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**LANE TRANSIT DISTRICT
INFORMATIONAL PACKET FOR BOARD OF DIRECTORS**

(REGULAR BOARD MEETING CANCELED)

October 21, 2009

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- H. Independent Audit Report and Comprehensive Annual Financial Report (December)
- I. Joint Meeting with Lane County Board of Commissioners (Winter 2009-10)
- J. West Eugene EmX Extension Update (future meetings)

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AGENDA ITEM SUMMARY

DATE: October 21, 2009

ITEM TITLE: BOARD CALENDARS

PREPARED BY: Jeanne Schapper, 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 Jeanne Schapper with any changes in your availability for LTD-related meetings and events, or to provide your fall and winter vacation dates.

ATTACHMENT: Board activity calendars are included separately for Board members.

PROPOSED MOTION: None

Q:\Reference\Board Packet\2009\10\Reg Meeting 10-21-09\Calendar of Events Summary.docx

AGENDA ITEM SUMMARY

DATE: October 21, 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. **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 September 24 planning session was attended by Board Member Greg Evans and held at the Willamalane Community Recreation Center. The main topic of discussion during the meeting was what the LCOG Board of Directors can do to positively impact the quality of life in the region. The next meeting is scheduled for December 10.
2. **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 discussion at the meeting held on October 8 included topics such as support for a Multi-State Rideshare Project and assessment of the STP-U allocation framework. The next meeting is scheduled for November 12.

OTHER ACTIVITIES

1. **APTA Annual Meeting:** Board Member Greg Evans attended the APTA Annual Meeting held in Orlando, Florida, on October 4-7. During the meeting, the gavel was handed over to Mr. Evans as program chair for the July 2010 Transit Board Members Committee Meeting to be held in Eugene. Mr. Evans also will co-chair the APTA Operation Legislation Committee and was selected to serve on the 2014 APTA Strategic Planning Committee.

NO MEETINGS HELD

1. **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. At the October 20 meeting, the Committee will receive a status update on the Franklin, Gateway and West Eugene EmX projects. The majority of meeting time will pertain to the WEEE progress to avoid and minimize project impacts, review of recent design review public meetings, feedback from one-on-one meetings with businesses and property owners, status of travel demand forecasting, and project schedule.
2. **Board HR Committee:** The Board HR Committee is composed of Chair Mike Dubick and Board members Dean Kortge and Gerry Gaydos. The Committee will meet in Executive Session on October 20 to evaluate the performance of the general manager.
3. **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 October.
4. **West Eugene EmX Extension Corridor Committee (WEEE CC):** 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 October 8 Committee meeting was canceled. This committee will begin meeting on the first Wednesday of each month to better fit with Committee members' schedules. The next meeting is scheduled for November 4.
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.

AGENDA ITEM SUMMARY

- DATE:** October 21, 2009
- ITEM TITLE:** DEBRIEF ON EUGENE CITY COUNCIL MEETING ON WEST EUGENE EmX EXTENSION (WEEE) PROJECT
- PREPARED BY:** Tom Schwetz, Director of Planning and Development
- ACTION REQUESTED:** None. Information only.
- BACKGROUND:** At the September 30 Eugene City Council meeting, LTD staff and Board President Mike Eyster provided an update on the WEEE project. They reviewed and discussed:
- 1) The revised schedule.
 - 2) The public engagement efforts completed to date including:
 - a. Design reviews
 - b. One-on-One meetings with property owners
 - c. Expanding the WEEE Corridor Committee to include broader business representation
 - d. The Quick Response Project.
 - 3) The process for making the Locally Preferred Alternative (LPA) decision.
 - 4) The public engagement process for the 60-day public comment period for the Draft Environmental Impact Statement (DEIS).
 - 5) The establishment of the joint Locally Preferred Alternative (LPA) Committee.
- Materials provided to the Council as part of this presentation are attached.
- The Council expressed appreciation for the update and the amount of public outreach done so far. They were also supportive of the direction LTD was taking in expanding the WEEE Corridor Committee. They concurred with the formation of a joint LPA committee, and Eugene Mayor Kitty Piercy is proceeding with the appointment of two members from the Council.
- ATTACHMENTS:**
- 1) List of WEEE Outreach Meetings
 - 2) List of WEEE Corridor Committee Members
 - 3) Quick Response Project Process
 - 4) Proposed LPA Decision-Making Process
 - 5) Proposed Public Involvement Strategy for Period Prior to Release of DEIS
- PROPOSED MOTION:** None.

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West Eugene EmX Extension Project Public and Stakeholder Outreach June 2008 - Present

Community Design Workshops July - October 2008

Community Design Workshops – Present sketch-level designs; solicit feedback from public on concerns, issues, and suggestions for design refinement.

July 7	West 6 th /7 th Avenue alignment
July 8	West 13 th Avenue alignment
July 28	7 th Place/Stewart Road and West 11 th Avenue alignments
August 18	Amazon alignment
August 20	All alignment alternatives
October 20	Community Report Back Open House

Draft Design Review Workshops August – October 2009

Review draft designs and design alternatives with LTD staff

August 27	General public
September 2	Hosted by Councilor Chris Pryor
September 17	General public
September 24	General public
September 29	13 th Avenue and Arthur Street neighborhood
October 1	General public

Eugene City Council Board Meetings/Briefings

September 8, 2008	Project update; elements of NEPA process; project Range of Alternatives
May 13, 2009	Project update; schedule update; public process; role of EmX in region growth and development; next steps
September 30, 2009	Project update; revised schedule; public outreach; Quick Response project; process for Locally Preferred Alternative decision; next steps

West Eugene Corridor Committee Meetings

July 24, 2008	Coordination with the City of Eugene on the Amazon Alignment; sketch level designs
September 29, 2008	Design refinement process; baseline conditions, design concepts moving into conceptual engineering

November 25, 2008	Document review process; NEPA overview and methods and data reports
December 11, 2008	Presentation on Transportation and Finance sections
January 8, 2009	Presentation – Part 1 of Built Environment (noise, air quality, utilities, energy and sustainability, hazardous materials, geology and earthquake standards)
February 12, 2009	Presentation – Part 2 of Built Environment (land use, property acquisition, socioeconomic, visual and aesthetic resources)
March 12, 2009	Presentation – Special Resources (Historic, Archaeological, and cultural resources; public parks and recreation areas, wildlife and waterfowl refuges)
April 9, 2009	Presentation – Natural Environment (biological resources and endangered species; fish ecology; wetlands and waters of the state and US; water quality and hydrology)
June 11, 2009	Timeline update; review change in purpose and need statement; review change in Amazon alignment; public outreach; Quick Response project; bus lanes with intermittent priority
August 13, 2009	Review draft design graphics
August 20, 2009	Review draft design graphics
September 10, 2009	Orientation of new members; project timeline; Quick Response update; peak oil concerns

EmX Steering Committee Meetings

August 5, 2008	Review Community Design Workshops; preparation for September 8 Eugene City Council Work Session
June 2, 2009	Status update; desired data; timeline; alternative design status
September 1, 2009	Avoid and minimize process and subsequent changes; property owner and business feedback; status of travel demand forecasting; schedule update

LTD Board of Directors

Monthly project updates

Speaker's Bureau Presentations

June 10, 2008	Moving Forward Together Pre-Conference Dinner
June 27, 2008	YaPoAh Terrace
July 10, 2008	Unique Properties, Realtor Consortium
August 5, 2008	LTD Employee brown bag lunch
August 6, 2008	MPS Citizens' Advisory Committee
August 11, 2008	City of Eugene Bicycle/Pedestrian Advisory Committee
September 24, 2008	Churchill Area Neighbors
June 10, 2009	ABC Neighborhood Assn. Executive Committee
September 28, 2009	Centro Latino Americano

One-on-One, Small Group Meetings

September 28, 2008	Rusty Rexius, Property Owner/Business
July 29, 2008	George & Melissa Brown, KIVA owners; business access, parking
January 15, 2009	League of Women Voters
February 4, 2009	Hank Murrow, Resident
February 10, 2009	Wyatt's Tires, Property Owner/Business
May 15, 2009	Lisa Anderson, Resident
May 26, 2009	MetroCom Development, Property Owner
May 26, 2009	Brian Obie, Property Owner
May 28, 2009	George & Mary Carter, Property Owner
June 8, 2009	MetroCom Development, Property Owner
June 11, 2009	First Church of the Nazarene, Property Owner
June 18, 2009	Eugene Faith Center, Property Owner
July 20, 2009	Wyatt's Tire, Property Owner/Business
July 23, 2009	Residents for Responsible Rapid Transit (3RT)
July 28, 2009	Rusty Rexius, Jim Torrey, Clayton Walker
July 29, 2009	Heather Hannah, ABC Co-Chair
August 3, 2009	Rick Duncan
August 3, 2009	Matt Cooper, Register-Guard
August 5, 2009	Dave Hauser, Eugene Chamber of Commerce
August 5, 2009	Ann Bixby, Resident

