

(This packet was printed on recycled paper.)

Public notice was given to *The Register-Guard* for publication on February 11, 2010.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

**Wednesday, February 17, 2010
5:30 p.m.**

**LTD BOARD 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

Eyster _____ Gillespie _____ Kortge _____ Towery _____
Necker _____ Evans _____ Dubick _____

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

- III. PRELIMINARY REMARKS BY BOARD PRESIDENT
- IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 5
- V. BOARD CALENDARS (5 minutes) 6
- VI. WORK SESSION
 - A. Public Comment from February 11 Hearing on Proposed Service Changes (30 minutes) 7/59
 - B. Legislative Update (15 minutes) 8

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

VII. EMPLOYEE OF THE MONTH – March 2010 (5 minutes) 9

VIII. 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 January 11, 2010, Special Board Meeting/Work Session (Page 11)	
B.	Public Hearing and Approval: Federal Grant Applications (5 minutes)	16
1.	Staff Presentation	
2.	Opening of Public Hearing by Board President	
3.	Public Testimony	
	▪ Each speaker is limited to three (3) minutes.	
4.	Closing of Public Hearing	
5.	Staff Comments	
C.	2010 Annual Route Review: Summer Bid Package Approval (5 minutes)	19
D.	Human Resources Committee Recommendation: Approve General Manager Goals and Objectives (10 minutes)	21
X.	PUBLIC HEARING: REVISED CAPITAL IMPROVEMENT PROGRAM (5 minutes)	25
A.	Staff Presentation and Public Hearing	
1.	Staff Presentation	
2.	Opening of Public Hearing by Board President	
3.	Public Testimony	
	▪ Each speaker is limited to three (3) minutes.	
4.	Closing of Public Hearing	
5.	Staff Comments	
XI.	ITEMS FOR INFORMATION AT THIS MEETING	
A.	Board Member Reports (10 minutes)	30
1.	Meetings Held or Attended	
a.	West Eugene EmX Extension Corridor Committee (February 3)	
b.	Metropolitan Policy Committee (February 11)	
c.	Board Service Committee (February 12)	

2.	Other Activities	
a.	Presentations to Springfield City Council (January 25), Eugene City Council (February 17), and Lane County Board of Commissioners (February 17)	
3.	No Meeting/No Report	
b.	Lane Council of Governments Board of Directors	
c.	EmX Steering Committee	
d.	Board Human Resources Committee	
e.	Board Finance Committee	
B.	American Recovery and Reinvestment Act (ARRA) Reporting (5 minutes)	32
C.	Monthly Financial Report—January 2010 (10 minutes)	43
D.	Board Correspondence (respond if questions)	44
E.	Monthly Department Reports (respond if questions)	46
F.	Monthly Performance Reports (respond if questions)	53
XII.	EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations (45 minutes)	56
XIII.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	57
A.	FY 2010-11 Service Recommendation and Pricing Plan (March/April)	
B.	Board Luncheon (March)	
C.	Revised Capital Improvements Program Adoption (March)	
D.	Long-Term Visioning (March)	
E.	Revised Long-Range Financial Plan Adoption (March)	
F.	<i>LTD Road Map</i> Update (March)	
G.	Legislative Bill Updates (future meetings)	
H.	Review Pension Funding Structure (May)	
I.	West Eugene EmX Extension Updates (future meetings)	
J.	Gateway EmX Extension Construction Updates (future meetings)	

XIV. ADDENDUM: PUBLIC TESTIMONY AND WRITTEN COMMENTS
RECEIVED TO DATE

59

XV. 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).

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\bdagenda.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2010

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

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\announcesum.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2010

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 winter and spring vacation dates.

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

PROPOSED MOTION: None

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\Calendar of Events Summary.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2010

ITEM TITLE: PUBLIC COMMENT FROM FEBRUARY 11 HEARING ON PROPOSED SERVICE CHANGES

PREPARED BY: Andy Vobora, Director of Service Planning, Accessibility, and Marketing

ACTION REQUESTED: Provide direction based on public comment received during the February 11, 2010, Annual Route Review public hearing.

BACKGROUND: The February 11, 2010, public hearing provided an opportunity for members of the public to comment on proposed changes that are scheduled to be implemented in June 2010. While comments about other changes were welcome, emphasis was placed on those service items that staff included in the summer service change package.

The LTD Board Service Committee met on February 12, 2010, to review all testimony and written comments received since the Annual Route Review process began. The Committee will report on the meeting's discussion.

ATTACHMENT: Public Testimony and Written Comments Received To Date

NOTE: The list of public testimony and comments received to date is being included as an Addendum to the LTD Board packet for Board members only. Interested others may obtain a copy by contacting LTD.

RESULTS OF RECOMMENDED ACTION: If the Board supports moving forward with a June 2010 implementation of service changes, then staff will request a decision from the Board during the "Items for Action" portion of the February 17, 2010, meeting in order for staff to meet summer bid planning deadlines.

PROPOSED MOTION: None

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\ARR 2010 Work Session Discussion.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2010

ITEM TITLE: LEGISLATIVE UPDATE

PREPARED BY: Stefano Viggiano, Assistant General Manager

ACTION REQUESTED: None

BACKGROUND: The Oregon State Legislature convened on February 1, 2010, for a one-month special session. Doug Barber of Lobby Oregon, who represents LTD on state legislative issues, will attend the February 17 Board meeting and provide an update on bills of interest to LTD.

ATTACHMENT: None

PROPOSED MOTION: None

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\legislative update.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2010

ITEM TITLE: MARCH 2010 EMPLOYEE OF THE MONTH

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

BACKGROUND: **March 2010 Employee of the Month:** The March 2010 Employee of the Month is Payroll Technician Jeff Hoss who began working at LTD in September 1994. He was a past Employee of the Month recipient in November 2001 and has received several monthly value awards. Jeff completed the Mastery of Leadership Communication Class in November 1998 and has been a member of the American Payroll Association for more than 10 years.

Jeff was nominated for the Employee of the Month award by two different coworkers. The first was pleased with Jeff's exceptional effort on the Employee Celebration, and the second wanted to express gratitude for Jeff's constant helpfulness and his upbeat and cheerful personality. While working on the Employee Celebration, Jeff went above and beyond by arriving early to the Hilton to set up the sound system and staying several hours after the celebration ended to break down the equipment.

When asked to comment on Jeff's selection as the Employee of the Month, Financial Services Manager Todd Lipkin said:

Jeff is well deserving of the Employee of the Month award. As the payroll technician, his contributions are often taken for granted. While employees get paid every two weeks and are pleased to receive their paycheck, they often don't consider how much effort is put in by Jeff and the payroll team to ensure everybody is paid correctly. He is always available to answer employees' questions and, most importantly, listen to them if they have a problem. He does a great job completing all of his job duties efficiently and accurately. We are very fortunate to have Jeff as LTD's Payroll Technician.

Congratulations to Jeff on being selected as the March 2010 Employee of the Month.

AWARD: Jeff will attend the February 17, 2010, meeting to be introduced to the Board and receive his award.

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\EOM - .docx

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2010

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 February 17, 2010:
Approval of the Minutes of the January 11, 2010, Special Board Meeting/Work Session

ATTACHMENT: Minutes of the January 11, 2010, Special Board Meeting/Work Session

PROPOSED MOTION: I move that the Board adopt the following resolution:
LTD Resolution No. 2010-005: It is hereby resolved that the Consent Calendar for February 17, 2010, is approved as presented.

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\CCSUM.docx

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING/WORK SESSION

Monday, January 11, 2010

Pursuant to notice given to *The Register-Guard* for publication on January 7, 2010, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special Board meeting/work session on Monday, January 11, 2010, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Mike Eyster, President, presiding
 Greg Evans, Vice President
 Ed Necker, Treasurer
 Michael Dubick
 Doris Towery
 Gary Gillespie
 Mark Pangborn, General Manager
 Jeanne Schapper, Clerk of the Board
 Lynn Taylor, Minutes Recorder

Absent: Dean Kortge, Secretary

CALL TO ORDER/ROLL CALL – Mr. Eyster convened the meeting and called the roll at 5:36 p.m.

PRELIMINARY REMARKS BY BOARD PRESIDENT – Mr. Eyster announced that the awards ceremony at the Employee Celebration the previous evening had been exceptional.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA – There were no announcements or additions to the agenda.

WORK SESSION

EWEB Riverfront Master Plan – Director of Transit Operations Mark Johnson stated that he was a member of the Citizen Advisory Team (CAT) formed by the Eugene Water and Electric Board (EWEB) and the Eugene City Council to oversee development of a master plan for EWEB's property located along the Willamette River. Mr. Johnson described the public participation at design meetings and believed that the meetings had provided good information regarding the community's vision for the site. He introduced John Rowell and Lorri Nelson of Rowell Brokaw Architects, P.C., who were working with the CAT on the master plan design options.

Mr. Johnson reviewed the following guiding principles for the master planning process:

- Sustainable Urbanism
- Balance of Uses

- Ecology
- Identity
- Connection
- Economics
- Feasibility

In response to a question from Mr. Evans, Mr. Johnson said that the intent of the master planning process was to enhance downtown Eugene, not to shift the center of downtown to the riverfront site.

Mr. Rowell described the site, the current constraints, and the uses. He then reviewed three master plan design options that were presented to the public: City Green, Organic Plazas and River Bow. He noted that each design showed a continuous connection between the river and the Great Street pattern in downtown; however, each were different enough to provide choices. He said that based on the feedback on the design options, it was clear that the community wanted a loop that connected downtown through the riverfront site using a multi-modal pedestrian- and bicycle-oriented Great Street with slow traffic. The design team recommended that 8th Avenue be the crossing. He then illustrated other aspects of the proposed design that would be refined by the CAT and presented to the public for feedback.

Mr. Eyster asked if the buyer of the site would need to comply with the master plan. Mr. Rowell replied that a buyer would need to comply with certain aspects of the plan, such as street locations and riparian setbacks.

In response to Mr. Eyster's question regarding the implications for LTD, Mr. Johnson replied that it was unlikely that buses would travel through the site because of the access to service adjacent to the site. He added that there could possibly be future opportunity for trolley service.

Mr. Gillespie asked if the site was within an urban renewal district. Mr. Rowell answered that the site was located in the Riverfront Research Park Urban Renewal District.

Board Draft Vision Statements – Director of Human Resources and Risk Management Mary Adams reported that the development of a 20-year vision for LTD began in October 2009, and a broad range of ideas had been generated by Board members, Leadership Council members, and community leaders. Ms. Adams briefly reviewed the list of ideas and themes and explained the process used to define a set of overarching competencies. Those ideas would be developed into a draft of visions for LTD and a set of core leadership competencies to guide the District's work. She then asked for feedback from the Board regarding the themes around which the ideas had been organized and how well they expressed progressive leadership for the community's transportation needs, including:

- Pursue public and private partnerships for funding projects and operations

Mr. Pangborn said that a Park and Ride facility that included commercial space for other types of businesses was an example of a private partnership.

