



LANE TRANSIT DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, April 18, 2018
5:30 p.m.
3500 E. 17th Avenue, Eugene (in Glenwood)

AGENDA

<u>Time</u>		<u>Page</u>
5:30 p.m.	I. CALL TO ORDER	
5:31 p.m.	II. ROLL CALL <div style="margin-left: 40px;"> <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 </div>	
5:32 p.m.	III. PRELIMINARY REMARKS BY BOARD PRESIDENT	
5:34 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>	
5:36 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>	
5:48 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 are also asked to contact the Clerk of the Board with any changes in availability for LTD-related meetings and events, and to provide their vacation dates.</i>	
5:40 p.m.	VII. EMPLOYEE OF THE MONTH – MAY	4
5:45 p.m.	VIII. AUDIENCE PARTICIPATION <ul style="list-style-type: none"> ◆ <i><u>Public Comment Note:</u> This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.</i> ◆ <i>Citizens testifying are asked to limit testimony to 3 minutes.</i> 	
5:50 p.m.	IX. PUBLIC HEARING: FISCAL YEAR 2018-2019 PROPOSED BUDGET Staff Presentation [Christina Shew]	5
6:05 p.m.	A. Opening of Public Hearing by Board President B. Public Testimony <ul style="list-style-type: none"> ◆ <i>Each speaker is limited to three (3) minutes.</i> C. Closing of Public Hearing D. Board Comments and Questions	

<u>Time</u>		<u>Page</u>
	X. ITEMS FOR ACTION AT THIS MEETING	
6:15 p.m.	A. Consent Calendar: 1. Minutes of the March 21, 2018, Regular Board Meeting 2. Delegated Authority Report – March 3. Contract Amendment – Elms Landscaping 4. Contract – WHA Insurance	18
6:20 p.m.	B. LTD Ordinance: Rules for Board Meetings - Second Reading and Adoption [Camille Gandolfi] <i>With the development and updating of Board and committee bylaws, new Ordinance No. 52 will revise and replace Ordinance No. 45, an ordinance providing rules for LTD Board meetings. Council will review the changes made and the ordinance review process.</i>	36
6:25 p.m.	C. Pension Trustee [David Collier] <i>A new trustee will be appointed to the LTD’s Salaried Employees’ Retirement Plan and on LTD’s Amalgamated Transit Union (ATU), Local No. 757 Pension Trust.</i>	58
	X. ITEMS FOR INFORMATION AT THIS MEETING	
6:30 p.m.	A. MovingAhead Project Update [Sasha Luftig] <i>Staff will provide a report on the latest activity regarding the MovingAhead milestones.</i>	60
6:45 p.m.	B. Business Commute Challenge Update [Cody Franz] <i>Staff will provide an report on the 2017 Business Commute Challenge and the results that it held.</i>	66
6:55 p.m.	C. Board Member Reports [Aurora Jackson] <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>	82
7:00 p.m.	D. Monthly Financial Reports – February [Christina Shew] <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>	84
7:10 p.m.	E. Monthly Cash Disbursements – March (respond if questions) [Christina Shew] <i>This agenda item is being provided in response to the Board’s request to implement financial practices consistent with other public entities. This agenda item provides a complete listing of all non-payroll disbursements for the current month.</i>	86

- 7:15 p.m. F. Monthly Grant Report – March (respond if questions) 93
[Christina Shew]
The Grant Report contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) grants that have a remaining balance or that have had activity within the last 6 months. The sources of information are Transit Award Management System (TrAMS) and Oregon Public Transit Information System (OPTIS).
- 7:20 p.m. G. Monthly Performance Reports – March (respond if questions) 105
[Aurora Jackson]
Monthly performance reports will be provided to the Board in response to their request for regular reporting on the District's performance in several areas. On a quarterly basis, staff will present a review of key metrics that are trending in the performance report.
- 7:25 p.m. H. Monthly Department Reports – April (respond if questions) 109
[Aurora Jackson]
Monthly department activity reports, and reports throughout the District, are provided for the Board's information.
- 7:30 p.m. XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING 123
Attached is a calendar of Action or Information items that will be included on the agenda for future Board meetings.
- 7:35 p.m. XII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD
Action or Information items the Board has requested to be included on future Board meeting agendas are listed below.
- 7:40 p.m. XIII. 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, but 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: April 18, 2018

ITEM TITLE: APRIL EMPLOYEE OF THE MONTH

PREPARED BY: Camille Gandolfi, Clerk of the Board

BACKGROUND:

Bus Operator Che Robinson has been selected to receive the May Employee of the Month (EOM) award. Che has been with the District since April 2017, and during that time he received the monthly value award for 'Work Together' in March 2018. Che has established a reputation for having an excellent work ethic and for delivering outstanding customer service.

A recent compliment from an impressed rider led to Che's EOM nomination. Che was driving the EmX from Eugene Station to Springfield Station. A customer came up to him and informed him that another customer had just become ill in the rear door well. At the next stop Che followed procedure and used the biohazard kit to isolate the disgorgement, and to section off the effected part of the bus. The ill customer had stepped off the bus to further release the contents of his stomach and then reentered the bus and sat down.

Che came over to the sick customer and placed his hand on his shoulder and asked if he was okay. The customer writing the compliment describes Che as being "exceptionally kind and nonjudgmental" towards the sick individual. Che continued to listen to the ill customer and was empathetic as the person explained that his whole family was sick. Che made sure that the customer was able to continue on and that he would be okay. The customer who witnessed and reported Che's act of genuine compassion wrote the compliment that became this Employee of the Month Award.

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

Since he joined LTD just a year ago, Che has stood out as a capable and dedicated Bus Operator. He has a great work ethic and has a wonderfully positive, and friendly attitude. He greets each customer with a smile and is a real pleasure to work with.

Che's demonstrated commitment to excellent customer service, and his qualities of real compassion and caring for our customers do LTD proud. He is an excellent employee with a big heart.

This E.O.M. nomination is a well-deserved honor for an exemplary employee who has taken our mission of providing the best transportation service imaginable to heart. Congratulations Che on this well-deserved award.

AWARD:

Che will attend the April 18 Board meeting to be introduced to the Board and receive his award.



April 6, 2018

TO: Lane Transit District Budget Committee

FROM: Aurora Jackson, General Manager
Christina Shew, Budget Officer

SUBJECT: Fiscal Year 2018-2019 Budget Message

Please find enclosed the proposed budget for Fiscal Year 2018-2019 (FY19). This year's budget builds on the District's efforts to stabilize expenditures and improve transparency. The following message describes key budget assumptions, factors impacting District finances, and efforts to strengthen the District's financial position.

FISCAL YEAR 2019 BUDGET ASSUMPTIONS

LTD's budget is comprised of five funds: General Fund, Accessible Services Fund, Medicaid Fund, Capital Projects Fund, and the Point2point Fund. Each fund maintains a separate budget and balance sheet. The General Fund is the primary fund for LTD's day-to-day operations. Money is transferred from the General Fund to the other four funds to provide local match, cover unfunded mandates, and support vital services.

The following section will explain the several key assumptions that underpin the FY19 budget.

General Fund Revenue

Payroll and self-employment taxes comprise the single greatest source of revenue for the General Fund, followed by federal assistance and passenger fares. The General Fund also houses LTD's reserves and beginning working capital balances. General Fund Revenues for FY19 are budgeted at \$54.5 million, compared to \$48 million predicted for FY18.

- Payroll and self-employment taxes are predicted to grow 3 percent as a result of a 0.01 percent rate increase, which will take effect January 2019 and moderate sustained economic growth.
- Passenger fares are budgeted to increase by \$122,000, largely due to increased ridership on EmX West partially offset by lower Lane Community College service revenue.
- Utilization of Federal FAST Act formula funding is expected to increase to \$4.2 million.
- House Bill 2017, which provides state funding for transit, will be available July 1, 2018, and is estimated to be \$2.5 million for FY19.
- Secure a \$1 million line of credit to back-up operational reserves and provide cash flow on an as-needed basis.

General Fund Expense

LTD's General Fund is proposed to expend \$56.4 million in FY19 compared to a predicted expenditure of \$56.6 million in FY18. LTD continues to manage cost per service hour down to achieve long term operating sustainability.

- FY18 budgeted headcount was 373 but was held to 362 in FY18 and is planned to be reduced to 351 in FY19.
- The Amalgamated Transit Union (ATU) agreement has been ratified, increasing wages 3 percent for FY19.

- The headcount reduction combined with the ATU agreement results in a \$200,000 personnel service costs increase from FY18 to FY19.
- Health insurance costs are budgeted to increase over FY18 by \$700,000
- Fuels and lubricants, LTD's single largest material expenditure line item, is budgeted to decrease from FY18's budget as fuel prices remain low, economists predict stability in diesel markets in FY19, and service efficiencies will reduce consumption.
- Parts are expected to increase over FY18 by \$300,000 as the District's aging fleet requires major component replacements.
- Facilities costs increased by \$500,000 (18 percent) compared to FY17 (no EmX) despite doubling the EmX infrastructure as a result of EmX West.
- Decrease in the General Fund transfer to Accessible Services Fund by \$300,000 due to expected ridership stabilization.
- General Fund transfer to the Capital Projects Fund will remain roughly flat at \$5.4 million as EmX West construction costs conclude but are partially offset by vehicle purchase costs.

Accessible Services Fund

LTD is federally mandated to provide paratransit services to individuals with disabilities who are unable to ride fixed-route transit. Demand for this service grew sharply over the past ten years, with the number of internal fleet paratransit trips doubling during that time. While LTD cannot limit demand for a federally mandated service, the District can do things to manage for factors beyond its control. LTD utilizes a least-cost, most-appropriate model when booking paratransit rides, and the RideSource paratransit brokerage is operated out of a shared one-call, call center that arranges more than a dozen other transportation services. LTD also leverages collaborative partnerships and Medicaid trips that might otherwise be booked as less cost effective ADA rides. These strategies reduce trip costs and control overhead to help contain expenses.

Overall, paratransit costs are predicted to remain stable in FY19. The proposed Accessible Services Fund budget is proposed at \$7.5 million compared to an estimated \$7.3 million expenditure for FY18.

The biggest change from FY18 to FY19 is a proposed decrease in General Fund Transfer of more than \$300,000. This is due to increased efficiencies that have been made possible with our new RideSource software and the completion of one time start-up costs for a new RideSource contractor.

Medicaid Fund

LTD is the contracted broker for non-emergency medical transportation (NEMT) services for Trillium's Medicaid clients. Medicaid costs have stabilized relative to last year as cost-saving, and efficiency measures have been implemented. Further, contract changes transitioning to a cost-of-service reimbursement model were implemented in FY17 that have minimized LTD's risk.

The proposed FY19 budget for the Medicaid Fund is \$10.6 million, an increase of \$700,000 over the projection for FY18. This fund remains subject to significant uncertainty as Congress and President Donald Trump's administration consider proposals to remove the requirement that medical transportation be covered under Medicaid. The viability of such proposals is unclear, and it is also unclear whether state governments would step in to continue payments for transportation services. Oregon has historically championed medical transportation as a fundamental benefit of Medicaid.

Capital Projects Fund

The Capital Projects Fund finances LTD's construction, facility maintenance, and repair projects. The proposed FY19 budget for the Capital Projects Fund is \$13.2 million compared to the projected FY18 expenditure of \$23 million, a \$9.8 million reduction. This reduction is due, in large part, to the completion of the EmX West project in September 2017.

Point2point Fund

LTD houses the region's transportation options program, known as Point2point. The program offers various services including vanpools, carpool schemes, Safe Routes to School, and administers the annual Business Commute Challenge. Most of the Point2point budget is comprised of federal funds allocated by the Metropolitan Policy Council (MPC), the governing body of the region's Metropolitan Policy Organization (MPO). Several regional partners, including LTD provide local funds to match federal dollars in the Point2point fund. The proposed FY19 Point2point Fund budget is \$1.4 million of which, \$1.2 million comes from state and federal grants.

Economic Conditions

After experiencing an economic expansion during the prior fiscal year, Lane County's economy has slowed. Economic indicators have stabilized. Unemployment hovers close to 4 percent. Wages have slowly increased.

There are several factors that pose significant risk to Lane County's current economy, including that recessions cannot be predicted, the District's economic expansion is in its ninth year, and tariffs on steel and aluminum could spark a trade war and inflation. Partially offsetting these risks are continued funding through the Federal infrastructure package and increased statewide transportation funding as a result of House Bill 2017.

Factors Impacting Budget

The proposed budget reduces District expenditures compared to FY18 in order to adjust structural imbalances in spending compared to revenues.

The factors impacting the budget are: 1) a significant overpayment by a local taxpayer that negatively impacted revenues, and 2) rapidly escalating health care costs.

Near the end of FY17, and following the adoption of the FY18 budget, the District was notified by the Department of Revenue (DOR) that a local taxpayer had overpaid payroll taxes by \$2.8 million between the second quarter of FY16 and the first quarter of FY17.

DOR clawed back the \$2.8 million overpayment in the fourth quarter of FY17, resulting in a sizeable revenue drop between FY16 and FY17. The claw back impacted the District's immediate budget and created a structural budget imbalance based on revenue forecasts and spending that were modeled off an inaccurate revenue basis. The District was notified again in February 2018 that a taxpayer had overpaid payroll taxes by more than \$400,000 in FY18 and that revenue loss has been accounted for in the FY18 year-end forecast and FY19 revenue projection.

The District is now working more closely with DOR to ensure that quarterly taxpayer payment reports are received and then uses those reports to track trends that would indicate overpayment, underpayment, or other irregularities.

Along with most other employers, the District is grappling with health care increases that are driving up costs. Over the past decade, health insurance costs have grown by \$4.1 million in inflation-adjusted dollars, an 87 percent increase. In order to contain costs, the District has restructured health care plans and adopted health management programs across both represented and non-represented employees. Despite those efforts, costs continue to rise and options need to be identified to contain costs.

Federal disinvestment in transit bus replacement programs in the MAP-21 transportation authorization, and LTD's decision to use capital funds to support operations during the recession of

the 2000s, have resulted in an aging bus fleet. By the conclusion of FY19, more than 68 percent of LTD's fleet will have met or exceeded their useful life. As a result, vehicle maintenance costs have increased and service reliability is challenged. Vehicle parts and maintenance costs have increased by more than \$800,000 in inflation-adjusted dollars since 2008. Maintenance costs will continue to increase, unless more resources become available to replace the aging fleet.

In the FY19 budget, funding is identified to purchase 10 replacement buses. The District intends to apply to the federal Bus and Bus Facilities competitive grant program for additional vehicle replacement. LTD's ability to replace aging vehicles, using existing formula funds will be limited as \$4.2 million, has been budgeted to support vehicle maintenance and other preventive maintenance expenses on District facilities.

When the Board of Directors raised the payroll tax in 2015, the District also decided to add more service than the immediate tax revenues would be able to support as the tax rate slowly escalated. At the time, District financial reports indicated that the District had a \$38 million operating reserve (ending working capital) that could be used to sustain added service as the tax rate slowly escalated to eight tenths of one percent, which would be sufficient to sustain the added service.

With the Board of Directors' efforts to improve financial transparency, including the readability of budget documents, it was discovered that much of the operating reserve had already been allocated to capital projects and that the funds had not yet been transferred from the General Fund to the Capital Fund. Upon that discovery, the operating reserve was re-allocated to appropriately match planned expenditures resulting in not having sufficient funding to support expanding service beyond current revenues.

Efforts to Control Budget

The District is undertaking many short-term and long-term efforts to control spending to support ongoing financial responsibility. Those efforts include service efficiencies, internal process reviews, an assessment of the District's fleet, and efforts to stabilize and increase revenues.

LTD has contracted with Jarrett Walker + Associates to conduct a Comprehensive Operations Analysis to study the District's routes, fleet deployment, paratransit operations, and scheduling practices, which will provide operational efficiency recommendations for the Board of Directors to consider implementing. Jarrett Walker's first set of public scenarios for improvement are due in January 2019 and Board action could follow by May 2019.

The District has also contracted with private firms to conduct reviews of current information technology (IT) and communications processes to identify priority areas for investment, develop performance metrics, and recommend how to most effectively use limited resources to deliver the highest yield. IT carries a significant impact as a number of legacy services have exceeded their useful life and hardware support costs have increased by more than \$800,000 in inflation-adjusted dollars over the prior 10 years. An IT contractor will be selected by May 2018, and recommendations are expected within FY19.

As LTD's fleet ages, the District is learning more about the lifetime maintenance costs of various fleet types, including diesel and hybrid electric. In addition, the District expects to put into service five new 40-foot, fully electric buses in Fall 2018. In conjunction with the Center for Transportation Excellence (CTE), LTD will study the cost-efficiency of its hybrid-electric and battery-electric vehicles to inform future vehicle replacement purchases. The study will examine fuel costs (diesel and electricity), maintenance costs, vehicle reliability, and other key performance indicators.

The 2019 Capital Improvements Program has a \$750,000 budget for implementing a new electronic fare management system. The new system will allow transit riders to use electronic fare media, including the potential for mobile application payment, radio-frequency identification (RFID) technology, or other fare payment methods. Before selecting a fare payment system, however, the LTD Board of Directors has created an ad hoc workgroup to study fare policy in an effort to create a fare structure that boosts ridership and improves equity and access.

In addition, the District will increase the availability of advertising on its assets to increase advertising revenues, diversify income sources, and provide stability in economic forecasts. An advertising vendor will be under contract in FY19 to implement the initiative.

CONCLUSION

The proposed FY19 budget aligns District costs with its revenues, stabilizes expenditures, provides a reserve account, and develops a solid foundation for long-term fiscal responsibility. The budget year maintains increased connectivity and enhances access while the District analyzes the most efficient way to sustainably meet the community's needs.

I want to thank the Board of Directors, Budget Committee, and LTD staff for their continued commitment to serving the public. The strong leadership from LTD's Board, advisory bodies, partners, taxpayers, and customers has helped LTD emerge as a leader in the transit industry and a public agency of which the community can be proud.

Sincerely,



Aurora Jackson
General Manager



Christina Shew
Budget Officer



**Lane Transit District
General Fund
Fiscal Year 2018-2019**

Resources	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Estimate	FY 2018-19 Proposed
Beginning Working Capital	\$26,951,600	\$39,556,136	\$19,786,780	\$18,565,536	\$9,918,411
Operating Revenues					
Cash Fares & Passes	4,554,169	4,765,236	5,022,194	4,228,158	4,241,700
Group Passes	2,565,681	2,554,656	2,310,000	2,033,545	2,227,311
Advertising	443,887	447,000	447,087	270,000	420,000
Special Services	243,928	154,541	264,744	323,258	238,000
	\$7,807,665	\$7,921,433	\$8,044,025	\$6,854,961	\$7,127,011
Nonoperating Revenues					
Payroll Taxes	34,394,558	32,827,455	37,870,000	35,427,755	36,490,588
Self-employment Taxes	1,902,866	1,983,365	2,102,457	2,240,356	2,307,567
State-in-Lieu	400,795	411,860	382,000	433,164	433,000
Federal Assistance	4,736,708	117,830	2,601,719	2,626,719	4,225,000
State Assistance	0	0	0	0	2,500,000
Local Assistance	17,500	40,080	0	0	0
Line of credit					1,000,000
Miscellaneous	260,802	349,986	294,400	247,701	232,500
Interest	99,207	201,295	102,000	144,474	144,000
Sale of Assets		37,721	0	0	0
	\$41,812,436	\$35,969,592	\$43,352,576	\$41,120,169	\$47,332,655
Total Resources	\$76,571,701	\$83,447,161	\$71,183,381	\$66,540,666	\$64,378,077

Requirements	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Estimate	FY 2018-19 Proposed
Operating Requirements					
Personnel Services	30,496,088	34,543,789	38,910,736	35,918,577	36,109,675
Materials & Services	7,877,087	8,364,584	12,377,992	10,916,717	10,494,497
Insurance & Risk Services	937,038	985,149	1,151,765	1,047,900	1,186,016
	\$39,310,213	\$43,893,522	\$52,440,493	\$47,883,194	\$47,790,188
Transfers					
Transfer to Accessible Services Fund	1,578,796	2,225,180	2,879,338	2,879,338	2,550,288
Transfer to Medicaid Fund	657,527	275,000	394,160	394,160	406,500
Transfer to Point2point Fund	0	0	192,000	192,000	190,000
Transfer to Capital Projects Fund	1,667,600	18,487,923	5,273,562	5,273,563	5,414,168
Contra-charges out of the General Fund	0	0	(922,529)	0	0
	\$3,903,923	\$20,988,103	\$7,816,531	\$8,739,061	\$8,560,956
Reserves					
Operating Contingency	0	0	1,000,000	0	0
Self-Insurance, Risk, and HRA Liability	0	0	1,000,000	0	0
	\$0	\$0	\$2,000,000	\$0	\$0
Total Requirements	\$43,214,136	\$64,881,625	\$62,257,024	\$56,622,255	\$56,351,144

Not Appropriated (Board Required Operating Reserve) **	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Estimate	FY 2018-19 Proposed
Operating Reserve					
Working Capital	33,357,566	18,565,536	8,926,357	9,918,411	8,026,933
Requirements & Working Capital	\$76,571,701	\$83,447,161	\$71,183,381	\$66,540,666	\$64,378,077

** - Not appropriated Board required operating reserves cannot be used without Board approval

Percentage Change Analysis	FY 2016-17 Actual compared with FY 2015-16 Actual	FY 2017-18 Estimate compared with FY 2016-17 Actual	FY 2018-19 Proposed compared with FY 2017-18 Budget
Total Resources	9.0%	-20.3%	-9.6%
Total Operating Revenues	1.5%	-12.2%	-11.4%
Total Nonoperating Revenues	-14.0%	-1.7%	9.2%
Total Requirements	50.1%	31.0%	-9.5%
Total Operating Requirements	11.7%	21.8%	-8.9%
Total Transfers	437.6%	123.9%	9.5%
Total Reserves	-44.3%	-70.3%	-10.1%



**Lane Transit District
General Fund
Fiscal Year 2018-2019**

Personnel Services	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Estimate	Proposed
Administration	11,664,696	14,535,224	13,103,148	11,287,788	11,257,978
Amalgamated Transit Union	20,593,262	21,295,895	24,885,059	24,630,789	24,851,697
Contra charges	(1,761,870)	(1,287,330)	922,529	0	0
Total Personnel Services	\$30,496,088	\$34,543,789	\$38,910,736	\$35,918,577	\$36,109,675

Materials & Services	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Estimate	Proposed
Advertising Agency Fees	92,562	62,632	113,000	112,000	107,000
Advertising Media	100,183	104,388	135,000	135,000	120,000
Bus Wash & Cleaning Supplies	28,784	28,449	30,000	31,000	28,000
Cleaning	550,981	544,834	875,500	861,500	987,000
Computer Hardware Support	319,791	358,553	1,316,067	1,340,507	1,216,423
Contracted Security/Professional Services	679,847	426,827	22,250	22,250	22,500
Employee Programs	88,698	50,731	99,100	99,100	95,600
Employee Relations	8,558	17,680	103,000	102,240	56,000
Equipment Service Contracts	130,626	54,778	71,200	67,000	100,000
Facility Skilled Trades	120,877	117,916	133,500	128,500	155,000
Fuel & Lubricants - Buses	1,885,173	2,289,876	3,082,582	2,885,000	2,297,862
Fuel - Administrative Vehicles	16,777	23,729	46,000	12,500	15,000
General Business Expenses	287,845	278,353	404,811	389,706	402,597
General Insurance Premiums	88,743	100,094	122,505	104,100	124,400
General Maintenance/Repair	91,856	123,473	275,444	223,306	308,700
Grant Funded	(119,664)	0	644,841	(43,017)	(171,500)
Maintenance Contract Services - Revenue Vehicles	86,760	61,987	75,000	74,500	90,000
Market Research & Information	135,637	180,162	0	0	0
Office/Computer Supplies	74,901	74,678	172,310	162,509	189,309
Operating Contingencies Transfers to Other Funds	0	0	0	0	0
Parts & Tires	1,033,990	1,028,298	1,473,668	1,292,577	1,558,601
Payroll-Related Costs	622,325	655,217	720,160	678,800	779,516
Printed Passenger Information	46,698	68,508	70,250	70,250	63,000
Printed Transportation Supplies	570	424	1,900	3,400	3,100
Professional Services	828,880	1,125,838	1,549,363	1,399,268	1,325,700
Program Supplies	82,832	86,352	106,475	104,475	114,075
Project/Event Supplies	8,972	6,522	5,000	4,500	3,500
Rebuilds	31,009	63,718	80,000	66,200	70,000
Recruitment Expenses	68,840	27,222	28,000	20,000	26,500
Safety	7,371	11,096	13,550	13,550	16,500
Screening/Medical	30,557	35,269	34,640	24,500	29,200
Shop & Facility Supplies	83,792	101,598	167,323	136,073	98,915
Shop Tooling/Equipment	19,771	15,666	9,360	8,000	7,500
Telecom & Network	218,171	158,141	258,608	238,668	228,545
Training & Travel	236,879	219,678	362,200	326,555	215,800
Transportation Demand Management	94,380	90,986	0	0	0
Uniforms	108,100	106,648	116,250	115,800	125,750
Utilities	383,992	407,464	495,500	483,000	579,500
Vehicle Liability	225,970	229,838	309,100	265,000	282,100
Warranty	(5,584)	(1,824)	0	0	0
Website Support	17,676	13,934	6,300	6,300	8,820
Total Material & Services	\$8,814,125	\$9,349,733	\$13,529,757	\$11,964,617	\$11,680,513
Total	\$39,310,214	\$43,893,521	\$52,440,493	\$47,883,194	\$47,790,188



**Lane Transit District
Department Summary
Fiscal Year 2018-2019**

Department Budget	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Estimate	FY 2018-19 Proposed
EXECUTIVE OFFICE					
Executive Office					
Personnel Services	560,210	705,327	946,866	916,900	682,454
Materials & Services	147,080	177,682	227,050	231,550	224,000
	\$707,290	\$883,009	\$1,173,916	\$1,148,450	\$906,454
Board of Directors					
Personnel Services	0	0	0	0	0
Materials & Services	0	45,852	0	0	0
	\$0	\$45,852	\$0	\$0	\$0
Internal Audit					
Personnel Services	120,480	118,964	0	0	0
Materials & Services	7,135	1,653	0	0	0
	\$127,615	\$120,618	\$0	\$0	\$0
Government Relations					
Personnel Services	116,133	0			
Materials & Services	133,373	0			0
	\$249,505	\$0	\$0	\$0	\$0
Public Affairs					
Personnel Services	0	280,351	562,412	397,000	334,561
Materials & Services	0	163,005	250,945	247,150	211,875
	\$0	\$443,356	\$813,357	\$644,150	\$546,436
Marketing & Communications					
Personnel Services	612,391	580,332	703,396	687,100	610,355
Materials & Services	404,989	443,929	557,820	554,950	501,800
	\$1,017,380	\$1,024,261	\$1,261,216	\$1,242,050	\$1,112,155
Planning & Development					
Personnel Services	540,763	704,038	1,150,260	1,176,546	931,190
Materials & Services	56,144	61,675	335,800	333,272	314,422
	\$596,907	\$765,712	\$1,486,060	\$1,509,818	\$1,245,612
ADMINISTRATIVE SERVICES					
Human Resources					
Personnel Services	720,757	698,287	709,248	640,000	753,121
Materials & Services	226,269	187,878	367,140	340,240	318,900
	\$947,026	\$886,165	\$1,076,388	\$980,240	\$1,072,021
Finance					
Personnel Services	935,612	1,051,909	760,259	733,600	908,612
Materials & Services	359,400	670,418	439,500	380,309	385,859
	\$1,295,011	\$1,722,326	\$1,199,759	\$1,113,909	\$1,294,471
Business Services					
Personnel Services	0	0	658,507	645,643	911,329
Materials & Services	0	0	178,394	208,100	141,000
	\$0	\$0	\$836,901	\$853,743	\$1,052,329
Information Technology					
Personnel Services	633,336	774,845	814,801	714,600	679,523
Materials & Services	349,524	310,795	1,802,948	1,699,198	1,654,628
	\$982,860	\$1,085,639	\$2,617,749	\$2,413,798	\$2,334,151
Facilities Management					
Personnel Services	1,196,445	1,406,552	1,198,414	1,233,800	1,121,865
Materials & Services	1,412,062	1,319,375	1,932,206	1,872,356	2,104,415
	\$2,608,507	\$2,725,927	\$3,130,620	\$3,106,156	\$3,226,280
Insurance & Risk Services					
Materials & Services	4,839	8,803	10,800	10,800	14,000
Insurance & Risk Services	937,038	985,149	1,151,765	1,047,900	1,186,016
	\$941,876	\$993,952	\$1,162,565	\$1,058,700	\$1,200,016
SERVICE DELIVERY					
Customer Services					
Personnel Services	601,606	670,683	721,166	613,600	746,615
Materials & Services	25,697	9,793	52,100	49,000	41,000
	\$627,303	\$680,476	\$773,266	\$662,600	\$787,615
Accessible Services					
Personnel Services	300,550	346,712	379,365	423,500	139,721
Materials & Services	18,545	50,133	66,350	16,747	8,300
	\$319,094	\$396,845	\$445,715	\$440,247	\$148,021
Service Planning					
Personnel Services	480,539	372,298	0	54,500	0
Materials & Services	167,893	14,333	0	0	0
	\$648,431	\$386,630	\$0	\$54,500	\$0
Public Safety					
Personnel Services	0	355,682	806,988	978,200	996,001
Materials & Services	0	106,418	120,053	120,053	87,250
	\$0	\$462,100	\$927,041	\$1,098,253	\$1,083,251



**Lane Transit District
Department Summary
Fiscal Year 2018-2019**

Department Budget	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Estimate	FY 2018-19 Proposed
Point2point*					
Personnel Services	453,533	476,920	383,972	416,600	0
Materials & Services	366,120	463,552	0	0	0
	\$819,654	\$940,472	\$383,972	\$416,600	\$0
Intelligent Transportations Systems					
Personnel Services	272,430	296,402	0	0	0
Materials & Services	196,597	227,602	0	0	0
	\$469,028	\$524,004	\$0	\$0	\$0
Transit Training					
Personnel Services	289,829	418,467	317,860	509,600	139,555
Materials & Services	28,718	30,103	47,075	27,055	29,825
	\$318,547	\$448,570	\$364,935	\$536,655	\$169,380
Transit Operations					
Personnel Services	18,949,672	21,518,437	23,281,782	21,998,600	22,715,784
Materials & Services	876,079	517,756	176,710	170,310	156,500
	\$19,825,751	\$22,036,194	\$23,458,492	\$22,168,910	\$22,872,284
Maintenance					
Personnel Services	4,501,708	5,176,657	4,428,978	4,658,300	4,438,990
Materials & Services	3,181,030	3,682,495	5,168,260	4,655,627	4,300,723
	\$7,682,739	\$8,859,151	\$9,597,238	\$9,313,927	\$8,739,713
Non-Departmental					
Personnel Services	(789,906)	(1,409,074)	1,086,462	(879,512)	0
Materials & Services	(84,407)	(128,665)	644,841	0	0
	(\$874,313)	(\$1,537,739)	\$1,731,303	(\$879,512)	\$0
Total	\$39,310,212	\$43,847,669	\$52,440,493	\$47,883,194	\$47,790,188

* All Point2point spend in FY19 is being directly charged to the Point2point Fund. See Point2point Fund for details

Summary by Type	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Estimate	FY 2018-19 Proposed
Personnel Services	30,496,088	34,543,789	38,910,736	35,918,577	36,109,675
Materials & Services	7,877,087	8,364,584	12,377,992	10,916,717	10,494,497
Insurance & Risk Services	937,038	985,149	1,151,765	1,047,900	1,186,016
Total	\$39,310,212	\$43,893,522	\$52,440,493	\$47,883,194	\$47,790,188

Personnel Profile	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Estimate	FY 2018-19 Proposed
Executive Office	4.00	6.00	6.00	6.00	4.00
Internal Audit	1.00	1.00	0.00	0.00	0.00
Government Relations	1.00	0.00	0.00	0.00	0.00
Public Affairs	0.00	4.00	4.00	4.00	3.00
Planning & Development	5.19	10.34	10.34	10.34	9.00
Human Resources	6.40	6.00	6.00	6.00	6.00
Finance	9.10	9.70	9.70	9.70	8.70
Business Services	0.00	0.00	0.00	0.00	8.00
Information Technology	4.30	5.00	6.00	6.00	6.00
Facilities Management	9.10	10.00	10.00	10.00	10.00
Customer Services	6.60	9.00	9.00	9.00	8.50
Accessible Services	2.60	2.00	2.00	2.00	2.50
Marketing	7.30	7.50	7.50	7.50	6.00
Service Planning	3.70	0.00	0.00	0.00	0.00
Public Safety	0.00	13.50	13.50	13.50	13.00
Point2point	5.08	4.38	4.38	4.38	6.88
Transit Training	1.00	2.00	2.00	2.00	1.00
Intelligent Transportation Services	2.10	2.00	0.00	0.00	0.00
Operations	200.40	238.00	238.00	230.00	219.00
Maintenance	43.40	44.00	44.00	44.00	40.00
Total Full-Time Equivalent (FTE)	312.27	374.42	372.42	364.42	351.58



**Lane Transit District
Accessible Services Fund
Fiscal Year 2018-2019**

Resources	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Estimate	FY 2018-19 Proposed
Beginning Working Capital	\$215,200	\$145,585	\$0	\$162,623	\$292,623
Operating Revenues					
Passenger Fares	349,940	299,505	385,925	385,925	388,790
Federal Assistance	2,865,105	2,077,516	2,575,430	2,575,430	2,880,096
State Assistance	1,069,727	1,173,555	1,430,957	1,430,957	1,418,850
Local Assistance	123,348	124,360	123,550	123,550	123,550
Miscellaneous	50	0	0	0	0
	\$4,408,170	\$3,674,936	\$4,515,862	\$4,515,862	\$4,811,286
Other Sources					
Transfer from General Fund *	1,578,290	2,273,633	2,879,338	2,879,338	2,550,288
	\$1,578,290	\$2,273,633	\$2,879,338	\$2,879,338	\$2,550,288
Total Resources	\$6,201,660	\$6,094,154	\$7,395,200	\$7,557,823	\$7,654,197

* Excludes contra payroll and material and services transfers, which are included within the requirements section below.

Requirements	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Estimate	FY 2018-19 Proposed
Operating Requirements					
Eugene-Springfield Services					
ADA Ride Source	5,078,979	4,975,665	5,743,696	5,743,696	5,798,356
Transit Training and Hosts	112,415	106,129	154,038	154,038	154,438
Special Transport	112,030	100,770	98,350	98,350	98,350
LTD Staff Time	0	0	15,700	15,700	33,000
	\$5,303,424	\$5,182,564	\$6,011,784	\$6,011,784	\$6,084,144
Rural Lane County Services					
South Lane	127,504	138,073	102,495	102,495	152,014
Oakridge	186,636	187,504	230,943	230,943	216,538
Florence	211,661	256,890	186,698	186,698	215,298
Florence/Yachats	0	3,877	290,110	290,110	286,410
Volunteer Coordination	0	377	116,000	116,000	116,000
Service Animal Program	0	0	86,500	86,500	86,500
	\$525,801	\$586,721	\$1,012,746	\$1,012,746	\$1,072,760
Other Services					
Mobility Management	113,971	93,106	165,670	165,670	189,670
Crucial Connections	3,602	3,882	5,000	5,000	5,000
Veterans Transportation	8,515	6,589	10,000	10,000	10,000
Lane County Coordination	75,599	58,669	60,000	60,000	0
	\$201,687	\$162,246	\$240,670	\$240,670	\$204,670
Total Operating Requirements	\$6,030,912	\$5,931,531	\$7,265,200	\$7,265,200	\$7,361,574
Contingency	\$0	\$0	\$130,000	\$0	\$130,000
Total Requirements	\$6,030,912	\$5,931,531	\$7,395,200	\$7,265,200	\$7,491,574

Not Appropriated (Board Required Operating Reserve) **	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Estimate	FY 2018-19 Proposed
Operating Reserve					
Working Capital	0	0	0	292,623	162,623
Requirements & Working Capital	\$0	\$0	\$0	\$7,557,823	\$7,654,197

** - Not appropriated; Board required operating reserves cannot be used without Board approval

Percentage Change Analysis	FY 2016-17 Actual compared with FY 2015-16 Actual	FY 2017-18 Estimate compared with FY 2016-17 Actual	FY 2018-19 Proposed compared with FY 2017-18 Budget
Total Resources	-1.7%	24.0%	3.5%
Transfer from General Fund	44.1%	26.6%	-11.4%
Total Requirements	-1.6%	22.5%	1.3%



**Lane Transit District
Medicaid Fund
Fiscal Year 2018-2019**

Resources	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Estimate	FY 2018-19 Proposed
Beginning Working Capital	\$227,945	(\$144,741)	\$0	(\$146,556)	\$0
Operating Revenues					
Medicaid Nonemergency Medical Transportation	8,945,762	8,536,855	8,927,525	8,927,525	9,429,775
Medicaid Waivered Transportation	761,426	737,079	784,390	784,390	788,500
State Assistance	0	0	0	0	0
Interest	0	0	0	0	0
	\$9,707,188	\$9,273,934	\$9,711,915	\$9,711,915	\$10,218,275
Other Sources					
Transfer from General Fund *	657,527	275,000	394,160	394,160	406,500
	\$657,527	\$275,000	\$394,160	\$394,160	\$406,500
Total Resources	\$10,592,660	\$9,404,193	\$10,106,075	\$9,959,519	\$10,624,775

* Excludes contra payroll and material and services transfers, which are included within the requirements section below.

Requirements	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Estimate	FY 2018-19 Proposed
Operating Requirements					
Medicaid Medical Services					
Services	8,308,951	6,820,897	6,888,000	6,888,000	7,307,500
Mobility Management	68,537	85,839	88,500	88,500	98,000
Program Administration	1,438,140	1,705,245	1,951,025	1,936,469	2,024,275
	\$9,815,628	\$8,611,981	\$8,927,525	\$8,912,969	\$9,429,775
Medicaid Non-Medical (Waivered) Services					
Services	695,754	668,028	756,000	756,000	733,000
Mobility Management	35,366	38,471	34,100	34,100	50,000
Program Administration	4,293	6,165	6,450	6,450	5,000
Grant Program Match Requirements	186,361	226,103	250,000	250,000	275,000
	\$921,773	\$938,767	\$1,046,550	\$1,046,550	\$1,063,000
Contingency	\$0	\$0	\$132,000	\$0	\$132,000
Total Requirements	\$10,737,401	\$9,550,748	\$10,106,075	\$9,959,519	\$10,624,775

Percentage Change Analysis	FY 2016-17 Actual compared with FY 2015-16 Actual	FY 2017-18 Estimate compared with FY 2016-17 Actual	FY 2018-19 Proposed compared with FY 2016-17 Budget
Total Resources	-11.2%	5.9%	5.1%
Transfer from General Fund	-58.2%	43.3%	3.1%
Total Requirements	-11.1%	4.3%	5.1%



**Lane Transit District
Point2point Fund
Fiscal Year 2018-2019**

Resources	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Estimate	FY 2018-19 Proposed
Beginning Working Capital	\$0	\$0	\$0	\$0	\$0
Operating Revenues					
Federal Grants			529,000	529,000	828,443
State Grants			392,717	392,717	364,655
Local Assistance			36,000	36,000	28,000
Miscellaneous					
	\$0	\$0	\$957,717	\$957,717	\$1,221,098
Other Sources					
Transfer from General Fund *			192,000	192,000	190,000
	\$0	\$0	\$192,000	\$192,000	\$190,000
Total Resources	\$0	\$0	\$1,149,717	\$1,149,717	\$1,411,098

* Excludes contra payroll and material and services transfers, which are included within the requirements section below.

