



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

**Wednesday, February 21, 2018**

**Special Meeting 2:45 p.m.**

**Oregon Trail Council – Boy Scouts of America Conference Room,  
2525 Martin Luther King, Jr. Boulevard, Eugene**

**AGENDA**

| <u>Time</u> |  | <u>Page</u> |
|-------------|--|-------------|
| 2:45 p.m.   | I. CALL TO ORDER   |             |
| 2:46 p.m.   | II. ROLL CALL  |             |
|             | <input type="checkbox"/> Wick <input type="checkbox"/> Yett <input type="checkbox"/> Wildish <input type="checkbox"/> Yeh <input type="checkbox"/> Reid <input type="checkbox"/> Necker <input type="checkbox"/> Nordin  |             |
| 2:47 p.m.   | III. PRELIMINARY REMARKS BY BOARD PRESIDENT  |             |
| 2:48 p.m.   | IV. COMMENTS FROM THE GENERAL MANAGER  |             |
|             | <i>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.</i>   |             |
| 2:49 p.m.   | V. ANNOUNCEMENTS AND ADDITIONS TO AGENDA   |             |
|             | <i>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.</i>   |             |
| 2:50 p.m.   | VI. BOARD CALENDAR   |             |
|             | <i>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.</i>  |             |
|             | <i>Updated Board Activity Calendars are sent separately for Board members.</i>   |             |
| 2:52 p.m.   | VII. EMPLOYEE OF THE MONTH – MARCH   | 4           |
| 2:55 p.m.   | VIII. AUDIENCE PARTICIPATION   |             |
|             | ◆ <i><u>Public Comment Note:</u> This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.</i> |             |
|             | ◆ <i>Citizens testifying are asked to limit testimony to three minutes.</i>  |             |

| <u>Time</u> |   | <u>Page</u> |
|-------------|---|-------------|
|             | IX. ITEMS FOR ACTION AT THIS MEETING  |             |
| 3:05 p.m.   | A. Consent Calendar:<br>1. Minutes of the January 17, 2018, Regular Board Meeting<br>2. Delegated Authority Report – January  | 5           |
| 3:10 p.m.   | B. Fiscal Year 2016-2017 Independent Audit Report and Comprehensive Annual Financial Report<br>[Christina Shew]<br><br><i>The Board of Directors will receive a report from Moss Adams, LLP regarding their audit report and the Board will be asked to approve the District’s Comprehensive Annual Financial Report.</i>   | 13          |
| 3:30 p.m.   | C. Appropriation of ConnectOregon V Grant for the Commerce Street Connect Bridge Project<br>[Christina Shew]<br><br><i>The Board of Directors will receive a report regarding the funds transfer needed for the Commerce Street Connect Bridge capital project and will be asked to approve the transfer.</i>   | 15          |
| 3:45 p.m.   | D. Ad Hoc Fare Committee – Youth and Low Income Fare Program<br>[Aurora Jackson]<br><br><i>The Board President will create a committee to review the District’s entire fare structure and how it addresses the communities’ youth and low income.</i>   |             |
| 4:10 p.m.   | E. LTD Fare Policy<br>[Aurora Jackson]<br><br><i>This agenda item is for the Board of Directors to discuss potential changes to LTD’s Fare Policy.</i>  |             |
|             | X. ITEMS FOR INFORMATION AT THIS MEETING  |             |
| 4:35 p.m.   | A. Board Member Reports<br>[Aurora Jackson]<br><br><i>This agenda item provides an update to Board members of the activities and reports provided at LTD Board committees and local committees that Board members attend as District representatives.</i>   | 17          |
| 4:40 p.m.   | B. Monthly Financial Reports – December<br>[Christina Shew]<br><br><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>  | 19          |
| 4:45 p.m.   | C. Monthly Grant Report – January (respond if questions)<br>[Christina Shew]<br><br><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> | 21          |

Time

- 4:47 p.m. D. Monthly Cash Disbursements – January (respond if questions) 34  
[Christina Shew]  
*This agenda item is being provided in response to the Board's request for the implementation of financial practices that are consistent with other public entities. This agenda item provides a complete listing of all non-payroll disbursements for the current month.*
- 4:48 p.m. E. Monthly Performance Reports – December/January (respond if questions) 39  
[Aurora Jackson]  
*In response to a request by the Board for regular reporting on the District's performance in several areas, monthly performance reports are provided for the Board's information. On a quarterly basis, staff will present a review of key metrics that are trending in the performance report.*
- 4:49 p.m. F. Monthly Department Reports – February (respond if questions) 43  
[Aurora Jackson]  
*Monthly reports on activities within departments and throughout the District are provided for the Board's information.*
- 4:50 p.m. XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING 45  
*Attached is a calendar of Action or Information items that will be included on the agenda for future Board meetings.*
- 4:52 p.m. XII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD  
*Listed below are Action or Information items that the Board has requested be included on the agendas for future Board meetings.*  
A. Disadvantaged Business Enterprise Policy and Program
- 4:55 p.m. VIII. 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:** February 21, 2018

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

**PREPARED BY:** Camille Gandolfi, Clerk of the Board

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### **BACKGROUND:**

Accessible Services Specialist John Ahlen has been selected to receive the March 2018 Employee of the Month (EOM) award. John was hired in September, 2016.

John began his career taking the lead on the Discretionary Grant process, allocating 5310 and Special Transportation Fund grants for community transportation projects. John is staff Liaison to our Accessible Transportation Committee and has attended every fall training in 2017 as we rolled out our Paw Print program for people traveling with service animals.

John has received numerous compliments from both customers and co-workers. In particular, co-workers note John's flexibility and creative thinking. He is adept at guiding discussion, making issues accessible to community members of all abilities, is passionate about his work, and values public service through his work ethic and conduct.

When asked to comment on John's selection as Employee of the Month, Accessible and Customer Service Manager, Cosette Rees said:

During his time with LTD, John has become not only proficient but innovative in navigating the prescriptive federal, state, and agency requirements. John's greatest gift is ensuring we are compliant while compassionately meeting the needs of our riders and community. John's perspective and communication skills, primarily listening, allows him to be solution-oriented, both internally with operations and externally with customers. John is also keenly aware of and sensitive to the needs of his coworkers.

It is a pleasure working with John.

### **AWARD:**

John will attend the February 21 meeting to be introduced to the Board and to receive his award.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 21, 2018

**ITEM TITLE:** CONSENT CALENDAR

**PREPARED BY:** Camille Gandolfi, Clerk of the Board

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

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**BACKGROUND:**

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

The Consent Calendar for February 21, 2018, consists of:

- Approval of the Minutes of the January 17, 2018, Regular Board Meeting
- Approval of Delegated Authority Report-January

**ATTACHMENT:** 1) Minutes of the January 17, 2018, Regular Board Meeting  
2) Delegated Authority Report-January

**PROPOSED MOTION:** I move that the Board approve the Consent Calendar for February 21, 2018, as presented [amended].

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, January 17, 2018

Pursuant to notice given to *The Register-Guard* for publication on January 10, 2018, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular board meeting on Wednesday, January 17, 2018, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, President  
Carl Yeh, Vice President  
Don Nordin, Treasurer  
April Wick  
Steven Yett  
A.J. Jackson, General Manager  
Dwight Purdy, General Counsel  
Camille Gandolfi, Clerk of the Board  
Lynn Taylor, Minutes Recorder

Absent: Kate Reid, Secretary

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

**PRELIMINARY REMARKS BY BOARD PRESIDENT** — Mr. Wildish announced that Mr. Necker would remain on the Board until his replacement was appointed. He welcomed new Board member April Wick. He said the annual staff recognition event would be held on Sunday, January 28, 2018.

**COMMENTS FROM THE GENERAL MANAGER** — There were no comments.

**ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA** — There were no announcements or additions to the agenda.

**BOARD CALENDARS** — Ms. Jackson reviewed future events. She said that the Board retreat would be held on February 20-21, 2018, and discussion would focus on priorities for 2018.

**EMPLOYEE OF THE MONTH – FEBRUARY** — The Board recognized Bus Operator Margaret Dahl as the February 2018 Employee of the Month. Mr. Wildish presented Ms. Dahl with her award and thanked her for her outstanding service and dedication to LTD's mission. Ms. Dahl thanked the Board for her award and said she had enjoyed her 23 years of employment with LTD and appreciated the opportunity to work with the public.

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

**Betty Grant**, Eugene, spoke in support of a request from the North Eugene Homeless Advocacy Group for LTD to consider hosting Conestoga huts, under Eugene's car camping program, on the District's River Road/Hunsaker Lane property. She understood there were future plans for the portion of the site not being used for the transit center, but the need for current emergency

shelters was urgent. She said the car camping program was a safe, legal alternative to illegal camping while long-term solutions to affordable housing were developed. She distributed an informational flyer on the car camping program and urged the Board to consider the request for use of its site.

**Rob Zako**, Eugene, representing Better Eugene-Springfield Transportation (BEST), said his organization understood the connection between transportation and housing. BEST had partnered with other community organizations to create a new coalition called Better Housing Together and host a community forum at the University of Oregon on February 21, 2018. He said that the Eugene/Springfield area had the second tightest housing market in the nation; Seattle was first.

Mr. Zako said that he was pleased with LTD's implementation of a Comprehensive Operations Analysis and with the new funds for transit as a result of the passage of HB 2017, although the rules for those funds were still being developed.

#### **ITEMS FOR ACTION AT THIS MEETING**

**MOTION** **Consent Calendar** — Mr. Necker moved that the Board approve the Consent Calendar for January 17, 2018, as presented. Mr. Yeh provided the second. The Consent Calendar consisted of the Minutes of the December 6, 2017, Special Board Meeting; Delegated Authority Report-December; Contract - CTE-Electric Bus Deployment; and Contract Amendment - *SmartTrips*-City of Eugene.

**VOTE** The motion was approved as follows:  
AYES: Necker, Nordin, Wick, Wildish, Yeh, Yett (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Reid (1)

**General Manager Annual Review** — Mr. Yeh said the Board Human Resources Committee had reviewed the general manager's performance and had developed amendments to the current contract. He briefly reviewed the resolution, which approved a favorable evaluation of the general manager, retained the same base salary and increased the general manager's annual leave by 80 hours, and removed language that provided the general manager with the same cost of living increase as other LTD employees. He commended Ms. Jackson's performance as general manager.

Ms. Jackson explained that she had requested removal of the cost of living language as she felt it could present a conflict of interest when she was required to make recommendations about employee cost of living increases.

Mr. Wildish and Mr. Nordin also commended Ms. Jackson's performance and the positive feedback they had received from people throughout the community.

Mr. Yeh stated that Ms. Jackson met or exceeded the seven goals and objectives established by the Board and was capably leading LTD into the future.