Mr. Eyster said that the common issue was the need for sustainable funding and perhaps the statement should be stated more broadly. Mr. Pangborn suggested revising the statement to indicate the District would "pursue all options for sustainable funding."

- Implement green technology in facilities, vehicles, and operations

Mr. Eyster suggested adding the word “practices” to the statement.

- Pursue new types of services that improve the transportation experience and provide better services to outlying areas

Mr. Eyster suggested leaving the statement open-ended by deleting the phrase “to outlying areas.” Other Board members concurred with the suggestion.

- Improve access and ease of use through enhancements such as cashless fare system and real-time customer information

Mr. Necker said that the statement was a good long-term part of the vision but not financially feasible at this time.

Mr. Eyster approved of the statement but suggested eliminating examples.

Mr. Evans suggested replacing the “such as” clause with “to the system.” Mr. Eyster and Mr. Dubick concurred.

Ms. Adams noted that it appeared that the draft statements as modified were consistent with the Board’s direction and invited any other suggestions.

Mr. Eyster stated that partnerships should be a stand alone theme, rather than a means to achieve another goal. Collaboration and connections among jurisdictions are essential and LTD is often the catalyst for these relationships. Ms. Adams said that a statement regarding progressive leadership in the community’s transportation needs could be expanded to include partnerships.

Mr. Necker questioned whether any of the themes addressed operations and maintaining services as a priority. He said that removing people from their cars and creating more choice riders would be a successful outcome.

Mr. Gillespie asked if safety was considered part of an improved transportation experience. Ms. Adams replied that safety was one of the District’s four core values.

Mr. Eyster suggested that safety could be a bulleted item under that statement, along with reliability and efficiency.

Mr. Gillespie cautioned that private partnerships should be clearly defined so that employees did not perceive it to be outsourcing of jobs.

Mr. Evans stated that partnerships should include deepening, expanding, and empowering the District’s riders as partners, not just as users of the system. This might make them more engaged in defining the services they received.

Ms. Adams thanked Board members for their input and said that there would be more opportunities to refine the vision statements.

2010 Annual Route Review – Mr. Pangborn stated that while there could be additional federal funds available at some point, the service and budget reduction plan did not make that assumption and was based on reducing costs by \$3 million in Fiscal Year 2010-11.

Director of Service Planning, Accessibility and Marketing Andy Vobora provided an overview of ridership statistics and referred to a decrease in operating funds due to a significant drop in payroll tax revenues. He said that the tentative decision by local jurisdictions to allocate some State Transportation Program-Urban funds to LTD meant that service reductions would not need to be as severe; however, cuts were still necessary. Goals for redesign of the service package included:

- Strong corridor service
- Maintain a minimum urban route frequency of 60 minutes
- Meet Title VI requirements, avoid disproportionate impact
- Achieve the budget goal

Mr. Vobora referred to the 2010 Service Reduction/Redesign Proposal, January 2010 to illustrate the proposed service changes. He said that the changes represented a 17.8 percent reduction in services for a savings of \$2.3 million. Additional Tier 2 cuts, combined with other budget reductions, would bring that figure closer to \$3 million but would require additional work to determine if they were feasible and in compliance with labor contracts. He reviewed the public outreach activities and timelines for engaging the community in a discussion of the proposed changes.

Mr. Evans asked how the media would be engaged in informing the public. Mr. Vobora replied that staff planned to take the same approach that had been used last year. Even though federal dollars had ultimately allowed the District to postpone FY 2009-2010 service reductions, it had been very beneficial to engage the media at the beginning of the process.

Mr. Vobora noted that some of the service cuts could be implemented with the 2010 summer bid and thereby save an additional \$150,000. He said that a summer bid implementation would involve 12-15 layoffs and would require an expedited public process.

Mr. Gillespie asked when the District would know if additional federal funds would be coming. Assistant General Manager Stefano Viggiano said that the District should know by the end of February if it would receive funds.

Mr. Vobora asked the Board if it thought any services should be off limits from consideration.

Mr. Eyster suggested that EmX should not be subjected to any cuts beyond those reflected in Tier 2.

Mr. Evans commented that the University of Oregon and Lane Community College service demands were growing, and it was often standing room only on buses. He added that while nothing should be untouchable, those routes should be preserved to the greatest extent possible.

Mr. Eyster said that he was inclined to agree with a summer bid implementation.

Mr. Necker asked if the intent was to let summer service reductions remain even if additional federal funds become available. Mr. Vobora replied that would be the Board's decision. Service Planning Manager Will Mueller added that in order to prepare for the summer bid, staff would need to know before February 19 whether to implement the cuts, even though the District might not know the status of federal funding.

Mr. Pangborn remarked that the Board was scheduled to meet on February 17, and it could make a decision on summer implementation with the information that was available at that time.

Mr. Evans inquired about the union's general mood with respect to the potential service cuts and the impacts on the workforce. Mr. Pangborn believed that the union would probably make every attempt to retain current benefits; however, union leaders were currently focused on negotiations with Portland and Salem transit districts and had not yet discussed anything with LTD. Ms. Adams added that the union was well aware of the business environment faced by LTD and that the District would have a better sense of how negotiations were likely to proceed by watching the Portland and Salem outcomes.

Mr. Vobora stated that staff would look at dates for scheduling a public hearing on summer bid implementation prior to the February 17 Board meeting. He also invited Board members to ride routes with service planners if they wished to gain a clearer picture of any of the potential service reductions.

ADJOURNMENT - Mr. Eyster adjourned the meeting at 7:35 p.m.

Board Secretary

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\BDMIN_1-11-10.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2010

ITEM TITLE: FEDERAL TRANSIT ADMINISTRATION GRANT APPLICATIONS

PREPARED BY: Todd Lipkin, Financial Services Manager

ACTION REQUESTED: (1) Hold a public hearing on the grant applications
(2) Approve the grant applications

BACKGROUND: LTD funds its Capital Improvements Program (CIP) through a combination of federal, state, and local funds. LTD receives federal funds on both a formula and discretionary basis from the Federal Transit Administration (FTA), which are funded at 80 percent, with a 20 percent match provided by LTD. LTD also receives Surface Transportation Program State (STP-State) funds, administered through the Oregon Department of Transportation's Public Transit Division Grant Program, and State Transportation Program-Urban (STP-U) Flexible funds, which are allocated regionally through an application process administered at the discretion of the Central Lane Metropolitan Planning Organization. STP projects are funded at 89.73 percent, with a 10.27 percent match.

Most applications submitted to FTA are requesting the execution of grants for funds already secured. However, FTA occasionally solicits grant applications for certain funding programs that are competitively evaluated for funding. LTD intends to apply for some of this unsecured funding through the Livability Bus Program. This program funds projects that fulfill six livability principles: (1) provide more transportation choices; (2) promote equitable and affordable housing; (3) enhance economic competitiveness; (4) support existing communities; (5) coordinate policies and leverage investment; and (6) value communities and neighborhoods.

The details of the grant applications are:

Surface Transportation Funds-Secured

Amount requested: \$1,341,809
Projects funded: Point2Point Solutions Rideshare activities
Hybrid electric articulated bus

5307 Urbanized Area Formula Funds-Secured

Amount requested: \$1,346,167
Projects funded: Fleet Facility Renovation
Franklin EmX Intersection resurfacing
Vanpool capital cost of contracting
Miscellaneous equipment
Signal and communications

5309 Bus and Bus Facilities Funds-Secured

Amount requested: \$1,806,143
Projects funded: Accessible Services vehicles
Passenger information-Franklin EmX
Passenger boarding improvements
Hybrid electric articulated bus

5317 New Freedom Funds-Secured

Amount requested: \$146,944
Projects funded: Mobility management

Livability Bus Program-Unsecured

Amount requested: \$10,075,360
Projects funded: Gateway Park & Ride
Replacement buses

RESULTS OF RECOMMENDED ACTION:

LTD will be able to execute grant agreements with the FTA for secured funding so that expenses for the applicable projects can be immediately reimbursed at their stated rate of federal participation. LTD also will be able to submit a grant application to the FTA to compete for Livability Bus Program grant funds.

ATTACHMENT:

Federal Transit Administration, Grant Applications, February 2010

PROPOSED MOTION:

I move approval of the following resolution:

LTD Resolution No. 2010-006: It is hereby resolved that the LTD Board of Directors approves the proposed grant applications listed above, which total \$14,716,423 in federal funds and authorizes the general manager to submit these applications to the Federal Transit Administration for approval.

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\Grant app board summary-Feb 10.docx

**Federal Transit Administration
Grant Applications
February 2010**

	STIP Key #	Fund Type	Match Ratio	Federal Grant	Project Total
<u>Secured Funding</u>					
Rideshare Activities	14880	STP	89.73%	106,779	119,000
Rideshare Activities	16724	STP-U	89.73%	248,000	276,385
Hybrid Electric Articulated Bus	16680	STP	89.73%	987,030	1,100,000
Franklin Intersections	16734	5307	80%	160,807	201,009
Vanpool	16735	5307	80%	65,360	81,700
Miscellaneous Equipment	15557	5307	80%	40,000	50,000
Signal & Communications	15557	5307	80%	40,000	50,000
Fleet Facility Renovation	15557	5307	80%	1,040,000	1,300,000
Accessible Service Vehicles	15560	5309	80%	680,000	850,000
Passenger Information-Franklin EmX	15560	5309	80%	152,000	190,000
Passenger Boarding Improvements	15560	5309	80%	168,000	210,000
Hybrid Electric Articulated Bus	15573	5309	80%	806,143	1,007,679
Mobility Management-New Freedom	15214	5317	80%	68,261	85,326
Mobility Management-New Freedom	15215	5317	80%	78,683	98,354
				4,641,063	5,619,453
<u>Unsecured Funding</u>					
Gateway Park & Ride		Livability	80%	3,235,360	4,044,200
Replacement Buses		Livability	80%	6,840,000	8,550,000
				10,075,360	12,594,200
Grant Application Total				\$ 14,716,423	\$ 18,213,653

Federal Assistance by Fund Type

5307	\$ 1,346,167
5309	1,806,143
5317	146,944
Livability	10,075,360
STP	1,093,809
STP-U	248,000
Federal Funding Total	<u>\$14,716,423</u>

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2010

ITEM TITLE: 2010 ANNUAL ROUTE REVIEW: SUMMER BID PACKAGE APPROVAL

PREPARED BY: Andy Vobora, Director of Service Planning, Accessibility, and Marketing

ACTION REQUESTED: Approve the proposed summer bid service package.

