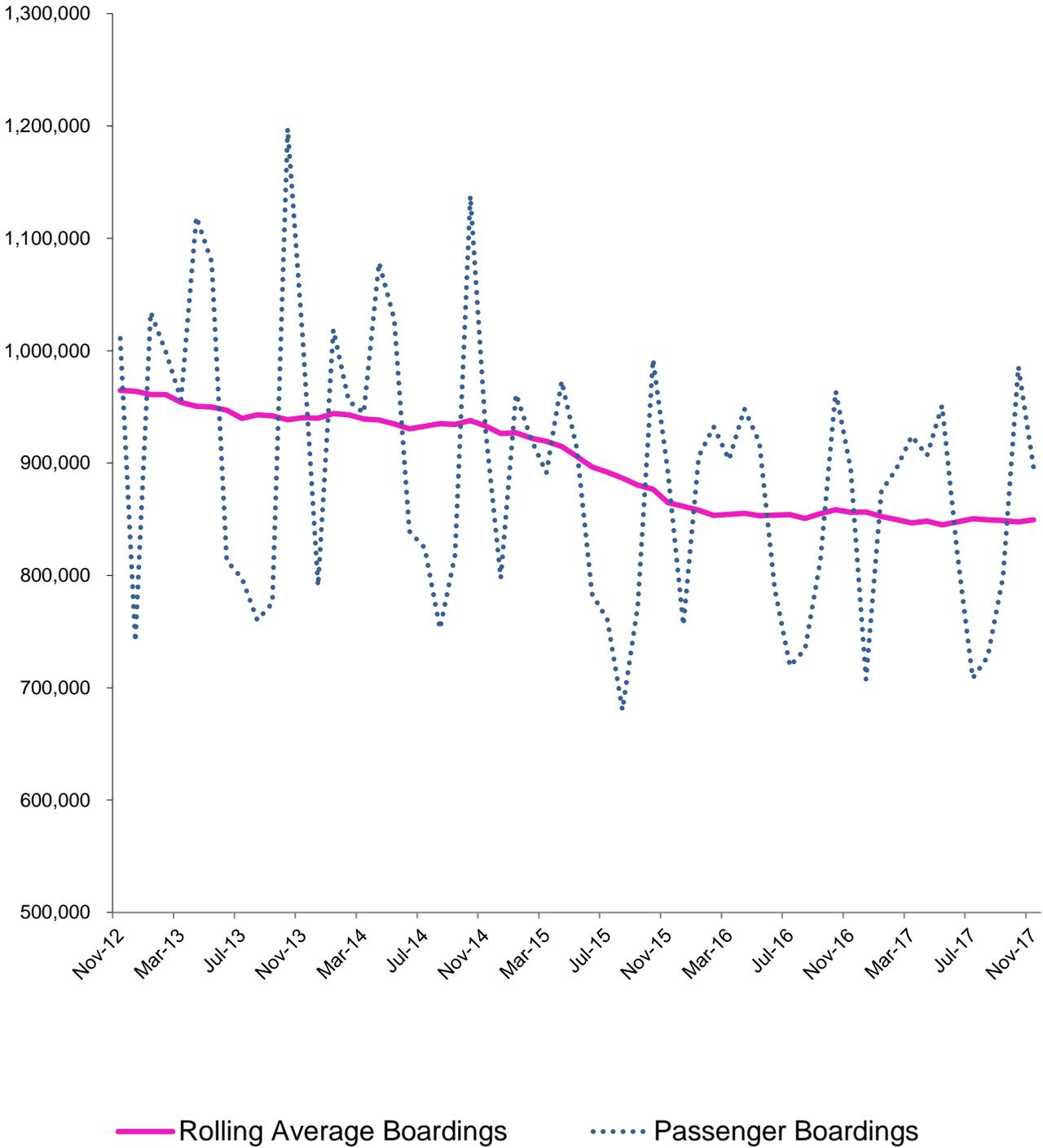
Daily Ridership Recap November 2017

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
11/1/2017	Wednesday	Weekday	38,934	610	1009	38.59
11/2/2017	Thursday	Weekday	37,295	461	1008	37.00
11/3/2017	Friday	Weekday	36,199	601	1007	35.95
11/4/2017	Saturday	Saturday	18,920	334	539	35.10
11/5/2017	Sunday	Sunday	12,201	140	375	32.54
11/6/2017	Monday	Weekday	38,189	506	1006	37.96
11/7/2017	Tuesday	Weekday	38,609	538	1007	38.34
11/8/2017	Wednesday	Weekday	37,252	434	1006	37.03
11/9/2017	Thursday	Weekday	37,737	521	1005	37.55
11/10/2017	Friday	Weekday	30,927	272	1005	30.77
11/11/2017	Saturday	Saturday	19,162	321	540	35.49
11/12/2017	Sunday	Sunday	12,236	202	375	32.63
11/13/2017	Monday	Weekday	37,791	392	1009	37.45
11/14/2017	Tuesday	Weekday	38,667	518	1008	38.36
11/15/2017	Wednesday	Weekday	38,421	434	1008	38.12
11/16/2017	Thursday	Weekday	37,594	397	1003	37.48
11/17/2017	Friday	Weekday	37,586	453	1006	37.36
11/18/2017	Saturday	Saturday	26,367	320	908	29.04
11/19/2017	Sunday	Sunday	12,613	171	375	33.63
11/20/2017	Monday	Weekday	37,305	465	996	37.45
11/21/2017	Tuesday	Weekday	36,124	396	1007	35.87
11/22/2017	Wednesday	Weekday	33,605	477	1007	33.37
11/23/2017	Thursday	No Service	-	-	-	-
11/24/2017	Friday	Weekday	18,407	281	538	34.21
11/25/2017	Saturday	Saturday	23,988	240	907	26.45
11/26/2017	Sunday	Sunday	10,913	91	374	29.18
11/27/2017	Monday	Weekday	37,760	502	1009	37.42
11/28/2017	Tuesday	Weekday	36,460	390	1003	36.35
11/29/2017	Wednesday	Weekday	38,133	515	1007	37.87
11/30/2017	Thursday	Weekday	37,119	415	1009	36.79
Totals			896,514	11,397	25,056	35.78



LANE TRANSIT DISTRICT

Five Year History of Passenger Boardings





MONTHLY DEPARTMENT REPORTS

January 17, 2018

OFFICE OF THE GENERAL MANAGER

Aurora Jackson, General Manager

There is no department report this month.

SERVICE DELIVERY

