



**LANE TRANSIT DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, May 16, 2018**  
**5:30 p.m.**  
**3500 E. 17<sup>th</sup> 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 <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	
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>	
5:38 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 – JUNE	4
5:45 p.m.	VIII. AUDIENCE PARTICIPATION ♦ <i>Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and state 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]	
5:55 p.m.	A. Opening of Public Hearing by Board President B. Public Testimony ♦ <i>Each speaker is limited to 3 minutes.</i> C. Closing of Public Hearing D. Board Comments and Questions	

<u>Time</u>		<u>Page</u>
6:00 p.m.	X. PUBLIC HEARING: 2018 PROPOSED SERVICE CHANGES Staff Presentation [Tom Schwetz]	5
6:05 p.m.	A. Opening of Public Hearing by Board President B. Public Testimony ◆ <i>Each speaker is limited to 3 minutes.</i> C. Closing of Public Hearing D. Board Comments and Questions	
	XI. ITEMS FOR ACTION AT THIS MEETING	
6:15 p.m.	A. Consent Calendar: 1. Minutes of the April 18, 2018, Regular Board Meeting 2. Delegated Authority Report – April	9
6:20 p.m.	B. Adoption: Proposed Fund Balance Policy [Christina Shew]  <i>Based on the recommendation of the Budget Committee, staff have adjusted the District's Fund Balance Policy. Staff will review changes with the Board and request adoption of the proposed revised policy.</i>	19
6:35 p.m.	C. Approval: Fiscal Year 2018-2019 Proposed Budget [Christina Shew]  <i>Staff will ask the Board of Directors to approve the Fiscal Year 2018-2019 Proposed Budget.</i>	26
	XII. ITEMS FOR INFORMATION AT THIS MEETING	
6:50 p.m.	A. COA Update [Edward McGlone]  <i>Staff will provide an update regarding the status of the Comprehensive Operations Analysis.</i>	28
	B. State Transportation Improvement Fund (STIF) Process Update [Aurora Jackson]  <i>Staff will provide an update regarding the current status of the STIF bylaws and committee development.</i>	29
7:00 p.m.	C. Board Member Reports [Aurora Jackson]  <i>This report 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>	31
7:05 p.m.	D. Monthly Financial Reports – March [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>	34

- 7:10 p.m. E. Monthly Cash Disbursements – April (respond if questions) 36  
[Christina Shew]  
*This agenda item is being provided in response to the Board's request to implement financial practices consistent with other public entities. This report provides a complete listing of all non-payroll disbursements for the current month.*
- 7:15 p.m. F. Monthly Grant Report – April (respond if questions) 41  
[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 the Transit Award Management System (TrAMS) and the Oregon Public Transit Information System (OPTIS).*
- 7:20 p.m. G. Monthly Performance Reports – April (respond if questions) 53  
[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 – May (respond if questions) 57  
[Aurora Jackson]  
*Monthly department activity reports, and reports throughout the District, are provided for the Board's information.*
- 7:30 p.m. XIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING 62  
*Attached is a calendar of Action or Information items that will be included on the agenda for future Board meetings.*
- 7:30 p.m. XIV. 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.*
- 7:30 p.m. XV. ADJOURNMENT
- The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD's Administration office as far in advance of the meeting as possible, 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:** May 16, 2018

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

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

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### **BACKGROUND:**

Jonathan Bolden has been with LTD since August 2003. During this time, he has received the 11 years safe driving award, the monthly value award for "Be Professional," and the monthly value award for "Work Together," and 19 Employee of the Month nominations. Jonathan was also the transportation coordinator for UO Football. This is truly a testament to the kind of an operator Jonathan is when it comes to customer service delivery.

When asked to comment on Jonathan's selection as Employee of the Month, Transit Operations Field Supervisor Josh Schmit said:

Jonathan has been a great addition to the LTD family and I have observed his ability to handle many difficult situations. His is a very capable bus operator and this is demonstrated by his 10 year safe driving record. Jonathan has a wonderful personality and is well-liked by his fellow employees.

Jonathan continues to have a positive effect on his coworkers and his enthusiasm is a great benefit to the many people he comes in contact with. Jonathan's commitment to quality customer service and building positive relationships has made him many friends in the community. Jonathan was nominated by a Churchill high school student who rides his bus twice a day. The student was extremely impressed by how thoughtful and energetic Jonathan is, and how he handles situations on the bus with humor and cheers everyone up.

Jonathan Bolden is an exemplary employee and like his father Norm, who was also an LTD bus operator for more than 35 years, he believes how you get there matters. I know Jonathan will continue to do great things and he is very deserving of the June 2018 Employee of the Month award.

### **AWARD:**

Jonathan will attend the May 16 Board meeting to be introduced to the Board and receive his award.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 16, 2018

**ITEM TITLE:** FALL 2018 SERVICE ADJUSTMENTS

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

**ACTION REQUESTED:** Conduct a public hearing on proposed fall 2018 service changes

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### **BACKGROUND:**

In fulfillment of LTD's responsibility to manage public funds and achieve the greatest return on investment, service planning regularly monitors system performance. When the District considers service changes, the service planners apply the district's productivity standards to identify adjustments to service with a goal of increasing productivity. To that end, service adjustments are being proposed for the 2018 fall bid (September 16, 2018). This memo provides an overview of the public engagement process currently underway and a description of specific adjustments being proposed by staff. The final recommendation will be presented to the Board for approval at its regular meeting on Wednesday, June 20, 2018.

### **Public Process Timeline**

Information on the service adjustments will be made public on Monday, May 7. Reference to the comment period is out in the May BusTalk rider newsletter, online, and through social media. The comment period will be from May 7 to June 7, with a public hearing scheduled for the May 16 Board meeting.

- 5/7 Public Comment period begins
- 5/10 Board packet distributed and made public with summary of proposed service adjustments
- 5/16 Public Hearing/Board meeting
- 6/7 Public Comment period closes
- 6/14 Board packet distributed and made public with summary of all comments
- 6/20 Board Adoption of service adjustments scheduled

### **Route Analysis**

Staff was tasked with identifying less productive service and proposing routing changes or trip consolidation to achieve greater productivity. Standards for productivity in the current Service Policy are measured in terms of passenger boardings per hour. These standards state that a route will be considered substandard if passenger boardings per hour is less than 67 percent (50 percent for college commuter routes) of the average of other routes within its specific route category.

For example, within the College Commuter route category, 50 percent of the average productivity is equal to 23 boardings per hour. The 78 UO/Seneca/Warren has an average productivity of 18.6 boardings per hour or 40 percent of the average productivity for Commuter Routes and therefore is considered substandard. Based on this, staff looked at productivity and other factors at the trip level and made changes to the route frequency. This resulted in the removal of trips that had an average productivity of 16 boardings per hour.

Overall, the route-level analysis based on fall 2017 data identified only two routes as substandard reflecting the overall productivity of the system. As described above for Route 78, staff analyzed individual routes at the trip level to identify trips with lower productivity than the specific route's average productivity. Based on this analysis, staff identified modifications to route schedules that would improve overall system efficiency. Specifically, selected trips were removed to facilitate more appropriate frequency and demand levels, vehicle loads and type, and school bell times.

### **FY2019 Service Adjustment Recommendations:**

Based on the analysis, staff are making the following recommendations for service adjustments. Attachment 1 provides additional detail on the adjustments by route in terms of hours and the FY2019 cost savings related to each of the proposed changes.

- **EmX** – Based on productivity differences among the different segments, the EmX line would be split into two routes. The Springfield Station–Eugene Station–Commerce segment would maintain current 10 minute service. The Gateway-Springfield Station segment would move to 15 minute service to align with current demand. Evening EmX service (after 6:30 PM) would remain on the current schedule between Commerce and Gateway. (Weekday, Saturday, Sunday)
- **Route 11 – Thurston** – Routing change to straighten the route to eliminate routing through Thurston Station inbound. Frequency changes to adjust to new EmX departures. (Weekday, Saturday, Sunday)
- **Route 12 - Gateway** — Schedule adjustments to bring 4 trips back to meet the timed departure (pulse) system at Eugene Station. (Weekday)
- **Route 27 – Fairmount** – Frequency changes from 30 to 60 minutes, removing less productive trips. (Weekday)
- **Route 28 – Hilyard** – Frequency changes to maintain 30 minute service and remove less productive trips. (Weekday)
- **Route 33 – Jefferson** – Frequency changes from 30 to 60 minute frequency. Peak trips would remain at 30 minutes. (Weekday)
- **Route 41 – Barger/Commerce** – Frequency changes in the afternoon to remove less productive trips. Maintains morning and early afternoon peak service. (Weekday)
- **Route 51 – Santa Clara** – Routing change to serve senior housing on 10<sup>th</sup> Ave. (Weekday, Saturday, Sunday)
- **Route 55 – North Park** – Frequency changes to remove less productive trips. (Weekday)
- **Route 73 – UO/Willamette** – Frequency and span of service changes to maintain 30 minute service to remove less productive trips. (Weekday)
- **Route 78 – UO/Seneca** – Frequency changes from 30 to 60 minutes to meet demand; schedule changes to reduce idle time on the route. (Weekday)
- **Route 79x – UO/Kinsrow** – Frequency changes to remove less productive trips. (Weekday)

- **Route 81 – LCC/Harris** – Frequency changes to 60 minute service to meet demand. Routing changed from Harris to Hilyard to straighten route and eliminate an unsafe turn onto 30<sup>th</sup> Ave at an uncontrolled intersection. (Weekday)
- **Route 82 – LCC/Pearl** – Frequency changes from 10 to 20 minutes and 20 to 30 minutes to meet demand, increasing productivity on remaining trips. (Weekday)
- **Route 85 – LCC/Springfield** – Frequency changes from 30 to 60 minutes during off-peak times, increasing productivity on remaining trips. (Weekday)
- **Route 95 - Junction City** – Combine last two weekday trips to increase productivity and brings Saturday service in line with other rural service with three trips.

Summarized below are other changes considered by staff.

- **Route 98 – Cottage Grove** – Routing change would eliminate the in-town routing through Cottage Grove. Calculated savings are weekday only.
- **UO Football Service** – Discontinuing special service to UO football games, as currently provided.
- **Holiday Service** – Eliminate four holiday service days: New Years, Memorial Day, Independence Day, and Labor Day.

**ATTACHMENTS:**     1) Summary Table of Changes

FY2019 Service Adjustment Summary						
Day Type	Route	Description of Changes	Oct-17 Route (Boardings/ Rev Hr)	Oct-17 Trips (Boardings/ Rev Hr)	Daily Hours Saved	FY2019 Savings
WKD	EmX	Route split, frequency changes			12.71	\$ 281,374
	11	Frequency Adjustments Route Change	42	43	13.72	\$ 279,559
	12	Schedule Adjustments			1.1	\$ 22,414
	27	Frequency Adjustments	20	18	5.25	\$ 106,974
	28	Removes two partial trips	42	34	1.78	\$ 36,269
	33	Frequency Adjustments	23	17	3	\$ 61,128
	41	Frequency Adjustments	33	22	3.5	\$ 71,316
	55	Frequency Adjustments	21	14	2.5	\$ 50,940
	73	Frequency Adjustments	31	22	1.5	\$ 30,564
	78	Frequency Adjustments Schedule Adjustments	19	16	11	\$ 224,136
	79x	Frequency Adjustments	87	72	3.59	\$ 73,150
	81	Frequency Adjustments Route Change	38	34	13.8	\$ 281,189
	82	Frequency Adjustments	58	50	9.7	\$ 197,647
	85	Frequency Adjustments	40	29	2.32	\$ 47,272
	95	Frequency Adjustments	15	11	1.34	\$ 27,304
SAT	EmX	Frequency Adjustments	67	48	2.7	\$ 59,773
	11	Frequency Adjustments Route Change			4.2	\$ 85,579
	81	Route Change			0.69	\$ 14,059
	95	Frequency Adjustments	12	8	1.32	\$ 26,896
SUN	11	Frequency Adjustments Route Change			3.7	\$ 75,391
<b>Total Savings from Service Adjustments</b>					<b>99.42</b>	<b>\$ 2,052,934</b>

Additional Options Considered						
	98	Routing Change			5.67	\$ 115,532
	Football	Discontinue	(Weekday hours)		12.65	\$ 257,725
	Holidays	Eliminate Service for Four Holidays	(Weekday hours)		6.45	\$ 131,425



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 16, 2018

**ITEM TITLE:** CONSENT CALENDAR

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

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

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### BACKGROUND:

Issues that can be explained clearly in the written materials for each meeting, 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 May 16, 2018, consists of:

- Approval of the Minutes – April 18, 2018, Regular Board Meeting
- Approval of Delegated Authority Report – April

**ATTACHMENT:** 1) Minutes from the April 18, 2018, Regular Board Meeting  
2) Delegated Authority Report – April

**PROPOSED MOTION:** I move that the Board approve the Consent Calendar for May 16, 2018, as presented [amended].

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, April 18, 2018

Pursuant to notice given to *The Register-Guard* for publication on April 11, 2018, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District (LTD) held a Special board meeting on Wednesday, April 18, 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  
April Wick  
Steven Yett  
A.J. Jackson, General Manager  
Dwight Purdy, General Counsel  
Camille Gandolfi, Clerk of the Board  
Lynn Taylor, Minutes Recorder

Absent: Ed Necker, Secretary  
Don Nordin, Treasurer

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

**PRELIMINARY REMARKS BY BOARD PRESIDENT** — There were no remarks.

**COMMENTS FROM THE GENERAL MANAGER** — Ms. Jackson invited Accessible and Customer Services Manager Cosette Rees to speak. Ms. Rees announced that long-time community activist and member of the Accessible Transportation Committee Eleanor Mulder had passed away on March 10, 2018. She said Ms. Mulder was a fierce advocate for many causes, including public transportation. She had left a great legacy in the community and lived a life worth celebrating.

**ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA** — There were no announcements or agenda changes.

**BOARD CALENDARS** — Ms. Jackson pointed out some changes in the electronic calendar and said a consultant was working to address some of the technical issues. She highlighted several events, including the May 31 dedication of the Sam Reynolds EmX Station on W. 11th Avenue.

**EMPLOYEE OF THE MONTH – MAY** — The Board recognized Bus Operator Che Robinson as the May 2018 Employee of the Month. Mr. Wildish presented Mr. Robinson with his award and thanked him for his outstanding service and dedication to LTD's mission. Mr. Robinson thanked the Board and said his dream job was driving a bus and he had wanted to work for LTD for a long time.

**AUDIENCE PARTICIPATION** — There was no one wishing to speak.

**PUBLIC HEARING: FISCAL YEAR 2018-2019 PROPOSED BUDGET** — Director of Finance, Christina Shew, highlighted LTD's vision, mission, and goals, and the budget development process, including adoption of a Capital Improvement Program (CIP) in November 2017. She said the proposed budget also reflected the recently ratified contract with Amalgamated Transit Union (ATU). The public comment period on the budget began on April 6, 2018. The budget was presented to the Budget Committee on April 11. The committee reviewed and approved the budget with some specific recommendations. Board would be asked to adopt the budget at its May 2018 meeting, but if more time was necessary that decision could occur at the June 2018 meeting. The law required the budget to be adopted by June 30, 2018.

