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**LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING/WORK SESSION**

**Monday, December 11, 2006
5:30 p.m.**

**LTD BOARD ROOM
3500 E. 17th Avenue, Eugene
(off Glenwood Blvd in Glenwood)**

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
Eyster _____ Gant _____ Gaydos _____ Kortge _____
Ban _____ Davis _____ (Vacancy) _____

The following agenda items will begin at 5:30 p.m.

- III. PRELIMINARY REMARKS BY BOARD PRESIDENT
- IV. ANNOUNCEMENTS AND ADDITION TO AGENDA
- V. BOARD CALENDARS (5 minutes)
- VI. WORK SESSION
 - A. Franklin EmX Update (20 minutes)
 - B. Not-For-Profit Discount Program Update (5 minutes)
- VII. SPECIAL DESSERT IN HONOR OF DAVID GANT

The following agenda items will begin at 6:30 p.m.

- VIII. EMPLOYEE OF THE MONTH – JANUARY 2007 (5 minutes)
- IX. AUDIENCE PARTICIPATION
 - ◆ Each speaker is limited to three (3) minutes.

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X.	ITEMS FOR INFORMATION AT THIS MEETING	
A.	Board Member Reports (respond if questions)	10
1.	Meetings Held or Attended	
(a)	Metropolitan Policy Committee and Citizen Advisory Committee—December 14	
(b)	Board HR Committee—November 14	
(c)	EmX Steering Committee—December 5	
2.	No Meeting/No Report	
(a)	Board Service Planning & Marketing Committee	
(b)	Board Finance Committee	
(c)	Board Communication & Process Committee	
(d)	Region 2050 Policy Advisory Board	
B.	Annual Charter Notification (5 minutes)	12
C.	Monthly Financial Report—November 2006 (5 minutes)	14
D.	Monthly Department Reports (respond if questions)	15
E.	Monthly Performance Reports (respond if questions)	27
XI.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	30
A.	Annual Performance Report	
B.	EmX Updates	
C.	Labor Negotiations	
D.	Public Transportation Discretionary Grant	
E.	Annual Performance Report	
F.	Commuter Solutions Annual Report	
G.	FY 2007-2008 Service Recommendation	
H.	FY 2007-2008 Pricing Plan	

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XII. EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(i), to review and evaluate, pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the general manager of LTD

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XIII. ADJOURNMENT

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Alternative formats of printed material and or a sign language interpreter will be made available with 48 hours' notice. The facility used for this meeting is wheelchair accessible. For more information, please call 682-6100 (voice) or 1-800-735-2900 (TTY, through Oregon Relay, for persons with hearing impairments).

AGENDA ITEM SUMMARY

2

DATE OF MEETING: December 11, 2006

ITEM TITLE: NOVEMBER FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Financial results for the first five months of the FY 2006-07 fiscal year are summarized in the attached reports.

Passenger fares were up 4.8 percent for the first five months of the current year over the same period last year. Ridership for the rolling twelve-month period, which ended November 30, increased by 11 percent. The year-to-year comparisons are valid since the Student Transit Pass Program began in October 2005.

Payroll tax revenues are up 7.1 percent versus last year. The FY 2006-07 budget assumed 9 percent growth. It is a concern that distributions slowed after a strong first quarter, but November's receipts suggest an upward trend. There are some indications that the local economy might be cooling, although major construction projects should continue to swell payrolls for the foreseeable future. This important resource is monitored closely.

Self-employment receipts coincide with State tax payment deadlines, none of which occurred in November. However, revenue was received in November for prior-year amounts owed. Receipts for the five-month period are up 62.4 percent over last year due to a special collection effort on the part of the Oregon Department of Revenue aimed at insurance agents who also sell non-insurance products and services.

State-in-lieu receipts are distributed quarterly. Through the quarter ended September 30, receipts are up 11.2 percent.

Interest rates have improved in the last year and continue to inch upward. The Local Government Investment Pool rate is now at 5.1 percent. Interest earnings for the first five months of the current fiscal year are 50.5 percent higher than the same period in the last fiscal year.

Total personnel services expenditures, the largest category of operating expense, show 6.5 percent growth over the previous year, the same rate of growth reported last month and down from the 7.1 percent reported for September. There are three reasons for growth: additional bus operators

and administrative employees were added in the FY 2006-07; a program allowing employees to cash out one or two weeks of accrued leave when the same amount of time is taken off was implemented last October, so 2006-07 five-month activity is not comparable to 2005-06; and contributions to both pension plans were increased in accordance with Board direction to reduce unfunded liabilities.

Materials and services results vary widely from department to department. Total materials and services are significantly higher for the first five months of this year as compared to last, but overall spending is within budget for the year to date indicating that the timing of expenses is different in the current fiscal year.

Transfers to the Accessible Services Fund are up and now exceed the FY 2006-07 plan. There are no transfers from the General Fund to the Capital Projects Fund scheduled in FY 2006-07.

Fuel prices, after a pre-election decline, have risen steadily since mid-November. The current-year budget assumed \$2.25 per gallon. After a high of \$2.8643 per gallon on August 23, the low price of the current fiscal year was attained on October 6, 2006, of \$1.7469 per gallon. On November 21, LTD purchased fuel at \$2.3529 per gallon. The year-to-date average price through November was \$2.2708 per gallon.

The General Fund is stable through November despite concerns about payroll tax receipts and fuel costs.

The Commuter Solutions Fund's activities are generally as expected through the first five months of the current fiscal year. The Accessible Services Fund is experiencing higher demand for service and, therefore, higher costs requiring an increase in General Fund support.

