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Register-Guard* for publication
on August 13, 2009.

LANE TRANSIT DISTRICT INFORMATIONAL PACKET FOR BOARD OF DIRECTORS

(REGULAR BOARD MEETING CANCELED)

August 19, 2009

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AGENDA ITEM SUMMARY

DATE: August 19, 2009

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Jeanne Schapper, 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. **Metropolitan Policy Committee (MPC)**: MPC meetings generally are held on the second Thursday of each month. Board members Mike Eyster and Greg Evans are LTD's MPC representatives, with Mike Dubick serving as an alternate. The last meeting was held on August 13. Topics for discussion included the proposed Transportation Summit, MPO Greenhouse Gas Task Force Representation, and STP-U funds.
2. **West Eugene EmX Extension Corridor Committee (WEEC)**: 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 met on August 13, and the discussion focused on a review of the conceptual engineering designs for each of the alternative alignments.

NO MEETINGS HELD

1. **Board HR Committee**: The Board HR Committee is composed of Chair Mike Dubick and Board members Dean Kortge and Gerry

Gaydos. The next meeting will be held on August 25, and the committee will discuss the general manager evaluation process.

2. **EmX Steering Committee**: The EmX Steering Committee is composed of Chair Gerry Gaydos, Board members Doris Towery and Greg Evans, and members of local units of government and community representatives. The committee generally meets quarterly. The next meeting is scheduled to be held on Tuesday, September 1.
3. **Lane Council of Governments (LCOG) Board of Directors**: The LCOG Board meets every other month. LTD Board Member Mike Dubick represents LTD on the Lane Council of Governments (LCOG) Board of Directors as a non-voting member, with Mike Eyster serving as the alternate. The next meeting is scheduled to be held on September 24.
4. **Board Service Committee**: The Board Service Committee members are Chair Greg Evans, Ed Necker, and Doris Towery. The next meeting is in the process of being scheduled for sometime in September.
5. **Board Finance Committee**: The Board Finance Committee is composed of Chair Dean Kortge and Board members Mike Dubick and Ed Necker. The committee last met on May 12. The next meeting has not been scheduled.

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AGENDA ITEM SUMMARY

DATE: August 19, 2009

ITEM TITLE: FY 2007/2008 JOB ACCESS/REVERSE COMMUTE (JARC) AND NEW FREEDOM REPORT

PREPARED BY: Todd Lipkin, Financial Services Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: The Job Access/Reverse Commute (JARC) grant program funds services that connect low-income persons to jobs and other employment-related services. The New Freedom grant program funds new public transportation services and public transportation alternatives beyond those required by the Americans with Disabilities Act. Funding for these Federal Transit Administration (FTA) programs is distributed annually by formula. Lane Transit District receives approximately \$150,000 per year in JARC funds and approximately \$65,000 per year in New Freedom funds.

For the first time, the FTA has required detailed reporting on these programs in addition to the quarterly grant reporting that is required. The FY 2007/2008 Job Access/Reverse Commute and New Freedom report required reporting for federal fiscal years 2007 and 2008 activity. There were four projects undertaken with these funds in those years: EmX travel training, transportation for people with mental disabilities, transportation to employment for people with developmental disabilities, and coordinated transportation eligibility. The attached report outlines the service description, evaluation, accomplishments, and lessons learned for each of these projects.

ATTACHMENT: FY 2007/2008 Job Access/Reverse Commute (JARC) and New Freedom Report

PROPOSED MOTION: None.

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**Lane Transit District
Job Access/Reverse Commute (JARC) and New Freedom Report
FY 2007/2008**

Service Name: EmX Bus Rapid Transit Travel Training
Goal: Improved customer knowledge

1. Service Matrix: One-on-one transit training ("travel training") service.

2. Did this service/project use both JARC and NF funds?

No.

3. Is the subrecipient also the service provider for this service?
If not, please fill in the following.

No.

Agency Name: Alternative Work Concepts
Contact Name: Scott Whetham
Contact Phone: (541) 520-7147
Contact E-mail: awc@efn.org

4. How many months was the service in operation? (Please estimate for federal fiscal years.)

FY 07: 11 months
FY 08: 12 months

5. Select the category that best describes the geographic area where the service is provided.

FY 07: City or town
FY 08: City or town

If multiple jurisdictions or other, please describe.

6. In what type of area is the service provided?

FY 07: Large (major - population over 200,000)
FY 08: Large (major - population over 200,000)

7. Number of persons trained:

FY 07 Total: 298
FY 08 Total: 99

JARC Service Profiles

8. **Service Description** – Provide a detailed description (1-2 paragraphs) of the JARC-funded service provided during FY 2007 and FY 2008. Please indicate the route name and/or number, if available, and describe the route or service area.

