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**LANE TRANSIT DISTRICT  
REGULAR BOARD MEETING**

**Wednesday, May 19, 2010  
5:30 p.m.**

**LTD CONFERENCE ROOM  
3500 E. 17<sup>th</sup> Avenue, Eugene**  
(off Glenwood Boulevard in Glenwood)

***NO PUBLIC TESTIMONY WILL BE HEARD AT THIS MEETING.***

**A G E N D A**

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Gillespie _____ Kortge _____ Towery _____	
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- H. Disadvantaged Business Enterprise Goal (June)
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- P. West Eugene EmX Extension (future meetings)

#### XI. 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).**

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 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

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 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 summer vacation dates.

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

**PROPOSED MOTION:** None

Q:\Reference\Board Packet\2010\05\Regular Meeting 5-19-10\Calendar of Events Summary.docx

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2010

**ITEM TITLE:** JUNE 2010 EMPLOYEE OF THE MONTH

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

**BACKGROUND:** **June 2010 Employee of the Month:** Inventory Technician Carline Stratton was selected as the June 2010 Employee of the Month. Carline was hired in December 1978, previously received the Employee of the Month award in 1993, and is a past member of the United Way Committee. Ms. Stratton has an excellent attendance record and has received numerous attendance awards. Carline was nominated for the Employee of the Month award by a coworker who wanted her to be recognized as a real team player. This coworker states that Carline exemplifies the LTD Core Value, "Work Together," by her actions every day. The coworker said that she is quick to get involved, she does her best to resolve problems, and is a pleasure to work with.

When asked to comment on Carline's selection as the Employee of the Month, Inventory Supervisor Mark Hay said:

Carline's ability to multi-task is extremely helpful to the Parts Department and has been for more than 30 years! Her co-workers state that "she is a pleasure to work with," and I believe that comes from her wonderful personality and her commitment to the District. In addition to the qualities mentioned above, I personally have had the pleasure of receiving her warm smile and enjoying a great conversation with her every morning when I arrive at work. Occasionally Carline and I laugh at the thought that after working this closely together for this long, we have become like family.

Congratulations to Carline on being selected as the June 2010 Employee of the Month.

**AWARD:** Carline will attend the May 19, 2010, meeting to be introduced to the Board and receive her award.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2010

**ITEM TITLE:** SECOND READING AND ADOPTION, SEVENTEENTH AMENDED FARE ORDINANCE NO. 35

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

**ACTION REQUESTED:** Conduct the second reading and adopt Seventeenth Amended LTD Ordinance No. 35

**BACKGROUND:** The District's fares are priced according to an adopted fare policy. This policy outlines structured fare increases by rotating price increases among fare types on an annual basis. This methodology has served the District well since the Board adopted the fare policy in the mid-1980s.

The majority of fare changes are implemented by ordinance. The first such ordinance, Ordinance No. 35, was adopted in June 1992. This will be the seventeenth amendment to Ordinance No. 35.

In an effort to increase fare revenue for Fiscal Year 2010-11, staff recommend an increase in the monthly pass prices. Adult monthly pass prices increased from \$38 to \$45 in 2008 when all LTD fares were adjusted in one year. In an effort to re-establish a rotation of fare increases and keep the rate of increases smaller, no changes in pricing (other than group pass rates) were made in 2009. By raising monthly pass prices in 2010, LTD will be back on track to evaluate an increase in cash fares in 2011, followed by no changes in 2012. The practice of rotating fare increases has allowed LTD fares to be changed incrementally, thereby reducing the economic effect on riders.

The following fare changes are recommended:

- Increase bus pass prices:
  - Adult monthly: From \$45.00 to \$48.00
  - Youth and Half-Fare Program monthly: From \$22.50 to \$24.00
  - Adult three-month: From \$122.00 to \$130.00
  - Youth and Half-Fare Program three-month: From \$61.00 to \$65.00

**RESULTS OF RECOMMENDED ACTION:**

The ordinance will become effective on June 20, 2010. Pricing changes will be implemented with the sale of July 2010 passes beginning on June 20, 2010. Following adoption, a copy of the Seventeenth Amended Ordinance No. 35 will be filed with the County Clerk and made available for public inspection.

**ATTACHMENT:** Seventeenth Amended Ordinance No. 35

**PROPOSED MOTION:** (1) I move that the Seventeenth Amended Ordinance No. 35 be read by title only.

Following an affirmative vote, the ordinance title should be read:

**Seventeenth Amended Ordinance No. 35, an Ordinance Setting Fares for Use of District Services.**

(2) I move the following resolution:

LTD resolution No. 2010-017: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Seventeenth Amended Ordinance No. 35, an Ordinance Setting Fares for Use of District Services.

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**LANE TRANSIT DISTRICT**  
**SEVENTEENTH AMENDED ORDINANCE NO. 35**  
**An Ordinance Setting Fares for Use of District Services**

The Board of Directors of Lane Transit District does hereby ordain that Ordinance No. 35 of said District is hereby amended to read as follows:

1.01 Definitions. As used in this ordinance, unless the context requires otherwise:

- (1) "District" means Lane Transit District.
- (2) "Service Area" means the area designated in Ordinance No. 24 of Lane Transit District entitled "An Ordinance Altering the Territorial Boundaries for Lane Transit District," adopted November 17, 1999, as such area is now constituted and as it may be altered from time to time hereafter by ordinance of this District.

1.02 Fares.

- (1) Fares on the District transit system shall vary according to the status of the rider and method of payment and shall be in accordance with the following schedule:

(a) Cash Fare (Effective 7/01/08)

	<b>Monday-Sunday</b>
Adult (ages 19–64)	\$1.50
Youth (ages 6-18)*	\$.75
Half-Fare**	\$.75
Senior (ages 65 and older)	Free

(b) Monthly Pass (Effective 6/20/10)

<b>Pass Type</b>	<b>Monthly Price</b>	<b>Three-Month Price</b>
Adult (ages 19–64)	\$48.00	\$130.00
Youth (ages 6-18)*	\$24.00	\$65.00
Half-Fare**	\$24.00	\$65.00
Senior (ages 65 and older)	Free	Free

\* Youth fare applies to ages 6-18. Children age five and under ride free with parent or guardian.

\*\* LTD's EZ Access Program provides a Half-Fare Program for persons with disabilities and Medicare cardholders. The EZ Access Program also provides the Honored Rider pass, which provides free rides for persons 65 years of age and older. The Half-Fare and Honored Rider photo-identification cards may be obtained at the LTD Customer Service Center for a nominal fee. This fee may be waived during special promotions.

(c) Day Pass (Effective 9/01/00)

The Day Pass rate is 2 times the cash fare.

- (2) Group Pass Program. The general manager, or his/her designated representative, is authorized to sign contracts on behalf of the District to provide transit service to groups of riders at reduced rates pursuant to policies established by the Board at its May 2, 1990, meeting, as amended, or pursuant to such policies as the Board may hereafter adopt by resolution or ordinance.

Group Pass (*Effective January 1, 2010*)

Current monthly rates:     \$4.33 taxpayer  
   \$5.04 non-taxpayer

Proposed monthly rates:   \$4.57 taxpayer  
   \$5.32 non-taxpayer

- (3) Special Event Discounts. The promotional distribution of free tickets from time to time is necessary or convenient for the provision of a public transit system. The general manager, or his/her designated representative, is authorized to reduce or eliminate fares, or to approve the distribution of free tickets for use of District facilities during special events, or at specified times, on a finding by the general manager, or his/her designated representative, that the fare reduction or elimination will promote increased use of the District's public transit system or will otherwise further the provision of a public transit system.

- (4) Reduced Fares for Low-Income Persons. The general manager, or his/her designated representative, is authorized to sign contracts with local nonprofit agencies whereunder the District may agree to provide transit fare instruments at reduced prices to such agencies, for distribution to low-income persons within the service area who need transportation assistance. Definitions of those who are "low-income persons" and "who need transportation assistance" shall be part of such contracts, verbatim or by reference.

- (5) Paratransit. Fare structure (*Effective 7/01/01*):

<b>RideSource</b>	\$3.00	one way
Escort*	\$3.00	one way
<b>RideSource</b> Shopper**	\$2.00	round trip
Social Service Agencies***	100	percent
Book of Ten Tickets	\$30.00	

\* Escort is limited door-to-door transportation for medical rides.

\*\* **RideSource** Shopper is specialized transportation service for grocery shopping. **RideSource** Shopper fares are based on round-trip rides. All other fares are one-way rides.

\*\*\* Social service agencies will contract for service with LTD to cover the costs of services above and beyond Americans with Disabilities Act requirements for respective clientele.

- 2.01 Large-quantity Pass Purchases. The District will provide a discount of 5 percent to private sales organizations authorized by the District to sell passes to the general public.

3.01 Effective Date. This ordinance shall take effect 30 days after adoption, at which time this Seventeenth Amended Ordinance will stand in the stead of Ordinance No. 35 in all particulars and all previous amendments, and will govern all fares charged by the District.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
President and Presiding Officer

ATTEST:

\_\_\_\_\_  
Recording Secretary

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## AGENDA ITEM SUMMARY

- DATE OF MEETING:** May 19, 2010
- ITEM TITLE:** PIONEER PARKWAY EmX PROPERTY ACQUISITION
- PREPARED BY:** Stefano Viggiano, Assistant General Manager
- ACTION REQUESTED:** Approval of purchase of property for Pioneer Parkway EmX
- BACKGROUND:** On May 21, 2008, the Board approved property acquisition for the Pioneer Parkway (Gateway) EmX project. Since that time, the westbound station on Harlow Road at Pheasant has been relocated in order to address a property owner concern. The station has been relocated to the west, adjacent to Crosslands Extended Stay Hotel. The relocation has been approved by the City of Springfield, and the property manager of the hotel has expressed support for relocation.
- As a result of this relocation, the property to be acquired was not on the acquisition list approved by the Board in May 2008. The Board is asked to approve the attached resolution, authorizing the property purchase required for this relocated station. Please note that the purchase is for an estimated three feet of right of way and does not affect structures or parking.
- The property will be purchased according to federal regulations that ensure fair and just compensation for the property owners. LTD has contracted with Lane County to manage the acquisitions. The attached resolution authorizes LTD to exercise eminent domain for these purchases. This authorization is standard for public agency purchases.
- ATTACHMENTS:**
- 1) Resolution 2010-018
  - 2) Exhibit A: List of Properties Affected
- PROPOSED MOTION:** I move approval of Resolution No. 2010-018 authorizing the Lane Transit District to acquire by purchase or by the exercise of the Power of Eminent Domain certain Real Property necessary for the Pioneer Parkway EmX as represented in the Resolution.

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## **RESOLUTION NO. 2010-018**

A Resolution Authorizing the Lane Transit District to  
Acquire by Purchase or by the Exercise of the Power of Eminent Domain  
Certain Real Property Necessary for the Bus Rapid Transit Project

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

**WHEREAS**, LTD is in the process of working with local, state, and federal agencies on the construction of the Bus Rapid Transit (“BRT”) Project, which will result in a bus rapid transit system designed to help accommodate the transportation needs of Eugene and Springfield. One phase of the BRT Project is referred to as the Pioneer Parkway EmX-Bus Rapid Transit Project (the “Project”), and will include the construction of bus guideways, bus stations, transit signals, landscaping, bicycle and pedestrian enhancements, and other corridor improvements.

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

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

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

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

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

1. That for the accomplishment of the Project, there is needed and required certain interests in or fee simple title to certain parcels of real property more particularly described on Exhibit A attached hereto and incorporated herein by this reference (collectively, the “Real Property”).
2. That the Project is necessary for the public interest and has been planned, designed, located, and will be constructed in a manner that will be most compatible with the

greatest public good and the least private injury and is authorized under the rules and ordinances of LTD, the laws of the state of Oregon, and all applicable federal laws.

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

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

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

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

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

8. That the LTD Board declares that the Real Property described in Section 1 above shall be used by LTD for public purposes at the earliest possible date and, in any event, no later than ten (10) years from the date this Resolution is adopted by LTD.

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

Adopted by the Lane Transit District Board of Directors on the 19<sup>th</sup> day of May, 2010.

