

(This packet was printed on recycled paper.)

Public notice of canceled Board meeting was given to *The Register-Guard* for publication on December 10, 2009.

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

(REGULAR BOARD MEETING CANCELED)

December 16, 2009

C O N T E N T S

	<u>Page No.</u>
I. ITEMS FOR INFORMATION	
A. Board Calendars	03
B. Board Member Reports	04
1. Meetings Held or Attended	
a. Metropolitan Policy Committee – December 3 and December 10	
b. Board Service Committee – December 9	
c. Lane Council of Governments (LCOG) – December 10	
2. No Meeting/No Report	
a. West Eugene EmX Extension Corridor Committee	
b. EmX Steering Committee	
c. Board Human Resources Committee	
d. Board Finance Committee	
C. Monthly Financial Report – November 2009	06
D. Monthly Department Reports	20
E. Monthly Performance Reports	28
II. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	35
A. Service Redesign and Proposed Fare Changes (January)	
B. Board Vision and Competencies Development – Next Steps (January)	
C. Joint Work Session with Salem-Keizer Transit (January)	
D. Independent Audit Report and Comprehensive Annual Financial Report (January)	
E. Eugene Water & Electric Board Riverfront Development (January)	

- F. Board Member Committee Assignments (January)
- G. Joint Meeting with Lane County Board of Commissioners (February)
- H. Union Contract Negotiations Update (February)
- I. FY 2010-11 Service Recommendation and Pricing Plan (March and April)
- J. Review Pension Funding Structure (May)
- K. Quarterly Board Luncheon (Early 2010)
- L. LTD Road Map Update (Early 2010)
- M. West Eugene EmX Extension Update (future meetings)
- N. Gateway EmX Extension Construction Updates (future meetings)

\\Q:\Reference\Board Packet\2009\12\Informational Packet 12-16-09\Contents.docx

AGENDA ITEM SUMMARY

DATE: December 16, 2009

ITEM TITLE: BOARD CALENDARS

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

ACTION REQUESTED: Board members are requested to review calendars and advise the Clerk of the Board of any changes in availability for LTD-related meetings and events and to provide winter vacation dates.

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.

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

PROPOSED MOTION: None

Q:\Reference\Board Packet\2009\12\Informational Packet 12-16-09\Calendar of Events Summary.docx

AGENDA ITEM SUMMARY

DATE: December 16, 2009

ITEM TITLE: BOARD MEMBER REPORTS

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

ACTION REQUESTED: None

BACKGROUND: Board members have been appointed to Board committees and to the Metropolitan Policy Committee (MPC), the Lane Council of Governments (LCOG) Board of Directors, and, on occasion, to other local or regional committees. Board members also present testimony at public hearings on specific issues as the need arises. After meetings, public hearings, or other activities attended by individual Board members on behalf of LTD, time will be scheduled on the next Board meeting agenda for an oral report by the Board member. The following activities have occurred since the last Board meeting:

MEETINGS HELD

Board members can take this opportunity to report briefly on any one-on-one meetings they have held with local officials or other meetings they have attended on behalf of LTD.

1. **Metropolitan Policy Committee (MPC)**: MPC meetings generally are held on the second Thursday of each month. Board members Mike Eyster and Greg Evans are LTD's MPC representatives, with Mike Dubick serving as an alternate. A special MPC meeting was held on December 3 to discuss the Greenhouse Gas Task Force recommendations. At the MPC regular meeting on December 10, 2009, the members received an update on the West Eugene EmX Extension project and decided on the formation of a Surface Transportation Program – Urban (STP-U) subcommittee.
2. **Board Service Committee**: The Board Service Committee members are Chair Greg Evans, Ed Necker, and Doris Towery. At the December 9 meeting, staff provided the first review of a service redesign. This package is estimated to reduce service hours by approximately 16 to 18 percent. The Committee discussed the public outreach process and decided that the full Board should be provided an overview at its January meeting. Committee Member Greg Evans was unable to attend, but will receive a separate briefing. The Committee also requested an opportunity to ride routes that will be most affected by the changes. Service Planning Manager Will

Mueller will arrange for these outings, and all Board members will be given the opportunity to attend.

3. **Lane Council of Governments (LCOG) Board of Directors:** The LCOG Board meets every other month. LTD Board Member Mike Dubick represents LTD on the Lane Council of Governments (LCOG) Board of Directors as a non-voting member, with Mike Eyster serving as the alternate. At the December 10 meeting, the planning discussion centered on September's key regional issues and the commitment to pursue the recommended initiatives. Information was presented on the Lane Area Commission on Transportation (ACT), the 2010 Census report, and the biofuels project.

NO MEETINGS HELD

1. **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 December 2 meeting was canceled. At the next meeting, which is scheduled to be held on January 6, 2010, the Committee will review the process involved in the formation of the Joint Locally Preferred Alternative Committee (JLPAC).
2. **EmX Steering Committee:** The EmX Steering Committee is composed of Chair Gerry Gaydos, Board members Doris Towery and Greg Evans, and members of local units of government and community representatives. The Committee generally meets quarterly. The next meeting is scheduled for March 2, 2010.
3. **Board Human Resources Committee:** The Board Human Resources Committee is composed of Chair Mike Dubick and Board members Dean Kortge and Gerry Gaydos. The next Committee meeting is tentatively scheduled for January 26, 2010.
4. **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, 2009. The next meeting has not been scheduled.

AGENDA ITEM SUMMARY

DATE OF PACKET: December 16, 2009

ITEM TITLE: NOVEMBER FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

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

Passenger fares are almost exactly the same for the first five months of the new year compared to the same period last year, and are down \$64,000 versus budget. The negative variance is the result of ridership losses, which began last winter, continued through October, but leveled off in November. Passenger boardings for the rolling twelve-month period, which ended November 30, are still down 5.1 percent over the previous period, the same result reported for October.

Group pass receipts are still 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. While there is still disagreement between LTD and ASUO as to what the terms of the contract should be, a tentative agreement was reached the week of December 7 to finalize a contract covering current school year services. Lane Transit District expects at least \$250,000 from fall term fees. Had there been a contract on November 30, 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 12.8 percent versus last year and down 13.4 percent versus current-year budget. These results are consistent with a local unemployment rate in excess of 12 percent and a continuing recession.

Self-employment receipts coincide with State tax payment deadlines, none of which occurred in November. 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 November 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. There are additional funds due for November that will be booked after federal reporting has been completed.

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 0.7017 percent on November 30, 2009, down from 0.75 percent in September and October.

Total personnel services expenditures, the largest category of operating expense, show a 1.2 percent increase compared to the previous year. This modest 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 five months of this year as compared to last, and overall spending is under budget for the year to date. Concerns about the level to which the General Fund must support the Accessible Services Fund continue.

Fuel prices continued to drift upward in 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 \$2.0024 through November 30, up from the \$1.97 reported for October. 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. Now that the trigger point has been reached, these reserves will be available.

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

The Transportation Options Fund activities are generally as expected through the first five months of the current fiscal year. The Accessible Services Fund is still difficult to predict because billing from the service provider lags by at least one and up to two months, so expenditures are 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 five 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 November. 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. The fleet maintenance facility remodeling project is underway, and completion is expected in Spring 2010.

Board members will receive the FY 2008-09 Comprehensive Annual Financial Report (CAFR) and Executive Summary in a separate mailing before December 23. A representative of Grove, Mueller & Swank, P.C., LTD's independent audit firm, will attend the January Board meeting and present audit results.

