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cancellation was given to *The  
Register-Guard* for publication  
on August 12, 2010.

## LANE TRANSIT DISTRICT INFORMATIONAL PACKET FOR BOARD OF DIRECTORS

(REGULAR BOARD MEETING CANCELED)

August 2010

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## AGENDA ITEM SUMMARY

**DATE:** August 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 or fall vacation dates.

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

**PROPOSED MOTION:** None

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## AGENDA ITEM SUMMARY

**DATE:** August 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. **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 Thursday, August 12, to deliberate the status of the Coburg I-5 interchange project and approve the adoption of the FY 2010-2013 Metropolitan Transportation Improvement Program. The next meeting will be held on Thursday, September 9, at the Eugene Library.

### OTHER ACTIVITIES

1. **Republican Candidate Legislative Luncheon:** LTD hosted a luncheon for three of the seven Oregon legislative Republican candidates on Monday, August 2. Board President Mike Eyster, Board Vice President Greg Evans, and staff presented an overview of the District, information relating to EmX, and LTD's draft 2010 legislative agenda.

**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 Tuesday, August 24.
2. **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 Wednesday, August 4 meeting was canceled, and the next Committee meeting is scheduled to be held on Wednesday, September 1, at the Next Stop Center.
3. **EmX Steering Committee**: The EmX Steering Committee generally meets quarterly and is composed of Chair Greg Evans, Board members Doris Towery and Gary Gillespie, and members of local units of government and community representatives. The next meeting is scheduled to be held on Tuesday, September 7.
4. **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. The next Board meeting is scheduled to be held on Thursday, September 23.
5. **Finance Committee**: The Board Finance Committee is composed of Chair Dean Kortge and Board members Mike Dubick and Ed Necker. The Committee is in the process of scheduling its next meeting for sometime in October.
6. **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.

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## AGENDA ITEM SUMMARY

**DATE:** August 2010

**ITEM TITLE:** JULY AND AUGUST FINANCIAL REPORTS

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

**ACTION REQUESTED:** None

**BACKGROUND:** Lane Transit District's fiscal year ends on June 30. Because of the time needed to process the fiscal year-end financial closing and to prepare for the annual independent audit in mid August through early September, the July financial report is traditionally provided to the Board at the September Board meeting, along with the August financial report. The preliminary June 2010 financial report was mailed to Board members before July 31.

**PROPOSED MOTION:** None

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## AGENDA ITEM SUMMARY

**DATE:** August 2010

**ITEM TITLE:** CORRESPONDENCE

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

**ACTION REQUESTED:** None

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

**ATTACHMENTS:** Letter from G. David Lowe Sr., G. David Lowe Jr., Julie Morris, and Matt Lowe of Wyatt's Tire Company addressed to the Eugene Mayor and Eugene City Council, the LTD Board of Directors, the EmX Steering Committee, and the EmX West Eugene Corridor Committee regarding the West Eugene EmX Extension alternatives. Also included is Mark Pangborn's response letter.

**PROPOSED MOTION:** None

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390 WEST 11th—EUGENE, OREGON 97401-3063

(541) 344-3218

FAX (541) 344-3221

PROCESSOR WHEEL & FEED ROLLER RECOVERING

July 21, 2010

Eugene Mayor and Eugene City Council  
LTD Board of Directors  
EmX Steering Committee  
EmX West Eugene Corridor Committee

Re: LTD EmX

Dear Mayor, Councilors, Directors and Committee Members:

We would like to take this opportunity to tell you about Wyatt's Tire Co. and give constructive comment on the proposals for the future EmX plans.

Wyatt's Tire Co. has been in business since 1925. We are locally/family owned and operated – now in the third generation.

Wyatt's began as a service station, evolved into a retail tire store and then added commercial recapping. G. David Lowe (2<sup>nd</sup> generation) led the company in the early 70's and formed Oregon Rubber Co. which now has two divisions (Oregon Tread Rubber - Eugene and Oregon Rubber Mills – Corvallis).