This project offered “Train-the-Trainer,” group and one-on-one, travel training for persons with disabilities to use Lane Transit District’s EmX Bus Rapid Transit (BRT) service. Service goes from downtown Eugene to downtown Springfield.

9. **Evaluation** – Describe how you have evaluated your project within your agency or organization. Identify relevant performance measures and benchmarks.

The project was evaluated on the number of training trips provided. In addition, responses from the Accessible Transportation Committee (a consumer group), people with disabilities using the service, and Operators are used to inform trainers on potential issues.

10. **Accomplishments** – Highlight your greatest accomplishments. Describe any especially successful or innovative elements.

This project’s greatest accomplishment was the positive transition of LTD bus riders and the introduction of new riders with disabilities to a new mode of transportation within the community. EmX has different operating characteristics and a distinctive vehicle configuration than traditional bus service. Training started before BRT service was introduced to the general public giving riders with disabilities the opportunity to practice and become accustomed to the vehicle. Issues were identified and mitigated before going into full service.

11. **Lessons Learned** – What advice would you give to someone else starting a service like yours? What do you wish you had known when you started the service?

Having access to the vehicle for pre-service training and trial runs with members of the Accessible Transportation Advisory Committee was extremely helpful. Providing people with disabilities a chance to comment on and suggest changes (and listening to them) made for a smooth start-up. Catching issues as soon as possible and offering more training and assistance helped alleviate fears and concerns.

Service Name: Transportation for People with Mental Disabilities
Goal: Improved system capacity

1. Service Matrix: Demand response service
2. Did this service/project use both JARC and NF funds?

 No.
3. Is the subrecipient also the service provider for this service?
 If not, please fill in the following.

No.

Agency Name: White Bird Clinic
Contact Name: Ann Lauver
Contact Phone: (541) 342-8255
Contact E-mail: crisis@whitebirdclinic.org

4. How many months was the service in operation? (Please estimate for federal fiscal years.)

FY 07: 3 months
FY08: 9 months

5. Select the category that best describes the geographic area where the service is provided.

FY 07: Neighborhood
FY 08: City or town

If multiple jurisdictions or other, please describe.

6. In what type of area is the service provided?

FY 07: Large (major - population over 200,000)
FY 08: Large (major - population over 200,000)

7. Number of one-way trips:

FY 07 Total: 13
FY 08 Total: 5

8. Number of revenue hours:

FY 07 Total: 93
FY 08 Total: 47

9. Please name the regions covered by this service.

State: OR
County: Lane
City/Town (optional): 100

10. Number of vehicles in each size class:

FY 07	FY 08
5 seats or fewer:	5 seats or fewer: 1
6 -10 seats:	6 -10 seats: 0
11-15 seats:	11-15 seats: 0
16 -25 seats:	16 -25 seats: 0
26-35 seats:	26-35 seats: 0
36 seats or more:	36 seats or more: 0

11. Number of targeted jobs:

FY 07 Not Applicable
FY 08 Not Applicable

JARC Service Profiles

12. **Service Description** – Provide a detailed description (1-2 paragraphs) of the JARC-funded service provided during FY 2007 and FY 2008. Please indicate the route name and/or number, if available, and describe the route or service area.

This project's aim is to provide transportation services to people who experience mental and emotional disabilities and who are homeless or at risk of becoming homeless. A screening and evaluation process is used to determine transportation needs. The project emphasizes the connecting of individuals with treatment and support services. Both chronic and acute situations are addressed using the most suitable transportation option. Service is provided primarily within the Eugene-Springfield metropolitan area.

13. **Evaluation** – Describe how you have evaluated your project within your agency or organization. Identify relevant performance measures and benchmarks.

The project is evaluated on the numbers of trips that are provided to persons with mental and emotional disabilities that have limited or no other transportation options available. Transportation services are categorized by the nature of the service, whether it addresses: (1) an ongoing need for persons with chronic mental illness; (2) serves a person with a more immediate transportation need; or (3) is a "one-time-only" trip to get an individual reunited with a support network that may be outside of the area.

14. **Accomplishments** – Highlight your greatest accomplishments. Describe any especially successful or innovative elements.

