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LANE TRANSIT DISTRICT INFORMATIONAL PACKET FOR BOARD OF DIRECTORS

(REGULAR BOARD MEETING CANCELED)

August 2006

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Special Mobility Services: RideSource Activity and Productivity Information

June-06	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	11,856	11,519	2.9%	133,003	129,483	2.7%	133,003	129,483	2.7%
RideSource(All Modes)	8,651	7,485	15.6%	95,744	88,850	7.8%	95,744	88,850	7.8%
Shopper	564	674	-16.3%	6,693	7,672	-12.8%	6,693	7,672	-12.8%
Escort Volunteers-Metro	819	1,095	-25.2%	9,514	12,817	-25.8%	9,514	12,817	-25.8%
Escort Volunteers-Rural	1,822	2,265	-19.6%	21,052	20,144	4.5%	21,052	20,144	4.5%
RideSource Cost per Ride	\$ 17.95	\$ 15.02	19.5%	\$ 16.77	\$ 15.14	10.8%	\$ 16.77	\$ 15.14	10.8%
RideSource(All Modes)	\$ 23.73	\$ 22.36	6.1%	\$ 22.52	\$ 21.38	5.3%	\$ 22.52	\$ 21.38	5.3%
RideSource Shopper	\$ 8.03	\$ 7.56	6.2%	\$ 8.03	\$ 7.56	6.2%	\$ 8.03	\$ 7.56	6.2%
RideSource Escort	\$ 2.86	\$ 1.69	70.0%	\$ 2.46	\$ 1.86	32.3%	\$ 2.46	\$ 1.86	32.3%
Ride Reservations	9,640	8,692	10.9%	108,467	102,544	5.8%	108,467	102,544	5.8%
Cancelled Number	868	767	13.2%	10,143	9,803	3.5%	10,143	9,803	3.5%
Cancelled % of Total	9.00%	8.82%		9.35%	9.56%		9.35%	9.56%	
No-Show Number	92	86	7.0%	1,122	1,103	1.7%	1,122	1,103	1.7%
No-Show % of Total	0.95%	0.99%		1.03%	1.08%		1.03%	1.08%	
Ride Refusals Number	8	3	166.7%	40	52	-23.1%	40	52	-23.1%
Ride Refusals % of Total	0.08%	0.03%		0.04%	0.05%		0.04%	0.05%	
Service Hours	4,388	3,844	14.2%	48,922	43,337	12.9%	48,922	43,337	12.9%
Agency Staff	4,071	3,625	12.3%	45,654	40,693	12.2%	45,654	40,693	12.2%
Agency SMS Volunteer	317	219	44.7%	3,268	2,644	23.6%	3,268	2,644	23.6%
Avg. Trips/Service Hr.	2.10	2.12	-0.9%	2.09	2.23	-6.3%	2.09	2.23	-6.3%
RideSource System Miles	64,608	54,249	19.1%	712,144	623,066	14.3%	712,144	623,066	14.3%
Avg. Miles/Trip	7.01	6.65	5.4%	6.95	6.46	7.7%	6.95	6.46	7.7%
Miles/Vehicle Hour	14.72	14.11	4.3%	14.56	14.38	1.2%	14.56	14.38	1.2%

Special Mobility Services: RideSource Activity and Productivity Information

June-06	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	91.2%	89.4%	2.0%	91.1%	90.3%	0.9%	91.1%	90.3%	0.9%
Sample	7,680	6,429		84,809	79,314		84,809	79,314	
On-Time	7,006	5,749		77,243	71,604		77,243	71,604	

- RideSource (All Modes) includes rides done by taxi and SMS volunteers.
- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.
- Escort Volunteers-Rural is out of district volunteer rides.

- RideSource cost per Ride (All Modes) does not include volunteer mileage reimbursement.
- Shopper cost per ride is from the most recent quarterly cost model.
- Escort cost per ride is mileage reimbursement to all volunteers.

- RideSource System Miles includes miles by volunteers in agency vehicles.

- On-Time Performance reflects a 100% sample of all rides with scheduled pickup times, plus will-call rides. The standard is +/- 10 minutes for scheduled pickups and within 30 minutes of will-call request.