We are probably one of the oldest family owned businesses in Eugene and Lane County. Our value to the local economy is substantial. We employ over 75 people, have sales from all over the United States, and embrace and pursue environmentally friendly actions. We like to believe we are a good neighbor in our community. For every tire recapped - 15 gallons of oil is saved. Our buff dust which is a by-product of recapping is recycled. We have just completed a 468' 128 kw solar array at our Corvallis facility to do right by the environment and help offset our electrical usage. To provide perspective, please see the attached photograph. We are a committed business to the local Eugene area.



Of all the proposals before you, the 6<sup>th</sup> – 7<sup>th</sup> Emx option is the soundest option available.

Currently, there are two primary alternatives being considered for Segment A, the section between the Eugene downtown Station and Garfield Street; one on West 11th/13th Avenues, and one on West 6th/7th Avenues. While 6th/7th Avenues might have some minor obstacles, these streets are much better suited for accommodating an EmX route. Primarily, this is due to little if any on-street parking and commercial loading area impacts, as well as heritage trees. With four existing vehicle travel lanes and ample right of way opportunities, 6th and 7th Avenues can accommodate removal of a vehicle travel lane or combined EmX/vehicle lanes. With only two existing vehicle travel lanes, both West 11th and West 13th are constrained and cannot easily accommodate additional EmX lane, or removal/combining of a vehicle travel lane.

When looking closely at the alternatives maps over the past year, it becomes apparent that the West 11th/13th Avenue Alternative has significant encumbrances, as the route has evolved and been adjusted over time, creating a meandering alignment to avoid such obstacles as limited right of way, heritage trees, on-street parking and commercial loading areas. The future to an attractive downtown area is an accessible city center that flows for automobiles, bikes and buses.

Our company and or professional representatives have met with LTD staff multiple times to express safety concerns with commercial loading activities and obvious conflicts with our customer's large vehicle access to our business, and have not been assured that our commercial loading area, currently outside of existing travel lanes in front of our property, will not be removed or rendered ineffective. These types of conflicts do not exist on 6th and 7th Avenues, as there is no on-street parking or commercial loading areas.

Eugene Mayor and Eugene City Council  
LTD Board of Directors  
EmX Steering Committee  
EmX West Eugene Corridor Committee  
July 13, 2010  
Page 3

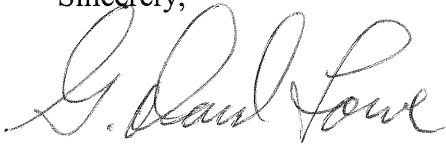
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The long-term EmX plan includes a rapid transit line to the River Road and Highway 99 neighborhoods. Locating the West Eugene Line on 6th/7th will better facilitate these future phases by having available infrastructure utilized rather than building expensive parallel routes on 11th/13th and 6th/7th Avenues that are four to six blocks apart.

Yes, we are concerned about the impact of West 13th alternative location for the EmX not only for the affect of such a location on our property but also the neighborhood of West 11th. Further, we believe that for the reasons stated above the 6th/7th corridor is better for long term planning and growth.

Thank you for taking the time and consideration to listen. We are 85 years strong and have been an asset to the local Eugene area and will continue to be with an accessible city center.

Sincerely,



G. David Lowe Sr.



G. David Lowe Jr.



Julie Morris

Matt Lowe



# Wyatt's Tire/Oregon Rubber Solar Array



## **Solar Array 128 KW**

595- 215w REC solar modules

468 ft. long 23 ft. wide

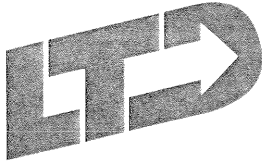
Est. Annual production 138,870 kwh

### **Avg. pollution Offset**

CO2 195,818 lbs/year

NO2 699 lbs/year

SO2 1,119 lbs/year



Lane Transit District

July 28, 2010

G. David Lowe Sr.  
G. David Lowe Jr.  
Julie Morris  
Matt Lowe  
Wyatt's Tire Company  
390 West 11<sup>th</sup> Avenue  
Eugene, OR 97401-3063

Dear Sirs and Madam:

On behalf of the LTD Board of Directors, I thank you very much for your letter of July 21, 2010, regarding the West Eugene EmX Extension project. We appreciate your level of involvement during this project planning phase and the time you have taken to meet with LTD staff on several occasions to discuss the project.