BACKGROUND: As part of a 20 percent service reduction proposal, staff have identified approximately 7 percent of the changes that may be implemented with the 2010 summer bid. These changes would become effective on June 13, 2010. Implementing these changes with the summer bid allows the District to reduce costs earlier than would be realized if the identified changes were implemented as part of the 2010 fall bid implementation in September 2010. The fall bid changes and winter bid 2011 changes are available for review and will be presented to the Board during public hearings in March and April.

ATTACHMENT: Summer Bid Change Recommendation

RESULTS OF RECOMMENDED ACTION: Staff will complete the necessary planning steps and implement the summer bid service changes on June 13, 2010.

PROPOSED MOTION: I move the following resolution;

LTD Resolution No. 2010-007: Be it resolved that the LTD Board of Directors hereby adopts the 2010 Summer Bid Service Reduction Package as presented.

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\ARR 2010 June Bid Approval.docx

Annual Route Review 2010 -- Summer Service Change Summary for FY 10-11

Route	Route Name or Description of Change	Change in Daily Weekday Hours	Change in Daily Saturday Hours	Change in Daily Sunday Hours	Total Change Annual Hours	Percent Increase or Decrease	Cumulative % Change	Summer	Comments
Deleted Routes									
00	Breeze	-13,392	0	0	-13,392	-4.73%	-4.73%	S	covered by #1 & #66/#67 changes
3x	River Road Station	-854	0	0	-854	-0.30%	-5.03%	S	
8x	Thurston Station	-478	0	0	-478	-0.17%	-5.20%	S	
400 series	Four school service routes; 422, 426, 435, 451	-1,117	0	0	-1,117	-0.39%	-5.59%	S	
60	Cal Young	-843	0	0	-843	-0.30%	-5.89%	S	
Routes with Major Changes									
27	Delete midday trips and all Saturday trips	-780	-371	---	-1,151	-0.41%	-6.29%	S	
55	Delete Hunsaker Lp/ add trips instead of laying over; delete Sat	-466	-538	---	-1,004	-0.35%	-6.65%	S	
Added Service									
66	Combined Breeze/66 routing	1,981	---	---	1,981	0.70%	-5.95%	S	
67	Combined Breeze/67 routing	-574	---	---	-574	-0.20%	-6.15%	S	
Misc. trips to delete									
24	6:04 a.m. trip deleted	-110	---	---	-110	-0.04%	-6.19%	S	
28	6:02 a.m. & 6:23 a.m. trips deleted	-370	---	---	-370	-0.13%	-6.32%	S	
32	Drop one AM and two PM trips	-514	---	---	-514	-0.18%	-6.50%	S	
95	6:00 a.m. & 5:15 p.m. trips deleted	-657	---	---	-657	-0.23%	-6.73%	S	
96	11:35 a.m. trip deleted	-149	---	---	-149	-0.05%	-6.79%	S	
Routes with Minor Changes									
1	Minor routing change to cover part of former Breeze route.	0	0	0	0	0.00%	-6.79%		
System-wide changes									
		-54,367	-1,955	-278	-56,600	TOTAL	-6.79%		

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2010

ITEM TITLE: HUMAN RESOURCES COMMITTEE RECOMMENDATION: GENERAL MANAGER 2010 GOALS AND OBJECTIVES

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

ACTION REQUESTED: Approval of Board of Directors Human Resources Committee Recommendation

BACKGROUND: The general manager is the direct employee of the LTD Board of Directors. The Board reviews the performance of the general manager each fall, through the work of the Board's Human Resources Committee. Part of the evaluation process is a comparison of the general manager's performance against the Board-adopted goals and objectives. The Board's Human Resources Committee has met and reviewed the draft goals and objectives. The attached document has been approved by the Committee and is being recommended for Board adoption.

ATTACHMENT: LTD General Manager's 2010 Goals and Objectives

PROPOSED MOTION: I move approval of the following resolution:

LTD Resolution No. 2010-008: It is hereby resolved that the LTD Board of Directors approves the LTD General Manager 2010 Goals and Objectives as recommended by the LTD Board of Directors Human Resources Committee.

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\GM Goals and Objectives Recommendation.doc

2010 LTD General Manager Performance Goals and Objectives

February 17, 2010

The Board of Directors and the general manager understand that the general manager's role is to provide oversight and direction to staff for accomplishing many of the following goals. Ultimately, the Board holds the general manager responsible for the overall accomplishments of these goals and the performance of Lane Transit District.

One-Year Goals - 2010

1. Continue expansion of the EmX network of routes. Specifically, complete and open the Gateway EmX Extension by January 2011.
2. Provide leadership in community discussions regarding the selection of a preferred alternative for the West Eugene EmX Corridor. Obtain local approval for a route and begin final design.
3. Obtain both federal and state funding for the construction of the West Eugene EmX Extension, and prepare Congressman DeFazio's staff for the request of the federal portion.

A two-tiered plan was implemented to provide the funding for this project:

Tier 1: Legislation was approved by the 2009 Oregon Legislature for State assistance with the local match for the project. All of the state and local delegations support this legislation. This funding was for the current biennium. Submit a request to the 2011 Oregon Legislature for the next biennial funding of the local share of the West Eugene EmX.

Tier 2: The groundwork is in place to include this corridor in the reauthorization for Federal Surface Transportation funding as well. The United Front trip to Washington, D.C., this coming winter will include the corridor for FTA funding.

4. Obtain additional funding for paratransit from the State. Continue to work with the 2011 Oregon Legislature to create a permanent funding source for elderly and disabled transportation.
5. Continue to build on the employee relations gains made in the past four years.
This may be difficult in light of union negotiations.
6. Oversee the development and implementation of a long-range plan that ensures that LTD continues to evaluate and implement sustainable operational practices.
I would hope that staff could make progress on this goal, but realistically, a good portion of our efforts will be devoted to managing the budget and creating an environment of maximum efficiency throughout the organization. Staff will continue to educate themselves on sustainable practices and, where fiscally feasible and practical, will implement those practices at LTD.
7. Oversee the development and implementation of an LTD Diversity Plan.

LTD has established a Diversity Committee that is composed of staff from various departments within LTD. The Committee has assumed the responsibility

to implement a strategic plan for ensuring that diversity is a strong component of LTD's work environment and service delivery. A recent employee survey indicates that employees' opinions about the District concerning the diversity plan are improving. We hope to use the results of this survey to focus our efforts more effectively.

8. Prepare for and commence negotiations for a new labor contract.
9. Prepare for the possibility of having to make budget cuts to service during the next fiscal year.
10. Ensure the successful completion of the Fleet Maintenance Building remodel.
11. Develop and implement a transition plan for the hiring of a new General Manager.
12. Evaluate current pension trust plans and develop a strategic plan to ensure solvency of plans into the future.

Manage the District's Strategic Work Plan - External

1. Provide leadership for the community's transportation needs and direct staff to accomplish the following tasks:
 - a. Improve the community's understanding of its transportation/transit needs and actively promote and market LTD's products and services. This would include a plan to initiate a community dialogue on the long-term role of LTD in providing transportation services to the community.
 - b. Make sure transit is being considered in all aspects of regional development planning.

The Service Planning staff now review all new developments. Moreover, LTD sits at the table for the Metropolitan Planning Committee, so we are involved in half of the transportation decisions that affect development planning in our region.

2. Personal Goals in this category include:
 - a. Continue to develop new and maintain current relationships within the community of metro leaders and decision makers through groups such as SEL (Springfield, Eugene, Lane County) and others.

LTD Organizational Performance - Internal

1. Deliver reliable, responsive, and accessible public transportation services.
2. Provide outstanding customer service that meets or exceeds performance standards for fixed-route service.
3. Continue to develop and implement innovative service that reduces dependency on the automobile and maximizes ridership.

4. Maintain LTD's fiscal integrity.
 - a. Ensure a balanced budget and unqualified audit.
 - b. Develop a plan to provide for funding of the Capital Improvements Program and the Long-Range Financial Plan.

5. Provide support to the Board members so that they can perform the responsibilities of their jobs effectively and efficiently.
 - a. Ensure constant two-way communication—no surprises.
 - b. Provide adequate and appropriate information and staff support to the Board members so that they can make informed decisions and carry out the responsibilities of their positions.
 - c. Have processes in place that can anticipate issues that the Board will face and provide a recommendation on how to address those issues.
 - d. Provide opportunities for individual and collective Board training to develop their skills base.
 - e. Assist the Board in the development of a Board leadership succession process.

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\GM Performance Goal 2010-11rev.doc

AGENDA ITEM SUMMARY

- DATE OF MEETING:** February 17, 2010
- ITEM TITLE:** FY 2011-2018 CAPITAL IMPROVEMENTS PROGRAM
- PREPARED BY:** Todd Lipkin, Financial Services Manager
- ACTION REQUESTED:** Hold a public hearing on the Capital Improvements Program
- BACKGROUND:** The Capital Improvements Program (CIP), LTD's program of projects funded with federal, state, and local funding, is revised annually. The Draft FY 2011-2018 Capital Improvements Program was posted on the LTD website for public comment, and a legal notice was published in *The Register-Guard* on Wednesday, February 3. The public comment period closes at 5:00 p.m. on Friday, March 5. The FY 2011-2018 Capital Improvements Program will be presented to the Board for adoption at its March 17 meeting. Comments will be forwarded to Board members prior to the March 17 Board meeting.
- Holding this public hearing allows the public to comment directly to the Board of Directors prior to its consideration of the CIP adoption at the March 17 Board meeting. The Draft FY 2011-2018 Capital Improvements Program includes funding for the following major projects:
- Gateway EmX Extension completion
 - Selection, design, and construction of a West Eugene EmX Extension
 - Preliminary planning work on a fourth EmX corridor
 - Addition of exclusive lanes in Glenwood on the Franklin EmX Corridor
 - Replacement of LTD's bus fleet in accordance with the Fleet Plan
 - Glenwood facility remodel
 - Preventive maintenance
- Due to the size of the bus purchases, debt will be required in the total amount of \$29,760,000 over the eight-year period. The debt is proposed to be paid with federal formula funds (Section 5307).
- The funding for projects reflects the best estimate at this time. While all funds are not yet secured, there is a reasonable expectation that future funding for the draft program of projects will be received. For example, the plan assumes that 5307 funding will be reauthorized and that funding levels will follow the same trend as the previous legislation. Should the proposed funding not be realized, the program of projects will be reevaluated.
- ATTACHMENT:** Draft FY 2011-2018 Capital Improvements Program
- PROPOSED MOTION:** None

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\CIP.docx

Lane Transit District
 Capital Improvements Program FY 2011-2018
 11-18 draft 20100202

