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**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

**Wednesday, June 18, 2008
5:30 p.m.**

**Please note location:
McNUTT ROOM, EUGENE CITY HALL
777 Pearl Street, Eugene**

(This meeting will follow a 4:30 p.m. to 5:30 p.m. drop-in public hearing on proposed fare changes being held in the McNutt Room.)

A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

Dubick _____ Evans _____ Eyster _____ Gaydos _____
Kortge _____ Necker _____ Davis _____

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT

IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 05

V. BOARD CALENDARS (5 minutes) 06

VI. WORK SESSION

A. Rewards & Recognition Committee Update (20 minutes) 07

B. Call Center Update (20 minutes) 08

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

VII. EMPLOYEES OF THE MONTH – July 2008 (2 minutes) 09

VIII. AUDIENCE PARTICIPATION

◆ Each speaker is limited to three (3) minutes.

IX. ITEMS FOR ACTION AT THIS MEETING

- | | | |
|----|--|----|
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| | 1. Minutes of the February 25, 2008, Joint Meeting with Springfield City Council (Page 12) | |
| | 2. Disadvantaged Business Enterprise Goal (Page 19) | |
| | 3. Appointment of Board Member Ed Necker as Ex-officio, Non-voting Member of Accessible Transportation Committee (Page 28) | |
| B. | First Reading, LTD Ordinance No. 35, An Ordinance Setting Fares for Use of District Services (10 minutes) | 29 |
| C. | Approval of Supplemental Budget for FY 2007-08 (5 minutes) | 35 |
| | a. Staff Presentation | |
| | b. Opening of Public Hearing by Board President | |
| | c. Public Testimony | |
| | □ Each speaker is limited to three (3) minutes. | |
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| D. | Adoption of Fiscal Year 2008-09 Budget (10 minutes) | 37 |
| | a. Staff Presentation | |
| | b. Opening of Public Hearing by Board President | |
| | c. Public Testimony | |
| | □ Each speaker is limited to three (3) minutes. | |
| | d. Closing of Public Hearing | |
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| | a. Staff Presentation | |
| | b. Opening of Public Hearing by Board President | |
| | c. Public Testimony | |
| | □ Each speaker is limited to three (3) minutes. | |

d.	Closing of Public Hearing	
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a.	Staff Presentation	
b.	Opening of Public Hearing by Board President	
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□	Each speaker is limited to three (3) minutes.	
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b.	LCOG Board of Directors	
c.	EmX Steering Committee	
d.	West Eugene EmX Extension Corridor Committee – May 15	
e.	Board HR Committee	
f.	Pioneer Parkway Corridor Committee	
g.	Board Finance Committee	
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D.	Board Correspondence (respond if questions)	73
E.	Monthly Performance Reports (respond if questions)	75

XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

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- A. Second Reading and Adoption of Amended Fare Ordinance (July 16)
- B. Extended Work Session on Budget Issues (July 16)
- C. EmX Interior Ads (July 16)
- D. West Eugene EmX Extension Project Update (July 16)
- E. Pioneer Parkway EmX Design and Budget Cost Estimate (July or September)
- F. Gateway Construction Update (July or September)
- G. Triennial Review Draft Report (future meeting)
- H. LTD Sustainability Plan (future meeting)
- I. Technology Update (future meeting)
- J. Park & Ride Program (future meeting)
- K. Student Transit Pass Program Update (future meeting)

XII. ADJOURNMENT

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).

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AGENDA ITEM SUMMARY

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DATE OF MEETING: June 18, 2008

ITEM TITLE: MAY FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Financial results for the first eleven months of FY 2007-08 are summarized in the attached reports.

Passenger fares, including group pass receipts, were up 27.7 percent for the first eleven months of the current fiscal year over the same period last year, and are up \$1,200,000 versus budget. Passenger boardings for the rolling twelve-month period, which ended May 31, increased 14.2 percent over the previous period, up from 13.2 percent reported last month.

Payroll tax revenues are up 8.4 percent over last year but are still down slightly versus the current-year budget because higher receipts were expected in May. Typically, receipts fall off in the month following a quarterly distribution. The strength of payroll tax revenue growth suggests that the local economy is still relatively healthy.

Self-employment receipts generally coincide with State tax payment deadlines. The filing deadline for the 2007 tax year was April 15, 2008. The majority of self-employment receipts are received in May. This year more than half of expected annual receipts were disbursed to LTD in May, and this resource is now 4.3 percent ahead of the previous year and \$19,000 more than anticipated by the budget.

Interest rates of return were stable in May. The Local Government Investment Pool rate of return on May 31 was 3.2 percent, exactly the same as on April 30. Returns are down versus the same period a year ago because the budget assumed a 5 percent rate of return and because LTD has had less cash to invest. This revenue now shows a negative variance of \$9,100 through eleven months.

Total personnel services expenditures, the largest category of operating expense, show 6.9 percent growth over the previous year, the same growth rate reported last month. Total personnel services are expected to be within annual budget for the fiscal year.

Materials and services year-to-date results are generally as anticipated by the budget with the exception of fuel. The year-to-date average price per gallon of fuel is \$2.8103, up from \$2.7060 reported last month. The highest per gallon price that LTD ever paid for biodiesel was \$4.1472 on May 22, 2008. (The lowest price in the current year was \$2.1769 on August 22, 2007.) The current-year budget assumes an average price of \$2.35 per gallon. A supplemental budget is planned for June 2008 to address the anticipated budget shortfall for this line item. The actual expected average fuel price per gallon for the current fiscal year is \$3.00.

Transfers to the Accessible Services Fund continue to be a concern. Through May, transfers are 37.4 percent above the same period in the last fiscal year. It is hoped that the full roll out of call center services, which occurred in May, will help control the growth of service expenses, although it must be noted that accessible services are dependent on fuel.

With the exception of fuel expenditures and transfers to the Accessible Services Fund, General Fund activity year to date is generally as expected.

Commuter Solutions Fund activities are also generally as expected through the first eleven months of the current fiscal year.

Future EmX corridor planning was part of the Capital Projects Fund activity in May. Planning continues for the Pioneer Parkway EmX Corridor, and analysis is underway for a possible West Eugene extension of the EmX service. Year to date, replacement buses continue to represent the largest capital expenditure. Capital spending on the new RideSource Call Center dropped off in May as the facility improvements were finished and full operation began.

As previously reported, Lane Transit District is subject to a Triennial Review by the Federal Transit Administration every three years. This review is a comprehensive audit of all components of service that are federally regulated and includes a desk audit of requested materials followed by an on-site audit. LTD completed the desk audit materials in March to meet an April 1 submission deadline. The on-site component of the Triennial Review was done May 21-23, 2008. The final report of findings is due to LTD by June 23, 2008. The report will be shared with the Board at a future meeting.

In a separate action agenda item, the Board will be asked to hold a public hearing and adopt a budget for FY 2008-09. Because the fuel price assumption for the Approved Budget is likely to be too low, staff propose that the budget be adopted as approved, but that a supplemental budget

be considered for September when the first quarter actual fuel costs will be known.

ATTACHMENTS:

Attached are the following financial reports for May 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



LANE TRANSIT DISTRICT RESOLUTION NO. 2008-024

BE IT RESOLVED that the Board of Directors of Lane Transit District hereby adopts the budget for the Fiscal Year 2008-2009 in the total combined fund sum of \$116,516,400 now on file at the Lane Transit District offices.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2008, and for the purposes shown below are hereby appropriated as follows:

<u>GENERAL FUND - OPERATING BUDGET</u>	
Personnel Services	\$ 26,750,300
Materials & Services	<u>9,880,000</u>
Total Operating	36,630,300
<u>GENERAL FUND - NON-OPERATING</u>	
Transfer to Commuter Solutions Fund	5,000
Transfer to Accessible Services Fund	2,378,700
Transfer to Capital Projects Fund	1,752,000
Operating Contingency	1,000,000
Other Contingency	407,700
Self-Insurance Contingency	<u>1,000,000</u>
Total Non-Operating	<u>6,543,400</u>
Total General Fund	<u>43,173,700</u>
<u>COMMUTER SOLUTIONS FUND</u>	
Materials & Services	561,500
Contingency	<u>450,400</u>
Total Commuter Solutions Fund	<u>1,011,900</u>
<u>ACCESSIBLE SERVICES FUND</u>	
Materials & Services	11,992,500
Transfer to Capital	33,000
Operating Contingency	<u>68,800</u>
Total Accessible Services Fund	<u>12,094,300</u>
<u>CAPITAL PROJECTS FUND</u>	
Capital Outlay	45,683,700
Debt Service	3,055,000
Capital Reserve	<u>11,497,800</u>
Total Capital Projects Fund	<u>60,236,500</u>

June 18, 2008
Date Adopted

Board President

AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 18, 2008
- ITEM TITLE:** ADOPTION OF FISCAL YEAR 2008-2009 BUDGET
- PREPARED BY:** Diane Hellekson, Director of Finance and Information Technology
- ACTION REQUESTED:**
- (1) Hold a public hearing on Fiscal Year 2008-2009 budget.
 - (2) Adopt Fiscal Year 2008-2009 budget by attached resolution.
- BACKGROUND:**
- The Budget Committee approved the budget for Fiscal Year 2008-2009 on April 23, 2008. The fixed-route operating budget is \$36,630,300. The grand legal total of all combined funds plus reserves and transfers is \$116,516,400. A public hearing on the budget must be held, and budget law requires that the Board of Directors must adopt a final budget before July 1, 2008.
- The budget described in the attached resolution for all Lane Transit District funds is exactly the same as the authorized spending in the budget for FY 2008-2009 approved by the LTD Budget Committee on April 23.
- A copy of the final budget document will be provided to each member of the Budget Committee as soon as a FY 2008-2009 budget is adopted. Budget highlights and a brief overview will be presented at the June 18 Board meeting.
- RESULTS OF RECOMMENDED ACTION:**
- Staff will file the adopted budget with the State of Oregon, as required, and the new budget will become the FY 2008-2009 business plan beginning July 1, 2008.
- ATTACHMENTS:**
- (1) Resolution
 - (2) General Fund Budget
 - (3) Commuter Solutions Fund Budget
 - (4) Accessible Services Fund Budget
 - (5) Capital Projects Fund Budget
- PROPOSED MOTION:**
- I move approval of Resolution No. 2008-024, adopting the LTD Fiscal Year 2008-2009 budget and appropriating \$116,516,400 as represented in the resolution.

LANE TRANSIT DISTRICT
SIXTEENTH AMENDED ORDINANCE NO. 35
An Ordinance Setting Fares for Use of District Services

The Board of Directors of Lane Transit District does hereby ordain that Ordinance No. 35 of said District is hereby amended to read as follows:

1.01 Definitions. As used in this ordinance, unless the context requires otherwise:

- (1) "District" means Lane Transit District.
- (2) "Service Area" means the area designated in Ordinance No. 24 of Lane Transit District entitled "An Ordinance Altering the Territorial Boundaries for Lane Transit District," adopted November 17, 1999, as such area is now constituted and as it may be altered from time to time hereafter by ordinance of this District.

1.02 Fares.

- (1) Fares on the District transit system shall vary according to the status of the rider and method of payment and shall be in accordance with the following schedule:

(a) Cash Fare (Effective 7/01/08).

	Monday-Sunday
Adult (ages 19–64)	\$1.50
Youth (ages 6-18)*	\$.75
Half-Fare**	\$.75
Senior (ages 65 and older)	Free

(b) Monthly Pass (Effective 9/24/08).

<u>Pass Type</u>	<u>Monthly</u>
Adult (19-64)	\$45.00
Youth (6-18)*	\$22.50
Senior (65 and older)**	Free

* Youth fare applies to ages 6-18. Children age five and under ride free with parent or guardian.

** LTD's EZ Access Program provides a Half-Fare program for persons with disabilities and Medicare cardholders. The EZ Access program also provides the Honored Rider pass providing free rides for persons 65 years of age and older. The Half-Fare and Honored Rider photo identification cards may be obtained at the LTD Customer Service Center.

(c) Day Pass (Effective 9/01/00).

The Day Pass rate is 2 times the cash fare.

- (2) Group Pass Program. The general manager, or his/her designated representative, is authorized to sign contracts on behalf of the District to provide transit service to groups of riders at reduced rates pursuant to policies established by the Board at its May 2, 1990, meeting, as amended, or pursuant to such policies as the Board may hereafter adopt by resolution or ordinance.

Group Pass (*Effective January 1, 2009*)

Current monthly rates: \$3.98 taxpayer
 \$4.63 non-taxpayer

Proposed monthly rates: \$4.33 taxpayer
 \$5.04 non-taxpayer

- (3) Special Event Discounts. The promotional distribution of free tickets from time to time is necessary or convenient for the provision of a public transit system. The general manager, or his/her designated representative, is authorized to reduce or eliminate fares, or to approve the distribution of free tickets for use of District facilities during special events, or at specified times, on a finding by the general manager, or his/her designated representative, that the fare reduction or elimination will promote increased use of the District's public transit system or will otherwise further the provision of a public transit system.

- (4) Reduced Fares for Low-Income Persons. The general manager, or his/her designated representative, is authorized to sign contracts with local nonprofit agencies whereunder the District may agree to provide transit fare instruments at reduced prices to such agencies, for distribution to low-income persons within the service area who need transportation assistance. Definitions of those who are "low-income persons" and "who need transportation assistance" shall be part of such contracts, verbatim or by reference.

- (5) Paratransit. Fare structure (*Effective 7/01/01*):

RideSource	\$3.00	one way
Escort*	\$3.00	one way
RideSource Shopper**	\$2.00	round trip
Social Service Agencies***	100	percent
Book of Ten Tickets	\$30.00	

* Escort is limited door-to-door transportation for medical rides.

** **RideSource** Shopper is specialized transportation service for grocery shopping. **RideSource** Shopper fares are based on round-trip rides. All other fares are one-way rides.

*** Social service agencies will contract for service and pay 100 percent of the marginal cost of service.

- 2.01 Large-quantity Pass Purchases. The District will provide a discount of 5 percent to private sales organizations authorized by the District to sell passes to the general public.

3.01 Effective Date. This ordinance shall take effect on August 15, 2008, at which time this Sixteenth Amended Ordinance will stand in the stead of Ordinance No. 35 in all particulars and all previous amendments, and will govern all fares charged by the District.

ADOPTED this _____ day of _____, 2008.

President and Presiding Officer

ATTEST:

Recording Secretary

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2008

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

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2008

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), the Lane Council of Governments (LCOG) Board of Directors, 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. **APTA Authorization Committee:** The American Public Transportation Association (APTA) Authorization Task Force is developing transit requests for a new surface transportation bill. SAFETEA-LU, the current surface transportation bill, expires on September 30, 2009. Board member Greg Evans has been appointed to the APTA Authorization Task Force. Mr. Evans attended a Task Force meeting in San Francisco on June 3, 2008.

NO MEETINGS HELD

1. **Metropolitan Policy Committee (MPC):** MPC meetings generally are held on the second Thursday of each month. Board members Gerry Gaydos and Greg Evans are LTD's MPC representatives, with Mike Dubick serving as an alternate. At the MPC meeting on May 8 Board Member Greg Evans asked that an item be included on a future MPC agenda to discuss LTD's budget issues and service cuts. The June 12 meeting was canceled. The next meeting is scheduled to be held on July 10.

2. **LCOG Board of Directors:** LTD Board Member Mike Dubick represents LTD on the Lane Council of Governments (LCOG) Board of Directors as a non-voting member. The LCOG Board is expected to meet again on June 26.
3. **EmX Steering Committee:** Board President Gerry Gaydos and Board members Debbie Davis and Greg Evans are members of LTD's EmX Steering Committee, along with members of local units of government and community representatives. The next meeting is scheduled to be held on August 5.
4. **West Eugene EmX Extension (WEEE) Corridor Committee:** This committee is a subcommittee of the EmX Steering Committee and is composed of Board members Greg Evans, Dean Kortge, and Gerry Gaydos, along with members of local government and community representatives. The committee last met on May 15, and the next meeting is being scheduled for sometime in mid-July.
5. **Pioneer Parkway Corridor Committee:** This committee also is a subcommittee of the EmX Steering Committee. It is composed of Board members Debbie Davis, Mike Dubick, and Mike Eyster, and local government and community representatives. The committee last met on January 17, 2008. The next meeting has not yet been scheduled.
6. **Board HR Committee:** The Board HR Committee is composed of Mike Dubick, Mike Eyster, and Chair Gerry Gaydos. The committee last met on April 8. The next meeting is tentatively scheduled to be held on July 8.
7. **Board Finance Committee:** The Board Finance Committee is composed of Dean Kortge (chair), Mike Dubick, and Debbie Davis. The next meeting of the Board Finance Committee has not been scheduled.
8. **Board Service Committee:** The Board Service Committee members are Greg Evans, Mike Dubick, and Chair Mike Eyster. New Board Member Ed Necker will be replacing Mike Dubick on the committee at its next meeting. The committee last met on February 20. The next meeting is not yet scheduled.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2008

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Mark Pangborn, General Manager

ACTION REQUESTED: None

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

- May 27, 2008, Letter to Board President Gerry Gaydos from the Eugene 08 Olympic Team Trials—Track & Field Organizing Committee thanking the Board and staff for LTD's contributions to the event

PROPOSED MOTION: None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING/WORK SESSION
WITH SPRINGFIELD CITY COUNCIL

Monday, February 25, 2008

Pursuant to notice given to *The Register-Guard* for publication on February 21, 2008, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting/joint work session with the Springfield City Council on Monday, February 25, 2008, beginning at 6 p.m., in the Library Meeting Room at Springfield City Hall, 225 Fifth Street, Springfield.

Present: Gerry Gaydos, President, presiding
Dean Kortge, Vice President
Debbie Davis, Treasurer
Mike Dubick
Mike Eyster, Vice President
Greg Evans
Ed Necker
Mark Pangborn, General Manager
Jo Sullivan, Clerk of the Board
Amy Sowa, Springfield City Recorder/Minutes Recorder

MINUTES OF THE WORK SESSION MEETING OF
THE SPRINGFIELD CITY COUNCIL HELD
MONDAY, FEBRUARY 25, 2008

ATTENDANCE

Present were Mayor Leiken and Councilors Lundberg, Wylie, Ballew, and Pishioneri. Also present were City Manager Gino Grimaldi, Assistant City Manager Jeff Towery, City Attorney Joe Leahy, City Attorney Matt Cox, City Attorney Bill Van Vactor, City Recorder Amy Sowa and members of the staff.

Councilors Ralston and Woodrow were absent (excused).

1. Lane Transit District (LTD) Discussion.

Mayor Leiken welcomed the LTD Board. He asked that both the Board and City Council members introduce themselves. Those in attendance from the LTD Board were LTD Board President Gerry Gaydos and members Mike Eyster, Greg Evans, Ed Necker, Dean Kortge, Debbie Davis, and Mike Dubick.

Mr. Gaydos called the LTD portion of the meeting to order at 6:10 p.m. All members were present.

Mr. Grimaldi reviewed the agenda for the meeting.

Mark Pangborn, General Manager of LTD, said the City Council and LTD Board had met jointly about once a year for a number of years because there were so many services to the community that intersected.