ATTACHMENTS:

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

1. Operating Financial Report - comparison to prior year
2. Comparative Balance Sheets
 - a. General Fund
 - b. 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

Q:\Reference\Board Packet\2009\12\Informational Packet 12-16-09\10fin05.docx.doc



Lane Transit District
Operating Financial Report
For the Fiscal Period Ending 11/30/2009 With Comparisons to Prior Year to Date
Current Year: 2009-2010
Unaudited

	Prior YTD 08-09	Adopted Budget	YTD Actual	% Budget	% Over Last Year
Revenues & Other Sources					
Passenger Fares	1,814,433	4,507,800	1,814,116	40.2%	0.0%
Group Pass	738,291	2,030,500	627,664	30.9%	-15.0%
Advertising	107,500	264,000	110,000	41.7%	2.3%
Special Service	419,542	735,700	308,309	41.9%	-26.5%
Miscellaneous	88,237	179,500	52,477	29.2%	-40.5%
Total Operating	3,168,003	7,717,500	2,912,566	37.7%	-8.1%
Payroll Tax (cash basis)	11,494,337	23,327,600	10,024,224	43.0%	-12.8%
Self-employment Tax (cash basis)	206,244	1,400,000	186,281	13.3%	-9.7%
State-in-Lieu (accrued basis)	331,264	1,400,000	356,605	25.5%	7.6%
Operating Grants - American Recovery & Reinvestment	-	3,201,500	1,234,777	38.6%	N/A
Operating Grants	27,861	1,025,000	21,920	2.1%	-21.3%
Total Taxes & Grants	12,059,706	30,354,100	11,823,807	39.0%	-2.0%
Interest Income	180,462	150,000	31,187	20.8%	-82.7%
Sale of Assets	-	-	-	N/A	N/A
Transfer from Commuter Solutions Fund	-	-	-	N/A	N/A
Total Revenues & Other Sources	15,408,171	38,221,600	14,767,560	38.6%	-4.2%
Expenditures & Other Uses					
Personnel Services					
Administration	3,462,882	9,158,000	3,424,912	37.4%	-1.1%
Administration - Contra Payroll	(665,588)	(1,634,500)	(664,104)	40.6%	-0.2%
Administration - Net	2,797,294	7,523,500	2,760,808	36.7%	-1.3%
Contract	7,361,853	18,911,800	7,518,446	39.8%	2.1%
Total Personnel Services	10,159,147	26,435,300	10,279,254	38.9%	1.2%
Materials & Services					
General Administration	74,246	177,800	48,261	27.1%	-35.0%
Government Relations	83,448	125,800	78,067	62.1%	-6.4%
Finance	33,721	134,800	49,780	36.9%	47.6%
Information Technologies	294,232	570,900	308,475	54.0%	4.8%
Human Resources	75,667	334,400	62,367	18.7%	-17.6%
Service Planning	6,107	10,000	4,108	41.1%	-32.7%
Marketing	219,629	309,900	155,128	50.1%	-29.4%
Graphics	7,337	14,600	3,396	23.3%	-53.7%
Accessible Services	2,781	37,000	-	0.0%	-100.0%
Planning & Development	10,504	19,700	6,499	33.0%	-38.1%
point2point Solutions	68	-	-	N/A	-100.0%
Facilities Services	363,003	854,500	294,145	34.4%	-19.0%
Transit Operations	247,711	631,200	207,618	32.9%	-16.2%
Customer Service Center	8,371	27,700	12,282	44.3%	46.7%
Maintenance	1,839,714	3,437,300	1,327,715	38.6%	-27.8%
Insurance / Liability Costs	411,773	1,267,600	575,461	45.4%	39.8%
Transportation Options Transfer	5,000	5,000	5,000	100.0%	0.0%
Accessible Services Transfer	612,409	1,900,000	1,263,707	66.5%	106.4%
Capital Transfer	730,000	-	-	N/A	-100.0%
Total Materials & Services	5,025,721	9,858,200	4,402,009	44.7%	-12.4%
Total Expenditures & Other Uses	15,184,868	36,293,500	14,681,263	40.5%	-3.3%
Excess (Deficiency) of Revenues Over Expenditures	223,303	1,928,100	86,297		-61.4%
Net to Fund	223,303	1,928,100	86,297		-61.4%



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

	Current Balance	Balance 06/30/09
ASSETS		
Cash & Investments	\$ 8,753,745	\$ 7,990,388
Receivables	1,442,792	1,537,183
Accrued Payroll Taxes Receivable	4,826,000	4,826,000
Due from Other Governments	-	440,207
Inventory of Parts and Supplies	1,834,512	1,831,649
Prepaid Expenses	171,376	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>\$ 109,482,413</u>	<u>\$ 109,786,038</u>
LIABILITIES		
Accounts Payable	\$ 214,589	\$ 388,963
Accrued Payroll Related Payable	969,777	1,005,824
Unearned Revenue	134,550	61,892
Liability Claims/Other Payable	337,578	589,737
CAL/Sick Accrual	3,287,339	3,287,339
Net OPEB Obligation	635,353	635,353
Total Liabilities	<u>5,579,187</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>86,297</u>	<u>(4,922,211)</u>
Ending Fund Balance	<u>149,261</u>	<u>62,964</u>
Total Reserves & Fund Balances	<u>103,903,226</u>	<u>103,816,929</u>
Total Liabilities & Fund Balance	<u>\$ 109,482,413</u>	<u>\$ 109,786,038</u>



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

	Current Balance	Balance 06/30/09
ASSETS		
Cash & Equivalents	\$ 20,050	\$ 211,768
Receivables	-	55,100
Prepaid Expenses	<u>5,150</u>	<u>-</u>
Total Assets	<u>\$ 25,200</u>	<u>\$ 266,868</u>
LIABILITIES		
Accounts Payable	<u>\$ 10,950</u>	<u>\$ 11,991</u>
Total Liabilities	<u>10,950</u>	<u>11,991</u>
RESERVES & BALANCES		
Fund Balance	254,877	370,138
Excess (Deficiency) of Revenues Over Expenditures	<u>(240,627)</u>	<u>(115,261)</u>
Ending Fund Balance	<u>14,250</u>	<u>254,877</u>
Total Liabilities & Fund Balances	<u>\$ 25,200</u>	<u>\$ 266,868</u>



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

	Current Balance	Balance 6/30/2009 Restated, As If
ASSETS		
Cash & Investments	\$ 321,745	235,555
Receivables	280	75
Grants Receivable	-	122,582
Total Assets	<u>\$ 322,025</u>	<u>358,212</u>
LIABILITIES		
Accounts Payable	\$ 125,930	140,348
Oakridge Program Reserves	58,263	62,412
Unearned Revenue	174,079	-
Total Liabilities	<u>358,272</u>	<u>202,760</u>
RESERVES & BALANCES		
Fund Balance	155,452	104,712
Excess (Deficiency) of Revenues Over Expenditures	<u>(191,699)</u>	<u>50,740</u>
Ending Fund Balance	<u>(36,247)</u>	<u>155,452</u>
Total Liabilities & Fund Balances	<u>\$ 322,025</u>	<u>358,212</u>



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

	Current Balance	Balance 6/30/2009 Restated, As If
ASSETS		
Cash & Investments	\$ 207,178	378,351
Receivables	336,030	255,368
Grants Receivable	-	-
Total Assets	\$ 543,208	633,719
LIABILITIES		
Accounts Payable	\$ 97,840	138,304
Medicaid Medical Reserves	373,233	347,948
Total Liabilities	471,073	486,252
RESERVES & BALANCES		
Fund Balance	147,467	147,467
Excess (Deficiency) of Revenues Over Expenditures	(75,331)	-
Ending Fund Balance	72,136	147,467
Total Liabilities & Fund Balances	\$ 543,208	633,719



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

	Current Balance	Balance 06/30/09
ASSETS		
Cash & Investments	\$ 44,561	\$ 3,355,445
Accounts Receivable	110,791	94,980
Grants Receivable	<u>2,526,165</u>	<u>4,289,718</u>
Total Assets	<u>\$ 2,681,518</u>	<u>\$ 7,740,143</u>
LIABILITIES		
Accounts Payable	\$ 283,965	\$ 2,488,506
Retainage Payable	430,964	131,082
Unearned Revenue	<u>62,150</u>	<u>62,150</u>
Total Liabilities	<u>777,080</u>	<u>2,681,738</u>
RESERVES & BALANCES		
Fund Balance	5,058,406	1,935,115
Excess (Deficiency) of Revenues Over Expenditures	<u>(3,153,968)</u>	<u>3,123,291</u>
Ending Fund Balance	<u>1,904,438</u>	<u>5,058,406</u>
Total Liabilities & Fund Balances	<u>\$ 2,681,517</u>	<u>\$ 7,740,144</u>