Project List	Year 1 FY 10-11	Year 2 FY 11-12	Year 3 FY 12-13	Year 4 FY 13-14	Year 5 FY 14-15	Year 6 FY 15-16	Year 7 FY 16-17	Year 8 FY 17-18	Eight-Year Total
EmX Service	\$10,862,300	\$5,000,000	\$20,500,000	\$27,200,000	\$22,300,000	\$7,000,000	\$1,000,000		\$93,862,300
Gateway EmX Extension	\$7,862,300								\$7,862,300
Lane Transit District	\$1,000,000								\$1,000,000
	\$8,862,300								\$8,862,300
West Eugene EmX Extension	\$1,200,000	\$3,000,000	\$12,000,000	\$16,500,000	\$12,300,000				\$45,000,000
State Lottery Funds	\$800,000	\$2,000,000	\$8,000,000	\$10,200,000	\$9,000,000				\$30,000,000
	\$2,000,000	\$5,000,000	\$20,000,000	\$26,700,000	\$21,300,000				\$75,000,000
4th EmX Corridor			\$400,000	\$400,000	\$800,000	\$1,600,000	\$800,000		\$4,000,000
Lane Transit District			\$100,000	\$100,000	\$200,000	\$400,000	\$200,000		\$1,000,000
			\$500,000	\$500,000	\$1,000,000	\$2,000,000	\$1,000,000		\$5,000,000
Franklin EmX Corridor-Glenwood Lanes						\$4,000,000			\$4,000,000
Lane Transit District						\$1,000,000			\$1,000,000
						\$5,000,000			\$5,000,000
Revenue Vehicles	\$4,397,000	\$11,000,000	\$11,310,000	\$10,450,000					\$37,157,000
5309 TIGGER	\$2,238,880								\$2,238,880
Debt Issuance		\$3,000,000							\$3,000,000
Lane Transit District		\$8,000,000	\$11,310,000		\$10,450,000				\$29,760,000
STP	\$723,876								\$723,876
	\$1,434,244								\$1,434,244
Passenger Boarding/Facilities Improvements	\$1,381,185	\$405,250	\$386,750	\$3,073,250	\$11,189,900	\$9,191,500	\$193,125	\$194,900	\$26,015,860
Glenwood Facility Remodel				\$2,000,000	\$6,400,000	\$4,800,000			\$13,200,000
Lane Transit District				\$500,000	\$1,600,000	\$1,200,000			\$3,300,000
				\$2,500,000	\$8,000,000	\$6,000,000			\$16,500,000
Other Passenger Boarding/Facilities Improvements	\$268,000	\$324,200	\$309,400	\$458,600	\$151,920	\$153,200	\$154,500	\$155,920	\$1,975,740
5309 Lane Transit District	\$168,000								\$168,000
	\$109,000	\$81,050	\$77,350	\$114,650	\$37,980	\$38,300	\$38,625	\$38,980	\$535,935
	\$545,000	\$405,250	\$386,750	\$573,250	\$189,900	\$191,500	\$193,125	\$194,900	\$2,679,675
Park & Ride Facilities					\$2,400,000	\$2,400,000			\$4,800,000
Lane Transit District					\$600,000	\$600,000			\$1,200,000
					\$3,000,000	\$3,000,000			\$6,000,000
Progressive Corridor Enhancements	\$668,948								\$668,948
Lane Transit District	\$167,237								\$167,237
	\$836,185								\$836,185

Project List (cont'd)	Year 1 FY 10-11	Year 2 FY 11-12	Year 3 FY 12-13	Year 4 FY 13-14	Year 5 FY 14-15	Year 6 FY 15-16	Year 7 FY 16-17	Year 8 FY 17-18	Eight-Year Total
Hardware/Software	\$955,000	\$1,115,000	\$1,325,000	\$620,000	\$815,000	\$820,000	\$355,000	\$630,000	\$6,635,000
5307 Lane Transit District STP	\$740,000 \$185,000 \$30,000	\$892,000 \$223,000	\$1,060,000 \$265,000	\$472,000 \$118,000 \$30,000	\$652,000 \$163,000	\$656,000 \$164,000	\$260,000 \$65,000 \$30,000	\$504,000 \$126,000	\$5,236,000 \$1,309,000 \$90,000
Intelligent Transportation Systems	\$2,876,500	\$1,675,000	\$1,125,000	\$50,000	\$100,000	\$155,000	\$3,775,000		\$9,756,500
CAD/AVL/APC/Announcement System	\$2,000,000 \$500,000	\$1,200,000 \$300,000	\$720,000 \$180,000						\$3,920,000 \$980,000
Other ITS Improvements	\$120,000 \$152,000	\$140,000	\$180,000	\$40,000	\$80,000	\$80,000	\$80,000		\$720,000 \$152,000
Fare Management-Fixed Route	\$68,000 \$340,000	\$35,000 \$175,000	\$45,000 \$225,000	\$10,000 \$50,000	\$20,000 \$100,000	\$20,000 \$100,000	\$20,000 \$100,000		\$218,000 \$1,090,000
	\$29,200					\$44,000			\$73,200
	\$7,300					\$11,000	\$2,940,000		\$2,940,000
	\$36,500					\$55,000	\$735,000		\$753,300
							\$3,675,000		\$3,766,500
Communications	\$177,000	\$22,500	\$72,500	\$1,012,500	\$82,500	\$12,500	\$72,500	\$22,500	\$1,474,500
5307 Lane Transit District	\$141,600 \$35,400	\$18,000 \$4,500	\$58,000 \$14,500	\$810,000 \$202,500	\$66,000 \$16,500	\$10,000 \$2,500	\$58,000 \$14,500	\$18,000 \$4,500	\$1,179,600 \$294,900
Transit Security Projects	\$90,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,840,000
5307 Lane Transit District	\$72,000 \$18,000	\$200,000 \$50,000	\$200,000 \$50,000	\$200,000 \$50,000	\$200,000 \$50,000	\$200,000 \$50,000	\$200,000 \$50,000	\$200,000 \$50,000	\$1,472,000 \$368,000
Miscellaneous Equipment	\$105,000	\$40,000	\$40,000	\$105,000	\$40,000	\$40,000	\$105,000	\$40,000	\$515,000
5307 Lane Transit District	\$84,000 \$21,000	\$32,000 \$8,000	\$32,000 \$8,000	\$84,000 \$21,000	\$32,000 \$8,000	\$32,000 \$8,000	\$84,000 \$21,000	\$32,000 \$8,000	\$412,000 \$103,000
Bus-Related Equipment	\$250,000								\$250,000
5307 Lane Transit District	\$200,000								\$200,000
	\$50,000								\$50,000
Shop Equipment	\$59,000	\$58,500	\$30,000	\$30,000	\$94,050	\$30,000	\$50,000	\$30,000	\$381,550
5307 Lane Transit District	\$47,200 \$11,800	\$46,800 \$11,700	\$24,000 \$6,000	\$24,000 \$6,000	\$75,240 \$18,810	\$24,000 \$6,000	\$40,000 \$10,000	\$24,000 \$6,000	\$305,240 \$76,310
Support Vehicles	\$60,000	\$60,000	\$60,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$680,000
5307 Lane Transit District	\$48,000 \$12,000	\$48,000 \$12,000	\$48,000 \$12,000	\$80,000 \$20,000	\$80,000 \$20,000	\$80,000 \$20,000	\$80,000 \$20,000	\$80,000 \$20,000	\$544,000 \$136,000

Project List (cont'd)	Year 1 FY 10-11	Year 2 FY 11-12	Year 3 FY 12-13	Year 4 FY 13-14	Year 5 FY 14-15	Year 6 FY 15-16	Year 7 FY 16-17	Year 8 FY 17-18	Eight-Year Total
Accessible Services Vehicles and Projects									
5310	\$577,700	\$560,000	\$700,000	\$700,000	\$840,000	\$840,000	\$840,000	\$840,000	\$5,897,700
5311 ARRA - State	\$502,488	\$502,488	\$628,110	\$628,110	\$753,732	\$753,732	\$753,732	\$753,732	\$5,276,124
Lane Transit District	\$17,700								\$17,700
Lane Transit District	\$57,512	\$57,512	\$71,890	\$71,890	\$86,268	\$86,268	\$86,268	\$86,268	\$603,876
Transportation Options	\$442,200	\$442,200	\$442,200	\$442,200	\$442,200	\$442,200	\$442,200	\$442,200	\$3,537,600
5307	\$81,700	\$81,700	\$81,700	\$81,700	\$81,700	\$81,700	\$81,700	\$85,360	\$637,260
City of Eugene	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$40,000
City of Springfield	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$40,000
Lane County	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$40,000
Lane Transit District	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$21,340	\$56,340
STP	\$100,500	\$100,500	\$100,500	\$100,500	\$100,500	\$100,500	\$100,500	\$100,500	\$804,000
STP-U	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$1,920,000
Preventive Maintenance	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$11,600,000
5307	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$11,600,000
Debt Service-Revenue Vehicles	\$928,200	\$742,560	\$2,228,200	\$2,228,200	\$3,528,200	\$3,528,200	\$3,528,200	\$3,528,200	\$19,497,400
5307	\$742,560	\$742,560	\$1,782,560	\$1,782,560	\$2,822,560	\$2,822,560	\$2,822,560	\$2,822,560	\$15,597,920
Lane Transit District	\$185,640	\$185,640	\$445,640	\$445,640	\$705,640	\$705,640	\$705,640	\$705,640	\$3,899,480
Project Total	\$23,932,885	\$23,256,650	\$40,169,650	\$37,511,150	\$51,431,850	\$23,609,400	\$11,911,025	\$7,277,800	\$219,100,410

Lane Transit District
Capital Improvements Program FY 2011-2018
11-18 draft 20100202



Funding Summary		Year 1 FY 10-11	Year 2 FY 11-12	Year 3 FY 12-13	Year 4 FY 13-14	Year 5 FY 14-15	Year 6 FY 15-16	Year 7 FY 16-17	Year 8 FY 17-18	Eight-Year Total
Federal		\$20,146,760	\$12,268,248	\$19,564,270	\$25,631,470	\$28,435,652	\$19,277,692	\$9,924,992	\$6,196,072	\$141,445,156
5307	Urbanized Area Formula Program	\$5,531,700	\$5,425,260	\$6,195,660	\$5,732,860	\$5,441,420	\$5,383,460	\$5,060,760	\$5,101,840	\$43,872,960
5309	Bus & Bus Facilities Program	\$3,227,828			\$2,000,000	\$8,800,000	\$11,200,000	\$2,940,000		\$28,167,828
5309	Small Starts	\$9,062,300	\$3,000,000	\$12,000,000	\$16,500,000	\$12,300,000				\$52,862,300
5309	TIGGER		\$3,000,000							\$3,000,000
5310	Transit Invest. GHG & Energy Reduction									\$5,276,124
5311	ARRA - State	\$502,488	\$502,488	\$628,110	\$628,110	\$753,732	\$753,732	\$753,732	\$753,732	\$17,700
5339	American Recovery & Reinvestment Act	\$17,700								\$17,700
STP	Alternatives Analysis Program			\$400,000	\$400,000	\$800,000	\$1,600,000	\$800,000		\$4,000,000
STP-U	Surface Transportation Program	\$1,564,744	\$100,500	\$100,500	\$130,500	\$100,500	\$100,500	\$130,500	\$100,500	\$2,328,244
STP-U	Surface Transportation Program-Urban	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$1,920,000
State		\$800,000	\$2,000,000	\$8,000,000	\$10,200,000	\$9,000,000				\$30,000,000
State Lottery Funds		\$800,000	\$2,000,000	\$8,000,000	\$10,200,000	\$9,000,000				\$30,000,000
Local-Other		\$2,986,125	\$988,402	\$1,295,380	\$1,679,680	\$3,546,198	\$4,331,708	\$1,986,033	\$1,081,728	\$17,895,254
City of Eugene		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$40,000
City of Springfield		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$40,000
Lane County		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$40,000
Lane Transit District		\$2,971,125	\$973,402	\$1,280,380	\$1,664,680	\$3,531,198	\$4,316,708	\$1,971,033	\$1,066,728	\$17,775,254
Debt Issuance		\$8,000,000	\$11,310,000			\$10,450,000				\$29,760,000
Debt Issuance		\$8,000,000	\$11,310,000			\$10,450,000				\$29,760,000
Funding Total		\$23,932,885	\$23,256,650	\$40,169,650	\$37,511,150	\$51,431,850	\$23,609,400	\$11,911,025	\$7,277,800	\$219,100,410

