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Public notice was given to *The Register-Guard* for publication on November 12, 2009.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

Wednesday, November 18, 2009

5:30 p.m.

LTD CONFERENCE ROOM

3500 E. 17th Avenue, Eugene
(off Glenwood Boulevard in Glenwood)

A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

Evans _____ Eyster _____ Gaydos _____ Kortge _____
Necker _____ Towery _____ Dubick _____

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

- III. PRELIMINARY REMARKS BY BOARD PRESIDENT
- IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 04
- V. BOARD CALENDARS (5 minutes) 05
- VI. WORK SESSION
 - A. Gateway EmX Extension Project Update (15 minutes) 06
 - B. Fleet Maintenance Building Expansion Update (5 minutes) 07
- VII. TOUR OF FLEET MAINTENANCE BUILDING (30 minutes)

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

VIII. EMPLOYEES OF THE MONTHS – November and December 2009 (10 minutes) 08

IX. AUDIENCE PARTICIPATION

- ◆ *Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.*
- ◆ *Citizens testifying are asked to limit testimony to three minutes.*

IX. ITEMS FOR ACTION AT THIS MEETING

- A. Consent Calendar (1 minute) 10
 - 1. Minutes of the September 16, 2009, Regular Board Meeting (Page 11)
 - 2. Minutes of the October 21, 2009, Canceled Regular Board Meeting (Page 17)
 - 3. Budget Committee Nomination (Page 18)
- B. Special Transportation Operations and Jobs and Transportation Act Transit Program Grant Applications for 2009-2011 Biennium (5 minutes) 20
- C. Purchase of Property for the Veneta Station and Park and Ride (5 minutes) 23
- D. LTD Salaried Employees' Retirement Plan Amendment (15 minutes) 26
- E. Pension Plan Trustee Appointment (1 minute) 36

X. ITEMS FOR INFORMATION AT THIS MEETING

- A. Board Member Reports (10 minutes) 37
 - 1. Meetings Held or Attended
 - a. Board Human Resources Committee – October 20
 - b. EmX Steering Committee – October 20
 - c. West Eugene EmX Extension Corridor Committee – November 4
 - d. Metropolitan Policy Committee – November 12
 - 2. No Meeting/No Report
 - a. Board Service Committee
 - b. Lane Council of Governments (LCOG) Board of Directors
 - c. Board Finance Committee
- B. Impact of Fares on EmX Ridership (5 minutes) 39
- C. Monthly Financial Report – October 2009 (10 minutes) 40
- D. Monthly Department Reports (10 minutes) 54
- E. Monthly Performance Reports (respond if questions) 62

XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING 73

- A. Board Strategic Planning Work Session (December)
- B. Independent Audit Report and Comprehensive Annual Financial Report (December/January)
- C. Eugene Water & Electric Board Riverfront Development (December/January)
- D. Board Member Committee Assignments (January)

- E. Union Contract Negotiations Update (January)
 - F. Joint Meeting with Lane County Board of Commissioners (February)
 - G. Quarterly Board Luncheon (Early 2010)
 - H. LTD Road Map Update (Early 2010)
 - I. West Eugene EmX Extension Update (future meetings)
 - J. Gateway EmX Extension Construction Updates (future meetings)
- XII. EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(i), to review and evaluate, pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the general manager of LTD (45 minutes) 75
- XIII. ADJOURNMENT

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD's Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-6100 (voice) or 1-800-735-2900 (TTY, through Oregon Relay, for persons with hearing impairments).

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 2009

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

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

ACTION REQUESTED: None

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

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 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

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 2009

ITEM TITLE: GATEWAY EmX EXTENSION PROJECT UPDATE

PREPARED BY: Charlie Simmons, Facilities Services Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND: The Gateway EmX Extension construction for 2009 has progressed as planned with construction activities slowing down for the winter. Construction will continue through the winter months at EmX stations and other areas as weather permits.

Staff have been working to finalize the EmX design for the northeast link that connects the EmX route from PeaceHealth to International Way. Staff also have been working on changes to the Springfield Station to accommodate the Gateway EmX and changes to the EmX route on E. 11th Avenue.

At the November 18 meeting, staff will present a project update of the Gateway EmX Extension, including details of the design changes, construction activities completed, remaining work for 2010, project budget, property acquisitions, and project schedule.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 2009

ITEM TITLE: FLEET MAINTENANCE BUILDING EXPANSION UPDATE AND TOUR

PREPARED BY: Charlie Simmons, Facilities Services Manager

ACTION REQUESTED: None

BACKGROUND: Staff will conduct a brief tour of the Fleet Maintenance Building after a project overview during the work session. The tour will give Board members an opportunity to see firsthand the maintenance operations and facility improvements that are part of the Fleet Expansion project.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 2009

ITEM TITLE: NOVEMBER AND DECEMBER 2009 EMPLOYEES OF THE MONTHS

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

BACKGROUND: **November 2009 Employee of the Month:** Bus Operator Seth Hamlin was selected as the November 2009 Employee of the Month. Seth was hired as a bus operator in 2007 and previously worked for Wackenhut Security as a security officer. Seth also worked at the District's Eugene and Springfield stations before becoming a bus operator. His nomination for this award comes from three grateful customers who state that he "deserves a medal" for controlling the bus expertly during a recent potential collision. The customers believe that his driving skills saved 11 people from harm.

When asked to comment on Seth's selection as the Employee of the Month, Field Supervisor Shawn Bradley said:

Seth was nominated for Employee of the Month by riders who felt that he acted above and beyond his normal capacity as a bus operator. According to several passengers, he saved 11 people from harm or worse - including a small child. A driver of a vehicle ran a red light, and Seth was able to stop quickly enough to avoid a collision. In this situation, Seth did the right thing, and that was remarkable.

December 2009 Employee of the Month: The December 2009 Employee of the Month is Bus Operator Kim Seiders-Baxter who began her career at LTD as a bus operator in 2007. She received a "Take Initiative" monthly value award in September 2009, and she serves on the LTD Events Committee. Kim was nominated for this award by fellow employees who wanted to acknowledge her generosity and willingness to share her skills. Kim's unselfish contribution and positive leadership in the 2009 ATU/LTD Picnic and the Health for Life Healthy Food Awareness Day has been very much appreciated by coworkers. She provided a large variety of delectable and healthy foods that were enjoyed by all. Through her catering connections, she was able to purchase high quality ingredients at a significant savings to the District.

When asked to comment on Kim's selection as the Employee of the Month, Transit Services Manager Sue Quick said:

Kim has blossomed as a bus operator and she always provides excellent customer service. She has earned the respect and admiration of her fellow workers. We appreciate all the home-baked goods that she has provided to staff throughout the years. They are always delicious and boost the morale for everyone lucky enough to partake of the scrumptious morsels.

Congratulations to Seth and Kim on being selected as the November and December 2009 Employees of the Months, respectively.

AWARD:

Seth and Kim will attend the November 18, 2009, meeting to be introduced to the Board and receive their awards.

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 2009

ITEM TITLE: CONSENT CALENDAR

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

ACTION REQUESTED: Approval of Consent Calendar Items

BACKGROUND: Issues that can be explained clearly in the written materials for each meeting, and that are not expected to draw public testimony or controversy, are included in the Consent Calendar for approval as a group. Board members can remove any items from the Consent Calendar for discussion before the Consent Calendar is approved each month.

The Consent Calendar for November 18, 2009:

1. Approval of the Minutes of the September 16, 2009, Regular Board Meeting
2. Approval of the Minutes of the October 21, 2009, Canceled Board Meeting
3. Budget Committee Nomination: Dwight Collins

ATTACHMENTS:

1. Minutes of the September 16, 2009, Regular Board Meeting
2. Minutes of the October 21, 2009, Canceled Board Meeting
3. Budget Committee Nomination: Dwight Collins

PROPOSED MOTION: I move that the Board adopt the following resolution:

LTD Resolution No. 2009-024: It is hereby resolved that the Consent Calendar for November 18, 2009, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

BOARD MEETING

Wednesday, September 16, 2009

Pursuant to notice given to *The Register-Guard* for publication on September 10, 2009, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular Board meeting on Wednesday, September 16, 2009, in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Mike Eyster, President
Gerry Gaydos
Michael Dubick (via conference phone)
Greg Evans
Dean Kortge
Ed Necker
Doris Towery
Mark Pangborn, General Manager
Jeanne Schapper, Clerk of the Board
Kim Young, Minutes Recorder

CALL TO ORDER/ROLL CALL – Mr. Eyster convened the meeting of the Lane Transit District (LTD) Board of Directors at 5:36 p.m. and called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT – Mr. Eyster had no remarks.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA – There were none.

BOARD CALENDARS – Mr. Pangborn reviewed the calendars and indicated that the October 12 work session would likely be canceled.

WORK SESSION

West Eugene EmX Extension Project— Director of Planning and Development Tom Schwetz provided an update on the status of the West Eugene EmX Extension (WEEE) Project. He requested feedback from the Board on the material to be presented to the Eugene City Council on September 30, 2009. In his presentation, Mr. Schwetz emphasized the postponement of the Draft Environmental Impact Statement (DEIS) deadline. The DEIS release was now scheduled for mid-July 2010, and the locally preferred alternative decision-making process would commence after that. He said that the Federal Transit Administration (FTA) requested more data to support the travel demand forecasting model and had asked for more review time, pushing out the DEIS release date. Mr. Schwetz discussed LTD's plan to employ the Department of Land Conservation's Quick Response process with the goal of developing a set of context-sensitive design elements that could be incorporated into the project as mitigation measures. The process would take about two months and would involve a committee of stakeholders from the area. Part of the process would include open houses. Mr. Schwetz added that the firm Cameron McCarthy

Gilbert & Scheibe Landscape Architects, LLP would manage that process on behalf of the State and that the process was a joint project of the City of Eugene and LTD.

Mr. Schwetz made note of the work of the WEEE Corridor Committee (WEEEC), which advised the decision makers on various elements of the project. The Committee had recently grown to include more interested parties from along the corridor. Copies of the WEEEC member list were provided to the Board.

Mr. Schwetz reported that the focus of the upcoming presentation to the Eugene City Council would be the locally preferred alternative selection process. He shared the timeline for that process and indicated that the LTD Board, the Eugene City Council, and the Metropolitan Policy Committee must agree on the locally preferred alternative. He anticipated the formation of a committee composed of representatives of those three bodies that would meet several times during the recommendation phase to develop a joint recommendation to the three deciding bodies.

Mr. Evans asked if the FTA had a matrix that LTD could use to score the locally preferred alternatives or if LTD would create such a matrix. Mr. Schwetz suggested that such a matrix, or score sheet, would be created by the criteria developed during the DEIS. Mr. Pangborn indicated that the FTA employed an analysis format that it would use to evaluate the alternatives concurrently with the local process.

In response to a question from Mr. Evans, Mr. Schwetz indicated that staff were looking into a community survey regarding EmX. Mr. Schwetz pointed out that much of the work that LTD was doing prior to the release of the DEIS, in terms of public outreach, was preparing people to receive the DEIS and to understand it. He said that a survey might be a good way of testing the effectiveness of that approach. Mr. Evans suggested that alternatively, LTD could consider convening a focus group of citizens chosen at random. Mr. Pangborn replied that staff had been thinking about doing a survey or convening a focus group very soon to find out how people were receiving and processing information and where information gaps were occurring.

Ms. Towery suggested that LTD take advantage of the work done on the Franklin corridor by University of Oregon students. She questioned the reliability of the manner in which people were receiving information by the outlets that were currently available. She suggested that the Board could overcome public opposition to the project by providing the public with as much information as possible, which she believed would result in more constructive feedback. Mr. Schwetz indicated that he would return with information about what LTD was currently doing in regard to public information.

Responding to a question from Mr. Eyster about whether the delay requested by the FTA would impact the project construction timeline, Mr. Schwetz said that he did not think that there would be any impact but emphasized the importance of staying on schedule from this point forward.

Board Strategic Planning Session – Director of Human Resources and Risk Management Mary Adams reminded the Board of the October 23 planning session and its focus on leadership development and succession planning. She provided an overview of the proposed agenda and also provided Board members with a list of questions to consider prior to the session.

Debrief 2009 Legislative Session – Assistant General Manager Stefano Viggiano introduced Doug Barber, who will represent LTD in Salem at the next legislative session. Mr. Viggiano reviewed the legislative report included in the meeting packet. He highlighted LTD's success in

achieving its legislative objectives as they related to additional funding for the WEEE, an increase in the payroll tax, and increased funding for elderly and disabled transit. He also noted the passage of legislation calling for the formation of a local Area Commission on Transportation (ACT).

Responding to a question from Mr. Necker, Director of Finance and Information Technology Diane Hellekson explained the mechanism that would trigger a payroll tax increase, which would involve a finding of local economic recovery.

Mr. Evans asked if point2point Solutions could be funded with the revenues realized by the passage of House Bill 2001, the Jobs and Transportation Act. Mr. Viggiano speculated that it might be possible, but he questioned whether LTD would want to use those dollars for that purpose. He suggested that LTD would prefer to see different funds used for that purpose and to retain the funding in question for elderly and disabled transit given the strong need that exists in that area. Mr. Pangborn added that he believed the Metropolitan Policy Committee generally supported using Surface Transportation Plan-Urban (STP-U) funds for point2point Solutions.

Mr. Viggiano introduced the subject of LTD's priorities for the upcoming 2010 legislative session, suggesting that the session could be influenced by tax referendums. Mr. Barber then reviewed the details of the four referendums currently being circulated. He indicated that success of the referendums related to the personal and corporate tax increases could create an additional \$735 million shortfall in the budget. If the two referendums passed, he anticipated that the special legislative session scheduled to begin shortly after the January 2010 vote would be focused on budget reduction.

Mr. Viggiano reported that the local legislative delegation had unanimously supported all LTD-related measures and that LTD had a good working relationship with each legislator due to its careful preparation for the session.

Mr. Eyster welcomed local Amalgamated Transit Union representative Brian Pasquali, who was present at the meeting.

EMPLOYEES OF THE MONTHS

Director of Transit Operations Mark Johnson introduced Bus Operator Rebecca Bailey, the August 2009 LTD Employee of the Month. Mr. Eyster presented Ms. Bailey with a pin, a letter of recognition, and a certificate recognizing her achievement. Ms. Bailey thanked the Board for the recognition.

Transit Services Manager Sue Quick introduced Operators Supervisor Charlie Clarke, the September 2009 LTD Employee of the Month. Mr. Eyster also presented Mr. Clarke with a pin, a letter of recognition, and a certificate recognizing his achievement. Mr. Clarke thanked the Board and commended LTD as a preferred place of employment.

Director of Service Planning, Accessibility, and Marketing Andy Vobora introduced Transit Service Planner Ken Augustson, the October 2009 LTD Employee of the Month. He said that Mr. Augustson was the author of the service redesign and had done a great job. Mr. Eyster presented Mr. Augustson with a check, a pin, a letter of recognition, and a certificate recognizing his achievement. Mr. Augustson thanked Mr. Vobora and the selection committee.

AUDIENCE PARTICIPATION – No one wished to speak.

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar** – Mr. Dubick moved adoption of LTD Resolution 2009-023. It is hereby resolved that the Consent Calendar for September 16, 2009, is approved as presented. Mr. Gaydos seconded the motion. The Consent Calendar included minutes of the following meetings: May 20, 2009, Regular Board Meeting; June 17, 2009, Regular Board Meeting; July 15, 2009, Canceled Board Meeting; July 27, 2009, Special Board Meeting/Luncheon; and the August 19, 2009, Canceled Board Meeting.

VOTE The Consent Calendar was approved as follows:
 AYES: Dubick, Gaydos, Eyster, Evans, Kortge, Necker, Towery (7)
 NAYS: None
 ABSTENTIONS: None
 EXCUSED: None

Mr. Pangborn introduced John Evans, who recently joined the LTD Planning and Development staff as a Senior Project Manager.

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports:

West Eugene EmX Extension Corridor Committee – At the meeting held on September 10, Mr. Gaydos said that the Committee had the opportunity to examine some detailed maps and hear some interesting presentations by staff. He thought that the September meeting had been a good start for the Committee's new members.

Metropolitan Policy Committee – Mr. Eyster said that STP-U funding was discussed at the recent Metropolitan Policy Committee meeting held on September 10. He anticipated more discussion in the future and noted that LTD had agreed to forego a request for funding this year with the expectation that more funding would be requested in the future.

Board Human Resources Committee – Mr. Dubick noted that at the September 8 committee meeting, the Committee had discussed the GM evaluation process and tools for the current evaluation.

FTA Administrator Peter Rogoff Visit – Mr. Eyster reported on the recent visit of Mr. Rogoff and Congressman Peter DeFazio, which included a ride on the EmX system. He said that Mr. Rogoff was very knowledgeable about LTD, the EmX system, and the role that LTD has played in transit nationally. He characterized the visit as a good one. Mr. Pangborn concurred.

Oregon Transportation Commission Presentation: Mr. Eyster noted that the Oregon Transportation Commission met in Eugene the previous day. LTD had presented information to the Commission regarding the EmX system, and Board members had participated in panel discussions. Mr. Pangborn reported that LTD also had taken commission members on tours of the system earlier that day.

Mr. Pangborn provided a brief update regarding LTD's new EmX fare machines, indicating that enforcement would be "soft" in the first month of operations and then would be more strongly reinforced in October. He said that LTD would know more about the impact of the fare machines on ridership soon, acknowledging that ridership had begun declining recently, which is believed to be due to the recession.