Requirements	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Estimate	FY 2018-19 Proposed
Operating Requirements					
Point2point Administrative			0	95,372	450,735
Business Commute Challenge			19,100	19,100	19,100
Emergency Ride Home			2,000	2,000	2,000
Employer Transportation Coordinators			7,250	7,250	5,000
Safe Routes to Schools			433,000	319,605	347,159
Vanpool			187,004	186,807	186,304
Projects					
Carshare			4,000	5,820	3,500
SRTS Mapping			10,000	0	0
Driveless Connect			41,410	41,410	39,000
SmartTrips			229,000	259,000	285,370
Transportation Coordinator Pilot			30,724	30,724	21,300
Digital Marketing Pilot			0	0	6,915
SWTS Safe Ways To School			0	0	8,000
Be Safe Be Seen Rural Safety			3,600	0	3,200
Total Operating Requirements	\$0	\$0	\$967,088	\$967,088	\$1,377,583
Contingency	\$0	\$0	\$182,629	\$182,629	\$33,515
Total Requirements	\$0	\$0	\$1,149,717	\$1,149,717	\$1,411,098

Percentage Change Analysis	FY 2015-16 Actual compared with FY 2016-17 Actual			FY 2017-18 Estimate compared with FY 2016-17 Actual	FY 2018-19 Proposed compared with FY 2017-18 Budget
Total Resources	N/A			N/A	27.5%
Transfer from General Fund	N/A			N/A	-1.0%
Total Requirements	N/A			N/A	22.7%



Lane Transit District
Capital Projects Fund
Fiscal Year 2018-2019

Resources	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY2017-18 Amended	FY2017-18 Estimate	FY 2018-19 Proposed
Beginning Working Capital	\$1,768,386	(\$2,729,790)	\$0	\$6,434,329	\$6,962,564	\$5,398,538
Grants						
Federal Assistance	35,863,853	22,119,296	12,724,138	13,092,066	11,399,787	3,268,505
State Assistance	5,374,812	5,214,087	2,750,000	5,332,215	4,642,966	664,350
Local Assistance	56,064	31,678	0	159,348	138,750	38,202
	\$41,294,729	\$27,365,061	\$15,474,138	\$18,583,649	\$16,181,503	\$3,971,057
Other Sources						
Transfer from General Fund	1,667,600	18,487,923	5,273,562	5,273,562	5,273,562	5,414,168
	\$1,667,600	\$18,487,923	\$5,273,562	\$5,273,562	\$5,273,562	\$5,414,168
Total Resources	\$44,730,715	\$43,123,194	\$20,747,700	\$30,291,540	\$28,417,629	\$14,783,763

Requirements	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Adopted	FY2017-18 Amended	FY2017-18 Estimate	FY 2018-19 Proposed
Community Investments (CI)						
Frequent Transit Network						
Franklin Boulevard Phase 1 Transit Stations	0	78,564	500,000	250,000	250,000	450,000
MovingAhead	233,024	874,092	0	1,000,000	500,000	500,000
West Eugene EmX Extension	41,210,027	26,709,015	4,600,000	9,463,000	8,707,235	
Commerce Street Connect Bridge	0	0	0	1,072,400	1,072,400	
Willow Creek Facility	0	1,202,674	1,400,000	768,600	768,600	
Main Street-McVay Transportation Study	21,780	44,033	0	167,168	57,000	206,874
River Road Transit Community Implementation Plan	0	0	0	294,000	150,000	270,000
Facilities						
Santa Clara Community Transit Center	0	234,938	0	1,100,000	350,000	1,500,000
Fleet & FM Building-Glenwood (Bus Parking Lot)	0	0	0	3,485,175	3,485,175	
Passenger Boarding Improvements	0	0	0	50,000	50,000	
Miscellaneous Improvements	0	0	0	50,000	50,000	
Technology Infrastructure & Systems						
Fare Management System	0	0	0	0	0	750,000
Safety & Security						
18th & Oak Patch Traffic Signal	0	0	0	225,000	225,000	0
NW Eugene/LLC Transit Study	720,088	0	1,500,000	0	0	0
Baldy View Bus Only Lane	0	0	0	0	0	0
	\$42,184,919	\$29,143,316	\$8,000,000	\$17,925,343	\$15,665,410	\$3,676,874
State of Good Repair (SGR)						
Fleet						
Revenue Vehicles - Fixed Route	39,070	3,845,617	4,200,000	4,200,000	4,200,000	6,599,115
Revenue Vehicles - Accessible Services	880,615	1,470	1,549,508	1,720,411	1,720,411	1,310,000
Support Vehicles	128,417	230,068	200,000	0	0	0
Shop Equipment	17,723	112,476	0	0	0	0
Spare Parts for Vehicles	0	0	0	345,000	300,000	50,000
Spare parts for non-EmX vehicles						
Spare parts & tooling for 16200s and 16100s						
Replacement Parts	0	0	0	625,000	615,000	275,000
Facilities Assessment	0	0	0	0	0	300,000
Miscellaneous	43,350	125,760	1,238,000	100,000	100,000	220,000
Facilities						
Stations, Shelters & Facilities	1,794,715	713,878	3,877,795	0	0	0
Technology Infrastructure & Systems						
Computer Hardware & Software	1,171,488	878,260	260,000	243,270	243,270	620,000
Intelligent Transportation Systems	0	1,099,549	197,397	0	0	39,500
Communications Equipment	193,418	0	0	0	0	0
Safety & Security						
Transit Security Projects	1,006,790	10,236	225,000	0	0	0
	5,275,586	7,017,314	\$11,747,700	\$7,233,681	\$7,178,681	\$9,413,615
Grant Funded Non-Capitalized						
Comprehensive Operations Analysis	0	0	0	250,000	175,000	150,000
	\$0	\$0	\$0	\$250,000	\$175,000	\$150,000
Contingency						
	0	0	0	1,027,252	0	0
	\$0	\$0	\$0	\$1,027,252	\$0	\$0
Total Capital Outlay	\$47,460,505	\$36,160,630	\$19,747,700	\$26,436,276	\$23,019,091	\$13,240,489
Reserves for Future Capital	\$0	\$0	\$1,000,000	\$3,855,264	\$5,398,538	\$1,543,274
Total Requirements	\$47,460,505	\$36,160,630	\$20,747,700	\$30,291,540	\$28,417,629	\$14,783,763

AGENDA ITEM SUMMARY

DATE OF MEETING: April 18, 2018

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Camille Gandolfi, Clerk of the Board

ACTION REQUESTED: Approval of Consent Calendar items

BACKGROUND:

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

The Consent Calendar for April 18, 2018, consists of:

- Approval of the Minutes – March 21, 2018, Regular Board Meeting
- Approval of Delegated Authority Report – February
- Approval of Contract Amendment – Elms Landscaping
- Approval of Contract – WHA Insurance

ATTACHMENT:

- 1) Minutes from the March 21, 2018, Regular Board Meeting
- 2) Delegated Authority Report – February
- 3) Contract Amendment – Elms Landscaping
- 4) Contract – WHA Insurance

PROPOSED MOTION: I move that the Board approve the Consent Calendar for April 18, 2018, as presented [amended].

BOARD MEETING

LANE TRANSIT DISTRICT

Tuesday, March 21, 2018

Pursuant to notice given to The Register-Guard for publication on March 14, 2018, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a meeting on Tuesday, March 21, 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
 Kate Reid, Secretary
 Don Nordin, Treasurer
 April Wick
 A.J. Jackson, General Manager
 Dwight Purdy, General Counsel
 Camille Gandolfi, Clerk of the Board
 Marina Brassfield, Minutes Recorder

ABSENT: Steven Yett
 Ed Necker

CALL TO ORDER/ROLL CALL — Board President Wildish convened the meeting of the Board of Directors and called the roll at 5:30 p.m.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson updated the Board on the status of the request to renew Mr. Necker's position. She explained the Governor's Office had received one application but had not moved forward because Carmen Ford, Senior Director of Federal Affairs for Transportation, was leaving, so the office was in transition. Ms. Jackson said that she thought as soon as a new person was appointed, they would move forward. Mr. Wildish said it would likely take longer. Ms. Jackson agreed, the process would affect appointments to committees.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA — Mr. Nordin wanted to speak on Medical Transportation Management (MTM); Mr. Wildish added it to Item #13.

BOARD CALENDARS — Ms. Jackson said Board members were all connected to their own personal Board calendar. Ms. Jackson said effective March 22, 2018; she was on vacation for the rest of the month. In her absence, Mark Johnson would take care of additional duties. Ms. Jackson reviewed future events for the coming months.

Ms. Reid said she was on vacation starting May 3, 2018, so would be unable to make an SPC meeting if it changed. Mr. Wildish suggested she send an alternate.

EMPLOYEE OF THE MONTH — APRIL — Jeff Hatten, a Field Supervisor in the Operations Department, recognized Patrick Brandt as Employee of the Month for March 2018. Mr. Brandt was nominated by a customer, due to an incident with the customer in which he went above and beyond in providing exceptional customer service.

Mr. Brandt thanked the Board and training staff for their efforts. Mr. Wildish told Mr. Brandt he was a great representative of LTD.

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

Jane Russel, Eugene, introduced herself and explained she submitted a letter to the Board and Ms. Jackson. After a situation with RideSource happened, she researched their policies and gathered relevant information. She said she thought it was a good idea to take the opportunity and put her name to a face. She concluded her request was in LTD hands. Mr. Wildish thanked her for her comment.

Joyce Godels, Eugene, was at the meeting for the same issue as Ms. Russel. She provided a copy of her presentation for Board members. Ms. Godels often took RideSource to Ms. Russel's home. RideSource had provided her rides to and from Ms. Russel's home up until March 4, 2018. The residence was out of the RideSource boundary, but she had asked for an exception and exceptions had been made prior. The organization also confirmed plans to pick her up on March 4, 2018, but did not inform her they would not be picking her up until one hour before she was supposed to leave. The dispatcher had told her that policies changed, and they could no longer go out of boundary. Ms. Godels noted the dispatcher provided the best customer service he could, given the situation. Ms. Godels explained she had asked for an exception in the past and exceptions were made, probably about eight times, so the situation was disappointing and unexpected. Ms. Godels said the residence in question was about 2.1 miles outside of the RideSource boundaries, but because they did bring people out of the area into the boundaries, they decided to grant her the same, and she really appreciated the service - it was important to her. Ms. Godels hoped the Board would consider making an exception again.

ITEMS FOR ACTION AT THIS MEETING

Consent Calendar — Mr. Yeh moved to approve the consent calendar for March 21, 2018 as presented. Mr. Nordin provided the second.

The motion was approved as follows:

AYES: Reid, Nordin, Wick, Wildish, Yeh, (5)

NAYS: None

ABSTENTIONS: None

EXCUSED: Necker, Yett (2)

LTD Ordinance: Rules for Board Meetings — First Reading — Ms. Gandolfi said the changes to the ordinance were the result of the creation and updating of the Board and other committee bylaws. That process meant some public meeting rules in the ordinance needed to be updated as well. She said the motion would be a read by title only, and explained it would take two readings to be adopted; it would be adopted next month.

MOTION: Ms. Wick moved that Lane Transit District Ordinance 52 be read by title only. Mr. Yeh provided the second.

VOTE: The motion was approved as follows:

AYES: Reid, Nordin, Wick, Wildish, Yeh, (5)

NAYS: None

ABSTENTIONS: None

EXCUSED: Necker, Yett (2)

Mr. Wildish read Ordinance 52 by title only.

General Manager 2018 Performance Goals — Mr. Yeh said the HR committee met earlier that week. In the agenda packet were recommended goals for the GM. The HR committee came up with three main goals and objectives. The first was developing a process for continuous improvement using the American Bus Benchmark Guidelines (ABBG), a national scoring. Mr. Yeh explained the HR committee did not specify with ABBG categories should be emphasized, but instead would ask Ms. Jackson and staff to look into which ones they wanted to use. Mr. Yeh said Goal 2 was to continue positive relationships with the community. Goal 3 was to have specific deliverable items, such as managing the comprehensive operational analysis (COA) and significant progress of redevelopment of the fare system.

Mr. Wildish said that he appreciated the format of the recommendations.

MOTION Mr. Yeh moved to approve the General Manager 2018 Performance Goals as presented. Ms. Wick provided the second.

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

ITEMS FOR INFORMATION AT THIS MEETING

Youth Pass Program Update — Mr. Johnson reminded those present that the Board discussed youth passes at its recent retreat. At that time, staff agreed to review a few items and provide options to the Board. He explained that one option was if a youth pass program started that fall. Mr. Johnson explained LTD used to offer one in 2009; however, it was paid for through a Business Energy Tax Credit (BETC) and the program paid for itself. Then, in 2011 the program went away. Ridership dropped significantly from the youth population.

Mr. Johnson explained that staff looked at what would happen if the district eliminated the current youth fares and implemented the program fall 2019. He added the district revenue was about \$400,000 annually for youth passes. The cost of \$25 a month, which is half the adult fare. Mr. Johnson said area school districts purchased a limited amount, and there was a number of schools included in the group pass program. The District and youth were involved, in various forms, in some sort of reduced fare already, so staff looked at what would have to be done if the District wanted to implement a new program.

Mr. Johnson said the decision needed to be made by May 2018, in order to inform schools, market the program, and plan for service. The District needed to decide if it would be a universal program or an opt-in program. He explained that schools generally preferred to opt-in. Mr. Johnson said financial impacts included the loss of \$400,000 in revenue; and printing costs under \$10,000, which were fairly insignificant. As far as impacts to service, it was hard to say. Mr. Johnson said the District could start the program without service increases, evaluate the program, and increase later, if needed. He noted that service had changed significantly since 2011, when there was a youth pass in place, so it was hard to decipher the impact on current routes. A lot more research was needed to make a determination.

Mr. Johnson said another option explored was to further reduce youth fares. It might not be a free fare system, but the district could reduce the fare from \$1.75 to \$1.00. The District could see what impact that had on the system. The District would still lose some revenue, but not as much. He said that a lower fare would increase youth ridership.

Mr. Yeh said that he wondered how it would play out if students were only required to show a school ID card. Mr. Johnson said last time it was a school ID with a sticker. Kids changed schools and came and went, so the program had to be managed well. It was usually better to have some sort of LTD card they could validate. Mr. Yeh said that he wondered about the benefit of stickers. Mr. Johnson said students received stickers each term and it distinguished them from nonstudent youth. Ms. Jackson said schools wanted the ability to have more control over kids traveling to and from school, rather than LTD just allowing free rides. School district's wanted the ability to opt-in for students and address concerns they had.

Mr. Nordin said service was not really designed to travel to and from schools. Mr. Johnson said the impacts could be problematic, without adjusting routes and schedules. Mr. Wildish said that he also thought of that issue specifically. Routes were already busy around 7 or 8 a.m.; with the addition of students there would be a possibility of standing room only. Mr. Wildish was unsure impacts would affect the afternoon routes. Mr. Johnson said there would also be impacts in the afternoon. For example, at 2:45 p.m. there were around 150 North Eugene High School students waiting for a bus.

Mr. Yeh said that he wanted to explore implementing a youth plan on the existing service and making adjustments as the District went forward. He said that he understood how much pressure the District was under and the service complication implementation could cause, but with an opt-in program, schools could help manage the pass and possibly create a system for kids getting a bus pass. In terms of a timeline, he wondered if it would be problematic to make a decision at the next Board meeting, and have the ad hoc committee work on it. Ms. Jackson said the Board would have to make a formal motion as they would be changing the fare system. The District would also need to consider Title VI requirements.

Ms. Jackson said if there was a consensus by the Board that they wanted to return for action, staff would conduct the necessary research on Title VI.

Ms. Wick said that she was concerned that by pushing forward, the District might not be successful. She added that she was excited about the work the Board was doing, but she wanted to make sure everything was thought out. Because of Title VI requirements, the fare change may end up costing more. Ms. Reid echoed those concerns. From a financial standpoint, Ms. Reid said that she did not think it was a responsible decision. She added that she thought a youth pass was great, but it would cost the district \$400,000 while the district had not approved a budget for the next year yet.

Mr. Wildish stated that he was also concerned about economics. He noted the District would not have resources from the 2017 measure until July 2019. He said that he thought there was too much financial uncertainty, although he wanted a youth program and thought there was great merit in one. Ms. Jackson said if the Board did not want to bring back information on Title VI, she could schedule a meeting with Mr. Yeh and Mr. Nordin to review Title VI. That information could help them on the committee.

Mr. Yeh said that he was aware of the financial impact but saw it as an investment in LTD and the community's future. He thought the district would see it pay off later. He noted one way to get closer to a youth program was to lower the youth fare. The Board had an opportunity to do something, and he wanted to take that chance. Mr. Yeh said that he wondered if it was possible to bring back two possible proposals to the Board. Ms. Jackson said staff was happy to accommodate the Board's request; but since it was a fare discussion, staff would want support from all members.

Mr. Yeh asked the Board what they thought of bringing back one proposal focused on a card and sticker, and another proposal of \$1 for the new youth fare. Ms. Wick said she would not be ready to vote affirmatively on something that would change the fare structure yet. She said that she wanted to push forward but wanted to approach the issue thoughtfully. She said that she felt uncomfortable without knowing the full scope of the budget implications. Ms. Wick said that she thought the Board was putting things in place to take action at some point, but she was not ready yet. Ms. Reid said that she did not feel comfortable asking staff to work on those two items without a unanimous decision from the Board. She said that she knew how much time those things took. She added that she heard the urgency behind doing something, but too many things had come up for her to feel comfortable. Ms. Reid said that she wanted the ad hoc committee to approach the issue with a clean slate – she did not want to put barriers on the ad hoc committee. Ms. Reid added that she thought the district was set up for success with the transportation package money they would be receiving, but also did not want to depend on those funds for reimbursement.

Mr. Nordin said that he heard Ms. Reid and Ms. Wick. He said there was an opportunity to begin a truncated program to get more information, data, and experience to be better prepared for implementation the next time. He said that he was aware that Title VI could be a problem, but staff could convey a message to the public that it was a pilot program and was not full-fledged.

Mr. Wildish supported the youth pass but was also uncomfortable with the economic impacts. He said the District did not know if they had the resources and would know more in a few weeks. Mr. Wildish said that he agreed with Ms. Reid and Ms. Wick. Mr. Yeh said that he recognized \$400,000 was not a small amount, but thought that the District spent a lot of money in other areas; for example, honored riders were riding for free. He supported the honored riders program but wanted the Board to be mindful of where dollars were already going and where they were valuing ridership. Mr. Wildish said at some time in the future, there would be an improved youth pass. Ms. Jackson emailed Title VI requirements to Board members. Ms. Reid said that she was grateful that Mr. Yeh is committed to serving on the ad hoc committee.

Board Member Reports — Ms. Reid said they were working on putting an ad hoc committee together. She said that she believed a business community representative was secured, a facilitator, and a nonprofit representative. Ms. Reid concluded that meetings would be scheduled soon.

Ms. Reid said SPC discussed HB 2017 and how it related to SPC. The bylaw update was put on hold to see what SPC wanted to do. It sounded as though SPC wanted to be an advisory body for HB 2017 funds. SPC wanted to add members for the required meetings, who would review the submissions from eligible organizations. Those additional people would only show up at those specific meetings. She explained three options were presented to the SPC. One was no, the second was yes and add additional full-time members, and the third was to add

members only during the review process. The SPC recommended continuing with monthly meetings and inviting the additional members to review applications at select meetings.

Mr. Wildish asked how many times the review committee had to meet. Ms. Jackson said the requirement was twice per year, but the first year might be significantly more than that as the SPC got comfortable in their roles and better understood the process. Ms. Reid said SPC also went over similar items to those discussed during Board Retreat, around the expenditure of funds, and what was eligible for reimbursement. She added that at least one percent of funds would be spent on student transit activities, so she thought that could be taken into the student fare discussion.

Ms. Jackson said certain projects were eligible, provided all the pieces were in place. She explained staff wanted the draft bylaws, of the newly formed committee, complete by the next Board meeting. The sooner bylaws were made, and members could be appointed, the sooner the committee could meet and make decisions. Ms. Reid said there would be a period of public engagement, so other agencies were aware of funding opportunities from HB2017.

Ms. Jackson said some committee members thought projects should be pushed to November 2018. Other committee members thought that was moving too fast. Ms. Jackson explained that the state gave a new deadline of May 2019. She said if LTD missed the first deadline because of outreach to rural areas and Board discussion, the district could always make the second deadline.

Ms. Reid noted that the City of Eugene would launch its bike share program on April 19, 2017.

Monthly Financial Reports – January — Director of Finance, Christina Shew, provided a January 2018 financial report to the Board. She noted payments were somewhat unfavorable, due to some taxpayer errors. Ms. Shew said it had been confirmed that the overpayments were not due to Department of Revenue errors. Unfortunately, the District found taxpayer errors of \$500,000 in overpayment. It would be adjusted in Quarter Four. In addition, there were more transfers than anticipated, as well as promotions for EmX.

Ms. Shew said expenditures were favorable by \$4 million, due to lower personnel service and associated materials and service costs. The District also did a forecast through June 30, 2018, and she did not expect to need a supplemental budget. Expenditures were pulled back enough by departments. Ms. Jackson said once the District realized there was an error, they had to start readjusting and making tough decisions. Ms. Shew's team is working to get the best estimate using projections.

Ms. Shew said Medicaid revenues exceeded expenditures which was rare. The reason was because the district held payments. A vendor was out of compliance with a contract, in part due to some NOVUS issues. LTD did not reimburse for trips until February 2018. She noted it was paid in February, so on the Board's disbursement sheet, they did see a big payment. Ms. Shew said progress continued to be made on the backlog of claims. She explained an analysis showed the district was on target for the end of the fiscal year.

Ms. Shew explained the accessible services fund. She said it continued to be better than planned, mostly due to budgeted ridership. Revenue was lower due to the timing of invoicing. Ms. Shew noted that Point2point revenues were higher than expenditures by \$46,000. Expenditures to date were for Driverless Connect, Safe Routes to School, and Vanpool. The

reason for a positive amount was because of transfers from the general fund that were in progress. She noted when the transfers were completed, there would be an additional \$138,000 in expenditures. It would result in the District exceeding revenue by \$92,000, which was still in line with the planned budget.

Ms. Shew said capital projects fund revenues were \$6 million unfavorable to the District budget. She said it was related to the timing of drawdowns, which were \$11.2 million. Expenditure favorability was project timing related, so the biggest to date were Willow Creek Station and the EmX expansion.

Mr. Wildish asked if there was any retention on the EmX project. Ms. Shew said yes, the District had been paying out parts of the agreement, but it was not all fully paid out. There were still disbursements being made.

Ms. Jackson explained Ms. Shew's revenue projection. She said the District would likely not need additional appropriation but the budget would affect how the District moved forward into the next year. She said the District was able to confirm the tax payer error was not a state error, it was a company error. The developed software did not discover the mistake for almost 2 years, so the District had made annual projections incorrectly based off the software.

Monthly Cash Disbursements – February — Mr. Wildish asked whether MTM was compliant; he said that he thought they must be because LTD sent a check. Ms. Shew said they were still not completely compliant; part of why they were not compliant was the NOVUS software. The District felt MTM should still be reimbursed for some work they could confirm since software issues were out of their control. Mr. Yeh asked why MTM was not compliant. Ms. Jackson said MTM was supposed to report for Medicaid and RideSource services. LTD needed to be able to produce all of those reports to the state. Part of MTM's payment was for those months they had to report in the way LTD requested. MTM was unable to collect data in some areas LTD wanted, because the software did not allow them to collect the data. MTM did everything within their control to be compliant, so LTD worked with them on the issue. MTM verified some areas of work, so LTD was able to provide payment on those areas. Ms. Jackson said there had been a series of meetings with the software company to make sure everything was moving forward as it should be.

Monthly Grant Report – February — Ms. Shew provided a February 2018 Grant Report to Board members. Relevant documents were included in the agenda packet.

Monthly Performance Reports – December/January — Mr. Nordin said it seemed ridership was increasing. Mr. Wildish wondered if the increased ridership was due to more transfers, or if LTD was actually carrying more people. Mr. Schwetz said both scenarios were occurring. There were more transfers in the system after the EmX expansion, but on top of that number, LTD was seeing an increase in overall ridership. Mr. Wildish said the District was seeing the revenue hours continue to increase. He asked if the district increased revenue hours in October 2017. Mr. Schwetz replied that LTD increased revenue hours in the fall and then decreased them in the winter. Mr. Wildish noted the total revenue hours up about 1,500 hours between January 2017 and January 2018. Mr. Yeh noted the district decreased some transfers. Mr. Schwetz agreed and said some changes provided more direct trips. Mr. Wildish noted that was a good point, and explained numbers in the performance report were transfers, so it was the same trip. They were not solely boarding numbers.

Monthly Department Reports – February — Ms. Jackson pointed out some changes passed at the state level that were for Statewide Transportation Improvement Plan (STIP) funds. The state expanded eligible projects to light rail. Previously, it had been specified as ineligible. TriMet did a low-income program and student program, where students used light rail and busses. If students did not have to pay for the bus but did for light rail, it did not make sense, so they added one percent more for students in certain areas. Ms. Jackson explained that because of the change, LTD and another county could collaborate on an inter-county project, which would have a joint advisory committee. It also allowed LTD to enter into a contract with LCOG to be able to see how rural transportation services were being provided. Also, how to reach out and see what their needs are and facilitate how they can submit projects they feel are worthy. LTD was the provider for Oakridge and Florence, so LTD received the funds and directed them solely to those operations. Cottage Grove would receive funds for itself and additional funds to direct to neighboring cities.

Mr. Yeh said the Business Commute Challenge was coming up; he asked Board members to actively participate in the challenge. Mr. Wildish received a lot of questions about the electric bus fleet, but it was not yet in service. It indicated people were excited.

ADDITION TO AGENDA

MTM / South Lane Wheels Contract — Mr. Nordin said MTM and South Lane Wheels were feeling a lot of pressure. He said that he did not think they would be able to continue operations as they currently were, so he was trying to understand what was happening. It seemed like one critical thing happening was Medicare rides were being sourced to RideSource or other organizations and not South Lane Wheels, so the company could not bill and were not receiving the revenue for those rides. He thought South Lane Wheel was going to have to provide taxi cabs for persons in wheelchairs when accessibility wasn't provided. He said it seemed shortsighted to not provide enough activity to keep the entity in business. Mr. Nordin said when HB 2017 funds came in, LTD would have to do more service but would not have those providers in place. They would still have to provide the service somehow through private contractors.

Cosette Rees said LTD contracted with MTM to provide services for RideSource. The contract included metrics, so LTD managed to those metrics. Ms. Rees spoke with South Lane Wheels, and they understood her situation, but it was a bigger issue than South Lane Wheels. There were some performance issues at RideSource that were a concern to LTD, MTM, and other partners. LTD understood RideSource was not operating the way they wanted it to operate. MTM could only do as well as the support they were given, and some issues South Lane Wheels was experiencing were because of the NOVUS software. Ms. Rees said LTD was in conversations with MTM to try and correct issues affecting South Lane Wheels. Functionally, NOVUS was great, but LTD was currently experiencing reliability issues that needed to be fixed.

Mr. Nordin said that he wondered if once those issues were resolved, funding would resume. Ms. Rees said MTM had been paid, but there were certain areas they could not fund because the organization did not provide the metrics to do a report. But when staff looked back, they saw it was because of the lack of tools. MTM could now make those reports and were being paid. Ms. Rees clarified it was not only South Lane Wheels experiencing the problem, so LTD was meeting with all providers.

Mr. Nordin asked about South Lane Wheels and HB 2017. Ms. Rees said LTD got paid an admin rate of per member per month. Staff projected they would have enough money to cover all organizations for admin costs, and maybe a little extra. Ms. Rees said as far as paying providers, Trillium reimbursed them for trips.

Mr. Nordin referred to the public comment provided that evening and wondered if MTM was tracking its out of area policy. Ms. Rees said LTD had an out of boundary policy for RideSource. The intention of the policy was to bring people into the boundary who qualified for ADA and lived within 5 minutes outside of the boundary. Ms. Rees explained this instance was the reverse of that policy because someone who qualified for ADA lived within the boundary and wanted to go outside of it. LTD had been making exceptions for the individual, but MTM was now enforcing the policy. Ms. Rees said the community member had requested a reasonable modification, and LTD had a process to review the request.

Ms. Jackson explained the previous provider had been contracted with LTD for 32 years. LTD did not know about those exceptions until they changed the provider. The new company was trying to adhere to the contract since they could not bill for reimbursement outside of the contract. The contractor was providing services according to the contract. LTD would have to review all the exceptions made, review them collectively, and determine whether to incorporate into the contract.

Ms. Wick said that the Accessible Transportation Commission (ATC) had received communications about RideSource. She said she thought it had a lot to do with trust. When LTD changed providers and began using a new group, there was a real or imagined fear, and some trust building was needed. She said that she was interested in having LTD do community outreach, such as forums or hosting listening sessions. Ms. Rees said the first place complaints needed to go was RideSource. LTD contracted with them to provide service and address complaints. LTD had received some complaints, and she thought it was largely because of the transition. There had also been some employee turnover, which impacted some community members. When LTD received a complaint, they communicated to folks that they would forward the complaint to MTM or RideSource, and if the complaint was not addressed, they should call LTD.

Mr. Wildish asked about the public comment. Ms. Rees said MTM called LTD, and LTD would undergo with the reasonable request for accommodation. Mr. Wildish asked if NOVUS was being changed. Ms. Rees said LTD was contracting with an IT consultant, who would look at LTD's infrastructure to ensure problems with NOVUS were not on LTD's side. She said LTD had still seen improvements in MTM's metrics, even with all the issues NOVUS brought.

Ms. Jackson said a colleague visiting Washington, D.C. did announce the new federal package included an extra \$209 million in formula dollars, \$161 million in grants for bus facilities, and \$29 million in Low or No Emission Vehicle Plan (LoNo). Ms. Jackson said that was in addition to what LTD already received. She added that staff would be applying for grants and she thought the organization could get a few million additional in funding.

ADJOURNMENT — Mr. Wildish adjourned the meeting at 7:18.

LANE TRANSIT DISTRICT:

ATTEST:

Ed Necker
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved: _____

(Transcribed by Marina Brassfield, LCOG)

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

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
03/01/2018	Pacific Crest Bus Lines	Diamond Express and Oakridge Dial-A-Ride Services	IDIQ	Sept. 1, 2017 - June 30, 2018	Limited Term	\$ 170,375.00	A. Jackson	Labor Rate plus maintenance and fuel expense
03/02/2018	Oregon Track Club	2018 Butte to Butte Race	Revenue/Fare Purchase	4-Jul-18	Annual	\$ 5,000.00	A. Jackson	Contract value is projection. Billing based upon ridership.
03/07/2018	Oregon Country Fair	2018 Oregon Country Fair	Revenue/Fare Purchase	July 13-15, 2018	Annual	\$ 44,000.00	A. Jackson	Contract value is projection. Billing based upon ridership.
03/14/2018	ISGN Solutions	Group Pass Agreement	Group Pass	April 1, 2018 - ongoing	Annual Auto Renew	\$ 13,008.00	R. Hoskins	100 participants
03/14/2018	Silke Communications	RideSource - UHF Radio Service & Maintenance - Blanton (FCC Channel Service on Blanton Heights)	Lease	July 1, 2017 - June 30, 2019	Annual Auto Renew	\$ 3,022.32	C. Beard	Current Contract signed for FY 18 and FY 19 at \$1511.16 each
03/14/2018	Silke Communications	LTD - UHF Radio Service & Maintenance - Blanton/Springfield (M/W Link from Blanton to Hagen; FCC Channel Service on Springfield Site)	Lease	July 1, 2017 - June 30, 2019	Annual Auto Renew	\$ 48,228.00	C. Beard	Current Contract signed for FY 18 (\$23,681.88) and FY 19 (\$24,546.12).
03/15/2018	City of Eugene	Amendment One - STIP 15-18 SmartTrips Regional residential Program	Amendment	July 1, 2015 - Jan. 31, 2019	Project Specific	\$ 278,360.00	A. Jackson	Adds an additional \$30,000 to contract and extends contract thru Jan. 31, 2019.

AGENDA ITEM SUMMARY

DATE OF MEETING: April 18, 2018

ITEM TITLE: CONTRACT AMENDMENT – ELMS LANDSCAPING

PREPARED BY: Joe McCormack, Director of Facilities

ACTION REQUESTED: Approval

Please disclose any actual or potential conflict of interest.

PURPOSE/OBJECTIVE: This action will authorize the general manager to amend the existing contract value to include landscape services of newly implemented facilities and miscellaneous annual services.

DESCRIPTION/JUSTIFICATION: Lane Transit District (LTD) is required to maintain landscaping associated with development projects. Recent projects that have transitioned from construction to operation include the Willow Creek Facility, part of the West Eugene EmX project, and the maintenance crew building located on the Glenwood campus. Both of these facilities included vegetated storm water treatment features that are regulated by the City of Eugene and Springfield. Additionally, there are seasonal services that are value additions for customer and community experience. These include rotation of flowers, tree root feeding, and foliage spraying.

Development code for both municipalities, Eugene and Springfield, require storm water to be managed on-site through vegetated swales and retention areas. Privately owned storm water facilities must be maintained to protect the public storm water system and downstream environments. Operation and maintenance plans and logs are required, which are inspected annually. The inspection confirms the site is maintained properly and the storm water management facilities are functioning as designed.

CONTRACT HISTORY: LTD solicited for a landscape services in spring of 2017. Subsequently a contract was awarded to Elms Landscaping Services. Contract term is for 2 years with an option of three additional years. The contract includes services for all current LTD facilities and two new facilities planned to become operational within the contract term.

PROCUREMENT IMPACT: Not Applicable

POLICY IMPACT: LTD Resolution No. 2017-03-15-011 states that “individual or cumulative contract amendments and change orders cannot exceed the lesser of \$150,000 or 10% of the initial contract” value. Contract amendments and change orders which do exceed these limits, require prior authorization from the District’s Contract Review Board, the Board of Directors.

ECONOMIC IMPACT: Current value for the 5-year contract term is \$430,382. The addition of services for the two new facilities would increase the contract value to \$514,049, which represents an increase of nearly 20% over the initial contract value. However, the proposed change value is approximately 5% less than the original cost estimate, which was created using historical cost data and understanding of the work to be performed. The amendment is within reason and demonstrates the scope of requested work and proposal are in sync.

AGENDA ITEM SUMMARY
CONTRACT AMENDMENT – ELMS LANDSCAPING
 Page 2

Contract Year	Current	Proposed Change	New Total	Estimated Change Value
1	\$ 82,602	\$ 16,058.00	\$ 98,660	\$ 17,555.00
2	\$ 84,254	\$ 16,379.15	\$ 100,633	\$ 17,555.00
3	\$ 86,098	\$ 16,737.63	\$ 102,836	\$ 17,555.00
4	\$ 87,834	\$ 17,075.11	\$ 104,909	\$ 17,555.00
5	\$ 89,594	\$ 17,417.26	\$ 107,011	\$ 17,555.00
<i>Total Contract Value</i>	\$ 430,382	\$ 83,667	\$ 514,049	\$ 87,779

FUNDING SOURCE: Landscape operation and maintenance costs are allocated from general fund and managed in the Facilities Management materials and services budget.

REQUIRED REPORTING: NA

RECOMMENDATIONS: Authorize the General Manager, or designee, to execute a contract amendment with Elms Landscaping to include landscape services for the recently added facilities: Willow Creek Facility, Facilities Crew Building, and miscellaneous seasonal services.

IMPACT IF NOT APPROVED: Landscape maintenance is required by local development code. Options to meet the requirement, other than making this contract change, include re-soliciting for these services or perform with current or additional in-house staff.

PROJECT CLOSEOUT TEAM: Director of Facilities Management, or designee.

ATTACHMENTS: Resolution 2018-04-18-008

PROPOSED MOTION: Resolution No. 2018-04-18-008: be it resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

- 1) The change order shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to execute this change order in the amount of \$83,667.

RESOLUTION NO. 2018-04-18-008

A RESOLUTION APPROVING CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND ELMS LANDSCAPE SERVICE

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

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

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

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

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

WHEREAS, the Finance Committee reviewed the proposed change order between LTD and Elms Landscape Service on April 9, 2018, and recommended adoption.

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

- 1) The change order shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to execute this change order in the amount of \$83,667.

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

PRESIDENT, Gary Wildish

ATTEST:

AGENDA ITEM SUMMARY

DATE OF MEETING: April 18, 2018

ITEM TITLE: CONTRACT APPROVAL – WHA INSURANCE

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

ACTION REQUESTED: Approval

Please disclose any actual or potential conflict of interest.

PURPOSE/OBJECTIVE: This action will authorize the general manager to enter into contract with WHA Insurance to provide Agent of Record services for Lane Transit District (LTD) on Health Care, Property, and Liability Insurance.

DESCRIPTION/JUSTIFICATION: LTD requires an Insurance Agent of Record to partner with, and provide services in, the area of employee benefits, and risk management services for workers' compensation, property, and liability coverage.

CONTRACT HISTORY: LTD has previously had this contract broken out into two contracts, one for Employee Benefits and one for Risk Management Services for workers' compensation, property, and liability coverage. For this contract, it was decided to bring those two together to see if we could get greater buying power by having both in one contract. WHA Insurance currently has both of these contracts, they have held the Employee benefits since 2005 with the most recent contract being renewed in 2011. WHA has held the Risk Management Services since 2001 with the most recent contract being renewed in 2012.

PROCUREMENT IMPACT: On January 17, 2017, LTD solicited proposals from qualified firms or teams to provide services related to being the Insurance Agent of Record for its healthcare, property, and liability insurances. Proposals were due on February 16, 2017, by not later than 10:00 AM (Pacific). LTD received three responses to its solicitation via its eBid eXchange Procurement portal:

CONTRACTOR	RESPONSIVE?	SCORING	TOTAL CONTRACT
Brown & Brown	No ¹	88	\$401,949.36
USI	Yes	83	\$497,055.00
WHA	Yes	95	\$424,425.00

¹ Vendor's pricing information was incomplete. It did not include cost for TPA or project commission on Worker's Compensation, as the other proposals did. In order to preserve competition, procurement allowed the evaluation committee to review the Proposer's response, but made adjustments to its overall pricing to align with other proposers submittals. The value for TPA was the same for the other two proposers, so this amount added (\$1,525.00), along with the presumption of a rate of commission on WC of ~1.12%.

AGENDA ITEM SUMMARY

CONTRACT APPROVAL – WHA Insurance

Page 2

The Evaluation Committee determined that WHA was the most responsive and responsible proposer.

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

ECONOMIC IMPACT: An estimated base cost per year of \$90,000 considers potential fee increase without consideration of fee reductions enjoyed in recent years as well as additional staff. Historical data demonstrates the following:

Calendar Year 2014, SDAO (LTD’s public risk pool) included broker fee = \$29,639

Calendar Year 2015, Broker billed - \$33,399 less \$5,000 (fee reduction) = \$28,399

Calendar Year 2016, Broker billed - \$36,057 less \$5,000 (fee reduction) = \$31,057

Calendar Year 2017, Broker billed - \$36,948 less \$5,000 (fee reduction) = \$31,948

Health Care: \$9/employee/month. 2017 projection is: \$9 *371 *12 = \$40,068. Additionally, the cost for WHA to be Third Party Administrator for the stoploss program has been: Fiscal Year 2013 - \$1,325; Fiscal Year 2014 - \$1,575; Fiscal Year 2015 - \$1,125; Fiscal Year 2016 - \$1,650.

FUNDING SOURCE: Employee Benefits are budgeted annually in Personnel Services, and the Risk Management Services are budgeted in Insurance and Risk Services.

REQUIRED REPORTING: NA

RECOMMENDATIONS: Authorize the General Manager, or designee, to execute a contract with the WHA Insurance to act as the Broker for the District’s Insurance contracts.

IMPACT IF NOT APPROVED: Current contract for broker services will expire leaving the agency without these services and unable to meet the District’s contractual obligations to provide insurance.

PROJECT CLOSEOUT TEAM: The Director of Human Resources and Risk Management, and the entire Human Resources team will be responsible.

ATTACHMENTS: Resolution No. 2018-04-18-009

PROPOSED MOTION: Resolution No. 2018-04-18-009: be it resolved that LTD Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

- 1) The change order shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to execute this change order in the amount of \$84,885 annually.

RESOLUTION NO. 2018-04-18-009

A RESOLUTION APPROVING CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND WHA INSURNACE

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

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

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

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

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

WHEREAS, the Finance Committee reviewed the proposed change order between LTD and WHA Insurance on April 9, 2018, and recommended adoption.

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

- 1) The change order shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to execute this change order in the amount of \$84,885 annually.