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2010

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. **West Eugene EmX Extension Corridor Committee (WEEEC):** This committee is a subcommittee of the EmX Steering Committee and is composed of Board members Greg Evans, Dean Kortge, and Ed Necker, along with members of local government and community representatives. At the February 3 meeting, the Committee reviewed the development of Bus Rapid Transit (BRT) for the Eugene–Springfield region and preliminary information on the “No Build” alternative.
2. **Metropolitan Policy Committee (MPC):** MPC meetings generally are held on the second Thursday of each month. Board members Mike Eyster and Greg Evans are LTD’s MPC representatives, with Mike Dubick serving as an alternate. At the February 11 MPC meeting, the Committee reviewed the approval of seven amendments to the Metropolitan Transportation Improvement Program and the metrics and evaluation criteria for Surface Transportation Program-Urban (STP-U) funding. LTD staff submitted a draft STP-U application for \$1.5 million (\$500,000 per year for three years) for consideration.

3. **Board Service Committee**: The Board Service Committee is composed of Chair Greg Evans and Board members Ed Necker and Doris Towery. The Committee met on February 12 and held an in-depth discussion of the proposed FY 2010-11 service redesign.

OTHER ACTIVITIES

1. **Presentations to Springfield City Council, Eugene City Council, and Lane County Board of Commissioners**: On January 25, the Springfield City Council heard a presentation from Board President Mike Eyster and LTD staff concerning FY 2010-11 budget and service issues. Mr. Eyster and staff presented the same information to the Eugene City Council on February 17. Also on February 17, Board Member Greg Evans, along with LTD staff, made a similar presentation to the Lane County Board of Commissioners.

NO MEETINGS HELD

1. **Lane Council of Governments (LCOG) Board of Directors**: The LCOG Board meets every other month. LTD Board Member Mike Dubick represents LTD on the Lane Council of Governments (LCOG) Board of Directors as a non-voting member, with Mike Eyster serving as the alternate. The next meeting is scheduled for February 25.
2. **EmX Steering Committee**: The EmX Steering Committee is composed of Chair Greg Evans, Board members Doris Towery and Gary Gillespie, and members of local units of government and community representatives. The Committee generally meets quarterly. The next meeting is scheduled for March 2.
3. **Board Human Resources Committee**: The Board Human Resources Committee is composed of Chair Mike Dubick and Board members Dean Kortge and Gary Gillespie. The next Committee meeting is scheduled to be held on March 9 and will include an executive session concerning labor negotiations.
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 MEETING: February 17, 2010

ITEM TITLE: AMERICAN RECOVERY AND REINVESTMENT ACT REPORTING

PREPARED BY: Todd Lipkin, Financial Services Manager

ACTION REQUESTED: None

BACKGROUND: The American Recovery and Reinvestment Act (ARRA) was enacted in February 2009. The primary purpose of this “stimulus” funding was to create or sustain jobs. ARRA funds were programmed by Lane Transit District (LTD) for the Fleet Maintenance remodel, preventive maintenance, and Small Starts funding for the Gateway EmX project (used for vehicle purchases). The \$3.2 million used for preventive maintenance allowed LTD to reduce a 14 percent service reduction proposed for Fall 2009 to approximately 3 percent. LTD also received funding under the Transit Investment for Greenhouse Gas and Energy Reduction (TIGGER) program that will be used for the next vehicle replacement purchase.

Due to the financial climate that led to the enactment of ARRA, a requirement for greater transparency for government spending was included in the legislation. The following are three primary reporting elements for which LTD is responsible:

- 1) **Transportation and Infrastructure Committee Reporting.** Included in the ARRA legislation was \$7.6 billion of federal transit formula funding under the jurisdiction of the Transportation and Infrastructure Committee of the U.S. House of Representatives. This committee immediately notified public transit agencies that they would “closely oversee the implementation of transportation and infrastructure provisions of the Recovery Act to ensure that the funds provided are invested quickly, efficiently, and in harmony with the job-creating purposes of this Act.” This resulted in a monthly reporting requirement for cumulative activity as of the end of each month. Elements reported include funds allocated, funds obligated, jobs created or sustained, and job hours and payroll for jobs created or sustained.
- 2) **Section 1201(c) Reporting.** Section 1201(c) of the American Recovery and Reinvestment Act requires all grant recipients of Department of Transportation funding to submit periodic reports to the covered agency from which funds were received. As a direct recipient, LTD has only received funds from the Federal Transit Administration (FTA). The legislation required reporting 90 days, 180 days, 1 year, 2 years, and 3 years after the enactment of the legislation. However, implementation of the reporting model was delayed, so a 90-day report was not

required. LTD submitted a report in August 2009 to meet the 180-day reporting requirement. Reporting is done for each grant that has been executed with FTA. Data elements reported include funds committed, funds expended, and total number of hours associated with direct jobs for the grant.

- 3) **Section 1512 Reporting.** Titled “Jobs Accountability Act” in the legislation, Section 1512 requires that each recipient of recovery funds from a federal agency shall submit a report not later than ten days after the end of each calendar quarter. A website, federalreporting.gov, was created for recipients to input their reports. The required data elements include the amount of recovery funds received, amount of funds received that were expended or obligated, a list of projects, an estimate of jobs created or retained, and information about subcontracts awarded.

ATTACHMENTS:

- 1) Transportation & Infrastructure Committee ARRA Reporting
- 2) TEAM-Web ARRA Recipient 1201 Report
- 3) Section 1512 ARRA Reporting

PROPOSED MOTION:

None

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\ARRA reporting.docx

**Transportation & Infrastructure Committee ARRA Reporting
January 2010 Report
Activity Through December 31, 2009**

Table 1 - Aggregate Data	
Recipient Name	Lane Transit District
Recipient Type	Transit Agency
Recipient State/Territory	Oregon
Federal Formula Program	Transit Capital Assistance
Recipient DUNS #	60588639
Recovery Act Funds Allocated	\$12,407,817
Recovery Act Funds Obligated	\$9,343,139
Recovery Act Funds Outlayed	\$6,421,485
Number of Projects Put Out to Bid	3
Recovery Act Funds Associated with Projects Put Out to Bid	\$6,076,892
Number of Projects Under Contract	3
Recovery Act Funds Associated with Projects Under Contract	\$6,076,892
Number of Projects in Which Work Has Begun	3
Recovery Act Funds Associated with Projects in Which Work Has Begun	\$9,343,139
Number of Projects in Which Work Has Been Completed	1
Recovery Act Funds Associated with Completed Projects	\$2,940,000
Number of Direct, On-Project Jobs Created or Sustained by Recovery Act Funds	23
Total Job Hours Created or Sustained by Recovery Act Funds	47,509
Total Payroll of Job Hours Created or Sustained by Recovery Act Funds	\$1,428,230

Table 2 - Obligated Projects			
Project Name	Maintenance Facility Remodel	Preventive Maintenance	BRT Buses
Project Purpose	Maintenance Facility remodel to accommodate an increased number of articulated buses	Preventive maintenance on buses	Purchase Buses
Estimated Project Total Cost	\$4,200,000	\$8,760,950	\$5,280,000
Project Rationale	This project will allow the District to run more 60-foot articulated buses in service to meet increased capacity demands with fewer vehicles, which translates into cost savings that allow for an increase in service levels. This project creates construction jobs.	This project funds preventive maintenance activities on buses that allow 12-year useful-life buses to be stretched to over 15 years of use. This project preserves jobs because the general fund money replaced with ARRA is being used to preserve service that would otherwise need to be cut which would result in job losses.	This project will allow the District to expand the bus rapid transit EmX line with the addition of the Gateway segment. This project creates or sustains manufacturing jobs.

TEAM-Web ARRA Recipient 1201 Report

Project Number:

Recipient ID:

DUNS Number:

Report Period:

Section of Statute:

ARRA Program:

1. The total amount of funds awarded in this grant.	<input type="text" value="6403139.00"/>	
2. Of the amount of funds on line 1, the total amount that has been committed as of July 31, 2009.	<input type="text" value="6338461.00"/>	*
3. Of the amount of ARRA funds listed on Line 1, the total amount that has been expended as of July 31, 2009.	<input type="text" value="510510.00"/>	*
4. The number of contract solicitations that have been issued as of July 31, 2009 related to the funds provided under this grant.	<input type="text" value="2"/>	*
5. The estimated amount of funds under this grant associated with solicitations on line 4.	<input type="text" value="3136892.00"/>	*
6. Of the number of solicitations on line 4, the number of contracts awarded as of July 31, 2009.	<input type="text" value="2"/>	*
7. The amount of funds under this grant associated with the contracts listed on line 6.	<input type="text" value="3136892.00"/>	*
8. Of the number of contracts listed in line 6, the number of contracts for which work had begun as of July 31, 2009.	<input type="text" value="2"/>	*
9. The amount of funds under this grant associated with contracts listed on line 8.	<input type="text" value="3136892.00"/>	*
10. Of the number of contracts listed in line 8, the number of contracts for which work had been completed as of July 31, 2009.	<input type="text" value="0"/>	*
11. The amount of funds under this grant associated with contracts listed in line 10.	<input type="text" value="0.00"/>	*
12. The total number of hours associated with direct jobs attributed to this grant.	<input type="text" value="8280.00"/>	*
13. The total amount of funding from State resources that you planned to expend for the program that funds this grant as of February 17, 2009 during the period from 2/17/2009 through 9/30/2010.	<input type="text" value="0.00"/>	*
14. The total amount of funding from State sources that you have expended for the program that funds this grant during the period from 2/17/2009 through 9/30/2010.	<input type="text" value="0.00"/>	*

Section 1512 ARRA Reporting

Prime Recipient
060588639 | OR-36-0002



Report Information

Award Type	Award Number	Prime DUNS	Calendar Year / Quarter	Final Report
Grant	OR-36-0002	060588639	2009 / 4	Yes

Award Recipient Information

Recipient DUNS Number	060588639	Recipient Address 1	3500 E 17TH AVE
Recipient Account Number		Recipient Address 2	
Recipient Congressional District	04	Recipient City	EUGENE
Parent DUNS Number		Recipient State	OR
Recipient Type	12.77.TW/V2.ZR	Recipient ZIP Code + 4	974032375
Recipient Legal Name	LANE TRANSIT DISTRICT	Recipient Country	USA
Recipient DBA Name	LT D		

Project / Award Information

Funding Agency Code	6955	Total Number of Sub Awards less than \$25,000/award	0
Awarding Agency Code	6955	Total Amount Sub Awards less than \$25,000/award	0.00
Program Source (TAS) Code	69-1133	Total Number of Sub Awards to Individuals	0
Sub Account Number for Program Source		Total Amount of Sub Awards to Individuals	0.00
CFDA Number	20.500	Total Number of Payments to Vendors less than \$25,000/award	0
Amount of Award	2940000.00	Total Amount of Payments to Vendors less than \$25,000/award	0.00
Award Date	08/05/2009		
Award Description	Invest in public transportation by purchasing three hybrid electric articulated buses for the Pioneer Parkway EmX Bus Rapid Transit Project.		