The selection of the Locally Preferred Alternative (LPA) for the project will be made this fall, following the release of an Alternatives Analysis report in September. Alternatives currently under consideration are:

- No-Build Alternative
- Transportation Systems Management Alternative (low capital cost option)
- West 13<sup>th</sup> Avenue - West 11<sup>th</sup> Avenue to Commerce Street (two design options)
- West 6<sup>th</sup>/7<sup>th</sup> Avenues - West 11<sup>th</sup> Avenue to Commerce Street (four design options)
- West 6<sup>th</sup>/7<sup>th</sup> Avenues – West 7<sup>th</sup> Place to Commerce Street (four design options)

The Alternatives Analysis Report will provide technical analysis on each of these options and evaluate the alternatives relative to eight evaluation criteria.

You have stated a preference for a West 6<sup>th</sup>/7<sup>th</sup> Avenue alternative. We will certainly take note of your position, but also encourage you to review the Alternatives Analysis report when it is released in order to learn more about the pros and cons of the various alternatives.

We also would like to continue to meet with you to discuss your concerns in more detail and determine if there are design changes or operating agreements that would address those concerns. A staff person will be contacting you to arrange a meeting.

Thanks again for your letter.

Sincerely,

Mark Pangborn  
LTD General Manager

cc: Eugene Mayor Kitty Piercy and Eugene City Council  
LTD Board of Directors  
EmX Steering Committee  
West Eugene EmX Corridor Committee





## MONTHLY DEPARTMENT REPORTS

August 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:

- Two Alternatives Analysis (AA) grant applications were delivered to the Federal Transit Administration (FTA) on July 12. One grant would supplement completion of the WEEE AA documentation and modeling, the Locally Preferred Alternative Selection (LPA) process, environmental documentation, and initiate the project's New Starts application. The second grant would be to provide funding to select the fourth EmX corridor and then to complete an AA for that fourth corridor.
- The draft WEEE Alternatives Analysis Report was completed and delivered to the FTA for comment. This detailed comparative analysis of all remaining WEEE alternatives will be finalized by LTD staff following receipt of FTA's comments, which is expected in mid-September. The document will then signal the beginning of the LPA process.
- A focused outreach process will occur during August and September that includes all potentially affected property owners along each of the WEEE alternatives. Staff are sending out letters to potentially impacted land owners along the alternative alignments. The letter offers an explanation of the project and states that staff are available to meet with the property owners to answer questions and identify issues and possible solutions. As part of this effort, staff also have identified those properties that could be most impacted and are contacting those owners directly for one-on-one meetings.
- A detailed action plan is being developed that identifies all steps and activities of the LPA process, subsequent activities, and documentation required to take the WEEE project into Small Starts Funding in August 2011.
- Opportunities for the public to learn about and comment on the WEEE project were provided through open houses that are held every Tuesday between 1:00 p.m. and 5:00 p.m. at the Next Stop Center.

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

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

- The designs for the University of Oregon transit station were reviewed.
- The first Project Advisory Committee meetings for the Long-Range Transit Plan (LRTP) are being scheduled.
- A series of interviews with officials and LTD employees was conducted in order to assist with the scenario development planning of the LRTP.
- The first Project Management Team meeting for the LRTP was held.
- The kickoff meeting for the development of the City of Eugene's Transportation System Plan was attended.
- The LRTP meetings and project deliverable dates have been scheduled.
- Transportation and land use policies and strategies as related to upcoming transit-oriented development opportunities were reviewed with City of Eugene staff.

### **Point2point Solutions**

*Jody Cline, Interim Program Manager*

#### **School Solutions:**

Staff distributed 60,000 program flyers and LTD stickers to approximately 165 participating schools and educational programs within the LTD service area.

Staff conducted a verification process to prepare the pool2school database for the coming school year.

#### **Work Solutions:**

Two organizations signed up for the Group Pass Programs: Mookie's Northwest Grill and Riverbend Coffee. Both are located on International Way in Springfield.

Mount Pisgah Arboretum enrolled in the Emergency Ride Home Program.

#### **Education and Outreach:**

Point2point Solutions collaborated with the City of Springfield and Willamalane Park and Recreation District on the first *Wheels by the Willamette*, which was an event for pedestrians and bicyclists that was held on the West D Street Greenway. A booth was set up providing safety equipment, refreshments, bike maps, and other resources. Also, free bicycle tune-ups were offered, courtesy of Paul's Bicycle Way of Life. This is the first of several Springfield bicycle/pedestrian events planned for this summer.