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

PRESIDENT, Gary Wildish

ATTEST:

AGENDA ITEM SUMMARY

DATE OF MEETING: April 18, 2018

ITEM TITLE: SECOND READING AND ADOPTION, ORDINANCE NO. 52

PREPARED BY: Camille Gandolfi, Clerk of the Board

ACTION REQUESTED: Conduct the second reading and adopt LTD Ordinance No. 52

BACKGROUND:

As part of the comprehensive review of Lane Transit District ordinances, new Ordinance No. 52 will revise and restate Ordinance No. 45, an ordinance providing rules for LTD Board meetings. The update incorporates the new introductory statement that is included in all LTD ordinances and makes some changes in content. The three primary modifications to the ordinance include:

- (1) Language specific to public attendance and testimony was added.
- (2) Language regarding the location of Board trainings was added.
- (3) Language regarding minute requirements was updated.
- (4) Language regarding quorum requirements was updated.
- (5) Language regarding resolution and motion requirements was updated.
- (6) Language regarding Officers was updated.
- (7) Language regarding committees was updated.

ATTACHMENTS: Ordinance No. 45, with Revisions
New Ordinance No. 52

PROPOSED MOTIONS:

- (1) I move that Lane Transit District Ordinance No. 52 be read by title only.

Following an affirmative vote, the ordinance title should be read:

ORDINANCE NO. 52, AN ORDINANCE PROVIDING RULES FOR MEETINGS OF THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS, AND AMENDING AND RESTATING ORDINANCE NO. 45.

- (2) I move that the LTD Board of Directors hereby adopts Lane Transit District Ordinance No. 52, an ordinance providing rules for meetings of the Lane Transit District Board of Directors, and amending and restating Ordinance No. 45.

ORDINANCE NO. ~~45~~

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AN ORDINANCE PROVIDING RULES FOR MEETINGS OF THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS, AND AMENDING AND RESTATING ORDINANCE NO. ~~45~~.

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WHEREAS ~~Lane Transit District is reorganizing and updating its Board governance procedures:~~

Deleted: following a recent review of its ordinances, Lane Transit District determined that its ordinances should be better organized so as to make them more accessible to the public

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. ~~45~~ is amended and restated in its entirety to read as follows:

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Section 1. Meetings to Be Public

In accordance with Public Meetings Law, all meetings of the Board of Directors shall be open to the public and all persons shall be permitted to attend, except that the public may be excluded from executive sessions.

~~Although the Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. LTD has historically allowed public participation at meetings upon recognition by the president. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the president.~~

Commented [KD1]: What do you think about adding it here? I thought it made sense to go ahead and put it in. It is the same language from the bylaws.

Section 2. Regular Meetings

a. Time

The Board of Directors shall hold regular monthly meetings at the time and day to be designated by ~~Board Resolution~~. When the day fixed for any regular meeting falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same time on the next succeeding day not a holiday, or as otherwise directed by the Board.

Commented [KD2]: Let's make sure that we have the Board resolution that states when regular meetings will be (i.e. the third Wednesday of each month). If we can't locate it, then let's just state in this Ordinance when the meetings will be, but that the Board may adjust this time.

b. Place

Regular meetings shall be held in the Board Room at the ~~District's Glenwood-area facility~~, or at such other location as the Board of Directors may specify from time to time and cause to be included in the notice of meeting.

Commented [KD3]: Is this how you want to refer to this or should it be updated?

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c. Notice

Public notice shall be given, reasonably calculated to give actual notice, to interested persons of the time and place for holding regular meetings. The notice also shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the Board of Directors to consider additional subjects.

Deleted: , provided, however, that if any ordinance is to be

Deleted: considered or voted upon at the meeting, in such event, the notice shall comply with the provisions of Section 10.

Section 3. Adjourned or Canceled Meetings

Meetings may be adjourned to a specific time and place before the day of the next regular meeting. A meeting may be adjourned by the vote of the majority of the members present, even in the absence of a quorum.

Meetings may be canceled. In the event a meeting is canceled, a notice of cancellation of meeting shall be posted on the Lane Transit District website as soon as is reasonably possible.

Section 4. Special Meetings

a. Call

The president of the Board or a majority of the directors may call special meetings.

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b. Notice

At least 24 hours' notice of special meetings shall be given to the directors, the news media which have requested notice, and the general public. The notice shall state the time, place, and purpose of the meeting.

Section 5. Emergency Meetings

a. Call

The president of the Board or a majority of the directors may call emergency meetings.

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b. Notice

In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances both to the directors and to the public. The minutes and/or recording for such a meeting shall describe the emergency justifying less than 24 hours' notice. The notice shall state the time, place, and purpose of the meeting.

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Section 6. Executive Sessions

The Board of Directors may hold executive sessions during a regular, special, or emergency meeting after the presiding officer has identified the specific provision of the Public Meetings Law that authorizes the executive session.

Commented [KD5]: Just trying to be consistent and mirror the language of the statute.

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If an executive session only will be held, notice shall be given to the members of the Board of Directors and to the general public, stating the specific provision of law authorizing the executive session.

Section 7. Telephone or Other Electronic Communication

Any meeting of the Board of Directors, including an executive session, may be held through the use of telephone or other electronic communication, provided it is conducted in accordance with Public Meetings Law and with this ordinance. When telephone or other electronic means of communication is used and the meeting is not in executive session, the Board of Directors shall make available to the public a place where the public can listen to the communication at the time it occurs. The place provided may be a place

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Commented [KD6]: Again, the statutory language ends here, so I am just cutting off the sentence here to be consistent.

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where no Board member is present, but said place shall be located within the geographic boundaries of the District.

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Section 8. Place of Meetings

All meetings shall be held within the geographic boundaries of the District, and shall be in a place accessible to persons with disabilities. A meeting of the Board of Directors that is held through the use of telephone or other electronic communication shall be deemed held within the geographic boundaries of the District if the place provided for the public to listen to the communication is located within the geographic boundaries of the District. Training sessions may be held outside the geographic boundaries of the District as long as no deliberations towards a decision are involved.

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Section 9. Conduct of Meetings

a. Presiding Officer

The president, and in the president's absence, the vice president; and in the absence of both, a director selected by the directors present to act as president pro tem, shall preside at meetings of the District directors.

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The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

b. Minutes

The secretary, or a person so designated by the Secretary or Board of Directors, shall keep a sound, video or digital recording or prepare written minutes of the District Board meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

Commented [KD7]: I have modified this language to be consistent with the statute and to permit recordings or minutes. The language in the statute simply says the recordings or minutes must be available "within a reasonable time after the meeting." I know at our meeting we discussed 30 days. As a matter of practice, I think we should ensure recordings and/or minutes are available within that timeframe at the latest. But, publicly I would not put a time limit on us that is not required by the law. The internal practice could be just that – a practice. Or you could codify that in the form of some type of Standard Operating Procedure issued by the General Manager.

A caution here and a bit of a side note – if we document requirements in the form of procedures and rules, we must comply with them (if we are involved in a dispute it could be a legal liability to not comply with our own policies, procedures, etc.)

1. All members of the Board of Directors who are present at the meeting;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes and the vote of each director by name; ↓
4. The substance of any discussion on any matter; and
5. Subject to Public Records Law, a reference to any document discussed at the meeting.

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If written minutes are kept for a regular meeting, minutes of executive sessions shall be kept the same as the minutes of regular meetings, except that instead of written minutes, a record of any executive session may be kept in the form of a sound or video tape or digital recording which need not be transcribed unless otherwise required by law. Material, the disclosure of which is inconsistent with the

purpose for which an executive session is authorized to be held, may be excluded from disclosure unless otherwise ordered by the court in any legal action.

The approved written minutes, or the sound, video, or digital recording shall be considered the official record of the Board meeting and shall be retained by the Clerk of the Board in accordance with the Public Meetings Law and Oregon Administrative Rules regarding document retention.

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c. Quorum

A quorum of Board members is a majority of the Board members, even if a position is vacant or a director is absent. Therefore, four (of seven) Board members are required for a quorum. A quorum is required to hold a public meeting.

Commented [KD9]: This is the exact same language in our bylaws. I want to be consistent and I also think it provides better guidance than what was previously in this section.

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d. Rules

Roberts' Rules of Order shall be the parliamentary procedure for meetings of the District Board, except when a specific rule is provided by statute or this ordinance, or by a resolution of this Board.

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e. Matters to be considered

1. At regular meetings and adjourned sessions of regular meetings, the Board of Directors can consider any matters that they desire to consider, whether in the published agenda or not, except that an ordinance can be considered only at a regular meeting or an adjourned session of a regular meeting if consideration of that ordinance appeared in the published agenda for the regular meeting.
2. At special meetings, only those matters that were specified in the notice of the meeting shall be considered.
3. At emergency meetings, only the emergency matters shall be considered.
4. No final action may be taken in executive session; however, a consensus of the Board may be determined.

Section 10. Notices

a. Notices to Directors

Notice to directors shall be deemed given when sent, via e-mail, to the director's LTD email address.

Deleted: last e-mail address specified by the director in the records of the district office

b. Public Notice

All public notices shall be given in one or more newspapers of general circulation within the District, published on the District's website, and in such other and additional manner as the Board of Directors shall from time to time direct.

Commented [KD10]: We expect Board members to use their email address, and they should to protect themselves and the District with regard to public records issues. I'd prefer not to give the Directors the option to provide an alternative address, and to expect them only to use their LTD addresses.

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c. News Media

Notice of all meetings must be given to news media which have requested notice.

Section 11. Ordinances

a. Publication of Agenda

1. Except in an emergency, an ordinance adopting, amending, or repealing a regulation shall not be considered or voted upon by the Board unless the ordinance is included in the published agenda of the meeting. The agenda of a meeting shall state the time, date, and place of the meeting; give a brief description of the ordinance to be considered at the meeting; and state that copies of the ordinance are available at the office of the District;
2. The presiding officer shall cause the agenda to be published not more than ten days nor less than four days before the meeting, in one or more newspapers of general circulation within the District.

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Commented [KD11]: Do you want to be more specific than saying "office of the District." This is fine as-is, but you could indicate the particular office.

The language at the end is stricken. That is a requirement for all meetings, not just those in which an ordinance is part of the agenda. I deleted it from this portion so as not to be confusing.

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Deleted: and, in accordance with the Americans with Disabilities Act, state that persons needing an accommodation may contact the District office 48 hours prior to the meeting to request the necessary accommodation.

Commented [KD12]: Just mirroring the language of the statute.

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b. Adoption

Except as provided by subsection 3 of this section, before an ordinance is adopted, it shall be read during regular meetings of the District Board on two different days at least six days apart. If the ordinance as initially read is substantially amended prior to adoption, it shall be read as amended during regular meetings of the District Board on two different days at least six days apart, the first of which may be the meeting at which it is amended.

1. The reading of an ordinance shall be full and distinct unless at the meeting:
 - 1.1. A copy of the ordinance is available for each person who desires a copy; and
 - 1.2. The Board directs that the reading be by title only.
2. Except as provided by subsection 3 of this section, the affirmative vote of a majority of the members of the District Board is required to adopt an ordinance.
3. An ordinance to meet an emergency may be introduced, read once and put on its final passage at a regular or special Board meeting, without being described in a published agenda, if the reasons requiring immediate action are described in the ordinance. The unanimous approval of all members of the Board at the meeting, a quorum being present, is required to adopt an emergency ordinance. No emergency ordinance shall be adopted imposing an income tax nor changing the boundaries of the District.
4. ↓

c. Signing and Filing

1. Within seven days after adoption of an ordinance, the enrolled ordinance shall be:
 - 1.1. Signed by the presiding officer;

Deleted: An ordinance receiving a favorable vote of a majority of Board members . . . present, but not a majority of the entire Board, will remain on the agenda for . . . the succeeding meeting, unless otherwise disposed of by a duly adopted . . . motion. If, at the succeeding meeting, the ordinance receives a favorable . . . vote of a majority of Board members present, but not a majority of the entire . . . Board, the ordinance shall remain on the agenda for one additional . . . succeeding meeting, unless otherwise disposed of by a duly adopted . . . motion.

- 1.2. Attested by the person who served as recording secretary of the Djistrict Board at the session at which the Board adopted the ordinance; and
- 1.3. Filed in the records of the Djistrict.
- 2. A certified copy of each ordinance shall be filed with the county clerk, available for public inspection.
- 3. Within 15 days after adoption of an emergency ordinance, notice of the adoption of the ordinance shall be published in one or more newspapers of general circulation within the Djistrict. The notice shall:
 - 3.1. Briefly describe the ordinance;
 - 3.2. State the date when the ordinance was adopted and the effective date of the ordinance; and
 - 3.3. State that a copy is on file at the Djistrict office and at the office of the county clerk of the county, available for public inspection.

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d. Effective Date

- 1. Except as provided by subsection 2 of this section, an ordinance shall take effect on the 30th day after it is adopted, unless a later date is prescribed by the ordinance. If an ordinance is referred to the voters of the Djistrict, it shall not take effect until approved by a majority of those voting on the ordinance.
- 2. An emergency ordinance may take effect upon adoption.

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e. Petition to Adopt, Amend, or Repeal an Ordinance

Any interested person who is a landowner within the Djistrict or an elector registered in the Djistrict may petition the Board of Directors to adopt, amend, or repeal an ordinance. Any such person may appear at any regular meeting of the Board and shall be given a reasonable opportunity to be heard.

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Section 12. Resolutions and Motions

- a. All matters, other than legislation coming before the Djistrict Board and requiring Board action, shall be handled by resolution or motion. A motion approved by the vote of the majority of all Board members shall have the same force and effect as a resolution.
- b. The affirmative vote of a majority of all Board members (four of seven) is required to pass a motion. Even if only five members attend the meeting, four must vote affirmatively to pass the motion.

Commented [KD14]: Camille, FYI. Resolution or motion (does not always require resolution). I have clarified here they have the same force.
 In the next paragraph, I made clear that a majority of all Directors is required to pass a motion. The Board will always make a motion to take action – whether it is a motion to approve a resolution, an ordinance, or simply an oral motion to take some action.
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 Deleted: A resolution may be adopted by the vote of the majority of the directors present at any meeting at which a quorum is present.
 Deleted: <#>A motion approved by the vote of the majority of the directors present at any meeting at which a quorum is present shall have the same force and effect as a resolution and shall be characterized and recorded in the minutes as the passage of a resolution.¶

Section 13. Officers

The Board shall choose from among its members, by majority vote of the members, a president, vice president, treasurer, and secretary to serve for terms of two years. Terms of office shall begin on the first day of July and end on the last day of June in even-numbered years. In case of a vacancy in any office other than by expiration of the officer's term, the vacancy shall be filled by election by the Board of Directors when the need arises and the newly-elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

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Section 14. Committees

The president, on the president's own motion, or the directors by majority vote, may appoint committees to make investigations, to study problems, and to make recommendations to the Board of Directors. A committee that reports directly to the Board is an "advisory committee." Advisory committees may include persons who are not directors. The appointment shall include a designation of a chairperson of the committee. All provisions of this ordinance shall apply to committees and their meetings to the extent relevant, substituting "committee" for "Board of Directors," "committee members" for "directors," and "committee chairperson" for "president."

Deleted: resolution

Commented [KD15]: I think we need to be really careful with our language.

We have committees that report directly to the Board. We need to call those something consistent. They can either be advisory committees or subcommittees, but we should choose one and stick to it. Those committees that make recommendations to the Board must follow public meetings law requirements.

Two or more committees may meet jointly so long as a quorum of the Board of Directors is not present, unless the required notice for a Board meeting has been given. Although two or more committees may meet jointly, separate minutes or recordings and separate votes must be taken for each committee.

Then, there are the "other" committees that do not report to the Board. Those are not intended to be addressed in this Section. I do not believe public meetings law applies (although I'll double check this). We should call those committees something (Work Groups?), or just be clear that they are not advisory committees/steering committees (whatever you decide to call the other committees).

Section 15. General Manager

The general manager shall attend all Board meetings and may participate in such meetings, but has no vote. The Board of Directors may appoint a general manager pro tempore during the absence or disability of the general manager.

ADOPTED this _____ day of _____, 201__

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President and Presiding Officer

ATTEST:

Secretary

Recording Secretary

ORDINANCE NO. ___

AN ORDINANCE PROVIDING RULES FOR MEETINGS OF THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS, AND AMENDING AND RESTATING ORDINANCE NO. 45.

WHEREAS Lane Transit District is reorganizing and updating its Board governance procedures:

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 45 is amended and restated in its entirety to read as follows:

Section 1. Meetings to Be Public

In accordance with Public Meetings Law, all meetings of the Board of Directors shall be open to the public and all persons, unless otherwise excluded, shall be permitted to attend, except that the public may be excluded from executive sessions.

Although the Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. LTD has historically allowed public participation at regular monthly Board meetings upon recognition by the president. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the president.

Commented [KD1]: What do you think about adding it here? I thought it made sense to go ahead and put it in. It is the same language from the bylaws.

Commented [CG2R1]: I think that makes sense.

Section 2. Regular Meetings

a. Time

The Board of Directors shall hold regular monthly meetings at the time and day as designated by the Board Resolution Setting Time and Day for Regular Monthly Board Meetings. When the day fixed for any regular meeting falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same time on the next succeeding day not a holiday, or as otherwise directed by the Board.

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Commented [KD3]: Let's make sure that we have the Board resolution that states when regular meetings will be (i.e. the third Wednesday of each month). If we can't locate it, then let's just state in this Ordinance when the meetings will be, but that the Board may adjust this time.

Commented [CG4R3]: I found the resolution, however, it appears that at the time it was adopted (1998) resolution numbers were not being used. Would it be sufficient to reference the title and date?

b. Place

Regular meetings shall be held in the Board Room at the District's Glenwood-area facility, or at such other location as the Board of Directors may specify from time to time and cause to be included in the notice of meeting.

Commented [KD5]: Is this how you want to refer to this or should it be updated?

Commented [CG6R5]: I think its fine to leave it.

c. Notice

Public notice shall be given, reasonably calculated to give actual notice, to interested persons of the time and place for holding regular meetings. The notice also shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the Board of Directors to consider additional subjects.

Section 3. Adjourned or Canceled Meetings

Meetings may be adjourned to a specific time and place before the day of the next regular meeting. A meeting may be adjourned by the vote of the majority of the members present, even in the absence of a quorum.

Meetings may be canceled. In the event a meeting is canceled, a notice of cancellation of meeting shall be posted on the Lane Transit District website as soon as is reasonably possible.

Section 4. Special Meetings

a. Call

The president of the Board or a majority of the directors may call special meetings.

b. Notice

At least 24 hours' notice of special meetings shall be given to the directors, the news media which have requested notice, and the general public. The notice shall state the time, place, and purpose of the meeting.

Section 5. Emergency Meetings

a. Call

The president of the Board or a majority of the directors may call emergency meetings.

b. Notice

In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances both to the directors and to the public. The minutes and/or recording for such a meeting shall describe the emergency justifying less than 24 hours' notice. The notice shall state the time, place, and purpose of the meeting.

Section 6. Executive Sessions

The Board of Directors may hold executive sessions during a regular, special, or emergency meeting after the presiding officer has identified the specific provision of the Public Meetings Law that authorizes the executive session.

If an executive session only will be held, notice shall be given to the members of the Board of Directors and to the general public, stating the specific provision of law authorizing the executive session.

Section 7. Telephone or Other Electronic Communication

Any meeting of the Board of Directors, including an executive session, may be held through the use of telephone or other electronic communication, provided it is conducted in accordance with Public Meetings Law and with this ordinance. When telephone or other

electronic means of communication is used and the meeting is not in executive session, the Board of Directors shall make available to the public a place where the public can listen to the communication at the time it occurs. The place provided may be a place where no Board member is present, but said place shall be located within the geographic boundaries of the District.

Section 8. Place of Meetings

All meetings shall be held within the geographic boundaries of the District, and shall be in a place accessible to persons with disabilities. A meeting of the Board of Directors that is held through the use of telephone or other electronic communication shall be deemed held within the geographic boundaries of the District if the place provided for the public to listen to the communication is located within the geographic boundaries of the District. Training sessions may be held outside the geographic boundaries of the District as long as no deliberations towards a decision are involved.

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Section 9. Conduct of Meetings

a. Presiding Officer

The president, and in the president's absence, the vice president; and in the absence of both, a director selected by the directors present to act as president pro tem, shall preside at meetings of the District directors.

The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

b. Minutes

The secretary, or a person so designated by the ~~secretary~~ or Board of Directors, shall keep a sound, video or digital recording or prepare written minutes of the District Board meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

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1. All members of the Board of Directors who are present at the meeting;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The substance of any discussion on any matter; and
- ~~4.~~ Subject to Public Records Law, a reference to any document discussed at the meeting.

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If written minutes are kept for a regular meeting, minutes of executive sessions shall be kept the same as the minutes of regular meetings, except that instead of written minutes, a record of any executive session may be kept in the form of a sound or video tape or digital recording which need not be transcribed unless

otherwise required by law. Material, the disclosure of which is inconsistent with the purpose for which an executive session is authorized to be held, may be excluded from disclosure unless otherwise ordered by the court in any legal action.

The approved written minutes, or the sound, video, or digital recording shall be considered the official record of the Board meeting and shall be retained by the Clerk of the Board in accordance with the Public Meetings Law and Oregon Administrative Rules regarding document retention.

c. Quorum

A quorum of Board members is a majority of the Board members, even if a position is vacant or a director is absent. Therefore, four (of seven) Board members are required for a quorum. A quorum is required to hold a public meeting.

d. Rules

Roberts' Rules of Order shall be the parliamentary procedure for meetings of the District Board, except when a specific rule is provided by statute or this ordinance, or by a resolution of this Board.

e. Matters to be considered

1. At regular meetings and adjourned sessions of regular meetings, the Board of Directors can consider any matters that they desire to consider, whether in the published agenda or not, except that an ordinance can be considered only at a regular meeting or an adjourned session of a regular meeting if consideration of that ordinance appeared in the published agenda for the regular meeting.
2. At special meetings, only those matters that were specified in the notice of the meeting shall be considered.
3. At emergency meetings, only the emergency matters shall be considered.
4. No final action may be taken in executive session; however, a consensus of the Board may be determined.

Section 10. Notices

a. Notices to Directors

Notice to directors shall be deemed given when sent, via e-mail, to the director's LTD email address.

b. Public Notice

All public notices shall be given in one or more newspapers of general circulation within the District, published on the District's website, and in such other and additional manner as the Board of Directors shall from time to time direct.

c. News Media

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Notice of all meetings must be given to news media which have requested notice.

Section 11. Ordinances

a. Publication of Agenda

1. Except in an emergency, an ordinance shall not be considered or voted upon by the Board unless the ordinance is included in the published agenda of the meeting. The agenda of a meeting shall state the time, date, and place of the meeting; give a brief description of the ordinance to be considered at the meeting; and state that copies of the ordinance are available at the office of the District.
2. The presiding officer shall cause the agenda to be published not more than ten days nor less than four days before the meeting, in one or more newspapers of general circulation within the District.

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b. Adoption

Except as provided by subsection 3 of this section, before an ordinance is adopted, it shall be read during regular meetings of the District Board on two different days at least six days apart. If the ordinance as initially read is substantially amended prior to adoption, it shall be read as amended during regular meetings of the District Board on two different days at least six days apart, the first of which may be the meeting at which it is amended.

1. The reading of an ordinance shall be full and distinct unless at the meeting:
 - 1.1. A copy of the ordinance is available for each person who desires a copy; and
 - 1.2. The Board directs that the reading be by title only.
2. Except as provided by subsection 3 of this section, the affirmative vote of a majority of the members of the District Board is required to adopt an ordinance.
3. An ordinance to meet an emergency may be introduced, read once and put on its final passage at a regular, special, or emergency Board meeting, without being described in a published agenda, if the reasons requiring immediate action are described in the ordinance. The unanimous approval of all members of the Board at the meeting, a quorum being present, is required to adopt an emergency ordinance. No emergency ordinance shall be adopted imposing an income tax nor changing the boundaries of the District.

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c. Signing and Filing

1. Within seven days after adoption of an ordinance, the enrolled ordinance shall be:

- 1.1. Signed by the presiding officer;
- 1.2. Attested by the person who served as recording secretary of the District Board at the session at which the Board adopted the ordinance; and
- 1.3. Filed in the records of the District.
2. A certified copy of each ordinance shall be filed with the county clerk, available for public inspection.
3. Within 15 days after adoption of an emergency ordinance, notice of the adoption of the ordinance shall be published in one or more newspapers of general circulation within the District. The notice shall:
 - 3.1. Briefly describe the ordinance;
 - 3.2. State the date when the ordinance was adopted and the effective date of the ordinance; and
 - 3.3. State that a copy is on file at the District office and at the office of the county clerk of the county, available for public inspection.

d. *Effective Date*

1. Except as provided by subsection 2 of this section, an ordinance shall take effect on the 30th day after it is adopted, unless a later date is prescribed by the ordinance. If an ordinance is referred to the voters of the District, it shall not take effect until approved by a majority of those voting on the ordinance.
2. An emergency ordinance may take effect upon adoption.

e. *Petition to Adopt, Amend, or Repeal an Ordinance*

Any interested person who is a landowner within the District or an elector registered in the District may petition the Board of Directors to adopt, amend, or repeal an ordinance. Any such person may appear at any regular meeting of the Board and shall be given a reasonable opportunity to be heard.

Section 12. Resolutions and Motions

- a.** All matters, other than legislation coming before the District Board and requiring Board action, shall be handled by resolution or motion. A motion approved by the vote of the majority of all Board members shall have the same force and effect as a resolution.
- b.** The affirmative vote of a majority of all Board members (four of seven) is required to pass a motion. Even if only five members attend the meeting, four must vote affirmatively to pass the motion.

Section 13. Officers

The Board shall choose from among its members, by majority vote of the members, a president, vice president, treasurer, and secretary to serve for terms of two years. Terms of office shall begin on the first day of January and end on the last day of December in even-numbered years. In case of a vacancy in any office other than by expiration of the officer's term, the vacancy shall be filled by election by the Board of Directors when the need arises and the newly-elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

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Section 14. Committees

The president, on the president's own motion, or the directors by majority vote, may appoint committees to make investigations, to study problems, and to make recommendations to the Board of Directors. A committee that reports directly to the Board is a "Board subcommittee" or a "community advisory committee." Board subcommittees only include directors. Community advisory committees may include persons who are not directors. The appointment shall include a designation of a president of the committee. All provisions of this ordinance shall apply to committees and their meetings to the extent relevant, substituting "committee" for "Board of Directors," and "committee members" for "directors."

Commented [KD7]: I think we need to be really careful with our language.

We have committees that report directly to the Board. We need to call those something consistent. They can either be advisory committees or subcommittees, but we should choose one and stick to it. Those committees that make recommendations to the Board must follow public meetings law requirements.

Then, there are the "other" committees that do not report to the Board. Those are not intended to be addressed in this Section. I do not believe public meetings law applies (although I'll double check this). We should call those committees something (Work Groups?), or just be clear that they are not advisory committees/steering committees (whatever you decide to call the other committees).

Two or more committees may meet jointly so long as a quorum of the Board of Directors is not present, unless the required notice for a Board meeting has been given. Although two or more committees may meet jointly, separate minutes or recordings and separate votes must be taken for each committee.

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Section 15. General Manager

The general manager shall attend all Board meetings and may participate in such meetings, but has no vote. The Board of Directors may appoint a general manager pro tempore during the absence or disability of the general manager.

ADOPTED this _____ day of _____, 201__.

President and Presiding Officer

ATTEST:

Secretary

Recording Secretary

ORDINANCE NO. 52

AN ORDINANCE PROVIDING RULES FOR MEETINGS OF THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS, AND AMENDING AND RESTATING ORDINANCE NO. 45.

WHEREAS Lane Transit District is reorganizing and updating its Board governance procedures:

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 45 is amended and restated in its entirety to read as follows:

Section 1. Meetings to Be Public

In accordance with Public Meetings Law, all meetings of the Board of Directors shall be open to the public and all persons, unless otherwise excluded, shall be permitted to attend, except that the public may be excluded from executive sessions.

Although the Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. LTD has historically allowed public participation at regular monthly Board meetings upon recognition by the president. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the president.

Section 2. Regular Meetings

a. Time

The Board of Directors shall hold regular monthly meetings at the time and day as designated by the Board Resolution Setting Time and Day for Regular Monthly Board Meetings. When the day fixed for any regular meeting falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same time on the next succeeding day not a holiday, or as otherwise directed by the Board.

b. Place

Regular meetings shall be held in the Board Room at the District's Glenwood-area facility, or at such other location as the Board of Directors may specify from time to time and cause to be included in the notice of meeting.

c. Notice

Public notice shall be given, reasonably calculated to give actual notice, to interested persons of the time and place for holding regular meetings. The notice also shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the Board of Directors to consider additional subjects.

Section 3. Adjourned or Canceled Meetings

Meetings may be adjourned to a specific time and place before the day of the next regular meeting. A meeting may be adjourned by the vote of the majority of the members present, even in the absence of a quorum.

Meetings may be canceled. In the event a meeting is canceled, a notice of cancelation of meeting shall be posted on the Lane Transit District website as soon as is reasonably possible.

Section 4. Special Meetings

a. Call

The president of the Board or a majority of the directors may call special meetings.

b. Notice

At least 24 hours' notice of special meetings shall be given to the directors, the news media which have requested notice, and the general public. The notice shall state the time, place, and purpose of the meeting.

Section 5. Emergency Meetings

a. Call

The president of the Board or a majority of the directors may call emergency meetings.

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The Board of Directors may hold executive sessions during a regular, special, or emergency meeting after the presiding officer has identified the specific provision of the Public Meetings Law that authorizes the executive session.

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Section 8. Place of Meetings

All meetings shall be held within the geographic boundaries of the District, and shall be in a place accessible to persons with disabilities. A meeting of the Board of Directors that is held through the use of telephone or other electronic communication shall be deemed held within the geographic boundaries of the District if the place provided for the public to listen to the communication is located within the geographic boundaries of the District. Training sessions may be held outside the geographic boundaries of the District as long as no deliberations towards a decision are involved.

Section 9. Conduct of Meetings

a. Presiding Officer

The president, and in the president's absence, the vice president; and in the absence of both, a director selected by the directors present to act as president pro tem, shall preside at meetings of the District directors.

The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

b. Minutes

The secretary, or a person so designated by the secretary or Board of Directors, shall keep a sound, video or digital recording or prepare written minutes of the District Board meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

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2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The substance of any discussion on any matter; and
4. Subject to Public Records Law, a reference to any document discussed at the meeting.

If written minutes are kept for a regular meeting, minutes of executive sessions shall be kept the same as the minutes of regular meetings, except that instead of written minutes, a record of any executive session may be kept in the form of a sound or video tape or digital recording which need not be transcribed unless

otherwise required by law. Material, the disclosure of which is inconsistent with the purpose for which an executive session is authorized to be held, may be excluded from disclosure unless otherwise ordered by the court in any legal action.

The approved written minutes, or the sound, video, or digital recording shall be considered the official record of the Board meeting and shall be retained by the Clerk of the Board in accordance with the Public Meetings Law and Oregon Administrative Rules regarding document retention.

c. Quorum

A quorum of Board members is a majority of the Board members, even if a position is vacant or a director is absent. Therefore, four (of seven) Board members are required for a quorum. A quorum is required to hold a public meeting.

d. Rules

Roberts' Rules of Order shall be the parliamentary procedure for meetings of the District Board, except when a specific rule is provided by statute or this ordinance, or by a resolution of this Board.

e. Matters to be considered

1. At regular meetings and adjourned sessions of regular meetings, the Board of Directors can consider any matters that they desire to consider, whether in the published agenda or not, except that an ordinance can be considered only at a regular meeting or an adjourned session of a regular meeting if consideration of that ordinance appeared in the published agenda for the regular meeting.
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c. News Media

Notice of all meetings must be given to news media which have requested notice.

Section 11. Ordinances

a. Publication of Agenda

1. Except in an emergency, an ordinance shall not be considered or voted upon by the Board unless the ordinance is included in the published agenda of the meeting. The agenda of a meeting shall state the time, date, and place of the meeting; give a brief description of the ordinance to be considered at the meeting; and state that copies of the ordinance are available at the office of the District.
2. The presiding officer shall cause the agenda to be published not more than ten days nor less than four days before the meeting, in one or more newspapers of general circulation within the District.

b. Adoption

Except as provided by subsection 3 of this section, before an ordinance is adopted, it shall be read during regular meetings of the District Board on two different days at least six days apart. If the ordinance as initially read is substantially amended prior to adoption, it shall be read as amended during regular meetings of the District Board on two different days at least six days apart, the first of which may be the meeting at which it is amended.

1. The reading of an ordinance shall be full and distinct unless at the meeting:
 - 1.1. A copy of the ordinance is available for each person who desires a copy; and
 - 1.2. The Board directs that the reading be by title only.
2. Except as provided by subsection 3 of this section, the affirmative vote of a majority of the members of the District Board is required to adopt an ordinance.
3. An ordinance to meet an emergency may be introduced, read once and put on its final passage at a regular, special, or emergency Board meeting, without being described in a published agenda, if the reasons requiring immediate action are described in the ordinance. The unanimous approval of all members of the Board at the meeting, a quorum being present, is required to adopt an emergency ordinance. No emergency ordinance shall be adopted imposing an income tax nor changing the boundaries of the District.

c. *Signing and Filing*

1. Within seven days after adoption of an ordinance, the enrolled ordinance shall be:
 - 1.1. Signed by the presiding officer;
 - 1.2. Attested by the person who served as recording secretary of the District Board at the session at which the Board adopted the ordinance; and
 - 1.3. Filed in the records of the District.
2. A certified copy of each ordinance shall be filed with the county clerk, available for public inspection.
3. Within 15 days after adoption of an emergency ordinance, notice of the adoption of the ordinance shall be published in one or more newspapers of general circulation within the District. The notice shall:
 - 3.1. Briefly describe the ordinance;
 - 3.2. State the date when the ordinance was adopted and the effective date of the ordinance; and
 - 3.3. State that a copy is on file at the District office and at the office of the county clerk of the county, available for public inspection.

d. *Effective Date*

1. Except as provided by subsection 2 of this section, an ordinance shall take effect on the 30th day after it is adopted, unless a later date is prescribed by the ordinance. If an ordinance is referred to the voters of the District, it shall not take effect until approved by a majority of those voting on the ordinance.
2. An emergency ordinance may take effect upon adoption.

e. *Petition to Adopt, Amend, or Repeal an Ordinance*

Any interested person who is a landowner within the District or an elector registered in the District may petition the Board of Directors to adopt, amend, or repeal an ordinance. Any such person may appear at any regular meeting of the Board and shall be given a reasonable opportunity to be heard.

Section 12. Resolutions and Motions

- a. All matters, other than legislation coming before the District Board and requiring Board action, shall be handled by resolution or motion. A motion approved by the vote of the majority of all Board members shall have the same force and effect as a resolution.

- b. The affirmative vote of a majority of all Board members (four of seven) is required to pass a motion. Even if only five members attend the meeting, four must vote affirmatively to pass the motion.

Section 13. Officers

The Board shall choose from among its members, by majority vote of the members, a president, vice president, treasurer, and secretary to serve for terms of two years. Terms of office shall begin on the first day of January and end on the last day of December in even-numbered years. In case of a vacancy in any office other than by expiration of the officer's term, the vacancy shall be filled by election by the Board of Directors when the need arises and the newly-elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

Section 14. Committees

The president, on the president's own motion, or the directors by majority vote, may appoint committees to make investigations, to study problems, and to make recommendations to the Board of Directors. A committee that reports directly to the Board is a "Board subcommittee" or a "community advisory committee." Board subcommittees only include directors. Community advisory committees may include persons who are not directors. The appointment shall include a designation of a president of the committee. All provisions of this ordinance shall apply to committees and their meetings to the extent relevant, substituting "committee" for "Board of Directors," and "committee members" for "directors."

Two or more committees may meet jointly so long as a quorum of the Board of Directors is not present, unless the required notice for a Board meeting has been given. Although two or more committees may meet jointly, separate minutes or recordings and separate votes must be taken for each committee.

Section 15. General Manager

The general manager shall attend all Board meetings and may participate in such meetings, but has no vote. The Board of Directors may appoint a general manager pro tempore during the absence or disability of the general manager.

ADOPTED this _____ day of _____, 201__.

President and Presiding Officer

ATTEST:

Secretary

Recording Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: April 18, 2018

ITEM TITLE: PENSION PLANS TRUSTEE APPOINTMENTS

PREPARED BY: David Collier, Human Resources Manager

ACTION REQUESTED: That the Board adopt a resolution appointing Christina Shew as a trustee for LTD's pension plans

BACKGROUND:

With the departure of Lane Transit District (LTD) Assistant General Manager of Administration, Roland Hoskins, and subsequent removal as a trustee, there is a need to appoint a new trustee to LTD's Salaried Employees' Retirement Plan and on LTD's Amalgamated Transit Union (ATU), Local No. 757 Pension Trust. Mr. Hoskins's departure creates the need to appoint a new trustee to fill those positions.

Removal of Roland Hoskins as trustee for both plans leaves LTD Board Member Steven Yett and General Manager Aurora (A.J.) Jackson as the LTD-appointed trustees for the ATU plan, and the LTD-appointed trustees for the Salaried plan. Director of Finance, Christina Shew has agreed to replace Mr. Hoskins as trustees on the ATU plan and on the Salaried plan.

ATTACHMENT: LTD Resolution No. 2018-04-18-010

PROPOSED MOTION:

I move approval of Resolution No. 2018-04-18-010, a Resolution appointing Christina Shew as Trustee of the LTD and Amalgamated Transit Union, Local No. 757 Pension Trust and to LTD's Salaried Employees' Retirement Plan, to succeed Roland Hoskins as Trustee, and reappointing the other Trustees appointed by LTD [Steven Yett and Aurora Jackson for the LTD-ATU Pension Trust and for the Salaried Retirement Plan], as stated in the attached Resolution.

RESOLUTION PROPOSED FOR ADOPTION BY THE
BOARD OF DIRECTORS OF LANE TRANSIT DISTRICT
AT THE APRIL 18, 2018, MEETING

By adopting the following resolution, the Lane Transit District (LTD) Board would appoint Christina Shew as a Trustee of the Lane Transit District and Amalgamated Transit Union (ATU), Local No. 757 Pension Trust and to the Lane Transit District Salaried Employees' Retirement Plan, to succeed Roland Hoskins as Trustee, and would reappoint the other Trustees appointed by LTD [Steven Yett and Aurora Jackson for the LTD-ATU Pension Trust and for the Salaried Retirement Plan]:

Effective immediately:

1. Christina Shew is appointed as Trustee under the Trust Agreement dated December 18, 1979, for the Lane Transit District and Amalgamated Transit Union, Local No. 757 Restated Retirement Plan (which Plan is now known as the Lane Transit District and Amalgamated Transit Union, Local No. 757 Pension Trust), as successor Trustee of Roland Hoskins, who has been removed as a Trustee. Steven Yett and Aurora Jackson are reappointed as a Trustees under the Trust Agreement for the Pension Trust. After these appointments, the Trustees under the Trust Agreement for the Pension Trust appointed by Lane Transit District are Steven Yett, Aurora Jackson, and Christina Shew.

2. Christina Shew is appointed as a Trustee under the Trust Agreement dated August 18, 1999, for the Lane Transit District Salaried Employees' Retirement Plan, as successor Trustee of Roland Hoskins, who has been removed as a Trustee. Steven Yett and Aurora Jackson are reappointed as Trustees under the Trust Agreement for the Retirement Plan. After these appointments, the Trustees under the Trust Agreement for the Retirement Plan are Steven Yett, Aurora Jackson, and Christina Shew.

Adopted by the Lane Transit District Board of Directors on this 18th day of April, 2018.

LTD Board President

AGENDA ITEM SUMMARY

DATE OF MEETING: April 18, 2018

ITEM TITLE: MOVINGAHEAD PROJECT UPDATE

PREPARED BY: Sasha Luftig, Senior Project Manager

ACTION REQUESTED: None. Information only.

BACKGROUND:

The City of Eugene and Lane Transit District (LTD), with the help of other regional partners, are collaborating on the MovingAhead project to determine how best to invest on our main corridors that connect our neighborhoods, shopping areas, and places of employment. After years of long-range planning in our community, MovingAhead is an implementation effort that will result in prioritized transit, walking, and biking projects in each of five corridors as identified in Envision Eugene, LTD's Long-Range Transit Plan, and the Eugene 2035 Transportation System Plan (TSP).