Ms. Shew said the Budget Committee make the following recommendations:

- A footnote on the Point2point page clarifying that the Point2point personnel were previously included in the General Fund and were now in the Point2point Fund.
- Presentation of the line of credit in the budget - it would now be presented under Other Financing Sources and the associated debt service would be shown under expenditures.
- Explain why there was an increase in personnel costs in Human Resources, but the number of positions remained the same - factors were timing of the departure of one person and hiring of a replacement, increased medical insurance costs, and pay equity in effect during the coming fiscal year, which would now be shown in the contingency line until approved.
- Instead of a \$1M line of credit, modify the reserve policy to require a lower amount.
- Corrected typographical error on Page 57.
- Explain why pension plan administrative expenses fluctuated - factors were cost of actuarial evaluations done every other year, attorney fees, training, and conferences.
- Provide a graph of fleet age over a 10-year period with the cost of maintenance overlaid (provided in presentation).

Ms. Shew said four major factors impact the proposed budget:

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

Ms. Shew said there were \$3.3M in overpayments in FY2016 and FY2017, adversely impacting FY 2017 revenue because that amount was taken back by the Oregon Department of Revenue in the last quarter of FY2017. She used a chart to illustrate the impact on the FY2017 actual revenue and forecasts used to develop the FY2018 budget.

Ms. Shew said healthcare cost had grown more than \$4M over the last 10 years, reflecting an 87 percent increase. An aging fleet would also require major expenditures for maintenance and replacement, with 68 percent of buses having met or exceeded their useful life. She explained how the \$39.6M in working capital in FY2016-2017 was used. She said \$24M was restricted to capital projects and service had been increased prior to fully implementing the payroll tax increase. No longer using federal formula funds for operations in FY2017 was another factor in the structural imbalance.

Ms. Shew said to address the imbalance, payroll tax revenues would be closely monitored to quickly identify any anomalies, \$4.2M in federal formula funds would be used for operating costs

and advertising revenues would be increased through advertising on the EmX lines. She said in addition to increasing revenues, addressing the structural imbalance also included efforts to decrease expenditures by making service changes to improve efficiencies, replacing the aging fleet, headcount reductions through attrition, and reducing controllable expenditures such as training, travel, professional services, and vendor contracts.

Ms. Reid asked if the projected \$1M increase in payroll tax revenue was due to anticipated economic growth. Ms. Shew said the increase was based on the 3 percent business growth assumption and the annual increase in the payroll tax rate through 2027.

Ms. Shew said LTD budget consisted of five self-balancing funds:

- General Fund (operating and non-operating budgets)
- Capital Projects Fund
- Accessible Services Fund
- Medicaid Fund
- Point2point Fund.

Ms. Shew said creation of the funds provided greater transparency and accountability to have all of the resources and expenditures for a particular service in one fund. She reviewed the details of each fund, including resources and requirements, sources of assistance, revenue, categories of expenditures, and the increase or decrease in a fund budget and associated General Fund transfer.

Ms. Shew said next steps included a public hearing at the Board's May 16, 2018, action on the Budget Committee's recommendation regarding the reserve policy, and adoption of the budget at the May or June Board meeting.

Mr. Wildish opened the public hearing. There being no one wishing to speak, the hearing was closed.

Ms. Jackson said staff would provide the Board with information and recommendations on the line of credit and reserve policy.

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

**MOTION Consent Calendar** — Mr. Yeh moved that the Board approve the Consent Calendar for April 18, 2018, as presented. Ms. Wick provided the second. The Consent Calendar consisted of the Minutes of the March 21, 2018, regular Board meeting; the Delegated Authority Report - February; Contract Amendment-Elms Landscaping; and Contract-WHA Insurance.

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

**MOTION LTD Ordinance: Rules for Board Meetings - Second Reading and Adoption** — Mr. Yeh moved that Lane Transit District Ordinance No. 52 be read by title only. Ms. Wick provided the second.

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

Mr. Wildish read the ordinance title: ORDINANCE NO. 52, AN ORDINANCE PROVIDING RULES FOR MEETINGS OF THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS, AND AMENDING AND RESTATING ORDINANCE NO. 45.

MOTION Mr. Yeh moved that the LTD Board of Directors hereby adopts LTD Ordinance No. 52, an ordinance providing rules for meetings of the LTD Board of Directors, and amending and restating Ordinance No. 45. Mr. Yett provided the second.

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

**Pension Trustee** — Ms. Jackson distributed a summary of Ms. Shew's qualifications for appointment as a pension trustee.

MOTION Mr. Yeh moved approval of Resolution No. 2018-04-18-01, 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 attach Resolution. Mr. Yett provided the second.

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

Mr. Nordin arrived at 6:07 p.m.

#### **ITEMS FOR INFORMATION AT THIS MEETING**

**MovingAhead Project Update** — Senior Project Manager, Sasha Luftig, introduced Zack Galloway and Chris Henry with the City of Eugene to assist with presenting information on the joint Eugene/LTD MovingAhead project.

Mr. Galloway said that 2017 was spent conducting a technical analysis on the five key corridors and the results were being shared with the Eugene City Council and LTD Board prior to releasing them to the public. He gave a brief overview of the project's purpose and history and the integration of land use and transportation planning that it represented. He said the project was based on Eugene and LTD's long-range planning efforts and recognition of the need for transit to support future development and land use. He said MovingAhead was considered an

implementation project to prepare for appropriate investments along the five key corridors being studies.

Mr. Galloway said Eugene's population growth over the next 20 years was projected to be 40,000 and transit would play an important role in moving people around the community. He said the corridors were being considered for a range of investment options to accommodate pedestrians and cyclists as well as transit depending on corridor characteristics and community interests. Part of the innovative character of the project was scalability, being able to "right size" investments for each corridor. He said much of the analysis of corridors was part of the National Environmental Protection Act (NEPA) process. The collaboration of jurisdictions - LTD and the City of Eugene - was also a unique aspect of the project.

Mr. Henry described the robust engagement of the public throughout phases of the project and how it directly affected the design concepts being considered. He said the public would also provide feedback on the technical analysis. The project was also overseen by a sounding board composed of members from various city, Lane County, and LTD committees and commissions; a Project Management Team and a Project Oversight Committee. He explained the functions of each body and provided a list of members.

Mr. Henry described the workshops during which people could use design elements to help build design concepts for corridors based on what was important to the neighborhoods along corridors. People also provided feedback on those design concepts that then became the basis of the technical analysis. He described the variety of outreach and engagement strategies that would be used throughout the project. He emphasized that the technical analysis not only included the NEPA process, but also a triple bottom line that considered equity for people, environmental impacts, and economic prosperity. The analysis would help inform a suite of investment packages.

Ms. Luftig said the technical analysis was about 90 percent complete and shared finding to date. She said there were generally small differences among the corridors, meaning that more than one alternative could meet the project's objectives and serve to meet the community's vision. She said the initial decision-making process was to select one locally preferred alternative by corridor, then prioritizing those alternatives. Now staff was recommending examining a range of different combinations of packages to determine if there were additional synergies to be gained at the system level, particularly ridership. That information would be presented to the community. She said public involvement was essential, as was a feedback loop to assure the feedback was heard. There would be two public comment periods: the first would solicit input on the technical analysis report and that input would be used to refine investment packages; a second would solicit input on the refined investment packages to inform selection of a preferred package. The information gained from public involvement would be presented to the Eugene City Council and LTD Board, which were scheduled to make their decisions by the end of the year. She asked if the project pace was appropriate.

Mr. Yeh asked if the community had expressed concern that the process was too slow. She said people were eager to see the results of the technical analysis and engage in the public process.

Mr. Nordin asked how LTD's comprehensive operations analysis (COA) would be integrated into the process. Ms. Luftig said the project would produce a plan of infrastructure investments along the most popular and productive corridors and the COA would look at how the frequency of the system worked.

Mr. Yett asked how participants were selected for the public engagement activities. Ms. Luftig said open houses were held along each corridor and the events were well publicized. There was an online open house for those who were unable to attend in person. Outreach was also conducted to historically under-represented groups and groups with particular interests in transit. She said participation at events ranged from 15 to 60 participants, depending on the corridor and level of interest from neighborhoods.

Mr. Yett asked if there had been any opposition, similar to the opposition to EmX West. Ms. Luftig said a few stakeholders had indicated they were not interested in transit transportation investments. She said letters would be sent to property owners potentially affected by one of the alternatives that might be advanced in order to meet with them prior to releasing the alternatives report.

Ms. Reid appreciated having interconnected options and being able to consider the impact of investment alternatives on other corridors and the system as a whole.

Mr. Nordin hoped that the entire community would be engaged in the process to avoid having people be concerned about how they would be affected because they were not well informed about the project. Public Information Officer Therese Lang agreed with the need to reach out to the entire community, particularly those who would be directly affected. Mr. Galloway said in order to assure connection with the broader community, there would need to be a multi-phased approach that used a variety of outreach methods. Mr. Henry said staff was using a process called systematic development of informed consent to help people in the community and decision-makers understand what the tradeoffs were when selecting investments.

Mr. Wildish urged staff to assure that outreach and education materials for the MovingAhead project emphasize that it was a community project that was a joint effort of the City of Eugene and LTD. He said he had heard positive feedback from people in his neighborhood.

**Business Commute Challenge Update** — Transportation Options Manager, Theresa Brand, provided an overview of the Point2point regional transportations options program and the evolution of the Business Commute Challenge (BCC) program. She said funding for BCC staffing and activities were provided from local road funds, the Oregon Department of Transportation, and the cities of Springfield and Eugene. She said a full report on the 2017 BCC was included in the agenda packet and highlighted some of the statistics. She said the 2018 BCC is on track to exceed 2017 participation rates. She described some of the new activities planned for 2018, including use of social media, media outreach, website improvements, and a real time leader board to spur competition. She encouraged Board members to challenge their colleagues to participate. A number of LTD staff teams had challenged each other.

Ms. Brand said the BCC encouraged people to try new modes of transportation and surveys of participants conducted over the years did show changes in habits that supported sustainability efforts in the region. She said a kick off party would be held on April 27 and a wrap-up party was scheduled for May 25.

Ms. Jackson said BCC events would be added to the Board calendar.

Mr. Yeh thanked Ms. Brand and her staff for promoting the BCC program and challenged his fellow Board members to participate.

**Board Member Reports** — Ms. Reid reported that Mr. Yett had attended the April meeting of the Metropolitan Policy Committee (MPC) in Mr. Wildish's place and would attend the May meeting in her place. She said the MPC received a report on the Safe Routes to School program. She planned to attend the April 27 Oregon MPO Consortium (OMPOC) Board meeting in Grants Pass, Oregon. Topics for discussion included HB 2017 and the 2019 legislative priorities.

**Monthly Financial Reports - February** — Ms. Shew reviewed the February 2018 Year-to-Date financial report provided in the agenda packet, noting key drivers for revenues and expenditures in the General Fund, Medicaid Fund, Accessible Services Fund and Capital Projects Fund. She said inconsistencies and an overpayment of payroll tax receipts from the Oregon Department of Revenue continued to have an impact but were being monitored closely by staff. She expected that all payments associated with the EmX West project would be completed by December 2018 and on target for a project of that size.

**Monthly Cash Disbursements - March** — In response to a question from Mr. Yett, Ms. Shew said the payment to Cascade Title and Escrow was for property acquisition associated with the EmX West project.

Mr. Nordin asked if legal issues related to West 7th Avenue property had been resolved. Mr. Purdy replied that litigation issues had been resolved; there were some minor matters still outstanding.

Mr. Wildish noted there were two large checks issued to PacificSource Health Plans: one on March 2 and the other on March 22. Ms. Shew said the March 2 check was the March payment for ATU and administrative health plans and the March 22 check was the April payment.

**Monthly Grants Report - March** — Mr. Wildish noted that a drawdown of ConnectOregon funds paid to the City of Eugene was for payment of a pedestrian bridge associated with the EmX West project.

**Monthly Performance Reports - March** — Mr. Wildish said he was looking forward to the Board's May work session on performance.

Mr. Nordin asked when the electric bus would be deployed. Ms. Jackson said staff had been working closely with the manufacturer to resolve some technical issues related to vehicle performance.

Mr. Yeh said deployment of the electric buses should be well publicized.

**Monthly Department Reports - April** — Mr. Yeh appreciated the safety report and recommendations for more and improved signage. He asked for an update on how the in house public safety officers were performing. He had received positive feedback from the Eugene 4J School District on LTD's efforts to help riders who had been excluded to ride the bus again.

Mr. Wildish also appreciated the safety report.

Ms. Jackson said a handout on Statewide Transportation Improvement Fund (STIF) draft rules was part of the department reports.

Ms. Reid commented that the electronic calendar on the website did not include meeting details.



**ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD** — Mr. Nordin asked if the concerns expressed by South Lane Wheels about Medical Transportation Management (MTM) sending other vendors to South Lane County had been addressed. He said it was adversely affecting South Lane Wheels' budget. Ms. Rees said staff had met with private providers who contracted with MTM to hear concerns. She said the situation in South Lane County was unique. The trips were bid trips because of the distance and another vendor was getting those trips through the least cost/most appropriate model used by the NOVUS system. She said the problem had been corrected and more riders were being directed to South Lane Wheels. She said staff was available to speak with the South Lane Wheels Board and explain the situation.