**MOTION** Mr. Necker moved 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.

Mr. Nordin provided the second.

VOTE The Resolution was approved as follows:  
 AYES: Necker, Nordin, Wick, Wildish, Yeh, Yett (6)  
 NAYS: None  
 ABSTENTIONS: None  
 EXCUSED: Reid (1)

**Drug and Alcohol Policy Revision** — Director of Human Resources David Collier said the revisions had resulted from changes in the Federal Transit Administration's (FTA) regulations that added synthetic opioids to the list of substances to be tested for. He said staff also took the opportunity to make some housekeeping changes, such as removing positions that did not fall into one of the five categories the FTA recognized as safety sensitive employees. He said non-safety sensitive LTD employees were subject to reasonable suspicion testing.

Mr. Wildish said his concern was that an LTD employee driving any type of LTD vehicle was covered by the Drug and Alcohol Policy. Ms. Jackson pointed out the policy section that prohibited all employees, whether safety sensitive or not, from use of alcohol and illegal, controlled or disabling substances while on duty or District premises and imposed penalties for violation.

Mr. Yett asked if testing was done on a random basis. Mr. Collier said that random testing was conducted for safety sensitive employees; reasonable suspicion testing was used for non-safety sensitive employees although during his 13 years of employment with LTD only three reasonable suspicion tests had been done. He said the positive rate on random testing was about one percent and for reasonable suspicion testing it was 10 percent positive.

In response to a question from Mr. Nordin, Mr. Collier said employees on prescription medication were encouraged to report that fact to Human Resources so that information was on file and a determination could be made about whether there were restrictions that were relative to the employee's duties.

MOTION Ms. Wick moved Resolution No. 2018-01-17-004: Be it resolved that the Lane Transit District Board of Directors passes a Resolution as follows: Adopting the revisions to the Lane Transit District Drug and Alcohol Program policy consistent with the above and as presented. Mr. Yeh provided the second.

VOTE The Resolution was approved as follows:  
 AYES: Necker, Nordin, Wick, Wildish, Yeh, Yett (6)  
 NAYS: None  
 ABSTENTIONS: None  
 EXCUSED: Reid (1)

**ITEMS FOR INFORMATION AT THIS MEETING**



**Board Member Reports** — Mr. Nordin reported that the Lane Commission on Transportation (LaneACT) received presentation on Eugene's Transportation System Plan.

Mr. Yeh said there would not be a Lane Council of Governments (LCOG) Board meeting in January. LCOG's appreciation dinner was scheduled for February 10.

**Board Committee Assignments** — Mr. Wildish reviewed the committee assignments. He noted that Ms. Wick would be assigned to the Accessible Transportation Committee (ATC) when Mr. Necker left the Board.

Mr. Necker encouraged Board members to join the Service Committee as it was a good opportunity to learn about the transit system. Ms. Jackson said staff was reviewing the committee's function and developing bylaws to present to the Board.

Mr. Wildish suggested that the Service Committee could include non-Board members similar to the ATC.

**Disadvantaged Business Enterprise (DBE) Policy and Program Update** — Compliance Manager Debera Massahos said the first task related to the DBE program was to re-establish compliance with FTA requirements, which had now been accomplished. Staff had defined and was implementing internal business processes to help maintain compliance moving forward. She said the FTA had made a number of changes in the program and she would be attending training in February in order to apply those changes to LTD's program. She said once necessary changes had been made and the program was running smoothly, staff would begin a community outreach campaign to increase utilization of the DBE program in LTD's contracting processes.

In response to a question from Mr. Wildish, Ms. Massahos said local agencies were working together to establish a more consistent approach and help vendors understand the difference between state and federal DBE programs and certifications in order to increase participation rates.

**Comprehensive Operations Analysis (COA) Update** — Director of Planning and Development Tom Schwetz said staff was working with Jarrett Walker and Associates and a public involvement consultant, Jean Lawson and Associates, to finalize the COA scope of work. He said the COA would be a 12-month process, with a kick-off meeting planned for January 29, 2018.

In response to a question from Mr. Nordin, Mr. Schwetz said that the purpose of the COA, which included an optional four additional years, was to make LTD more nimble and responsive to changes in the operating environment and marketplace and new strategies could be implemented as necessary during the process.

Ms. Jackson added that the COA would provide options that would allow LTD to engage the community in conversations on the District's direction as well as evaluating decisions to assure they align with that direction. She said decisions could be made at the end of the first year of analysis, but the Board could redirect the District at any point and any additional work required of the consult could be obtained by exercising the option for additional years under the contract. The COA would help the Board and the organization make more informed decisions.

Mr. Schwetz said the Board would be asked to make decisions on broad options related to system design. Implementation would occur over time during annual reviews.

**Monthly Financial Reports - November** — Director of Finance Christina Shew presented a communication from the Moss Adams audit team that an extension of the audit deadline through February 2, 2018, had been approved by the State of Oregon Audit Division. She said that the auditors would present the Comprehensive Annual Financial Report (CAFR) at the February 2018 Board meeting.

Ms. Shew reviewed the November 2017 Year-to-Date financial report provided in the agenda packet, noting key drivers for revenues and expenditures in the General Fund, Medicaid Fund, Accessible Services Fund, and Capital Projects Fund. She said that inconsistencies in payroll tax receipts from the Oregon Department of Revenue had caused fluctuations in LTD's revenue stream, as well as challenges in developing the annual budget. Ms. Jackson said staff would be discussing those issues with the state to assure that LTD was receiving the proper amount of revenue and could make accurate projections.

Regarding the Medicaid Fund, Ms. Shew commented that the transition to Novus software had delayed the submission of claims, delaying the receipt of revenue.

Ms. Jackson said LTD was revising internal processes and working with funding providers to improve the timing of drawdowns, particularly from the state and federal governments.

Mr. Necker remarked that the ATC had discussed the increase in 5310 funds for accessible services. Ms. Jackson said LTD would receive \$232,000 to offset costs from the General Fund during the next fiscal year.

**Monthly Cash Disbursements - December** — Mr. Yeh was pleased to see that the emergency ride home program had been used.

**Monthly Grants Report - December** — Ms. Jackson said staff was revising the grants report and a draft of the new format would be available for review at the Board's February retreat.

**Monthly Performance Reports - November/December** — **There** were no questions.

**Monthly Department Reports - December** — Ms. Wick asked for clarification of exclusion case review and hearing. Assistant General Manager Service Delivery Mark Johnson explained that the review was conducted when a person had been excluded from riding the bus. He said staff met with the person to discuss how they could be a more successful rider and 85-90 percent of the time the person was allowed to continue riding after the hearing.

**ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD —**

MOTION **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. April Wick moved that the Board meet in Executive (Non-Public) session pursuant to ORS 192.660(2), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Carl Yeh provided the second.

VOTE The motion was approved as follows:  
AYES: Necker, Nordin, Wick, Wildish, Yeh, Yett (6)  
NAYS: None  
ABSTENTIONS: None

EXCUSED: Reid (1)

The Board entered executive session at 7:00 p.m.

**ADJOURNMENT** — Mr. Wildish adjourned the meeting at 9:40 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

\_\_\_\_\_  
Kate Reid  
Board Secretary

\_\_\_\_\_  
Camille Gandolfi  
Clerk of the Board

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

**LANE TRANSIT DISTRICT  
DELEGATED AUTHORITY REPORT  
January 2018**

| DATE EXECUTED | CONTRACTOR                           | DESCRIPTION  | CONTRACT TYPE           | CONTRACT TERM                | FREQUENCY        | CONTRACT VALUE | SIGNER     | NOTES   |
|---------------|--------------------------------------|--|-------------------------|------------------------------|------------------|----------------|------------|---|
| 01/02/2018    | JLA Public Involvement, Inc.         | MovingAhead Public Involvement                                       | Firm, Fixed-Price       | Jan. 2, 2018 - Dec 31, 2018  | Project Specific | \$ 326,761.00  | A. Jackson | Two 6-month renewal options   |
| 01/08/2018    | Willamette Valley Photo Booth        | Photo Booth for Employee Celebration                                 | Rental                  | Jan. 1, 2018                 | one time         | \$ 399.00      | C. Beard   |   |
| 01/08/2018    | City of Eugene                       | River Road Transit Community Implementation Plan                     | IGA                     | Jan. 8, 2018 - Dec. 31, 2019 | Project Specific | \$ 114,000.00  | A. Jackson | City of Eugene & LTD to share grant funding match (\$79,800 - City of Eugene; \$34,200 - LTD) |
| 01/16/2018    | DJ Stoltz Records                    | DJ for Employee Celebration  | Entertainment           | Jan. 28, 2018                | one time         | \$ 400.00      | C. Beard   |   |
| 01/26/2018    | Jarrett Walker & Associates          | Comprehensive Operational Analysis (COA)                             | Firm, Fixed, Labor-Hour | Jan. 2, 2018 - Dec. 31, 2019 | Annual           | \$ 395,054.84  | A. Jackson | 2-year base; plus 3 option years  |
| 01/25/2018    | City of Eugene                       | Amendment 2 - 18th & Oak Patch Traffic Signal & Related Improvements | IGA                     | Sept. 2, 2016 - Mar. 1, 2018 | Project Specific | \$ 707,462.00  | A. Jackson | Extends the IGA to March 1, 2018; no increase in cost   |
| 01/29/2018    | Pacific Cascade Federal Credit Union | Business Commute Challenge Sponsorship                               | Sponsorship             | May-18                       | Project Specific | \$ 1,200.00    | A. Jackson | Cash sponsorship of the Eugene-Springfield Poker Walkabout                                    |

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 21, 2018

**ITEM TITLE:** FISCAL YEAR 2016-2017 INDEPENDENT AUDIT REPORT AND COMPREHENSIVE ANNUAL FINANCIAL REPORT

**PREPARED BY:** Christina Shew, Director of Finance

**ACTION REQUESTED:** Board acceptance of the independent auditor's reports for the fiscal year ending June 30, 2017

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**BACKGROUND:**

At the conclusion of each fiscal year, an independent audit of Lane Transit District's financial statements and internal controls is performed. The results of the independent audit, including the independent auditor's reports, are incorporated into the District's Comprehensive Annual Financial Report and Single Audit.

Julie Desimone and Kevin Mullerleile of Moss Adams, LLP will attend the February 21, 2018, Board meeting to make a presentation and answer any questions Board members may have about the audit process or results.

**ATTACHMENTS:**

- 1) Comprehensive Annual Financial Report
- 2) LTD Single Audit Report
- 3) Resolution No. 2018-02-17-005

**PROPOSED MOTION:** I move the following resolution:

LTD Resolution No. 2018-02-17-005: Resolved, that the LTD Board of Directors received the independent audit for Fiscal Year 2016-2017, and accepts the independent auditor's reports contained in the Comprehensive Annual Financial Report and Single Audit for the fiscal year ending June 30, 2017.