May 19, 2010

\_\_\_\_\_  
Board President

Q:\Reference\Board Packet\2010\05\Regular Meeting 5-19-10\BRT Pion. Pkwy property acquisition resolution - crossland.doc

**Lane Transit District  
Pioneer Parkway EmX-Bus Rapid Transit Project  
List of Properties Affected Up to a Maximum Depth of 10 Feet  
Measured From the Edge of the Respective Existing Rights of Way of  
International Way, Gateway Street, Harlow Road,  
Pioneer Parkway East, and Pioneer Parkway West**

<b>Parcel Number</b>	<b>Tax Lot Information</b>	<b>Account Number</b>	<b>Name and Address</b>
1427-35	17-03-22-00 TL #2605	1547205	BRE/ESA Properties, LLC 12819 SE 38 <sup>th</sup> St., PMB #66 Bellevue, WA 98006

Q:\Reference\Board Packet\2010\05\Regular Meeting 5-19-10\Property list.doc

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2010

**ITEM TITLE:** MAY 25 LUNCHEON DISCUSSION ON DEVELOPMENT OF LTD VISION STATEMENT

**PREPARED BY:** Tom Schwetz, Director of Planning and Development

**ACTION REQUESTED:** None

**BACKGROUND:** At the April 21 regular Board meeting, staff provided an overview of the related efforts of developing a new vision statement and Long-Range Transit Plan (LRTP) for LTD. Review and update of the vision statement is an essential first step to the development of the LRTP. At the April meeting, it was decided to schedule a Board luncheon to focus on the development of a vision statement. The luncheon has been scheduled for May 25 at 11:30 a.m. in the Board room.

At the May 19 regular Board meeting, staff will provide a brief overview of the luncheon agenda and the process for development of a draft vision statement. It is anticipated that the Board could take action to adopt a new vision statement at its June meeting.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

Q:\Reference\Board Packet\2010\05\Regular Meeting 5-19-10\052510 Vision Luncheon Overview.docx



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2010

**ITEM TITLE:** GATEWAY EmX EXTENSION PROJECT UPDATE

**PREPARED BY:** Charlie Simmons, Facilities Services Manager

**ACTION REQUESTED:** None. Information Only.

**BACKGROUND:** The Gateway EmX Extension construction has progressed as planned. Construction will continue through the coming months at EmX stations, Springfield Station, Eugene Station, other areas with construction completion scheduled for Fall 2010.

Staff from LTD and the City of Eugene have developed a preferred design for changes to the Eugene Station that will accommodate the Gateway EmX operational requirements and the EmX route on E. 11<sup>th</sup> Avenue.

At the May 19 meeting, staff will present a Gateway EmX Extension project update, including details of the E. 11<sup>th</sup> design and remaining work for 2010.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

Q:\Reference\Board Packet\2010\05\Regular Meeting 5-19-10\Gateway EmX Extension 5-19-10 summary (2).docx

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2010

**ITEM TITLE:** CHARTER SERVICE UPDATE

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

**ACTION REQUESTED:** None. Information only

**BACKGROUND:** Federal regulations governing the delivery of charter bus service were modified in 2008. The District was faced with some challenging times during the first year of the new regulations; however, at the end of the day, LTD provided all of the charter services it had traditionally provided in the community. In 2009 no private carriers expressed interest in these charter services, and LTD once again provided the services.

In December 2009 LTD notified the private charter operators of the service requests for 2010. Private charter operators expressed interest in each of the events, and by regulation this meant that the District would not be allowed to provide those services.

As the months have passed, LTD has learned that some event organizers have yet to contract for service. There are a variety of reasons for this, but the bottom line is that LTD may be called upon to provide service for a number of events.

The District filed a petition for an exemption with the administrator of the Federal Transit Administration on behalf of the Oregon Country Fair (OCF). The petition has yet to be ruled upon. If granted, the exemption will allow LTD to provide the service for OCF. If denied, there is a good chance that a charter provider will subcontract with LTD to provide a portion of the service.

The District filed a complaint for removal of a registered charter provider on behalf of the Butte to Butte Race. This, too, has yet to be ruled upon. If denied, the race organizer will most likely contract with First Student to provide the service. First Student provided service to this year's Eugene Marathon and First Student apparently performed well.

The most significant of the annual event services, University of Oregon football, is still without a contractor, and there is a possibility that LTD may have an opportunity to provide the Saturday game-day service if the lone remaining private operator withdraws its interest. This may happen due to the fact that many private operators have booked their buses for other service throughout the fall. Staff will provide an update at the May 19 Board meeting.

**RESULTS OF RECOMMENDED ACTION:** None.

**ATTACHMENT:** None.

**PROPOSED MOTION:** None.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 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 may take this opportunity to report briefly on any one-on-one meetings they have held with local officials or other meetings that they have attended on behalf of LTD.

1. **Lane Council of Governments (LCOG) Board of Directors:** The LCOG Board meets every other month. LTD Board Member Mike Dubick represents LTD on the Lane Council of Governments (LCOG) Board of Directors as a non-voting member, with Mike Eyster serving as the alternate. At the April 22 meeting, the Committee discussed the Umpqua Bank Loan for Tenant Improvements and reviewed a report on Developing a Climate for Prosperity.
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 May 13 meeting, the members received an update on concept evaluation and criteria for the Beltline Facility Plan, and heard reports on the ODOT Passenger Rail Information and the Franklin Boulevard NEPA Analysis draft Metropolitan Transportation Improvement Program (MTIP) amendment.

### OTHER ACTIVITIES

1. **Springfield City Council**: On May 10, Board President Mike Eyster, along with members of LTD staff, presented an update on the progress of the Gateway EmX project to the Springfield City Council.

### NO MEETINGS HELD

1. **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 meeting will be held on May 25, and will be an executive session to discuss labor negotiations.
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 will be held on June 1.
3. **West Eugene EmX Extension Corridor Committee (WEECC)**: This committee is a subcommittee of the EmX Steering Committee and is composed of Board members Greg Evans, Dean Kortge, and Ed Necker, along with members of local government and community representatives. The May 5 meeting was canceled. The next meeting will be held on June 2.
4. **Board Service Committee**: The Board Service Committee is composed of Chair Greg Evans and Board members Ed Necker and Doris Towery. The next meeting has not been scheduled.
5. **Board Finance Committee**: The Board Finance Committee is composed of Chair Dean Kortge and Board members Mike Dubick and Ed Necker. The Committee last met on May 12, 2009. The next meeting has not been scheduled.

### FUTURE ACTIVITIES

1. **APTA Board Members and Board Support Seminar**: Plans are underway for the conference that is scheduled to be held at the Eugene Hilton on July 17–20, 2010. Board Member Greg Evens was instrumental in bringing this national conference to Eugene, and LTD is co-hosting. The conference program is very worthwhile, including some excellent speakers, compelling topics, and a variety of special activities. The agenda will be forwarded to LTD Board members when it is finalized so that members may arrange to participate.

2. **Oregon Transit Board Members Coalition Meeting**: On July 16, the day preceding the APTA Board Members and Board Support Seminar, a meeting has been scheduled as an opportunity for Oregon board members to come together to discuss common issues facing transit. The second meeting of this group is tentatively scheduled to be held during the Oregon Transit Association's October conference in Seaside, with the intent of planning an agenda for the 2011 legislative session.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2010

**ITEM TITLE:** APRIL FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

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

Passenger fares increased 5 percent for the first ten months of the fiscal year compared to the same period last year and are up \$152,170 versus budget. Passenger boardings for the rolling twelve-month period, which ended April 30, are down 4.5 percent over the previous period. April is the third consecutive month of improvement. Boardings for the month of April 2010 are .6 percent higher than for April 2009. There was the same number of weekdays in April 2010 as in April 2009.

Group pass receipts continue to be strong. Receipts year to date are 13 percent higher than for the comparable period in the previous fiscal year and about \$270,000 ahead of year-to-date budget projections.

Payroll tax receipts are down 12.6 percent versus last year as of April 30, which is a slight decline from the 10.1 percent reported through March 31. The more significant result is what was received to date in May when receipts for the quarter ending March 31 were disbursed. As of May 12, payroll tax receipts were 91.6 percent of receipts for the same period in the previous fiscal year. Results are consistent with the improvement in the local unemployment rate, although unemployment is still high.

Self-employment receipts coincide with the State tax payment deadline, which was April 15 in 2010. The majority of receipts are expected in May each year. As of April 30, receipts were 17.8 percent above last year. Based on May receipts to date, it is expected that self-employment tax receipts will exceed budget expectations by more than \$100,000 and show about a 4.9 percent increase over the previous year. It has been observed in previous economic downturns that job losses often increase the ranks of the self-employed.

Interest earnings on funds invested in the Local Government Investment Pool remain at 0.55 percent, the lowest rate in institutional memory.

Total personnel services expenditures, the largest category of operating expense, show a 3.2 percent increase compared to the previous year. This modest growth continues to be the result of position eliminations

implemented in the previous fiscal year and bus operator voluntary furloughs in effect for the summer service schedule. Administrative employees did not receive an annual salary adjustment for FY 2009-10. Employees covered by the Amalgamated Transit Union Local 757 contract receive wage adjustments every six months, in addition to step increases. As Board members know, the current contract expires June 30, 2010.

Materials and services results vary widely from department to department. Total materials and services are lower for the first ten months of this fiscal year as compared to last, and overall spending is under budget for the year to date. To maximize funds available for fixed-route service and in compliance with the approved Long-Range Financial Plan, no transfer from the General Fund to the Capital Projects Fund will occur in FY 2009-10. In FY 2008-09, \$1,460,000 was transferred through April to provide local match for federally funded projects.

Fuel prices continued to drift upward in April. The lowest price paid in FY 2009-10 for a gallon of bus fuel was \$1.62 on July 10. The year-to-date high price was \$2.29 on January 5. Through April 30 the average for the fiscal year was slightly above \$2.05. As of April 30, 196,800 gallons from bulk storage in Coos Bay have been drawn down for fixed route service use. There were 454,930 gallons in storage at the start, so 258,130 gallons remained in storage on April 30. Fuel in the current fiscal year was budgeted at \$2.00 per gallon.

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

The Transportation Options Fund activities are generally as expected through the first ten months of the current fiscal year. There is still an unprocessed grant that will make up the current cash deficit once LTD is able to record a receivable against the grant and then draw down funds from it.

The Accessible Services Fund is also as expected, although it is still difficult to predict because billing from the service provider lags by at least one and up to two months. Expenditures are accrued as estimates that are adjusted in the future. The Medicaid Fund, new to the budget in the current fiscal year, shows expected results through the first ten months of the current fiscal year.

Work associated with the remodel of the fleet maintenance facility continued through April. Year to date, the Gateway EmX Extension project represents the largest capital outlay. Completion of the fleet maintenance remodel project is expected in May 2010, while the Gateway EmX project will continue into FY 2010-11. All five of the vehicles that will provide Gateway EmX Extension service beginning January 9, 2011, were received by Lane Transit District by the end of September 2009. Work also continued on the West Eugene EmX Extension. There is a



large unprocessed grant receivable for the Capital Projects Fund that accounts for most of the \$1,600,000 fund deficit, which has been covered by cash from the General Fund. The loan will be reimbursed before fiscal year end.

While the modest improvement in payroll tax receipts is good news, year-to-date results are not materially different than what was assumed by the Long-Range Financial Plan. Therefore, the Proposed Budget that Board members and citizen members of the Budget Committee received for the May 19 Budget Committee meeting is consistent with what has been presented at previous work sessions.