In 2018, the MovingAhead project team will finalize the technical analysis and then move into a phase of extensive public engagement to gather feedback on the analysis and potential investments. Following that outreach, the formal decision making process by the Eugene City Council and LTD Board of Directors is planned for later this year. The decision makers will be asked to select a preferred package of walking, biking, and transit investments.

The MovingAhead project began with public workshops held along each of the 5 corridors under consideration. At each workshop, local residents were asked to design their ideal street to accommodate people walking, biking, driving, and using transit. After gathering that public input, the project team developed conceptual designs on which the formal technical analysis was conducted. These conceptual designs include Enhanced Corridor and EmX alternatives.

Comprehensive bus rapid transit – known as EmX locally – is a recognizable transit service in our community. The No-build alternative assumes maintaining the current service on a street. On a continuum of transit service investments, the Enhanced Corridor alternatives fall between the other two alternatives, thereby providing greater transit frequency through minimal infrastructure investments. These may include traffic signal prioritization of buses or additional lanes to create 'queue jump', which allows buses to bypass points of congestion. There are complementary pedestrian and bicycle infrastructure investments in both the EmX and Enhanced Corridor alternatives. (Attachment A includes proposed alignments for each corridor.)

The Eugene City Council and LTD Board of Directors have received project updates and twice taken action to focus the MovingAhead analysis on five major corridors. In October 2015, the Council and Board advanced the following MovingAhead corridors for further study to evaluate an EmX alternative, an Enhanced Corridor alternative, and a No-Build alternative:

- Highway 99 Corridor
- River Road Corridor
- Coburg Road Corridor

- 30th Avenue/Lane Community College Corridor

Also, the Council and Board recommended that the Martin Luther King, Jr. Boulevard Corridor advance as an Enhanced Corridor alternative and a No-Build alternative. This direction was reaffirmed in April 2016 by a joint action.

With Council and Board direction to proceed, MovingAhead is developing the groundwork for five transportation corridors simultaneously instead of one-by-one, as has been the past practice. This system-level approach readies projects for funding and construction on parallel paths. It also gains efficiencies in the environmental analysis and reduces the time to deliver important transportation services to our community. It's a responsible approach to understand the complexities of environmental impacts and benefits as required by the National Environmental Policy Act (NEPA). The NEPA process analyzed EmX, Enhanced Corridor, and No-build alternatives.

Next Steps

After gathering public input to inform the conceptual designs in May 2015, the project team shifted focus to the technical analysis of those designs. With this analysis approaching completion, MovingAhead is preparing to reengage the public to gather feedback on the analysis prior to the concluding decision-making phase.

Finalize Technical Analysis

The technical analysis – known as the Alternatives Analysis – that is required as part of the NEPA process, will be completed in summer 2018. This comparative analysis helps us understand the potential environmental effects, both impacts and benefits, of the different alternatives. The legally required and responsible analysis is intended to inform decisions for selecting a preferred package of active transportation investments. However, preliminary results reveal that no single corridor alternative significantly outperforms others. In brief, all of the Enhanced Corridor and EmX alternatives advance the project objectives, to varying degrees based on the level of investment. In contrast, choosing to build nothing new on a corridor does not advance the project objectives.

With a lack of major separation among corridor alternatives identified in the Alternatives Analysis, the project team chose to add a values-based consideration to the analysis to inform decision-making. We conducted a public opinion poll that drew on values from existing plans (e.g., Transportation System Plan, Envision Eugene) to determine which values Eugene residents deemed most important in creating a successful transportation system. Values related to safety, livable communities with access to all modes of travel, environmental stewardship, and benefits to economic development ranked highest in the poll results.

Since the technical analysis did not create separation among the corridor alternatives, the project team is now working to develop investment packages (i.e., joining two or more corridor alternatives) to determine if there are complementary benefits of different combinations. These possible synergies will be based on both the technical objectives and the community's values.

Public Outreach and Feedback

With the technical analysis nearly complete, the bulk of the next project phase centers on public involvement. First, in late spring 2018, we will focus outreach to owners whose properties are potentially affected by the concept designs. Public outreach will then shift to a broader audience to inform residents of the process schedule, their opportunities to review, and ways to provide feedback on the evaluation. In late summer 2018, the analysis will be released for public review and feedback. Our intent is to make the highly technical analysis accessible and clear.

The project team will employ varied methods to enable meaningful feedback. Those methods include conventional open houses, online surveys, tabling, and neighborhood meetings, as well as online open

houses, small group listening sessions, targeted outreach to under-represented groups, and infographics to distill the complex information in more easily understood ways. Once the public review period concludes, the project team will share that feedback with decision-makers.

Decision-Making Process

The MovingAhead project includes an Oversight Committee and a Sounding Board. The former is comprised of elected officials and executive staff from the City, LTD, ODOT, and Lane County, while the latter's members come from and represent numerous City of Eugene and LTD committees and commissions. Both entities review project proposals, offer critical feedback to the project management team, and act as conduits back to their constituencies and fellow committee/commission members. Both bodies will meet throughout 2018 to ensure broad distribution of project information and preparation for the final decision-making process. A process schedule is included here as Attachment B.

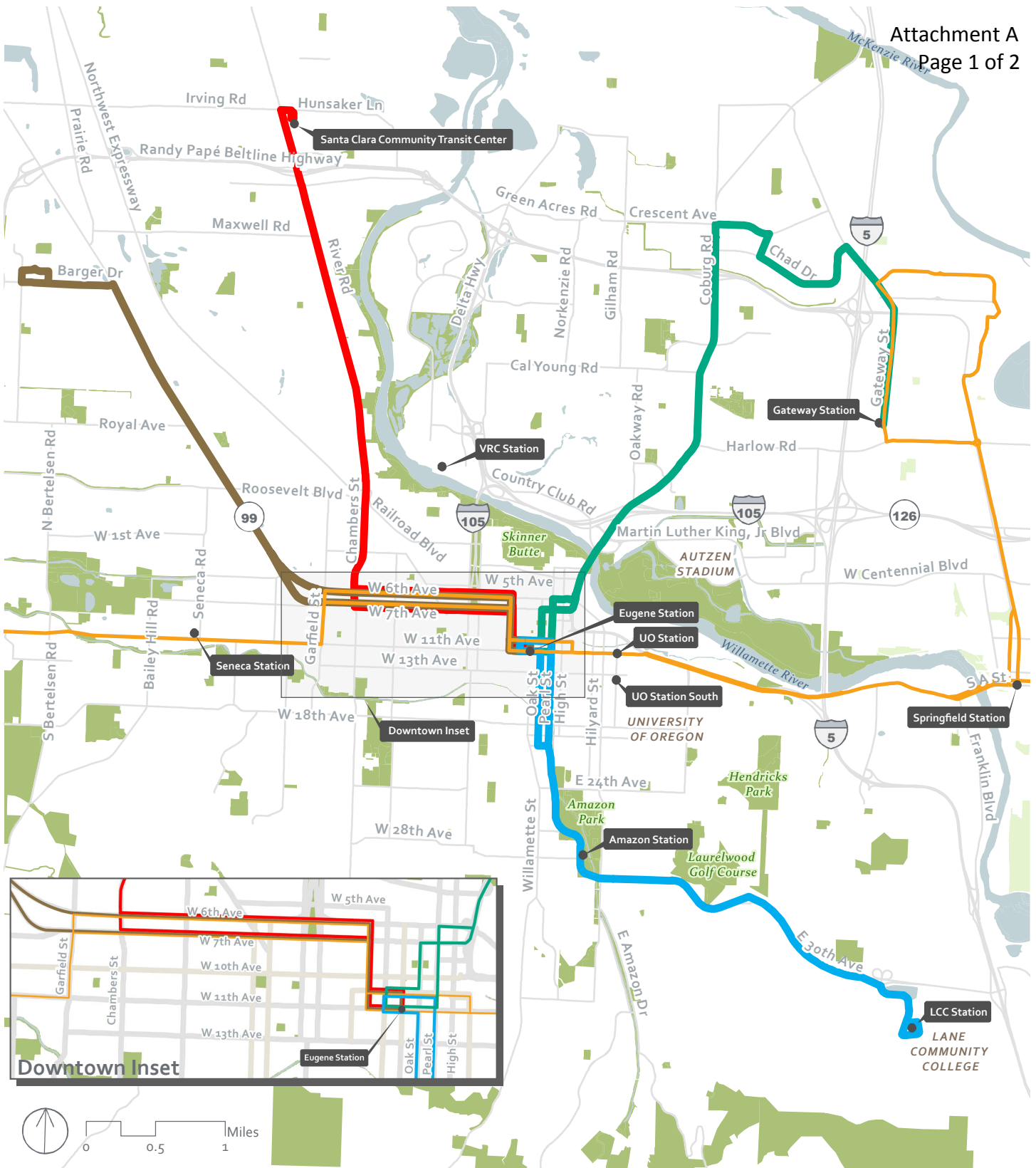
The public outreach, review, and feedback period will conclude in fall 2018. At that time, the project team will revise the draft analyses to address public comments, as appropriate, to ensure technical accuracy. The Oversight Committee will make a formal recommendation to the LTD Board and Eugene City Council. LTD's Strategic Planning Committee will also make a recommendation to the LTD Board. Then, the Eugene City Council and LTD Board will be asked to select a preferred package of active transportation investments (e.g., EmX, Enhanced Corridor, or No-build alternatives).

The selected package will be advanced to the next MovingAhead project phase, which will include preparing NEPA environmental reviews, initiating the Federal Transit Administration (FTA) project development process for qualifying projects and seeking other funds for project elements that do not qualify for FTA funding. The next project phase will also include design refinements, which will be based on input we receive during the public review period this year and subsequent outreach to stakeholders along the corridor in the next phase. The selected package will include designs that reflect our community priorities and enable the City and LTD to make smaller strategic investments such as pedestrian crossing signals and islands. This type of incremental implementation allows us to make investments today that address our community's needs without precluding our ability to later construct a larger project.

ATTACHMENTS:

- 1.) MovingAhead Maps of Corridor Alternatives
- 2.) Project Timeline

PROPOSED MOTION: This is an informational item. No action is requested.

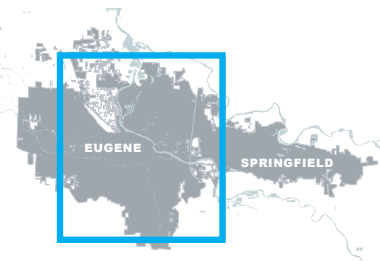


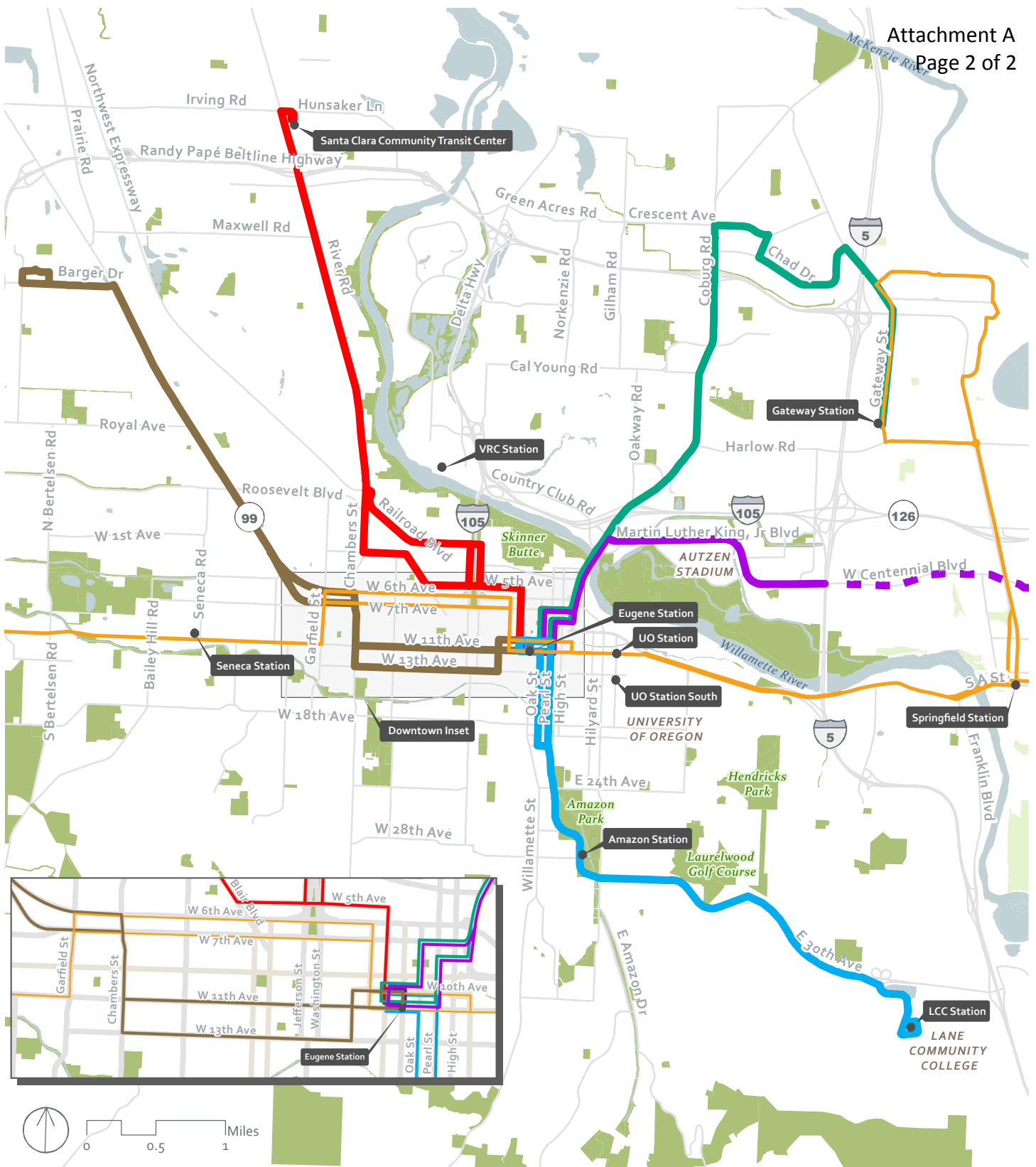
Legend

- 30th Avenue to Lane Community College Corridor
- Coburg Road Corridor
- Highway 99 Corridor
- River Road Corridor
- 2035 No-Build EmX
- Road
- Water
- Park

Vicinity Map

EmX Alternatives Overview



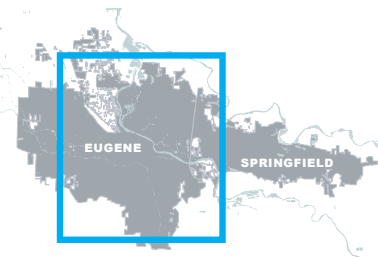


Legend

- 30th Avenue to Lane Community College Corridor
- Coburg Road Corridor
- Highway 99 Corridor
- Martin Luther King, Jr Blvd Corridor
- - - Continues east of I-5 as existing route #13
- River Road Corridor
- 2035 No-Build EmX
- Road
- Water
- Park

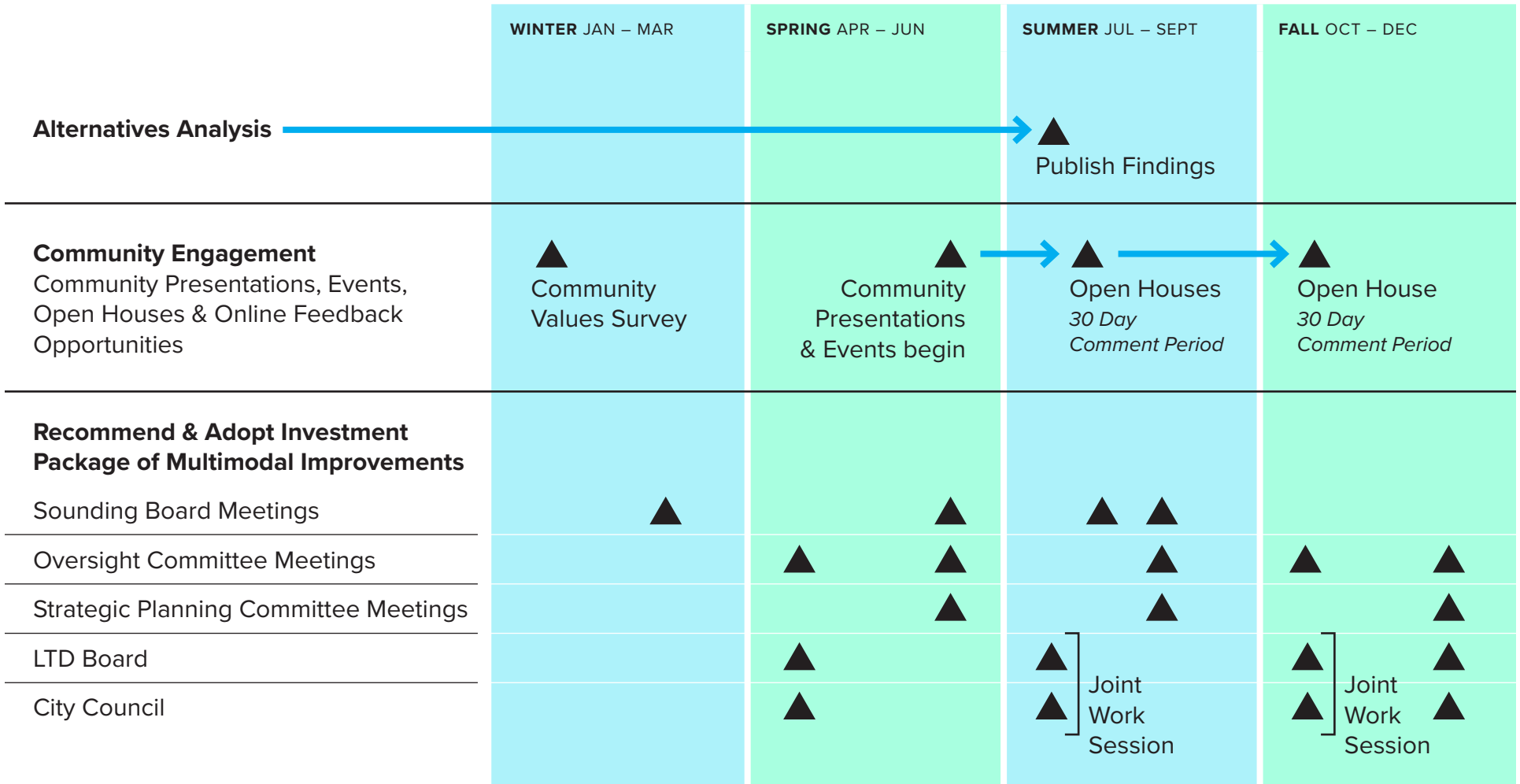
Vicinity Map

Enhanced Corridor
Alternatives Overview





Timeline 2018



AGENDA ITEM SUMMARY

DATE OF MEETING: April 18, 2018

ITEM TITLE: 2017 BUSINESS COMMUTE CHALLENGE UPDATE

PREPARED BY: Cody Franz, Transportation Options Specialist

ACTION REQUESTED: None. For Board Information Only

BACKGROUND:

The Business Commute Challenge (BCC) was developed in 2000, coordinated by the City of Eugene Transportation Options Program. The Challenge was designed to be a week-long event for Eugene-only businesses, and took place every October. There was a designated “Challenge Day,” and the total number of participants and mileage were counted for that one day.



Over the years, more employees and employers from the neighboring cities of Springfield, Coburg, and within Lane County (MPO area only) wanted to participate. The Regional Transportation Options Advisory Committee (TOAC) recommended that the BCC become a regional program. Point2point, the Regional Transportation Options Program for the Central Lane area, was selected as the lead agency. As a result, the BCC event transitioned from the City of Eugene’s Transportation Options Program to Point2point in 2010. Over the last 7 years, Point2point has increased participation and rebranded the Challenge making it even more successful. The 2017 Challenge is a great example of this effort.

2017 BUSINESS COMMUTE CHALLENGE RESULTS:

The 2017 BCC had **2,824 participants** (*1,175 first-time participants*) who represented **240 work teams** in the region. There were 100,162 miles reported (miles not driven alone) in one week, equaling 98,413 lbs. of Co2 that was not emitted into the atmosphere.

In the Months of April and May there were a number of BCC related events offered in the region including:

Pre BCC:

- **BCC Kick Off** Event at Oakshire Brewing, Thursday, April 27 (est. 185 attended)

BCC Week:

- **BCC Eugene Poker Walkabout in Downtown Eugene**, Monday, May 15 (105 attended)
- **Breakfast at the Bridges at DeFazio Bridge**, co-sponsored with the City of Eugene, Tuesday, May 16 (est. 35 attended)



- **Breakfast at the Next Stop for Transit Users**, Wednesday, May 17 (est. 60 attended)
Drive the Big Rig – the winning team drove an LTD bus through a course at the Glenwood Campus, Wednesday, May 17 (3 attended)
- **BCC Springfield Poker Walkabout in Downtown Springfield**, Thursday, May 18 - (81 attended)
- **Wheels by the Willamette** – Springfield, Friday, May 19 - (est. 75 attended)



Post BCC:

- **BCC Wrap-up Party at Sweet Cheeks Tasting Room**, Thursday, May 25 (est. 150 attended)



These events attracted hundreds of people who were excited about participating in choosing different modes of transportation such as transit, biking, walking, and carpooling.

In addition, Lane Transit District (LTD) employees participated in the 2017 BCC and “*Elite Fleet*” (Team LTD) came in first place in the 249+ employees and above team category. Although LTD came in first place, we did not accept the trophy as we are the sponsoring agency.

Six-month Post-Survey:

Six months after the conclusion of the 2017 BCC, a follow-up survey was conducted to determine the effectiveness of the event in regards to changing travel behaviors. The survey was emailed December 12, 2017, to all participants. There were 441 responses (11 percent) received.

Participants were asked how often they drove alone, walked, biked, used transit, carpoled, and teleworked before participating in the event and currently. As shown in the chart below, there was a 13.08 percent reduction in how often they drove alone.

Frequency of TO Use	Pre-BCC	Post-BCC	Change*
Never	13.61%	0.53%	-13.08%
A few days per month	17.91%	15.08%	-2.83%
1–2 days per week	9.30%	12.70%	3.40%
3-4 days per week	17.91%	21.69%	3.78%
5 days per week	41.27%	50.26%	8.99%

**Post survey was conducted in December of 2017. When participants were asked if the current weather conditions affected how often they currently walk, bike, bus, or carpool, 27.75% said definitely, and 28.67% said somewhat. This suggests that at other times of the year, this mode shift could be higher.*

2018 Business Commute Challenge:

Staff are excited to announce that this year's event is May 12-18 and registration for the BCC opens on April 3rd. There will be some exciting new features for the BCC website this year along with a new Facebook, 'I'm In' template that will allow those who follow us on Facebook to show their friends and colleagues their support for the event.

ATTACHMENT: Business Commute Challenge Report

PROPOSED MOTION: None



business commute challenge

2017

2017 Business Commute Challenge Report

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History of the Business Commute Challenge

The Business Commute Challenge was developed in 2000 and was coordinated by the City of Eugene Transportation Options Program. The Challenge was a weeklong event for Eugene-only businesses, and took place every October. There was a designated "Challenge Day," and the total number of participants and mileage were counted for that one day.

Over the years, more employees and employers from neighboring Springfield wanted to participate. The regional Transportation Options Advisory Committee recommended that the Business Commute Challenge become a regional program. Point2point, the regional transportation options program for the central Lane area, was selected as the lead agency. As a result, the Business Commute Challenge event transitioned from the City of Eugene's Transportation Options Program to Point2point in 2010. The Business Commute Challenge won a Creative Excellence Award at the International Association for Commuter Transportation Conference in 2004 and the Transportation Options Program of the Year award from the Transportation Options Group of Oregon (TOGO) at the 2011 Oregon Public Transportation Conference.



About the Point2point Program

Point2point is the regional transportation options program and is a part of Lane Transit District (LTD). Point2point's regional partners include the City of Eugene, City of Springfield, City of Coburg, Lane Council of Governments, Lane County, Lane Transit District, and the Oregon Department of Transportation. Point2point began in 1995 as Commuter Solutions at Lane Transit District, when the primary focus was on the work commute trip, building transit ridership, working with schools, and starting a regional carpool program.

In 2009 Commuter Solutions changed its name to Point2point to encompass all trips and expand its efforts to areas beyond the work and school commute. Point2point is a full service transportation options program that helps people get from point A to point B. The program serves an area of 123.4 square miles with a population of 240,000, who drive 3.0 million miles a year! (*Central Lane Metropolitan Regional Transportation Plan, December 2011*)

Introduction to the Business Commute Challenge

The award winning Business Commute Challenge (BCC) is an annual, weeklong, friendly competition among local area businesses and provides a fun opportunity for employees to rethink their commute to work. The event encourages the discovery of new ways to commute to work other than driving alone by choosing to walk, bike, bus, carpool, or telework. The event is about driving less, saving money, exploring active/healthy transportation choices, and team building.

The 2017 Eugene-Springfield Business Commute Challenge was held May 13-19 and concluded with a Wrap-up Party on May 25

Participants had the opportunity to win prizes, have fun with co-workers, and help reduce carbon emissions all at the same time. The event drew 2,840 participants representing 240 business/work teams. In one week, the participants walked, biked, rode transit, carpoled, and teleworked 100,162 miles, saving 98,413 pounds of carbon dioxide from being released into the atmosphere.

Teams competed against one another and employee team members logged their commutes online at the www.commutechallenge.org website.

Each Team Captain received a BCC Team Kit in a reusable cinch backpack that included a BCC T-Shirt and filled with incentives, coupons, and information to help encourage their teammates to participate in the event. The kits were delivered to the Team Captains by walking, bicycling, bus, or trip chaining.



A different commute mode was highlighted each day of the Challenge with an event related to that mode.

At the end of the Challenge, participants who reported trips were eligible to win prizes, based on the amount of days they reported. Prize were tiered into three categories: 1-2 days, 3-4 days, and 5+ days. The more days reported, the bigger the prize participants had a chance to win through a random drawing (per category). The goal was to encourage participation for all 5 days, in hopes that it would sustain their mode-shift. Forty four businesses donated more than \$8,500 worth of prizes ranging from a Breezer bike, a weekend at the coast, guided salmon fishing trip, local restaurant gift certificates and more.

Participants also had an additional opportunity to win a \$50 Amazon gift card by completing a "Ticket to Win It" prize drawing slip at each Business Commute Challenge event they attended.

Major Business Commute Challenge partners were: Hutch's, Collins Cycle Shop, Burley, City of Eugene, City of Springfield, LTD, Arriving By Bike™, and Paul's Bicycle Way of Life.

Daily event sponsorship partners were:

- Pacific Cascade Federal Credit Union, a local credit union, sponsored both the Eugene and Springfield BCC Poker Walkabout for the fourth year in a row.
- Lane Transit District sponsored Transit Day with a breakfast at the downtown transit station and a "Drive the Big Rig" event held at LTD's main campus.

On May 25, five days after the conclusion of the event, a Wrap-up Party was held at Sweet Cheeks Tasting Room at the 5th Street Public Market in Eugene. Appetizers, live music, and a fun games were provided, with a presentation from Eugene's Mayor Kitty Piercy, Springfield City Councilwoman Sherri Moore, and Lane Transit District General Manager, Aurora Jackson. More than 150 participants were in attendance.

The BCC has a Twitter account and a Facebook fan page that provided participants the opportunity to stay connected to information and discussions pertaining to the event. It was a place to acknowledge team sign-ups and organizations that donated prizes. The Twitter account and Facebook page is active year-round, allowing members to share commuting stories and keep communication open about transportation choices.

The BCC Staff consisted of two staff members from Point2point, the region's transportation options program and BCC lead agency, and an intern from the University of Oregon.

2017 Business Commute Challenge Overview

Outreach:

For this year's event, staff implemented the following marketing strategies.

- Three mailers were created targeting Human Resources Professionals in the downtown region and within a half mile of the EmX corridor. The mailers were mailed out three times with a different message each time; explaining what the BCC is, that registration is now open, and that it was not too late to sign-up.
- Personal outreach: A staff member personally contacted the same HR professional to set a meeting to discuss the BCC.
- Champion Campaign: This campaign targeted people who already use active transportation, encouraging them to join the BCC and lead their work team to victory. Three marketing pieces were created for this effort:
 - Signage inside buses (Radio box)
 - Posters placed at bike shops
- Facebook Ads: Advertisements ran for 7 weeks resulting in an increase of 88 page likes
- PIVOT Video: A video was created using a spokesperson from PIVOT Architecture, talking about why they participate in the BCC (team building, employee health, and environment) and why other businesses should. This video was advertised on LinkedIn targeting human relations employees/managers, managers, owners, and environmental team members.

Team Captain Assistance:

In talking with the team captains, many of them do the work without management support. With this being the issue, many of them do not have the time to create marketing pieces to distribute to their employees. This prompted BCC staff to create the following pre-made items that they could download from the website.

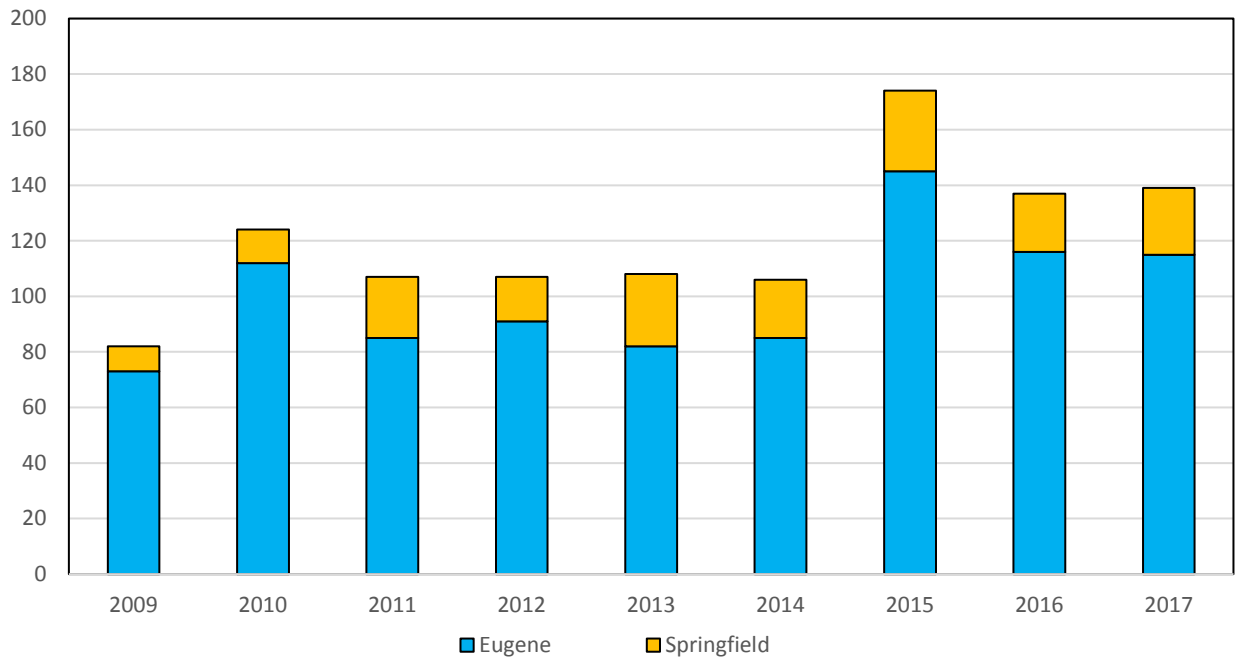
- Pre-written emails listed by suggested send date
- Pre-written articles
- Paycheck stuffers
- Graphic components to download (logo, BCC people, and tag line)
- Promotion guide to give them ideas on how to engage their employees
- Poster

We received great feedback from many of the Team Captains indicated that this made their job much easier and more efficient.

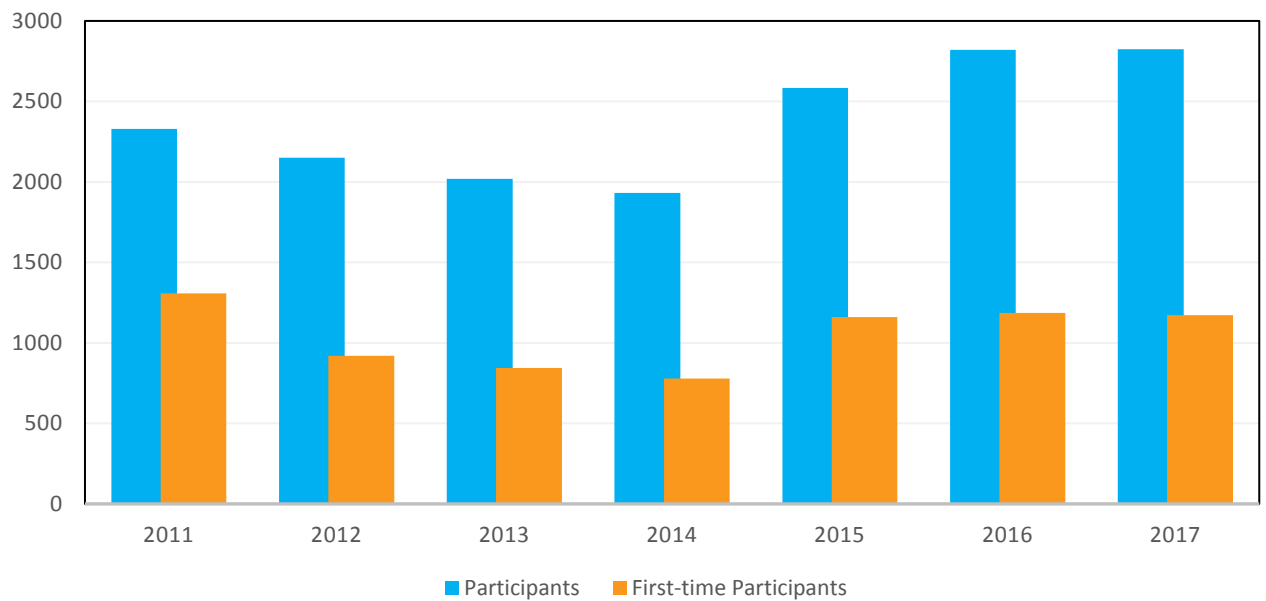
Business Commute Challenge Statistics

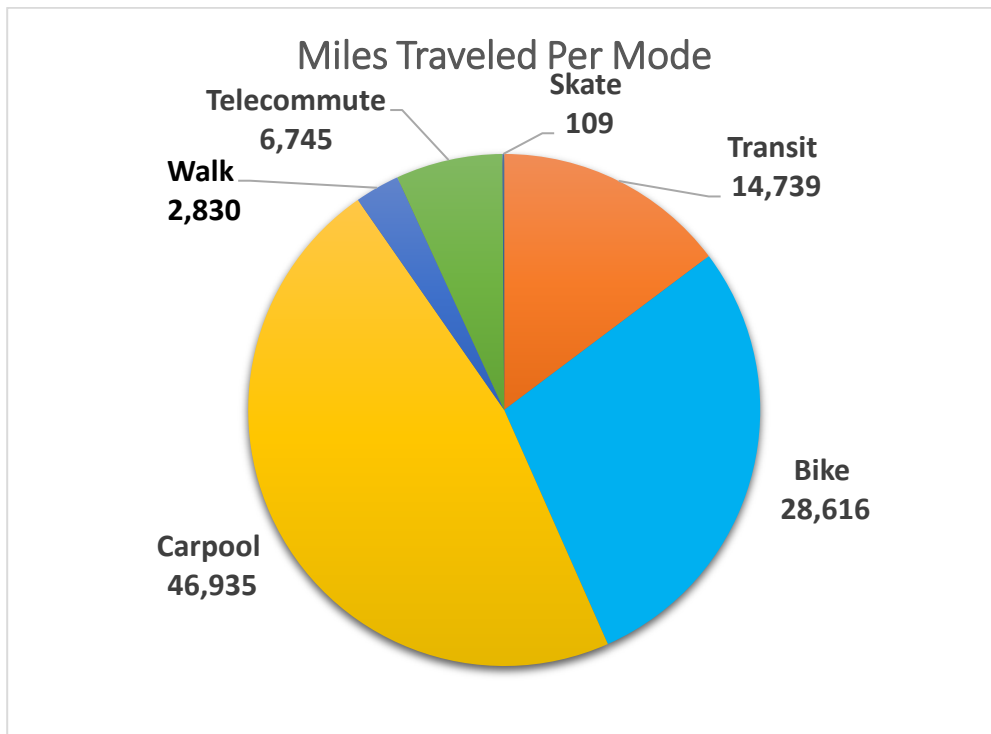
Statistics are compared to previous years when possible.

Number of Organizations Represented



BCC Participants





Business Commute Challenge Media & Outreach Summary

Articles

- Lane Transit District *Bus Talk* article (Audience: 2,800)
- City of Eugene's *In-Motion* e-Newsletter (Audience: 1,800)
- Eugene Chamber of Commerce Newsletter
- Springfield Chamber of Commerce Newsletter
- City of Coburg Community Newsletter

Presentations

- Green Lane Sustainable Network (Audience: 30 businesses)

Social Media & Media

- Facebook: Advertising campaign from April 4 – May 25. Increased page likes to 1,839 (increase of 89) by the end of the BCC
- Twitter-@BizComChallenge: 74 followers
- Two press releases were sent out to 80 media sources and individual contacts
- LinkedIn – advertisements ran from April 1 – May 15

Others

- Event poster in LTD buses for two month (Audience: estimated 700,000+ monthly boardings)
- Targeted mailing to 900 businesses – 3X

BCC Events

Kick-off Event

A Kick-off event was held on April 30 at Oakshire Brewing from 4:00 pm – 6:30 pm. BCC Participants were invited to stop by for \$1 off beverage, free slice of pizza, live music, and free ice cream from Umpqua Bank. Computers were available for people to use to sign-up their team or themselves. Registered Team Captains were encouraged to pick up their BCC Team Captain Kits and any additional materials they may need. Estimated attendance 150+



Eugene BCC Poker Walkabout

The fifth Annual Eugene Business Commute Challenge Poker Walkabout was held in downtown Eugene on Walk Day. The event was held during the lunch hour at LTD's Next Stop Center, with Pacific Cascade Federal Credit Union, a local credit union, sponsoring the event and being a "stop."

Participants received a map showing the participating business where they could collect playing cards. Once done, they returned to the Next Stop Center to turn in their best poker hand and to enjoy appetizers. Seven downtown businesses participated as stops on the walk: Downtown Athletic Club, Pacific Cascade Federal Credit Union, Home 2 Suites by Hilton, Travel Lane County, Mosaic Fair Trade Collection, Euphoria Chocolate Company, and Falling Sky Fermentation Shop.

The purpose of this event is to show people that they can walk on their lunch time for their errands, and highlight small businesses in the downtown corridor.



Transit Day Breakfast Event

The Transit Day Breakfast Event was held at Lane Transit District's Next Stop Center in Downtown Eugene. Local businesses donated organic fruit, nuts, and juices for participants to enjoy on their commute. Participants could enjoy morning treats and coffee and spin the bicycle prize wheel to win more prizes.

Lane Transit District donated 2,000 day passes which were distributed in the Team Captain kits. During the Challenge, Transit/EmX riders reported saving 14,739 miles for the week of the BCC.



"Drive the Big Rig"- Early Registration Contest

This event continues to be a big hit for the fourth year in a row. In order to avoid last minute registration, Team Captains who registered their team within the first two weeks of registration were entered into a drawing to have lunch and the opportunity to drive an LTD bus ("The Big Rig") through a simple course. One team was randomly selected and were allowed to invite their CEO and ten teammates along for the ride. This year's winner was Team Lile Moving Company, a small but mighty group.



Bike Events

City of Eugene Breakfast at the Bridges was held on Tuesday, May 15, 2016

City of Springfield Wheels by the Willamette was held on Friday, May 19, 2016

Two bicycle events were held on the Springfield and Eugene bicycle paths. Bike riders and walkers were able to stop for treats, a free bike tune-up, and to get safety information. Bicyclists reported over 28,616 miles for the week.

BCC Wrap-Up Party

To thank everyone who participated and donated their time and prizes, the BCC team held a celebration party at Sweet Cheeks on 5th in Eugene. Participants enjoyed live music and appetizers, while awards were presented to winning teams. Prizes were also available for pick-up at the event. City of Eugene Mayor Kitty Piercy, Springfield City Councilwoman Sherri Moore, and Lane Transit District's General Manager Aurora Jackson addressed the audience of more than 150 attendees.