**RESOLUTION NO. 2018-02-17-005**

**A RESOLUTION ACCEPTING THE INDEPENDENT AUDITOR'S REPORTS CONTAINED IN THE COMPREHENSIVE ANNUAL FINANCIAL REPORT AND SINGLE AUDIT FOR THE FISCAL YEAR ENDING JUNE 30, 2017**

**WHEREAS**, Lane Transit District (LTD) is subject to Oregon's Municipal Audit Law (ORS 279.405-297.555), which requires an annual independent audit of LTD's financial statements and internal controls;

**WHEREAS**, LTD contracted the services of Moss Adams, LLP to perform the required annual independent audit; and

**WHEREAS**, the independent auditor's results are incorporated into the District's Comprehensive Annual Financial Report and Single Audit, which were presented to the LTD Board of Directors at its February 21, 2018 Board meeting.

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

Acknowledging that the LTD Board of Directors received the independent audit for Fiscal Year 2016-2017 and accepting the independent auditor's reports contained in the Comprehensive Annual Financial Report and Single Audit for the fiscal year ending June 30, 2017.

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

\_\_\_\_\_  
PRESIDENT, Gary Wildish

ATTEST:  
  
\_\_\_\_\_

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 21, 2018

**ITEM TITLE:** APPROPRIATION OF CONNECTOREGON V GRANT FOR THE COMMERCE STREET CONNECT BRIDGE PROJECT

**PREPARED BY:** Christina Shew, Director of Finance

**ACTION REQUESTED:** Approval

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**PURPOSE/OBJECTIVE:** The purpose of this item is to request that the LTD Board of Directors (Board) adopt a resolution authorizing a \$601,400 appropriation of *ConnectOregon V* grant funds for the Commerce Street Connect Bridge project and an associated increase in resources of \$601,400 to the Fiscal Year 2017-2018 Capital Fund Budget.

**DESCRIPTION/JUSTIFICATION:** LTD and the City of Eugene jointly applied for a *ConnectOregon V* grant to help fund three pedestrian bridges in coordination with the West Eugene EmX project for a total of \$5,839,032. LTD managed two of the pedestrian bridges directly, and both parties agreed that the City of Eugene would manage the Commerce Street Connect Bridge. It was also agreed that, regarding the Commerce Street Connect Bridge, LTD would be responsible for providing reimbursement through the *ConnectOregon V* grant. The total budget was for \$1,543,306 with \$1,072,400 of that money coming from the *ConnectOregon V* grant and \$407,906 was local match from the City of Eugene. There was no match requirement for LTD.

LTD budgeted \$471,000 in reimbursements to the City of Eugene for the Commerce Street Connect Bridge in Fiscal Year 2017-2018. The actual reimbursement request for this project will be for the full grant amount, which calculates to a difference of \$601,400. The total reimbursement amount of \$1,072,400 will be made to the City of Eugene from the *ConnectOregon V* grant through LTD.

**ATTACHMENTS:** Resolution No. 2018-02-17-006

**PROPOSED MOTION:** Resolution No. 2018-02-17-006: that the Lane Transit District Board of Directors passes a Resolution as follows:

Authorizing an appropriation of \$601,400 *ConnectOregon V* grant funds for the Commerce Street Connect Bridge Project and amend Fiscal Year 2017-2018 Amended Capital Project Fund Budget (Board Resolution 2018-11-15-62)

**RESOLUTION NO. 2018-02-17-006**

**A RESOLUTION AUTHORIZING APPROPRIATION OF *CONNECTOREGON V* GRANT FOR THE COMMERCE STREET CONNECT BRIDGE CAPITAL PROJECT WITHIN LTD'S CAPITAL FUND**

**WHEREAS**, Lane Transit District (LTD) and the City of Eugene (City) jointly applied for a *ConnectOregon V* grant to help fund three pedestrian bridges in connection with the West Eugene EmX project;

**WHEREAS**, LTD and the City previously entered into an Intergovernmental Agreement whereby the City would oversee implementation of the Commerce Street Connect Bridge Capital Project (the "Project") and LTD would provide reimbursement to the City in an amount not to exceed the awarded *ConnectOregon V* grant amount;

**WHEREAS**, the City began work on the Project in the 2014-2015 fiscal year and did not complete Project work in the 2016-2017 fiscal year;

**WHEREAS**, LTD budgeted only \$471,000 for the Project for the 2017-2018 fiscal year, which did not include the amount of \$601,400, which had not been exhausted from the 2016-2017 fiscal year budget;

**WHEREAS**, LTD seeks to appropriate \$601,400 of *ConnectOregon V* grant to the Commerce Street Connect Bridge Capital Project within LTD's Capital Projects Fund, which will increase the project budget and the Capital Project Fund by \$601,400;

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

Authorizing the appropriation \$601,400 of *ConnectOregon V* grant funds for the Commerce Street Connect Bridge Project and amend Fiscal Year 2017-2018 Amended Capital Project Fund Budget (Board Resolution 2018-11-15-62)

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

\_\_\_\_\_  
PRESIDENT, Gary Wildish

ATTEST:

\_\_\_\_\_



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 21, 2018

**ITEM TITLE:** BOARD MEMBER REPORTS

**PREPARED BY:** Camille Gandolfi, Clerk of the Board

**ACTION REQUESTED:** None

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### BACKGROUND:

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

### MEETINGS HELD:

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

1. **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. At the February 1 meeting, committee members discussed and voted on safety performance measures targets; received a Point2point update, a Safe Routes to School Capital Grant Program update, and a legislative update. Committee members also received an Oregon Department of Transportation ADA settlement presentation.
2. **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. At the February 6 meeting, committee members discussed the youth pass and HB2017 rulemaking, the Comprehensive Operations Analysis and Pedestrian Network Analysis, City of Eugene Bike Share, and the electric bus roll out. Additionally, standing project and committee reports were received on the Main-McVay transit study, MovingAhead, and current ridership.
3. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD, and meets on the second Wednesday of the month. Board Member Don Nordin serves as LTD's representative on the LaneACT. At the February 14 meeting, committee members discussed the Safe Routes to Schools Proposed Grant Program and received updates on the Critical Oregon Airport Relief grant, the 2021-24 STIP program, and bylaw changes.
4. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low

incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. At the February 20 meeting, committee members discussed problem solving efforts for metro riders unable to use RideSource cutaways, and received a Novus Demo.

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

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. The February 19 meeting was canceled. The next meeting is scheduled for February 22.
6. **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.
7. **LTD Board Finance Committee:** The Board Finance Committee is composed of Chair Gary Wildish and Board Members Carl Yeh and Ed Necker. Meetings are scheduled on an as-needed basis. The February 12 meeting was canceled. The next meeting is scheduled for March 12.
8. **LTD Pension Trusts:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Steven Yett serves as one of the. The next meeting is scheduled for March 14.
9. **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 is scheduled for April 4.
10. **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.
11. **Main Street Projects Governance Team:** This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Study and four other concurrent projects along Main Street in Springfield. Board Members Steven Yett and Kate Reid serve as LTD's representatives on this committee. The next meeting has not been scheduled.
12. **MovingAhead Oversight Committee:** This committee is composed of representatives from the City of Eugene, LTD, and regional partners with the goal of a system-level approach to corridor improvements. LTD Board 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.

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

12/31/2017

DRAFT

Fiscal Year: P6 2018 (December 31, 2017)

Year-To-Date through December 31, 2017

|  | Annual Budget | P6 YTD Budget | Actual | P6 % of annual budget | P6 YTD B/(W) than Budget |      | Comments |
|--|---------------|---------------|--------|-----------------------|--------------------------|------|----------|
|  |               |               |        |                       | (pts)                    | \$\$ |          |

**GENERAL FUND**

|  |             |             |            |     |        |             |   |
|--|-------------|-------------|------------|-----|--------|-------------|---|
| General Fund Revenues                                  | 51,396,601  | 25,698,301  | 22,056,194 | 43% | -7 pts | (3,642,107) | A |
| General Fund Expenditures                              | 53,440,493  | 26,720,247  | 22,212,203 | 42% | 8 pts  | 4,508,043   | B |
| General Fund Revenues higher/(lower) than expenditures | (2,043,892) | (1,021,946) | (156,010)  |     |        |             |   |

**NOTE: Excludes Transfers & Insurance Reserves**

A - Revenues are **-\$3.6M** unfavorable YTD P6 FY 2018 (December 2017). The drivers of this unfavorability are: 1) payroll taxes (**-\$1.5M**); 2) federal assistance (**-\$1.1M**); 3) self-employment taxes (**-\$0.7M**); and 4) cash fares & passes (**-\$0.5M**). Federal assistance is due to timing and is expected to be on target by year-end. Payroll taxes are \$0.8M lower than the same time a year ago (December YTD 2016 was \$18.2M vs. \$17.4M YTD December 2017), in part because of taxpayer overpayment errors that were corrected in the fourth quarter of FY17. Self-employment taxes are down due to seasonality of collections. Versus the same period a year ago, self-employment taxes are up **-6%**, which is in line with the budgeted increase over FY17 actuals. Cash fares & passes are down **9%** despite ridership being flat over the same time last year (see Planning & Development analysis for drivers).

B - Expenditures are **+\$4.5M** favorable to YTD P6 FY 2018 (December 2017). The drivers of this favorability are due to: 1) pension (**+\$1.9M**); materials & services (**+\$1.8M**); 3) unutilized operating contingency (**+\$0.9M**); and 4) insurance & risk services (**+\$0.5M**). Pension, operating contingency, and insurance and risk service favorability is timing related. Materials & service favorability stem from lower fuel and lubricant costs and timing related costs for professional and support services.

**MEDICAID FUND**

|   |            |           |           |     |         |             |   |
|---|------------|-----------|-----------|-----|---------|-------------|---|
| Medicaid Fund Revenues                                  | 9,711,915  | 4,855,958 | 1,334,074 | 14% | -36 pts | (3,521,883) | C |
| Medicaid Fund Expenditures                              | 10,106,075 | 5,053,038 | 1,675,784 | 17% | 33 pts  | 3,377,253   | C |
| Medicaid Fund Revenues higher/(lower) than expenditures | (394,160)  | (197,080) | (341,710) |     |         |             | C |

**NOTE: Excludes Transfers from the General Fund**

C - Medicaid expenditures are higher than revenues by **-\$0.3M** P6 YTD FY18. The claims backlog will be cleared by mid-February returning to the normal lag of **-6 weeks** between expenditure and claims reimbursement. As of the beginning of February, \$2.1M in Trillium revenue has been received.