**ATTACHMENTS:**

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

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

**PROPOSED MOTION:**

None

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Lane Transit District  
Operating Financial Report

For the Fiscal Period Ending 4/30/2010 With Comparisons to Prior Year to Date  
Current Year: 2009-2010  
Unaudited

	Prior YTD 08-09	Adopted Budget	YTD Actual	% Budget	% Over Last Year
<b>Revenues &amp; Other Sources</b>					
Passenger Fares	3,722,011	4,507,800	3,908,570	86.7%	5.0%
Group Pass	1,688,771	2,030,500	1,908,013	94.0%	13.0%
Advertising	307,296	264,000	222,500	84.3%	-27.6%
Special Service	643,668	735,700	637,934	86.7%	-0.9%
Miscellaneous	204,468	179,500	229,934	128.1%	12.5%
Total Operating	6,566,214	7,717,500	6,906,951	89.5%	5.2%
Payroll Tax (cash basis)	19,113,706	23,327,600	16,701,991	71.6%	-12.6%
Self-employment Tax (cash basis)	777,313	1,400,000	915,959	65.4%	17.8%
State-in-Lieu (accrued basis)	1,054,718	1,400,000	1,330,075	95.0%	26.1%
Operating Grants - American Recovery & Reinvestment Act (ARRA)		3,201,500	2,767,177	86.4%	N/A
Operating Grants	147,985	1,025,000	67,360	6.6%	-54.5%
Total Taxes & Grants	21,093,722	30,354,100	21,782,562	71.8%	3.3%
Interest Income	282,105	150,000	49,957	33.3%	-82.3%
Sale of Assets	80	-	9,746	N/A	12082.5%
Transfer from Commuter Solutions Fund	-	-	-	N/A	N/A
Total Revenues & Other Sources	27,942,121	38,221,600	28,749,216	75.2%	2.9%
<b>Expenditures &amp; Other Uses</b>					
<b>Personnel Services</b>					
Administration	6,909,101	9,158,000	7,013,207	76.6%	1.5%
Administration - Contra Payroll	(1,343,752)	(1,634,500)	(1,285,453)	78.6%	-4.3%
Administration - Net	5,565,349	7,523,500	5,727,754	76.1%	2.9%
Contract	14,671,247	18,911,800	15,147,605	80.1%	3.2%
Total Personnel Services	20,236,596	26,435,300	20,875,359	79.0%	3.2%
<b>Materials &amp; Services</b>					
General Administration	126,780	177,800	90,281	50.8%	-28.8%
Government Relations	114,983	125,800	109,016	86.7%	-5.2%
Finance	54,247	134,800	82,389	61.1%	51.9%
Information Technologies	398,072	570,900	409,665	71.8%	2.9%
Human Resources	118,274	334,400	152,986	45.7%	29.3%
Service Planning	9,174	10,000	10,421	104.2%	13.6%
Marketing	279,686	309,900	231,593	74.7%	-17.2%
Graphics	13,096	14,600	4,841	33.2%	-63.0%
Accessible Services	1,433	37,000	-	0.0%	-100.0%
Planning & Development	15,062	19,700	16,369	83.1%	8.7%
point2point Solutions	68	-	-	N/A	-100.0%
Facilities Services	704,336	854,500	623,270	72.9%	-11.5%
Transit Operations	489,314	631,200	428,930	68.0%	-12.3%
Customer Service Center	13,684	27,700	19,185	69.3%	40.2%
Maintenance	2,908,216	3,437,300	2,834,648	82.5%	-2.5%
Insurance / Liability Costs	899,252	1,267,600	1,070,961	84.5%	19.1%
Transportation Options Transfer	5,000	5,000	5,000	100.0%	0.0%
Accessible Services Transfer	1,609,474	1,900,000	1,132,734	59.6%	-29.6%
Capital Transfer	1,460,000	-	-	N/A	-100.0%
Total Materials & Services	9,220,151	9,858,200	7,222,289	73.3%	-21.7%
Total Expenditures & Other Uses	29,456,747	36,293,500	28,097,648	77.4%	-4.6%
Excess (Deficiency) of Revenues Over Expenditures	(1,514,626)	1,928,100	651,568		-143.0%
<b>Net to Fund</b>	<b>(1,514,626)</b>	<b>1,928,100</b>	<b>651,568</b>		<b>-143.0%</b>



Lane Transit District  
General Fund  
Comparative Balance Sheets  
April 30, 2010 and June 30, 2009  
Unaudited

	Current Balance	Balance 06/30/09
<b>ASSETS</b>		
Cash & Investments	\$ 6,630,638	\$ 7,990,388
Receivables	1,474,177	1,537,183
Accrued Payroll Taxes Receivable	4,826,000	4,826,000
Due from Other Governments	-	440,207
Due from Other Funds	2,184,086	-
Inventory of Parts and Supplies	1,570,403	1,831,649
Prepaid Expenses	772,446	706,623
VRC Lease	2,083	2,083
Property, Plant and Equipment Net of Accumulated Depreciation	92,451,905	92,451,905
<b>Total Assets</b>	<b><u>\$ 109,911,738</u></b>	<b><u>\$ 109,786,038</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 59,422	\$ 388,963
Accrued Payroll Related Payable	756,548	1,005,824
Unearned Revenue	104,158	61,892
Liability Claims/Other Payable	600,420	589,737
CAL/Sick Accrual	3,287,339	3,287,339
Net OPEB Obligation	635,353	635,353
<b>Total Liabilities</b>	<b><u>5,443,241</u></b>	<b><u>5,969,109</u></b>
<b>FUND BALANCE</b>		
Investment in Fixed Assets	32,670,227	32,670,227
Reserved for Long-Term Lease	2,083	2,083
Contributed Capital	71,081,655	71,081,655
<b>Fund Balance Restricted to Assets</b>	<b><u>103,753,965</u></b>	<b><u>103,753,965</u></b>
<b>Fund Balance</b>	<b>62,964</b>	<b>4,985,175</b>
Excess (Deficiency) of Revenues Over Expenditures	651,568	(4,922,211)
<b>Ending Fund Balance</b>	<b><u>714,532</u></b>	<b><u>62,964</u></b>
<b>Total Reserves &amp; Fund Balances</b>	<b><u>104,468,497</u></b>	<b><u>103,816,929</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>\$ 109,911,738</u></b>	<b><u>\$ 109,786,038</u></b>



**Lane Transit District  
Transportation Options Fund  
Comparative Balance Sheets  
April 30, 2010 and June 30, 2009  
Unaudited**

	Current Balance	Balance 06/30/09
<b>ASSETS</b>		
Cash & Equivalents	\$ -	\$ 211,768
Receivables	2,200	55,100
Prepaid Expenses	6,767	-
<b>Total Assets</b>	<b><u>\$ 8,967</u></b>	<b><u>\$ 266,868</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ -	\$ 11,991
Due to Other Funds	242,403	-
<b>Total Liabilities</b>	<b><u>242,403</u></b>	<b><u>11,991</u></b>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	254,877	370,138
Excess (Deficiency) of Revenues Over Expenditures	<u>(488,314)</u>	<u>(115,261)</u>
Ending Fund Balance	<u>(233,437)</u>	<u>254,877</u>
<b>Total Liabilities &amp; Fund Balances</b>	<b><u>\$ 8,967</u></b>	<b><u>\$ 266,868</u></b>



**Lane Transit District**  
**Accessible Services Fund**  
**Comparative Balance Sheets**  
**April 30, 2010 and June 30, 2009 (Restated, As If)**  
**Unaudited**

	Current Balance	Balance 6/30/2009 Restated, As If
<b>ASSETS</b>		
Cash & Investments	\$ 728,463	\$ 235,555
Receivables	2,952	75
Grants Receivable	<u>(72,886)</u>	<u>122,582</u>
<b>Total Assets</b>	<b><u>\$ 658,529</u></b>	<b><u>\$ 358,212</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 65,043	\$ 140,348
Oakridge Program Reserves	50,928	62,412
Unearned Revenue	<u>433,405</u>	<u>-</u>
<b>Total Liabilities</b>	<b><u>549,375</u></b>	<b><u>202,760</u></b>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	155,452	104,712
Excess (Deficiency) of Revenues Over Expenditures	<u>(46,299)</u>	<u>50,740</u>
Ending Fund Balance	<u>109,153</u>	<u>155,452</u>
<b>Total Liabilities &amp; Fund Balances</b>	<b><u>\$ 658,529</u></b>	<b><u>\$ 358,212</u></b>



**Lane Transit District  
Medicaid Fund  
Comparative Balance Sheets  
April 30, 2010 and June 30, 2009 (Restated, As If)  
Unaudited**

	Current Balance	Balance 6/30/2009 Restated, As If
<b>ASSETS</b>		
Cash & Investments	\$ 215,315	\$ 378,351
Receivables	262,463	255,368
Grants Receivable	25,400	-
<b>Total Assets</b>	<b>\$ 503,178</b>	<b>\$ 633,719</b>
<b>LIABILITIES</b>		
Accounts Payable	\$ -	\$ 138,304
Medicaid Medical Reserves	336,242	347,948
<b>Total Liabilities</b>	<b>336,242</b>	<b>486,252</b>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	147,467	147,467
Excess (Deficiency) of Revenues Over Expenditures	19,469	-
<b>Ending Fund Balance</b>	<b>166,936</b>	<b>147,467</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$ 503,178</b>	<b>\$ 633,719</b>



Lane Transit District  
Capital Projects Fund  
Comparative Balance Sheets  
April 30, 2010 and June 30, 2009  
Unaudited

	Current Balance	Balance 06/30/09
<b>ASSETS</b>		
Cash & Investments	\$ -	\$ 3,355,445
Accounts Receivable	-	94,980
Grants Receivable	<u>1,273,481</u>	<u>4,269,381</u>
<b>Total Assets</b>	<b><u>\$ 1,273,481</u></b>	<b><u>\$ 7,719,806</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 166,542	\$ 2,488,506
Retainage Payable	782,292	131,082
Due to Other Funds	1,941,683	
Unearned Revenue	<u>62,150</u>	<u>62,150</u>
<b>Total Liabilities</b>	<b><u>2,952,667</u></b>	<b><u>2,681,738</u></b>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	5,038,069	1,935,115
Excess (Deficiency) of Revenues Over Expenditures	<u>(6,717,254)</u>	<u>3,102,954</u>
Ending Fund Balance	<u>(1,679,185)</u>	<u>5,038,069</u>
<b>Total Liabilities &amp; Fund Balances</b>	<b><u>\$ 1,273,482</u></b>	<b><u>\$ 7,719,807</u></b>



**Lane Transit District**  
**Capital Projects Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 4/1/2010 - 4/30/2010**  
**Unaudited**

	Adopted Budget	YTD Actual	Current Month Actual	Variance	Percent of Year 83.3%	YTD % of Budget
<b>Revenues &amp; Other Sources</b>						
Federal Grant Income				-		N/A
Formula Funds (Section 5307)	3,421,000	316,465	737	(3,104,535)		9.3%
American Recovery & Reinvestment Act (ARRA)	3,396,800	4,924,954	156,922	1,528,154		145.0%
Discretionary Funds	26,081,300	9,863,267	5,161	(16,218,033)		37.8%
Other Funds	1,014,500	1,061,941	442,599	47,441		104.7%
Total Federal Grants	<u>33,913,600</u>	<u>16,166,627</u>	<u>605,419</u>	<u>(17,746,973)</u>		47.7%
Connect Oregon	3,117,800	1,899,245	-	(1,218,555)		60.9%
Other State Grant Income	-	-	-	-		N/A
Other Local Funds	82,000	216,060	-	134,060		263.5%
Miscellaneous Income	-	100	-	100		N/A
Transfer from Accessible Services Fund	144,000	33,899	-	(110,101)		23.5%
Total Resources	<u>37,257,400</u>	<u>18,315,931</u>	<u>605,419</u>	<u>(18,941,469)</u>		49.2%
<b>Expenditures</b>						
Grant Paid Capital						
EmX						
Gateway EmX Extension	26,200,000	14,175,369	169,748	12,024,631		54.1%
EmX Vehicles	5,200,000	3,774,935	-	1,425,065		72.6%
West Eugene EmX Extension	500,000	1,291,361	115,282	(791,361)		258.3%
Total EmX	<u>31,900,000</u>	<u>19,241,665</u>	<u>285,030</u>	<u>12,658,335</u>		60.3%
Revenue Rolling Stock	-	216,019	739	(216,019)		N/A
PBI/Facilities	6,311,300	4,119,518	41,331	2,191,782		65.3%
Software & Hardware	510,000	230,657	12,032	279,343		45.2%
Intelligent Transportation Systems	-	60,644	1,889	(60,644)		N/A
Transit Security Projects	210,000	-	-	210,000		0.0%
Bus Related Equipment	200,000	-	-	200,000		0.0%
Miscellaneous Equipment	40,000	10,300	-	29,700		25.8%
Communications	201,500	20,783	-	180,717		10.3%
Shop Equipment	25,000	15,018	-	9,982		60.1%
Support Vehicles	50,000	61,459	-	(11,459)		122.9%
Accessible Services Vehicles	1,130,600	1,057,121	76,034	73,479		93.5%
Budgeted for Capital Contingency	708,500	-	-	708,500		0.0%
Total Expenditures	<u>41,286,900</u>	<u>25,033,185</u>	<u>417,055</u>	<u>16,253,715</u>		60.6%
<b>Unreserved Fund Balance</b>						
Change to Fund Balance	(4,029,500)	(6,717,254)				
Beginning Fund Balance	<u>4,029,500</u>	<u>5,058,406</u>				
Ending Fund Balance	<u>-</u>	<u>(1,658,848)</u>				





