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on July 15, 2010.

LANE TRANSIT DISTRICT INFORMATIONAL PACKET FOR BOARD OF DIRECTORS

(REGULAR BOARD MEETING CANCELED)

July 21, 2010

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AGENDA ITEM SUMMARY

DATE: July 21, 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

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AGENDA ITEM SUMMARY

DATE: July 21, 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. **West Eugene EmX Extension Corridor Committee (WEEEC):** This committee is a subcommittee of the EmX Steering Committee and is composed of Board members Greg Evans, Dean Kortge, and Ed Necker, along with members of local government and community representatives. The Committee last met for a special meeting on June 15. At the meeting, the Committee reviewed staff recommendations to remove the Far West Terminus, Seneca Terminus, Amazon Alternative, and West 7th Place Alternative, based on preliminary analysis results. The Committee agreed with the staff recommendations, with one exception: the Committee advised staff to keep the West 7th Place Alternative for further study. The next Committee meeting is scheduled to be held on August 4.
2. **Lane Council of Governments (LCOG) Board of Directors:** The LCOG Board meets every other month. LTD Board Member Mike Dubick represents LTD on the LCOG Board of Directors as a non-voting member, with Mike Eyster serving as the alternate. Board Member Doris Towery attended the most recent meeting held on June 24 at the City of Florence Senior Center. The Board received an update on the Senior and Disabled Services Area Plan and reviewed the regional voice legislative agenda. The next meeting is scheduled to be held on September 23.

3. **Metropolitan Policy Committee (MPC)**: MPC meetings generally are held on the second Thursday of each month. Board members Mike Eyster and Greg Evans are LTD's MPC representatives, with Mike Dubick serving as an alternate. The Committee met on July 8 and discussed a draft amendment to the Regional Transportation Plan and adopted the FY 2010-13 Metropolitan Transportation Improvement Program. The next meeting is scheduled to be held on August 12.

OTHER ACTIVITIES

1. **APTA Transit Board Members and Board Support Employee Development Workshop**: All seven Board members attended this conference, which was held at the Eugene Hilton on July 17–20, 2010. At the August or September regular meeting, Board members may share their individual impressions of the conference sessions and what aspects of the conference they found most worthwhile.
2. **Eugene City Council Work Session**: On June 23 Board President Mike Eyster and Director of Planning and Development Tom Schwetz gave a presentation on the West Eugene EmX Extension to the Eugene City Council.

NO MEETINGS HELD

1. **Human Resources Committee**: The Board Human Resources Committee is composed of Chair Mike Dubick and Board members Dean Kortge and Gary Gillespie. The next Committee meeting is tentatively scheduled to be held on August 24, with the agenda to be determined.
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 last met on June 1. The next meeting is scheduled to be held on September 7.
3. **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.
4. **Finance Committee**: The Board Finance Committee is composed of Chair Dean Kortge and Board members Mike Dubick and Ed Necker. The Committee last met on May 12, 2009. The next meeting has not been scheduled.

AGENDA ITEM SUMMARY

DATE: July 21, 2010

ITEM TITLE: JUNE FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Because the fiscal year-end closure process takes a period of several weeks to complete, the June financial report is not available at this time. In accordance with a statutory requirement, a preliminary financial report for the fiscal year ended on June 30 is always mailed to Board members on or before July 31 of each year. The Comprehensive Annual Financial Report (CAFR), which contains audited financial statements for the previous fiscal year, is presented to the Board in the fall of the subsequent fiscal year.

The first phase of field work for the independent audit of Fiscal Year 2009-2010 was conducted the week of June 21, 2010. The balance of the field work is scheduled to begin August 31. Staff expect the CAFR to be ready for acceptance by the Board before the end of the calendar year.