#### **On-the-go Solutions:**

Nine commuters were added to the Rideshare database for a total of 699 commuters on file.

#### **Program Management:**

Point2point Solutions contracted with *team red US LLC*, a transportation consulting company specializing in innovative solutions to transportation and mobility problems, to conduct a Carshare Market Study in the Eugene-Springfield metropolitan area. This study will establish a

business case for public support of carsharing in Eugene-Springfield, describe effective ways to use public investment to support carsharing, and provide a step-by-step guide for implementation. The consultants have completed interviews with key stakeholders, and staff anticipate receiving a draft report very soon.

Tracy Smith participated in two Oregon Statewide Metrics meetings and a Statewide Transportation Demand Management (TDM) planning meeting. The goal of these meetings is to draft a report for a statewide TDM program and associated costs for presentation to the Oregon Department of Transportation Multi-Modal Flex Funds Committee.

Ms. Smith, Marcia Maffei, and Jody Cline attended a Best Workplaces for Commuters webinar on *Ridesharing in the Facebook Generation*.

**CAPITAL PROJECTS**

*Charlie Simmons, Facilities Services Manager*

**Gateway EmX:**

Crews have completed all of the bus lanes and transitways and are focused on traffic signage installation and new traffic signal phasing/timing implementation.

Work continues in preparation for the 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. The HAWK signals should be operational by early September.

Artistic railing panels have been installed at all EmX stations.

Construction of the new EmX platforms at the Eugene Station and High Street at West 11<sup>th</sup> Avenue is now anticipated to begin in late August or early September.

The project remains on schedule and within budget. EmX buses will begin running along the new route in September as the project moves into the testing and training phase.

**Veneta Park & Ride:**

Construction will begin on August 16 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:**

July was an active month for earned media coverage. Topics included the unveiling of the Gateway EmX art pieces; a press conference attended by Deputy Administrator Therese McMillan and Congressman Peter DeFazio announcing the Gateway Park & Ride grant; a discussion regarding the lack of service on four upcoming holidays; a review of the RouteShout pilot project; a customer incident at the Springfield Station; and editorials in both *The Register-Guard* and the *Eugene Weekly*.

Paid media included an article recognizing LTD Accounting Technician Delores Bitler for her work with Habitat for Humanity. The article also highlighted the Blues and Brews Festival, which is a Habitat for Humanity fundraiser.

### **Annual Route Review:**

The *Rider's Digest* has come back from the printer. Electronic distribution began the week of August 2, and distribution of the printed pieces will begin at the Eugene Celebration in September. A great many printed signs for bus stops and transit stations, as well as interior bus posters, are being distributed in order to educate customers about the fall service changes. Service reduction summaries have been printed in *Bus Talk* and have been distributed on the LTD website and through LTD's Twitter and Facebook accounts.

Winter bid service changes (EmX bid) are moving along quickly. Service planners are nearing completion of the run cut and Marketing staff are working on a new printing of the *Rider's Digest*.

### **Event Services:**

The Lane County Fair Board chose not to purchase shuttle service or provide any discounts on LTD fares during fair week. They did purchase an additional late-night departure on Friday, Saturday, and Sunday night, which allows fairgoers to stay until the close of the fair and still be able to ride the bus home.

Planning for the 2010 University of Oregon (UO) football service is well underway. Changes include the elimination of the Shasta and Thurston Park & Ride locations. The elimination of the lots was not due to ridership but was done to improve post-game service. Valley River Inn was dropped due to ongoing issues with encroachment on the Macy's parking area. Extra buses will be added to the Valley River Center location in anticipation of greater demand. LTD will use 10 fewer buses this year. This is in response to LTD having fewer drivers available and fewer active buses. First Student charter providers will increase their fleet size from 30 to 40 buses to ensure that the service continues to provide 80 post-game buses. It is good to remind folks that the UO is the event organizer and ultimately decides service levels and fare pricing.

LTD will be providing free rides to Eugene Celebration ticket holders. This long-time partnership benefits Celebration attendees and provides an opportunity for attendees to ride the bus and avoid parking challenges around downtown.