August 5, 2009	John Woodrich/AutoCraft, Property Owner/Business
August 11, 2009	Don Doerr/M&G Collision Specialists, Property Owner/Business
August 11, 2009	Bill Skillern, Property Owner
August 12, 2009	Richard Becker and Julian Tetterton, Hole in the Wall Restaurant, Property Owner/Business
August 14, 2009	Wendy BB, Resident
August 31, 2009	Aqua Serene, Property Owner/Business
August 31, 2009	Sam Recinos, Plaza Latina, Business
September 8, 2009	Gary & Tami Francone/Collector Car Connection, Property Owner/Business
September 10, 2009	Edward and Arti King, Property Owner/Business
September 11, 2009	Lani Timm, Resident
September 11, 2009	Richard Hunsaker, Property Owner
September 14, 2009	Dennis Hijiman, Property Owner/Business
September 18, 2009	League of Women Voters
September 21, 2009	Brent Lanz, Property Owner/Business
September 24, 2009	Fran Corno, Property Owner/Business
September 30, 2009	Riley West, Property Owner/Business

Booths and Public Events

June 15, 2008	Whiteaker Community Council Market
August 12–17, 2008	Lane County Fair
September 13-14, 2008	Eugene Celebration
September 13, 2008	Fiesta Latina

September 8-
October 13, 2008 LTD Neighborhood Annual Route Review Workshops

Date	Location
September 8	Elks Lodge on West 11 th Avenue
September 10	Springfield Chamber of Commerce
September 15	Creswell
September 16	Prairie Mountain School
September 18	South Eugene High School Willamette High School
September 22	North Eugene High School Cottage Grove Chamber of Commerce
September 24	Thurston High School
October 1	Fairview Neighborhood
October 13	General Public

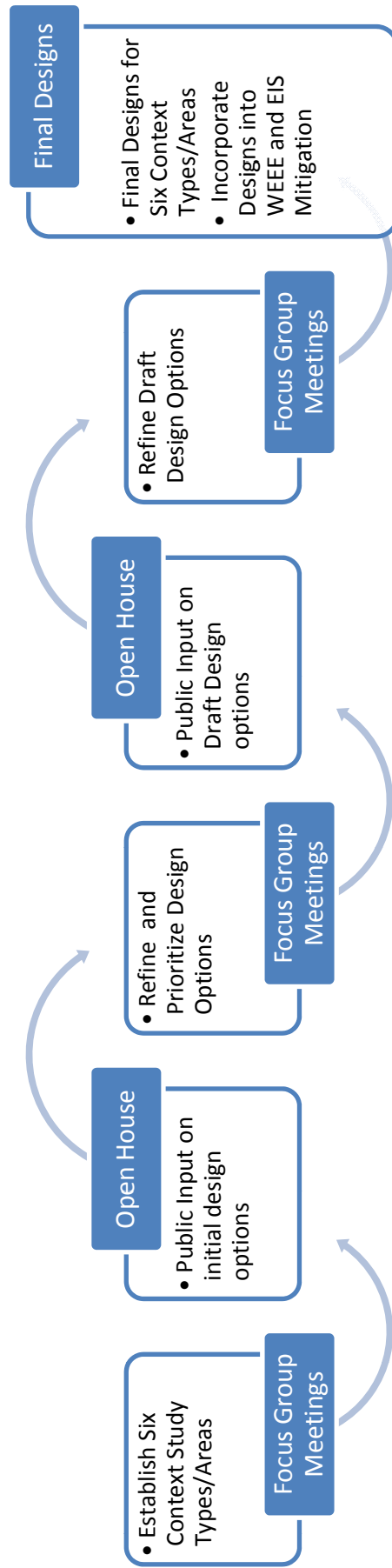
September 26, 2008	UO Intermingle
September 29-30	UO Information Kiosk
October 16, 2008	Eugene Chamber Business Expo
December 9, 2008	Eugene Chamber Latino Business Expo
January 23-25, 2009	Good Earth Show
February 7, 2009	Springfield Chamber Business Expo
February 17, 2009	Gateway EmX Groundbreaking
March 7, 2009	Neighborhood Leadership Summit – City of Eugene
March 17, 2009	Springfield Middle School Career Day
April 4, 2009	Junction City Chamber Expo
April 9, 2009	Title VI Workshop
April 18, 2009	Eugene Earth Day
May 13, 2009	Eugene Chamber Greeters Business After Hours
May 28, 2009	McKenzie Willamette Hospital Senior Event
August 18-23, 2009	Lane County Fair
September 5-6, 2009	Eugene Celebration
September 19, 2009	Fiesta Latina
September 25, 2009	UO Intermingle



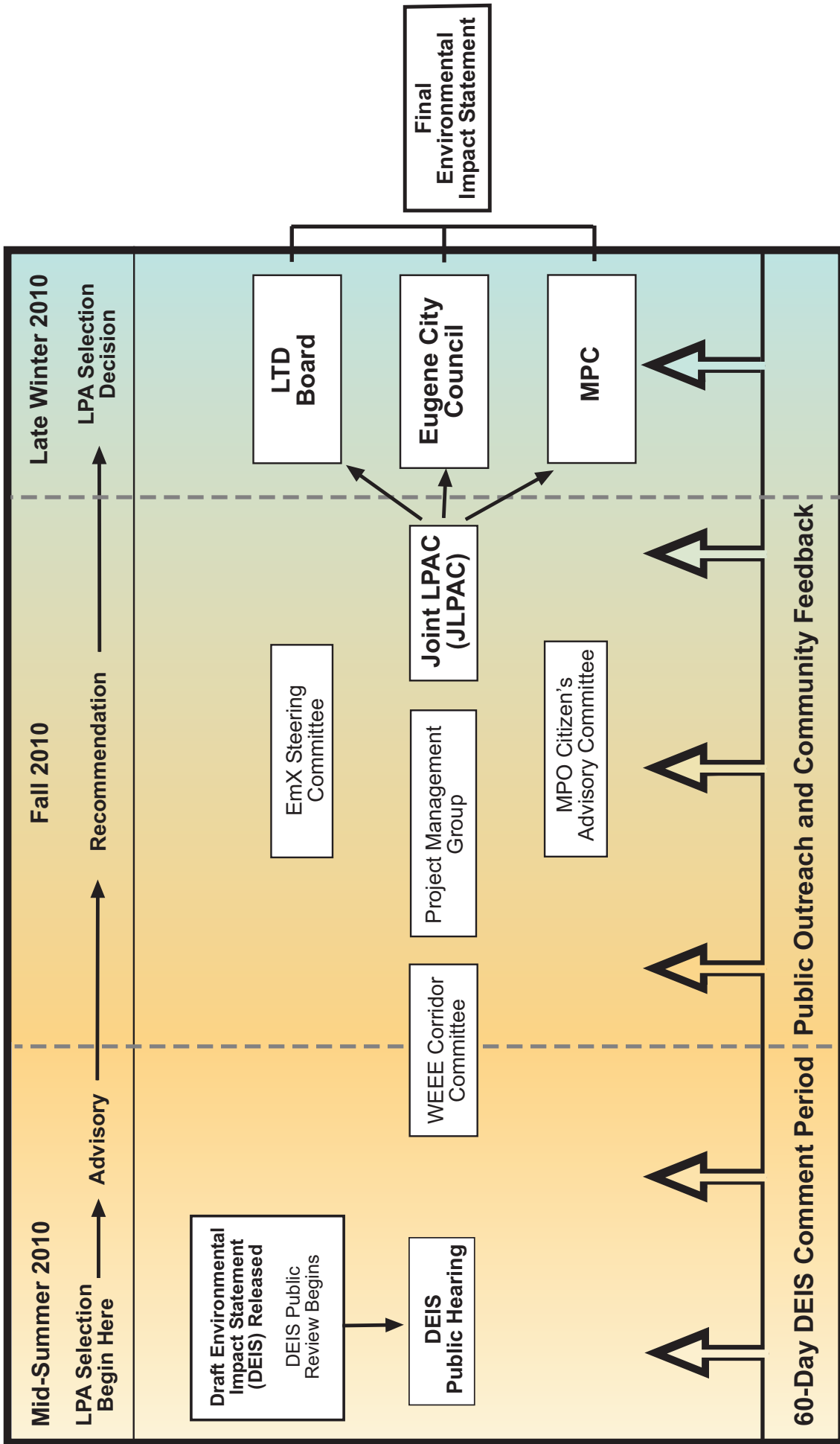
West Eugene EmX Corridor Committee

Ann Angvick	LTD Accessible Transportation Committee
Peter Bungum	Far West Neighborhood Association
Rick Crinklaw	Lane Electric Cooperative/Study Area Organization
Greg Evans	EmX Steering Committee/LTD Board of Directors
Gerry Gaydos	EmX Steering Committee/LTD Board of Directors
Commissioner Rob Handy	Lane County Board of Commissioners
Ric Ingham	City of Veneta
Anand Keathley	Whiteaker Community Council
Ilona Koleszar	3RT/Study Area Resident
Dean Kortge, PhD	LTD Board of Directors
Garrick Mishaga	Jefferson/Westside Neighborhood Association
Councilor Chris Pryor	Eugene City Council
Larry Reed	Eugene Chamber of Commerce
Rick Reno	Lane County Fairgrounds
Micah Sardell	Whiteaker Neighborhood Resident
Will Shaver	Churchill Neighborhood Association
Councilor Jennifer Solomon	Eugene City Council
Jim Thomas	Study Area Business/Property Owner
Kari Turner	Architectural Design Specialist/Study Area Resident
Clayton W. Walker	CW Walker & Associates/ Downtown Business Assoc/Owner
John Woodrich	Study Area Business/Property Owner
Rob Zako	Environmental/Regional