Persons with mental and emotional disabilities who are unable to use regular public transit services, either fixed-route or paratransit, must have some form of transportation,

even on a limited basis, to access treatment and services. This project provides that connection. Occasionally, people come to the community when in an exacerbated or agitated state and leave a more stable environment. Reconnecting someone with family, friends, or a known social or service network in another location requires careful research and coordination. It goes far beyond merely furnishing a long-distance bus ticket. This is a case managed approach that takes the individual's needs into account and applies the best possible solution using transportation as the critical link. This requires integration of human service and public transit philosophies. Our greatest accomplishment is finding a way to provide meaningful services for an underserved group within our community. Providing that goes beyond mandated requirements and seeks to use a range of transportation options to find the best possible solution.

15. **Lessons Learned** – What advice would you give to someone else starting a service like yours? What do you wish you had known when you started the service?

The increase in need for this type of service has been quite dramatic. In order to keep funding available for 12 months of the year, it is critical to continually monitor and adjust for fluctuations. There may be some seasonal patterns in demand that will appear over time that could make this slightly more predictable. Creating strong connections with other agencies within the area that serve this population is essential in order to maximize resources and avoid duplication. This is a population that is difficult to serve and requires a non-judgmental, individualized, and flexible approach to problem-solving. This is not a "one-size-fits-all" service.

Service Name: Coordinated Transportation Eligibility
Goal: Improved access/connections

1. Service Matrix: Mobility manager service.
2. Did this service/project use both JARC and NF funds?

No.
3. Is the subrecipient also the service provider for this service?
If not, please fill in the following.

No.

Agency Name: Senior & Disabled Services - LCOG
Contact Name: Kay Metzger
Contact Phone: (541) 682-4432
Contact E-mail: kmetzger@lco.org

4. How many months was the service in operation? (Please estimate for federal fiscal years.)

FY 07: 0 months
FY 08: 3 months

5. Select the category that best describes the geographic area where the service is provided

FY 07:
FY 08: County

If multiple jurisdictions or other, please describe.

6. In what type of area is the service provided?

FY 07:
FY 08: Large (major - population over 200,000)

7. Number of customer contacts:

FY 07 Total:
FY 08 Total: Not Available

8. Number of one-way trips [only if mobility manager oversees service delivery]:

FY 07 Total:
FY 08 Total: Not Applicable

JARC Service Profiles

9. **Service Description** – Provide a detailed description (1-2 paragraphs) of the JARC-funded service provided during FY 2007 and FY 2008. Please indicate the route name and/or number, if available, and describe the route or service area.

This project integrates eligibility for different transportation programs and services using a Mobility Management model. Activities include coordination of eligibility functions across multiple programs using a centralized Call Center for accessing services. Interviews to determine eligibility are conducted, for the most part, in the home. This is a regional service within Lane County, Oregon.

10. **Evaluation** – Describe how you have evaluated your project within your agency or organization. Identify relevant performance measures and benchmarks.

The project will be evaluated on the number of integrated interviews conducted and a weekly case review to evaluate outcomes by level of eligibility and types of service provided. During FY 2007 and FY 2008 the program was under design and development.

11. **Accomplishments** – Highlight your greatest accomplishments. Describe any especially successful or innovative elements.

Accomplishments include IGA with local Area Agency on Aging, Senior and Disabled Services (S&DS) a division of the Lane Council of Governments. A Job Description for Transportation Specialists within the Case Management system of S&DS was created; implementation of service model in two rural communities of Lane County, Oakridge and Florence, as test sites; and the hiring and training of the primary Transportation Specialist for Eugene-Springfield area.

12. **Lessons Learned** – What advice would you give to someone else starting a service like yours? What do you wish you had known when you started the service?

Making the transition for a multi-program system with varying eligibility requirements to a single point of entry with a standardized application creates a high level of complexity. Transportation Specialists need to be knowledgeable not only about different eligibility requirements for different programs but about a wide range of transportation and other services in order to be helpful.

Service Name: Employment Transportation for People with Developmental Disabilities
Goal: Improved access/connections

1. Service Matrix: Demand response service.
2. Did this service/project use both JARC and NF funds?

No.
3. Is the subrecipient also the service provider for this service?
If not, please fill in the following.

No.

Agency Name: Special Mobility Services
Contact Name: David Braunschweiger
Contact Phone: (541) 682-5566
Contact E-mail: davidb@sms1.org

4. How many months was the service in operation? (Please estimate for federal fiscal years.)

FY 07: 0 months
FY 08: 3 months

5. Select the category that best describes the geographic area where the service is provided.

FY 07:
FY 08: City or town

If multiple jurisdictions or other, please describe.

