

(This packet was printed on recycled paper.)

Public notice was given to *The Register-Guard* for publication on September 9, 2010.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING
Wednesday, September 15, 2010
5:30 p.m.**

**LTD BOARD ROOM
3500 E. 17th Avenue, Eugene
(off Glenwood Boulevard in Glenwood)**

A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

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

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

- | | |
|---|----|
| III. PRELIMINARY REMARKS BY BOARD PRESIDENT | |
| IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA (5 minutes) | 4 |
| V. BOARD CALENDARS (5 minutes) | 5 |
| VI. WORK SESSION | |
| A. ODOT/LTD Coordination Policies for the Beltline Facility Plan (20 minutes) | 6 |
| B. <i>Carpool2save</i> (Carpool Incentive Project) (10 minutes) | 9 |
| C. LTD 20-Year Vision (20 minutes) | 12 |
| D. Long-Range Transit Plan (20 minutes) | 16 |

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

- | | |
|---|----|
| VII. EMPLOYEES OF THE MONTHS – August, September, and October 2010 (10 minutes) | 18 |
|---|----|

VIII. AUDIENCE PARTICIPATION

- ◆ Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please

step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.

- ◆ *Citizens testifying are asked to limit testimony to three minutes.*

IX. ITEMS FOR ACTION AT THIS MEETING

| | | |
|----|---|--------|
| A. | Consent Calendar (1 minute) | 21 |
| 1. | Minutes of the April 12, 2010, Special Board Meeting/Public Hearing (Page 22) | |
| 2. | Minutes of the May 25, 2010, Board Luncheon (Page 28) | |
| 3. | Minutes of the July 21, 2010, Canceled Regular Board Meeting (Page 36) | |
| 4. | Minutes of the August 18, 2010, Canceled Regular Board Meeting (Page 37) | |
| B. | Revised <i>LTD Drug and Alcohol Program</i> (5 minutes) | 38/101 |
| C. | Lane County Area Commission on Transportation (10 minutes) | 39 |
| D. | Process for Grant Application Approval (5 minutes) | 57 |
| E. | General Manager Selection Process (20 minutes) | 58 |

X. ITEMS FOR INFORMATION AT THIS MEETING

| | | |
|----|---|----|
| A. | Board Member Reports (10 minutes) | 60 |
| 1. | Meetings Held | |
| a. | Human Resources Committee (August 24) | |
| b. | Joint EmX Steering Committee/West Eugene EmX Extension Corridor Committee (September 7) | |
| c. | Long-Range Transit Plan Project Advisory Committee (September 7) | |
| d. | Metropolitan Policy Committee (September 9) | |
| 2. | Other Activities | |
| a. | Community Resource Group Meeting (September 14) | |
| 3. | No Meeting/No Report | |
| a. | Joint Locally Preferred Alternative Committee | |
| b. | Lane Council of Governments Board of Directors | |
| c. | Finance Committee | |
| d. | Service Committee | |
| B. | Board Committee Assignment (2 minutes) | 62 |
| C. | General Manager Evaluation Process (10 minutes) | 65 |
| D. | EmX Advertising (5 minutes) | 66 |

| | <u>Page No.</u> |
|--|-----------------|
| E. Monthly Financial Report—July and August 2010 (10 minutes) | 68 |
| F. Monthly Department Reports (respond if questions) | 89 |
| G. Monthly Performance Reports (respond if questions) | 96 |
| XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING | 99 |
| A. Special Board Meeting/Joint Work Session with Springfield City Council (October 11) | |
| B. West Eugene EmX Extension Update (October 11) | |
| C. Joint Locally Preferred Alternative Committee Update (October 11) | |
| D. General Manager Selection Process (October 11) | |
| E. Special Board Meeting/Luncheon (October 12) | |
| F. Executive Session: Labor Negotiations (October or November) | |
| G. EmX Fare Analysis (November) | |
| H. Veneta Park & Ride (November) | |
| I. Gateway EmX Roundabout (November) | |
| J. FY 2009-10 Annual Performance Report (November) | |
| K. Joint Meeting with Eugene City Council (November) | |
| L. Board Strategic Planning Work Session (November or December) | |
| M. Independent Audit Report (December) | |
| N. Joint Meeting with Lane County Board of Commissioners (January) | |
| XII. ADDENDUM: REVISED <i>LTD DRUG AND ALCOHOL PROGRAM</i> | 101 |
| XIII. ADJOURNMENT | |

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD's Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-6100 (voice) or 1-800-735-2900 (TTY, through Oregon Relay, for persons with hearing impairments).

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\bdagenda.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: September 15, 2010

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

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

ACTION REQUESTED: None

BACKGROUND: This agenda item provides a formal opportunity for Board members to make announcements or to suggest topics for current or future Board meetings.

ATTACHMENT: None

PROPOSED MOTION: None

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\announcesum.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: September 15, 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 fall and winter vacation dates.

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

PROPOSED MOTION: None

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\Calendar of Events Summary.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: September 15, 2010

ITEM TITLE: ODOT/LTD COORDINATION POLICIES FOR THE BELTLINE FACILITY PLAN

PREPARED BY: Tom Schwetz, Director of Planning and Development

BACKGROUND: Throughout the Beltline Facility Planning process, the Oregon Department of Transportation (ODOT) and LTD staff discussed potential processes to proceed with planning for an EmX line on the Beltline Highway. Given the high level of planning currently underway, ODOT and LTD are working to develop policy language regarding future transit service along the corridor as a means to shape future planning efforts.

At the May 13, 2010, MPC meeting, ODOT staff presented the preliminary results of their study of the corridor. Several MPC members (including the Board's representatives) commented on both a lack of land use and transit-related (specifically EmX) consideration in the study. The attached memorandum lays out additional policy language that is being proposed by ODOT for inclusion in the final Beltline Highway: Coburg Road to River Road Facility Plan.

ODOT staff will be joining LTD staff in making a presentation on this proposal to the Board. ODOT would like to have the Board work with them to include in the study appropriate language addressing the Board's concerns. Once there is agreement on this language, ODOT would take the study back through their process of acceptance by MPC and local agencies.

ATTACHMENT: Memorandum from ODOT with Proposed Policies

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\ODOT Memo re EmX and Beltline.docx



Oregon

Theodore R. Kulongoski, Governor

Oregon Department of Transportation

Region 2, Area 5
644 "A" Street
Springfield, OR 97477
Telephone: (541) 747-1354
FAX: (541) 744-8080

E-mail: Savannah.Crawford@odot.state.or.us

August 25, 2010

TO: Tom Schwetz, LTD Director of Planning and Development
Mary Archer, LTD Transit Development Planner

FROM: Savannah Crawford, ODOT Senior Region Planner

SUBJECT: ODOT/LTD Coordination Policies for Beltline Facility Plan

Background

The Beltline Highway Facility Plan has focused on identifying physical improvements to address safety and operations along the Beltline Highway corridor between River Road and Coburg Road. When proposing large capital improvements, such as reconfiguring an interchange, it is critical that policies are developed to ensure maximization of public investments in the transportation system.

These implementing policies, regarding future coordination for the multimodal transportation system, land use, and demand management, will shape future planning efforts and support linkages between projects implemented by variety of agencies responsible for providing transportation services and infrastructure in north Eugene.

Proposed ODOT/LTD Policies

Policy: Coordination with Lane Transit District (LTD)

- The City of Eugene, Lane Council of Governments (LCOG), ODOT, LTD through point2point solutions program shall coordinate development of the Regional Transportation Options Plan to support reduction of single occupant trips on the Beltline Highway.
- The City of Eugene, ODOT and LTD shall explore the feasibility of adding EmX service in north Eugene in coordination with projects outlined in the Beltline Facility Plan.

Transportation Options (or Transportation Demand Management) describes strategies aimed at making the existing transportation system more efficient. Transportation Options intend to reduce demand, particularly during peak travel periods; examples include alternative work schedules, car-sharing programs, integration of bicycling and transit, park-and-rides, or coordination with local transit agencies. Demand reduction strategies will be an important part of reducing congestion in the long-term, even after facility plan improvements are constructed. Region-wide Transportation Option programs, as implemented through LTD or point2point solutions, and extended transit service is anticipated to have positive influence at this location.

Bus Rapid Transit (BRT)/EmX is identified as the region's preferred high capacity transit mode. BRT includes separated guideways for buses where possible, special vehicles, frequent service, and routes with fewer stops than traditional bus service. It is important to include an EmX coordination policy as the 2031 RTP includes an illustrative BRT route on the Beltline Highway from W 11th Avenue to Interstate 5. Additionally, a future BRT

route is identified on River Road from south of Irving Road to the Northwest Expressway. ODOT/LTD coordination will benefit future Beltline Highway/EmX planning, especially when more detailed planning processes are initiated, such as the National Environmental Policy Act (NEPA).

Policy: Future Transit Oriented Land Use

- The City of Eugene and LTD shall coordinate land use and transit plans and policies to encourage future Transit Oriented Development (TOD) through planning processes identified in the forthcoming comprehensive plan.

Transit-oriented land use is generally encouraged by zoning codes that increase housing and employment densities near transit stops, reduce available parking and create a pedestrian and cycling environment that encourage transit use and reduce single occupant vehicle trips.

The City of Eugene has identified two mixed-use centers or development nodes adjacent to the Beltline Highway: the Santa Clara Square area northeast of Beltline Highway and River Road as commercial mixed use, and the Beltline residential mixed use area. This policy will help coordinate future project planning to ensure that TOD Policies and planning for the corridor work together. As the region's transportation planning process has identified an illustrative BRT route on the Beltline Highway, this BRT service along with transit-supportive land uses would help to reduce demand for single occupant vehicle trips in the area.

Policy 3: Recognize Alternate Modes as Important Considerations

- The City and ODOT will continue to work together to develop a local network that serves local trips by walking, biking, auto and transit in concert with the identified highway improvements.

Throughout the Beltline Facility Plan public process, benefits considering alternate modes to improve public health, reduce greenhouse gas emissions, and relieve congestion, were discussed. ODOT and the City can continue to work together to find ways to incorporate alternate modes as the project planning progresses.

Next Steps

ODOT will continue to work with local agencies and stakeholders in refining these policies for inclusion in the Beltline Facility Plan and local planning documents. These policies will then be implemented through further detailed project planning efforts and used to guide potential improvements on the Beltline Highway.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 15, 2010

ITEM TITLE: *Carpool2save* (Carpool Incentive Project)

PREPARED BY: Jody Cline, *Point2point Solutions* Interim Program Manager

ACTION REQUESTED: None. Information only.

OVERVIEW: Through the use of the Oregon Department of Transportation (ODOT) grant funded *Carpool2save* program, *Point2point Solutions* has the opportunity to leverage its existing carpool matching program to provide additional transportation options to commuters affected by LTD service reductions and those affected by the ODOT I-5/Beltline closure (eight day closure in October 2010). The *Carpool2save* program also will allow *Point2point Solutions* to gather baseline measurements of existing carpools as well as grow the current ride matching database; and establish *Point2point Solutions'* Rideshare infrastructure, process, and community presence to take full advantage of the future statewide Rideshare web-based service.

BACKGROUND: ODOT has a limited amount of available funding remaining from the 2008 Vanpool Subsidy Program (VSP). The VSP supported the ability of Oregon ridesharing agencies' to subsidize vanpools for a two-year period. This temporary subsidy covered the lag time between National Transit Database reporting and the initial \$5307 funds. Based on a formula of reported passenger miles, revenue miles, and operating costs, this revenue source continues to subsidize Lane Transit District and Salem Area Mass Transit District vanpools.

ODOT has directed the remaining vanpool subsidy funds to Rideshare demonstration projects in Bend, Salem, Eugene/Springfield and the Portland/Metro region. ODOT has made \$55,000 available to *Point2point Solutions* to develop a carpool incentive program. Program funds must be spent, coupled with a final report to ODOT, by May 30, 2011.

ODOT's goals for the *Point2point Solutions* Carpool Project (*Carpool2save*):

- Reduce vehicle miles traveled
- Produce mode shift from single-occupancy vehicle to high-occupancy vehicle
- Create a stronger community carpooling culture

- Offer transportation options programs experience administering carpool incentives prior to launch of statewide Rideshare database
- Increase the number of registered commuters in Rideshare database prior to launch of statewide Rideshare database

Program Schedule:

The entire *Carpool2save* campaign will run over a six-month time period. *Point2point Solutions* will target three audiences in two waves over the program's course. There will be a 90-day campaign for each wave.

- First wave - launched to align with the ODOT I-5/Beltline closure (October–December 2010)
- Second wave - launched in selected neighborhoods affected by LTD service reductions (Fairview, Aspen, Centennial Loop on LTD routes 18 and 19), coupled with outreach to *Point2point Solutions'* Employee Transportation Coordinator network to 47,000 regional employees (January-March 2011.)

Program Guidelines:

ODOT's Public Transit Division (PTD) will provide standardized questions to be included in the opening and closing surveys.

PTD will only reimburse *Point2point Solutions* for incentives to participants who complete both the opening and closing survey.

Point2point Solutions may use up to 20 percent of the program funds for administrative overhead, with a minimum of 80 percent of program funds to be used to supply the incentives. *Carpool2save* participants are limited to commute trips only.

New commuting behavior must reduce vehicle miles traveled. For example, a carpool arrangement must include two or more working adults commuting to work. Transporting children to school and/or day care will not qualify a participant for the incentive.

Eligible carpools must be "new," defined as carpools not in existence, smaller in size, or carpooling less frequently as indicated by the opening survey.

Eligible carpoolers will register for *Carpool2save* on DriveLessSaveMore.com (DLSM), and will record their trips weekly on the DLSM trip diary.

Each carpooler must carpool a minimum of 12 days during the 90-day *Carpool2save* campaign period to receive incentives.

All carpool trips must be a minimum of three miles one-way to receive the incentive.

point2point Solutions will provide incentives in the form of “Unique Eugene” gift certificates rounded to the nearest \$10 increment, <http://uniqueeugene.com/>, paid once at the end of the 90-day *Carpool2save* campaign period and completion of the final survey.

In addition to earned incentives, *Point2point Solutions* will offer intermittent rewards to participants.

Follow-up:

The *Carpool2save* program will run from October 2010 through March 2011 in two waves. *Point2point Solutions* will be submitting a final report to ODOT by May 30, 2011, and will provide the Board with a final summary and statistics of the program when it is completed.

ATTACHMENTS: None.

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\Carpool2save Sum.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: September 15, 2010

ITEM TITLE: LTD 20-YEAR VISION DEVELOPMENT

PREPARED BY: Tom Schwetz, Director of Planning and Development

ACTION REQUESTED: None

BACKGROUND: One of the outcomes anticipated following last year's Board Strategic Planning Work Session was a new vision statement for the District. This was to facilitate development of the Long-Range Transit Plan and to be used as part of the LTD general manager selection process. The Board discussed the development of a new vision statement at several Board meetings and participated in a vision survey, which culminated in a broad discussion during the May 25 Board Luncheon. Based on this discussion and input, a draft vision statement has been developed for the Board's review (Attachment 1). A set of definitions of Mission, Vision, Values, and Goals also is attached.

The Board has the option of adopting the preliminary draft statement or accepting it as a working document for purposes of the Long-Range Transit Plan and general manager selection processes. A final vision statement could be adopted as part of the Long-Range Transit Plan adoption scheduled for mid-2011.

ATTACHMENTS:

- 1) Preliminary Draft Vision Statement
- 2) Defining Mission, Vision, Values, and Goals

PROPOSED MOTION: None

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\091510 Draft Vision Overview.docx

Attachment 1

Preliminary Draft Vision Statement Based on Themes/Values Framework

(August 23, 2010, Revision)

More than Transit ... A Community Resource

A Statement of Lane Transit District's Long-Term Vision
Innovating, Sustaining
Safe and Secure
Everyone Rides the Bus

1. Lane Transit District is a consumer-driven organization with close ties to the community and a keen awareness of the various and growing markets for our services.
2. Our customer service is focused such that all LTD employees recognize the role that we each play in helping our riders get where they need to go in the safest manner possible.
3. We have effectively established relationships with our partners from the private and public sector to implement and operate a broad range of public transit services.
4. To further our contribution to the region's sustainable transportation system, we work with our partners to rapidly advance the cost effective use of sustainable technologies in our facilities, vehicles, and operations.

Description of Vision

LTD has focused on the development of its employees. The result is a consumer-driven organization with close ties to the community and a keen awareness of the various and growing markets for our services. This allows us to anticipate the need for new types of service. We continue to adapt to changes in our markets and identify innovative approaches to increasing the reliability and efficiency of our services. This enables us to provide high quality transit services throughout our service area.

We actively work to remove the barriers to our service through enhancements such as a cashless fare system and real-time passenger information. Our customer service is focused such that all LTD employees recognize the role that we each play in helping our riders get where they need to go in the safest manner possible. We have worked tirelessly with our partners to invest in and maintain the safest services available.

The deep pride and commitment to excellence of our organization's employees helps create continuous opportunities for LTD as public and private sector agencies are attracted to working with us. We have effectively established relationships with our partners from the private and public sector to implement and operate a broad range of public transit services. These accomplishments make LTD the most attractive employer in Lane County.

Thriving on innovation, all LTD employees strive to take a leadership role in creating community-building solutions to the challenges that we and our regional partners encounter. We have integrated the need for sustainability into our day-to-day operations. To further our contribution to the region's sustainable transportation system, we work with our partners to rapidly advance the cost effective use of sustainable technologies in our facilities, vehicles, and operations.

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\Draft Vision Statement Attachment 1.docx

Attachment 2

Defining Mission, Vision, Values, and Goals

(Definitions drawn from Peter Senge, *The Fifth Discipline*)

Mission – “Whether you call it a mission or purpose, it represents the fundamental reason for the organization's existence. What are we here to do together?”

Examples:

LTD:

LTD enhances the community's quality of life by:

- ❖ Delivering reliable, responsive, and accessible public transportation services
- ❖ Offering innovative services that reduce dependency on the automobile
- ❖ Providing progressive leadership for the community's transportation needs

Ann Arbor Transportation Authority:

“It is the mission of the Ann Arbor Transportation Authority to facilitate mobility by providing options for safe, efficient, and reliable transportation.”

Vision – “A vision is a picture of the future you seek to create, described in the present tense, as if it were happening now. A statement of ‘our vision’ shows where we want to go and what we will be like when we get there.”

Examples:

LTD (previous):

"To provide the best public transportation services imaginable."

Vision in Haiku

Innovating, sustaining
Safe and secure
Everyone rides the bus

Ann Arbor Transportation Authority:

"The Ann Arbor Transportation Authority is an organization providing, managing, and facilitating the greatest range of high-quality transportation options throughout Washtenaw County. It is an organization that respects and values its customers and its employees. AATA maintains its position as a recognized leader in the public presentation industry by being a flexible organization utilizing innovative technology and practices for the benefit of its customers. Members of AATA interact and work together and with external stakeholders in a spirit of cooperation and with the highest professional standards in order to make the organization ‘The Ride of Choice’."

Valley Regional Transit:

We envision a Valley Regional Transit with adequate and secure funding to support a regional public transportation system that meets the personal and business needs of treasure valley residents and supports a livable and healthy community.

Intercity Transit (Olympia, WA):

Our vision is to be a leading transit system in the country, recognized for our well trained, highly motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County.

Values – *“Values describe how we intend to operate, on a day-to-day basis, as we pursue our vision. Values are best expressed in terms of behavior: If we act as we should, what would an observer see us doing? How would we be thinking?”*

Examples:

LTD:

Work Together

We work, help, and communicate effectively with others in our workplace and in our community; and we treat all people with whom we come in contact with respect, courtesy, and dignity.

Take Initiative

We offer creative and workable solutions to present and future challenges and processes; we take opportunities to grow personally and professionally; and we encourage others to do the same.

Be Professional

We show pride in our appearance, attitude, actions, work, and in the quality of our equipment and facilities.

Practice Safety

We keep a safety awareness and act when necessary in order to maintain safe services, vehicles, equipment, facilities, and a safe work environment.

Goals – *Goals are “milestones we expect to reach before too long. Every shared vision effort needs not just a broad vision, but specific, realizable goals. Goals represent what people commit themselves to do in the short-run.”*

Six long-term strategic goals have been established to serve as a basis in realizing the components of *The LTD Road Map*.