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

12/31/2017

DRAFT

Fiscal Year: P6 2018 (December 31, 2017)

Year-To-Date through December 31, 2017

|  | Annual Budget | P6 YTD Budget | Actual | P6 % of annual budget | Year-To-Date through December 31, 2017 |      | Comments |
|--|---------------|---------------|--------|-----------------------|--|------|----------|
|  |               |               |        |                       | P6 YTD B/(W) than Budget               |      |          |
|  |               |               |        |                       | (pts)                                  | \$\$ |          |

**ACCESSIBLE SERVICES FUND**

|  |             |             |             |     |         |             |   |
|--|-------------|-------------|-------------|-----|---------|-------------|---|
| Accessible Services Fund Revenues                                  | 4,515,862   | 2,257,931   | 973,150     | 22% | -28 pts | (1,284,781) | D |
| Accessible Services Fund Expenditures                              | 7,265,200   | 3,632,600   | 2,148,631   | 30% | 20 pts  | 1,483,970   | D |
| Accessible Services Fund Revenues higher/(lower) than expenditures | (2,749,338) | (1,374,669) | (1,175,481) |     |         |             | 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 \$1.2 M. The loss year-to-date is lower than budgeted. Revenues are lower due to timing of quarterly reimbursement. 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   | 478,859  | 103,258 | 11% | -39 pts | (375,601) | E |
| P2P Fund Expenditures                              | 1,149,717 | 574,859  | 108,165 | 9%  | 41 pts  | 466,693   | E |
| P2P Fund Revenues higher/(lower) than expenditures | (192,000) | (96,000) | (4,907) |     |         |           | E |

**NOTE: Excludes Transfers from the General Fund**

E - Point2point revenues are lower than expenditures by \$5K P6 YTD FY18. 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  | 8,991,125   | 4,128,833   | 23% | -27 pts | (4,862,291) | F |
| Capital Projects Fund Expenditures                              | 25,834,876  | 12,917,438  | 6,883,161   | 27% | 23 pts  | 6,034,277   | G |
| Capital Projects Fund Revenues higher/(lower) than expenditures | (7,852,627) | (3,926,314) | (2,754,328) |     |         |             |   |
| Revenues as a % of expenditures                                 | 70%         | 70%         | 60%         |     |         |             |   |

**NOTE: Excludes transfers from the General Fund**

F - Capital Projects Fund revenues are -\$4.9M unfavorable to budget P6 YTD FY18 (December) due to internal grant reconciliation process and drawdown timing. Drawdowns made through the beginning of February for both FY 2016-17 and FY 2017-18 total \$10M, \$4.6M which were for FY 2016-17 expenditures. Expectation is that once the reconciliation process is completed, revenues to expenditure ratio will be as budgeted.

G - Capital Projects Fund expenditures are +\$6 M favorable to budget P6 YTD FY 2018 (December). Significant expenditures P6 YTD are as follows: 1) West Eugene EmX (\$3.2M); 2) bus parking lot (\$2.6M); and 3) Willow Creek Station (\$0.7M).

## AGENDA ITEM SUMMARY

**DATE:** February 21, 2018

**ITEM TITLE:** MONTHLY GRANT REPORT

**PREPARED BY:** Christina Shew, Director of Finance

**ACTION REQUESTED:** None. Information only.

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### BACKGROUND:

The Grant Report contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) grants that have a remaining balance or that have had activity within the last six months. The sources of the information are Transit Award Management System (TrAMS) and Oregon Public Transit Information System (OPTIS). All grant totals are reported as of January 30, 2018. Drawdowns were processed for FTA and ODOT grants; as well as WEEE 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 drawdown has been processed and the disbursement received. The grant Closeout Amendment has been processed and is undergoing FTA review.

|  |             |
|--|-------------|
| 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 |
|-----------------|------|

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 (grant closeout in progress), 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          | \$3,861,522  |

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

Current Status: Active (Executed)  
Key Numbers: 19268/19375

This grant was awarded for computer software, facility improvements, security improvements, and support vehicles. Preventive Maintenance activities also were funded for FY 2014-15 and FY 2015-16. With the exception of security improvements, all activity line items (ALIs) have been completed. Upon conclusion of security upgrades, the grant closeout activities will be initiated.

|   |              |
|---|--------------|
| 49 USC 5307 - (MAP 21) Urbanized Area Formula (FY 2013 and forward) | \$13,457,460 |
| Local   | \$ 3,364,366 |
| Total Eligible Amount   | \$16,821,826 |
| Funds Remaining   | \$ 120,739   |

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

Current Status: Active (Executed)  
Key Number: 19485

This grant was awarded for the purchase of eleven (11) replacement accessible services vehicles [eight (8) Eldorado Aerotechs and three (3) minivans] utilizing the State of Oregon Pricing Agreement #4729. The grant also funded security cameras for existing Accessible Services vehicles.

Based on the cost savings in this grant and an assessment of program needs, LTD will acquire additional accessible services vehicles. The 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                | \$ 16,680 |

7. [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.

Maintenance staff have conducted research in relation to procurement of 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   |

8. [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      |

9. [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, all three of the all-electric buses have been delivered; and the vehicles are undergoing testing. In addition, maintenance staff are working with the manufacturer's engineering staff relative to various "punch list" items.

|   |             |
|---|-------------|
| 49 USC 5307 - Urbanized Area Formula (FHWA <sup>1</sup> transfer FY 2007 forward) | \$5,649,011 |
| Local   | \$ 646,554  |
| Total Eligible Amount   | \$6,295,565 |
| Funds Remaining   | \$2,072,516 |

<sup>1</sup> Federal Highway Administration



10. [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. The grant Closeout Amendment has been processed and is undergoing FTA review.

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

|                 |      |
|-----------------|------|
| Funds Remaining | \$ 0 |
|-----------------|------|

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

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 <sup>2</sup> transfer FY 2007 forward) | \$2,190,000 |
| Local   | \$ 250,655  |
| Total Eligible Amount   | \$2,440,655 |

|                 |            |
|-----------------|------------|
| Funds Remaining | \$ 210,669 |
|-----------------|------------|

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

Current Status: Active (Executed)  
Key Number: 17964

<sup>2</sup> Federal Highway Administration

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   |

13. [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 |

14. [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 |

15. [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 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   |

16. [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 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 |

17. [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 (TOD). 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 |

18. [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 xfer FY 2007 fwd) | \$439,695 |
| Local  | \$50,325  |
| Total Eligible Amount  | \$490,020 |
| Funds Remaining  | \$210,553 |

19. [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 Mob of Sr. & Ind. w<br>Disab | \$232,854 |
| Local  | \$58,214  |
| Total Eligible Amount  | \$291,068 |
| Funds Remaining  | \$232,854 |

20. [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  |

21. [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  |

22. [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 |

23. [30136 ODOT | 2016 – 17 ConnectOregon V - W 11<sup>th</sup> 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 11<sup>th</sup> 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 |

24. [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 |

25. [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  |

26. [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, which is ongoing, 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 |

27. [32010 ODOT I 2017-19 Region 2 STF Operating](#)

Current Status: Active

This STF grant funds special transportation services benefitting seniors and individuals with disabilities. The project is progressing.

|                       |             |
|-----------------------|-------------|
| Operating             | \$1,754,618 |
| Local                 | \$0         |
| Total Eligible Amount | \$1,754,618 |
| Funds Remaining       | \$1,096,637 |

28. [32197 ODOT I 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       | \$1,884,950 |

29. [32306 ODOT I 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 project is in progress; and 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 |

30. [31971 ODOT I 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 |

31. [31455 ODOT I 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 |

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

Current Status: Active

This ODOT grant (formerly HU-17-10-09) in the amount of \$132,652 provides funding for the Springfield Safe Routes to Schools (SRTS) program, which continues ongoing efforts to establish a long-term SRTS program within the Springfield School District. The required \$134,427 match will be through the Springfield School District with 10.27 percent of the match from ODOT Surface Transportation Program-Urban funds. Activities are ongoing.

|                       |           |
|-----------------------|-----------|
| Point2point SRTS      | \$132,652 |
| Local                 | \$134,427 |
| Total Eligible Amount | \$267,079 |
| Funds Remaining       | \$85,092  |



33. [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 17-18) projects. The grant has been resubmitted for FTA review.