EmX expenditures were the majority of the Capital Projects Fund activity in November. EmX vehicle payments represented the largest outlay. The second largest fund outlay was for the first of twenty new 40-foot Gillig vehicles.

The FY 2007-08 budget development calendar has been issued and work continues on the revised Capital Improvements Program. The Capital Improvements Program is tentatively scheduled for consideration at the February 2007 Board meeting. The revised Long-Range Financial Plan is tentatively scheduled for the March 2007 Board meeting.

ATTACHMENTS:

Attached are the following financial reports for November for Board review:

1. Operating Financial Report - comparison to prior year

2. Comparative Balance Sheets
 - a. General Fund
 - b. Commuter Solutions Fund
 - c. Accessible Services Fund
 - d. Capital Projects Fund

3. Income Statements
 - a. General Fund
 - b. Commuter Solutions Fund
 - c. Accessible Services Fund
 - d. Capital Projects Fund

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

2

DATE OF MEETING: December 11, 2006

ITEM TITLE: NOVEMBER FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: The November financial statements will be available at the start of the 5:30 p.m. work session on December 11.

ATTACHMENTS: None

PROPOSED MOTION: None

Special Mobility Services: RideSource Activity and Productivity Information

October-06	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	12,371	11,312	9.4%	46,147	43,230	6.7%	135,920	130,523	4.1%
RideSource(All Modes)	9,355	8,366	11.8%	34,588	30,567	13.2%	99,765	90,254	10.5%
Shopper	547	585	-6.5%	2,168	2,394	-9.4%	6,467	7,436	-13.0%
Escort Volunteers-Metro	904	717	26.1%	3,179	3,182	-0.1%	9,511	11,911	-20.1%
Escort Volunteers-Rural	1,565	1,644	-4.8%	6,212	7,087	-12.3%	20,177	20,922	-3.6%
RideSource Cost per Ride	\$ 16.57	\$ 16.12	2.8%	\$ 18.22	\$ 16.03	13.6%	\$ 17.50	\$ 15.48	13.1%
RideSource(All Modes)	\$ 21.19	\$ 21.12	0.3%	\$ 23.57	\$ 21.91	7.6%	\$ 23.07	\$ 21.68	6.4%
RideSource Shopper	\$ 8.99	\$ 7.24	24.2%	\$ 8.99	\$ 7.24	24.2%	\$ 8.99	\$ 7.24	24.2%
RideSource Escort	\$ 2.74	\$ 2.39	14.8%	\$ 2.75	\$ 2.30	19.8%	\$ 2.61	\$ 1.93	35.4%
Ride Reservations	10,491	9,516	10.2%	38,520	34,971	10.1%	112,016	104,189	7.5%
Cancelled Number	979	853	14.8%	3,420	3,165	8.1%	10,380	9,921	4.6%
Cancelled % of Total	9.33%	8.96%		8.88%	9.05%		9.27%	9.52%	
No-Show Number	226	112	101.8%	532	382	39.3%	1,272	1,142	11.4%
No-Show % of Total	2.15%	1.18%		1.38%	1.09%		1.14%	1.10%	
Ride Refusals Number	10	2	400.0%	26	10	160.0%	56	54	3.7%
Ride Refusals % of Total	0.10%	0.02%		0.07%	0.03%		0.05%	0.05%	
Service Hours	4,829	4,128	17.0%	17,950	15,388	16.6%	51,484	44,860	14.8%
Agency Staff	4,564	3,902	17.0%	16,922	14,502	16.7%	48,074	42,313	13.6%
Agency SMS Volunteer	265	226	17.3%	1,028	886	16.0%	3,410	2,547	33.9%
Avg. Trips/Service Hr.	2.05	2.17	-5.5%	2.05	2.14	-4.2%	2.06	2.18	-5.5%
RideSource System Miles	70,480	59,996	17.5%	267,720	224,027	19.5%	755,837	643,890	17.4%
Avg. Miles/Trip	7.12	6.70	6.2%	7.28	6.80	7.2%	7.11	6.59	7.9%
Miles/Vehicle Hour	14.60	14.53	0.4%	14.91	14.56	2.4%	14.68	14.35	2.3%

Special Mobility Services: RideSource Activity and Productivity Information

October-06	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	91.6%	90.8%	0.9%	92.3%	90.6%	1.9%	91.7%	90.3%	1.5%
Sample	8,527	7,622		31,046	27,495		88,360	81,016	
On-Time	7,810	6,920		28,644	24,901		80,986	73,182	

- 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

DATE OF MEETING: December 11, 2006

ITEM TITLE: EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i)

PREPARED BY: Gerry Gaydos, President, Board of Directors

ACTION REQUESTED: That the LTD Board of Directors meet in Executive (non-public) Session pursuant to ORS 192.660(2)(i), to review and evaluate, pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the chief executive officer (general manager) of LTD

ATTACHMENT: None (Combined performance evaluation comments will be distributed to Board members under separate cover.)

PROPOSED MOTION: I move that the LTD Board of Directors meet in Executive Session pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of the LTD general manager.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 11, 2006

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

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

ACTION REQUESTED: None

BACKGROUND: This agenda item provides a formal opportunity for Board members to make announcements or to suggest topics for current or future Board meetings.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 11, 2006

ITEM TITLE: ANNUAL CHARTER NOTIFICATION

PREPARED BY: Andy Vobora, Director of Service Planning, Accessibility, and Marketing

ACTION REQUESTED: None

BACKGROUND: The following copy is taken from the District's Special Service Policy and provides a definition of charter services and Lane Transit District's position with respect to providing charter services:

Service Provided Through Charter Agreements

Definition

Transit service that is organized to meet a transportation need of a private party or organization.