AGENDA ITEM SUMMARY - INFORMATIONAL PACKET

DATE OF PACKET: August 2006

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Jo Sullivan, Administrative Services Manager/Clerk of the Board

ACTION REQUESTED: None

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

MEETINGS HELD

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

1. **Metropolitan Policy Committee:** MPC meetings generally are held on the second Thursday of each month. Board members Gerry Gaydos and Susan Ban are LTD's MPC representatives. Mr. Gaydos and Ms. Ban attended the MPC meeting on July 13, 2006. At that meeting, the MPC approved the FY 06-09 Metropolitan Transportation Improvement Program (MTIP), which included a modified West Eugene Parkway project that allows for the completion of the environmental analysis but not construction of the project. MPC also released the draft Public Participation Plan for public comment from July 13 to August 31. A letter from the LCOG Board was presented to MPC requesting that the FY 06-09 MTIP be adopted at the July 13 meeting (which was accomplished) and that MPC adopt by January 2007 a dispute resolution procedure, which ensures that Metropolitan Planning Organization (MPO) responsibilities will be met. MPC also provided direction to staff for programming Surface Transportation-Urban (STP-U) funds.

2. **Region 2050 Policy Advisory Board:** Susan Ban is the Board's representative on the Region 2050 Policy Advisory Board (Policy Board), with Mike Eyster as an alternate. Susan Ban attended the June 29, 2006, meeting. The Policy Board reviewed the following: a regional housing needs analysis, regional growth concept environmental evaluation, draft regional growth strategy, and a strategy endorsement process. They also reviewed revised population and employment projections by each city. The next step is for each city to review the regional growth strategy with their community, agree on an endorsement process and consider land use measures to implement the strategy. The next Policy Board meeting is scheduled for October 30.
5. **Board Service Planning & Marketing Committee:** The Board's Service Planning & Marketing Committee is comprised of Mike Eyster, David Gant, and Dean Kortge. Members Gant and Kortge met on July 17, 2006, with Cottage Grove Mayor Gary Williams, Council Member Mike Fleck, and City Administrator Richard Meyers. This meeting was coordinated in response to a request by Councilor Fleck. Topics covered included the following:
 - a. How LTD plans and provides service
 - b. Cottage Grove service performance and needs
 - c. LTD's paratransit service and how South Lane Wheels fits into the service delivery model

All parties participated in the discussion and evaluated the new Cottage Grove service to be implemented in Fall 2006. There is keen interest on the part of the Cottage Grove representatives that the demands for service be monitored closely and that additional service be a consideration for the LTD 2007 annual route review process. The meeting concluded with a discussion of Mr. Gant's Board term and an interest by Cottage Grove to have his seat filled with another Cottage Grove resident. A review of the subdistrict boundary was mentioned and the Governor's process of selecting LTD Board members was reviewed. No future meetings were scheduled with Cottage Grove. The next meeting of the LTD Service Planning & Marketing Committee will occur in Fall 2006.

NO MEETINGS HELD

1. **Board HR Committee:** The Board HR Committee (Susan Ban, Mike Eyster, and Chair Gerry Gaydos) last met on June 14. The next meeting will be held on August 22.
2. **Board Finance Committee:** The Board Finance Committee (Debbie Davis, David Gant, and Dean Kortge) last met on March 7, 2006. The committee will meet again in the fall of 2006.

3. **Board Communication & Process Committee**: This *ad hoc* committee is comprised of Mike Eyster, David Gant (chair), and Gerry Gaydos. The committee last met on June 15.
4. **EmX Steering Committee**: Board President Gerry Gaydos and Board members Dean Kortge and Debbie Davis are members of LTD's EmX Steering Committee, along with members of local units of government and community representatives. The Committee meets quarterly. The Committee held a special meeting on April 4, 2006. The June 6, 2006, meeting was cancelled due to a lack of agenda items. The next meeting is scheduled for October 3, 2006.