**ADJOURNMENT**

Mr. Wildish adjourned the meeting at 7:15 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

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

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

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

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

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
04/04/2018	City of Eugene Public Works	Change Notice #5 to Contract 2005-16 - Hilyard Center Vehicle Lease	Lease	July 1, 2018 - June 30, 2019	annual renewal	\$ 50.00	A. Jackson	Lease of 1 special transportation vehicle
04/04/2018	City of Cottage Grove	Change Notice #6 to Contract 2011-30 - South Lane Wheels Transportation Services	IGA	July 1, 2018 - June 30, 2019	annual renewal	\$ 89,944.00	A. Jackson	
04/04/2018	South Lane Wheels	Change Notice #5 to Contract 2011-36 - Vehicle Lease	Lease	July 1, 2018 - June 30, 2019	annual renewal	\$ 50.00	A. Jackson	Lease of 9 special transportation vehicles
04/09/2018	City of Oakridge	Change Notice #12 to Contract 2006-42 - Diamond Express transportation service	IGA	July 1, 2018 - June 30, 2019	annual renewal	\$ 12,000.00	A. Jackson	
04/13/2018	Willamalane & City of Eugene	1PASS	MOU	June 1, 2018 - Oct. 15, 2018		\$ 21,034.00	C. Beard	Summer youth pass
09/14/2017	City of Eugene Muncipal Court	Community Court Bus Pass	MOU	Sep 14, 2017 - ongoing	ongoing	\$ -	M. Johnson	
04/16/2018	Securance, LLC	IT Assessment	Fixed Price	April 16, 2018 - Jan. 31, 2019		\$ 76,000.00	A. Jackson	Task 1 - IT Assessment, Task 2 - Development of IT Strategic Plan, Task 3 - On-Call IT Support
04/13/2018	Lane Events Center	UO Football Game Day Park & Ride	Use Permit	April 6, 2018 - Nov. 17, 2018		\$ 8,750.00	C. Beard	
04/17/2018	Chambers Construction Company	Task Order 201605-2018-002 to Contract 2016-05	Task Order	April 12, 2018 - May 11, 2018		\$ 14,530.00	J. McCormack	Pioneer Parkway Lane Repair between Harlow Road and Q Street
04/16/2018	City of Eugene	Amendment One to Contract 2016-19 - MovingAhead Grant Match and Reimbursement	Amendment	May 13, 2016 - June 30, 2019		\$ 351,286.00	A. Jackson	Amendment is for time only; extends the current contract through June 30, 2019. Total project/contract value represents grant match between the District and the City.
04/16/2018	White Bird Clinic	Change Notice #6 to Contract 2013-18 - Crisis transportation for persons with mental and emotional	Change Notice	Oct. 9, 2013 - June 30, 2019	annual renewal	\$ 102,487.00	A. Jackson	Extends the current contract through June 30, 2019
4/13/2018	Phoenix Business Solutions, LLC dba Partenered Solutions	IT Assessment	Fixed Price	April 13, 2018 - Jan. 31, 2019		\$ 40,000.00	A. Jackson	Task 1 - IT Assessment, Task 2 - Implement approved stop-gap solutions
4/23/2018	Lane Council of Governments	Volunteer Escort Program Mileage Reimbursement	Change Notice	July 1, 2014 - June 30, 2019	annual renewal	\$ 10,200.00	A. Jackson	Renews contract through June 30, 2019
4/25/2018	WHA Insurance Agency, Inc.	Insurance Agent of Record	Firm-Fixed Fee	May 1, 2018 - April 30, 2020	2-year base; plus three 1-year options	\$ 450,000.00	A. Jackson	Health care-related services, third-party administer of Stop-Loss Program, and liability-related services for workers' compensation and property
4/27/2018	PeaceHealth Sacred Heart Medical Center - RiverBend	Autzen Stadium Event Parking	Parking License	April 27, 2018 - Nov. 17, 2018		\$ -	C. Beard	
4/28/2018	Alternative Work Concepts	Change Notice #6 to Contract 2013-20 - Travel Training, Transit Hosts, In-Person Transportation Assessments, and RideSource Call Center Sensitivity Training	Change Notice	July 1, 2018 - June 30, 2019	annual renewal	\$ 180,922.00	A. Jackson	
4/30/2018	City of Florence	Change Notice #4 to Contract 2014-43 - Rhody Express Service	Change Notice	July 1, 2018 - June 30, 2019	annual renewal	\$ 32,000.00	A. Jackson	
4/30/2018	The Center for Transportation and the Environment (CTE)	Electric Bus Deployment	Firm, Fixed Labor Hour Contract	May 1, 2018 - June 30, 2021		\$ 420,000.00	A. Jackson	

**LANE TRANSIT DISTRICT**  
**FUND BALANCE AND BUDGETARY RESERVE POLICY**

---

**PURPOSE**

This policy addresses the goals of the Lane Transit District (District) Board of Directors (Board) regarding the level of unrestricted fund balance maintained for the General Fund. Unrestricted fund balance is the District's working capital available for the ongoing operation of the District and is subject to the limitations defined by this policy. This policy considers unanticipated events that could adversely affect the financial condition of the District and jeopardize the smooth continuation of necessary transit services. Having such a policy will ensure that the District maintains adequate working capital/fund balance in order to:

- a. Provide sufficient cash flow for daily operational needs and for outflows such as grant-funded capital expenditures prior to the District being reimbursed by granting agencies,
- b. Provide funds for unforeseen expenditures related to emergencies,
- c. Offset significant economic downturns that result in decreasing payroll-related tax revenue, and
- d. Secure and maintain investment-grade bond ratings.

This policy supersedes all previous policies regarding the District's fund balance and reserve policies.

**BACKGROUND**

A formal fund balance policy has been in effect since January 1994. This policy is reviewed routinely to make sure that it reflects current needs based on the strength of the local economy, the outlook for federal funds' availability, and the need to cover price volatility for major materials and supplies.

**POLICY**

**Unrestricted Fund Balance**

The District will maintain an unappropriated fund balance in the General Fund equal to between 2 to 3 months of budgeted operating expenses, including operating transfers. The level of fund balance will be determined annually during the budget process. This balance will constitute the working capital of the District and provide a source of funding for emergencies and economic downturns.

In the event of an emergency, the fund balance can be appropriated for use through a resolution, ordinance, or supplemental budget adopted by the Board of Directors. Examples of possible uses include, but are not limited to, the following:

- A major bus or vehicle accident,
- An unusually high number of liability claims,

- An unusually high number of unemployment claims,
- Accidental loss of a utility vehicle,
- Fuel price volatility,
- An economic downturn resulting in lower payroll tax receipts, or
- A loss of funding source.

**Replenishing Deficiencies**

In the event that fund balance falls below the minimum 2-month range, the District will replenish shortfalls by reducing recurring expenditures to eliminate a structural deficit, by increasing revenues or pursuing other funding sources, or by some combination of these strategies.

In the event that the fund balance falls below the minimum threshold, the Board must approve a restoration plan to correct the shortage within a 3-year period.

**Surplus Unrestricted Fund Balance**

Should the fund balance in the General Fund exceed the maximum 3-month expense range, the District will consider such fund balance surplus as one-time funding available to be appropriated for nonrecurring expenses during the annual budget process. Appropriate uses include, but are not limited to, accelerated debt/liability reduction and capital outlays, such as for bus or facility replacement or programmed capital expansion where any resulting future ongoing outlays are anticipated and accounted for in the District’s Capital Improvements Program and Long-Range Financial Plan.

Surplus fund balance designated for capital investment will be transferred to the Capital Projects Fund.

This policy is developed under the guidance of the Oregon Revised Statutes (ORS 294.398) and the Oregon Administrative Rules (150-294.398), which control in the event of any ambiguity.

**BOARD DESIGNATED BUDGETARY RESERVES**

The Board may appropriate specific budgetary reserves as deemed prudent. The Board has established annual appropriated reserves for:

Self-insurance/risk:	\$1,000,000
General Fund operating contingency:	\$1,000,000

By Board resolution, the self-insurance reserve can be used during the year to cover unanticipated insurance claims in excess of those otherwise covered through the District’s insurance programs or budgeted for in the annual operating budget.

The General Fund operating contingency may be appropriated for other significant expenditures as they become necessary that could not be reasonably foreseen or planned for in the budget.

**APPLICABILITY AND PRIORITIZATION OF FUND BALANCE USE**

This policy pertains to the management of the unrestricted amount of available fund balance. Some portion(s) of fund balance may be restricted for legal or contractual reasons. When an

expenditure is incurred for purposes for which both restricted and unrestricted amounts are available, it will be the policy of the District to consider restricted amounts to have been reduced first.

### **IMPLEMENTATION AND REVIEW**

Upon adoption of this policy, the Board authorizes the Director of Finance to establish any standards and procedures which may be necessary for its implementation. The Director of Finance shall review this policy at least annually and make any recommendations for changes to the Finance Committee of the Board of Directors prior to adoption by the Board.

### **MAINTENANCE**

The Finance Committee of the Board of Directors is responsible for the maintenance of this policy, with staff assistance from the Director of Finance.

Administrative Policies & Procedures

II-M-2 (Revised)

Adopted by LTD Board of Directors: August 17, 2016

**LANE TRANSIT DISTRICT**  
**FUND BALANCE AND BUDGETARY RESERVE POLICY**

---

**PURPOSE**

This policy addresses the goals of the Lane Transit District Board of Directors (“Board”) regarding the level of unrestricted fund balance maintained for the General Fund. Unrestricted fund balance is the District's working capital available for the ongoing operation of the District and is subject to the limitations defined by this policy. This policy considers unanticipated events that could adversely affect the financial condition of the District and jeopardize the smooth continuation of necessary transit services. Having such a policy will ensure that the District maintains adequate working capital/fund balance in order to:

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This policy supersedes all previous policies regarding the District's fund balance and reserve policies.

**BACKGROUND**

A formal fund balance policy has been in effect since January 1994. This policy is reviewed routinely to make sure that it reflects current needs based on the strength of the local economy, the outlook for federal funds' availability, and the need to cover price volatility for major materials and supplies.

**POLICY**

**Unrestricted Fund Balance**

The District will maintain an unappropriated fund balance in the General Fund equal to between two to six months of budgeted operating expenses, including operating transfers. The level of fund balance will be determined annually during the budget process. This balance will constitute the working capital of the District and provide a source of funding for emergencies and economic downturns.

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- A major bus or vehicle accident,
- An unusually high number of liability claims,

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- An unusually high number of unemployment claims,
- Accidental loss of a utility vehicle,
- Fuel price volatility,
- An economic downturn resulting in lower payroll tax receipts, or
- A loss of funding source.

**Replenishing Deficiencies**

In the event that the fund balance falls below the minimum threshold, the Board must approve, within six months of budget adoption, a restoration plan to correct the shortage within a three-year period. Restoration plans may include reducing recurring expenditures to eliminate a structural deficit, by increasing revenues or pursuing other funding sources, or by some combination of these and/or other strategies.

**Deleted:** In the event that fund balance falls below the minimum two-month range, the District will replenish shortfalls by reducing recurring expenditures to eliminate a structural deficit, by increasing revenues or pursuing other funding sources, or by some combination of these strategies

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**Surplus Unrestricted Fund Balance**

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Surplus fund balance designated for capital investment will be transferred to the Capital Projects Fund.

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**BOARD DESIGNATED BUDGETARY RESERVES**

The Board may appropriate specific budgetary reserves as deemed prudent. The Board has established annual appropriated reserves for:

**Commented [CS6]:** I read this to be that they also MAY NOT as we do not have any budgetary reserves in FY19

Self-insurance/risk:	\$1,000,000
General Fund operating contingency:	\$1,000,000

**Commented [EM7R6]:** Agree.

By Board resolution, the self-insurance reserve can be used during the year to cover unanticipated insurance claims in excess of those otherwise covered through the District’s insurance programs or budgeted for in the annual operating budget.

The General Fund operating contingency may be appropriated for other significant expenditures as they become necessary that could not be reasonably foreseen or planned for in the budget.

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an expenditure is incurred for purposes for which both restricted and unrestricted amounts are available, it will be the policy of the District to consider restricted amounts to have been reduced first.

**IMPLEMENTATION AND REVIEW**

Upon adoption of this policy, the Board authorizes the Director of Finance to establish any standards and procedures which may be necessary for its implementation. The Director of Finance shall review this policy at least annually and make any recommendations for changes to the Finance Committee of the Board of Directors prior to adoption by the Board.

**EXEMPTIONS**

The Board of Directors, under its authority in setting the District's annual budget, may choose to adopt an annual budget that does not maintain the minimum fund balances identified in this policy.

**MAINTENANCE**

The Finance Committee of the Board of Directors is responsible for the maintenance of this policy, with staff assistance from the Director of Finance.

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Administrative Policies & Procedures  
2018-05-10 (Revised)  
Adopted by LTD Board of Directors: \_\_\_\_\_

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**RESOLUTION NO. 2018-05-16-11**

**A RESOLUTION ADOPTING REVISIONS TO THE LANE TRANSIT DISTRICT FUND BALANCE AND BUDGETARY RESERVE POLICY**

**WHEREAS**, the Lane Transit District (“LTD”) Board of Directors (the “Board”) adopted the Lane Transit District Fund Balance and Budgetary Reserve policy effective August 17, 2016;

**WHEREAS**, LTD staff proposes the Lane Transit District Fund Balance and Budgetary Reserve policy be revised as follows:

- (a) The District will maintain an unappropriated fund balance in the General Fund equal to between two to six months of budgeted operating expenses, including operating transfers, instead of two to three months;”
- (b) In the event that the fund balance falls below the minimum threshold, the Board must approve, within six months of budget adoption a restoration plan to correct the shortage within a three-year period;
- (c) Restoration plans may include reducing recurring expenditures to eliminate a structural deficit, by increasing revenues or pursuing other funding sources, or by some combination of these and/or other strategies;
- (d) Should the fund balance in the General Fund exceed the maximum six-month expense range, the District will consider such fund balance surplus as one-time funding available to be appropriated for nonrecurring expenses during the annual budget process; and
- (e) The Board of Directors, under its authority in setting the District’s annual budget, may choose to adopt an annual budget that does not maintain the minimum fund balances identified in this policy.

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

- 1) Adopting the revisions to the Lane Transit District Fund Balance and Budgetary Reserve policy consistent with the above and as presented.

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

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

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



**LANE TRANSIT DISTRICT RESOLUTION NO. 2018-05-16-12**

BE IT RESOLVED that the Board of Directors of Lane Transit District (LTD) hereby adopts the budget for Fiscal Year 2018-2019 in the total combined fund sum of \$97,851,910 now on file at the LTD offices.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2018, and for the purposes shown below, are hereby appropriated as follows:

<u>GENERAL FUND - OPERATING BUDGET</u>	
Transit Services	\$47,737,731
Operating Reserve	7,026,933
<u>GENERAL FUND - NON-OPERATING</u>	
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	<u>52,457</u>
Total Non-operating	<u>8,613,413</u>
Total General Fund	<u><u>63,378,077</u></u>
<u>ACCESSIBLE SERVICES FUND</u>	
Transit Services	7,361,574
Operating Contingency	130,000
Operating Reserve	<u>162,623</u>
Total Accessible Services Fund	<u><u>7,654,197</u></u>
<u>MEDICAID FUND</u>	
Transit Services	10,492,775
Operating Contingency	<u>132,000</u>
Total Medicaid Fund	<u><u>10,624,775</u></u>
<u>POINT2POINT FUND</u>	
Transit Services	1,377,583
Operating Contingency	<u>33,515</u>
Total Medicaid Fund	<u><u>1,411,098</u></u>
<u>CAPITAL PROJECTS FUND</u>	
Capital Outlay	13,240,489
Operating Contingency	0
Reserve for Future Capital	<u>1,543,274</u>
Total Capital Projects Fund	<u><u>14,783,763</u></u>

\_\_\_\_\_  
May 16, 2018  
Date Adopted

\_\_\_\_\_  
Board President



**LANE TRANSIT DISTRICT RESOLUTION NO. 2018-05-16-12**

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Reserve for Future Capital	<u>1,543,274</u>
Total Capital Projects Fund	<u><u>14,783,763</u></u>

May 16, 2018  
Date Adopted

\_\_\_\_\_  
Board President

## AGENDA ITEM SUMMARY

**DATE:** May 16, 2018

**ITEM TITLE:** COMPREHENSIVE OPERATIONS ANALYSIS UPDATE

**PREPARED BY:** Edward McGlone, Director of Public Affairs

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

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### **BACKGROUND:**

In January 2018, LTD entered into a contract with Jarrett Walker and Associates (JWA) and Jeanne Lawson and Associates (JLA) to provide technical and public involvement services to conduct a Comprehensive Operations Analysis (COA). The work commenced in February and has focused on development of project plans, technical analysis, and the development of a public involvement and communications plan.

This presentation will update the Board of Directors on the project status, future public involvement activities, and discuss the project timeline in relationship to proposed service changes that are under consideration by the Board of Directors.