**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.

**PROPOSED MOTION:** None.



### Check History Listing

| Check # | Date       | Vendor   | Check Amount |
|---------|------------|--|--------------|
| 97469   | 01/11/2018 | ADVERTEISING PRODUCTS & PROMOS                                   | 3,935.00     |
| 97470   | 01/11/2018 | AMERICAN FAMILY LIFE   | 1,276.80     |
| 97471   | 01/11/2018 | BARRETT BUSINESS SERVICES INC                                    | 8,497.36     |
| 97472   | 01/11/2018 | THERESA M BRAND  | 96.00        |
| 97473   | 01/11/2018 | CENTURY LINK   | 236.52       |
| 97474   | 01/11/2018 | CHAPTER 13 TRUSTEE   | 595.38       |
| 97475   | 01/11/2018 | CHILD SUPPORT ENFORCEMENT AGCY                                   | 160.00       |
| 97476   | 01/11/2018 | CINTAS CORPORATION   | 0.00         |
| 97477   | 01/11/2018 | CINTAS CORPORATION   | 6,388.60     |
| 97478   | 01/11/2018 | COMCAST  | 202.45       |
| 97479   | 01/11/2018 | CROCKETTS INTERSTATE TOWING                                      | 1,000.00     |
| 97480   | 01/11/2018 | DHS RECEIPTING & TRUST <i>Disabled Service</i>                   | 95,607.51    |
| 97481   | 01/11/2018 | DISH NETWORK   | 107.02       |
| 97482   | 01/11/2018 | TRACY L ELLIS  | 96.00        |
| 97483   | 01/11/2018 | EUGENE WATER & ELECTRIC BOARD                                    | 1,363.76     |
| 97484   | 01/11/2018 | EUGENE WATER & ELECTRIC BOARD                                    | 756.68       |
| 97485   | 01/11/2018 | CODY B FRANZ   | 96.00        |
| 97486   | 01/11/2018 | JANICE R. FRIEND   | 300.00       |
| 97487   | 01/11/2018 | LLC FUSSY'S @ VALLEY RIVER PLAZA                                 | 162.00       |
| 97488   | 01/11/2018 | GUARANTY CHEVROLET <i>Accident Body Repairs</i>                  | 4,446.81     |
| 97489   | 01/11/2018 | HANNAH MOTOR COMPANY   | 209.73       |
| 97490   | 01/11/2018 | MARK L. HAY  | 10,700.00    |
| 97491   | 01/11/2018 | HERSHNER HUNTER  | 224.00       |
| 97492   | 01/11/2018 | INSIGHT PUBLIC SECTOR  | 3,342.41     |
| 97493   | 01/11/2018 | KAISER BRAKE & ALIGNMENT INC.                                    | 243.80       |
| 97494   | 01/11/2018 | LANE COMMUNITY COLLEGE   | 281.22       |
| 97495   | 01/11/2018 | LARSCO, INC  | 318.34       |
| 97496   | 01/11/2018 | LIFEMAP ASSURANCE COMPANY  | 1,827.23     |
| 97497   | 01/11/2018 | LTD REIMBURSEMENT PLAN   | 7,303.31     |
| 97498   | 01/11/2018 | LUCC   | 100.00       |
| 97499   | 01/11/2018 | MARKETING & TECHNICAL MATERIAL                                   | 385.29       |
| 97500   | 01/11/2018 | JOSEPH C MCCORMACK   | 96.00        |
| 97501   | 01/11/2018 | MID-STATE INDUSTRIAL SERVICE                                     | 321.25       |
| 97502   | 01/11/2018 | MIDWEST BUS  | 1,984.00     |
| 97503   | 01/11/2018 | NORTHWEST NATURAL GAS  | 8,131.66     |
| 97504   | 01/11/2018 | OFFICE DEPOT   | 192.21       |
| 97505   | 01/11/2018 | OIL PRICE INFORMATION SERVICE                                    | 250.00       |
| 97506   | 01/11/2018 | PNW SECURITY, LLC <i>WEE Juniper Fibre Switch Realtime Signs</i> | 34,820.60    |
| 97507   | 01/11/2018 | PROTECTIVE SERVICE LLC   | 754.33       |
| 97508   | 01/11/2018 | R E AUTO ELECTRIC, INC.  | 6,427.06     |
| 97509   | 01/11/2018 | RADIATOR SUPPLY HOUSE, INC.                                      | 795.00       |
| 97510   | 01/11/2018 | RG MEDIA COMPANY   | 832.50       |
| 97511   | 01/11/2018 | SANIPAC  | 2,702.69     |
| 97512   | 01/11/2018 | SPECIAL DISTRICTS INSURANCE SV                                   | 773.00       |
| 97513   | 01/11/2018 | SPRINGFIELD MOTORS, INC.   | 131.45       |
| 97514   | 01/11/2018 | SPRINGFIELD PUBLIC SD 19 <i>SRTS COORDINATOR</i>                 | 10,343.04    |
| 97515   | 01/11/2018 | SPRINGFIELD UTILITY BOARD  | 0.00         |
| 97516   | 01/11/2018 | SPRINGFIELD UTILITY BOARD  | 20,747.78    |
| 97517   | 01/11/2018 | STANS AUTO UPHOLSTERY, INC.                                      | 100.00       |
| 97518   | 01/11/2018 | THYSSENKRUPP ELEVATOR  | 653.97       |
| 97519   | 01/11/2018 | TROY M SLONECKER, ATTORNEY                                       | 572.51       |
| 97520   | 01/11/2018 | TUMWATER PRINTING  | 6,085.00     |
| 97521   | 01/11/2018 | VANNER, INC.   | 10,341.90    |
| 97522   | 01/11/2018 | VERIZON WIRELESS   | 8,389.39     |



Check History Listing

Table with columns: Check #, Date, Vendor, Check Amount. Includes handwritten notes such as 'System constraint on the amount of data that can be on one check.', 'Legal fees, Labor relations', and 'Retainage Release'.

Unarmed Refresher Course





Check History Listing

| Check # | Date       | Vendor   | Check Amount |
|---------|------------|--|--------------|
| 97577   | 01/18/2018 | CHILD SUPPORT ENFORCEMENT AGCY   | 160.00       |
| 97578   | 01/18/2018 | CITY OF EUGENE <i>Commerce Connect Bridge</i>                                | 245,433.36   |
| 97579   | 01/18/2018 | ELMS LANDSCAPE MAINTENANCE INC   | 6,902.00     |
| 97580   | 01/18/2018 | EUGENE WATER & ELECTRIC BOARD  | 0.00         |
| 97581   | 01/18/2018 | EUGENE WATER & ELECTRIC BOARD  | 9,656.55     |
| 97582   | 01/18/2018 | FASTENAL COMPANY   | 283.50       |
| 97583   | 01/18/2018 | FLEETPRIDE, INC.   | 604.50       |
| 97584   | 01/18/2018 | FORMFOX, INC.  | 50.00        |
| 97585   | 01/18/2018 | LLC FUSSY'S @ VALLEY RIVER PLAZA   | 40.80        |
| 97586   | 01/18/2018 | HEDDINGER FAMILY TRUST <i>WEE Property Acq</i>                               | 41,100.00    |
| 97587   | 01/18/2018 | KIWANIS-SPRINGFIELD  | 145.00       |
| 97588   | 01/18/2018 | KUHN INVESTMENTS, INC.   | 13,641.86    |
| 97589   | 01/18/2018 | MOTOR VEHICLES DIVISION  | 27.00        |
| 97590   | 01/18/2018 | NORTHWEST NATURAL GAS  | 1,923.55     |
| 97591   | 01/18/2018 | OFFICE DEPOT   | 260.51       |
| 97592   | 01/18/2018 | PACIFICSOURCE ADMINISTRATORS,  | 338.00       |
| 97593   | 01/18/2018 | RECORDXPRESS OF CALIFORNIA,LLC   | 62.93        |
| 97594   | 01/18/2018 | RFI ELECTRONICS, INC.-OREGON   | 836.40       |
| 97595   | 01/18/2018 | SIX ROBBLEES' INC  | 3,153.83     |
| 97596   | 01/18/2018 | SMALL WORLD AUTO CENTER, INC   | 0.00         |
| 97597   | 01/18/2018 | SMALL WORLD AUTO CENTER, INC   | 6,306.11     |
| 97598   | 01/18/2018 | STAPLES BUSINESS ADVANTAGE   | 399.90       |
| 97599   | 01/18/2018 | STRUCTURED COMM SYSTEMS INC. <i>Firewall Monitoring &amp; SW updates</i>     | 2,580.15     |
| 97600   | 01/18/2018 | THERMO KING NORTHWEST, INC.  | 3,174.06     |
| 97601   | 01/18/2018 | THOMSON REUTERS - WEST <i>Portals for Pre-employment Background Checks</i>   | 250.12       |
| 97602   | 01/18/2018 | TROY M SLONECKER, ATTORNEY   | 581.94       |
| 97603   | 01/18/2018 | WHITE BIRD CLINIC  | 15,591.10    |
| 97604   | 01/18/2018 | WILLAMETTE COMM HEALTH SOLUTNS   | 643.75       |
| 97605   | 01/18/2018 | ZILKOSKI AUTO ELECTRIC, INC.   | 165.00       |
| 97606   | 01/18/2018 | BELL+FUNK  | 21,072.86    |
| 97607   | 01/18/2018 | CUMMINS NORTHWEST, INC.  | 0.00         |
| 97608   | 01/18/2018 | CUMMINS NORTHWEST, INC.  | 19,961.92    |
| 97609   | 01/18/2018 | DEPARTMENT OF HUMAN SERVICES   | 48,950.98    |
| 97610   | 01/18/2018 | EAN HOLDINGS, LLC  | 6,328.75     |
| 97611   | 01/18/2018 | ENVIRONMENTAL SCIENCE &  | 506.00       |
| 97612   | 01/18/2018 | FIELDPRINT, INC.   | 37.50        |
| 97613   | 01/18/2018 | GILLIG CORPORATION   | 0.00         |
| 97614   | 01/18/2018 | GILLIG CORPORATION   | 14,694.78    |
| 97615   | 01/18/2018 | JERRY'S HOME IMPROVEMENT CTR   | 109.14       |
| 97616   | 01/18/2018 | LTD & ATU PENSION TRUST  | 113,125.77   |
| 97617   | 01/18/2018 | LTD SALARIED EMP. PENSION PLAN   | 18,474.62    |
| 97618   | 01/18/2018 | MUNCIE TRANSIT SUPPLY  | 821.97       |
| 97619   | 01/18/2018 | MYRMO & SONS   | 117.04       |
| 97620   | 01/18/2018 | NINFA'S ELITE CORPORATION  | 13,151.85    |
| 97621   | 01/18/2018 | SITECRAFTING, INC.   | 400.00       |
| 97622   | 01/18/2018 | AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS                                   | 2,392.43     |
| 97623   | 01/18/2018 | SPRAGUE PEST SOLUTIONS   | 115.00       |
| 97624   | 01/18/2018 | UNITED WAY OF LANE COUNTY  | 561.00       |
| 97625   | 01/18/2018 | WANNAMAHER CONSULTING, INC. <i>Moving Ahead, Santa Clara Transit Station</i> | 5,120.00     |
| 97626   | 01/18/2018 | WOODBURY ENERGY CO. INC.   | 66,269.00    |
| 97627   | 01/25/2018 | NATHAN J. ALPERS   | 352.00       |
| 97628   | 01/25/2018 | BARRETT BUSINESS SERVICES INC  | 6,725.45     |
| 97629   | 01/25/2018 | BETHEL SCHOOL DISTRICT #52   | 10,655.91    |
| 97630   | 01/25/2018 | CINTAS CORPORATION   | 3,150.16     |