AGENDA ITEM SUMMARY – INFORMATIONAL PACKET

DATE OF PACKET: August 2006

ITEM TITLE: BOARD CALENDARS

PREPARED BY: Jo Sullivan, Administrative Services Manager/Clerk of the Board

ACTION REQUESTED: Discussion of Board member participation at LTD and community events and activities

BACKGROUND: Board members are asked to coordinate the Board Activity Calendars with their personal calendars for discussion at each Board meeting. Updated Board Activity Calendars are included with this packet for Board members.

Please contact Jo Sullivan with any changes in your availability for LTD-related meetings and events, or to provide your summer and fall vacation dates.

ATTACHMENT: None

PROPOSED MOTION: None



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MONTHLY DEPARTMENT REPORTS – INFORMATIONAL PACKET

August 2006

DEVELOPMENT SERVICES

Stefano Viggiano, Director of Development Services

EmX PLANNING

Graham Carey, BRT Project Engineer

Pioneer Parkway Corridor: In preparation for the scheduled release of the draft Environmental Assessment on August 15, 2006, a work session with the Springfield City Council was held on July 31, 2006. This work session gave councilors an opportunity to raise issues prior to the beginning of the public comment period. During the 30-day public comment period, a number of opportunities to provide input on the document will be available, including personal contacts with property owners, an open house on August 29 at Springfield City Hall, and a postcard mailing. If no significant environmental issues are raised during the comment period, LTD will request that the FTA issue a Finding of No Significant Impact (FONSI) by the end of September.

The EmX Steering Committee is expected to review the comments on October 3, 2006. A work session with the Springfield City Council is scheduled for October 9, 2006, and project approval is anticipated on October 16, 2006. This will be followed by approval by the LTD Board at its meeting on October 18 and the Board of County Commissioners on October 25.

Gateway Mall Station: A portion of the *ConnectOregon* grant the District was awarded will fund the construction of the new Gateway Transit Station. A first step in the process is to request a site plan modification with the City of Springfield to allow the change in station location. This request will be submitted soon. Design work will begin as soon as the Environmental Assessment is complete and the contract with the Oregon Department of Transportation (ODOT) for the use of the *ConnectOregon* funds is signed. If all goes well, construction of the new station could begin in 2007.

MLK Parkway: Because of significant progress in the last few weeks, work began on Phase 2 (the southern half) of the MLK Roundabout on Monday, July 31, well ahead of schedule. The project is still expected to be completed on or before October 6. Pioneer Parkway between Q Street and Hayden Bridge Way remains closed during Phase 2.

METROPOLITAN PLANNING

Anita Yap, Transit Development Planner

Region 2050: The Region 2050 project concluded regional evaluations, including regional housing needs analysis and environmental, transportation and infrastructure analysis. The draft regional growth management strategy has been released for public review and also includes a strategy endorsement process. The Region 2050 Policy Board will meet in October to discuss the next steps.

Metropolitan Policy Committee/Transportation Planning Committee (TPC): After many months of delay, the MPC adopted the FY 06-09 Metropolitan Transportation Improvement Program (MTIP) on July 13, 2006. Expenditures for the West Eugene Parkway project in the MTIP have been limited to the completion of the environmental analysis. The construction element of the project was removed. The Transportation Planning Committee (TPC) is working on developing application and evaluation criteria for programming Surface Transportation Program-Urban (STP-U) funding for FY 08-09 for preservation, modernization, and planning projects. TPC is also working on updates to the Regional Transportation Plan (RTP) to meet requirements of SAFETEA-LU. The Coordinated Public Transit Human Services Plan, which will guide the administration of the Job Access and Reverse Commute (JARC) and New Freedom funding, will be included in the RTP update.

ConnectOregon: The Oregon Transportation Commission (OTC) awarded LTD a \$5.4 million *ConnectOregon* grant for Pioneer Parkway EmX stations at their July 19 meeting. Governor Kulongoski presented the project on July 20 at the Springfield Station. The event was well attended by federal, state, regional, and local representatives.