The COA now has a new name: **Transit Tomorrow**, and is currently wrapping up Phase A- which has primarily involved data gathering, site visits by consultants and their subcontractors, and a preliminary technical analysis along with the formation of a public involvement plan and strategy. Phase B kicks off the first major round of public involvement for the project which will occur through late spring and summer. The first major deliverable of Transit Tomorrow is called The Choices Report, a broad assessment (currently underway) of the various services that operate under the LTD umbrella. The report is intended to set up a rich 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 and sets the stage for a Stakeholder Forum to be held in early summer at the University of Oregon.

**PROPOSED MOTION:** None.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 16, 2018  
**ITEM TITLE:** STIF PROCESS UPDATE  
**PREPARED BY:** Aurora Jackson, General Manager

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### **BACKGROUND:**

With the passage of House Bill 2017, the Statewide Transportation Improvement Fund (STIF) was created from a new state payroll tax of one-tenth of 1 percent will fund transportation improvements in Oregon. The average employee will contribute less than \$1 per week to generate \$115 million per year for better public transportation. The new revenue will be allocated across four programs:

1. Formula program - 90 percent of STIF funds 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.
2. Discretionary program - 5 percent of STIF funds will be awarded to eligible public transportation providers based on a competitive grant process.
3. Intercommunity Discretionary program - 4 percent of STIF funds will be used to improve public transportation between two or more communities based on a competitive grant program.
4. Public transportation technical resource center - ODOT will use 1 percent of STIF funds to create a statewide resource center to assist public transportation providers in rural areas with training, planning and information technology and fund ODOT administration of STIF.

Under House Bill 2017, Lane Transit District is the eligible Qualified Entity to disburse funds throughout Lane County. We will be responsible for administering all of the requirements which include:

1. Adopting bylaws for a STIF Advisory Committee
2. Appointing committee members
3. Adopting a written STIF Plan to establish a list of Projects for public transportation located within Lane County
4. Reporting on any actions taken by any Public Transportation Service Provider located within Lane County
5. Adhering to all state administrative reporting requirements

### **Status**

- Developed a timeline for managing the STIF program.
- Developed draft bylaws that are pending technical direction from ODOT.
- Developed a tentative agreement with LCOG for them to staff and assist with the administration of the STIF program.
- Engaged the Strategic Planning Committee (SPC) in discussions regarding the STIF program.
- Developed a draft application for the formation of the new advisory committee.

**Timeline**

	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY
<b>Bylaws</b>	█																
<b>Committee Application Process</b>				█													
<b>Committee Selection</b>					█												
<b>Committee Mtgs</b>							█										
<b>Public Comment Period</b>							█										
<b>1st Application Due to ODOT</b>									█								
<b>Committee Mtgs</b>												█					
<b>Public Comment Period</b>												█					
<b>2nd Application Due to ODOT</b>																█	

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 16, 2018

**ITEM TITLE:** BOARD MEMBER REPORTS

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

**ACTION REQUESTED:** None

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### BACKGROUND:

Board members have been appointed to Board committees and to the Metropolitan Policy Committee (MPC), the Lane Council of Governments (LCOG) Board of Directors, and, on occasion, to other local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises. After meetings, public hearings, or other activities attended by individual Board members on behalf of 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. **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.
2. **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. At the April 26 meeting, committee members received a fiber update presentation, discussed and approved S&DS Advisory Committee Bylaw amendments, and approved the FY18 revised budget.
3. **Oregon Metropolitan Planning Organization Consortium (OMPOC)**: The Oregon Metropolitan Planning Organizations (MPO) Consortium was formed on May 25, 2005, as a forum for MPOs to work together on matters of mutual interest and statewide significance. LTD Board Member Kate Reid attends the committee meetings as LTD's representative. At the April 27 meeting, committee members discussed the Safe Routes to School Infrastructure Program, the Transportation Planning Rule Project, the Statewide Transportation Improvement Fund Program, ODOT updates, 2019 legislative priorities, the Oregon Public Transportation Plan, project streamlining, and received a tour of Redwood Avenue showing pedestrian enhancements and future CMAZ transit investments.
4. **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. At the May 1 meeting, committee members discussed Main Street projects, received a HB 2017 update, and a Vision Zero update.

5. **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. At the May 3 meeting, committee members discussed the FY19 Unified Planning Work Program (UPWP) addendum and funding, the amendment to the Metropolitan Transportation Improvement Program, Point2point Safe Routes to Schools Program FY19 funding, and legislative priorities.
6. **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 May 7 meeting, committee members reviewed contracts to be presented to the Board for approval.
7. **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 May 8 meeting, committee members discussed the General Managers' contract renewal that will be due at the end of 2018.
8. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD, and meets on the second Wednesday of the month. Board Member Don Nordin serves as LTD's representative on the LaneACT. At the May 9 meeting, committee members received a presentation on the State Transportation Investment Fund and the Oregon Public Transportation Plan from LTD staff. The committee also received a presentation on ODOT's Strategic Business Plan.
9. **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 May 15 meeting, committee members discussed the annual route review, and fare management.

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

10. **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 is scheduled for June 5.
11. **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.
12. **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. The next meeting has not been scheduled.
13. **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. The next meeting has not been scheduled.



14. **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.
15. **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**

3/31/2018

DRAFT

Fiscal Year: P9 2018 (March 31, 2018)

Year-To-Date through March 31, 2018						
	Annual Budget	P9 YTD Budget	Actual	P9 % of annual budget	P9 YTD B/(W) than Budget	Comments
					(pts)      \$	

**GENERAL FUND**

General Fund Revenues	51,396,601	38,547,451	33,454,537	65%	-10 pts      (5,092,913)	A
General Fund Expenditures	53,440,493	40,080,370	34,659,029	65%	10 pts      5,421,341	B
General Fund Revenues higher/(lower) than expenditures	(2,043,892)	(1,532,919)	(1,204,492)			

**NOTE: Excludes Transfers & Insurance Reserves**

A - Revenues are **-\$5.1M** unfavorable YTD P9 FY 2018 (March 2018). The drivers of this unfavorability are: 1) payroll taxes (**-\$1.5M**); 2) federal assistance (**-\$1.7M**); 3) self-employment taxes (**-\$0.8M**); and 4) cash fares & passes (**-\$0.4M**). Federal assistance is due to timing and is expected to be on target by year-end. Payroll taxes are (**-\$0.5M**) lower than the same time a year ago (March YTD 2017 was \$27.4M vs. \$26.9M YTD March 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. 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 ~6%; 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 **+\$5.4M** favorable to YTD P9 FY18 (March 2018). The drivers of this favorability are due to: 1) personnel services (**+\$0.6M**); 2) materials & services (**+\$2.4M**); 3) unutilized contingency (**\$1.3M**); and 4) insurance & risk services (**+\$0.3M**). Personnel services savings is due primarily to benefit payment timing. Materials & service favorability stem from lower fuel and lubricant costs and timing of professional and support services.

**MEDICAID FUND**

Medicaid Fund Revenues	9,711,915	7,283,936	3,589,242	37%	-38 pts      (3,694,695)	C
Medicaid Fund Expenditures	10,106,075	7,579,556	5,347,569	53%	22 pts      2,231,988	C
Medicaid Fund Revenues higher/(lower) than expenditures	(394,160)	(295,620)	(1,758,327)			C

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

C - Medicaid expenditures are higher than revenues by **\$1.8M** P9 YTD FY18. This is due to a delay in the revenue claims processing backlog cleanup as a result of Novus issues that refocused efforts to resolve critical issues impacting our riders. Claims backlog is being cleared. Between P8 and 4/26/18, \$0.9M in claims have been processed.

**ACCESSIBLE SERVICES FUND**

Accessible Services Fund Revenues	4,515,862	3,386,897	1,886,373	42%	-33 pts      (1,500,523)	D
Accessible Services Fund Expenditures	7,265,200	5,448,900	4,150,044	57%	18 pts      1,298,856	D
Accessible Services Fund Revenues higher/(lower) than expenditures	(2,749,338)	(2,062,004)	(2,263,671)			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 \$2.2M. This is lower than expected due to grant reimbursement timing in part due to the result of the claims backlog cleanup. 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**

3/31/2018

DRAFT

Fiscal Year: P9 2018 (March 31, 2018)

Year-To-Date through March 31, 2018

	Annual Budget	P9 YTD Budget	Actual	P9 % of annual budget	P9 YTD B/(W) than Budget		Comments
					(pts)	\$\$	

**P2P FUND**

P2P Fund Revenues	957,717	718,288	167,933	18%	-57 pts	(550,355)	E
P2P Fund Expenditures	1,149,717	862,288	257,778	22%	53 pts	604,509	E
P2P Fund Revenues higher/(lower) than expenditures	(192,000)	(144,000)	(89,845)				E

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

E - Point2point expenditures are higher than revenues by \$90K P9 YTD FY18 which is on target with budget. Expenditures to date are for Driveless Connect, Safe Routes to Schools, and Vanpool.

**CAPITAL PROJECTS FUND**

Capital Projects Fund Revenues	18,583,649	13,937,737	6,193,276	33%	-42 pts	(7,744,461)	F
Capital Projects Fund Expenditures	26,436,276	19,827,207	9,383,670	35%	40 pts	10,443,537	G
Capital Projects Fund Revenues higher/(lower) than expenditures	(7,852,627)	(5,889,470)	(3,190,394)				
Revenues as a % of expenditures	70%	70%	66%				

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

F - Capital Projects Fund revenues are **-\$7.7M** unfavorable to budget P9 YTD FY18 (March) due to lower expenditures to date than budgeted. Difference between budgeted and actual ratio to date is due to drawdown timing. Expectation is that ratio will be on budget by year-end.

G - Capital Projects Fund expenditures are **+\$10.4M** favorable to budget P9 YTD FY 2018 (March). Significant expenditures P9 YTD are as follows: 1) EmX West (**\$3.9M**); 2) bus parking lot (**\$3.2M**); 3) City of Eugene Pedestrian Bridge (**\$1.1M**); and 4) Willow Creek Station (**\$0.7M**). The projects with materially lower spend to date than budgeted 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 below), retainage, etc.

**NOTE:** There remains a handful of 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

Check #	Date	Vendor	Check Amount
98177	04/05/2018	BETHEL SCHOOL DISTRICT #52	9,779.46
98178	04/05/2018	BRATTAIN INTERNATIONAL TRUCKS	5,097.00
98179	04/05/2018	CENTURY LINK	409.37
98180	04/05/2018	CITY OF EUGENE <i>Commerce St. Bridge</i>	399,708.28
98181	04/05/2018	DAVID COLLIER	792.50
98182	04/05/2018	COMCAST	202.45
98183	04/05/2018	DISH NETWORK	112.02
98184	04/05/2018	ELMS LANDSCAPE MAINTENANCE INC	1,325.00
98185	04/05/2018	EUGENE WATER & ELECTRIC BOARD	637.12
98186	04/05/2018	LLC FUSSY'S @ VALLEY RIVER PLAZA	189.10
98187	04/05/2018	GIF ENTERPRISES, LLC	1,236.00
98188	04/05/2018	STEVEN C. GUNN	2,900.00
98189	04/05/2018	HARVEY & PRICE COMPANY	648.32
98190	04/05/2018	LANE COUNTY SCHOOL DISTRICT4J <i>SRTS</i>	18,118.31
98191	04/05/2018	LTD REIMBURSEMENT PLAN	9,968.03
98192	04/05/2018	JACOB H MCCALLUM	414.50
98193	04/05/2018	NORTHWEST NATURAL GAS	218.71
98194	04/05/2018	NORWEST SAFETY	170.00
98195	04/05/2018	OFFICE DEPOT	754.12
98196	04/05/2018	PACIFICSOURCE ADMINISTRATORS,	676.00
98197	04/05/2018	PIVOT ARCHITECTURE	4,517.50
98198	04/05/2018	RG MEDIA COMPANY	365.00
98199	04/05/2018	SAFETY BRAKE SET, INC.	1,521.50
98200	04/05/2018	SANIPAC	331.05
98201	04/05/2018	SIX ROBBLEES' INC	190.08
98202	04/05/2018	SPRINGFIELD UTILITY BOARD	0.00
98203	04/05/2018	SPRINGFIELD UTILITY BOARD	18,391.74
98204	04/05/2018	THYSSENKRUPP ELEVATOR	653.97
98205	04/05/2018	TRIANGLE GRAPHICS	2,135.00
98206	04/05/2018	WALTER E NELSON CO.	2,560.80
98207	04/05/2018	WHA INSURANCE AGENCY, INC.	1,467.80
98208	04/05/2018	WSTA	5,000.00
98209	04/05/2018	THE AFTERMARKET PARTS COMPANY LLC	4,282.13
98210	04/05/2018	BEDFORD FALLS, LLC	769.50
98211	04/05/2018	BELL+FUNK	7,881.62
98212	04/05/2018	BUCK'S SANITARY SERVICE, INC.	86.50
98213	04/05/2018	CUMMINS NORTHWEST, INC.	2,994.51
98214	04/05/2018	DEPARTMENT OF HUMAN SERVICES <i>medicaid match</i>	16,821.86
98215	04/05/2018	GILLESPIE DECALS, INC.	340.22
98216	04/05/2018	GILLIG CORPORATION	1,113.02
98217	04/05/2018	GRAINGER INC	531.12
98218	04/05/2018	JERRY'S HOME IMPROVEMENT CTR	12.38
98219	04/05/2018	KUHN INVESTMENTS, INC. <i>Rhody Express</i>	13,257.37
98220	04/05/2018	LANE COUNCIL OF GOVERNMENTS <i>Eligibility Assessments</i>	14,797.17
98221	04/05/2018	MODA HEALTH	9,322.24
98222	04/05/2018	MOTION & FLOW CONTROL PRD, INC	246.33
98223	04/05/2018	MUNCIE TRANSIT SUPPLY	298.20
98224	04/05/2018	MYRMO & SONS	576.50
98225	04/05/2018	NINFA'S ELITE CORPORATION	69,721.57
98226	04/05/2018	ONE CALL CONCEPTS, INC.	40.95
98227	04/05/2018	OXLEY & ASSOCIATES, INC.	5,000.00
98228	04/05/2018	PACIFIC POWER GROUP, LLC	4,520.27
98229	04/05/2018	PARKEON, INC.	2,450.00
98230	04/05/2018	RICOH USA, INC.	2,518.99