**Lane Transit District  
General Fund  
Schedule of Resources and Requirements  
For the Period 4/1/2010- 4/30/2010  
Unaudited**

	Annual Budget	Current Month			Year to Date		
		Budget	Actual	Variance	Budget	Actual	Variance
<b>Resources</b>							
Beginning Working Capital	5,280,000	-	-	-	5,280,000	7,921,300	2,641,300
Passenger Fares	4,507,800	375,640	416,053	40,413	3,756,400	3,908,570	152,170
Group Pass	2,030,500	219,000	238,440	19,440	1,638,500	1,908,013	269,513
Advertising	264,000	22,000	22,500	500	220,000	222,500	2,500
Special Service	735,700	46,000	-	(46,000)	645,800	637,934	(7,866)
Miscellaneous	179,500	14,950	16,121	1,171	149,640	229,934	80,294
Payroll Tax (cash basis)	23,327,600	1,244,000	636,138	(607,862)	19,202,600	16,701,991	(2,500,609)
Self-employment Tax (cash basis)	1,400,000	200,000	562,593	362,593	534,000	915,959	381,959
State-in-Lieu (accrual basis)	1,400,000	-	-	-	1,040,000	1,330,075	290,075
Operating Grants	4,226,500	352,210	8,360	(343,850)	3,522,100	2,834,537	(687,563)
Interest Income	150,000	12,500	3,981	(8,519)	125,000	49,957	(75,043)
Proceeds From Sale of Assets	-	-	-	-	-	9,746	9,746
Transfer from Commuter Solutions Fund	-	-	-	-	-	-	-
<b>Total General Fund Resources</b>	<b>43,501,600</b>	<b>2,486,300</b>	<b>1,904,186</b>	<b>(582,114)</b>	<b>36,114,040</b>	<b>36,670,516</b>	<b>556,476</b>
<b>Requirements</b>							
General Administration	778,400	64,900	41,826	23,074	649,160	630,705	18,455
Government Relations	125,800	7,990	5,000	2,990	110,900	109,016	1,884
Finance	1,075,300	86,410	75,990	10,420	902,520	801,403	101,117
Information Technologies	1,156,100	96,260	58,398	37,862	963,760	892,390	71,370
Human Resources	990,600	82,550	64,562	17,988	825,900	640,834	185,066
Service Planning	571,300	47,110	48,099	(989)	477,350	430,700	46,650
Marketing	638,800	50,755	34,861	15,894	568,570	475,913	92,657
Graphics	140,800	12,640	9,245	3,395	119,460	100,933	18,527
Accessible Services	129,600	10,900	4,930	5,970	102,550	52,539	50,011
Planning & Development	268,500	22,380	29,680	(7,300)	224,040	177,838	46,202
<i>point2point Solutions</i>	-	-	(628)	628	80	-	80
Facilities Services	1,433,500	119,420	99,676	19,744	1,195,040	1,024,372	170,668
Transit Operations	17,858,200	1,454,370	1,390,995	63,375	14,847,725	14,254,643	593,082
Customer Service Center	577,000	47,810	39,471	8,339	481,860	414,404	67,456
Maintenance	7,377,000	614,770	509,942	104,828	6,147,820	5,883,263	264,557
Insurance / Liability Costs	1,267,600	105,650	74,724	30,926	1,056,500	1,070,961	(14,461)
<b>Total Operating Requirements</b>	<b>34,388,500</b>	<b>2,823,915</b>	<b>2,486,771</b>	<b>337,144</b>	<b>28,673,235</b>	<b>26,959,914</b>	<b>1,713,321</b>
Transportation Options Transfer	5,000	-	-	-	5,000	5,000	-
Accessible Services Transfer	1,900,000	158,330	35,695	122,635	1,583,300	1,132,734	450,566
Capital Projects Transfer	-	-	-	-	-	-	-
Reserve-Operating Contingency	1,000,000	-	-	-	-	-	-
Reserve-Self-insurance and Risk	1,000,000	-	-	-	-	-	-
Reserve-Working Capital	5,208,100	-	-	-	-	-	-
<b>Total Non-Operating Requirements</b>	<b>9,113,100</b>	<b>158,330</b>	<b>35,695</b>	<b>122,635</b>	<b>1,588,300</b>	<b>1,137,734</b>	<b>450,566</b>
<b>Total General Fund Requirements</b>	<b>43,501,600</b>	<b>2,982,245</b>	<b>2,522,466</b>	<b>459,779</b>	<b>30,261,535</b>	<b>28,097,648</b>	<b>2,163,887</b>
<b>Resources Less Requirements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,852,505</b>	<b>8,572,868</b>	<b>-</b>



**Lane Transit District**  
**Transportation Options Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 4/1/2010 - 4/30/2010**  
**Unaudited**

	Adopted Budget	YTD Actual	Current Month Actual	Percent of Year Variance	83.3% YTD % of Budget
<b>Revenues &amp; Other Sources</b>					
Federal Grants-Surface Transportation Program	436,500	-	-	(436,500)	0.0%
TDM Match - Other Local Jurisdictions	15,000	18,000	-	3,000	120.0%
Business Energy Tax Credit (BETC)	60,000	-	-	(60,000)	0.0%
Miscellaneous Income	-	200	200	200	
Transfer from General Fund	5,000	5,000	-	-	100.0%
<b>Total Revenues</b>	<u>516,500</u>	<u>23,200</u>	<u>200</u>	<u>(493,300)</u>	4.5%
<b>Expenditures &amp; Other Uses</b>					
Funded from Rideshare Program					
Project Management	184,200	438,282	49,591	(254,082)	237.9%
Special Projects	71,200	14,634	14,034	56,566	20.6%
Research	18,000	-	-	18,000	0.0%
Carpool/Vanpool Program	217,200	39,940	2,650	177,260	18.4%
Smart Ways to School Program	71,200	12,239	296	58,961	17.2%
Emergency Ride Home Program	-	2,557	-	(2,557)	N/A
Gateway Transportation Program	-	-	-	-	N/A
Park & Ride Program	-	2,213	-	(2,213)	N/A
Group Pass Program	121,500	1,649	456	119,851	1.4%
<b>Total Rideshare Program</b>	<u>683,300</u>	<u>511,514</u>	<u>67,027</u>	<u>171,786</u>	74.9%
Transfer to General Fund	-	-	-	-	N/A
Contingency	138,400	-	-	138,400	0.0%
<b>Total Commuter Solutions Expenditures</b>	<u>821,700</u>	<u>511,514</u>	<u>67,027</u>	<u>310,186</u>	62.3%
<b>Unreserved Fund Balance</b>					
Change to Fund Balance	(305,200)	(488,314)			
Beginning Balance	305,200	254,877			
<b>Ending Balance</b>	<u>-</u>	<u>(233,436)</u>			



**Lane Transit District**  
**Accessible Services Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 4/1/2010 - 4/30/2010**  
**Unaudited**

Percent of Year    83.3%

	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
<b>Revenues &amp; Other Sources</b>					
State Special Transp Funds - In District	381,800	269,587	-	(112,213)	70.6%
State Special Transp Funds - Out of District	-	32,806	-	32,806	NA
State Special Transp Funds - Administration	-	4,500	-	4,500	NA
State Special Transp Funds - Operating	-	444,336	111,084	444,336	NA
American Recovery & Reinvestment Act (ARRA)	17,600	19,228	-	1,628	0.0%
Federal Grants - 5310	573,310	471,125	-	(102,185)	0.0%
Federal Grants - 5311	259,000	124,402	-	(134,598)	0.0%
Federal Grants - 5316 JARC	125,000	122,508	-	(2,492)	0.0%
Federal Grants - 5317 New Freedom	-	28,859	-	28,859	NA
Other Federal Grants	748,300	601,636	73,343	(146,664)	0.0%
Other State Grants	57,100	-	-	(57,100)	0.0%
Business Energy Tax Credit Revenue	250,000	126,962	-	(123,038)	0.0%
Farebox	295,000	237,503	23,504	(57,497)	0.0%
Local Grants	70,090	55,276	2,707	(14,814)	0.0%
Miscellaneous	-	15,348	-	15,348	NA
Transfer from General Fund	1,900,000	1,132,734	35,695	(767,266)	0.0%
<b>Total Revenues</b>	<u>4,677,200</u>	<u>3,686,810</u>	<u>246,333</u>	<u>(990,390)</u>	0.0%
<b>Expenditures &amp; Other Uses</b>					
Eugene-Springfield Based Services					
ADA RideSource	3,837,200	3,092,896	241,703	744,304	0.0%
Mental Health & Homeless	68,600	29,689	-	38,911	0.0%
Travel Training & Host	111,400	65,491	84	-	0.0%
Job Access/Reverse Commute (JARC)	-	20,168	-	(20,168)	NA
<b>Total Eugene-Springfield Based Services</b>	<u>4,017,200</u>	<u>3,208,244</u>	<u>241,787</u>	<u>763,047</u>	0.0%
Rural Lane County Services					
South Lane	178,200	121,031	33	57,169	0.0%
Florence	164,100	114,236	13,765	49,864	0.0%
Oakridge	194,000	110,003	-	83,997	0.0%
<b>Total Rural Lane County Services</b>	<u>536,300</u>	<u>345,270</u>	<u>13,798</u>	<u>191,030</u>	0.0%
Lane County Coordination	123,700	145,696	16,510	(21,996)	0.0%
Transfer to Capital Fund	144,000	33,899	-	110,101	0.0%
Contingency	384,100	-	-	384,100	0.0%
<b>Total Accessible Services Expenditures</b>	<u>5,205,300</u>	<u>3,733,109</u>	<u>272,095</u>	<u>1,426,282</u>	0.0%
<b>Unreserved Fund Balance</b>					
Change to Fund Balance	(528,100)	(46,299)			
Beginning Balance	528,100	155,452			
<b>Ending Balance</b>	<u>\$ -</u>	<u>\$ 109,153</u>			



**Lane Transit District**  
**Medicaid Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 4/1/2010 - 4/30/2010**  
**Unaudited**

Percent of Year    83.3%

	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
<b>Revenues &amp; Other Sources</b>					
Medicaid	4,740,000	3,063,251	296,485	(1,676,749)	64.6%
Medicaid Non-Medical	400,300	227,593	-	(172,708)	56.9%
State Special Transportation Fudn (STF) Operating	124,000	8,781	-	(115,219)	7.1%
State Discretionary Funds	25,400	25,400	-	-	100.0%
Total Revenues	<u>5,289,700</u>	<u>3,325,025</u>	<u>296,485</u>	<u>(1,964,675)</u>	62.9%
<b>Expenditures &amp; Other Uses</b>					
Medicaid Medical Service	3,981,200	2,588,052	243,992	1,393,148	65.0%
Medicaid Non-Medical Service	568,500	292,856	15,576	275,644	51.5%
RideSource Call Center Administration	560,000	251,842	-	308,158	45.0%
Lane Transit District Administration	180,000	172,807	3,075	7,193	96.0%
Total Medicaid Fund Expenditures	<u>5,289,700</u>	<u>3,305,556</u>	<u>262,642</u>	<u>1,984,144</u>	62.5%
<b>Unreserved Fund Balance</b>					
Change to Fund Balance	-	19,469			
Beginning Balance	<u>-</u>	<u>-</u>			
Ending Balance	<u>-</u>	<u>19,469</u>			

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2010

**ITEM TITLE:** FY 2011-18 CAPITAL IMPROVEMENTS PROGRAM ADMINISTRATIVE AMENDMENT

**PREPARED BY:** Todd Lipkin, Financial Services Manager

**ACTION REQUESTED:** None. Information only.

**BACKGROUND:** The Capital Improvements Program (CIP) is LTD's program of projects funded with federal, state, and local funding and is reviewed and revised annually.