Examples:

LTD:

1. Deliver reliable public transportation service.
2. Develop innovative services that reduce dependency on the automobile.
3. Maintain LTD’s fiscal integrity.
4. Provide leadership for the community’s transportation needs.
5. Develop a supportive workplace that fosters the success of all employees by providing an environment that encourages strong working relationships and offers opportunities to learn and grow.
6. Instill in each employee an active awareness of Our Position, Our Personality, Our Promise, and Our Core Values in order to help ensure that these are part of LTD’s everyday practices.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 15, 2010

ITEM TITLE: LONG-RANGE TRANSIT PLAN

PREPARED BY: Tom Schwetz, Director of Planning and Development

ACTION REQUESTED: None. Information Only.

BACKGROUND: The purpose of the Long-Range Transit Plan (LRTP) is to provide strategic guidance for the provision of transit services in the context of uncertain economic, regulatory, and political conditions. The LRTP will serve as the basis for the transit element of Transportation System Plans that are being adopted by local jurisdictions within LTD's service area. It also will provide guidance to these jurisdictions in their efforts to increase transit use and reduce greenhouse gas emissions. One goal of the LRTP is to assure consistency with other adopted local, regional, and state plans, policies, and rules including the Transportation Planning Rule.

A public workshop that spans three days (October 11-13) will provide opportunities for Board members, Leadership Council members, members of the Project Advisory Committee (PAC) and the public to brainstorm future scenarios for the LRTP. Day Two of the workshop will kickoff with a Board luncheon during which LTD staff will share insights that have been gathered by the PAC and members of the public.

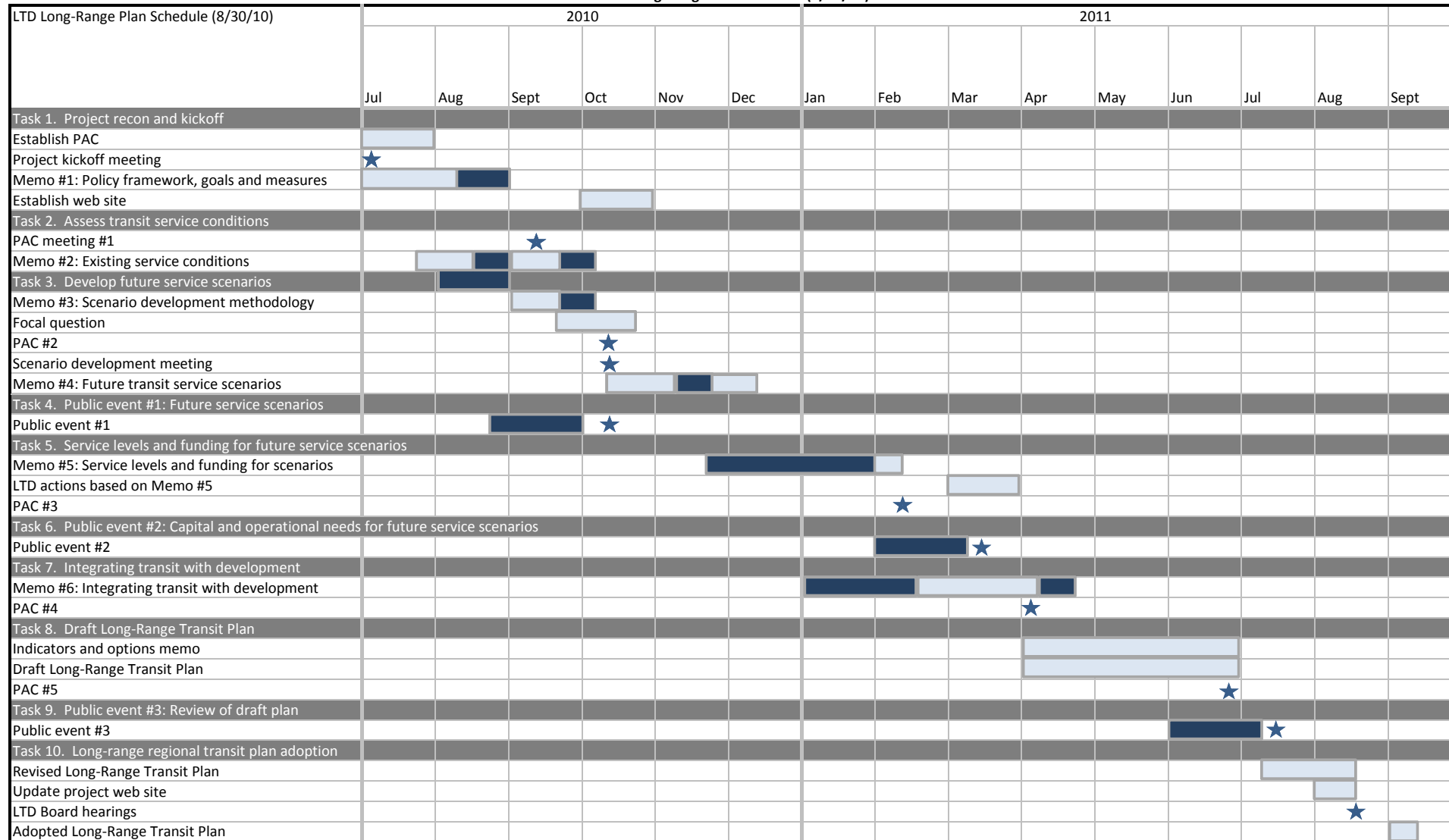
The LRTP is currently on a fast track for completion in August/September 2011. There will be six separate memos completed that will be compiled to help form the overall plan that will help to guide LTD's future and provide a foundation for realizing LTD's agency Vision and Mission.

ATTACHMENT: LTD Long-Range Transit Plan Schedule

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\LRTP.docx

LTD Long-Range Plan Schedule (8/30/10)



LTD work/review
 Consultant work/review
 Project meeting

AGENDA ITEM SUMMARY

DATE OF MEETING: September 15, 2010

ITEM TITLE: AUGUST, SEPTEMBER, AND OCTOBER 2010 EMPLOYEES OF THE MONTHS

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

BACKGROUND: **August 2010 Employee of the Month:** The August 2010 Employee of the Month is Transit Operations Supervisor Kay Kinnish, who began working for LTD in December 1993. He has been a Transit Operations supervisor since October 1998 and has received two Monthly Value Awards. Kay also received the Employee of the Month award in October 2001. Kay was nominated for Employee of the Month by a coworker for his ability to be fair, honest, approachable, and professional. The coworker stated that Kay always helps people when a problem or issue arises and that he goes out of his way to assist coworkers.

When asked to comment on Kay's selection as the Employee of the Month, Director of Transit Operations Mark Johnson said:

It is no surprise that Kay was nominated for Employee of the Month, and it is no surprise that he was nominated by someone he supervises. Kay is an excellent supervisor, both technically and interpersonally. He has a professional demeanor and is extremely calm under pressure.

Kay has been an asset to the Operations supervisory staff ever since he became a supervisor, and his technical knowledge saves the rest of the supervisors a lot of work. He is a great team player, is always willing to help, and tries to find win-win solutions to problems. He has a genuine concern for operators and does what he can to support them.

September 2010 Employee of the Month: Administrative Services Assistant Jonnie Myers was selected as the September 2010 Employee of the Month. She began her career at LTD in August 2006 and has received seven Monthly Value Awards. Jonnie was nominated by a coworker for her ability to maintain professionalism in a particularly stressful situation. The coworker overheard a telephone conversation that Jonnie was having with an evidently upset customer. The coworker was moved by the calm grace of which Jonnie treated the caller.

When asked to comment on Jonnie's selection as the Employee of the Month, Administrative Services Manager/Clerk of the Board Jeanne Schapper said:

I thank Jonnie for her perpetual enthusiasm and her consistent professionalism. Her customer service skills are exceptional, and staff continually express their appreciation for her willingness to help others and to do whatever is asked of her. Jonnie truly demonstrates the spirit of teamwork and embodies LTD's core value, "Work Together." As the Administration Office's receptionist, Jonnie presents an excellent first impression of the District. She gives personal attention to every customer, and her empathy for each caller is evident, even across phone lines.

Jonnie is able to maintain an understanding attitude under what can be at times, the most demanding of circumstances. This was evident recently when she was confronted with a caller demonstrating very unreasonable behavior. Jonnie patiently allowed the caller to vent and was eventually able to calm the person down. The caller called Jonnie back a few minutes later to apologize for his behavior. Thankfully, incidents like this don't happen often; but I would like to recognize Jonnie for her ability to maintain her high standards of professionalism in all situations, while also preserving her personal boundaries. This can be difficult; however, Jonnie is able to find a balance. This incident served as a reminder of the importance of Jonnie's position in the organization as she may be the one who deals first with our customers in many situations.

Thank you again, Jonnie, and congratulations. You are very deserving of this award.

October 2010 Employee of the Month: The October 2010 Employee of the Month is Bus Operator Lora Rangel who has been working for LTD since October 2004. Ms. Rangel has received the General Manager Award three times, the Safe Driving Award four times, and has received two Monthly Value Awards. She was promoted to temporary supervisor in September 2006 and works as a transportation coordinator. Lora was nominated by a coworker who wanted to recognize her for jumping in to help out on a recent day when the power went out. She was on stand when the power outage shut down the operating system, and she went into the office to assist with the multitude of tasks that happened during the crisis. The system was down for two hours, and Lora took care of many essential tasks during this difficult time.

When asked to comment on Lora's selection as the Employee of the Month, Transit Operations Supervisor Dave Thulstrup said:

Ever since Lora first started at the District, she has excelled as an operator. She possesses a positive attitude and willing spirit, accepting whatever challenge comes her way with a great degree of professionalism. Lora possesses the true spirit of LTD's core value "Work Together." I would particularly like to recognize the energy and spirit that she brings to the table each and every day.

Congratulations to Kay, Jonnie, and Lora on being selected as the August, September, and October 2010 Employees of the Months, respectively.

AWARDS:

Kay will be unable to attend the September 15, 2010, meeting; however, Jonnie and Lora will attend to be introduced to the Board and to receive their awards.

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\EOM - .docx

AGENDA ITEM SUMMARY

DATE OF MEETING: September 15, 2010

ITEM TITLE: CONSENT CALENDAR

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

ACTION REQUESTED: Approval of Consent Calendar Items

BACKGROUND: Issues that can be explained clearly in the written materials for each meeting, and that are not expected to draw public testimony or controversy, are included in the Consent Calendar for approval as a group. Board members can remove any items from the Consent Calendar for discussion before the Consent Calendar is approved each month.

The Consent Calendar for September 15, 2010:

1. Approval of the Minutes of the April 12, 2010, Special Board Meeting/Public Hearing
2. Approval of the Minutes of the May 25, 2010, Board Luncheon
3. Approval of the Minutes of the Canceled July 21, 2010, Regular Board Meeting
4. Approval of the Minutes of the Canceled August 18, 2010, Regular Board Meeting

ATTACHMENTS:

1. Minutes of the April 12, 2010, Special Board Meeting/Public Hearing
2. Minutes of the May 25, 2010, Board Luncheon
3. Minutes of the Canceled July 21, 2010, Regular Board Meeting
4. Minutes of the Canceled August 18, 2010, Regular Board Meeting

PROPOSED MOTION: I move that the Board adopt the following resolution:

LTD Resolution No. 2010-027: It is hereby resolved that the Consent Calendar for September 15, 2010, is approved as presented.

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\CCSUM.docx

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING/PUBLIC HEARING ON FARES AND SERVICE

Monday, April 12, 2010

Pursuant to notice given to *The Register-Guard* for publication on April 8, 2010, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special Board meeting/public hearing on service proposals on Monday, April 12, 2010, beginning at 5:30 p.m., in the Bascom-Tykeson Room of the Eugene Public Library, 100 West 10th Avenue, Eugene, Oregon.

Present: Mike Eyster, President
Dean Kortge, Secretary
Ed Necker, Treasurer
Doris Towery
Gary Gillespie
Mark Pangborn, General Manager
Jeanne Schapper, Clerk of the Board
Judy Burton, Minutes Recorder

Absent: Michael Dubick
Greg Evans, Vice President

CALL TO ORDER/ROLL CALL: Mr. Eyster called the meeting to order at 5:30 p.m. and called the roll. All Board members were present with the exception of Gary Gillespie, who arrived at 5:35 p.m.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Eyster remarked that this was a meeting for soliciting public input on two important topics: 1) LTD's 2010 Pricing Plan and 2) the Annual Route Review. He noted that the District was facing significant financial difficulties, along with more than 80 percent of transit districts in the country, where some combination of service reduction and fare increases were being considered. Mr. Eyster added that costs were higher than revenue this year, and there was no way to avoid the reductions that needed to be made.

Mr. Eyster said that a number of public hearings had already been held, and suggestions had helped shape the route changes. One suggestion had been to deficit spend, which he said was not a valid option. Another suggestion had been to stop spending money on EmX. Mr. Eyster responded that EmX was a long-term project that is funded by separate funding sources. The revenue available for that project would not be available to help with current fiscal problems.

Mr. Eyster mentioned that there were two informational handouts available in the back of the room. The first was an article from the American Public Transportation Association and it stated that 80 percent of transit districts in this country are dealing with fare increases; the

second handout was a *Register-Guard* article written by LTD's General Manager, Mark Pangborn. It explained why discontinuing EmX would not solve current fiscal problems.

Mr. Eyster said that the LTD Board of Directors believed in public transit, and that the Board was well aware that many members of the public were totally dependent on transit service for getting to the doctor, to work, to grocery stores, and to other essential destinations. LTD staff were upset about making service reductions, he said; however, they could see no other alternatives at this time. It was hoped that service could be expanded once the economy stabilized.

PUBLIC HEARING – FISCAL YEAR 2010-2011 PRICING PLAN: Director of Service Planning, Accessibility, and Marketing Andy Vobora reported that the 2010-11 Pricing Plan proposal was to increase monthly pass prices. He stated that approximately 23 percent of the revenue that was needed to operate the District comes from fares. A \$3 increase in the adult monthly pass price was being recommended, he said, with a \$1.50 increase in monthly half-fare passes. There would be no increase in day pass prices, nor in the cost for RideSource service.

Public Hearing on Proposed Fare Changes: Mr. Eyster opened the public hearing and called for testimony.

Drake Eubank, 3rd Street, Springfield, said that he had been employed in the past working with disabled people in Springfield. He remarked that those who would be most impacted by the rate increases were poor and who were the least able to defend themselves politically. They would have difficulty paying increased fares with their very small incomes.

There being no further testimony, Mr. Eyster closed the public hearing.

PUBLIC HEARING – 2010 ANNUAL ROUTE REVIEW: Mr. Vobora reviewed the updated route changes that had been made based largely on public comments from previous hearings. Some changes would be implemented in Fall 2010 and others in January 2011.

The change to Route 12 would go into effect January 2011. It involved a turnaround at Gateway Loop and would run in conjunction with the Gateway EmX line, which would cover the rest of the Gateway area. The Route 12 bus would travel north from the Gateway Station up to Gateway Loop, and return on Postal Way. It would then head back to Eugene, taking people as far north on Gateway as possible, thereby alleviating transfers to EmX at the Gateway Station.

A significant change in the Gateway area would be the frequency of service. Currently peak service is every 20 minutes and it would decrease to every 30 minutes. Sixty-foot buses would be used to maintain the capacity along that route. The other change would be inbound routing. All trips coming over the Ferry Street Bridge before 2:00 p.m. would exit at 3rd Avenue and provide some additional service to the Eugene Station that was lost last year with the routing change of Route 66.

Mr. Vobora noted that beginning in January 2011, Route 13 in Springfield would no longer connect with the Springfield Station. At that time customers will need to transfer to service either in the Mohawk area or at Centennial Station to catch the EmX going either north or south.

The proposed change to Route 17 would have new routing going east on Hayden Bridge Road to 19th Street and would provide service to the Albertson Shopping Center at 19th Street and Marcola Road before coming inbound with service along Q Street and back to the Springfield Station. This route worked in tandem with Route 18, he said, which would serve the high school/middle school area, Willamalane Park, the McKenzie-Willamette Medical Center, and then the Mohawk Shopping Center and Mohawk Marketplace.

Mr. Vobora continued by saying that Route 19/Fairview was originally proposed for elimination. However, following much public input, the Board had instructed staff to develop a plan for limited trip service with six trips throughout the day through this neighborhood. This would serve the entire Fairview loop and the Willamalane Adult Activity Center.

With the proposed changes, Route 28 in South Eugene would become a full-service route. It would run seven days a week and would service the East and West Amazon area, which will cover the loss of Route 25. The outbound service along 13th Avenue that currently runs across Broadway Street to Patterson would continue along 13th Avenue to cover for the loss of the Breeze service.

Route 36 in Southwest Eugene would be changed to travel to Bertelson Road on the west side and north to 11th Avenue to serve the Target/Wal-Mart shopping area, which was previously covered by Route 30.

Route 76 would travel to 11th Avenue and would provide two-way service on Oak Patch Road, running every half hour during peak hours and every hour during off-peak hours. This route also would serve the Wilshire/Warren area since the route that serves it now would be eliminated. The inbound service of this route would change by going into the Eugene Station on its way to the University of Oregon, rather than running along 13th East to the University Transit Station.

The proposed change for Route 78 is to have it operate two-way service on Bailey Hill Road.

The change to the River Road sector was that the service would be split between Routes 51 and 52 so that they both would have hourly service midday with doubled service during peak travel times.

Route 73 in South Eugene, which had been scheduled for elimination, would now run during peak hours as a commuter service connecting people from the South Hills to the University.

It was proposed to retain Route 85, which had previously been scheduled to be eliminated for summer service, because Lane Community College ridership has risen significantly.

Mr. Vobora explained the proposal regarding holiday service, saying that there would be no service on four holidays, which are New Year's Day, Memorial Day, Independence Day, and Labor Day. He added that Saturday service would be offered for the day after Thanksgiving. This change, he said, would reduce costs by approximately \$75,000 annually.

In summary, Mr. Vobora said that staff had been asked to reduce expenses by 20 percent, and the current proposal marked a reduction of 19.34 percent, saving approximately \$2.5 million annually from the operating budget.

Public Hearing on Proposed Service Changes: Mr. Eyster opened the public hearing and called for public testimony.

Devin Ackley, Betty Niven Drive, Eugene, asked that if Route 25 were eliminated, how would riders get to Willamette Street since Route 28 did not go that way. He wanted to know how he would get to stores in that area.

Service Planning Manager Will Mueller responded that there was a transfer that could be made from 29th Avenue and Hilyard Street, transferring from bus #28 to bus #73 to get to the area he spoke about. In order to get to other parts of Willamette Street, however, one would need to go downtown.

Amy Butler, Orchard Street, Eugene, introduced her three children, saying they represented families who tried to do the right thing by using modes of transportation that are alternatives to driving cars. She said that every time service reductions were made, it became more inviting to use the car instead. She hoped that in the future, the routes being deleted now would be added back in.

Brad Chambers, 1st Avenue, Eugene, thanked LTD's Board and staff for the work they were doing. He mentioned that some of the changes being made were good. He added that he especially appreciated the service on the River Road sector to the Eugene Mission area, where a number of people used the bus service to get to the Veteran's Clinic and the Immigration Center.

Drake Eubank, 3rd Street, Springfield, was curious about how many LTD Board members and staff had ridden the bus to the meeting today. A number of hands were raised, noting that they did use the bus. He expressed some concern that those working as bus drivers and customer service workers were being considered above all else in the budget.

Regarding the service changes being made, Mr. Eubank noted that the centralized bus system was basically formed around the interests of people other than those who actually rode the buses, with the exception of perhaps LCC routes. He expressed that for accessing core services in Springfield, a route from the Springfield Station directly to Wal-Mart would be important. He suggested decentralizing the system so that destinations could be reached without going through the downtown area where there were few basic services offered.

Mr. Eubank pointed out that entry-level employees working for LTD earned about \$53,000 per year and that there were many residents in Eugene who were totally dependent on the bus who did not make that much money. He expressed that it was important to consider these issues in terms of how choices were made for budget reductions.

Mr. Mueller responded that there would continue to be direct service to the Springfield Wal-Mart.

John Hickam, E. 11th Avenue, Eugene, remarked that because LTD was a private entity, he thought there must be other ways to raise revenue other than depending on payroll taxes. He figured that if residents had to go through more hoops in order to be able to drive their cars wherever they wanted then more people would ride the bus, and that would create more revenue.

Wendy Butler-Boyeson, City View, Eugene, said that this was the third hearing she had attended and thanked LTD and the Board for their work to keep routes open. She thanked the bus drivers for working hard even though many were facing job losses.

Emily Cornell, (street and city not given), had specific questions regarding some of the bus routes, especially the Breeze routes and Route 25.

Mr. Vobora responded that the Breeze was one of the most popular routes, although it was possible to restructure other routes to pick up those customers. Elimination of the Breeze accounted for reducing the budget by nearly 4 percent.