Mr. Pangborn presented a power point presentation. He talked about where LTD was now. He provided a service overview: the bus, RideSource, event shuttles, EmX, Commuter Solutions, and the Breeze. He referred to a graph in the power point regarding ridership, service and service area population. The population in our community was using the bus more and more for their transportation needs. He further discussed the graph and explained some of the trends and reasons for increased ridership.

Councilor Pishioneri asked when the high school free ridership program started.

Mr. Pangborn said it had been in place for about three years. It was started with a sample of just a few high schools and was expanded to offering to all middle and high schools. That did have a significant impact in ridership numbers. He also noted that Lane Community College (LCC) started a group pass this last year.

Mr. Pangborn continued his presentation by discussing the comparisons LTD had made with their service and other cities. He noted the cities used for this comparison and discussed the areas of comparison, which included: boardings per service hour; boardings per capita; cost per boarding; cost per service hour; cash fare comparison; and fare recovery.

Councilor Ballew asked about the boarding per service hour figure.

Mr. Pangborn said the figure was the number of riders per hour per bus.

Councilor Ralston asked about a figure on the chart and asked if the difference was a subsidy.

Mr. Pangborn said that was correct, it was a payroll tax subsidy. They did have some advertising revenues, but seventy-five percent of their operating revenue came from payroll taxes. Tri-Met and LTD were the only two transit districts in the State that operate from payroll taxes.

Mr. Pangborn said LTD conducted a survey of riders in 2007 to find out why people were riding the bus. He explained the results of that survey. It included information on why people rode the bus (no vehicle, shared vehicle, economic reasons) and also how they paid for the bus fare (cash, group pass from employer, student pass). He discussed the EmX and noted that only nine percent of those riding the EmX were riding for free.

Councilor Ralston asked if they thought people didn't know EmX was free.

Mr. Pangborn explained why many people choose not to ride even if it was free. There were a number of people, however, that were trying the EmX and finding it very convenient.

Councilor Ballew asked what percentage of total ridership was using EmX.

Stefano Viggiano, Assistant General Manager of LTD, said about fifteen percent.

Tom Schwetz, Director of Development Services at LTD, discussed the Fare-Free Service at LTD (attachment B, page 13 in the agenda packet). He said the Metropolitan Policy Committee (MPC) had encouraged LTD to consider implementation of fare-free service. He gave an overview of the financial and operational impacts. With the group pass program, student transit pass program, and those under 5 and over 70 years old riding for free, about 49 percent of the people in the community had access to the system without paying a fare. On the cost side, the biggest concern would be a loss of about \$5 million in revenue. That would need to be made up in some other way, such as cutting 20 – 25 percent of the service. Another issue was the RideSource service. RideSource was a mandated American with Disabilities Act (ADA) service that was required to be complementary to the existing service. If not charging on the regular service, they could not charge on the RideSource service, which was the most costly service. There were constraints to moving toward a free-fare system, and LTD felt they were currently in a good position with the number of riders that already rode for free. He asked if Council had any questions.

Councilor Ballew asked if they would get an additional \$5M in revenue if they did away with all of the free ridership. That could allow them to decrease rates across the board.

Mr. Schwetz said that most of the riders in the 'free' category were actually those that had a group pass. The group pass was paid by the employer, so was not actually free.

It was noted that 49 percent of the population were in that category, not 49 percent of the riders.

Councilor Ballew asked about the elderly riders.

Mr. Pangborn said many elderly people rode the bus, but not very frequently. He noted that people over 70 years old could receive a free pass by showing photo ID, but many didn't use the pass. LTD was considering lowering the age for that pass to 65 years old. The whole community was paying for transit service so they were trying to market it for the community.

Councilor Ralston asked about 49 percent figure.

Mr. Schwetz said 49 percent of the population in the district held a group pass, a student transit pass or ride for free pass because of their age. He said they had the pass, but may not use it.

Mr. Dubick said one of the reasons they were considering lowering the age to 65 was to get people comfortable using the regular bus service because it was less expensive to operate than RideSource. They were currently taking money from the General Fund to help fund RideSource. RideSource was mandated by the Federal Government through the ADA, but was not federally funded. Some cigarette tax funds were provided for this program.

Mr. Schwetz spoke regarding Applicability of Rail in the Eugene-Springfield Metropolitan Area (attachment B, page 21 in the agenda packet). He said the information in the agenda packet described the cost per mile for construction of various modes of rail. There was some interest in looking at rail in the future. The attached table gave a good comparison of various street car and light rail systems across the country and included the EmX system. The EmX did quite well in the performance measures related to annual cost per boarding and annual boardings per route mile.

Mr. Pangborn said people often asked why LTD didn't put in light rail rather than EmX. He said light rail was ten times more expensive and was not needed in this area at this time.

Mr. Viggiano discussed Springfield service. He referred to a chart showing boardings by route. He noted the number of ridership on the Springfield routes. Springfield services were some of LTD's most productive offered. He referred to a map in the power point presentation that showed boardings by location. He noted the number of boardings at the Springfield station on South A Street. The downtown Eugene station was the hub of the bus service and served a very large volume. Secondary hubs had been formed, such as the one in downtown Springfield, which was growing all the time. He discussed the upcoming change to the Gateway route for 2008 that would include International Way and the anticipated ridership growth that would occur in that area. The frequency would increase from 30 minutes to 20 minutes during the afternoon. Because the RiverBend Hospital was scheduled to be open this summer, there was an interim route strategy for the next two years until the EmX was finished. He explained the route.

Mr. Pangborn said there were several buses that made that route.

Mr. Viggiano said Symantec was not currently on the route, but would be on the new route. Many businesses along this route currently provided group passes and would now be served with the new route. He noted that the next big change would be in 2010 when they implemented the Pioneer Parkway EmX. He described the process they would use to determine those changes, and whether or not to use connector routes. He discussed the current routes in Springfield and noted some areas that could receive additional service in the future.

Councilor Woodrow asked if consideration had been given to an EmX line out to the Thurston Station, up Highway 126 and back to Pioneer Parkway.

Mr. Viggiano said they hoped eventually to have an EmX route that went out to Thurston and back to west Eugene. In 2001, it was decided that Gateway service was a higher priority due to the large amount of growth in that area.

Mayor Leiken discussed parking in the downtown. He asked if LTD would be interested in working with the City to look at putting in a parking structure or garage. It would be beneficial to both the City and LTD, especially once the EmX line was in place and going out to Gateway. He hoped the LTD Board would consider this partnership for the future. Urban Renewal could play a part in this as well.

Mr. Necker asked if a parking garage adjacent to Springfield Station would be a good location.

Mayor Leiken said he didn't know, but that could be a starting point. Other areas could be considered as well with input from citizens.

Mr. Evans said the Board had held conversations about a long-range vision for their Park and Ride system and increasing the parking capacity around that. As EmX and the system grew, that could happen at some point. Currently, they were maxed out, but they would consider that partnership in the future. LTD was looking at public and private partnership to increase capacity around Park and Ride locations and structures.

Councilor Wylie said during her time on the LTD Board she learned that a good transit district was not trying to get people to get rid of their car, but was a partnership and part of the whole transportation picture. The Park and Ride was part of that partnership.

Mayor Leiken asked if LTD had an expectation from the City to have a role at looking at service providing areas.

Mr. Pangborn referred to a chart showing the Springfield Outreach schedule which listed Springfield neighborhood meeting, community groups, City staff, and Council from fall of 2008 through fall of 2009. LTD would like strong participation with the entire structure of the City. Because it involved service to Springfield citizens, they expected it to be a partnership in planning.

Mr. Mel Barnes, a Springfield resident, spoke from the audience. He said he took groups from the Senior Center to the Springfield Station to teach them how to ride the bus and the EmX. There were a lot of people that didn't have bus service to their neighborhoods or near their homes, especially off of Jasper Road. He also had people ask him where they could catch a bus and he had to tell them there was not a bus route there.

Mr. Gaydos said local match was very important. Creative ideas were needed to find revenue.

Mr. Pangborn said Mr. Barnes had worked hard to help find appropriate routes.

Mr. Schwetz spoke regarding the Franklin Boulevard Project (attachment C, page 1 in the agenda packet). Mr. Schwetz said the documents included in this packet were the same as those that were going to Washington DC for the United Front trip. It described a project that went from the Courthouse in downtown Eugene to the Springfield bridges. The City had been conducting a stakeholder outreach in the Glenwood area. The concept for that corridor had not yet been presented to Council, so he just wanted to highlight this project was in progress.

Councilor Ballew asked where Federal financing came from that went to LTD.

Mr. Schwetz said the general FTA funding was part of the Transportation Trust Fund. Gas tax and other funding sources were also provided.

Mr. Pangborn said about 80-85 percent of the Federal funding was from a Federal gas tax, and the remaining 15 percent was General Fund money. President Bush's proposed budget to Congress included a cut in some funding for both highways and transit.

Mayor Leiken said Council had a lot of interest in the Franklin corridor. That project was one the City and LTD would need to continue to work on together, especially regarding the alignment of Franklin Boulevard.

Mr. Necker said the Board knew Glenwood was soon to be in process, and they wanted to be sure to include transit as an important part of that redevelopment.

Mr. Dubick said he attended the open house held at Roaring Rapids and felt that the preliminary concept he saw there was very impressive.

Mr. Viggiano said the Pioneer Parkway EmX item was put on the agenda a couple of weeks ago, but LTD and the City Council were still in the middle of those discussions, so it would not be productive to go into details of the design at this time. He suggested instead that the agenda proceed to the update on the Gateway Station.

Charlie Simmons, Facilities Services Manager with LTD, spoke on the Gateway Station. He said LTD approached Gateway management a few years ago about moving the location of the Gateway station. The mall did not understand why the station needed to be moved at first. Mr. Simmons explained that it was important to move the station out where there could be faster service for the EmX and still serve the Gateway Mall. Also, getting through the parking lot to and from the existing Gateway Station was a real challenge. He showed the proposed location for the station. This station would serve both regular service as well as EmX service. There would be two bays for each route for both directions.

Mr. Simmons said it was also important to LTD how the platform would work. They would reduce the lanes on the road around the mall and put in a covered crosswalk from the station to the mall. The fewer lanes provided a calming of traffic in that area. He referred to the diagram showing the walk connections from the neighborhoods. The covered walkway was proposed to be transparent to allow a view of the mall and General Growth (the management of the mall) had begun to embrace that design. LTD would go out to bid in March and hoped for construction to begin in late spring or early summer, with the facility ready for the holidays. It was currently at 70 percent design with a budget of about \$1.6M for construction.

Councilor Lundberg asked what they considered the holiday season.

Mr. Simmons said early to mid-November. If the project was not complete by then, they would stop the construction and wait until the end of January to finish the project. The current site would go back to parking once the new station was complete. He felt it was a win-win for the mall and LTD. This project was part of the Connect Oregon grant.

Councilor Pishioneri asked how much funding was devoted to lighting.

Mr. Simmons said he believed it was about \$86,000.

Councilor Pishioneri asked how effective that covered walkway would be in protecting pedestrians with wind blowing through.

Mr. Simmons said General Growth didn't want a covered walkway that would block the visibility of their front entrance. The cover protected against rain and sun. The number of

days there was heavy wind and rain was fairly minimal, and this cover should provide a pretty high level of shelter area.

Mr. Pangborn said one complaint before EmX was put into service was that people thought the station shelters would be too high to offer protection from the weather. Now that they have been built, there were no complaints about people not being protected.

Mr. Simmons said when there were vertical surfaces that blocked visibility, there were vandalism and security issues. The walkway being open was a good compromise.

ADJOURNMENT

The LTD Board adjourned at 7:08 p.m.



Board Secretary

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AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 18, 2008
- ITEM TITLE:** REVISION OF ORDINANCE 24 GOVERNING DISTRICT BOUNDARIES
- PREPARED BY:** Andy Vobora, Director of Service Planning, Accessibility, and Marketing
- ACTION REQUESTED:** That the Board complete second reading of Ordinance 24 (2008 Revision) by title only and then adopt the ordinance
- BACKGROUND:** Ordinance 24 describes the territorial boundaries of Lane Transit District. When there are no changes to the boundary, the Board affirms the boundaries each year in June. This action is done by resolution and does not require a reading of the ordinance. A revision to the ordinance is required only if there is a change to the District boundary.
- Two changes to the boundary have been discussed by the Board and included in the revised ordinance. The first involves changes to specific sections of the existing boundary that include reducing the boundary along River Road north of Santa Clara, and around Fern Ridge Reservoir and along Territorial Road north of Veneta.
- The ordinance has been revised to reflect appropriate dates, and has been drafted to provide reference to two pieces of information that will define the boundary. The first is a District boundary map and the second is a list of all addresses contained within the defined area. These documents are produced by Lane Council of Governments (LCOG) staff using a geographical information system. While the large reference map does not show a great amount of detail, individual address questions can be answered by the address listing. LTD staff have direct access to the computerized address file maintained by LCOG. This gives the District the most up-to-date address information available. Should additional information be needed, LCOG staff can provide detailed tax lot maps upon request. The boundary map will be available at the Board meeting and will be attached to the original ordinance.
- Before adoption, ordinances must be read at two separate meetings at least six days apart. The first reading of LTD Ordinance 24, 2008 Revision was held at the May 21, 2008, Board meeting. The Board can vote to read the ordinance by title only. Staff will have additional copies of the ordinance available for anyone in the audience who desires a copy.

RESULTS OF RECOMMENDED ACTION:

Following the second reading and adoption, the ordinance will take effect on January 1, 2009. A copy of the ordinance will be filed with the County Clerk and made available for public inspection, and notice of adoption will be placed in a local newspaper of general circulation. LTD will coordinate with the State Department of Revenue to update materials mailed to area taxpayers. LTD will also send direct mail pieces to owners/tenants of each property affected by this change.

ATTACHMENT:

- (1) LTD Ordinance 24, 2008 Revision
- (2) Boundary map illustrating affected areas (to be available at the meeting)

PROPOSED MOTION:

- (1) I move that Lane Transit District Ordinance 24 (2008 Revision), an ordinance describing the territorial boundaries of the District, be read by title only.

Following an affirmative vote, the title should be read:

“Lane Transit District Ordinance 24 (2008 Revision), Describing the Territorial Boundaries of Lane Transit District.”

- (2) I move the following resolution:

LTD Resolution No. 2008-027: It is hereby resolved that the LTD Board of Directors adopts Lane Transit District Ordinance 24 (2008 Revision), Describing the Territorial Boundaries of Lane Transit District.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2008

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: Board activity calendars are included separately for Board members.

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 18, 2008
- ITEM TITLE:** CONSENT CALENDAR
- PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board
- ACTION REQUESTED:** Approval of Consent Calendar Items
- BACKGROUND:** Issues that can be explained clearly in the written materials for each meeting, and that are not expected to draw public testimony or controversy, are included in the Consent Calendar for approval as a group. Board members can remove any items from the Consent Calendar for discussion before the Consent Calendar is approved each month.
- The Consent Calendar for June 18, 2008:
1. Approval of the minutes of the February 25, 2008, Special Board Meeting/Work Session with Springfield City Council
 2. Approval of FY 2008-09 Disadvantaged Business Enterprise (DBE) Goal
 3. Appointment of LTD Board Member Ed Necker as ex-officio, non-voting member of Accessible Transportation Committee
- ATTACHMENTS:**
1. Minutes of the February 25, 2008, Special Board Meeting/Joint Work Session with Springfield City Council
 2. LTD FY 2008-09 Disadvantaged Business Enterprise (DBE) Goal
 3. Staff report, "Appointment of LTD Board Member, Ex-Officio, Non-Voting Member of Accessible Transportation Committee"
- PROPOSED MOTION:** I move that the Board adopt the following resolution:
- LTD Resolution No. 2008-021: It is hereby resolved that the Consent Calendar for June 18, 2008, is approved as presented.



*Lane Transit District
P. O. Box 7070
Eugene, Oregon 97401*

*(541) 682-6100
Fax: (541) 682-6111*

CONSENT CALENDAR ITEM

APPOINTMENT OF LTD BOARD MEMBER EX-OFFICIO, NON-VOTING MEMBER OF ACCESSIBLE TRANSPORTATION COMMITTEE

Prepared by Terry Parker, Accessible Transportation Manager
June 18, 2008

BACKGROUND:

The Accessible Transportation Committee (ATC) is a state-mandated committee that is charged with the oversight of the Special Transportation Fund distribution within Lane County. Lane Transit District also utilizes the Accessible Transportation Committee as an official advisory committee to staff and the Board of Directors on all fixed-route accessibility issues and issues concerning the complementary paratransit service, RideSource. The ATC meets monthly on the third Tuesday of each month.

Two years ago, the ATC proposed and the LTD Board adopted revised Bylaws that included the designation of an LTD Board member representative position, acting in an ex-officio, non-voting capacity. Previous Board member Dave Kleger attended ATC meetings regularly, and often spoke on behalf of the Board, which prompted this revision to the Bylaws. Since Mr. Kleger's resignation from the LTD Board, this position has been vacant. Mr. Kleger continues to attend the ATC meetings as a community representative.

Ed Necker, a newly appointed LTD Board member, also has continually attended ATC meetings over the past years in an official membership capacity, representing people with physical disabilities, and has been elected Chair of that committee several times. He continues to attend regularly.

The Accessible Transportation Committee has requested that the LTD Board president appoint Mr. Necker to the vacant ATC position of ex-officio LTD Board representative. Staff agree with this request.

STAFF RECOMMENDATION:

Staff recommend that the Board President appoint Ed Necker as the Ex-Officio LTD Board member to the Accessible Transportation Committee.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 18, 2008
- ITEM TITLE:** LANE COORDINATED PUBLIC TRANSIT—HUMAN SERVICES TRANSPORTATION PLAN—2009 Update
- PREPARED BY:** Terry Parker, Accessible Services Manager
- ACTION REQUESTED:**
- (1) Hold a public hearing
 - (2) Adopt the Lane Coordinated Public Transit—Human Services Transportation Plan—2009 Update
- BACKGROUND:**
- With the success of a statewide initiative in 1985, the Oregon Department of Transportation (ODOT) Public Transit Division became the overseer of funds dedicated to providing transportation services for older adults and persons with disabilities in Oregon. In 2005, the Division launched the *Transportation Coordination Initiative* to help ensure that the Special Transportation Fund resources were being used wisely and strategically. This initiative established that agencies that receive money through the Special Transportation Fund must coordinate with other organizations, and projects must be reflected within a local service plan. Likewise, a federal directive prescribed by the most recent transportation authorization bill requires that projects selected for funding under the Elderly Individuals and Individuals with Disabilities Capital Program (§5310), Job Access and Reverse Commute program (§5316), and New Freedom program (§5317) come from a locally developed coordinated public transit-human services transportation plan.
- The *Lane Coordinated Public Transit—Human Services Transportation Plan* (Lane Coordinated Plan) is intended to show how local human service agencies work together with transportation providers to address the transportation needs of people with disabilities, older adults, and people with limited incomes. The description of transportation services and the connections and relationships represented in the Lane Coordinated Plan are drawn from discussions with transportation and human services staff, stakeholder interviews, focus groups, meetings with human service case managers, and input from the Accessible Transportation Committee; a consumer-based group advisory to Lane Transit District.
- Over a year ago, the LTD Board of Directors approved the original *Lane Coordinated Public Transit-Human Services Transportation Plan* (Lane Coordinated Plan). The Lane Coordinated Plan has been updated and revised to include new information and elements to ensure compliance with federal and state planning expectations. A draft of the updated Plan has been available for public review and comment through June 10, 2008.