Transportation Investment Generating Economic Recovery (TIGER) Grant – Mr. Viggiano provided information on the grant request, indicating that LTD was a co-applicant with the City of Springfield and the Oregon Department of Transportation for a discretionary TIGER grant to underwrite the costs of improvements to Franklin Boulevard through Glenwood. The grant was intended to foster economic development in the area and would fund the reconstruction of the existing configuration to a multi-way boulevard that would accommodate EmX lanes and stations. He acknowledged that project readiness was an issue given the challenge created by the construction deadline of February 2012 and the project requirement for an environmental review to meet the National Environmental Policy Act.

Mr. Evans asked about the potential for an extension. Mr. Viggiano suggested that it could happen if disbursement takes longer than expected. He added that the fact that the project would be done in phases could also help secure funding - with the expectation that the first two phases could be funded within the grant timeline.

Fiscal Year 2008-2009 Performance Report – Mr. Viggiano briefly reviewed the performance data, which was included in the meeting packet.

Monthly Financial Report – Ms. Hellekson referred the Board to the *July and August Financial Statements* handout. She noted both the decline in passenger fares and boardings as well as the decline in payroll tax receipts. She indicated that if nothing changed between now and the year's end, LTD would be facing a \$3 million shortfall, which could result in major service cuts in Fall 2010. She said that unemployment was leveling off, but she did not think that receipts in the current year would reach the level they had in previous years. She said that the September Oregon Economic and Revenue Forecast had indicated that it would take until 2013 before Oregon was likely to have the same number of jobs that it had in 2007. Staff would have more information to share about the implications of fewer available jobs on the Long-Range Financial Plan at the upcoming strategic planning session.

Ms. Hellekson mentioned the decline in ridership, reporting that Tri-Met and other Oregon transit agencies were experiencing the same trend. She noted increases in fuel prices but reminded the Board of LTD's investment in the storage of fuel in Fiscal Year 2009, which had turned out very well for the District. Responding to a question from Mr. Necker about whether LTD was being sufficiently conservative in its estimates of fuel prices, Ms. Hellekson said that the District had budgeted \$2 per gallon, and prices had not yet reached that level. LTD would draw down from the stored fuel when prices exceeded \$2. She recalled that the goal of storing the fuel was to guarantee one year of fuel price controls. She noted that the fuel's limited shelf life also would be considered.

Mr. Kortge suggested that the Board should probably be looking at service reductions over a two-year period, rather than a one-year period. Ms. Hellekson said that LTD currently had sufficient reserves to maintain existing service levels for one year. Mr. Pangborn recommended that the Board consider establishing a base level of service that LTD could live with over two to three years that could be enhanced if possible, as opposed to making a series of cuts over two years.

Mr. Evans suggested that LTD faced a political problem that was created by service reductions occurring concurrently with the completion of the Gateway EmX. He thought that the Board needed to discuss how it communicated with residents about how transit is funded. Mr. Evans pointed out that Mayor Kitty Piercy had indicated that further service reductions were not acceptable. Because LTD's reductions would affect the community's least fortunate, he agreed with Mayor Piercy; however, he thought that LTD had no choice in the absence of more funding.

Mr. Pangborn said that staff had hoped to be able to make it through two years without more reductions, but he doubted that the economy would recover in time. He pointed out that LTD was adding service with the Gateway EmX extension at the cost of \$1 million per year after the mid-fiscal year start-up. The added system would carry many people, but he believed that mattered little to residents who were losing neighborhood service.

Mr. Necker observed that, generally, people did not understand the distinction between operational and capital funding. Mr. Evans said that was one of the reasons he continued to push for a transportation summit at the Metropolitan Policy Committee level. He did not think people understood the impact of the transit system on the economy.

Mr. Eyster suggested that as soon as LTD became certain that further reductions were necessary, it should share that information with elected officials. Mr. Pangborn concurred and said that staff would return with strategies and ideas for the October 23 meeting.

Monthly Department Reports – There were no questions.

Monthly Performance Reports – There were no questions.

ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Debrief – West Eugene EmX Presentation to the Eugene City Council
- B. Board Strategic Planning Work Session
- C. Independent Audit Report and Comprehensive Annual Financial Report
- D. Union Contract Negotiations
- E. Pension Plan Trustee Selection
- F. General Manager Performance Evaluation
- G. LTD Road Map Update
- H. New Board Member
- I. West Eugene EmX Extension Update
- J. Gateway EmX Extension Construction Updates

ADJOURNMENT - Mr. Eyster adjourned the meeting at 7:13 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, October 21, 2009

The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, October 21, 2009, at 5:30 p.m., was canceled due to a lack of agenda items requiring action.

Board Secretary

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**CONSENT CALENDAR ITEM:
BUDGET COMMITTEE NOMINATION**

November 18, 2009

The LTD Budget Committee is composed of the seven Board members and also seven community members who are nominated and approved by the Board and serve for three-year terms. The non-Board Budget Committee members must reside within the District's service boundaries, but are not required to live in the same subdistrict as the Board member making the appointment.

The term of Budget Committee member Dwight Collins will expire on January 2, 2010. Board Member Doris Towery is nominating Dwight Collins to fill the position being vacated by Dean Huber, whose term expires on January 1, 2010.

Dwight Collins has agreed to be reappointed to the Budget Committee. Ms. Towery's form nominating Mr. Collins is included in the Consent Calendar for approval by the Board at the November 18 Board meeting.

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 2009

ITEM TITLE: SPECIAL TRANSPORTATION OPERATIONS AND JOBS AND TRANSPORTATION ACT TRANSIT PROGRAM GRANT APPLICATIONS FOR 2009 – 2011 BIENNIUM

PREPARED BY: Terry Parker, Accessible Services Manager

ACTION REQUESTED: Approve grant applications

BACKGROUND: The 2009 Oregon Legislature, through House Bill 5054, allocated \$10 million from the state's General Fund to the Oregon Department of Transportation (ODOT) Public Transit Division to be used for transportation operations that serve older adults and people with disabilities. This new program is called the *Special Transportation Operating Program (STO)* and has been incorporated into the existing Special Transportation Fund program that was established in 1985.

In addition, the Oregon Legislature allocated more federal funds to the Public Transit Division's federal 5310 grant program. The §5310 program is for transit capital projects that benefit older adults and people with disabilities. The funds result from collaboration on a 2009 legislative initiative called the *Jobs and Transportation Act Transit Program (JTA)*.

ODOT Public Transit Division announced the availability of these funds in September. Lane Transit District Accessible Services conducted a local solicitation to identify projects to be considered. Eleven (11) grant requests were received with six (6) of the projects being extensions of projects previously identified, ranked, and funded, in part, through the Discretionary Grant Program that was completed earlier in the year. Five grant requests are for new projects. The total amount of money requested was approximately \$3.6 million, which exceeds the amount of funding available by nearly \$935,000.

A Grant Review Committee (made up of members of the Accessible Transportation Committee) met to consider projects and determine factors or strategies to bring project grants in line with the amount of money available. Due to the size of the requests for RideSource operations and for fleet vehicle replacement, these requests were adjusted. Other project budgets were evaluated for reasonableness, accuracy, and priority that resulted in further adjustments. The Review Committee presented its proposed recommendations for funding to the

Accessible Transportation Committee. (Please refer to the attached worksheet).

A public hearing was held on Tuesday, October 20, 2009, during the LTD Accessible Transportation Committee meeting, and the Committee approved the funding recommendation as presented. To allow for the timely submittal of applications, this process was used to determine projects and grant funding requests. The LTD Board is asked to review and approve that recommendation. Any changes requested by the Board will be made as a revision to the original application that was submitted to the ODOT Public Transit Division by the October 30, 2009, deadline.

ATTACHMENT: STO/JTA Grant Application Recommendation Worksheet

PROPOSED MOTION: I move approval of the following resolution:

LTD Resolution No. 2009-025: It is hereby resolved that the LTD Board of Directors approves the LTD Consolidated Grant Applications for Special Transportation Operations and Jobs and Transportation Act Transit Program for Fiscal Year 2010 through Fiscal Year 2011 as submitted.

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**Older Adults and People with Disabilities Program
STO and JTA Grant Recommendation Worksheet**

Ref. #	Agency	Project Description	Total Requests FY2010 & 2011	Accessible Transportation Advisory Committee Recommendation
1	Special Mobility Services, Inc.	SMS Vehicle Preventive Maintenance	51,230	22,710
		5311 - Rural Vehicle Prev. Maintenance	43,290	
		Vehicle PM Project Subtotal	\$94,520	\$22,710
2	Special Mobility Services, Inc.	Americans with Disabilities Act (ADA) Paratransit	2,136,000	1,732,000
		ADA Paratransit Subtotal	\$2,136,000	\$1,732,000
3	Special Mobility Services, Inc.	RideSource Vehicle Replacement (11) (-4)	665,800	439,675
		Oakridge Vehicle Replacement (5) (-1)	213,555	136,370
	South Lane Wheels	Vehicle Replacement - 1 Cottage Grove (4) (-2)	200,995	125,620
	Hilyard Community Center	Vehicle Replacement (1)	62,810	62,810
		Vehicle Replacement Subtotal	1,143,160	764,475
4	St. Vincent De Paul Society	Replacement Vehicle (particia funding; add to previous award)	31,405	31,405
5	Willamalane Senior Center	Replacement Vehicle (particia funding; add to previous award)	34,190	34,190
6	South Lane Wheels	Route-Around Town - New Vehicle Graphis (add to previous award)	7,180	5,000
7	City of Florence	Passenger Shelters and Signage for Rhody Express in Florence	62,445	20,000
8	Lane Transit District	Crucial Connections (limited trips to address service gap)	28,000	25,500
9	Lane Transit District	RideSource Call Center Development	50,000	40,415
10	South Lane Wheels	New Computers, Server & Installation	17,785	0
11	South Lane Wheels	Replace Vehicle Wheelchair Lift	5,540	0
		Other Project Total	\$236,545	\$156,510
		TOTALS	\$3,610,225	\$2,675,695
		Total Grant Funding Available	\$2,675,695	\$2,675,695
		Difference between Total Request and Grant Funding Available	(\$934,530)	\$0

AGENDA ITEM SUMMARY

- DATE OF MEETING:** November 18, 2009
- ITEM TITLE:** PURCHASE OF PROPERTY FOR THE VENETA STATION AND PARK AND RIDE
- PREPARED BY:** Stefano Viggiano, Assistant General Manager
- ACTION REQUESTED:** Approve a resolution authorizing the purchase of property for a station and Park and Ride lot in Veneta
- BACKGROUND:** LTD applied for and was granted funding through the ConnectOregon program to construct a station and a Park and Ride lot in Veneta. LTD staff have been working closely with Veneta officials to identify a suitable site for the station. A site has been selected at the intersection of Broadway and Territorial Road. The property owner is amenable to the sale.
- In order for LTD to purchase property, the Board must approve a resolution declaring a public need for the property. The resolution is attached. Please note that, despite the expectation that this purchase will be negotiated, the resolution authorizes the use of eminent domain. This is standard procedure and does not indicate an expectation that eminent domain will be used in this instance. Once the project is built, the property will be deeded to the City of Veneta.
- ATTACHMENT:** Resolution 2009-026
- PROPOSED MOTION:** I move approval of Resolution No. 2009-026 authorizing Lane Transit District to acquire by purchase or by exercise of the Power of Eminent Domain real property necessary for the Veneta Station and Park and Ride lot.

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RESOLUTION NO. 2009-026

A Resolution Authorizing the Lane Transit District to
Acquire by Purchase Certain Real Property Necessary for Transit Use

WHEREAS, ORS 267.200(2) and ORS 267.225(2) authorize and empower Lane Transit District (“LTD”) to acquire by condemnation, purchase, lease, devise, gift, or voluntary grant real and personal property or any interest therein located inside the boundaries of its transit district.

WHEREAS, LTD is in the process of working with local, state, and federal agencies in the planning and construction of a Park and Ride Station in the City of Veneta, which will help accommodate the transportation needs of the people of the cities of Veneta, Eugene, and Springfield.

WHEREAS, the Project is planned and will be located in a manner that is most compatible with the greatest public good and the least private injury.

WHEREAS, the Project is in compliance with and in furtherance of adopted LTD plans and policies, including, but not limited to, increasing transit ridership, improving neighborhood livability and environment, overall enhancing the public transit services for the District, and is for the benefit and general welfare of the public.

WHEREAS, ORS 35.235 requires the Board, first, to declare by resolution the necessity of the acquisition of real property and the purpose for which it is required, and then to attempt to agree with the owner with respect to the compensation to be paid; therefore, and the damages, if any, for the taking thereof.

WHEREAS, for the accomplishment of the Project, it may be necessary that LTD have the ability to obtain the immediate right of possession to certain parcels of real property described in this Resolution.

NOW, THEREFORE, based upon the above findings, which are incorporated herein by reference and hereby adopted, LTD does find, declare, and adopt:

1. That for the accomplishment of the Project, there is needed and required certain interests in or fee simple title to a certain parcel of real property located at the southwest corner of Territorial Road and Broadway Avenue in Veneta, Oregon, identified by the Lane County Assessor’s office as Map 17-06-36-14, Tax Lot 4500, Lane County, Oregon.

2. That the Project is necessary for the public interest and has been planned, designed, located, and will be constructed in a manner that will be most compatible with the greatest public good and the least private injury and is authorized under the rules and ordinances of LTD, the laws of the state of Oregon, and all applicable federal laws.

3. That in the event immediate possession of the Real Property is deemed necessary, LTD's General Manager or his designee(s) shall have the authority to undertake any and all lawful steps that may be required in order to take such possession.

4. That LTD staff and/or its designees are authorized and directed, with the cooperation and assistance of Lane County, to obtain all necessary appraisals and to make further attempts to agree with the owners of the Real Property and any other persons in interest as to the just compensation to be paid for the Real Property and damages, if any, for the taking thereof, and LTD's General Manager or his designee is authorized to make a binding agreement providing such just compensation.

5. That the LTD Board hereby ratifies all offers to purchase all rights, title, and interest in the Real Property that have been previously made in connection with the Project.

6. That in the event no satisfactory agreement is reached between the Real Property owners and LTD, LTD, through its legal counsel, is authorized to commence and prosecute to final determination such legal proceedings, including proceedings in eminent domain, as may be necessary to obtain immediate possession of and to acquire the Real Property.

7. That there is hereby authorized the creation of a fund in the amount estimated to be the just compensation for the Real Property, which, if necessary, shall be deposited with the clerk of the court in which the eminent domain action is commenced.

8. That the LTD Board declares that the Real Property described in Section 1 above shall be used by LTD for public purposes at the earliest possible date and, in any event, no later than two (2) years from the date this Resolution is adopted by LTD.

9. That the General Manager or his designee(s) is authorized to execute any and all necessary documents and to take such other steps on behalf of LTD as necessary to carry out the intent of this Resolution.

Adopted by the Lane Transit District Board of Directors on the 18th day of November, 2009.

Date Adopted

President, Board of Directors

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AGENDA ITEM SUMMARY

- DATE OF MEETING:** November 18, 2009
- ITEM TITLE:** LTD SALARIED EMPLOYEES' RETIREMENT PLAN AMENDMENT
- PREPARED BY:** Mary Adams, Director of Human Resources and Risk Management
- ACTION REQUESTED:** The Board is asked to approve an amendment to the LTD Salaried Employees' Retirement Plan that would allow an employee to retire and then continue to work in very specific cases and under certain circumstances.
- BACKGROUND:**
- There are times when it would be in the best interest for LTD to ask retiring employees to continue some portion of their work duties for a specific and limited time after their scheduled retirement dates. This practice is common for public employers (PERS). The LTD Salaried Employees' Retirement Plan does not allow employees to work past their retirement dates under any circumstances. This amendment would give the District the flexibility to ask a retiring administrative employee to work beyond his/her retirement date when it is in the best interests of the District to do so.
- This amendment to the retirement plan is only for a limited duration; it would expire on December 31, 2010. Effective January 1, 2011, the IRS is implementing a new set of regulation that may affect LTD's ability to continue to employ someone beyond his/her retirement date. Moreover, this is a new option for LTD, so we can test the concept during this next year to determine its costs and benefits. We may choose not to continue this option even if the IRS regulations allow us to do so.
- The amendment follows the PERS model. It allows the continued employment of a retired employee only for 1039 hours in a 12-month period, i.e., half time for twelve months or full time for six months. Trust Attorney Everett Moreland will attend the meeting to explain the changes and to advise the Board on the benefits and potential risks of this change in light of pending future IRS rule changes.
- ATTACHMENT:** Seventh Amendment to the Restatement of the Lane Transit District Salaried Employees' Retirement Plan Dated June 19, 2002
- RESULTS OF RECOMMENDED ACTION:** Approval of this amendment would give the District the discretion to ask an employee to work past his/her retirement date under specific and limited circumstances.

PROPOSED MOTION: I move approval of LTD Resolution No. 2009-027:

The LTD Board of Directors hereby approves the Seventh Amendment to the Lane Transit District Salaried Employees' Retirement Plan as stated in the attached document and directs the General Manager to sign the Seventh Amendment on behalf of LTD.