The Draft FY 2011-18 Capital Improvements Program was approved by the LTD Board of Directors at the March 17 Board meeting. Occasionally, the approved CIP needs to be amended to make administrative changes. Since an administrative amendment does not go through the full public review process, changes requested are minor in nature. Some reasons for amending the CIP through an administrative amendment are:

- 1) Minor increase in cost
- 2) Decrease in cost
- 3) Change in schedule
- 4) Receipt of funding for a specific planning purpose

The administrative amendments to the FY 2011-18 Capital Improvements Program are:

- University of Oregon (UO) Station Project Readiness: Funding was received from the State of Oregon to get a proposed project to remodel the UO Station to a "shovel ready" status should grant funds become available.
- Glenwood Server Room HVAC & Glenwood Data Center: Planning work to upgrade the HVAC system in the server room revealed that the server room will no longer meet the District's needs within two years. Therefore, the data center project planned for year five of the plan has been moved forward to year one. However, the originally planned project has been significantly reduced in scope so that the new data center will meet the District's needs for the next ten years while saving approximately \$3.1 million.
- CAD/AVL/APC: The Computer Assisted Dispatch/Automated Vehicle Location/Automated Passenger Counting system is due to be upgraded or replaced. The project in the CIP allowed for a full replacement of the current Transitmaster system; however, a decision has been made to

upgrade the current system in lieu of a full replacement. This decision will save the District approximately \$3.4 million.

- Year-end Adjustments/Rollovers: During the budget development process, projects from the current year are reviewed for completeness. Incomplete projects need to be carried forward to the new fiscal year, and some cost adjustments may need to be made to the CIP to reflect current cost estimates. The net change for these adjustments is an increase in project cost of \$546,000.

These administrative amendments reflect a decrease in project costs in the FY 2011-18 Capital Improvements Program of \$1.4 million. The total decrease, including the reductions in the current fiscal year, is \$5.8 million.

**ATTACHMENT:** FY 2011-18 Capital Improvements Program Administrative Amendment

**PROPOSED MOTION:** N/A

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Lane Transit District  
 FY 2011-18 Capital Improvements Program  
 Administrative Amendment  
 5/19/2010

Project Changes	Current Year FY 09-10	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	Total Amendment
<b>U of O Station Readiness Funding</b>										
Approved CIP		75,000								
Proposed Amendment		<u>125,000</u>								
Proposed Project Total		200,000								
<b>Glenwood Server Room HVAC</b>										
Approved CIP	206,400									
Proposed Amendment	<u>(154,400)</u>									
Proposed Project Total	52,000									
<b>Glenwood Data Center</b>										
Approved CIP		<u>800,000</u>		<u>120,000</u>		<u>4,000,000</u>	<u>120,000</u>			
Proposed Amendment		800,000		120,000		(4,000,000)	120,000			
Proposed Project Total						-				
<b>CAD/AVL/APC</b>										
Approved CIP		<u>2,500,000</u>	<u>1,500,000</u>	<u>900,000</u>						
Proposed Amendment		(1,500,000)	(1,250,000)	(650,000)						
Proposed Project Total		1,000,000	250,000	250,000						
<b>Year-end Adjustments/Rollovers</b>										
Approved CIP	3,316,500	<u>1,107,000</u>								
Proposed Amendment	<u>(4,251,778)</u>	4,797,778								
Proposed Project Total	(935,278)	5,904,778								
Approved CIP	38,240,344	23,932,885	23,256,650	40,169,650	37,511,150	51,431,850	23,609,400	11,911,025	7,277,800	257,340,754
Proposed Amendment	<u>(4,406,178)</u>	4,222,778	(1,250,000)	(530,000)	-	(4,000,000)	120,000	-	-	(5,843,400)
Proposed Project Total	33,834,166	28,155,663	22,006,650	39,639,650	37,511,150	47,431,850	23,729,400	11,911,025	7,277,800	251,497,354

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2010

**ITEM TITLE:** CORRESPONDENCE

**PREPARED BY:** Mark Pangborn, General Manager

**ACTION REQUESTED:** None

**BACKGROUND:** The attached communication is included for the Board's information:

**ATTACHMENT:** Questionnaire from the APTA Transit Board Members Committee's ADA Subcommittee regarding recent ADA-related transit system Board discussions. The questionnaire was completed by Accessible Services Manager Terry Parker and submitted to APTA on May 12.

**PROPOSED MOTION:** None

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AMERICAN PUBLIC TRANSPORTATION ASSOCIATION  
**Transit Board Members Committee's ADA Subcommittee**  
**QUESTIONNAIRE**  
**RE: A RECENT ADA-RELATED**  
**TRANSIT SYSTEM BOARD DISCUSSION**  
Please e-mail to [Lmorsen@apta.com](mailto:Lmorsen@apta.com)

**APTA Chair Mattie P. "M.P." Carter's "Telling Our Story" initiative will include public transportation stories of all kinds. Would you tell your colleagues ...**

1. What was most recent issue that your board dealt with regarding ADA-related service?

Lane Transit District (LTD) had a recent request for complementary paratransit service to and from a residence that is outside of the service area. Providing a curb-to-curb service to the home would relieve the family from having to travel to a location within our RideSource area to connect to the service.

2. What was the problem or challenge?

Making exceptions to serve individuals outside of the established service boundary can be unfair to others in like circumstances and can lead to higher operational costs for longer trips that are not likely to be coordinated or grouped with other trips. This is a request to expand ADA paratransit service at the same time fixed-route services are being reduced.

3. What were the main points of the board's discussion? Summarize please.

The Board discussed issues of fairness and an equitable distribution of service. Also, the added cost of expanding the RideSource service area at the same time the District was making cuts to fixed-route service can give an impression of special treatment. The Board and staff focused on how to cover costs and respond to the request in a meaningful way.

4. What were the main messages from the public input?

The request emphasized the short distance to the home and apparent negligible cost and effort needed to make the change. The argument called attention to having to pay LTD's payroll tax but not getting the service needed.

5. What did the board decide to do?

The Board accepted a proposal to test a two year pilot project that would use a fee-for-service model to allow for trips that are near but outside the RideSource service area.

6. What were the results? How did it turn out?

Essentially, in order to equitably provide for exceptions, a fee-for-service boundary was created based on a time limitation of ten minutes for travel outside the RideSource area. Over a two-year period, LTD will test a fixed-cost option for eligible riders needing to travel to and from locations near (up to ten minutes total travel time) but outside of the RideSource service area for curb-to-curb transportation.

The family making the request expressed appreciation for the change. Even so the added cost of \$4.00 to the \$3.00 RideSource one-way fare remained a concern to them. This fee of \$4.00 does not cover fully allocated costs. There is a need to further clarify project guidelines in order to ensure that the scope of the project is restricted and the intent remains, which is to serve individuals that live just outside of the current service area such that RideSource only needs to drive short distances on good, passable roads.

7. If your system now has funding challenges, how has that impacted the ADA-related services?

In this case, the intent was to create a program that did not negatively impact the ability to provide service, was easily managed, and did not increase service costs.

While not specific to ADA, LTD's funding challenges will have significant impact due to service reductions to fixed-route service. Many older adults and people with disabilities that use and rely on fixed-route service will experience longer waits for buses, more instances of wheelchair bay overloads and crowded buses, and reduced access. ADA paratransit service will remain fully funded.

8. Does your system offer service 'above and beyond' the ADA mandate?

Yes. Under the pilot project described, the "beyond ADA" service would include a fee to recover marginal (not full) costs.

9. If yes, have these services been impacted due to funding challenges?

No.

**Your name: Terry Parker**

**Your e-mail address: terry.parker@ltd.org**

**Your transit system name, city, state: Lane Transit District, Eugene OR**

This information is considered confidential and will be used only in the aggregate or will not be published unless permission is provided by the chief executive of your organization. APTA will contact him or her for the necessary permission if this information is invited to become part of APTA's "Telling Our Story" materials.



## MONTHLY DEPARTMENT REPORTS

May 19, 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:

- Reviewed the status of the West 13th Avenue Alternative with the WEEE Corridor Committee.
- Provided an update on the WEEE project at the April 15 Citizen's Advisory Committee.
- Provided an opportunity for the public to learn about and comment on the WEEE project at open houses that occurred every Tuesday between 1:00 p.m. and 6:00 p.m. at the Next Stop Center.
- Met with three focus groups participating in the West Eugene EmX Extension Design Options (WEEEDO) effort.
- Reviewed Transit Signal Priority applications for the WEEE project.
- Presented material on the WEEE project at the April 26 City of Eugene Planning Commission Work Session.
- Established coordination efforts with Lane Council of Governments (LCOG) in the development of data and graphics for the technical reports and the compilation of preliminary information for the Draft Environmental Impact Statement.
- Met with Eugene Mayor Kitty Piercy and Eugene City Manager Jon Ruiz to discuss WEEE project process and updates.
- Continued writing and reviewing the WEEE technical reports and continued submitting preliminary documents for review by the Federal Transit Administration.
- Continued work with consultants, the City of Eugene, and LCOG on transit demand modeling that will serve as the basis for most of the technical environmental analyses.
- Reviewed the results of the online survey about EmX projects with marketing consultants from Funk/Levis & Associates.

##### **Regional Planning:**

During the past month, staff work that concentrated on regional planning included the following activities:

- Staff participated in a meeting with administrative officers with the cities of Springfield and Eugene, and Lane County who are working on the development of regional plans and transportation system plans.
- Met with the Oregon Department of Transportation (ODOT) project manager for the Beltline Project to review the alternatives being considered for future study and to discuss options for transit.
- Attended the Transportation Options Advisory Committee meeting to continue work on the development of a Regional Transportation Options Plan.
- Refined the final scope of work and breakdown of costs for the Long-Range Transit Plan through coordination with the funding agency, Oregon Department of Transportation, and the consultant, CH2M Hill.
- Coordinated a meeting between the City of Eugene and LTD on bike and bus connections.
- Participated in the Sustainable Communities Planning Grant program with staff from the City of Eugene.
- Facilitated and attended a joint meeting between LCOG and LTD staff regarding service planning and the effects of greenhouse gases.
- Exchanged project information with visiting staff members from Portland Metro on planning, operations, and the National Environmental Policy Act process, and then took the visitors on a tour of the EmX system.

### **Point2point Solutions**

*Connie B. Williams, Program Manager*

Staff are working on two major campaigns launching this month: DriveLess.SaveMore Family Challenge (May 2 – 8), and the 2010 Eugene-Springfield Business Commute Challenge (May 15 – 21). The DriveLess.SaveMore Family Challenge is part of the joint media campaign that Point2point Solutions is working on with ODOT. Television and radio spots began airing in late April and will extend through July that promote transportation options over driving alone.

### **School Solutions:**

LTD conducted a count of student ridership for grades 6-12 in early April. Results were lower than expected. Another count will be held in mid-May. The results of the student count directly affect the amount of reimbursement LTD receives from the Oregon Department of Energy.

Point2point Solutions is collaborating with the local Safe Routes to School team to sponsor the Walk + Bike Challenge event for K-12 schools that is occurring during the month of May.

School Transportation Project Assistant Lisa VanWinkle is assisting the Bethel School District in preparing a Safe Routes to School grant application for promoting walking and biking to school among K-8 students.

**Work Solutions:**

Point2point Solutions held its quarterly Employee Transportation Coordinator luncheon at LTD's Next Stop Center. The topics of discussion were LTD's fall service cuts, the Emergency Ride Home program, and the 2010 Eugene-Springfield Business Commute Challenge. There were 25 coordinators attending, representing 20,000 individuals from 19 organizations.

**Education and Outreach:**

Employer Programs Specialist Marcia Maffei gave presentations on Point2point Solutions and the Valley VanPool to the Climate Masters at Work and also at the Columbia Gorge Transportation Summit in White Salmon, WA.

Point2point Solutions staffed an Earth Day booth at the EWEB plaza on April 24.

**On-the-go Solutions:**

Twenty-eight commuters were added to the Rideshare database for a total of 655 registered commuters. Nineteen of the new commuters were enrolled in the Emergency Ride Home program.

Point2point Solutions organized the annual bicycle tune up clinic for LTD employees. It was very well attended.

**Program Management:**

The new Point2point Solutions website is now live at [www.point2pointSolutions.org](http://www.point2pointSolutions.org).

Rideshare Program Coordinator Tracy Smith attended a training session on content management for the new website.

Tracy and Program Manager Connie Bloom Williams attended a Transportation Options Group of Oregon (To Go) Board meeting and a To Go general meeting.