Access

The contracting party or organization will determine access to chartered service.

Restrictions

Charter service will be directed to local private providers to determine the availability and willingness of these providers to provide the desired service. The District will consider contracting, through subcontracting agreements with private providers, when service on fixed routes is not compromised and when bus operators are available.

The only exception will be for organizations that are exempted in Federal Transit Administration (FTA) 49 CFR Part 604, which allows the District to contract directly with a government entity that is a qualified social service agency, or a private, non-profit organization serving seniors or people with disabilities.

Fees

The District will charge fees equaling the sum of all direct variable and fixed operating costs, as well as indirect fixed costs (measured at a rate per schedule hour of service), rounded up to the nearest whole dollar, as outlined in the District's Fully Allocated Cost Plan.

The event organizer will determine the fare charged.

The Federal Transit Administration (FTA) requires LTD to annually contact private charter providers and notify these operators of LTD's interest in providing an "incidental" level of charter service. An incidental level is typically defined as off-peak, not having any impact on the District's ability to provide regular transit services, and having minimal impact on the fleet. If any single private charter provider responds by saying they are "willing and able" to provide these services, then LTD is barred from providing charter services. A limited number of exceptions are provided in the FTA regulations that allow LTD to provide charter services.

The 2006 annual notification has occurred. This included mailing documentation to each private operator and placing legal notices in *The Register-Guard*. No responses were received, which gives LTD maximum flexibility with respect to operating charter service. Charters are not something LTD gets involved with on a regular basis because of fleet capacity, and because organizers are surprised by the fully allocated cost rate LTD is required by the FTA to charge.

A national debate regarding charter services has been going on for many years. This is a result of protests by private operators in larger metropolitan areas who feel transit agencies should not be providing charter services because of the federal subsidy of capital investments. Within the next year the District should see the revised rules, which will likely narrow, or at least more clearly define, the charter services the transit system can directly engage in.

RESULTS OF RECOMMENDED ACTION: None

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 11, 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. The MPC met November 9. Discussion included the draft Public Participation Plan, New Freedom and Job Access and Reverse Commute funding, Transportation Enhancement application priorities, and alternative dispute resolution options. The next MPC meeting is scheduled for December 14.
2. **Board HR Committee:** The Board HR Committee (Susan Ban, Mike Eyster, and Chair Gerry Gaydos) met on November 14. The committee reviewed the results of the General Manager Evaluation and a schedule related to labor negotiations.
3. **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 met December 5. Staff provided

an update of the Pioneer Parkway Corridor, Third Corridor and Franklin Corridor EmX. The EmX Steering Committee received a tour of the Franklin Corridor on the new vehicle.

NO MEETINGS HELD

1. **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. The next meeting of the LTD Service Planning & Marketing Committee will occur in early 2007.
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 early 2007.
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. **Region 2050 Policy Advisory Board:** Susan Ban is the Board's representative on the Region 2050 Policy Advisory Board (Policy Board); Mike Eyster is the alternate. There are no scheduled meetings for the Policy Board. It is likely that there will not be any meetings in the future. The members of LCOG Board have agreed to discuss regional planning efforts at their meetings.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 17, 2008

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Mark Pangborn, General Manager

ACTION REQUESTED: None

ATTACHMENTS: The attached correspondence is included for the Board's information:

December 1, 2008, letter from Board President Mike Eyster to Obama-Biden Transition Director Mort Downey, U.S. Department of Transportation, with attached recommendations on public transportation funding and policy changes to be considered in the Federal Stimulus Package and Reauthorization of SAFETEA-LU.

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 11, 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 fall and winter vacation dates.

ATTACHMENT: None

PROPOSED MOTION: None



Lane Transit District
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Eugene, Oregon 97401

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MONTHLY DEPARTMENT REPORTS

December 11, 2006

PLANNING AND DEVELOPMENT

Stefano Viggiano, Assistant General Manager

PIONEER PARKWAY CORRIDOR

Anita Yap, Transit Development Planner

Environment Assessment (EA): The Environmental Assessment is complete and we expect FTA to be issuing a Finding of No Significant Impact this month.

Project Approval: Project approval is complete. The Springfield City Council approved the project November 6, Lane County Board of Commissioners endorsed the project November 8, and the LTD Board of Directors approved the project November 15, 2006.

METROPOLITAN PLANNING

Anita Yap, Transit Development Planner

Metropolitan Policy Committee (MPC)/Transportation Planning Committee (TPC): At the MPC meeting on November 9, 2006, the MPC approved recommending LTD as the direct recipient of the FTA Job Access and Reverse Commute (JARC) and New Freedom program funds; approved a letter to ODOT Transportation Enhancement (TE) Program prioritizing local applications; discussed FY 2007-09 STP-U funding for preservation, modernization, and project development; and discussed, as well as provided direction to, staff regarding an alternative dispute resolution process for MPC decision making.

Highway 126 Expressway Management Plan (EMP): Oregon Department of Transportation (ODOT) is nearing completion of Phase II of the EMP. This study examined issues surrounding the intersections of Highway 126 and 42nd Street, 52nd Street, and Main Street. Several concept designs were selected for each intersection and will be the subject of further study in Phase III, leading to interchange management plans and possible improvements to the facility. The Main Street area planning may affect the Thurston Station and future EmX line.