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SEVENTH AMENDMENT TO THE RESTATEMENT OF THE
LANE TRANSIT DISTRICT SALARIED EMPLOYEES' RETIREMENT PLAN
DATED JUNE 19, 2002

The restatement of the LANE TRANSIT DISTRICT SALARIED EMPLOYEES' RETIREMENT PLAN dated June 19, 2002, as that restatement has been amended through the Sixth Amendment dated June 18, 2008, is amended as follows effective for Benefit Commencement Dates (as defined in this Seventh Amendment) after November 18, 2009:

1. Recitals C.(2) through (8) are renumbered as Recitals C.(3) through (9), and the following new Recital C.(2) is added immediately after Recital C.(1):

(2) The changes made to Section VII in the November 18, 2009, Seventh Amendment to the restatement of the Lane Transit District Salaried Employees' Retirement Plan dated June 19, 2002, apply to Benefit Commencement Dates after November 18, 2009, except that Section 7.2 as changed in that Seventh Amendment determines the normal retirement age and the normal retirement date of only a Member or Inactive Member who is an Employee on any date after June 30, 1999.

2. Section 1.1 is amended to read:

1.1 "Actuarial Equivalent" - Equality in value of the expected payments under different forms of benefit distribution considering expected mortality and interest earnings on the basis of tables adopted by the Trustee designated in Exhibit A attached hereto and incorporated by reference herein. However:

(A) The reduction factors specified in Section 8.2.1 will be used to determine Actuarial Equivalent for purposes of the provisions in Sections 8.1.2 and 8.2.1 regarding early retirement; and

(B) Where a Member's or Inactive Member's normal retirement age is used to determine Actuarial Equivalent and the Member has not attained normal retirement age, the Member's normal retirement age will be determined (for the purpose of determining Actuarial Equivalent) without regard to the provision in Section 7.2.1(B) that the Member's normal retirement age is the date (if the date occurs before the Member attains age 60 and the Member is an Employee after November 18, 2009) the Member has attained age 56 and accrued 30 Vesting Credits.

3. The following new Section 1.2A is added immediately after Section 1.2:

1.2A "Benefit Commencement Date" - The date as of which payment of the Member's benefits under Section VIII or IX commence.

4. Section VII is amended to read:

SECTION VII
RETIREMENT DATES; REEMPLOYMENT AFTER RETIREMENT

7.1 When Retirement Benefits May and Must Commence. A Member's or Inactive Member's retirement benefits under Section VIII may commence as provided in Section 7.1.1 or Section 7.4 and must commence no later than allowed by Section 7.1.2, but may be paid earlier in a lump sum as provided in Section 8.8.

7.1.1 Elected Commencement After Early Retirement Age and Employment Termination. The retirement benefits under Section VIII of a Member or Inactive Member whose employment with Employer, and with all employers aggregated with Employer under any of IRC Section 414(b), (c), (m), and (o), has permanently terminated may commence as of the first day of a calendar month if that first day is after the date the Member attains early retirement age and the date of such termination and at least 30 days and not more than 90 days after the date the Member files written application therefor with Trustee.

7.1.2 Required Commencement After Normal Retirement Age and Employment Termination. A Member's or Inactive Member's retirement benefits under Section VIII must commence no later than as of the first day of the calendar month next after the date the Member attains normal retirement age or, if later, the date of the permanent termination of the Member's employment with Employer.

7.2 Normal Retirement.

7.2.1 Normal Retirement Age. A Member's or Inactive Member's normal retirement age is the date the Member:

(A) Commencement Before January 1, 2010. Attains age 60, with respect to the Member's benefits under Section VIII that commence as of a date before January 1, 2010;

(B) Commencement After December 31, 2009, and Before July 1, 2013. Attains age 60 or (if earlier and the Member is an Employee after November 18, 2009) has attained age 56 and accrued 30 Vesting Credits, with respect to the Member's benefits under Section VIII that commence as of a date after December 31, 2009, and before July 1, 2013; or

(C) Commencement After June 30, 2013. Attains age 62, with respect to the Member's benefits under Section VIII that commence as of a date after June 30, 2013.

A Member or Inactive Member may have (1) a normal retirement age under Section 7.2.1(B) with respect to the Member's benefits under Section VIII that commence because of the Member's election of a Benefit Commencement Date under Section 7.4 and (2) a normal retirement age under Section 7.2.1(C) with respect to the Member's benefits under Section VIII that commence after the Member's employment with Employer has permanently terminated.

7.2.2 Normal Retirement Date. A Member's or Inactive Member's normal retirement date is the first day of the calendar month next after the date the Member attains normal retirement age.

7.3 Early Retirement Age; Eligible for Early Retirement. A Member's or Inactive Member's early retirement age is the date the Member has accrued 30 Vesting Credits or has

attained the age of 55 years and accrued five Vesting Credits. A Member or Inactive Member becomes "eligible for early retirement" on the first day of the calendar month next after the date the Member attains early retirement age.

7.4 Benefits Commencing During Employment and During 2010. A Member or Inactive Member may elect a Benefit Commencement Date under this Section 7.4 if:

(A) Employer and the Member enter into a mutual written agreement (and Employer has absolute authority to withhold its agreement) that the Member may continue as an Employee on and after the Member's elected Benefit Commencement Date under this Section 7.4;

(B) The Member will have accrued 30 Vesting Credits before the Member's elected Benefit Commencement Date under this Section 7.4;

(C) The Member elects, by written application therefor filed with the Trustee, to commence the Member's retirement benefits under Section VIII as of the first day of a calendar month during calendar year 2010;

(D) The Member's elected Benefit Commencement Date under this Section 7.4 is (1) after the date the Member attains normal retirement age, (2) on or before the date of the permanent termination of the Member's employment with Employer, and (3) at least 30 days and not more than 90 days after the date the Member files the application with the Trustee; and

(E) The Member states irrevocably in writing that the Member will permanently terminate employment with Employer by December 31, 2010, or, if earlier, before working more than 1,039 hours (as determined by Employer) for Employer on or after the Member's elected Benefit Commencement Date under this Section 7.4. The writing must be in a form satisfactory to Employer, must be signed by the Member, and must be received by Employer. The number of hours the Member works for Employer on or after the Member's elected Benefit Commencement Date under this Section 7.4 will be as determined by Employer.

Except as expressly stated otherwise in the written mutual agreement between Employer and the Member, neither the writing referred to in Section 7.4(E) nor the mutual written agreement shall be held or construed to confer upon the Member any right to continue as an Employee until the date by which the writing requires the Member to permanently terminate employment with Employer, and Employer expressly reserves the right to discharge the Member at any time. No Employee has or shall acquire any right, contractual or otherwise, to continue as an Employee on and after the Member's elected Benefit Commencement Date under this Section 7.4.

7.4.1 A Member May Elect under this Section 7.4 Only Once. A Member or Inactive Member may elect a Benefit Commencement Date under this Section 7.4 only once.

7.4.2 Coordination with Sections 8.1.1(C)(2) and 13.2.5. The year that includes the day before a Member's or Inactive Member's elected Benefit Commencement Date under this Section 7.4 will be treated as "the year the Member terminates employment with Employer" as that phrase is used in Section 8.1.1(C)(2)(b) for the purpose of applying Section 8.1.1(C)(2)(b). The day before a Member's or Inactive Member's elected Benefit Commencement Date under this Section 7.4 will be treated as "the date the Member terminates employment with Employer" as that phrase is used in Section 8.1.1(C)(2)(c) for the purpose of applying Section 8.1.1(C)(2)(c). The day before a Member's or Inactive Member's elected Benefit Commencement Date under this Section 7.4 will be

treated as the date of the Member's "permanent termination of employment" as that term is used in Section 13.2.5 for the purpose of applying 13.2.5.

7.5 Employment After Retirement. If a retired or former Member is employed or reemployed by Employer, the Member's retirement benefits in pay status, if any, will continue during the period of the employment or reemployment and this Section 7.5 will apply to the Member.

7.5.1 If No Benefit under Section VIII Previously Paid or Commenced. If no benefit under Section VIII has previously been paid or commenced to the Member, Sections VIII and IX will apply to the Member by considering all the Member's Benefit Credits and Vesting Credits (except those forfeited under Section 5.3 and not reinstated under Section 5.4) and determining the Member's Final Average Annual Salary based on all the Member's periods of employment with Employer (except periods for which the Member's Benefit Credits and Vesting Credits have been forfeited under Section 5.3 and not reinstated under Section 5.4).

7.5.2 If Benefit under Section VIII Previously Paid Only in a Lump Sum. If a benefit under Section VIII was paid to the Member in a lump sum and a monthly benefit under Section VIII has not previously commenced to the Member, Sections VIII and IX will apply to the Member by considering all the Member's Benefit Credits and Vesting Credits (except those forfeited under Section 5.3 and not reinstated under Section 5.4) and determining the Member's Final Average Annual Salary based on all the Member's periods of employment with Employer (except periods for which the Member's Benefit Credits and Vesting Credits have been forfeited under Section 5.3 and not reinstated under Section 5.4), but by reducing the Member's benefits by the Actuarial Equivalent of the lump-sum payments previously made to the Member under Section VIII.

7.5.3 If Benefit under Section VIII Previously Commenced in Monthly Payments. Despite any contrary provision of this Plan, if a monthly benefit under Section VIII has previously commenced to the Member (the Member's "benefits in pay status"), this Section 7.5.3 will apply to the Member.

(A) No Death Benefit. No benefit will be paid under Section 8.2.2 (about early retirement death benefit of former Employee) or 8.5 (about Employee death benefit) with respect to either the Member's benefits in pay status or the Member's additional benefits, if any, earned on or after the Benefit Commencement Date of the Member's benefits in pay status.

(B) No Change to Benefits in Pay Status. The Member's benefits in pay status will continue to the extent provided in Section 8.6.1, will not be affected by additional Vesting Credits or Benefit Credits earned or projected, or changes in the Member's Final Average Annual Salary, on or after the Benefit Commencement Date of the Member's benefits in pay status, and will not be recomputed under Section 8.1.1(C) or any other part of Section 8.1.

(C) The Commencement Date and Payment Form for the Benefits Not Yet in Pay Status. The Member's benefits under Sections VIII and IX, if any, earned on or after the Benefit Commencement Date of the Member's benefits in pay status will commence:

(1) Commencement Date. As of the date provided in this Plan as if the Member had not previously commenced retirement benefits under Section VIII; and

(2) Payment Form. In the form in which the Member's benefits in pay status are being paid, and if they are being paid in the form of a joint and survivor annuity, neither the percentage to be paid to the Member's joint annuitant

nor the identity of the joint annuitant will change, even if the joint annuitant has died or become separated or divorced from the Member.

(D) The Amount of the Benefits Not Yet in Pay Status. The amount of the Member's benefits under Sections VIII and IX earned on or after the Benefit Commencement Date of the Member's benefits in pay status will be determined under Sections VIII and IX by:

(1) Benefit Credits. Considering only the Member's Benefit Credits that are attributable to only the Member's hours of service (as defined in Section 5.2.2) credited (or projected in the case of Section IX) for periods on or after the Benefit Commencement Date of the Member's benefits in pay status (but the Member's Benefit Credit for the Plan Year that includes the Benefit Commencement Date of the Member's benefits in pay status will be determined by considering all the Member's hours of service credited for that Plan Year and deducting the Member's Benefit Credit for that Plan Year that was included under Section 8.1.1(A) in determining the Member's benefits in pay status);

(2) Vesting Credits. Considering all the Member's Vesting Credits;

(3) Final Average Annual Salary. Determining the Member's Final Average Annual Salary based on all the Member's periods of employment with Employer (except periods for which the Member's Benefit Credits and Vesting Credits have been forfeited under Section 5.3 and not reinstated under Section 5.4);

(4) 1.67% Formula Benefit in Section 8.1.1(A). Treating the amount of the Member's formula benefit in Section 8.1.1(A) (which is 1.67% of the Member's Final Average Annual Salary multiplied by the sum of all Benefit Credits) as being zero if the Member's benefits in pay status are based on the Member's formula benefit in Section 8.1.1(C) and before the Benefit Commencement Date of the Member's benefits in pay status the Member had accrued 25 or more Benefit Credits;

(5) 3% Formula Benefit in Section 8.1.1(C). Determining the Member's formula benefit in Section 8.1.1(C) (which is 3% of the Member's Final Average Annual Salary multiplied by the sum (not to exceed 25) of all Benefit Credits, less the Member's Primary Social Security Benefit) by deducting the Member's Primary Social Security Benefit, even though the Member's formula benefit in Section 8.1.1(C) as of the Benefit Commencement Date of the Member's benefits in pay status was also determined by deducting the Member's Primary Social Security Benefit;

(6) Coordination with Section 8.1.1(C)(2). Determining "the year the Member terminates employment with Employer" as that phrase is used in Section 8.1.1(C)(2)(b) for the purpose of applying Section 8.1.1(C)(2)(b), and "the date the Member terminates employment with Employer" as that phrase is used in Section 8.1.1(C)(2)(c) for the purpose of applying Section 8.1.1(C)(2)(c), based on the most recent date the Member terminates Employment with Employer;

(7) Reduction to Avoid Duplication of Benefits. Reducing the amount, based on the above provisions of this Section 7.5.3(D), of the Member's benefits under Sections VIII and IX earned on or after the Benefit Commencement Date of the Member's benefits in pay status, to the extent the sum of that amount

plus the amount of the Member's benefits in pay status would exceed the limitation in Section 7.5.4(A); and

(8) Reduction for Monthly Benefit Payments Received. Reducing the amount, based on the above provisions of this Section 7.5.3(D), of the Member's benefits earned on or after the Benefit Commencement Date of the Member's benefits in pay status by the Actuarial Equivalent of the in-service distribution of benefits to the Member to the extent allowed by 29 United States Code 623(i)(3)(A).

(E) Examples.

(1) Example 1--Member Terminates Employment Before Dying. Assume that (i) the Member elects a Benefit Commencement Date under Section 7.4, (ii) the Member's retirement benefits under Section VIII that commence as of the Member's elected Benefit Commencement Date under Section 7.4 are paid in the form of a 50% joint and survivor annuity, with spouse A as the joint annuitant, (iii) on and after the Member's elected Benefit Commencement Date under Section 7.4 the Member earns additional benefits,¹ divorces spouse A, and marries spouse B, and (iv) the Member permanently terminates employment with Employer on December 31, 2015, after attaining age 63 and is living on January 1, 2016. The Member's additional benefits earned on and after the Benefit Commencement Date of the Member's benefits in pay status will commence as of January 1, 2016, in the form of a 50% joint and survivor annuity with spouse A as the joint annuitant. The Member's benefits in pay status will continue to be paid in the form of a 50% joint and survivor annuity with spouse A as the joint annuitant.

(2) Example 2--Member Dies Before Terminating Employment. Assume the same facts as in Example 1 except that the Member dies while an Employee and before commencing the Member's additional benefits earned on and after the Benefit Commencement Date of the Member's benefits in pay status. Section 8.5 will apply to neither the Member's benefits in pay status nor the Member's additional benefits earned on and after the Benefit Commencement Date of the Member's benefits in pay status. If spouse A survives the Member, payments will commence under Section 8.6.1 to spouse A, in payment of spouse A's joint annuitant benefit under the 50% joint and survivor annuity for the Member's additional benefits earned on and after the Benefit Commencement Date of the Member's benefits in pay status. If spouse A survives the Member, the Member's benefits in pay status will continue to be paid in the form of a 50% joint and survivor annuity with spouse A as the joint annuitant.

¹This assumption that the Member earns additional benefits is only for the purpose of illustration. Section 7.5.3(D) most likely would prevent the Member in this example from earning additional benefits.

7.5.4 No Duplication of Benefits.

(A) In no event will any Member or Inactive Member receive a duplication of benefits as a result of the Member's termination of employment and reemployment or commencement of benefits and reemployment or continued employment. Therefore, a Member's or Inactive Member's total benefits under this Plan will not exceed those benefits to which the Member would have been entitled if all of the Member's periods of employment with Employer had been one continuous period without interruption (but excluding periods for which the Member's Benefit Credits and Vesting Credits have been forfeited under Section 5.3 and not reinstated under Section 5.4).

(B) The limitation in Section 7.5.4(A) will be applied by converting all benefit payments to the same form of benefit payment.

(C) If the Member's benefits that commenced as of an earlier Benefit Commencement Date were reduced under Section 1.1 or 8.2.1, the limitation in Section 7.5.4(A) will be determined by increasing the amount of those benefits to the amount they would be if commenced on the Benefit Commencement Date of the Member's benefits to which this Section 7.5.4 is being applied.

(D) If the Member elects a Benefit Commencement Date under Section 7.4 and this Section 7.5.4 is being applied to determine the amount of the Member's benefits as of a later Benefit Commencement Date, the limitation in Section 7.5.4(A) will be determined as if the Member had not elected a Benefit Commencement Date under Section 7.4.

(E) The limitation in Section 7.5.4(A) will not be applied to increase the amount of the Member's benefits.

5. In Section 9.3, "normal retirement benefit" is replaced with "retirement benefit".

6. Section 10.5.1(B) is amended to read:

(B) Effective for distributions made after December 31, 2005: Upon written notice to the Trustee, a Member or Inactive Member may withdraw the Member's Voluntary Contribution Account at any time while an Employee. Partial withdrawals while an Employee will not be permitted. A Member's or Inactive Member's Employer Contribution Account and Voluntary Contribution Account will be distributed to the Member as soon as administratively feasible after the earlier of permanent termination of the Member's employment with Employer or the Member's elected Benefit Commencement Date under Section 7.4, but only after the Member elects to receive the distribution.