The Trials 2012 Planning Committee is beginning to meet. While the group would like to have LTD provide service, LTD has advised them that they should plan to communicate with private providers who have expressed interest in this service. Serious discussions about the shuttle services will not begin until early 2011.

RAZ Transportation made a public records request regarding the 2010 Butte to Butte service. They did not indicate why, and it is puzzling since they had provided a quote and then withdrew interest in providing the service very late in the process.

### **Communications Plan:**

Staff and ad agency personnel are working on an update of the District's marketing and communications plan. The plan should be completed later this month and will include plans for the WEEE public involvement activities, as well as a plan for the opening of Gateway EmX.



An update to the District's emergency communications plan also is underway. This document guides staff in developing responses to major accidents or incidents that involve the District. Both plans will be shared with the Board in September.

**Staffing:**

Service Planner Ruth Linoz left the District to become the executive director of South Lane Wheels in Cottage Grove. This move fit well with Ruth's personal development plans, and staff are excited for her as she begins her new position. Service Planning is redistributing work, and the department will not be looking to fill this vacant position at this time.

**ACCESSIBLE SERVICES**

*Terry Parker, Accessible Services Manager*

On July 26 America celebrated the 20<sup>th</sup> Anniversary of the Americans with Disabilities Act (ADA). Terry Parker gave a presentation at the local celebration held at the Hilyard Center about how the ADA has affected public transportation, then and now. The gains made in accessibility have changed the lives of people with disabilities, and access to public transportation has been at the core of that change.

**TRANSIT OPERATIONS**

*Mark Johnson, Director of Transit Operations*

**Due to Mark Johnson's absence, there will not be a Transit Operations Department report this month.**

**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 finished production and pre-ship inspection and was shipped on August 5. The first bus arrived on Tuesday, August 10. The remaining four buses are scheduled for delivery sometime during late August 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 7105 has been completed, and the bus is back on the property. Bus 7104 is at Pacific Power for a transmission recall rebuild. This is the last bus in need of the recall rebuild.

**EmX:**

All of the 9100-series EmX buses are now in service. In preparation for operation of all BRT buses in both segments of EmX service, the original 6100-series BRT's are in various stages of having radio antennas relocated and GPS traffic priority signal antennas added. Radio and antenna work have been completed on two of the 6100 buses. Bus 6101 will be driven down to Berkeley, California, within the next couple of weeks for installation of a test vehicle guidance system.

**FINANCE AND INFORMATION  
TECHNOLOGY**

*Diane Hellekson, Director of Finance and Information Technology*

**FINANCE**

*Todd Lipkin, Financial Services Manager*

**Grants Management:**

- Monthly ARRA reporting to the Transportation and Infrastructure Committee of the House of Representatives was submitted.
- Quarterly reporting to the Federal Transit Administration (FTA) was submitted.
- A grant application to the FTA for the purchase of Accessible Services vehicles was submitted.

**Payroll Processing:**

- Ninety-two (92) payroll checks and 834 payroll direct deposits totaling \$1,353,458 were made in July 2010 (three pay dates).

**Accounts Payable:**

- Three hundred forty-five (345) vendor paper and electronic checks totaling \$5,592,912 were processed during the month of July 2010. This included a total of \$742,817 to Wildish Building Company for Gateway EmX Extension-related construction.

**Accounts Receivable:**

- Thirteen (13) cash fare deposits totaling \$165,193 were processed in July 2010.

**ACCOUNTING/INTERNAL AUDIT**

*Carol James, Chief Accountant/Internal Auditor*

**Accounting:**

- The June preliminary financial report was completed.
- Staff initiated process for year-end close of accounts and began account review in preparation of the auditor's visit on August 31.

**Internal Audit:**

- Staff met with Oregon Department of Revenue officials and staff handling compliance and collection of the District’s payroll taxes. LTD staff learned that the data collection system used by the State is even more antiquated and cumbersome than was first thought. The State is working on a new computer system replacement but implementation will take three to five years.
- Staff reviewed quarter-ending June 30 payroll tax receipt information from the Oregon Department of Revenue.
- Staff completed a draft report on evaluation of the annual physical inventory of parts.