**Lane Transit District
General Fund
Schedule of Resources and Requirements
For the Period 11/1/2009- 11/30/2009
Unaudited**

	Annual Budget	Current Month			Year to Date		
		Budget	Actual	Variance	Budget	Actual	Variance
Resources							
Beginning Working Capital	5,280,000	-	-	-	5,280,000	7,921,300	2,641,300
Passenger Fares	4,507,800	375,640	386,919	11,279	1,878,200	1,814,116	(64,084)
Group Pass	2,030,500	217,000	139,571	(77,429)	734,000	627,664	(106,336)
Advertising	264,000	22,000	22,000	-	110,000	110,000	-
Special Service	735,700	66,000	862	(65,138)	369,000	308,309	(60,691)
Miscellaneous	179,500	14,970	21,011	6,041	74,850	52,477	(22,373)
Payroll Tax (cash basis)	23,327,600	4,822,000	3,800,815	(1,021,185)	11,579,600	10,024,224	(1,555,376)
Self-employment Tax (cash basis)	1,400,000	25,000	-	(25,000)	209,000	186,281	(22,719)
State-in-Lieu (accrual basis)	1,400,000	-	-	-	320,000	356,605	36,605
Operating Grants	4,226,500	352,210	3,744	(348,466)	1,761,050	1,256,697	(504,353)
Interest Income	150,000	12,500	5,848	(6,652)	62,500	31,187	(31,313)
Proceeds From Sale of Assets	-	-	-	-	-	-	-
Transfer from Commuter Solutions Fund	-	-	-	-	-	-	-
Total General Fund Resources	43,501,600	5,907,320	4,380,770	(1,526,550)	22,378,200	22,688,860	310,660
Requirements							
General Administration	778,400	64,920	44,446	20,474	324,600	272,167	52,433
Government Relations	125,800	7,990	2,500	5,490	70,950	78,067	(7,117)
Finance	1,075,300	86,430	72,267	14,163	468,150	407,033	61,117
Information Technologies	1,156,100	96,570	49,974	46,596	481,950	540,002	(58,052)
Human Resources	990,600	82,600	49,259	33,341	413,000	303,812	109,188
Service Planning	571,300	47,140	41,158	5,982	241,700	208,867	32,833
Marketing	638,800	52,775	35,685	17,090	301,735	276,832	24,903
Graphics	140,800	10,650	8,425	2,225	59,750	52,056	7,694
Accessible Services	129,600	9,900	3,499	6,401	52,200	24,067	28,133
Planning & Development	268,500	22,410	20,115	2,295	112,050	76,713	35,337
<i>point2point Solutions</i>	-	10	(473)	483	50	-	50
Facilities Services	1,433,500	119,550	87,171	32,379	597,750	488,319	109,431
Transit Operations	17,858,200	1,538,635	1,437,783	100,852	7,545,500	7,064,663	480,837
Customer Service Center	577,000	47,820	40,369	7,451	242,300	207,697	34,603
Maintenance	7,377,000	614,790	434,245	180,545	3,073,950	2,836,800	237,150
Insurance / Liability Costs	1,267,600	105,650	74,936	30,714	528,250	575,461	(47,211)
Total Operating Requirements	34,388,500	2,907,840	2,401,359	506,481	14,513,885	13,412,556	1,101,329
Transportation Options Transfer	5,000	-	-	-	5,000	5,000	-
Accessible Services Transfer	1,900,000	158,330	232,769	(74,439)	791,650	1,263,707	(472,057)
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	232,769	(74,439)	796,650	1,268,707	(472,057)
Total General Fund Requirements	43,501,600	3,066,170	2,634,128	432,042	15,310,535	14,681,263	629,272
Resources Less Requirements	-	-	-	-	7,067,665	8,007,597	-



Lane Transit District
Transportation Options Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 11/1/2009 - 11/30/2009
Unaudited

				Percent of Year	41.7%
	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	516,500	20,000	-	(496,500)	3.9%
Expenditures & Other Uses					
Funded from Rideshare Program					
Project Management	184,200	227,422	44,417	(43,222)	123.5%
Special Projects	71,200	-	-	71,200	0.0%
Research	18,000	-	-	18,000	0.0%
Carpool/Vanpool Program	217,200	18,075	2,650	199,125	8.3%
Smart Ways to School Program	71,200	11,943	-	59,257	16.8%
Emergency Ride Home Program	-	157	-	(157)	N/A
Gateway Transportation Program	-	-	-	-	N/A
Park & Ride Program	-	2,213	1,920	(2,213)	N/A
Group Pass Program	121,500	817	130	120,683	0.7%
Total Rideshare Program	683,300	260,627	49,117	422,673	38.1%
Transfer to General Fund	-	-	-	-	N/A
Contingency	138,400	-	-	138,400	0.0%
Total Commuter Solutions Expenditures	821,700	260,627	49,117	561,073	31.7%
Unreserved Fund Balance					
Change to Fund Balance	(305,200)	(240,627)			
Beginning Balance	305,200	254,877			
Ending Balance	-	14,250			



Lane Transit District
Accessible Services Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 11/1/2009 - 11/30/2009
Unaudited

				Percent of Year	41.7%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
State Special Transp Funds - In District	381,800	113,850	22,770	(267,950)	29.8%
State Special Transp Funds - Out of District	-	28,800	5,760	28,800	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	120,899	24,105	(174,101)	0.0%
Local Grants	70,090	32,341	12,107	(37,749)	0.0%
Miscellaneous	-	250	-	250	NA
Transfer from General Fund	1,900,000	1,263,707	232,769	(636,293)	0.0%
Total Revenues	<u>4,677,200</u>	<u>1,583,157</u>	<u>297,511</u>	<u>(3,094,043)</u>	0.0%
Expenditures & Other Uses					
Eugene-Springfield Based Services					
ADA RideSource	3,837,200	1,386,785	264,001	2,450,415	0.0%
Mental Health & Homeless	68,600	13,405	20	55,195	0.0%
Travel Training & Host	111,400	28,816	20	-	0.0%
Job Access/Reverse Commute (JARC)	-	14,437	-	(14,437)	NA
Total Eugene-Springfield Based Services	<u>4,017,200</u>	<u>1,443,443</u>	<u>264,041</u>	<u>2,491,173</u>	0.0%
Rural Lane County Services					
South Lane	178,200	84,142	587	94,058	0.0%
Florence	164,100	55,196	10,570	108,904	0.0%
Oakridge	194,000	52,270	333	141,730	0.0%
Total Rural Lane County Services	<u>536,300</u>	<u>191,608</u>	<u>11,490</u>	<u>344,692</u>	0.0%
Lane County Coordination	123,700	139,805	7,459	(16,105)	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>1,774,856</u>	<u>282,990</u>	<u>3,347,860</u>	0.0%
Unreserved Fund Balance					
Change to Fund Balance	(528,100)	(191,699)	-	-	-
Beginning Balance	528,100	155,452	-	-	-
Ending Balance	<u>\$ -</u>	<u>\$ (36,247)</u>	-	-	-



Lane Transit District
Medicaid Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 11/1/2009 - 11/30/2009
Unaudited

	Percent of Year					33.3%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget	
Revenues & Other Sources						
Medicaid	4,740,000	1,359,350	237,125	(3,380,650)	28.7%	
Medicaid Non-Medical	400,300	113,457	-	(286,843)	28.3%	
State Special Transportation Fundn (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>1,472,807</u>	<u>237,125</u>	<u>(3,816,893)</u>	27.8%	
Expenditures & Other Uses						
Medicaid Medical Service	3,981,200	1,261,147	269,815	2,720,053	31.7%	
Medicaid Non-Medical Service	568,500	133,772	28,867	434,728	23.5%	
RideSource Call Center Administration	560,000	128,705	-	431,295	23.0%	
Lane Transit District Administration	180,000	24,514	17,789	155,486	13.6%	
Total Medicaid Fund Expenditures	<u>5,289,700</u>	<u>1,548,138</u>	<u>316,471</u>	<u>3,741,562</u>	29.3%	
Unreserved Fund Balance						
Change to Fund Balance	-	(75,331)				
Beginning Balance	-	-				
Ending Balance	<u>-</u>	<u>(75,331)</u>				