7. Section 10.5.3(B) is amended to read:

(B) In the case of a Member or Inactive Member who terminates employment with Employer upon or after attaining age 55 or has a Benefit Commencement Date under Section 7.4, a lump sum, any form of annuity, specified periodic installments over a specified period of time, a combination of such forms, or any other form approved by the Trustee, to the extent such forms are (1) made available by the provider of the investment arrangements in which the Account is invested and (2) elected by the Member or Inactive Member in accordance with procedures established by the Trustee.

8. Section 13.2.5 is amended to read:

13.2.5 For periods beginning before a Member's or Inactive Member's permanent termination of employment with Employer, the amounts payable to the Member's alternate payee will be determined:

(A) Using the interest rate and mortality table specified in Section 1.1, not the factors specified in Section 8.2 or the provision in Section 8.2 for no reduction; and

(B) By treating the Member's normal retirement age, with respect to payments that commence as of a date after June 30, 2013, as age 60, but only if the Member is an Employee on any date after June 30, 1999.

LANE TRANSIT DISTRICT

By:

Mark Pangborn, General Manager
Signed this November 18, 2009

AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 2009

ITEM TITLE: PENSION PLAN TRUSTEE APPOINTMENT

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

ACTION REQUESTED: The Board is asked to appoint Board Member Dean Kortge as Trustee to both the LTD Salaried Employees' Retirement Plan and the Lane Transit District and Amalgamated Transit Union Local 757 Pension Trust.

BACKGROUND: The Board has appointed a member to serve as Trustee to the Lane Transit District/Amalgamated Transit Union Pension Trust and the LTD Salaried Employees' Retirement Plans since each plan began. The trustee's role is defined in the pension plan documents. Mr. Kortge would replace Board Member Gerry Gaydos, who will leave the Board when his term expires on January 2, 2010.

ATTACHMENT: None

RESULTS OF RECOMMENDED ACTION: Approval of this resolution would allow Mr. Kortge to serve as Pension Trustee for an indefinite period.

PROPOSED MOTION: I move approval of LTD Resolution No. 2009-028:

The LTD Board of Directors hereby approves the appointment of Board Member Dean Kortge to the position of Pension Trustee, to represent the Board of Directors on the Lane Transit District and Amalgamated Transit Union Local No.757 Pension Trust and the Lane Transit District Salaried Employees' Retirement Plan.

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 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. **Board Human Resources Committee:** The Board Human Resources Committee is composed of Chair Mike Dubick and Board members Dean Kortge and Gerry Gaydos. At the October 20 meeting, the Committee met in Executive Session to evaluate the employment-related performance of the general manager.
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. At the special October 20 meeting, the Committee received a status update on the Franklin, Gateway, and West Eugene EmX (WEE) projects. The majority of meeting time pertained to the West Eugene project, including progress toward avoiding and minimizing project impacts. Regarding WEE, the meeting also included review of recent designs, analysis of feedback from one-on-one meetings with businesses and property owners, status of travel demand forecasting, and the project schedule. The next meeting will be held sometime in March 2010.

3. **West Eugene EmX Extension Corridor Committee (WEECC):** 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 November 4 to review the Locally Preferred Alternative (LPA) decision process and the formation of the Joint LPA Committee. Status of current design options and public outreach also were discussed.
4. **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 November 12 centered on establishing a recommendation for an STP-U framework that would be used at the December 10 meeting to allocate STP-U funds.

NO MEETINGS HELD

1. **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 the week of December 7.
2. **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 December 10.
3. **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 OF MEETING: November 18, 2009

ITEM TITLE: IMPACT OF FARES ON EmX RIDERSHIP

PREPARED BY: Stefano Viggiano, Assistant General Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: EmX operated without charging fares from the start of service in January 2007 until September 8, 2009. Since September 8, fares have been required to ride EmX. If riders do not have a valid pass (such as a monthly pass, group pass, or day pass), they must purchase a fare instrument from ticket vending machines located on each of the EmX platforms. Fare enforcement is accomplished through random fare checking.

October provides the first full month to evaluate the impact of fares on EmX ridership. October 2009 monthly boardings data is as follows:

	<u>2008</u>	<u>2009</u>	<u>Percent Change</u>
System	1,205,074	1,139,857	-5.4%
EmX	163,326	147,825	-9.5%

If it is assumed that EmX ridership follows the same trend as system-wide ridership, the difference in EmX ridership compared to system ridership can be assumed to be the result of charging fares. The October 2009 data suggests that the impact of charging fares on EmX resulted in a loss of approximately 4 percent in ridership. This is about what had been expected. It had been estimated that 9 percent of EmX riders actually received a free ride. The vast majority of EmX riders has a pass of some sort or transfer to or from another bus (and would have paid a fare on that bus).

It should be stressed that these are preliminary results using just one full month of data and are based on the simplistic assumption that EmX ridership and system ridership trend in a similar fashion. Staff will continue to collect and analyze data and will provide a more complete report on the impact of charging EmX fares in January 2010. That report will include information of fare revenue generated by the EmX system.

ATTACHMENTS: None.

PROPOSED MOTION: None.

AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 2009

ITEM TITLE: OCTOBER FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

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

Passenger fares are essentially the same for the first four months of the new year compared to the same period last year, and are down \$75,000 versus budget. The negative variance is the result of ridership losses, which began last winter and continued through October. Passenger boardings for the rolling twelve-month period, which ended October 31, decreased 5.1 percent over the previous period, a bigger decrease than the 3.5 percent reported last month.

Group pass receipts are down due to the lack of a contract with Associated Students of the University of Oregon (ASUO). Normally, the contract covering each academic year is finalized before or at the beginning of the year and first academic quarter pass revenue has been billed and accrued. As of November 11, efforts to finalize a new contract have been unsuccessful, although it is ASUO's intention to continue group pass participation and finalize a contract in the next few weeks. Lane Transit District expects at least \$250,000 from fall term fees. Had there been a contract on October 31, this revenue source would have shown a positive variance in comparison to the previous year and to current-year budget.

Payroll tax receipts are down 6.7 percent versus last year and down 8.6 percent versus current-year budget. On the surface, these results appear to be a significant improvement over the results reported for September. However, an investigation revealed that a major taxpayer paid the quarterly taxes due by October 31 much earlier in the month. As a result, the Oregon Department of Revenue was able to disburse the receipts to LTD in October instead of early November. As of November 11, payroll tax receipts are down 12 percent versus the previous fiscal year, a slight improvement over the previous month but not an indication of local economic recovery.

Self-employment receipts coincide with State tax payment deadlines, none of which occurred in October. 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.

Through October, Lane Transit District had received about \$1.2 million of an anticipated total of \$3.2 million in American Recovery and Reinvestment Act (stimulus) grant funds in support of vehicle preventive maintenance.

Interest income has fallen due to low rates of return and a reduction in cash available for investment. The Local Government Investment Pool was returning 0.75 percent on October 30, 2009, unchanged from September.

Total personnel services expenditures, the largest category of operating expense, show a 0.5 percent increase compared to the previous year. This lack of growth 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 four 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. Information Technology service agreements were budgeted evenly over the fiscal year, but many agreements were required to be paid in full early in the fiscal year resulting in a \$102,000 current negative variance that will be gone by fiscal year end.

Fuel prices continued to drift upward in October. 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 \$2.21 on October 22. The average price per gallon of bus fuel is \$1.97 through October 31. 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 October, but payroll tax receipts remain a significant concern.

The Transportation Options Fund activities are generally as expected through the first four 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 four months 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 October. All five of the vehicles that will provide Gateway EmX Extension service beginning January 9, 2011, were received by Lane Transit District by the end of September. Work also continued on the West Eugene EmX Extension.

In December, Board members will receive the FY 2008-09 Comprehensive Annual Financial Report (CAFR) as an enclosure with the informational packet. (The regular December Board meeting has been tentatively canceled.) A representative of Grove, Mueller and Swank, LTD's independent audit firm, will attend the January Board meeting and present audit results.

ATTACHMENTS:

Attached are the following financial reports for October 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

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Lane Transit District
Operating Financial Report
For the Fiscal Period Ending 10/31/2009 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	1,439,866	4,507,800	1,427,197	31.7%	-0.9%
Group Pass	521,097	2,030,500	488,093	24.0%	-6.3%
Advertising	86,000	264,000	88,000	33.3%	2.3%
Special Service	418,399	735,700	307,448	41.8%	-26.5%
Miscellaneous	48,024	179,500	31,466	17.5%	-34.5%
Total Operating	<u>2,513,386</u>	<u>7,717,500</u>	<u>2,342,204</u>	30.3%	-6.8%
Payroll Tax (cash basis)	6,672,336	23,327,600	6,223,409	26.7%	-6.7%
Self-employment Tax (cash basis)	204,430	1,400,000	186,281	13.3%	-8.9%
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	1,234,777	38.6%	N/A
Operating Grants	21,381	1,025,000	18,176	1.8%	-15.0%
Total Taxes & Grants	<u>7,229,411</u>	<u>30,354,100</u>	<u>8,019,248</u>	26.4%	10.9%
Interest Income	148,274	150,000	25,339	16.9%	-82.9%
Sale of Assets	-	-	-	N/A	N/A
Transfer from Commuter Solutions Fund	-	-	-	N/A	N/A
Total Revenues & Other Sources	<u>9,891,071</u>	<u>38,221,600</u>	<u>10,386,791</u>	27.2%	5.0%
Expenditures & Other Uses					
Personnel Services					
Administration	2,806,456	9,158,000	2,745,388	30.0%	-2.2%
Administration - Contra Payroll	(545,173)	(1,634,500)	(541,576)	33.1%	-0.7%
Administration - Net	<u>2,261,283</u>	<u>7,523,500</u>	<u>2,203,812</u>	29.3%	-2.5%
Contract	5,862,888	18,911,800	5,960,490	31.5%	1.7%
Total Personnel Services	<u>8,124,171</u>	<u>26,435,300</u>	<u>8,164,302</u>	30.9%	0.5%
Materials & Services					
General Administration	60,574	177,800	44,275	24.9%	-26.9%
Government Relations	78,131	125,800	73,267	58.2%	-6.2%
Finance	31,141	134,800	42,820	31.8%	37.5%
Information Technologies	271,231	570,900	305,428	53.5%	12.6%
Human Resources	48,725	334,400	58,389	17.5%	19.8%
Service Planning	5,867	10,000	3,942	39.4%	-32.8%
Marketing	201,316	309,900	140,288	45.3%	-30.3%
Graphics	6,588	14,600	3,077	21.1%	-53.3%
Accessible Services	1,425	37,000	-	0.0%	-100.0%
Planning & Development	8,917	19,700	3,206	16.3%	-64.0%
point2point Solutions	70	-	-	N/A	-100.0%
Facilities Services	290,552	854,500	228,527	26.7%	-21.3%
Transit Operations	191,110	631,200	163,181	25.9%	-14.6%
Customer Service Center	7,860	27,700	11,882	42.9%	51.2%
Maintenance	1,562,217	3,437,300	1,061,977	30.9%	-32.0%
Insurance / Liability Costs	271,088	1,267,600	460,242	36.3%	69.8%
Transportation Options Transfer	5,000	5,000	5,000	100.0%	0.0%
Accessible Services Transfer	605,230	1,900,000	1,012,612	53.3%	67.3%
Capital Transfer	584,000	-	-	N/A	-100.0%
Total Materials & Services	<u>4,231,042</u>	<u>9,858,200</u>	<u>3,618,113</u>	36.7%	-14.5%
Total Expenditures & Other Uses	<u>12,355,213</u>	<u>36,293,500</u>	<u>11,782,415</u>	32.5%	-4.6%
Excess (Deficiency) of Revenues Over Expenditures	<u>(2,464,142)</u>	<u>1,928,100</u>	<u>(1,395,624)</u>		43.4%
Net to Fund	<u>(2,464,142)</u>	<u>1,928,100</u>	<u>(1,395,624)</u>		43.4%



**Lane Transit District
General Fund
Comparative Balance Sheets
October 31, 2009 and June 30, 2009
Unaudited**

	Current Balance	Balance 06/30/09
ASSETS		
Cash & Investments	\$ 6,797,551	\$ 7,990,388
Receivables	1,404,813	1,537,183
Accrued Payroll Taxes Receivable	4,826,000	4,826,000
Due from Other Governments	-	440,207
Inventory of Parts and Supplies	1,823,616	1,831,649
Prepaid Expenses	430,407	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>\$ 107,736,375</u>	<u>\$ 109,786,038</u>
LIABILITIES		
Accounts Payable	\$ -	\$ 388,963
Accrued Payroll Related Payable	823,159	1,005,824
Unearned Revenue	265,663	61,892
Liability Claims/Other Payable	303,556	589,737
CAL/Sick Accrual	3,287,339	3,287,339
Net OPEB Obligation	635,353	635,353
Total Liabilities	<u>5,315,070</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	71,081,655	71,081,655
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>(1,395,624)</u>	<u>(4,922,211)</u>
Ending Fund Balance	<u>(1,332,660)</u>	<u>62,964</u>
Total Reserves & Fund Balances	<u>102,421,305</u>	<u>103,816,929</u>
Total Liabilities & Fund Balance	<u>\$ 107,736,375</u>	<u>\$ 109,786,038</u>



**Lane Transit District
Transportation Options Fund
Comparative Balance Sheets
October 31, 2009 and June 30, 2009
Unaudited**

	Current Balance	Balance 06/30/09
ASSETS		
Cash & Equivalents	\$ 62,224	\$ 211,768
Receivables	-	55,100
Prepaid Expenses	7,530	-
Total Assets	<u>\$ 69,754</u>	<u>\$ 266,868</u>
LIABILITIES		
Accounts Payable	\$ 0	\$ 11,991
Total Liabilities	<u>0</u>	<u>11,991</u>
RESERVES & BALANCES		
Fund Balance	254,877	370,138
Excess (Deficiency) of Revenues Over Expenditures	<u>(185,123)</u>	<u>(115,261)</u>
Ending Fund Balance	<u>69,754</u>	<u>254,877</u>
Total Liabilities & Fund Balances	<u>\$ 69,755</u>	<u>\$ 266,868</u>



Lane Transit District
Accessible Services Fund
Comparative Balance Sheets
October 31, 2009 and June 30, 2009 (Restated, As If)
Unaudited

	Current Balance	Balance 6/30/2009 Restated, As If
ASSETS		
Cash & Investments	\$ 377,310	235,555
Receivables	-	75
Grants Receivable	-	122,582
Total Assets	\$ 377,310	358,212
LIABILITIES		
Accounts Payable	\$ 179,751	140,348
Oakridge Program Reserves	59,350	62,412
Unearned Revenue	159,494	-
Total Liabilities	398,595	202,760
RESERVES & BALANCES		
Fund Balance	155,452	104,712
Excess (Deficiency) of Revenues Over Expenditures	(176,738)	50,740
Ending Fund Balance	(21,286)	155,452
Total Liabilities & Fund Balances	\$ 377,309	358,212



**Lane Transit District
Medicaid Fund
Comparative Balance Sheets
October 31, 2009 and June 30, 2009 (Restated, As If)
Unaudited**

	Current Balance	Balance 6/30/2009 Restated, As If
ASSETS		
Cash & Investments	\$ 256,674	378,351
Receivables	352,060	255,368
Grants Receivable	-	-
Total Assets	<u>\$ 608,734</u>	<u>633,719</u>
LIABILITIES		
Accounts Payable	\$ 42,583	138,304
Medicaid Medical Reserves	373,233	347,948
Total Liabilities	<u>415,816</u>	<u>486,252</u>
RESERVES & BALANCES		
Fund Balance	147,467	147,467
Excess (Deficiency) of Revenues Over Expenditures	45,451	-
Ending Fund Balance	<u>192,918</u>	<u>147,467</u>
Total Liabilities & Fund Balances	<u>\$ 608,734</u>	<u>633,719</u>



**Lane Transit District
Capital Projects Fund
Comparative Balance Sheets
October 31, 2009 and June 30, 2009
Unaudited**

	Current Balance	Balance 06/30/09
ASSETS		
Cash & Investments	\$ 189,925	\$ 3,355,445
Accounts Receivable	197,654	94,980
Grants Receivable	<u>2,292,647</u>	<u>4,289,718</u>
Total Assets	<u>\$ 2,680,227</u>	<u>\$ 7,740,143</u>
LIABILITIES		
Accounts Payable	\$ 58,406	\$ 2,488,506
Retainage Payable	357,420	131,082
Unearned Revenue	<u>62,150</u>	<u>62,150</u>
Total Liabilities	<u>477,976</u>	<u>2,681,738</u>
RESERVES & BALANCES		
Fund Balance	5,058,406	1,935,115
Excess (Deficiency) of Revenues Over Expenditures	<u>(2,856,154)</u>	<u>3,123,291</u>
Ending Fund Balance	<u>2,202,251</u>	<u>5,058,406</u>
Total Liabilities & Fund Balances	<u>\$ 2,680,227</u>	<u>\$ 7,740,144</u>