RESULTS OF RECOMMENDED ACTION:

State and federal laws now require planning as a condition of receiving certain funds included in the Oregon Public Transit Division Discretionary Grant Program. As the designated Special Transportation Fund Agency for Lane County, LTD must develop and adopt a local Coordinated Plan. In order for projects to be eligible for select FTA project funds, they must be reflected in the plan and a copy submitted with grant applications.

ATTACHMENTS:

Draft Lane Coordinated Public Transit - Human Services Transportation Plan – 2009 Update

NOTE: The Draft Coordinated Plan – 2009 Update is being included as an attachment to the LTD Board agenda packet to Board members only. Interested others may obtain a copy on the LTD website at www.ltd.org or by calling LTD.

PROPOSED MOTION:

I move the following resolution, LTD resolution No. 2008-025: Be it resolved that the LTD Board of Directors hereby adopts the Lane Coordinated Public Transit - Human Services Transportation Plan – 2009 Update.



*Lane Transit District
P. O. Box 7070
Eugene, Oregon 97401*

*(541) 682-6100
Fax: (541) 682-6111*

ADDENDUM TO JUNE 18, 2008
LTD BOARD AGENDA PACKET

***LANE COORDINATED PUBLIC TRANSIT—
HUMAN SERVICES TRANSPORTATION PLAN
2009 UPDATE***



Lane Transit District
P. O. Box 7070
Eugene, Oregon 97401

(541) 682-6100
Fax: (541) 682-6111

ADDENDUM TO JUNE 18, 2008
LTD BOARD AGENDA PACKET

LTD REWARDS & RECOGNITION PROGRAM
Fiscal Year July 1, 2007 – June 30, 2008

BUILDING A RECOGNITION CULTURE



Lane Transit District
P. O. Box 7070
Eugene, Oregon 97401

(541) 682-6100
Fax: (541) 682-6111

CONSENT CALENDAR ITEM

FISCAL YEAR 2008-2009 DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL

Prepared by Jeanette Bailor, Purchasing Manager
June 18, 2008

On October 20, 1981, the LTD Board of Directors established by resolution an affirmative action program for disadvantaged business enterprise participation in Department of Transportation or other federal agency financial assistance projects. Since that time, the Board has adopted revised Disadvantaged Business Enterprise (DBE) Policies and DBE Affirmative Action Goals on an annual basis after a goal-setting process outlined in the attached overview. DBEs are defined as women- and minority-owned business enterprises. The goal is published both in written form and on the LTD webpage and is open for public comment for a 45-day period.

LTD's Board of Directors is being asked to approve the revised Federal Fiscal Year 2009 goal. The goal is publicized for a 45-day comment period.

Program Components:

- (1) Resolution Revising DBE Goal
- (2) Federal Fiscal Year 2009 Overview and Goal
- (3) Policy Statement

Attachments: Attached are the Goals and Overview of the revised Federal FY 2009 DBE Policies and Programs and the annual policy statement. The entire document is being distributed to the Board under separate cover and can be reviewed upon request by any member of the public. Also attached is LTD Resolution No. 2008-022, A Resolution Revising the DBE Goal.

Staff Recommendation: Staff recommend that the Board adopt the attached Resolution Revising DBE Goal as part of the Consent Calendar for June 18, 2008.

Consequences of Recommended Action: The revised DBE Goal will be submitted to the Federal Transit Administration (FTA) for approval.

**LANE TRANSIT DISTRICT
DISADVANTAGED BUSINESS ENTERPRISE POLICY & PROGRAM
FEDERAL FISCAL YEAR 2009**

Revision Effective August 1, 2008

I. POLICY

Lane Transit District ("District") has established a Disadvantaged Business Enterprise (DBE) Program for the participation of "DBEs" in District contracting opportunities in accordance with 49 Code of Federal Regulations (CFR) Part 26. The District has received federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the District has signed an assurance that it will comply with 49 CFR Part 26. It is the policy of the District to ensure nondiscrimination on the basis of race, color, sex, or national origin in the award and administration of the U.S. Department of Transportation ("U.S. DOT") assisted contracts. It is the intention of the District to ensure DBEs, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in contracting opportunities and create a level playing field on which DBEs can compete fairly for contracts and subcontracts relating to the District's construction, procurement, and professional services activities.

It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT-assisted contracts;
6. To assist the development of firms that can compete successfully in the marketplace outside the DBE Program.

The Board of Directors is responsible for establishing the DBE policy of the District. The General Manager of the District is responsible for adherence to this policy. The DBE Administrator, Jeanette Bailor, is responsible for the development, implementation, and monitoring of a DBE Program for Contracts in furtherance of the District's nondiscrimination policy. It is the expectation of the Board of Directors and the General Manager that all District personnel shall adhere to the provisions and the spirit of this program.

This policy will be circulated to all District personnel and to members of the community who perform or are interested in performing work on District contracts. The complete DBE Program and overall annual goals analysis are available for review:

Lane Transit District
3500 East 17th Avenue
Eugene, Oregon 97403

It is also available on the LTD website at www.ltd.org under "About LTD" and "Business Center" and "Purchasing." The policy statement will be published in a newspaper of statewide (Oregon) general circulation at least once. Public comments on the goals or program will be received for 45 days at the address above.

If you have any questions or would like further information regarding this program, please contact the assigned DBE Administrator, Jeanette Bailor, by telephone at (541) 682-6100 or by fax at (541) 682-6188.

June 12, 2008

Date

Mark Pangborn
General Manager

LANE TRANSIT DISTRICT
DISADVANTAGED BUSINESS ENTERPRISE POLICY & PROGRAM
FEDERAL FISCAL YEAR 2009

Overall DBE Goal: Lane Transit District's (LTD's) overall goal for Federal FY 2009 is 3.63 percent (3.63%) of Federal Transit Administration (FTA) funded contracting activities, exclusive of FTA funds to be used for the purchase of transit vehicles.

The estimated total of FTA-funded contracting activities is:

Construction	\$19,296,000
Professional Services	\$ 7,254,300
Materials, Equipment	<u>\$ 2,043,651</u>
Total	\$28,593,951

LTD has used a two-step process to establish the overall aspirational goal for DBE participation:

Step 1. Base figures for DBE availability were developed using the Census Bureau's County Business Pattern database and the Oregon Office of Minority, Women, and Emerging Small Business Directory, with DBEs for Lane County selected.

As of December 2005 (the most current census figures available), the number of businesses in Lane County on the attached list of NAICS (North American Industry Classification System) codes is 522. There are 19 DBE businesses in the same NAICS code categories, as shown in the attached listing of DBE businesses.

The percentage based on the above figures is 3.63 percent. External data has been used to develop this goal. The State of Oregon Department of Transportation has conducted a statewide disparity study. That information is being analyzed at this time and may be used for future goal setting.

Step 2. The next step is to determine if an adjustment to the base figure generated by Step 1 is warranted. To make this determination a list of DBE firms for the identified NAICS is reviewed and any DBE firms who are not ready, willing, or able to accomplish the work set out should be removed from the list and the figure recalculated. After review of the list, no adjustments are warranted.

From the above data, a goal has been set at 3.63 percent. The District will meet the maximum feasible portion of its overall aspirational goal by using race-neutral means of facilitating DBE participation. It is estimated that, in meeting the stated overall aspirational goal, 3.63 percent will be obtained from race-neutral participation. The District uses the following race-neutral measures to increase DBE participation:

- Review of types and numbers of contracts projected that will use FTA funds, configuring large contracts into smaller contracts when feasible. Identify components of work that represent subcontracting opportunities and identify the availability of DBE subcontractors. Work with contractors to provide outreach to DBE contractors.
- Provide technical assistance in orienting small-business-to-public-contract procedures.
- Make available for use by prime contractors a directory of DBEs that has been compiled by the Oregon Office of Minority, Women, and Emerging Small Business.
- Notify community organizations, general contractors groups, and those agencies knowledgeable about dispersing contract availability to DBEs.

APPENDIX A

**North American Industry Classification System (NAICS CODE LIST)
Lane County Business Patterns Census Report 2005 (most current)**

Service	All Firms	DBE Firms
233 Heavy Construction	25	1
238 Specialty Trades (including Landscape)	232	9
5413 Engineering & Architectural Services	265	8
Research/Testing Services (professional service)	1	
Misc. Professional Services (professional service)	<u> </u>	<u> 1</u>
Total	522	19

Total percentage of available DBE firms = 3.63%

LANE TRANSIT DISTRICT

RESOLUTION NO. 2008-022

**A RESOLUTION REVISING THE DISADVANTAGED BUSINESS ENTERPRISE GOAL FOR
FEDERAL FISCAL YEAR 2009**

THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

WHEREAS, the LTD Board of Directors established by resolution an Affirmative Action Program and Disadvantaged Business Enterprise (DBE) Policy and adopted the same on the 20th day of October 1981; and

WHEREAS, LTD is required by 49 CFR Part 26, as amended, to maintain a policy statement that ensures DBEs an equal opportunity to receive and participate in the performance of contracts financed in whole or part by the Department of Transportation (DOT) or other federal agencies; and

WHEREAS, LTD adopts a new DBE goal effective August 1, 2008, to ensure compliance with 49 CFR Part 26; and

WHEREAS, said policies and program require amendment to comply with updated regulations; and

WHEREAS, the attached DBE Goal was amended for FY 2008;

NOW, THEREFORE, BE IT RESOLVED that the FY 2009 DBE Goal, copies of which are attached to and hereby made a part of the Resolution, are adopted.

June 18, 2008
Date

Board President



Lane Transit District
P. O. Box 7070
Eugene, Oregon 97401

(541) 682-6100
Fax (541) 682-6111

MONTHLY DEPARTMENT REPORTS

June 18, 2008

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

PROJECT DEVELOPMENT

West Eugene EmX: At the West Eugene EmX Extension (WEEE) Corridor Committee meeting held on Thursday, May 15, LTD staff received feedback on sketch-level design concepts of alternatives along West 13th Avenue and 6th/7th avenues.

A WEEE project newsletter was mailed to 18,800 residents and businesses along the project corridor. The newsletter provides updates, background, and information on Community Design Workshops to be held on July 7 (focus on 6th/7th alignments), July 8 (focus on West 13th alignments), July 28 (focus on West 7th Place/Stewart Road), August 20 (overview of all alternatives), and tentatively on August 18 (focus on the Amazon Channel). The WEEE Corridor Committee will meet in mid-July to review the progress from the first two Community Design Workshops. LTD staff also are planning to host a workshop and schedule meetings with identified stakeholder Participating Agencies, including the City of Eugene, Lane Council of Governments, Oregon Department of Transportation, U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, Bureau of Land Management, Federal Highway Administration, Federal Emergency Management Administration, and others.

Staff reviewed the Draft Analysis of Methods and Data Reports (AMDRs), which form the basis for analyzing the current alternatives carried forward in the Alternatives Analysis/Draft Environmental Impact Statement (AA/DEIS) phase. The AMDRs will be circulated to the Participating Agencies as specified in the WEEE project Coordination Plan (available on the project Web page at weemx.ltd.org).

COMMUTER SOLUTIONS

Connie B. Williams, Program Manager

Program Management: Staff are continuing to attend the training sessions of the new Regional Travel Options Training Course presented by Westside Transportation Alliance (WTA) and Portland Community College. Courses continue through June.

Group Pass/Employee Transportation Coordinators (ETC) Programs: No report.

CarPool/VanPool/Emergency Ride Home Program (ERH): Seven new worksites, representing more than 400 employees, have enrolled in the Emergency Ride Home Program (ERH).

- Days Inn
- Holiday Inn Express Hotels and Suites (Franklin Boulevard)
- Franklin Village Extended Stay
- Quality Inn & Suites (Gateway Boulevard)
- The Boulevard Grill (Formerly West Bros. River Ranch)
- Lanz Cabinets
- Balzhiser & Hubbard Engineers

Nine new commuters have registered for the Emergency Ride Home Program (ERH) and twenty new commuters registered in the Commuter Solutions database for a rideshare match report.

A Valley VanPool information session was held for Salem/Corvallis to Eugene commuters at the University of Oregon.

Tracy Smith attended the ACT Regional Conference held in Long Beach, and attended Regional Travel Options Training Courses on Bicycle Commuting and Rideshare Options, presented by Westside Transportation Alliance (WTA) and Portland Community College.

Smart Ways to School: Roosevelt and Monroe middle schools kicked off their Spring 2008 activities to encourage students to walk and bike to school, as part of their Safe Routes to School grants.

Lisa joined members of the Eugene Safe Routes to School Team in a meeting of the Churchill neighborhood to improve safety for children who walk and bike to school. This effort is in response to a fatality in which a 10-year-old boy was struck and killed while crossing Bailey Hill Road last year.

Student Transit Pass Program: U.S. Bank agreed to be LTD's pass-through partner in the Oregon Department of Energy Business Energy Tax Credit Program that funds the Student Transit Pass Program. Their partnership enabled LTD to receive the tax credit for the September-December 2007 portion of the 2007-08 school year. LTD will invite them to be the District's pass-through partner for the January-June 2008 portion of the school year.

Education and Outreach: Tracy Smith and Mary Green staffed a booth at the Enterprise Rent-A-Car staff benefits fair on May 22. Marcia Maffei and Mary staffed a booth for Lanz Cabinets' employee benefits fair on May 27. Marcia gave a presentation to the Wayne Morse Federal Courthouse employees on transportation options. Marcia also presented at the Rogue Valley Public Transportation Summit in Medford.

Park & Ride: A new Park & Ride lot was added at the West Lane Shopping Center in Veneta. The proposal for a Park & Ride lot at Holly Street and West 7th Avenue in Junction City will be presented to the City Council at a work session in June. Tracy is working with City of Springfield staff to add additional spaces to the overflow Park & Ride lot at Booth Kelly

near the Springfield Station. Additionally, a Park & Ride proposal has been submitted to United Methodist Church in Junction City.

CAPITAL PROJECTS

Charlie Simmons, Facilities Services Manager

Pioneer Parkway EmX: At the May Board meeting, staff shared the 70 percent design level cost estimate, which indicates that the project is nearly 10 percent over budget. LTD staff and the design team will be going through a cost reduction and value engineering exercise. Staff will share cost savings measures at the June Board meeting.

Gateway Station: A preconstruction meeting will be held with Brown Contracting Inc. during the first week in June, when the general construction timeline will be discussed. Due to the complexity of the site review process and multiple easements and right-of-way agreements, the construction permits are not anticipated to be issued until later in June. LTD staff will be working with the contractor to determine the type of early work and long-lead items that can be worked on until the permits are in hand.

SERVICE PLANNING, ACCESSIBILITY, AND MARKETING

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

Service: Finishing touches are being put on the Olympic Trials shuttle package. Work continues on Fall Bid. Early data gathering for the service reduction options has begun, and Paul Zvonkovic is working on a number of background materials to assist in the analysis.

Event Planning: The District received a green light to move forward on the Oregon Country Fair service. NA Charters of Olympia Washington chose not to bid.

Bus Advertising: Nike wrapped buses and full-side ads will debut with the Trials service. Three fully wrapped 60' buses will sport a very green Oregon look that highlights the history of Eugene as Track Town USA.

Media: There was a mix of stories this past month, with the primary themes of ridership and budget. The *Register-Guard* story on fares and service caused some unhappy reactions when Jeff Wright stated that specific routes were being considered for elimination. A *USA Today* story included some LTD comments related to growing ridership in the wake of potential service cuts due to fuel prices and other cost increases.

Outreach: LTD sponsors the Springfield Chamber Connections lunch, and General Manager Mark Pangborn provided a welcome to new Chamber members at the June 4th event. These luncheons occur three to four times per year. I attended a Fern Ridge Chamber breakfast meeting and a Junction City Lion's Club dinner.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

The RideSource Call Center became fully functional on May 19, 2008, with the inclusion of the Eugene/Springfield metro area Medicaid clients. Other than a few small problems to work out, the first few weeks of full operation have gone very well, which has helped make the transition for Medicaid clients a rather easy one. Staff will be present at the Board work session to provide additional detailed information.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

The Olympic Trials: The trials are upon us and the Transit Operations Department has been busy planning everything from emergency response to how to transport pole vault poles on the buses (which is no easy task). Operations cancelled all employee vacations during the trials, so it will be an “all hands on deck” effort to provide up to 110 extra hours of service per day for the trials. Transit Operations staff expect to do our part to make this the best sporting event imaginable.

Bus Roadeo: This year’s LTD Bus Roadeo is shaping up to be the largest one ever. Currently approximately 60 participants and nearly as many volunteers have signed up to participate. The Bus Roadeo will take place on July 20 in the LTD bus lot.

MAINTENANCE

George Trauger, Director of Maintenance

There is no Maintenance report this month.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Todd Lipkin, Financial Services Manager

- Two hundred sixty-eight (268) vendor paper and electronic checks totaling \$1,819,813 were processed during the month of May 2008, including a total of \$99,783.39 to PB

Americas, Inc., for design services related to the Pioneer Parkway EmX Corridor and \$74,056.79 to OTAK, Inc., for preliminary scoping for the West Eugene EmX Extension project.

- Eighty-four (84) payroll checks and 595 payroll direct deposits totaling \$756,648 were made in May 2008. These numbers reflect two pay dates in May.
- Eleven (11) cash fare deposits totaling \$119,435 were processed in May 2008.
- Procedures were developed for processing payments for RideSource Call Center activity. Weekly payments will be made to Special Mobility Services so they can pay the transportation providers weekly for services that are completed through the Extensible Provider Connection program.

PURCHASING

Jeanette Bailor, Purchasing Manager

As a result of the approval of the Board of Directors at the May Board meeting, a Request for Proposals is being issued for a Construction Manager/General Contractor for the Pioneer Parkway EmX project. Proposals are due July 1.

Bid documents are being prepared for various maintenance contracts and administrative services.

HUMAN RESOURCES AND RISK MANAGEMENT

Mary Adams, Director of Human Resources and Risk Management

Health Care: The Health for Life Committee presented an overview of Committee work at the May 21, 2008, Board of Directors meeting. Bus Operator and Committee Chair Dirk Beaulieu presented, and several committee members attended.

Selection and Hiring: Given the uncertainty of the District's budget, a decision has been made to curtail any immediate hiring of new bus operators. The last class of new bus operators began May 5. Also during the past month progress was made toward replacing retiring Administrative Services Manager/Clerk of the Board Jo Sullivan. Six candidates were interviewed and a final selection will be made soon.

A decision was made to reassign work duties in the Human Resources Department so that an anticipated increase in staffing would not have to take place. Duties previously assigned to the human resources technician will be redistributed so that a replacement will not be hired when Sue Latham retires. This will allow the District to hire the new risk manager, a position

that will support employee safety and regulatory compliance activities, as well as some of the functions currently being done by the human resources technician.