Survey Results

One week after the conclusion of the Business Commute Challenge, a satisfaction survey was emailed (via Constant Contact) to the BCC participants. The survey was developed to collect feedback and gauge the success of the event from individuals and team captains. The following information outlines the results of the 2017 BCC Follow-Up Surveys.

Team Captain Post-event Survey

- On a scale of 1-5, with 5 being higher, Team Captains rated their experience as Team Captain was an average of 4.13
- Team Captains were asked if they received internal support for the BCC (respondents were able to select more than one option)
 - 21.21 percent received support from upper management
 - 32.32 percent received support from their Health and Wellness or Green Team and/or HR Department.
 - 61.62 percent said that they did it all on their own
 - The most useful items (for the third year in a row) in the BCC Team Captain Kit were coupons from local businesses and the BCC Calendar of Events. The BCC poster and giveaways were close behind, along with the Eugene/Springfield bike map.

Participant Post-event Survey

- 653 people responded to the survey
- Eighty-eight percent (88.65%) of respondents found the communications from the BCC Team to be informative and helpful.
- Ninety-five percent (95.45%) plan on participating in next year's BCC.

Participant Six-month Post-Survey

Six months after the conclusion of the 2017 BCC, a follow-up survey was conducted to determine the effectiveness of the event in regards to changing travel behaviors. The survey was emailed on 12/12/17 to all participants. There were 441 responses (11 percent).

Participants were asked how often they drove-alone, walked, biked, used transit, carpoolled, and teleworked before participating in the event and currently. As shown in the chart below, there was a 13.08 percent reduction in how often they drove alone.



Frequency of TO Use	Pre-BCC	Post-BCC	Change*
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**Post survey was conducted in December of 2017. When participants were asked if the current weather conditions affected how often they currently walk, bike, bus, or carpool, 27.75% said definitely, and 28.67% said somewhat. . This suggests that at other times of the year, this mode shift could be higher.*

AGENDA ITEM SUMMARY

DATE OF MEETING: April 18, 2018

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Camille Gandolfi, Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

Board members have been appointed to Board committees and to the Metropolitan Policy Committee (MPC), the Lane Council of Governments (LCOG) Board of Directors, and, on occasion, to other local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises. After meetings, public hearings, or other activities attended by individual Board members on behalf of Lane Transit District (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's Gary Wildish and Kate Reid are LTD's MPC representatives. MPC meetings are held on the first Thursday of each month. The March 1 meeting was canceled. At the April 5 meeting, committee members received presentations on a draft FY19 Unified Planning Work Program Addendum and Funding, a draft Amendment to Metropolitan Transportation Improvement Program from the City of Coburg, a draft Amendment to Metropolitan Transportation Improvement Program from the City of Eugene, and Point2point Safe Routes to Schools FY19 funding. Committee members also received reports on strategic assessment, the Oregon Transportation Commission vacancy, MPO Title VI Plan, and a legislative update.
2. **LTD Board Finance Committee:** The Board Finance Committee is composed of Chair Gary Wildish and Board Members Carl Yeh and Ed Necker. Meetings are scheduled on an as-needed basis. At the April 9 meeting, committee members reviewed contracts to be presented to the Board for approval.
3. **LTD Board Human Resources Committee:** The Board Human Relations Committee are composed of Chair Carl Yeh and Board members Gary Wildish and April Wick. At the April 10 meeting, committee members discussed the General Managers' contract renewal that will be due at the end of 2018.
4. **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 3 years. At the April 11 meeting, committee members reviewed and discussed the FY 2018-2019 proposed budget to be presented to the Board of Directors at the April 18, 2018, Board meeting.
5. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership

includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD, and meets on the second Wednesday of the month. Board Member Don Nordin serves as LTD's representative on the LaneACT. The March 14 meeting was canceled. At the April 11 meeting, committee members received reports on the ODOT American with Disabilities act Settlement Agreement, the Statewide Transportation Improvement Fund implementation, a 2021-24 STIP program update, and the LaneACT Trucking Representative application.

6. **Accessible Transportation Committee (ATC)**: The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. At the April 17 meeting, committee members received a NOVUS update, held discussion on committee bylaws, and discussed reasonable modifications.
7. **Moving Ahead Oversight Committee**: This committee is composed of representatives from the City of Eugene, LTD, and regional partners with the goal of a system-level approach to corridor improvements. LTD Board member Don Nordin serves as LTD's representative on this committee; the second position is currently vacant. At the April 17 meeting, committee members discussed the project schedule, public involvement plan, initial key findings, the decision-making process, and next steps.

NO MEETINGS HELD:

8. **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 April 26.
9. **Strategic Planning Committee (SPC)**: This committee generally meets every 2 months and is composed of Board Members Carl Yeh and Kate Reid, members of local units of government, and community representatives. The April 3 meeting was canceled. The next Meeting is scheduled for May 1.
10. **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 trustees. The next meeting is scheduled for July 18, 2018.
11. **Ad Hoc Fare Committee**: This is an ad hoc committee that has been created for the purpose of reviewing the District's fare system. The committee is composed of Board members Kate Reid, Carl Yeh, and April Wick.
12. **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.
13. **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.
14. **LTD Board Service Committee**: The Board Service Committee is composed of Chair Ed Necker; the second and third positions are currently vacant. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.

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

2/28/2018

DRAFT

Fiscal Year: P8 2018 (February 28, 2018)

Year-To-Date through February 28, 2018

	Annual Budget	P8 YTD Budget	Actual	P8 % of annual budget	P8 YTD B/(W) than Budget		Comments
					(pts)	\$\$	

GENERAL FUND

General Fund Revenues	51,396,601	34,264,401	32,418,337	63%	-4 pts	(1,846,064)	A
General Fund Expenditures	53,440,493	35,626,995	30,164,387	56%	10 pts	5,462,608	B
General Fund Revenues higher/(lower) than expenditures	(2,043,892)	(1,362,595)	2,253,949				

NOTE: Excludes Transfers & Insurance Reserves

A - Revenues are **-\$1.8M** unfavorable YTD P8 FY 2018 (February 2018). The drivers of this unfavorability are: 1) payroll taxes (**-\$11M**); 2) federal assistance (**-\$2.5M**); 3) self-employment taxes (**-\$0.16M**); and 4) cash fares & passes (**-\$2.1M**). Federal assistance is due to timing and is expected to be on target by year-end. Payroll taxes are (**-\$0.2M**) lower than the same time a year ago (January YTD 2017 was \$27.1M vs. \$26.9M YTD January 2018), primarily because of taxpayer overpayment errors that were corrected in the fourth quarter of FY17. Unfortunately, these errors continue, and the Department of Revenue has notified us that another \$0.4M error was made in FY17 that will be corrected in the 4th quarter of FY18. These continued corrections make payroll tax forecasting challenging, but we expect to end short ~\$2.5M. Self-employment taxes are down due to seasonality of collections. Versus the same period a year ago, self-employment taxes are up ~15.9%; however, April is when the majority of self-employment taxes are received. We expect self-employment taxes to meet budget. Cash fares & passes are expected to end the year below budget as a result of unanticipated increases in transfers on EmX West and promotional passes in the first half of 2018.

B - Expenditures are **+\$5.5M** favorable to YTD P8 FY18 (February 2018). The drivers of this favorability are due to: 1) personnel services (**+\$1.3M**); 2) materials & services (**+\$2.1M**); 3) unutilized contingency (**\$1.9M**); and 4) insurance & risk services (**+\$0.2M**). A portion of personnel services (**+\$0.8M**) is savings due to constrained hiring. The remaining is due to benefit payment timing. 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	6,474,610	3,035,148	31%	-35 pts	(3,439,462)	C
Medicaid Fund Expenditures	10,106,075	6,737,383	5,080,627	50%	16 pts	1,656,757	C
Medicaid Fund Revenues higher/(lower) than expenditures	(394,160)	(262,773)	(2,045,479)				C

NOTE: Excludes Transfers from the General Fund

C - Medicaid expenditures are higher than revenues by **\$2.0M** P8 YTD FY18. This is due to a delay in the revenue claims processing backlog clean-up as a result of Novus issues that refocused efforts to resolve critical issues impacting our riders. The Novus issues have been resolved, and efforts are now refocused to clearing the claims processing backlog.

ACCESSIBLE SERVICES FUND

Accessible Services Fund Revenues	4,515,862	3,010,575	1,880,940	42%	-25 pts	(1,129,635)	D
Accessible Services Fund Expenditures	7,265,200	4,843,467	3,643,022	50%	17 pts	1,200,445	D
Accessible Services Fund Revenues higher/(lower) than expenditures	(2,749,338)	(1,832,892)	(1,762,082)				D

NOTE: Excludes transfers from the General Fund

D - The Accessible Services Fund provides transit services to older adults and people with disabilities. These services are partially funded through 5310, 5311, and STF grants with the balance for mandatory paratransit services coming from the General Fund. Accessible Services Fund expenditures are currently higher than revenues by **\$1.8M**. This is roughly in alignment with the budget, with some grant reimbursement timing accounting for the difference. We anticipate that overall expenditures and revenues will be consistent with the forecasted budgeted amounts by the end of the fiscal year closeout. Changes in ADA ridership could still impact the overall funds needed throughout the year.

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

2/28/2018

DRAFT

Fiscal Year: P8 2018 (February 28, 2018)

Year-To-Date through February 28, 2018

	Annual Budget	P8 YTD Budget	Actual	P8 % of annual budget	P8 YTD B/(W) than Budget		Comments
					(pts)	\$\$	

P2P FUND

P2P Fund Revenues	957,717	638,478	330,220	34%	-32 pts	(308,258)	E
P2P Fund Expenditures	1,149,717	766,478	139,184	12%	55 pts	627,294	E
P2P Fund Revenues higher/(lower) than expenditures	(192,000)	(128,000)	191,036				E

NOTE: Excludes Transfers from the General Fund

E - Point2point revenues are higher than expenditures by \$191K P8 YTD FY18 due to a combination of drawdown timing and spending Expenditures to date are for Driveless Connect, Safe Routes to Schools, and Vanpool.

CAPITAL PROJECTS FUND

Capital Projects Fund Revenues	18,583,649	12,389,099	7,129,732	38%	-28 pts	(5,259,367)	F
Capital Projects Fund Expenditures	26,436,276	17,624,184	8,123,307	31%	36 pts	9,500,877	G
Capital Projects Fund Revenues higher/(lower) than expenditures	(7,852,627)	(5,235,085)	(993,575)				
Revenues as a % of expenditures	70%	70%	88%				

NOTE: Excludes transfers from the General Fund

F - Capital Projects Fund revenues are -\$5.3M unfavorable to budget P8 YTD FY18 (February) due to lower expenditures to date than budgeted. The projects with materially lower spend to date than expected are for buses and EmX West. The bus expenditure delays are due to timing of acceptance of the new vehicles, and EmX West expenditures are behind due to the timing of the resolution for property acquisitions (see NOTE), retainage, etc. Expectation is that revenues to expenditure ratio will be as budgeted at the end of the fiscal year.

G - Capital Projects Fund expenditures are +\$9.5M favorable to budget P8 YTD FY 2018 (February). Significant expenditures P8 YTD are as follows: 1) EmX West (\$6.3M); 2) bus parking lot (\$3.0M); and 3) Santa Clara Community Transit station (\$0.7M), 4) City of Eugene Pedestrian Bridge (\$0.7M).

NOTE: There remains 10 active property acquisitions (out of nearly 200). Most matters have been settled and remain in various states of closure/recording. Access to these properties to construct the project was obtained via eminent domain procedures. Length of time to complete (record) an acquisition can be one or several factors including complexity/multiple ownership stakes, utility easement encumbrance negotiations, and City of Eugene review/concurrence for transfer to public right-of-way. The lag from "opening day" to completing project closeout is typical for a project has spanned nearly a decade. Our project grant agreement with FTA has an end date of December 2018, which we will comfortably meet.



Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
97875	03/02/2018	AMERICAN FAMILY LIFE	1,758.13
97876	03/02/2018	BARRETT BUSINESS SERVICES INC	4,734.95
97877	03/02/2018	COLLINA BEARD	96.00
97878	03/02/2018	NEIL M BLICKFELDT	90.00
97879	03/02/2018	ELIZABETH A. BOCKING	119.50
97880	03/02/2018	THE BUS COALITION, INC.	1,000.00
97881	03/02/2018	CENTURY LINK	236.52
97882	03/02/2018	CHAPTER 13 TRUSTEE	265.39
97883	03/02/2018	CHILD SUPPORT ENFORCEMENT AGCY	160.00
97884	03/02/2018	CINTAS CORPORATION	3,176.73
97885	03/02/2018	COURTESY DELIVERY SERVICE	38.50
97886	03/02/2018	DHS RECEIPTING & TRUST	100,385.75
97887	03/02/2018	EAGLE WEB PRESS	16,950.00
97888	03/02/2018	ERGO FLEX CONSULTING, INC.	186.25
97889	03/02/2018	EUGENE WATER & ELECTRIC BOARD	447.85
97890	03/02/2018	FASTENAL COMPANY	4,241.32
97891	03/02/2018	JANICE R. FRIEND	600.00
97892	03/02/2018	CORY D GRAHAM	352.31
97893	03/02/2018	MARK L. HAY	19,500.00
97894	03/02/2018	MATTHEW S. IMLACH	259.00
97895	03/02/2018	LARSCO, INC	467.00
97896	03/02/2018	LIFEMAP ASSURANCE COMPANY	1,601.41
97897	03/02/2018	JACOB H MCCALLUM	127.50
97898	03/02/2018	MCKENZIE SEW-ON	806.00
97899	03/02/2018	MEDICAL TRANSPORTATION MGT	724,893.47
97900	03/02/2018	OFFICE DEPOT	602.13
97901	03/02/2018	OIL PRICE INFORMATION SERVICE	250.00
97902	03/02/2018	PIVOT ARCHITECTURE	964.76
97903	03/02/2018	DIANNE C. PRESLEY	82.04
97904	03/02/2018	RFI ELECTRONICS, INC.-OREGON	70.00
97905	03/02/2018	RG MEDIA COMPANY	520.00
97906	03/02/2018	THOMAS B SCHWETZ	171.80
97907	03/02/2018	CHRISTINA A SHEW	119.50
97908	03/02/2018	SPRINGFIELD MOTORS, INC.	85.42
97909	03/02/2018	SPRINGFIELD UTILITY BOARD	0.00
97910	03/02/2018	SPRINGFIELD UTILITY BOARD	1,103.38
97911	03/02/2018	TECH BENDERS, LLC	1,225.00
97912	03/02/2018	TERESE'S PLACE	1,775.90
97913	03/02/2018	TROY M SLONECKER, ATTORNEY	590.85
97914	03/02/2018	VERIZON WIRELESS	275.55
97915	03/02/2018	WILLAMALANE PARK & RECREATION	516.57
97916	03/02/2018	CAIC PRIMARY	1,560.27
97917	03/02/2018	DATALED TECHNOLOGIES, INC.	1,100.00
97918	03/02/2018	FIELDPRINT, INC.	50.00
97919	03/02/2018	GILLIG CORPORATION	0.00
97920	03/02/2018	GILLIG CORPORATION	24,549.48
97921	03/02/2018	GRAINGER INC	0.00
97922	03/02/2018	GRAINGER INC	3,997.39
97923	03/02/2018	JERRY'S HOME IMPROVEMENT CTR	99.99
97924	03/02/2018	LTD & ATU PENSION TRUST	113,680.73
97925	03/02/2018	LTD EMPLOYEES FUND	204.00
97926	03/02/2018	LTD SALARIED EMP. PENSION PLAN	22,904.85
97927	03/02/2018	MODA HEALTH	17,987.17
97928	03/02/2018	MOHAWK MANUFACTURING & SUPPLY	6,069.71



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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
97929	03/02/2018	MUNCIE TRANSIT SUPPLY	2,819.46
97930	03/02/2018	NINFA'S ELITE CORPORATION	69,622.88
97931	03/02/2018	OGLETREE, DEAKINS, NASH, SMOAK	7,963.68
97932	03/02/2018	PACIFIC POWER GROUP, LLC	13,230.06
97933	03/02/2018	PACIFICSOURCE HEALTH PLANS	679,348.31
97934	03/02/2018	PRE-PAID LEGAL SERVICES INC.	293.05
97935	03/02/2018	ROADRUNNER DELIVERY	434.70
97936	03/02/2018	UNITED WAY OF LANE COUNTY	561.00
97937	03/02/2018	US POSTAL SERVICE	630.00
97938	03/02/2018	VISION SERVICE PLAN	4,815.10
97939	03/02/2018	PHYLLIS L WALKER	5,555.42
97940	03/02/2018	WOODBURY ENERGY CO. INC.	63,219.29
97941	03/08/2018	BARRETT BUSINESS SERVICES INC	1,692.35
97942	03/08/2018	BLACKS IN GOVERNMENT	600.00
97943	03/08/2018	BRATTAIN INTERNATIONAL TRUCKS	1,313.53
97944	03/08/2018	CASCADE TITLE & ESCROW <i>WEE Escrow & Recording Property Acq</i>	80,052.00
97945	03/08/2018	CINTAS CORPORATION	1,148.98
97946	03/08/2018	COMCAST	202.45
97947	03/08/2018	CROCKETTS INTERSTATE TOWING	500.00
97948	03/08/2018	DISH NETWORK	112.02
97949	03/08/2018	EUGENE WATER & ELECTRIC BOARD	627.36
97950	03/08/2018	FEI TESTING & INSPECTION, INC.	100.00
97951	03/08/2018	LLC FUSSY'S @ VALLEY RIVER PLAZA	85.90
97952	03/08/2018	HERSHNER HUNTER	1,540.00
97953	03/08/2018	EDWARD S. MCGLONE	310.50
97954	03/08/2018	MCKENZIE SEW-ON	502.00
97955	03/08/2018	MID-STATE INDUSTRIAL SERVICE	181.25
97956	03/08/2018	MIDWEST BUS	70.00
97957	03/08/2018	MOTOR VEHICLES DIVISION	6.00
97958	03/08/2018	NORTHWEST NATURAL GAS	5,862.14
97959	03/08/2018	OFFICE DEPOT	67.19
97960	03/08/2018	PACIFICSOURCE ADMINISTRATORS,	338.00
97961	03/08/2018	PROTECTIVE SERVICE LLC	754.33
97962	03/08/2018	ROMAINE ELECTRIC CORP	4,513.78
97963	03/08/2018	RG MEDIA COMPANY	1,781.62
97964	03/08/2018	SAFETY BRAKE SET, INC.	513.00
97965	03/08/2018	SANIPAC	2,842.19
97966	03/08/2018	SIX ROBBLEES' INC	7.56
97967	03/08/2018	SMALL WORLD AUTO CENTER, INC	0.00
97968	03/08/2018	SMALL WORLD AUTO CENTER, INC	3,679.30
97969	03/08/2018	SPECIAL DISTRICTS INSURANCE	202.00
97970	03/08/2018	SPRINGFIELD UTILITY BOARD	21,698.71
97971	03/08/2018	STAPLES BUSINESS ADVANTAGE	406.49
97972	03/08/2018	THERMO KING NORTHWEST, INC.	55.25
97973	03/08/2018	UNITED PARCEL SERVICE	700.00
97974	03/08/2018	WYATT'S TIRE COMPANY	2,389.92
97975	03/08/2018	THE AFTERMARKET PARTS COMPANY LLC	0.00
97976	03/08/2018	THE AFTERMARKET PARTS COMPANY LLC	0.00
97977	03/08/2018	THE AFTERMARKET PARTS COMPANY LLC	24,591.71
97978	03/08/2018	BELL+FUNK	3,037.37
97979	03/08/2018	BPA VEBA-HRA SERVICES	74.00
97980	03/08/2018	BUCK'S SANITARY SERVICE, INC.	86.50
97981	03/08/2018	GILLIG CORPORATION	0.00
97982	03/08/2018	GILLIG CORPORATION	28,543.11



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Check #	Date	Vendor	Check Amount
97983	03/08/2018	GORDON TRUCK CENTERS, INC.	1,048.63
97984	03/08/2018	GRAINGER INC	1,139.68
97985	03/08/2018	IVOXY CONSULTING, LLC. <i>VMWARE SW LICENSES</i>	11,790.06
97986	03/08/2018	JERRY'S HOME IMPROVEMENT CTR	236.59
97987	03/08/2018	KUHN INVESTMENTS, INC.	13,126.56
97988	03/08/2018	MOTION & FLOW CONTROL PRD, INC	1,798.17
97989	03/08/2018	MYRMO & SONS	0.00
97990	03/08/2018	MYRMO & SONS <i>MISC PARTS</i>	10,340.90
97991	03/08/2018	NEW FLYER OF AMERICA, INC,	3,508.80
97992	03/08/2018	NORTH COAST ELECTRIC	202.77
97993	03/08/2018	ONE CALL CONCEPTS, INC.	94.50
97994	03/08/2018	PACIFIC POWER GROUP, LLC <i>DPIM Parts</i>	148,241.55
97995	03/08/2018	PARKEON, INC.	2,450.00
97996	03/08/2018	RICOH USA, INC.	1,760.68
97997	03/08/2018	WOODBURY ENERGY CO. INC. <i>Transmission Oil</i>	22,507.10
97998	03/08/2018	WSP USA INC. <i>WEE Costs</i>	24,758.24
97999	03/15/2018	A-1 AUTO GLASS	500.00
98000	03/15/2018	ALTERNATIVE WORK CONCEPTS <i>ADA Assessments & Travel training</i>	12,089.00
98001	03/15/2018	AMAL TRANSIT UNION #757	16,682.32
98002	03/15/2018	BANK OF AMERICA <i>VOIDED DUE TO TRANSFER ERROR. Replaced</i>	39,952.02
98003	03/15/2018	BARRETT BUSINESS SERVICES INC <i>with wire 80995044</i>	1,383.35
98004	03/15/2018	CHAPTER 13 TRUSTEE	265.39
98005	03/15/2018	CHILD SUPPORT ENFORCEMENT AGCY	160.00
98006	03/15/2018	CINTAS CORPORATION	3,693.10
98007	03/15/2018	CITY OF EUGENE <i>SMART Trips</i>	52,341.93
98008	03/15/2018	CITY OF EUGENE <i>Commerce Connect Bridge</i>	203,573.42
98009	03/15/2018	EOEJOURNAL <i>Diversity Ad</i>	720.00
98010	03/15/2018	EUGENE WATER & ELECTRIC BOARD	0.00
98011	03/15/2018	EUGENE WATER & ELECTRIC BOARD	8,607.72
98012	03/15/2018	FIRST AMERICAN TITLE COMPANY <i>WEE Property Acquisition title insurance</i>	1,520.00
98013	03/15/2018	FLEETPRIDE, INC.	1,141.94
98014	03/15/2018	HANNAH MOTOR COMPANY	209.73
98015	03/15/2018	HARVEY & PRICE COMPANY	1,078.00
98016	03/15/2018	SCOTT R JONES	352.00
98017	03/15/2018	KAISER BRAKE & ALIGNMENT INC.	100.70
98018	03/15/2018	MCKENZIE SEW-ON	2,099.50
98019	03/15/2018	NORTHWEST NATURAL GAS	1,451.18
98020	03/15/2018	OFFICE DEPOT	413.43
98021	03/15/2018	OFFICE WORLD	3,000.00
98022	03/15/2018	OREGON DEPT. OF TRANSPORTATION	64.22
98023	03/15/2018	RECORDXPRESS OF CALIFORNIA,LLC	67.31
98024	03/15/2018	SIX ROBBLEES' INC	1,262.77
98025	03/15/2018	SMALL WORLD AUTO CENTER, INC	165.81
98026	03/15/2018	SPRINGFIELD UTILITY BOARD	190.24
98027	03/15/2018	STAPLES BUSINESS ADVANTAGE	198.23
98028	03/15/2018	SUNSHINE PLANT CARE	150.00
98029	03/15/2018	THERMO KING NORTHWEST, INC.	174.48
98030	03/15/2018	THOMSON REUTERS - WEST	250.12
98031	03/15/2018	TROY M SLONECKER, ATTORNEY	600.63
98032	03/15/2018	WHITE BIRD CLINIC <i>Mental Health Transportation Sus.</i>	7,699.00
98033	03/15/2018	WILLAMETTE COMM HEALTH SOLUTNS	1,157.50
98034	03/15/2018	WYATT'S TIRE COMPANY	2,579.32
98035	03/15/2018	XPO LOGISTICS FREIGHT, INC	444.83
98036	03/15/2018	1996 LLC <i>Fm Bldg & Bus Lot Expansion</i>	134,171.43

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Check #	Date	Vendor	Check Amount
98037	03/15/2018	THE AFTERMARKET PARTS COMPANY LLC	0.00
98038	03/15/2018	THE AFTERMARKET PARTS COMPANY LLC	19,054.70
98039	03/15/2018	CUMMINS NORTHWEST, INC.	0.00
98040	03/15/2018	CUMMINS NORTHWEST, INC.	0.00
98041	03/15/2018	CUMMINS NORTHWEST, INC.	16,804.32
98042	03/15/2018	EAN HOLDINGS, LLC	13,442.50
98043	03/15/2018	EUROFINS ANA LABORATORIES, INC	283.20
98044	03/15/2018	FIELDPRINT, INC.	25.00
98045	03/15/2018	GILLIG CORPORATION	5,503.04
98046	03/15/2018	GORDON TRUCK CENTERS, INC.	1,024.47
98047	03/15/2018	GRAINGER INC	764.12
98048	03/15/2018	JERRY'S HOME IMPROVEMENT CTR	249.95
98049	03/15/2018	JLA PUBLIC INVOLVEMENT	15,696.22
98050	03/15/2018	LANE COUNCIL OF GOVERNMENTS	3,179.52
98051	03/15/2018	LTD & ATU PENSION TRUST	107,218.03
98052	03/15/2018	LTD SALARIED EMP. PENSION PLAN	17,826.08
98053	03/15/2018	MODA HEALTH	28,980.67
98054	03/15/2018	MOHAWK MANUFACTURING & SUPPLY	979.73
98055	03/15/2018	MOTION & FLOW CONTROL PRD, INC	1,011.62
98056	03/15/2018	MUNCIE TRANSIT SUPPLY	846.76
98057	03/15/2018	OGLETREE, DEAKINS, NASH, SMOAK	8,678.06
98058	03/15/2018	PACIFIC POWER GROUP, LLC	829.39
98059	03/15/2018	SMART SNACKS-PORTLAND LLC	230.25
98060	03/15/2018	SMITH DAWSON & ANDREWS, INC.	2,415.00
98061	03/15/2018	SPECIAL MOBILITY SERVICES INC.	56,377.00
98062	03/15/2018	SPRAGUE PEST SOLUTIONS	115.00
98063	03/15/2018	TRAPEZE ITS USA, LLC	42,543.00
98064	03/15/2018	UNITED WAY OF LANE COUNTY	561.00
98065	03/15/2018	US POSTAL SERVICE	954.14
98066	03/15/2018	WOODBURY ENERGY CO. INC.	104,922.00
98067	03/15/2018	ZONES, INC.	1,599.00
98068	03/22/2018	A-1 FIRE PROTECTION	520.00
98069	03/22/2018	BARRETT BUSINESS SERVICES INC	5,746.62
98070	03/22/2018	CENTURY LINK	3,696.33
98071	03/22/2018	CINTAS CORPORATION	1,612.88
98072	03/22/2018	CITY CLUB OF EUGENE	150.00
98073	03/22/2018	DEPARTMENT OF HUMAN SERVICES	16.00
98074	03/22/2018	EUGENE WATER & ELECTRIC BOARD	863.75
98075	03/22/2018	FASTENAL COMPANY	371.40
98076	03/22/2018	FEDEX EXPRESS SHIPPING	64.36
98077	03/22/2018	FORMFOX, INC.	50.00
98078	03/22/2018	LLC FUSSY'S @ VALLEY RIVER PLAZA	116.30
98079	03/22/2018	GIF ENTERPRISES, LLC	623.00
98080	03/22/2018	HARVEY & PRICE COMPANY	13,758.00
98081	03/22/2018	KOKE NEW CENTURY, INC.	1,133.00
98082	03/22/2018	LANE COMMUNITY COLLEGE	547.30
98083	03/22/2018	LIFEMAP ASSURANCE COMPANY	11,801.48
98084	03/22/2018	MARKETING & TECHNICAL MATERIAL	496.10
98085	03/22/2018	JAMES M MCKINNEY	450.00
98086	03/22/2018	OFFICE DEPOT	451.17
98087	03/22/2018	OREGON STATE POLICE	40.00
98088	03/22/2018	OREGON TRANSPORTATION FORUM	600.00
98089	03/22/2018	SMART GROWTH AMERICA	1,250.00
98090	03/22/2018	SPRINGFIELD UTILITY BOARD	962.62

Parts

Parts

VAWPOOL

MOVING AHEAD - Public Involvement

Closeout Costs

MIDAS ANNUAL SUPPORT

DIESEL FUEL

HVAC Maint & Repair

zone check

zone check



Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
98091	03/22/2018	STANS AUTO UPHOLSTERY, INC.	1,530.00
98092	03/22/2018	TUMWATER PRINTING	6,085.00
98093	03/22/2018	VERIZON WIRELESS	7,809.54
98094	03/22/2018	WILLAMETTE COMM HEALTH SOLUTNS	4,197.00
98095	03/22/2018	WYATT'S TIRE COMPANY	468.52
98096	03/22/2018	CENTRO LATINO AMERICANO	63.75
98097	03/22/2018	DEPARTMENT OF HUMAN SERVICES	17,709.11
98098	03/22/2018	GLORIA, J GALLARDO	10,000.00
98099	03/22/2018	GRACE TOWING, LLC	400.00
98100	03/22/2018	MODA HEALTH	10,664.52
98101	03/22/2018	NORTH COAST ELECTRIC	105.30
98102	03/22/2018	PACIFICSOURCE HEALTH PLANS	689,461.66
98103	03/22/2018	RICOH USA, INC.	45.00
98104	03/22/2018	ROADRUNNER DELIVERY	455.40
98105	03/22/2018	SEON DESIGN (USA) INC.	120.00
98106	03/22/2018	SITECRAFTING, INC.	400.00
98107	03/22/2018	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	917.68
98108	03/22/2018	THORP, PURDY, JEWETT, URNESS,	1,364.00
98109	03/22/2018	TOUCHPOINT NETWORKS LLC	195.00
98110	03/22/2018	VISION SERVICE PLAN	4,936.15
98111	03/22/2018	WILDISH BUILDING COMPANY <i>Contingency Fees - WEE</i>	18,822.71
98112	03/22/2018	WSP USA INC.	9,122.10
98113	03/29/2018	2G CONSTRUCTION	1,890.00
98114	03/29/2018	A-1 FIRE PROTECTION	71.00
98115	03/29/2018	PAUL ADKINS	1,350.00
98116	03/29/2018	BOMGAR CORPORATION	2,370.69
98117	03/29/2018	BRATTAIN INTERNATIONAL TRUCKS	521.31
98118	03/29/2018	CENTURY LINK	713.88
98119	03/29/2018	CHAPTER 13 TRUSTEE	265.39
98120	03/29/2018	CINTAS CORPORATION	1,605.09
98121	03/29/2018	ELMS LANDSCAPE MAINTENANCE INC	7,569.00
98122	03/29/2018	EUGENE WATER & ELECTRIC BOARD	741.38
98123	03/29/2018	FASTENAL COMPANY	164.52
98124	03/29/2018	FEDEX EXPRESS SHIPPING	43.28
98125	03/29/2018	JANICE R. FRIEND	300.00
98126	03/29/2018	LIFEMAP ASSURANCE COMPANY	11,896.31
98127	03/29/2018	KRIS LYON	119.50
98128	03/29/2018	KAREN MACK	35.00
98129	03/29/2018	ROBIN A MAYALL	205.50
98130	03/29/2018	JOSEPH C MCCORMACK	224.00
98131	03/29/2018	EDWARD S. MCGLONE	154.50
98132	03/29/2018	MCKENZIE SEW-ON	311.25
98133	03/29/2018	MEDICAL TRANSPORTATION MGT <i>OCT - San Ridesource AOA OPD.</i>	2,071,657.09
98134	03/29/2018	MICRONICHE, INC.	500.00
98135	03/29/2018	HART P MIGDAL	119.50
98136	03/29/2018	GERALD P MORSELLO	850.00
98137	03/29/2018	OFFICE DEPOT	210.83
98138	03/29/2018	OFFICE WORLD <i>Fm Bldg Furniture</i>	68,275.16
98139	03/29/2018	OIL PRICE INFORMATION SERVICE	250.00
98140	03/29/2018	TYMOTHY C PEARSON	160.00
98141	03/29/2018	DAREL R PITMON	160.00
98142	03/29/2018	PIVOT ARCHITECTURE	4,334.88
98143	03/29/2018	ROMAINE ELECTRIC CORP	2,350.50
98144	03/29/2018	COSETTE REES	229.50



Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
98145	03/29/2018	RG MEDIA COMPANY	487.50
98146	03/29/2018	SIX ROBBLEES' INC	234.90
98147	03/29/2018	SPRINGFIELD UTILITY BOARD	69.85
98148	03/29/2018	STAPLES BUSINESS ADVANTAGE	325.86
98149	03/29/2018	VERIZON WIRELESS	274.67
98150	03/29/2018	FRANK D WILSON	224.00
98151	03/29/2018	WYATT'S TIRE COMPANY	10,071.07
98152	03/29/2018	THE AFTERMARKET PARTS COMPANY LLC	4,279.69
98153	03/29/2018	BEDFORD FALLS, LLC	1,053.00
98154	03/29/2018	CALLIDUS SOFTWARE, INC.	8,640.00
98155	03/29/2018	CUMMINS NORTHWEST, INC. <i>Parts</i>	33,039.99
98156	03/29/2018	GILLIG CORPORATION <i>Parts</i>	23,443.06
98157	03/29/2018	GRAINGER INC	233.84
98158	03/29/2018	JERRY'S HOME IMPROVEMENT CTR	144.91
98159	03/29/2018	LTD & ATU PENSION TRUST	107,096.38
98160	03/29/2018	LTD SALARIED EMP. PENSION PLAN	18,018.49
98161	03/29/2018	MODA HEALTH	9,436.34
98162	03/29/2018	MOHAWK MANUFACTURING & SUPPLY	172.97
98163	03/29/2018	MUNCIE TRANSIT SUPPLY	484.42
98164	03/29/2018	MYRMO & SONS	0.00
98165	03/29/2018	MYRMO & SONS	1,173.50
98166	03/29/2018	NORTH COAST ELECTRIC	188.22
98167	03/29/2018	OXLEY & ASSOCIATES, INC.	5,000.00
98168	03/29/2018	PARKEON, INC.	443.00
98169	03/29/2018	SILKE COMMUNICATIONS, INC. <i>Maintenance of FCC Channel</i>	23,681.88
98170	03/29/2018	SOFTCHOICE CORPORATION	1,269.96
98171	03/29/2018	THORP, PURDY, JEWETT, URNESS, <i>misc legal Services</i>	23,067.90
98172	03/29/2018	UNITED WAY OF LANE COUNTY	496.00
98173	03/29/2018	WANNAMAKER CONSULTING, INC.	10,323.27
98174	03/29/2018	WOODBURY ENERGY CO. INC.	23,137.16
98175	03/29/2018	WSP USA INC.	356.91
98176	03/29/2018	ZONES, INC.	5,618.75
91040118	03/31/2018	BENEFIT PLANS ADMIN SVCS, LLC	25,790.00
802596351	03/02/2018	VALIC %CHASE BANK OF TEXAS	86,593.83
802613885	03/15/2018	VALIC %CHASE BANK OF TEXAS	78,683.85
802629836	03/29/2018	VALIC %CHASE BANK OF TEXAS	74,159.25
807928300	03/02/2018	BANK OF AMERICA	24.90
807928305	03/02/2018	BANK OF AMERICA	2,452.43
807928306	03/02/2018	BANK OF AMERICA	2,455.85
809950044	03/15/2018	BANK OF AMERICA <i>Replacement of VOIDED CHECK # 98002</i>	39,952.02
813112629	03/29/2018	MASS MUTUAL FINANCIAL GROUP	3,769.40
813474866	03/15/2018	MASS MUTUAL FINANCIAL GROUP	3,864.73
816380159	03/02/2018	MASS MUTUAL FINANCIAL GROUP	3,716.71
845160316	03/22/2018	OREGON DEPARTMENT OF REVENUE	14.67
848160314	03/15/2018	OREGON DEPARTMENT OF REVENUE	51,070.22
850186396	03/02/2018	INTERNAL REVENUE SERVICE-EFTPS	181,275.55
854185577	03/15/2018	INTERNAL REVENUE SERVICE-EFTPS	192,859.93
855986416	03/15/2018	OREGON DEPARTMENT OF JUSTICE	1,924.00
858931369	03/02/2018	OREGON DEPARTMENT OF JUSTICE	1,924.00
861160328	03/29/2018	OREGON DEPARTMENT OF REVENUE	48,624.92
863160228	03/02/2018	OREGON DEPARTMENT OF REVENUE	47,695.50
873685655	03/22/2018	INTERNAL REVENUE SERVICE-EFTPS	60.80
883238423	03/29/2018	INTERNAL REVENUE SERVICE-EFTPS	185,316.36



Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
323	Checks		\$7,672,918.37

AGENDA ITEM SUMMARY

DATE: April 10, 2018

ITEM TITLE: MONTHLY GRANT REPORT

PREPARED BY: Christina Shew, Director of Finance

ACTION REQUESTED: None. Information only.

BACKGROUND:

The Monthly 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 April 9, 2018. Drawdowns for the FTA and ODOT grants are in progress.

1. [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 (closed), 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	\$ 2,212,314

2. [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	\$ 85,955

3. [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) EIDorado 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 utilizing the State of Oregon Pricing Agreement. A purchase order for two RideSource vehicles was issued during the reporting period.

49 USC 5309 - Bus and Bus Facilities (FY 2006 forward)	\$1,064,145
Local	\$ 209,355
Total Eligible Amount	\$1,273,500
Funds Remaining	\$ 214,057

4. [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) EIDorado 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.

As indicated above, a purchase order for RideSource vehicles was issued during the reporting period.

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

5. [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, this particular grant will be closed upon reconciliation of final expenditures.

49 USC 5316 - JARC/TEA-21 3037	\$171,819
Local	\$ 42,955
Total Eligible Amount	\$214,774
Funds Remaining	\$ 10,165

6. [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 has ordered spare parts/tooling and warranties for the 40-foot buses. The drawdown for these expenditures is in progress, which will facilitate grant closeout activities.

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

7. [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

8. [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.

As previously reported, maintenance staff are working with the manufacturer’s engineering staff relative to various “punch list” items.

49 USC 5307 - Urbanized Area Formula (FHWA ¹ transfer FY 2007 forward)	\$5,649,011
Local	\$ 646,554
Total Eligible Amount	\$6,295,565
Funds Remaining	\$2,072,328

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

Current Status: Active (Executed)
 Key Number: 17162

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

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

49 USC 5307 - Urbanized Area Formula (FHWA ² transfer FY 2007 forward)	\$2,190,000
Local	\$ 250,655
Total Eligible Amount	\$2,440,655
Funds Remaining	\$ 210,669

¹ Federal Highway Administration
² Federal Highway Administration

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

Current Status: Active (Executed)
 Key Number: 17964

This grant was awarded using 2011 5309B funds through the Veterans Transportation and Community Living Initiative (VTCLI). This grant funds the RideSource Call Center systems improvements. The grant Closeout Amendment has been submitted to FTA.

49 USC 5309 - Bus and Bus Facilities (FY 2006 forward)	\$1,088,000
Local	\$ 272,000
Total Eligible Amount	\$1,360,000
Funds Remaining	\$ 0

11. [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. The procurement activities are currently in progress.

49 USC 5309 - New Starts	\$29,597,040
Local	\$ 7,465,200
Total Eligible Amount	\$37,062,240
Funds Remaining	\$ 1,336,346

12. [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. As indicated above, LTD will coordinate this bus purchase with the two (2) 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

13. [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 12 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

14. [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

15. [OR-2017-019-00 | FY16 MAP-21 Sec 20005 \(b\) TOD Pilot Program RIVER ROAD TRANSIT COMMUNITY IMPLEMENTATION PLAN](#)

Current Status: Active (Executed)

This grant award in the amount of \$450,000 utilizes FY 2016 20005(b) of MAP-21 - Pilot Program TOD Planning funds for the River Road Transit Community Implementation Plan in the furtherance of Transit-Oriented Development. The River Road Corridor (RRC) is an aspect of the MovingAhead 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

16. [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	\$ 87,850

17. [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 purchase order for the two (2) vehicles was processed during the reporting period.