ATTACHMENTS: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

- DATE:** July 21, 2010
- ITEM TITLE:** EmX BUS ADVERTISING
- PREPARED BY:** Andy Vobora, Director of Service Planning, Accessibility, and Marketing
- ACTION REQUESTED:** Discuss and provide staff direction.
- BACKGROUND:** Lane Transit District has contracted for bus advertising services for more than three decades. Beginning with Obie Transit Advertising, LTD has realized millions of dollars in revenue that has supported District operations.
- Following the 2001 recession, Obie was sold to Lamar Transit Advertising. In 2005 Lamar was the successful bidder in an LTD request for proposal process. This 2005 contract is a five-year contract that expires in November 2010. The contract allows for up to three one-year renewals.
- Revenue from the current contract has exceeded minimum guarantees in each of the first four years. The year 2010 has been a challenging year; however, Lamar continues to meet the minimum guarantee. LTD contracted for five years and has collected more than \$1.2 million thus far.
- As the expiration of the five-year contract period approaches, LTD is faced with a number of issues related to bus advertising. First, this year's service reductions will result in nearly 20 percent fewer vehicles on the road during peak travel times. This reduction in fleet use directly affects Lamar's ability to generate advertising revenue. Second, the introduction of Gateway EmX service further reduces the number of buses that currently provide advertising space since EmX buses have not displayed exterior advertising in the past.
- In order to provide an environment that maximizes bus advertising revenues, the District is evaluating the introduction of limited exterior advertising on EmX vehicles. If a decision is made to allow advertising on EmX vehicles, the space available would include the engine compartment door on the rear of the vehicle and the space above the windows. The attached document illustrates what this level of advertising might look like to viewers.
- The introduction of limited advertising is not new to LTD. The Breeze service was uniquely branded and no exterior ads were allowed for the

first few years that the route operated. Limited advertising was later introduced using the engine panel on the rear of the vehicle.

One question that the Board may have is, “How much revenue will be generated by ads on EmX?” Because it will be a new product, estimated revenue is difficult to determine at this time. Lamar, along with staff, believes EmX advertising will be very popular to advertisers and will therefore be a worthy value in terms of revenue generation. Lamar recently proposed to LTD a renewal of the current advertising contract using current revenue guarantees and maintaining the revenue escalator that has been used during the past five years. Staff are interested in this proposal for several reasons:

1. It maintains a relationship with an experienced business partner that has solid financial standing and a solid team of sales and installation staff.
2. It guarantees LTD a minimum of \$846,000 in revenues over the coming three years.
3. Many bus advertising companies are struggling in the down economy, and a number of large contracts have been defaulted on in the past year.

The decision to renew with Lamar or go out to bid is a separate decision from advertising on EmX; however, the offer by Lamar is contingent on EmX vehicles being included in the advertising inventory. If a decision is made to exclude advertising on EmX buses, then the District will negotiate a reduced revenue figure with Lamar or go out to bid and see if any other companies will provide a higher revenue guarantee. Eight EmX buses are scheduled in daily service in January 2011, which brings the number of regular buses in service down to around 77. Lamar, or any new advertising contractor, will have a very difficult time generating the same amount of revenue at this reduced fleet size. The District may lose between 10 and 25 percent of current revenue, or approximately \$84,000 to \$210,000 over the three-year period between 2011 and 2013.

ATTACHMENT: EmX Exterior Display Images

RESULTS OF RECOMMENDED ACTION: With the Board’s input, staff will proceed to review the options for current and future bus advertising contracts.

PROPOSED MOTION: None.

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EMX EXTERIOR DISPLAYS





MONTHLY DEPARTMENT REPORTS

July 21, 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:

- An open house was held on June 9 to review new information to support the refinement of the range of alternatives and process change.
- LTD coordinated a meeting between the Federal Transit Administration and the U.S. Army Corp of Engineers to review new information for the project and the possible elimination of the Amazon Alignment Design Options.
- A special WEEE Corridor Committee meeting was held on June 15 to review staff recommendations for the refinement of alternatives.
- Staff also presented a project update to the Eugene Active 20-30 Club on June 15.
- Staff provided a project update to the Citizens Advisory Committee on June 17.
- Opportunities for the public to learn about and comment on the WEEE project continue through open houses that are held every Tuesday between 1:00 p.m. and 5:00 p.m. at the Next Stop Center.
- Work continues with consultants, the City of Eugene, and Lane Council of Governments on the development of the technical environmental analyses and on transit demand modeling that will serve as the basis for most of the technical environmental analyses.
- Staff presented new information and recommendations for the refinement of the range of alternatives to the Eugene City Councilor at its June 23 work session.