Mark Johnson, Assistant General Manager

POINT2POINT

Theresa Brand, Point2Point Manager

Some key initiatives this month included:

- Completion of the draft of the *Safe Routes to Schools Regional Strategy* that will lead the program efforts at the three school districts for the next five years. Carolyn Chase will come to the Board soon to answer any questions regarding the plan.
- Staff continue to actively assist the Safe Routes to Schools Regional Staff with outreach to children, parents and school staff on active transportation options to and from school.
- Staff lead outreach efforts to HACSA Housing sites in Eugene, meeting with staff and resident sharing transportation options information and problem solving.
- Staff lead Be Safe Be Seen Safety events in Florence, Oakridge and Cottage Grove in order to share safety information and supplies to residents can be more easily seen during the dark winter months.
- Point2point is in the process of hiring a Project Leader to complete the Employer Transportation Coordinator Toolkit Pilot Project funded by an ODOT grant. This work will commence in January and conclude in September of 2018.
- Staff have been assisting a few large employers along County Club Road to survey their employees transportation habits and work together to share options for their travel to and from work.
- Staff are actively recruiting for two new vanpools that would travel, 1 to Albany and the other to Eugene from Salem. If successful, this could result in a total of 18 vanpools traveling daily up and down the I-5 corridor. Last year the existing vanpools resulted in 2 Million less miles being driven on I-5.

- Staff are working with the local jurisdictions to enhance the use of the local carshare programs. This could result in some of the jurisdictions using some carshare vehicles for their Fleet use.