Quick Response Project Process



West Eugene EmX Extension Project: Draft-Decision Making Process for Locally Preferred Alternative (LPA)



Public Involvement Strategy During DEIS Development

Data Gathering & Baseline Conditions 2009

Outreach Goal
Engagement through multiple techniques to (1) Keep key stakeholders, agencies, and the public interested and engaged in the process and the project; and (2) Confirm or clarify baseline conditions information.

- Activities / Events**
- PMG Meetings
 - Meetings with Property Owners
 - **Agency / Jurisdiction Meetings**
 - **Participating Agency Workshops and Field Tours**
 - Newsletter
 - Speaker's Bureau
 - Website Update
 - Articles for Neighborhood Newsletters
 - City of Eugene Council Briefings
 - West Eugene EmX Corridor Committee Meetings
 - EmX Steering Committee Meetings
 - LTD Board of Directors Briefings
 - **Key Stakeholder Meetings**

Preliminary Impact Analysis Findings Early 2010

Outreach Goal
Coordinate more extensive and active agency and community involvement and education stemming from the preliminary findings, and begin to set framework for upcoming potential mitigation option discussions.

- Activities / Events**
- Mailed Communications
 - PMG Meetings
 - **Group and Individual Meetings with Property Owners and Businesses**
 - **Agency / Jurisdiction Meetings**
 - **Participating Agency Workshops and Field Tours**
 - Newsletter
 - Speaker's Bureau
 - Website Update
 - LTD Employee Brownbag lunches
 - Articles for Neighborhood Newsletters
 - Media Release
 - Paid Advertisement
 - **Oregon Quick Response Neighborhood Outreach**
 - **Community Dialogue Meetings**
 - **Open House**
 - City of Eugene Council Briefings
 - West Eugene EmX Corridor Committee Meetings

Complete Impact Analysis & Mitigation Discussions Spring – Summer 2010

Outreach Goal
Higher level engagement through multiple techniques to (1) Engage key stakeholders, agencies, and Participating Agencies around the impact analysis and possible mitigation options; and, (2) Inform public and agency stakeholders about public comment period for the Draft EIS.

- Activities / Events**
- Mailed Communications
 - PMG Meetings
 - **Group and Individual Meetings with Property Owners and Businesses**
 - **Agency / Jurisdiction Meetings**
 - Newsletter
 - Speaker's Bureau
 - Website Update
 - LTD Employee Brownbag lunches
 - Articles for Neighborhood Newsletters
 - City of Eugene Council Briefings
 - West Eugene EmX Corridor Committee Meetings
 - EmX Steering Committee Meetings
 - LTD Board of Directors Briefings
 - **Media Release (Public Comment Period)**
 - **Paid Advertisement (Public Comment Period)**
 - **Newspaper Insert**
 - **Key Stakeholder Meetings**

Next Phase: Public and Agency Comment Period

AGENDA ITEM SUMMARY

DATE OF PACKET: October 21, 2009

ITEM TITLE: SEPTEMBER FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Financial results for the first three months of FY 2009-10 are summarized in the attached reports.

Passenger fares are essentially the same for the first three months of the new year compared to the same period last year, and are down \$114,000 versus budget. The negative variance is the result of ridership losses, which began last winter and continued through September. Passenger boardings for the rolling twelve-month period, which ended September 30, decreased 3.5 percent over the previous period. At this time last year, the twelve-month growth in boardings was 17.4 percent.

Payroll tax receipts are down 12.6 percent versus last year and down 13.9 percent versus current-year budget. Since tax receipts are received quarterly by the Oregon Department of Revenue and disbursed primarily in February, May, August, and November, September is typically not a month in which receipts provide any sort of benchmark. Year-to-date results are primarily due to receipts from the calendar quarter that ended June 30 that were disbursed to Lane Transit District in early August. Board members may recall that those receipts were reduced by a \$347,000 Oregon Department of Revenue disbursement correction, the result of an error that occurred in FY 2008-09. November receipts will be an important indicator to the degree declining revenues and increasing expenses are expected to impact future service levels.

Self-employment receipts coincide with State tax payment deadlines, none of which occurred in September. The majority of receipts are expected in May each year. Receipts can and do occur throughout the fiscal year due to late or early payments, assessments of penalties and interest, and other factors.

First quarter State-in-lieu receipts exceeded budget by \$36,600 and were 7.6 percent more than those for the same period in the last fiscal year. It is very difficult to analyze these receipts because the program is administered by the Oregon Department of Administrative Services, not the Department

of Revenue, and the audit trail is poor. It is possible that the expenditure reductions anticipated for State of Oregon employees were not implemented in the first quarter of the new fiscal year.

Through September, Lane Transit District had received about \$946,000 of an anticipated total of \$3.2 million in American Recovery and Reinvestment Act (stimulus) grant funds in support of vehicle preventive maintenance.

Interest rates of return have fallen due to declining rates of return and a reduction in cash available for investment. The Local Government Investment Pool was returning 0.75 percent on September 30, 2009, for an annualized return of 0.7783 percent.

Total personnel services expenditures, the largest category of operating expense, show a 0.3 percent reduction compared to the previous year. This reduction is the result of position eliminations implemented in the previous fiscal year and bus operator voluntary furloughs in effect for the summer service schedule.

Materials and services results vary widely from department to department. Total materials and services are lower for the first three months of this year as compared to last, and overall spending is under budget for the year to date. Concerns about the level to which the General Fund must support the Accessible Services Fund continue.

Fuel prices continued to drift upward in September. The lowest price paid in FY 2009-10 for a gallon of bus fuel was \$1.62 on July 10. The year-to-date high price was \$2.16 on September 9. The average price per gallon of bus fuel is \$1.93 through September 30. As Board members know, the current budget assumes an average fuel price of \$2.00 per gallon. Lane Transit District currently has more than 400,000 gallons of fuel stored in Coos Bay at a price of \$1.68 per gallon delivered. Those reserves will be available should the average price of regularly purchased fuel climb above \$2.00 per gallon.

The General Fund is stable through September, but payroll tax receipts remain a significant concern.

The Transportation Options Fund activities are generally as expected through the first three months of the current fiscal year. The Accessible Services Fund is difficult to predict this early in the fiscal year because billing from the service provider lags by at least one and up to two months, which requires that expenditures be accrued as estimates that are adjusted in the future. The Medicaid Fund, new to the budget in the current fiscal year, also shows expected results through the first quarter of the current fiscal year.

Work associated with the Gateway EmX Extension, which includes the new Gateway Station, accounted for the majority of Capital Projects Fund expenditures through September. All five of the vehicles that will provide Gateway EmX Extension service beginning December 26, 2010, were received by Lane Transit District by the end of September. Work also continued on the West Eugene EmX Extension.

In December Board members are scheduled to receive the FY 2008-09 Comprehensive Annual Financial Report (CAFR). A representative of Grove, Mueller and Swank, LTD's independent audit firm, will attend the Board meeting and present audit results.