### Check History Listing

| <u>Check #</u> | <u>Date</u> | <u>Vendor</u>  | <u>Check Amount</u> |
|----------------|-------------|--|---------------------|
| 97631          | 01/25/2018  | COTTAGE GROVE CHMBR COMMERCE                                 | 300.00              |
| 97632          | 01/25/2018  | EUGENE WATER & ELECTRIC BOARD                                | 753.58              |
| 97633          | 01/25/2018  | FLEETPRIDE, INC.   | 610.00              |
| 97634          | 01/25/2018  | GAYDOS, CHURNSIDE,&BALTHROP PC                               | 2,579.61            |
| 97635          | 01/25/2018  | GOPURA, LLC  | 7,088.20            |
| 97636          | 01/25/2018  | SETH W HAMLIN  | 352.00              |
| 97637          | 01/25/2018  | KELLY E HOELL  | 129.00              |
| 97638          | 01/25/2018  | LANE COMMUNITY COLLEGE                                       | 294.39              |
| 97639          | 01/25/2018  | LARSCO, INC  | 812.31              |
| 97640          | 01/25/2018  | LIFEMAP ASSURANCE COMPANY                                    | 11,842.89           |
| 97641          | 01/25/2018  | DEBERA L MASSAHOS  | 905.12              |
| 97642          | 01/25/2018  | MIDWEST BUS  | 1,339.00            |
| 97643          | 01/25/2018  | CHERYL D MUNKUS  | 333.00              |
| 97644          | 01/25/2018  | OFFICE DEPOT   | 466.78              |
| 97645          | 01/25/2018  | OR DEPT/ENVIRONMENTAL QUALITY                                | 1,755.00            |
| 97646          | 01/25/2018  | OREGON STATE POLICE  | 120.00              |
| 97647          | 01/25/2018  | PAPER SOLUTIONS, INC.  | 2,987.00            |
| 97648          | 01/25/2018  | PITNEY BOWES, INC.   | 201.00              |
| 97649          | 01/25/2018  | PIVOT ARCHITECTURE   | 2,011.90            |
| 97650          | 01/25/2018  | READY ROOTER DRAIN CLEANING &                                | 154.00              |
| 97651          | 01/25/2018  | RG MEDIA COMPANY   | 92.50               |
| 97652          | 01/25/2018  | SAFETY BRAKE SET, INC.                                       | 1,042.95            |
| 97653          | 01/25/2018  | SPRINGFIELD CHAMBER COMMERCE                                 | 5,750.00            |
| 97654          | 01/25/2018  | SPRINGFIELD UTILITY BOARD                                    | 458.39              |
| 97655          | 01/25/2018  | STAPLES BUSINESS ADVANTAGE                                   | 366.68              |
| 97656          | 01/25/2018  | STATE OF OREGON-EMP DEPT                                     | 293.90              |
| 97657          | 01/25/2018  | SUNSHINE PLANT CARE  | 150.00              |
| 97658          | 01/25/2018  | TANK TESTERS, LLC  | 600.00              |
| 97659          | 01/25/2018  | VERIZON WIRELESS   | 7,809.36            |
| 97660          | 01/25/2018  | THE AFTERMARKET PARTS COMPANY LLC                            | 5,987.62            |
| 97661          | 01/25/2018  | CUMMINS NORTHWEST, INC.                                      | 2,097.10            |
| 97662          | 01/25/2018  | GORDON TRUCK CENTERS, INC.                                   | 51.32               |
| 97663          | 01/25/2018  | GRAINGER INC   | 352.03              |
| 97664          | 01/25/2018  | JERRY'S HOME IMPROVEMENT CTR                                 | 253.21              |
| 97665          | 01/25/2018  | MODA HEALTH <i>Dental Claims</i>                             | 27,462.53           |
| 97666          | 01/25/2018  | MOHAWK MANUFACTURING & SUPPLY                                | 1,218.10            |
| 97667          | 01/25/2018  | MOSS ADAMS LLP <i>Audit Services</i>                         | 16,475.00           |
| 97668          | 01/25/2018  | MOTION & FLOW CONTROL PRD, INC                               | 1,318.23            |
| 97669          | 01/25/2018  | NORTH COAST ELECTRIC   | 84.27               |
| 97670          | 01/25/2018  | OXLEY & ASSOCIATES, INC.                                     | 5,000.00            |
| 97671          | 01/25/2018  | PACIFICSOURCE HEALTH PLANS                                   | 674,949.10          |
| 97672          | 01/25/2018  | RICOH USA, INC.  | 424.50              |
| 97673          | 01/25/2018  | ROADRUNNER DELIVERY  | 776.72              |
| 97674          | 01/25/2018  | SMART SNACKS-PORTLAND LLC                                    | 1,418.14            |
| 97675          | 01/25/2018  | SMITH DAWSON & ANDREWS, INC.                                 | 2,415.00            |
| 97676          | 01/25/2018  | SPECIAL MOBILITY SERVICES INC. <i>Ridesource AS4mc Rides</i> | 196,288.00          |
| 97677          | 01/25/2018  | VISION SERVICE PLAN  | 4,803.54            |
| 97678          | 01/25/2018  | WANNAMAHER CONSULTING, INC.                                  | 320.00              |
| 97679          | 01/25/2018  | WOODBURY ENERGY CO. INC.                                     | 484.84              |
| 97680          | 01/25/2018  | ZONES, INC.  | 3,143.70            |
| 91020118       | 01/31/2018  | BENEFIT PLANS ADMIN SVCS, LLC                                | 24,715.00           |
| 92020118       | 01/31/2018  | BENEFIT PLANS ADMIN SVCS, LLC                                | 1,000.00            |
| 802527577      | 01/11/2018  | VALIC %CHASE BANK OF TEXAS <i>Defined Contribution</i>       | 75,062.66           |
| 802544818      | 01/18/2018  | VALIC %CHASE BANK OF TEXAS                                   | 77,383.63           |

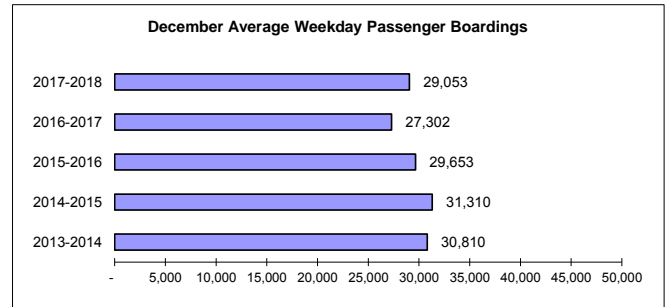
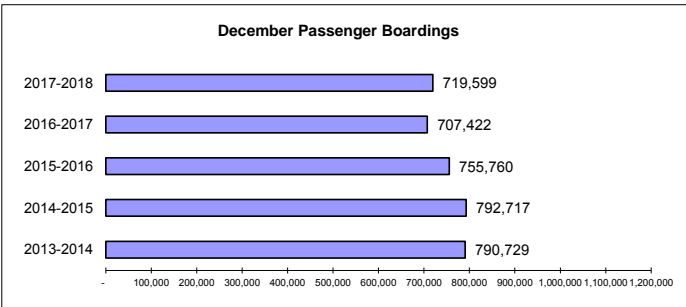
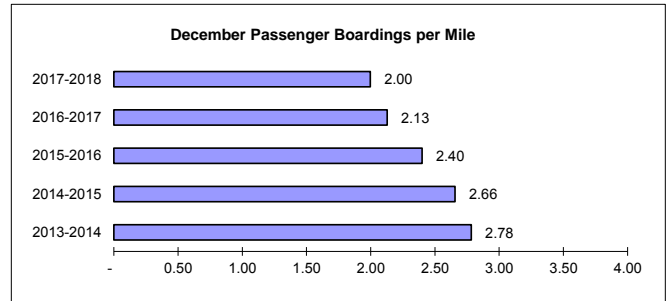
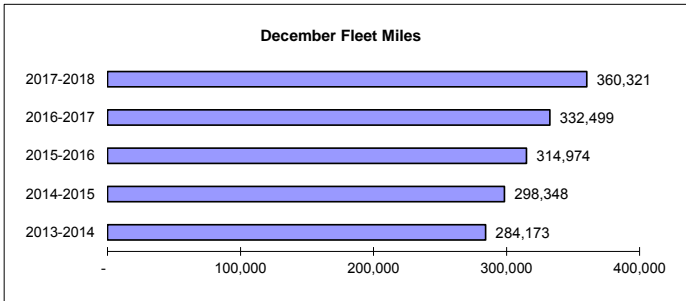
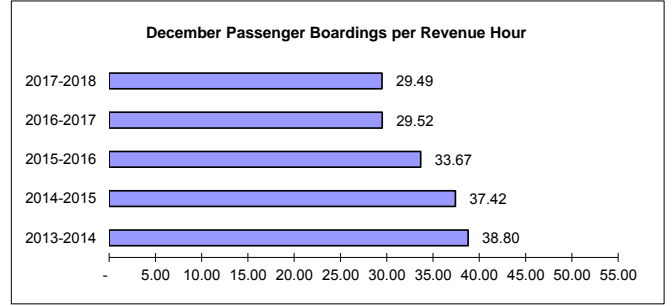
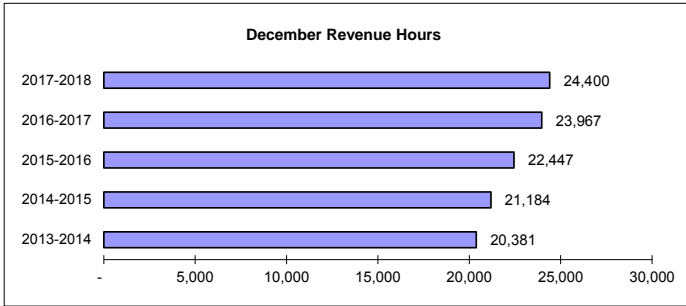


Check History Listing

| Check #           | Date       | Vendor  | Check Amount          |
|-------------------|------------|---|-----------------------|
| 805473889         | 01/18/2018 | INTERNAL REVENUE SERVICE-EFTPS <i>FICA</i>            | 213,403.44            |
| 812160103         | 01/11/2018 | OREGON DEPARTMENT OF REVENUE                          | 47,962.82             |
| 813122574         | 01/11/2018 | MASS MUTUAL FINANCIAL GROUP                           | 3,779.49              |
| 818072852         | 01/18/2018 | MASS MUTUAL FINANCIAL GROUP                           | 3,797.43              |
| 831160122         | 01/24/2018 | OREGON DEPARTMENT OF REVENUE                          | 46.21                 |
| 838160117         | 01/18/2018 | OREGON DEPARTMENT OF REVENUE <i>state withholding</i> | 50,925.71             |
| 842681768         | 01/24/2018 | INTERNAL REVENUE SERVICE-EFTPS                        | 248.71                |
| 847160124         | 01/24/2018 | OREGON DEPARTMENT OF REVENUE                          | 154.24                |
| 848160104         | 01/11/2018 | OREGON DEPARTMENT OF REVENUE                          | 4,439.23              |
| 851631611         | 01/11/2018 | OREGON DEPARTMENT OF JUSTICE                          | 1,759.00              |
| 852491187         | 01/18/2018 | OREGON DEPARTMENT OF JUSTICE                          | 1,759.00              |
| 855025741         | 01/11/2018 | INTERNAL REVENUE SERVICE-EFTPS                        | 69.09                 |
| 855160108         | 01/11/2018 | OREGON DEPARTMENT OF REVENUE                          | 15.43                 |
| 860608177         | 01/11/2018 | INTERNAL REVENUE SERVICE-EFTPS <i>FICA</i>            | 200,732.17            |
| 890928681         | 01/24/2018 | INTERNAL REVENUE SERVICE-EFTPS                        | 690.67                |
| <b>231 Checks</b> |            |   | <b>\$5,735,143.97</b> |