Regional Planning:

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

- Staff participated in the discussions at the third and final Envision Eugene workshop. This included a review of transit-oriented development along potential future transit corridors, including both regular routes and EmX routes.
- Staff participated in the Technical Advisory Committee for the Springfield Highway 126 Safety Study on June 24. This included review of pedestrian collision and fatality data along Main Street from 20th Street to approximately 73rd Street.

- Staff participated in the local and regional planning efforts for the coordinated development of local transportation system plans, a Regional Transportation System Plan, and the Regional Transportation Plan.
- Staff attended a National Transit Institute training on Transportation Financing at the Local and Regional Level.

Point2point Solutions

Jody Cline, Interim Program Manager

School Solutions:

Point2point Solutions awarded the top prize of \$500 to McCornack Elementary School for achieving the highest level of student participation in the Walk + Bike Challenge held in May. McCornack students completed 25 percent of their daily trips to school by walking or biking. Twelve local elementary and middle schools participated in this inaugural event.

Lisa VanWinkle worked with the Bethel School District and supporting community groups to prepare an Oregon Safe Routes to School grant application that, if approved, will implement education, encouragement, and enforcement activities at four Bethel schools to increase the number of students who walk or bike to school.

Work Solutions:

Robertson Sherwood Architects joined the Group Pass Program with 11 employees. They are located in downtown Eugene.

Education and Outreach:

Marcia Maffei completed the Climate Masters at Work program through Lane Community College.

On-the-go Solutions:

Ten commuters were added to the Rideshare database for a total of 690 commuters on file.

Tracy Smith attended the Transportation Research Board webinar that focused on the State Department of Transportation's Role in Transportation Demand Management (TDM) with other members of local jurisdictions and the Oregon Department of Transportation. Ms. Smith also attended another Statewide TDM planning meeting that focused on developing a statewide strategic plan for transportation options.

Ms. Smith and Ms. Maffei attended a planning session with staff from the City of Springfield and Willamalane Park and Recreation District to develop a bicycle appreciation event that will be held on the North Bank Bike Path in Springfield on July 23, from 3:30 p.m. to 5:30 p.m.

Ms. Smith and Ms. Maffei attended a Best Workplaces for Commuters webinar on Commuter Tax Benefits.

CAPITAL PROJECTS

Charlie Simmons, Facilities Services Manager

Gateway EmX:

Crews have completed the southbound EmX lane south of Centennial Boulevard and have finished reconstructing the bike/pedestrian path. Road striping has been completed on Pioneer Parkway East south of Centennial Boulevard. The south half of the intersection of Pioneer Parkway and Centennial Boulevard also has been repaved.

Work continues in preparation for first of two installations of the HAWK pedestrian crossing near the U.S. Post Office. The other HAWK signal will be located at the Pheasant Station.

Crews have begun to build the westbound Pheasant Station, which is the last of the new station platforms for the Gateway EmX project.

Three art sculptures were installed along the Pioneer Parkway median at bus stations. Artistic railing panels will be installed at all EmX stations during the next month.

A temporary bus-only link between the hospital campus and International Way is being built to accommodate the EmX routing until the street network is fully built out.

Design work continues on the inbound EmX routing in downtown Eugene. Construction of the new EmX platforms at Eugene Station and High Street at West 11th is anticipated to begin in August.

The project remains on schedule and within budget.

Veneta Park & Ride:

The construction contract has been awarded to Brown Contracting. The bids came in under the engineer's cost estimate. The construction began in July and is scheduled to be completed by the end of September, with the exception of some landscaping and lighting.

SERVICE PLANNING, ACCESSIBILITY, AND MARKETING

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

Media:

West Eugene EmX, event services, and the placement of the Gateway EmX art have been the focus of media coverage this past month.

Paid media included a Community Leaders Together ad featuring Mark Pangborn and Mark Johnson's work with Rotary International.

Annual Route Review:

White line loads have been occurring; however, the most significant problem is occurring with the Lane Community College (LCC) routes. The summer enrollment is very high, and LTD's

routine reduction in service for summer has meant that the two trips per hour of route 82 are leaving people behind at times. Articulated buses (artics) are scheduled but have not always been available due to maintenance issues. Maintenance staff report that the artics should be more available now since a couple of the buses have been fixed. This LCC issue will be something that staff will discuss with the Associated Students of Lane Community College (ASLCC) representatives for 2011. It is possible that the ASLCC would be supportive of purchasing additional trips.