**Lane Transit District
General Fund
Schedule of Resources and Requirements
For the Period 10/1/2009- 10/31/2009
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	412,920	37,280	1,502,560	1,427,197	(75,363)
Group Pass	2,030,500	217,000	139,922	(77,078)	517,000	488,093	(28,907)
Advertising	264,000	22,000	22,000	-	88,000	88,000	-
Special Service	735,700	66,000	202,707	136,707	303,000	307,448	4,448
Miscellaneous	179,500	14,970	9,741	(5,229)	59,880	31,466	(28,414)
Payroll Tax (cash basis)	23,327,600	977,000	1,246,900	269,900	6,757,600	6,223,409	(534,191)
Self-employment Tax (cash basis)	1,400,000	100,000	164,715	64,715	184,000	186,281	2,281
State-in-Lieu (accrual basis)	1,400,000	-	-	-	320,000	356,605	36,605
Operating Grants	4,226,500	352,210	288,407	(63,803)	1,408,840	1,252,953	(155,887)
Interest Income	150,000	12,500	4,469	(8,031)	50,000	25,339	(24,661)
Proceeds From Sale of Assets	-	-	-	-	-	-	-
Transfer from Commuter Solutions Fund	-	-	-	-	-	-	-
Total General Fund Resources	43,501,600	2,137,320	2,491,781	354,461	16,470,880	18,308,091	1,837,211
Requirements							
General Administration	778,400	64,920	50,140	14,780	259,680	224,289	35,391
Government Relations	125,800	7,990	-	7,990	62,960	73,267	(10,307)
Finance	1,075,300	92,430	72,927	19,503	381,720	328,343	53,377
Information Technologies	1,156,100	96,370	69,855	26,515	385,380	487,275	(101,895)
Human Resources	990,600	82,600	56,906	25,694	330,400	251,474	78,926
Service Planning	571,300	47,140	38,870	8,270	194,560	167,223	27,337
Marketing	638,800	52,775	30,361	22,414	248,960	238,802	10,158
Graphics	140,800	11,150	9,290	1,860	49,100	43,152	5,948
Accessible Services	129,600	12,900	1,772	11,128	42,300	18,605	23,695
Planning & Development	268,500	22,410	17,233	5,177	89,640	55,973	33,667
<i>point2point Solutions</i>	-	-	(462)	462	40	-	40
Facilities Services	1,433,500	119,550	75,837	43,713	478,200	383,166	95,034
Transit Operations	17,858,200	1,477,310	1,377,701	99,609	6,006,865	5,597,197	409,668
Customer Service Center	577,000	47,820	37,087	10,733	194,480	166,397	28,083
Maintenance	7,377,000	614,790	430,172	184,618	2,459,160	2,269,398	189,762
Insurance / Liability Costs	1,267,600	105,650	79,493	26,157	422,600	460,242	(37,642)
Total Operating Requirements	34,388,500	2,855,805	2,347,182	508,623	11,606,045	10,764,803	841,242
Transportation Options Transfer	5,000	-	-	-	5,000	5,000	-
Accessible Services Transfer	1,900,000	158,330	219,294	(60,964)	633,320	1,012,612	(379,292)
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	219,294	(60,964)	638,320	1,017,612	(379,292)
Total General Fund Requirements	43,501,600	3,014,135	2,566,476	447,659	12,244,365	11,782,415	461,950
Resources Less Requirements	-				4,226,515	6,525,676	



Lane Transit District
Transportation Options Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 10/1/2009 - 10/31/2009
Unaudited

Percent of Year 33.3%

	Adopted Budget	YTD Actual	Current Month Actual	Variance	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>	3.9%
 Expenditures & Other Uses					
Funded from Rideshare Program					
Project Management	184,200	178,260	36,919	5,940	96.8%
Special Projects	71,200	-	-	71,200	0.0%
Research	18,000	-	-	18,000	0.0%
Carpool/Vanpool Program	217,200	14,126	3,558	203,074	6.5%
Smart Ways to School Program	71,200	11,943	4,040	59,257	16.8%
Emergency Ride Home Program	-	157	130	(157)	N/A
Gateway Transportation Program	-	-	-	-	N/A
Park & Ride Program	-	293	-	(293)	N/A
Group Pass Program	121,500	344	344	121,156	0.3%
Total Rideshare Program	<u>683,300</u>	<u>205,123</u>	<u>44,989</u>	<u>478,177</u>	30.0%
Transfer to General Fund	-	-	-	-	N/A
Contingency	138,400	-	-	138,400	0.0%
Total Commuter Solutions Expenditures	<u>821,700</u>	<u>205,123</u>	<u>44,989</u>	<u>616,577</u>	25.0%
 Unreserved Fund Balance					
Change to Fund Balance	(305,200)	(185,123)			
Beginning Balance	<u>305,200</u>	<u>254,877</u>			
Ending Balance	<u>-</u>	<u>69,755</u>			



Lane Transit District
Accessible Services Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 10/1/2009 - 10/31/2009
Unaudited

				Percent of Year	33.3%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
State Special Transp Funds - In District	381,800	91,080	22,770	(290,720)	23.9%
State Special Transp Funds - Out of District	-	23,040	5,760	23,040	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	10,858	-	(114,142)	0.0%
Federal Grants - 5317 New Freedom	-	12,452	-	12,452	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	96,835	28,415	(198,165)	0.0%
Local Grants	70,090	20,234	2,707	(49,856)	0.0%
Miscellaneous	-	250	-	250	NA
Transfer from General Fund	1,900,000	1,012,612	219,294	(887,388)	0.0%
Total Revenues	<u>4,677,200</u>	<u>1,267,361</u>	<u>278,946</u>	<u>(3,409,839)</u>	0.0%
Expenditures & Other Uses					
Eugene-Springfield Based Services					
ADA RideSource	3,837,200	1,111,037	232,595	2,726,163	0.0%
Mental Health & Homeless	68,600	8,528	39	60,072	0.0%
Travel Training & Host	111,400	21,895	19	-	0.0%
Job Access/Reverse Commute (JARC)	-	13,556	-	(13,556)	NA
Total Eugene-Springfield Based Services	<u>4,017,200</u>	<u>1,155,016</u>	<u>232,653</u>	<u>2,772,679</u>	0.0%
Rural Lane County Services					
South Lane	178,200	83,555	203	94,645	0.0%
Florence	164,100	44,625	10,294	119,475	0.0%
Oakridge	194,000	36,842	39	157,158	0.0%
Total Rural Lane County Services	<u>536,300</u>	<u>165,022</u>	<u>10,536</u>	<u>371,278</u>	0.0%
Lane County Coordination	123,700	124,061	29,027	(361)	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>1,444,099</u>	<u>272,216</u>	<u>3,671,696</u>	0.0%
Unreserved Fund Balance					
Change to Fund Balance	(528,100)	(176,738)			
Beginning Balance	528,100	155,452			
Ending Balance	<u>\$ -</u>	<u>\$ (21,286)</u>			



Lane Transit District
Medicaid Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 10/1/2009 - 10/31/2009
Unaudited

Percent of Year 33.3%

	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
Medicaid	4,740,000	1,122,155	258,930	(3,617,845)	23.7%
Medicaid Non-Medical	400,300	113,457	29,854	(286,843)	28.3%
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>1,235,612</u>	<u>288,784</u>	<u>(4,054,088)</u>	23.4%
Expenditures & Other Uses					
Medicaid Medical Service	3,981,200	989,351	228,150	2,991,849	24.9%
Medicaid Non-Medical Service	568,500	100,192	24,718	468,308	17.6%
RideSource Call Center Administration	560,000	89,180	-	470,820	15.9%
Lane Transit District Administration	180,000	11,439	-	168,561	6.4%
Total Medicaid Fund Expenditures	<u>5,289,700</u>	<u>1,190,161</u>	<u>252,869</u>	<u>4,099,539</u>	22.5%
Unreserved Fund Balance					
Change to Fund Balance	-	45,451			
Beginning Balance	<u>-</u>	<u>-</u>			
Ending Balance	<u>-</u>	<u>45,451</u>			



Lane Transit District
Capital Projects Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 10/1/2009 - 10/31/2009
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Variance	Percent of Year 33.3%	YTD % of Budget
Revenues & Other Sources						
Federal Grant Income				-		N/A
Formula Funds (Section 5307)	3,421,000	139,588	91,217	(3,281,412)		4.1%
American Recovery & Reinvestment Act (ARRA)	3,396,800	2,127,979	1,465	(1,268,821)		62.6%
Discretionary Funds	26,081,300	5,801,939	75,145	(20,279,361)		22.2%
Other Funds	1,014,500	2,652	-	(1,011,848)		0.3%
Total Federal Grants	<u>33,913,600</u>	<u>8,072,158</u>	<u>167,827</u>	<u>(25,841,442)</u>		23.8%
Connect Oregon	3,117,800	566,485	-	(2,551,315)		18.2%
Other State Grant Income	-	-	-	-		N/A
Other Local Funds	82,000	171,444	-	89,444		209.1%
Miscellaneous Income	-	3,100	3,000	3,100		N/A
Transfer from Accessible Services Fund	144,000	-	-	(144,000)		0.0%
Total Resources	<u>37,257,400</u>	<u>8,813,187</u>	<u>170,827</u>	<u>(28,444,213)</u>		23.7%
Expenditures						
Grant Paid Capital						
EmX						
Gateway EmX Extension	26,200,000	6,318,975	79,990	19,881,025		24.1%
EmX Vehicles	5,200,000	3,662,118	6,168	1,537,882		70.4%
West Eugene EmX Extension	500,000	384,585	33,952	115,415		76.9%
Total EmX	<u>31,900,000</u>	<u>10,365,679</u>	<u>120,110</u>	<u>21,534,321</u>		32.5%
Revenue Rolling Stock	-	-	-	-		N/A
PBI/Facilities	6,311,300	544,925	8,899	5,766,375		8.6%
Software & Hardware	510,000	69,206	47,646	440,794		13.6%
Intelligent Transportation Systems	-	27,932	1,487	(27,932)		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	20,783	1,680	180,717		10.3%
Shop Equipment	25,000	4,635	3,960	20,365		18.5%
Support Vehicles	50,000	57,727	57,727	(7,727)		115.5%
Accessible Services Vehicles	1,130,600	578,455	7,313	552,145		51.2%
Budgeted for Capital Contingency	708,500	-	-	708,500		0.0%
Total Expenditures	<u>41,286,900</u>	<u>11,669,342</u>	<u>248,821</u>	<u>29,617,558</u>		28.3%
Unreserved Fund Balance						
Change to Fund Balance	(4,029,500)	(2,856,154)				
Beginning Fund Balance	<u>4,029,500</u>	<u>5,058,406</u>				
Ending Fund Balance	<u>-</u>	<u>2,202,252</u>				



MONTHLY DEPARTMENT REPORTS

November 18, 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).
- Set up weekly public design review meeting opportunities in the 1099 building at the Eugene Station.
- Reviewed final designs with staff from the City of Eugene and Oregon Department of Transportation.
- Resolved several pending design issues at terminus locations and along the various alternatives.
- Set up individual meetings with the Federal Transit Administration, United States Army Corp of Engineers, Oregon Department of State Lands, and United States Fish and Wildlife to discuss the status of the Amazon Restoration design option.
- Set up a meeting with the Oregon State Historic Preservation Office to review the design status and eligibility of historic resources.
- Gave a presentation on October 28 to the Active Bethel Citizen's neighborhood association regarding the past, current, and future projects of EmX.

Other:

- Attended the Oregon Metropolitan Planning Organization Consortium with Board Member Greg Evans and Eugene Mayor Kitty Piercy on October 16.
- Attended a blueprint planning event at the City of Springfield on October 22.
- Reviewed potential applications for the ConnectOregon III grant.
- Participated in Regional Transportation System Plan coordination planning meetings.
- Participated in the discussion of Surface Transportation Program-Urban fund allocation policy framework.
- Attended the Oregon Transit Association Conference on October 26 – 28.

Point2point Solutions

Connie B. Williams, Program Manager

On-the-go Solutions:

There were 36 new commuters added to the Rideshare database in October. There are currently 831 commuters on file.

Work Solutions:

Lane Community College faculty and staff are continuing their pilot Group Pass Program until the end of 2009. Their enrollment represents 775 employees.

Harry and David has signed its seasonal group pass agreement for the holiday season. Its enrollment represents 600 employees until the end of 2009.

International Society for Technology in Education hosted *Point2point Solutions'* quarterly Employee Transportation Coordinator luncheon on October 14. There were 18 attendees from 14 different organizations representing 12,000 employees and students.

School Solutions:

Point2point Solutions helped motivate hundreds of students to walk or bike to school on October 7, in celebration of the International Walk and Bike to School Day. Stipends totaling \$4,000 were given to 14 local schools to help fund their event activities. *Point2point Solutions* also coordinated with the Eugene Safe Routes to School Team to recruit school participation. This resulted in an increase from 25 participating schools in 2008 to 29 schools in 2009.

Point2point Solutions staffed an informational display table at Hamlin Middle School. Nine families requested access to the mailing service to help them form walking, biking, and carpooling groups.

Education and Outreach:

Staff attended Upstream Public Health's presentation, *Health Impact Assessment on Policies Reducing Vehicle Miles Traveled in Oregon Metropolitan Areas*, on October 7.

Point2point Solutions hosted and attended a Netconference, *Tweeting Demand Management*, on October 15.

Staff had a booth at the Eugene Chamber of Commerce Business-to-Business Expo on October 15.

Connie Bloom Williams, Tracy Smith, and Marcia Maffei attended the Oregon Transit Association Conference in Seaside during the week of October 26.

Marcia presented the *Point2point Solutions'* program to the Douglas County Global Warming Coalition Forum on Transportation in Roseburg on October 29.

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 mid-November. The southbound and northbound bus lanes between Q Street and Centennial Boulevard are complete. Shelter structures continue to be installed at various stations, including stations along International Way and RiverBend Drive.

Temporary roadway striping and signage on International Way is nearly complete. The majority of station platform work is complete on International Way; however, shelters, landscaping, and amenities remain.

Property acquisition is nearing completion. Only a handful of properties remain to be acquired, and staff believe those will be resolved within the next month or two. The only exception will be property acquisition associated with the Pheasant westbound station which was relocated to address a property owner concern. The property acquisition process at the relocated site is just getting started.

Fleet Maintenance Building Expansion:

Construction activities have begun, with completion expected at the end of April 2010.

**SERVICE PLANNING, ACCESSIBILITY,
AND MARKETING**

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

Annual Route Review:

Marketing and Service Planning staff attended a briefing in Portland prepared by TriMet staff. The information provided was very informative and will help as LTD staff launch into the annual route review process in January.

Service Planning staff have developed a starting point for the service redesign. This information will be discussed at the Service Advisory Committee meeting scheduled for December 1 and with the Board Service Committee that will be meeting during the week of December 7. Marketing staff are developing a matrix of potentially affected interests and the concerns that will be raised by each of these groups. From this information, we will develop key messages and methods of public involvement. Public involvement will begin in January and wrap up with Board adoption of the service plan in April. Details of how the Board will be involved this year will be forthcoming.

Will Mueller and Andy Vobora met with City of Springfield Development and Public Works staff to discuss potential routing changes related to the annual route review and the implementation of Gateway EmX. This was a very productive meeting.

Winter Bid:

Final adjustments are being made on routes and schedules that will be adjusted as part of the winter bid implementation in February. Most changes relate to added running time for routes that are struggling to make connections at the Eugene Station.

Civil War Football Shuttles:

LTD staff are working closely with University of Oregon (UO) Athletics' Department staff and the private contractor, Starline Luxury Coaches from Seattle, who was hired to implement Civil War football shuttles. LTD staff will provide communications support, ground support for bus movements, and signage at the Park and Rides. Private contractors will provide 80 vehicles for service, which offers nearly the same capacity that LTD and First Student would have provided. This will prove to be a challenging day for these contractors, but we are encouraged by the oversight being provided by Starline.

Partnerships:

On November 6 and 7, LTD participated with KDUK, Bi-Mart, Pepsi, and Food for Lane County in the annual Stuff the Bus campaign to gather food for those in need.

Fare Policy:

Staff met with local non-profit agency staff who implement the District's Trainer Program to discuss how the transition away from tokens has gone and to review the goals for the program. LTD donates fares to agencies who train customers with disabilities to become independent riders. This is a valuable service for LTD. Accordingly, the District supports distribution of free fare media for training purposes. The program guidelines will be modified slightly, but overall, few changes will be necessary. A new program will be implemented in January that will involve services to people with disabilities who participate in private brokerages. These brokerages provide case management, and as part of this service, the brokerages buy LTD bus passes for each individual. This process is cumbersome for LTD and for the brokerage; so a plan was developed whereby the District will sell annual pass stickers to brokerage participants. Pricing is based on current three-month pass pricing; therefore, no change in the fare ordinance is necessary. This is a good thing for the brokerage, for LTD, and for the customer. Both the Trainer and Brokerage program guidelines will be incorporated into the Fare Policy in January.

LTD and the Associated Students of the University of Oregon (ASUO) have not yet come to an agreement for the 2009-10 student group pass even though the 2010-11 ASUO budget process has begun. Staff are working on the current year agreement and are hopeful that it will be settled by the November Board meeting.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

The first meeting of the RideSource Call Center Advisory Committee was held on October 6. This committee was formed to bring stakeholders together to discuss call center issues and to advise call center staff on policy and procedures. The Committee will report to the Accessible Transportation Committee.

The RideSource Call Center Eligibility Assessment team continues to meet weekly to develop call center processes and documentation. The eligibility assessment coordinators at Lane Council of Governments Senior and Disabled Services and Alternative Work Concepts are performing approximately 30 eligibility assessments each week.

LTD staff and representatives from Alternative Work Concepts staffed an information table at the first annual White Cane Celebration for persons with visual disabilities that was held at the Hilyard Community Center on October 15.

The Accessible Transportation Committee met on October 20 to review and approve applications for the Special Transportation Operations and Jobs and Transit Act grants (see item under Items for Action in Board meeting agenda packet).