Check History Listing

Check #	Date	Vendor	Check Amount
98231	04/05/2018	SEON DESIGN (USA) INC. <i>2 exterior cameras for buses</i>	750.00
98232	04/05/2018	SIGN LANGUAGE	627.25
98233	04/05/2018	SILKE COMMUNICATIONS, INC.	80.00
98234	04/05/2018	SMITH DAWSON & ANDREWS, INC.	2,415.00
98235	04/05/2018	WOODBURY ENERGY CO. INC. <i>Diesel Fuel</i>	54,007.14
98236	04/12/2018	A-1 AUTO GLASS	1,075.00
98237	04/12/2018	A-1 FIRE PROTECTION	148.00
98238	04/12/2018	ALTERNATIVE WORK CONCEPTS <i>Travel training</i>	12,550.00
98239	04/12/2018	AMERICAN FAMILY LIFE	1,758.13
98240	04/12/2018	BARRETT BUSINESS SERVICES INC	7,927.00
98241	04/12/2018	WINONA J CARLSON	176.00
98242	04/12/2018	CASCADE TITLE & ESCROW	1,612.00
98243	04/12/2018	CDW-G COMPUTING SOLUTIONS	6,814.50
98244	04/12/2018	CHAPTER 13 TRUSTEE	265.39
98245	04/12/2018	CHILD SUPPORT ENFORCEMENT AGCY	160.00
98246	04/12/2018	CINTAS CORPORATION	3,216.96
98247	04/12/2018	COURTESY DELIVERY SERVICE	13.00
98248	04/12/2018	CROCKETTS INTERSTATE TOWING	250.00
98249	04/12/2018	EUGENE WATER & ELECTRIC BOARD	623.43
98250	04/12/2018	FORMFOX, INC.	50.00
98251	04/12/2018	JIM BARR ENT, INC.	1,800.00
98252	04/12/2018	KENDALL AUTOMOTIVE GROUP	738.70
98253	04/12/2018	KOKE NEW CENTURY, INC. <i>Fare Passes</i>	15,381.00
98254	04/12/2018	LANE COMMUNITY COLLEGE	30.16
98255	04/12/2018	LIFEMAP ASSURANCE COMPANY	1,716.41
98256	04/12/2018	MEDICAL TRANSPORTATION MGT <i>Ridesource Paratransit Services</i>	498,178.85
98257	04/12/2018	MID-STATE INDUSTRIAL SERVICE	209.30
98258	04/12/2018	MOTOR VEHICLES DIVISION	15.00
98259	04/12/2018	NORTHWEST NATURAL GAS	5,893.39
98260	04/12/2018	PETTY CASH - CASSIE MOSTERT	629.88
98261	04/12/2018	PIVOT ARCHITECTURE	964.76
98262	04/12/2018	PNW SECURITY, LLC	4,793.25
98263	04/12/2018	RUCKER ENTERPRISES	4,695.00
98264	04/12/2018	SANIPAC	2,369.11
98265	04/12/2018	SMALL WORLD AUTO CENTER, INC	3,139.10
98266	04/12/2018	SPRINGFIELD MOTORS, INC.	87.74
98267	04/12/2018	SPRINGFIELD UTILITY BOARD <i>Installation of Bus Charging Stations</i>	91,259.22
98268	04/12/2018	STAPLES BUSINESS ADVANTAGE	433.20
98269	04/12/2018	SUPERIOR PRINTING INC.	8,628.79
98270	04/12/2018	WHA INSURANCE AGENCY, INC.	425.00
98271	04/12/2018	WILLAMETTE COMM HEALTH SOLUTNS	1,376.76
98272	04/12/2018	WYATT'S TIRE COMPANY	780.35
98273	04/12/2018	THE AFTERMARKET PARTS COMPANY LLC	2,995.34
98274	04/12/2018	AXON ENTERPRISE, INC. <i>5 year contract Cloud storage &amp; Bodycams for Public Safety officers</i>	18,008.00
98275	04/12/2018	BPA VEBA-HRA SERVICES	73.00
98276	04/12/2018	C & K PETROLEUM EQUIPMENT CO,	1,059.98
98277	04/12/2018	CAIC PRIMARY	1,560.27
98278	04/12/2018	CENTRO LATINO AMERICANO	51.25
98279	04/12/2018	CITY OF COTTAGE GROVE	22,486.25
98280	04/12/2018	CUMMINS NORTHWEST, INC.	3,102.04
98281	04/12/2018	EUROFINS ANA LABORATORIES, INC	495.60
98282	04/12/2018	FIELDPRINT, INC.	37.50
98283	04/12/2018	GILLIG CORPORATION	2,967.60
98284	04/12/2018	GORDON TRUCK CENTERS, INC.	226.30



Check History Listing

Check #	Date	Vendor	Check Amount
98285	04/12/2018	GRACE TOWING, LLC	300.00
98286	04/12/2018	GRAINGER INC	171.40
98287	04/12/2018	VIEW SYSTEMS ULC	9,102.08
98288	04/12/2018	LTD & ATU PENSION TRUST	106,540.18
98289	04/12/2018	LTD EMPLOYEES FUND	204.00
98290	04/12/2018	LTD SALARIED EMP. PENSION PLAN	247,393.78
98291	04/12/2018	MODA HEALTH	4,615.90
98292	04/12/2018	MYRMO & SONS	949.67
98293	04/12/2018	PRE-PAID LEGAL SERVICES INC.	293.05
98294	04/12/2018	SOLARWINDS INC	2,056.00
98295	04/12/2018	SPRAGUE PEST SOLUTIONS	115.00
98296	04/12/2018	TAC TRANSPORTATION, INC.	34,756.94
98297	04/12/2018	TOUCHPOINT NETWORKS LLC	180.00
98298	04/12/2018	UNITED WAY OF LANE COUNTY	496.00
98299	04/12/2018	WOODBURY ENERGY CO. INC.	762.00
98300	04/19/2018	BARRETT BUSINESS SERVICES INC	4,996.45
98301	04/19/2018	KERRY K COOPER	327.00
98302	04/19/2018	MACKENZIE I COWAN	288.00
98303	04/19/2018	JOHN S DAHL	327.00
98304	04/19/2018	ERGOFLEX CONSULTING, INC.	186.25
98305	04/19/2018	EUGENE WATER & ELECTRIC BOARD	0.00
98306	04/19/2018	EUGENE WATER & ELECTRIC BOARD	8,886.84
98307	04/19/2018	SETH W HAMLIN	327.00
98308	04/19/2018	MARK JOHNSON	327.00
98309	04/19/2018	RILEY LEON KELLEY	327.00
98310	04/19/2018	JORDAN T MAY	327.00
98311	04/19/2018	JACOB H MCCALLUM	327.00
98312	04/19/2018	OFFICE DEPOT	243.18
98313	04/19/2018	OREGON STATE POLICE	160.00
98314	04/19/2018	SHANNON J PHILLIPS	327.00
98315	04/19/2018	PROTECTIVE SERVICE LLC	754.33
98316	04/19/2018	RECORDXPRESS OF CALIFORNIA,LLC	67.31
98317	04/19/2018	RG MEDIA COMPANY	105.00
98318	04/19/2018	SPRINGFIELD UTILITY BOARD	447.72
98319	04/19/2018	THOMSON REUTERS - WEST	250.12
98320	04/19/2018	WYATT'S TIRE COMPANY	997.54
98321	04/19/2018	DATALED TECHNOLOGIES, INC.	2,850.00
98322	04/19/2018	GLORIA, J GALLARDO	10,000.00
98323	04/19/2018	LTD SALARIED EMP. PENSION PLAN	170,732.78
98324	04/19/2018	MODA HEALTH	11,266.67
98325	04/19/2018	MOSS ADAMS LLP	12,000.00
98326	04/19/2018	NORTH COAST ELECTRIC	291.00
98327	04/19/2018	TOUCHPOINT NETWORKS LLC	780.00
98328	04/19/2018	WANNAMAKER CONSULTING, INC.	7,492.44
98329	04/24/2018	KATE REID	321.31
98330	04/26/2018	A-1 FIRE PROTECTION	520.00
98331	04/26/2018	AMAL TRANSIT UNION #757	16,892.08
98332	04/26/2018	BARRETT BUSINESS SERVICES INC	3,345.10
98333	04/26/2018	BRATTAIN INTERNATIONAL TRUCKS	3,195.65
98334	04/26/2018	CENTURY LINK	236.52
98335	04/26/2018	CHAPTER 13 TRUSTEE	265.39
98336	04/26/2018	CHILD SUPPORT ENFORCEMENT AGCY	160.00
98337	04/26/2018	CINTAS CORPORATION	3,219.10
98338	04/26/2018	ELMS LANDSCAPE MAINTENANCE INC	8,035.00

VOIDED - Included Duplicate March PMT.

IT management & software monitoring

CRIMINAL RECORD CHECKS

APTA ROADWORK

Portal for pre-employment Background checks

Audit Fees



Check History Listing

Check #	Date	Vendor	Check Amount
98339	04/26/2018	EUGENE WATER & ELECTRIC BOARD	812.71
98340	04/26/2018	FORMFOX, INC.	50.00
98341	04/26/2018	INTERNAL REVENUE SERVICE-EFTPS	1,249.23
98342	04/26/2018	KAISER BRAKE & ALIGNMENT INC.	201.40
98343	04/26/2018	TIMOTHY D KNERR	40.00
98344	04/26/2018	LANE COMMUNITY COLLEGE	392.81
98345	04/26/2018	LANE COUNTY SHERIFF'S OFFICE	2,250.00
98346	04/26/2018	LIFEMAP ASSURANCE COMPANY	11,769.87
98347	04/26/2018	EDWARD S. MCGLONE	140.25
98348	04/26/2018	MCKENZIE SEW-ON	867.50
98349	04/26/2018	MEDICAL TRANSPORTATION MGT	586,696.50
98350	04/26/2018	OFFICE DEPOT	148.49
98351	04/26/2018	OREGON DEPARTMENT OF REVENUE	302.42
98352	04/26/2018	PIVOT ARCHITECTURE	3,964.95
98353	04/26/2018	RFI ELECTRONICS, INC.-OREGON	956.40
98354	04/26/2018	RG MEDIA COMPANY	275.00
98355	04/26/2018	SCHWABE WILLIAMSON & WYATT PC	94,200.00
98356	04/26/2018	SPRINGFIELD UTILITY BOARD	62.83
98357	04/26/2018	THERMO KING NORTHWEST, INC.	1,225.82
98358	04/26/2018	KERRI VANDEN BERG	440.00
98359	04/26/2018	VERIZON WIRELESS	7,809.58
98360	04/26/2018	WYATT'S TIRE COMPANY	2,916.91
98361	04/26/2018	1996 LLC	149,416.44
98362	04/26/2018	THE AFTERMARKET PARTS COMPANY LLC	5,740.97
98363	04/26/2018	COMMUNITY TRANSPORTATION	6,850.00
98364	04/26/2018	CUMMINS NORTHWEST, INC.	18,006.21
98365	04/26/2018	DEPARTMENT OF HUMAN SERVICES	19,205.78
98366	04/26/2018	EAN HOLDINGS, LLC	6,828.75
98367	04/26/2018	GILLIG CORPORATION	6,352.38
98368	04/26/2018	GRAINGER INC	330.78
98369	04/26/2018	JERRY'S HOME IMPROVEMENT CTR	202.38
98370	04/26/2018	LTD & ATU PENSION TRUST	108,489.42
98371	04/26/2018	LTD SALARIED EMP. PENSION PLAN	17,332.46
98372	04/26/2018	MODA HEALTH	7,233.70
98373	04/26/2018	MOTION & FLOW CONTROL PRD, INC	778.29
98374	04/26/2018	MUNCIE TRANSIT SUPPLY	391.23
98375	04/26/2018	MYRMO & SONS	715.48
98376	04/26/2018	PACIFIC POWER GROUP, LLC	9,040.54
98377	04/26/2018	PACIFICSOURCE HEALTH PLANS	659,222.80
98378	04/26/2018	PARKEON, INC.	2,450.00
98379	04/26/2018	SITECRAFTING, INC.	400.00
98380	04/26/2018	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	3,797.49
98381	04/26/2018	THORP, PURDY, JEWETT, URNESS,	3,411.25
98382	04/26/2018	TOUCHPOINT NETWORKS LLC	195.00
98383	04/26/2018	TRAPEZE ITS USA, LLC	39,625.00
98384	04/26/2018	UNITED WAY OF LANE COUNTY	496.00
98385	04/26/2018	VISION SERVICE PLAN	4,720.95
98386	04/26/2018	WOODBURY ENERGY CO. INC.	123,717.33
98387	04/26/2018	ZONES, INC.	814.55
91050118	04/30/2018	BENEFIT PLANS ADMIN SVCS, LLC	27,915.00
92050118	04/30/2018	BENEFIT PLANS ADMIN SVCS, LLC	1,000.00
802647069	04/12/2018	VALIC %CHASE BANK OF TEXAS	75,231.24
802664963	04/26/2018	VALIC %CHASE BANK OF TEXAS	80,581.47
811501044	04/26/2018	MASS MUTUAL FINANCIAL GROUP	4,221.92

VOIDED - WIRE TRANSFER ISSUED  
INSTEAD WIRE #822243725

FEB PROVIDER PMTS

VOIDED - WIRE TRANSFER  
ISSUED INSTEAD - WIRE  
#891160426

WEE Property Acquisition  
Metrocom

FM Bldg & Bus lot Expansion

Parts

Medicaid Non Medical  
Match Dec 2017

Annual Support Fee EAM FA &  
EAM fuel

Retiree Insurance



# Check History Listing

Check #	Date	Vendor	Check Amount
812411192	04/12/2018	MASS MUTUAL FINANCIAL GROUP	3,740.61
814161064	04/02/2018	BANK OF AMERICA	24.90
814161069	04/02/2018	BANK OF AMERICA	2,817.02
814161070	04/02/2018	BANK OF AMERICA	2,524.52
820160411	04/12/2018	OREGON DEPARTMENT OF REVENUE	47,619.54
822243725	04/26/2018	INTERNAL REVENUE SERVICE-EFTPS	1,249.23
832967741	04/12/2018	INTERNAL REVENUE SERVICE-EFTPS	4,124.48
852160412	04/12/2018	OREGON DEPARTMENT OF REVENUE	1,053.74
852669093	04/26/2018	OREGON DEPARTMENT OF JUSTICE	1,924.00
853714136	04/12/2018	INTERNAL REVENUE SERVICE-EFTPS <i>FICA</i>	181,759.47
853824699	04/12/2018	OREGON DEPARTMENT OF JUSTICE	1,924.00
857160427	04/26/2018	OREGON DEPARTMENT OF REVENUE <i>state with</i>	52,749.63
863481895	04/26/2018	INTERNAL REVENUE SERVICE-EFTPS <i>FICA</i>	204,746.30
864160402	04/05/2018	OREGON DEPARTMENT OF REVENUE	4,993.35
891160426	04/26/2018	OREGON DEPARTMENT OF REVENUE	302.42
<b>231 Checks</b>			<b>\$4,731,778.55</b>



## AGENDA ITEM SUMMARY

**DATE:** May 16, 2018

**ITEM TITLE:** MONTHLY GRANT REPORT

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

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

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### 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 6 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 30, 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 FY2014 Section 5309 Capital Investment Grant (CIG) funds and \$50,576,520 in FY2015 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 FY2014/15 and FY2015/16. 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 (FY2013 and forward)	\$13,457,460
Local	\$ 3,364,366
Total Eligible Amount	\$16,821,826

Funds Remaining	\$ 85,955
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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 11 replacement accessible services vehicles [eight EIDorado Aerotechs and three 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. As previously reported, the purchase order for two RideSource vehicles has been processed.

49 USC 5309 - Bus and Bus Facilities (FY2006 forward)	\$1,064,145
Local	\$ 209,355
Total Eligible Amount	\$1,273,500

Funds Remaining	\$ 214,057
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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 accessible services vehicles [five EIDorado Aerotechs and one 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 previously reported, the purchase order for RideSource vehicles has been processed.