Project Information

Project Name or Project/ Program Title	Purchase three hybrid electric articulated buses.	Activity Codes (NAICS or NTEE-NPC) (up to 10)
Quarterly Activities/ Project Description	No activity this quarter. The grant activities are complete and the grant will be closed out before next quarters report.	Activity Code 1 485113
Project Status	Fully Completed	Activity Code 2
Total Federal Amount ARRA Funds Received/ Invoiced	2940000.00	Activity Code 3
Number of Jobs	0.00	Activity Code 4
Description of Jobs Created	No activity this quarter. The grant activities are complete and the grant will be closed out before next quarters report.	Activity Code 5
Total Federal Amount of ARRA Expenditure	2940000.00	Activity Code 6
		Activity Code 7
		Activity Code 8
		Activity Code 9
		Activity Code 10

Section 1512 ARRA Reporting

Prime Recipient
060588639 | OR-36-0002



Report Information

Award Type	Award Number	Prime DUNS	Calendar Year / Quarter	Final Report
Grant	OR-36-0002	060588639	2009 / 4	Yes

Total Federal ARRA Infrastructure Expenditure	2940000.00
Infrastructure Purpose and Rationale	Lane Transit District's Recovery Act grant was used to purchase three low floor hybrid electric 60 foot articulated buses. As such, the project under this grant will invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits.

Infrastructure Contact

Name	Todd Lipkin	Street Address 1	3500 E 17th Ave
Email	todd.lipkin@ltd.org	Street Address 2	
Phone	(541) 682-6153	Street Address 3	
Ext		City	Eugene
		State	OR
		ZIP Code + 4	97403 - 2375

Primary Place of Performance

Address 1	3500 E 17th Ave
Address 2	
City	Eugene
Country Code	US
State	OR
ZIP Code + 4	97403 - 2375
Congressional District	04

Recipient Highly Compensated Officers

Prime Recipient Indication of Reporting Applicability	No	Officer 3 Name	
Officer 1 Name		Officer 3 Compensation	
Officer 1 Compensation		Officer 4 Name	
Officer 2 Name		Officer 4 Compensation	
Officer 2 Compensation		Officer 5 Name	
		Officer 5 Compensation	

Section 1512 ARRA Reporting

Vendor



Report Information			
Award Type	Award Number	Prime DUNS	Calendar Year / Quarter
Grant	OR-36-0002	060588639	2009 / 4
Vendor Information			
Sub Award Number		Payment Amount	10393.86
Vendor DUNS Number		Product and Service Description	Bus inspection costs
Vendor Name	Bank of America		
Vendor HQ ZIP Code + 4	19886 - 5731		
Vendor Information			
Sub Award Number		Payment Amount	295.50
Vendor DUNS Number		Product and Service Description	Registration for buses
Vendor Name	Department of Transportation/DMV Services		
Vendor HQ ZIP Code + 4	97314 - 5000		
Vendor Information			
Sub Award Number		Payment Amount	2502.00
Vendor DUNS Number		Product and Service Description	Pre-award analysis
Vendor Name	Greater Cleveland RTA		
Vendor HQ ZIP Code + 4	44101 - 9931		
Vendor Information			
Sub Award Number		Payment Amount	24.97
Vendor DUNS Number		Product and Service Description	Bus inspection costs
Vendor Name	HSBC Business Solutions		
Vendor HQ ZIP Code + 4	60197 - 5219		
Vendor Information			
Sub Award Number		Payment Amount	2291.00
Vendor DUNS Number		Product and Service Description	Logos for buses
Vendor Name	MAC Industries		
Vendor HQ ZIP Code + 4	97478 - 4021		
Vendor Information			
Sub Award Number		Payment Amount	2920189.20
Vendor DUNS Number		Product and Service Description	Manufacture buses
Vendor Name	New Flyer of America, Inc.		
Vendor HQ ZIP Code + 4	56716 - 2118		
Vendor Information			
Sub Award Number		Payment Amount	4303.47
Vendor DUNS Number		Product and Service Description	Rental car for bus inspecting trip
Vendor Name	The Hertz Corporation		
Vendor HQ ZIP Code + 4	73125 - 0485		

Section 1512 ARRA Reporting

Prime Recipient
060588639 | OR-96-X006



Report Information

Award Type	Award Number	Prime DUNS	Calendar Year / Quarter	Final Report
Grant	OR-96-X006	060588639	2009 / 4	No

Award Recipient Information

Recipient DUNS Number	060588639	Recipient Address 1	3500 E 17TH AVE
Recipient Account Number		Recipient Address 2	
Recipient Congressional District	04	Recipient City	EUGENE
Parent DUNS Number		Recipient State	OR
Recipient Type	12.77.TW.V2.ZR	Recipient ZIP Code + 4	974032375
Recipient Legal Name	LANE TRANSIT DISTRICT	Recipient Country	USA
Recipient DBA Name	LT D		

Project / Award Information

Funding Agency Code	6955	Total Number of Sub Awards less than \$25,000/award	0
Awarding Agency Code	6955	Total Amount Sub Awards less than \$25,000/award	0.00
Program Source (TAS) Code	69-1101	Total Number of Sub Awards to Individuals	0
Sub Account Number for Program Source		Total Amount of Sub Awards to Individuals	0.00
CFDA Number	20.507	Total Number of Payments to Vendors less than \$25,000/award	5
Amount of Award	6403139.00	Total Amount of Payments to Vendors less than \$25,000/award	9962.09
Award Date	06/25/2009		
Award Description	Invest in public transportation by remodeling the bus maintenance building to accommodate up to 45 articulated buses, replacing security cameras, and performing preventive maintenance on existing buses.		

Section 1512 ARRA Reporting

Prime Recipient
060588639 | OR-96-X006



Report Information				
Award Type	Award Number	Prime DUNS	Calendar Year / Quarter	Final Report
Grant	OR-96-X006	060588639	2009 / 4	No

Project Information	
<p>Project Name or Project/ Program Title Remodel fleet maintenance facility to accommodate additional articulated buses, replace security cameras, and perform preventive maintenance.</p> <p>Quarterly Activities/ Project Description This grant allowed Lane Transit District to perform preventive maintenance on 115 active buses and to remodel the maintenance facility to accommodate 45 articulated buses. As a result of these investments, Lane Transit District was able to avoid a 15% service cut by redirecting operating funds to service. In addition, the facility remodel will allow Lane Transit District to replace 40 foot buses with 60 foot articulated buses increasing the capacity of the fleet</p> <p>Project Status Less than 50% completed</p> <p>Total Federal Amount ARRA Funds Received/ Invoiced 1731615.00</p> <p>Number of Jobs 44.25</p> <p>Description of Jobs Created This grant funded preventive maintenance on buses so that operating funds could be spent to preserve service. Bus operator positions were retained that would have otherwise been cut. Design and construction work on the facility remodel accounted for jobs that may have otherwise been eliminated if this work were not available.</p> <p>Total Federal Amount of ARRA Expenditure 2746485.00</p> <p>Total Federal ARRA Infrastructure Expenditure 2746485.00</p> <p>Infrastructure Purpose and Rationale Lane Transit District's Recovery Act grant is being used to remodel the bus maintenance building to accommodate 45 articulated buses, replace security cameras and conduct preventive maintenance on 115</p>	<p>Activity Codes (NAICS or NTEE-NPC) (up to 10)</p> <p>Activity Code 1 485113</p> <p>Activity Code 2</p> <p>Activity Code 3</p> <p>Activity Code 4</p> <p>Activity Code 5</p> <p>Activity Code 6</p> <p>Activity Code 7</p> <p>Activity Code 8</p> <p>Activity Code 9</p> <p>Activity Code 10</p>

Section 1512 ARRA Reporting

Prime Recipient
060588639 | OR-96-X006



Report Information				
Award Type	Award Number	Prime DUNS	Calendar Year / Quarter	Final Report
Grant	OR-96-X006	060588639	2009 / 4	No

buses. As such, the projects under this grant will invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits. These investments will also contribute to preserving and maintaining jobs and promoting economic recovery within the local community.