SERVICE PLANNING

Will Mueller, Service Planning Manager

- **Summer Bid:** Summer Bid was implemented on June 18. No significant service problems have been reported and only minor schedule adjustments have been made.
- **Fall Bid:** Planning staff continue to work on the Fall 2006 service package; and Fall Bid work is significantly completed except for the interfaces to the Siemens' TransitMaster system, which will occur closer to the actual start of service. Fall Bid will be posted for the operators on August 11, and operators will begin bidding on their work assignments on August 28.
- Oregon Country Fair service was implemented successfully. There were a total of 23,622 boardings, which is down about 500 from last year. Staff will confirm with Oregon Country Fair how attendance compared with last year.

- Service Planning staff have begun preparing schedules for Lane County Fair and football season service. No significant changes in service are anticipated.
- Staff continue to work on a wide variety of detour situations as construction is having a major impact on certain routes for extended periods of time.

COMMUTER SOLUTIONS

Connie B. Williams, Program Manager

Group Pass / ETC Programs: Marcia Maffei is in discussion with several area businesses about joining the Group Pass Program including ODOT Region 2, Division 5, Gateway Living, HomeCare Workers, Pioneer Pacific College, Good Company, US Attorneys of Oregon, and Lane County.

Staff attended several community meetings and workshops including: Chamber Employer Workshop, Springfield Gateway Development Committee, TravelSmart® Presentation, Statewide Transportation Options Working Group Meeting, Statewide Rideshare Matching Teleconference, and the Accor Services Commute Benefits Workshop.

Carpool/VanPool/Emergency Ride Home Program (ERH): Three new worksites have agreed to participate in the Emergency Ride Home program: Country Coach, Good Company, and Oregon Social Learning Center. These businesses employ approximately 2,080 employees.

Smart Ways to School Program (SWTS): A total of 47,000 Back-to-School fliers were distributed to more than 115 public and private schools in the Eugene-Springfield area and rural communities within LTD's service area. The fliers describe the free Smart Ways to School services available to families of kindergarten through grade 12 students, and the Student Transit Pass Program available to students in grades 6 through 12.

The Business Energy Tax Credit Application for Final Certification for the Student Transit Pass Program for the 2006-07 academic year was submitted for review and approval to the Oregon Department of Energy by Lane Council of Governments.

Smart Ways to School staffed a booth at the KidJam event in Springfield that attracted 10,000 visitors.

Education and Awareness: Commuter Solutions staffed a booth at the City of Eugene's People Powered Festival to inform local citizens of walk/bike options in this area. Staff also had an information booth at the Country Coach company picnic, held at the Lane County Fairgrounds. Approximately 2,700 employees and family members attended.

Congestion Mitigation / KeepUsMoving.info:

Delta Highway Overlay: This project was completed on July 27, four days ahead of schedule. Lane County's project manager said no complaints were filed, a first for a project like this. He stated that he believed the outreach and education efforts implemented by Commuter Solutions prepared the businesses and customers/users for the project.

Hilyard Street Construction: A second wave of information fliers is being delivered for Phase 2 (closure of Hilyard from 18th to 24th Avenues). The City of Eugene began Phase 2 more than a week earlier than was scheduled.

MLK Roundabout/Pioneer Parkway: The City of Springfield moved up Phase 2 beginning dates by more than a month. Less congestion than anticipated and good weather conditions helped the contractor complete Phase I well ahead of the original schedule.

I-5/Beltline: ODOT has expressed a desire to have an intergovernmental agreement with LTD/Commuter Solutions to manage the outreach, education, and advertising for this major construction project. Traffic impacts will begin to surface around mid-October.

CAPITAL PROJECTS

Charlie Simmons, Facilities Services Manager

Shelter Replacement: This multi-year project to replace older shelters with new shelters is proceeding. No significant problems have been encountered.