Work continues on fall bid. The *Rider's Digest* was sent to the printer on July 15.

Event Services:

A complete report of ridership for the Butte to Butte, the Oregon Country Fair, and SummerFest will be available in August.

Football service will have a couple of new twists this year. Park & Ride locations will be reduced by three (Thurston High School, Shasta Middle School, and Valley River Inn), and First Student will provide more buses for post-game service. LTD will reduce its fleet use from 50 to 40 buses. Shasta and Thurston were eliminated due to long travel times, and Valley River Inn was eliminated due to parking issues for Valley River Center.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

LTD staff from Accessible Services, Fleet Services, Operations, and Human Resources participated in a two-day workshop on mobility device securement hosted by LTD and conducted by the National Transit Institute. The securement of mobility devices aboard transit vehicles is challenging given the wide variety of mobility devices in use today. A work group will be evaluating our current securement practices and design. LTD staff met with members of the Senior and Disabled Services Advocacy Committee to discuss concerns about pedestrian safety, specifically at the new Gateway EmX station close to the Pioneer Parkway Roundabout. The group has been in discussions with the City of Springfield. LTD will follow-up with on-site visits as new signals and features are in place and become operational.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

Training:

Bus operator instructors worked for three days skill building and preparing for fall operator training. Their primary focus was improving presentation skills. They have been working with Training Supervisor John Dahl and an instructor from LCC.

Detours:

With the improved weather comes a major increase in road construction. There are multiple detours in the system, and they change daily. The Operations supervisors are working very hard to keep up with the multiple route deviations in order to keep the system functioning as efficiently and on time as possible.

Customer Service Center:

With the staff reduction at the Customer Service Center (CSC), the hours were reduced beginning June 21. The new hours at the CSC are 7:00 a.m. - 7:00 p.m., Monday through Friday.

MAINTENANCE

George Trauger, Director of Maintenance

Articulated Bus Purchase:

The five new hybrid articulated buses are being built in Winnipeg, Manitoba and Crookston, Minnesota. The pilot bus is currently in production and should be completed by August 12. The first bus is scheduled for delivery by the end of August. The remaining four buses are scheduled for delivery through mid-September.

7100 series:

Bus 7102 is currently at Brattain International Trucks for fire damage repair. Damaged engine parts that were not noticed during the initial estimate are being ordered for replacement. The transmission recall rebuild for bus 7103 has been completed, and the bus is back on the property. Bus 7105 is at Pacific Power for a transmission recall rebuild. It should be back by the end of July. The last hybrid bus to be serviced for a transmission recall rebuild is bus 7104.

EmX:

All of the new 9100 series EmX buses are now in service. The original 6100 series BRT's are in various stages of relocating radio antennas and adding GPS traffic priority signal antennas in preparation for operation of all BRT buses in both segments of EmX service.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Todd Lipkin, Financial Services Manager

Grants Management:

- The grant application for the remaining funds for the Fleet building remodel was executed.
- Monthly ARRA reporting to the Transportation and Infrastructure Committee of the House of Representatives was submitted.

Payroll Processing:

- Seventy (70) payroll checks, and 577 payroll direct deposits totaling \$984,395 were made in June 2010 (two pay dates).

Accounts Payable:

- Two hundred seventy-one (271) vendor paper and electronic checks totaling \$1,993,513 were processed during the month of June 2010. This included a total of \$555,064 to Wildish Building Company for Gateway EmX Extension-related construction.

Accounts Receivable:

- Eleven (11) cash fare deposits totaling \$156,013 were processed in June 2010.

Budget Development:

- The FY 2010-11 budget was adopted by the Board of Directors.

ACCOUNTING/INTERNAL AUDIT

Carol James, Chief Accountant/Internal Auditor

Accounting:

- The May Board report was completed.
- Staff took part in review of the budget document and other budget materials prior to presentation to the Board.
- Staff managed the auditors' visit on June 21-23.