Lane Transit District
Capital Projects Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 11/1/2009 - 11/30/2009
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Percent of Year Variance	33.3% YTD % of Budget
Revenues & Other Sources					
Federal Grant Income				-	N/A
Formula Funds (Section 5307)	3,421,000	210,270	70,570	(3,210,730)	6.1%
American Recovery & Reinvestment Act (ARRA)	3,396,800	2,409,004	2,099	(987,796)	70.9%
Discretionary Funds	26,081,300	7,167,652	275,388	(18,913,648)	27.5%
Other Funds	<u>1,014,500</u>	<u>57,179</u>	<u>-</u>	<u>(957,321)</u>	5.6%
Total Federal Grants	<u>33,913,600</u>	<u>9,844,105</u>	<u>348,057</u>	<u>(24,069,495)</u>	29.0%
Connect Oregon	3,117,800	793,826	-	(2,323,974)	25.5%
Other State Grant Income	-	-	-	-	N/A
Other Local Funds	82,000	203,235	16,641	121,235	247.8%
Miscellaneous Income	-	100	-	100	N/A
Transfer from Accessible Services Fund	<u>144,000</u>	<u>-</u>	<u>-</u>	<u>(144,000)</u>	0.0%
Total Resources	<u>37,257,400</u>	<u>10,841,266</u>	<u>364,698</u>	<u>(26,416,134)</u>	29.1%
Expenditures					
Grant Paid Capital					
EmX					
Gateway EmX Extension	26,200,000	8,052,139	296,744	18,147,861	30.7%
EmX Vehicles	5,200,000	3,672,079	7,786	1,527,921	70.6%
West Eugene EmX Extension	<u>500,000</u>	<u>572,698</u>	<u>124,191</u>	<u>(72,698)</u>	114.5%
Total EmX	<u>31,900,000</u>	<u>12,296,915</u>	<u>428,720</u>	<u>19,603,085</u>	38.5%
Revenue Rolling Stock	-	260	260	(260)	N/A
PBI/Facilities	6,311,300	851,500	23,814	5,459,800	13.5%
Software & Hardware	510,000	144,015	74,671	365,985	28.2%
Intelligent Transportation Systems	-	30,514	2,579	(30,514)	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	-	180,717	10.3%
Shop Equipment	25,000	10,630	5,995	14,370	42.5%
Support Vehicles	50,000	61,459	3,732	(11,459)	122.9%
Accessible Services Vehicles	1,130,600	579,158	703	551,442	51.2%
Budgeted for Capital Contingency	<u>708,500</u>	<u>-</u>	<u>-</u>	<u>708,500</u>	0.0%
Total Expenditures	<u>41,286,900</u>	<u>13,995,235</u>	<u>540,474</u>	<u>27,291,665</u>	33.9%
Unreserved Fund Balance					
Change to Fund Balance	(4,029,500)	(3,153,968)			
Beginning Fund Balance	<u>4,029,500</u>	<u>5,058,406</u>			
Ending Fund Balance	<u>-</u>	<u>1,904,438</u>			



MONTHLY DEPARTMENT REPORTS

December 16, 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).
- Resolved several pending design issues at terminus locations and along the various alternatives.
- Initiated office space improvements and advertising for the downtown Eugene Station 1099 building so that it can serve as the WEEE public involvement “storefront” and site of future corridor meetings, project information open houses, and as drop-in space for project information.
- Gave a presentation to the Bicycle and Pedestrian Advisory Committee on November 12, 2009.
- Gave a presentation to the Lea Wood Homeowners Association on November 13, 2009.
- Provided a public review of the designs at Plaza Latina which was hosted by Councilor Andrea Ortiz on November 17, 2009.
- Held an internal Employee Brown Bag project update meeting on November 19, 2009.
- Continued work with consultants, the City of Eugene, and LCOG on transit demand modeling that will serve as the basis for most technical environmental analyses.
- Started developing a draft action plan for the Joint Locally Preferred Alternative Committee.
- Began developing the next project newsletter and postcards that will notify stakeholders of upcoming meetings and of opportunities to be involved in the project.
- Developed the presentation for the December 10 Metropolitan Planning Commission (MPC) meeting.
- Began work with consultants on refining the WEEE project Scope of Work amendments.
- Updated WEEE web pages to include complete designs for all alternatives and designs and an interactive animation to help clarify the various possible routes and configurations.

- Initiated focus group selection for the West Eugene EmX Extension Design Options neighborhood design for the EmX project to coincide with environmental analysis.
- Provided written comments to the City as part of its consideration of the Lea Wood code interpretation appeal.
- Met with representatives from the 4-J School District to address issues around potential impacts to the 4-J bus yard at West 7th Avenue and Garfield Street.
- Continued finalizing the design reviews and updates on WEEE revisions with Eugene Councilors.

Other:

- Refined the Scope of Work for the Transportation Growth Management project, which is in the development portion of LTD's Long-Range Transit Plan.
- Participated on the Greenhouse Gas Task Force.
- Participated on the panel of the Oregon Transportation Research Consortium at the University of Oregon on November 13, 2009.
- Attended City of Springfield project meetings for the Glenwood Refinement Plan and the Downtown Advisory Committee.
- Attended Oregon Department of Transportation (ODOT) project meetings for Beltline and Oregon Highway 126.
- Submitted a Connect Oregon III grant application for the construction of a Park and Ride at the vacant ODOT property located at Gateway Street and International Way.
- Participated in the Climate and Energy Action Plan Transportation and Land Use focus meeting on December 1, 2009.
- Attended a training class in Microsoft Project.
- Completed a full-day facilitated team building session for LTD Planning staff.

Point2point Solutions

Connie B. Williams, Program Manager

On-the-go Solutions:

- There were 36 new commuters added to the Rideshare database in November. There are currently 868 commuters on file, which include those that are active for Rideshare matching and Emergency Ride Home registrants.
- Connie and Tracy Smith met with City of Eugene staff and a former administrator of Victoria Carshare Co-op, Branden Rishel, on November 12 to discuss carshare opportunities in the Eugene/Springfield area.
- Connie and Tracy met with ODOT Public Transportation Division staff and statewide Rideshare representatives on November 6 to finalize the case for funding of a multi-state Rideshare database. Michael Ward with ODOT will present the case at the December Oregon Transportation Committee meeting.

Work Solutions:

- Marcia Maffei gave a presentation to 25 employees at Champion Technologies, Inc. on November 18. Staff hosted an informational booth at Royal Caribbean for 200 employees on November 4.

- PIVOT Architecture and Special Mobility Services enrolled in the Emergency Ride Home Program.

School Solutions:

- Lisa VanWinkle issued a report summarizing the results of the school stipends provided by Point2point Solutions to 14 local schools, enabling them to join 15 other schools in conducting Walk and Bike to School Day events.
- Lisa attended the Eugene Safe Routes to School team meeting to plan events and activities for the coming year.

Education and Outreach:

- Tracy attended a webinar on November 18 titled “Building Political Will for Strong Bike/Walk Programs.” This webinar described how elected officials, local government staff, and independent advocates can work together to change the culture of a community in regards to getting people to walk and bike.

CAPITAL PROJECTS

Charlie Simmons, Facilities Services Manager

Gateway EmX:

Roadwork on International Way is complete.

Work on approximately nine of the 14 stations continues; including platform construction, shelter structure installation, and detectable warning paver placement.

Traffic signal work continues at the Q Street and Centennial Boulevard intersections.