**PURCHASING**

*Jeanette Bailor, Purchasing Manager*

Various intergovernmental agreements have been put into place for the next fiscal year for continuing services such as telephone communications and similar services. A contract has been awarded for bearings and seals for fleet services.

Work is being done to prepare for the upcoming procurement audit occurring in September.

**HUMAN RESOURCES AND RISK MANAGEMENT**

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

**LABOR RELATIONS**

Negotiations for a new labor contract between Lane Transit District and the Amalgamated Transit Union Local 757 began on July 15. Several additional meetings are planned during the next few weeks.

**HUMAN RESOURCES AND TRAINING**

*David Collier, Senior Human Resources Analyst*

In July FTA auditors reviewed LTD’s Drug and Alcohol Program. They reviewed the program and collection site, and then they conducted interviews with the District’s substance abuse professional, medical review officer, and breath alcohol technician. The auditors found some areas needing improvement and have allowed the District 90 days to address these areas. To date most of the necessary changes have been implemented.

*Pat Rather, Training Specialist*

Throughout the month of August, basic computer classes will be offered and held in the Operations training room. The original intent of providing these classes is to give bus

operators that are interested in applying for future instructor or Temporary Supervisor openings the opportunity to learn the basic computer skills that they may be lacking. However, these classes can be attended by any operator.

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## AGENDA ITEM SUMMARY

**DATE:** August 2010

**ITEM TITLE:** MONTHLY PERFORMANCE REPORTS

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

**ACTION REQUESTED:** None

**BACKGROUND:** In response to a request by the Board for regular reporting on the District's performance in several areas, monthly performance reports are provided for the Board's information.

**ATTACHMENT:** July 2010 Performance Reports (*Due to the timing of year-end financial reporting, the July Performance Reports will be included in the September Board meeting packet*)  
June 2010 RideSource Activity and Productivity Report

**PROPOSED MOTION:** None

Q:\Reference\Board Packet\2010\08\August Informational Packet\performance summary.docx

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

June-10	Current		Prior		Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
	Month	Year's Month	Month	Year's Month						
<b>RideSource Ridership</b>	14,688	13,561	174,806	162,407	174,806	162,407	7.6%	174,806	162,407	7.6%
RideSource(All Modes)	12,210	11,050	144,593	131,948	144,593	131,948	9.6%	144,593	131,948	9.6%
Shopper	477	492	5,262	5,746	5,262	5,746	-8.4%	5,262	5,746	-8.4%
Escort Volunteers-Metro	809	657	9,586	8,176	9,586	8,176	17.2%	9,586	8,176	17.2%
Escort Volunteers-Rural	1,192	1,362	15,365	16,537	15,365	16,537	-7.1%	15,365	16,537	-7.1%
<b>RideSource Cost per Ride</b>	\$ 23.47	\$ 21.12	\$ 23.45	\$ 22.23	\$ 23.45	\$ 22.23	5.5%	\$ 23.45	\$ 22.23	5.5%
RideSource(All Modes)	\$ 27.66	\$ 25.33	\$ 27.79	\$ 26.78	\$ 27.79	\$ 26.78	3.8%	\$ 27.79	\$ 26.78	3.8%
RideSource Shopper	\$ 12.53	\$ 12.53	\$ 12.53	\$ 12.53	\$ 12.53	\$ 12.53	0.0%	\$ 12.53	\$ 12.53	0.0%
RideSource Escort	\$ 3.45	\$ 3.23	\$ 3.26	\$ 3.11	\$ 3.26	\$ 3.11	4.8%	\$ 3.26	\$ 3.11	4.8%
<b>Ride Reservations</b>	12,801	11,719	153,033	141,223	153,033	141,223	8.4%	153,033	141,223	8.4%
Cancelled Number	1,175	1,044	14,855	13,042	14,855	13,042	13.9%	14,855	13,042	13.9%
Cancelled % of Total	9.18%	8.91%	9.71%	9.24%	9.71%	9.24%		9.71%	9.24%	
No-Show Number	125	149	1,601	1,445	1,601	1,445	10.8%	1,601	1,445	10.8%
No-Show % of Total	0.98%	1.27%	1.05%	1.02%	1.05%	1.02%		1.05%	1.02%	
Ride Refusals Number	1	0	2	12	2	12	-83.3%	2	12	-83.3%
Ride Refusals % of Total	0.01%	0.00%	0.00%	0.01%	0.00%	0.01%		0.00%	0.01%	
<b>Service Hours</b>	6,637	5,978	76,676	70,216	76,676	70,216	9.2%	76,676	70,216	9.2%
Agency Staff	6,333	5,741	73,394	66,978	73,394	66,978	9.6%	73,394	66,978	9.6%
Agency SMS Volunteer	304	237	3,282	3,238	3,282	3,238	1.4%	3,282	3,238	1.4%
Avg. Trips/Service Hr.	1.91	1.93	1.95	1.96	1.95	1.96	-0.5%	1.95	1.96	-0.5%
<b>RideSource System Miles</b>	89,613	81,499	1,041,840	966,726	1,041,840	966,726	7.8%	1,041,840	966,726	7.8%
Avg. Miles/Trip	7.06	7.06	6.95	7.02	6.95	7.02	-1.0%	6.95	7.02	-1.0%
Miles/Vehicle Hour	13.50	13.63	13.59	13.77	13.59	13.77	-1.3%	13.59	13.77	-1.3%