49 USC 5310 - (MAP 21) Formula Grants for Enhanced Mobility of Seniors and Individuals with Disabilities	\$474,358
Local	\$ 83,710
Total Eligible Amount	\$558,068

Funds Remaining	\$304,871
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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 replacement, articulated, hybrid-electric buses and five 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 (FY2006 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 (FY2012 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 <sup>1</sup> transfer FY2007 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/SmartTrips](#)

Current Status: Active (Executed)  
 Key Number: 17162

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

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

49 USC 5307 - Urbanized Area Formula (FHWA <sup>1</sup> transfer FY2007 forward)	\$2,190,000
Local	\$ 250,655
Total Eligible Amount	\$2,440,655
Funds Remaining	\$ 210,669

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<sup>1</sup> Federal Highway Administration

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

Current Status: Active (Closed)  
 Key Number: 17964

This grant was awarded using 2011 5309B funds through the Veterans Transportation and Community Living Initiative (VTCLI). The grant Closeout Amendment has been approved by FTA; accordingly, this grant is closed.

49 USC 5309 - Bus and Bus Facilities (FY2006 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. The Budget Revision for the redirection of balances in various activity line items to fund the purchase of replacement vehicle(s) has been approved by FTA. To optimize available funding, LTD will coordinate the purchase of the vehicle funded by grant OR-2016-020-00.

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 FY2013 Section 5339 funding for the purchase of one 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 buses being acquired under grant OR-03-0122 to optimize available funding.

49 USC 5339 - (MAP 21) Bus and Bus Facilities Formula (FY2013 & 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 FY2014 and FY2015 Section 5339 funding for the purchase of two 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 (FY2013 & 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 FY2015 and FY2016 Section 5337 funding for the purchase of two 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-0127-115-00.

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 FY2016 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 FY2016 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 FY2007 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 FY2015 5310 funding for the purchase of approximately two ADA accessible, less than 30-foot, replacement buses. As previously reported, the purchase order for the two vehicles has been processed.

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. 11<sup>th</sup> Bicycle-Pedestrian Bridge Connections](#)

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

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

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

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 one heavy-duty, 35-foot transit vehicle to be used for an ADA pilot program for service between Florence and Yachats. As previously reported, the purchase order for the vehicle has been processed.

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	\$ 74,749

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

**ADDITIONAL GRANT ACTIVITY:**

**Federal Transit Administration 2016-2017 Formula Funds Application**

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 (FY2017/18) 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**  
**March 2018 Performance Report**  
24-April-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	<b>887,986</b>	924,072	- 3.9%	<b>7,506,778</b>	7,526,769	- 0.3%	<b>10,183,709</b>	10,181,465	+ 0.0%
Mobility Assisted Riders	<b>11,057</b>	13,382	- 17.4%	<b>110,051</b>	116,261	- 5.3%	<b>149,444</b>	159,692	- 6.4%

Average Passenger Boardings:

Weekday	<b>34,010</b>	34,962	- 2.7%	<b>32,812</b>	32,633	+ 0.5%	<b>33,436</b>	33,259	+ 0.5%
Saturday	<b>18,200</b>	18,385	- 1.0%	<b>19,436</b>	18,922	+ 2.7%	<b>19,186</b>	18,841	+ 1.8%
Sunday	<b>12,192</b>	11,602	+ 5.1%	<b>11,403</b>	10,847	+ 5.1%	<b>11,346</b>	10,648	+ 6.6%
Monthly Revenue Hours	<b>25,781</b>	25,181	+ 2.4%	<b>222,595</b>	209,647	+ 6.2%	<b>294,228</b>	277,150	+ 6.2%
Boardings Per Revenue Hour	<b>34.4</b>	36.7	- 6.1%	<b>33.72</b>	35.90	- 6.1%	<b>34.61</b>	36.74	- 5.8%
Weekly Revenue Hours	<b>5,822</b>	5,686	+ 2.4%	<b>5,754</b>	5,358	+ 7.4%	<b>5,693</b>	5,313	+ 7.2%
Weekdays	<b>22</b>	23		<b>191</b>	197		<b>256</b>	262	
Saturdays	<b>5</b>	4		<b>40</b>	39		<b>53</b>	52	
Sundays	<b>4</b>	4		<b>40</b>	38		<b>53</b>	51	

**Farebox Revenues & Sales\***

Farebox Revenue	<b>\$153,352</b>	\$134,359	+ 14.1%	<b>\$1,274,569</b>	\$1,327,809	- 4.0%	<b>\$1,710,582</b>	\$1,777,266	- 3.8%
Adult Pass	<b>3,014</b>	4,583	- 34.2%	<b>24,768</b>	23,009	+ 7.6%	<b>33,451</b>	30,102	+ 11.1%
Youth Pass	<b>827</b>	1,839	- 55.0%	<b>6,147</b>	7,657	- 19.7%	<b>8,325</b>	10,581	- 21.3%
Reduced Fare Pass	<b>1,046</b>	1,689	- 38.1%	<b>8,405</b>	9,627	- 12.7%	<b>33,451</b>	30,102	+ 11.1%
Adult 3 Month Pass	<b>123</b>	107	+ 15.0%	<b>1,236</b>	1,219	+ 1.4%	<b>1,780</b>	1,718	+ 3.6%
Youth 3 Month Pass	<b>157</b>	67	+ 134.3%	<b>777</b>	664	+ 17.0%	<b>868</b>	726	+ 19.6%
Reduced Fare 3 Month Pass	<b>52</b>	71	- 26.8%	<b>449</b>	467	- 3.9%	<b>607</b>	605	+ 0.3%
Adult 10-Ride Ticket Book	<b>1,747</b>	2,142	- 18.4%	<b>15,291</b>	16,044	- 4.7%	<b>20,901</b>	21,235	- 1.6%
Half-Fare 10-Ride Ticket Book	<b>235</b>	478	- 50.8%	<b>3,082</b>	3,459	- 10.9%	<b>4,114</b>	4,667	- 11.8%
RideSource 10-Ride Ticket Book	<b>370</b>	494	- 25.1%	<b>3,397</b>	3,631	- 6.4%	<b>4,589</b>	5,100	- 10.0%

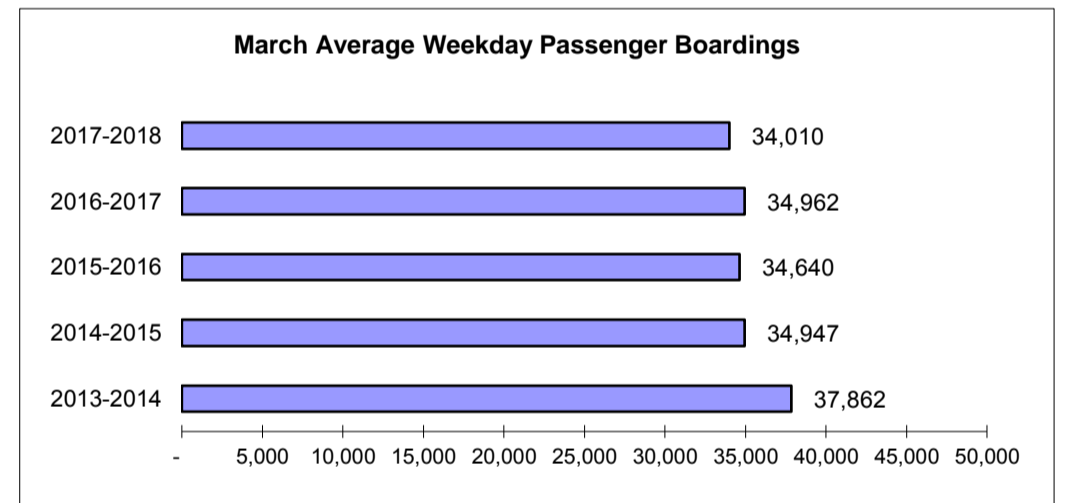
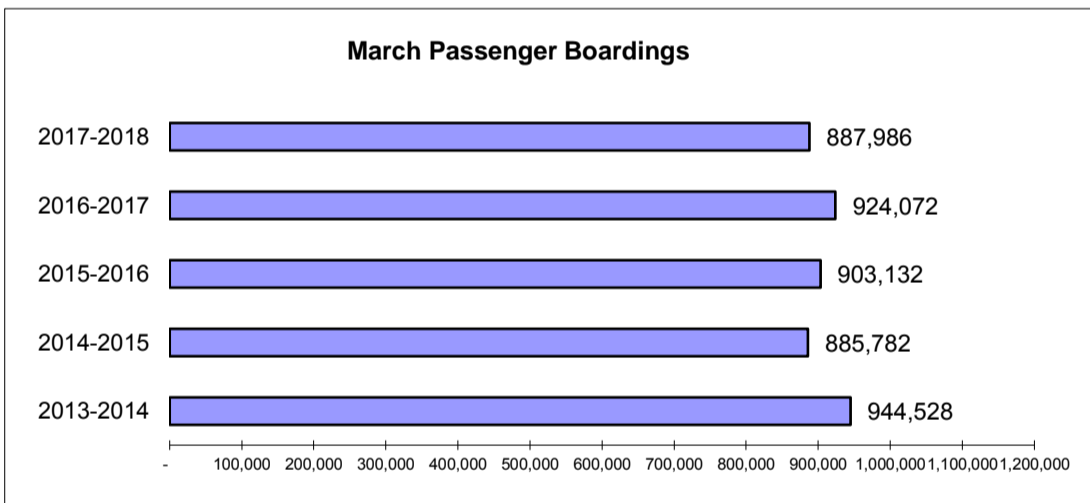
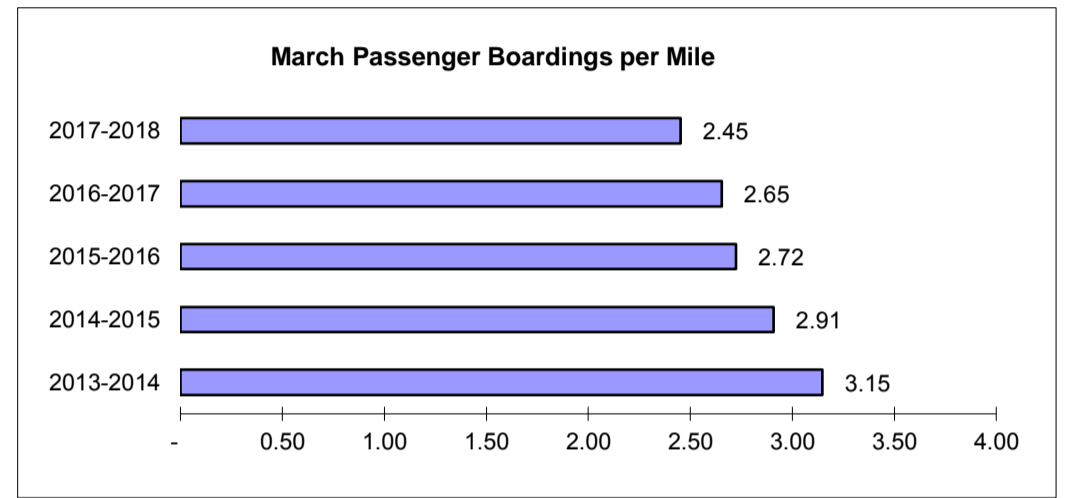
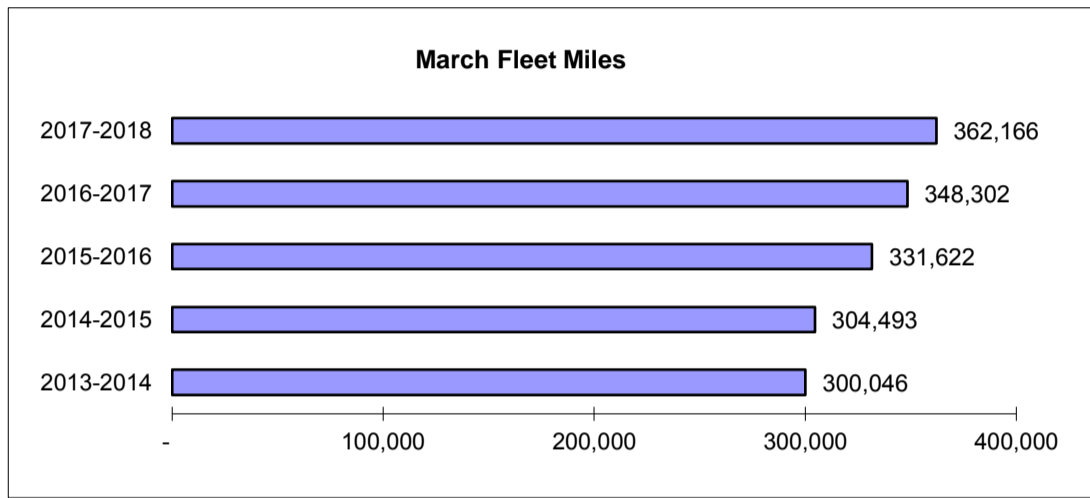
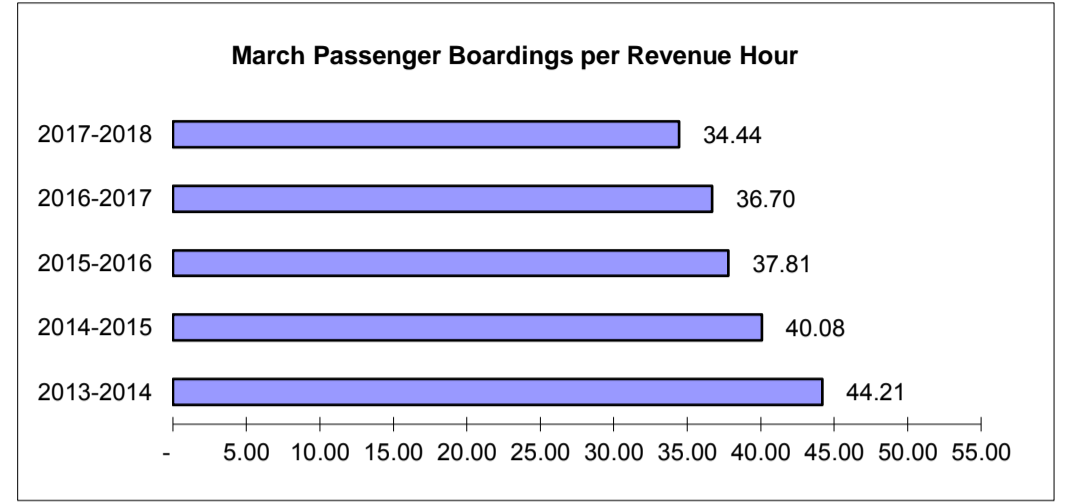
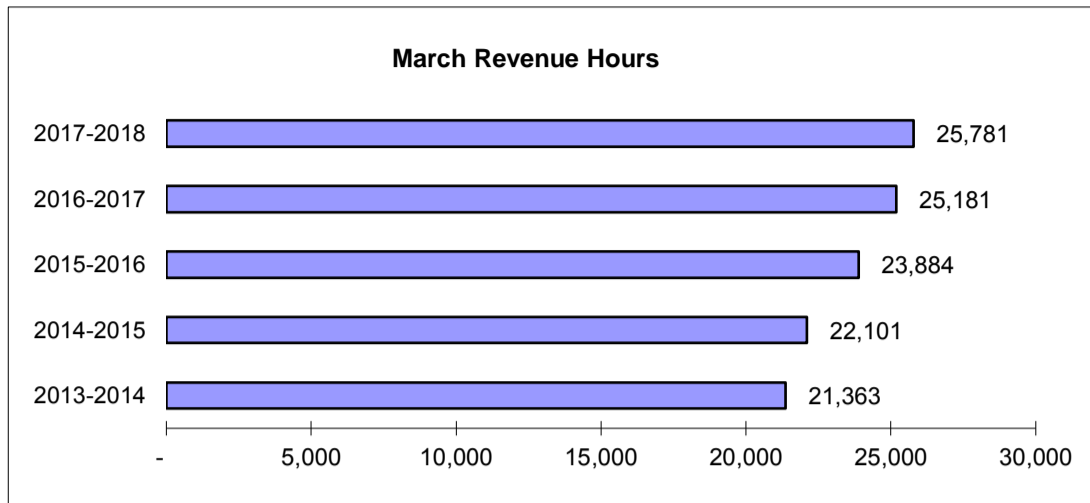
\*Group Pass Program revenues, which typically make up about 1/3 of all passenger revenues, are not included in this report. Finance reports total passenger revenues inclusive of Group Pass on a quarterly basis.