The next major roadwork effort is scheduled to occur after the first of the year pending dry weather. This work will be the construction of the bus lane on Pioneer Parkway West between F Street and South A Street. Reconstruction of ADA ramps along the west side of Pioneer Parkway West may occur before the end of this year.

The project remains on schedule and within budget.

Fleet Maintenance Building Expansion:

Construction has begun in the majority of the constructions zones with the demolition phase about 95 percent complete. Construction is on or slightly ahead of schedule with project completion scheduled for late April of 2010. The project is on budget with the majority of the potential risky underground items completed.

**SERVICE PLANNING, ACCESSIBILITY,
AND MARKETING**

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

Annual Route Review:

- Meetings were held with Portland’s TriMet and Salem-Keizer’s Cherriots staff to review their recent service reduction planning and marketing plans. These were informative sessions.
- An initial service reduction package of approximately 18 percent has been developed. The final reduction will likely be reduced as staff evaluate the need to add running time to routes that will experience large ridership increases. Additional reductions will be presented as stand-alone packages that the Board can consider as needed to meet budget goals. The Service Advisory Committee and Board Service Committee met on December 9 to review the service redesign package.
- Marketing staff have begun planning the outreach activities associated with the Annual Route Review. The timeline will be condensed in order to have a final package for Board adoption in April.

Media:

- Earned media stories in November included:
 - Snow and Ice plans
 - Crest Drive service changes
 - West Eugene EmX
 - Civil War shuttle service
- Paid media included ads for Civil War shuttles, Gateway EmX, and a general brand message in the Spanish newspaper Adelante Latino.

Partnerships:

- LTD partnered with KDUK and other agencies in the annual Stuff the Bus food drive for Food for Lane County.
- Andy Vobora was on the organizing committee for the UO Alumni Association/ Springfield Chamber Tailgate Auction, which was a big success!

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

Accessible Services staff participated in two area-wide meetings during November. The first was a meeting focused on resource sharing partnerships among area non-profits, as well as community and government organizations in Lane County. The second was a meeting hosted by The United Way to explore opportunities to collaborate among agencies that provide services and those that need transportation services.

Two new vehicles were delivered in November for the human services transportation fleet. The new Diamond Express vehicle is a 34-foot, rear-engine bus that will carry 35 passengers for service between Oakridge and the metro area. This larger bus will help meet the ridership demands of the Diamond Express route. South Lane Wheels of Cottage Grove also received a new vehicle for its Route Around Town. This low-floor vehicle that has capacity for 24 passengers was purchased through the American Recovery and Reinvestment Act (ARRA).

TRANSIT OPERATIONS

Sue Quick, Transit Operations Manager

Training:

Training Supervisor John Dahl, along with several instructors, conducted training sessions for Bad Weather Driving and Snow and Ice detours. The two-hour classes are designed to provide bus operators with skills that will help them to remain safe during inclement weather. Snow and Ice detour and routing changes are provided for each bus operator prior to the training sessions.

The new 9100 EmX buses have several features that differ from the current model. John Dahl is conducting 15-minute briefings on the changes for all EmX operators.

UO Football Service:

Field Supervisor Van Snyder worked closely with Starline Coach Company and the UO to assist service with the Civil War game. Van provided information and briefings for the coach operators as they arrived in Eugene on December 2. Three supervisors and three transportation coordinators played an advisory role at the event on December 3, providing on-the-ground assistance to safely move buses and fans in and out of Autzen Stadium.

Temporary Supervisors:

There were 16 applications from bus operators that were accepted for the position of temporary supervisor. Four will be chosen and trained in leadership and supervisory tasks to assist with shift coverage and special events. Ultimately the temporary supervisory team provides the pool for hiring permanent supervisor positions when needed.

Operations Orientation:

Administrative Services Coordinator Jill Howard designed, and in November implemented, an orientation for administrative employees to become familiar with Operational procedures and practices. Two administrative employees completed the four-hour orientation and provided positive responses. The orientation is designed as a tool for new administrative employees to become knowledgeable of Transit Operations and the fixed-route system.

Airport Emergency Exercise:

Sue Quick and Human Resource Risk Manager David Lindelien participated in the 2009 tabletop emergency exercise at the Eugene Airport. The scenario addressed needed responses from various community resources and agencies.

MAINTENANCE

George Trauger, Director of Maintenance

New Flyer Training, November 7-10:

All journeymen mechanics will attend an eight-hour session offered by New Flyer, on the Air and Hydraulic systems of the 6100-, 7100-, and 9100-series buses. The sessions will cover in-depth troubleshooting for the kneeling, power steering, and flows and pressures systems.

Allison Warranty Repairs and Product Upgrade:

Bus 6103 was towed to the Pacific Detroit facility in Ridgefield, Washington, on December 4. It is at this facility where its Allison Hybrid Electrical system will receive needed repairs. At the same time, the transmission will receive a product upgrade as the result of a recall. All of the engine work is covered under the extended warranty, and we anticipate that this entire process will take little more than a week.

As soon as bus 6103 is completed and returned to the shop, the next highest mileage bus will be transported to Washington for its transmission recall. This recall affects the 6100- and 7100-buses. Each bus will take about a week to complete. The process will continue until all affected buses are in compliance.

Bus 6106 is at the local CAT facility getting a turbo replacement and is due back to the shop during the beginning of December. This work also is under warranty.

Bus 9101:

Bus 9101 (one of the new EmX vehicles) has been designated as a backup spare and has been put into active service, effective December 4, 2009.

Tailgate Meetings Follow up:

Weekly shift tailgate meetings have become an important communication tool between shop employees and supervisors. Valuable shift information and issues are addressed weekly instead of monthly, and employees are more comfortable speaking out in a smaller group setting than in the larger group.

Maintenance Administrative Associate Replacement:

Interviews for the Maintenance Administrative Associate position began on Wednesday, December 9.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Todd Lipkin, Financial Services Manager

Grants Management:

- The 2009 National Transit Database report is currently being reviewed by the Federal Transit Administration.

Payroll Processing:

- Sixty-six (66) payroll checks and 594 payroll direct deposits totaling \$956,790 were made in November 2009 (two pay dates).

Accounts Payable:

- Two hundred thirty-three (233) vendor paper and electronic checks totaling \$3,285,023 were processed during the month of November 2009. This included a total of \$1.275 million to Wildish Building/Construction Companies for Gateway EmX Extension-related construction.

Accounts Receivable:

- Twelve (12) cash fare deposits totaling \$125,528 were processed in November 2009.

ACCOUNTING/INTERNAL AUDIT

Carol James, Chief Accountant/Internal Auditor

Accounting:

- The October Board report was completed.
- Staff substantially completed the Comprehensive Annual Financial Report (CAFR) and are now awaiting final review by the auditors. The CAFR will be mailed to the Board before the end of December.

Internal Audit:

- Staff attempted to identify a small group of businesses that could be used as representatives of trends of overall payroll tax receipts over time. Several different approaches were tried, but a sample that fit well has yet to be determined.
- Staff continued to review local media information about businesses for compliance with payroll taxes. Information about several was sent to the State Department of Revenue, but all proved to be registered under a different name.

PURCHASING

Jeanette Bailor, Purchasing Manager

The semiannual Disadvantaged Business Enterprise report was submitted to Federal Transit Administration for the period ending September 30, with an attainment of 5.77 percent of contracts or subcontracts going to disadvantaged business enterprises. LTD's goal for this period was 3.63 percent.

With the input of engineering consultants, bid documents continue to be 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.

**HUMAN RESOURCES AND
RISK MANAGEMENT**

Mary Adams, Director of Human Resources and Risk Management

Employee Health:

The Health for Life Committee met with Aramark to address complaints concerning the food vending machines. Other committee activities include a campaign around smoking cessation, which will take place sometime during the first quarter of 2010.

Selection and Hiring:

An opening was posted for the Administrative Services Associate, a vacancy that will be created when Doris Dioszhgey-Darcy retires in February 2010. More than 100 applications were received. Applications were received and interviews were conducted for four temporary supervisor positions in the Operations Department. This role is filled from internal applicants only, and becomes part of the pool from which permanent supervisors are hired.