Results of the recent Valley VanPool rider survey were presented at the statewide Transportation Options meeting.

**CAPITAL PROJECTS**

*Charlie Simmons, Facilities Services Manager*

**Gateway EmX:**

Construction is about 75 percent complete and is projected to be completed on schedule. Major roadwork continues to progress south on Pioneer Parkway East between F Street and Centennial Boulevard.

Project engineers are finalizing the plans for platform changes at the Springfield Station to accommodate another EmX bay. They also are making plan modifications to the events/layover bay and conversions of the on-street parking to an outbound bus bay. Construction is planned to begin in July.

Inbound routing of EmX in downtown Eugene also will occur, and staff will provide details of those changes at the May 19 regular Board meeting.

## **SERVICE PLANNING, ACCESSIBILITY, AND MARKETING**

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

### **Media:**

*The Register Guard* coverage of the service reduction adoption created a bit of a stir when the reporter stated that the Thurston Station and the River Road Station would be closed along with the route changes. This led to a number of follow-up interviews on television and radio.

Paid media focused on highlighting LTD's Training Supervisor John Dahl and his involvement with the Kiwanis. These "Community Leaders Together" ads have brought several positive responses. In early May, Bus Operator John Perry will be recognized for 40 years of service to LTD.

A press release with quotes from the District's legislative delegation members was sent to local media to highlight how the American Recovery and Reinvestment Act funds were used.

### **Annual Route Review Summer Bid:**

Work has transitioned to completion of bid activities for summer service, which includes printing an in-depth update to the *Rider's Digest*. Signage will be posted at affected bus stops, and station information will highlight bay changes. Staff have planned two days of "Ask Me" shifts, where staff will be available at the Eugene Station between 7 a.m. and 6 p.m. to assist customers with the service changes. LTD's website has been updated to reflect the service changes that routinely occur as school service winds down each summer. The website also has been updated to reflect the service reductions that were approved as part of the Annual Route Review. Additional customer outreach is planned throughout the summer.

### **Event Services:**

Staff hope to present an update at the May 19 regular Board meeting regarding the District's petition to the Federal Transit Administration (FTA) on behalf of the Oregon Country Fair (OCF) requesting an exemption to the charter service regulation in order to provide charter service for the 2010 OCF. Staff anticipate that the petition will be denied, which will mean that the OCF will contract with First Student, and LTD will be used as a subcontractor.

LTD filed a complaint for removal of RAZ Transportation from the FTA's charter registration provider list. This complaint was processed on behalf of Eclectic Edge Racing, the organizers of the Butte to Butte race. The complaint is centered on RAZ's \$12,000 quote that is significantly higher than a comparable local provider, First Student. If successful, LTD would be able to contract directly with Eclectic Edge Racing since there are no other private providers who responded to the original solicitation for charter services.

The District may be contracted for UO football this fall. Interest is waning as private charter providers book their buses for other weekend service this fall. One of the two private providers has withdrawn its interest, and staff anticipate the second provider to follow suit. Staff hope to know definitively by early June.

**Outreach:**

Earth Day, on Saturday, April 24, was a successful outreach effort. Many people used the shuttle from the Eugene Station to EWEB, and there were large crowds throughout the event.

The District participated in National Train Day on Saturday, May 8, and had an information table at the Eugene Train Station.

Bus Operator John Perry was recognized on Tuesday, May 4, as he celebrated his 40<sup>th</sup> anniversary of driving a bus in this community for LTD. John began his bus driving career on May 4, 1970, which was months before LTD began operating in November 1970. On May 4, 2010, General Manager Mark Pangborn and staff boarded John's EmX vehicle, where Mr. Pangborn informed riders about John's 40 years of service. Custom-made cookies were shared with LTD employees and with John's riders on two trips on his route. Posters were displayed that highlighted John's accomplishment, and he also was featured in articles in LTD's employee newsletter, *Inside Lane*, and in LTD's rider newsletter, *Bus Talk*. An article will be submitted to the national publication, *Passenger Transport*, and he will be featured in LTD's May "Community Leaders Together" ads in *The Register Guard*. John also will be honored at the Budget Committee meeting on May 19.

**ACCESSIBLE SERVICES**

*Terry Parker, Accessible Services Manager*

In April Accessible Services staff conducted training for the newly expanded RideSource Call Center eligibility assessment team, and the entire team began doing transportation eligibility assessments on May 3. In addition, the cost model for the Call Center was finalized in April, and work began with the consultant on an eligibility cost model.

**TRANSIT OPERATIONS**

*Mark Johnson, Director of Transit Operations*

**APTA International Bus Rodeo:**

On May 2, Mark Johnson attended the APTA International Bus Rodeo in Cleveland, along with Bus Operator Justin Martin, who participated in the Rodeo. Although Justin did not do as well as he would have liked, he represented the District well. The bus rodeo is in coordination with the annual APTA Bus and Paratransit Conference.

**Summer Run Bid:**

The summer run bid for operators is posted, and they will begin bidding for summer work on May 17. This year's process is more involved because of the early retirement options, furlough options, and the potential for lay-offs. Staff are maintaining flexibility down to the last minute to see who will be taking advantage of the various options.

## **MAINTENANCE**

*George Trauger, Director of Maintenance*

### **Articulated Bus Purchase:**

The five new hybrid articulated buses are being built in St. Cloud, Minnesota. The buses are scheduled for delivery beginning the end of July through the beginning of September.

### **Shop Construction Update:**

The shop construction has been completed with the exception of a few finishing touches. There are a few items that are being taken care of following a punch list developed during the final walk through. Maintenance is extremely pleased with the additional space and the articulated bus vehicle hoists.

### **Facilities:**

The Maintenance office and break room remodel is complete. The office staff have been busy moving back in and getting reorganized within the remodeled space. It definitely has a new and open feel.

### **Bus 7101, 7102, and 7103:**

Bus 7101 is back from a transmission recall parts update. The transmission of Bus 7102 was removed for the fire damage work, sent to the service center examination for any fire damage, and received a parts update. It was determined that a rebuild is not needed, nor was there any transmission damage resulting from the fire. Fire damage repairs are in process. Bus 7103 will be picked up for the parts recall service shortly.

### **EmX:**

With one exception, the 9100 series buses are ready for service.

### **Training:**

Fleet personnel attended the CPR/Bloodborne Pathogen training on April 23.

Fleet personnel completed the new hoist training on May 4.

The Washington State Transit Association Maintenance Committee Meeting and Forum was held at the Red Lion Inn in Vancouver, Washington, on May 10 – 12. Inventory Supervisor Mark Hay and Maintenance Supervisor Ernie Turner attended.



## **FINANCE AND INFORMATION TECHNOLOGY**

*Diane Hellekson, Director of Finance and Information Technology*

### **FINANCE**

*Todd Lipkin, Financial Services Manager*

#### **Grants Management:**

- Section 1512 American Recovery and Reinvestment Act (ARRA) reporting was submitted to the Federal Transit Administration.
- Monthly ARRA reporting to the Transportation and Infrastructure Committee of the House of Representatives was submitted.

#### **Payroll Processing:**

- Sixty-six (66) payroll checks and 581 payroll direct deposits totaling \$820,685 were made in April 2010 (two pay dates).

#### **Accounts Payable:**

- Three hundred seventeen (317) vendor paper and electronic checks totaling \$4,489,625 were processed during the month of April 2010. This included a total of \$1,159,690 to Wildish Building Company for Gateway EmX Extension-related construction and \$507,249 to Fortis Construction for the fleet remodel.

#### **Accounts Receivable:**

- Fourteen (14) cash fare deposits totaling \$148,580 were processed in April 2010.

#### **Budget Development:**

- Budget calculations were finalized for personnel services.
- Development of budget document materials began.

### **ACCOUNTING/INTERNAL AUDIT**

*Carol James, Chief Accountant/Internal Auditor*

#### **Accounting:**

- The March Board report was completed.
- Staff took part in discussions about required changes to FY 2010-11 accounting practices that impact the budget.
- Because of paternity leave, staff assisted in the accounts receivable processing necessary to prepare April Board reports.

#### **Internal Audit:**

- Staff continued review of January check disbursements.

**PURCHASING**

*Jeanette Bailor, Purchasing Manager*

Technical proposals were received and are being reviewed for the Request for Proposal for buses. After they are reviewed and are determined to be responsive, staff will ask for pricing. Since this contract will be for various vehicles, there is a large volume of technical material to review.

Review is continuing on the proposals received for security camera design services, and various small printing jobs have been bid and awarded.

The purchasing assistant continues to be on maternity leave until the beginning of July. Duties have been reassigned within the department. As the end of the fiscal year nears, staff will begin looking at open purchase orders and reviewing them with department staff to determine status and to try to get as many closed out as possible.

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

**HUMAN RESOURCES AND RISK MANAGEMENT**

*Mary Adams, Director of Human Resources and Risk Management*

**PENSION TRUST/HEALTH CARE**

Amalgamated Transit Union representatives and administrative staff have formed joint pension and health care work groups. These small committees are meeting on an approximate bi-weekly basis to discuss potential modifications to the pension and health care plans.

**RISK MANAGEMENT**

*David Lindelien, Risk Manager*

**Employee Injuries:**

There were a total of six employee injuries and incidents during the period of April 22 through May 19, with three resulting in a claim.

**Accident Prevention:**

The regional sales manager from Q'Straint, a company that provides mobility device securement products, visited LTD to instruct on the best practices for securing mobility devices and potential options to enhance LTD's current securement system.

LTD supported the OR-OSHA 'Safety Break for Oregon' day on May 12. LTD provided fire extinguisher training, fire safety pamphlets, and drawings for prizes.

LTD hosted a free H1N1 vaccination clinic that was offered by Lane County Public Health at the Next Stop Center in Eugene Station.

### **HUMAN RESOURCES/TRAINING**

*David Collier, Senior Human Resources Analyst*

#### **Employee Transitions:**

Laura Holtgrieve resigned as Point2point Solutions administrative secretary effective April 30; Bus Operator Geraldine Hein retired effective April 30; and nine bus operators elected to take retirement incentive packages that will be effective on June 12.

#### **Diversity:**

LTD will be hosting the First Friday's Communities of Color Network at 5:30 p.m. on June 4 at the Next Stop Center.

#### **Training:**

The process of implementing the new leader competencies for employee evaluations and development has begun on a limited basis and will ramp up as methods and procedures develop.

Q:\Reference\Board Packet\2010\05\Regular Meeting 5-19-10\Dept Report.docx

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 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.