49 USC 5310 - (MAP 21) Formula Grants for Enhanced Mobility of Senior & Individuals with Disabilities	\$232,854
Local	\$ 58,214
Total Eligible Amount	\$291,068
Funds Remaining	\$232,854

18. [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	\$ 18,432

19. [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	\$488,989

20. [30136 ODOT | 2016–17 ConnectOregon V – W. 11th Bicycle-Pedestrian Bridge Connections](#)

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

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

<i>ConnectOregon</i> Bicycle-Pedestrian Bridge	\$3,583,306
Local	\$2,255,726
Total Eligible Amount	\$5,839,032
Funds Remaining	\$2,139,779

21. [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

22. [31675 ODOT | 2016-18 5311 35-foot 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 was processed during the reporting period.

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

23. [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	\$136,774

24. [32010 ODOT | 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	\$ 877,310

25. [32197 ODOT | 2017-19 Region 2 5310 Capital, Operating, and Planning](#)

Current Status: Active

This 5310 grant program will fund special transportation services benefitting seniors and individuals with disabilities. This project includes funding for contracted service, mobility management, preventive maintenance, and the acquisition of one vehicle.

Operating	\$2,029,738
Local	\$ 232,313
Total Eligible Amount	\$2,262,051
Funds Remaining	\$1,884,950

26. [32306 ODOT | 2017-19 Region 2 \(FHWA\) Transportation Options](#)

Current Status: Active

This Transportation Options (Federal Highway) grant program will fund activities that promote options other than single-occupant motor vehicle transportation. This 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

27. [31971 ODOT | 2017-19 Region 2 Transit Network Diamond Express](#)

Current Status: Active

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

Operating	\$188,170
Local	\$172,764
Total Eligible Amount	\$360,934
Funds Remaining	\$172,881

28. [31455 ODOT | 2017-18 5339 Capital Diamond Express](#)

Current Status: Active

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

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

29. [HU-18-10-09 ODOT | 2016 -19 Point2point Safe Routes to School](#)

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.

The project activities are ongoing.

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

30. [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

As requested by FTA, LTD has revised the original application for 2016-2017 Section 5307 Formula Funds into two separate applications for the West Eugene EmX Extension and Willow Creek Terminus Station project; and the Glenwood bus parking lot reconfiguration and Preventive Maintenance (FY 2017-18) projects. The grants are undergoing 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-Springfield metropolitan areas. The grant application is undergoing FTA review.

PROPOSED MOTION: None.

LANE TRANSIT DISTRICT
February 2018 Performance Report
28-March-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
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Fixed Route Service

Passenger Boardings	866,278	895,066	- 3.2%	6,618,792	6,602,697	+ 0.2%	10,219,795	10,160,525	+ 0.6%
Mobility Assisted Riders	11,058	10,967	+ 0.8%	98,994	102,879	- 3.8%	151,769	160,257	- 5.3%

Average Passenger Boardings:

Weekday	37,085	38,426	- 3.5%	32,662	32,342	+ 1.0%	33,515	33,231	+ 0.9%
Saturday	19,085	19,605	- 2.7%	19,591	18,989	+ 3.2%	19,201	18,755	+ 2.4%
Sunday	12,059	12,034	+ 0.2%	11,305	10,753	+ 5.1%	11,297	10,457	+ 8.0%
Monthly Revenue Hours	23,427	22,372	+ 4.7%	196,814	184,466	+ 6.7%	293,628	275,853	+ 6.4%
Boardings Per Revenue Hour	37.0	40.0	- 7.6%	33.63	35.79	- 6.0%	34.81	36.83	- 5.5%
Weekly Revenue Hours	5,857	5,593	+ 4.7%	5,746	5,317	+ 8.1%	5,682	5,282	+ 7.6%
Weekdays	20	20		169	174		257	262	
Saturdays	4	4		35	35		52	52	
Sundays	4	4		36	34		53	51	

Farebox Revenues & Sales*

Farebox Revenue	\$132,924	\$123,207	+ 7.9%	\$1,121,217	\$1,193,450	- 6.1%	\$1,691,589	\$1,811,840	- 6.6%
Adult Pass	3,011	1,281	+ 135.1%	21,754	18,426	+ 18.1%	35,020	27,925	+ 25.4%
Youth Pass	809	249	+ 224.9%	5,320	5,818	- 8.6%	9,337	9,797	- 4.7%
Reduced Fare Pass	936	477	+ 96.2%	7,359	7,938	- 7.3%	35,020	27,925	+ 25.4%
Adult 3 Month Pass	116	111	+ 4.5%	1,113	1,112	+ 0.0%	1,764	1,858	- 5.1%
Youth 3 Month Pass	69	68	+ 1.5%	620	597	+ 3.9%	778	730	+ 6.6%
Reduced Fare 3 Month Pass	39	49	- 20.4%	397	396	+ 0.3%	626	600	+ 4.3%
Adult 10-Ride Ticket Book	1,419	1,718	- 17.4%	13,544	13,902	- 2.6%	21,296	20,838	+ 2.2%
Half-Fare 10-Ride Ticket Book	378	198	+ 90.9%	2,847	2,981	- 4.5%	4,357	4,698	- 7.3%
RideSource 10-Ride Ticket Book	355	346	+ 2.6%	3,027	3,137	- 3.5%	4,713	5,118	- 7.9%

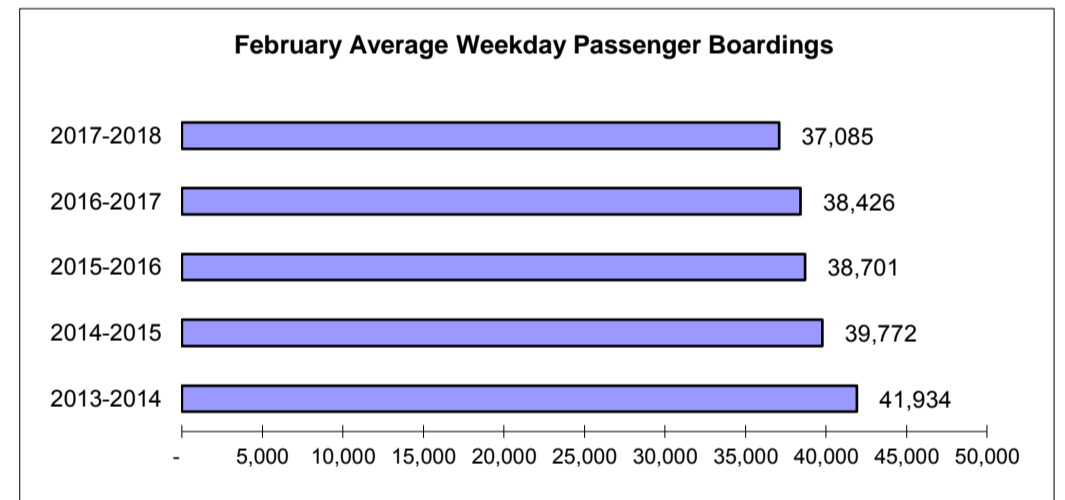
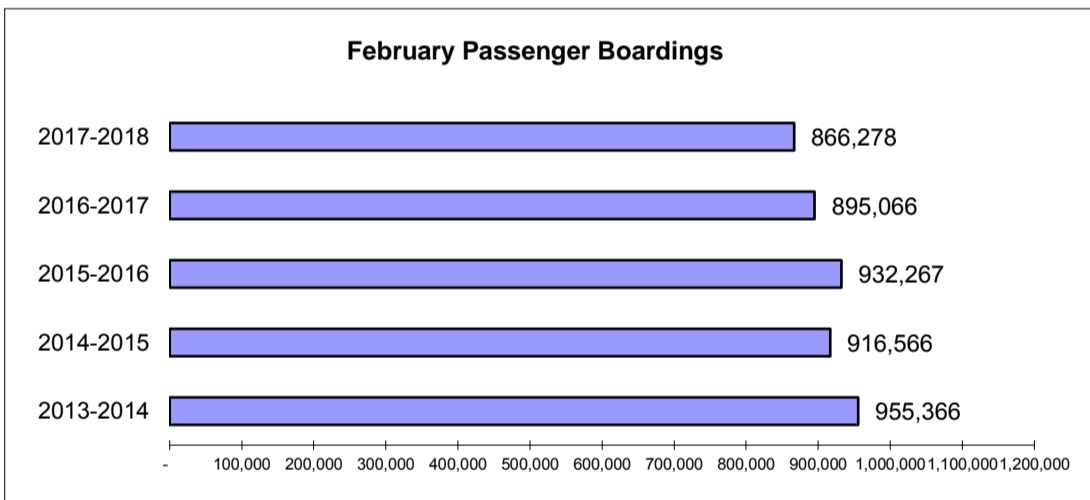
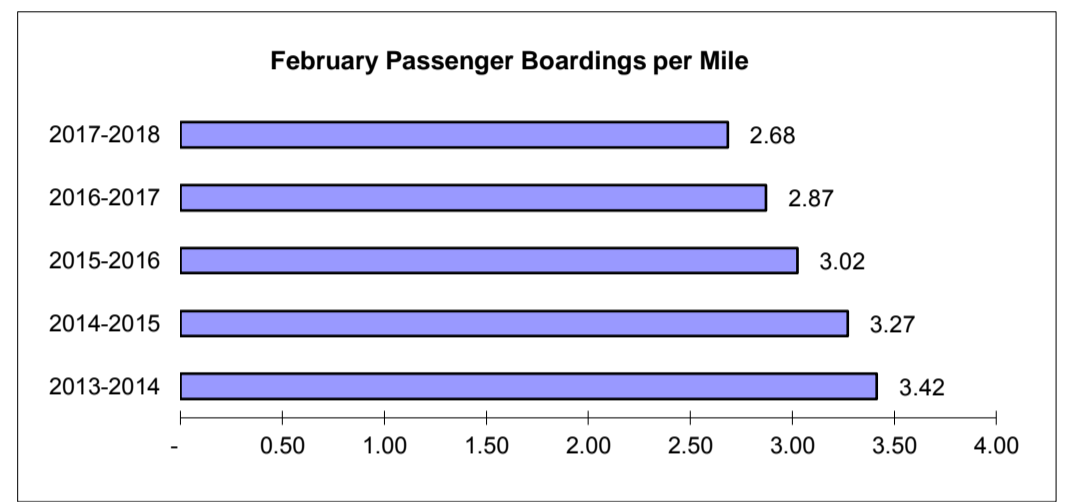
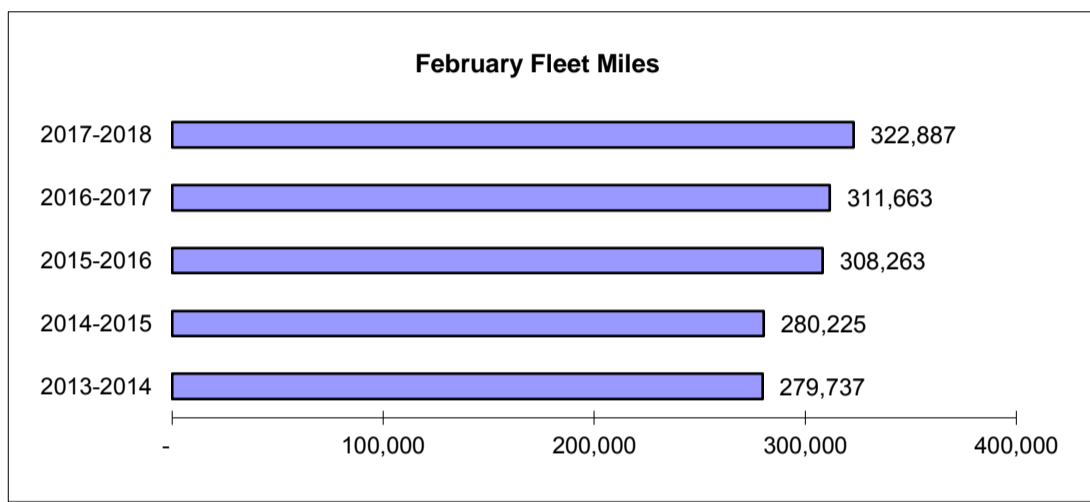
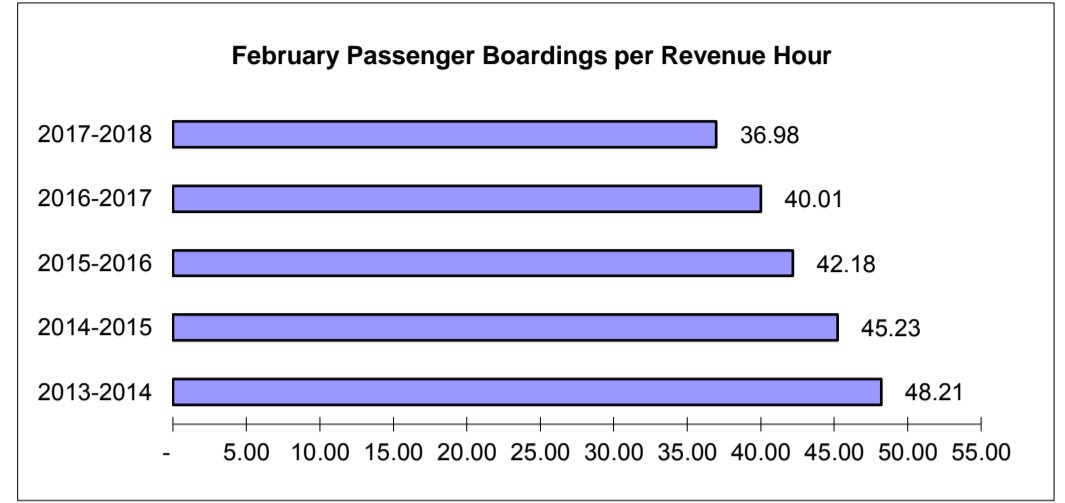
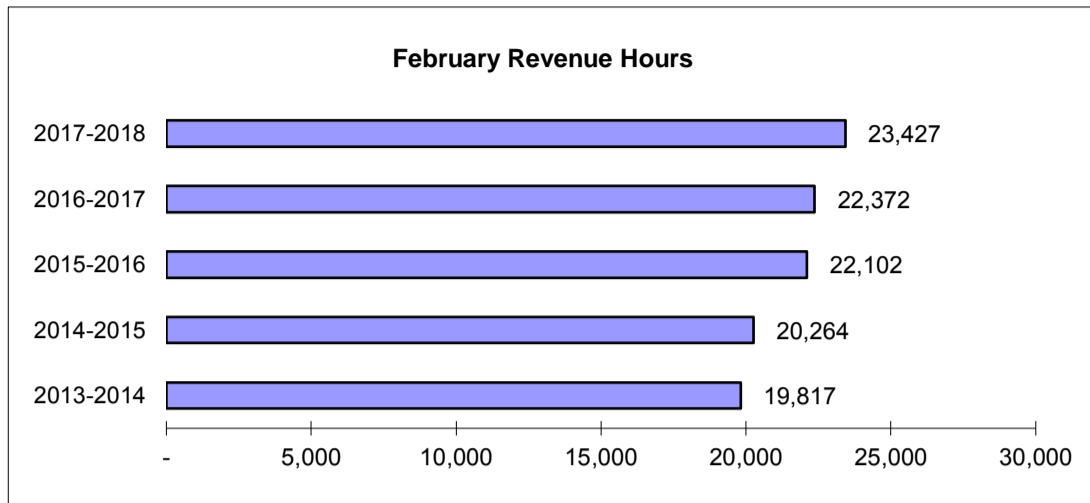
*Group Pass Program revenues, which typically make up about 1/3 of all passenger revenues, are not included in this report. Finance reports total passenger revenues inclusive of Group Pass on a quarterly basis.

Fleet Services

Fleet Miles	322,887	311,663	+ 3.6%	2,723,899	2,577,663	+ 5.7%	4,076,831	3,859,104	+ 5.6%
Average Passenger Boardings/Mile	2.68	2.87	- 6.6%	2.43	2.56	- 5.1%	2.51	2.63	- 4.8%
Fuel Cost	\$176,247	\$147,415	+ 19.6%	\$1,405,882	\$1,816,298	- 22.6%	\$2,031,245	\$2,877,760	- 29.4%
Fuel Cost Per Mile	\$0.546	\$0.473	+ 15.4%	\$0.516	\$0.705	- 26.8%	\$0.498	\$0.746	- 33.2%
Repair Costs	\$261,929	\$228,567	+ 14.6%	\$2,195,440	\$1,961,978	+ 11.9%	\$3,374,662	\$2,903,339	+ 16.2%
Total Repair Cost Per Mile	\$0.811	\$0.733	+ 10.6%	\$0.806	\$0.761	+ 5.9%	\$0.828	\$0.752	+ 10.0%
Preventive Maintenance Costs	\$31,223	\$34,471	- 9.4%	\$280,154	\$283,688	- 1.2%	\$425,885	\$426,533	- 0.2%
Total PM Cost Per Mile	\$0.097	\$0.111	- 12.6%	\$0.103	\$0.110	- 6.5%	\$0.104	\$0.111	- 5.5%
Mechanical Road Calls	24	52	- 53.8%	268	257	+ 4.3%	423	384	+ 10.2%
Miles/Mech. Road Call	13,454	5,994	+ 124.5%	10,164	10,030	+ 1.3%	9,638	10,050	- 4.1%

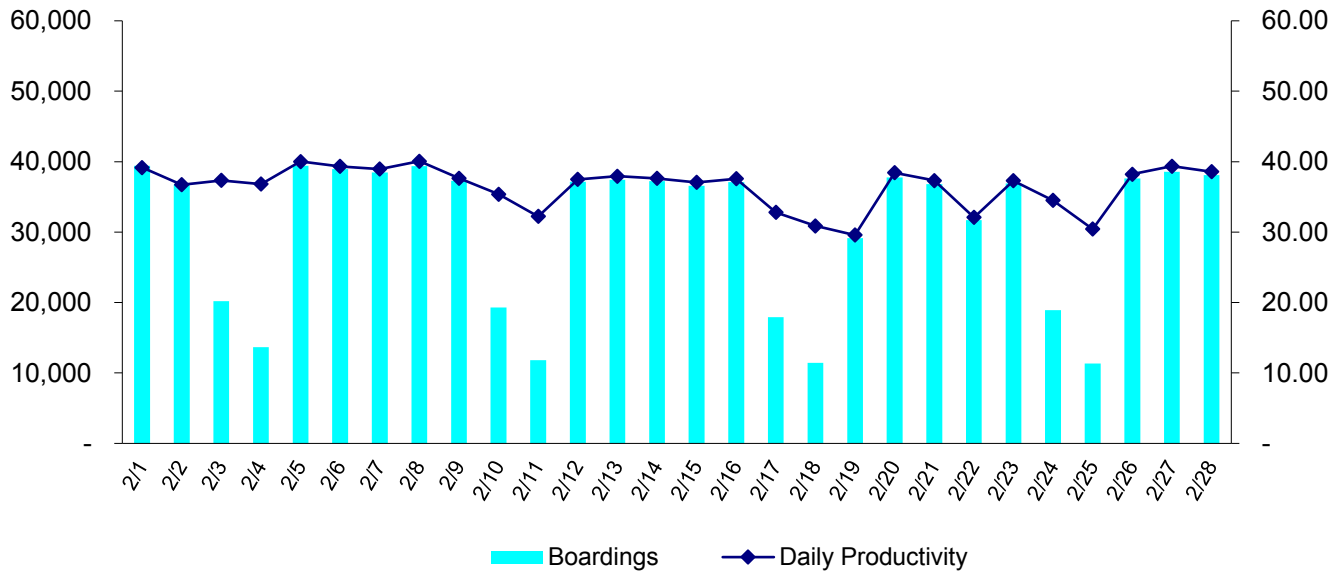
MTM

MTM Rides	12,563	14,929	- 15.8%	106,342	114,653	- 7.2%	169,261	178,409	- 5.1%
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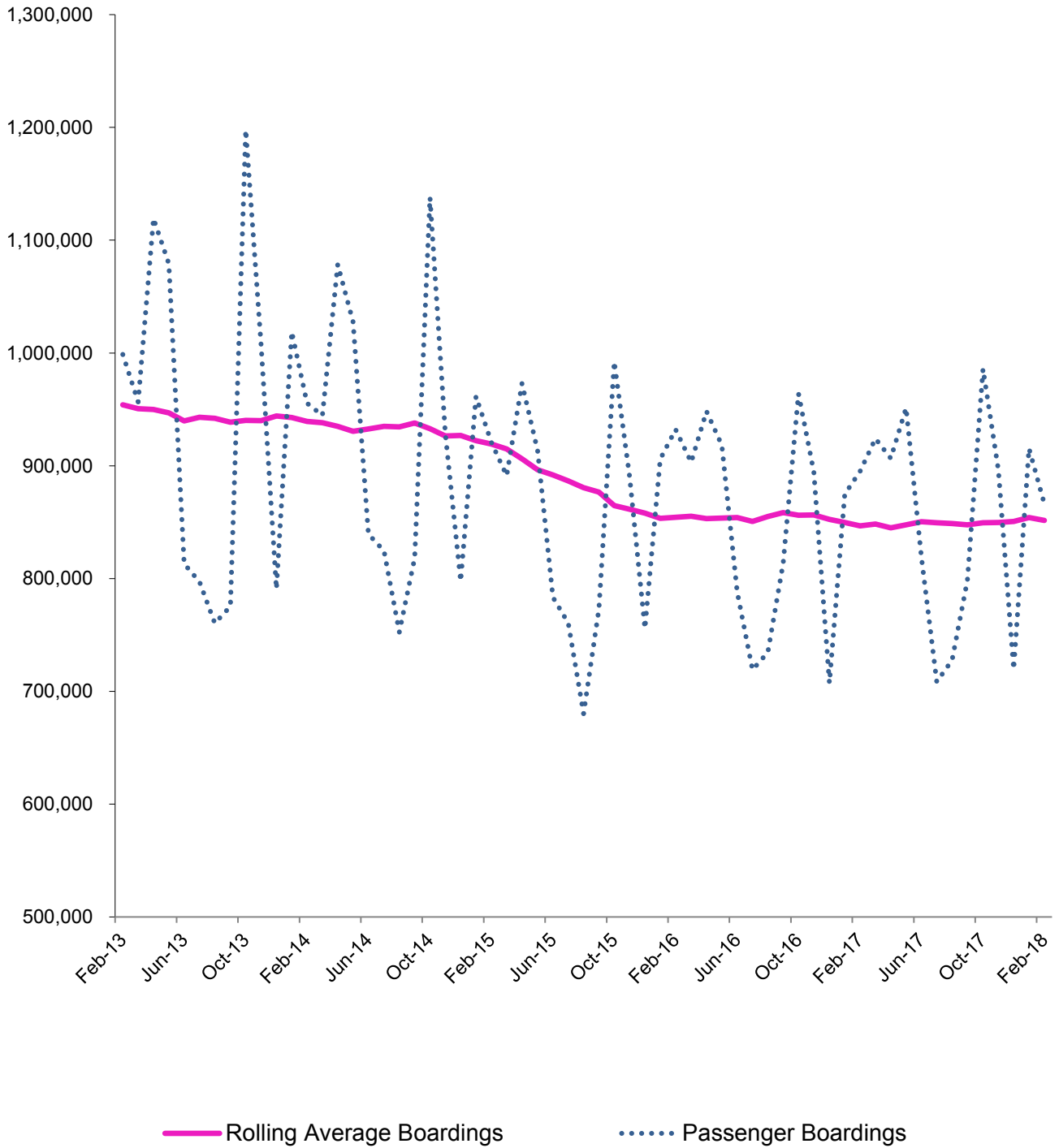
Daily Ridership Recap February 2018

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
2/1/2018	Thursday	Weekday	39,407	578	1,006	39.17
2/2/2018	Friday	Weekday	36,787	617	1,002	36.71
2/3/2018	Saturday	Saturday	20,208	362	541	37.35
2/4/2018	Sunday	Sunday	13,659	186	371	36.82
2/5/2018	Monday	Weekday	39,424	474	985	40.02
2/6/2018	Tuesday	Weekday	38,930	560	990	39.32
2/7/2018	Wednesday	Weekday	38,450	555	987	38.96
2/8/2018	Thursday	Weekday	39,390	545	983	40.07
2/9/2018	Friday	Weekday	37,275	437	990	37.65
2/10/2018	Saturday	Saturday	19,317	295	546	35.38
2/11/2018	Sunday	Sunday	11,832	147	367	32.24
2/12/2018	Monday	Weekday	37,123	569	990	37.50
2/13/2018	Tuesday	Weekday	37,445	568	987	37.94
2/14/2018	Wednesday	Weekday	37,248	386	990	37.62
2/15/2018	Thursday	Weekday	36,565	468	987	37.05
2/16/2018	Friday	Weekday	37,097	441	987	37.59
2/17/2018	Saturday	Saturday	17,904	269	546	32.79
2/18/2018	Sunday	Sunday	11,423	126	370	30.87
2/19/2018	Monday	Weekday	29,130	328	985	29.57
2/20/2018	Tuesday	Weekday	37,779	458	983	38.43
2/21/2018	Wednesday	Weekday	36,804	384	986	37.33
2/22/2018	Thursday	Weekday	31,714	193	988	32.10
2/23/2018	Friday	Weekday	36,890	411	989	37.30
2/24/2018	Saturday	Saturday	18,912	220	548	34.51
2/25/2018	Sunday	Sunday	11,323	126	372	30.44
2/26/2018	Monday	Weekday	37,603	449	984	38.21
2/27/2018	Tuesday	Weekday	38,567	520	980	39.35
2/28/2018	Wednesday	Weekday	38,072	386	987	38.57
Totals			866,278	11,058	23,427	36.98



LANE TRANSIT DISTRICT

Five Year History of Passenger Boardings





MONTHLY DEPARTMENT REPORTS

April 18, 2018

OFFICE OF THE GENERAL MANAGER

Aurora Jackson, General Manager

STRATE TRANSPORTATION IMPROVEMENT FUND (STIF)

- The Rules Advisory Committee (RAC) completed the draft rules and forwarded them to ODOT.
- The STIF Overview Fact Sheet (provided as a handout) provides an easy to read summary and timeline. This information will be included on the LTD website for the community.

SERVICE DELIVERY & ADMINISTRATION

Mark Johnson, Assistant General Manager

PUBLIC SAFETY UPDATE

Frank Wilson, Public Safety & System Security Manager

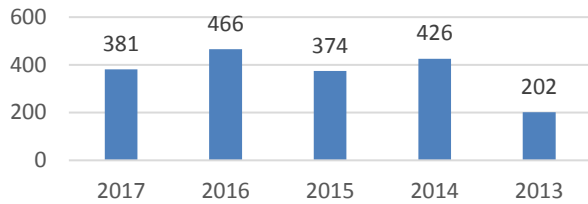
In October of 2016, the Lane Transit District (LTD) Board of Directors approved the formation of an LTD Transit Public Safety Division, replacing the contracted security services provided by G4S Secure Solutions. The transition was initiated in November 2016, and was completed in June of 2017. The 2017 Annual Public Safety Report, below, will inform the Board of Directors as to the status of the division, successes, challenges, and level of activity during the 2017 calendar year.

2017—Annual Public Safety Report

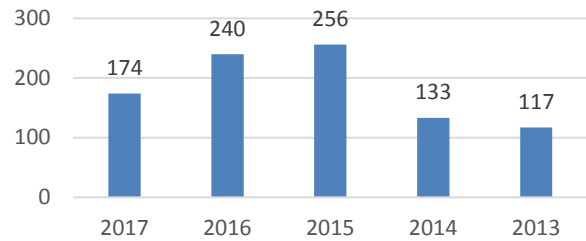
During 2017, the Public Safety Officers worked 23,830 hours (9,256 for Eugene/Springfield, 4,406.5 Admin, 3,899 for EmX, 315 UO Football, 4,689.5 Road Patrol, 32 Holiday Patrol, 147.5 Special, 836.5 Training, and 248 Vacation), compared to 28,040 in 2016; this amounts to 11.33 FTE. Patrol duties were performed at the Eugene and Springfield Stations, and patrolling, including fare checking, the EmX.

Public Safety Officers use the Lane Transit District (LTD) citation to educate our customers on proper behavior while on District property. The citation is used to both formally “WARN” individuals that they need to change their behavior, as well as give an individual notice that he/she has been “EXCLUDED” from the transit system. The following is a summary of citation related activity for the year.

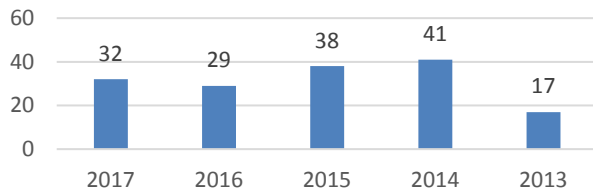
Total Indefinite Exclusions for 2013 - 2017



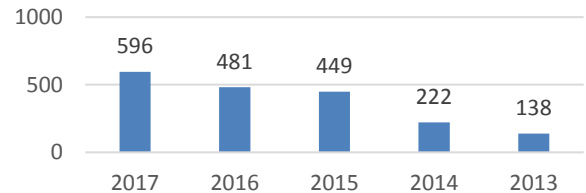
Written Warnings for 2013 - 2017



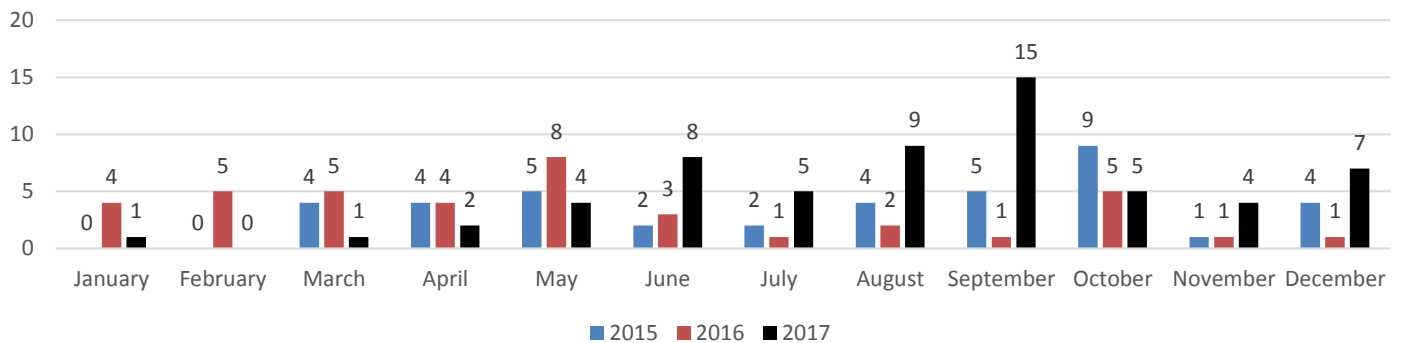
30 Day Exclusions for 2013 -2017



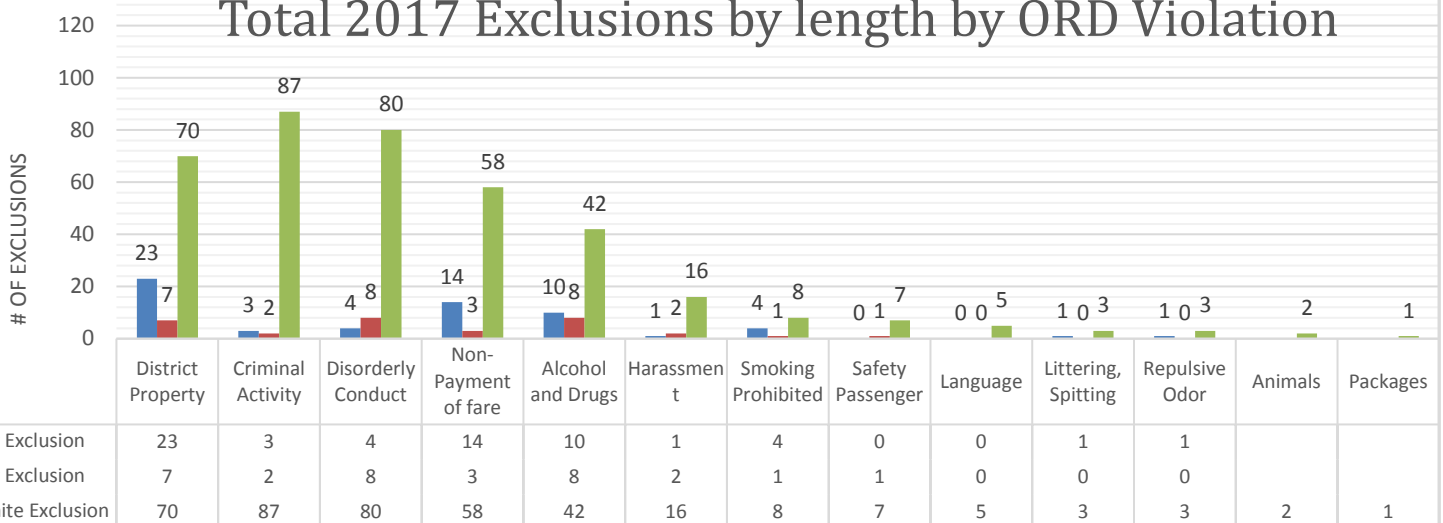
Verbal Warnings Warnings for 2013-2017



10 Day Exclusions for 2015 - 2017

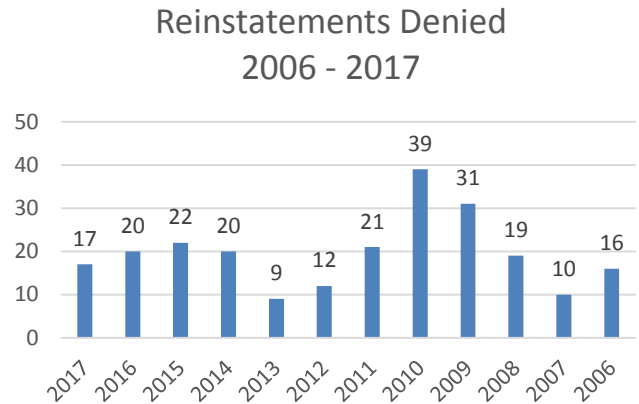
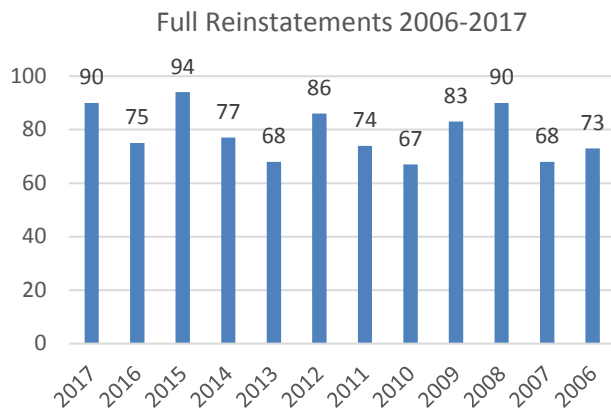
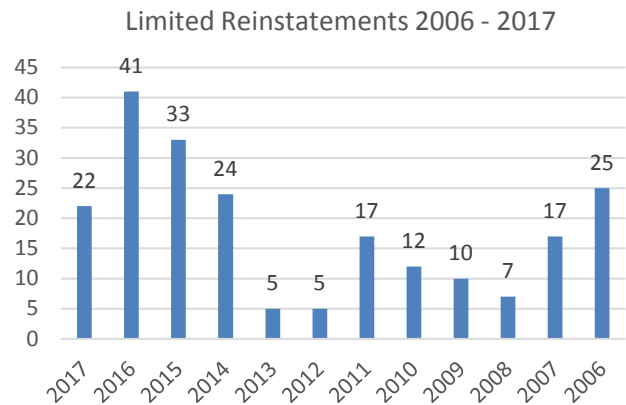
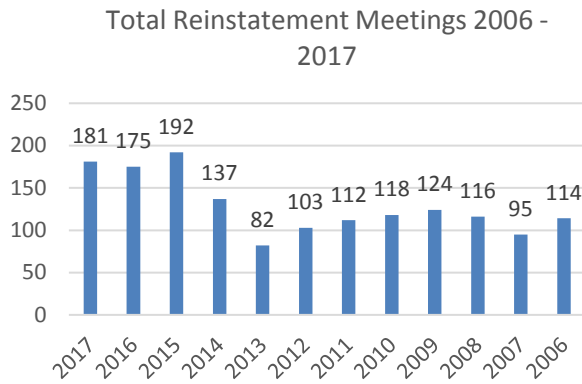


Total 2017 Exclusions by length by ORD Violation

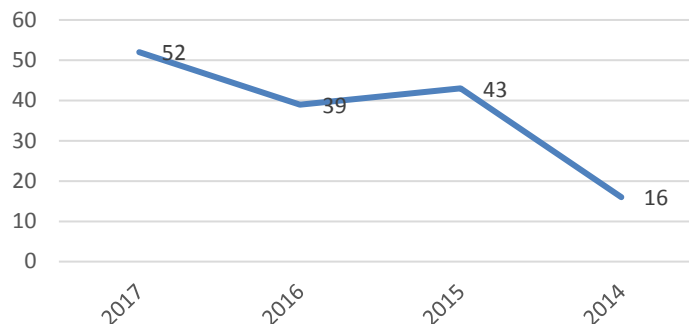


In February 2015, the 10-day exclusion was added as an option. The 10-day exclusion was used 40 times during 2015 and 2016. In 2017, 61 10-day exclusions were issued.

An individual who has been excluded may appeal the exclusion or request an Exclusion Review Hearing. This process allows an individual to challenge the exclusion or accept it and work with public safety staff to get back on the system, if possible.



Reinstatement No Shows 2014- 2017



Reinstatement/Appeals Hearings: In 2017, the Public Safety Manager conducted 181 reinstatement hearings (175 in 2016 for a 3.4 percent increase) where 90 were granted a full reinstatement (75 in 2016 for a 20 percent increase), 17 were denied reinstatement (20 in 2016 for a 15 percent decrease), 52 were No Shows (39 in 2016 for a 33.3 percent increase) and 22 were granted Limited

Reinstatement (41 in 2016 for an 46.3 percent decrease). Note: In 2014, we started documenting the no shows.

In 2017, all appeals had the exclusion upheld (as determined by Public Safety Mgr. Wilson). There were 8 Appeal Meetings (17 in 2016) but only 7 of the request appeals showed for their meetings. Of the seven, two of them were then granted a Full Reinstatement. Two of the seven were granted Exclusion Suspensions. One appealed their 10-day exclusion, so they were able to ride after 10 days. Two remained excluded after the exclusion was upheld.

Court Cases: During the year, the District was subpoenaed to go to court regarding three different cases, compared to six for 2016. Of these, none of the officers were required to appear.

Community Court: In August 2016, the City of Eugene, in cooperation with LTD and other service providers began the Eugene Community Court. The goal of the Court is to “improve public safety and reduce misdemeanor activity in the downtown core to improve safety and quality of life for all. The process promotes responsibility in participants through a combination of supervised community service and direct connections to social service providers.” (*From the City of Eugene Community Court website.*)

LTD provides 2-week Community Court Transit Passes to participants who are given a bus voucher from the Court. Participants are granted the Transit Pass as long as they do not have an outstanding debt to LTD nor a history of violence. Public Safety Officers were given Community Court Referral Notices to issue if they believe a person would benefit from this program.

In 2017, LTD provided 268 Community Court Transit Passes (79 in 2016). One hundred and eight participants were issued the 268 Community Court Transit Passes. Of those 108 participants, 14 have since been granted a Reinstatement with LTD (or 12.9 percent).

One hundred and eight (or 40.3 percent or \$3,780) of the passes were issued to participants excluded from LTD. One hundred and twenty-one (or 45.1 percent or \$4,235) of the passes were issued to non-excluded participants. Thirty-nine (or 14.6 percent or \$1,365) of the passes were issued to reinstated participants. For a total of \$9,380 in Community Court passes.

Twenty-four Female Participants (22.2 percent of participants); eighty-four Male Participants (77.78 percent of participants)

Seventy passes issued to Female (and one identifying as a female) Participants (26.1 percent of passes issued); One hundred and ninety-eight passes issued to Male Participants (73.9 percent of passes issued.)