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

June-10	Current		Prior		Current 12 Month	Prior 12 Month	% Change	Current 12 Month	Prior 12 Month	% Change
	Month	Year's Month	Month	Year's Month						
<b>On-Time Performance %</b>	<b>83.2%</b>	<b>85.1%</b>	<b>-2.2%</b>	<b>83.6%</b>	<b>86.0%</b>	<b>-2.8%</b>	<b>129,577</b>	<b>111,851</b>	<b>86.0%</b>	<b>-2.8%</b>
Sample	10,985	9,839		129,577	111,851		129,577	111,851	86.0%	
On-Time	9,136	8,370		108,319	96,230		108,319	96,230		

- 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:** August 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. **Gateway EmX Extension:** During the special meeting/work session meeting on September 13, Board members and their families will be provided with a presentation on the new Gateway EmX Extension followed by a tour.
- B. **LTD 20-Year Vision:** At the September 15 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.
- C. **Lane County Area Commission on Transportation (ACT):** It was originally anticipated that the Board would be asked at its September 15 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. If approval of the bylaws by the Lane County Board of Commissioners has not occurred before the next Board meeting, an update on the status of the Commission's action and the formation of an ACT will be provided at the September 15 meeting.
- D. **Revised Drug & Alcohol Policy:** At the September 15 Board meeting, staff will ask the Board to approve revisions to LTD's Drug and Alcohol Policy to conform with new federal regulations.
- E. **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 September 15 regular meeting.
- F. **Board Committee Appointment:** The appointment of an LTD Board representative to the Project Advisory Committee for the Long-Range Transit Plan will be finalized at the September 15 regular meeting.



- G. **EmX Advertising:** Information regarding a proposal from Lamar to begin advertising on the EmX buses was sent to Board members in the July Information packet. With Board input at the September regular meeting, staff will proceed to review the options for current and future and bus advertising contracts.
- H. **Emergency Communications Plan:** The Emergency Communications Plan helps LTD deal effectively with unexpected disasters or emergencies by guiding staff in developing responses to major accidents or incidents. The District's Emergency Communications Plan has been updated and will be shared with the Board at the September 15 regular meeting.
- I. **Annual Performance Report:** Staff will prepare a performance report for FY 2009-10 for presentation to the Board at the September 15 regular meeting.
- J. **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.
- K. **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.
- L. **Board Luncheon:** A luncheon is in the process of being scheduled for early-to mid-October. The Board will hear an update on the scenario development for the Long-Range Transit Plan.
- M. **Joint Meeting with Springfield City Council:** A joint meeting is being scheduled with the Springfield City Council for either October 11 or 18, which may include a presentation and tour of the Gateway EmX corridor.
- N. **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.
- O. **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.

- P. **Long-Range Transit Plan:** The Board will receive periodic updates on the Long-Range Transit Plan as the plan's development moves forward.
- Q. **West Eugene EmX Extension (WEEE):** Periodic updates and action on the WEEE project will be scheduled throughout the project.

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