Public Safety

Frank Wilson, Public Safety & System Security Manager

- There were 25 exclusions and 85 warnings in November compared to 61 exclusions and 68 warnings for October. There were 146 trespasses this month and 71 last October **(+105.6%)**. The number of trespasses this month decreased from last month's number of 202 **(-27.7%)**.
- There were 253 (280 in October) incidents of Ordinance 36 violations (all but 9 were written by LTD Public Safety Officers and Fare Inspectors). There were 10 Medical Incidents, 6 Customer Service Assists, 3 Police Assist, 1 Exclusion Issuances, and 25 Community Court. **Officers dealt with 114 Lost and Found items (164 in September) which is equal to 9.5 hrs.**
- LTD Public Safety continues to meet weekly with a large group of downtown Eugene merchants and stakeholders regarding the deteriorating conditions in the downtown areas. Incidents on and around Eugene Station remain flat.
- The area of 10th & Olive St near Eugene Station is still problematic. There have been several incidents of young people walking, jumping or projecting objects in front of buses making the right hand turn at that intersection. We are working with EPD to identify these subjects. Once identified, they are located and charged with IPT by EPD.
- ******CONTINUING ISSUE****** Public Safety continues to encounter many people living on the street and their animals. As in the past, these people are armed with edged weapons and baseball bats, making contact with them by LTD Officers dangerous. Recently, there have been two incidents where concealed (illegal) firearms have been discovered during the course of arrest or exclusion by LTD Public Safety Officers.
- The Eugene Community Court is continuing to hold sessions every Friday, hearing low-level offenses that occur in the downtown area. LTD continues as a "service provider", exchanging Community Court vouchers for special bus passes, enabling them to access services. **In the first year, LTD provided transit services to community court participants, which exceeded a \$10,000.00 value, for the 219 community court passes issued. Each Community Court pass entitles the participant to use the transit system from 6:00am to 7:00pm Monday through Friday. This allows them to participate in programs mandated by the Community Court for drug/alcohol treatment, housing issues, medical appoints and mental health counseling, among other services.**

Custody arrests in November:

- 15 people were arrested by PSOs (compared to 8 in September):
 - Three were placed under custody arrest by PSO. Law enforcement arrived, cited for CT2, and transported to jail.
 - Two were placed under custody arrest by PSO. Law enforcement arrived and cited for CT2 & IPT. They were transported to jail.
 - One was placed under custody arrest by PSO. Law enforcement arrived, cited for CT2, IPT, and warrants. He was transported to jail.

- One was placed under custody arrest by PSO. Law enforcement arrived and cited for CT2, IPT and Theft of Services. He was transported to jail.
- One was placed under custody arrest by PSO. Law enforcement arrived and cited for IPT. He was transported to jail.
- One was placed under custody arrest by PSO. Law enforcement arrived and cited for Menacing and Disorderly Conduct. He was transported to jail.
- Three were placed under custody arrest by PSO. Law enforcement arrived and cited for CT2. They were then released.
- One was placed under custody arrest by PSO. Law enforcement arrived and cited for IPT. He was then released.
- One was placed under custody arrest by PSO. Law enforcement arrived and cited for CT2 and IPT. He was then released.
- One was placed under custody arrest by PSO. Law enforcement arrived and offered CAHOOTS and a Greyhound ticket to leave town. She accepted both but ended up trespassing again in December.

Criminal citations in November (5 – 5 from above; 6 in September):

- See above.

Police Arrests in November (10 – 1 from above; 11 in September):

- One was arrested by Law Enforcement for Criminal Trespass 2 and Disorderly Conduct 2. She was transported to jail.

Exclusions Issued:

	<u>November 2017</u>	<u>October 2017</u>	<u>November 2016</u>
Criminal Activity	(8) 32%	(14) 23%	(9) 17%
Dist. Property	(10) 40%	(23) 38%	(4) 8%
Alcohol/Drugs	(4) 16%	(6) 10%	(5) 9%
Dis. Conduct	(2) 8%	(6) 10%	(12) 23%
Smoking	0%	(3) 5%	(1) 2%
Language	0%	0%	(1) 2%
Litter/Spit	0%	(1) 2%	0%
Harassment	0%	(2) 3%	0%
Fare Enforcement	0%	(4) 6%	(17) 33%
Weapons	0%	0%	0%
Animals	0%	0%	0%
Physically Disabled	0%	0%	0%
Void Reinstatement	0%	0%	(3) 6%
Repulsive Odor	0%	0%	0%
Radios	0%	0%	0%

Safety Passenger	(1) 4%	(2) 3%	0%
Packages	0%	0%	0%

Major Public Safety Activities:

- Attended weekly Downtown Eugene Police Public Safety management meeting.
- Attended monthly Downtown Eugene, Public Safety stakeholder’s group meeting.
- Weekly Exclusion Review meetings and Appeals.
- Continued meetings with Eugene Municipal Court and prosecutor, regarding Community Court program.
- Continued Public Safety Officer Presence at LTD public meetings.
- Full Scale emergency response drill scheduled with Lane County Sheriff’s Office in December.
- Two additional Transit Officers will start the Sheriff’s Academy in January 2018.
- There are no items of concern to report from the City of Springfield prosecutor or police.

Exclusion Case Reviews/Hearings:

November	
7	Full Reinstatement
3	Limited Reinstatement
2	Denied
5	No Show
17	Total

Court Cases:

Name: Hanna Elizabeth Louise Elliot aka Shawn Patrick Elliot
 Charges: Physical Harassment, IPT
 Court: Juvenile Court (Serbu)
 Officer: C. Désert
 Outcome: No longer scheduled.