Mel Barnes, (street not given), Springfield, thanked LTD staff for keeping Route 19 going part time and said that he would let the Willamalane Park and Recreation District know. He said that Willamalane would be bringing their van to the Springfield Station part of the time to pick people up.

Eva Edelman, W. 11th, Eugene, commented that poorer people used the bus more than others, and they were easy to ignore. She stated that eliminating Route 30 would result in no evening service, making life very difficult for people in the area. She suggested that service not be decreased for the most vulnerable residents.

Bambi Lee, N. 5th Street, Springfield, remarked that reducing bus service caused hardship to many people who were dependent on buses for getting to work and other places and that all of the changes would be difficult to understand and adapt to.

Mr. Vobora explained that there would be plenty of public outreach occurring that would help educate the public regarding the service changes. He understood that it would take time for people to make adjustments in their lives.

Marion Walters, (street and city not given), commented that some older people would be forced to return to driving their cars in unsafe conditions because of bus service reductions. She also mentioned that the bus drivers were doing a great job helping riders.

Mike Setto, Copping Street, Eugene, said that he began driving buses in 1977, and he had seen a lot of changes in bus service. He expressed concern that LTD needed to move towards creating a smaller carbon footprint, and he volunteered to be involved with a focus group to look into the matter. He thought that smaller buses needed to be used for routes where buses were less than 25 percent full. Average vehicles, he said, emitted their own weight in carbon each year. Natural gas-fueled vehicles would last much longer. Natural gas could be transported through pipelines off the coast, he said.

Christine Nelson, N. 54th Street, Springfield, reported that some bus drivers were disrespectful of some people, especially those with wheelchairs and walkers. She did not approve of the policy of disabled riders having to wait to deboard until all other passengers deboarded, saying that it could make those passengers who had to wait late for appointments, etc. She thought that there must be a way that many of the foot passengers could exit through the back door, which could save time.

Mr. Necker said that it was usually important for walking passengers to get off first so that the ramp could be put down for wheelchairs and walkers.

Mr. Eyster thanked Ms. Nelson for her remarks and said that the situation would be looked into. He invited her to speak to a staff member after the meeting regarding any perceived misconduct of a driver.

ADJOURNMENT: Mr. Eyster adjourned the meeting at 6:26 p.m.

Board Secretary

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\BDMIN_4-12-10.docx

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING/LUNCHEON

Tuesday, May 25, 2010

Pursuant to notice given to *The Register-Guard* for publication on May 20, 2010, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a Board luncheon on Tuesday, May 25, 2010, beginning at 11:30 a.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present:

Board

Mike Eyster, President
Greg Evans, Vice President
Dean Kortge, Secretary
Ed Necker, Treasurer
Doris Towery
Mike Dubick
Gary Gillespie

Staff

Mark Pangborn, General Manager
Stefano Viggiano, Assistant General Manager
Diane Hellekson, Director of Finance
Mary Adams, Director of Human Resources and Risk Management
George Trauger, Director of Maintenance
Tom Schwetz, Director of Planning and Development
Andy Vobora, Director of Service Planning, Accessibility, and Marketing
Mark Johnson, Director of Operations
Charlie Simmons, Facilities Services Manager
Jeanne Schapper, Administrative Services Manager/Clerk of the Board (Recording Secretary)
Todd Lipkin, Financial Services Manager
Carol James, Chief Accountant/Internal Auditor
John Evans, Senior Project Manager

CALL TO ORDER AND WELCOME: Board President Mike Eyster called the meeting to order at 11:36 a.m.

Mr. Eyster welcomed Board members and reviewed the agenda.

NEW DECISION-MAKING PROCESS FOR WEST EUGENE EmX EXTENSION: Senior Project Manager John Evans gave an overview of process changes. In the past, the process has consisted of an Alternatives Analysis (AA) combined with a National Environmental Policy Act (NEPA) process (technical and environmental documentation) before the Locally Preferred Alternative (LPA) is selected, as reviewed by the Federal Transit Administration (FTA). The NEPA requirements are strict, and the resulting document can be long and difficult to understand. Through this long and involved process, it has been determined that a sequential process, also promoted by FTA, would be more beneficial. This process involves completing an AA, then the LPA is selected, and then the NEPA (part of a federal process) document is produced based on this information.

The process that staff is recommending would result in a similar Alternatives Analysis report, which could provide the basis for selection of the LPA. If the LPA has no significant environmental effects, the FTA can allow LTD to do an environmental analysis (NEPA document) that is not as

involved to the degree required of the Draft Environmental Impact statement (DEIS). This process can result in a significantly simpler environmental document.

Mr. Gillespie asked for clarification of his understanding that an alternative could be determined that doesn't impact the environment as would be required by an EIS. Mr. Evans confirmed Mr. Gillespie's understanding, adding that through the past couple of years of preliminary analyses, unanticipated factors have been identified in terms of level of impact. It is most likely that decision makers in the LPA process would choose not to pursue alternatives that would result in significant environmental impacts. This process would reduce the number of alternatives for review and consideration.

Mr. Evans talked about the two-year scoping and refinement process. Fifty-eight alternative routes were developed, and NEPA requires that each alternative be reviewed at the same level of detail. Staff believe that they have arrived at a process that would reduce the number of alternatives for the extensive review process. The alignments have been developed to address a variety of concerns and interests, with various design options for each alternative. A "no build," and a Transit System Management (TSM) alternative also are required. The preliminary analysis indicates that many of these alternatives do not need to be pursued further.

The advantages of the AA report in lieu of the NEPA document is that it provides the same in-depth analysis that would have been completed in the DEIS. Instead of managing this information in a long, legally complicated, technical document; the DEIS, a more reader-friendly alternatives analysis report, is created.

Mr. Necker asked for clarification that choosing the locally preferred alternative first means that other reports would not be necessary. Mr. Evans said that the summary document doesn't have to identify the differences among alternatives, so the number of alternatives that the AA report reviews is refined.

Mr. Gillespie reiterated his understanding that the AA would allow for earlier removal of alternatives that are believed to not be viable from an environmental standpoint, as opposed to the EIS, which requires more detail as to why an alternative is not viable and what the impact would be. Mr. Evans agreed with Mr. Gillespie's assessment, adding that the greatest advantage to the revised process is that the selection of the LPA could be made sooner. It would be most beneficial to have a preferred alignment before the 2011 State Legislative Session begins. Otherwise, a complete environmental process is followed that includes a series of in-depth FTA reviews that may take weeks or months. This new process allows LTD to submit an AA report to the FTA for comment; however, no changes are required to be made to the document. The FTA plays more the role of partner in this process.

Mr. Evans reiterated that the revised process would result in a savings of time, which translates into a savings of money and greater efficiency. If an alternative is selected that has no significant environmental issues, the process would speed up considerably.

Mr. Necker added that it seemed FTA would approve of a process that required less time and work. Mr. Evans agreed that FTA liked the idea.

Mr. Viggiano added that even if an EIS is done, the final document will still be much simpler. The decision as to whether it is an EA or an EIS is made down the road. It is not a given that this will result in an EA, rather it is a given that the process will result in a much simpler document.

Mr. Eyster reasoned that the document is simpler because fewer options will have to be analyzed.

Mr. Gillespie inquired if the process still allowed for public input, presentation of the AA report, and feedback. He asked if this process would open the District up to criticism for not following the process as previously advertised, i.e., not doing an EIS.

Mr. Evans said that staff are currently in the midst of the technical analysis and travel demand modeling. During this current process, alternatives are being identified that are not viable. This information is provided to the LTD Board, LTD EmX Steering Committee, the West Eugene Corridor Committee, and the public for review and input. Staff hope to have the item on the June Board meeting agenda for Board decision. At that time, Board direction will be used as the basis for completing the draft alternatives analysis report, which will then go to the Joint Locally Preferred Committee, which includes representatives of the Metropolitan Policy Committee, Eugene City Council, and the LTD Board. During the summer, the locally preferred alternative will be selected. When that selection is made, a joint resolution would be made by all three public bodies, and a report will go to FTA, who makes a determination as to which departmental document to pursue.

Mr. Eyster asked if LTD was reducing options earlier or with less public involvement than was promised in the past. Mr. Evans responded that there would not be any disadvantages to the public. The public had been told that the DEIS would be developed before any public comment could be heard and that it wouldn't be completed until Fall 2010. This revised process allows for earlier release of preliminary information, along with the opportunity for the public to get involved earlier and over a longer period of time. Public involvement is not as restricted under this process.

Mr. Necker asked if LTD was involving the public. Mr. Evans said that an open house was planned to advise the public of the refinement process.

Mr. Schwetz gave the public process timeline: June 1, EmX Steering Committee discussion; June 2, West Eugene EmX (WEE) Corridor Committee discussion; presentation to the Citizens Advisory Committee at its June meeting; and June 9, LTD/WEE open house. Mr. Schwetz reiterated that the process for reaching the LPA remains the same, with the exception that LTD will no longer need to comply with the federal requirement of a 45-60 day public comment period. The period can be shorter, or longer if needed; however, the process shouldn't take longer.

Mr. Eyster commented that anything that makes the process go faster will be controversial and opposed by those who prefer the "no build" option. In addition, by taking options off the table, LTD can be perceived as promoting alternatives that remain on the table. As a positive response, Mr. Schwetz gave an example of the series of wetlands that are west of the Commerce terminus that would require extra work regarding run-off and other environmental considerations. In moving this option off the table, less money and time are spent on an option that is not viable.

Mr. Dubick stated his support for moving the process along. He said that at some point, focus needs to be narrowed to a set of themes that have similarities for the alternative options. In order to make a decision, a move from brainstorming to action is necessary. At some point, the decision has to be made to move forward.

Mr. Gillespie mentioned that in keeping the controversial Wetlands option, focus was taken away from the development in the area. Area establishments feel that the EmX is taking away business, while environmentalists say that exotic plants are being killed.

Mr. Gillespie asked about the change in timeline that this new process would produce, Mr. Schwetz responded that under the current process, a draft EIS would be ready for review in late November, and the decision-making process would directly follow. With 58 different alternatives to consider, the LPA would not be selected until March or April 2011. The revised process would result in a decision being made sooner.

Mr. Eyster pointed out that giving the best reason for the new process as that it will go quicker, is not going to go over well with the public. He recommended promoting the idea that some alternatives are not viable from an environmental perspective. Mr. Schwetz emphasized that the revised process allows for greater public access to information and input into the decision-making process.

Mr. Kortge advised that the main messages should be that LTD is saving money and the process includes greater public involvement.

Ms. Towery added that the message's focus should be efficiency, economy, and greater public-focused input on the most viable alternatives.

LTD 20-YEAR VISION DEVELOPMENT: Mr. Schwetz aligned his presentation with history according to the story of Spartacus, a slave who led the largest revolt in Roman history. Spartacus was "as cunning as he was strong; as experienced as he was fresh; and he spoke words to steel the most timid soul."¹ Mr. Schwetz indicated that this statement portrays an image of the power of a shared vision that LTD should take into account while it considers its leadership role within the community and how that plays into the vision creation process.

The three main purposes for developing a vision are:

- 1) Its use in the general manager hiring process
- 2) Its use as a foundation for LTD's leadership competencies
- 3) Its use in the Long-Range Transit Plan process

Vision development should be based on LTD's four core values: 1) Work Together, 2) Take Initiative, 3) Be Professional, and 4) Practice Safety. Essentially, LTD's vision should be based on the organization's values, its sense of the future, and the themes drawn from previous LTD Board work sessions held during the past fall.

Mr. Schwetz thanked the Board for completing the survey and explained that the survey results were included in a spreadsheet that displayed the framework for the vision statement language. The purpose of this discussion was to confirm that the District is considering the breadth of items that should be included as part of LTD's values and vision. He directed the Board's attention to the Vision worksheet provided.

Mr. Evans wanted to emphasize that "High Quality" should be one of the main values. It may be implicit within the document; however, it should be highlighted. Professionalism and high level of service delivery are all part of LTD's culture and philosophy.

¹ "Barry Strauss, *The Spartacus War*. Simon & Schuster, 2009, Introduction.

Mr. Gillespie referred to the same sentence ending in, "facilities," and suggested adding, "and service," since service has a higher value to the community, especially to people relying on public transportation.

Mr. Kortge agreed, and added that quality should be included relative to leadership and so many other areas where LTD demonstrates that value. He added that it's more than being professional, it's another standard.

Mr. Evans advocated for an emphasis on "commitment to excellence."

Mr. Eyster added that there are many areas that fall under that category and affect how LTD conducts business, including hiring practices, training, supporting employees, promoting from within, commitment to diversity, environmental/sustainability issues, and many others.

Mr. Gillespie added that quality is taking initiative in leadership. A leader looks for a service that does not currently exist and finds a way to provide or expand that service. An example of an initiative process is BRT. Mr. Gillespie then emphasized the importance of maintaining the partnerships that LTD has established, pointing out that LTD has relatively good relationships in this area with agencies, including the Cities and the County. He added that he sees "leadership" as coming under "taking initiative."

Mr. Kortge added that initiative should flow down and throughout an organization. Everyone should take initiative to solve issues.

In response to a question from Mr. Necker, Mr. Schwetz quoted LTD's current Vision Statement: "To provide the best public transportation services imaginable."

Mr. Necker suggested that emphasis should be on quality throughout the organization; for example, to demonstrate quality and to institute quality in LTD's four core values, rather than placing "quality" by itself.

Mr. Schwetz added that what is being gathered today is the Board's interpretation of LTD's values, which includes those values that the Board wishes to emphasize.

Mr. Kortge pointed out that everyone in the organization at Pacific Health Plans knows the company's mission. Mr. Schwetz appreciated Mr. Kortge's point, adding that the desire is that the LTD vision be descriptive, but concise--something that everyone inside and outside the organization can understand and live; a shared vision. The District is looking for a vision that can be conveyed to and shared by everyone within the organization.

Mr. Evans asserted that LTD also should ask itself what the organization is not doing that it should be doing.

Mr. Schwetz directed the Board's attention to the Strategic Themes spreadsheet.

Mr. Kortge questioned the third theme, "Pursue new types....provide better services to outlying areas." He believed that theme to be a grand statement, given the looming possibility of a continuation of lack of funds available to provide this service.

Mr. Evans said that there existed the possibility of extending service through partnerships with other agencies such as Corvallis, Albany, etc.

Mr. Kortge agreed with the idea of providing more service, but said that he did not believe expanding the service area to be a realistic endeavor and should not be included as a commitment in a vision statement. He would rather provide better services within the service area, rather than focusing on outside—especially at this point in time.

Mr. Dubick stated his belief that LTD should eventually serve the entire county—from the mountains to the coast. Whether the money exists in 20 years or not, the District should state that it sees itself as more than an urban service.

Mr. Evans added that urban areas over time grow into each other in terms of a continuous population. LTD may be looked upon as the agency of choice to expand its service delivery into other areas.

Mr. Gillespie said he was concerned that LTD provides a valuable service as long as it's viewed as valuable.

Mr. Eyster also voiced his concern about the statement that LTD “provide better services to outlying areas.” He said that he felt the priority should be getting EmX and circulators up and running, and having the current system running well. Mr. Gillespie agreed.

Mr. Dubick cautioned the Board against focusing too much on these projects as it ignores LTD's other role that exists, which is to support the county. The Board should consider taking a larger view of what LTD can provide.

Mr. Gillespie turned attention to the second column, “Be Professional.” “Jobs at LTD are some of the most sought after...” He wanted to emphasize that LTD provides family-wage jobs that promote the economic viability of Lane County.

Mr. Eyster added that LTD takes pride as an agency in collaborating with other jurisdictions and public organizations in improving the community. LTD should remember that it is a community resource that goes beyond transit. Mr. Kortge agreed, adding that this understanding will be critical to the general manager recruitment process.

Mr. Kortge cautioned that Theme statements shouldn't appear as if the District is overreaching. He cited a couple of items from the Themes spreadsheet: 1) “We provide transportation to all people, all segments of the community;” and 2) “...that are key on reducing the dependence on foreign oil.” He suggested that both of these themes are far reaching. He suggested language of this type should fall underneath the basic themes.

Mr. Kortge asserted that the phrase, “creativity is encouraged” should be stronger. He referred to a company in Albany with the motto, “If it ain't broke, break it!” Mr. Evans advised empowering all members of the organization to think outside the box, to be creative and innovative.

Mr. Schwetz noted common examples of LTD's legacy, such as EmX as a tremendous innovation, and expanding on services such as fully-accessible service and the group pass program. LTD should think about its legacy and build upon that.

Mr. Evans agreed, adding that large agencies throughout the U.S. come to LTD to see what it is doing. He would like LTD to continue with its persona of excellence that other properties want to replicate.

Mr. Kortge added that adding another category of "quality" allows for a different sense than "being professional." "Quality" can demonstrate the District's thorough commitment to the public process. Quality in all aspects of LTD's work should be emphasized. He gave the example of LTD's accounting processes. He believes that LTD's data provided during the budget process is way above what is found at other agencies and that product and attitude are related to "quality."

Mr. Necker said that it should be mentioned that LTD's service is consumer driven. Mr. Kortge added that he is aware of companies that are employee-centered, and the companies are, by definition, consumer centered. A focus on employees results in a focus on consumers.

Ms. Towery expressed that years ago LTD was looking towards the future regarding accessibility. Staff were innovators and set a community, even national, trend by becoming fully accessible. It changed the dynamic of this community. Part of what makes LTD top in the transportation industry is that the District is paying attention to what is going on currently and what will benefit the community into the future. LTD needs to remember that what it builds will be sustained years into the future. LTD does leave a legacy, and what is decided today may be viewed upon in the future as innovative and progressive. The services LTD provides are a great community resource.

Mr. Evans reminded everyone that the ancient Romans created highways that are still in use today. The same can be done for this community. The LTD vision should take into account where LTD and the community want to be in 20 or 40 years, and this involves community partnerships.

Leadership Competencies Development: Ms. Adams turned the focus to internal leadership development. She mentioned that a list was developed from the Fall 2009 Board workshops that contained leadership qualities that the community expected in the next LTD general manager and within the organization. Out of these discussions, a list of core competencies was developed for every LTD employee, regardless of function or level of responsibility. From that information, individual competencies were developed for different types of jobs. This will allow for the development of internal growth programs. These programs then allow for the internal competencies to work in concert with LTD's external vision, which ties in with the leadership competencies desired in the general manager.

Mr. Schwetz added that it is planned that a more definitive proposal, resulting from the input received at this afternoon's luncheon, will be made to the Board at the June meeting.

REMARKS: Mr. Eyster spoke about the general manager recruitment process. He hoped that a suggestion for the full Board to act upon would be made at the June Board meeting.

ADJOURNMENT: There was no further discussion, and Mr. Eyster adjourned the meeting at 1:05 p.m.

Board Secretary

Q:\ATEAM\BOARD\Board Minutes\2010\BDMIN_Board Luncheon 03-10-10.docx

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, July 21, 2010

The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, July 21, 2010, at 5:30 p.m., was canceled due to a lack of agenda items requiring action.

Board Secretary

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\BDMNCancel 07-21-10.docx

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, August 18, 2010

The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, August 18, 2010, at 5:30 p.m., was canceled due to a lack of agenda items requiring action.

Board Secretary

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\BDMNCancel 08-18-10.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: September 15, 2010

ITEM TITLE: REVISED *LTD DRUG AND ALCOHOL PROGRAM*

PREPARED BY: David Collier, Senior Human Resource Specialist

ACTION REQUESTED: Approval of Revised *LTD Drug and Alcohol Program*

BACKGROUND: Subject to its regulatory authority, the Federal Transportation Administration conducts random audits of transit districts' drug and alcohol programs. Lane Transit District was recently audited, and the auditors found no deficiencies in LTD's program administration. However, as is typical with such audits, some technical changes to *LTD's Drug and Alcohol Program* were identified. Since the current program was approved during the last Triennial Review, the new changes are a result of court decisions and other administrative actions that have occurred since then. David Collier, LTD's Drug and Alcohol Program manager, will be present to answer any questions that Board members may have regarding the program changes.

ATTACHMENT: The *LTD Drug and Alcohol Program, September 15, 2010, Revision* is being distributed to the Board under separate cover. It can be reviewed upon request by any member of the public.

RESULTS OF RECOMMENDED ACTION: The revised *Drug and Alcohol Program* will be submitted to the Federal Transit Administration for approval during the triennial review.

PROPOSED MOTION: I move approval of Resolution No. 2010-028, approving the *LTD Drug and Alcohol Program, September 15, 2010, Revision*.