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

National Training Institute Training:

Training Supervisor John Dahl and Bus Operator Instructor Gaylene Shrope attended the National Training Institute Trainers Conference in Cleveland on October 26-30. This is the premier training conference specifically designed for transit trainers. They brought back a lot of information on program development. They also made some valuable industry connections.

UO Football Service:

UO Football service is nearly complete; there is one more home game on November 14. The Civil War game is on a Thursday evening this year, and LTD will not be providing service for that game. Staff have been working closely with the contractor hired to provide service for the Civil War game. LTD will have supervisors training the drivers and transit coordinators providing coordination duties on the day of the game. UO basketball service also has begun.

MAINTENANCE

George Trauger, Director of Maintenance

Lane County Auction:

Preliminary indications show that all vehicles and extra maintenance parts that were entered at the October 31 Lane County Auction have been sold. Final disposition will not be known until payments are made by successful bidders to Lane County, who then will pay LTD.

Allison Hybrid Training:

Nine mechanics attended the Allison Electric Drives training on November 10-12. This training, offered by Pacific Power Products, was included as Recommended Service Training in New Flyer's contract.

Forklift Certification:

All forklift users in Maintenance have been trained and certified on the use of the forklifts.

9100 Series Open Issues:

Bike racks are scheduled to be installed in 9102, 9103, 9104, and 9105. Several issues still remain outstanding, but staff are working to get them resolved as quickly as possible.

Fleet Swirls and Logos:

All EmX buses are now equipped with swirls and logos.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Todd Lipkin, Financial Services Manager

Grants Management:

- An auditor from Grove, Mueller & Swank, P.C. reviewed the 2009 National Transit Database Report on October 28.
- The 2009 National Transit Database Report (for FY 2008-09 data) was submitted to the Federal Transit Administration on October 30.

Payroll Processing:

- Sixty-seven (67) payroll checks and 593 payroll direct deposits totaling \$914,031 were made in October (two pay dates).

Accounts Payable:

- Three hundred sixty-eight (368) vendor paper and electronic checks totaling \$5,282,732 were processed during the month of October. This included \$378,400 to New Flyer for progress payments on the Gateway EmX Extension vehicles and a total of \$1.6 million to Wildish Building/Construction companies for Gateway EmX Extension-related construction.

Accounts Receivable:

- Eleven (11) cash fare deposits totaling \$123,664 were processed in October.

ACCOUNTING/INTERNAL AUDIT

Carol James, Chief Accountant/Internal Auditor

Accounting:

- The September Board report was completed.
- Staff substantially completed the Fiscal Year 2008-09 Comprehensive Annual Financial Report (CAFR), awaiting only most recent actuarial valuation for the Salaried Retirement

Plan from Milliman to complete the document. This information, however, will not be available until the middle of November. The annual statements will be available to the Board in December.

Internal Audit:

- Staff reviewed 87 businesses that had reported and paid a minimum of \$500 in payroll taxes at least once during 2008 but not since then. Eighteen of these businesses (20.7 percent) were re-registered with a new name and/or identification number and appear to be paying the appropriate taxes under this new business listing. Eleven businesses (12.6 percent) were determined to be out of business. Three businesses (3.4 percent) were determined to pay annually and were, therefore, not yet due to pay 2009 taxes; and three businesses (3.4 percent) were tax collections that belonged to other taxing areas. The remaining 52 businesses (59.8 percent) were sent to the State for future review and potential collection of amounts due. Staff were unable to determine the current status on 44 businesses. The remaining eight businesses appear to still be in business and were highlighted for direct attention by Department of Revenue staff.
- Staff researched the advertising and other businesses named in the Eugene Chamber of Commerce *Open for Business Magazine* for the October/November 2009 issue and discovered seven business names that were not traceable to current payroll tax information. These also were sent to the State Department of Revenue for future attention.

PURCHASING

Jeanette Bailor, Purchasing Manager

LTD staff are working with the architects to procure office furniture for the Maintenance building expansion project.

With the input of engineering consultants, bid documents are being prepared for the Information Technology server room’s HVAC system upgrade.

Work continues with New Flyer on the next order of articulated buses. Bid documents are being prepared and are scheduled to go out soon.

Purchasing staff attended an Oregon Public Purchasing Association Conference on November 5 and 6 with staff from other Oregon public agencies to learn about legislative issues and other pertinent topics.

HUMAN RESOURCES AND RISK MANAGEMENT

Mary Adams, Director of Human Resources and Risk Management

Employee Health:

The Health for Life Committee was busy planning the Annual Employee Benefits Fair that took place on November 12. More than a dozen health care vendors were available to talk with LTD employees about their health and financial planning benefits. In addition, hearing tests

were provided. The Committee also is planning events for the Great American Smokeout on November 19.

Workplace Safety:

The LTD Risk Management Strategic Plan is awaiting final adoption by the Leadership Council. This document includes goals and work plans in the areas of safety, security, and health.

Selection and Hiring:

There were no openings at LTD during the past month.

United Way Fund Drive:

The LTD United Way fund drive is in full swing. The Committee provided a pancake breakfast on November 2, sponsored a speaker from Catholic Community Services on November 4, and held the annual (and very popular) burrito feed on November 6. Last year LTD employees gave more than \$43,000 in United Way donations. The Committee hopes to increase this number again in 2009.

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 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.

ATTACHMENT: September and October 2009 Performance Reports
September 2009 RideSource Activity and Productivity Report

PROPOSED MOTION: None

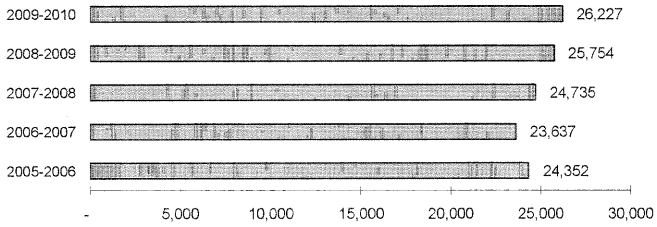
Q:\Reference\Board Packet\2009\11\Reg Meeting 11-18-09\performance summary.docx

LANE TRANSIT DISTRICT
September 2009 Performance Report
12-November-2009

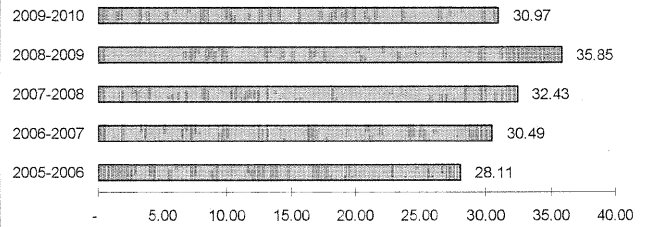
Performance Measure	Prior			Current			Previous		
	Current Month	Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	812,277	923,194	-12.0%	2,285,763	2,647,535	-13.7%	11,356,417	11,774,044	-3.5%
Mobility Assisted Riders	11,377	10,210	+11.4%	32,039	31,787	+0.8%	121,221	119,761	+1.2%
<u>Average Passenger Boardings:</u>									
Weekday	33,214	37,466	-11.3%	30,262	34,897	-13.3%	38,631	39,530	-2.3%
Saturday	16,596	19,351	-14.2%	16,020	18,705	-14.4%	18,206	19,595	-7.1%
Sunday	9,678	11,800	-18.0%	8,539	11,467	-25.5%	10,440	11,121	-6.1%
Monthly Scheduled Hours	26,227	25,754	+1.8%	76,924	77,675	-1.0%	314,575	317,343	-0.9%
Boardings Per Schedule Hour	31.0	35.8	-13.6%	29.71	34.08	-12.8%	36.10	37.10	-2.7%
Weekly Schedule Hours	6,182	6,099	+1.4%	5,902	6,009	-1.8%	6,118	6,159	-0.7%
Weekdays	21	21		65	64		256	256	
Saturdays	4	4		12	13		51	52	
Sundays	5	5		15	15		56	56	
Special Services *									
Passenger Boardings	33,417	25,274	+32.2%	62,405	65,348	-4.5%	113,599	128,909	-11.9%
Scheduled Hours	1,532	1,025	+49.4%	2,088	2,157	-3.2%	4,491	5,258	-14.6%
Boardings Per Schedule Hour	21.8	24.7	-11.5%	29.9	30.3	-1.3%	25.3	24.5	+3.2%
Passenger Revenues & Sales									
Total Passenger Revenues	\$509,548	\$505,400	+0.8%	\$1,362,447	\$1,324,217	+2.9%	\$6,585,413	\$6,191,497	+6.4%
Average Passenger Fare	\$0.627	\$0.547	+14.6%	\$0.60	\$0.50	+19.2%	\$0.58	\$0.53	+10.3%
Farebox Revenue									
Farebox Revenue	\$152,396	\$173,878	-12.4%	\$479,139	\$469,142	+2.1%	\$1,793,427	\$1,636,577	+9.6%
Adult Pass	2,072	2,105	-1.6%	6,050	6,409	-5.6%	23,673	25,662	-7.8%
Youth Pass	185	187	-1.1%	676	419	+61.3%	1,942	1,973	-1.6%
Reduced Fare Pass	1,073	914	+17.4%	3,086	2,834	+8.9%	12,268	12,378	-0.9%
Adult 3 Month Pass	73	130	-43.8%	188	254	-26.0%	776	841	-7.7%
Youth 3 Month Pass	16	8	+100.0%	23	11	+109.1%	59	58	+1.7%
Reduced Fare 3 Month Pass	143	165	-13.3%	359	404	-11.1%	1,517	1,594	-4.8%
Regular Tokens	3,239	16,077	-79.9%	13,778	50,153	-72.5%	103,203	222,503	-53.6%
Reduced Fare Tokens	8	9	-11.1%	46	32	+43.8%	168	235	-28.5%
Fleet Services									
Fleet Miles	346,682	339,270	+2.2%	1,010,307	1,033,457	-2.2%	4,074,688	4,102,648	-0.7%
Average Passenger Boardings/Mile	2.34	2.72	-13.9%	2.26	2.56	-11.7%	2.79	2.87	-2.9%
Fuel Cost	\$192,349	\$309,466	-37.8%	\$529,667	\$1,046,827	-49.4%	\$2,023,392	\$3,480,422	-41.9%
Fuel Cost Per Mile	\$0.555	\$0.912	-39.2%	\$0.524	\$1.013	-48.2%	\$0.497	\$0.848	-41.5%
Repair Costs	\$209,352	\$173,468	+20.7%	\$699,299	\$537,594	+30.1%	\$2,361,502	\$2,181,857	+8.2%
Total Repair Cost Per Mile	\$0.604	\$0.511	+18.1%	\$0.692	\$0.520	+33.1%	\$0.580	\$0.532	+9.0%
Preventive Maintenance Costs	\$28,976	\$29,179	-0.7%	\$91,020	\$109,501	-16.9%	\$379,567	\$383,008	-0.9%
Total PM Cost Per Mile	\$0.084	\$0.086	-2.8%	\$0.090	\$0.106	-15.0%	\$0.093	\$0.093	-0.2%
Mechanical Road Calls	75	113	-33.6%	293	324	-9.6%	1,269	1,107	+14.6%
Miles/Mech. Road Call	4,622	3,002	+54.0%	3,448	3,190	+8.1%	3,211	3,706	-13.4%
Special Mobility Service									
SMS Rides	13,648	13,573	+0.6%	42,090	41,081	+2.5%	163,505	157,229	+4.0%
SMS Ride Refusals	-	2	-100.0%	1	3	-66.7%	12	9	+33.3%
RideSource	7,202	7,019	+2.6%	22,205	21,183	+4.8%	84,805	82,476	+2.8%
RideSource Refusals	-	2	-100.0%	1	4	-75.0%	7	5	+40.0%

* Special Services includes Football, Basketball, Oregon Country Fair, and Lane County Fair

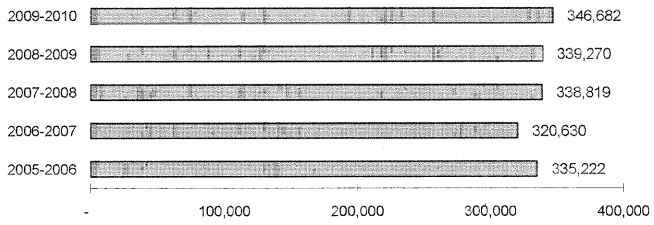
September Schedule Hours



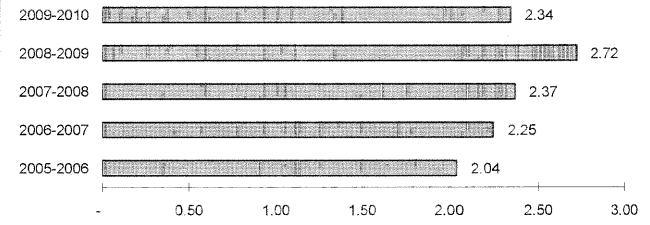
September Passenger Boardings per Schedule Hour