ATTACHMENTS:

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

1. Operating Financial Report - comparison to prior year
2. Comparative Balance Sheets
 - a. General Fund
 - b. Transportation Options Fund
 - c. Accessible Services Fund
 - d. Medicaid Fund
 - e. Capital Projects Fund
3. Income Statements
 - a. General Fund
 - b. Transportation Options Fund
 - c. Accessible Services Fund
 - d. Medicaid Fund
 - e. Capital Projects Fund

PROPOSED MOTION:

None



Lane Transit District
Operating Financial Report
For the Fiscal Period Ending 9/30/2009 With Comparisons to Prior Year to Date
Current Year: 2009-2010
Unaudited

	Prior YTD 08-09	Adopted Budget	YTD Actual	% Budget	% Over Last Year
Revenues & Other Sources					
Passenger Fares	1,019,210	4,507,800	1,012,553	22.5%	-0.7%
Group Pass	305,173	2,030,500	348,171	17.1%	14.1%
Advertising	64,500	264,000	66,000	25.0%	2.3%
Special Service	208,997	735,700	104,740	14.2%	-49.9%
Miscellaneous	32,722	179,500	21,725	12.1%	-33.6%
Total Operating	<u>1,630,602</u>	<u>7,717,500</u>	<u>1,553,189</u>	20.1%	-4.7%
Payroll Tax (cash basis)	5,695,514	23,327,600	4,976,509	21.3%	-12.6%
Self-employment Tax (cash basis)	59,947	1,400,000	21,565	1.5%	-64.0%
State-in-Lieu (accrued basis)	331,264	1,400,000	356,605	25.5%	7.6%
Operating Grants - American Recovery & Reinvestment Act (ARRA)		3,201,500	946,370	29.6%	N/A
Operating Grants	16,956	1,025,000	18,176	1.8%	7.2%
Total Taxes & Grants	<u>6,103,681</u>	<u>30,354,100</u>	<u>6,319,225</u>	20.8%	3.5%
Interest Income	119,792	150,000	20,870	13.9%	-82.6%
Sale of Assets	-	-	-	N/A	N/A
Transfer from Commuter Solutions Fund	-	-	-	N/A	N/A
Total Revenues & Other Sources	<u>7,854,075</u>	<u>38,221,600</u>	<u>7,893,283</u>	20.7%	0.5%
Expenditures & Other Uses					
Personnel Services					
Administration	2,117,810	9,158,000	2,053,335	22.4%	-3.0%
Administration - Contra Payroll	(399,910)	(1,634,500)	(411,456)	25.2%	2.9%
Administration - Net	<u>1,717,900</u>	<u>7,523,500</u>	<u>1,641,879</u>	21.8%	-4.4%
Contract	4,439,430	18,911,800	4,497,213	23.8%	1.3%
Total Personnel Services	<u>6,157,330</u>	<u>26,435,300</u>	<u>6,139,092</u>	23.2%	-0.3%
Materials & Services					
General Administration	45,680	177,800	37,123	20.9%	-18.7%
Government Relations	71,251	125,800	67,967	54.0%	-4.6%
Finance	13,160	134,800	39,199	29.1%	197.9%
Information Technologies	260,985	570,900	285,625	50.0%	9.4%
Human Resources	31,654	334,400	41,520	12.4%	31.2%
Service Planning	3,880	10,000	3,648	36.5%	-6.0%
Marketing	183,756	309,900	131,826	42.5%	-28.3%
Graphics	6,076	14,600	2,679	18.3%	-55.9%
Accessible Services	1,210	37,000	-	0.0%	-100.0%
Planning & Development	5,711	19,700	1,589	8.1%	-72.2%
point2point Solutions	71	-	-	N/A	-100.0%
Facilities Services	217,697	854,500	168,989	19.8%	-22.4%
Transit Operations	138,569	631,200	113,345	18.0%	-18.2%
Customer Service Center	3,527	27,700	11,142	40.2%	215.9%
Maintenance	1,109,139	3,437,300	860,113	25.0%	-22.5%
Insurance / Liability Costs	195,030	1,267,600	324,668	25.6%	66.5%
Transporation Options Transfer	5,000	5,000	5,000	100.0%	0.0%
Accessible Services Transfer	595,222	1,900,000	736,898	38.8%	23.8%
Capital Transfer	438,000	-	-	N/A	-100.0%
Total Materials & Services	<u>3,325,618</u>	<u>9,858,200</u>	<u>2,831,331</u>	28.7%	-14.9%
Total Expenditures & Other Uses	<u>9,482,948</u>	<u>36,293,500</u>	<u>8,970,423</u>	24.7%	-5.4%
Excess (Deficiency) of Revenues Over Expenditures	<u>(1,628,873)</u>	<u>1,928,100</u>	<u>(1,077,140)</u>		33.9%
Net to Fund	<u>(1,628,873)</u>	<u>1,928,100</u>	<u>(1,077,140)</u>		33.9%



Lane Transit District
General Fund
Comparative Balance Sheets
September 30, 2009 and June 30, 2009
Unaudited

	Current Balance	Balance 06/30/09
ASSETS		
Cash & Investments	\$ 6,419,515	\$ 7,990,388
Receivables	1,818,945	1,537,183
Accrued Payroll Taxes Receivable	4,826,000	4,826,000
Due from Other Governments	356,605	440,207
Inventory of Parts and Supplies	1,830,499	1,831,649
Prepaid Expenses	526,413	706,623
VRC Lease	2,083	2,083
Property, Plant and Equipment Net of Accumulated Depreciation	92,451,905	92,451,905
Total Assets	<u>\$ 108,231,965</u>	<u>\$ 109,786,038</u>
LIABILITIES		
Accounts Payable	\$ 251,111	\$ 388,963
Accrued Payroll Related Payable	673,512	1,005,824
Unearned Revenue	53,204	61,892
Liability Claims/Other Payable	591,656	589,737
CAL/Sick Accrual	3,287,339	3,287,339
Net OPEB Obligation	635,353	635,353
Total Liabilities	<u>5,492,176</u>	<u>5,969,109</u>
FUND BALANCE		
Investment in Fixed Assets	32,670,227	32,670,227
Reserved for Long-Term Lease	2,083	2,083
Contributed Capital	<u>71,081,655</u>	<u>71,081,655</u>
Fund Balance Restricted to Assets	<u>103,753,965</u>	<u>103,753,965</u>
Fund Balance	62,964	4,985,175
Excess (Deficiency) of Revenues Over Expenditures	<u>(1,077,140)</u>	<u>(4,922,211)</u>
Ending Fund Balance	<u>(1,014,176)</u>	<u>62,964</u>
Total Reserves & Fund Balances	<u>102,739,789</u>	<u>103,816,929</u>
Total Liabilities & Fund Balance	<u>\$ 108,231,965</u>	<u>\$ 109,786,038</u>



Lane Transit District
Transportation Options Fund
Comparative Balance Sheets
September 30, 2009 and June 30, 2009
Unaudited

	Current Balance	Balance 06/30/09
ASSETS		
Cash & Equivalents	\$ 59,180	\$ 211,768
Receivables	57,520	55,100
Prepaid Expenses	5,150	-
Total Assets	\$ 121,850	\$ 266,868
LIABILITIES		
Accounts Payable	\$ -	\$ 11,991
Total Liabilities	-	11,991
RESERVES & BALANCES		
Fund Balance	254,877	370,138
Excess (Deficiency) of Revenues Over Expenditures	(133,028)	(115,261)
Ending Fund Balance	121,849	254,877
Total Liabilities & Fund Balances	\$ 121,849	\$ 266,868



Lane Transit District
Accessible Services Fund
Comparative Balance Sheets
September 30, 2009 and June 30, 2009 (Restated, As If)
Unaudited

	Current Balance	Balance 6/30/2009 Restated, As If
ASSETS		
Cash & Investments	\$ 253,446	235,555
Receivables	6,417	75
Grants Receivable	<u>26,256</u>	<u>122,582</u>
Total Assets	<u>\$ 286,119</u>	<u>358,212</u>
LIABILITIES		
Accounts Payable	\$ 200,373	140,348
Oakridge Program Reserves	<u>60,793</u>	<u>62,412</u>
Total Liabilities	<u>261,166</u>	<u>202,760</u>
RESERVES & BALANCES		
Fund Balance	155,452	104,712
Excess (Deficiency) of Revenues Over Expenditures	<u>(130,500)</u>	<u>50,740</u>
Ending Fund Balance	<u>24,952</u>	<u>155,452</u>
Total Liabilities & Fund Balances	<u>\$ 286,118</u>	<u>358,212</u>



**Lane Transit District
Medicaid Fund
Comparative Balance Sheets
September 30, 2009 and June 30, 2009 (Restated, As If)
Unaudited**

	Current Balance	Balance 6/30/2009 Restated, As If
ASSETS		
Cash & Investments	\$ 336,013	378,351
Receivables	302,612	255,368
Grants Receivable	-	-
Total Assets	\$ 638,625	633,719
LIABILITIES		
Accounts Payable	\$ 109,520	138,304
Medicaid Medical Reserves	343,007	347,948
Total Liabilities	452,527	486,252
RESERVES & BALANCES		
Fund Balance	147,467	147,467
Excess (Deficiency) of Revenues Over Expenditures	38,631	-
Ending Fund Balance	186,098	147,467
Total Liabilities & Fund Balances	\$ 638,625	633,719



**Lane Transit District
Capital Projects Fund
Comparative Balance Sheets
September 30, 2009 and June 30, 2009
Unaudited**