Franklin EmX

Sue Viggiano, EmX Communications

Substantial completion, a big milestone in the EmX project, was met this month. Substantial completion means that the major elements of the construction contract have been completed. Still to come are the asphalt overlay on East 11th Avenue and Franklin Boulevard, the placement of new roadway signage, some electrical work, the construction of the EmX platform at the Eugene Station, and landscaping at stations and other designated areas. Also being scheduled are the finishing details at each of the stations, which include installing artwork, furniture, lights, and signage, and activating the audible pedestrian devices (APDs) at Dad's Gate, Agate Station, and Walnut Station. The traffic signal software that controls both signal priority and the block signaling system is yet to be installed. In addition, shelter masts and sails that were eliminated from station platforms as part of the cost reduction exercise in 2004 will be added back to all median stations. This "add back" was made possible because the project has not required the expenditure of the project contingency funds that had been held in reserve to handle possible construction change orders and other cost increases.

EmX tours continue for staff and the general public. Several transportation groups and committees are adding a tour of the EmX corridor to their meeting agendas.

EmX Vehicle: The first EmX vehicle has been transferred from Winnipeg, Manitoba, to Crookston, Minnesota, for final assembly. The other five vehicles will follow approximately one week apart. The test vehicle at Altoona continues to undergo testing. Staff have been actively involved in the production process and will travel to Altoona and Crookston again later this month to inspect the vehicles. All six vehicles should be on site early in October. After the vehicles arrive at LTD, EmX decals will be applied on the exterior. Then the fun will begin, with vehicle testing, operator training, and the opening of the EmX service.

MARKETING AND COMMUNICATIONS

Andy Vobora, Director of Marketing and Communications

MEDIA

- There was a lot of excellent news media coverage during the past month. Topics ranged from the most recent article on the EmX artwork by Lin Cook to the appointments of Stefano Viggiano and George Trauger, special event services, detours, and EmX construction. The public relations plan calls for continuing to highlight milestones in the EmX project as we move toward implementation.
- Paid media involved the tail end of the youth pass campaign. Many positive comments were made about using the “Madeline” campaign that was produced six years ago. Sales appear to be strong for the two-month pass; however, final numbers will not be available until next month.
- A fall service television campaign will begin airing around the first part of September. This is a foundational campaign that uses old video footage to convey the value LTD brings to the community. These pieces will be used to highlight back-to-school messages, fall service change information, football shuttles, etc. The idea is to position LTD’s solid history of effective and innovative services in the minds of the community and then launch the EmX campaign. As people see the EmX campaign, they will see it as another in the series of good programs and services brought to them by LTD.

OUTREACH

- Mark Pangborn and Andy Vobora met with the Creswell city manager as part of an outreach to key business and government leaders. This meeting went very well. Mr. Shrives discussed the continuing growth in their community and noted that he had heard nothing but positive things about LTD service. LTD and Creswell are working together on improvements to the Park & Ride on City property. Future changes will include secure bike parking at the site. Additional meetings are being planned.
- Civic and community groups are being contacted in an effort to put LTD on their agendas. It is LTD’s desire to bring the LTD message to the community actively as EmX nears implementation. Board members will be notified of these schedules as they develop.
- As part of the Lane County Fair booth, LTD will be promoting “Meet the General Manager” and “Meet a Board Member.” Mark Pangborn has agreed to be at the Fair every day. A similar idea is being explored with the Board.

- Open houses are scheduled for the River Road BusPlus project. These will occur in the afternoon and early evening at the Eugene Station. The plan is to introduce the concept to customers, hear feedback on the preliminary ideas for the mainline route, and create some discussions for the connector bus service.

INTERNAL COMMUNICATIONS

- Mary Neidig and Andy Vobora have reviewed the internal communications report and plan to take the “next steps” suggestions to the Leadership Council in August. The idea is to develop a short-, medium-, and long-term set of steps to work toward. The Board of Directors Human Resources Committee will review progress at future meetings.

EVENT SERVICES

- Busy, busy, busy! A big thanks to all employees who make these events work so well. July began with the three events on Independence Day, followed by the Country Fair and the Children’s Celebration. Following a short breather, it was on to the Filbert Festival and Lane County Fair in August. Football service is right around the corner and planning is going well.

SERVICE MATERIALS

- The *Rider’s Digest* is due back from the printer in time for the Lane County Fair. The design is fresh and features employees, including Employee of the Year Kiyoko Clark. A change this year was to incorporate Spanish text back into the Digest. A separate Spanish piece had been produced, but staff found distribution to be cumbersome and believe that having the translations in the main book will be more effective for customers.