**ATTACHMENTS:** April 2010 Performance Reports  
March 2010 RideSource Activity and Productivity Report

**PROPOSED MOTION:** None

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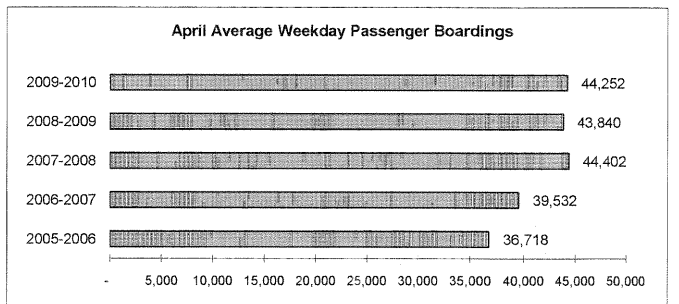
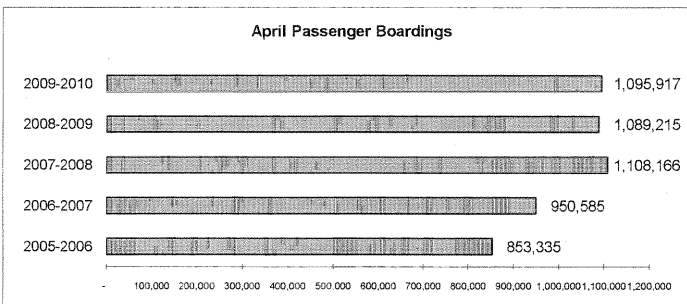
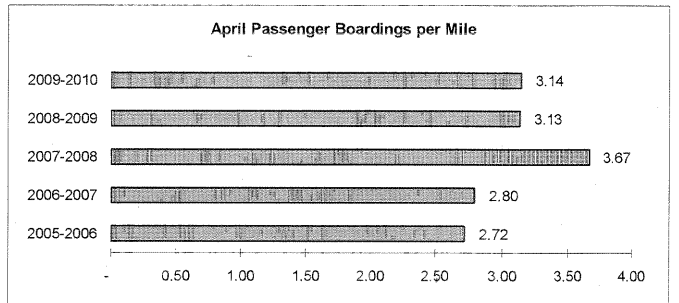
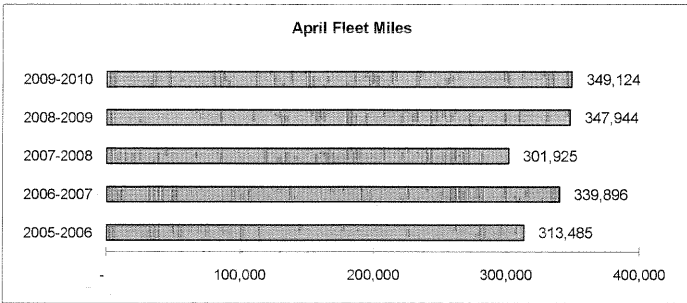
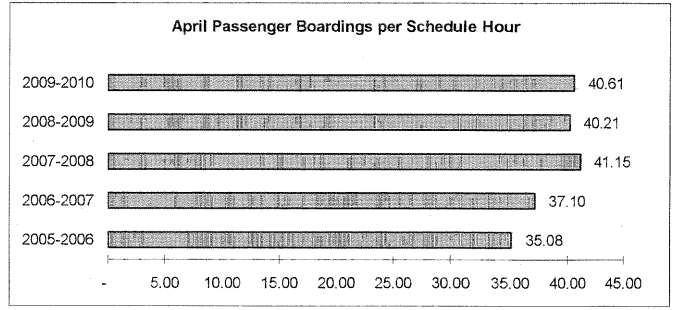
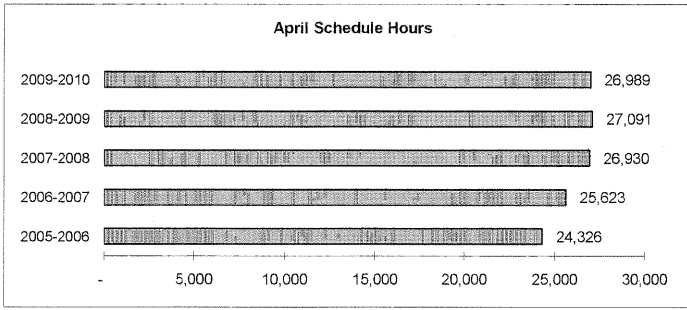
**LANE TRANSIT DISTRICT**  
**April 2010 Performance Report**  
13-May-2010

Performance Measure	Current Month	Prior Year's		Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month		
		Month	% Change					12 Month	% Change	
<b>Fixed Route Service</b>										
Passenger Boardings	1,095,917	1,089,215	+ 0.6%	9,457,633	9,829,733	- 3.8%	11,346,089	11,875,682	- 4.5%	
Mobility Assisted Riders	10,609	10,285	+ 3.2%	104,014	99,567	+ 4.5%	125,416	121,400	+ 3.3%	
<u>Average Passenger Boardings:</u>										
Weekday	44,252	43,840	+ 0.9%	38,636	39,994	- 3.4%	38,659	40,226	- 3.9%	
Saturday	20,278	20,513	- 1.1%	18,124	18,912	- 4.2%	18,221	19,228	- 5.2%	
Sunday	10,317	10,669	- 3.3%	9,911	10,945	- 9.4%	10,310	11,127	- 7.3%	
Monthly Scheduled Hours	26,989	27,091	- 0.4%	262,522	263,352	- 0.3%	314,495	315,736	- 0.4%	
Boardings Per Schedule Hour	40.6	40.2	+ 1.0%	36.03	37.33	- 3.5%	36.08	37.61	- 4.1%	
Weekly Schedule Hours	6,207	6,230	- 0.4%	6,115	6,154	- 0.6%	6,112	6,152	- 0.7%	
Weekdays	22	22		214	213		256	255		
Saturdays	4	4		42	43		51	52		
Sundays	4	4		46	46		56	56		
<b>Special Services *</b>										
Passenger Boardings	-	-	+ 0.0%	104,384	116,542	- 10.4%	104,384	116,542	- 10.4%	
Scheduled Hours	-	-	+ 0.0%	4,138	4,560	- 9.2%	4,138	4,560	- 9.2%	
Boardings Per Schedule Hour	-	-	+ 0.0%	25.2	25.6	- 1.3%	25.2	25.6	- 1.3%	
<b>Passenger Revenues &amp; Sales</b>										
Total Passenger Revenues	\$648,663	\$605,087	+ 7.2%	\$5,810,753	\$5,410,414	+ 7.4%	\$6,947,522	\$6,610,773	+ 5.1%	
Average Passenger Fare	\$0.592	\$0.556	+ 6.5%	\$0.61	\$0.55	+ 11.6%	\$0.61	\$0.56	+ 10.0%	
Farebox Revenue										
Adult Pass	2,368	1,917	+ 23.5%	21,630	20,140	+ 7.4%	25,522	24,510	+ 4.1%	
Youth Pass	127	127	+ 0.0%	1,714	1,426	+ 20.2%	1,973	1,728	+ 14.2%	
Reduced Fare Pass	1,140	1,225	- 6.9%	10,705	9,878	+ 8.4%	12,843	11,940	+ 7.6%	
Adult 3 Month Pass	57	46	+ 23.9%	605	715	- 15.4%	732	877	- 16.5%	
Youth 3 Month Pass	2	3	- 33.3%	66	42	+ 57.1%	71	43	+ 65.1%	
Reduced Fare 3 Month Pass	64	144	- 55.6%	910	1,317	- 30.9%	1,155	1,567	- 26.3%	
Regular Tokens	888	9,419	- 90.6%	24,613	124,687	- 80.3%	39,504	164,258	- 76.0%	
Reduced Fare Tokens	7	23	- 69.6%	95	129	- 26.4%	120	170	- 29.4%	
<b>Fleet Services</b>										
Fleet Miles	349,124	347,944	+ 0.3%	3,406,485	3,427,147	- 0.6%	4,077,176	4,120,197	- 1.0%	
Average Passenger Boardings/Mile	3.14	3.13	+ 0.3%	2.78	2.87	- 3.2%	2.78	2.88	- 3.5%	
Fuel Cost	\$181,562	\$150,876	+ 20.3%	\$1,886,441	\$2,221,825	- 15.1%	\$2,205,168	\$2,911,880	- 24.3%	
Fuel Cost Per Mile	\$0.520	\$0.434	+ 19.9%	\$0.554	\$0.648	- 14.6%	\$0.541	\$0.707	- 23.5%	
Repair Costs	\$228,422	\$189,661	+ 20.4%	\$2,122,531	\$1,822,605	+ 16.5%	\$2,499,723	\$2,188,010	+ 14.2%	
Total Repair Cost Per Mile	\$0.654	\$0.545	+ 20.0%	\$0.623	\$0.532	+ 17.2%	\$0.613	\$0.531	+ 15.5%	
Preventive Maintenance Costs	\$34,649	\$36,430	- 4.9%	\$325,301	\$343,418	- 5.3%	\$379,931	\$403,479	- 5.8%	
Total PM Cost Per Mile	\$0.099	\$0.105	- 5.2%	\$0.095	\$0.100	- 4.7%	\$0.093	\$0.098	- 4.8%	
Mechanical Road Calls	41	100	- 59.0%	963	1,092	- 11.8%	1,171	1,280	- 8.5%	
Miles/Mech. Road Call	8,515	3,479	+ 144.7%	3,537	3,138	+ 12.7%	3,482	3,219	+ 8.2%	

**Special Mobility Service**

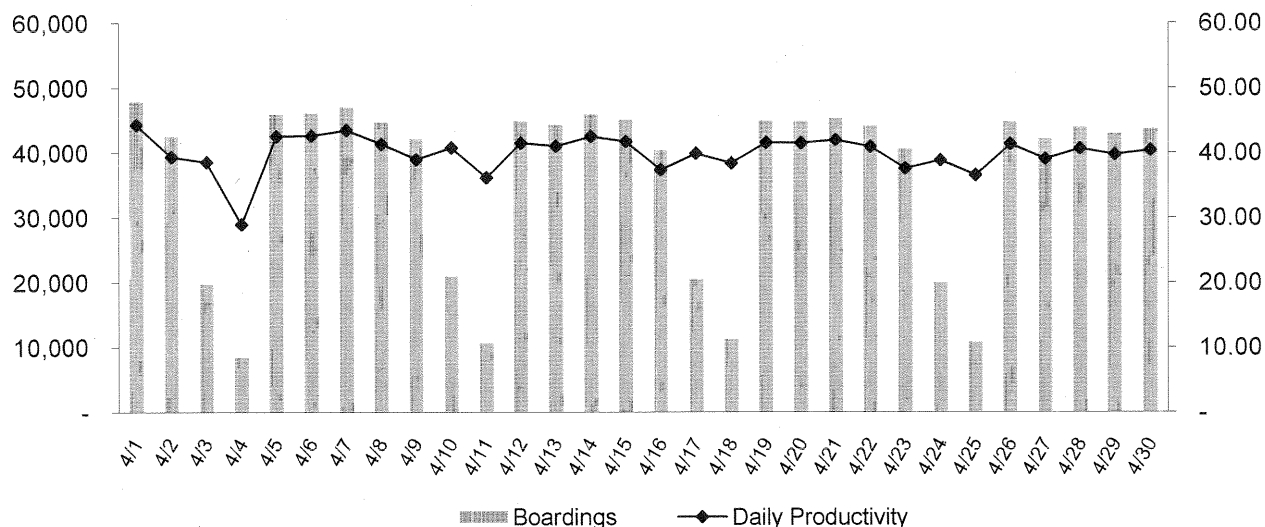
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\* Special Services includes Football, Basketball, Oregon Country Fair, and Lane County Fair