6. In what type of area is the service provided?

FY 07:
FY 08: Large (major - population over 200,000)

7. Number of one-way trips:

FY 07 Total:
FY 08 Total: 6813

8. Number of revenue hours:

FY 07 Total:
FY 08 Total: 3506

9. Please name the regions covered by this service.

State: OR
County: Lane
City/Town (optional): 100

10. Number of vehicles in each size class

FY 07	FY 08
5 seats or fewer:	5 seats or fewer: 5
6 -10 seats:	6 -10 seats: 0
11-15 seats:	11-15 seats: 40
16 -25 seats:	16 -25 seats: 0
26-35 seats:	26-35 seats: 0
36 seats or more:	36 seats or more: 0

11. Number of targeted jobs:

FY 07 Total:
FY 08 Total: 59

JARC Service Profiles

12. **Service Description** – Provide a detailed description (1-2 paragraphs) of the JARC-funded service provided during FY 2007 and FY 2008. Please indicate the route name and/or number, if available, and describe the route or service area.

Through a centralized RideSource Call Center call intake, ride scheduling and dispatch, and recordkeeping to manage billing and reporting, are managed. Work and work-related trips are provided to people with developmental disabilities. Program participants do not pay a fare and receive guaranteed, regular transportation services. The Department of Human Services, through the local Lane Developmental Disabilities Services (DDS) office, collaborates by providing at least 50 percent of the full cost of the service for individuals that are assigned to the program. DDS designates who will participate through their Case Management system. Service is provided within the Eugene-Springfield metropolitan area.

13. **Evaluation** – Describe how you have evaluated your project within your agency or organization. Identify relevant performance measures and benchmarks.

Progress is measured by the number of individuals served, rides provided, and jobs accessed through the program.

14. **Accomplishments** – Highlight your greatest accomplishments. Describe any especially successful or innovative elements.

In June 2009 the Department of Labor's Office of Disability Employment Policy reported that "the percent of people with disabilities in the labor force was 22.6 compared with 71.9 for persons with no disability. The unemployment rate for those with disabilities was

14.3 percent, compared with 9.5 percent for persons with no disability, not seasonally adjusted.” The disparity between the number of people with and those without disabilities in the labor force has made little or no significant improvement for the disabled since the passage of the Americans with Disabilities Act. The greatest accomplishment of this project is providing consistent access to employment for people with limited incomes and cognitive disabilities. The cost-sharing agreement with the Department of Human Services eliminates, for the rider, having to pay the standard \$3.00 one-way fare. The original agreement was to provide 53 “slots” per month. This was increased to 59. Due to the number of people on a waiting list, efforts are underway to increase the number of monthly participants by nearly 40 percent (revised agreement pending).

15. **Lessons Learned** – What advice would you give to someone else starting a service like yours? What do you wish you had known when you started the service?

Establishing lasting relationships and agreements between agencies with different interests and organizational cultures requires much more time than expected. Once established, the passing on of information and maintaining key contacts within both agencies is important. It was important to the success of this program to ensure that DHS is a full partner with decision-making authority and that they are invested in maintaining their commitment to the project.

AGENDA ITEM SUMMARY

DATE: August 19, 2009

ITEM TITLE: JULY AND AUGUST FINANCIAL REPORTS

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

ACTION REQUESTED: None

BACKGROUND: Lane Transit District's fiscal year ends on June 30. Because of the time needed to process the fiscal year-end financial closing and to prepare for the annual independent audit in early September, the July financial report is traditionally provided to the Board at the September Board meeting, along with the August financial report. The preliminary June 2009 financial report was mailed to Board members in the July 30 informational packet.

PROPOSED MOTION: None

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MONTHLY DEPARTMENT REPORTS

August 19, 2009

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

PROJECT DEVELOPMENT

West Eugene EmX Extension (WEEE):

Work on the WEEE project included the following activities:

- Discussed station locations along the Amazon Alignment.
- Met with staff from the Oregon State Historic Preservation Office and Federal Transit Administration (FTA) and toured historic resources potentially affected by WEEE alternative alignments.
- Staff from LTD, Lane Council of Governments, and the City of Eugene met with representatives from the FTA and toured the proposed project alignments.
- Met with corridor stakeholders (property owners, businesses, and residents).
- Provided design review meetings for staff and Eugene City councilors.
- Conducted interviews for the senior project manager position.