Infrastructure Contact	
Name Todd Lipkin Email todd.lipkin@ltd.org Phone (541) 682-6153 Ext	Street Address 1 3500 E 17th Ave Street Address 2 Street Address 3 City Eugene State OR ZIP Code + 4 97403 - 2375

Primary Place of Performance
Address 1 3500 E 17th Ave Address 2 City Eugene Country Code US State OR ZIP Code + 4 97403 - 2375 Congressional District 04

Recipient Highly Compensated Officers	
Prime Recipient Indication of Reporting Applicability No Officer 1 Name Officer 1 Compensation Officer 2 Name Officer 2 Compensation	Officer 3 Name Officer 3 Compensation Officer 4 Name Officer 4 Compensation Officer 5 Name Officer 5 Compensation

Section 1512 ARRA Reporting

Vendor



Report Information			
Award Type	Award Number	Prime DUNS	Calendar Year / Quarter
Grant	OR-96-X006	060588639	2009 / 4
Vendor Information			
Sub Award Number		Payment Amount	1480.50
Vendor DUNS Number		Product and Service Description	Legal services for maintenance facility remodel
Vendor Name	Arnold Gallagher Saydack Percell Roberts & Potter		
Vendor HQ ZIP Code + 4	97440 - 1758		
Vendor Information			
Sub Award Number		Payment Amount	69.15
Vendor DUNS Number		Product and Service Description	Design meeting costs
Vendor Name	Bank of America		
Vendor HQ ZIP Code + 4	19886 - 5731		
Vendor Information			
Sub Award Number		Payment Amount	3599.49
Vendor DUNS Number		Product and Service Description	Public works fee
Vendor Name	Bureau of Labor & Industries		
Vendor HQ ZIP Code + 4	97232 - 2180		
Vendor Information			
Sub Award Number		Payment Amount	3582.95
Vendor DUNS Number		Product and Service Description	Materials testing for construction.
Vendor Name	FEI Testing & Inspection, Inc.		
Vendor HQ ZIP Code + 4	97402 - 9516		
Vendor Information			
Sub Award Number		Payment Amount	934536.00
Vendor DUNS Number	132013181	Product and Service Description	Construction Management/General Contractor and self performed construction services for maintenance facility remodel
Vendor Name	Fortis Construction, Inc.		
Vendor HQ ZIP Code + 4	97205 - 9982		
Vendor Information			
Sub Award Number		Payment Amount	442641.00
Vendor DUNS Number		Product and Service Description	Design services for maintenance facility remodel
Vendor Name	Pivot Architecture		
Vendor HQ ZIP Code + 4	97401 - 3038		
Vendor Information			
Sub Award Number		Payment Amount	117987.00
Vendor DUNS Number		Product and Service Description	Lifts for new bus bays
Vendor Name	Rotary Lift		
Vendor HQ ZIP Code + 4	47250 - 1753		
Vendor Information			
Sub Award Number		Payment Amount	1230.00
Vendor DUNS Number		Product and Service Description	Property/casualty insurance for fleet remodel project.
Vendor Name	Special Districts Assoc of Oregon		
Vendor HQ ZIP Code + 4	97309 - 0613		

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2010

ITEM TITLE: JANUARY FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Due to the absence of the chief accountant/internal auditor who prepares the attachments to the Board financial reports, it was not possible to complete the reports in time for inclusion in the Board packet for the February 17 meeting. The reports will be distributed at the beginning of the February 17 work session. Staff apologize for any inconvenience that the delay may cause.

Through January payroll tax receipts remained at 88 percent of those for the comparable period in the previous fiscal year. As Board members know, January is not a quarterly disbursement month. Receipts for the quarter ending December 31, 2009, were disbursed to Lane Transit District by the Oregon Department of Revenue in early February. As of February 10, current-fiscal year receipts were 90 percent of those for last year. While receipts below both current-year budget and prior-year actual are not good news, it is encouraging that there has been a slight improvement. At the annual local Economic Forum held on February 3, economists agreed that the recession is over but that it would be several years before the local economy improves to the level of jobs that existed in 2007 before the recession began.

Ridership through January 31 for the rolling twelve-month period decreased 5.8 percent, about the same result reported through December. The month of January, however, showed improvement of 1.1 percent over last year. Additional information will be provided at the February 17 Board meeting.

ATTACHMENTS: None

PROPOSED MOTION: None

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\10fin07 temp.docx.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2010

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Mark Pangborn, General Manager

ACTION REQUESTED: None

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

January 28, 2010, letter of appreciation from Salem-Keizer Transit Board President Shelley Hanson regarding the January 20 Joint Meeting.

PROPOSED MOTION: None

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\BDCORSUM.docx

SALEM-KEIZER TRANSIT

555 Court Street NE, Suite 5230
Salem, OR 97301-3980

503-588-2424 Fax 503-566-3933
E-mail: skt@cherriots.org



January 28, 2010

Mr. Mike Eyster, President
Board of Directors
Lane Transit District
PO Box 7070
Eugene, OR 97401-0470

Dear Mr. Eyster,

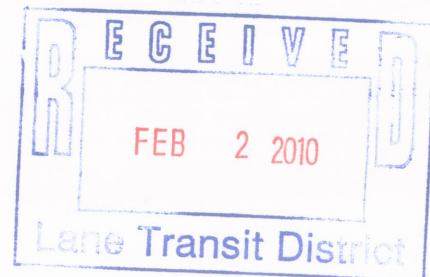
On behalf of the SAMTD Board of Directors and staff, please extend our thanks to the Board and staff for hosting the January 20th work session to discuss roles and responsibilities as public servants; and for hosting a very fine meal and taking us on a tour of your BRT service.

We appreciated hearing about those things that are important to your Board as policy makers representing LTD to the public as educators and advocates; and learning more about your project plans and community involvement process. We thoroughly enjoyed seeing first hand the fruition of your efforts in making your first bus rapid transit system project a reality.

Thank you for providing an atmosphere of camaraderie and sharing from your perspectives as Board members and staff. Thank you too for the service you provide so well to the greater Eugene and Springfield communities.

Sincerely,


Shelley Hanson
President
Board of Directors





MONTHLY DEPARTMENT REPORTS

February 17, 2010

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 the League of Women Voters on January 23 to review the project. Also took the group on a tour of the alternative alignments.
- Met with corridor stakeholders (property owners, businesses, and residents).
- Reviewed the Amazon Alignment Design Options at the January 14 meeting of the Bicycle and Pedestrian Advisory Committee and provided a walking tour of the alignment.
- Provided information on the project at the Good Earth Home, Garden, and Living Show on January 22-24.
- Coordinated with the City of Eugene to establish a focus group to participate in the West Eugene EmX Extension Design Options effort.
- Continued work with consultants, the City of Eugene, and the Lane Council of Governments on transit demand modeling that will serve as the basis for most technical environmental analyses.
- Held a meeting with Federal Transportation Administration staff to discuss travel demand modeling validation and calibration documentation.
- Conducted a meeting with staff from the Oregon Department of Transportation, Lane County, and the City of Eugene regarding the scope of construction based on the conceptual design plan sets.
- Met with consultants on February 5 to review process for the development of the Draft Environmental Impact Statement and review times.
- Held a design review and update with new LTD Board Member Gary Gillespie and Lane County Commissioner Rob Handy.
- Met with Service Planning staff to review the designs for each alternative.
- Inventoried areas of off-street parking with potential impacts in the project area.
- Reviewed the development of bus rapid transit for the Eugene-Springfield area and the WEEE No Build Alternative with the WEEE Corridor Committee.

Other:

- Provided a review of FTA's Proposed New Starts and Small Starts Criteria for the Metropolitan Planning Commission (MPC) on February 11.
- Submitted an application for \$1.5 million Surface Transportation Program-Urban funds for review by the MPC on February 11.
- Participated in the City of Springfield's Downtown Parking Subcommittee meeting.
- Met with the Consultant Selection Committee for the development of the Long-Range Transit Plan for LTD.

Point2point Solutions

Connie B. Williams, Program Manager

Connie Bloom Williams was elected Board Member At-Large for the Association of Commuter Transportation, an international association of transportation options industry leaders. She was elected to a two-year term, effective January 2010.

Work has begun on the FY 2010-11 program budget for Point2point Solutions. The proposed budget will be discussed at advisory committee meetings prior to going to the MPC for funding approval.

On-the-Go Solutions:

There were eight new commuters added to the Rideshare database. There are now a total of 588 commuters in the database.

Vanpool rider questionnaires were distributed to all 19 Valley VanPool vans so that the riders could contribute to the survey.

Point2point Solutions engaged in discussions to bring Enterprise Rideshare WeCars to the area. The WeCar program is the application of car sharing technology to the business rental and fleet management industry through Enterprise Rent-A-Car. There are now two WeCar carshare vehicles located at the University of Oregon and one at an offsite housing complex. Of all the registered members, 78 percent are actively utilizing the vehicles, with the average rental length of two hours and an average distance of 17.5 miles.

School Solutions:

Lisa VanWinkle chaired the Oregon Safe Routes to School Advisory Committee meeting with the task of allocating \$3.5 million in infrastructure grants that will improve conditions for K-8 students to walk or bike to school. Out of the \$3.5 million, the City of Eugene will receive \$495,000 to complete improvements at several elementary and middle schools in Eugene.

During January 10-16, operators counted 39,800 boardings of grade 6-12 students using the Student Transit Pass Program. More than 7,100 boardings were made per weekday and more than 2,000 boardings were made per weekend day.

Education and Outreach:

Point2point Solutions staffed booths at the Good Earth Home, Garden, and Living Show on January 22 - 24 and at the City of Eugene Walking and Biking Summit on January 23.

Tracy Smith attended a Rural Vanpooling Webinar hosted by the Association for Commuter Transportation (ACT).

Tracy attended the ACT Vanpool Council webinar regarding the Vanpool Summit coming in April.

Program Management:

On January 8 staff attended the quarterly meetings for the Statewide Transportation Options Working Group and Transportation Options Group of Oregon in Portland.

Tracy attended the City of Eugene's Bicycle Pedestrian Advisory Committee meeting.

Tracy continues meeting with TransWatch (point2point Solutions' planning consultant) to draft a two-year work plan for the Rideshare program.

CAPITAL PROJECTS

Charlie Simmons, Facilities Services Manager

Fleet Maintenance Building Expansion:

With the exception of the bay extensions, which are behind by about two weeks due to soil sampling, construction is proceeding as planned in all areas. The administration area construction will begin during the week of February 22 once the training room construction is at a point where it can accommodate a temporary administration office area. The project is on budget as planned with few construction changes. It is scheduled to be 100 percent complete by the end of April.

Gateway EmX:

Construction is about 60 percent complete and is projected to be done on schedule. Excavation and construction of EmX stations along Gateway Street and Harlow Road began in January. Lane closures to accommodate construction crews will occur on these streets for another two to three months until all eight platforms are complete. The traffic signal at Pioneer Parkway and Q Street is being rebuilt from the ground up. New traffic control signals at this intersection are scheduled to be operational by the end of the month. Major roadwork continues south on Pioneer Parkway West between F Street and Main Street. Bus lane construction and roadway crown restoration will cause lane closures throughout this process. This work also is scheduled to be completed in two to three months and then will move to Pioneer Parkway East for a similar process.

**SERVICE PLANNING, ACCESSIBILITY,
AND MARKETING**

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

Bid Work:

Service Planning, Marketing, and Graphics staff have focused on implementing winter bid and developing the FY 2010-11 annual route review package. Staff are very busy moving through the public outreach process and refining the service package.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

Accessible Services received notice of awards through the Special Transportation Operations program, which will support the RideSource service (\$822,754); provide Crucial Connections transportation trips for older adults and people with disabilities who have no means for getting to needed services (\$25,500); and planning services for the upgrade of software to operate the RideSource Call Center (\$40,415).

On January 1 a collaborative effort with Lane County Developmental Disabilities Services resulted in the expansion of the work transportation program from 59 to 93 participants. Resources from the Department of Human Services matched by local LTD funds pay for the service so that riders receive their RideSource trips at no cost. All participants are low income and are eligible for RideSource.