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\Revised Drug and Alcohol Policy.doc

AGENDA ITEM SUMMARY

- DATE OF MEETING:** September 15, 2010
- ITEM TITLE:** LANE COUNTY AREA COMMISSION ON TRANSPORTATION
- PREPARED BY:** Tom Schwetz, Director of Planning and Development
- ACTION REQUESTED:** Approval of the final report on ACT formation submitted by the Forum on an Area Commission on Transportation for Lane County (FACT-LC) to the Lane County Board of Commissioners on May 31, 2010.
- BACKGROUND:** During its 2009 regular session, the Oregon Legislature enacted Senate Bill 944 requiring Lane County, in consultation with other elected local officials and other transportation stakeholders, to develop, not later than September 30, 2010, a proposed charter for the formation of an area commission on transportation (ACT).
- Lane County held four meetings from January 2010 through April 2010 involving cities within Lane County, LTD, and other stakeholders in Lane County [referred to as the Forum on an Area Commission on Transportation for Lane County (FACT-LC)] to discuss the formation of an ACT. At the end of this series of meetings, the group reached consensus on a set of bylaws, which is the foundational element in forming an ACT. The ACT bylaws agreed to by this body are provided in Attachment 1.
- On June 23 Oregon Transportation Commissioners Gail Achterman and Alan Brown, and Oregon Department of Transportation representatives met with the FACT-LC and the Lane County Board of Commissioners to discuss the work of the Forum and participate in a public hearing on the proposed bylaws. Some weeks later, the Lane County Commissioners finally adopted a set of ACT bylaws, which were modified from what had been agreed to by the FACT-LC. This version, including the submittal memorandum to the Oregon Transportation Commission (OTC), is provided as Attachment 2. The OTC will be discussing this matter at its September 22 meeting. Most of the FACT-LC membership will be there to discuss the process, raising concerns about the modifications made by the Lane County Board of Commissioners.
- At the LTD Board's June 23 meeting, adoption of the FACT-LC bylaws was discussed. It was proposed that the Board take action regarding the bylaws at its September meeting. Staff are proposing that the Board, in support of the FACT-LC consensus, take action to adopt the bylaws as drafted by the FACT-LC and presented to the OTC on June 23.

ATTACHMENTS:

1. Forum on an Area Commission on Transportation for Lane County (FACT-LC) Final Report, May 31, 2010
2. Lane Area Commission on Transportation (LACT) Proposed Bylaws Adopted by the Lane County Board of Commissioners, August 18, 2010, and letter of submittal to the Oregon Transportation Commission

RESULTS OF RECOMMENDED ACTION:

Approval of the final report on ACT formation submitted by the Forum on an Area Commission on Transportation for Lane County (FACT-LC) to the Lane County Board of Commissioners represents formalizing the Board's position in participating on the FACT-LC.

PROPOSED MOTION:

I move the following resolution:

LTD Resolution No. 2010-029: It is hereby resolved that the LTD Board of Directors approve the final report on the formation of the Lane County Area Commission on Transportation (ACT) submitted by the Forum on an Area Commission on Transportation for Lane County (FACT-LC) to the Lane County Board of Commissioners on May 31, 2010.

\\Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\ACT Action.docx

Forum on an Area Commission on Transportation for Lane County (FACT-LC)

~~April 21~~ May 31, 2010

Lane County Board of Commissioners
Lane County Public Services Building
125 East 8th Avenue
Eugene, OR 97401

**Re: Forum on an Area Commission on Transportation for Lane County (FACT-LC)
Preliminary-Final Report**

Dear County Commissioners, and other officials and transportation stakeholders:

I am pleased to present a preliminary-final report on behalf of the Forum on an Area Commission on Transportation for Lane County (FACT-LC). ~~A final report will be completed by mid-May.~~

Process

In a nutshell, the process to form an ACT consists of three phases:

| | |
|---|---|
| PHASE 1: SET UP | (October–December 2009) |
| ⇒ Project Team interviews stakeholders and recommends FACT-LC to Board of County Commissioners (BCC) | |
| ⇒ BCC creates FACT-LC to draft proposed bylaws | |
| PHASE 2: DEVELOP PROPOSED BYLAWS | (January–April <u>June</u> 2010) |
| ⇒ FACT-LC , with assistance from Project Team, drafts proposed bylaws | |
| ⇒ BCC finalizes proposed bylaws and submits to Oregon Transportation Commission (OTC) | |
| PHASE 3: FORM ACT | (Target schedule May–July <u>July–October</u> 2010) |
| ⇒ OTC charters ACT | |
| ⇒ ACT convenes and ratifies its own bylaws | |

On December 15, 2009, the BCC approved Order No. 09-12-15-16 to establish the FACT-LC.

The charge to the FACT-LC was to submit a final report, not later than ~~April 30~~ May 31, 2010, including (a) proposed bylaws for an ACT for Lane County, (b) a description of the level of support for the proposed bylaws, and (c) any minority opinions or alternative options.

The FACT-LC consists of 21 members representing Lane County, the 12 incorporated cities in Lane County (Coburg, Cottage Grove, Creswell, Dunes City, Eugene, Florence, Junction City, Lowell, Oakridge, Springfield, Veneta, and Westfir), the Confederated Tribes of the Coos, Lower Umpqua & Siuslaw Indians (“Tribes”), Lane Transit District (LTD), the Port of Siuslaw (“Port”), the Central Lane Metropolitan Planning Organization (CLMPO), the Lane County

Roads Advisory Committee (LCRAC), the Central Lane Metropolitan Policy Organization Citizen Advisory Committee (CAC), the Oregon Department of Transportation (ODOT), and the Governor's Economic Revitalization Team (ERT).

The FACT-LC met on January 13, February 10, March 10, and April 14. In addition, an *ad hoc* subcommittee of the FACT-LC met on January 26, February 16, and March 18 to propose and refine language.

At its last scheduled meeting on April 14, the FACT-LC reached consensus on proposed bylaws for an ACT (with Dunes City, Junction City, Oakridge and Westfir absent, and with Veneta having to leave the meeting early).

Proposed Bylaws

The proposed bylaws are attached. The version developed by the FACT-LC is dated April 16, 2010. Subsequently, I suggested administrative amendments in response to minor technical concerns, and these are dated May 18, 2010, and highlighted using legislative formatting.

The following notes are intended to explain key parts of the bylaws.

- **Preamble:** Sets the stages for the ACT, referring to “the importance of transportation to the long-term livability of the area and the desirability of speaking with one voice on major transportation issues.”
- **Purpose:** Summarizes the ACT as “an advisory body established to provide a forum for stakeholders to collaborate on transportation issues affecting” the area.
- **Mission:** Outlines the mission of the ACT as falling into six broad areas: 1) to provide a local forum for discussing transportation plans, policies, projects and funding, 2) to engage key stakeholders, 3) to consider all modes of transportation, 4) to review the condition of the area’s transportation system, 5) to recommend investment priorities, and 6) to coordinate with the Oregon Transportation Commission (OTC), other ACTs, and other organizations and interests.
- **Authority:** Makes clear that the ACT is a voluntary association of government and non-government transportation stakeholders chartered by the OTC with no legal, regulatory, policy, or administrative authority.
- **Members:** The ACT shall consist of up to 27 *voting* members representing Lane County, the 12 incorporated cities in Lane County, the Tribes, LTD, the Port, CLMPO, LCRAC, CAC, ODOT, the unincorporated communities along Highway 126 east of Springfield, and up to 6 citizens representing other interests. The membership is designed as a whole to provide an extensive diversity of interests and representation. Note that the proposed membership of the ACT builds on the membership of the FACT-LC, dropping ERT, adding a representative for Highway 126 East, and adding citizens representatives. In addition, the ACT shall invite others to participate as *non-voting* members: adjacent ACTs, OTC members, ERT, state legislators, and members of Congress.
- **Staffing:** ODOT will provide staff support for the ACT. ODOT is looking to contract with the Lane Council of Governments (LCOG) to provide some of that staff support.
- **Decision Making:** Recognizing the benefits of speaking with one voice on transportation issues, the desire is for the ACT to enjoy full participation and for members to reach consensus whenever possible. With a consensus approach to decision making, there is less emphasis on “voting” and more emphasis on hearing all points of view and developing ways to address all interests. But recognizing that there might not

always be time to reach consensus, the ACT can also make decisions by an 80% supermajority of those present. (Other ACTs report that they have needed to take a vote only a couple times in their long history.)

- **Basis for Making Decisions:** LACT deliberation processes and resulting recommendations shall comply with relevant laws, regulations and policies, and shall be based on local, state, and federal adopted transportation plans, policies and procedures.
- **Work Plan & Report:** A work plan and report are intended to provide structure to the operations of the ACT, and to allow for the ACT and others to periodically review how well it is working.
- **Public Involvement:** As required by the OTC, the ACT will have a vigorous public involvement process, will look for opportunities to engage stakeholders, and will develop a Public Participation Plan.
- **Coordination:** The ACT will coordinate with CLMPO, nearby ACTs, the OTC and others.
- **Amendments:** If problems arise or needs change, the ACT bylaws can be amended by an 80% supermajority of all voting members. ~~Such amendments will be reported to the OTC but need not be ratified by them.~~ All amendments shall be reported to the OTC. Administrative amendments shall take effect immediately; other amendments shall take effect upon approval by the OTC.

The FACT-LC appreciates that the BCC raised concerns with the proposed bylaws at a meeting on April 27, 2010. A letter dated May 17, 2010, and signed by some members of the FACT-LC (attached) aims to address these concerns. In addition, the suggested administrative amendment concerning the “balance” of the membership was crafted to address some of the concerns the BCC raised.

Each ACT is different; there is no one best way to organize an ACT. The FACT-LC received advice from the OTC, ODOT and other ACTs about what makes for a good ACT: think regionally, look at the whole transportation system, and strive to reach broad agreement. The FACT-LC also adapted its proposed bylaws from language used by other ACTs.

The proposed bylaws have been developed to comply with the requirements of Senate Bill 944 and the OTC’s *Policy on Formation and Operation of ACTs*. Depending on how they are embodied, the proposed bylaws could support an effective ACT.

Next Steps

~~With this preliminary report, the FACT-LC is looking for comments from Lane County, other jurisdictions, and other transportation stakeholders. Ideally, comments won’t represent hard and fast positions but rather will articulate interests (in other words, outcomes), thereby allowing for the possibility that all interests can be accommodated.~~

~~Ultimately, the OTC will be looking for “expressions of support” for the proposed bylaws.~~

~~The FACT-LC is asking for an extension to submit its final report by May 31, 2010. It is also asking jurisdictions to review and comment on the proposed bylaws by May 17, 2010. The FACT-LC’s final report could be submitted to the Lane County Board of Commissioners as soon as May 19, 2010, for their final approval.~~

~~In turn, the county commissioners could submit proposed bylaws to the OTC as soon as their June 8–9, 2010, meeting in Jacksonville.~~

After the OTC gives approval, the ACT could hold its first organizational meeting sometime this summer, for example, on July 14, 2010. ODOT, with assistance from LCOG, is looking to be able to provide staff support by that time.

Level of Support

As summarized in the table below, most local jurisdictions support the proposed bylaws, dated April 16, 2010—in most cases unanimously. Moreover, the suggested administrative amendments have been circulated for review and have prompted no objections.

| <u>Jurisdiction</u> | <u>Date of Support</u> |
|--|---|
| <u>City of Coburg</u> | <u>bylaws 5/11/10</u> |
| <u>City of Cottage Grove</u> | <u>bylaws 5/10/10</u> |
| <u>City of Creswell</u> | <u>bylaws 5/10/10;</u> <u>amendments</u> |
| <u>City of Dunes City</u> | |
| <u>City of Eugene</u> | <u>bylaws 4/26/10;</u> <u>amendments 5/24/10</u> |
| <u>City of Florence</u> | <u>bylaws 5/3/10</u> |
| <u>City of Junction City</u> | <u>bylaws 5/11/10</u> |
| <u>City of Lowell</u> | <u>bylaws 4/20/10</u> |
| <u>City of Oakridge</u> | <u>bylaws 5/6/10;</u> <u>amendments 5/20/10</u> |
| <u>City of Springfield</u> | <u>bylaws 5/3/10;</u> <u>amendments</u> |
| <u>City of Veneta</u> | <u>bylaws 5/10/10</u> |
| <u>City of Westfir</u> | <u>bylaws 5/10/10</u> |
| <u>Port of Siuslaw</u> | <u>bylaws 5/26/10</u> |
| <u>Confederated Tribes of the Coos, Lower Umpqua and Siuslaw Indians</u> | <u>bylaws 5/17/10</u> |
| <u>Lane Transit District</u> | |
| <u>Central Lane MPO</u> | |
| <u>Central Lane MPO Citizen's Advisory Committee (CAC)</u> | <u>amendments</u> |
| <u>Lane County Roads Advisory Committee (LCRAC)</u> | <u>bylaws 4/28/10</u> |

Next Steps

The FACT-LC recommends the BCC and ultimately the OTC approve the proposed bylaws, including the suggested administrative amendments.

Although the FACT-LC did not have time to discuss in detail what might happen after that, the proposed bylaws themselves call for several actions:

- Staffing: ODOT will arrange staff support for LACT, with funding provided by ODOT. Specific responsibilities shall be determined by mutual agreement between LACT and ODOT. Note that ODOT is in discussions with LCOG to provide staffing assistance.
- Highway 126 East: The Lane County commissioners shall appoint a primary representative and an alternate representative for the Highway 126 corridor east of Springfield.

- Citizens (Private Sector): Following public advertisement, LACT shall appoint up to six (6) citizens as members of LACT.
- Chair and Vice-Chair: The voting members of LACT shall elect a Chair and Vice-Chair.
- Steering Committee: LACT may establish a Steering Committee. The Steering Committee shall consist of the Chair, the Vice-Chair, the ODOT Area 5 Manager and up to five (5) other primary voting members of LACT elected by the voting members of LACT.
- Work Plan: LACT shall develop and adopt a Work Plan.
- Public Involvement Plan: LACT shall develop a Public Participation Plan.

Perhaps as early as July 14, but after the BCC approves the proposed bylaws, I suggest LACT hold an initial organizational meeting to discuss how to appoint citizen members. I urge LACT to establish a citizen member recruitment committee, co-chaired by two citizen members of LACT (presumably Kent Fleming and Dave Jacobson), to review candidates and make recommendations to the full ACT.

By September, LACT should be chartered by the OTC and staffed. I suggest LACT appoint its citizen members. LACT should also begin developing a work plan.

By October, LACT should have close to its full allotment of members. I suggest LACT ratify its own bylaws, elect a chair and vice-chair, perhaps establish a steering committee, and adopt a work plan.

Not later than October 31, 2010, and pursuant to Senate Bill 944, the BCC “shall report to the appropriate interim committees of the Legislative Assembly on (a) the steps taken toward the formation of an area commission on transportation for Lane County; and (b) the initial membership of the area commission on transportation, if the charter has been approved by the Oregon Transportation Commission, or a plan, including remaining steps and a timeline, for obtaining approval of the area commission on transportation for Lane County.”

On behalf of the FACT-LC,

Rob Zako

Rob Zako
Project Manager
Lane County Process to Form an ACT

cc: other elected officials and transportation stakeholders

attachments:

- proposed bylaws for Lane Area Commission on Transportation (LACT), dated April 16, 2010, with suggested administrative amendments, dated May 18, 2010
- letter from some members of FACT-LC to BCC, dated May 17, 2010

Senate Bill 944, the OTC’s *Policy on Formation and Operation of ACTs*, summaries of FACT-LC meetings, and other supporting documents are available online:
www.lanecounty.org/Departments/PW/TransPlanning/Pages/LaneCountyACT.aspx



Lane County

Public Works Department / Transportation Planning Division
3040 North Delta Hwy. / Eugene, Oregon 97408
Phone: 541-682-6936/ fax: 541-682-8554

September 1, 2010

Gail Achterman, Chair
Oregon Transportation Commission
c/o Amy Merckling
355 Capitol St NE Rm. 135
Salem, OR 97301

RE: Region 2, Area 5/Lane County Area Commission on Transportation

Dear Chair Achterman,

Please find enclosed Board Order 10-6-23-15 and Bylaws (proposed charter) adopted by the Lane County Board of Commissioners. We are submitting these Bylaws for the Oregon Transportation Commission's consideration to work toward compliance with SB 944.

As you know, the Oregon Legislature enacted Senate Bill (SB) 944 during the 2009 Regular Session. SB 944 requires Lane County, in consultation with other elected local officials and with transportation stakeholders, to develop, not later than September 30, 2010, a proposed charter for the formation of an area commission on transportation.

Lane County held four meetings from January 2010 through April 2010 involving cities and stakeholders in Lane County. You, OTC Commissioner Alan Brown, and Oregon Department of Transportation (ODOT) representatives met these representatives when you graciously took time from your busy schedules and attended a public hearing and Lane County Board of Commissioners meeting on this matter, on June 23, 2010. In holding that June 23, 2010 meeting we believe OTC met the SB 944 Section (5) requirement that "not later than October 31, 2010, the Oregon Transportation Commission shall schedule a meeting with the governing body of Lane County, other elected local officials and transportation stakeholders to discuss the proposed charter."

SB 944, Section (4) says, "The governing body of Lane County shall submit the proposed charter to the Oregon Transportation Commission for deliberation and action. If the proposed charter establishes a process for establishing membership, terms of office and voting procedures that are all consistent with the policy guidelines established in the Policy on Formation and Operation of Area Commissions on Transportation as approved by the Oregon Transportation Commission, the Oregon Transportation Commission may not reject the proposed charter based on the composition of its membership."

When we held the June 23, 2010 meeting it was my understanding from the discussion that you believe that the enclosed Bylaws meet the guidelines specified above and in the Policy on Formation and Operation of Area Commissions on Transportation (ACTs), adopted by the OTC on June 18, 2003. I am aware that there was lack of agreement from many or most of the Lane County Forum-ACT stakeholders who helped develop the proposed bylaws, on provisions in the bylaws related to membership appointments as adopted by the County Board of Commissioners. However, based upon the Lane County Board of Commissioners discussion when they adopted the attached Bylaws, they believe they have met both the letter and intent of SB 944 and the OTC adopted Policy.

It is my understanding that the Lane County Board of Commissioners has now met the requirements of SB 944 with the exception of reporting to the appropriate interim committees of the Legislative Assembly, as required in SB 944 Section (6), and that the OTC now needs to formally consider and take action on the proposal at an OTC meeting. I am aware that ODOT Area 5 Manager Sonny Chickering is in contact with OTC staff Amy Merckling regarding scheduling of this matter, possibly for the September 22, 2010 OTC meeting.

I am confident that Region 2/Area 5 Manager Sonny Chickering, Lane County consultant Rob Zako, who managed the Lane County Bylaws development and adoption process, and others who plan to be on hand when you consider this matter, will provide you full information about the process for the enclosed Bylaws and the content of the document.

If I can be of further assistance on this matter, please do not hesitate to contact me.

Thank you.

Sincerely,



Celia Barry, Manager
Lane County Public Works, Transportation Planning and Traffic

enc: Board Order 10-6-23-15 and Exhibit A, Bylaws

cc (electronic Adobe .pdf files):

Lane County Board of Commissioners
Lane County ACT Stakeholders
Jeff Spartz, County Administrator
Marsha Miller, Public Works Director
Sonny Chickering, ODOT Region 2/Area 5 Manager
Alex Cuyler, Intergovernmental Relations Coordinator
Savannah Crawford, Region 2 Planner
Andrea Riner, Transportation Manager, Central Lane MPO
Rob Zako

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY
STATE OF OREGON

AUG 26 2010

ORDER NO. 10-6-23-__15) In The Matter Of Proposing Bylaws For An Area
) Commission On Transportation (ACT) For Lane
) County

WHEREAS, Senate Bill (SB) 944, enacted by the State of Oregon as Oregon Laws 2009, chapter 509, directs Lane County to develop a proposed charter or bylaws for formation of an area commission on transportation on or before September 30, 2010; and

WHEREAS, the Lane County Board of Commissioners hired a consultant in order to comply with SB 944; and

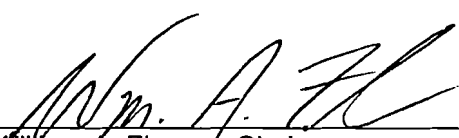
WHEREAS, on December 15, 2009 the consultant formed a task force to be called the Forum on an Area Commission on Transportation for Lane County (FACT-LC); and

WHEREAS, the FACT-LC was charged with and completed its task of developing the proposed bylaws for the formation of an ACT, in compliance with SB 944; and

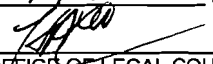
WHEREAS, the Board of Commissioners has taken testimony on the proposal at a public hearing on June 23, 2010, and has considered the proposed bylaws, and supports the proposal, now, therefore, it is hereby

ORDERED that the proposed bylaws, attached hereto as Exhibit A, are hereby adopted and approved for submittal to the Oregon Transportation Commission (OTC) for OTC's approval and charter of the Lane County ACT.