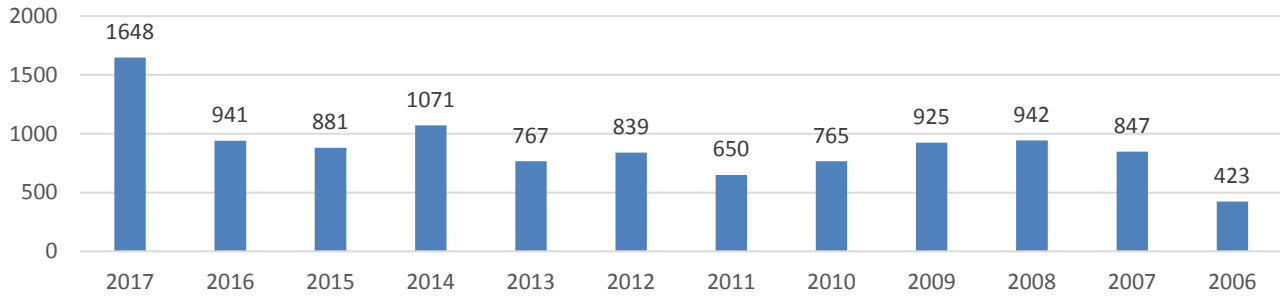
Seventy-three Community Court Pass violations. 21 (or 28.8 percent) of the violations were done by female participants; Fifty-two or (71.2 percent) of the violations were done by male participants.

Only 37 (or 34.25 percent) participants are responsible for the Community Court Pass Violations. These are 9 (or 37.5 percent) female participants and 28 (or 33.3 percent) male participants are responsible for the Community Court Pass Violations.

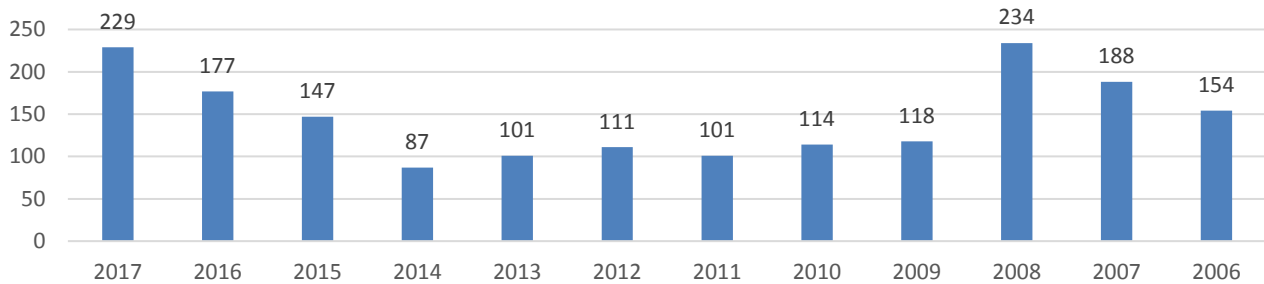
Fifty-seven (or 78.1 percent) of the violations were done by participants excluded from LTD. Five (or 6.84 percent) of the violations were done by participants that have been reinstated on LTD. Eleven (or 15.1 percent) of the violations were done by participants that not excluded nor reinstated by LTD.

Trespasses: The following incident numbers were most notable:

Trespasses for 2006-2017



Criminal Trespass 2/Interfering with Public Transportation for 2006-2017



Trespass is a very common offense throughout the community, so it is not a surprise that our numbers are so high. We expect that some people are going to be “perimeter riders.” That is, people who do not come to the main stations, and board the buses a couple of blocks away. This year we encountered some people being very defiant, and would trespass at the Eugene and Springfield Stations, sometimes several times in a day.

There were 229 Criminal Trespass 2/Interfering with Public Transportation citations issued in 2017 (177 in 2016 for an increase of 29.4percent). But, there were 1,648 trespasses on LTD property (945 in 2016 for an increase 74.4 percent). So, 13.9 percent of the trespasses committed actually were enforced by law enforcement or Community Court (18.7 percent in 2016).

There were 460 different trespassers which committed the trespasses. Three hundred and fifty-nine different males are responsible for 1,244 trespass incidents (or 75.3 percent of the trespasses). One hundred and one different women are responsible for 408 trespass incidents (or 24.7 percent of the trespasses.)

One transgender person was responsible for two trespassing incidents. Men have an average of 3.6 trespasses/man (2.6 in 2016) and women have an average of 4.04 trespasses/woman (2.1 in 2016.); 43 of the trespassers have since been reinstated. Four hundred remain excluded from the system (three were re-excluded after being reinstated earlier in the year). Twelve of the trespassers were not Indefinitely Excluded and instead issued anything from a Verbal Warning to a 30-Day Exclusion for Trespass or Interfering with Public Transportation. Additionally, four trespassers need to be Indefinitely Excluded for their incidents.

The most trespasses occurred at Eugene Station (1,037), Springfield Station (271), and then EmX (227).

Disorderly conduct mostly occurs when someone is fighting or engaging in violent or threatening behavior, but also includes making unreasonable noise. We have arrested subjects for obstructing the free movement of a bus, which falls under this category.

Alcohol and drugs is a daily occurrence at LTD. Open containers, being too intoxicated to ride the system safely, minor in possession, and drunk and belligerent, are common complaints. Occasionally, we have an overdose in the public restrooms, or on the platforms.

Harassment can be physical, when there are no injuries, or verbal, when someone uses abusive words in a manner that is likely to provoke a violent response. This happens quite a bit, but many times it gets resolved before we need to take any action other than a warning.

Threatening or offensive behavior is harassment that does not involve the police, and is logged as an Ordinance 36 offense.

Damaging District Property is an Ordinance 36 offense and does not normally involve the local police, there are no suspects identified, or it is shown that there was no intent to damage the property, but the District may still recoup damages.

Vandalism is criminal and intentional, and when a suspect is caught it is charged as a felony (Criminal Mischief 1). Graffiti and breaking bus windows are the two most common occurrences.

Thefts occur most often when someone steals belongings from another individual on a bus. The victim is usually another customer, but we have had instances when an operator's personal belongings are taken.

Fare Evasion has become an issue since the West EmX inauguration. We now perform daily Fare Inspections as a routine part of our EmX patrol.

Assaults have become commonplace on the system, especially around the Eugene Station. Loiterers, including youth and gang members, create discord which can lead to Harassment and Assaults, is the biggest cause of this problem.

Custody Arrests: Starting January 2015, Public Safety Officers were advised that physical custody arrests involving restraints were within policy, as long as another Public Safety Officer or Supervisor was in attendance. This year, 142 custody arrests were performed by Public Safety Officers (75 in 2016 for an increase of 89.3 percent). This is an average of 11.83 custody arrests per month (6.25 in 2016). Of the 142, one person was restrained in six separate incidents. Of the 142, one person was restrained four times. Of the 142, four were restrained three times. Of the 142, 90 were booked into jail. Fifty others were cited and released. Of the 142, two were released without any citation. Six of these custody arrests required the in-policy use of Pepper Spray to gain compliance.

Arrests and Citations: There were 240 incidents of arrest or criminal citation for 2017 (178 in 2016 or an increase of 34.8 percent). One hundred and sixty-three of the incidents resulted in arrests or 68 percent (122 in 2016 or 68 percent, an increase of 33.6 percent) and 77 resulted in citations or 32.1 percent (56 in 2016 or 31.4 percent, an increase of 37.5 percent). Eight people were pepper sprayed (4 in 2016 or 100 percent increase).

Here are the various incidents resulting in the arrests or citations:

Assault	Assault, DC, Interfere with Police Officer	Carrying Concealed Weapon and CT2	CT1, IPT	CT2
CT1 and IPT	CT2 and warrants	CT2 x 2	CT2, DC2	CT2 and IPT
CT2, IPT and warrants	CT2, IPT, DC	CT2, IPT, Harassment X 2	CT2, IPT, Open Container	CT2, IPT, Theft of Services,
CT2 and Open Container	CT2 and Theft 2	CT2, Poss Meth 1 (warrant)	CT2, Poss Meth 1, warrants for CT2 and Failure to Reg. as Sex Offender	CT2 x 2, Harassment
Delivery Heroin - 1000 ft of school, UP Heroin, Up Meth, UD Meth, UMD Controlled substance I x 2, U Purchase Firearm, Carrying Concealed Weapon, Poss Prohibited Firearm, Theft 1, UP Oxycodone	DC1, Theft 3, Poss Meth 1	DC, Interfere with Police Officer	DC, Resist Arrest	DC2, Harassment 1, Probation Violation
DC	DUII	DUII, CM2	DUII, Reckless Driving, Reckless Endangering x 2, Assault 2, Fail to Yield to Pedestrian, Driving Uninsured, and MIP	Harassment
Interfere with Police Officer	IPT and Warrant	IPT and DC	IPT X 2, CT2	IPT, Assault 4, DC
IPT, Carrying Concealed/Poss Knife, Felon in possession of weapon -1	IPT, CT2, (warrants for CT2X3, IPT, Open Container x 2)	IPT, CT2, PCS, MIP	IPT, CT2, Physical Harassment	IPT, CT2X2
IPT and DC	IPT, Disorderly Conduct, Resisting arrest (all for LTD), warrants for RA, DC2, DC2	IPT, False Info	IPT, Harassment	IPT, Warrant
IPT X 2	Menacing and DC	MIP	Open Container	PCS Heroin, PCS Meth, and Felon in Possession of a Restricted Weapon
PCS Meth	Physical Harassment and IPT	PSC Sch 1 NRC	Reckless Burning, CT2, and False Info to Police	Resist Arrest x 2, Interfere with Police Officer x 2, Theft 2
Robbery 2	Sodomy 1 x2, Sex Abuse 1, Assault 4, Menacing 1,	Theft 1x2	Theft 3	Theft 3 x 2 - Non-LTD CT2 - LTD

	IPT, Burg 1 (only IPT is ours)			
Theft 3, CT2, Theft 3 (none are LTD)	Theft 3, IPT	Theft 3, Harassment, Interfering with Police, and IPT	UP of Meth 1 and DC	Warrants
Using Marijuana in a public place	Warrants (Theft 2 and Theft 3)	Warrants (Burglary 1, Theft 1 x 2, Theft 2, Identity Theft, Fraudulent Use of Credit Card)	Warrants for IPT, CT2 and DC; PC for Open Container	

Incidents involving the above crimes routinely occur at the main transfer stations; Eugene and Springfield, but we also see them on the EmX line. When a person is observed committing one of these crimes, Public Safety responds and follows protocol using Ordinance 36, and/or State Law to educate and/or exclude the individuals involved. It is policy to prosecute all crimes occurring on District property. **This has been less than effective over the last year due to factors in the criminal justice system in Eugene that are beyond the District’s control.**

The Threat and Vulnerability Assessment (BASE) recommends that the District should “proactively view the actual surveillance images and interface with on the ground Public Safety officers.” We do not have the staff to pursue this avenue of crime detection. I would recommend the District first upgrade all of the surveillance equipment so that a future monitoring program can be evaluated for effectiveness. We do follow-up with a review of any surveillance footage that may have been captured when a crime occurs.

Using the video surveillance system as a tool for identifying suspects has been effective. It does not prevent crimes from happening, although having a visible surveillance system can be a deterrent. There are individuals will commit a crime whether or not they are being watched or recorded. Our exclusion program is a less-than-effective tool to deter the individuals who are caught perpetrating the crimes.

EmX Fare Inspections: Officers continued fare checking EmX Fare Inspections on buses and EmX platforms. This year LTD has only two Fare Inspectors (down from 3 approved FTEs last year) dedicated to the EmX line. These are Fare Inspectors, whose duty is to verify fare compliance. They do not enforce other District ordinances, or criminal statutes. Value is added to the Fare Inspector positions, as they provide help and guidance to passengers, assist those in distress, and provide a uniformed deterrence on the EmX lines. Additionally when time allows, Public Safety Officers also conduct fare inspections at the stations.

In 2017, there were 2,411 hours (4,055 hours in 2016) of active fare inspection by the Inspectors. The remainder of on-duty time is spent writing/reviewing reports, or in transition. This is a decrease of 40.54 percent of available man-hours spent checking fare.

In total, 150,659 people were fare checked during 2017 (289,017 in 2016 for a 47.9 percent decrease). This is an average of 2,897 (5,558 in 2016 or a decrease of 47.9 percent) people checked per week. Of the 150,659 people, 1,405 were shown the fare machine (2,402 in 2016 for a 41.5 percent decrease), 309 were given Courtesy Rides (118 in 2016 for a 158 percent increase), 2,620 Noncompliance (1,300 in 2016 for a 101.5percent increase), 396 Fare Compliance (301 in 2016 for a 31.6 percent increase), 1,232 Took Off (956 in 2016 for an increase of 28.9 percent), 40 Written Warnings (121 in 2016 for a 67 percent decrease), and 39 Exclusions (148 in 2016 for a decrease of 73.6 percent). **There is no signage anywhere on the EmX system that notifies passengers**

that they must pay fare prior to boarding, or while on the boarding platforms. This creates many un-necessary conflicts with Fare Inspectors. Clear, concise signage on the EmX system would simplify the process, and make the expectations clear to our passengers.

Lost and Found: Officers continued to deal with lost and found items. These items began being entered into iTrak starting mid-February 2015. This year, Officers dealt with over 1,635 (1,547 in 2016) lost and found items (either retrieving, returning, or storing). At an average of 7 minutes per Lost and Found Item, 190.75 hours (129 hours in 2016) were expended processing lost and found property.

Training:

- Lt. Darel Pitmon and Sgt. Uhler have completed the LCSO Sheriff's Reserve Academy earning top honors. Officer Denley and McMurrick will start the academy on February 6, 2018, graduating on June 30th. All but one other officer has previously completed a certified Police academy.
- Seventy percent of LTD Transit Officers* have successfully completed the 40 hour Law Enforcement Crisis Intervention Team training.
- All Transit Officers* have completed FEMA ICS & NIMS certified training.
- Transit Officers* and Fare inspectors have collectively completed 63 hours of DPSST certified computer based training in 2017.
- Eight hour DHS "Terrorism Liaison Officer" training was completed by six officers* and one analyst.
- Twelve hour DPSST defensive tactics course attended by two officers*.
- Four hour DPSST recertification training attended by five officers*.
- Seven hour DHS certified "suspicious and unattended item" training attended by Nine officers*.
- Fifty-five and a half hours of webinar training for specific, relevant transit security topics.
- Twenty hours of TASER certified instructor training completed by Lt. Pitmon.

An asterisk * used in the training section above indicates a generic reference to Public Safety personnel assigned to enforcement, including the Lieutenant and Sergeant.

ELECTRONIC FARE MEDIA

Mark Johnson, Assistant General Manager

Project Manager Cosette Rees has assembled a cross-functional team brainstorming and prioritizing program needs. The team will be getting input from user groups, including the Accessible Transportation Committee and group pass participants. Staff also are attending the APTA Fare Management Conference in April to learn about innovations, best practices, and lessons learned. Lane Transit District (LTD) will post a Request for Information (RFI) in June to evaluate what solutions are available that will best meet our needs.

POINT2POINT

Theresa Brand, Point2Point Manager

Point2point staff are assisting regional staff with preparing for May's bike month. Exciting events include the opening of a new multi-use path along Interstate 5 and the launch of Bike Share.

SCHOOL PROGRAMS:

This March, Point2point staff supported the following SRTS efforts:

Staff created written May Walk+Roll toolkit materials for champions and SRTS Coordinators, and ordered incentives for school encouragement baskets.

The SRTS program conducted outreach and education at the following events in March:

Date	Event	# Engaged
3/13/18	Low-income housing outreach – Fourteen Pines	4
3/7-3/21	Two Rivers Dos Rios Walking Wednesday's Walking School Bus	21
3/13	Centennial Elementary Walking School Bus Pilot	3
3/13	Maple Elementary Walking School Bus Pilot	12
3/13	Maple Elementary Bike Rodeo	100
	Total	140

BUSINESS COMMUTE CHALLENGE (BCC)

Staff are preparing for the BCC by soliciting sponsors. To date, staff have secured a \$1500 sponsorship (cash and/or prizes) from Burley, Arriving by Bike, Paul's Bicycle Way of Life, and Hutch's Bicycle Shop. Staff have also secured a \$1200 sponsorship from Pacific Cascade Federal Credit Union. Staff have also secured prize donations from many local businesses. A full list of prizes can be viewed on the BCC website.

Staff are making some changes to the BCC, including website enhancements to improve participants overall experience, as well as rolling out some new marketing efforts. This year's BCC will be held, May 12 – 18; registration for the BCC opens on April 3.

EMERGENCY RIDE HOME PROGRAM (ERH):

In the month of March, ISGN Solutions, representing 100 employees, enrolled in the Emergency Ride Home Program. To date, hundreds of local businesses are enrolled in the program representing thousands of local employees.

EMPLOYER TRANSPORTATION COORDINATOR (ETC) PILOT PROJECT:

The pilot project is underway and has included initial nationwide research on model ETC websites and ETC tools, including the development of a project timeline. Future efforts will include the development of an ETC toolkit options list that will be vetted by internal staff, partner agency staff, and a small group of engaged ETC's.

Point2point will work closely with SRTS staff to implement new bike parking improvements at local schools funded by the CMAQ grant recently approved.

MEASURING PERFORMANCE:

Point2point has worked with ODOT to implement the first phase of the Transportation Options (TO) Performance Measures. This work includes the distribution of a region-wide survey mirrored around the state in February and the development of a work plan that identifies how the program efforts meet the states TO Plan goals. The survey results should be available by April.

SANTA CLARA TRANSIT STATION

Joe McCormack, Director of Facilities Management

Solicitation for professional services is anticipated in late April with proposals due late May. These services will only identify the development of the Transit Station and will include the following summary tasks: Tentative PUD, Final PUD, NEPA Expertise, Property Line Adjustments, Design Development, Construction Documentation, Permitting, Bidding, Construction Administration, and Record Drawings. It's anticipated that construction will start late 2019 with substantial completion by the end of calendar year 2020.

EUGENE STATION BICYCLE AMENITIES

Joe McCormack, Director of Facilities Management

- The Eugene electronic bicycle locker program will establish the first series of electronic bicycle lockers in downtown Eugene, including at the Eugene station. Three lockers to be installed later this year and will accommodate twelve bicycles placed at the periphery of the Eugene Station on Olive and 10th Avenue. Over time, the program will expand to include the same type of system all over the region including at the Santa Clara Community Transit Center. The effort is designed to provide long-term (day-long) bicycle storage to encourage increased bicycle use in the region. There is a documented high level of bicycle theft in the region, and this effort can help curb some of that. The Facilities, Public Safety, and Point2point work groups have been working with the City of Eugene Public Works staff on this effort.
- PeaceHealth Rides – the Eugene bike share system – is scheduled to open on April 19, 2018. There is a community celebration at EWEB River Edge Public Plaza on April 19 at 11:00 a.m.
- The City of Eugene contracted with Social Bicycles to deliver bike share equipment and operations for Eugene's bike share system. LTD and the University of Oregon have partnered with the City of Eugene to support the implementation of bike share. PeaceHealth joined the team as title sponsor to support long-term operations and branded the system as PeaceHealth Rides. The system area will consist of 35 stations and 300 bikes. The program's initial service area corresponds with places where people are likely to use bikes most frequently. The area includes downtown Eugene, the University of Oregon campus, and portions of the Whiteaker neighborhood. Bikeshare at LTD's Eugene Station will be located in the 10th and Olive Street plaza area adjacent to the large tree planter.

MCVAY EMX STATION

Joe McCormack, Director of Facilities Management

Roadwork for the City's roundabout project in Glenwood is in its last season and expect to be completed during this summer. Design work to rebuild the McVay EmX Stations is underway and planned to be bid out for construction in May. The station reconstruction effort will utilize salvage station components for the original McVay EmX Station. Construction of the EmX platforms should also wrap up by the end of summer.

WEST EUGENE EMX

Joe McCormack, Director of Facilities Management

There are a few outstanding project tasks including a handful of the more complicated property acquisitions to be recorded. Construction is nearing the closeout phase. Beyond contract retainage

to be release after all contract obligations are fulfilled; there are a couple of post-revenue operation modifications in process. These include changing the size of two fixed-route shelters west of Commerce which will accommodate transferring passengers and pedestrian railing installation at both mid-block crossing islands to enhance safety.

BUS LOT AND FACILITIES MAINTENANCE BUILDING

Joe McCormack, Director of Facilities Management

The project is in the closeout phase, and final costs are anticipated by the end of April.

RIDESOURCE

Cosette Rees, Customer Service and Specialized Service Director

LTD and MTM staff recently met with TripSpark management regarding the concerns about the RideSource software not operating as needed to function properly. TripSpark put several developers on the case and watched the system for several days remotely to see what the problems were. This resulted in three upgrades between March 24 and March 27. As of March 28, the speed and other system concerns appear to be functioning at a level that is acceptable for RideSource operations to continue uninterrupted during business hours. Some of the issues discovered were related to new modules developed for the RideSource services related to processing bus passes and external transportation providers bidding on long distance rides. Staff on both sides will continue to monitor for one to two weeks to ensure the issues do not reappear.

The Novus software project (notwithstanding the items mentioned previously) is about 85 percent complete. The final elements of the project include the development of the Transportation Assessment Portal; systems to electronically request and receive Medicaid eligibility information in real-time from the Oregon Health Authority; continued work on claims management; and developing reports required by LTD and various funding sources. The project team is looking forward to this project being completed by the end of 2018.

PAW PRINTS PROGRAM

Cosette Rees, Customer Service and Specialized Service Director

The Service Animal Pilot Project began in January 2018 as a means to expedite boarding for riders with service animals. The reason for the program is that we noticed riders were getting asked questions about their service animals multiple times per day, which slows down boarding and creates unnecessary burdens for riders. Drivers often have to make on the fly decisions about whether a particular dog is a service animal, even if it isn't always immediately apparent. We also noticed that some riders were trying to bring their pets on board without a carrier. By printing a paw print on their rider card, it lets drivers know that they've already been asked about their service animal and don't need to be asked again.

Because this program directly intersects with the ADA, we've worked closely with FTA, ODOT, and the local disability community to ensure that we implement the voluntary pilot project in a thoughtful way. We currently have over 50 riders participating in the program, with more joining every week. We're planning to collect more data throughout the year, but qualitative feedback from both riders and drivers has so far been overwhelmingly positive. Riders who choose to participate have an opportunity to learn more about LTD's service animal policies and have any of their questions answered by Accessible Services staff. Both riders and drivers appreciate that we're taking the guesswork out of boarding and skip right to the "welcome aboard."

There can be some opportunities associated with communicating the nuances of the program. The rules for service animals on the bus are guided by FTA and are a little different than the rules in a restaurant, apartment, or airplane. Our key points include that the program is completely voluntary and optional, and riders will always be able to board “the old way” if they choose. Next, we welcome pets and emotional assistance or therapy animals, but they need to be kept in a fully enclosed carrier. What makes a service animal different is that it is trained to perform a specialized task to assist someone with a disability. We also don’t provide any type certification, and there is no recognized certification process for service animals. Finally, just like with our human riders, service animals are held to a behavioral standard while on the bus. We recognize that every person and dog is going to make mistakes, so the handler will have an opportunity to correct a behavioral issue. However, even a service animal that is chronically misbehaving isn’t going to be tolerated while on the bus.

We’ve had some really positive outcomes since beginning the program. We’ve been able to link riders in with our Accessible Services staff and local resources. We’ve also given drivers another tool in their toolbelt. It’s provided great motivation to update our training materials, and every single LTD employee has had a service animal refresher as part of Fall training. As an organization, we’re better serving our customers and helping people get where they need to go. We are anticipating packaging our lessons learned and best practices to be able to share throughout the State, with the intention of having other transit agencies emulate our model. So far, it’s been pawesome!

PUBLIC AFFAIRS

Edward McGlone, Director of Public Affairs

SANTA CLARA TRANSIT STATION

Therese Lang, Public Information Officer

At the Board’s request, LTD staff have been working with the city of Eugene and St. Vincent de Paul to determine whether the vacant lot for the Santa Clara Transit Station should be used for car camping while waiting for construction to ramp up. Staff conducted outreach to the neighborhood, informing them about a presentation at the next Santa Clara Community Organization’s meeting. This meeting, which took place on April 5, was attended by nearly 200 people, with the majority of them opposed to car camping on LTD’s property.

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

COMPREHENSIVE OPERATIONS ANALYSIS (COA)

Hart Migdal, Development Planning Associate

At the request of the Board, staff and consultants Jarrett Walker and Associates (JWA) are currently taking a comprehensive look at all of LTD's mobility services, including Point2Point, fixed-route EmX operations, and contracted services: RideSource, Diamond Express, and Rhody Express. The project kicked off January 31, and is currently in Phase A, which is primarily composed of data gathering, site visits by consultants and their subs, and preliminary technical analysis along with the formation of a public involvement plan and strategy. LTD's Public Affairs department is managing the concurrent public involvement component of the COA with consultants Jeanne Lawson & Associates (JLA). The COA team is expecting a draft of service improvement scenarios at the end of 2018 (December), with further public engagement, design refinements, and final decision-making around those scenarios occurring by spring 2019.

The COA team expects to present its first major deliverable in June, a broad and image-rich assessment of the various services that operate under the LTD umbrella called The Choices Report. This report is intended to set up a productive and detailed dialogue about transportation choices and service options along with the community benefits, costs, and trade-offs for making changes to LTD's services. A Pedestrian Network Analysis modeled after a similar effort undertaken by Tri-Met (2014) is also underway. The intent of this data-driven analysis of pedestrian conditions in the LTD service area is to conduct field work to identify and assess multiple sites that may be prioritized for investment by LTD and its partners to improve pedestrian safety and access to LTD's service.



JAN

FEB

MAR

APR



MAY

JUNE

JULY

AUG



SEPT

OCT

NOV

DEC

Fiscal Year 2018-2019 Proposed Budget

Lane Transit District – Eugene, Oregon – April 18, 2018



LTD.org

Budget Process

Goal: Simplify budget process and align investments with federal fiscal year

July 2017:

Created separate Point2point fund

November 2017:

Capital Improvements Program adopted

February 2018:

FY18 forecast completed

March 2018:

Draft budget requests, proposal developed

April 2018:

ATU contract ratified

Budget draft released for public comment on April 6, 2018 – open until May 16

Budget Committee & Public Budget Hearing. Budget committee approved FY19 Budget as presented

Public Budget Hearing #2 at Board of Directors meeting on April 18

May 2018:

Final Budget Hearing at Board of Directors meeting on May 16

Request Board Adoption of Budget FY 18-19 Budget **



FY 19 Budget Changes from Budget Committee Feedback

- Add a footnote on the P2P page of the General Fund making it clear that all of the P2P spend will be directly out of the P2p fund

Footnote added to pages 13 & 45 which reads “*FY19 Point2point Administrative Wages, Materials and Services are budgeted in Point2point Fund 014, see page 64.”

- Provide information on how other public agencies present a line of credit in their budget

Consulted with Melanie Cutler, Oregon Department of revenue. Presentation of the line of credit will be shown as an “Other Financing Sources” in the “Resources” section of the General Fund. There is also a “Debt Service” line item added to the “Operating Requirements” section of the general fund. The debt service cost was estimated using the prime rate plus origination and legal fees

- Explain why the FTEs stay the same on page 28 (HR), but the wage increases:

There are 3 reasons for the change:

- Hiring timing between the departure and rehiring of the training specialist
- Increases in the cost of medical insurance
- Pay equity estimates were included in the FY19 budget as estimated, but not approved

Pay equity will be removed from all department calculations and put into contingency.



FY 19 Budget Changes from Budget Committee Feedback

- Recommend Board make an exception to the reserve policy rather than have a line of credit in the FY19 Budget

Revised policy is being presented to the Board for adoption

- Page 57 needs the total fixed for the FY18 estimate:

This has been corrected

- Provide information as to why the admin expense for the pension plan is lower in 2017:

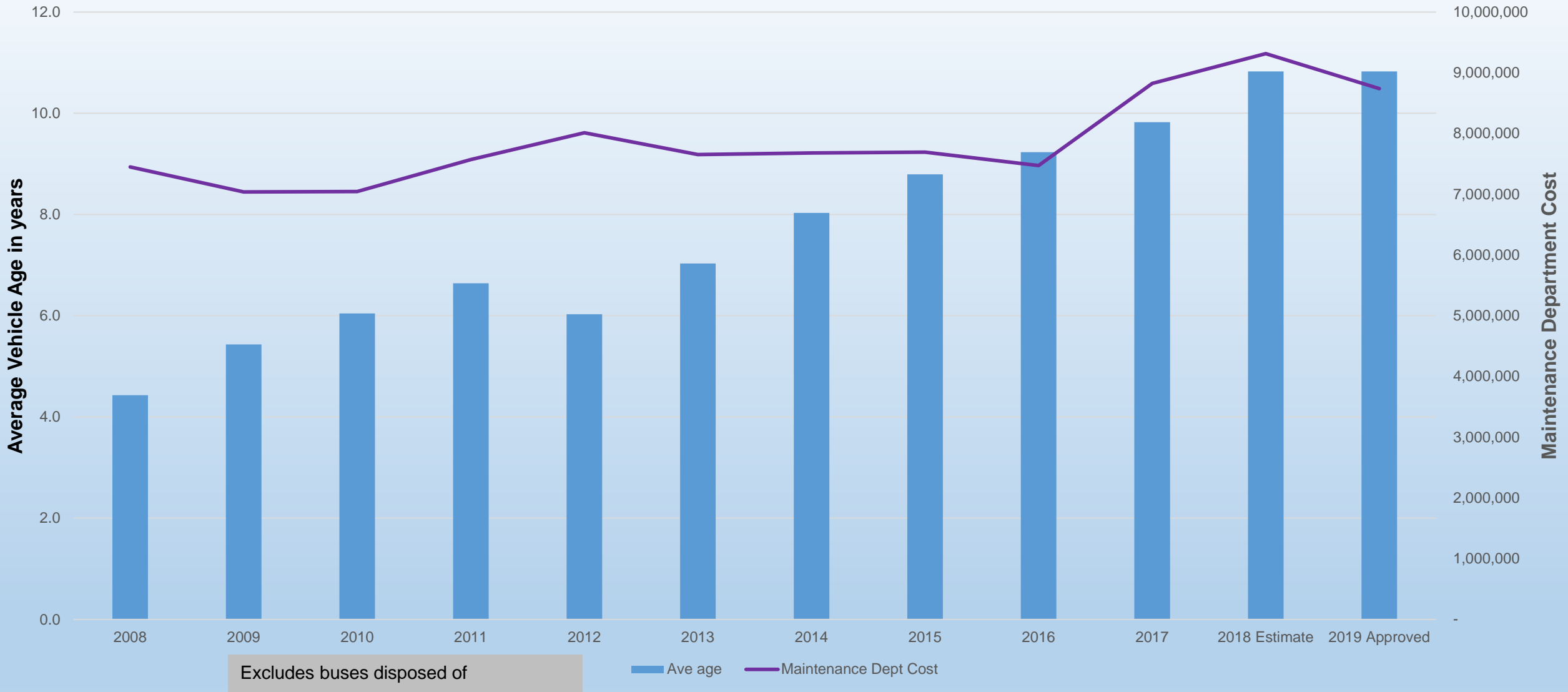
The pension plan administrative expenses consist of 3rd party administrator expenses (Milliman (actuary), Kernutt Stokes (administrator), trustee meeting expenses, conference expenses (including travel). Expenses fluctuate, especially every other year because of audit charges and actuarial evaluations (done every 2 years) as well as attorney fees

- Provide a graph of the age of our fleet over a 5 to 10 year period with an overlay of the cost incurred for maintenance

See slides 5 & 6



Vehicle average age & maintenance department cost trend



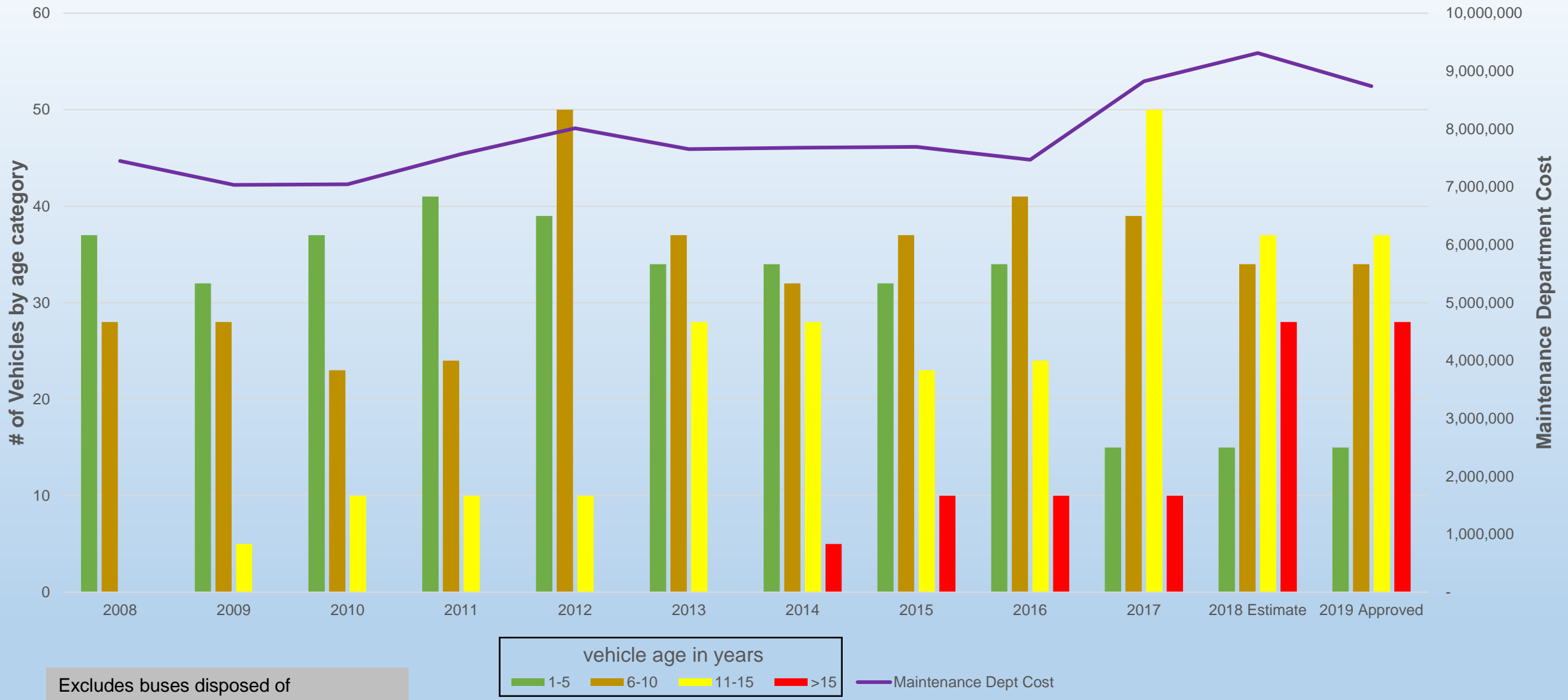
Excludes buses disposed of

Ave age

Maintenance Dept Cost



Vehicle age and maintenance department cost



Budget Context

4 Major Factors Impacting the FY19 Budget:

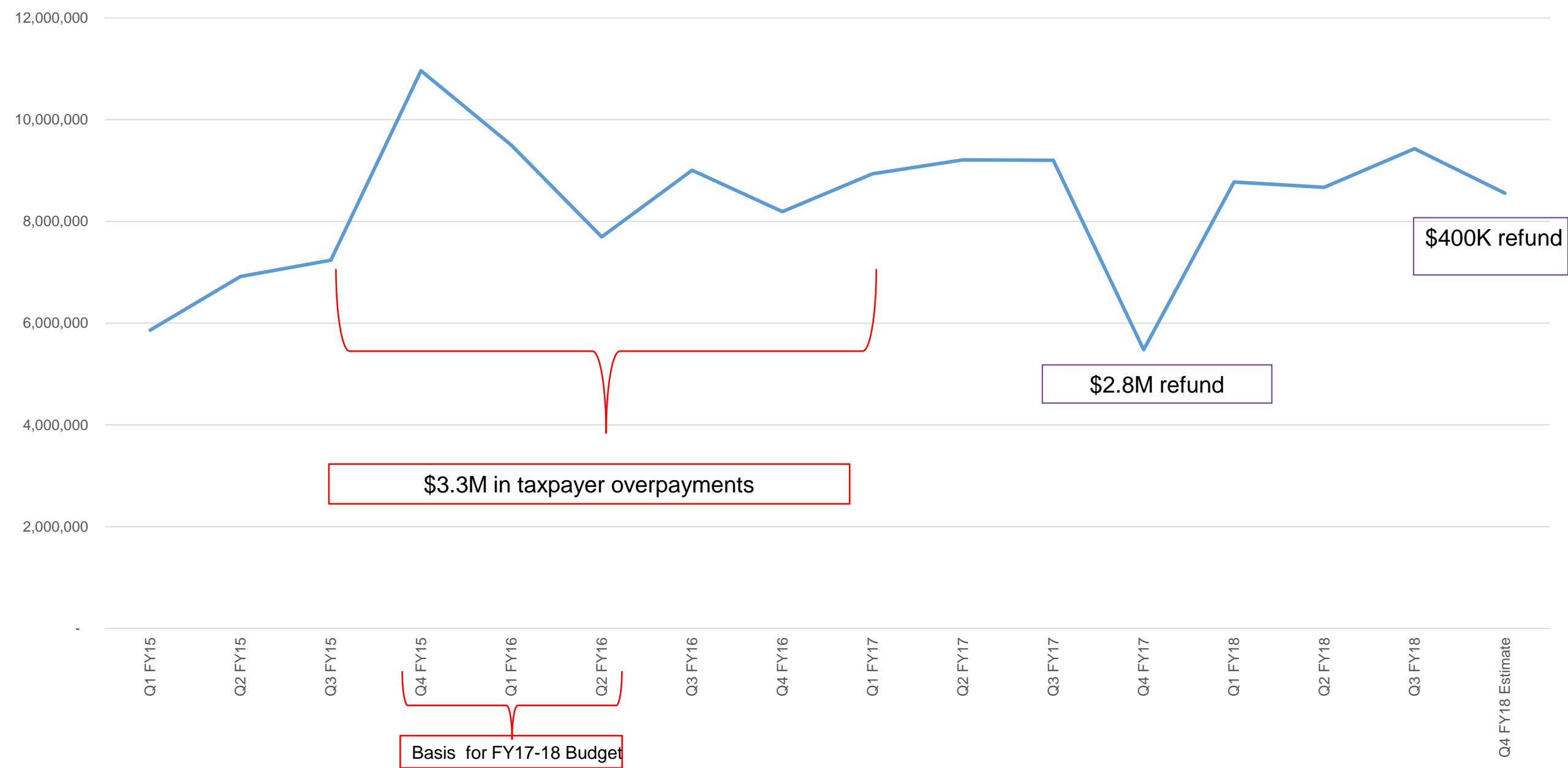
- Structural imbalance in spending compared to revenues
- Overpayment by local taxpayers
- Escalating healthcare costs
- ATU contract ratified



Overpayment by Taxpayers

- \$2.8M recouped in FY17
- \$400K recouped in FY18
- Resulted in:
 - Inaccurate budget forecasts
 - \$1.9M less payroll tax revenue in FY17 than budgeted
 - \$1.3M less payroll tax revenue in FY18 than budgeted
- Budgets were based off of assumption that prior year's revenues had been accurate; expenses did not match income

Overpayments by Taxpayers



Escalating Healthcare Costs

- Healthcare costs have grown by more than \$4M (inflation-adjusted) since 2008
- 87% increase



Structural Imbalance

- Aging fleet:
 - 68% of buses are at/exceed useful life in FY19
 - Use of \$4.2M formula funds for preventive maintenance limits fleet replacement
- \$800K (2008 inflation-adjusted) increase in vehicle maintenance costs
- FY 16-17 \$39.6M working capital utilized:
 - Increased service before payroll tax increase fully implemented (~\$4M/year)
 - ~\$24M of FY 15-18 working capital was restricted to capital projects
- Taxpayer overpayment coupled with reducing use of federal assistance negatively impacted budget



Efforts to Address Structural Imbalance

Revenue:

- Auditing Department of Revenue payments for inconsistencies
- Available line of credit
- Utilization of federal assistance
- Changes to advertising contracts



Efforts to Address Structural Imbalance

Costs:

- Improving service efficiency – Comprehensive Operations Analysis
- Replacing aging fleet
- Headcount reductions through attrition
- Reviews of IT and communication functions
- Merit-based, total compensation model for Admin
- New labor contract adjusts when joint insurance committee can make changes
- Controllable materials and service reductions (training and travel, support, professional services)
- Changes to ticket vending machine cash collection procedures (\$100K savings)



Summary



General Fund Operating Budget

Across the board controllable cost decreases from FY18 Budget to FY19 Budget

Personnel Services	\$ 36,109,675
Materials & Services	10,494,497
Insurance & Risk Services	1,186,016
Contra-charges out of the GF	0
TOTAL	\$ 47,790,188
Decrease from current year budget	-7%



General Fund Non-operating Budget

Transfer to Accessible Services Fund	\$	2,550,288
Transfer to Medicaid Fund		406,500
Transfer to Point2point Fund		190,000
Transfer to Capital Projects Fund		5,414,168
Operating Contingency		0
Self-Insurance, Risk, and HRA Liability		0
TOTAL	\$	8,560,956
Decrease from current year budget		-2%



Accessible Services Fund

Eugene-Springfield Services	\$	6,084,144
Rural Lane County Services		1,072,760
Other Services		204,670
Contingency		130,000
TOTAL	\$	<u>7,491,574</u>
Increase from current year budget		1%
Decrease in General Fund Transfer		-11%



Medicaid Fund

Medicaid Medical Services	\$	9,429,775
Medicaid Non-Medical Services		733,000
Grant Program Match Requirements		275,000
Mobility Management		50,000
Program Administration		5,000
Contingency		132,000
TOTAL	\$	10,624,775
Increase from current year budget		5%
Increase (from Budget) in General Fund Transfer		3%

Capital Projects Fund

Technology Infrastructure & Systems	1,409,500
Frequent Transit Network	1,426,874
Stations, Shelters & Facilities	1,500,000
Fleet	8,754,115
Grant Funded non-capital	150,000
Reserve/restricted for future capital	1,543,274
TOTAL	\$ 14,783,763
Decrease from current year budget	-51%
Increase (from Budget) in General Fund Transfer	3%



Point2point Fund

Point2point Administrative	\$	450,735
Business Commute Challenge	\$	19,100
Emergency Ride Home	\$	2,000
Employer Transportation Coordinators	\$	5,000
Safe Routes to Schools	\$	347,159
Vanpool	\$	186,304
Projects	\$	367,285
Contingency		33,515
TOTAL	\$	<u>1,411,098</u>
Decrease (from Budget) in General Fund Transfer		-1%



Proposed Appropriations

General Fund - operating	\$ 47,790,188
Transit Services	\$ 47,790,188
General Fund - non-operating	\$ 8,560,956
Transfer to Accessible Services Fund	\$ 2,550,288
Transfer to Medicaid Fund	\$ 406,500
Transfer to Point2Point Fund	\$ 190,000
Transfer to Capital Projects Fund	\$ 5,414,168
Accessible Services Fund	7,491,574
Transit services	7,361,574
Operating Contingency	130,000
Medicaid Fund	10,624,775
Transit services	10,492,775
Operating Contingency	132,000
Point 2 Point Fund	1,411,098
Transit services	1,377,583
Operating Contingency	33,515
Capital Projects Fund	13,240,489
Transit services	13,240,489
Operating Contingency	0
TOTAL FY2017-18 Proposed Appropriation	\$ 89,119,080
Decrease from current year budget	-18%



Next Steps

Next Steps:

- Revise and repost budget to LTD website based on Budget committee and Public feedback through May 16
- Hold a Final Public Hearing on May 16
- Request Board to enact a resolution to update the reserve policy to allow Board approval of exception, as needed
- Request Board to enact a resolution to adopt the budget with budget committee recommended change to reserve and appropriate funds at May 16 or June 20 Board meetings

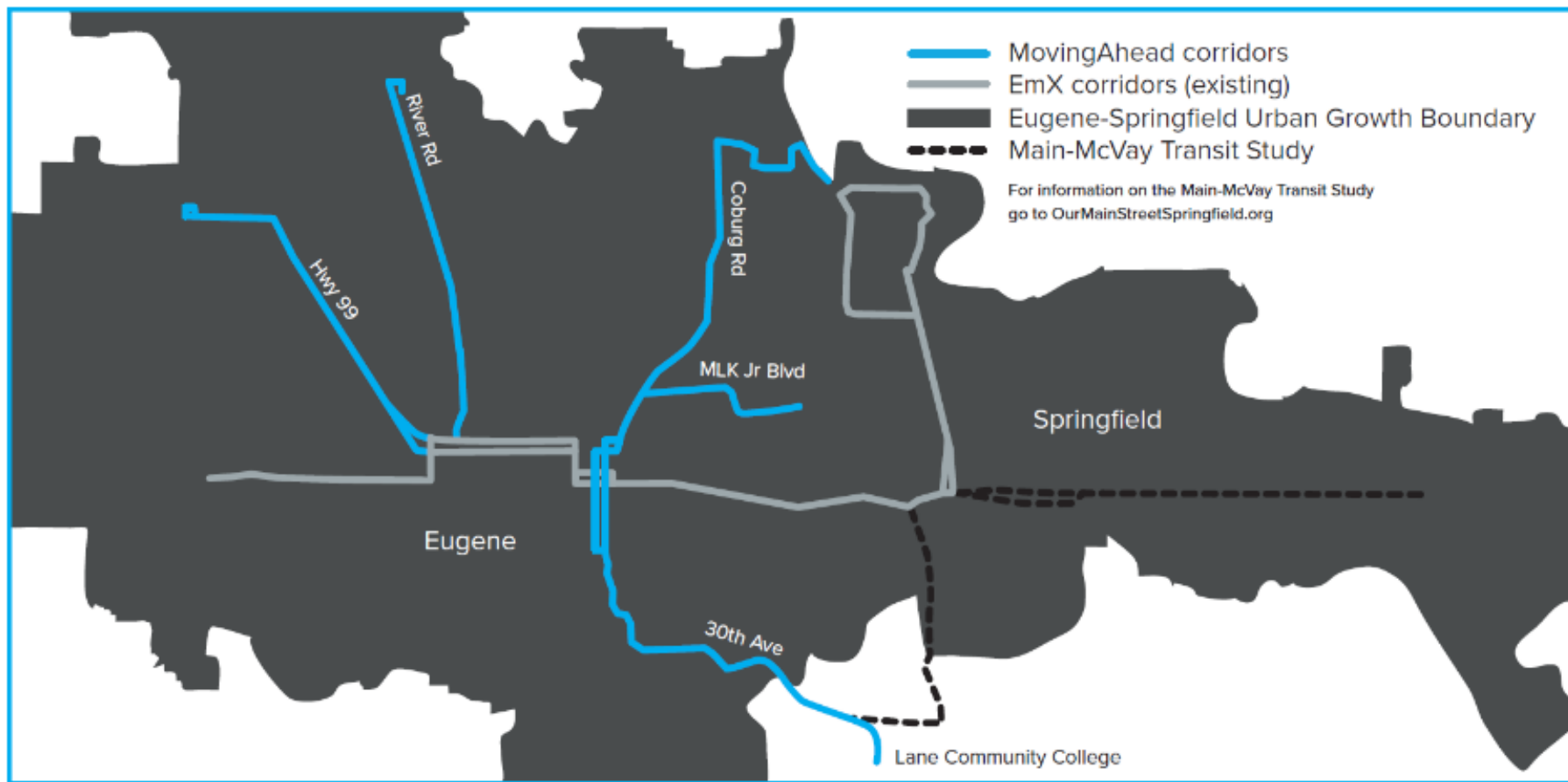




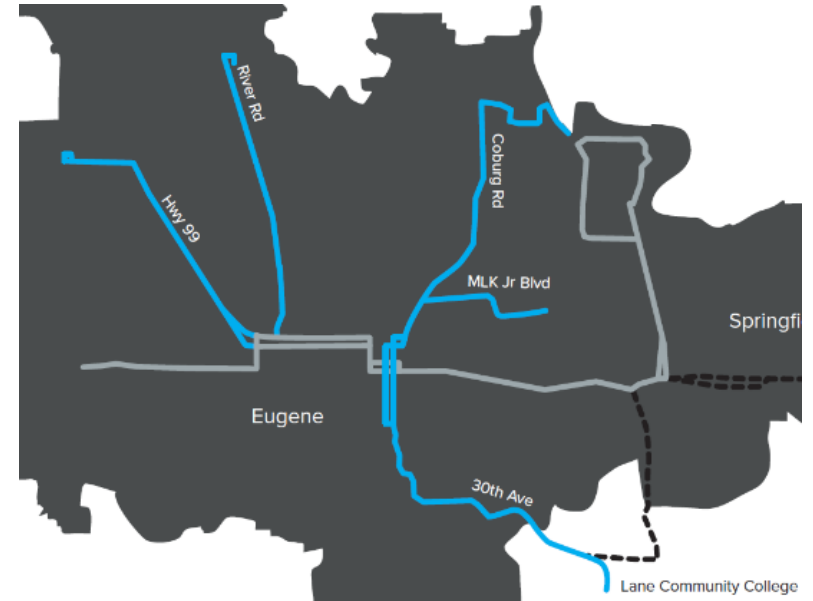
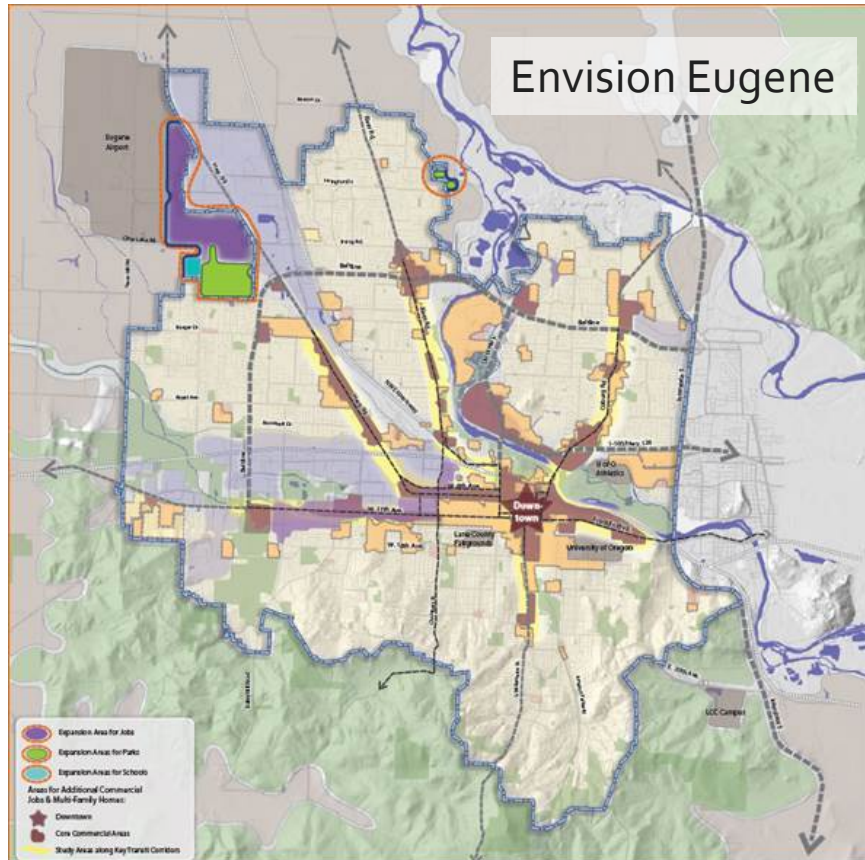
MovingAhead

STREETS AND PLACES REIMAGINED

MovingAhead.org



Integrating Land Use and Transportation Planning



Transportation for Everyone



Safe and accessible transportation for people riding the bus, walking, biking, or driving.

Range of Transit Choices

Fixed route service

Enhanced corridor

Comprehensive EmX



Service frequency



Improvements to enhance reliability on congested streets



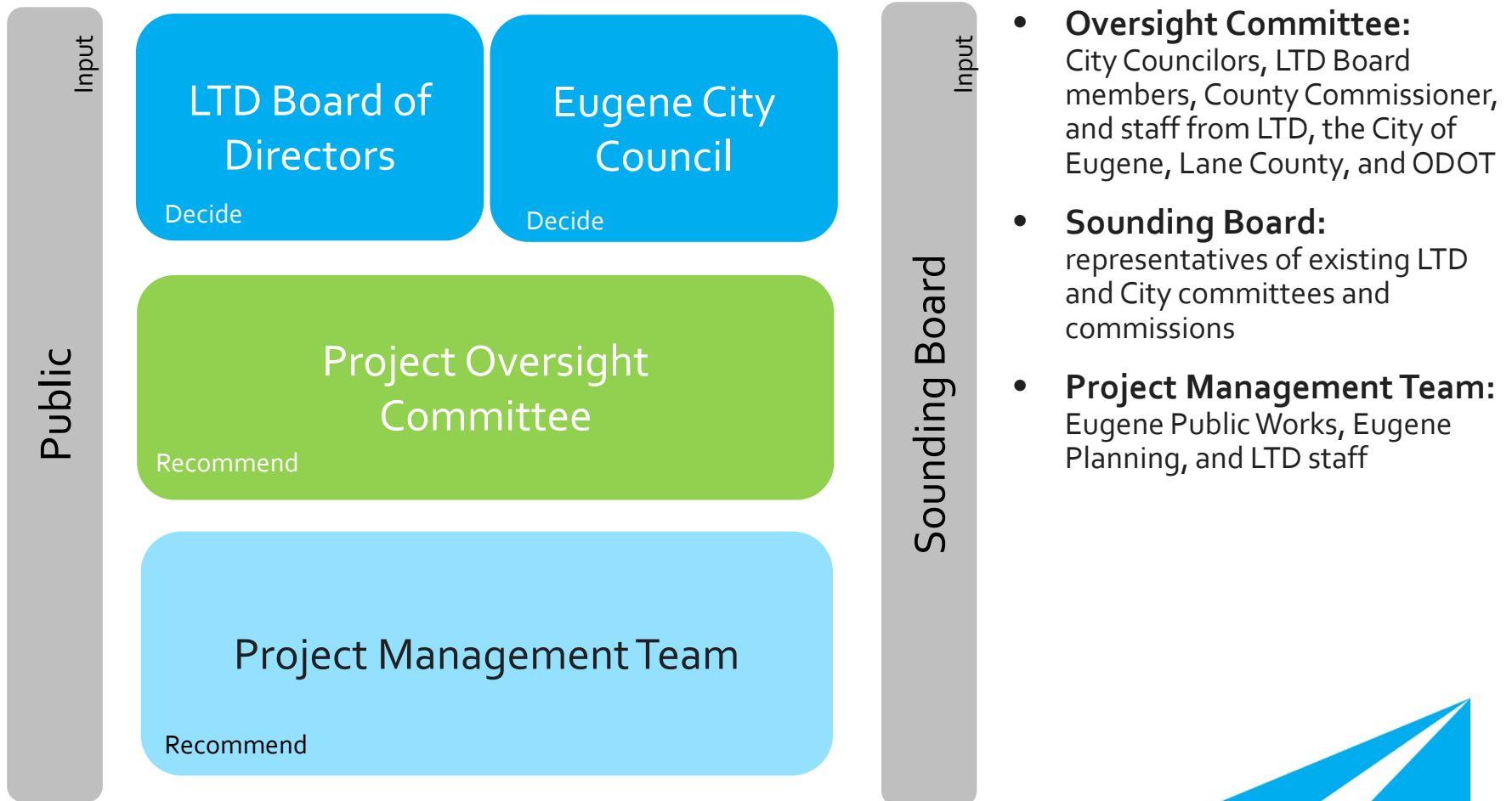
Rider amenities at stops/stations



New Approach to Corridor Development

- Look at multiple corridors at one time
- Better integrate transportation, land use, and environmental planning
- Full collaboration with partner agencies
- Scalability → Right sizing the investment
- Effectively change community conversation

Decision-Making Process



Oversight Committee

- City Councilor Evans
- City Councilor Zelenka
- LTD Board Member Nordin
- LTD Board Member (pending)
- Lane Co. Commissioner Farr
- F. Brindle, ODOT
- A. Jackson, LTD Gen. Manager
- S. Medary, City PW Director
- D. Braud, City PDD Director
- D. Reesor, Lane Co. PW

Sounding Board

- B. Randall, Planning Comm.
- J. Jaworski, Planning Comm.
- T. Price, Sustainability Comm.
- S. Wolling, Sustainability Comm.
- A. Thomson, Human Rights Comm.
- A. Walsh, Human Rights Comm.
- B. Beals, Active Trans. Comm.
- M. DeLuise, Active Trans. Comm.
- G. Gaydos, LTD Strategic Plng. Comm.
- R. Satre, LTD Strategic Plng. Comm.
- P. Barron, LTD Accessible Trans. Comm.
- T. Shearer, LTD Accessible Trans. Comm.
- S. Puls, Lane Co. Public Health

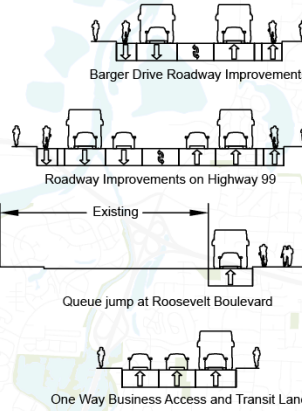
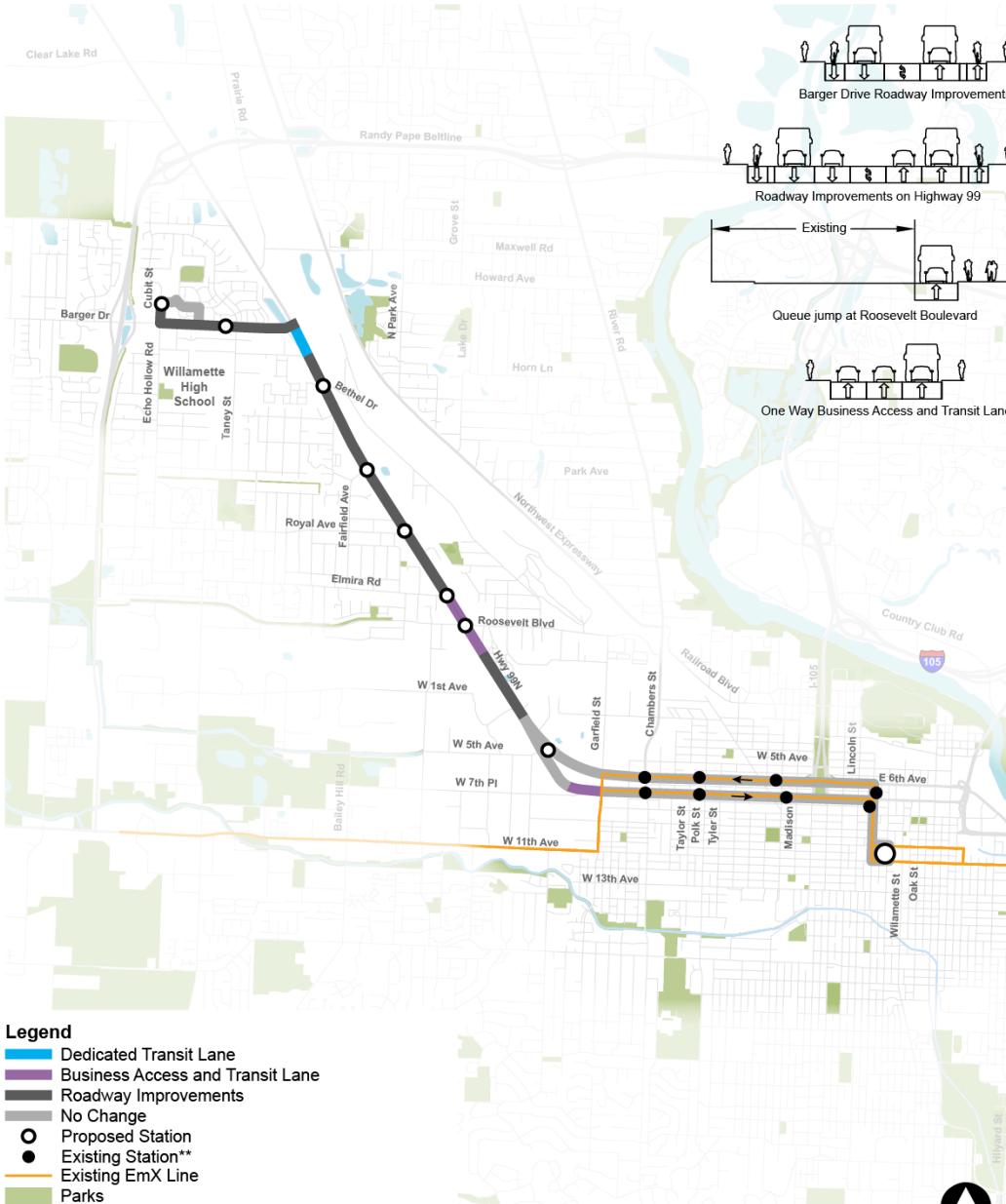
Past engagement: Input

- Designs came directly from the corridor communities

If we come back in 20 years and we've been successful in this corridor, what kind of place is it? How are people getting around?



Public feedback on Design Concepts



0 0.5 1 Miles

These maps are illustrative, and do not include all capital improvements. Refer to Appendix A for detailed design drawings for each corridor. 07.13.2016

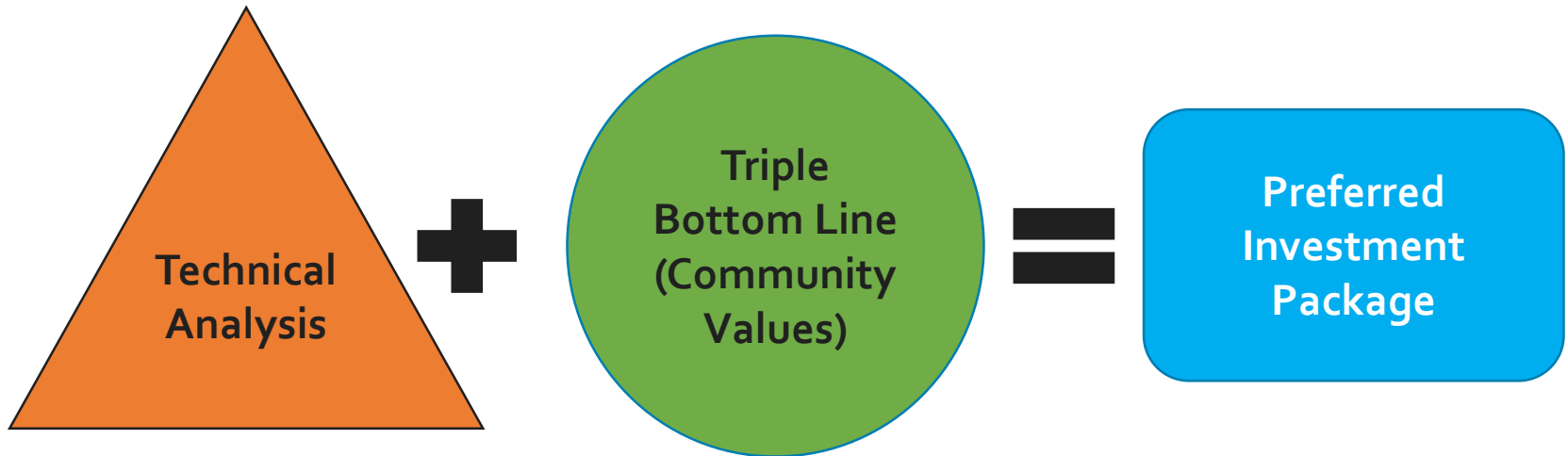


Upcoming engagement

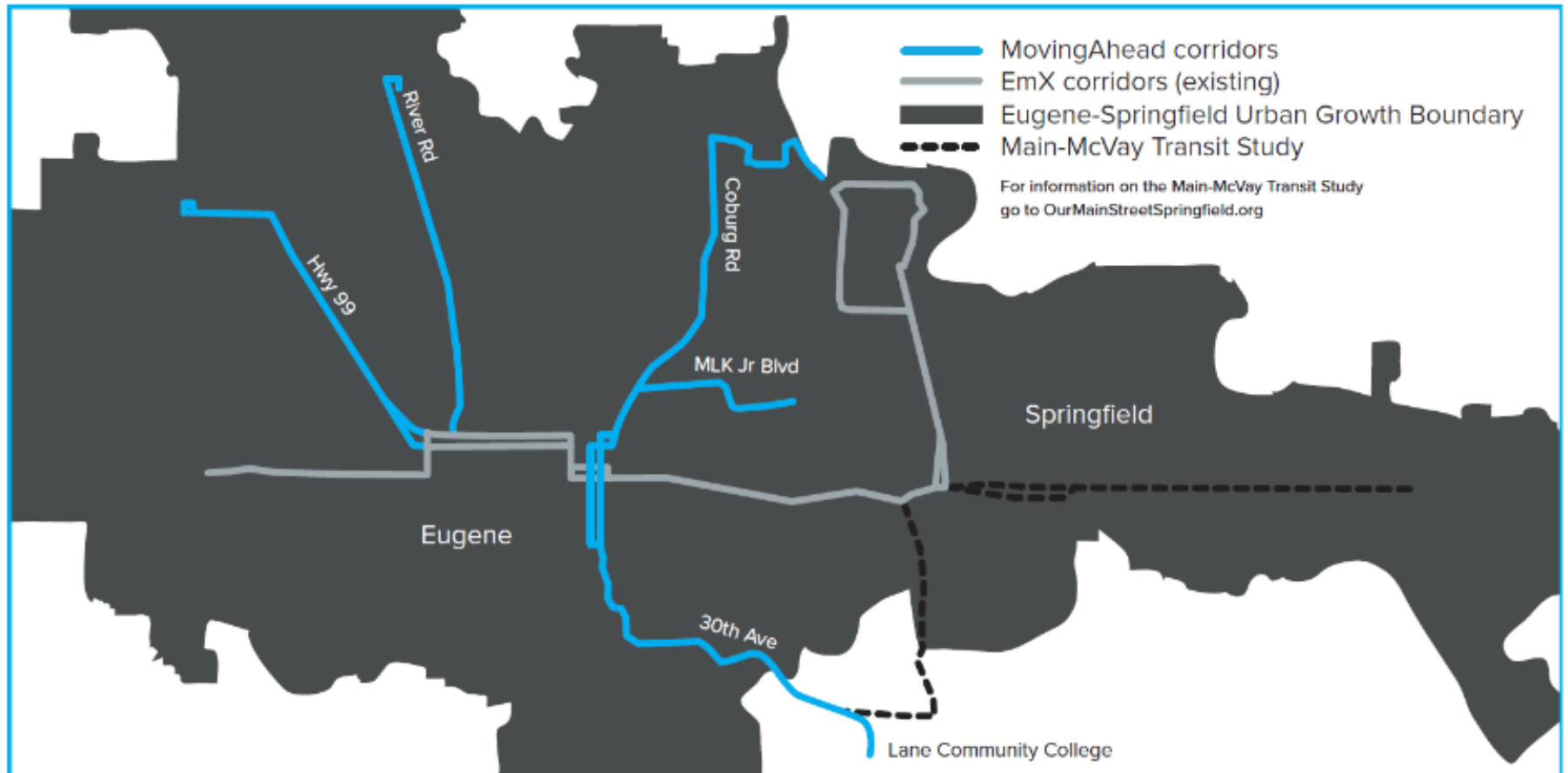
- Open houses
- Online open house
- Surveying
- Neighborhood meetings
- Listening sessions
- Tabling
- Corridor outreach
- Targeted outreach



Selecting Preferred Investment Package



Evaluate packages



Phase 1 final outcome

Selection of a preferred investment package of multimodal improvements



Timeline 2018

	WINTER JAN – MAR	SPRING APR – JUN	SUMMER JUL – SEPT	FALL OCT – DEC
Alternatives Analysis			▲ Publish Findings	
Community Engagement Community Presentations, Events, Open Houses & Online Feedback Opportunities	▲ Community Values Survey	▲ Community Presentations & Events begin	▲ Open Houses 30 Day Comment Period	▲ Open House 30 Day Comment Period
Recommend & Adopt Investment Package of Multimodal Improvements				
Sounding Board Meetings	▲ Mar	▲	▲ ▲	
Oversight Committee Meetings		▲ Apr ▲	▲	▲ ▲
Strategic Planning Committee Meetings		▲	▲	▲
LTD Board		▲	▲ } Joint Work Session	▲ } Joint Work Session
City Council		▲	▲ } Joint Work Session	▲ } Joint Work Session

Questions + Discussion



Stakeholders/Audiences



- Potentially impacted property and business owners
- Business organizations, associations and chambers of commerce
- Bike, Pedestrian and Transit advisory committees/ boards
- Bike and pedestrian interests
- Transit interests
- Transit riders
- Bus drivers
- Freight interests
- Environmental interests
- Accessibility groups
- Senior services
- Housing and community development interests
- Emergency service providers
- Neighborhood Associations
- Local event organizers
- Large employers
- General public
- Local media outlets
- Elected officials
- Agency partners working on related plans
- Agencies that may have permitting or approval roles of the proposed improvements
- Historically underrepresented and underserved populations:
 - Affordable housing residents
 - Low-income persons
 - Title VI*
 - Limited English Proficiency (LEP)
 - Youth
 - Elderly/Senior citizens
 - Persons with disabilities
 - Groups that represent Spanish speakers, including existing Latino leaders; Focus Group Members
 - Tribal Leadership, including outreach to the following tribes who may have an interest in the MovingAhead Project:
 - The Confederated Tribes of the Grand Ronde
 - The Confederated Tribes of the Siletz Indians
 - The Confederated Tribes of the Warm Springs
 - The Coquille Indian Tribe of Oregon
 - Confederate Tribes of the Coos, Lower Umpqua and Siuslaw Indians of Oregon

Engagement Tools



- Community Opinion Poll
- Outreach to impacted property owners
- Corridor Open houses
- Online open house
- Community presentations
- Tabling
- Listening sessions
- Website/e-news updates/Social media
- Community wide open house

AGENDA ITEM SUMMARY

DATE OF MEETING: April 18, 2018

ITEM TITLE: SECOND READING AND ADOPTION, ORDINANCE NO. 52

PREPARED BY: Camille Gandolfi, Clerk of the Board

ACTION REQUESTED: Conduct the second reading and adopt LTD Ordinance No. 52

BACKGROUND:

As part of the comprehensive review of Lane Transit District ordinances, new Ordinance No. 52 will revise and restate Ordinance No. 45, an ordinance providing rules for LTD Board meetings. The update incorporates the new introductory statement that is included in all LTD ordinances and makes some changes in content. The three primary modifications to the ordinance include:

- (1) Language specific to public attendance and testimony was added.
- (2) Language regarding the location of Board trainings was added.
- (3) Language regarding minute requirements was updated.
- (4) Language regarding quorum requirements was updated.
- (5) Language regarding resolution and motion requirements was updated.
- (6) Language regarding Officers was updated.
- (7) Language regarding committees was updated.

ATTACHMENTS: Ordinance No. 45, with Revisions
New Ordinance No. 52

PROPOSED MOTIONS:

- (1) I move that Lane Transit District Ordinance No. 52 be read by title only.

Following an affirmative vote, the ordinance title should be read:

ORDINANCE NO. 52, AN ORDINANCE PROVIDING RULES FOR MEETINGS OF THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS, AND AMENDING AND RESTATING ORDINANCE NO. 45.

- (2) I move that the LTD Board of Directors hereby adopts Lane Transit District Ordinance No. 52, an ordinance providing rules for meetings of the Lane Transit District Board of Directors, and amending and restating Ordinance No. 45.



Statewide Transportation Improvement Fund Overview of Draft Rules

recommendation to its governing body or board based on its review of the proposed projects' contents according to the criteria in the draft rule. That body will submit STIF Plans to ODOT. ODOT staff will review STIF Plans for completeness and refer each complete STIF Plan to the Public Transportation Advisory Committee (PTAC) for review. PTAC will decide whether to recommend STIF plans to the OTC. If PTAC decides it will not advance all or a portion of a STIF Plan, the Qualified Entity will have 30 days to complete revisions. The OTC will decide whether to accept or deny PTAC's recommended STIF Plans. A schedule and flow chart for this decision-making process is located on page 2 of this fact sheet.

Other Formula Fund rules

In addition to the key elements described above, Division 42 includes rules about the Formula Fund cycle, reporting requirements, and capital asset requirements.

Key elements of draft Intercommunity Fund and Discretionary Fund rules

Purposes

These rules (Chapter 732, Division 44) establish the procedures and requirements necessary for the administration of the Discretionary Fund and Intercommunity Discretionary Fund. The purpose of the Discretionary Fund is to provide a flexible funding source to improve public transportation in Oregon. All project types are eligible for funding, except ongoing operations.

The Intercommunity Discretionary Fund is for improving connections between communities and other key destinations important for a connected statewide transit network. Projects eligible to receive grants under the Intercommunity Discretionary Fund include but are not limited to: capital projects such as vehicles, facilities, equipment and technology as well as mobility management, planning, research and operations. As a competitive funding source, ongoing operations projects are subject to risk of not receiving continuous funding. Public transportation service providers may apply to ODOT directly for these funds.

Match

Discretionary Fund applicants are required to demonstrate the ability to provide a match of at least 20 percent of the total project's cost. There are a few exceptions that merit a 10 percent match, such as if the project will predominantly serve or provide access to and from rural communities. Rural communities for this purpose are described as communities outside of urban areas with populations of 50,000 or less. Details on match requirements can be found in the draft rule.

Advisory Committee review

ODOT will provide a copy of the application to the Qualified Entity associated with the application, as appropriate. Qualified Entity Advisory Committees shall provide a written recommendation to the Qualified Entity's governing body stating whether the OTC should award funding. Committees have the option of submitting a prioritized list of projects. Each Qualified Entity shall submit the recommendation of its advisory committee to ODOT.

Project selection

The draft rules include a list of OTC investment priorities. The OTC may refine its investment priorities with input from PTAC. PTAC will make a funding recommendation to the OTC considering input from Qualified Entity Advisory Committees and Area Commissions on Transportation. OTC will determine whether to accept or reject grant applications for discretionary funding.

Other funding rules

In addition to the key elements described above, the draft Discretionary Fund rules address the solicitation and application submission periods, application requirements, recipient qualifications, grant agreement contents, reporting requirements, withholding or repaying of funds, and capital asset requirements.

Contact information

For more information about STIF, please reach STIF Project Manager Karyn Criswell by phone at 503-856-6172 or via email at Karyn.C.CRISWELL@odot.state.or.us

Find additional information about STIF and sign up for email updates at: <http://www.oregon.gov/ODOT/RPTD/Pages/STIF.aspx>

Updated: 4/5/2018

Improving public transportation for Oregonians

With the passage of House Bill 2017, Keep Oregon Moving, the Oregon Legislature made a significant investment in transportation to help advance the things that Oregonians value—a vibrant economy with good jobs, strong communities with high quality of life, a clean environment, and safe, healthy people. A centerpiece of Keep Oregon Moving is the Statewide Transportation Improvement Fund (STIF). This fund provides a new dedicated source of funding to expand public transportation service in Oregon communities.

Public comment sought on draft rules

Over the past six months, the Oregon Department of Transportation (ODOT) worked with a Rules Advisory Committee to develop draft rules to guide the use and implementation of the fund. The committee's process included opportunities for public input through listening sessions and online surveys. This input was incorporated into the draft language to amend Oregon Administrative Rules Chapter 732, Divisions 40, 42, and 44 that will be considered by the Oregon Transportation Commission (OTC) in 2018.

Review the complete content of the draft rules and provide comment to the ODOT Rules Coordinator:

bit.ly/FundDraftRules

Participate in rulemaking

Public comment on the draft rules is invited during the rulemaking process. For a copy of the draft rules, current rulemaking schedule, and to comment, go to: bit.ly/FundDraftRules

Rulemaking schedule

The rulemaking schedule, below, is current as of April 5, 2018. Please visit the ODOT Rulemaking website as the process proceeds to confirm the schedule.

- **March 28, 2018**
Notice filed with Oregon Secretary of State
- **April 1 through April 21, 2018**
Public comment period
- **April 17, 4-6 p.m.**
Public hearing at ODOT Region 2 Campus 885 Airport Rd SE, Building X
- **June 22, 2018**
Oregon Transportation Commission meeting to consider draft rules
- **July 1, 2018**
Rules go into effect, pending OTC action

STIF program areas in rulemaking:

Formula Fund

Ninety percent (90%) of the STIF will be distributed to Qualified Entities based on taxes paid within their geographic area, with a minimum amount of \$100,000 per year to each Qualified Entity.

Discretionary Fund

Five percent (5%) of the STIF will be awarded to eligible public transportation service providers based on a competitive grant process.

Intercommunity Discretionary Fund

Four percent (4%) of the STIF will be used to improve public transportation between two or more communities based on a competitive grant process.



Key elements of draft Formula Fund rules

These rules establish (Chapter 732, Division 40) the procedures and requirements for the administration of the STIF Formula, Discretionary and Intercommunity Discretionary fund rules to improve public transportation service in Oregon. The content of Division 40 pertains to all three funds.

Purpose and use of funds

STIF resources may be used for public transportation purposes that support the effective planning, deployment, operation, and administration of STIF-funded public transportation programs. These uses include, but are not limited to, creating new transit systems and services, maintaining or continuing systems and services, creating plans to improve service, and to meet match requirements for state or federal funds used to provide public transportation services. In 2018, the Oregon Legislature clarified that these funds also may be used for light rail operations expenses.

Advisory Committees

Advisory Committees are required to assist Qualified Entities in carrying out the purposes of the STIF including advising on the projects to be funded by STIF moneys. Qualified Entities are defined in the draft rule as a county in which no part of a mass transit district or transportation district exists, a mass transit district, a transportation district or an Indian Tribe. A Qualified Entity may use an existing advisory committee, combine committees, or join with another

Qualified Entity to may appoint a joint advisory committee as long as the committee meets the STIF requirements established in rule. Each advisory committee must include diverse interests, perspectives, geography and reflect the population demographics of the area. Members will need to be knowledgeable about the public transportation needs of residents or employees in the area.

Additional general rule content

The general rules include requirements pertaining to audits and compliance review, accounting, reporting, Qualified Entity management and joint management of STIF moneys, circumstances under which ODOT may withhold payment, and appeal procedures.

Key elements of draft Formula Fund rules

Purpose

These rules (Chapter 732, Division 42) establish procedures and requirements necessary for the administration of the STIF Formula Fund.

Formula Fund calculation and disbursement

This draft describes the process, schedule, and requirements for ODOT to estimate the STIF Formula Fund disbursements to Qualified Entities, Qualified Entity calculation of sub-allocation estimates, ODOT distribution of Formula Funds, and related requirements.

Formula funding application process

Public Transportation Service Providers may apply for formula funds through Qualified Entities.

Two or more Qualified Entities may jointly manage STIF moneys dispersed to them if they enter into a written agreement described in the rule. A map of Qualified Entities is available on the STIF website. Qualified Entities will distribute funds to subrecipients as described in the draft rule.

Public Transportation Service Providers are defined as a Qualified Entity or a city, county, special district, intergovernmental

entity or any other political subdivision or municipal or public corporation that provides public transportation services.

STIF Plan contents

STIF Plans will be used as the application for formula funds. They must be written to span at least one biennium and up to two biennia, subject to OTC approval. A STIF Plan must address the transportation needs of people residing in or traveling into and out of the Qualified Entity's

area of responsibility. It must include descriptions of proposed projects, summary of planned and previous STIF Formula Fund expenditures, anticipated benefits, Advisory Committee information, accountability methods, as well as other requirements.

Advisory Committee review of proposed Formula Fund projects

Advisory Committees are required to review Public Transportation Service Providers'

proposed projects and make a funding recommendation to the Qualified Entity's governing body based on the criteria established by this rule. Advisory Committees are required to hold public meetings and conduct themselves consistent with bylaws established by the governing body.

Decision-making for Formula Funds

The Advisory Committee of a Qualified Entity will make a

FORMULA FUND INITIAL IMPLEMENTATION SCHEDULE