BRAND

- As LTD prepares to order the next set of Gillig buses, a decision was made to review the external look of the vehicles. Following a process involving many different paint schemes, it was decided that a simpler scheme works best with the advertising packages on the vehicles. The Bus! logos will be enhanced slightly and subtle striping will be added to provide a higher-level identity. Decisions regarding retrofitting older buses have not been discussed at this time; however, the plan allows for this to occur at a reasonable expense. Staff will bring this discussion forward during next year’s budget process.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

Following the spate of visitors in June from a Japanese delegation, the federal Office of Civil Rights, the Berkeley Center for Independent Living, and nine teams from around Oregon to work on coordinated Public Transit-Human Services planning that coincided with the 25th Anniversary of Mobility International USA, with participants from around the globe, July was

almost serene. Terry made a five-day visit to Washington, D.C., to attend the National Easter Seal ProjectACTION Steering Committee Meeting and a session conducted by the Federal Transit Administration Office of Civil Rights on compliance under the Americans with Disabilities Act.

With special thanks to Carol James from Finance, work continues on the budget and Intergovernmental Agreement with the Oregon Department of Human Services for the development of a Medicaid transportation brokerage for Lane County.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

There is no Transit Operations report this month.

MAINTENANCE

Tom Brush, Director of Maintenance

There is no Maintenance report this month.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Carol James, Accounting Manager

Two hundred eighty-five (285) vendor checks and two federal wire electronic transfers, totaling \$3,251,612, were processed during the month of July, including \$910,376 to Wildish Building Company for work related to the Franklin EmX corridor and \$567,520 to New Flyer of America, Inc., as a progress payment on the first three BRT vehicles.

Eighty-five (85) payroll checks and 914 payroll direct deposits totaling \$777,463 were made in June 2006. These numbers reflect two pay dates in June.

Thirteen (13) cash fare deposits totaling \$122,826 were made in June 2006.

PURCHASING

Jeanette Bailor, Purchasing Manager

The purchasing assistant has been very busy with work associated with the end of the fiscal year, including checking the status of open purchase orders, closing and re-opening ongoing purchase orders, and preparing new purchase orders for contractual services. Renewals are being processed for many contracts as LTD moves into the new fiscal year.

Contracts have been awarded for new photocopy machines in the administrative area, for the printing of various fare instruments, and for an online bus inspector to watch over the building of LTD's EmX vehicles and the other new vehicles that will be manufactured during the next year.

INFORMATION TECHNOLOGY

Steve Parrott, IT Manager

There is no IT report this month.

HUMAN RESOURCES

Mary Neidig, Human Resources Director

HEALTH CARE

Three workshops on "Eating on the Go" were presented to employees. Healthy eating was discussed and healthy snacks were served. The workshops were well received.

SELECTION AND HIRING

July was another very busy month for hiring at LTD. Seven new bus operators were selected and will start work on August 7. Two new mechanics were selected from existing employees in the general service worker job classification. This resulted in two general service worker positions being posted. Interviews will be held soon. Interviews and skills tests were conducted for the administrative services assistant position in General Administration, replacing Kelly Perron following her move to administrative secretary in the Development Services Department. Jonnie Myers, the new administrative services assistant, will begin working at LTD on August 18. Bus Operator Karl Hayes was selected as the new transit operations supervisor, filling a position created in the new budget. Finally,

a full assessment center was conducted to find the training specialist, another new position in the budget. Pat Rather was selected and will begin his career at LTD on August 7.

OTHER ACTIVITIES

The LTD/ATU annual summer picnic was a huge success. Jointly sponsored and funded by LTD and ATU, estimated attendance was about 175 people. Employees, retirees and their families all enjoyed a hot day at Armitage Park on July 23. Besides the big barbeque, attendees enjoyed bingo, sack races, soaking in plastic swimming pools, running through the sprinklers, playing horseshoes, listening to music performed by Bus Operator Carl Faddis and friends, a watermelon-eating contest, and relaxing in the shade.