Other: Like other departments, the Human Resources Department was highly focused on the Federal Transit Administration (FTA) Triennial Review in May. Several department programs were reviewed and received favorable reports from the audit team. The Drug and Alcohol program was found to have a minor deficiency and will be modified according to the FTA audit team's directions.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2008

ITEM TITLE: ELECTION OF BOARD OFFICERS

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

ACTION REQUESTED: That the Board elect a president, vice president, secretary, and treasurer to fill two-year terms beginning July 1, 2008.

BACKGROUND: In accordance with ORS 267.120(1), the Board of Directors must elect from among its members, by majority vote, a president, vice president, secretary, and treasurer, to serve two-year terms beginning and ending on July 1 of even-numbered years. Elections were held in June 2006 for terms ending June 30, 2008.

The current officers are Gerry Gaydos, president; Mike Eyster, vice president; Dean Kortge, secretary; and Debbie Davis, treasurer. Four Board members' terms on the Board will expire at the end of 2008 (Debbie Davis, Mike Eyster, Gerry Gaydos, and Dean Kortge), and Ed Necker's ends in December 2009. Debbie Davis will be leaving the Board as soon as her replacement is approved by the Senate. It is anticipated that Mr. Gaydos will leave the Board when his term expires and that Mr. Eyster, Mr. Kortge, and Mr. Necker will be reappointed to fill another four-year term. Should one of the officers leave the Board in mid-term, an election to fill that officer's vacancy can be held at that time.

ATTACHMENT: None

NOMINATION: I nominate _____ as the LTD Board (office), for a two-year term beginning July 1, 2008. (Nominations do not require a second.)

After closing the nominations, the presiding officer will take the vote on each candidate or on a slate of candidates, by either roll call or voice vote.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2008

ITEM TITLE: JULY 2008 EMPLOYEES OF THE MONTH

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

BACKGROUND: July 2008 Employees of the Month: Finance Administrative Secretary Chris Thrasher and General Administration Administrative Secretary Jeanne Schapper were selected as co-Employees of the Month for July. Chris has been an administrative secretary at LTD since July 17, 1995. During her tenure here, she has worked in several different departments, and previously was selected as Employee of the Month in August 1997. Jeanne was hired in November 2006 after having worked at LTD as a temporary employee from January to June that year. Very recently, she was selected to fill the administrative services manager/clerk of the Board position upon Jo Sullivan's retirement in July.

Chris and Jeanne were nominated for this award by fellow employees who wanted to recognize them for their teamwork and willingness to take on extra duties during another employee's extended leave this spring. They each received a recognition award related to LTD's Ten Valued Competencies for their efforts—Chris for teamwork and Jeanne for personal growth—before being selected as Employees of the Month.

When asked to comment on Chris's selection as Employee of the Month, Director of Finance and Information Technology Diane Hellekson said:

Chris Thrasher has been an outstanding LTD employee for thirteen years. She has been nominated for Employee of the Month many times over the years and has previously won the award. She is known for her cheerful willingness to pitch in and help whenever and wherever she is needed. Since the new Rewards and Recognition program was implemented March 1, 2008, she has already won two teamwork awards.

She was nominated for Employee of the Month for volunteering to step in and take over some of the workload for another administrative secretary who was out for several weeks on family leave. Chris took on the extra Development Services work, in addition to her full-time responsibilities for the Department of Finance and Information Technology, without missing a beat. Between Jeanne and Chris, the Development Services Department continued to receive excellent support services for the entire time that the regular assistant was away. Even after the regular assistant returned, Chris continued to cover some of her

responsibilities so that the returning employee could work back into the job without being overwhelmed. Chris truly demonstrates the spirit of teamwork.

In commenting on Jeanne Schapper's selection as Employee of the Month, Administrative Services Manager/Clerk of the Board Jo Sullivan said:

Jeanne has been employed at LTD only since November 2006, and during that time has proven that she has the skills to get the job done and the willingness to help others and to do whatever is asked of her. When asked to assume the secretarial duties for the Planning & Development Department for ten weeks, she readily agreed. During this time she learned many new processes, worked with an entirely different group of employees, met rigorous deadlines, and never lost sight of her own responsibilities in General Administration. Like Chris, Jeanne truly demonstrates the spirit of teamwork.

When I reviewed LTD's Ten Valued Competencies, I realized that Jeanne embodies every one of them, which was proven anew during her time filling in for Planning and Development. She has good communication skills and is very professional in all that she does (with a good dose of humor to help her get through stressful times). She is an asset to LTD and a good role model for others. I was very pleased to learn that Jeanne and Chris both had been selected as Employees of the Month for July as a result of their teamwork and professional performance in assisting a very busy department.

Congratulations to both Chris and Jeanne on being selected as the July 2008 Employees of the Month!

AWARD:

Jeanne and Chris will attend the June 18, 2008, meeting to be introduced to the Board and receive their awards.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 18, 2008
- 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. **Amended Fare Ordinance:** Based on current revenue estimates and the escalating price of fuel, the Board is being asked to consider a revision to the fare ordinance authorizing an increase in fares and a change in fare categories. The first reading of the ordinance is on the June 18, 2008, Board agenda. A drop-in public hearing is scheduled just prior to the June Board meeting, from 4:30 p.m. to 5:30 p.m. in the McNutt Room at Eugene City Hall. A second public hearing, the second reading, and adoption of the ordinance will be scheduled for the July 16, 2008, Board meeting. .
 - B. **Extended Work Session on Budget Issues:** An extended work session will be scheduled during the July 16, 2008, regular Board meeting in order to continue the Board's discussion regarding service and budget issues for future years.
 - C. **EmX Interior Ads:** A proposal for ads on the inside of EmX vehicles will be discussed with the Board at the July 16 regular meeting.
 - D. **West Eugene EmX Extension Project Update:** An informational update on the WEEE project may be included on the agenda for the July 16 Board meeting.
 - E. **Pioneer Parkway EmX Design and Budget Cost Estimate:** This discussion will be scheduled for either the July or September Board meeting.
 - F. **Gateway Construction Update:** Staff will discuss Gateway Transit Station construction with the Board at either the July or September Board meeting.
 - G. **Triennial Review Report:** The Federal Transit Administration will issue a report following the District's federal Triennial Review, being conducted on site on May 21-23, 2008. A draft report should be available for discussion with the Board at the July 16 meeting.
 - H. **LTD Sustainability Plan:** The LTD Board has adopted a sustainability policy. At the June 18 meeting, the Board will review a plan

outlining LTD's role in advancing the social, economic, and environmental sustainability of the Eugene-Springfield metropolitan area.

- I. **Technology Update**: A staff presentation on technology being implemented at LTD will be scheduled for a future meeting--perhaps the July 16 Board meeting.
- J. **Park & Ride Program**: Issues regarding LTD's Park & Ride facilities will be discussed with the Board's Service Committee and then brought to the full Board for discussion at a future meeting.

LANE TRANSIT DISTRICT RESOLUTION NO. 2008-023

Be it resolved that appropriations for the FY 2007-08 budget adopted by the Board of Directors be adjusted as indicated below.

Summary of Supplemental Budget #3

	Adopted	Increase (Decrease)	Amended
General Fund			
Changes in Appropriations			
Materials and Services	8,502,280	600,000	9,102,280
Transfer to Accessible Services Fund	1,934,530	750,000	2,684,530
Transfer to Commuter Solutions Fund	5,000	150,000	155,000
Working Capital Reserves	3,762,320	<u>(1,500,000)</u>	2,262,320
 Increase in Appropriations - General Fund		<u>-</u>	
 Accessible Services Fund			
Changes in Appropriations			
Materials and Services	6,267,490	<u>750,000</u>	7,017,490
 Increase in Appropriations - Accessible Services Fund		<u>750,000</u>	
 Additional Resources			
Transfer from General Fund	1,934,530	<u>750,000</u>	2,684,530
 Increase in Resources - Accessible Service Fund		<u>750,000</u>	
 Commuter Solutions Fund			
Additional Resources			
Transfer From General Fund	5,000	<u>150,000</u>	155,000
 Increase in Resources - Commuter Solutions Fund		<u>150,000</u>	

Adopted by Lane Transit District Board of Directors on the _____ day of June, 2008.

Date

Board Secretary

AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 18, 2008
- ITEM TITLE:** APPROVAL OF SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2007-08
- PREPARED BY:** Carol James, Chief Accountant/Internal Auditor
- ACTION REQUESTED:**
- Hold a public hearing.
 - Approve the resolution adjusting the FY 2007-08 General Fund, Accessible Services Fund, and Commuter Solutions Fund as described below.
- BACKGROUND:**
- As discussed at the Budget Committee meetings in April, costs related to fuel purchases are substantially higher than budgeted. This supplemental budget request adds \$600,000 to Materials and Services in the General Fund for fuel, which assumes an increase in the average cost of diesel from \$2.35 per gallon to an average of \$3.00 per gallon.
- As discussed at the Budget Committee meetings in April, costs related to RideSource and other paratransit activities have increased at a rate in excess of what was anticipated. As such, approval is requested to increase the transfer to the Accessible Services Fund from the General Fund up to \$750,000. This transfer will cover additional materials and services expenditures in the Accessible Services Fund of up to \$750,000.
- As occurred in the last fiscal year, Commuter Solutions Fund grant expenditures occurred in FY 2007-08 for which the cash grant reimbursement will not occur until FY 2008-09. Without a loan from the General Fund, the Commuter Solutions Fund would end the year in a negative cash position, which is not allowed under Oregon Budget Law. Approval is requested to transfer to the Commuter Solutions Fund from the General Fund up to \$150,000 as an interfund loan to be paid back when grant proceeds are received next fiscal year.
- RESULTS OF RECOMMENDED ACTION:** The FY 2007-08 Adopted Budget will be modified for the noted changes and the annual independent audit of FY 2007-08 will not note budget anomalies.
- ATTACHMENTS:** LTD Resolution No. 2008-023
- PROPOSED MOTION:** I move approval of Resolution No. 2008-023, which amends the LTD Fiscal Year 2007-2008 budget as represented in the resolution.



ACCESSIBLE TRANSPORTATION COMMITTEE

LTD Board Meeting Handout

DATE: June 18, 2008

TO: LTD Board of Directors

FROM: Terry Parker, Accessible Services Manager
LTD Accessible Transportation Committee

RE: Job Access Reverse Commute grant application
Page 47 of the June 18, 2008 LTD Board Meeting Agenda Packet

The Job Access Reverse Commute (JARC) grant funding review committee met on Monday, June 16, 2008, to review the three applications that were submitted to LTD as part of the JARC grant application solicitation process.

JARC program funds are available to help provide access to employment and employment related activities for people with lower incomes (below 150% of the poverty line). These funds are distributed according to a formula that is based on the number of eligible low-income and welfare recipients who reside in a selected area. LTD is the designated recipient of JARC funding for the Eugene-Springfield urbanized area. JARC funds can be used for capital, mobility management/planning, or operating projects and activities. LTD is responsible for conducting a project selection process for these funds for projects within the Metropolitan Planning Organization (MPO) boundary. The boundary includes Eugene, Springfield and surrounding areas that encompass Lane Community College and nearby neighborhoods, River Road, and Coburg.

The JARC review committee consisted of Ed Necker, Dave Kleger, L.M. Reese, Eleanor Mulder who is a member of the Lane Council of Government's MPO Citizen Advisory Committee, and Paul Thompsen, a Senior Planner with LCOG MPO. The committee reviewed the following applications:

Pearl Buck Center, Inc., - Transportation Support Program: To provide assistance with transportation related expenses for clients and low-income staff.

Lane Transit District, Commuter Solutions Program – Employee Assistance Project: Collaborating with the RideSource Call Center and local group pass program participants to offer transportation and transportation related assistance to low-income employees.

Lane Transit District, Accessible Services Program – Transportation Case Management and Self-Sufficiency Operations: Working with local DHS Self Sufficiency Program and other non-profit agencies, such as Lane County Mental Health and Catholic Community Services, this

funding would establish a JARC funding source to be managed through the RideSource Call Center in order to provide additional transportation resources and assistance to low-income families and workers who need viable transportation options to gain or maintain employment.

The total JARC funding available over a three-year period is \$407,000. The application totals are listed below (these amounts do not include the required local match amounts):

Agency		Year 1 Request	Year 2 Request	Year 3 Request	Total Request
Pearl Buck Center, Inc. - Transportation Support Program	Operations ¹	\$25,000	\$26,200	\$27,600	\$78,800
LTD Commuter Solutions - Employee Assistance Program	Operations	\$11,500	\$12,100	\$12,700	\$36,300
LTD Accessible Services - Transportation Case Management & Self Sufficiency Operations	Operations (adjusted)	\$57,500	\$59,900	\$62,500	\$179,900
	Other ²	\$60,800	\$35,200	\$16,000	\$112,000
TOTAL		\$154,800	\$133,400	\$118,800	\$407,000³

The committee discussed several funding options, including funding just the first year, and holding off on years two and three until a contract review could be done to monitor for effectiveness and/or solicit applications again in year two to determine if other projects might be more worthy. There was concern, however, that federal funding for this program has an uncertain future, and that programming the funding now would be the best approach. The advantage of awarding the full three years of funding would give the applicants some continuity, but beyond that, funding at the federal level for continuation of services at this level is questionable. The committee agreed to establish the program by funding the full three years now.

Ms. Parker noted that under JARC, it is difficult for small non-profits agencies to come up with the 50 percent match requirement for operational projects and also to have to set up systems for distribution and monitoring of the program.

Because \$407,000 had been allocated, but only \$378,513 had been applied for, the committee was concerned about not programming the remaining \$28,500. Ms. Parker thought that by creating a JARC resource designation in the RideSource Call Center that will manage all of the transportation for the agencies that submitted applications, the additional funding could be

¹ Operations projects require a 50-percent local match.

² Mobility Management projects require a 20-percent local match.

³ The amount was adjusted following Review Committee and Accessible Transportation Committee discussion.

reserved for another agency that had not applied for JARC funding, or other agency clients who qualified for JARC trips, but who might not be identified in one of the three proposals submitted.

Pearl Buck Center, Inc.: The committee noted that the application did not include a reference to the source of local match that would be required with the JARC funding. Ms. Parker said that if the Pearl Buck project was administered through the RideSource Call Center, the local match requirement would be met by a larger JARC program and those matching resources that come through DHS. Pearl Buck Center, Inc., supports people with disabilities by providing jobs and has a number of employees who are low income and need to travel to and from work sites as a part of their employment. It was noted that any project funded by JARC would need to be careful to ensure that the transportation was used to support people who live within the MPO boundary, and Pearl Buck would need to be made aware of that parameter. The geographic boundaries would need to be included in the eligibility criteria.

LTD – Transportation Case Management & Self Sufficiency Program: Ms. Parker pointed out the request for funding decreased over time for the Case Management project with the majority of the work being completed within the first 12 months of the project. LTD also has applied for New Freedom and State “Innovations” grant funding as well to test the Transportation Case Management model within the RideSource Call Center. Transportation Case Management already is being tested in the rural communities of Oakridge and Florence. A *Transportation Specialist* meets with people and assesses which programs they need, are capable of using, and are eligible for including transportation programs under Medicaid, the Americans with Disabilities Act, and Older Americans Act. This project would add JARC as a program and a resource to help pay for work related trips.

Commuter Solutions: The proposed Commuter Solutions project would work with employers to find low income workers who meet the JARC criteria and refer them to the RideSource Call Center. There was some discussion and questions about the identified matching resources for this program.

By consensus, the Committee recommended to allocate the full 3-year amount of \$407,000 and to work with the applicant agencies to incorporate JARC into a program that could be administered through the RideSource Call Center in order to ensure consistent recordkeeping and compliance with match fund requirements.

On Tuesday, June 17, 2008, the Accessible Transportation Advisory Committee met and voted unanimously to forward the JARC review committee recommendations on to the LTD Board for approval.



ACCESSIBLE TRANSPORTATION COMMITTEE

LTD Board Meeting Handout

DATE: June 18, 2008

TO: LTD Board of Directors

FROM: Terry Parker, Accessible Services Manager
LTD Accessible Transportation Committee (ATC)

RE: Job Access Reverse Commute (JARC) grant application
Page 47 of the June 18, 2008, LTD Board Meeting Agenda Packet

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JARC program funds are available to help provide access to employment and employment related activities for people with lower incomes (below 150% of the poverty line). These funds are distributed according to a formula that is based on the number of eligible low-income and welfare recipients who reside in a selected area. LTD is the designated recipient of JARC funding for the Eugene-Springfield urbanized area. JARC funds can be used for capital, mobility management/planning, or operating projects and activities. LTD is responsible for conducting a project selection process for these funds for projects within the Metropolitan Planning Organization (MPO) boundary. The MPO boundary includes Eugene, Springfield and surrounding areas that encompass Lane Community College and nearby neighborhoods, River Road, and Coburg.

The JARC review committee consisted of Ed Necker, LTD Board member and ATC Community Representative; Dave Kleger, ATC Community Representative; L.M. Reese, ATC Chair; Eleanor Mulder, Lane Council of Government's MPO Citizen Advisory Committee; and Paul Thompsen, Senior Planner with LCOG MPO. The committee reviewed the following applications:

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Lane Transit District, Accessible Services Program – Transportation Case Management and Self-Sufficiency Operations: Working with local DHS Self Sufficiency Program and other non-profit agencies, such as Lane County Mental Health and Catholic Community Services, this

funding would establish a JARC funding source to be managed through the RideSource Call Center in order to provide additional transportation resources and assistance to low-income families and workers who need viable transportation options to gain or maintain employment.

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TOTAL		\$154,800	\$133,400	\$118,800	\$407,000³

The committee discussed several funding options, including funding just the first year, and holding off on years two and three until a contract review could be done to monitor for effectiveness and possibly to solicit applications again in year two to determine if other projects might be more worthy. There was concern, however, that federal funding for this program has an uncertain future, and that programming the funding now would be the best approach. The advantage of awarding the full three years of funding would give the applicants some continuity and avoids new start up and administrative costs for relatively small programs. The Committee recommends programming the full three years of JARC funding under a coordinated model.

Ms. Parker noted that under JARC, it is difficult for small non-profits agencies to come up with the 50 percent match requirement for operational projects and also to have to set up systems for distribution and monitoring of the program. She suggested that all of the JARC transportation for the applicant agencies could be managed by creating a JARC resource designation within the RideSource Call Center. This would also allow other agencies that had not applied for JARC funding, or other agency clients who qualified for JARC trips, to have access to this resource.

¹ Operations projects require a 50-percent local match.

² Mobility Management projects require a 20-percent local match.

³ The individual amounts were adjusted to make up the full amount of available funding following Review Committee and Accessible Transportation Committee discussions about managing JARC funding through the Call Center, with the purpose of making JARC resources available to other agencies or eligible individuals in addition to those identified in the applications submitted.

Pearl Buck Center, Inc.: The committee noted that the application did not include a reference to the source of local match that would be required with the JARC funding. Ms. Parker said that if the Pearl Buck project was administered through the RideSource Call Center, the local match requirement would be met by a larger JARC program and those matching resources that come through DHS. The Pearl Buck Center supports people with disabilities by providing jobs and has a number of employees who are low income and need to travel to and from work sites as a part of their employment. It was noted that any project funded by JARC would need to be carefully monitored to ensure that the provided transportation supported people who lived within the MPO boundary, and Pearl Buck would need to be made aware of that parameter. The geographic boundaries would need to be included in the eligibility criteria.