Effective date: August 18, 2010



William A. Fleenor, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 6-14-10 Lane County


OFFICE OF LEGAL COUNSEL

Lane Area Commission on Transportation (LACT) Proposed Bylaws

Adopted by the Lane County Board of Commissioners, 8/18/2010

Table of Contents

- I. PURPOSE
- II. MISSION
- III. AUTHORITY
- IV. ORGANIZATION
 - A. Voting Members
 - 1. Counties and Cities
 - 2. Tribes, Ports and Transit Districts
 - 3. MPOs
 - 4. Transportation Advisory Committees
 - 5. Highway 126 East
 - 6. Citizens (Private Sector)
 - 7. ODOT
 - Alternates
 - Balance
 - Terms
 - Repeated Absences
 - B. Non-Voting Members
 - C. Staffing and Financial Support
- V. OPERATION
 - A. Decision-Making
 - Quorum
 - Consensus
 - Supermajority Vote
 - Basis for Making Decisions
 - B. Officers
 - Chair and Vice-Chair
 - Ambassador(s)
 - Terms
 - C. Committees
 - D. Work Plan & Report
 - E. Meetings
 - F. Public Involvement
- VI. COORDINATION
- VII. AMENDMENTS
- VIII. GLOSSARY

Recognizing the importance of transportation to the long-term livability of the area and the desirability of speaking with one voice on major transportation issues, and in fulfillment of the requirements of Senate Bill 944 (Section 1, Chapter 509, Oregon Laws 2009), the Board of County Commissioners of Lane County is submitting to the Oregon Transportation Commission (OTC) this proposal for the formation of an area commission on transportation (ACT) for Lane County.

I. PURPOSE

The Lane Area Commission on Transportation (LACT) is an advisory body established to provide a forum for stakeholders to collaborate on transportation issues affecting Oregon Department of Transportation Region 2, Area 5 ("Area") and to strengthen state/local partnerships in transportation.

II. MISSION

The mission of LACT is to:

1. Provide a local forum for sharing information, understanding, coordinating, and gaining consensus around transportation plans, policies, projects and funding;
2. Engage key stakeholders and the general public with a process consistent with state and federal laws, regulations and policies;
3. As applicable, consider all modes and aspects of the transportation system, including air, marine, rail (freight and passenger), road, transit, bicycle, pedestrian, and pipelines;
4. Review and monitor the condition of the Area's transportation system, using appropriate benchmarks;
5. Recommend short- and long-term transportation investment priorities based on state and local plans and addressing identified needs of the Area's transportation system while balancing local, regional and statewide perspectives; and
6. Communicate and coordinate regional recommendations, priorities and activities, and collaborate with other organizations and interests, including as applicable the Central Lane Metropolitan Planning Organization (CLMPO), other ACTs, the OTC, ODOT advisory committees, the Governor's Economic Revitalization Team (ERT), regional partnerships and investment boards, state legislators, Oregon's congressional delegation, and other agencies and stakeholders.

III. AUTHORITY

LACT is an advisory body chartered under authority of the OTC. ORS 184.610 to 184.666 gives the OTC the authority to establish policies for the operation of ODOT and for the administration of programs related to transportation. The OTC may charter an ACT when it demonstrates, and as long as it maintains, a structure consistent with the requirements of the *Policy on Formation and Operations of ACTs*. The OTC retains oversight and final decision-making authority to assure efficient management of the state transportation system. ACTs provide valuable input and recommendations to that process.

LACT is a voluntary association of government and non-government transportation stakeholders and has no legal regulatory, policy or administrative authority. LACT processes and resulting recommendations shall comply with relevant laws, regulations and policies. As an advisory body to the OTC with authority to make recommendations on policy or administration, LACT meets the definition of a "Governing Body" and falls under the requirements of the Public Meetings Law, ORS 192.610 to 192.690. LACT members shall comply with the requirements of Oregon Government Standards and Practices laws concerning conflict of interest.

IV. ORGANIZATION

A. Voting Members

LACT is comprised of 31 voting members, determined as follows:

1. **Counties and Cities:** The governing bodies of Lane County and the incorporated cities within the Area (Coburg, Cottage Grove, Creswell, Dunes City, Eugene, Florence, Junction City, Lowell, Oakridge, Springfield, Veneta and Westfir) are each invited to designate a primary representative and an alternate representative to LACT. A primary representative shall be an *elected official* but an alternate need not be. In order to facilitate better coordination between LACT and CLMPO, each city that is part of CLMPO is encouraged to appoint a primary representative that is also a member of the CLMPO policy board. (13 members)
2. **Tribes, Ports and Transit Districts:** The governing bodies of the Confederated Tribes of the Coos, Lower Umpqua & Siuslaw Indians ("Tribes"); the Port of Siuslaw ("Port"); and Lane Transit District (LTD) are each invited to designate a primary representative and an alternate representative to LACT. A primary representative shall be an *appointed or elected official* but an alternate need not be. (3 members)
3. **MPOs:** CLMPO is invited to designate a primary representative and an alternate representative to LACT. Such representatives need not be *elected officials*, but should be well versed in federal MPO requirements. (1 member)
4. **Transportation Advisory Committees:** The Lane County Roads Advisory Committee (LCRAC) and the CLMPO Citizen Advisory Committee (CAC), with the approval of the CLMPO, are each invited to designate a primary representative and an alternate representative to LACT. (2 members)
5. **Highway 126 East:** The Lane County Board of Commissioners shall appoint a primary representative and an alternate representative for the Highway 126 corridor east of Springfield. (1 member)

6. **Citizens (Private Sector):** Following public advertisement, the Lane County Board of Commissioners shall appoint ten (10) citizens as members of LACT. The citizens should be selected, to the greatest extent possible, to represent a diversity of interests, which may include airports, rail (passenger & freight), trucking, public transit (bus & rail) riders, bicyclists and pedestrians, business, freight, tourism, public safety, public health, schools, neighborhoods, senior citizens, special transportation needs, minorities, environment, land use, parts of Lane County not otherwise well represented on LACT, and other interests. Citizen (Private Sector) members shall reside in the Area or represent a business or organization that operates in the Area. (10 members)
7. **ODOT:** The ODOT Lane County Area Manager is a voting member of LACT and shall designate an alternate. (1 member)

Alternates: In order to ensure good representation, when a primary member is unable to attend a meeting, he/she should contact his/her alternate to serve in his/her place. An alternate member may attend and participate in any meeting, but may vote only when the primary member is absent. In rare cases when both primary and alternate members are unable to attend a meeting, someone else may vote by written authority from the member jurisdiction/entity. Citizen (Private Sector) representatives shall not have alternates.

Balance: The seven categories of voting members are designed as a whole to provide an extensive diversity of interests and representation. Thus, there should be no overlap of membership between each of these categories such that any entity or interest is able to exercise an undue voice in relation to others. In particular, a Highway 126 East or Citizen (Private Sector) member may not be someone who could be a voting member representing one of the other jurisdictions/entities, i.e., a county, a tribe, a port, a transit district, a MPO, the LCRAC, the CAC or ODOT. Moreover, the Highway 126 East and Citizen (Private Sector) members shall be appointed to balance out other members of LACT and provide a greater diversity of interests and geographic areas.

Terms: Highway 126 East and Citizen (Private Sector) members will serve two-year terms and may be reappointed. All other voting members may be designated or replaced at any time by their represented jurisdictions/entities.

Repeated Absences: All voting members of LACT are expected to participate in all meetings, or to send an alternate if applicable. If a voting member fails to participate in three (3) consecutive meetings, or to send an alternate, his/her position shall be deemed eliminated for the purposes of a quorum and decision-making, until such time as the position is filled and someone in that position participates (again) in a meeting. The responsible jurisdiction/entity may replace its own repeatedly absent voting member, even if his/her term has not yet expired. The LACT may replace a repeatedly absent Citizen (Private Sector) member.

B. Non-Voting Members

The following officials are invited to be non-voting, *ex officio* members of LACT or participate in any LACT meetings:

- ODOT Area Managers for Areas adjacent to Lane County.
- Oregon Transportation Commissioners.

- The member of the Governor's Economic Revitalization Team responsible for Lane County.
- State legislators representing parts of Lane County.
- Members of Congress representing parts of Lane County.

Space and time permitting, staff to jurisdictions or entities that are members of LACT are invited to participate in discussions as non-voting members.

LACT may invite other non-voting members to represent relevant areas of interest or expertise and to participate in discussions, on either an *ad hoc* or ongoing basis.

C. Staffing and Financial Support

ODOT will arrange staff support for LACT, with funding provided by ODOT. Specific responsibilities shall be determined by mutual agreement between LACT and ODOT.

Ed. Note: ODOT will arrange for initial staffing support in advance of the first meeting of LACT.

V. OPERATION

A. Decision-Making

Quorum: All voting members of LACT are expected to participate in all meetings, or to send an alternate if applicable. A quorum for decision-making purposes will be two-thirds (2/3) of the voting membership. A quorum may include teleconferencing of members, if feasible. LACT may consider purely informational items with less than a quorum present.

Ed. Note: For example, if the total number of voting members were 31, then a quorum of 21 would be needed to make decisions.

Consensus: LACT will use a consensus decision-making process and will foster mutual respect and a collaborative approach to problem solving. Members will seek to advance broad interests and look for win-win solutions. Consensus means that *all* voting members present can live with the decision. Members are encouraged to voice and have recorded all views. Once a consensus decision has been reached, all members agree to support that decision.

Supermajority Vote: In rare cases where consensus cannot be reached, decisions will be made by a 80% supermajority of the voting members present. A simple majority of voting members present may call for the end of discussion and a supermajority vote.

Ed. Note: For example, if the number of voting members present was 21, then those 21 voting members could make a decision by consensus. Alternatively, a supermajority of 17 or more voting members could make a decision.

Basis for Making Decisions: LACT shall function as an advisory body to the OTC, which has final decision authority. LACT deliberation processes and resulting recommendations shall comply with relevant laws, regulations and policies. Recommendations shall be based on local, state, and federal adopted transportation plans, policies and procedures including, but not limited to:

- Oregon Transportation Plan and supporting mode plans (e.g., Oregon Highway Plan and Oregon Public Transportation Plan)

- Oregon Public Meetings Law, ORS 192.610 to 192.690 (See State of Oregon, Department of Justice, *Attorney General's Public Records and Meetings Manual*)
- State corridor and facility plans
- Transportation Planning Rule, OAR 660-012
- Transportation system plans
- MPO regional transportation plans
- Federal transportation planning regulations
- Local government plans, regulations, and ordinances
- Project selection criteria and prioritization factors approved by the OTC, including Oregon Transportation Management System data
- State Agency Coordination Program, OAR 731-15
- Additional criteria established by the OTC
- Oregon Government Standards and Practices, ORS Chapter 244 (See *Oregon Government Standards and Practices Laws, a Guide for Public Officials*, by the Oregon Government Standards and Practices Commission)

LACT may use additional criteria to select and rank projects provided the criteria do not conflict with any criteria established by the OTC. If LACT chooses to use additional criteria, they must inform those developing project proposals about the criteria. LACT shall apply regional and statewide perspectives to their considerations, refining recommendations after consultation with any affected MPO.

Recommendations to the OTC shall be documented and forwarded to the OTC with the factors used to develop the recommendation, including any additional criteria used by LACT in forming its recommendation. Documentation developed by a member whose recommendations were not incorporated into the final LACT recommendations will be forwarded to the OTC with other materials documenting LACT recommendations. Recommendations to the OTC will be made in accordance with the approved STIP Development Timeline.

B. Officers

Chair and Vice-Chair: A Chair and Vice-Chair shall be elected by the voting members. The Chair shall preside at all meetings attended, sign documents and correspondence, orient new members, approve agendas, represent LACT in other venues and serve as LACT's official spokesperson. The Vice-Chair shall serve as the Chair's primary alternate and shall preside at LACT meetings in the Chair's absence and assist the Chair in new member orientations as needed.

Ambassador(s): Optionally, LACT may elect one or more Ambassadors to represent it, in place of the Chair or Vice-Chair, when coordinating with the OTC, other ACTs and other entities.

Terms: Officers shall serve one-year terms starting at the first meeting of the calendar year. Officers may be elected to more than one term of office. Elections shall be decided as described in Section V.A, Decision Making.

C. Committees

LACT may establish a Steering Committee. The Steering Committee shall consist of the Chair, Vice-Chair, the ODOT Area 5 Manager and up to five (5) other primary voting members of LACT elected by the voting members of LACT. Duties of the Steering Committee include development of meeting agendas, development and monitoring of a Work Plan, and mentoring of new members.

LACT may form other standing or *ad hoc* committees as needed, for example, a Technical Advisory Committee. Committees may develop options and make recommendations, but policy decisions must be made by the voting members of LACT.

D. Work Plan & Report

LACT shall develop and adopt a Work Plan. The Work Plan can be amended at any time.

Accomplishments, based on the Work Plan and other achievements, shall be reviewed at least once every two years and a Report prepared. The Report shall review how well LACT is functioning, including staffing, public participation, and coordination with other entities. The Report shall be provided to the OTC.

E. Meetings

LACT will hold monthly meetings at a regularly scheduled time, unless it determines there is no need to meet.

All meetings will be held within the geographic boundaries of LACT. Meetings can sometimes be held at different locations in the Area in order to experience transportation issues first hand. Meeting field trips may be made a part of the regular meeting to allow greater community input on local issues and priorities.

When urgent business must be conducted, the Steering Committee may call a special meeting with 10 days advance notice.

F. Public Involvement

LACT will develop a Public Participation Plan. At least once every two years as part of its regular Report, LACT shall review the effectiveness of its public participation efforts.

In order to fulfill its advisory role in prioritizing transportation problems and solutions and recommending projects, the LACT will involve the public and stakeholders in its decision making process, as prescribed in its Public Involvement Plan. As LACT considers local, regional and statewide transportation issues, it will provide public information and involves the public in its deliberations. To comply with federal environmental justice requirements, the public involvement process will include a strategy for engaging minority and low-income populations in transportation decision-making.

LACT will look for opportunities to engage representatives of key interests as voting members, non-voting members, or invited guests, as appropriate.

VI. COORDINATION

LACT will communicate and coordinate with others that may have transportation related knowledge or interest in the Area. Working with a broad representation of stakeholder groups will help provide a balance between local/regional priorities and statewide priorities.

LACT will jointly develop Coordination Protocols with CLMPO.

LACT will provide regular notice to nearby ACTs, and look for opportunities to coordinate. LACT supports a joint annual meeting of all ACTs within ODOT Region 2.

As part of its regular Report, LACT shall review how it coordinates with other bodies and interests.

VII. AMENDMENTS

LACT defines its manner of conducting business through agreed upon Bylaws. Recommendations to repeal, amend, add to or replace these Bylaws may be made by consensus—or by an 80% supermajority—of all voting members. Such changes shall be presented at one LACT meeting, and acted upon at the subsequent meeting. All amendments shall be reported to the OTC. Administrative amendments shall take effect immediately; other amendments shall take effect upon approval by the OTC.

VIII. GLOSSARY

AGENDA ITEM SUMMARY

DATE OF MEETING: September 15, 2010

ITEM TITLE: PROCESS FOR GRANT APPLICATION APPROVAL

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

ACTION REQUESTED: Adoption of resolution granting general manager authority to sign grant applications on behalf of the District where Board action is not required.

BACKGROUND: The Lane Transit Board of Directors has often approved applications for federal grants as part of the District's business. Board approval is a requirement of some grants, but not others. In order to streamline this process, and to make the District more efficient in the grant application process, staff are proposing that the Board review and approve only those grants for which approval is required. For all other grant applications, it is recommended that the Board award general signature authority to the general manager when the application is consistent with the Board approved budget and the Capital Improvements Plan.

Staff will inform the Board of all grant applications that are submitted for funding.

ATTACHMENTS: None.

RESULTS OF RECOMMENDED ACTION: The LTD general manager will have the authority to approve all grant applications that are consistent with the approved budget and do not require Board action.

PROPOSED MOTION: I move approval of Resolution No. 2010-030, granting LTD's general manager the authority to sign all grant applications for which Board action is not required.

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\Process for Grant Application Approval.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: September 15, 2010

ITEM TITLE: GENERAL MANAGER SELECTION PROCESS

PREPARED BY: Mike Eyster, LTD Board President

ACTION REQUESTED: Approval of Timeline for General Manager Selection Process

BACKGROUND: General Manager Mark Pangborn will be retiring in June 2011. The Board has determined that an executive search process will be used, that external and internal candidates will be considered at the same time, and that an executive search firm will be hired to conduct the process. Now that a tentative retirement date has been announced, Board President Mike Eyster further proposes a timeline that will allow the Board to give full consideration of all qualified candidates and make a measured selection before Mr. Pangborn retires.

ATTACHMENT: General Manager Selection Process Proposed Timeline

PROPOSED MOTION: I move approval of LTD Resolution No. 2010-031, approving the timeline for the selection of the next LTD general manager, as stated in the attached General Manager Selection Process Proposed Timeline.

**GENERAL MANAGER SELECTION PROCESS
PROPOSED TIMELINE
September 15, 2010**

| | |
|-------------|---|
| September | Board members attend APTA webinar on CEO selection on September 22, followed by debrief. Board has early discussions and agreement of process. |
| October | GM evaluation occurs, including community leader feedback about current and future GM. Board identifies firms to conduct professional recruit. |
| December | Board selects professional recruiter. Board meets with recruiter to outline process and selection criteria. |
| January | Recruit begins. |
| March (mid) | Recruit closes. |
| April | Selection process occurs – interviews, reference checks, etc. |
| May 1 | Final selection made. New GM arrives last week of May. |
| June 1 | Mark retires. |

AGENDA ITEM SUMMARY

DATE OF MEETING: September 15, 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. **Human Resources Committee:** The Board Human Resources Committee is composed of Chair Mike Dubick and Board members Dean Kortge and Gary Gillespie. The Committee met on Tuesday, August 24, and discussed the general manager evaluation process. The next meeting is tentatively scheduled to be held on September 28.
2. **Joint EmX Steering Committee and West Eugene EmX Extension Corridor Committee (WEECC):** 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 WEECC 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 two committees met together on Tuesday, September 7, and discussed the summary review of the draft Alternatives Analysis report, received an overview of the selection process for the Locally Preferred Alternative, and discussed the Gateway EmX Extension. The next WEECC meeting is scheduled to be held on October 6.

3. **Long-Range Transit Plan Project Advisory Committee (LRTP PAC)**: This 18-member committee is composed of members of local units of government and community representatives. Board Member Ed Necker serves on this committee, which will meet five times during the next twelve months. During its first meeting on Tuesday, September 7, the Committee received an overview of the purpose of the LRTP and reviewed the scenario development methodology used in the LRTP public event planned for October 11. The next meeting is tentatively scheduled to be held on October 13.
4. **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, September 9, to discuss the Federal Fiscal Year 2012-15 Surface Transportation Improvement Program priorities. The Committee also discussed how to determine membership of a subcommittee that will review the project list for the Regional Transportation Plan update. The next meeting will be held on Thursday, October 14, at the Springfield Library meeting room.

OTHER ACTIVITIES

1. **Community Resource Group Meeting**: On September 14, Board Vice President Greg Evans attended this meeting at St. Mary's Church. This is part of the *Envision Eugene* process that was featured on the front page of the *Register-Guard* on Sunday, September 5. Mr. Evans will report on the meeting at the September 15 Board meeting.

NO MEETINGS HELD

1. **Joint Locally Preferred Alternative Committee (JLPAC)**: This committee is composed of members from three bodies: LTD, MPC, and the Eugene City Council. Board members Mike Eyster, Gary Gillespie, and Greg Evans serve on this committee, which will meet five times during the next three months. The first meeting of this committee is being scheduled for late September or early October.
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. The next meeting is scheduled to be held on Thursday, September 30.
3. **Finance Committee**: The Board Finance Committee is composed of Chair Dean Kortge and Board members Mike Dubick and Ed Necker. The next Committee meeting is scheduled to be held on October 12.
4. **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.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 15, 2010

ITEM TITLE: BOARD COMMITTEE ASSIGNMENT

PREPARED BY: Mike Eyster, Board President

ACTION REQUESTED: None. Committee assignment to be finalized.