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AGENDA ITEM SUMMARY -- INFORMATIONAL PACKET

DATE OF REPORT: AUGUST 2006 INFORMATIONAL PACKET

ITEM TITLE: FY 2006-2007 FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Director of Finance & Information Technology

ACTION REQUESTED: None

BACKGROUND: Lane Transit District's fiscal year ends on June 30. Because of the time needed to process the fiscal year-end financial closing and to prepare for the annual independent audit in early September, the July financial report is traditionally provided to the Board at the September Board meeting, along with the August financial report. The preliminary June 2006 financial report was mailed to Board members at the end of July.

Franklin EmX
By Sue Viggiano

Substantial Completion, a big milestone in the EmX project, was met this month. Substantial completion means that the major elements of the construction contract have been completed. Still to come is the asphalt overlay on E 11th Ave and Franklin Blvd, the placement of new roadway signage, some electrical work, the construction of the EmX platform at the Eugene Station, and landscape at stations and other designated areas. Also being scheduled is the finishing details at each of the stations which includes installing artwork, furniture, lights, signage, and activating the Audible Pedestrian Devices (APDs) at Dad's Gate, Agate Station and Walnut Station. The traffic signal software that controls both signal priority and the block signaling system is yet to be installed. In addition, shelter masts and sails that were eliminated from station platforms as part of the Cost Reduction Exercise in 2004 will be added back to all median stations. This "add back" can happen because the project has not required the expenditure of the project contingency funds which had been held in reserve to handle possible construction change orders and other cost increases.

The first EmX vehicle has been transferred from Winnipeg to Crookston, Minnesota for final assembly. The other five vehicles will follow, approximately one week apart. The test vehicle at Altoona continues to undergo testing. Staff has been actively involved in the production process and will again travel to Altoona and Crookston later this month to inspect the vehicles.

EmX tours continue for staff and general public. Several transportation groups and committees are adding a tour of the EmX corridor to their meeting agenda!

AGENDA ITEM SUMMARY – INFORMATIONAL PACKET

- DATE OF PACKET:** August 2006
- ITEM TITLE:** ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING
- PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board
- ACTION REQUESTED:** None at this time
- BACKGROUND:** The action or information items listed below will be included on the agenda for future Board meetings:
- A. **Not-for-Profit Discount Program:** Action to update this program will be scheduled for the September 20, 2006, regular Board meeting.
 - B. **Pioneer Parkway Decision Process:** An informational update will be presented at the September 20, 2006, Board meeting. A final decision on the project is expected in October 2006, following public review and comment on the Environmental Assessment.
 - C. **Alternate Mobility Standards:** Tom Schwetz of LCOG will be discussing alternate mobility standards with local units of government during the late summer/early fall of 2006. Time will be scheduled for this presentation to the LTD Board, likely in September.
 - D. **Annual Performance Report:** Staff will prepare an annual performance report to present to the Board during the fall of 2006.
 - E. **Third EmX Corridor:** Discussions on a Eugene EmX corridor will be scheduled for late Fall 2006, possibly at the Board's annual strategic planning work session.
 - F. **EmX Updates:** Information about the EmX opening will be presented at each Board meeting this fall, beginning in September 2006.
 - G. **Annual Strategic Planning Work Session:** The Board's annual strategic planning work session has been scheduled for the evening of Friday, November 10, and the morning of Saturday, November 11. Staff will work with the Board to develop the agenda for this work session. Information about the location and exact times will be available soon.

AGENDA ITEM SUMMARY – INFORMATIONAL PACKET

DATE OF PACKET: August 2006

ITEM TITLE: MONTHLY PERFORMANCE AND LABOR TRENDS REPORTS

PREPARED BY: Mark Pangborn, General Manager

ACTION REQUESTED: None

BACKGROUND: In response to a request by the Board for regular reporting on the District's performance in several areas, monthly performance reports are provided for the Board's information. Because of the timing of year-end reporting, the July performance report will be included in the September agenda packet.

ATTACHMENTS: June 2006 RideSource Performance Report

PROPOSED MOTION: None