	Current Balance	Balance 06/30/09
ASSETS		
Cash & Investments	\$ 477,263	\$ 3,355,445
Accounts Receivable	194,654	94,980
Grants Receivable	<u>3,102,306</u>	<u>4,289,718</u>
Total Assets	<u>\$ 3,774,223</u>	<u>\$ 7,740,143</u>
LIABILITIES		
Accounts Payable	\$ 698,790	\$ 2,488,506
Retainage Payable	266,590	131,082
Unearned Revenue	<u>62,150</u>	<u>62,150</u>
Total Liabilities	<u>1,027,530</u>	<u>2,681,738</u>
RESERVES & BALANCES		
Fund Balance	5,058,406	1,935,115
Excess (Deficiency) of Revenues Over Expenditures	<u>(2,311,713)</u>	<u>3,123,291</u>
Ending Fund Balance	<u>2,746,693</u>	<u>5,058,406</u>
Total Liabilities & Fund Balances	<u>\$ 3,774,223</u>	<u>\$ 7,740,144</u>



**Lane Transit District
General Fund
Schedule of Resources and Requirements
For the Period 9/1/2009- 9/30/2009
Unaudited**

	Annual Budget	Current Month			Year to Date		
		Budget	Actual	Variance	Budget	Actual	Variance
Resources							
Beginning Working Capital	5,280,000	-	-	-	5,280,000	7,921,300	2,641,300
Passenger Fares	4,507,800	375,640	413,045	37,405	1,126,920	1,012,553	(114,367)
Group Pass	2,030,500	80,000	96,459	16,459	300,000	348,171	48,171
Advertising	264,000	22,000	22,000	-	66,000	66,000	-
Special Service	735,700	97,300	1,955	(95,345)	237,000	104,740	(132,260)
Miscellaneous	179,500	14,970	7,556	(7,414)	44,910	21,725	(23,185)
Payroll Tax (cash basis)	23,327,600	125,000	93,169	(31,831)	5,780,600	4,976,509	(804,091)
Self-employment Tax (cash basis)	1,400,000	28,000	11,016	(16,984)	84,000	21,565	(62,435)
State-in-Lieu (accrual basis)	1,400,000	320,000	356,605	36,605	320,000	356,605	36,605
Operating Grants	4,226,500	352,210	317,257	(34,953)	1,056,630	964,546	(92,084)
Interest Income	150,000	12,500	4,960	(7,540)	37,500	20,870	(16,630)
Proceeds From Sale of Assets	-	-	-	-	-	-	-
Transfer from Commuter Solutions Fund	-	-	-	-	-	-	-
Total General Fund Resources	43,501,600	1,427,620	1,324,022	(103,598)	14,333,560	15,814,584	1,481,024
Requirements							
General Administration	778,400	64,920	52,601	12,319	194,760	173,038	21,722
Government Relations	125,800	7,990	22,283	(14,293)	54,970	67,967	(12,997)
Finance	1,075,300	110,430	98,216	12,214	289,290	252,978	36,312
Information Technologies	1,156,100	96,370	61,730	34,640	289,010	413,593	(124,583)
Human Resources	990,600	82,600	53,018	29,582	247,800	185,988	61,812
Service Planning	571,300	47,140	38,802	8,338	147,420	127,927	19,493
Marketing	638,800	61,355	42,994	18,361	196,185	205,839	(9,654)
Graphics	140,800	14,650	8,927	5,723	37,950	33,307	4,643
Accessible Services	129,600	9,700	3,772	5,928	29,400	15,351	14,049
Planning & Development	268,500	22,410	12,854	9,556	67,230	38,043	29,187
<i>point2point Solutions</i>	-	-	-	-	-	-	-
Facilities Services	1,433,500	119,550	73,584	45,966	358,650	284,045	74,605
Transit Operations	17,858,200	1,521,610	1,396,852	124,758	4,529,555	4,191,283	338,272
Customer Service Center	577,000	47,820	39,628	8,192	146,660	128,012	18,648
Maintenance	7,377,000	614,790	545,418	69,372	1,844,370	1,786,487	57,883
Insurance / Liability Costs	1,267,600	105,650	72,007	33,643	316,950	324,668	(7,718)
Total Operating Requirements	34,388,500	2,926,985	2,522,686	404,299	8,750,200	8,228,526	521,674
Transportation Options Transfer	5,000	-	-	-	5,000	5,000	-
Accessible Services Transfer	1,900,000	158,330	198,806	(40,476)	474,990	736,898	(261,908)
Capital Projects Transfer	-	-	-	-	-	-	-
Reserve-Operating Contingency	1,000,000	-	-	-	-	-	-
Reserve-Self-insurance and Risk	1,000,000	-	-	-	-	-	-
Reserve-Working Capital	5,208,100	-	-	-	-	-	-
Total Non-Operating Requirements	9,113,100	158,330	198,806	(40,476)	479,990	741,898	(261,908)
Total General Fund Requirements	43,501,600	3,085,315	2,721,492	363,823	9,230,190	8,970,424	259,766
Resources Less Requirements	-	-	-	-	5,103,370	6,844,160	-



Lane Transit District
Transportation Options Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 9/1/2009 - 9/30/2009
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Percent of Year Variance	25.0% YTD % of Budget
Revenues & Other Sources					
Federal Grants-Surface Transportation Program	436,500		-	(436,500)	0.0%
TDM Match - Other Local Jurisdictions	15,000	15,000	-	-	100.0%
Business Energy Tax Credit (BETC)	60,000		-	(60,000)	0.0%
Miscellaneous Income	-		-	-	
Transfer from General Fund	5,000	5,000	-	-	100.0%
Total Revenues	<u>516,500</u>	<u>20,000</u>	<u>-</u>	<u>(496,500)</u>	<u>3.9%</u>
Expenditures & Other Uses					
Funded from Rideshare Program					
Project Management	184,200	135,536	39,636	48,664	73.6%
Special Projects	71,200			71,200	0.0%
Research	18,000			18,000	0.0%
Carpool/Vanpool Program	217,200	9,268	2,715	207,932	4.3%
Smart Ways to School Program	71,200	7,904		63,296	11.1%
Emergency Ride Home Program	-	27	-	(27)	N/A
Gateway Transportation Program	-			-	N/A
Park & Ride Program	-	293		(293)	N/A
Group Pass Program	121,500	-	-	121,500	0.0%
Total Rideshare Program	<u>683,300</u>	<u>153,028</u>	<u>42,351</u>	<u>530,272</u>	<u>22.4%</u>
Transfer to General Fund	-	-	-	-	N/A
Contingency	138,400	-	-	138,400	0.0%
Total Commuter Solutions Expenditures	<u>821,700</u>	<u>153,028</u>	<u>42,351</u>	<u>668,672</u>	<u>18.6%</u>
Unreserved Fund Balance					
Change to Fund Balance	(305,200)	(133,028)			
Beginning Balance	305,200	254,877			
Ending Balance	<u>-</u>	<u>121,849</u>			



Lane Transit District
Accessible Services Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 9/1/2009 - 9/30/2009
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Variance	Percent of Year 25.0%	YTD % of Budget
Revenues & Other Sources						
State Special Transp Funds - In District	381,800	68,310	22,770	(313,490)		17.9%
State Special Transp Funds - Out of District	-	17,280	5,760	17,280		NA
State Special Transp Funds - Administration	-	-	-	-		NA
American Recovery & Reinvestment Act (ARRA)	17,600	-	-	(17,600)		0.0%
Federal Grants - 5310	573,310	-	-	(573,310)		0.0%
Federal Grants - 5311	259,000	-	-	(259,000)		0.0%
Federal Grants - 5316 JARC	125,000	6,005	-	(118,995)		0.0%
Federal Grants - 5317 New Freedom	-	910	-	910		NA
Other Federal Grants	748,300	-	-	(748,300)		0.0%
Other State Grants	57,100	-	-	(57,100)		0.0%
Business Energy Tax Credit Revenue	250,000	-	-	(250,000)		0.0%
Farebox	295,000	68,420	24,096	(226,580)		0.0%
Local Grants	70,090	17,527	2,707	(52,563)		0.0%
Miscellaneous	-	250	50	250		NA
Transfer from General Fund	1,900,000	736,898	198,806	(1,163,102)		0.0%
Total Revenues	<u>4,677,200</u>	<u>915,600</u>	<u>254,189</u>	<u>(3,761,600)</u>		0.0%
Expenditures & Other Uses						
Eugene-Springfield Based Services						
ADA RideSource	3,837,200	806,561	213,231	3,030,639		0.0%
Mental Health & Homeless	68,600	8,489	20	60,111		0.0%
Travel Training & Host	111,400	14,862	20			0.0%
Job Access/Reverse Commute (JARC)	-	13,055	-	(13,055)		NA
Total Eugene-Springfield Based Services	<u>4,017,200</u>	<u>842,967</u>	<u>213,271</u>	<u>3,077,695</u>		0.0%
Rural Lane County Services						
South Lane	178,200	56,373	81	121,827		0.0%
Florence	164,100	34,315	14,341	129,785		0.0%
Oakridge	194,000	25,484	162	168,516		0.0%
Total Rural Lane County Services	<u>536,300</u>	<u>116,172</u>	<u>14,584</u>	<u>420,128</u>		0.0%
Lane County Coordination	123,700	86,961	23,989	36,739		0.0%
Transfer to Capital Fund	144,000	-	-	144,000		0.0%
Contingency	384,100	-	-	384,100		0.0%
Total Accessible Services Expenditures	<u>5,205,300</u>	<u>1,046,100</u>	<u>251,844</u>	<u>4,062,662</u>		0.0%
Unreserved Fund Balance						
Change to Fund Balance	(528,100)	(130,500)				
Beginning Balance	528,100	155,452				
Ending Balance	<u>\$ -</u>	<u>\$ 24,952</u>				