BACKGROUND: To assist with the progress of the Long-Range Transit Plan, a Project Advisory Committee (PAC) is being created. Board President Mike Eyster recommended that Board Member Ed Necker represent LTD on this committee. On August 13, that recommendation was e-mailed to Board members for review and comment. No adverse comments were received regarding this assignment; therefore, the assignment of Ed Necker to the Long-Range Transit Plan Project Advisory Committee is finalized.

ATTACHMENT: LTD Board of Directors Committees and Special Assignments

PROPOSED MOTION: None

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\PAC Committee Assignment summary.doc

LTD BOARD OF DIRECTORS COMMITTEES AND SPECIAL ASSIGNMENTS

September 15, 2010

BOARD OFFICERS (Terms expire 6/30/10)

President – Mike Eyster
Vice President – Greg Evans
Secretary – Dean Kortge
Treasurer – Ed Necker

HUMAN RESOURCES COMMITTEE (meets 2nd and 4th Thursdays, as needed)

*Mike Dubick
Gary Gillespie
Dean Kortge

SERVICE COMMITTEE (meets every other month, or as needed)

*Greg Evans
Doris Towery
Ed Necker

EmX STEERING COMMITTEE – BOARD REPRESENTATIVES (meets quarterly)

*Greg Evans
Gary Gillespie
Doris Towery

EmX STEERING COMMITTEE **Government Representatives:** Rob Handy, Lane County Commissioner Hillary Wylie, Springfield City Councilor George Poling, Eugene City Councilor

Appointees:
Josh Skov
Bobby Lee
Gerry Gaydos
Sonny Chickering
Steve Gordon
Dave Jewett
Dan Egan
Tammy Fitch

METROPOLITAN POLICY COMMITTEE (MPC) REPRESENTATIVES

(meets 2nd Thursday of the month)
Greg Evans
Mike Eyster
Alternate: Mike Dubick

FINANCE COMMITTEE (meetings scheduled as needed)

Mike Dubick
*Dean Kortge
Ed Necker

LANE COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS

(meets every other month - 4th Thursday)
Mike Dubick
Alternate: Mike Eyster

WEST EUGENE CORRIDOR COMMITTEE – BOARD REPRESENTATIVES

(a subcommittee of the EmX Steering Committee)
(meets 1st Wednesday of the month)
Greg Evans
Ed Necker
Dean Kortge

WEST EUGENE EmX CORRIDOR COMMITTEE **Government Representatives:**

Jennifer Solomon, Eugene City Councilor
Chris Pryor, Eugene City Councilor
Rob Handy, Lane County Commissioner

Appointees:
Larry Reed
Ray Bradley
Will Shaver
Micah Sardell
Anand Keathley
Garrick Mishaga
Kari Turner
Jim Thomas
Ilona Koleszar
Rob Zako
Ric Ingham
Steve Lamb
John Woodrich
Rick Reno
Cassidy Clausen
Josh Skov

**LONG-RANGE TRANSIT PLAN
PROJECT ADVISORY COMMITTEE
BOARD REPRESENTATIVE**

(will meet five times from September 2010 –
September 2011)

Ed Necker

**WEST EUGENE EmX JOINT
LOCALLY PREFERRED ALTERNATIVE COMMITTEE
BOARD REPRESENTATIVES**

(Began meeting in Fall 2010)

Mike Eyster
Gary Gillespie
Greg Evans

**LONG-RANGE TRANSIT PLAN
PROJECT ADVISORY COMMITTEE**

Committee Members:

Celia Barry, Lane County
Christopher Ramey, University of Oregon
Dan Egan, Springfield Chamber of Commerce
David Reesor, City of Springfield
Edward Goodnough, 4J School District
Kurt Yeiter, City of Eugene
Pat McGillivray, Bethel School District
Tom Lindly, Springfield School District
Jennifer Hayward, Lane Community College
Will Shaver, Eugene Chamber of Commerce
Andrea Riner, Lane Council of Governments

Project Team:

Mary Archer, LRTP Project Manager, LTD
Tom Schwetz, Planning and Development
Director, LTD
Price Armstrong, Planning Intern, LTD
David Helton, Grant Manager, ODOT
Kristin Hull, Consultant, CH2M HILL
Sam Seskin, Consultant, CH2M Hill

**WEST EUGENE EmX JOINT
LOCALLY PREFERRED ALTERNATIVE COMMITTEE**

Committee Members:

Eugene Representatives:

Kitty Piercy, Mayor of Eugene
Chris Pryor, Eugene City Councilor
Andrea Ortiz, Eugene City Councilor

MPC Representatives:

Rob Handy, Lane County Commissioner
Sonny Chickering, Oregon Department of
Transportation

* Denotes Committee Chair

Q:\ATEAM\BOARD\BdCommittees09-10.docx

Updated: 9/10/2010 11:19:06 AM

AGENDA ITEM SUMMARY

DATE OF MEETING: September 15, 2010

ITEM TITLE: GENERAL MANAGER EVALUATION PROCESS

PREPARED BY: Michael Dubick, Board Human Resources Committee Chair

ACTION REQUESTED: None. Information only.

BACKGROUND: The Board's Human Resources Committee is responsible for approving and administering the general manager's annual evaluation. Each fall, the Committee approves a process to be used for that year's evaluation. Once approved, staff proceed with distributing the evaluation tools.

This year presents unusual circumstances with the pending retirement of LTD's current general manager, Mark Pangborn. The members of the Board's Human Resources Committee propose a process to collect information and guide the Board in the selection of the next general manager. The Committee recommends that all Board members participate since all Board members will be responsible for the final selection decision.

Each Board member will make personal contacts with two or three pre-assigned community leaders. A short list of questions will be developed to generate discussion. Feedback gained from these contacts will be provided to staff and summarized for review at a Board luncheon with additional community leaders in attendance. Once complete, the materials will be shared with the executive recruiter in charge of the general manager recruiting process.

ATTACHMENT: None.

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\GM 2010 eval.doc

AGENDA ITEM SUMMARY

DATE: September 15, 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: The July 2010 packet provided background for discussing the inclusion of EmX vehicles in the District's bus advertising program. Staff will review the information and ask the Board to discuss the concept of limited EmX advertising. In order for the Board to get a sense of what limited advertising may look like, illustrations have been provided.

The timing of this discussion coincides with the expiration of the five-year bus advertising contract with Lamar Transit Advertising. The District has the ability to extend the current bus advertising contract for up to three additional years. The District has been approached by numerous transit advertising firms that are interested in the LTD contract; therefore LTD is giving consideration to putting the contract out to bid. Staff will discuss this with the Board in greater detail at the September meeting.

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.

EMX EXTERIOR DISPLAYS



AGENDA ITEM SUMMARY

DATE OF MEETING: September 15, 2010

ITEM TITLE: JULY AND AUGUST FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Financial results for the first two months of the FY 2010-11 fiscal year are summarized in the attached reports. With a focus on the most current information, this report covers August and two-month year-to-date results.

Passenger fares are 11.7 percent higher for the first two months of the new year over the same period last year. Passenger boardings for the rolling twelve-month period, which ended August 31, decreased 1.5 percent compared to the previous period. These two results seem counterintuitive. However, there were changes that occurred in the last fiscal year that affected fare collection. One was the implementation of fare collection on the Franklin EmX corridor, which did not occur until September 2009 so the results for July and August 2010 are not comparable to 2009. There also is an increase in adult pass revenue, which is most likely the result of a rate increase implemented in July 2010.

Payroll tax revenues are up 6.9 percent versus last year. Board members may recall that there was a \$347,000 disbursement error that was corrected at the beginning of FY 2009-10. Therefore, the two-month 2009 period is not comparable to 2010. After adjusting for the error correction, payroll tax receipts are up about 1.5 percent. The increase in payroll tax rate from .0065 to .0066 on January 1, 2010, accounts for all of this increase. Local unemployment is lower than a year ago, but remains high and constant. Year-to-date results are consistent with the current year budget assumptions and the current Long-Range Financial Plan.

There are usually no self-employment tax receipts expected until after the first of January for the calendar year that will end December 31. Self-employment tax payments are due at the same time as state income tax returns, usually on April 15. Year-to-date receipts of \$42,000 are likely collections for prior tax years.

State-in-lieu receipts are disbursed quarterly. Receipts for the quarter ending September 30, 2010, are expected in early October.

Interest rates of return remain at historic lows. The Local Government Investment Pool is still .55 percent, as has been true for the last several months.

Total personnel services expenditures, the largest category of operating expense, show a 4.1 percent increase versus the previous year. The increase is accounted for entirely by the change in the amounts charged to grants. It was not possible to post all of the grant payroll contras for August due to work and vacation schedules. All of the Point2point Solutions wages and benefits used to be reported as grant contra charges, but are now included as regular administrative personnel services expenditures. These expenditures are still offset by dedicated grant funds. Contract wages are flat compared to the previous fiscal year. Personnel services expenditures are closely monitored.

Materials and services results vary widely from department to department. Total materials and services are slightly lower for the first two months of this year as compared to last. Notable anomalies are Point2point Solutions, which increased in the Operating Fund due to the reporting change, and the transfer to the Accessible Services Fund where the timing of the transfer was different in the current year than in last year.

Fuel prices rose in July and again in August. The current year budget assumes \$2.40 per gallon. The year-to-date average price per gallon through August was \$2.11, which is up from \$2.09 in July. The year-to-date high was \$2.34 per gallon on August 16, 2010. Prices began to drift downward in September. LTD will consider another bulk fuel purchase for storage if the per gallon price falls below \$2.23. All but a nominal amount of the fuel purchased at the end of FY 2008-09 has been used.

The General Fund is stable through August, but payroll tax receipts will be a critical indicator of LTD's financial health in the months to come. The next quarterly distribution of payroll tax receipts is expected in early November.

The Transportation Options Fund was eliminated in the FY 2010-11 budget. As noted above, Point2point Solutions activities are now reported in the General Fund.

Year-to-date results for the Accessible Services Fund and Medicaid Fund are as anticipated by the FY 2010-11 budget.

The majority of year-to-date Capital Project Fund activity has been the acquisition of five new articulated vehicles for regular fixed-route service. These vehicles were 80 percent funded by discretionary grants and those funds have been accrued or received. The capital fund shows a deficit through August of nearly \$2 million for several reasons. There was a \$600,000 grant accrual from June that was reversed in July. (This transaction accounts for most of the reason that the current month actual revenue in the Capital Projects Fund is more than the year to date total.) This accrual will be reposted and the funds drawn down after the grant is reprogrammed. The West Eugene EmX Extension project no longer has grant funding, so on-going expenditures for the foreseeable future will be covered by transfers from the General Fund. (It is possible that these

costs will be reimbursed by lottery funds in the spring of 2011 if/when the West Eugene EmX Extension moves from planning to project status.) There is a grant covering the acquisition of the accessible services vehicles that is not far enough into the pipeline for LTD to accrue the funds. And, finally, no transfers from the General Fund to the Capital Projects Fund have occurred year to date. Transfers are budgeted to resume in FY 2010-11 after being discontinued in FY 2009-10. There is more than enough cash in the General Fund to front Capital Project activity at this time. However, in the future, when cash is spent down in the General Fund, it will be necessary to match Capital Project expenditures more closely with the expected receipt of the grant revenues that will offset them.

In November or December (depending on meeting schedules), Board members will receive the FY 2009-10 Comprehensive Annual Financial Report (CAFR). Field work for the annual independent audit of last fiscal year was completed on September 9. The site work for a special procurement review by the Federal Transit Administration was begun on September 9. The audit was requested, because LTD was a significant recipient of stimulus funds. Results will be reported to the Board at a future meeting.

ATTACHMENTS:

Attached are the following financial reports for August and July for Board review:

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

PROPOSED MOTION:

None

Q:\Reference\Board Packet\2010\09\Regular Meeting 9-15-10\11fin02handout.docx



Lane Transit District
Operating Financial Report
For the Fiscal Period Ending 8/31/2010 With Comparisons to Prior Year to Date
Current Year: 2010-2011
Unaudited

| | Prior YTD 09-10 | Adopted Budget | YTD Actual | % Budget | % Over Last Year |
|---|--------------------|-------------------|------------------|----------|---------------------|
| Revenues & Other Sources | | | | | |
| Passenger Fares | 601,097 | 4,261,500 | 671,558 | 15.8% | 11.7% |
| Group Pass | 251,712 | 2,100,300 | 386,285 | 18.4% | 53.5% |
| Advertising | 44,000 | 213,000 | 45,500 | 21.4% | 3.4% |
| Special Service | 72,567 | 593,800 | 75,147 | 12.7% | 3.6% |
| Miscellaneous | 14,169 | 148,100 | 24,735 | 16.7% | 74.6% |
| Total Operating | <u>983,545</u> | <u>7,316,700</u> | <u>1,203,225</u> | 16.4% | 22.3% |
| Payroll Tax (cash basis) | 4,883,340 | 21,672,500 | 5,222,482 | 24.1% | 6.9% |
| Self-employment Tax (cash basis) | 10,549 | 1,523,300 | 42,228 | 2.8% | 300.3% |
| State-in-Lieu (accrued basis) | - | 1,730,000 | - | 0.0% | N/A |
| Operating Grants - American Recovery & Reinvestment | - | - | - | N/A | N/A |
| Operating Grants | 647,289 | 3,106,700 | 50,774 | 1.6% | -92.2% |
| Total Taxes & Grants | <u>5,541,178</u> | <u>28,032,500</u> | <u>5,315,484</u> | 19.0% | -4.1% |
| Interest Income | 15,910 | 53,900 | 10,124 | 18.8% | -36.4% |
| Sale of Assets | - | - | 6,378 | N/A | N/A |
| Transfer from Transportation Options Fund | - | - | - | N/A | N/A |
| Total Revenues & Other Sources | <u>6,540,633</u> | <u>35,403,100</u> | <u>6,535,211</u> | 18.5% | -0.1% |
| Expenditures & Other Uses | | | | | |
| Personnel Services | | | | | |
| Administration | 1,388,631 | 8,414,400 | 1,418,500 | 16.9% | 2.2% |
| Administration - Contra Payroll | (279,328) | (924,100) | (159,147) | 17.2% | -43.0% |
| Administration - Net | <u>1,109,303</u> | <u>7,490,300</u> | <u>1,259,353</u> | 16.8% | 13.5% |
| Contract | 2,998,589 | 17,478,600 | 3,016,309 | 17.3% | 0.6% |
| Total Personnel Services | <u>4,107,892</u> | <u>24,968,900</u> | <u>4,275,662</u> | 17.1% | 4.1% |
| Materials & Services | | | | | |
| General Administration | 29,805 | 187,900 | 18,475 | 9.8% | -38.0% |
| Government Relations | 45,685 | 129,000 | 58,800 | 45.6% | 28.7% |
| Finance | 11,365 | 154,700 | 18,251 | 11.8% | 60.6% |
| Information Technologies | 264,827 | 599,500 | 154,204 | 25.7% | -41.8% |
| Human Resources | 31,736 | 320,600 | 13,289 | 4.1% | -58.1% |
| Service Planning | 3,378 | 11,100 | 453 | 4.1% | -86.6% |
| Marketing | 110,494 | 301,700 | 91,031 | 30.2% | -17.6% |
| Graphics | 2,646 | 11,400 | 204 | 1.8% | -92.3% |
| Accessible Services | 1,996 | 9,800 | - | 0.0% | -100.0% |
| Planning & Development | 1,028 | 14,800 | 1,910 | 12.9% | 85.8% |
| point2point Solutions | 71 | 295,200 | 34,178 | 11.6% | 48038.0% |
| Facilities Services | 130,514 | 990,400 | 102,761 | 10.4% | -21.3% |
| Transit Operations | 88,110 | 678,700 | 81,317 | 12.0% | -7.7% |
| Customer Service Center | 9,842 | 24,600 | 634 | 2.6% | -93.6% |
| Maintenance | 594,872 | 3,382,100 | 442,064 | 13.1% | -25.7% |
| Insurance / Liability Costs | 252,654 | 1,422,400 | 168,791 | 11.9% | -33.2% |
| Transportation Options Transfer | 5,000 | - | - | N/A | -100.0% |
| Accessible Services Transfer | 8,516 | 1,068,800 | 315,844 | 29.6% | 3608.8% |
| Capital Transfer | - | 776,600 | - | 0.0% | N/A |
| Total Materials & Services | <u>1,592,539</u> | <u>10,379,300</u> | <u>1,502,206</u> | 14.5% | -5.7% |
| Total Expenditures & Other Uses | <u>5,700,431</u> | <u>35,348,200</u> | <u>5,777,868</u> | 16.3% | 1.4% |
| Excess (Deficiency) of Revenues Over Expenditures | <u>840,202</u> | <u>54,900</u> | <u>757,343</u> | | -9.9% |
| Net to Fund | <u>840,202</u> | <u>54,900</u> | <u>757,343</u> | | -9.9% |



Lane Transit District
General Fund
Comparative Balance Sheets
August 31, 2010 and June 30, 2010, Restated As If
Unaudited

| | Current Balance | Balance 06/30/10 |
|--|------------------------------|------------------------------|
| ASSETS | | |
| | | Restated, As If Unaudited |
| Cash & Investments | \$ 8,106,171 | \$ 11,634,718 |
| Receivables | 1,933,880 | 2,186,067 |
| Accrued Payroll Taxes Receivable | 5,162,000 | 5,162,000 |
| Due from Other Governments | | 425,236 |
| Due from Other Funds | 3,787,592 | - |
| Inventory of Parts and Supplies | 1,136,963 | 1,268,107 |
| Prepaid Expenses | 891,633 | 278,227 |
| Deposits | 75,816 | 75,816 |
| Property, Plant and Equipment Net of Accumulated Depreciation | 110,201,070 | 110,201,070 |
| Total Assets | <u>\$ 131,295,126</u> | <u>\$ 131,231,241</u> |
| LIABILITIES | | |
| Accounts Payable | \$ - | \$ 302,821 |
| Accrued Payroll Related Payable | 564,323 | 1,023,001 |
| Unearned Revenue | 177,935 | 100,301 |
| Liability Claims/Other Payable | 740,951 | 750,543 |
| CAL/Sick Accrual | 3,387,190 | 3,387,190 |
| Net OPEB Obligation | 635,353 | 635,353 |
| Total Liabilities | <u>5,505,752</u> | <u>6,199,209</u> |
| FUND BALANCE | | |
| Investment in Fixed Assets | 38,234,033 | 38,234,033 |
| Contributed Capital | 77,633,980 | 77,633,980 |
| Fund Balance Restricted to Assets | <u>115,868,013</u> | <u>115,868,013</u> |
| Fund Balance | 9,164,018 | 6,071,183 |
| Excess (Deficiency) of Revenues Over Expenditures | 757,343 | 3,092,836 |
| Ending Fund Balance | <u>9,921,361</u> | <u>9,164,018</u> |
| Total Reserves & Fund Balances | <u>125,789,374</u> | <u>125,032,031</u> |
| Total Liabilities & Fund Balance | <u>\$ 131,295,126</u> | <u>\$ 131,231,241</u> |



**Lane Transit District
Accessible Services Fund
Comparative Balance Sheets
August 31, 2010 and June 30, 2010
Unaudited**

| | Current Balance | Balance 6/30/2010 Unaudited |
|---|--------------------|-----------------------------------|
| ASSETS | | |
| Cash & Investments | \$ - | - |
| Receivables | 2,170 | 130 |
| Grants Receivable | 484,016 | 563,821 |
| Total Assets | \$ 486,186 | 563,951 |
| LIABILITIES | | |
| Accounts Payable | \$ 125,689 | 233,673 |
| Due to Other Funds | 246,014 | - |
| Oakridge Program Reserves | 33,679 | 31,483 |
| Unearned Revenue | 51,795 | - |
| Total Liabilities | 457,177 | 265,156 |
| RESERVES & BALANCES | | |
| Fund Balance | 298,795 | 155,451 |
| Excess (Deficiency) of Revenues Over Expenditures | (269,786) | 143,344 |
| Ending Fund Balance | 29,009 | 298,795 |
| Total Liabilities & Fund Balances | \$ 486,186 | 563,951 |



**Lane Transit District
Medicaid Fund
Comparative Balance Sheets
August 31, 2010 and June 30, 2010
Unaudited**

| | Current Balance | Balance 6/30/2010 Unaudited |
|---|--------------------------|-----------------------------------|
| ASSETS | | |
| Cash & Investments | \$ 419,490 | 382,112 |
| Receivables | 235,350 | 230,850 |
| Grants Receivable | (85,285) | - |
| Total Assets | <u>\$ 569,555</u> | <u>612,961</u> |
| LIABILITIES | | |
| Accounts Payable | \$ 119,353 | 181,146 |
| Medicaid Medical Reserves | 281,544 | 281,544 |
| Total Liabilities | <u>400,897</u> | <u>462,691</u> |
| RESERVES & BALANCES | | |
| Fund Balance | 150,270 | 147,467 |
| Excess (Deficiency) of Revenues Over Expenditures | 18,387 | 2,803 |
| Ending Fund Balance | <u>168,657</u> | <u>150,270</u> |
| Total Liabilities & Fund Balances | <u>\$ 569,555</u> | <u>612,961</u> |