Razor Park Mixed-Use Planning: The Razor Park Mixed Use Center planning effort began meeting with the Technical Advisory Committee (TAC), comprised of staff and citizens. The planning effort will focus on the Razor Park area, north to Hilliard Lane. Housing, retail, and transportation concepts will be developed for this area. The first open house will be held Tuesday, January 16, 2006, at the River Road Annex.

West 11th Transportation Planning: The preliminary staff planning meeting for the West 11th study began last week. Issues discussed include:

- Possible Land use changes along West 11th will be considered as part of the corridor study
- The study area will be broad, but corridor improvements will be more narrowly focused along West 11th
- EmX options off West 11th, such as the Amazon canal, will be considered
- There will be early modeling of options to determine ridership impact of various EmX alignments and land use changes. This will allow us to get an idea of preliminary cost-effectiveness numbers
- The project, including EmX and possible broader corridor improvements, will be targeted for the next Transportation Bill, October 1, 2009
- A key decision to be made is how to coordinate the EmX planning with the broader corridor planning study
- Participation by the UO Architecture School for designing corridor options

Walnut Mixed-Use Planning: Phase II of the project is set to begin this month. This phase will include further study of two alternative design options, both are variations on the multi-way boulevard. Alternative One will have two EmX lanes and Alternative Two will have one EmX lane. The Eugene Planning Commission will select a preferred alternative in December. A full traffic analysis will be conducted on the selected alternative. The City of Eugene will conduct a Park, Open Space, and Natural Resource Assessment and Recommendation on various designs and treatments for the millrace. These design concepts and recommendations will be presented at a public meeting in January.

COMMUTER SOLUTIONS

Connie B. Williams, Program Manager

Programs and Services

Group Pass / ETC Programs:

Three companies have enrolled in the Group Pass Program:

- Heritage Research
- Dougherty Landscape Architects
- GarageGames.com, Inc.

CarPool/VanPool/Emergency Ride Home Program (ERH):

Four companies have joined the Emergency Ride Home program:

- Heritage Research
- Systems West Engineering
- Dougherty Landscape Architects
- GarageGames.com, Inc.

Smart Ways to School Program (SWTS):

- Gilham Elementary School wrapped up a month-long contest in partnership with SWTS to encourage students to walk, bike, carpool, or ride a bus to school. Mayor Kitty Piercy joined the students in walking to school on October 4, International Walk to School Day.
- SWTS applied for a \$5,000 mini-grant from ACTS Oregon to conduct a collaborative pilot project at a Eugene middle school. The project would integrate programs to promote walk, bike, bus, and carpool travel among students. Collaborators include City of Eugene Public Works, Crime Prevention, and Traffic Enforcement divisions; Bicycle Transportation Alliance; Paul's Bicycle Way of Life; Eugene School District; and the University of Oregon. The funding decision is expected in early December.
- SWTS is working with Roosevelt Middle School staff, parent volunteers, and the City of Eugene Traffic Engineering to address traffic congestion and safety issues at the school.

Student Transit Pass Program (STPP)

- The distribution of program stickers, and the interim passes used in October and November, has proceeded smoothly with excellent cooperation from school staff.

Education and Awareness

Commuter Solutions staffed transportation information booths at the Work Trends conference, City of Springfield Employee Benefits Fair, Invitrogen Sustainability Fair, and Oregon Research Institute Commute Fair.

Staff participated at the Statewide Transportation Options Working Group meeting and the Statewide Rideshare meeting.

Commuter Solutions is a co-sponsor of the Neighborhood Climate Council's program to show measurable reductions by household of Green House Gasses (GHG) through changes in energy and transportation choices. Two neighborhoods (Fairmount and Jefferson/Westside) will receive targeted outreach and education efforts. They will be compared with two neighborhoods that will serve as a control group.

Congestion Mitigation

Staff produced over 10,000 flyers alerting businesses and users of the Gateway area of the temporary I-5 northbound ramp closures by ODOT. Additional public outreach and education included paid radio spots and newspaper ads.

Staff are working with PeaceHealth to launch a vanpool demonstration project for PeaceHealth and Oregon Medical Laboratories (OML) employees at the RiverBend Annex. The initial vanpool will operate from the Cottage Grove/Creswell area. We will also be evaluating the feasibility of a similar vanpool from the Veneta/West Eugene area.

Program Performance Measurements

Staff have been working on defining the performance measurements for the programs and services offered by Commuter Solutions. Draft performance measurements will be presented to the Transportation Options Advisory Committee and Transportation Planning Committee in December, with plans to forward the documents to local jurisdictions and the Metropolitan Policy Committee prior to March 2007.

West 11th Corridor Study Group

Commuter Solutions staff have been asked to sit on the newly formed West 11th Corridor Study group.

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: The EmX block-signaling and the signal priority are functional in all areas of the EmX service. The EmX signals have experienced intermittent problems with going to “red-flash”, which is a safety function if there are any problems with the traffic signal controller. The City of Eugene staff are troubleshooting the problem and are making progress to resolve the issue. Operator training is a priority over the next six weeks to prepare for the January 14 opening. Other work scheduled for December is painting and electrical work on the additional shelters, and installation of a pedestrian signal at Dad’s Gates Station.

EmX Vehicle: We have three EmX vehicles on site, with the fourth vehicle scheduled to arrive December 5, and the fifth vehicle by December 9. The last vehicle is to arrive by the middle of December. After each vehicle arrives at LTD, they are inspected, accepted, and transponders installed before they are available for operator training.

SERVICE PLANNING, ACCESSIBILITY, AND MARKETING

Andy Vobora, Director of Service Planning, Accessibility, and Marketing

SERVICE

- The snow and ice detour plan is complete and has been distributed.
- The five-year service plan is under review. The first year of the plan will be evaluated as part of the annual route review process.
- Andy Vobora and Will Mueller will participate in the airport master plan update. This process is anticipated to last approximately 18 months.