Other:

- Received approval from the Oregon Department of Transportation to formally begin a Quick Response program and meetings are set to begin in late August.
- Participated in Regional Transportation System Plan coordination planning meetings.
- Attended the EWEB Riverfront Transportation Interviews for future use of the EWEB property.
- Assisted with planning a Transportation and Land Use session for the September Oregon Planning Institute conference.

point2point Solutions

Connie B. Williams, Program Manager

Staff attended the Tri-State Rideshare Program Technical Advisory Committee meeting. This committee will provide recommendations to ODOT's Public Transit Division regarding the online Rideshare database (currently to be enacted in Washington, Oregon, and Idaho) as the development of this program continues.

school Solutions:

Materials for back-to-school packets for all students in the LTD service area were mailed during the week of July 27.

on-the-go Solutions:

Carpool/Emergency Ride Home (ERH):

Seven new commuters were added to the Rideshare database in July. There are currently 717 commuters on file.

Western Mortgage Bankers, Inc., representing 12 employees, enrolled in the ERH program.

There are currently 93 worksites and 444 commuters registered for the ERH program.

During the fiscal year that ended on June 30, 2009, six ERH rides were provided, for a total cost of \$130.53.

Vanpool Program:

A new vanpool service from Portland to Eugene began in July. The vanpool was developed to transport Berg Electric employees from Portland to the University of Oregon (UO) area where they are working on the UO Arena and the Academic Learning Center. Eleven commuters are enrolled in the vanpool, including the driver. This vanpool will remove 10 Single-Occupancy Vehicles (SOVs) from the road and will reduce vehicle miles traveled by 42,180 per month. Berg Electric is hoping to start one or two more vanpools in February. This vanpool is subsidized by LTD and Valley VanPool.

Members of Valley VanPool and financial managers of LTD and Salem-Keizer Mass Transit District (Cherriots) worked to develop a subsidy program that would provide a seamless transition of funding as the Oregon Department of Transportation grant program ended on June 30, 2009.

Lane Transit District will split the cost to subsidize shared vanpools with Cherriots. LTD will provide the entire subsidy to vanpools with origins or destinations that are within the LTD service area and that do not have either an origination or destination within the Cherriots service area.

The flat-rate subsidy level is outlined in the following table:

One-Way Miles	7-Passenger Van	9-, 12-, 15-Passenger Van
10-24	\$350	\$500
25-44	\$425	\$575
45+	\$500	\$650

Tracy Smith attended the Association for Commuter Transportation (ACT) Vanpool Council Meeting on July 16.

Connie Bloom Williams, Marcia Maffei, and Tracy Smith attended the ACT Cascade Chapter meeting.

CAPITAL PROJECTS

Charlie Simmons, Facilities Services Manager

Gateway EmX:

The majority of the southbound EmX transitway between Hayden Bridge Road and Q Street has been built. The three station platforms that will service the new Sacred Heart Hospital at RiverBend are nearing completion with shelter structures scheduled to be installed in late August.

Construction work along the south side of International Way is nearly complete, and most efforts have now shifted to the north side of International Way. Work on the first of three stations will begin at the end of August.

SERVICE PLANNING, ACCESSIBILITY, AND MARKETING

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

Service Planning:

Staff continue to add final touches to fall bid information as proofing of driver materials is completed and materials are finalized.

Preparation for the analysis of changes to Route 12 Gateway to accommodate the Gateway EmX opening will begin during the coming months. A meeting with City of Springfield staff will be scheduled for mid-September to discuss such topics as street access and bus stop placement.

Meetings continue with the UO to discuss both football service and arena planning. The UO is finalizing its Arena Transportation Demand Management plan, and bus circulation and loading are hot topics right now.

The first meeting of the District's snow and ice team will occur in the coming weeks as staff prepare to update the plan in preparation for winter.

Staff continue to assist the EmX planning team on West Eugene EmX analysis. More specific scheduling analysis is underway for Gateway EmX implementation.

Marketing:

The District's sponsorship of the first Willamette Valley Brews and Blues Festival went very well. The two-day event was held at Island Park in Springfield and attracted more than 4,500 visitors. The event organizers were very pleased. This Habitat for Humanity fundraiser was a good opportunity for LTD to assist with a new community event. The District received very good exposure through event information and at the venue. LTD also provided in-kind sponsorship and facilitated exterior bus advertising through the use of LTD's space allocation. LTD provided an opportunity for event participants to download a free Day Pass coupon. Thirty-six (36) event participants took advantage of the free Day Pass coupon offer.

Information about the use of EmX fare machines is in high gear. LTD will feature a machine at the Lane County Fair, and fairgoers who buy tickets will be entered into drawings for prizes. The proceeds from the ticket sales will be distributed to six area charities. A training video was coordinated by LTD staff and is now available on the LTD website. The video also will be distributed through *YouTube*. Staff will be present at the EmX stations on the first two days of operation to assist customers who may not have heard about the fare requirement.