**Lane Transit District
Capital Projects Fund
Comparative Balance Sheets
August 31, 2010 and June 30, 2010
Unaudited**

| | Current Balance | Balance 06/30/10 Unaudited |
|---|----------------------------|----------------------------------|
| ASSETS | | |
| Cash & Investments | \$ - | \$ 460,009 |
| Accounts Receivable | - | 5,416 |
| Grants Receivable | <u>3,165,063</u> | <u>2,732,051</u> |
| Total Assets | <u>\$ 3,165,063</u> | <u>\$ 3,197,476</u> |
| LIABILITIES | | |
| Accounts Payable | \$ 657,524 | \$ 2,193,169 |
| Retainage Payable | 860,957 | 860,563 |
| Due to Other Funds | 3,541,578 | - |
| Unearned Revenue | <u>62,150</u> | <u>62,150</u> |
| Total Liabilities | <u>5,122,210</u> | <u>3,115,882</u> |
| RESERVES & BALANCES | | |
| Fund Balance | 81,594 | 5,038,069 |
| Excess (Deficiency) of Revenues Over Expenditures | <u>(2,038,740)</u> | <u>(4,956,475)</u> |
| Ending Fund Balance | <u>(1,957,147)</u> | <u>81,594</u> |
| Total Liabilities & Fund Balances | <u>\$ 3,165,063</u> | <u>\$ 3,197,476</u> |



**Lane Transit District
General Fund
Schedule of Resources and Requirements
For the Period 8/1/2010-8/31/2010
Unaudited**

| | Annual Budget | Current Month | | | Year to Date | | |
|---|-------------------|------------------|------------------|------------------|-------------------|-------------------|------------------|
| | | Budget | Actual | Variance | Budget | Actual | Variance |
| Resources | | | | | | | |
| Beginning Working Capital | 5,873,200 | - | - | - | 5,873,200 | 7,580,099 | 1,706,899 |
| Passenger Fares | 4,261,500 | 269,040 | 337,610 | 68,570 | 538,080 | 671,557 | 133,477 |
| Group Pass | 2,100,300 | 110,000 | 192,800 | 82,800 | 220,000 | 386,285 | 166,285 |
| Advertising | 213,000 | 17,750 | 22,500 | 4,750 | 35,500 | 45,500 | 10,000 |
| Special Service | 593,800 | 7,030 | - | (7,030) | 17,030 | 75,147 | 58,117 |
| Miscellaneous | 148,100 | 6,810 | 15,909 | 9,099 | 13,620 | 24,735 | 11,115 |
| Payroll Tax (cash basis) | 21,672,500 | 4,200,000 | 4,560,196 | 360,196 | 4,972,500 | 5,222,482 | 249,982 |
| Self-employment Tax (cash basis) | 1,523,300 | 20,000 | 26,023 | 6,023 | 20,000 | 42,228 | 22,228 |
| State-in-Lieu (accrual basis) | 1,730,000 | - | - | - | 15,000 | - | (15,000) |
| Operating Grants | 3,106,700 | 252,640 | 25,895 | (226,745) | 505,280 | 50,774 | (454,506) |
| Interest Income | 53,900 | 4,490 | 5,480 | 990 | 8,980 | 10,124 | 1,144 |
| Proceeds From Sale of Assets | - | - | - | - | - | 6,378 | 6,378 |
| Transfer from Commuter Solutions Fund | - | - | - | - | - | - | - |
| Total General Fund Resources | 41,276,300 | 4,887,760 | 5,186,413 | 298,653 | 12,219,190 | 14,115,309 | 1,896,119 |
| Requirements | | | | | | | |
| General Administration | 634,600 | 52,890 | 42,826 | 10,064 | 105,780 | 93,436 | 12,344 |
| Government Relations | 129,000 | 10,750 | - | 10,750 | 21,500 | 58,800 | (37,300) |
| Finance | 1,063,700 | 85,790 | 75,697 | 10,093 | 179,180 | 169,122 | 10,058 |
| Information Technologies | 1,170,900 | 97,610 | 65,620 | 31,990 | 195,220 | 253,196 | (57,976) |
| Human Resources | 945,000 | 75,280 | 52,942 | 22,338 | 150,560 | 113,375 | 37,185 |
| Service Planning | 550,100 | 45,350 | 34,749 | 10,601 | 90,700 | 89,502 | 1,198 |
| Marketing | 647,700 | 101,380 | 81,343 | 20,037 | 158,060 | 145,588 | 12,472 |
| Graphics | 151,500 | 12,630 | 9,768 | 2,862 | 25,260 | 21,786 | 3,474 |
| Accessible Services | 104,500 | 8,710 | 9,772 | (1,062) | 17,420 | 15,376 | 2,044 |
| Planning & Development | 269,500 | 22,480 | 28,341 | (5,861) | 44,960 | 55,056 | (10,096) |
| <i>point2point Solutions</i> | 702,200 | 58,530 | 32,728 | 25,802 | 117,060 | 100,195 | 16,865 |
| Facilities Services | 1,604,500 | 133,730 | 81,070 | 52,660 | 267,460 | 217,281 | 50,179 |
| Transit Operations | 16,371,400 | 1,352,020 | 1,342,093 | 9,927 | 2,710,140 | 2,825,268 | (115,128) |
| Customer Service Center | 468,600 | 38,700 | 36,373 | 2,327 | 77,540 | 73,511 | 4,029 |
| Maintenance | 7,267,200 | 603,570 | 632,062 | (28,492) | 1,207,140 | 1,061,740 | 145,400 |
| Insurance / Liability Costs | 1,422,400 | 115,150 | 88,429 | 26,721 | 275,300 | 168,791 | 106,509 |
| Total Operating Requirements | 33,502,800 | 2,814,570 | 2,613,813 | 200,757 | 5,643,280 | 5,462,023 | 181,257 |
| Accessible Services Transfer | 1,068,800 | 89,070 | 232,520 | (143,450) | 178,140 | 315,844 | (137,704) |
| Capital Projects Transfer | 776,600 | - | - | - | - | - | - |
| Reserve-Operating Contingency | 1,000,000 | - | - | - | - | - | - |
| Reserve-Self-insurance and Risk | 1,000,000 | - | - | - | - | - | - |
| Reserve-Working Capital | 3,928,100 | - | - | - | - | - | - |
| Total Non-Operating Requirements | 7,773,500 | 89,070 | 232,520 | (143,450) | 178,140 | 315,844 | (137,704) |
| Total General Fund Requirements | 41,276,300 | 2,903,640 | 2,846,333 | 57,307 | 5,821,420 | 5,777,867 | 43,553 |
| Resources Less Requirements | - | | | | 6,397,770 | 8,337,442 | |



Lane Transit District
Accessible Services Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 8/1/2010 - 8/31/2010
Unaudited

| | Percent of Year | 16.7% | | | | |
|--|------------------|----------------|----------------------|--------------------|-----------------|--|
| | Adopted Budget | YTD Actual | Current Month Actual | Variance | YTD % of Budget | |
| Revenues & Other Sources | | | | | | |
| State Special Transp Funds - In District | 523,300 | 71,310 | 34,165 | (451,990) | 13.6% | |
| State Special Transp Funds - Out of District | 85,100 | 13,702 | 6,435 | (71,398) | 0.0% | |
| State Special Transp Funds - Administration | 5,500 | - | - | (5,500) | 0.0% | |
| State Special Transportation Operating | 411,400 | 111,084 | - | - | - | |
| American Recovery & Reinvestment Act (ARRA) | 20,800 | - | - | (20,800) | 0.0% | |
| Federal Grants - 5310 | 1,183,600 | - | - | (1,183,600) | 0.0% | |
| Federal Grants - 5311 | 148,200 | - | - | (148,200) | 0.0% | |
| Federal Grants - 5316 JARC | 125,000 | - | - | (125,000) | 0.0% | |
| Federal Grants - 5317 New Freedom | 224,000 | - | - | (224,000) | 0.0% | |
| Other Federal Grants | 986,500 | 62,456 | - | (924,044) | 0.0% | |
| Medicaid Medical | 1,300 | - | - | (1,300) | 0.0% | |
| Other State Grants | 45,100 | - | - | (45,100) | 0.0% | |
| Business Energy Tax Credit Revenue | 437,400 | - | - | (437,400) | 0.0% | |
| Farebox | 279,000 | 41,571 | 21,544 | (237,429) | 0.0% | |
| Local Grants | 68,100 | 14,320 | 11,607 | (53,780) | 0.0% | |
| Miscellaneous | - | - | - | - | NA | |
| Transfer from General Fund | 1,068,800 | 315,843 | 232,520 | (752,957) | 0.0% | |
| Total Revenues | 5,613,100 | 630,286 | 306,271 | (4,682,498) | 0.0% | |
| Expenditures & Other Uses | | | | | | |
| Eugene-Springfield Based Services | | | | | | |
| ADA RideSource | 4,584,400 | 787,934 | 270,868 | 3,796,466 | 0.0% | |
| Mental Health & Homeless | 71,600 | 5,378 | - | 66,222 | 0.0% | |
| Travel Training & Host | 107,800 | 10,201 | 64 | - | 0.0% | |
| Job Access/Reverse Commute (JARC) | - | 1,680 | - | (1,680) | NA | |
| Total Eugene-Springfield Based Services | 4,763,800 | 805,193 | 270,932 | 3,861,008 | 0.0% | |
| Rural Lane County Services | | | | | | |
| South Lane | 65,400 | 14,721 | 1,060 | 50,679 | 0.0% | |
| Florence | 153,800 | 12,822 | 650 | 140,978 | 0.0% | |
| Oakridge | 192,700 | 12,595 | - | 180,105 | 0.0% | |
| Total Rural Lane County Services | 411,900 | 40,138 | 1,710 | 371,762 | 0.0% | |
| Mobility Management | 340,000 | 12,820 | - | - | - | |
| Lane County Coordination | 90,000 | 41,921 | 18,582 | 48,079 | 0.0% | |
| Transfer to Capital Fund | 269,000 | - | - | 269,000 | 0.0% | |
| Contingency | - | - | - | - | NA | |
| Total Accessible Services Expenditures | 5,874,700 | 900,072 | 291,224 | 4,549,849 | 0.0% | |
| Unreserved Fund Balance | | | | | | |
| Change to Fund Balance | (261,600) | (269,786) | - | - | - | |
| Beginning Balance | 261,600 | 298,795 | - | - | - | |
| Ending Balance | \$ - | \$ 29,009 | - | - | - | |



Lane Transit District
Medicaid Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 8/1/2010 - 8/31/2010
Unaudited

| | | | | Percent of Year | 16.7% |
|--|-------------------|----------------|-------------------------|--------------------|--------------------|
| | Adopted Budget | YTD Actual | Current Month Actual | Variance | YTD % of Budget |
| Revenues & Other Sources | | | | | |
| Medicaid | 4,405,000 | 622,650 | 322,280 | (3,782,350) | 14.1% |
| Medicaid Non-Medical | 400,000 | 26,550 | - | (373,450) | 6.6% |
| State Special Transportation Fundn (STF) Operating | 82,000 | - | - | (82,000) | 0.0% |
| State Discretionary Funds | 26,500 | - | - | (26,500) | 0.0% |
| Total Revenues | <u>4,913,500</u> | <u>649,200</u> | <u>322,280</u> | <u>(4,264,300)</u> | 13.2% |
| Expenditures & Other Uses | | | | | |
| Medicaid Medical Service | 3,500,000 | 532,275 | 291,549 | 2,967,725 | 15.2% |
| Medicaid Non-Medical Service | 508,500 | 37,937 | 21,957 | 470,563 | 7.5% |
| RideSource Call Center Administration | 615,000 | 51,241 | 1,094 | 563,759 | 8.3% |
| Mobility Management | 70,000 | 7,121 | - | - | - |
| Lane Transit District Administration | 220,000 | 2,239 | 1,629 | 217,761 | 1.0% |
| Total Medicaid Fund Expenditures | <u>4,913,500</u> | <u>630,813</u> | <u>316,230</u> | <u>4,219,808</u> | 12.8% |
| Unreserved Fund Balance | | | | | |
| Change to Fund Balance | - | 18,387 | | | |
| Beginning Balance | <u>94,400</u> | <u>150,270</u> | | | |
| Ending Balance | <u>94,400</u> | <u>168,657</u> | | | |



Lane Transit District
Capital Projects Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 8/1/2010 - 8/31/2010
Unaudited

| | Adopted Budget | YTD Actual | Current Month Actual | Variance | Percent of Year 16.7% | YTD % of Budget |
|---|-------------------|--------------------|-------------------------|---------------------|--------------------------|--------------------|
| Revenues & Other Sources | | | | | | |
| Federal Grant Income | | | | | | |
| Formula Funds (Section 5307) | 5,302,400 | 269,131 | 246,171 | (5,033,269) | | 5.1% |
| American Recovery & Reinvestment Act (ARRA) | 64,700 | - | - | (64,700) | | 0.0% |
| Discretionary Funds | 17,139,200 | 1,928,339 | 2,048,759 | (15,210,861) | | 11.3% |
| Other Funds | 830,000 | - | - | (830,000) | | 0.0% |
| Total Federal Grants | <u>23,336,300</u> | <u>2,197,470</u> | <u>2,294,930</u> | <u>(21,138,830)</u> | | 9.4% |
| Connect Oregon | 436,000 | - | - | (436,000) | | 0.0% |
| Other State Grant Income | 1,600,000 | - | - | (1,600,000) | | 0.0% |
| Other Local Funds | - | - | - | - | | N/A |
| Miscellaneous Income | - | - | - | - | | N/A |
| Proceeds from Debt Financing | 8,000,000 | - | - | (8,000,000) | | 0.0% |
| Transfer from General Fund | 776,600 | - | - | (776,600) | | 0.0% |
| Transfer from Accessible Services Fund | 269,000 | - | - | (269,000) | | 0.0% |
| Total Resources | <u>34,417,900</u> | <u>2,197,470</u> | <u>2,294,930</u> | <u>(32,220,430)</u> | | 6.4% |
| Expenditures | | | | | | |
| Grant Paid Capital | | | | | | |
| EmX | | | | | | |
| Gateway EmX Extension | 11,200,000 | 807,254 | 113,407 | 10,392,746 | | 7.2% |
| EmX Vehicles | - | 522 | 316 | (522) | | N/A |
| West Eugene EmX Extension | 2,000,000 | 157,343 | 56,009 | 1,842,657 | | 7.9% |
| Total EmX | <u>13,200,000</u> | <u>965,119</u> | <u>169,731</u> | <u>12,234,881</u> | | 7.3% |
| Revenue Rolling Stock | 15,397,000 | 2,741,300 | 2,734,830 | 12,655,700 | | 17.8% |
| PBI/Facilities | 3,077,300 | 30,830 | 1,849 | 3,046,470 | | 1.0% |
| Software & Hardware | 1,147,500 | 12,990 | 3,383 | 1,134,510 | | 1.1% |
| Intelligent Transportation Systems | 1,226,500 | 1,363 | 708 | 1,225,137 | | 0.1% |
| Transit Security Projects | 300,000 | - | - | 300,000 | | 0.0% |
| Bus Related Equipment | 250,000 | - | - | 250,000 | | 0.0% |
| Miscellaneous Equipment | 186,800 | 3,895 | 3,895 | 182,905 | | 2.1% |
| Communications | 316,700 | - | - | 316,700 | | 0.0% |
| Shop Equipment | 59,000 | - | - | 59,000 | | 0.0% |
| Support Vehicles | 60,000 | - | - | 60,000 | | 0.0% |
| Accessible Services Vehicles | 1,775,000 | 480,713 | 479,824 | 1,294,287 | | 27.1% |
| Budgeted for Capital Contingency | - | - | - | - | | N/A |
| Total Expenditures | <u>36,995,800</u> | <u>4,236,210</u> | <u>3,394,219</u> | <u>32,759,590</u> | | 11.5% |
| Unreserved Fund Balance | | | | | | |
| Change to Fund Balance | (2,577,900) | (2,038,740) | | | | |
| Beginning Fund Balance | 2,577,900 | 81,594 | | | | |
| Ending Fund Balance | <u>-</u> | <u>(1,957,146)</u> | | | | |



Lane Transit District
Operating Financial Report
For the Fiscal Period Ending 7/31/2010 With Comparisons to Prior Year to Date
Current Year: 2010-2011
Unaudited

| | Prior YTD 09-10 | Adopted Budget | YTD Actual | % Budget | % Over Last Year |
|---|--------------------|-------------------|--------------------|----------|---------------------|
| Revenues & Other Sources | | | | | |
| Passenger Fares | 314,442 | 4,261,500 | 333,948 | 7.8% | 6.2% |
| Group Pass | 126,480 | 2,100,300 | 193,485 | 9.2% | 53.0% |
| Advertising | 22,000 | 213,000 | 23,000 | 10.8% | 4.5% |
| Special Service | 68,706 | 593,800 | 75,147 | 12.7% | 9.4% |
| Miscellaneous | 7,125 | 148,100 | 8,826 | 6.0% | 23.9% |
| Total Operating | <u>538,753</u> | <u>7,316,700</u> | <u>634,406</u> | 8.7% | 17.8% |
| Payroll Tax (cash basis) | 1,124,526 | 21,672,500 | 662,286 | 3.1% | -41.1% |
| Self-employment Tax (cash basis) | - | 1,523,300 | 16,206 | 1.1% | N/A |
| State-in-Lieu (accrued basis) | - | 1,730,000 | - | 0.0% | N/A |
| Operating Grants - American Recovery & Reinvestment | - | - | - | N/A | N/A |
| Operating Grants | 354,745 | 3,106,700 | 11,195 | 0.4% | -96.8% |
| Total Taxes & Grants | <u>1,479,271</u> | <u>28,032,500</u> | <u>689,687</u> | 2.5% | -53.4% |
| Interest Income | 8,645 | 53,900 | 4,644 | 8.6% | -46.3% |
| Sale of Assets | - | - | 6,378 | N/A | N/A |
| Transfer from Transportation Options Fund | - | - | - | N/A | N/A |
| Total Revenues & Other Sources | <u>2,026,669</u> | <u>35,403,100</u> | <u>1,335,115</u> | 3.8% | -34.1% |
| Expenditures & Other Uses | | | | | |
| Personnel Services | | | | | |
| Administration | 695,203 | 8,414,400 | 766,226 | 9.1% | 10.2% |
| Administration - Contra Payroll | (142,947) | (924,100) | (91,321) | 9.9% | -36.1% |
| Administration - Net | <u>552,256</u> | <u>7,490,300</u> | <u>674,905</u> | 9.0% | 22.2% |
| Contract | 1,537,587 | 17,478,600 | 1,571,080 | 9.0% | 2.2% |
| Total Personnel Services | <u>2,089,843</u> | <u>24,968,900</u> | <u>2,245,985</u> | 9.0% | 7.5% |
| Materials & Services | | | | | |
| General Administration | 26,604 | 187,900 | 14,234 | 7.6% | -46.5% |
| Government Relations | 40,630 | 129,000 | 58,800 | 45.6% | 44.7% |
| Finance | 8,469 | 154,700 | 16,227 | 10.5% | 91.6% |
| Information Technologies | 239,979 | 599,500 | 134,853 | 22.5% | -43.8% |
| Human Resources | 9,161 | 320,600 | 10,791 | 3.4% | 17.8% |
| Service Planning | 2,870 | 11,100 | 290 | 2.6% | -89.9% |
| Marketing | 67,112 | 301,700 | 35,661 | 11.8% | -46.9% |
| Graphics | 957 | 11,400 | 204 | 1.8% | -78.7% |
| Accessible Services | 42 | 9,800 | - | 0.0% | -100.0% |
| Planning & Development | 596 | 14,800 | 1,163 | 7.9% | 95.1% |
| <i>point2point Solutions</i> | - | 295,200 | 22,349 | 7.6% | N/A |
| Facilities Services | 59,901 | 990,400 | 61,298 | 6.2% | 2.3% |
| Transit Operations | 44,029 | 678,700 | 52,845 | 7.8% | 20.0% |
| Customer Service Center | 3,729 | 24,600 | 634 | 2.6% | -83.0% |
| Maintenance | 300,244 | 3,382,100 | 112,514 | 3.3% | -62.5% |
| Insurance / Liability Costs | 132,036 | 1,422,400 | 80,363 | 5.6% | -39.1% |
| Transportation Options Transfer | 5,000 | - | - | N/A | -100.0% |
| Accessible Services Transfer | 6,132 | 1,068,800 | 86,977 | 8.1% | 1318.4% |
| Capital Transfer | - | 776,600 | - | 0.0% | N/A |
| Total Materials & Services | <u>947,491</u> | <u>10,379,300</u> | <u>689,203</u> | 6.6% | -27.3% |
| Total Expenditures & Other Uses | <u>3,037,334</u> | <u>35,348,200</u> | <u>2,935,188</u> | 8.3% | -3.4% |
| Excess (Deficiency) of Revenues Over Expenditures | <u>(1,010,665)</u> | <u>54,900</u> | <u>(1,600,073)</u> | | 58.3% |
| Net to Fund | <u>(1,010,665)</u> | <u>54,900</u> | <u>(1,600,073)</u> | | 58.3% |