MEDIA

- **Earned Media** – Coverage included the unveiling of the EmX vehicle by Congressman DeFazio, naming of the new Board members, Smart Ways to School projects, and other miscellaneous EmX information.
- **Paid media** – The Powered by the People television campaign concluded in mid-November; however the print ads will continue through mid-December. The EmX launch will occur in January. The animation work is going well and the television ad will be very impressive.

OUTREACH

- Mark Pangborn spoke to several groups and more presentations are being scheduled after the first of the year. Andy Vobora spoke to the Emerald Kiwanis group in early November.

EVENT SERVICES

- Basketball service is under way for the 2006-07 men's and women's seasons.
- LTD provided shuttle services to visiting judges who took part in the federal courthouse opening activities.
- Donated holiday lights tours are occurring during December.

WEB PAGE MODIFICATION

- Minor changes have been made to the web page--primarily in the areas of navigation and categorization. Please provide feedback.

GROUP PASS

- The budget process for the UO students has begun. LTD submitted a group pass program budget request for 2007-08. This request brings the UO student price in line with the Board's policy rate. A budget hearing is set for January 11, 2007.
- The District's fully allocated cost plan was updated following completion of the annual audit. The cost for event services will increase from \$81.00 to \$89.00 for Level One events (LCF, OCF, Butte to Butte, etc.) and from \$103.00 to \$115.00 for Level Two events (UO football).

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

A draft of the *Lane Coordinated Public Transit-Human Services Transportation Plan* has been distributed for public review and comment. LTD will hold an Open House and Grant Application Workshop on December 6, from 12:30 to 4:30 p.m., to receive suggestions and answer questions about both the Lane Coordinated Plan and the Oregon Department of Transportation's Discretionary Grant Program.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

EmX Operator Training

Operator training on the EmX is nearly complete. The operators feel confident about their training and are ready to operate the system. There will be a system test the week of Jan 7 where the system will operate as if it is in regular service. During this time people with disabilities and others will be encouraged to try the system out but not to depend on it, since it is still in testing mode.

New Operator Class

Just to make sure that the Operations Training Supervisor and Instructors don't get bored, we are having a new group of six bus operators start in February. These are replacement operators to compensate for normal turnover.

MAINTENANCE

George Trauger, Director of Maintenance

The fourth EmX bus shipped November 30 and is scheduled to arrive Tuesday, December 5.

The three on-site EmX vehicles have been very busy with training, maintenance work, and logo applications. All logo applications have been installed on 6101; and 6102 and 6103 are awaiting the painted logo application.

The Gillig pilot bus has been accepted. The first of the remaining 19 buses will begin production December 1. A maintenance supervisor will travel to Gillig on December 12 to meet with the on-site inspector and review the production process.

Production on the 11 RideSource vehicles is scheduled to begin sometime the end of December, with final completion around or before January 31. A trip to inspect the first vehicle and review the build with the onsite inspector is being coordinated. This would involve representatives from LTD, RideSource and Schetky Northwest.

An applicant has been selected for the General Service position and currently is going through the hiring process.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Carol James, Accounting Manager

Three hundred twenty-seven (327) vendor checks and ACH deposits totaling \$3,360,805 were processed during the month of November--including a total of \$1,326,066 to New Flyer of America, Inc., as a progress payment on the first six BRT vehicles; \$269,332 to Gillig Corporation as a progress payment on the first of 20 new revenue vehicles; and \$212,101 to

Wildish Building Company related to construction on Franklin Corridor. Five vendors were moved to ACH processing.

Eighty-four (84) payroll checks and 939 payroll direct deposits totaling \$831,063 were made in November 2006. These numbers reflect two pay dates in November.

Twelve (12) cash fare deposits totaling \$139,812 were made in November 2006. These numbers include \$26,386 in special service proceeds from two football games.

In November, Finance staff also completed the Comprehensive Annual Financial Review (CAFR) for presentation to the Board of Directors on November 15, 2006; worked with the auditors to file CAFR related financial reports required by various state and federal agencies; evaluated seven proposals for banking services; evaluated five proposals for debt issuance; reviewed and evaluated various options related to EmX payroll issues; completed development of the new Budget Tracker (project management program); developed an ODOT quarterly reporting program; tested an upgrade to the financial software; and processed grant drawdowns totaling \$947,297.

PURCHASING

Jeanette Bailor, Purchasing Manager

Proposals received for banking services are now being reviewed, and interviews will be set in the near future. There was a very good response to this request for proposals. Proposals were received for consulting services to develop a Lane County Coordinated Public Transit/Human Services Transportation Plan and are being reviewed. Requests for proposals have gone out for general electrical services and for a specific electrical job; proposals are due late in December. Documents are being prepared and revised to request proposals for environmental assessment services, and for the RideSource contract currently held by Special Mobility Services.

INFORMATION TECHNOLOGY

Steve Parrott, IT Manager

HUMAN RESOURCES

Mary Adams, Human Resources Director

HEALTH CARE

The annual benefits fair was held on November 16 and was a resounding success! This year the Joint Insurance Committee approved a new design for the annual event, a focus on health improvement. Free blood screens and flu shots were offered to all employees. Employees received \$10 cash for participating in the blood screens, and an additional \$10 for attending the vendor portion of the benefits fair. More than 140 employees took advantage of the health screens, and over 180 attended the fair.