Q:\Reference\Board Packet\2009\12\Reg Meeting 12-16-09\Dept Report.docx

AGENDA ITEM SUMMARY

DATE: December 16, 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: November 2009 Performance Reports
October 2009 RideSource Activity and Productivity Report

PROPOSED MOTION: None

Q:\Reference\Board Packet\2009\12\Informational Packet 12-16-09\performance summary.docx

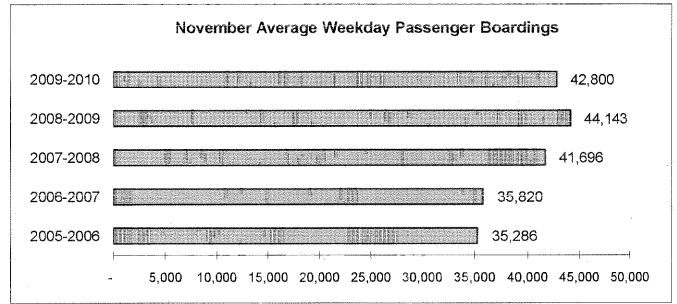
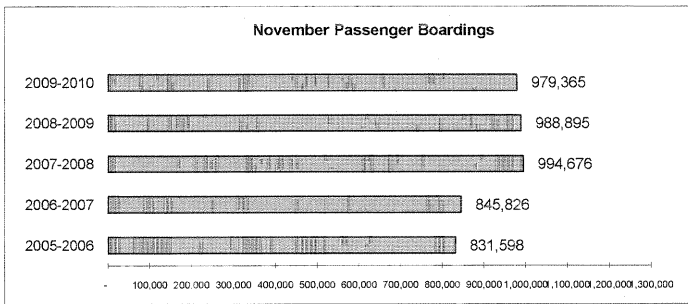
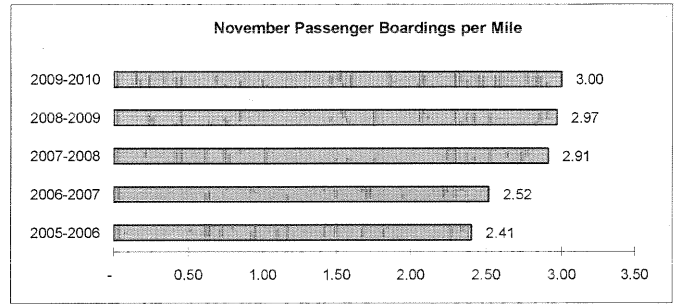
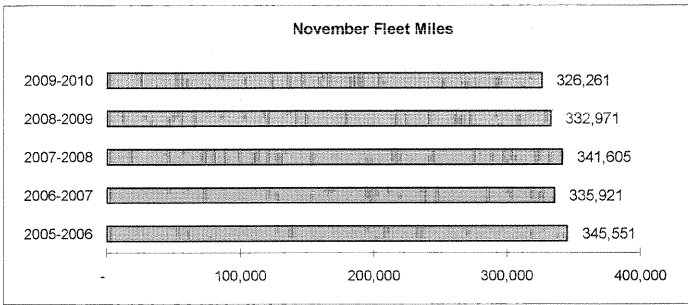
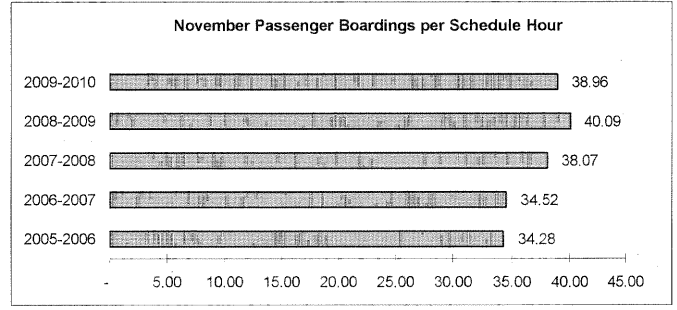
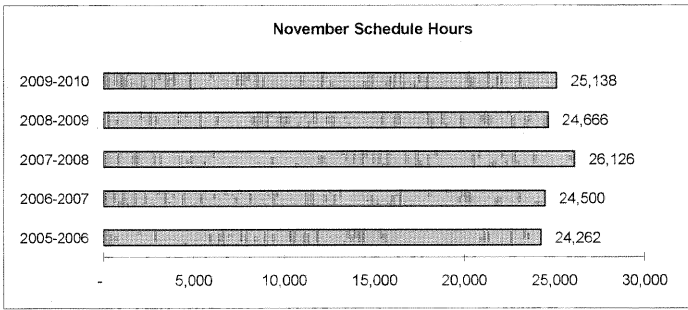
LANE TRANSIT DISTRICT
November 2009 Performance Report
 10-December-2009

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	979,365	988,895	-1.0%	4,406,606	4,850,729	-9.2%	11,274,066	11,883,960	-5.1%
Mobility Assisted Riders	10,068	8,926	+12.8%	53,422	52,110	+2.5%	122,281	118,845	+2.9%
<u>Average Passenger Boardings:</u>									
Weekday	42,800	44,143	-3.0%	35,826	39,220	-8.7%	38,376	40,126	-4.4%
Saturday	17,947	18,847	-4.8%	17,100	19,072	-10.3%	18,056	19,669	-8.2%
Sunday	10,316	11,189	-7.8%	9,290	11,402	-18.5%	10,292	11,232	-8.4%
Monthly Scheduled Hours	25,138	24,666	+1.9%	129,572	130,557	-0.8%	314,340	315,787	-0.5%
Boardings Per Schedule Hour	39.0	40.1	-2.8%	34.01	37.15	-8.5%	35.87	37.63	-4.7%
Weekly Schedule Hours	6,210	6,238	-0.5%	6,025	6,101	-1.2%	6,113	6,156	-0.7%
Weekdays	20	19		107	106		256	254	
Saturdays	4	5		21	22		51	53	
Sundays	5	5		24	24		56	57	
Special Services *									
Passenger Boardings	10,184	24,774	-58.9%	92,652	101,340	-8.6%	107,854	127,263	-15.3%
Scheduled Hours	482	1,209	-60.1%	3,544	3,858	-8.1%	4,246	5,039	-15.8%
Boardings Per Schedule Hour	21.1	20.5	+3.1%	26.1	26.3	-0.5%	25.4	25.3	+0.6%
Passenger Revenues & Sales									
Total Passenger Revenues	\$537,752	\$591,738	-9.1%	\$2,453,041	\$2,552,468	-3.9%	\$6,447,756	\$6,353,142	+1.5%
Average Passenger Fare	\$0.549	\$0.598	-8.2%	\$0.56	\$0.53	+5.8%	\$0.57	\$0.53	+7.0%
Farebox Revenue	\$137,496	\$128,546	+7.0%	\$764,176	\$767,423	-0.4%	\$1,780,183	\$1,673,084	+6.4%
Adult Pass	1,998	1,840	+8.6%	10,128	10,428	-2.9%	23,732	25,433	-6.7%
Youth Pass	166	142	+16.9%	998	727	+37.3%	1,956	1,876	+4.3%
Reduced Fare Pass	1,048	812	+29.1%	5,253	4,712	+11.5%	12,557	12,028	+4.4%
Adult 3 Month Pass	48	46	+4.3%	287	366	-21.6%	763	840	-9.2%
Youth 3 Month Pass	8	3	+166.7%	39	17	+129.4%	69	50	+38.0%
Reduced Fare 3 Month Pass	40	78	-48.7%	568	613	-7.3%	1,517	1,566	-3.1%
Regular Tokens	1,712	10,299	-83.4%	18,216	74,212	-75.5%	83,582	207,840	-59.8%
Reduced Fare Tokens	9	23	-60.9%	56	63	-11.1%	147	196	-25.0%
Fleet Services									
Fleet Miles	326,261	332,971	-2.0%	1,702,797	1,735,662	-1.9%	4,064,973	4,098,804	-0.8%
Average Passenger Boardings/Mile	3.00	2.97	+1.1%	2.59	2.79	-7.4%	2.77	2.90	-4.3%
Fuel Cost	\$194,248	\$197,057	-1.4%	\$935,978	\$1,533,316	-39.0%	\$1,943,214	\$3,481,780	-44.2%
Fuel Cost Per Mile	\$0.595	\$0.592	+0.6%	\$0.550	\$0.883	-37.8%	\$0.478	\$0.849	-43.7%
Repair Costs	\$151,771	\$172,942	-12.2%	\$1,045,791	\$884,427	+18.2%	\$2,361,161	\$2,175,235	+8.5%
Total Repair Cost Per Mile	\$0.465	\$0.519	-10.4%	\$0.614	\$0.510	+20.5%	\$0.581	\$0.531	+9.5%
Preventive Maintenance Costs	\$32,322	\$31,689	+2.0%	\$154,506	\$177,734	-13.1%	\$374,820	\$383,149	-2.2%
Total PM Cost Per Mile	\$0.099	\$0.095	+4.1%	\$0.091	\$0.102	-11.4%	\$0.092	\$0.093	-1.4%
Mechanical Road Calls	84	121	-30.6%	473	569	-16.9%	1,204	1,179	+2.1%
Miles/Mech. Road Call	3,884	2,752	+41.1%	3,600	3,050	+18.0%	3,376	3,477	-2.9%