**LANE TRANSIT DISTRICT**  
**December 2017 Performance Report**  
25-January-2018

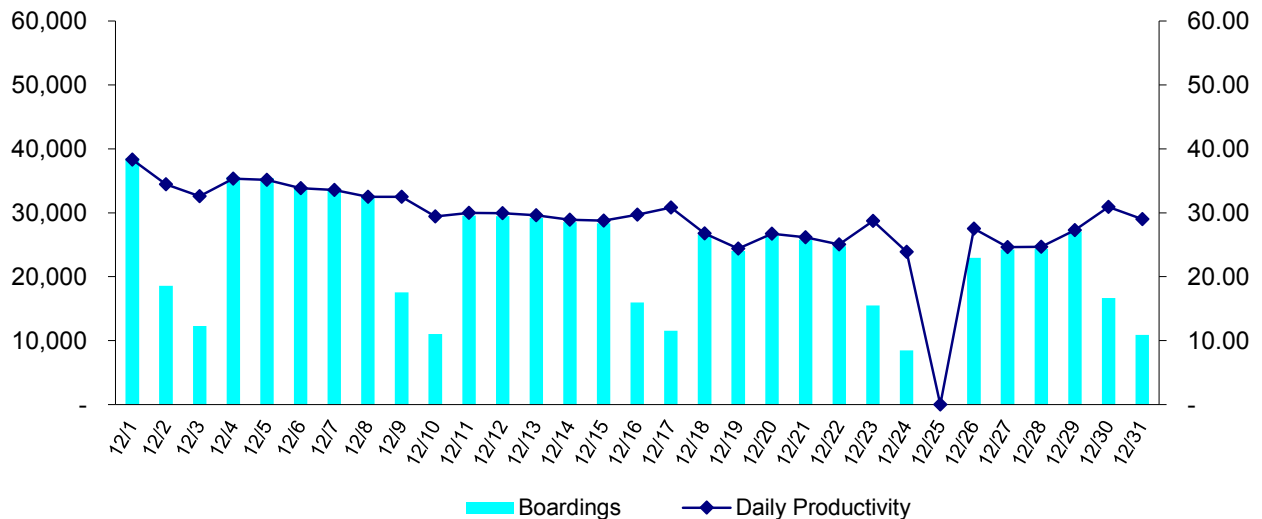
| Performance Measure                   | Current Month | Prior Year's Month | % Change | Current Y-T-D | Previous Y-T-D | % Change | Current 12 Month | Prior 12 Month | % Change |
|---------------------------------------|---------------|--------------------|----------|---------------|----------------|----------|------------------|----------------|----------|
| <b>Fixed Route Service</b>            |               |                    |          |               |                |          |                  |                |          |
| Passenger Boardings                   | 719,599       | 707,422            | + 1.7%   | 4,837,079     | 4,832,703      | + 0.1%   | 10,208,076       | 10,228,634     | - 0.2%   |
| Mobility Assisted Riders              | 11,350        | 11,229             | + 1.1%   | 76,465        | 81,376         | - 6.0%   | 150,743          | 163,453        | - 7.8%   |
| <u>Average Passenger Boardings:</u>   |               |                    |          |               |                |          |                  |                |          |
| Weekday                               | 29,053        | 27,302             | + 6.4%   | 31,442        | 31,017         | + 1.4%   | 33,514           | 33,564         | - 0.1%   |
| Saturday                              | 16,859        | 15,235             | + 10.7%  | 19,813        | 19,140         | + 3.5%   | 19,136           | 18,745         | + 2.1%   |
| Sunday                                | 10,851        | 10,198             | + 6.4%   | 11,131        | 10,461         | + 6.4%   | 11,264           | 10,223         | + 10.2%  |
| Monthly Revenue Hours                 | 24,400        | 23,967             | + 1.8%   | 147,327       | 137,839        | + 6.9%   | 290,768          | 273,307        | + 6.4%   |
| Boardings Per Revenue Hour            | 29.5          | 29.5               | - 0.1%   | 32.83         | 35.06          | - 6.4%   | 35.11            | 37.43          | - 6.2%   |
| Weekly Revenue Hours                  | 5,890         | 5,412              | + 8.8%   | 5,704         | 5,245          | + 8.7%   | 5,626            | 5,237          | + 7.4%   |
| Weekdays                              | 20            | 22                 |          | 127           | 131            |          | 258              | 261            |          |
| Saturdays                             | 5             | 5                  |          | 27            | 27             |          | 52               | 53             |          |
| Sundays                               | 4             | 4                  |          | 27            | 26             |          | 52               | 52             |          |
| <b>Passenger Revenues &amp; Sales</b> |               |                    |          |               |                |          |                  |                |          |
| Total Passenger Revenues              | \$479,755     | \$604,503          | - 20.6%  | \$2,229,644   | \$3,585,316    | - 37.8%  | \$5,782,034      | \$7,219,995    | - 19.9%  |
| Average Passenger Fare                | \$0.67        | \$0.85             | - 22.0%  | \$0.46        | \$0.74         | - 37.9%  | \$0.57           | \$0.71         | - 19.8%  |
| Farebox Revenue                       | \$102,463     | \$139,834          | - 26.7%  | \$835,291     | \$908,332      | - 8.0%   | \$1,690,781      | \$1,833,557    | - 7.8%   |
| Adult Pass                            | 2,907         | 2,678              | + 8.6%   | 15,699        | 14,382         | + 9.2%   | 33,009           | 28,720         | + 14.9%  |
| Youth Pass                            | 784           | 552                | + 42.0%  | 3,670         | 4,320          | - 15.0%  | 9,185            | 10,413         | - 11.8%  |
| Reduced Fare Pass                     | 986           | 1,119              | - 11.9%  | 5,474         | 6,484          | - 15.6%  | 33,009           | 28,720         | + 14.9%  |
| Adult 3 Month Pass                    | 98            | 103                | - 4.9%   | 772           | 796            | - 3.1%   | 1,739            | 1,830          | - 5.0%   |
| Youth 3 Month Pass                    | 66            | 117                | - 43.6%  | 409           | 465            | - 12.0%  | 699              | 751            | - 6.9%   |
| Reduced Fare 3 Month Pass             | 46            | 65                 | - 29.2%  | 298           | 303            | - 1.7%   | 620              | 611            | + 1.5%   |
| Adult 10-Ride Ticket Book             | 1,588         | 1,802              | - 11.9%  | 10,010        | 10,439         | - 4.1%   | 21,225           | 20,896         | + 1.6%   |
| Half-Fare 10-Ride Ticket Book         | 202           | 411                | - 50.9%  | 2,084         | 2,379          | - 12.4%  | 4,196            | 4,729          | - 11.3%  |
| RideSource 10-Ride Ticket Book        | 372           | 378                | - 1.6%   | 2,303         | 2,439          | - 5.6%   | 4,687            | 5,222          | - 10.2%  |
| <b>Fleet Services</b>                 |               |                    |          |               |                |          |                  |                |          |
| Fleet Miles                           | 360,321       | 332,499            | + 8.4%   | 2,067,255     | 1,930,533      | + 7.1%   | 4,067,317        | 3,832,109      | + 6.1%   |
| Average Passenger Boardings/Mile      | 2.00          | 2.13               | - 6.1%   | 2.34          | 2.50           | - 6.5%   | 2.51             | 2.67           | - 6.0%   |
| Fuel Cost                             | \$174,157     | \$148,682          | + 17.1%  | \$1,035,444   | \$1,511,422    | - 31.5%  | \$1,965,683      | \$2,747,310    | - 28.5%  |
| Fuel Cost Per Mile                    | \$0.483       | \$0.447            | + 8.1%   | \$0.501       | \$0.783        | - 36.0%  | \$0.483          | \$0.717        | - 32.6%  |
| Repair Costs                          | \$259,640     | \$243,315          | + 6.7%   | \$1,614,725   | \$1,359,659    | + 18.8%  | \$3,396,265      | \$2,738,788    | + 24.0%  |
| Total Repair Cost Per Mile            | \$0.721       | \$0.732            | - 1.5%   | \$0.781       | \$0.704        | + 10.9%  | \$0.835          | \$0.715        | + 16.8%  |
| Preventive Maintenance Costs          | \$34,325      | \$32,048           | + 7.1%   | \$211,009     | \$213,554      | - 1.2%   | \$426,874        | \$421,371      | + 1.3%   |
| Total PM Cost Per Mile                | \$0.095       | \$0.096            | - 1.2%   | \$0.102       | \$0.111        | - 7.7%   | \$0.105          | \$0.110        | - 4.6%   |
| Mechanical Road Calls                 | 34            | 36                 | - 5.6%   | 197           | 167            | + 18.0%  | 442              | 366            | + 20.8%  |
| Miles/Mech. Road Call                 | 10,598        | 9,236              | + 14.7%  | 10,494        | 11,560         | - 9.2%   | 9,202            | 10,470         | - 12.1%  |
| <b>MTM</b>                            |               |                    |          |               |                |          |                  |                |          |
| MTM Rides                             | 14,884        | 12,618             | + 18.0%  | 93,959        | 86,296         | + 8.9%   | 185,235          | 181,087        | + 2.3%   |
| RideSource                            | 7,140         | 6,976              | + 2.4%   | 42,091        | 42,954         | - 2.0%   | 86,296           | 87,371         | - 1.2%   |