Working with Senior and Disabled Services, Accessible Services is now able to extend transportation under the Waivered Non-Medical Program to areas throughout Lane County. Until now, only residents within Eugene, Springfield, and the Cottage Grove area were able to get rides through this program. Utilizing the capabilities of the RideSource Call Center, more people who meet program criteria will be served resulting in a broader and more equitable distribution of this resource.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

Winter Bid:

The winter bid has been implemented and the changeover went well. Staff are working with service planners to develop the summer bid and service reductions for the fall. The operator vacation bid also is being prepared, and operators will be bidding vacations in March.

Operations Supervisor Van Snyder Awarded Employee of the Year:

Operations Supervisor Van Snyder received the Employee of the Year Award for 2009. Van is an excellent choice for this honor. He is a very dedicated employee who ensures that tasks are done well and done completely. He also works well with other employees and models the LTD core values every day.

2009 Safety Record

In terms of accidents, 2009 was a banner year. The overall accident rate was 31 percent less than in 2008. Preventable accidents were reduced by 31 percent as well. There were 96 total accidents in 2009 compared to 140 in 2008. There were 44 preventable accidents in 2009 compared to 64 in 2008. This is an outstanding improvement. Having more experienced bus operators is certainly a contributing factor for this improvement as is the diligence of the operator training program. Preventing accidents reduces costs and liability to the District and helps reinforce LTD's commitment to safety. Reducing accidents also provides an image of safety and helps build community confidence in the system.

MAINTENANCE

George Trauger, Director of Maintenance

Allison Warranty Repairs and Product Upgrade Continuation:

With the return of Bus 6104 during the week of February 7, Bus 6105 is the next articulated-hybrid to be transported to Ridgefield, Washington, for its repairs and upgrade. Bus 6105 is the fourth bus to receive this service, with seven remaining to be repaired and upgraded.

9100-Series Buses:

Opticon GPS units, along with right and left bars for rear-facing seats, remain to be installed in buses 9102, 9103, and 9105. When the installations are completed in approximately two weeks, the 9100-series buses will be ready for active service.

New Bus Build 1410:

A pre-production meeting between LTD and New Flyer is scheduled for February 18.

Building Construction:

On February 22, staff will move into the new training room, which will be the temporary administration office until the new administration office is complete in mid-April. The lunch areas also will be under construction during that time.

Fuel Filter Issues:

A recent sampling of the low-sulfur diesel tanks uncovered water in the fuel, which has resulted in fuel filter failures. Effective immediately, fuel filters will be changed every 6,000 miles for the entire fleet until the failures cease, decreasing the number of road calls.

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 was resubmitted to FTA with answers to the follow-up questions.
- American Recovery and Reinvestment Act (ARRA) Section 1512 reporting was completed for the quarter ending December 31, 2009.

- ARRA reporting for activity for the month ending December 31, 2009, was submitted to the Transportation and Infrastructure Committee of the U.S. House of Representatives.

Payroll Processing:

- Sixty-five (65) payroll checks and 592 payroll direct deposits totaling \$835,471 were made in January 2010 (two pay dates).

Accounts Payable:

- Two hundred seventy-nine (279) vendor paper and electronic checks totaling \$4,601,505 were processed during the month of January 2010. This included a total of \$780,660 to Wildish Building/Construction companies for Gateway EmX Extension-related construction.

Accounts Receivable:

- Eleven (11) cash fare deposits totaling \$141,191 were processed in January 2010.

Budget Development:

- The Budget Calendar for the FY 2010-2011 budget development process was created.

ACCOUNTING/INTERNAL AUDIT

Carol James, Chief Accountant/Internal Auditor

Accounting:

- The December Board Report was completed.
- The comprehensive Annual Financial Report (CAFR) was presented to the Board.

Internal Audit:

- Staff have reviewed phonebook listings for dentists, veterinarians, and physical therapists. Information about 12 businesses was sent to the State Department of Revenue, five of which have been returned as having filed under a different name. The remaining seven appear to have compliance issues and will be investigated further by the State.
- Staff began a phonebook review of attorneys.

PURCHASING

Jeanette Bailor, Purchasing Manager

Two requests for proposals for the Information Technology Department are being issued this month: one for security camera design services and one for the Data Room HVAC Upgrade. The request for proposals for buses also will be issued this month and will include 30-foot, 35-foot, and 40-foot and articulated vehicles and will be a multi-year contract.

Purchasing staff are working to update current policy and rules to comply with federal and state regulatory changes.

Documentation administration continues for the Gateway EmX Extension project, including checking payroll documents and various other requirements of the FTA.

HUMAN RESOURCES AND RISK MANAGEMENT

Mary Adams, Director of Human Resources and Risk Management

Employee Health:

On February 1, LTD staff hosted H1N1 flu training for transit at Wilson-Heirgood Associates. Risk Manager David Lindelien and Fleet Services Supervisor Aaron Melnychuk from LTD attended as did representatives from RideSource, Tillamook Transit, Ontario Transit, and Salem-Keizer Transit.

Selection and Hiring:

With Ann Harris filling the administrative service associate position in Maintenance, interviews were conducted on January 25 to fill the vacancy left in Point2point Solutions. Follow-up interviews were conducted on February 1, and Laura Holtgrieve was chosen as the new administrative secretary for Point2point Solutions. Laura began work on February 12.

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-09\Dept Report.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2010

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: January 2010 Performance Reports (*To be Handout at Board Meeting*)
December 2009 RideSource Activity and Productivity Report

PROPOSED MOTION: None

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\performance summary.docx

Special Mobility Services: RideSource Activity and Productivity Information

December-09	Current		Prior		Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
	Month	Year's Month	Month	Year's Month						
RideSource Ridership	13,824	11,667	83,686	80,909				165,184	161,894	2.0%
RideSource(All Modes)	11,747	9,787	69,022	64,818				136,152	128,772	5.7%
Shopper	440	429	2,691	2,953				5,484	6,045	-9.3%
Escort Volunteers-Metro	611	527	4,512	4,372				8,316	9,186	-9.5%
Escort Volunteers-Rural	1,026	924	7,461	8,766				15,232	17,891	-14.9%
RideSource Cost per Ride	\$ 27.02	\$ 25.89	\$ 24.11	\$ 22.91				\$ 22.97	\$ 22.01	4%
RideSource(All Modes)	\$ 31.30	\$ 30.38	\$ 28.67	\$ 27.98				\$ 27.31	\$ 27.06	0.9%
RideSource Shopper	\$ 14.00	\$ 12.55	\$ 14.00	\$ 12.55				\$ 14.00	\$ 12.55	11.6%
RideSource Escort	\$ 3.52	\$ 3.21	\$ 3.20	\$ 3.03				\$ 3.20	\$ 2.89	10.7%
Ride Reservations	12,562	11,699	73,842	69,886				145,179	139,894	3.8%
Cancelled Number	1,426	2,170	7,476	6,707				13,811	13,591	1.6%
Cancelled % of Total	11.35%	18.55%	10.12%	9.60%				9.51%	9.72%	
No-Show Number	133	157	718	733				1,430	1,553	-7.9%
No-Show % of Total	1.06%	1.34%	0.97%	1.05%				0.98%	1.11%	
Ride Refusals Number	0	1	1	2				11	5	120.0%
Ride Refusals % of Total	0.00%	0.01%	0.00%	0.00%				0.01%	0.00%	
Service Hours	6,384	5,467	36,358	34,639				71,935	69,531	3.5%
Agency Staff	6,147	5,293	34,928	32,983				68,923	66,211	4.1%
Agency SMS Volunteer	237	174	1,430	1,656				3,012	3,320	-9.3%
Avg. Trips/Service Hr.	1.91	1.87	1.97	1.96				1.97	1.94	1.5%
RideSource System Miles	84,733	73,031	497,316	477,589				986,453	955,808	3.2%
Avg. Miles/Trip	6.95	7.15	6.93	7.05				6.96	7.09	-1.8%
Miles/Vehicle Hour	13.27	13.36	13.68	13.79				13.71	13.75	-0.2%

Special Mobility Services: RideSource Activity and Productivity Information

December-09	Current		Prior		Current 12 Month	Prior 12 Month	% Change	Current 12 Month	Prior 12 Month	% Change
	Month	Year's Month	Month	Year's Month						
On-Time Performance %	83.3%	83.9%	-0.7%	83.7%	86.3%	-3.0%	84.7%	87.2%	-2.8%	
Sample	10,391	8,216		61,497	54,747		118,601	111,317		
On-Time	8,658	6,896		51,499	47,267		100,462	97,023		

- 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: February 17, 2010

ITEM TITLE: EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(d)

PREPARED BY: Mary Adams, Director of Human Resources and Risk Management and Board Designee for Labor Negotiations

ACTION REQUESTED: That the Board meet in Executive Session pursuant to ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Members of the District's negotiating team will be present for this discussion.

ATTACHMENT: None

PROPOSED MOTION: I move that the Board meet in Executive Session pursuant to ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\EXECSUM Labor Negotiations.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2010

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. **FY 2010-11 Service Recommendation and Pricing Plan:** Public hearings on possible future service and pricing changes for Fall 2010 implementation are scheduled for March 8 and April 12. The hearings will be held at the Eugene Public Library. The Board will be asked to approve the final recommended service package and pricing plan at the April 21 regular Board meeting.
- B. **Board Luncheon:** A lunch meeting of the Board is scheduled for March 10. The tentative agenda will include a discussion concerning the budget, including updated payroll tax information, and a presentation from the Diversity Council. LTD Board Budget Committee members also will be invited to the luncheon.
- C. **Revised Capital Improvements Program Adoption:** A public hearing will be held during the February 17 Board meeting and approval of the FY 2010-17 Capital Improvements Program will be requested from the Board at the March 17 Board meeting.
- D. **Long-Term Visioning:** During the past couple of months, the Competencies Task Force and Vision Development Task Force have met to put together drafts of the 20-year vision for a presentation to the Board during the March 17 Board meeting.
- E. **Revised Long-Range Financial Plan Adoption:** Approval of the FY 2009-10 Long-Range Financial Plan will be requested at the March 17 Board meeting.
- F. **LTD Road Map Update:** LTD's Strategic Plan, the *LTD Road Map*, is updated periodically. The Board has had and will continue to participate in visioning discussions that will lead to an update of the plan. A draft of the updated plan will be presented to the Board at the March 17 Regular Board Meeting.
- G. **Legislative Bill Updates:** The Board will be provided regular updates during the 2010 special legislative session.

- H. **Review Pension Funding Structure:** The Board has asked that the 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 at the May 19 regular Board meeting.
- I. **West Eugene EmX Extension (WEEE) Updates:** Periodic updates on the progress of the planning and alternatives analysis 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 construction of the Gateway EmX Extension will be provided to the Board throughout the remainder of the project.

Q:\Reference\Board Packet\2010\02\Regular Mtg 02-17-10\FUTURESUM.docx