**Fleet Services**

Fleet Miles	<b>362,166</b>	348,302	+ 4.0%	<b>3,086,065</b>	2,925,965	+ 5.5%	<b>4,090,695</b>	3,875,784	+ 5.5%
Average Passenger Boardings/Mile	<b>2.45</b>	2.65	- 7.6%	<b>2.43</b>	2.57	- 5.4%	<b>2.49</b>	2.63	- 5.2%
Fuel Cost	<b>\$195,859</b>	\$164,233	+ 19.3%	<b>\$1,601,741</b>	\$1,980,531	- 19.1%	<b>\$2,062,871</b>	\$2,878,623	- 28.3%
Fuel Cost Per Mile	<b>\$0.541</b>	\$0.472	+ 14.7%	<b>\$0.519</b>	\$0.677	- 23.3%	<b>\$0.504</b>	\$0.743	- 32.1%
Repair Costs	<b>\$431,349</b>	\$324,818	+ 32.8%	<b>\$2,626,789</b>	\$2,286,795	+ 14.9%	<b>\$3,481,193</b>	\$2,951,732	+ 17.9%
Total Repair Cost Per Mile	<b>\$1.191</b>	\$0.933	+ 27.7%	<b>\$0.851</b>	\$0.782	+ 8.9%	<b>\$0.851</b>	\$0.762	+ 11.7%
Preventive Maintenance Costs	<b>\$42,112</b>	\$34,911	+ 20.6%	<b>\$322,266</b>	\$318,599	+ 1.2%	<b>\$433,086</b>	\$427,462	+ 1.3%
Total PM Cost Per Mile	<b>\$0.116</b>	\$0.100	+ 16.0%	<b>\$0.104</b>	\$0.109	- 4.1%	<b>\$0.106</b>	\$0.110	- 4.0%
Mechanical Road Calls	<b>41</b>	36	+ 13.9%	<b>309</b>	293	+ 5.5%	<b>428</b>	383	+ 11.7%
Miles/Mech. Road Call	<b>8,833</b>	9,675	- 8.7%	<b>9,987</b>	9,986	+ 0.0%	<b>9,558</b>	10,120	- 5.6%

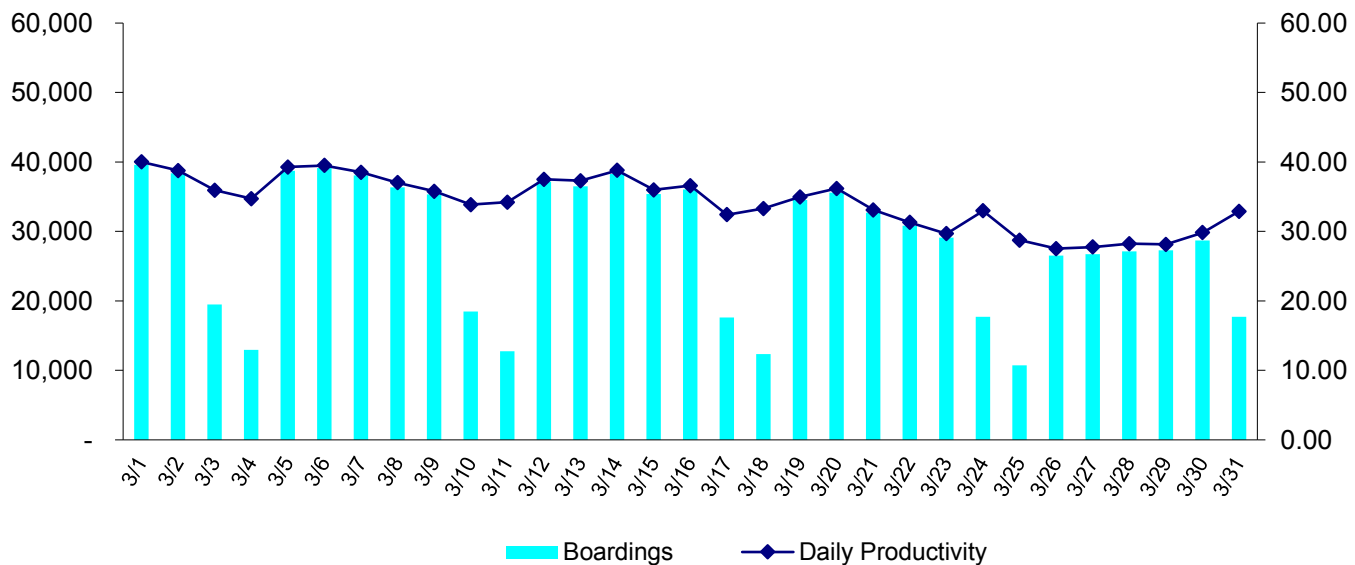
**MTM**

MTM Rides	<b>13,713</b>	15,731	- 12.8%	<b>120,055</b>	130,384	- 7.9%	<b>167,243</b>	177,740	- 5.9%
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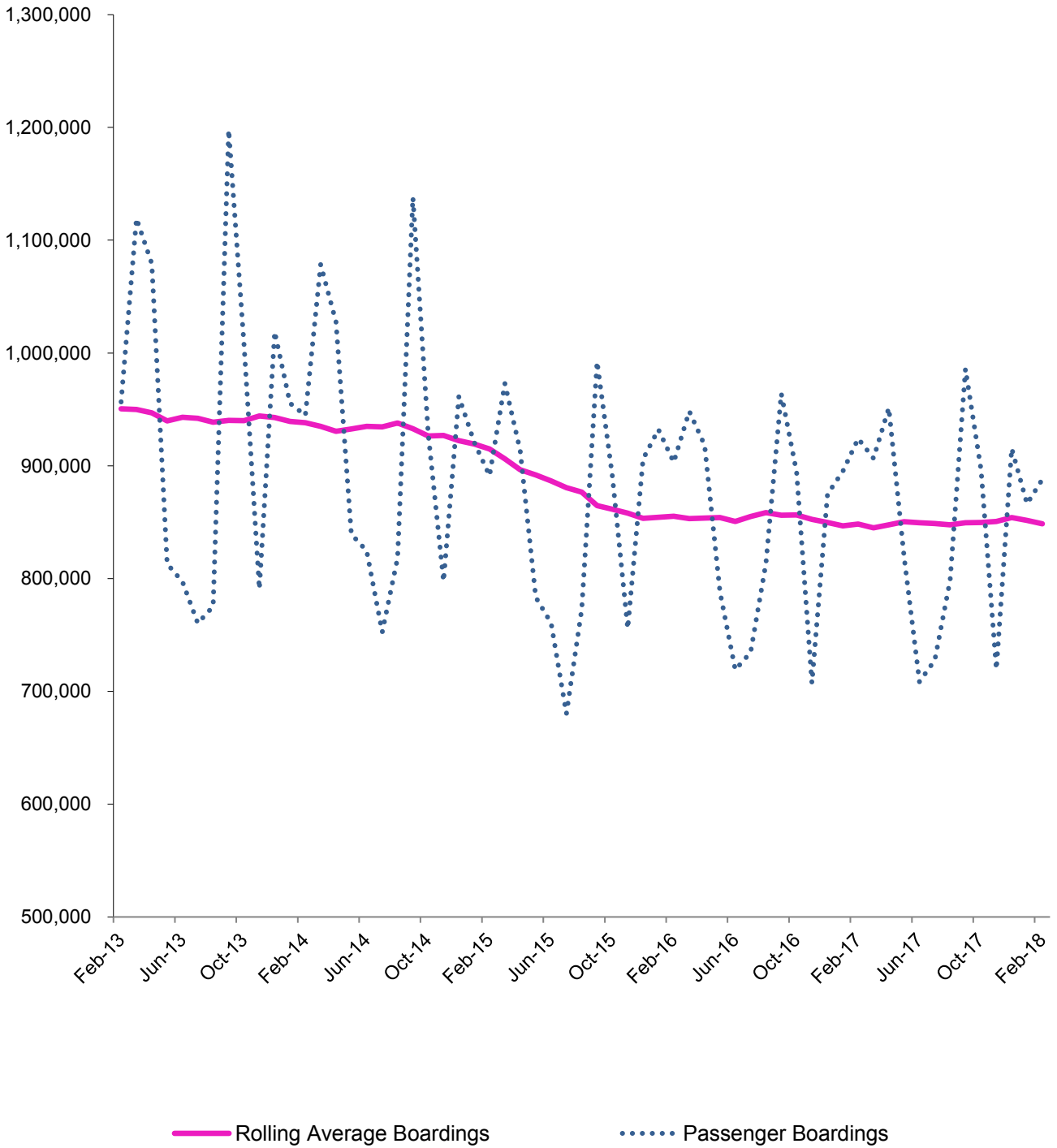
## Daily Ridership Recap March 2018

Date	Day	Service	Boardings	Mobility Assisted Boardings	Revenue Hours	Daily Productivity
3/1/2018	Thursday	Weekday	39,609	471.00	990.00	40.01
3/2/2018	Friday	Weekday	38,399	514.00	990.00	38.79
3/3/2018	Saturday	Saturday	19,471	337.00	542.00	35.92
3/4/2018	Sunday	Sunday	12,958	216.00	373.00	34.74
3/5/2018	Monday	Weekday	38,751	579.00	987.00	39.26
3/6/2018	Tuesday	Weekday	39,112	602.00	990.00	39.51
3/7/2018	Wednesday	Weekday	38,074	524.00	988.00	38.54
3/8/2018	Thursday	Weekday	36,362	368.00	982.00	37.03
3/9/2018	Friday	Weekday	35,338	501.00	987.00	35.80
3/10/2018	Saturday	Saturday	18,462	285.00	545.00	33.88
3/11/2018	Sunday	Sunday	12,757	216.00	373.00	34.20
3/12/2018	Monday	Weekday	37,165	465.00	991.00	37.50
3/13/2018	Tuesday	Weekday	36,518	403.00	979.00	37.30
3/14/2018	Wednesday	Weekday	38,296	507.00	987.00	38.80
3/15/2018	Thursday	Weekday	35,396	373.00	984.00	35.97
3/16/2018	Friday	Weekday	36,036	436.00	985.00	36.58
3/17/2018	Saturday	Saturday	17,635	259.00	544.00	32.42
3/18/2018	Sunday	Sunday	12,328	152.00	370.00	33.32
3/19/2018	Monday	Weekday	34,531	474.00	987.00	34.99
3/20/2018	Tuesday	Weekday	35,601	521.00	984.00	36.18
3/21/2018	Wednesday	Weekday	32,687	517.00	988.00	33.08
3/22/2018	Thursday	Weekday	30,835	392.00	985.00	31.30
3/23/2018	Friday	Weekday	29,116	332.00	981.00	29.68
3/24/2018	Saturday	Saturday	17,706	252.00	537.00	32.97
3/25/2018	Sunday	Sunday	10,724	184.00	373.00	28.75
3/26/2018	Monday	Weekday	26,546	406.00	964.00	27.54
3/27/2018	Tuesday	Weekday	26,729	467.00	963.00	27.76
3/28/2018	Wednesday	Weekday	27,112	486.00	960.00	28.24
3/29/2018	Thursday	Weekday	27,308	492.00	971.00	28.12
3/30/2018	Friday	Weekday	28,698	603.00	962.00	29.83
3/31/2018	Saturday	Saturday	17,726	314.00	539.00	32.89
<b>Totals</b>			<b>887,986</b>	<b>12,648</b>	<b>25,781</b>	<b>34.44</b>



# LANE TRANSIT DISTRICT

## Five Year History of Passenger Boardings







**MONTHLY DEPARTMENT REPORTS**  
**May 16, 2018**

**OFFICE OF THE GENERAL MANAGER**

*Aurora Jackson, General Manager*

There is no report this month.

**SERVICE DELIVERY & ADMINISTRATION**

*Mark Johnson, Assistant General Manager*

**POINT2POINT**

*Theresa Brand, Point2Point Manager*

**EMPLOYER TRANSPORTATION COORDINATOR (ETC) TOOLKIT PILOT:**

Point2point staff have completed a final list of features for the Employee Transportation Coordinator (ETC) toolkit, thus concluding the second phase of the project. The project coordinator, Julia K. Woolley, met with several ETCs this month to gather feedback on the initial list of toolkit features. Work is now underway to create conceptual prototypes of toolkit materials for further refinement.

**SCHOOL PROGRAMS:**

This April, Point2point staff supported the following SRTS efforts:

- On-boarded two new SRTS assistants, Sydney (Syd) Shoaf and David Groff.
- Coordination for first annual SRTS/LTD student art competition. Five winning students were selected to get their artwork on LTD buses in June.
- SRTS Presentation to the Metropolitan Policy Committee (4/5/2018).
- Purchased, packaged and helped distribute 37 school incentive bags for the SRTS May Walk+Roll Challenge.
- Coordinated monthly SRTS Coordinator’s meeting (4/26/2018).

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

<b>Date</b>	<b>Event</b>	<b># Engaged</b>
4/11	Prairie Mountain CATCH night (Family Fun, Food & Fitness Night)	115
4/12	Camas Ridge Walking School Bus	7
4/12	Awbrey Park - Helmets to Families in Need	4

4/17	Centennial Walking School Bus	1
4/19	Camas Ridge Walking School Bus	12
4/19	Maple Walking School Bus	8
4/24	Centennial Walking School Bus	10
4/26	Camas Ridge Walking School Bus	10
4/26	Maple Walking School Bus	8
	<b>TOTAL</b>	175

**EMPLOYER PROGRAMS:**

Staff tabled at Hawes Financial Group, providing transportation option information and distributing bus pass stickers.

Staff will be out in the early summer months meeting with regional businesses to discuss the construction disruption occurring with the Beltline series of projects and offering our assistance to aid them in working with their employees to potentially chose non-drive alone options during this and next summer.