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Commuter Solutions: The proposed Commuter Solutions project would work with employers to identify low income workers who meet the JARC criteria and refer them to the RideSource Call Center. There was some discussion and questions about the identified matching resources for this project.

By consensus, the Committee recommended to allocate the full 3-year amount of \$407,000 and to work with the applicant agencies to incorporate JARC into a program that could be administered through the RideSource Call Center in order to ensure consistent recordkeeping and compliance with match fund requirements.

On Tuesday, June 17, 2008, the Accessible Transportation Advisory Committee met and voted unanimously to forward the JARC review committee recommendations on to the LTD Board for approval.



Public Comments
 (Mail, E-mail, Telephone)
 LTD Board Meeting
 June 18, 2008 - HANDOUT

ISSUE	COMMENTS
<p>Fare Increase</p>	<p>I am e-mailing to express my opposition to the increase of Breeze fares and of senior (62-64) EZ fares. The Breeze should remain special, as its name connotes. A quick inexpensive way to get around to some locations. That encourages riders who don't normally take a bus to hop aboard. It also relieves cramped conditions on, say, the # 66, & 67. Regular fare as in passes and day-passes still work on it. At the most the fare should not exceed 75 cents, half a regular fare.</p> <p>Seniors, some of them, need to be weaned from their cars before they become too dangerous to drive. The 62-64 EZ senior deal is useful for that purpose, and then it's free once they turn 70. Is it really necessary to wring the maximum amount from this group of people, and at the expense of the general safety?</p> <p>Sincerely Yours, Earl Gosnell</p>
<p>Fare Increase</p>	<p>I would like to voice my concern on a couple of discussion items:</p> <p>1) I understand that the usage of bus tokens is a very small percentage of the total ridership; however, I personally know several people who depend on tokens as the monthly pass is financially out of reach and it is safer to carry tokens than cash.</p> <p>2) Increasing the monthly pass by \$7.00 seems excessive. I understand the need to keep pace with expenses, however, the pass is already too expensive for a significant percentage of the marginal income population.</p> <p>3) Tripling the Breeze fare also seems excessive.</p> <p>If you are trying to encourage increased ridership, this does not seem the most logical way to go about it. If you do need to increase fares to compensate for increased expenses, would you consider decreased fares for low income riders?</p> <p>Thank you for your time and consideration,</p> <p>Kara Brinkman Eugene (and Glenwood) Rider</p>
<p>Fare Increase</p>	<p>Good morning, Please consider the following comments on your rate changes and bus routes.</p> <p>First, I support the rate changes in general, the bus is still a great benefit to me. I would even support a somewhat higher fare yet for the extended</p>



Public Comments
 (Mail, E-mail, Telephone)
 LTD Board Meeting
 June 18, 2008 - HANDOUT

ISSUE	COMMENTS
	<p>distance routes, such as the 91 that I use.</p> <p>I would like you to continue the use of tokens, even if you charge the full rate for them. I ride the bus a lot, a minimum of 8 trips a week, and find it much more convenient for me to use tokens than to make sure that I have the correct change for each trip.</p> <p>Please continue to run the 91 route at least for the early morning and evening times. Most of the time this route is full on the return trip to Eugene in the morning, and standing room only on the trip out to McKenzie Bridge in the evening. That route is essential to a good many people who depend upon it to get to and from work every day, and to a good number of people who do not have other transportation to get groceries. You should consider raising the rate for this route beyond the general fare rather than drop this route.</p> <p>Thank you for the opportunity to comment. You are providing a great service, and your drivers are all friendly, courteous, and willing to help.</p> <p>Norm</p> <p>Norm Michaels nmichaels2@yahoo.com</p>
Fare Increase	<p>Find a way to charge for EmX service - maybe people could pay on the way out or something.</p> <p>LTD Board should purchase ad space and encourage riders to call their elected officials</p> <p>Provide limited service on holidays rather than do away with the Taxi Program</p> <p>LTD would not be in this position if Ken Hamm had not botched the reserve fund.</p> <p>The Board should be elected rather than appointed by a Governor who doesn't live in Eugene</p> <p>Don't charge seniors 62 - 64 full fare - many are on fixed income</p> <p>Change out the cushioned seats for plastic seats that can be cleaned and sanitized.</p> <p>Tap into the City's garage-building fund - maybe the City could quit building parking garages and help pay for transit instead.</p> <p>Steve (343-3372)</p>
Fare Increase	<p>Again it seems I am a day late and more than a dollar short. My husband and I have just decided today that we must learn to ride the bus. He is age 62 and partly disabled. I am age 59 and fully disabled. He is able to work part-time and I have retired and no</p>



Public Comments
 (Mail, E-mail, Telephone)
 LTD Board Meeting
 June 18, 2008 - HANDOUT

ISSUE	COMMENTS
	<p>longer work.</p> <p>I visited your web-site today to find information about riding the bus and was dismayed to see the proposed rate increases and that the meeting to discuss these changes is tonight. We cannot make the meeting but hope you will consider these written comments.</p> <p>With the cost of gas being what it is, we must make changes to our lifestyle. Our generation was raised with cheap gas and a love affair with the automobile, hence our late entry into the bus market. But change we must and these old dogs are ready and willing to learn new tricks.</p> <p>I oppose the rate increases for seniors. It is people like us, on limited incomes, who will be hurt. It also removes a large part of the incentive to finally change our lifestyle and learn to ride the bus. Change is hard (and scary) for older and disabled persons. These people might provide LTD with a whole new group of riders, but not if you increase prices.</p> <p>I ask you to NOT increase prices for senior citizens age 62-65 at this critical time.</p> <p>Sincerely,</p> <p>Russ and Donna Krecklow 3290 Hyacinth Street Eugene, OR 97404</p>
<p>Fare Increase</p>	<p>6/11/08: I am writing in regards to the proposal to phase out the use of tokens as a fare instrument. I urge you to retain the sale and use of tokens, primarily because it is a great convenience for our riders. I am a customer service agent for LTD and people purchase tokens for a variety of reasons.</p> <p>Not everyone rides the bus frequently enough to warrant the purchase of a monthly pass. There are those who ride a couple of days a week and tokens spare them the need to have exact change when they leave the house.</p> <p>There are those who rarely carry cash and find themselves needing to ride a bus. There are those who purchase tokens for someone they know who cannot be trusted with cash but need to ride buses. There are those who find themselves mid month in need of riding a bus and again tokens can provide one less point of stress when getting where they need to go.</p> <p>If the point of discontinuing tokens is to eliminate discounts then perhaps an alternative would be to charge full fare price for the tokens.</p> <p>Since the recently published article about tokens being discontinued, we have sold a large number of tokens, occasionally 100 at a time. I can't say whether this is because the fares are going up or because tokens are going away but we are selling more than usual lately.</p> <p>In the same vein I feel our customers should have the option of purchasing three months of passes at a time, even if the discount involved is removed.</p>



Public Comments
 (Mail, E-mail, Telephone)
 LTD Board Meeting
 June 18, 2008 - HANDOUT

ISSUE	COMMENTS
	<p>Thank you for your consideration of this matter. Suzy Levy</p> <p>6/13/08: Just today – “I’d rather buy a bunch of tokens on pay day and then I’m set.” A customer remarked.</p>
<p>Fare Increase</p>	<p>I am new to LTD in the past three months. I am riding EmX from Springfield to Eugene and then often #51 home. Every week I get a little bolder and try a new route . I have been very pleased with my experience on the bus system. I am encouraging my friends and neighbors to ride too.</p> <p>I am requesting that the token system be preserved. It is the easiest and most economical for me. As a new rider - I don't have to feel committed to a bus pass, which is important for those of us not quite ready to admit we are functioning car free.</p> <p>Thank you for your excellent service.</p> <p>Sincerely, Jean Sperry</p>
<p>Fare Increase</p>	<p>I tried to e-mail you through your web site and the e-mail address icon but your system will not allow the e-mail to go through so I will try this way. I would like to comment on your fare rate increase. I think it is way past time for you to increase fares, your services are valuable to the community but I do not want another tax to me so people can ride the bus for free. I am self employed and do not mind paying the LTD tax but am unwilling to be taxed more. When times are tight as they are now you need to tighten you belt just like I do. Cut back on routes with low rider ship and raise you rates. The old saying is convenience is great but no-one rides for free. TIGHTEN YOUR BELTS & RAISE RATES!!!! Ken</p> <p>Ken Schmidt, Broker Windermere Real Estate/Lane County 541-988-0201</p> <p>Email: kens@windermere.com Website: www.kendelivers.com</p>



Public Comments
(Mail, E-mail, Telephone)
LTD Board Meeting
June 18, 2008 - HANDOUT

ISSUE	COMMENTS
Fare Increase	Wants tokens kept for general public Shawn Ruggles, 541-683-6032

AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2008

ITEM TITLE: JOB ACCESS REVERSE COMMUTE (JARC) PROGRAM GRANTS

PREPARED BY: Terry Parker, Accessible Services Manager

ACTION REQUESTED: (1) Hold a Public Hearing
(2) Approve FY 2008-09 (Federal Fiscal Year 2009) JARC Projects

BACKGROUND: Under the Federal Transit Administration's Section 5316: Job Access and Reverse Commute (JARC) Program, money is available to help provide access to employment and employment related activities, such as training and childcare, for welfare recipients and individuals with low incomes (below 150 percent of the poverty line). JARC funding can be used for capital, mobility management¹ and planning, or operating projects and activities.²

JARC funds are distributed using a formula that is based on the number of eligible low-income and welfare recipients who reside in a selected area. Lane Transit District (LTD) is the designated recipient of JARC funding for the Eugene-Springfield urbanized area. There is a three-year JARC allotment for our area.

	2007	2008	2009	Total
Section 5316: JARC	126,200	136,700	144,100	\$407,000

To be eligible to apply for and receive JARC funds, an organization or agency must be a:

- (1) Private non-profit organization;
- (2) Public agency or governmental authority; or
- (3) Public transportation operator, including private operators of public transportation services.

¹ Mobility management is an eligible activity under JARC that consists of short-range planning and management activities that improve coordination among public transportation providers and other transportation services such as those offered through human service agencies. These activities can be carried out by LTD or another selected grantee. Mobility management does not include operating public transportation services. Mobility management is intended to promote coordination and take full advantage of local resources to improve the availability of transportation services overall. Many activities associated with the RideSource Call Center fall within this category.

² Up to 10 percent of the total JARC funding (not included in the annual figures given here) can be used to cover LTD's cost for administration, planning, and technical assistance.

JARC projects must be derived from a locally developed coordinated plan. While individual projects do not have to be listed specifically in the plan, they do need to be consistent with and relate to issues that have been identified in the Lane Coordinated Plan. Over a year ago, the LTD Board of Directors approved the first *Lane Coordinated Public Transit-Human Services Transportation Plan* (Lane Coordinated Plan). The Lane Coordinated Plan has been updated and revised to include new information and elements to ensure compliance with federal and state planning expectations. A draft of the updated Plan has been available for public review and comment through June 10, 2008.

As a designated recipient of JARC funds, Lane Transit District is responsible for conducting a project selection process for projects within this service area. LTD solicited and received project applications, and a Review Committee convened. The Review Committee's recommendations will be reviewed by the Accessible Transportation Committee at its June 16 meeting. The Board will be presented with the ATC recommendations with a request to hold a public hearing and approve the grant application.

ATTACHMENTS:

The recommendation will be presented to the Board as a handout

RESULTS OF RECOMMENDED ACTION:

LTD staff will submit a completed JARC application to the Federal Transit Administration.

PROPOSED MOTION:

I move approval of the following resolution:

LTD Resolution No. 2008-026: It is hereby resolved that the LTD Board of Directors approves the proposed Job Access Reverse Commute grant applications as presented on June 18, 2008, and authorizes the general manager to submit these applications to the Federal Transit Administration for approval.

LTD Rewards & Recognition Program

Fiscal year July 1, 2007 – June 30, 2008



Building a Recognition Culture

LTD Rewards & Recognition Committee

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Purpose of the Program

To create an effective, sustainable, positive rewards and recognition culture based on the vision, mission, The 10 LTD Valued Competencies, and goals of LTD, and built on fairness, consistency, and ease of use.

From the LTD Looking to the Future Plan 2005 (March 2006 revision)

“Reward, recognize, and reinforce both improved and exceptional performance.”

“Design a recognition system that encourages high performance or improved performance on key measures.”

“Give significant recognition to improved performance and best performers.”

The Rewards & Recognition Committee

The Current Members of the Rewards & Recognition Committee:

Mary Adams
Zach Fish
Terry Parker
Charlett Sessions
Tracy Smith
Pat Rather

Others who participated in 2007 as a member of the committee or have helped provide information in creating the revised Rewards & Recognition program:

Margaret Lead
Hannah Bradford
Ruth Brister
Dianne Presley
Jill Howard
John Dahl

Semi-Annual Reviews of All LTD Recognition

The Rewards & Recognition Committee will conduct semi-annual reviews of all recognition referred to in this document. These semi-annual reviews will take place in the months of November and May. The continuance, modification, or elimination of any recognition program or event will be based on:

1. Consideration of input from others regarding the recognition program
2. The administration considerations of the recognition
3. The value and effectiveness of the recognition
4. The availability of funds in the new fiscal budget to continue the recognition

In addition, during the annual review process, the Rewards & Recognition Committee will entertain the possibility of new recognition processes, programs or events that could be added to The LTD Rewards & Recognition Program.

The Rewards & Recognition Committee will continue to serve as administrators of the program as well as make recommendations for changes. The committee does not have the authority to make any major modifications, deletions, or additions to the program without the approval of the Leadership Council.

Overview of Recognition at LTD

Individual Recognition

Monthly Value Awards
Employee of the Month
Employee of the Year

Department Recognition

Vision Award
Discretionary Fund
Operations Specific

- ✓ Safe Driving Pins
- ✓ General Manager's Award
- ✓ Safety Jackpot

Organization Recognition

Currently the following events take place during the year. However, all events are subject to change.

- ✓ Employee Celebration Dinner
- ✓ Employee Picnic
- ✓ Employee Extra Events - BBQ, breakfast, holiday events, other (one or more per year)

Individual Recognition – Monthly Value Award (MVA)

Monthly Value Award – Description

The Monthly Value Award is a method of recognizing outstanding performance of an LTD employee. Although not all situations or actions of outstanding performance may be of Employee of the Month status, it nonetheless should be recognized. The Monthly Value Award is closely tied with The LTD 10 Valued Competencies, and there are ten different award categories based on these 10 competencies.

Although there is no set number of employees who can receive this award in any given month, a maximum of 20 has been established.

Monthly Value Award Nomination Process

Any LTD employee who wishes to nominate a fellow employee for a Monthly Value Award needs to complete an **LTD Employee Internal Recognition Form**. This form is designed to be used exclusively by LTD employees to recognize outstanding performance of other employees. Each month, newly submitted recognition forms are reviewed by the proper selection committee. The members of this committee will determine which of the recognized individuals will receive the Monthly Value Award based on established criteria.

Note that the committee will also review forms submitted by the public. However, members of the public use the *LTD Employee Recognition Form*, rather than the one stated above. LTD employees should not use this form.



LTD Employee Recognition Form

The **LTD Employee Recognition Form** (for public use) will be available at the Customer Service Center.

The **LTD Internal Employee Recognition Form** will be available at CSC, OPS dispatch, and the Human Resources department. This form can also be found on the LTD network: <Q:\HR\Rewards & Recognition\Forms\Internal LTD Forms>

Monthly Value Award Selection Criteria

The **Selection Committee** should use the following guidelines and criteria when selecting an employee to receive a Monthly Value Award.

Guidelines

- ✓ Each award must be the result of a recognition form that was submitted for an employee during the current month.
- ✓ Up to 20 individuals can receive this award in a month.

Criteria

All Employees

- ✓ Employee has shown outstanding performance in at least one of The LTD 10 Valued Competencies through a demonstrable incident or action, and/or by repeated actions that taken together make this person deserving of the award.
- ✓ Approval/verification has been given by the employee's Department Director.
- ✓ Final check has been completed by HR.

Monthly Value Awards Selection Committee

During the first fiscal year of the program, the Monthly Value Awards Selection Committee will be the current members of the Rewards & Recognition Committee (Tracy Smith, Terry Parker, Charlett Sessions, Zach Fish, Mary Adams, and Pat Rather). At the end of the first program year (end of the fiscal year), the Rewards & Recognition Committee will evaluate the Monthly Value Awards program and the membership of the Selection Committee.

Individual Recognition - Employee of the Month (EOM)

Employee of the Month – Description

The Employee of the Month award is given to one employee per month. In general, the employee who is selected exemplifies the vision, mission, The 10 LTD Valued Competencies, and goals of LTD.

Employee of the Month Nomination Process

To be considered for as an Employee of the Month, another individual must have completed and submitted a recognition form for the employee, whether this recognition comes from a fellow employee or a member of the general public.

There is no form specifically for Employee of the Month nominations. The **LTD Employee Internal Recognition Form** (to be used by LTD employees) or a *LTD Employee Recognition Form* (to be used by members of the public) are now the forms to be used for recognizing employees. However, any individual completing a form can specify that they believe this employee should be considered for the Employee of the Month. This will let the Employee of the Month Selection Committee know of your desire to have the employee considered for such recognition.

The members of the Employee of the Month Selection Committee will use the recognition forms as well as the established criteria described in this document to determine who will received the Employee of the Month award.



LTD Employee Recognition Forms

The **LTD Employee Recognition Form** (for public use) will be available at the Customer Service Center. A pdf version will also be available on the LTD website www.ltd.org

The **LTD Internal Employee Recognition Form** will be available at CSC, OPS dispatch, and the Human Resources department. This form can also be found on the LTD network: <Q:\HR\Rewards & Recognition\Forms\Internal LTD Forms>

Employee of the Month Selection Criteria

The **Selection Committee** should use the following guidelines and criteria when selecting the Employee of the Month.

Guidelines

- ✓ Keep an active awareness regarding all departments of the District to ensure all employees receive equal consideration for this award.
- ✓ An individual does not have to have a current nomination form on file for them to be considered for the EOM award. However, if reviewing **LTD Employee Recognition Forms** for possible nominees, only use forms that were submitted during the past month.
- ✓ Use the **Employee of the Month Selection Committee Golden List** to keep an ongoing list of potential candidates for the Employee of the Month.

Criteria

All Employees

- ✓ Employee has met the expectations and spirit of The LTD 10 Valued Competencies within the last 6 months.
- ✓ Employee has been employed with the District at least 1 year.
- ✓ Employee has had no preventable accidents in an LTD vehicle or bus in the last 6 months.
- ✓ Employee has had no more than 3 occurrences of absenteeism in the last 6 months (does not include bereavement, planned CAL time, or excused absences).
- ✓ Employee has had no more than 4 valid, external complaints in the last 6 months.
- ✓ Employee has had no letters of warning or suspensions in the last 6 months.
- ✓ Employee is not in a “needs improvement” status as a result of an employee evaluation.
- ✓ Approval/verification has been given by the employee’s Department Director.
- ✓ Final check has been completed by HR.