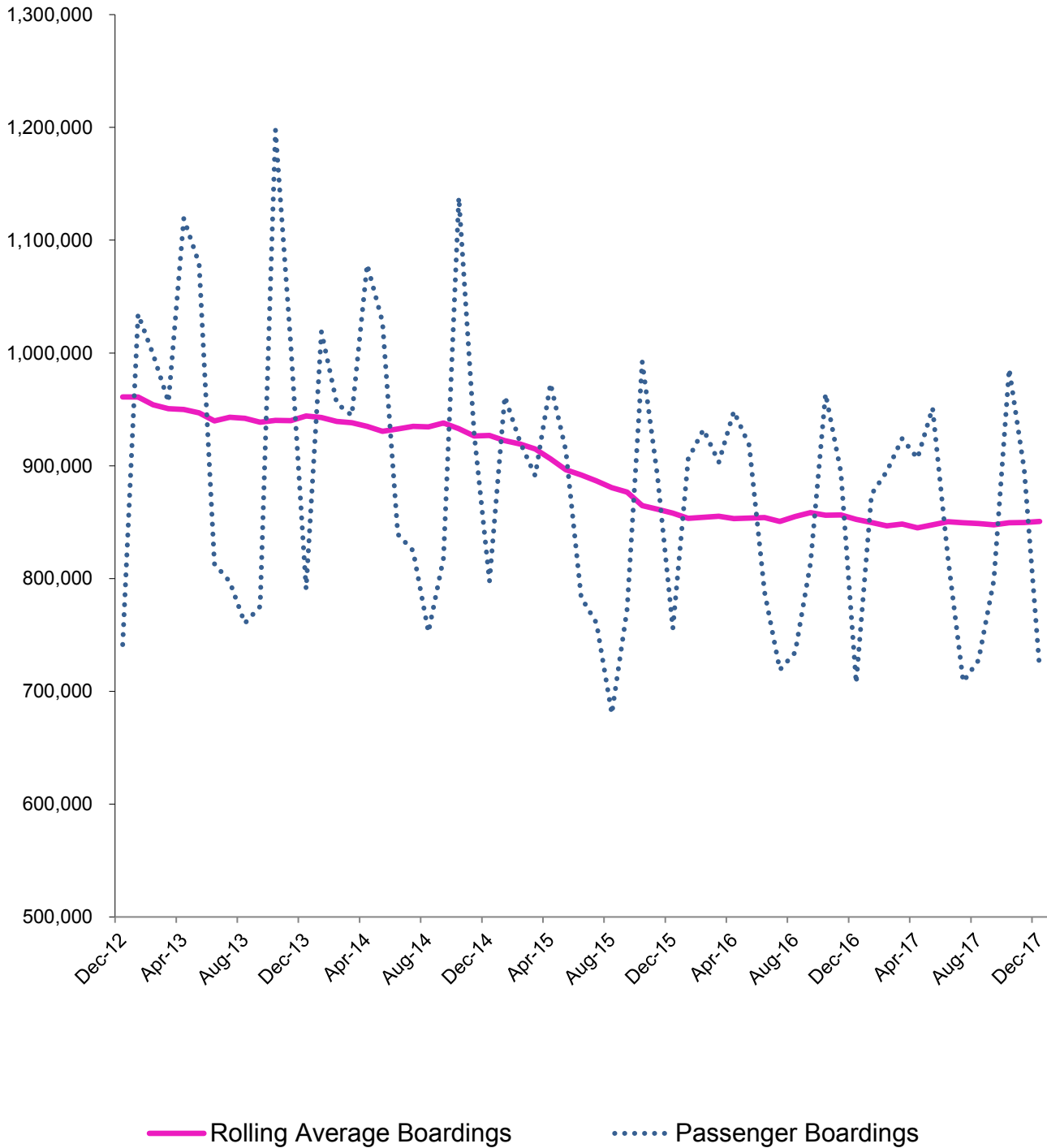
## Daily Ridership Recap December 2017

| Date          | Day       | Service    | Boardings      | Mobility           | Revenue       | Daily        |
|---------------|-----------|------------|----------------|--------------------|---------------|--------------|
|               |           |            |                | Assisted Boardings | Hours         | Productivity |
| 12/1/2017     | Friday    | Weekday    | 38,516         | 637                | 1,005         | 38.32        |
| 12/2/2017     | Saturday  | Saturday   | 18,566         | 228                | 539           | 34.45        |
| 12/3/2017     | Sunday    | Sunday     | 12,287         | 180                | 377           | 32.59        |
| 12/4/2017     | Monday    | Weekday    | 35,624         | 494                | 1,008         | 35.34        |
| 12/5/2017     | Tuesday   | Weekday    | 35,422         | 539                | 1,007         | 35.18        |
| 12/6/2017     | Wednesday | Weekday    | 33,999         | 510                | 1,004         | 33.86        |
| 12/7/2017     | Thursday  | Weekday    | 33,777         | 504                | 1,006         | 33.58        |
| 12/8/2017     | Friday    | Weekday    | 32,520         | 550                | 1,001         | 32.49        |
| 12/9/2017     | Saturday  | Saturday   | 17,555         | 269                | 540           | 32.51        |
| 12/10/2017    | Sunday    | Sunday     | 11,031         | 180                | 375           | 29.42        |
| 12/11/2017    | Monday    | Weekday    | 29,548         | 415                | 986           | 29.97        |
| 12/12/2017    | Tuesday   | Weekday    | 29,476         | 389                | 985           | 29.92        |
| 12/13/2017    | Wednesday | Weekday    | 29,191         | 502                | 985           | 29.64        |
| 12/14/2017    | Thursday  | Weekday    | 28,533         | 435                | 987           | 28.91        |
| 12/15/2017    | Friday    | Weekday    | 28,350         | 404                | 986           | 28.75        |
| 12/16/2017    | Saturday  | Saturday   | 15,993         | 294                | 538           | 29.73        |
| 12/17/2017    | Sunday    | Sunday     | 11,565         | 187                | 375           | 30.84        |
| 12/18/2017    | Monday    | Weekday    | 26,534         | 461                | 991           | 26.77        |
| 12/19/2017    | Tuesday   | Weekday    | 24,012         | 290                | 985           | 24.38        |
| 12/20/2017    | Wednesday | Weekday    | 26,392         | 421                | 987           | 26.74        |
| 12/21/2017    | Thursday  | Weekday    | 25,786         | 438                | 986           | 26.15        |
| 12/22/2017    | Friday    | Weekday    | 24,786         | 461                | 990           | 25.04        |
| 12/23/2017    | Saturday  | Saturday   | 15,521         | 320                | 540           | 28.74        |
| 12/24/2017    | Sunday    | Sunday     | 8,456          | 200                | 354           | 23.89        |
| 12/25/2017    | Monday    | No Service |                |                    |               | -            |
| 12/26/2017    | Tuesday   | Weekday    | 22,933         | 336                | 984           | 27.52        |
| 12/27/2017    | Wednesday | Weekday    | 24,264         | 386                | 986           | 24.61        |
| 12/28/2017    | Thursday  | Weekday    | 24,335         | 414                | 986           | 24.68        |
| 12/29/2017    | Friday    | Weekday    | 27,054         | 453                | 992           | 27.27        |
| 12/30/2017    | Saturday  | Saturday   | 16,658         | 287                | 539           | 30.91        |
| 12/31/2017    | Sunday    | Sunday     | 10,915         | 166                | 376           | 29.03        |
| <b>Totals</b> |           |            | <b>719,599</b> | <b>11,350</b>      | <b>24,400</b> | <b>29.49</b> |



# LANE TRANSIT DISTRICT

## Five Year History of Passenger Boardings





## MONTHLY DEPARTMENT REPORTS

February 21, 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.
- Also, Point2point is hiring two new SRTS Program Assistants to help with more on the ground school outreach efforts for the program and preparing for the purchase of new bicycle parking equipment to improve school bike parking. Both of these efforts were funded out of CMAQ (congestion mitigation air quality) funds.
- Staff lead outreach efforts to HACSA Housing sites in Eugene, meeting with staff and residents sharing transportation options information and problem-solving.
- Staff lead Be Safe Be Seen Safety events in Florence, Oakridge and Cottage Grove to share safety information and supplies to residents can be more easily seen during the dark winter months.
- Poin2point has hired Project Leader to complete the Employer Transportation Coordinator Toolkit Pilot Project funded by an ODOT grant. This work will commence in late January and conclude in September of 2018.
- Staff have been assisting a few large employers along County Club Road to survey their employee's transportation habits and work together so share options for their travel to and from work.

- Staff are actively working with commuters to start three new commuter vanpools with one traveling to Albany and two others from Eugene to Salem. If successful, this would result in a total of 19 vanpools traveling daily up and down the I-5 corridor. Last year, the existing vanpools resulted in two million fewer miles being driven on I-5.
- A new Salem to Eugene commuter vanpool began operations in January.
- 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.
- Staff are gearing up for this year's Business Commute Challenge slated for mid-May. Currently, sponsors and new partners are being secured.

## **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;"><b>March - 3/21/2018</b></p> <p><b><u>Regular BD Meeting:</u></b></p> <ul style="list-style-type: none"> <li>• COA Update</li> <li>• Contract Claims Review Policy?</li> <li>• Ordinance 45 – 1st reading<br/>Bylaws/Procedures Approval-<br/>Consent Calendar</li> <li>• Youth Pass Program –<br/>info/feedback</li> <li>• Electronic Fare Media Update<br/>(possible joint mtg w/SPC)</li> </ul> <p><b><u>Work Session:</u></b></p> <ul style="list-style-type: none"> <li>• Santa Clara Project</li> <li>• Budget Comm Member Vacancy</li> <li>• Service committee</li> </ul> | <p style="text-align: center;"><b>April - 4/18/2018</b></p> <p><b><u>Regular BD Meeting:</u></b></p> <ul style="list-style-type: none"> <li>• FY 2018 Budget Public Hearing</li> <li>• LRFP</li> <li>• Ordinance 45 2<sup>nd</sup> reading</li> </ul> <p><b><u>Work Session:</u></b></p> | <p style="text-align: center;"><b>May - 5/16/2018</b></p> <p><b><u>Regular BD Meeting:</u></b></p> <ul style="list-style-type: none"> <li>• FY 2018 Budget Adoption</li> <li>• LRFP</li> <li>• DBBA</li> </ul> <p><b><u>Work Session:</u></b></p> |
| <p style="text-align: center;"><b>June - 6/20/2018</b></p> <p><b><u>Regular BD Meeting:</u></b></p> <ul style="list-style-type: none"> <li>• Youth Pass – Public Hearing</li> </ul> <p><b><u>Work Session:</u></b></p>  | <p style="text-align: center;"><b>July - 7/18/2018</b></p> <p><b><u>Regular BD Meeting:</u></b></p> <ul style="list-style-type: none"> <li>• Youth Pass Adoption</li> </ul> <p><b><u>Work Session:</u></b></p>   | <p style="text-align: center;"><b>August - 8/15/2018</b></p> <p><b><u>Regular BD Meeting:</u></b></p> <p><b><u>Work Session:</u></b></p>  |
| <p style="text-align: center;"><b>September - 9/19/2018</b></p> <p><b><u>Regular BD Meeting:</u></b></p> <p><b><u>Work Session:</u></b></p>   | <p style="text-align: center;"><b>October - 10/17/2018</b></p> <p><b><u>Regular BD Meeting:</u></b></p> <ul style="list-style-type: none"> <li>• CIP</li> </ul> <p><b><u>Work Session:</u></b></p>   |   |

|  |   |  |
|--|---|--|
| <p style="text-align: center;"><b>November - 9/21/2018</b></p> <p><u>Regular BD Meeting:</u></p> <ul style="list-style-type: none"><li>• CIP</li></ul> <p><u>Work Session:</u></p> | <p style="text-align: center;"><b>December - 12/19/2018</b></p> <p><u>Regular BD Meeting:</u></p> <p><u>Work Session:</u></p> |  |
|--|---|--|

# AUDIENCE PARTICIPATION SIGN-UP SHEET—LTD SPECIAL BOARD MEETING

Date: February 21, 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<br>(Street Address, City, Zip Code) | GROUP / REPRESENTING | TOPIC |
|------|---|----------------------|-------|
|      |   |                      |       |
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|      |   |                      |       |

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