SELECTION AND HIRING

Several positions were filled this past month. A general service worker position has been offered to the top candidate. This vacancy was created when a general service worker was promoted to journey mechanic, filling the vacancy left by Aaron Melnychuk's promotion to the maintenance supervisor position. Tom Schwetz formally accepted the position of director of planning and development. Bus operator Sonny Melhorn was promoted to facilities maintenance generalist to fill the vacancy created by Kelly Staines' promotion. Jean Schapper was hired for the administrative secretary vacancy in the administrative services department. Applications have been taken for the human services transportation coordinator, the new position created to manage the Medicare brokerage.

LOOKING TO THE FUTURE PLAN

Exciting progress was made in several areas of this strategic plan. The new Rewards and Recognition Task Force met three times during the past month. The six-person, cross-departmental group has been doing individual and group research on several topics, including what has worked in other organizations. The new Risk Management Oversight Committee held its organizational meeting and has structured a full-day workshop for December 8 for the employee Safety Committee. The intent of this day is to develop a strategic plan for the committee and outline a schedule of activities for 2007. In addition, continued progress is being made on the new skills training program for maintenance employees.

OTHER ACTIVITIES

A "Budget 101" workshop was held with local union officers to explain how LTD is funded, how the budget is put together, and other matters related to the budget. All officers attended, and it was agreed to schedule a second session when the Capitol Improvements Plan is complete.

Q:\Reference\Board Packet\2006\12\Work Session 12-11-06\Dept Report Dec 2006.doc

EmX Introduction

- **Public Relations**
- **Advertising**
- **Promotions**

EmX Public Relations

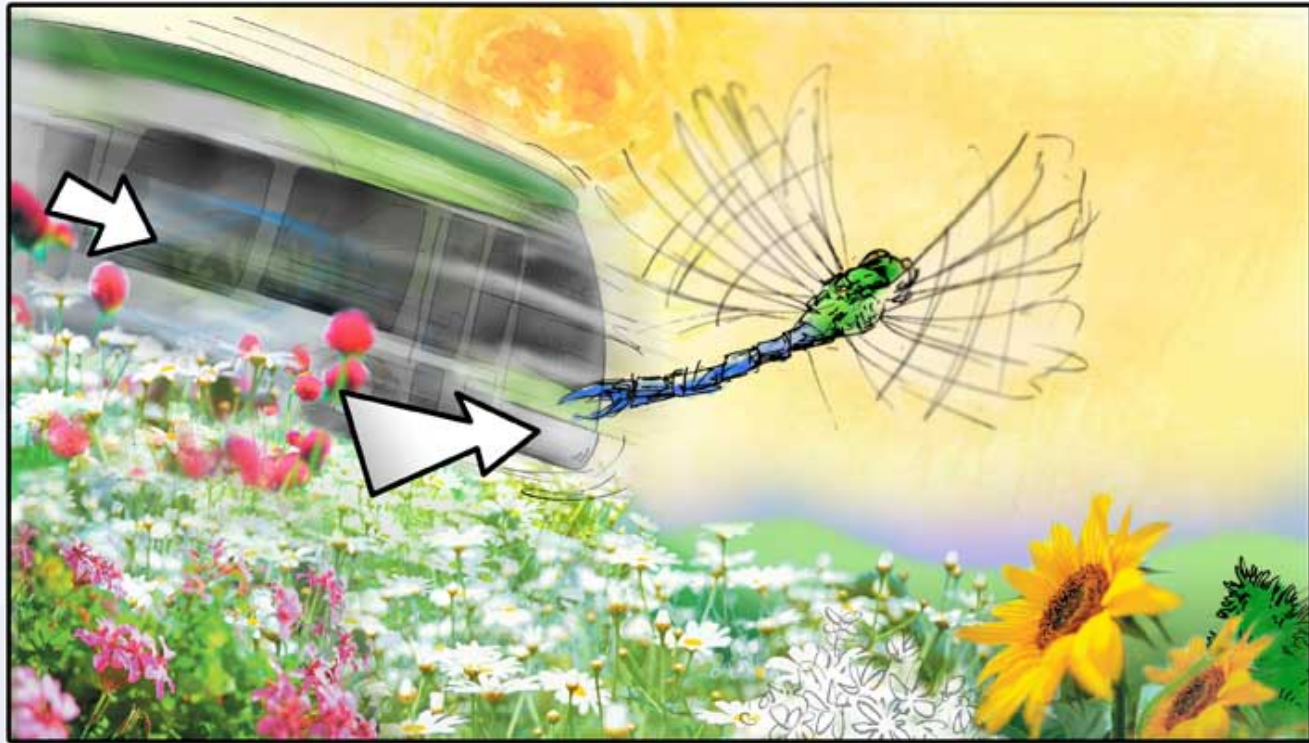
- Capitalize on milestones
- Involve in key activities
- Editorial board & guest editorial
- National - Industry publications
- Email
- Group presentations
- Tours