Special Mobility Service

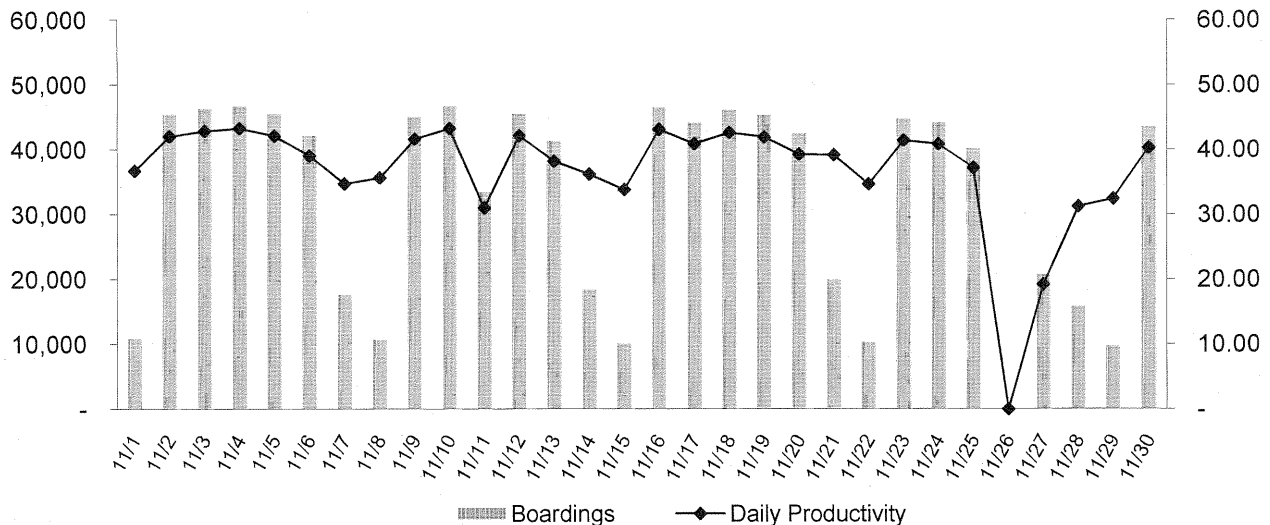
Data unavailable at time of printing

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

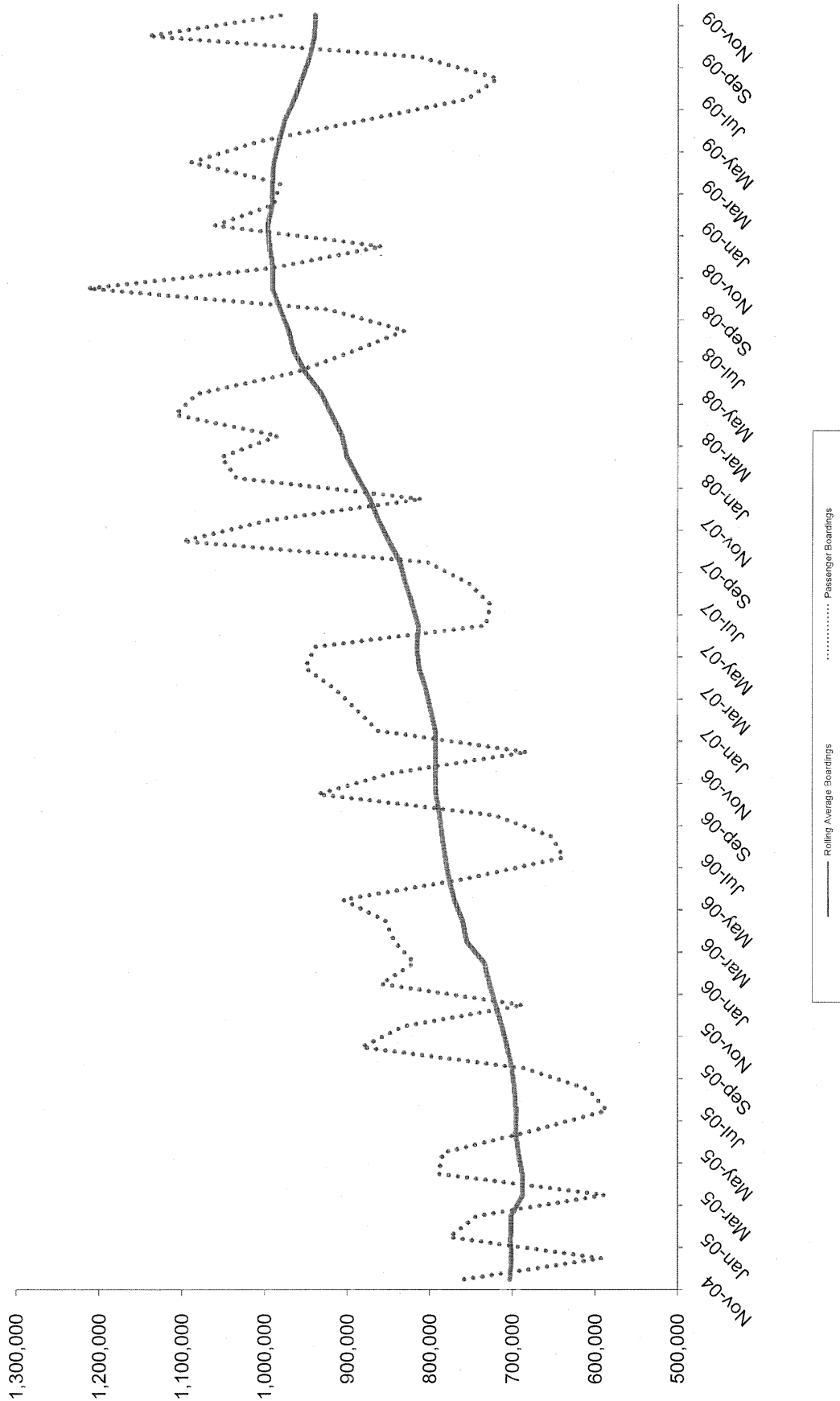


Daily Ridership Recap November 2009

Date	Day	Service	Boardings	Mobility	Scheduled Hours	Daily Productivity
				Assisted Boardings		
11/1/2009	Sunday	Sunday	10,933	161	297.80	36.71
11/2/2009	Monday	Weekday	45,420	489	1,080.80	42.02
11/3/2009	Tuesday	Weekday	46,335	561	1,080.80	42.87
11/4/2009	Wednesday	Weekday	46,752	509	1,080.80	43.26
11/5/2009	Thursday	Weekday	45,499	442	1,080.80	42.10
11/6/2009	Friday	Weekday	42,177	375	1,080.80	39.02
11/7/2009	Saturday	Saturday	17,651	227	508.20	34.73
11/8/2009	Sunday	Sunday	10,615	160	297.80	35.64
11/9/2009	Monday	Weekday	44,995	393	1,080.80	41.63
11/10/2009	Tuesday	Weekday	46,741	440	1,080.80	43.25
11/11/2009	Wednesday	Weekday	33,490	300	1,080.80	30.99
11/12/2009	Thursday	Weekday	45,559	370	1,080.80	42.15
11/13/2009	Friday	Weekday	41,269	379	1,080.80	38.18
11/14/2009	Saturday	Saturday	18,389	295	508.20	36.18
11/15/2009	Sunday	Sunday	10,067	172	297.80	33.80
11/16/2009	Monday	Weekday	46,557	473	1,080.80	43.08
11/17/2009	Tuesday	Weekday	44,183	384	1,080.80	40.88
11/18/2009	Wednesday	Weekday	46,029	427	1,080.80	42.59
11/19/2009	Thursday	Weekday	45,284	408	1,080.80	41.90
11/20/2009	Friday	Weekday	42,415	349	1,080.80	39.24
11/21/2009	Saturday	Saturday	19,887	237	508.20	39.13
11/22/2009	Sunday	Sunday	10,318	131	297.80	34.65
11/23/2009	Monday	Weekday	44,729	443	1,080.80	41.39
11/24/2009	Tuesday	Weekday	44,118	451	1,080.80	40.82
11/25/2009	Wednesday	Weekday	40,174	404	1,080.80	37.17
11/26/2009	Thursday	Closed	-	-	-	-
11/27/2009	Friday	Weekday	20,750	304	1,080.80	19.20
11/28/2009	Saturday	Saturday	15,861	219	508.20	31.21
11/29/2009	Sunday	Sunday	9,649	127	297.80	32.40
11/30/2009	Monday	Weekday	43,519	438	1,080.80	40.27
Totals			979,365	10,068	25,138	38.96



LANE TRANSIT DISTRICT
 Five Year History of Passenger Boardings



Special Mobility Services: RideSource Activity and Productivity Information

	Current		Prior		Current YTD	Previous YTD	%		Current 12 Month	Prior 12 Month	% Change
	Month	Month	Year's Month	Year's Month			Change	Change			
October-09											
RideSource Ridership	14,767	15,799	15,799	15,799	56,857	56,600	0.5%	162,664	161,201	0.9%	
RideSource(All Modes)	11,920	12,588	12,588	12,588	46,666	44,836	4.1%	133,778	127,705	4.8%	
Shopper	454	550	550	550	1,815	2,088	-13.1%	5,473	6,112	-10.5%	
Escort Volunteers-Metro	885	860	860	860	3,168	3,223	-1.7%	8,121	9,450	-14.1%	
Escort Volunteers-Rural	1,508	1,801	1,801	1,801	5,208	6,453	-19.3%	15,292	17,934	-14.7%	
RideSource Cost per Ride	\$ 22.67	\$ 20.60	\$ 20.60	\$ 20.60	\$ 23.34	\$ 22.42	4.1%	\$ 22.55	\$ 21.71	3.9%	
RideSource(All Modes)	\$ 27.50	\$ 25.24	\$ 25.24	\$ 25.24	\$ 27.87	\$ 27.65	0.8%	\$ 26.87	\$ 26.78	0.3%	
RideSource Shopper	\$ 12.78	\$ 12.46	\$ 12.46	\$ 12.46	\$ 12.78	\$ 12.46	2.6%	\$ 12.78	\$ 12.46	2.6%	
RideSource Escort	\$ 2.94	\$ 2.91	\$ 2.91	\$ 2.91	\$ 3.16	\$ 3.07	2.9%	\$ 3.15	\$ 2.87	9.5%	
Ride Reservations	12,952	13,148	13,148	13,148	49,820	47,314	5.3%	143,729	138,106	4.1%	
Cancelled Number	1,320	924	924	924	4,849	3,552	36.5%	14,339	12,596	13.8%	
Cancelled % of Total	10.19%	7.03%	7.03%	7.03%	9.73%	7.51%		9.98%	9.12%		
No-Show Number	127	108	108	108	474	446	6.3%	1,473	1,552	-5.1%	
No-Show % of Total	0.98%	0.82%	0.82%	0.82%	0.95%	0.94%		1.02%	1.12%		
Ride Refusals Number	0	0	0	0	1	1	0.0%	12	6	100.0%	
Ride Refusals % of Total	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		0.01%	0.00%		
Service Hours	6,196	6,426	6,426	6,426	24,181	23,810	1.6%	70,587	69,080	2.2%	
Agency Staff	5,934	6,087	6,087	6,087	23,189	22,559	2.8%	67,608	65,682	2.9%	