The District is providing two free charters during August. The first charter was used for the City of Eugene's National Night Out activities that were held throughout the community on August 4. The bus provided a way for City officials to visit the various National Night Out sites throughout Eugene. The second charter will provide a free shuttle for veterans taking part in the national Stand Down event to be held on August 29 at the new National Guard Armory in Springfield. This new armory is not easily accessible by bus, so two departures from the Eugene Mission have been coordinated by organizers.

LTD was successful in working with the City of Cottage Grove to transfer oversight of State 5311 rural transportation funding. LTD has been the grant recipient; however, a commitment from the City of Cottage Grove to act as the recipient makes more sense and provides the Cottage Grove community with the opportunity to be more directly involved in local decision making around transportation services. The Cottage Grove City Council members voted unanimously to support the transfer at their August 10 meeting.

Lane County has received American Recovery and Reinvestment Act (ARRA) funds for homeless programs, and \$50,000 will be dedicated to transportation. The homeless programs that have been County-approved will be allowed to place orders at no cost to the programs. The money must be used in the 2009-10 fiscal year. If no future money is identified, the agencies will return to buying at the discounted rate provided by LTD.

LTD provided media support for the release of the Transportation for America report regarding the need to better fund public transit. This grass-roots effort is gaining members who are speaking on behalf of transit districts across the United States. LTD joined as a partner and is encouraging riders and other interested parties to do the same. More information is available at the website at T4America.org.

LTD had a presence at each of the UO new student IntroDucktion activities on campus. These events take place over several weeks and provide the District with an opportunity to supply bus information to new students and their parents.

Media coverage was positive during the past month. Topics included West Eugene EmX planning, Gateway EmX construction, the LTD Board position vacancy, and the Brews and Blues Festival. The guest editorial and “OpEd” in *The Register-Guard* were both sent to elected officials and other stakeholders as part of an LTD e-newsletter that was sent at the end of July.

Paid media in the form of print ads and radio ads on Spanish radio station KXOR highlighted the Board vacancy. Many other channels also were used to get this information out, including the chamber of commerce electronic newsletters, LTD e-newsletter, LTD website, Facebook, Twitter, and information to riders in *Bus Talk* and on station signage.

Rider’s Digests have been delivered and distribution has begun. A major part of the distribution will be at the Lane County Fair booth beginning on August 18. The bid begins on September 6; therefore, there is a lot of work that will occur during the next few weeks as station and bus stop signage is updated for the new bid.

The District will have a presence at the Eugene Celebration. LTD’s booth will be located in the Sustainability Village located on Willamette Street between 7th and 8th Avenues. Staff will be in the booth on Saturday and Sunday, September 5 and 6, again highlighting the EmX ticket machines as preparations continue for the first day of charging fares, which is on Tuesday, September 8.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

Two driver training sessions for bus operators providing transportation through the RideSource call center were conducted in July. Training included defensive driving, passenger assistance for people with disabilities, and sensitivity training. The latter is conducted by Alternative Work Concepts, the non-profit agency that provides LTD’s Travel Training and Host services. Training is designed to improve driving standards and customer service among the variety of providers of transportation for older adults and people with disabilities, including taxis and wheelchair transport services.

LTD is working with two area brokerages that provide support for people with disabilities. The District is working on a plan to provide annual half-fare program stickers to participants, which will save an incredible amount of time for both the brokerages and LTD. Checks are currently issued monthly to the brokerages’ clients, and then hundreds of checks must be processed by LTD. The new program will allow LTD to issue stickers to brokerage staff and then receive one payment from them. Transition to the new program will occur in January 2010. Program participants will pay the three-month pass rate, which means that no greater discount will be realized by the customers. However, the new program will be much more convenient for the customer since the purchase will happen once a year and will be handled through the brokerage.

Ms. Parker was a guest presenter via teleconference at the Texas Institute for Transportation Coordination sponsored by the Community Transportation Association of America. She traveled to Washington, D.C., the week of August 10 for a meeting of the Easter Seals ProjectACTION National Steering Committee. ProjectACTION promotes cooperation between the transportation industry and the disability community to increase mobility for people with disabilities under the Americans with Disabilities Act and beyond.

TRANSIT OPERATIONS

Mark Johnson, Transit Services Manager

Local Government Affairs Committee (LGAC) Supports the West Eugene EmX Project:

Mark Johnson is a member of the LGAC for the Eugene Chamber of Commerce, which showed support of the West Eugene EmX project after a presentation by Director of Planning and Development Tom Schwetz and Assistant General Manager Stefano Viggiano. The Chamber is in the process of preparing a statement of support that will be sent to the Eugene Chamber Board of Directors for approval.