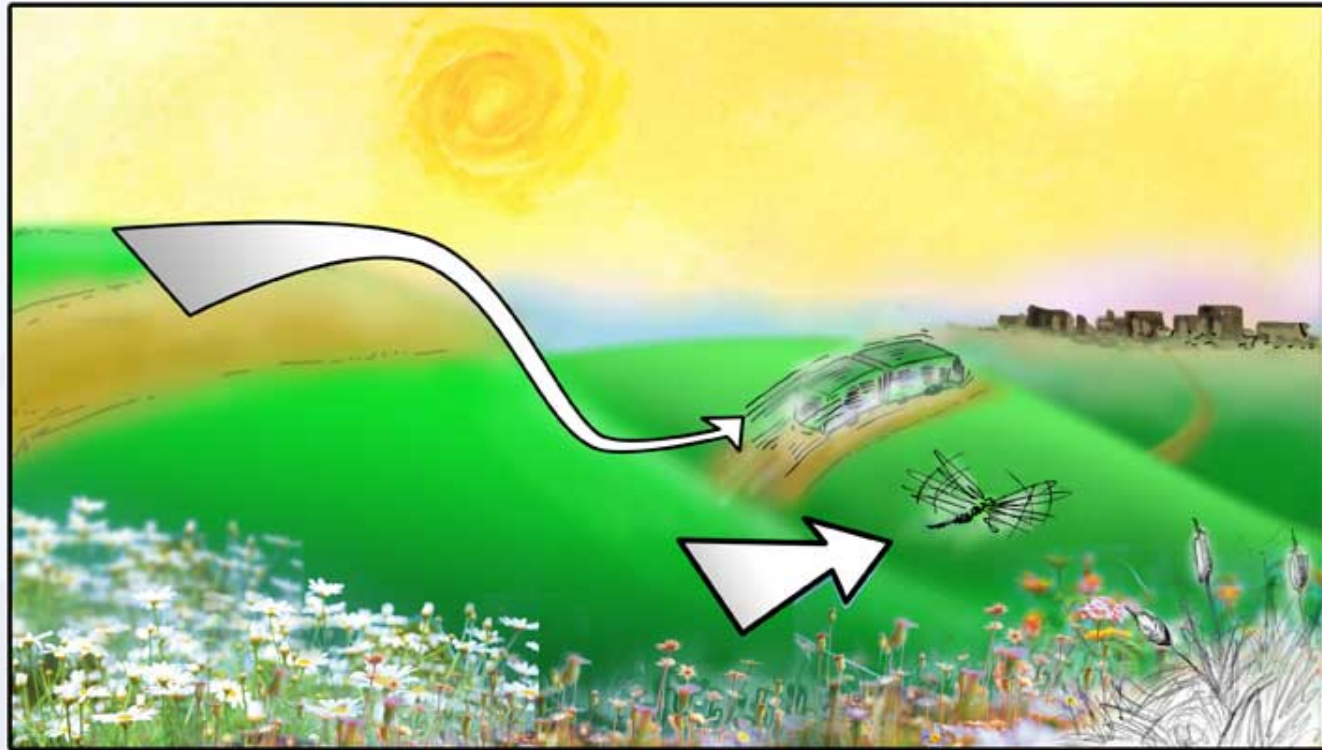
EmX Advertising

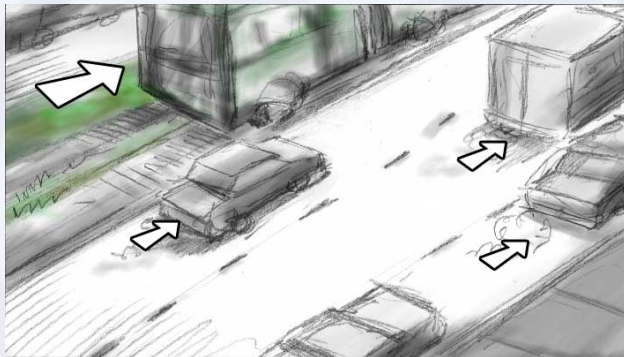
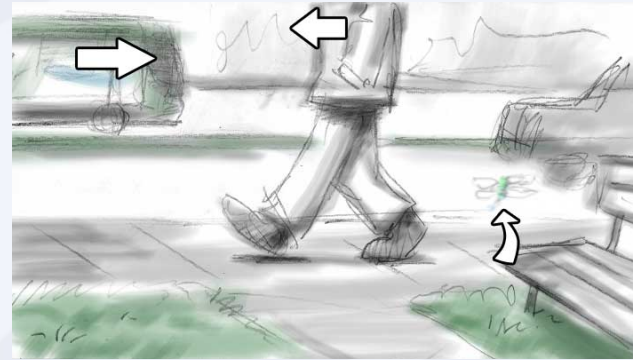
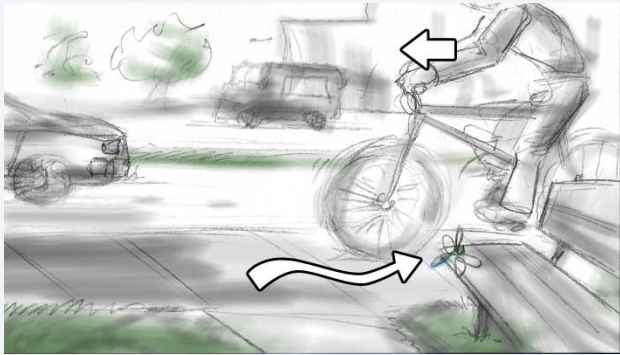
- Television
- Newspaper
- Radio remotes
- Radio ads





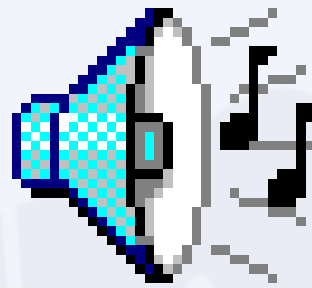












EmX Promotions

- Vehicle unveiling
- Dedication event
- Employee event
- Radio remotes
- Good Earth Home and Garden Show
- Targeted activities
- Customer information



Green and growing.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 11, 2006

ITEM TITLE: JANUARY 2007 EMPLOYEE OF THE MONTH

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

BACKGROUND: January 2007 Employee of the Month: Bus operator Margaret Lead was selected as the January 2007 Employee of the Month. Margaret has been a bus driver for LTD since 1994. She was nominated by a rider who was very grateful for Margaret's recent assistance when the rider had misplaced a very valuable portfolio. When Margaret was advised of the situation, she responded quickly and cheerfully, resulting in the prompt recovery of the rider's personal effects. The driver noted her appreciation of Margaret's consistent courtesy in all situations.