Agency SMS Volunteer	262	339	339	339	992	1,251	-20.7%	2,979	3,398	-12.3%	
Avg. Trips/Service Hr.	2.00	2.04	2.04	2.04	2.00	1.97	1.5%	1.97	1.94	1.5%	
RideSource System Miles	86,039	88,952	88,952	88,952	334,340	329,511	1.5%	971,555	949,948	2.3%	
Avg. Miles/Trip	6.95	6.77	6.77	6.77	6.90	7.02	-1.8%	6.98	7.10	-1.7%	
Miles/Vehicle Hour	13.89	13.84	13.84	13.84	13.83	13.84	-0.1%	13.76	13.75	0.1%	

Special Mobility Services: RideSource Activity and Productivity Information

October-09	Current		Prior		YTD	YTD	Change	%	Change	%
	Month	Month	Year's Month	Month						
On-Time Performance %	82.0%	86.0%	86.0%	86.0%	83.7%	86.7%	-3.4%	-3.4%	85.0%	87.9%
Sample	10,737	11,051	11,051	11,051	41,623	37,681			115,793	110,955
On-Time	8,805	9,508	9,508	9,508	34,839	32,657			98,412	97,528

- 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: December 16, 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. **Service Redesign and Proposed Fare Changes:** Staff will present an overview of the route redesign during the January 11 or January 20, 2010, work session. The 2010 fare change proposal will follow.
- B. **Board Vision and Competencies Development - Next Steps:** The Visioning Task Force is meeting to develop draft vision statements that will be shared with the Board during the January 11 or January 20, 2010 work session. The Competencies Task Force will begin meeting soon to develop draft competencies for leaders at each level of the District, including the general manager position. Draft competencies for the general manager will be shared with the Board in February or March.
- C. **Joint Work Session with Salem-Keizer Transit:** Some staff and Board members of Salem-Keizer Transit have tentatively scheduled a visit to Eugene on January 20, 2010, to tour EmX. They also would like to meet with LTD's Board during the January 20 work session to discuss topics such as Board/general manager relations and how Board committees function.
- D. **Independent Audit Report and Comprehensive Annual Financial Report (CAFR):** The annual audit findings and the CAFR will be presented to the Board at its January 20, 2010, meeting.
- E. **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 January 20, 2010, meeting.
- F. **Board Member Committee Assignments:** A list of LTD Board committee assignments for 2010 has been sent to Board members for review. If no adverse comments are received, committee assignments will be finalized at the January 20, 2010, Board meeting.
- G. **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, 2010. 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.

- H. **Union Contract Negotiations Update:** The existing labor contract will expire on June 30, 2010. An executive session will be held during the February 17, 2010, Regular Meeting to brief Board members on the process and to discuss strategy.
- I. **FY 2010-11 Service Recommendation and Pricing Plan:** Public hearings on proposed changes to routes, schedules, and the pricing plan are scheduled for March 8 and April 12, 2010, at the Eugene Public Library. The Board will be asked to approve the final recommended service package and the pricing plan at the April 21, 2010, regular Board meeting.
- J. **Review Pension Funding Structure:** The Board has asked that alternative pension trust models be explored. This will be done as part of the budget process and will be brought back to the Board during budget discussions in May.
- K. **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.
- L. **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.
- M. **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.
- N. **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.