Football and Fall Service Coming Soon:

Staff have been preparing for the fall bid. Bid sheets are posted and ready for operator's choices that will be made during the week of August 24. Staff also have been busy preparing for football service, which kicks off on September 12.

MAINTENANCE

George Trauger, Director of Maintenance

Fall Bid Preparations:

Maintenance employees are reviewing procedures for the upcoming events:

- Fall Bid
- Start-up of Late Service for 79X
- Duck Football
- Data Collecting for Football Charters

MAN Axle Conversions – 770 Buses:

MAN axle conversions on the 770 buses are completed. This accomplishment required concentrated participation by every journeyman mechanic on every shift, and the Maintenance Department appreciates their efforts.

MAN Axle Teardown Training – 7100 Buses:

This axle teardown is an extension of a previous training that occurred in May 2009. New Flyer is offering eight-hour training for August 31 through September 3. Maintenance will schedule as many mechanics as possible to participate in this training.

VOITH Transmission Training:

One journeyman mechanic is scheduled to attend VOITH training in York, PA on August 31 through September 4; and he then will be one of two mechanics certified to work on the VOITH transmissions.

BRT Build:

The final inspector is in Crookston, MN, inspecting the last three BRT vehicles. Buses 9101 and 9102 are on District property. It is anticipated that all five buses will be at LTD by mid-September.

**FINANCE AND INFORMATION
TECHNOLOGY**

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Todd Lipkin, Financial Services Manager

Grants Management:

- Monthly reporting for American Recovery and Reinvestment Act (ARRA) funds was submitted to the U.S. House of Representative's Transportation and Infrastructure Committee.
- A Job Access/Reverse Commute (JARC) and New Freedom report for fiscal years 2007 and 2008 was submitted to the Federal Transit Administration (FTA). This was the first time FTA required this reporting of grantees. LTD filed a report for four projects: EmX travel training, transportation for people with mental disabilities, transportation to employment for people with developmental disabilities, and coordinated transportation eligibility. The report is included as an information item in this packet.
- The 2008 National Transit Database report was resubmitted to FTA for review.

Payroll Processing:

- Ninety-eight (98) payroll checks and 894 payroll direct deposits totaling \$1,404,767 were made in July 2009 (three pay dates).

Accounts Payable:

- Three hundred forty-two (342) vendor paper and electronic checks totaling \$5,797,257 were processed during the month of July 2009. This included a \$1 million check to New Flyer for a progress payment on the Gateway EmX Extension vehicles and a total of \$1.1 million to Wildish Building/Construction companies for Gateway EmX Extension-related construction.

Accounts Receivable:

- Twelve (12) cash fare deposits totaling \$151,305 were processed in July 2009.

PURCHASING

Jeanette Bailor, Purchasing Manager

- The guaranteed maximum price for the Maintenance Building remodel and expansion project was negotiated, and an amendment to the contract with Fortis Construction was signed. Fortis Construction is working with LTD staff on the subcontracting process for the Maintenance Building remodel and expansion project. The vehicle lifts will be procured by LTD to save time.
- With the input of engineering consultants, bid documents are being prepared for the Information Technology server room HVAC system upgrade.

**HUMAN RESOURCES AND
RISK MANAGEMENT**

Mary Adams, Director of Human Resources and Risk Management

Employee Health:

The Health for Life Committee is currently planning the Healthy Food Day to be held on September 16. This event includes educational displays on healthy and unhealthy foods, a “10 Most Unhealthy Drinks” display, and samples of healthy foods and snacks. It has been well attended in the past. In addition, the Health for Life Committee is busy preparing for the annual Employee Benefits Fair to be held in November.

The Joint Insurance Committee met on August 19 to review a draft Request for Proposal that will begin the annual health plan renewal process. In addition, the Committee will receive a report on potential changes to the retiree Medicare supplement plans.

Workplace Safety:

The Risk Oversight Committee met in two strategic planning sessions to outline a draft Risk Management Strategic Plan. This will cover employee safety and health, vehicular accidents, and District security. The draft will be presented to the Leadership Council at its fall strategic planning workshop and will be ultimately presented to the Board of Directors for approval.

Selection and Hiring:

Nineteen applications were received for the Project Manager position. Two applicants were interviewed and a final decision will soon be made. In addition, applications are being taken for the Human Resources Administrative Secretary position to fill a vacancy created when Dave Musgrove resigned on August 14.