Lane Transit District
Medicaid Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 9/1/2009 - 9/30/2009
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Percent of Year Variance	25.0% YTD % of Budget
Revenues & Other Sources					
Medicaid	4,740,000	893,451	273,805	(3,846,549)	18.8%
Medicaid Non-Medical	400,300	56,729	-	(343,571)	14.2%
State Special Transportation Fudn (STF) Operating	124,000	-	-	(124,000)	0.0%
State Discretionary Funds	25,400	-	-	(25,400)	0.0%
Total Revenues	<u>5,289,700</u>	<u>950,180</u>	<u>273,805</u>	<u>(4,339,520)</u>	18.0%
Expenditures & Other Uses					
Medicaid Medical Service	3,981,200	758,820	225,102	3,222,380	19.1%
Medicaid Non-Medical Service	568,500	78,056	22,058	490,444	13.7%
RideSource Call Center Administration	560,000	67,948	-	492,052	12.1%
Lane Transit District Administration	180,000	6,725	-	173,275	3.7%
Total Commuter Solutions Expenditures	<u>5,289,700</u>	<u>911,549</u>	<u>247,159</u>	<u>4,378,151</u>	17.2%
Unreserved Fund Balance					
Change to Fund Balance	-	38,631			
Beginning Balance	-	-			
Ending Balance	<u>-</u>	<u>38,631</u>			



Lane Transit District
Capital Projects Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 9/1/2009 - 9/30/2009
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Percent of Year Variance	25.0% YTD % of Budget
Revenues & Other Sources					
Federal Grant Income				-	N/A
Formula Funds (Section 5307)	3,421,000	39,672	7,594	(3,381,328)	1.2%
American Recovery & Reinvestment Act (ARRA)	3,396,800	1,976,253	96,108	(1,420,547)	58.2%
Discretionary Funds	26,081,300	4,287,900	1,155,056	(21,793,400)	16.4%
Other Funds	1,014,500	2,652	-	(1,011,848)	0.3%
Total Federal Grants	<u>33,913,600</u>	<u>6,306,477</u>	<u>1,258,758</u>	<u>(27,607,123)</u>	18.6%
Connect Oregon	3,117,800	492,592	-	(2,625,208)	15.8%
Other State Grant Income	-	-	-	-	N/A
Other Local Funds	82,000	168,444	-	86,444	205.4%
Miscellaneous Income	-	100	-	100	N/A
Transfer from Accessible Services Fund	144,000	-	-	(144,000)	0.0%
Total Resources	<u>37,257,400</u>	<u>6,967,613</u>	<u>1,258,758</u>	<u>(30,289,787)</u>	18.7%
Expenditures					
Grant Paid Capital					
EmX					
Gateway EmX Extension	26,200,000	4,387,527	228,513	21,812,473	16.7%
EmX Vehicles	5,200,000	3,655,950	1,168,379	1,544,050	70.3%
West Eugene EmX Extension	500,000	232,998	32,418	267,002	46.6%
Total EmX	<u>31,900,000</u>	<u>8,276,475</u>	<u>1,429,309</u>	<u>23,623,525</u>	25.9%
Revenue Rolling Stock	-	-	-	-	N/A
PBI/Facilities	6,311,300	372,811	265,344	5,938,489	5.9%
Software & Hardware	510,000	16,985	2,150	493,015	3.3%
Intelligent Transportation Systems	-	25,161	8,052	(25,161)	N/A
Transit Security Projects	210,000	-	-	210,000	0.0%
Bus Related Equipment	200,000	-	-	200,000	0.0%
Miscellaneous Equipment	40,000	-	-	40,000	0.0%
Communications	201,500	16,752	15,652	184,748	8.3%
Shop Equipment	25,000	-	-	25,000	0.0%
Support Vehicles	50,000	-	-	50,000	0.0%
Accessible Services Vehicles	1,130,600	571,142	254	559,458	50.5%
Budgeted for Capital Contingency	708,500	-	-	708,500	0.0%
Total Expenditures	<u>41,286,900</u>	<u>9,279,327</u>	<u>1,720,762</u>	<u>32,007,573</u>	22.5%
Unreserved Fund Balance					
Change to Fund Balance	(4,029,500)	(2,311,714)			
Beginning Fund Balance	4,029,500	5,058,406			
Ending Fund Balance	<u>-</u>	<u>2,746,692</u>			

MONTHLY DEPARTMENT REPORTS

October 21, 2009

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

PROJECT DEVELOPMENT

West Eugene EmX Extension (WEEE):

During the past month, staff work on the WEEE project included the following activities:

- Met with corridor stakeholders (property owners, businesses, and residents).
- Provided a series of public design review meetings.
- Reviewed designs with representatives from departments within the City of Eugene, including Public Works, Planning, and Parks and Open Space.
- Held an open house for the W. 13th Avenue and Arthur Street community.
- Provided an update to the Eugene City Council on September 30.
- Held a conference call with a representative from the Confederated Tribes of Siletz Indians regarding the status of the project and potential impacts to their property on W. 11th Avenue.
- Responded to letters from the public regarding the WEEE project.
- Held a conference call with Federal Transit Administration (FTA) to discuss travel demand forecasting for the project.
- Resolved pending design issues at terminus locations.

Other:

- Participated in Regional Transportation System Plan coordination planning meetings.
- Participated in the discussion of STP-U fund allocation policy framework.
- Attended the September Oregon Planning Institute Conference.
- Participated in the Sustainable Urban Designs Standards American Public Transportation Association (APTA) Working Group, which is charged with the development of recommended standards for integrating transit and land use planning.

point2point Solutions

Connie B. Williams, Program Manager

on-the-go Solutions:

Carpool/Emergency Ride Home Program:

There were 72 new commuters added to the Rideshare database in September. There are currently 794 commuters on file.

Berg Electric and Holt International enrolled in the Emergency Ride Home Program.

“Quarterly VMT/Emissions Reductions”

Quarter Ending:	9/30/2009						
Commuters Entered This Quarter			109	Total Commuters in Database			794
Vehicle Miles Travelled (VMT) and Emission Reductions for this Quarter							
Transportation Mode	% of Database	VMT Reduced	NOx (lbs) Reduced	VOC (lbs) Reduced	CO (lbs) Reduced	PM10 (lbs.) Reduced	Commuter Costs Saved
Carpool	13.46%	94,540	433	598	7,470	6	\$30,102
Transit	25.41%	140,013	641	886	11,064	9	\$44,580
Bicycle	11.68%	36,685	168	232	2,899	2	\$11,680
Walk	3.30%	6,026	28	38	476	0	\$1,919
Telework	0.41%	5,374	25	34	425	0	\$1,711
Vanpool	7.83%	70,794	324	448	5,594	4	\$22,541
Totals	53.85%	353,432	1,618	2,236	27,928	22	\$112,533

**Commuter Costs saved based on AAA operating cost of 15.92 cents per mile. “AAA Your Driving Costs 2009”*

Park & Ride:

There were 20 additional spaces acquired at the Booth Kelly parking lot, which provides overflow Park & Ride parking for the Springfield Station.

The Bethesda Lutheran Church Park & Ride on Royal Avenue in Eugene has been discontinued. This Park & Ride lot had experienced no usage, and the church requested that the signs be removed. LTD no longer serves this location.

schoolSolutions and Student Transit Pass Program:

The 2009-2010 Student Transit Pass Program began September 1, 2009, and many students already are using LTD to ride to school. Many schools have asked for more back-to-school flyers to give to interested parents. Several families have requested the free **schoolSolutions** services to find carpool partners or to form groups of students to walk or bike to school together.

schoolSolutions advertised a school stipend opportunity to help schools conduct events for the International Walk and Bike to School Day that was held on Wednesday, October 7.