This is Margaret's first nomination as Employee of the Month. She has earned the Safe Driver Award nine times. She also served as the United Way Loaned Executive during its 2005 campaign.

Margaret has impeccable attendance and safety records, and is careful and efficient when operating her bus. When asked to comment on Margaret's selection as Employees of the Month, Supervisor Shawn Bradley said:

Margaret is always smiling and it is infectious to all who know her, and even those who don't. She's kind, compassionate, understanding, and friendly. She will speak to you and you feel her concern for whatever you have to say. Margaret is a real people person. She takes the time to get to know people individually and they appreciate her for that. Comments from passengers include, "She always smiles," and, "That was a very comfortable and safe ride."

It is a pleasure to work with Margaret. She really does care about people and people really care about her. That is a great thing to see.

Our congratulations to Margaret on her selection as the January 2007 Employee of the Month!

AWARD: Margaret will attend the December 11, 2006, meeting to be introduced to the Board and receive her award.

AGENDA ITEM SUMMARY

May 19

DATE OF MEETING: December 11, 2006

ITEM TITLE: FRANKLIN EmX UPDATE

PREPARED BY: Stefano Viggiano, Assistant General Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: The Franklin EmX corridor is scheduled to begin operating on January 14, 2007. The dedication event, featuring Congressman DeFazio and other dignitaries, has been scheduled for that same day.

The Board will be provided an update on project. Included in the update will be information on construction, vehicles, training, system testing, and marketing/promotional activities.

ATTACHMENTS: None

PROPOSED MOTION: N/A

AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 11, 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. **Labor Negotiations:** A special meeting to discuss labor negotiations in executive session will be held on January 8, 2007.
 - B. **Public Transit Discretionary Grant:** Accessible Services staff will present the Biennium 2007-09 Consolidated ODOT Discretionary Grant Application for a public hearing and Board approval at the January 17, 2007, meeting.
 - C. **Lane Coordinated Public Transit Human Services Transportation Plan for 2006-07:** Accessible Services staff will present the final draft of the Lane Coordinated Plan to the Board for approval at the January 17, 2007, Board meeting.
 - D. **Annual Performance Report:** Staff will prepare an annual performance report to present to the Board, likely in February 2007.
 - E. **Commuter Solutions Annual Report:** The annual Commuter Solutions report to the Board will be on the agenda in January or February 2007.
 - F. **FY 2007-08 Service Recommendation:** Public hearings on proposed changes to routes and schedules are scheduled for February 12 and March 12, 2007, at the Eugene Public Library. The Board will be asked to approve the final recommended service package at the March 21, 2007, regular Board meeting.
 - G. **FY 2007-08 Pricing Plan:** Public hearings on any proposed changes to the pricing plan are scheduled for February 12 and March 12, 2007, with final approval at the March 21, 2007, regular Board meeting.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 11, 2006

ITEM TITLE: NOT-FOR-PROFIT DISCOUNT PROGRAM UPDATE

PREPARED BY: Andy Vobora, Director of Service Planning, Accessibility, and Marketing

ACTION REQUESTED: None

BACKGROUND: The Not-for-Profit Discount Program provides an opportunity for private, not-for-profit agencies to purchase fares at a discounted rate. The discount rate is 50 percent and qualified agencies may purchase up to \$165 of fare instruments per month. Individual agencies and programs within agencies are eligible for purchases up to the maximum each month. There currently are more than 100 agencies and programs participating in this program. In 2005, nearly \$80,000 in fare discounts was provided.

Earlier in 2006, the Board adopted a revision to this program, including the indexing of the monthly purchase limit to token price increases. This change allows agencies to continue buying the same number of tokens as prices increase.

Another change occurred when the City of Eugene adopted a budget that included funds targeted for transportation services for the homeless; \$50,000 was allocated for fiscal year 2006-07. Following discussions with the City's homeless task force, it was decided that \$20,000 would be allocated to LTD's Not-for-Profit Discount Program and that \$30,000 would be held back in an effort to match other funds that might bolster services to the homeless even more.

The City's goal for the Not-for-Profit Program funds was to provide a greater discount to agencies that work directly with the homeless, thereby providing more rides to the clients of these select agencies.

In August 2006 the discount structure was in place and agencies began making purchases. Through October, 18 of the 24 qualifying agencies/programs had made purchases, and \$5,275 of the \$20,000 budget had been used. It appears that the \$20,000 allocation may be sufficient for the remainder of the fiscal year. There is a possibility the City will allocate additional funding to continue the program in 2007-08.

The \$30,000 in matching funds has not been used at this time; however, it is our intent to prepare a New Freedom grant application as soon as the federal process is outlined. New Freedom funding is federal funding targeted for new programs that offer services to seniors and people with disabilities. Staff believe the targeted nature of the homeless program will allow us to be competitive in the process of obtaining New Freedom funds. If the District is unsuccessful in the grant process, the \$30,000 will be used to extend the Not-for-Profit Discount Program.

RESULTS OF RECOMMENDED ACTION: Information only

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 11, 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.

ATTACHMENTS: November 2006 Performance Report (*handout at meeting*)
October 2006 RideSource Activity and Productivity Report

PROPOSED MOTION: None