**EMERGENCY RIDE HOME PROGRAM (ERH):**

Inseego, Womenspace, and North Eugene High School have all enrolled in the Emergency Ride Home Program. These businesses represent nearly 200 employees.

**DRIVE LESS CONNECT (DLC):**

The 2018 Oregon Drive Less Challenge has been scheduled for October 1 – 16. Staff have begun working with statewide partners to plan and conduct the Challenge

**VANPOOL PROGRAM:**

- The Albany to Springfield vanpool has discontinued operations due to Symantec reduction
- A new Eugene to Salem vanpool started operating in April

Valley Vanpool now has 17 vanpools traveling into/or out of the LTD service area:

- Corvallis to Eugene (2)
- Eugene to Corvallis (3)
- Springfield to Corvallis (1)
- Eugene to McKenzie Bridge Ranger Station (1)
- Eugene to Westfir Ranger Station (1)
- Salem to Eugene (1)
- Eugene to Salem (8)

## PUBLIC AFFAIRS

*Edward McGlone, Director of Public Affairs*

### Marketing and Communications

*Meg Kester, Marketing and Communications Manager*

### Ridership Marketing

#### Ridership Marketing & Service Awareness Campaign

Currently we are in phase 5 of the ridership and service awareness campaign. The current phase targets commuters and students and focuses on the EmX corridor. Redemptions have been strong with 4,000 trial-ride passes redeemed, targeted to households near the new west Eugene and Gateway lines (a 13 percent redemption rate). Other elements of this campaign include marketing the LTD pass programs (see GPP and 1Pass information, noted below).

#### Group Pass Program

The expansion of the EmX service and the high demand for parking make downtown Eugene a timely target for GPP promotion. Marketing is done by targeted direct mail companies to business sites followed with sales calls. In addition, social media ads via LinkedIn are targeted to any employees who have the respective employer noted in their profile. Since this effort began, **two new employment sites** have come onboard totaling an additional \$12,400 in annualized revenue. More sites are interested and marketing continues.

#### 1Pass

LTD and its partners, **Willamalane** and **City of Eugene**, began marketing efforts in April and will continue this through the summer. Promotion of the 3-month summer youth pass includes bus ads, point of sale displays, web banners and online promotion, social media, video, news articles, and paid advertisements. The pass program enables transit rides and free or discounted admission to 16 youth-oriented organizations all summer long (Memorial Day to Labor Day) for youth 18 and younger. The 1Pass went on sale May 1.



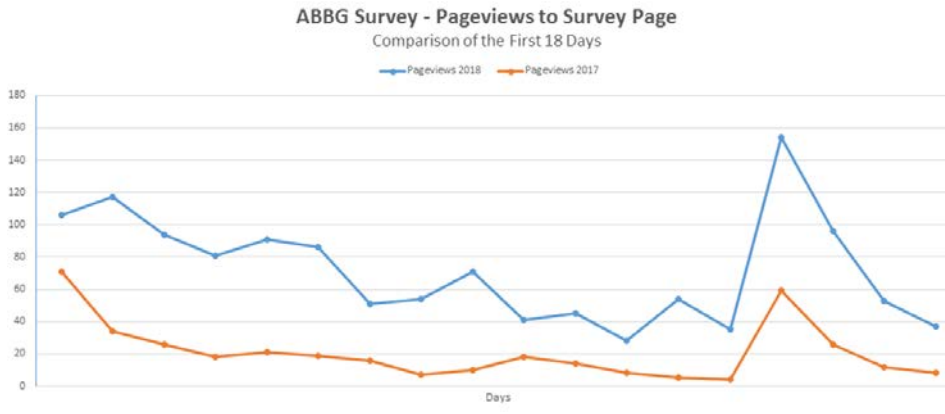
### Community Engagement and Outreach

#### Events & Sponsorships

This month, LTD will host the unveiling of the **Sam Reynolds historical marker, May 31, 11am to noon**, at the Sam Reynolds EmX station on W. 11<sup>th</sup>. LTD Board members will be receiving an e-vite.

#### Rider Outreach

The annual **Customer Satisfaction Survey** of the **American Bus Benchmarking Group (ABBG)** been under way since early April. As of this report submission 646 surveys had been received, exceeding the ABBG goal of 500. Staff anticipate a response rate close to double last year's participation (see chart, below).



## **INFORMATION TECHNOLOGY UPDATE**

*Albert Foo, IT Director*

In April 2018, LTD awarded contracts to two consulting firms to assist the organization in conducting an objective analysis of the District's Information Technology division. The analysis will include a review of the current IT systems, computing environment, business application systems, and delivery and organizational structure of the IT division, which supports the core business functions of the District. The analysis will evaluate critical personnel skills needed to support the current systems and develop a gap analysis that will enable the District to create a roadmap for a more effective IT model. The consulting firms are Partner Solutions IT (PSIT) and Securance, LLC. The project is divided into two parts: Phase 1 and 2.

Phase 1 of the project includes assessing the immediate needs and risks of current IT systems, and provide an interim stop-gap solution to mitigate the risk. Phase 1 will be performed by Partnered Solutions IT, based out of Eugene, OR.

Phase 2 of the project includes a more indepth analysis of:

- core applications
- network systems
- storage
- backup and recovery systems
- database management systems
- VoIP communications
- current IT staff and skill levels

Phase 2 will be performed by Securance, LLC, based out of Tampa, Florida.

The deliverable for the project is a detailed report outlining the findings of the evaluation including identification of major strengths and weakness in the various systems. The report will include a gap analysis, and an evaluation of IT processes and procedures. The results of the evaluation will be used as the basis to develop an IT Strategic Plan to guide the District through the next five (5) years. The project is expected to last between six (6) months to nine (9) months.

## **PLANNING AND DEVELOPMENT**

*Tom Schwetz, Director of Planning and Development*

### **COMPREHENSIVE OPERATIONS ANALYSIS (COA)**

*Hart Migdal, Development Planning Associate*

An update on the COA has been provided in the relevant Agenda Item Summary and will be expanded upon verbally.



**JAN**

**FEB**

**MAR**

**APR**



**MAY**

**JUNE**

**JULY**

**AUG**



**SEPT**

**OCT**

**NOV**

**DEC**



# Fiscal Year 2018-2019 Approved Budget

Lane Transit District – Eugene, Oregon – May 16, 2018



LTD.org



Lane Transit District  
General Fund  
Fiscal Year 2018-2019

BC approved FY19 Budget as presented



Resources	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Estimate	FY 2018-19 Proposed	FY 2018-19 Approved	FY 2018-19 Adjusted	FY 2018-19 Adjustments
<b>Beginning Working Capital</b>	\$26,951,600	\$39,556,136	\$19,788,780	\$18,565,536	\$9,918,411	\$9,918,411	\$9,918,411	\$0
<b>Operating Revenues</b>								
Cash Fares & Passes	4,554,169	4,765,236	5,022,194	4,228,158	4,241,700	4,241,700	4,241,700	
Group Passes	2,565,681	2,554,656	2,310,000	2,033,545	2,227,311	2,227,311	2,227,311	
Advertising	443,887	447,000	447,087	270,000	420,000	420,000	420,000	
Special Services	243,928	154,541	204,744	323,256	238,000	238,000	238,000	
	\$7,807,665	\$7,921,433	\$8,044,025	\$6,854,961	\$7,127,011	\$7,127,011	\$7,127,011	\$0
<b>Nonoperating Revenues</b>								
Payroll Taxes	34,394,558	32,827,455	37,870,000	35,427,755	30,490,588	30,490,588	30,490,588	
Self-employment Taxes	1,902,866	1,963,365	2,102,457	2,240,356	2,307,507	2,307,507	2,307,507	
State-In-Lieu	400,795	411,860	382,000	433,164	433,000	433,000	433,000	
Federal Assistance	4,736,708	117,830	2,001,719	2,626,719	4,225,000	4,225,000	4,225,000	
State Assistance	0	0	0	0	2,500,000	2,500,000	2,500,000	
Local Assistance	17,500	40,080	0	0	0	0	0	
Miscellaneous	260,802	349,986	204,400	247,701	232,500	232,500	232,500	
Interest	99,207	201,295	102,000	144,474	144,000	144,000	144,000	
Sale of Assets		37,721	0	0	0	0	0	
<b>Other Financing Sources</b>								
Line of credit					1,000,000	1,000,000	0	(1,000,000)
	\$41,812,438	\$35,969,592	\$43,352,578	\$41,120,189	\$47,332,655	\$47,332,655	\$48,332,655	(\$1,000,000)
<b>Total Resources</b>	\$76,571,701	\$83,447,161	\$71,183,381	\$66,540,666	\$64,378,077	\$64,378,077	\$63,378,077	(\$1,000,000)

★ BC recommended Reserve Policy be revised rather than use a line of credit

Requirements	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Estimate	FY 2018-19 Proposed	FY 2018-19 Approved	FY 2018-19 Adjusted	FY 2018-19 Adjustments
<b>Operating Requirements</b>								
Personnel Services	30,490,088	34,543,780	38,010,730	35,918,577	30,100,075	30,100,075	30,057,218	(52,457)
Materials & Services	7,877,087	8,304,584	12,377,092	10,910,717	10,494,497	10,430,497	10,494,497	55,000
Insurance & Risk Services	937,038	985,140	1,151,705	1,047,000	1,180,010	1,180,010	1,180,010	
Debt Service	0	0	0	0	0	55,000	0	(55,000)
	\$39,310,213	\$43,893,522	\$52,440,493	\$47,883,194	\$47,790,188	\$47,790,188	\$47,737,731	(\$52,457)
<b>Transfers</b>								
Transfer to Accessible Services Fund	1,578,796	2,225,180	2,870,338	2,879,338	2,550,288	2,550,288	2,550,288	
Transfer to Medicaid Fund	657,527	275,000	394,160	394,160	400,500	400,500	400,500	
Transfer to Point2point Fund	0	0	192,000	192,000	190,000	190,000	190,000	
Transfer to Capital Projects Fund	1,667,600	18,487,923	5,273,502	5,273,563	5,414,108	5,414,108	5,414,108	
Contra-charges out of the General Fund	0	0	(922,520)	0	0	0	0	
	\$3,903,923	\$20,988,103	\$7,816,531	\$8,739,061	\$8,560,956	\$8,560,956	\$8,560,956	\$0
<b>Reserves</b>								
Operating Contingency	0	0	1,000,000	0	0	0	52,457	52,457
Self-Insurance, Risk, and HRA Liability	0	0	1,000,000	0	0	0	0	
	\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$52,457	\$52,457
<b>Total Requirements</b>	\$43,214,136	\$64,881,625	\$62,257,024	\$56,622,255	\$56,351,144	\$56,351,144	\$56,351,144	\$0

○ Not yet approved Pay Equity estimate moved to contingency

▲ Debt service funded from M&S budget if we have a letter of credit

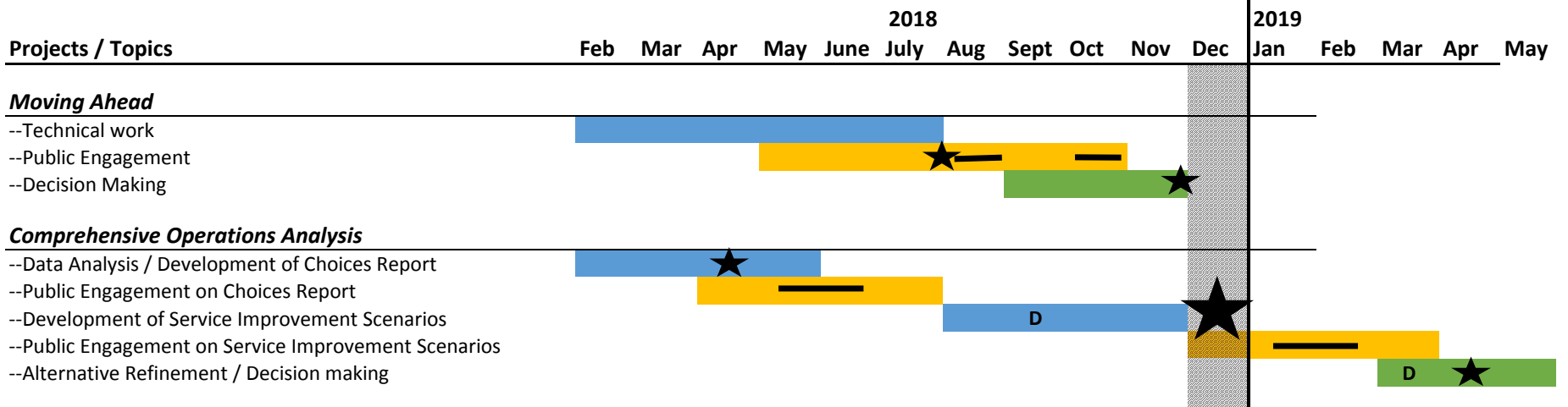
Not Appropriated (Board Required Operating Reserve) **	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Estimate	FY 2018-19 Proposed	FY 2018-19 Approved	FY 2018-19 Adjusted	FY 2018-19 Adjustments
<b>Operating Reserve</b>								
Working Capital	33,357,566	18,565,536	8,920,357	9,918,411	8,020,933	8,020,933	7,020,933	1,000,000
<b>Requirements &amp; Working Capital</b>	\$76,571,701	\$83,447,161	\$71,183,381	\$66,540,666	\$64,378,077	\$64,378,077	\$63,378,077	\$1,000,000

★

# Action Options

- Adopt the FY19 Budget with or without the following changes:
  - Leave \$1M line of credit and associated debt service cost or enact a resolution to update the Reserve Policy and reduce reserve
  - Move pay equity from personnel services to contingency
  - Approve project prioritization changes in the Capital Projects Fund budget
- Not adopt the FY19 Budget and defer action to June Board meeting and/or:
  - Request additional information or meetings
  - Adopt resolution to update the reserve policy

**LTD PROJECT ESTIMATED TIMELINES** - Draft 2/18/18



**LEGEND**

- Technical work
- Public Engagement (Comment Period )
- Decision Making by LTD Board
- ★ Major Deliverable Due
- D = Core Design Retreat
- Major Holiday time period

**Sources of Project Risk**

- Number of reviews needed for key deliverables
- Availability of key staff from Partner Jurisdictions
- Desire by community for more Public Engagement
- More time needed by decision makers to digest information and make decisions
- Data availability and completeness

# AUDIENCE PARTICIPATION SIGN-UP SHEET

## PUBLIC HEARING: FY 2018-2019 PROPOSED BUDGET

Date May 16, 2018

**PUBLIC RECORD**

NAME	ADDRESS (Street Address, City, Zip Code)	TELEPHONE	GROUP / REPRESENTING
Rob Zako	PO Box 773 Eugene, OR 97440	(541) 343-5201	BEST

**AUDIENCE PARTICIPATION SIGN-UP SHEET—PUBLIC HEARING:  
PROPOSED SERVICE CHANGES**

Date May 16, 2018

**PUBLIC RECORD**

NAME	ADDRESS (Street Address, City, Zip Code)	TELEPHONE	GROUP / REPRESENTING
Rob Zuko	PO Box 773 Eugene, OR 97440	(541)343-5201	BEST

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

Date May 16, 2018

**PUBLIC RECORD**

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