Lisa Van Winkle attended a Eugene Safe Routes to School Team meeting to make plans for the 2009-2010 school year.

work Solutions:

Group Pass Program:

Creative Minds and Satre Associates, representing 20 employees, canceled their group pass contract due to economic decisions. Venture Data, representing 250 employees, has canceled their group pass program due to inability to pay. Interest in the Group Pass Program has been expressed by Food for Lane County and Gutenberg College.

Education and Outreach:

Staff had tables at the Lane Community College Faculty and Staff Benefits Fair on Friday, September 25, and at the PeaceHealth Lab's (formerly Oregon Medical Labs) Health and Wellness Fair on Wednesday, September 30. Staff also were present at the Eugene Celebration on September 5 and 6. Staff also provided EmX fare instruction at various locations during the week of September 6.

CAPITAL PROJECTS

Charlie Simmons, Facilities Services Manager

Gateway EmX:

The connector road adjacent to the Pioneer Shopping Plaza has been closed since mid-September in order to construct the concrete bus lanes and install new traffic signals. The roadway is scheduled to be completed and opened to traffic by the end of October. The southbound bus lane between Q Street and Centennial Boulevard is nearly complete. The widening of the bridge just south of Highway 126 is complete. Shelter structures continue to be installed at various stations, including Hayden Bridge Station and stations along International Way.

All road widening and multi-use path construction is complete. Weather permitting, roadway striping and signage is scheduled for the week of October 12. The majority of station platform work is complete on International Way; however, shelters, landscaping, and amenities remain.

Fleet Maintenance Building Expansion:

The subcontractor's bids came in at more than 10 percent below the cost estimates. The reduced cost of the base project allowed LTD to add the alternates for the training room, infrared heaters, a lunchroom, and a fleet maintenance office area. Fortis has mobilized on the site, and construction is scheduled through April 2010. An overview of the project will be given at the November Board meeting that will include the project budget and project scope.

**SERVICE PLANNING, ACCESSIBILITY,
AND MARKETING**

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

Service:

It appears that LTD's work with LCC is paying off. Ridership is strong. Added trips, along with communications regarding bus service options, have allowed staff to manage the increased customer loads. At the University of Oregon (UO), we are seeing similar load situations. The late-night service problems that were experienced last winter and spring have not resurfaced this fall. Signage was placed at key stops and stations, and this has apparently caught the attention of students. Additionally, freshmen are not being housed at Stadium Park this fall, which has had a positive effect. Staff continue to track overall ridership, and it appears that the typical fall ridership spike is being seen throughout the system. Staff are hopeful that the increase will begin to make up for a lag in ridership that began at the start of the calendar year.

LTD was able to assist the UO in finding a private contractor for the December 3 Civil War football shuttle service. The owner of Starline Tours, a Seattle-based company, will be coordinating the private coaches that will be used. LTD will continue to work with the UO and Starline Tours to develop the needed ground-support staff. LTD also will produce signage for use on December 3.

Media:

A variety of earned media stories were aired this past month. Below is a list of the topics covered:

9/4/09	Eugene Celebration/Fall Service Changes	KLCC
9/9/09	point2point Solutions - School Solutions Services	KUGN
9/11/09	Gateway Construction Notice	KUGN
9/15/09	RideSource Driver Issue	Register-Guard
9/15/09	Customer Incident Regarding Female Rider	KEZI
9/15/09	UO Women's Basketball Shuttles	KMTR
9/15/09	UO Women's Basketball Shuttles	KVAL
9/17/09	WEE Design Review	KEZI
9/21/09	Gateway EmX Construction Progress	KEZI
9/21/09	TIGGER Grant	Register-Guard
9/22/09	TIGGER Grant	KEZI
9/23/09	LCC Service	The Torch
9/23/09	WEE Design Review	KUGN

Outreach:

Board Member Gerry Gaydos joined staff for two meetings with residents at the YaPoAh Terrace Retirement Apartments. Residents are concerned about the loss of service frequency near their facility. Staff discussed issues and brainstormed ideas regarding ways to address these concerns. A long list of ideas is in the process of being reviewed and will be returned to residents with a status update in the near future.

Andy will be attending the Metropolitan Planning Organization Citizens Advisory Committee meeting on October 21 to update the group on service changes and to discuss potential changes in the year ahead. This group provides annual input into the review process and is a group that LTD intends to utilize more in the future.

Board President Mike Eyster joined staff in the briefing of the new UO Dean of Students and new UO President. Both were impressed with the services provided by LTD and the long history of collaboration between LTD and the University.

LTD will be assisting UO in carrying out a campaign that targets binge drinking. Called "Balance the Buzz," this campaign features a unique logo and a website with information regarding the dangers of binge drinking. The campaign will target the entire community and will involve posters, bus ads, radio, and public service announcements. The group is hoping to get the campaign started prior to Halloween.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

The Oregon Department of Transportation Public Transit Division recently announced a new grant opportunity for transportation programs that benefit older adults and people with disabilities. The Special Transportation Operating and Job Transportation Act Program funding were made available through the Oregon Legislature and federal Surface Transportation funds. Lane County was awarded approximately \$2.7 million for fiscal years 2009-10 and 2010-11. Applications for local projects were due on October 9. A grant review committee will meet to rank the applications; a public hearing will be held at the Accessible Transportation Committee meeting on October 20; and LTD, as the Special Transportation Fund agency for Lane County, will submit a consolidated application to the Public Transit Division.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

Football Service:

There were four straight Saturday UO home football games from September 12 through October 3 that made for a very busy month for staff and operators. Most are glad that their six day weeks are done for a month. That being said, the service has gone very well. The first game had record ridership and the numbers continued to be strong for all four games. LTD carried a total of 43,541 fans to the four games.

Late Night 79X Service:

The late night 79X service, that the UO contracts with LTD to provide, has had a much smoother start than it had last year. LTD provided operator training and have had a security presence on busy nights. It also helps that not nearly as many freshmen are staying in the University Commons area this year as compared to last year.

MAINTENANCE

George Trauger, Director of Maintenance

BRT Build:

All five articulated buses are on the property; and all have been conditionally accepted, pending issues with the Siemens, Fuel Focus, and Safety Vision systems. Recently the buses have had BRT graphics installed. Some of the next preparations include installation of bike racks, the GPS systems, pucks, wheelchair securement, and other standard equipment.

New Support Vehicles:

Two hybrid Ford Escapes were delivered during the week of September 28. Maintenance is ordering light bars and accessories, and scheduling the installation and transferring of radios, to get these two vehicles ready as soon as possible.

Shop Communication:

To enhance communication skills between floor personnel and supervisors, weekly tailgate meetings have been improvised beginning in September. These impromptu meetings seem to have improved communication and interaction among Maintenance personnel. It was one of the recommendations made by the engineer, PB Americas.

Shop Remodel:

Preparations for the maintenance building remodel are underway.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Todd Lipkin, Financial Services Manager

Grants Management:

- The Small Starts grant for the remaining FTA Small Starts participation in the Gateway EmX Extension project was executed.

Payroll Processing:

- Sixty-nine (69) payroll checks and 587 payroll direct deposits totaling \$924,324 were made in September 2009 (two pay dates).

Accounts Payable:

- Two hundred forty (240) vendor paper and electronic checks totaling \$3,858,018 were processed during the month of September 2009. This included \$790,000 to New Flyer for progress payments on the Gateway EmX Extension vehicles and a total of \$1.3 million to Wildish Building/Construction companies for Gateway EmX Extension-related construction.

Accounts Receivable:

- Twelve (12) cash fare deposits totaling \$137,048 were processed in September 2009.

ACCOUNTING/INTERNAL AUDIT

Carol James, Chief Accountant/Internal Auditor

Accounting:

- The July/August Board reports were completed. As part of these statements, a July 1, 2009, beginning fund balance for the new Medicaid Fund was calculated.
- Staff provided assistance as needed to the external auditors who were on site from August 31 through September 3, 2009. Staff substantially completed a rough draft of the Comprehensive Annual Financial Statements (CAFR), which will be presented to the Board at the December 16 meeting. Staff are currently discussing with the external auditors the timing of the release of the CAFR given the delay in the most recent actuarial valuation for the Salaried Employees' Retirement Plan.

Internal Audit:

- Staff began a review of construction permits issued to date by the Cities of Eugene and Springfield. Of the 552 names referenced in the permits as contractors, 201 match firm names in the District's payroll tax database. Twenty nine (29) of these businesses have yet to report any 2009 payroll taxes due to the District. Staff has requested State Department of Revenue (DOR) review these 29 contractors for tax compliance. Of the remaining 351 named contractors, 213 are owners or individuals, who, if required to pay District taxes, would likely be covered under provisions of self-employment taxes. The remaining 138 named contractors have business names, but staff were unable to locate any information about them in either the District's payroll tax database or the state business name registry. Staff have requested DOR review of these businesses as well.