Operator Specific

- ✓ Employee has had no more than 1 late in the last 6 months (a late is classified as being up to 60 minutes late for a shift).
- ✓ Employee has had no AWOLs in the last 6 months (an AWOL is being late more than an hour for a shift).

Employee of the Month Selection Committee

The Employee of the Month Selection Committee consists five members including the Transit Services Manager (Sue Quick), the ATU representative for operators, an HR representative (David Collier), an Employee Council representative, and a Leadership Council rotating representative. The committee meets on the last Wednesday of each month.

The Leadership Council rotating position is filled by the Leadership Council member who is the Leadership Council meeting organizer for the month. As part of the responsibility they are being asked to verbally remind all Leadership Council members at the 1st Tuesday Leadership Council meeting to submit Recognition Form(s) before the 2nd Friday of the current month if they have someone in mind as a possible recipient for a Monthly Value Award or an Employee of the Month award. Specifically addressing the Employee of the Month, the Leadership Council representative is also encouraged

to conduct an open, five minute conversation, where members can verbally discuss possible names of Employee of the Month candidates, and the reasons behind the person being brought up as a possible candidate. However, a Recognition Form will still have to be submitted by one of the Leadership Council members to formally recognize any individual and to have them considered for Employee of the Month.

Individual Recognition - Employee of the Year (EOY)

Employee of the Year – Description

The Employee of the Year award is given to one employee per year. To be considered for the Employee of the Year award, the employee must have been an Employee of the Month during the past year, still qualify under the Employee of the Month selection criteria, and be an active employee.

Employee of the Year Selection Process

Unlike the Employee of the Month selection process, an employee is not nominated but rather selected by a vote. Each employee, who meets the criteria, will be considered in the vote involving both the Selection Committee and the Leadership Council using the following process:

1. Dianne Presley will check the eligibility status of all employees who qualify to be considered as Employee of the Year.
2. A paper vote will be taken at the next available Leadership Council meeting. The results will not be discussed or divulged to any member of the Leadership Council.
3. The results will be given to David Collier of the HR department (the current HR representative for the EOM Selection Committee), who is asked not to look at the ballots at this point in time.
4. A paper vote of the non-rotating members of the Employee of the Month Selection Committee (Transit Services Manager, the ATU representative for operators, and the HR representative for EOM selection) will be taken. Immediately after the vote, David Collier is to tally all the votes of the Leadership Council and Selection Committee and identify the top three candidates.
5. The Selection Committee will then make their final decision within the week based on conversation and discussion among themselves. During this time they may ask questions of some members of management in order to ensure the best candidate is selected.

Employee of the Year Selection Criteria

All employees who meet the following criteria will be a candidate for Employee of the Year.

Criteria

- ✓ Employee was an Employee of the Month during the past year.
- ✓ Employee still meets the selection criteria for Employee of the Month.
- ✓ Employee is an active employee.

Employee of the Year Voting Members

All Leadership Council members and the three non-rotating members of the Employee of the Month Selection Committee will be voting members.

Department Recognition – Vision Award

Vision Award – Description

The Vision Award is an award that a Department Director can request for special recognition to be given to an individual (or a team of individuals) within the Director's department. This is an award for unique, one-of-a-kind, visionary and/or innovative action(s), ideas, etc., where the employee, or team of employees, went well above and beyond the normal duties of their job. It is titled the Vision Award, as the person receiving the award looked to the future with a positive vision of LTD's success.

Although there is no set number of Vision Awards that must be distributed, 15 is the current maximum in a fiscal year.

Vision Award Nomination Process

Department directors can nominate an individual (or a team of individuals) within their department using the **Vision Award Online Nomination Form**. Each month, submitted nomination forms are reviewed by the proper selection committee. The members of this committee will determine which of the nominated individuals will receive the Monthly Value Award based on established criteria.



Vision Award Online Nomination Form

The **online** version of the **Vision Award Online Nomination Form** is available on the LTD network:

<Q:\HR\Rewards & Recognition\Forms\Internal LTD Forms\Vision Award Nomination Online Form.doc>

Not a Department Director?

If you are not a Department Director but you see someone who you believe deserves this award, go to the Department Director of the noted employee and let the Director know why you think this employee deserves this award. The Director can then make the choice to submit a nomination.

Want to Nominate a Department Director?

If you believe a Department Director deserves the Vision Award simply go to another Director of your choice and let them know why you think the noted Director deserves the Vision Award. The Director can then make the choice to submit a nomination.

Vision Award Selection Criteria

The **Selection Committee** will use the following guidelines and criteria when selecting an employee to receive a Vision Award.

1. The nomination must be based on at least one of The LTD 10 Valued Competencies.
2. The employee must have contributed something to LTD that would be considered exceptional and results in a positive change for the District.
3. In a general sense, it could truly be stated that the employee went “above and beyond.”
4. The action, idea, innovation, etc., must result in one of the following:
 - a) Saves the District more than \$10,000 per year, over a five-year period.
 - b) Results in an innovative procedural change that significantly reduces the amount of time required for employees to do a job or process.
 - c) Results in an innovative change that significantly increases the quality of a service or product we provide.
 - d) Creates a positive mindset and motivates a large number of employees to put into action the application of the vision, mission, values, and goals of the District.
 - e) Involves unforeseen, intense, long hours that resulted in the completion of a special project, important grant, and so forth. (This would not include long hours made necessary due to procrastination.)

Vision Award Selection Committee

If a director believes the employee, or team of employees, deserves the Vision Award, he or she will petition the Vision Award Approval Committee. The committee will either approve or reject the request. During the first fiscal year of the program, the Approval Committee will be the current members of the Rewards & Recognition Committee. During each fiscal year thereafter, the award and award process will be evaluated.

Department Recognition – Discretionary Fund

Discretionary Fund – Description

During each fiscal year, each department will have a discretionary fund. The discretionary fund dollars are to be used for department-wide recognition and appreciation. The focus is on maintaining positive staff relations and morale, encouraging group activities within departments, and acknowledging special group efforts.

Funds Available During Fiscal Year

Each department will receive an amount based on the following formula:

$$\text{Number of employees in department} \times \$10 = \text{Discretionary Fund Amount}$$

The amount will be available to the individual departments at the beginning of each fiscal year, as long as it is renewed through the budget process and determined by the Rewards & Recognition Committee to be a program that should continue based on its value to the District. Any money remaining in a department fund will not be carried over to the next fiscal year. Each department is responsible for tracking its own expenses.

Criteria for Use of Funds

The funds are to be used only for activities or items that include as many employees as reasonable. The money should be spent as equitably as possible among employees.

The discretionary funds can be used for:

1. Food and/or beverage events such as lunch, popsicles on a hot day, coffee, snacks, etc., and includes as many employees as possible. In the case of departments with various shifts, the department should attempt to plan the event to include as many people as feasible. It is not expected that the event be planned around vacations, days off, etc., as these are part of a normal course of business (sometimes you just can't get everybody every year).
2. Distribution of items that include the LTD logo (e.g., key chains, mini lights, hats, etc.); as long as all employees get the same item of same value.

Discretionary funds may be spent all in one day, or on more than one occasion, up to the total limit of the fund.

The discretionary funds cannot be use for:

1. Gift cards for all employees in the department
2. Cash distribution

Department Recognition – Bus Operators Only

Description

The following three forms of recognition are available only to bus operators:

- ✓ Safe Driving Pins
- ✓ General Manager's Award
- ✓ Safety Jackpot

Special Note:

The current details and qualifications for these awards are described in the Lane Transit District Operator's Manual, Performance Management section, beginning on page 15.

At this point, the details, qualifications, or processes of these awards have not been evaluated by the Rewards & Recognition Committee. For now, it is the committee's recommendation to keep these awards with the intent of working with operations to evaluate the effectiveness and desirability of these awards. After the evaluation process, the Rewards & Recognition Committee will present any recommended changes.

Organization Recognition

Description

Currently the following events take place during the year. However, all events are subject to change.

Employee Celebration Dinner

Employee Picnic

Employee Extra Events - BBQ, breakfast, holiday events, other (1 or more per year)

Criteria for Inclusion

LTD operates on multiple shift schedules. Any committee, or individuals, planning organization events should attempt to include as many people as feasible, realizing that you can't get everybody every year. It is not expected that the event be planned around any individuals' vacations, days off, etc., as these are part of a normal course of business.

In addition, any committee, or individuals, planning events are asked to refer to the following two sections of this document to ensure consistency in the LTD Rewards & Recognition Program:

- 1. Presentation Guidelines for Department and Organization Recognition Events**
- 2. Department and Organization Recognition Presentation Checklist**

Special Note:

At this point, the effectiveness, value, or process of these awards has not been investigated or evaluated by the Rewards & Recognition Committee. For now, it is the committee's recommendation to keep these awards, with the intent of evaluating these events along with members of the Events Committee sometime within the 2008 calendar year.

Presentation Guidelines

When giving recognition, Sincere Presentation Practices (or Sincere Presentation Practices for Groups) should always be followed. The following are the guidelines for the appropriate types of recognition.

Presentation Guidelines for EOM, MVA, and Vision Awards

Any person responsible for giving recognition and acknowledgement to another for the Employee of the Month, the Monthly Value Award, or Vision Award should always follow **Sincere Presentation Practices**.

Sincere Presentation Practices are a key component to the success of a Rewards & Recognition program, as it brings meaning and validation to the process. Sincere Presentation Practices are a method of giving genuine value to recognition and/or rewards. It consists of following a few simple steps.

Sincere Presentation Practices

1. **Be timely in your presentation of the award.** In other words, give the recognition as close to the event that triggered the recognition as possible.
2. **Make the presentation in person.** No e-mail, no phone calls, no memos, etc.
3. **Allow appropriate time.** Give the recognition when you have adequate time to give the recognition properly. Don't give the recognition if you are in a hurry to get somewhere else, or do something else. Also, don't give the recognition to another if it is a bad time for them.
4. **Be sincere and serious.** No sarcasm, no jokes, no jabs.
5. **Incorporate S.A.I.L.** This gives true meaning of the recognition to the recipient. By incorporating S.A.I.L., the individual will know exactly what they did to deserve the recognition and understand how it is important in meeting the District's goals.

Situation *(What was the specific situation, or combination of situations, that lead to the recognition?)*

Action *(What specific action, or repeated actions, made them deserving of this recognition?)*

Impact *(What is the result of the action? What impact did it have on the District, for a customer, etc?)*

Link *(Which of The LTD 10 Valued Competencies best represents the reason for receiving this recognition?)*

Presentation Guidelines for Department and Organization Recognition Events

Department recognition (from the department discretionary fund) and organization recognition events involve multiple individuals and “presentation” takes on a bit of a different twist. Employees may receive token items, food, and so forth, but the important piece to include with these types of recognition is making the employees aware of why they are getting the recognition.

For department or organization recognition (whether it involves the employees gathering together, or the distribution of treats or treasures), the employees should know why they are receiving the recognition through some form of presentation. The presentation could be a printed note, e-mail, poster, or verbal speech from a department director.

Any manager responsible for initiating department or organization recognition and acknowledgement to a group of employees should always follow **Sincere Presentation Practices for Groups**, even if the recognition is in the form of an e-mail.

Sincere Presentation Practices for Groups are a key component to the success of a rewards and recognition program as it brings meaning and validation to the process. Sincere Presentation Practices for Groups are not a tangible item but rather a method of giving genuine value to recognition. It is not complicated, just a practice of following a few simple steps.

Sincere Presentation Practices for Groups

1. **Be timely in your presentation of the award.** Keep the recognition related to events or actions performed as a group that occurred recently. For example, if having a yearly department recognition lunch, use events or actions that have occurred over the past year that have made a positive impact to the department and/or the District.
2. **Allow appropriate time.** Only give recognition when you have adequate time to give the recognition properly. Don't give the recognition if you are in a hurry to get somewhere else. This applies to rushed e-mails and notes too.
3. **Be sincere and serious.** No sarcasm, no jokes, no jabs.
4. **Incorporate S.A.I.L.** S.A.I.L. gives true meaning to the group who is receiving the recognition. The group should always know exactly what they did to deserve the recognition and understand how it is important in meeting the District's goals.

Situation *(What was the specific situation, or combination of situations, that lead to the recognition?)*

Action *(What specific action, or repeated actions, made them deserving of this recognition?)*

Impact *(What is the result of the action? What impact did it have on the District, for a customer, etc?)*

Link *(Which of The LTD 10 Valued Competencies best represents the reason for receiving this recognition?)*

Presentation Checklists

To give validation to the program, and maintain consistency, the following checklists were created for each type of recognition

Presentation Checklist for Monthly Value Awards (MVA)

Employee Contact by Supervisor or Department Director

- Within one week of supervisor or department director notification of the award, the employee should be congratulated via personal contact from the supervisor or department director using Sincere Presentation Practices. The employee is to be given the card and pin at this time.

Monthly Value Awards Items to Receive

During the congratulations, the employee is to receive:

- The appropriate Monthly Value Award **Card and Pin** (related to one of The LTD 10 Valued Competencies)

Publication

Besides the Board presentation, the employee is publicly recognized in the following ways:

- Name and MVA received, as part of the **recognition e-mail** sent to **All*, which also includes the recipients of the Employee of the Month and the Vision Award (completed by Graphics)
- Name and MVA received, as part of the recognition section in the **Inside Lane**, which also includes the recipients of the Employee of the Month and the Vision Award (completed by Graphics)

Presentation Checklist for Employee of the Month (EOM)

Initial Employee Contact by Supervisor

- Within one week of receiving notification from the EOM selection committee, the supervisor, using Sincere Presentation Practices, is to congratulate the employee for his or her nomination. If the employee chooses to accept the EOM, the process should continue as below. If not, the next employee alternative should be contacted.

Mailbox Memorandum

- The employee is to receive in his or her mailbox a **Memorandum**, which includes a note of congratulations as well as the procedural instructions regarding the receipt of the Employee of the Month. Copies of the memorandum are given to those involved in the process, including an HR representative for a brief interview, a Graphics department representative who will take a picture, and to Dianne Presley who is currently the coordinator for the EOM process. A copy is made for the employee's personnel file.

Choice Wear Item

- Included in the memorandum received by employee will be a note to contact Dianne Presley to order and receive his or her choice wear of a sweater, a vest, a baseball cap, or a polo shirt. The item will bear the LTD logo and the inscription "Employee of the Month."

Official Board Meeting Recognition

The employee's supervisor or department director introduces the employee at the LTD Board Meeting using Sincere Presentation Practices. During this presentation, the employee is to receive from the Board Chair the following:

- \$100** check
- Employee of the Month **Pin**
- Certificate** of Achievement for receiving the Employee of the Month award (this is completed in-house by Dianne Presley, signed by President of the Board and GM)
- Letter of Recognition and Congratulations** (a.k.a. Committee letter). The letter is completed in-house by Dianne Presley, signed by Selection Committee members, with a copy placed in the employee's file

Publication

In addition to the Board presentation, the employee is publicly recognized in the following ways:

- Poster** with employee's picture is posted on the bulletin boards throughout the building (completed by Graphics)
- Website** review (completed by Graphics)
- Picture and text included as part of the **recognition e-mail** sent to **All*, which also includes (if any) the recipients of the Monthly Value Award and the Vision Award (completed by Graphics)
- Picture and text included as part of the recognition section in the **Inside Lane** that also includes (if any) the recipients of the Monthly Value Award and the Vision Award (completed by the Graphics)
- Recognition at the annual **banquet**

Presentation Checklist for Vision Award

Presentation by Department Director

- Within two weeks of department director notification of the award, the employee should receive recognition of this award from the department director and the general manager (or assistant general manager), in a department setting, using Sincere Presentation Practices.

Vision Award Items to Receive

During the presentation, the employee is to receive:

- Certificate
- Engraved acrylic piece

Vision Award Choice Item

- Within 7 days of Vision Award presentation, the employee is to receive a **gift choice** from a selection of items or the option of \$50 cash. If the employee chooses an item, it will be engraved and presented to them. A member of the Reward & Recognition Committee will be in charge of this process.

Publication

Besides the Board presentation, the employee is publicly recognized in the following ways:

- Name and reason for Vision Award as part of the **recognition e-mail** sent to **All*, which also includes the recipients of the Employee of the Month and the MVAs (completed by Graphics)
- Name and reason for Vision Award, as part of the recognition section in the **Inside Lane** sent to **All*, which also includes the recipients of the Employee of the Month and the MVAs (completed by Graphics)
- Employee is to be instructed to go to Graphics to have his or her picture taken, which will be part of the yearly **banquet slide show**

Presentation Checklist for Employee Recognition Form Recipients

Mailbox Note

- Within two weeks following the process of selecting the EOM, all employees who received recognition via an LTD Employee Recognition Form should have a note placed in their mailbox regarding the reason for their recognition, but it will not state the name of the individual giving the recognition. The notices will be put in the employees' mailboxes. This process will be completed by Dianne Presley.

- A copy of the LTD Employee Recognition Form has been placed in the employee's permanent file.

Presentation Checklist for Department and Organization Recognition

Presentation by Department Director

- Use Sincere Presentation Practices for Groups, whether the recognition is done in a department setting, e-mail, or note.

Examples

- ✓ If granola bars are going to be distributed, Sincere Presentation Practices for Groups could be incorporated into a small note attached to the item, or put on a poster in a highly visible area.
- ✓ If all the employees are to go out to lunch with the discretionary money, the department director (or someone designated in the department) would use Sincere Presentation Practices in a verbal presentation.
- ✓ At an employee quarterly organization event where people come and go throughout the day, a note incorporating Sincere Presentation Practices should be delivered to each employee (or posted in strategic locations so all employees can view the note) prior to the event stating why the recognition is being received. In addition, a poster could be posted at the event itself stating the same.

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Appendixes

Appendix – The LTD 10 Valued Competencies (Version 1.8)

Integrity

Consistently demonstrates the qualities of honesty, sincerity, and truthfulness with all employees and customers, and in all business-related operations. Maintains the highest standard of business and financial ethics consistent with the values of LTD policy and tradition.

Accountability

Accepts responsibility for own actions, decisions, and results, and is willing and able to clearly explain them to others. Shows a high degree of reliability in performing one's work. Demonstrates an attitude of accountability, responsibility, and ownership regarding LTD resources and property.

Personal Growth

Open, willing, and able to learn new things. Promotes personal learning and shows initiative to update individual skills and industry knowledge. Strives to achieve one's potential. Accepts assistance and constructive criticism when appropriate. Promotes organizational learning by sharing productivity and/or industry-related information with others, which helps LTD provide progressive leadership for the District in meeting the community's transportation needs.

Commitment

Knows and demonstrates support for the LTD Vision and Mission. Keeps a "safety awareness" mentality as part of a team effort to help LTD have safe employees, practices, services, vehicles, equipment, and facilities.

Respect

Treats all people with whom they come in contact, including customers and fellow employees, with respect, courtesy, politeness, generosity, compassion, fairness, and dignity. Understands and responds to the diversity of our community.