Internal Audit:

- Staff reviewed April-May payroll tax receipt information from the Oregon Department of Revenue.
- Staff continued evaluation of the annual physical inventory of parts.

PURCHASING

Jeanette Bailor, Purchasing Manager

Contracts are in the process of being awarded for buses: the award for 60-foot articulated vehicles went to New Flyer of America, and the award for 30-foot, 35-foot, and 40-foot buses went to Gillig Corporation. The award is for both diesel and hybrid/electric propulsion systems.

Contracts have been awarded for transmission parts and laundry services.

Purchase orders are being closed out for last fiscal year and new purchase orders opened.

HUMAN RESOURCES AND RISK MANAGEMENT

Mary Adams, Director of Human Resources and Risk Management

LABOR RELATIONS

Formal labor negotiations began on July 15. The pension and health care work groups continue to meet to explore potential changes to these benefit areas.

HUMAN RESOURCES/TRAINING

David Collier, Senior Human Resources Analyst

Terminations:

During the months of June and July, 12 bus operators accepted retirement incentive packages: nine qualified for full retirement, and three qualified for early retirement. Four employees also were laid off; including two bus operators, an inside cleaner, and a customer service representative. Transit Planner Ruth Linoz left the organization on July 16 to take the executive director position with South Lane Wheels. Point2point Solutions Program Manger Connie Williams left the organization on June 30. Jody Cline, from Lane Council of Governments, is the interim manager.

Diversity:

After much review, the Diversity Council has purchased the video *Drop by Drop* and is preparing a training session for all employees during the upcoming Fall Training. The video focuses on discrimination in the workplace. Two council members will deliver the training each day, with each member participating.

Benefits:

Human Resources has applied for the Early Retiree Reinsurance Program, which, if accepted, will allow LTD to be reimbursed by the federal government for health care claims ranging from \$15,000 to \$90,000.

SAFETY AND RISK MANAGEMENT

David Lindelien, Risk Manager

LTD hosted the National Transit Institute's Advanced Mobility Device Securement Skills Workshop. Twenty-four people attended from 14 organizations around the region. LTD is reviewing information from the workshop with current policies and procedures to determine if any modifications should be considered.

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AGENDA ITEM SUMMARY

DATE: July 21, 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: June 2010 Performance Reports (*will be mailed with Financial Report by July 31*)
May 2010 RideSource Activity and Productivity Report