PURCHASING

Jeanette Bailor, Purchasing Manager

- Fortis Construction is working with LTD staff on the subcontracting process for the maintenance building remodel and expansion project to procure office furniture and to provide various reports required by funding and other regulatory agencies.

- With the input of engineering consultants, bid documents are being prepared for the Information Technology server room's HVAC system upgrade.
- Contract closeout documents are being prepared on the Gateway EmX Extension project and the Franklin EmX Intersection Repair project.
- Work continues with New Flyer on the next order of articulated buses.

HUMAN RESOURCES AND RISK MANAGEMENT

Mary Adams, Director of Human Resources and Risk Management

Employee Health:

The Health for Life Committee held its annual Healthy Eating Awareness Day on September 16. Fresh, local fruit was available, and several educational displays regarding healthy food choices were on exhibit. It was well attended. In addition, the Health for Life Committee is planning for the annual Benefits Fair to be held on November 12. This event brings health and financial vendors to LTD for all employees to meet with.

Annual season flu shots were administered on September 17. More than 200 employees and dependents received flu shots. District staff are monitoring the availability of the H1N1 flu vaccine and will provide shots to employees if the vaccine is released to LTD.

Workplace Safety:

The Risk Oversight Committee presented a draft strategic plan to the Leadership Council at its annual planning workshop. The plan was revised and a final draft is being prepared.

Selection and Hiring:

Susan Oldland was selected as the administrative secretary in the Human Resources department. Susan's first day was October 1. She replaces Dave Musgrove, who left in August to pursue his own business.

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AGENDA ITEM SUMMARY

DATE: October 21, 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 timing of reporting, the September Performance Reports were not ready for inclusion in the October packet. They will be included with the November meeting packet.

ATTACHMENT: August 2009 RideSource Activity and Productivity Report

PROPOSED MOTION: None

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Special Mobility Services: RideSource Activity and Productivity Information

	Current		Prior		Current YTD	Previous YTD	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
	Month	Month	Year's Month	Year's Month									
August-09													
RideSource Ridership	13,610	13,709	13,709	13,709	28,442	27,508	3.4%	28,442	27,508	3.4%	163,341	157,796	3.5%
RideSource(All Modes)	11,450	10,606	10,606	10,606	23,608	21,590	9.3%	23,608	21,590	9.3%	133,966	124,938	7.2%
Shopper	448	485	485	485	908	1,046	-13.2%	908	1,046	-13.2%	5,608	6,039	-7.1%
Escort Volunteers-Metro	711	852	852	852	1,512	1,619	-6.6%	1,512	1,619	-6.6%	8,069	9,416	-14.3%
Escort Volunteers-Rural	1,001	1,766	1,766	1,766	2,414	3,253	-25.8%	2,414	3,253	-25.8%	15,698	17,403	-9.8%
RideSource Cost per Ride	\$ 24.13	\$ 22.38	\$ 22.38	\$ 22.38	\$ 23.06	\$ 21.69	6.3%	\$ 23.06	\$ 21.69	6.3%	\$ 22.29	\$ 21.12	5.5%
RideSource(All Modes)	\$ 28.18	\$ 28.20	\$ 28.20	\$ 28.20	\$ 27.65	\$ 26.95	2.6%	\$ 27.65	\$ 26.95	2.6%	\$ 26.62	\$ 26.07	2.1%
RideSource Shopper	\$ 12.53	\$ 10.82	\$ 10.82	\$ 10.82	\$ 12.53	\$ 10.82	15.8%	\$ 12.53	\$ 10.82	15.8%	\$ 12.53	\$ 10.82	15.8%
RideSource Escort	\$ 3.30	\$ 2.95	\$ 2.95	\$ 2.95	\$ 3.31	\$ 3.08	7.6%	\$ 3.31	\$ 3.08	7.6%	\$ 3.15	\$ 2.82	11.7%
Ride Reservations	12,024	11,209	11,209	11,209	24,904	22,899	8.8%	24,904	22,899	8.8%	143,228	135,967	5.3%
Cancelled Number	1,058	900	900	900	2,316	1,794	29.1%	2,316	1,794	29.1%	13,564	12,792	6.0%
Cancelled % of Total	8.80%	8.03%	8.03%	8.03%	9.30%	7.83%		9.30%	7.83%		9.47%	9.41%	
No-Show Number	107	96	96	96	239	214	11.5%	239	214	11.5%	1,470	1,569	-6.3%
No-Show % of Total	0.89%	0.86%	0.86%	0.86%	0.96%	0.93%		0.96%	0.93%		1.03%	1.15%	
Ride Refusals Number	1	0	0	0	1	1	#DIV/0!	1	1	0.0%	12	7	71.4%
Ride Refusals % of Total	0.01%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%		0.01%	0.01%	
Service Hours	5,947	5,719	5,719	5,719	12,261	11,728	4.5%	12,261	11,728	4.5%	70,750	67,447	4.9%
Agency Staff	5,692	5,410	5,410	5,410	11,744	11,114	5.7%	11,744	11,114	5.7%	67,609	64,268	5.2%
Agency SMS Volunteer	255	309	309	309	517	614	-17.5%	517	614	-17.5%	3,141	3,179	-1.2%
Avg. Trips/Service Hr.	2.00	1.94	1.94	1.94	2.00	1.93	3.6%	2.00	1.93	3.6%	1.97	1.94	1.5%
RideSource System Miles	82,421	78,940	78,940	78,940	168,765	161,310	4.6%	168,765	161,310	4.6%	974,181	931,674	4.6%
Avg. Miles/Trip	6.93	7.12	7.12	7.12	6.88	7.13	-3.4%	6.88	7.13	-3.4%	6.98	7.11	-1.9%
Miles/Vehicle Hour	13.86	13.80	13.80	13.80	13.76	13.75	0.1%	13.76	13.75	0.1%	13.77	13.81	-0.3%

Special Mobility Services: RideSource Activity and Productivity Information

	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
August-09	85.9%	86.5%	-0.7%	85.0%	87.4%	-2.7%	85.9%	88.8%	-3.2%
On-Time Performance %	10,202	8,496		20,939	17,768		132,790	109,582	
Sample	8,760	7,349		17,794	15,525		114,024	97,255	
On-Time									

- RideSource (All Modes) includes rides done by taxi and SMS volunteers.
- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.
- Escort Volunteers-Rural is out of district volunteer rides.
- RideSource cost per Ride (All Modes) does not include volunteer mileage reimbursement.
- Shopper cost per ride is from the most recent quarterly cost model.
- Escort cost per ride is mileage reimbursement to all volunteers.
- RideSource System Miles includes miles by volunteers in agency vehicles.
- On-Time Performance reflects a 100% sample of all rides with scheduled pickup times, plus will-call rides. The standard is +/- 10 minutes for scheduled pickups and within 30 minutes of will-call request.

AGENDA ITEM SUMMARY

DATE OF MEETING: October 21, 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. **Board Strategic Planning Work Session:** The first day of the Board's session has been scheduled for October 23. The second day is being scheduled for December.
- B. **Gateway EmX Extension Construction Update:** An update on the progress of the construction of the Gateway EmX Extension will be provided to the Board at its November 18 meeting.
- C. **Maintenance Building Remodel Update:** An update on the progress of the construction of the Maintenance Building will be provided to the Board at its November 18 meeting.
- D. **LTD Road Map Update:** LTD's Strategic Plan, the LTD Road Map, is updated periodically. Staff expect that the upcoming Strategic Planning Session will lead to an update of the plan that will be implemented in early 2010.
- E. **Union Contract Negotiations Update:** The existing labor contract will expire on June 30, 2010. An executive session will be held during the November or December regular meeting to brief Board members on the process and to discuss strategy.
- F. **Pension Plan Trustee Selection:** Board member Dean Kortge has been serving as Pension Plan Trustee-elect since October 2008. Board members will be asked to approve the appointment of Mr. Kortge as the Pension Plan Trustee at the November or December regular meeting, prior to the expiration of Board Member Gerry Gaydos' term at the close of 2009.
- G. **General Manager Performance Evaluation:** The Board Human Resources Committee has begun 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 or December regular meeting.
- H. **Independent Audit Report and Comprehensive Annual Financial Report (CAFR):** The annual audit findings and the CAFR will be presented to the Board at the December meeting.

- I. **Joint Meeting with Lane County Board of Commissioners:** A joint meeting of the LTD Board and the Lane County Board of Commissioners will be scheduled for December, January, or February. Tentative work session items may include a review of the planning process for selection of the WEEE Locally Preferred Alternative, the role of LTD in creation of a local Area Commission on Transportation (ACT), and goals for providing transit services in light of the potential for service reductions.
- J. **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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West Eugene EmX Extension Project: Draft-Decision Making Process for Locally Preferred Alternative (LPA)