AGENDA ITEM SUMMARY

DATE: August 19, 2009

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Mark Pangborn, General Manager

ACTION REQUESTED: None

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

August 12, 2009, letter from Springfield Mayor Sid Leiken and LTD Board President Mike Eyster encouraging the Oregon Department of Transportation to be a co-applicant on an application for a Transportation Investment Generating Economic Recovery (TIGER) grant for improvements to Franklin Boulevard in the Glenwood area of Springfield

PROPOSED MOTION: None

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225 Fifth Street
Springfield, OR 97477



Lane Transit District

PO Box 7070
Eugene, OR 97401-2793

August 12, 2009

The Honorable Gail Achterman, Chair
Oregon Transportation Commission
Transportation Building
355 Capital Street, N.E., Room 135
Salem, OR 97301-3871

Dear Ms. Achterman and Members of the Commission:

The City of Springfield and Lane Transit District (LTD) strongly encourage the Oregon Department of Transportation to be a co-applicant on an application for a Transportation Investment Generating Economic Recovery (TIGER) grant for improvements to Franklin Boulevard (OR 126B, McKenzie Highway) in the Glenwood area of Springfield. The \$49.5 million project would create a multi-way boulevard with roundabouts, add bicycle and pedestrian improvements, and install transit lanes for LTD's EmX (bus rapid transit) system.

Franklin Boulevard in Glenwood borders the Willamette River, is centrally located in the Eugene-Springfield urban area, and has excellent access to Interstate 5. The corridor is the primary link between downtown Eugene and downtown Springfield, and also serves the University of Oregon, approximately one mile to the west. Despite all these positive factors, the Glenwood area surrounding Franklin Boulevard is significantly underdeveloped.

Currently, Franklin Boulevard in Glenwood lacks urban-level amenities such as sidewalks, bicycle lanes, a functional storm sewer system, and street trees. It is also the only significant segment of LTD's current EmX line that does not have transit lanes. This project would address all those deficiencies. In addition, the project would create a multi-way boulevard that facilitates through auto movement while also creating a safe and attractive pedestrian and bicycle environment and convenient auto access to adjacent businesses. These improvements are expected to stimulate extensive redevelopment of the Glenwood area.

The project will enhance public safety, improve mobility, create jobs, and promote redevelopment, which makes it a great match for the TIGER grant criteria. Having ODOT join the City of Springfield and LTD as a co-applicant on the grant request will strengthen the application and increase the likelihood that the grant will be funded.

Thank you for your consideration of this request.

Sincerely,

Sid Leiken, Mayor
City of Springfield

Michael Eyster, President
LTD Board of Directors

AGENDA ITEM SUMMARY

DATE: August 19, 2009

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.

Due to the proximity of the July and August informational packets, July RideSource Activity and Productivity Reports will not be included with this information packet, nor will the July performance report because of the timing of year-end reporting.

The reports will be included with the September meeting packet.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE: August 19, 2009

ITEM TITLE: ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

ACTION REQUESTED: None

BACKGROUND: The action or information items listed below will be included on the agenda for future Board meetings:

- A. **Annual Performance Report:** Staff will prepare a performance report for FY 2008-09 for presentation to the Board at its September 16 meeting.
- B. **West Eugene EmX Extension (WEEE) - Eugene City Council Briefing:** The Eugene City Council has scheduled a work session on the WEEE project for Wednesday, September 30, to discuss coordinating the decision process for the Locally Preferred Alternative. At its September 16 meeting, the Board will be provided with a preview of the LTD staff presentation.
- C. **Legislative Bill Review:** At the September 16 meeting, the Board will be provided with a summary of the outcome of the 2009 legislative session.
- D. **Fleet Maintenance Building Remodel:** An update on the progress of the Fleet Maintenance building expansion and remodel will be provided to the Board at its September 16 meeting.
- E. **New Board Member:** It is expected that a new Board member to replace Gerry Gaydos will be confirmed by the State Senate in the fall.
- F. **Gateway EmX Extension Construction Updates:** An update on the progress of the design and construction of the Gateway EmX Extension will be provided to the Board at the October 21 meeting.
- G. **Board Strategic Planning Work Session:** The Board's next session will be scheduled in October or November.
- H. **General Manager Performance Evaluation:** The Board Human Resources Committee will begin meeting in late August to begin the general manager's annual performance evaluation process. An Executive Session for the full Board to evaluate the performance of the general manager will be scheduled for either the November 18 or December 16 Board meeting.

- I. **West Eugene EmX Extension (WEEE) Update:** Periodic updates on the progress of the design and construction of the WEEE project will be provided to the Board throughout the project.

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