Appearance & Image

Exhibits professional and personal pride in appearance, demeanor, and attitude; all of which represent LTD's quality of service to our community. Contributes to the professional atmosphere and appearance of our facilities and services, which makes riding the bus an attractive option.

Teamwork

Willingness and ability to work harmoniously, cooperatively, and effectively with others within each department and throughout the District. Builds and creates an environment of trust among all employees. Is approachable and offers to help others. Able to positively, resourcefully, and light-heartedly adapt to changing or new situations with ease, speed, and efficiency, and conveys this attitude to others.

Initiative

Work demonstrates in word and performance the characteristics of reliability, dependability, quality, and independence. Ability to recognize potential problems and to think creatively by offering new and constructive suggestions when dealing with a

problem or situation; to recommend corrective action; and to carry out a plan of action. Personal actions and drive are consistent with the Vision, Mission, The LTD 10 Valued Competencies, and the Strategic Goals of LTD.

Innovation

Demonstrates willingness and capability to look creatively and positively to the future. Thinks and acts in terms of contributing to the organization as a whole by offering and creating value out of new ideas, new products, new services, or new ways of doing things. Ability to move effectively from innovation to implementation, whether acting as an individual or part of a team.

Communication

Ability to receive, process, and deliver verbal and written information in a logical and concise manner. Actively listens to others. Understands and respects the importance of confidentiality where appropriate. Strives to keep communication positive and informative, and does not spread rumors or gossip. Applies these qualities to internal communications (within LTD) as well as to external communications (interactions with individuals or groups outside of LTD).

Appendix – Flowchart of Committee Process for Recognition

As Recognition Forms are received by Dianne, she enters the data into the CITS system and notifies the employee via e-mail or note of the recognition. Forms collected and entered during the past 30 days are given to a Rewards & Recognition Committee member on the third Monday of each month.

When the Rewards & Recognition Committee meets...

The Rewards & Recognition Committee meets on the third Wednesday¹ of each month to complete the following:

1. Using the Recognition Forms, select the Monthly Value Award recipients for the Month².
2. Prepares and processes the Monthly Value Award recognitions.
3. If there was any Value Award Nominations received during the past 30 days from Department Directors, select Vision Award winners for the month².
4. If there is a Vision Award winner(s) for the month, the committee prepares and processes the Vision Award recognition(s).

Within five days after the meeting...

The Recognition forms are given to a member of the Employee of the Month Selection Committee.

When the EOM Committee meets...

The Employee of the Month Selection Committee meets on the last Wednesday¹ of each month to select the next Employee of the Month². An employee will be considered for the Employee of the Month based on one of two factors:

1. A new Recognition Form for the employee was turned in sometime between the second Friday of the previous month, and the second Friday of the current month.
2. Employee's name is on the Golden List from one or two months prior.

Within five days after the meeting...

The Employee of the Month Selection Committee will:

1. Give Employee of the Month recipient's name to Dianne for processing.
2. Return all the Nomination Forms to Dianne who will keep them for a period of 12 months.

Within three weeks after the meeting...

The Rewards & Recognition Committee

1. Gives the appropriate Monthly Value Award cards and pins to the recipients' supervisors, who in turn will give the award to the employee for the appropriate month².
2. If there is a Vision Award winner(s) for the month, gives the Vision Award recognition(s) to the appropriate Department Directors, who in turn will give the award to the employee for the appropriate month².
3. Submits to Graphics the names of all recognition winners to be included in the Inside Lane and e-mail for the appropriate month².

¹ These are the regularly scheduled meeting for these committees. The dates may change if needed.

² Selected winners chosen approximately five to six weeks in advance. For example, the May winners are selected during the March committee meetings.

Appendix – Example LTD Employee Internal Recognition Form



LTD Employee Internal Recognition Form (Version 2.1)

An online version of this form is available: Q:\HR\Rewards & Recognition\Forms\Internal LTD Forms

This form is to be used by LTD employees to recognize outstanding performance of fellow LTD employees. Please provide all the information requested.

Today's date:

Name of employee:

Your contact information *(please provide your name and one or more contact methods)*

Name:

Phone number:

E-mail address:

Below are ten values important to LTD along with a shortened description of each. Please check one or more boxes that best state why you are giving this specific recognition.

<input type="checkbox"/> Integrity - honest and sincere	<input type="checkbox"/> Respect - respectful and courteous
<input type="checkbox"/> Personal Growth - open, willing, and able to learn new things	<input type="checkbox"/> Teamwork - effective in promoting and demonstrating teamwork
<input type="checkbox"/> Accountability - responsible, accountable, and reliable	<input type="checkbox"/> Communication - positively communicates and actively listens
<input type="checkbox"/> Appearance & Image - takes pride in their appearance, attitude, and LTD property	<input type="checkbox"/> Initiative - effectively deals with problems and takes action in a manner that positively represents LTD
<input type="checkbox"/> Innovation - contributes to LTD by creating new ideas and processes	<input type="checkbox"/> Commitment - dedicated to the vision, mission, values, and goals of LTD.

Why do you want to recognize this employee? If possible, describe the situation, the action the employee took, how the employee positively affected you or LTD, etc.

Other comments?

Appendix – Example LTD Employee Recognition Form for Public Use



LTD Employee Recognition Form (Version 1.2)

Please complete this application and submit to:

Lane Transit District
Rewards & Recognition Committee
P.O. Box 7070
Eugene, OR 97401

I would like to recognize the following employee whom I believe should be recognized for excellence in service and job accomplishments:

Name of employee *(if known)*:

Date of Occurrence:

Comments:

When writing your comments below, if you have any specific information related to the recognition of the employee, please include them. For example, the situation, the action taken by the employee, the bus number or route (if applicable), etc.

Use additional sheets, if necessary, and attach letters of support (if applicable) to this recognition

Your contact information: Please provide your name and one or more contact methods

Name:

Phone number:

E-mail address:

Mailing address:

Appendix – Example EOM Selection Committee Golden List (version 1.3)



Employee of the Month Selection Committee Golden List

Report Date:

Below is a list of employees who may deserve a closer look when considering the Employee of the Month Award. If the “Date Added to List” is more than three months beyond the current date, the employee should be removed from the list, OR the date and reason updated. Please send any update requests to Diane Pressley as she is in charge of the master list.

Name of Employee	Date Added to List	Reason for being included on List	Eligibility Verification Date <small>(completed by Diane)</small>

Appendix – Example Vision Award Online Nomination Form (version 1.2)




Vision Award Online Nomination Form (Version 1.3)

Use this online nomination form to nominate an employee (or group of employees whom you wish to nominate for the same reason) via your computer.

Use the **Tab** key or the **mouse** to move back and forth between fields on this form.

When done:

1. Save a copy of this nomination
2. E-mail your nomination form as an attachment to Dianne Presley (dianne.presley@ltd.org) with **Vision Award Nomination** in the subject line of the e-mail. Dianne will forward the nomination to the current selection committee.

 DO NOT use the **File | Send to | Mail Recipient** method of sending this information as all the form content will not be properly sent.

Today's date:

Name of employee (or employees):

Your name:

Complete the following Items:

1. **The nomination must be based on at least one of The LTD 10 Valued Competencies.** Using your mouse, check one or more boxes that best represent your nomination, and provide a short reason why the competency(s) were chosen.

<input type="checkbox"/> Integrity - honest and sincere	<input type="checkbox"/> Respect - respectful and courteous
<input type="checkbox"/> Personal Growth - open, willing, and able to learn new things	<input type="checkbox"/> Teamwork - effective in promoting and demonstrating teamwork
<input type="checkbox"/> Accountability - responsible, accountable, and reliable	<input type="checkbox"/> Communication - positively communicates and actively listens
<input type="checkbox"/> Appearance & Image - takes pride in their appearance, attitude, and LTD property	<input type="checkbox"/> Initiative - effectively deals with problems and takes action in a manner that positively represents LTD
<input type="checkbox"/> Innovation - contributes to LTD by creating new ideas and processes	<input type="checkbox"/> Commitment - dedicated to the vision, mission, values, and goals of LTD.

Please state reason(s) for selecting above competency(s):

2. **The employee must have contributed something to LTD that would be considered exceptional and will result in a positive change for the District.**
Please explain:

3. **In a general sense, it could truly be stated that the employee went “above and beyond.”**

Please explain:

4. The action, idea, innovation, etc., must result in one of the following (Please check one box that best represents the spirit of your nomination), and provide a short explanation.

- Saves the District more than \$10,000 per year over a five-year period of time.
- Results in an innovative procedural change that significantly reduces the amount of time required for employees to do a job or process.
- Results in an innovative change that significantly increases the quality of a service or product we provide.
- Creates a positive mindset and motivates a large number of employees to put into action the application of the vision, mission, values, and goals of the District.
- Involves unforeseen, intense, long hours of unpaid time that resulted in the completion of a project, important grant, and so forth. (This would not include long hours made necessary due to procrastination.)

Please explain:

Appendix – Vision Award Recognition Items

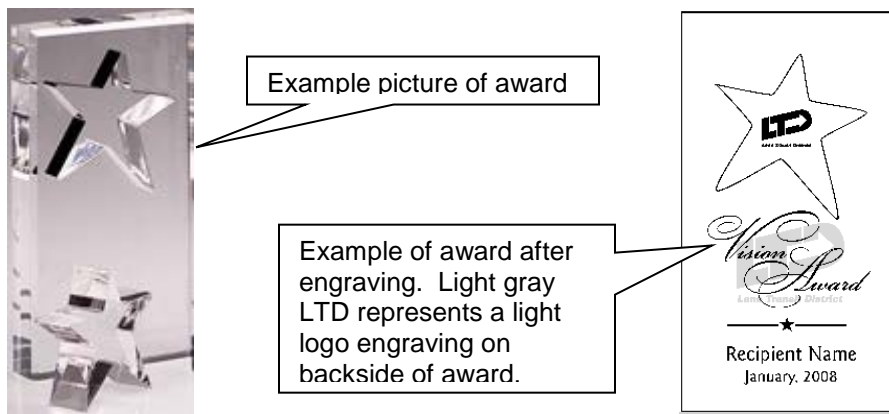
Royal Awards

All items are purchased and engraved by Royal Awards, a local Eugene company.

Royal Awards
364 W. 7th Avenue
Eugene, OR 97401
(541) 686-8484

Engraved Acrylic Star

All employees who are selected for the Vision Award will receive an engraved acrylic star recognition as shown below:



This is called a “knockout” and is manufactured by a company called Stillwater Awards (www.stillwaterawards.com). The award is purchased through Royal Awards.

Employee Choice

All employees who are selected for the Vision Award will be able to select one of the five items shown below or the \$50 cash option. For all choices, the employee’s paycheck will be grossed-up by Finance so he or she actually receives the true value of the award (i.e. the employee will not have to pay the cost of the payroll tax):



Desk Clock (BC18)

Arched acrylic clock on a gold-plated solid brass base with columns

Manufacturer: Airflyte (<http://www.airflytecatalog.com>)

Engraved by: Royal Awards

Engraving inscription to include: LTD Logo

Vision Award text,

Recipient’s name

Month/Year.



Desk Clock (BC12 or BC46)

Available in black lacquer finish (BC12) or rosewood finish (BC46)

Manufacturer: Airflyte (<http://www.airflytecatalog.com>)

Engraved by: Royal Awards

Engraving inscription to include: LTD Logo

Vision Award text,

Recipient's name

Month/Year.



Desk Clock (BC891)

Arched glass table top clock on a gold aluminum base

Manufacturer: Airflyte (<http://www.airflytecatalog.com>)

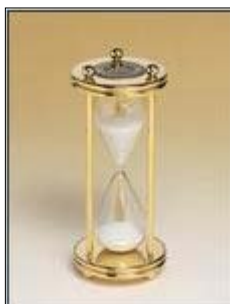
Engraved by: Royal Awards

Engraving inscription to include: LTD Logo

Vision Award text,

Recipient's name

Month/Year.



GlassCrystal Timer (555)

Polished brass finish case

Manufacturer: Airflyte (<http://www.airflytecatalog.com>)

Engraved by: Royal Awards

Engraving inscription to include: LTD Logo

Vision Award text,

Recipient's name

Month/Year.



Jade Glass Three-Sided Vase (G0645)

Manufacturer: Dynamic Design (<http://www.dynamicawards.biz>)

Engraved by: Royal Awards

Engraving inscription to include: LTD Logo

Vision Award text,

Recipient's name

Month/Year.



\$50 Cash

Obviously no engraving needed.

Appendix – Example Rewards & Recognition Monthly E-mail Notice

Example of Rewards & Recognition monthly e-mail notice:

TO: [REDACTED]
Cc:
Subject: September 2007 Rewards & Recognition

1 2 3 4 5 6

You Make a Difference!

Employees of the Month
September 2007
Jerry Employee

Monthly Value Award
September 07 Reciepients

Joe Employee- Integrity
Frank Ferter- Image
Ivonna Job- Respect
Jane Doe- Accountability

Vision Award
September 07 Reciepients
Billy Employee
for his visionary work
with our disabled riders



LANE TRANSIT DISTRICT

Ordinance 24

(2008 Revision)

Describing the Territorial Boundaries of Lane Transit District

The Board of Directors of Lane Transit District does hereby ordain and decree the following Ordinance:

1. On and after the effective date of this Ordinance, the territorial boundaries of the Lane Transit District shall be as shown on a map attached hereto as Exhibit A.
2. All addresses located within the territorial boundaries described on Exhibit A shall be identified in a computer file stored in the Lane County Regional Information System computer database, which is maintained and regularly updated by the Lane Council of Governments, and such database shall be available for public inspection at Lane County and at the offices of Lane Transit District.
3. The text of Ordinance 24 (1999 Revision), adopted October 27, 1999, is hereby deleted in its entirety and replaced by this Ordinance 24 (2008 Revision).
4. This Ordinance 24 shall take effect on January 1, 2009.

ADOPTED this _____ day of _____, 2008.

Board President

ATTEST:

Recording Secretary

Effective Date: January 1, 2009

AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 18, 2008
- ITEM TITLE:** FIRST READING OF 16TH AMENDED ORDINANCE NO. 35 TO INCREASE FARES
- PREPARED BY:** Andy Vobora, Director of Service Planning, Accessibility, and Marketing
- ACTION REQUESTED:** Hold the first reading of Sixteenth Amended Ordinance No. 35
- BACKGROUND:** In response to rapidly escalating fuel costs, staff recommend the following changes to the District fare structure:
- Increase the adult monthly pass price from \$38.00 to \$45.00 (effective with September 2008 pass sales)
 - Increase the youth and senior monthly pass price from \$19.00 to \$22.50 (effective with September 2008 pass sales)
 - Eliminate the sale of tokens (effective September 1, 2008)
 - Eliminate the sale of 3-month passes (effective with September 2008 pass sales)
 - Eliminate the Holiday Taxi Reimbursement program (effective November 27, 2008)
 - Increase the Breeze fare to regular fare prices (effective September 1, 2008)

The majority of fare changes are implemented by ordinance. The first such ordinance, Ordinance No. 35, was adopted in June 1992. This will be the sixteenth amendment to Ordinance No. 35. There was a desire to make the recommended changes effective July 1, 2008; however, a change in the ordinance requires public notice 30 days prior to a public hearing. The staff was unable to meet this timeline and therefore recommends that the first reading occur on June 18, 2008, followed by a second reading and adoption of the ordinance on July 16, 2008.

These additional changes in fare are precipitated by fuel prices that have increased by nearly \$2 per gallon during this fiscal year, which has resulted in approximately a \$2 million impact on the LTD general fund. While fare increases will not make up these increased costs, the changes adopted by the Board in March 2008, coupled with the changes being recommended now, will have a net impact of more than \$500,000 in added revenue. These revenues will provide some ability to preserve bus service when the Board evaluates the reductions necessary to create a balanced budget.

The Board can elect to read the ordinance by title only. Staff will have additional copies of the ordinance available for anyone in the audience who desires a copy.

**CONSEQUENCES OF
REQUESTED ACTION:**

The second reading and adoption will be scheduled for the July 16, 2008, Board meeting. Pricing changes will be implemented according to the effective dates noted. Following adoption, a copy of Sixteenth Amended Ordinance No. 35 will be filed with the County Clerk and made available for public inspection.

ATTACHMENTS:

- (1) Pricing Proposal Summary
- (2) Sixteenth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services

PROPOSED MOTION:

I move that Sixteenth Amended Ordinance No. 35 be read by title only.

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

Sixteenth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2008

ITEM TITLE: MONTHLY PERFORMANCE 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.