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.

LTD Board Meeting Annual Calendar

Action Items
Information Items

2017-18

<p style="text-align: center;">January - 1/17/2018</p> <p>Regular BD Meeting:</p> <ul style="list-style-type: none"> ● DBE – Policy, LTD Website Efforts, Q&A ● FY 2017 Financial Report ● GM Annual Review-Need Resolution ● ATC ¾ Boundary ● COA Update ● Santa Clara Property ● Exec Session – ATU Update <p>Work Session:</p> <ul style="list-style-type: none"> ● 	<p style="text-align: center;">February – 20/21/2018</p> <p>Board Retreat – Feb 20/21</p> <ul style="list-style-type: none"> ● Roadmap Mission Statement ● LRTP (20 years) ● Revisit Boar Requests ● Develop Annual Calendar ● Board Governance ● SharePoint ● Ethics Training - OGEC <p>Regular BD Meeting – Feb 21</p> <ul style="list-style-type: none"> ● FY 2018 mid-year financials ● COA Update ● Bylaws/Procedures Approval ● Comm Analysis Contract Update ● Youth Pass/ Low income Fare Discussion ● Website changes/Improved transparency – Dept Report 	<p style="text-align: center;">March - 3/21/2018</p> <p>Regular BD Meeting:</p> <ul style="list-style-type: none"> ● Annual Route Review/Fare Policy Changes ● COA Update ● Ordinance 45 2nd reading ● Contract Claims Review Policy? Ordinance 45 – 1st reading ● Youth Pass Program – info/feedback ● Electronic Fare Media Update (possible joint mtg w/SPC) <p>Work Session:</p> <ul style="list-style-type: none"> ● Santa Clara Project ● Budget Comm Member Vacancy ● Service committee
<p style="text-align: center;">April - 4/18/2018</p> <p>Regular BD Meeting:</p> <ul style="list-style-type: none"> ● FY 2018 Budget Public Hearing ● LRFP <p>Work Session:</p>	<p style="text-align: center;">May - 5/16/2018</p> <p>Regular BD Meeting:</p> <ul style="list-style-type: none"> ● FY 2018 Budget Adoption ● LRFP ● DBBA <p>Work Session:</p>	<p style="text-align: center;">June - 6/20/2018</p> <p>Regular BD Meeting:</p> <ul style="list-style-type: none"> ● Youth Pass – Public Hearing <p>Work Session:</p> <ul style="list-style-type: none"> ●
<p style="text-align: center;">July - 7/18/2018</p> <p>Regular BD Meeting:</p> <ul style="list-style-type: none"> ● Youth Pass Adoption <p>Work Session:</p>	<p style="text-align: center;">August - 8/15/2018</p> <p>Regular BD Meeting:</p> <p>Work Session:</p>	<p style="text-align: center;">September - 9/19/2018</p> <p>Regular BD Meeting:</p> <p>Work Session:</p>

October - 10/17/2018	November - 9/21/2018	December - 12/19/2018
<p data-bbox="74 191 334 222"><u>Regular BD Meeting:</u></p> <ul data-bbox="126 226 220 258" style="list-style-type: none"><li data-bbox="126 226 220 258">• CIP <p data-bbox="74 300 256 331"><u>Work Session:</u></p>	<p data-bbox="573 191 833 222"><u>Regular BD Meeting:</u></p> <ul data-bbox="625 226 719 258" style="list-style-type: none"><li data-bbox="625 226 719 258">• CIP <p data-bbox="573 300 755 331"><u>Work Session:</u></p>	<p data-bbox="1071 191 1331 222"><u>Regular BD Meeting:</u></p> <p data-bbox="1071 300 1253 331"><u>Work Session:</u></p>

Date: December 28, 2017
To: Board of Directors of Lane Transit District
From: Moss Adams Audit Team
Subject: Audit Extension

Moss Adams LLP and LTD management have determined that more time is needed in order to complete the June 30, 2017 audit and as such, have successfully obtained a waiver from the State of Oregon Audit's Division through February 2, 2018. There are several factors involved in this decision, but the primary factor is the audit contract was not completed until November 10th, so there was limited time to complete the work by December 31st. In addition to auditing LTD's financial statements, Moss Adams LLP has been engaged in auditing LTD's two pension plans, two major federal programs and completing an agreed-upon procedure report for the Department of Transportation.