PROPOSED MOTION: None

Q:\Reference\Board Packet\2010\07\Information Packet\performance summary.docx

Special Mobility Services: RideSource Activity and Productivity Information

	Current		Prior		Current YTD	Previous YTD	Current YTD	% Change	Current 12 Month	Prior 12 Month	% Change
	Month	Month	Year's Month	Year's Month							
May-10											
RideSource Ridership	14,911	13,199	13.0%	160,118	148,846	7.6%	173,679	162,363	7.0%		
RideSource(All Modes)	12,333	11,115	11.0%	132,383	120,898	9.5%	143,433	131,501	9.1%		
Shopper	422	430	-1.9%	4,785	5,254	-8.9%	5,277	5,757	-8.3%		
Escort Volunteers-Metro	750	548	36.9%	8,777	7,519	16.7%	9,434	8,291	13.8%		
Escort Volunteers-Rural	1,406	1,106	27.1%	14,173	15,175	-6.6%	15,535	16,814	-7.6%		
RideSource Cost per Ride	\$ 22.95	\$ 23.03	-0.4%	\$ 23.45	\$ 22.33	5.0%	\$ 23.27	\$ 22.33	4.2%		
RideSource(All Modes)	\$ 27.17	\$ 26.85	1.2%	\$ 27.80	\$ 26.91	3.3%	\$ 27.61	\$ 26.22	5.3%		
RideSource Shopper	\$ 12.53	\$ 12.53	0.0%	\$ 12.53	\$ 12.53	0.0%	\$ 12.53	\$ 12.53	0.0%		
RideSource Escort	\$ 3.30	\$ 3.37	-2.0%	\$ 3.24	\$ 3.10	4.6%	\$ 3.24	\$ 3.07	5.5%		
Ride Reservations	12,914	11,735	10.0%	140,232	129,504	8.3%	151,951	140,859	7.9%		
Cancelled Number	1,191	1,101	8.2%	13,680	11,998	14.0%	14,724	12,922	13.9%		
Cancelled % of Total	9.22%	9.38%		9.76%	9.26%		9.69%	9.17%			
No-Show Number	130	122	6.6%	1476	1296	13.9%	1,625	1,425	14.0%		
No-Show % of Total	1.01%	1.04%		1.05%	1.00%		1.07%	1.01%			
Ride Refusals Number	-	-	0.0%	1	12	-91.7%	1	12	-91.7%		
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.01%		0.00%	0.01%			
Service Hours	6,581	5,971	10.2%	70,039	64,238	9.0%	76,017	70,023	8.6%		
Agency Staff	6,268	5,685	10.3%	67,061	61,237	9.5%	72,802	66,693	9.2%		
Agency SMS Volunteer	313	286	9.4%	2,978	3,001	-0.8%	3,215	3,330	-3.5%		
Avg. Trips/Service Hr.	1.94	1.93	0.5%	1.96	1.96	0.0%	1.96	1.96	0.0%		
RideSource System Miles	89,512	81,602	9.7%	952,227	885,227	7.6%	1,033,726	964,381	7.2%		
Avg. Miles/Trip	7.02	7.07	-0.7%	6.94	7.02	-1.1%	6.95	7.03	-1.1%		
Miles/Vehicle Hour	13.60	13.67	-0.5%	13.60	13.78	-1.3%	13.60	13.77	-1.3%		
On-Time Performance %	83.3%	85.7%	-2.8%	83.6%	86.1%	-2.9%	83.7%	86.2%	-2.9%		
Sample	11,145	9,800		118,592	102,012		128,431	111,198			
On-Time	9,281	8,396		99,183	87,860		107,553	95,863			

Special Mobility Services: RideSource Activity and Productivity Information

	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
May-10									

- 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: July 21, 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. **Process for Grant Application Approval:** It has been determined that it would be beneficial to implement a process whereby the general manager has the authority to approve grant applications as long as they are consistent with the Capital Improvements Program. Board approval of this process will be requested at the August or September regular meeting.
- B. **Lane County Area Commission on Transportation (ACT):** It was originally anticipated that the Board would be asked at its September regular meeting to endorse the bylaws developed by the Forum on an Area Commission on Transportation for Lane County (or FACT-LC) on which Board President Mike Eyster participated. As of this date, approval of the bylaws by the Lane County Board of Commissioners has been postponed for an indeterminate amount of time. An update on the status of the Commission's action and the formation of an ACT will be provided at the September meeting.
- C. **LTD 20-Year Vision:** At the September regular meeting staff will provide the Board with a draft vision statement developed based on the Board's discussion in May. This draft can serve as the working vision for purposes of developing the Long-Range Transit Plan.
- D. **Annual Performance Report:** Staff will prepare a performance report for FY 2009-10 for presentation to the Board at the September regular meeting.
- E. **Gateway EmX Extension:** During the work session portion of the September or October regular meeting, the Board will be provided with a tour of the route followed by a presentation.
- F. **Veneta Park & Ride:** Construction will begin soon and is scheduled to be completed before fall service changes go into effect on September 19. A report will be provided to the Board at the September or October regular meeting.

- G. **Gateway EmX Roundabout:** Members of the Disabled Services Advisory Committee have expressed concerns about pedestrian safety at the Pioneer Parkway Roundabout along Gateway EmX. The Committee has requested that LTD keep members apprised of progress related to the issue, and an update to the Board will be provided at the September or October regular meeting.
- H. **Board Strategic Planning Work Session:** The Board's next session will be scheduled for October or November.
- I. **Union Contract Negotiations Update:** The existing labor contract expired on June 30, 2010, and the first negotiations meeting was held on July 15. An executive session will be held at a future meeting in the fall to update Board members on the process and to discuss strategy.
- J. **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 or early winter 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.
- K. **Long-Range Transit Plan:** The Board will receive periodic updates on the Long-Range Transit Plan as the plan's development moves forward.
- L. **West Eugene EmX Extension (WEEE):** Periodic updates and action on the WEEE project will be scheduled throughout the project.