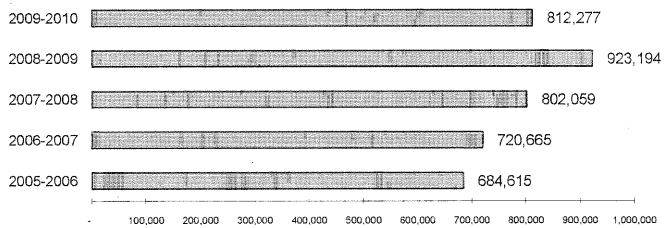
September Fleet Miles



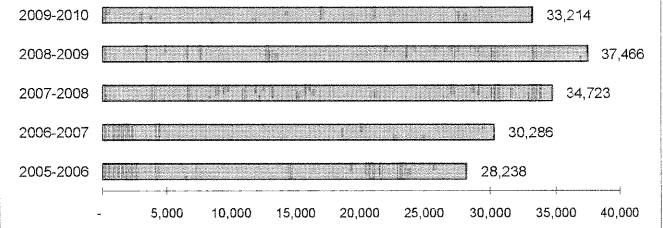
September Passenger Boardings per Mile



September Passenger Boardings

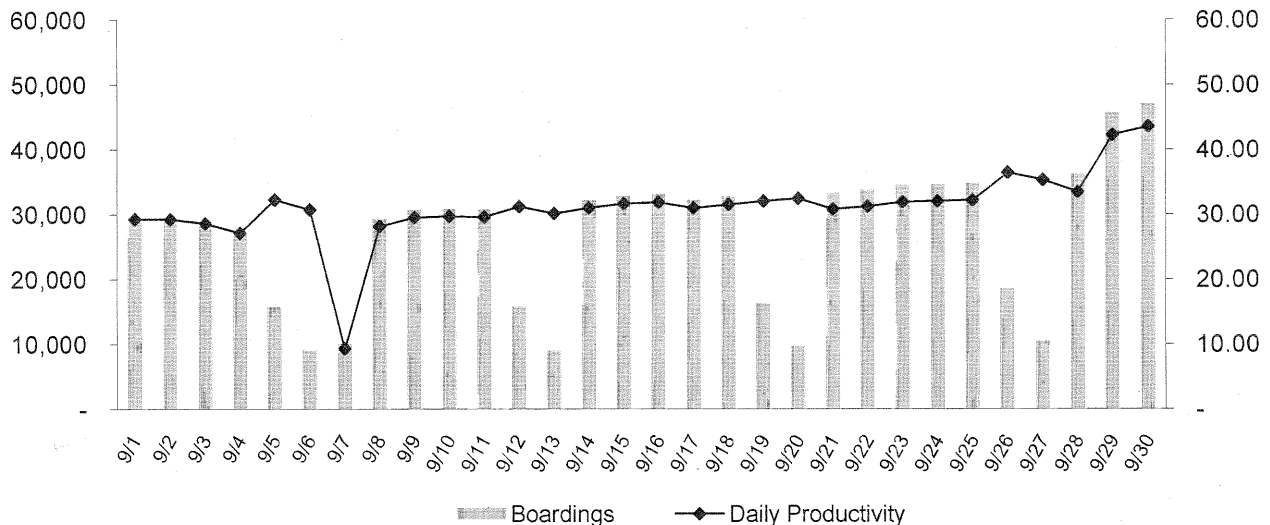


September Average Weekday Passenger Boardings

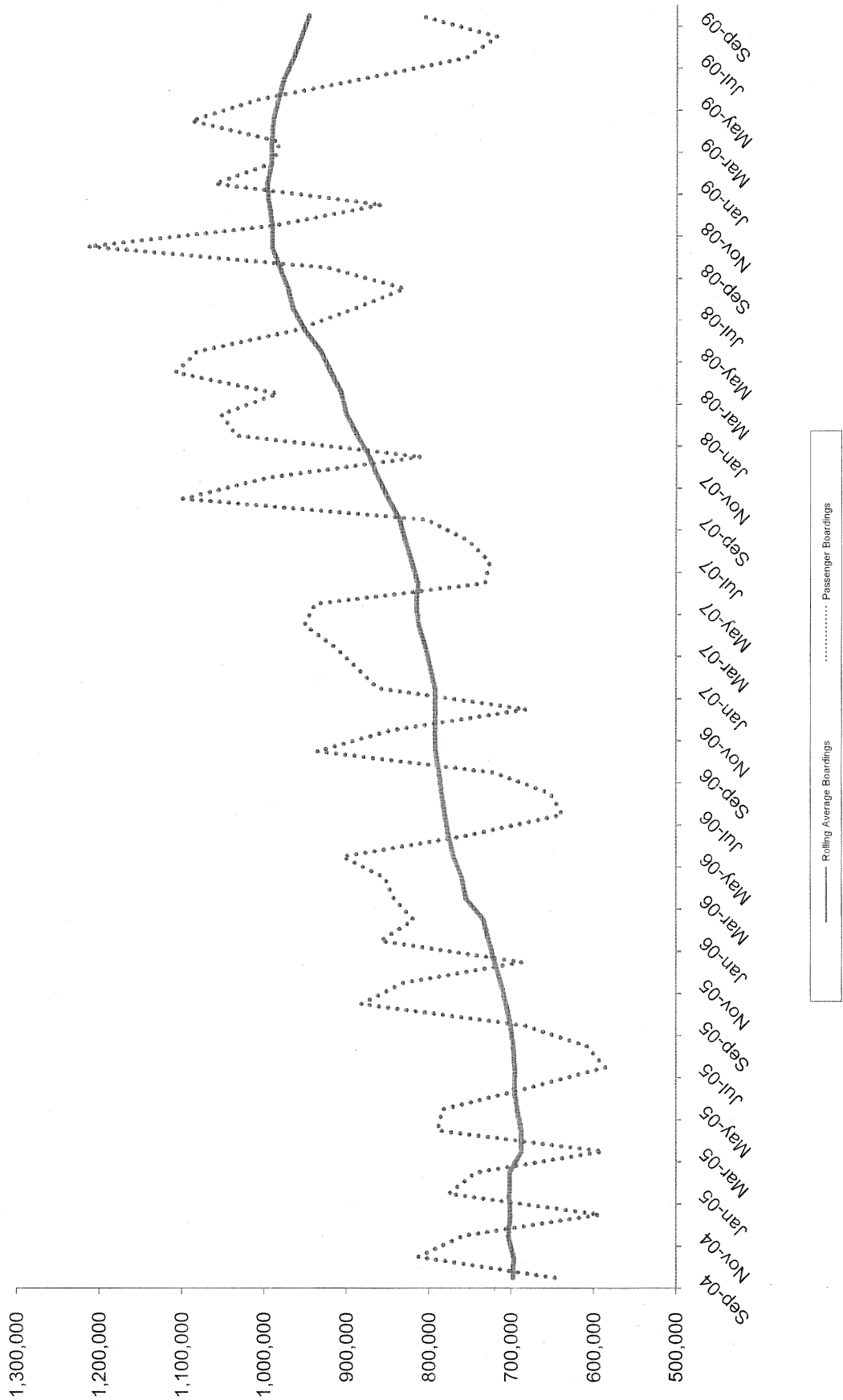


Daily Ridership Recap September 2009

Date	Day	Service	Boardings	Mobility		
				Assisted Boardings	Scheduled Hours	Daily Productivity
9/1/2009	Tuesday	Weekday	28,931	472	987.60	29.29
9/2/2009	Wednesday	Weekday	28,884	491	987.60	29.25
9/3/2009	Thursday	Weekday	28,253	541	987.60	28.61
9/4/2009	Friday	Weekday	26,775	502	987.60	27.11
9/5/2009	Saturday	Saturday	15,702	245	486.90	32.25
9/6/2009	Sunday	Sunday	9,150	133	297.80	30.73
9/7/2009	Monday	Sunday	10,082	142	1,080.80	9.33
9/8/2009	Tuesday	Weekday	29,241	467	1,038.50	28.16
9/9/2009	Wednesday	Weekday	30,692	465	1,038.50	29.55
9/10/2009	Thursday	Weekday	30,821	443	1,038.50	29.68
9/11/2009	Friday	Weekday	30,741	541	1,038.50	29.60
9/12/2009	Saturday	Saturday	15,868	310	508.20	31.22
9/13/2009	Sunday	Sunday	8,980	174	297.80	30.15
9/14/2009	Monday	Weekday	32,220	471	1,038.50	31.03
9/15/2009	Tuesday	Weekday	32,903	499	1,038.50	31.68
9/16/2009	Wednesday	Weekday	33,110	394	1,038.50	31.88
9/17/2009	Thursday	Weekday	32,196	396	1,038.50	31.00
9/18/2009	Friday	Weekday	32,759	532	1,038.50	31.54
9/19/2009	Saturday	Saturday	16,293	204	508.20	32.06
9/20/2009	Sunday	Sunday	9,663	165	297.80	32.45
9/21/2009	Monday	Weekday	33,320	388	1,080.80	30.83
9/22/2009	Tuesday	Weekday	33,742	407	1,080.80	31.22
9/23/2009	Wednesday	Weekday	34,516	430	1,080.80	31.94
9/24/2009	Thursday	Weekday	34,646	386	1,080.80	32.06
9/25/2009	Friday	Weekday	34,800	446	1,080.80	32.20
9/26/2009	Saturday	Saturday	18,520	356	508.20	36.44
9/27/2009	Sunday	Sunday	10,516	144	297.80	35.31
9/28/2009	Monday	Weekday	36,176	429	1,080.80	33.47
9/29/2009	Tuesday	Weekday	45,694	419	1,080.80	42.28
9/30/2009	Wednesday	Weekday	47,083	385	1,080.80	43.56
Totals			812,277	11,377	26,227	30.97



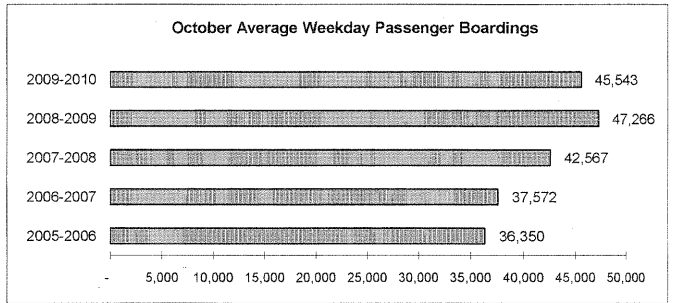
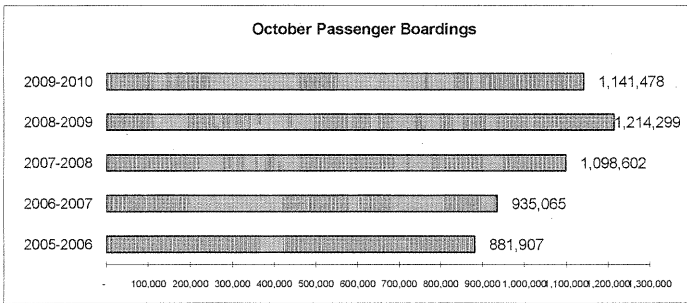
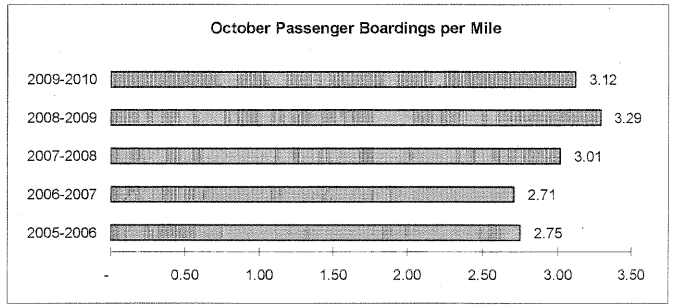
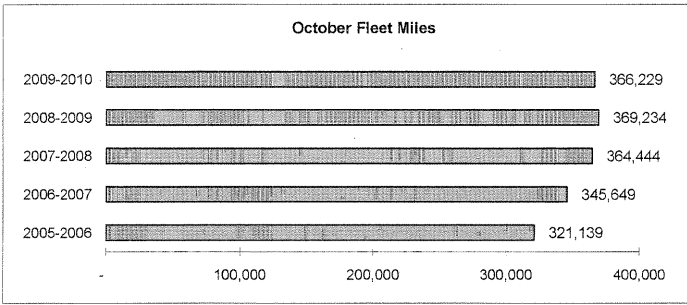
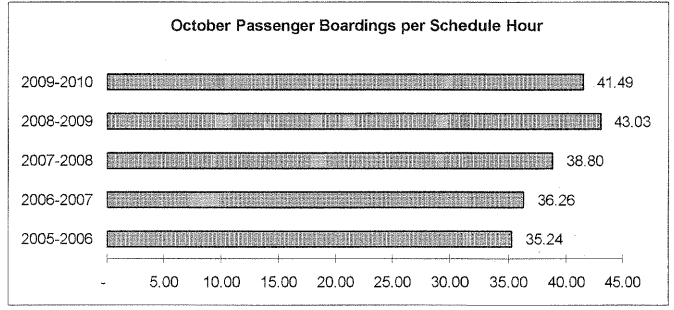
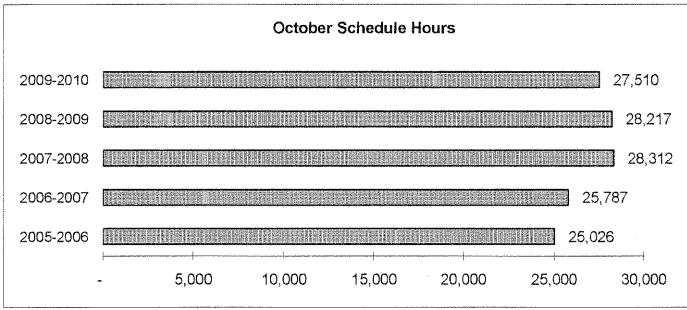
LANE TRANSIT DISTRICT
 Five Year History of Passenger Boardings



LANE TRANSIT DISTRICT
October 2009 Performance Report
12-November-2009

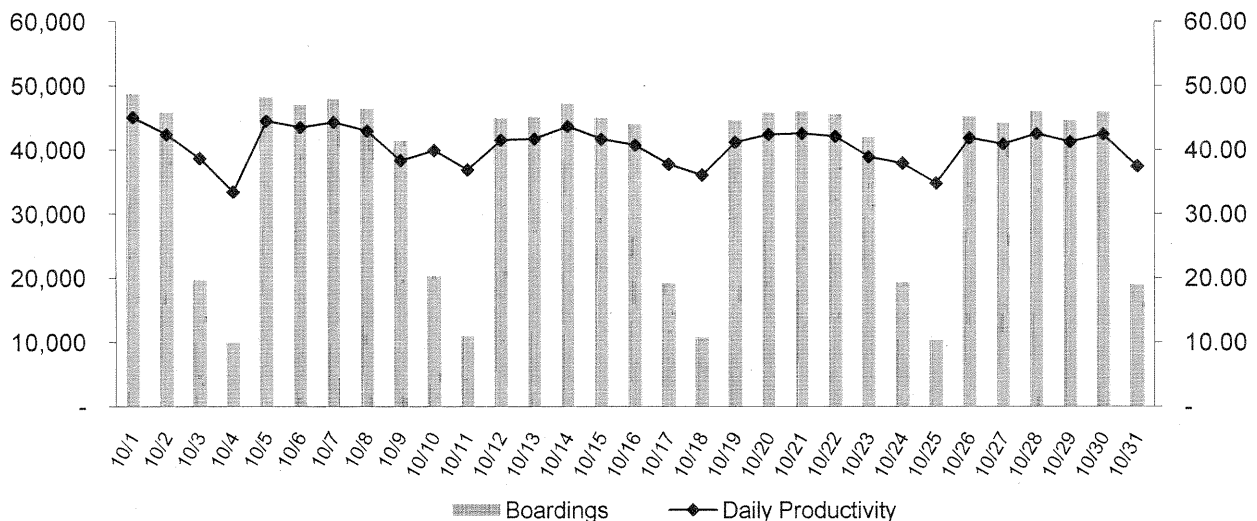
Performance Measure	Current Month	Prior Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	1,141,478	1,214,299	-6.0%	3,427,241	3,861,834	-11.3%	11,283,596	11,889,741	-5.1%
Mobility Assisted Riders	11,315	11,397	-0.7%	43,354	43,184	+0.4%	121,139	119,901	+1.0%
<u>Average Passenger Boardings:</u>									
Weekday	45,543	47,266	-3.6%	34,083	37,990	-10.3%	38,488	39,922	-3.6%
Saturday	19,492	20,400	-4.5%	16,888	19,129	-11.7%	18,131	19,711	-8.0%
Sunday	10,517	11,422	-7.9%	9,034	11,456	-21.1%	10,364	11,167	-7.2%
Monthly Scheduled Hours	27,510	28,217	-2.5%	104,434	105,892	-1.4%	313,868	317,247	-1.1%
Boardings Per Schedule Hour	41.5	43.0	-3.6%	32.82	36.47	-10.0%	35.95	37.48	-4.1%
Weekly Schedule Hours	6,210	6,238	-0.5%	5,979	6,067	-1.4%	6,116	6,158	-0.7%
Weekdays	22	23		87	87		255	256	
Saturdays	5	4		17	17		52	52	
Sundays	4	4		19	19		56	56	
Special Services *									
Passenger Boardings	20,063	11,218	+78.8%	82,468	76,566	+7.7%	122,444	120,486	+1.6%
Scheduled Hours	974	492	+97.7%	3,061	2,649	+15.6%	4,972	4,726	+5.2%
Boardings Per Schedule Hour	20.6	22.8	-9.6%	26.9	28.9	-6.8%	24.6	25.5	-3.4%
Passenger Revenues & Sales									
Total Passenger Revenues	\$552,842	\$636,512	-13.1%	\$1,915,289	\$1,960,729	-2.3%	\$6,501,743	\$6,287,746	+3.4%
Average Passenger Fare	\$0.484	\$0.524	-7.6%	\$0.56	\$0.51	+10.1%	\$0.58	\$0.53	+9.0%
Farebox Revenue	\$147,541	\$169,735	-13.1%	\$626,680	\$638,877	-1.9%	\$1,771,233	\$1,669,098	+6.1%
Adult Pass	2,080	2,179	-4.5%	8,130	8,588	-5.3%	23,574	25,704	-8.3%
Youth Pass	156	166	-6.0%	832	585	+42.2%	1,932	1,921	+0.6%
Reduced Fare Pass	1,119	1,066	+5.0%	4,205	3,900	+7.8%	12,321	12,383	-0.5%
Adult 3 Month Pass	51	66	-22.7%	239	320	-25.3%	761	836	-9.0%
Youth 3 Month Pass	8	3	+166.7%	31	14	+121.4%	64	52	+23.1%
Reduced Fare 3 Month Pass	169	131	+29.0%	528	535	-1.3%	1,555	1,590	-2.2%
Regular Tokens	2,726	13,760	-80.2%	16,504	63,913	-74.2%	92,169	215,753	-57.3%
Reduced Fare Tokens	1	8	-87.5%	47	40	+17.5%	161	208	-22.6%
Fleet Services									
Fleet Miles	366,229	369,234	-0.8%	1,376,536	1,402,691	-1.9%	4,071,683	4,107,438	-0.9%
Average Passenger Boardings/Mile	3.12	3.29	-5.2%	2.49	2.75	-9.6%	2.77	2.89	-4.3%
Fuel Cost	\$212,063	\$289,432	-26.7%	\$741,730	\$1,336,259	-44.5%	\$1,946,023	\$3,533,541	-44.9%
Fuel Cost Per Mile	\$0.579	\$0.784	-26.1%	\$0.539	\$0.953	-43.4%	\$0.478	\$0.860	-44.4%
Repair Costs	\$194,992	\$173,891	+12.1%	\$894,291	\$711,485	+25.7%	\$2,382,603	\$2,157,445	+10.4%
Total Repair Cost Per Mile	\$0.532	\$0.471	+13.1%	\$0.650	\$0.507	+28.1%	\$0.585	\$0.525	+11.4%
Preventive Maintenance Costs	\$31,164	\$36,544	-14.7%	\$122,184	\$146,045	-16.3%	\$374,187	\$384,915	-2.8%
Total PM Cost Per Mile	\$0.085	\$0.099	-14.0%	\$0.089	\$0.104	-14.7%	\$0.092	\$0.094	-1.9%
Mechanical Road Calls	96	124	-22.6%	389	448	-13.2%	1,241	1,144	+8.5%
Miles/Mech. Road Call	3,815	2,978	+28.1%	3,539	3,131	+13.0%	3,281	3,590	-8.6%
Special Mobility Service									
Data unavailable at time of printing									

* Special Services includes Football, Basketball, Oregon Country Fair, and Lane County Fair