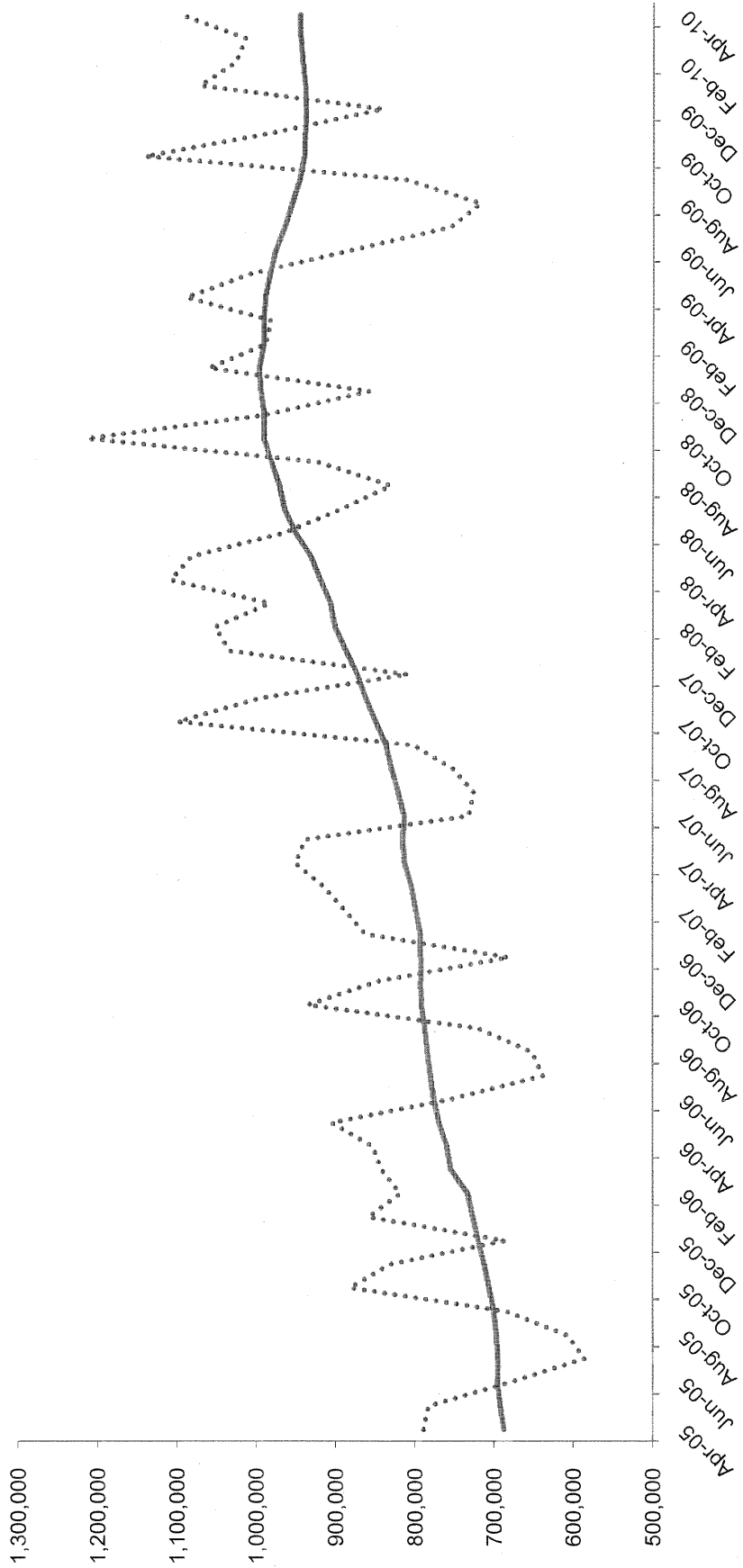


## Daily Ridership Recap April 2010

Date	Day	Service	Boardings	Mobility		Daily Productivity
				Assisted Boardings	Scheduled Hours	
4/1/2010	Thursday	Weekday	47,841	552	1,079.90	44.30
4/2/2010	Friday	Weekday	42,508	397	1,079.90	39.36
4/3/2010	Saturday	Saturday	19,786	306	513.20	38.55
4/4/2010	Sunday	Sunday	8,540	104	294.60	28.99
4/5/2010	Monday	Weekday	45,956	373	1,079.90	42.56
4/6/2010	Tuesday	Weekday	46,040	403	1,079.90	42.63
4/7/2010	Wednesday	Weekday	46,983	417	1,079.90	43.51
4/8/2010	Thursday	Weekday	44,653	321	1,079.90	41.35
4/9/2010	Friday	Weekday	42,084	454	1,079.90	38.97
4/10/2010	Saturday	Saturday	20,915	301	513.20	40.75
4/11/2010	Sunday	Sunday	10,650	149	294.60	36.15
4/12/2010	Monday	Weekday	44,832	411	1,079.90	41.51
4/13/2010	Tuesday	Weekday	44,303	391	1,079.90	41.03
4/14/2010	Wednesday	Weekday	45,921	443	1,079.90	42.52
4/15/2010	Thursday	Weekday	45,053	436	1,079.90	41.72
4/16/2010	Friday	Weekday	40,330	480	1,079.90	37.35
4/17/2010	Saturday	Saturday	20,479	257	513.20	39.90
4/18/2010	Sunday	Sunday	11,313	140	294.60	38.40
4/19/2010	Monday	Weekday	44,898	427	1,079.90	41.58
4/20/2010	Tuesday	Weekday	44,811	291	1,079.90	41.50
4/21/2010	Wednesday	Weekday	45,336	406	1,079.90	41.98
4/22/2010	Thursday	Weekday	44,181	440	1,079.90	40.91
4/23/2010	Friday	Weekday	40,582	385	1,079.90	37.58
4/24/2010	Saturday	Saturday	19,930	289	513.20	38.83
4/25/2010	Sunday	Sunday	10,764	161	294.60	36.54
4/26/2010	Monday	Weekday	44,641	337	1,079.90	41.34
4/27/2010	Tuesday	Weekday	42,175	282	1,079.90	39.05
4/28/2010	Wednesday	Weekday	43,888	351	1,079.90	40.64
4/29/2010	Thursday	Weekday	42,900	345	1,079.90	39.73
4/30/2010	Friday	Weekday	43,624	560	1,079.90	40.40
<b>Totals</b>			<b>1,095,917</b>	<b>10,609</b>	<b>26,989</b>	<b>40.61</b>



**LANE TRANSIT DISTRICT**  
 Five Year History of Passenger Boardings



Rolling Average Boardings      Passenger Boardings



**Special Mobility Services: RideSource Activity and Productivity Information**

March-10	Current Month	Prior Year's Month	%		Current YTD	Previous YTD	%		Current 12 Month	Prior 12 Month	%
			Change	Change			Change	Change			
<b>RideSource Ridership</b>	16,002	13,899	15.1%		129,161	120,889	6.8%		170,679	162,679	4.9%
RideSource(All Modes)	13,538	11,569	17.0%		106,711	97,703	9.2%		140,956	130,673	7.9%
Shopper	439	465	-5.6%		3,945	4,330	-8.9%		5,361	5,875	-8.7%
Escort Volunteers-Metro	775	658	17.8%		7,133	6,315	13.0%		8,994	8,699	3.4%
Escort Volunteers-Rural	1,250	1,207	3.6%		11,372	12,541	-9.3%		15,368	17,432	-11.8%
<b>RideSource Cost per Ride</b>	\$ 23.33	\$ 22.73	2.6%		\$ 23.68	\$ 22.51	5.2%		\$ 23.13	\$ 22.21	4.1%
RideSource(All Modes)	\$ 27.05	\$ 26.77	1.1%		\$ 28.11	\$ 27.26	3.1%		\$ 27.45	\$ 27.04	1.5%
RideSource Shopper	\$ 12.53	\$ 12.53	0.0%		\$ 12.53	\$ 12.53	0.0%		\$ 12.53	\$ 12.53	0.0%
RideSource Escort	\$ 3.50	\$ 3.34	4.9%		\$ 3.20	\$ 3.08	3.9%		\$ 3.20	\$ 3.02	5.9%
<b>Ride Reservations</b>	14,106	12,230	15.3%		113,371	104,974	8.0%		149,620	140,363	6.6%
Cancelled Number	1,311	1,008	30.1%		11,238	9,767	15.1%		14,513	12,784	13.5%
Cancelled % of Total	9.29%	8.24%			9.91%	9.30%			9.70%	9.11%	
No-Show Number	157	119	31.9%		1,171	1,046	12.0%		1,570	1,429	9.9%
No-Show % of Total	1.11%	0.97%			1.03%	1.00%			1.05%	1.02%	
Ride Refusals Number	0	1	-100.0%		1	12	-91.7%		1	15	-93.3%
Ride Refusals % of Total	0.00%	0.01%			0.00%	0.01%			0.00%	0.01%	
<b>Service Hours</b>	7,262	6,150	18.1%		56,397	52,018	8.4%		74,595	69,821	6.8%
Agency Staff	6,930	5,899	17.5%		54,037	49,612	8.9%		71,403	66,486	7.4%
Agency SMS Volunteer	332	251	32.3%		2,360	2,406	-1.9%		3,192	3,335	-4.3%
Avg. Trips/Service Hr.	1.92	1.96	-2.0%		1.96	1.96	0.0%		1.96	1.96	0.0%
<b>RideSource System Miles</b>	97,640	84,344	15.8%		768,188	717,823	7.0%		1,017,091	962,978	5.6%
Avg. Miles/Trip	6.99	7.01	-0.3%		6.94	7.04	-1.3%		6.95	7.05	-1.4%
Miles/Vehicle Hour	13.45	13.71	-2.0%		13.62	13.80	-1.3%		13.63	13.79	-1.1%
<b>On-Time Performance %</b>	84.3%	86.3%	-2.3%		83.6%	86.3%	-3.1%		84.0%	86.7%	-3.1%
Sample	12,160	9,137			95,410	82,368			124,893	111,223	
On-Time	10,250	7,887			79,759	71,089			104,900	96,416	

- 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:** May 19, 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. **Budget Committee Meeting:** The LTD Budget Committee is scheduled to meet on Wednesday, May 19, at 6:30 p.m., immediately following the regular Board meeting. The Committee has scheduled a second meeting to be held on May 20 at 6:30 p.m., if needed.
- B. **Board Luncheon:** A lunch meeting of the Board is scheduled for May 25. The agenda will include an interactive discussion of the Board's 20-year vision based on a draft that was created using prior Board and community input. There also will be a brief discussion of changes to the West Eugene EmX Extension planning process.
- C. **LTD 20-Year Vision:** Approval of a new vision statement is planned for the June 16 Regular Board meeting.
- D. **FY 2009-10 Supplemental Budget:** The Board will be asked to approve a supplemental budget for the current fiscal year at the June 16 Board meeting.
- E. **FY 2010-11 Budget Adoption:** In May, the LTD Budget Committee will discuss the proposed Fiscal Year 2010-11 budget. The budget approved by the Budget Committee will be on the agenda for adoption by the LTD Board of Directors at the June 16 Board meeting. The budget must be adopted before the end of the fiscal year on June 30.
- F. **Salaried Employees' Retirement Plan Change:** As part of the budget reduction process, administrative staff will be taking furlough days during Fiscal Year 2010-11. An amendment to the retirement plan will be proposed at the June 16 Board meeting so that, for purposes of calculating retirement benefits, employees will not lose credited hours due to the unpaid days.
- G. **Election of Board Officers:** At the June 16 Board meeting, the Board will elect from its members a president, vice president, secretary, and treasurer to fill two-year terms beginning July 1, 2010.

- H. **Disadvantaged Business Enterprise Goal:** At its June 16 meeting, the Board will be asked to approve the Disadvantaged Business Enterprise goal and program that has been revised to reflect the projects listed in the next fiscal year's budget.
- I. **LTD Service Boundary:** State law requires that LTD annually determine the territory in the District in which the transit system will operate. No changes are planned; therefore, a resolution reaffirming the current boundaries is scheduled for approval at the June 16 regular Board meeting.
- J. **RideSource Call Center Brokerage First Year Report:** Accessible Services staff will present an update to the Board of the first year of Call Center operations at the June 16 Board meeting.
- K. **Review Pension Funding Structure:** The Board has asked that alternative pension trust models be explored. Ideas will be presented to the Board of Director's Human Resources Committee in late May or early June.
- L. **Board Meeting Procedure:** At the June 16 meeting, the Board will be provided with a brief update on Robert's Rules, abstentions, and conflict of interest.
- M. **Gateway EmX Updates:** Staff will present an update on this project in mid to late Summer 2010.
- N. **Joint Meeting with Lane County Board of Commissioners:** Staff are in the process of rescheduling a joint meeting of the LTD Board and the Lane County Board of Commissioners for sometime in the late fall after completion of the West Eugene EmX Extension Draft Environmental Impact Statement. Work session items will include a discussion of transit funding options; updates on Franklin EmX ridership, the Gateway EmX project, West Eugene EmX project status and the selection of the locally preferred alternative; and a discussion of the Long-Range Transit Plan.
- O. **Long-Range Transit Plan:** The Board will receive periodic updates on the Long-Range Transit Plan as the plan's development moves forward.
- P. **West Eugene EmX Extension (WEEE):** Periodic updates and action on the WEEE project will be scheduled throughout the project.

## LANE TRANSIT DISTRICT BOARD OF DIRECTORS

# Board Luncheon

May 25, 2010

11:30 a.m. to 1:30 p.m.

LTD BOARD ROOM

3500 E. 17<sup>th</sup> Avenue, Eugene

### Agenda

Page No.

11:30	Lunch Served	
11:45	Introductions and Welcome	Mike Eyster
	<ul style="list-style-type: none"><li>▪ Roll Call LTD Board Members: Towery ___ Gillespie ___ Necker ___ Kortge ___ Evans ___ Dubick ___ Eyster ___</li><li>▪ Review Agenda</li></ul>	
11:50	New Decision-making Process for West Eugene EmX Extension	Tom Schwetz
12:05	LTD 20-Year Vision Development	Tom Schwetz
	<ul style="list-style-type: none"><li>▪ Overview of process and definitions</li><li>▪ Goal of today's meeting</li><li>▪ Board Member survey results</li><li>▪ Vision matrix integrating LTD Values and major themes</li><li>▪ Next steps</li></ul>	
1:05	Update on Leadership Competencies Development	Mary Adams
1:10	Wrap Up	Mike Eyster
	<ul style="list-style-type: none"><li>▪ Board Discussion</li><li>▪ Future Items</li></ul>	
1:15	Adjourn	