ATTACHMENT: May 2008 Performance Report

PROPOSED MOTION: None

LANE TRANSIT DISTRICT

**Pricing Proposal Summary
2008-2009**

Cash Fare

	Current:	Proposed:
Adult	\$1.25	\$1.50
Youth	\$0.60	\$0.75
Child	\$0.60	\$0.75
Half-fare Program	\$0.60	\$0.75
Senior	\$0.60	\$0.75

RideSource

	Current:	Proposed:
Regular	\$2.50	\$3.00
Escort	\$2.50	\$3.00
Shopper*	\$2.00	\$2.00
<i>10 Tickets</i>	\$20.00	\$30.00
*Round-trip fare		

Passes

Adult		
1-Month:	\$38.00	\$45.00
3-Month:	\$103.00	Eliminate

Youth, Senior, Half-fare Program

1-Month:	\$19.00	\$22.50
3-Month:	\$51.50	Eliminate

Sales Outlet Wholesale Discount

Current:	Proposed:
-----------------	------------------

Day Pass

Adult	\$2.50	\$3.00
Youth, Senior, Half-fare Program	\$1.20	\$1.50

Passes

Discount	Discount
-----------------	-----------------

0-500+

5.0%

n/c

Tokens

Full Fare	\$1.10 (5 for \$5.50)	Eliminate sales to the general public
-----------	-----------------------	---------------------------------------

Breeze Fare	\$0.50	\$1.50
--------------------	--------	--------

EmX Green Line	free	free
-----------------------	------	------

Special Programs - not covered by ordinance

Summer Youth Pass - July/Aug	\$19.95
-------------------------------------	---------

Group Pass (2009 change)

+8.8%

Current monthly rates:	\$3.98 taxpayer
	\$4.63 non-taxpayer
Monthly rates:	\$4.33 taxpayer
	\$5.04 non-taxpayer

LANE TRANSIT DISTRICT

**Pricing Proposal Summary
2007-2008**

Cash Fare

	Current:	Proposed:
Adult	\$1.25	n/c
Youth	\$0.60	n/c
Child	\$0.60	n/c
Half-fare Program	\$0.60	n/c
Senior	\$0.60	n/c

RideSource

	Current:	Proposed:
Regular	\$2.50	n/c
Escort	\$2.50	n/c
Shopper*	\$2.00	n/c
<i>10 Tickets</i>	\$20.00	n/c
*Round-trip fare		

Passes

Adult		
1-Month:	\$35.00	\$38.00
3-Month:	\$95.00	\$103.00

Youth, Senior, Half-fare Program

1-Month:	\$17.50	\$19.00
3-Month:	\$47.50	\$51.50

Sales Outlet Wholesale Discount

Current:	Proposed:
-----------------	------------------

Day Pass

Adult	\$2.50	n/c
Youth, Senior, Half-fare Program	\$1.20	n/c

Passes

0-500+	Discount 5.0%	Discount n/c
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Tokens

Full Fare	\$1.10 (5 for \$5.50)	n/c
-----------	-----------------------	-----

Breeze Fare

\$0.50	n/c
--------	-----

EmX Green Line - free

Special Programs - not covered by ordinance	Group Pass (2008 change)	+8.1%
Summer Youth Pass - July/Aug	Current quarterly rates:	\$11.04 taxpayer \$12.84 non-taxpayer
	Proposed quarterly rates:	\$11.94 taxpayer \$13.89 non-taxpayer

LANE TRANSIT DISTRICT

**Pricing Proposal Summary
2006-2007**

Cash Fare

	Current:	Proposed:
Adult	\$1.25	n/c
Youth	\$0.60	n/c
Child	\$0.60	n/c
Reduced	\$0.60	n/c
Senior	\$0.60	n/c

RideSource

	Current:	Proposed:
Regular	\$2.50	n/c
Escort	\$2.50	n/c
Shopper*	\$2.00	n/c
<i>10 Tickets</i>	\$20.00	n/c
*Round-trip fare		

Passes

Adult		
1-Month:	\$35.00	n/c
3-Month:	\$95.00	n/c

Youth, Senior, Reduced		
1-Month:	\$17.50	n/c
3-Month:	\$47.50	n/c

Sales Outlet Wholesale Discount

	Current:	Proposed:
Passes		
0-500+	5.0%	n/c

Day Pass

Adult	\$2.50	n/c
Youth, Senior, Reduced	\$1.20	n/c

Tokens		
Full Fare	\$1.00 (5 for \$5.00)	\$1.10 (5 for \$5.50)

Shuttle Fare	\$0.50	n/c
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EmX Green Line - free

Special Programs - not covered by ordinance	Group Pass (2007 change)	+6.0%
Summer Youth Pass - June/July/Aug	Current quarterly rates:	\$10.41 taxpayer \$12.12 non-taxpayer
tbd	Proposed quarterly rates:	\$11.04 taxpayer \$12.84 non-taxpayer

Fare Media Relationships

Current	Media Type	Adult Price	Cost per Trip*	Monthly Cost*	Percent Discount
	Cash	\$1.25	\$1.25	\$50.00	0%
	Tokens	\$1.10	\$1.10	\$44.00	12%
	Monthly Pass	\$38.00	\$0.95	\$38.00	24%
	3-Month Pass	\$103.00	\$0.86	\$34.33	31%

Proposed	Media Type	Adult Price	Cost per Trip*	Monthly Cost*	Percent Discount
	Cash	\$1.50	\$1.25	\$60.00	0%
	Tokens	\$1.10	\$1.10	\$44.00	27%
	Monthly Pass	\$38.00	\$0.95	\$38.00	37%
	3-Month Pass	\$103.00	\$0.86	\$34.33	43%

Peer Group Fare Comparison

	Adult Cash Fare	Token or Multi-Ride Card/Tickets	Daily Pass	Adult Monthly Pass	Adult Multi-Month Pass
Reno, Nevada	\$1.75	\$1.58	\$4.00	\$64.50	n/a
Livermore, California	\$1.75	\$1.40	n/a	\$53.00	n/a
Santa Cruz, California	\$1.50	n/a	\$4.50	\$50.00	n/a
Colorado Springs, Colorado	\$1.25	\$1.14	n/a	\$35.00	n/a
Vancouver, Washington	\$1.25	\$1.25	\$3.00	\$44.00	n/a
Fort Collins, Colorado	\$1.25	\$0.90	n/a	\$25.00	n/a
Bellingham, Washington	\$1.25	\$1.25	n/a	\$45.00	\$495 (annual)
Ann Arbor, Michigan	\$1.00	\$1.00	n/a	\$37.50	n/a
Salem, Oregon	\$1.00	\$0.91	\$2.00	\$25.00	\$300 (annual)
Bakersfield, California	\$0.90	\$0.90	\$2.25	\$30.00	n/a
Olympia, Washington	\$0.75	\$0.75	\$1.50	\$25.00	n/a
Lane Transit District	\$1.50	\$1.10	\$3.00	\$38.00	\$103 (3 month)
Median	\$1.25	\$1.07	\$2.63	\$37.50	
Average	\$1.24	\$1.10	\$2.89	\$39.45	
Tri-Met	\$2.05*	\$2.05	\$4.25	\$76.00	\$836 (annual)

Data collected through transit district Web site information. Updated 12/07.

* Zone system

Averages do not include Tri-Met

Projected Revenues Based on 2002/2003 Fare Changes

	Annual Sales	Current Price	Revenue	Projected Sales	Proposed Price	Projected Revenue	Difference
Adult Monthly	24371	\$35	\$852,985	24371	\$38	\$926,098	\$73,113
Youth Monthly	2248	\$17.50	\$39,340	2248	\$19.00	\$42,712	\$3,372
Reduced Fare Monthly	11440	\$17.50	\$200,200	11440	\$19.00	\$217,360	\$17,160
Senior/Child Monthly	1247	\$17.50	\$21,823	1247	\$19.00	\$23,693	\$1,871
Adult 3 Month	774	\$95	\$73,530	774	\$103	\$79,722	\$6,192
Youth 3 Month	2044	\$47.50	\$97,090	2248	\$51.50	\$115,793	\$18,703
Reduced Fare 3 Month	1414	\$47.50	\$67,165	1414	\$51.50	\$72,821	\$5,656
Senior/Child 3 Month	154	\$47.50	\$7,315	154	\$51.50	\$7,931	\$616
Tokens	222000	\$1.10	\$244,200	213000	\$1.25	\$266,250	\$22,050
UO Group Pass			\$583,000			\$687,000	\$104,000
Other Group Pass			\$902,000			\$929,060	\$27,060
Cash and Day Pass			\$1,381,000		1.25/\$3.00	\$1,519,100	\$138,100
							\$95,516

LTD Pricing History

Year	Consumer Price Index		Fuel Prices		Adult Cash Price		Adult Token Price		Adult Pass Price	
	Yearly Increase	Cumulative Increase	Average \$ per gallon	Percent Change	Actual Price	Percent Change	Actual Price	Percent Change	Actual Price	Percent Change
1981-82	0.00	0.0%			\$0.50	0.00	\$0.40	0.00	\$18.00	0.00
1982-83	3.20%	3.2%			\$0.55	10.00%	\$0.45	12.50%	\$20.00	11.11%
1983-84	1.10%	4.3%			\$0.55	0.00%	\$0.50	11.11%	\$20.00	0.00%
1984-85	3.70%	8.0%			\$0.55	0.00%	\$0.50	0.00%	\$20.00	0.00%
1985-86	3.80%	11.8%			\$0.60	9.09%	\$0.50	0.00%	\$20.00	0.00%
1986-87	1.40%	13.2%			\$0.60	0.00%	\$0.50	0.00%	\$20.00	0.00%
1987-88	2.50%	15.7%			\$0.65	8.33%	\$0.50	0.00%	\$20.00	0.00%
1988-89	3.40%	19.1%			\$0.65	0.00%	\$0.55	10.00%	\$20.00	0.00%
1989-90	5.00%	24.1%			\$0.65	0.00%	\$0.55	0.00%	\$21.00	5.00%
1990-91	5.80%	29.9%			\$0.65	0.00%	\$0.55	0.00%	\$21.00	0.00%
1991-92	5.10%	35.0%			\$0.75	15.38%	\$0.55	0.00%	\$21.00	0.00%
1992-93	4.40%	39.4%			\$0.75	0.00%	\$0.65	18.18%	\$22.00	4.76%
1993-94	3.50%	42.9%			\$0.75	0.00%	\$0.65	0.00%	\$23.00	4.55%
1994-95	2.90%	45.8%			\$0.80	6.67%	\$0.65	0.00%	\$23.00	0.00%
1995-96	2.90%	48.7%			\$0.80	0.00%	\$0.65	0.00%	\$24.00	4.35%
1996-97	3.50%	52.2%			\$0.80	0.00%	\$0.65	0.00%	\$26.00	8.33%
1997-98	3.40%	55.6%			\$1.00	25.00%	\$0.65	0.00%	\$26.00	0.00%
1998-99	1.90%	57.5%			\$1.00	0.00%	\$0.75	15.38%	\$26.00	0.00%
1999-2000	3.30%	60.8%	\$0.81		\$1.00	0.00%	\$0.75	0.00%	\$28.00	7.69%
2000-01	3.10%	63.9%	\$1.02	25.9%	\$1.00	0.00%	\$0.85	13.33%	\$28.00	0.00%
2001-02	2.50%	66.4%	\$0.70	-31.3%	\$1.25	25.00%	\$0.85	0.00%	\$28.00	0.00%
2002-03	0.80%	67.2%	\$0.90	28.8%	\$1.25	0.00%	\$1.00	17.65%	\$35.00	25.00%
2003-04	1.40%	68.6%	\$1.10	21.6%	\$1.25	0.00%	\$1.00	0.00%	\$35.00	0.00%
2004-05	2.60%	71.2%	\$1.56	42.4%	\$1.25	0.00%	\$1.00	0.00%	\$35.00	0.00%
2005-06	2.60%	73.8%	\$2.14	37.0%	\$1.25	0.00%	\$1.00	0.00%	\$35.00	0.00%
2006-07	2.53%	76.3%	\$2.17	1.3%	\$1.25	0.00%	\$1.10	10.00%	\$35.00	0.00%
2007-08	2.70%	79.0%	\$2.60	20.0%	\$1.25	0.00%	\$1.10	0.00%	\$38.00	8.57%
Total % Change										
Since 1981-82 --->	79.0%					150.0%		175.0%		111.1%
Since 2000 --->	21.5%			221.7%		25.0%		46.7%		35.7%
2008-09	3.00%	82.0%	\$3.00	15.4%	\$1.50	20.00%	\$1.10	0.00%	\$38.00	0.00%
2009-10	3.00%	85.0%	\$3.00	0.0%	\$1.50	0.00%	\$1.25	13.64%	\$38.00	0.00%
2010-11	3.00%	88.0%	\$3.00	0.0%	\$1.50	0.00%	\$1.25	0.00%	\$41.00	7.89%

red = estimated
blue = proposed

RideSource Pricing

	July 2001	July 2002	July 2008
RideSource (cash)	\$2.00 one-way	\$2.50 one-way	\$3.00 one-way
RideSource Ticket Books	10 tickets for \$15	10 tickets for \$20	10 tickets for \$30
RideSource Escort	\$2.00 one-way	\$2.50 one-way	\$3.00 one-way
RideSource Shopper	\$2.00 round-trip	\$2.00 round-trip	\$2.00 round-trip

CPI and Group Pass Pass Increases

	1982-1984 =100		
	Portland CPI	change from last year	GP Increases
Jan - June 2009			8.8%
July - Dec 2008			
Jan - June 2008			8.1%
July - Dec 2007	208	+2.7%	
Jan - June 2007	206.7	+3.4%	6.0%
July - Dec 2006	202.5	+2.5%	
Jan - June 2006	199.8	+2.7%	2.9%
July - Dec 2005	197.5	+2.6%	
Jan - June 2005	194.5	+2.5%	5.9%
July - Dec 2004	192.5	+3.2%	
Jan - June 2004	189.8	+2.0%	0.0%
July - Dec 2003	186.5	+1.4%	
Jan - June 2003	186	+1.4%	6.0%
July - Dec 2002	184	+0.2%	
Jan - June 2002	183.5	+1.3%	14.9% *
July - Dec 2001	183.6	+2.3%	
Jan - June 2001	181.2	+2.7%	3.2%
July - Dec 2000	179.5	+2.9%	
Jan - June 2000	176.4	+3.39%	
* Policy change to a minimum amount for all groups			

red is estimated

AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2008

ITEM TITLE: NEW LTD REWARDS AND RECOGNITION PROGRAM

PREPARED BY: Mary Adams, Director of Human Resources and Risk Management

ACTION REQUESTED: None. This is informational only.

BACKGROUND: In LTD's *Looking to the Future Plan*, one of the seven focus areas identified by employees was the way in which employees are recognized for their contributions to the District. At the Board's Human Resources Committee's April 8, 2008, meeting, as part of staff's update on the *Looking to the Future Plan* progress, a brief report was given on LTD's new rewards and recognition program. The Committee members requested that a more detailed presentation be made to the full Board.

Task force member Zach Fish, an LTD customer service representative, will present the work of the Rewards and Recognition Task Force, as well as an overview of the new program and key results to date. Other members of the task force will be in the audience to address any questions that may arise.

ATTACHMENTS: LTD Rewards and Recognition Program document (distributed as a separate document to Board members only)

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2008

ITEM TITLE: RIDE*SOURCE* CALL CENTER

PREPARED BY: Terry Parker, Accessible Services Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND: The Ride*Source* Call Center became fully operational on May 19, 2008, when the Eugene/Springfield metro area Medicaid recipients were added to the Call Center. Staff will be present at the Board Work Session to provide a report on this first month of full operation.

ATTACHMENTS: None

PROPOSED MOTION: None



Public Comments
 (Mail, E-mail, Telephone)
 LTD Board Meeting
 June 18, 2008 - HANDOUT

ISSUE	COMMENTS
<p>Fare Increase</p>	<p>I am e-mailing to express my opposition to the increase of Breeze fares and of senior (62-64) EZ fares. The Breeze should remain special, as its name connotes. A quick inexpensive way to get around to some locations. That encourages riders who don't normally take a bus to hop aboard. It also relieves cramped conditions on, say, the # 66, & 67. Regular fare as in passes and day-passes still work on it. At the most the fare should not exceed 75 cents, half a regular fare.</p> <p>Seniors, some of them, need to be weaned from their cars before they become too dangerous to drive. The 62-64 EZ senior deal is useful for that purpose, and then it's free once they turn 70. Is it really necessary to wring the maximum amount from this group of people, and at the expense of the general safety?</p> <p>Sincerely Yours, Earl Gosnell</p>
<p>Fare Increase</p>	<p>I would like to voice my concern on a couple of discussion items:</p> <p>1) I understand that the usage of bus tokens is a very small percentage of the total ridership; however, I personally know several people who depend on tokens as the monthly pass is financially out of reach and it is safer to carry tokens than cash.</p> <p>2) Increasing the monthly pass by \$7.00 seems excessive. I understand the need to keep pace with expenses, however, the pass is already too expensive for a significant percentage of the marginal income population.</p> <p>3) Tripling the Breeze fare also seems excessive.</p> <p>If you are trying to encourage increased ridership, this does not seem the most logical way to go about it. If you do need to increase fares to compensate for increased expenses, would you consider decreased fares for low income riders?</p> <p>Thank you for your time and consideration,</p> <p>Kara Brinkman Eugene (and Glenwood) Rider</p>
<p>Fare Increase</p>	<p>Good morning, Please consider the following comments on your rate changes and bus routes.</p> <p>First, I support the rate changes in general, the bus is still a great benefit to me. I would even support a somewhat higher fare yet for the extended distance routes, such as the 91 that I use.</p>



Public Comments
 (Mail, E-mail, Telephone)
 LTD Board Meeting
 June 18, 2008 - HANDOUT

ISSUE	COMMENTS
	<p>I would like you to continue the use of tokens, even if you charge the full rate for them. I ride the bus a lot, a minimum of 8 trips a week, and find it much more convenient for me to use tokens than to make sure that I have the correct change for each trip.</p> <p>Please continue to run the 91 route at least for the early morning and evening times. Most of the time this route is full on the return trip to Eugene in the morning, and standing room only on the trip out to McKenzie Bridge in the evening. That route is essential to a good many people who depend upon it to get to and from work every day, and to a good number of people who do not have other transportation to get groceries. You should consider raising the rate for this route beyond the general fare rather than drop this route.</p> <p>Thank you for the opportunity to comment. You are providing a great service, and your drivers are all friendly, courteous, and willing to help. Norm</p> <p>Norm Michaels nmichaels2@yahoo.com</p>
<p>Fare Increase</p>	<p>Find a way to charge for EmX service - maybe people could pay on the way out or something. LTD Board should purchase ad space and encourage riders to call their elected officials Provide limited service on holidays rather than do away with the Taxi Program LTD would not be in this position if Ken Hamm had not botched the reserve fund. The Board should be elected rather than appointed by a Governor who doesn't live in Eugene Don't charge seniors 62 - 64 full fare - many are on fixed income Change out the cushioned seats for plastic seats that can be cleaned and sanitized. Tap into the City's garage-building fund - maybe the City could quit building parking garages and help pay for transit instead. Steve (343-3372)</p>
<p>Fare Increase</p>	<p>Again it seems I am a day late and more than a dollar short. My husband and I have just decided today that we must learn to ride the bus. He is age 62 and partly disabled. I am age 59 and fully disabled. He is able to work part-time and I have retired and no longer work.</p> <p>I visited your web-site today to find information about riding the bus and was dismayed to see the proposed rate increases and that the meeting to discuss these changes is tonight. We cannot make the meeting but hope you will consider these written comments.</p>



Public Comments
 (Mail, E-mail, Telephone)
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ISSUE	COMMENTS
	<p>With the cost of gas being what it is, we must make changes to our lifestyle. Our generation was raised with cheap gas and a love affair with the automobile, hence our late entry into the bus market. But change we must and these old dogs are ready and willing to learn new tricks.</p> <p>I oppose the rate increases for seniors. It is people like us, on limited incomes, who will be hurt. It also removes a large part of the incentive to finally change our lifestyle and learn to ride the bus. Change is hard (and scary) for older and disabled persons. These people might provide LTD with a whole new group of riders, but not if you increase prices.</p> <p>I ask you to NOT increase prices for senior citizens age 62-65 at this critical time.</p> <p>Sincerely,</p> <p>Russ and Donna Krecklow 3290 Hyacinth Street Eugene, OR 97404</p>
<p>Fare Increase</p>	<p>6/11/08: I am writing in regards to the proposal to phase out the use of tokens as a fare instrument. I urge you to retain the sale and use of tokens, primarily because it is a great convenience for our riders. I am a customer service agent for LTD and people purchase tokens for a variety of reasons.</p> <p>Not everyone rides the bus frequently enough to warrant the purchase of a monthly pass. There are those who ride a couple of days a week and tokens spare them the need to have exact change when they leave the house.</p> <p>There are those who rarely carry cash and find themselves needing to ride a bus. There are those who purchase tokens for someone they know who cannot be trusted with cash but need to ride buses. There are those who find themselves mid month in need of riding a bus and again tokens can provide one less point of stress when getting where they need to go.</p> <p>If the point of discontinuing tokens is to eliminate discounts then perhaps an alternative would be to charge full fare price for the tokens.</p> <p>Since the recently published article about tokens being discontinued, we have sold a large number of tokens, occasionally 100 at a time. I can't say whether this is because the fares are going up or because tokens are going away but we are selling more than usual lately.</p> <p>In the same vein I feel our customers should have the option of purchasing three months of passes at a time, even if the discount involved is removed.</p> <p>Thank you for your consideration of this matter.</p> <p>Suzy Levy</p> <p>6/13/08: Just today – “I’d rather buy a bunch of tokens on pay day and then I’m set.” A customer remarked.</p>