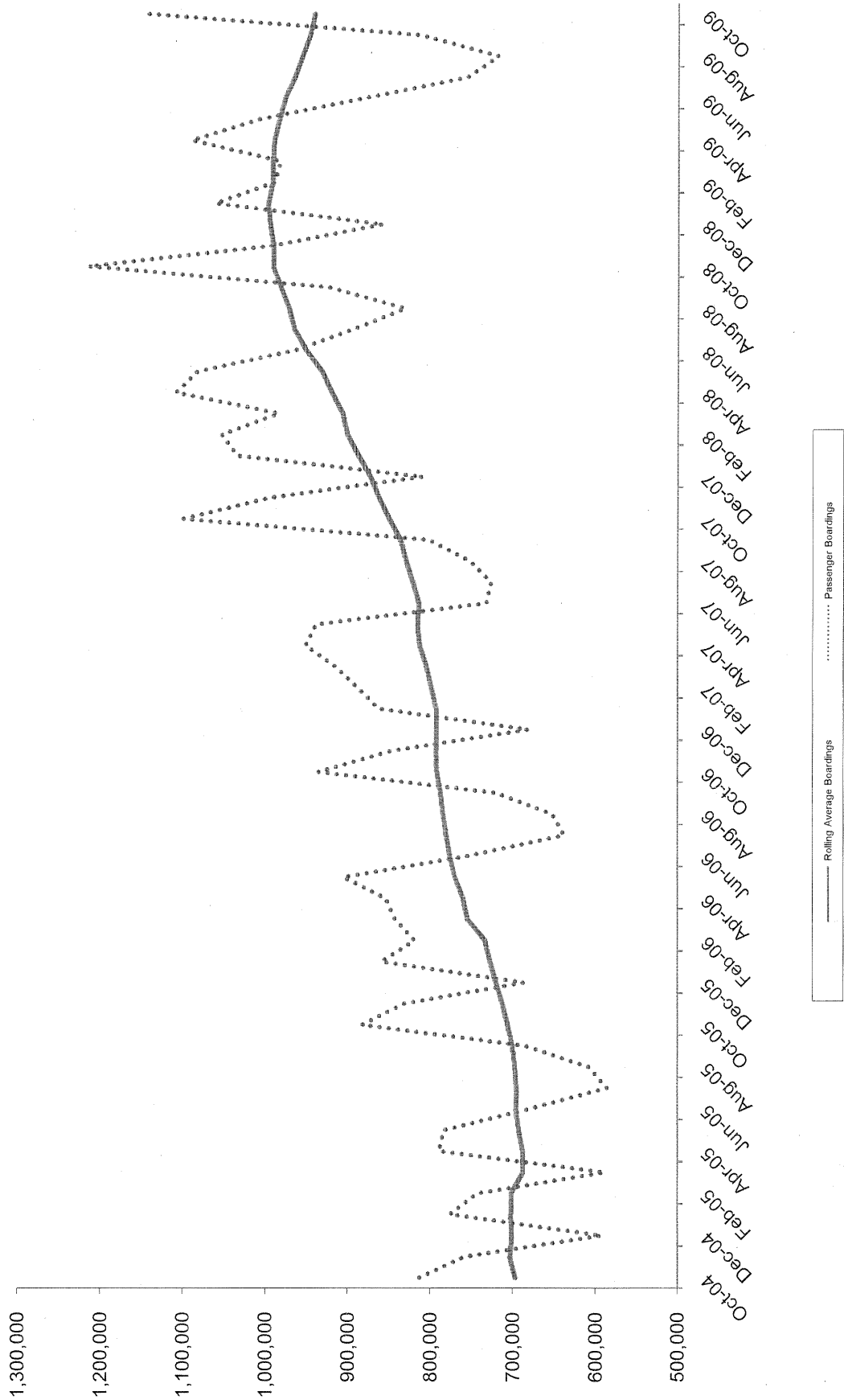


Daily Ridership Recap October 2009

Date	Day	Service	Boardings	Mobility		Daily Productivity
				Assisted Boardings	Scheduled Hours	
10/1/2009	Thursday	Weekday	48,730	581	1,080.80	45.09
10/2/2009	Friday	Weekday	45,851	543	1,080.80	42.42
10/3/2009	Saturday	Saturday	19,661	302	508.20	38.69
10/4/2009	Sunday	Sunday	9,961	153	297.80	33.45
10/5/2009	Monday	Weekday	48,143	456	1,080.80	44.54
10/6/2009	Tuesday	Weekday	47,058	458	1,080.80	43.54
10/7/2009	Wednesday	Weekday	47,931	479	1,080.80	44.35
10/8/2009	Thursday	Weekday	46,464	487	1,080.80	42.99
10/9/2009	Friday	Weekday	41,434	452	1,080.80	38.34
10/10/2009	Saturday	Saturday	20,280	268	508.20	39.91
10/11/2009	Sunday	Sunday	10,995	138	297.80	36.92
10/12/2009	Monday	Weekday	44,896	433	1,080.80	41.54
10/13/2009	Tuesday	Weekday	45,102	340	1,080.80	41.73
10/14/2009	Wednesday	Weekday	47,202	428	1,080.80	43.67
10/15/2009	Thursday	Weekday	45,073	404	1,080.80	41.70
10/16/2009	Friday	Weekday	44,045	395	1,080.80	40.75
10/17/2009	Saturday	Saturday	19,192	211	508.20	37.76
10/18/2009	Sunday	Sunday	10,745	146	297.80	36.08
10/19/2009	Monday	Weekday	44,574	411	1,080.80	41.24
10/20/2009	Tuesday	Weekday	45,850	417	1,080.80	42.42
10/21/2009	Wednesday	Weekday	46,001	332	1,080.80	42.56
10/22/2009	Thursday	Weekday	45,521	420	1,080.80	42.12
10/23/2009	Friday	Weekday	42,076	333	1,080.80	38.93
10/24/2009	Saturday	Saturday	19,281	232	508.20	37.94
10/25/2009	Sunday	Sunday	10,368	111	297.80	34.82
10/26/2009	Monday	Weekday	45,277	387	1,080.80	41.89
10/27/2009	Tuesday	Weekday	44,245	350	1,080.80	40.94
10/28/2009	Wednesday	Weekday	45,978	413	1,080.80	42.54
10/29/2009	Thursday	Weekday	44,608	327	1,080.80	41.27
10/30/2009	Friday	Weekday	45,888	633	1,080.80	42.46
10/31/2009	Saturday	Saturday	19,048	275	508.20	37.48
Totals			1,141,478	11,315	27,510	41.49



LANE TRANSIT DISTRICT
 Five Year History of Passenger Boardings



Special Mobility Services: RideSource Activity and Productivity Information

	Current		Prior		Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
	Month	Year's Month	Month	Year's Month						
September-09										
RideSource Ridership	13,648	13,293	42,090	40,801	163,696	159,669	3.2%	163,696	159,669	2.5%
RideSource(All Modes)	11,138	10,658	34,746	32,248	134,446	126,644	7.7%	134,446	126,644	6.2%
Shopper	453	492	1,361	1,538	5,569	6,087	-11.5%	5,569	6,087	-8.5%
Escort Volunteers-Metro	771	744	2,283	2,363	8,096	9,412	-3.4%	8,096	9,412	-14.0%
Escort Volunteers-Rural	1,286	1,399	3,700	4,652	15,585	17,526	-20.5%	15,585	17,526	-11.1%
RideSource Cost per Ride	\$ 23.93	\$ 23.23	\$ 23.58	\$ 22.20	\$ 22.35	\$ 21.32	6.2%	\$ 22.35	\$ 21.32	4.9%
RideSource(All Modes)	\$ 28.74	\$ 28.32	\$ 28.00	\$ 27.40	\$ 26.66	\$ 26.26	2.2%	\$ 26.66	\$ 26.26	1.5%
RideSource Shopper	\$ 12.78	\$ 12.46	\$ 12.78	\$ 12.46	\$ 12.78	\$ 12.46	2.6%	\$ 12.78	\$ 12.46	2.6%
RideSource Escort	\$ 3.12	\$ 3.25	\$ 3.25	\$ 3.13	\$ 3.14	\$ 2.86	3.7%	\$ 3.14	\$ 2.86	9.7%
Ride Reservations	11,964	11,267	36,868	34,166	143,925	137,458	7.9%	143,925	137,458	4.7%
Cancelled Number	1,213	834	3,529	2,628	13,943	12,789	34.3%	13,943	12,789	9.0%
Cancelled % of Total	10.14%	7.40%	9.57%	7.69%	9.69%	9.30%		9.69%	9.30%	
No-Show Number	108	124	347	338	1,454	1,576	2.7%	1,454	1,576	-7.7%
No-Show % of Total	0.90%	1.10%	0.94%	0.99%	1.01%	1.15%		1.01%	1.15%	
Ride Refusals Number	0	0	1	1	12	7	0.0%	12	7	71.4%
Ride Refusals % of Total	0.00%	0.00%	0.00%	0.00%	0.01%	0.01%		0.01%	0.01%	
Service Hours	5,724	5,656	17,985	17,384	70,817	68,282	3.5%	70,817	68,282	3.7%
Agency Staff	5,511	5,358	17,255	16,472	67,761	65,011	4.8%	67,761	65,011	4.2%
Agency SMS Volunteer	213	298	730	912	3,056	3,271	-20.0%	3,056	3,271	-6.6%
Avg. Trips/Service Hr.	2.02	1.97	2.01	1.94	1.98	1.94	3.6%	1.98	1.94	2.1%
RideSource System Miles	79,536	79,249	248,301	240,559	974,468	941,994	3.2%	974,468	941,994	3.4%
Avg. Miles/Trip	6.86	7.11	6.88	7.12	6.96	7.10	-3.4%	6.96	7.10	-1.9%
Miles/Vehicle Hour	13.90	14.01	13.81	13.84	13.76	13.80	-0.2%	13.76	13.80	-0.3%

Special Mobility Services: RideSource Activity and Productivity Information

September-09	Current		Prior		Current 12 Month	Prior 12 Month	% Change
	Month	% Change	Year's Month	% Change			
On-Time Performance %	82.8%	-3.7%	86.0%	-3.0%	85.4%	88.4%	-3.5%
Sample	9,947	30,886	8,862	26,630	116,107	110,313	
On-Time	8,240	26,034	7,624	23,149	99,115	97,552	

- 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: November 18, 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 Board will hold a financial planning strategy session during the afternoon of Monday, December 7. Budget Committee members will be invited to participate in the discussion.
- B. **Independent Audit Report and Comprehensive Annual Financial Report (CAFR):** The annual audit findings and the CAFR will be presented to the Board at its December 16 or January 20 meeting.
- C. **Eugene Water & Electric Board Riverfront Development:** Staff will present information on the planned development and LTD's role in the project at the Board's December 16 or January 20 meeting.
- D. **Board Member Committee Assignments:** A list of current LTD Board committee assignments has been sent to Board members for review and the opportunity to request reassignment to the same or different committees. Committee assignments will be finalized at the January 20 Board meeting.
- E. **Union Contract Negotiations Update:** The existing labor contract will expire on June 30, 2010. An executive session will be held during the January regular meeting to brief Board members on the process and to discuss strategy.
- F. **Joint Meeting with Lane County Board of Commissioners:** A joint meeting of the LTD Board and the Lane County Board of Commissioners is tentatively scheduled for February 8. Work session items may include a review of the planning process for selection of the West Eugene EmX Extension 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.
- G. **Quarterly Board Luncheon:** The Board has expressed an interest in having periodic luncheons as a venue for staff to present information on various topics in a more casual atmosphere. Staff are in the process of scheduling the next luncheon for early 2010.

- H. **LTD Road Map Update:** LTD's Strategic Plan, the LTD Road Map, is updated periodically. Staff expect that the forthcoming Strategic Planning Session will lead to an update of the plan that will be implemented in early 2010.
- 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.
- J. **Gateway EmX Extension Construction Updates:** Periodic updates on the progress of the design and construction of the Gateway EmX Extension will be provided to the Board throughout the project.

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 2009

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

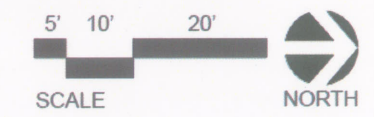
PREPARED BY: Mike Eyster, President, Board of Directors

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

ATTACHMENT: None. (Combined performance evaluation ratings were distributed to Board members under separate cover.)

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

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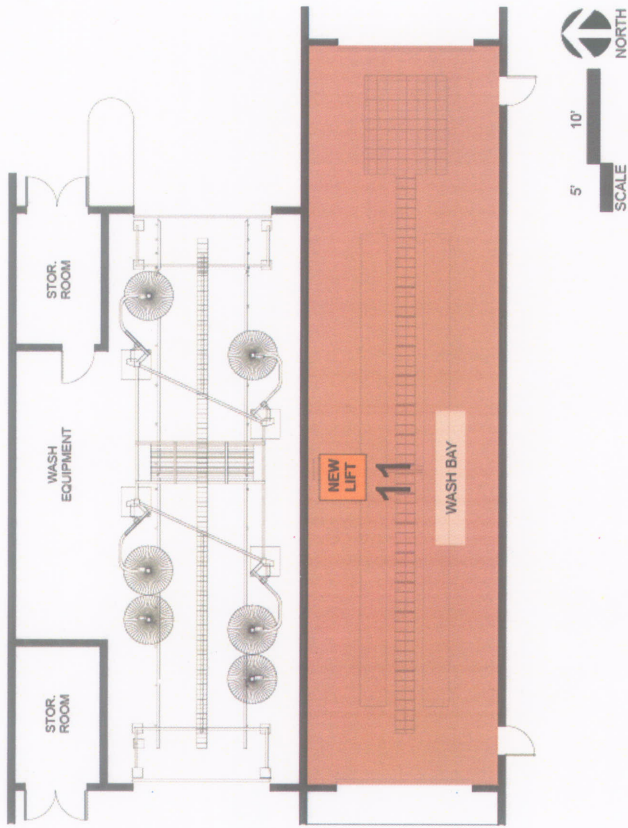
- 1 ADD 3 ARTIC BAYS**
 To accommodate future articulated bus maintenance needs, three of the existing bays will be lengthened to accommodate a 65' long vehicle. Three artic lifts will be installed.
- 2 CREATE TOOL STORAGE AREA**
 Tool storage will be re-located to the center of the Maintenance Bays. This will free up space in the shop area for other uses.
- 3 CREATE NEW STANDARD MAINTENANCE BAYS**
 Current Tire Shop and Welding/Fabrication Bays will be re-configured as standard maintenance bays to replace existing standard bays that are being converted to articulated bus bays.
- 4 RE-LOCATE TIRE SHOP**
 Tire Shop will be re-located to the existing Welding Shop in Bay 14. This will allow the standard repair bay to be moved into the maintenance shop area.
- 5 CREATE TIRE STORAGE BAY**
 Tires will be moved from the Wash Building to Bay 15, displacing the existing Paint Shop. This will consolidate the tire repair operation and free up the Wash Building for chassis.
- 6 CREATE BODY SHOP & FABRICATION AREA**
 Current Body Shop can not accommodate an artic bus. New configuration will place the body shop, welding shop, and paint booth in one large area capable of servicing artic.
- 7 NEW TRAINING ROOM**
 By optimizing under-utilized space, a 50 person Training Room can be created. This space will have access to the repair bays and the Component Repair areas for training purposes.
- 8 RE-LOCATE MACHINE SHOP**
 Machine Shop and Component Repair will be moved to this location. This will allow for easy access to the Major Component repair area and the Training Room.
- 9 CREATE LARGER MEETING/BREAK ROOM**
 Current Meeting/Break Room is too small to accommodate regular meetings. Existing entry lobby, "quiet room", and break room can be combined to create space for 16-20 people.
- 10 RENOVATE ADMINISTRATIVE OFFICES**
 Existing Administrative offices will be re-configured for greater flexibility by converting to an open office with modular furniture and movable equipment.
- NEW LIFT ADD OR REPLACE LIFT**
 NEW artic bus lifts in Bay 1. REPLACE existing lifts in Bays 5 and 6 with new artic lifts. NEW standard lifts in Bays 13, 14 and 15. REPLACE standard lifts in Bays 8, 9, 11, 12.

LTD MASTER PLAN - PROPOSED FLEET MAINTENANCE BUILDING - DESIGN ALTERNATE

LANE TRANSIT DISTRICT - 1.22.09



WASH BUILDING



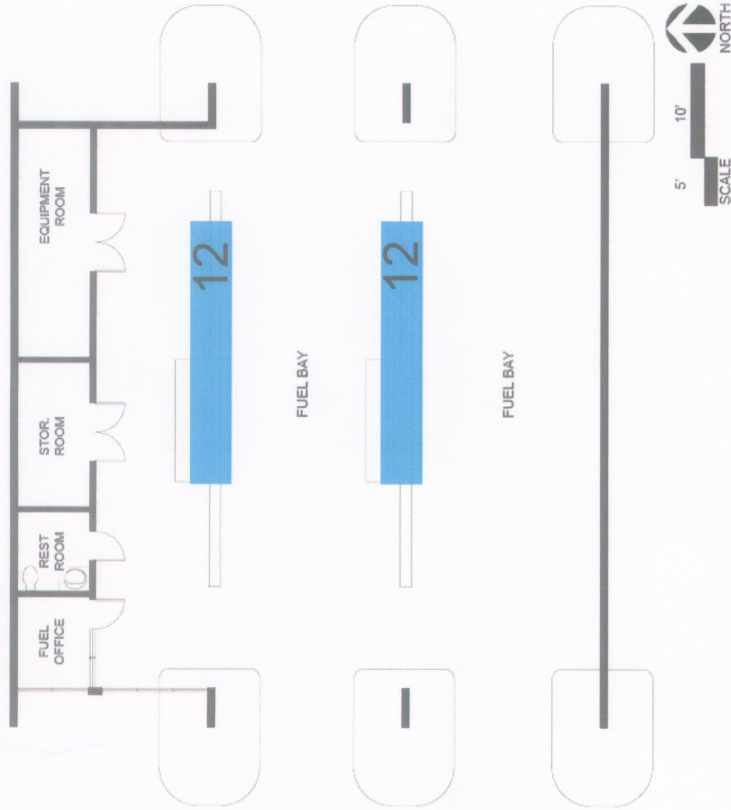
11

RE-CONFIGURE WASH BAY FOR CHASSIS WASH
 Convert existing wash bay to accommodate a chassis wash for articulated vehicles. Relocate existing fire storage to the Fleet Maintenance Building.

NEW LIFT

ADD OR REPLACE LIFT
 NEW parallel-gram lift for Chassis Wash Bay.

FUEL BUILDING



12

ADD HOSE GANTRY
 Install a hose gantry for improved fuel hose management. This will accommodate both 40' and 80' foot long coaches.