Overall, we have found that LTD management have been open and diligent in providing us information and we are very close in completing and issuing all of our required reports. Now that we're under contract for future audit years, we'll have the opportunity to schedule the audit earlier in the calendar year going forward.

Summary of Responses Received for General Manager's Evaluation - 2017

There were four questions that were asked of local stakeholders regarding the performance of the General Manager. The scoring was ranked as unacceptable, average, outstanding, and exceptional with additional rankings of improving, worse, or the same.

The questions were as follows:

1. Under the General Manager's leadership, how is LTD doing?
2. Has the General Manger improved LTD's political reputation?
3. How well does the General Manager interact with its community partners?
4. Under the General Manager's leadership, how well does LTD meet the mass transit needs of the community?
5. How is the General Manager doing in building relationships with the community?
6. How has the General Manager done in finding additional resources for mass transit?

The average responses received indicated outstanding to exceptional and improving.

In addition to these questions the stakeholders were also asked to provide comments on the General Managers' strengths and weaknesses. The feedback received regarding the General Managers' strengths included:

- A.J. is a strong listener within the community, and is perceived as very transparent.
- A.J. is very perceptive and effective at 'getting to the heart' of issues.
- A.J. has a strong and positive presence within the community.
- A.J. has a positive and strong understanding of the value and need for transit in the community.
- Under A.J.'s leadership, the community's perception that LTD doesn't listen is improving.
- Under A.J.'s leadership, there appears to be an improvement in fiscal responsibility.

With regard to weaknesses, none were communicated; however, there were some suggestions offered. These include:

- A more frequent General Manager and LTD staff presence at local non-transit related community events to integrate LTD more with our local community.
- Strive to work more at a level that oversees the organization as opposed to in the weeds with staff.
- There is a perception that workflow and communication between staff internally could use improvement.
- There is a perception that the District could use improvement in project management skills with regard to financial transparency in project reporting provided to the public and the Board.
- Improved leadership and effectiveness of the Boards committees.

LTD General Manager Evaluation – 2017

	<u>Goal/Objective</u>	<u>Evaluation</u>	<u>Comment</u>
1	Continue relationship building with the Board, community and LTD personnel.	Exceeds Expectations	A.J. has made a significant effort to become a part of the community and represent LTD. A.J. also has meetings and contacts with Board members outside of regular work hours, which has been valuable to the Board. The Board recognizes this takes a significant amount of A.J.'s time.
2	Continue recommending modifications to operational procedures that need adjustment.	Exceeds Expectations	Under A.J.'s leadership, LTD has made great improvements in this area. The increased transparency with regard to the budget is valued, and the Board recognizes that took a lot of work. The Board now approves contracts in excess of \$150,000, which further increases transparency and helps keep the Board more informed. The Board is informed of both negative and positive issues (e.g. tax overpayment issues, Medicaid), which is key to maintaining a well-informed Board. Under A.J.'s leadership, LTD has gone through a major restructuring of personnel, and has retained new outside consultants (e.g. external auditor).
3	Continue leading the Board in developing efficiencies related to the Board advisory committees, fiscal responsibility, service quality, and communication.	Meets Expectations	
4	Continue leading the Board in developing a Short-Range Transportation Plan (3 years).	Meets Expectations	
5	Continue to investigate additional revenue sources for transit.	Exceeds Expectations	A.J. strongly advocated for both the passage of the Transportation Bill and additional funding for LTD within the bill, both of which were successful. She continues to be involved in the rulemaking process.
6	Develop processes for improving the agency's cost effectiveness.	Exceeds Expectations	Under A.J.'s leadership, LTD has made great improvements in this area. The Board recognizes that this is a very broad goal, which touches on all facets of LTD. A.J.'s dynamic leadership and expertise in the transit industry have been the driving force behind some difficult organizational changes that are necessary to accomplish this goal. Also see the comment to Goal #2, above.
7	Continue leading the Board in developing a Long-Range Transportation Plan (10 years).	Meets Expectations	

AUDIENCE PARTICIPATION SIGN-UP SHEET—LTD REGULAR BOARD MEETING

Date: January 17, 2018

Note: Please note that your verbal testimony is limited to three (3) minutes. If you wish to present written materials, please furnish at least one copy to the Clerk of the Board/Recording Secretary for the official record.

NAME	ADDRESS (Street Address, City, Zip Code)	GROUP / REPRESENTING	TOPIC
Betty Grant	840 Jackson St. Eug	No. Eugene Homeless Advocacy	car camping
Rob. Zako			

* This document is a public record subject to disclosure under the Oregon Public Records Law.