Lane Transit District
General Fund
Comparative Balance Sheets
July 31, 2010 and June 30, 2010, Restated As If
Unaudited

| | Current Balance | Balance 06/30/10 |
|--|------------------------------|------------------------------|
| ASSETS | | |
| Cash & Investments | \$ 7,283,030 | \$ 11,634,718 |
| Receivables | 2,299,883 | 2,186,067 |
| Accrued Payroll Taxes Receivable | 5,162,000 | 5,162,000 |
| Due from Other Governments | - | 425,236 |
| Due from Other Funds | 1,901,865 | - |
| Inventory of Parts and Supplies | 1,296,033 | 1,268,107 |
| Prepaid Expenses | 737,653 | 278,227 |
| Deposits | 75,816 | 75,816 |
| Property, Plant and Equipment Net of Accumulated Depreciation | 110,201,070 | 110,201,070 |
| Total Assets | <u>\$ 128,957,350</u> | <u>\$ 131,231,241</u> |
| LIABILITIES | | |
| Accounts Payable | \$ 100 | \$ 302,821 |
| Accrued Payroll Related Payable | 393,375 | 1,023,001 |
| Unearned Revenue | 371,483 | 100,301 |
| Liability Claims/Other Payable | 737,891 | 750,543 |
| CAL/Sick Accrual | 3,387,190 | 3,387,190 |
| Net OPEB Obligation | 635,353 | 635,353 |
| Total Liabilities | <u>5,525,392</u> | <u>6,199,209</u> |
| FUND BALANCE | | |
| Investment in Fixed Assets | 38,234,033 | 38,234,033 |
| Contributed Capital | 77,633,980 | 77,633,980 |
| Fund Balance Restricted to Assets | 115,868,013 | 115,868,013 |
| Fund Balance | 9,164,018 | 6,071,183 |
| Excess (Deficiency) of Revenues Over Expenditures | (1,600,073) | 3,092,836 |
| Ending Fund Balance | 7,563,945 | 9,164,018 |
| Total Reserves & Fund Balances | 123,431,958 | 125,032,031 |
| Total Liabilities & Fund Balance | <u>\$ 128,957,350</u> | <u>\$ 131,231,241</u> |



**Lane Transit District
Accessible Services Fund
Comparative Balance Sheets
July 31, 2010 and June 30, 2010
Unaudited**

| | Current Balance | Balance 6/30/2010 Unaudited |
|---|--------------------|-----------------------------------|
| ASSETS | | |
| Cash & Investments | \$ - | - |
| Receivables | 198 | 130 |
| Grants Receivable | 563,821 | 563,821 |
| Total Assets | \$ 564,019 | 563,951 |
| LIABILITIES | | |
| Accounts Payable | \$ 116,178 | 233,673 |
| Due to Other Funds | 304,151 | |
| Oakridge Program Reserves | 33,679 | 31,483 |
| Unearned Revenue | 86,401 | - |
| Total Liabilities | 540,408 | 265,156 |
| RESERVES & BALANCES | | |
| Fund Balance | 298,795 | 155,451 |
| Excess (Deficiency) of Revenues Over Expenditures | (275,184) | 143,344 |
| Ending Fund Balance | 23,611 | 298,795 |
| Total Liabilities & Fund Balances | \$ 564,019 | 563,951 |



Lane Transit District
Medicaid Fund
Comparative Balance Sheets
July 31, 2010 and June 30, 2010
Unaudited

| | Current Balance | Balance 6/30/2010 Unaudited |
|---|--------------------------|-----------------------------------|
| ASSETS | | |
| Cash & Investments | \$ 318,285 | 382,112 |
| Receivables | 267,025 | 230,850 |
| Grants Receivable | <u>(85,285)</u> | <u>-</u> |
| Total Assets | <u>\$ 500,025</u> | <u>612,961</u> |
| LIABILITIES | | |
| Accounts Payable | \$ 55,873 | 181,146 |
| Medicaid Medical Reserves | <u>281,544</u> | <u>281,544</u> |
| Total Liabilities | <u>337,417</u> | <u>462,691</u> |
| RESERVES & BALANCES | | |
| Fund Balance | 150,270 | 147,467 |
| Excess (Deficiency) of Revenues Over Expenditures | <u>12,337</u> | <u>2,803</u> |
| Ending Fund Balance | <u>162,607</u> | <u>150,270</u> |
| Total Liabilities & Fund Balances | <u>\$ 500,025</u> | <u>612,961</u> |



Lane Transit District
Capital Projects Fund
Comparative Balance Sheets
July 31, 2010 and June 30, 2010
Unaudited

| | Current Balance | Balance 06/30/10 Unaudited |
|---|----------------------------|----------------------------------|
| ASSETS | | |
| Cash & Investments | \$ - | \$ 460,009 |
| Accounts Receivable | - | 5,416 |
| Grants Receivable | <u>2,412,355</u> | <u>2,732,051</u> |
| Total Assets | <u>\$ 2,412,355</u> | <u>\$ 3,197,476</u> |
| LIABILITIES | | |
| Accounts Payable | \$ 749,391 | \$ 2,193,169 |
| Retainage Payable | 860,957 | 860,563 |
| Due to Other Funds | 1,597,714 | - |
| Unearned Revenue | <u>62,150</u> | <u>62,150</u> |
| Total Liabilities | <u>3,270,212</u> | <u>3,115,882</u> |
| RESERVES & BALANCES | | |
| Fund Balance | 81,594 | 5,038,069 |
| Excess (Deficiency) of Revenues Over Expenditures | <u>(939,451)</u> | <u>(4,956,475)</u> |
| Ending Fund Balance | <u>(857,857)</u> | <u>81,594</u> |
| Total Liabilities & Fund Balances | <u>\$ 2,412,355</u> | <u>\$ 3,197,476</u> |



**Lane Transit District
General Fund
Schedule of Resources and Requirements
For the Period 7/1/2010-7/31/2010
Unaudited**

| | Annual Budget | Current Month | | | Year to Date | | |
|---|-------------------|------------------|------------------|--------------------|------------------|------------------|------------------|
| | | Budget | Actual | Variance | Budget | Actual | Variance |
| Resources | | | | | | | |
| Beginning Working Capital | 5,873,200 | 5,873,200 | - | (5,873,200) | 5,873,200 | 7,580,099 | 1,706,899 |
| Passenger Fares | 4,261,500 | 269,040 | 333,948 | 64,908 | 269,040 | 333,948 | 64,908 |
| Group Pass | 2,100,300 | 110,000 | 193,485 | 83,485 | 110,000 | 193,485 | 83,485 |
| Advertising | 213,000 | 17,750 | 23,000 | 5,250 | 17,750 | 23,000 | 5,250 |
| Special Service | 593,800 | 10,000 | 75,147 | 65,147 | 10,000 | 75,147 | 65,147 |
| Miscellaneous | 148,100 | 6,810 | 8,826 | 2,016 | 6,810 | 8,826 | 2,016 |
| Payroll Tax (cash basis) | 21,672,500 | 772,500 | 662,286 | (110,214) | 772,500 | 662,286 | (110,214) |
| Self-employment Tax (cash basis) | 1,523,300 | - | 16,206 | 16,206 | - | 16,206 | 16,206 |
| State-in-Lieu (accrual basis) | 1,730,000 | 15,000 | - | (15,000) | 15,000 | - | (15,000) |
| Operating Grants | 3,106,700 | 252,640 | 11,195 | (241,445) | 252,640 | 11,195 | (241,445) |
| Interest Income | 53,900 | 4,490 | 4,644 | 154 | 4,490 | 4,644 | 154 |
| Proceeds From Sale of Assets | - | - | 6,378 | 6,378 | - | 6,378 | 6,378 |
| Transfer from Commuter Solutions Fund | - | - | - | - | - | - | - |
| Total General Fund Resources | 41,276,300 | 7,331,430 | 1,335,115 | (5,996,315) | 7,331,430 | 8,915,214 | 1,583,784 |
| Requirements | | | | | | | |
| General Administration | 634,600 | 52,890 | 50,610 | 2,280 | 52,890 | 50,610 | 2,280 |
| Government Relations | 129,000 | 10,750 | 58,800 | (48,050) | 10,750 | 58,800 | (48,050) |
| Finance | 1,063,700 | 93,390 | 93,426 | (36) | 93,390 | 93,426 | (36) |
| Information Technologies | 1,170,900 | 97,610 | 187,576 | (89,966) | 97,610 | 187,576 | (89,966) |
| Human Resources | 945,000 | 75,280 | 60,433 | 14,847 | 75,280 | 60,433 | 14,847 |
| Service Planning | 550,100 | 45,350 | 54,753 | (9,403) | 45,350 | 54,753 | (9,403) |
| Marketing | 647,700 | 56,680 | 64,245 | (7,565) | 56,680 | 64,245 | (7,565) |
| Graphics | 151,500 | 12,630 | 12,018 | 612 | 12,630 | 12,018 | 612 |
| Accessible Services | 104,500 | 8,710 | 5,604 | 3,106 | 8,710 | 5,604 | 3,106 |
| Planning & Development | 269,500 | 22,480 | 26,715 | (4,235) | 22,480 | 26,715 | (4,235) |
| <i>point2point Solutions</i> | 702,200 | 58,530 | 67,467 | (8,937) | 58,530 | 67,467 | (8,937) |
| Facilities Services | 1,604,500 | 133,730 | 136,212 | (2,482) | 133,730 | 136,212 | (2,482) |
| Transit Operations | 16,371,400 | 1,358,120 | 1,483,175 | (125,055) | 1,358,120 | 1,483,175 | (125,055) |
| Customer Service Center | 468,600 | 38,840 | 37,138 | 1,702 | 38,840 | 37,138 | 1,702 |
| Maintenance | 7,267,200 | 603,570 | 429,676 | 173,894 | 603,570 | 429,676 | 173,894 |
| Insurance / Liability Costs | 1,422,400 | 160,150 | 80,363 | 79,787 | 160,150 | 80,363 | 79,787 |
| Total Operating Requirements | 33,502,800 | 2,828,710 | 2,848,211 | (19,501) | 2,828,710 | 2,848,211 | (19,501) |
| Accessible Services Transfer | 1,068,800 | 89,070 | 86,977 | 2,093 | 89,070 | 86,977 | 2,093 |
| Capital Projects Transfer | 776,600 | 64,720 | - | 64,720 | 64,720 | - | 64,720 |
| Reserve-Operating Contingency | 1,000,000 | - | - | - | - | - | - |
| Reserve-Self-insurance and Risk | 1,000,000 | - | - | - | - | - | - |
| Reserve-Working Capital | 3,928,100 | - | - | - | - | - | - |
| Total Non-Operating Requirements | 7,773,500 | 153,790 | 86,977 | 66,813 | 153,790 | 86,977 | 66,813 |
| Total General Fund Requirements | 41,276,300 | 2,982,500 | 2,935,188 | 47,312 | 2,982,500 | 2,935,188 | 47,312 |
| Resources Less Requirements | - | | | | 4,348,930 | 5,980,026 | |



Lane Transit District
Accessible Services Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 7/1/2010 - 7/31/2010
Unaudited

| | Adopted Budget | YTD Actual | Current Month Actual | Variance | Percent of Year 8.3% |
|--|-------------------|------------------|-------------------------|--------------------|-------------------------|
| Revenues & Other Sources | | | | | |
| State Special Transp Funds - In District | 523,300 | 43,555 | 43,555 | (479,745) | 8.3% |
| State Special Transp Funds - Out of District | 85,100 | 6,851 | 6,851 | (78,249) | 0.0% |
| State Special Transp Funds - Administration | 5,500 | - | - | (5,500) | 0.0% |
| State Special Transportation Operating | 411,400 | 111,084 | 111,084 | | |
| American Recovery & Reinvestment Act (ARRA) | 20,800 | - | - | (20,800) | 0.0% |
| Federal Grants - 5310 | 1,183,600 | - | - | (1,183,600) | 0.0% |
| Federal Grants - 5311 | 148,200 | - | - | (148,200) | 0.0% |
| Federal Grants - 5316 JARC | 125,000 | - | - | (125,000) | 0.0% |
| Federal Grants - 5317 New Freedom | 224,000 | - | - | (224,000) | 0.0% |
| Other Federal Grants | 986,500 | 62,456 | 62,456 | (924,044) | 0.0% |
| Medicaid Medical | 1,300 | - | - | (1,300) | 0.0% |
| Other State Grants | 45,100 | - | - | (45,100) | 0.0% |
| Business Energy Tax Credit Revenue | 437,400 | - | - | (437,400) | 0.0% |
| Farebox | 279,000 | 20,027 | 20,027 | (258,973) | 0.0% |
| Local Grants | 68,100 | 2,713 | 2,713 | (65,387) | 0.0% |
| Miscellaneous | - | - | - | - | NA |
| Transfer from General Fund | 1,068,800 | 86,977 | 86,977 | (981,823) | 0.0% |
| Total Revenues | <u>5,613,100</u> | <u>333,663</u> | <u>333,663</u> | <u>(4,979,121)</u> | 0.0% |
| Expenditures & Other Uses | | | | | |
| Eugene-Springfield Based Services | | | | | |
| ADA RideSource | 4,584,400 | 517,065 | 517,065 | 4,067,335 | 0.0% |
| Mental Health & Homeless | 71,600 | 5,378 | 5,378 | 66,222 | 0.0% |
| Travel Training & Host | 107,800 | 10,137 | 10,137 | | 0.0% |
| Job Access/Reverse Commute (JARC) | - | 1,680 | 1,680 | (1,680) | NA |
| Total Eugene-Springfield Based Services | <u>4,763,800</u> | <u>534,260</u> | <u>534,260</u> | <u>4,131,877</u> | 0.0% |
| Rural Lane County Services | | | | | |
| South Lane | 65,400 | 13,662 | 13,662 | 51,738 | 0.0% |
| Florence | 153,800 | 12,172 | 12,172 | 141,628 | 0.0% |
| Oakridge | 192,700 | 12,595 | 12,595 | 180,105 | 0.0% |
| Total Rural Lane County Services | <u>411,900</u> | <u>38,429</u> | <u>38,429</u> | <u>373,471</u> | 0.0% |
| Mobility Management | 340,000 | 12,953 | 12,953 | | |
| Lane County Coordination | 90,000 | 23,205 | 23,205 | 66,795 | 0.0% |
| Transfer to Capital Fund | 269,000 | - | - | 269,000 | 0.0% |
| Contingency | - | - | - | - | NA |
| Total Accessible Services Expenditures | <u>5,874,700</u> | <u>608,847</u> | <u>608,847</u> | <u>4,841,143</u> | 0.0% |
| Unreserved Fund Balance | | | | | |
| Change to Fund Balance | (261,600) | (275,184) | | | |
| Beginning Balance | 261,600 | 298,795 | | | |
| Ending Balance | <u>\$ -</u> | <u>\$ 23,611</u> | | | |



Lane Transit District
Medicaid Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 7/1/2010 - 7/31/2010
Unaudited

| | Adopted Budget | YTD Actual | Current Month Actual | Percent of Year Variance | 8.3% YTD % of Budget |
|--|-------------------|----------------|-------------------------|-----------------------------|----------------------------|
| Revenues & Other Sources | | | | | |
| Medicaid | 4,405,000 | 300,370 | 300,370 | (4,104,630) | 6.8% |
| Medicaid Non-Medical | 400,000 | 26,550 | 26,550 | (373,450) | 6.6% |
| State Special Transportation Fundn (STF) Operating | 82,000 | - | - | (82,000) | 0.0% |
| State Discretionary Funds | 26,500 | - | - | (26,500) | 0.0% |
| Total Revenues | <u>4,913,500</u> | <u>326,920</u> | <u>326,920</u> | <u>(4,586,580)</u> | 6.7% |
| Expenditures & Other Uses | | | | | |
| Medicaid Medical Service | 3,500,000 | 240,726 | 240,726 | 3,259,274 | 6.9% |
| Medicaid Non-Medical Service | 508,500 | 17,119 | 17,119 | 491,381 | 3.4% |
| RideSource Call Center Administration | 615,000 | 48,985 | 48,985 | 566,015 | 8.0% |
| Mobility Management | 70,000 | 7,121 | 7,121 | | |
| Lane Transit District Administration | 220,000 | 632 | 632 | 219,368 | 0.3% |
| Total Medicaid Fund Expenditures | <u>4,913,500</u> | <u>314,583</u> | <u>314,583</u> | <u>4,536,038</u> | 6.4% |
| Unreserved Fund Balance | | | | | |
| Change to Fund Balance | - | 12,337 | | | |
| Beginning Balance | 94,400 | 150,270 | | | |
| Ending Balance | <u>94,400</u> | <u>162,607</u> | | | |



Lane Transit District
Capital Projects Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 7/1/2010 - 7/31/2010
Unaudited

| | Adopted Budget | YTD Actual | Current Month Actual | Variance | Percent of Year 8.3% | YTD % of Budget |
|---|-------------------|------------------|-------------------------|---------------------|-------------------------|--------------------|
| Revenues & Other Sources | | | | | | |
| Federal Grant Income | | | | | | |
| Formula Funds (Section 5307) | 5,302,400 | 22,960 | 22,960 | (5,279,440) | | 0.4% |
| American Recovery & Reinvestment Act (ARRA) | 64,700 | - | - | (64,700) | | 0.0% |
| Discretionary Funds | 17,139,200 | (120,420) | (120,420) | (17,259,620) | | -0.7% |
| Other Funds | 830,000 | - | - | (830,000) | | 0.0% |
| Total Federal Grants | <u>23,336,300</u> | <u>(97,460)</u> | <u>(97,460)</u> | <u>(23,433,760)</u> | | -0.4% |
| Connect Oregon | 436,000 | - | - | (436,000) | | 0.0% |
| Other State Grant Income | 1,600,000 | - | - | (1,600,000) | | 0.0% |
| Other Local Funds | - | - | - | - | | N/A |
| Miscellaneous Income | - | - | - | - | | N/A |
| Proceeds from Debt Financing | 8,000,000 | - | - | (8,000,000) | | 0.0% |
| Transfer from General Fund | 776,600 | - | - | (776,600) | | 0.0% |
| Transfer from Accessible Services Fund | 269,000 | - | - | (269,000) | | 0.0% |
| Total Resources | <u>34,417,900</u> | <u>(97,460)</u> | <u>(97,460)</u> | <u>(34,515,360)</u> | | -0.3% |
| Expenditures | | | | | | |
| Grant Paid Capital | | | | | | |
| EmX | | | | | | |
| Gateway EmX Extension | 11,200,000 | 693,848 | 693,848 | 10,506,152 | | 6.2% |
| EmX Vehicles | - | 206 | 206 | (206) | | N/A |
| West Eugene EmX Extension | 2,000,000 | 101,334 | 101,334 | 1,898,666 | | 5.1% |
| Total EmX | <u>13,200,000</u> | <u>795,388</u> | <u>795,388</u> | <u>12,404,612</u> | | 6.0% |
| Revenue Rolling Stock | 15,397,000 | 6,470 | 6,470 | 15,390,530 | | 0.0% |
| PBI/Facilities | 3,077,300 | 28,982 | 28,982 | 3,048,318 | | 0.9% |
| Software & Hardware | 1,147,500 | 9,607 | 9,607 | 1,137,893 | | 0.8% |
| Intelligent Transportation Systems | 1,226,500 | 655 | 655 | 1,225,845 | | 0.1% |
| Transit Security Projects | 300,000 | - | - | 300,000 | | 0.0% |
| Bus Related Equipment | 250,000 | - | - | 250,000 | | 0.0% |
| Miscellaneous Equipment | 186,800 | - | - | 186,800 | | 0.0% |
| Communications | 316,700 | - | - | 316,700 | | 0.0% |
| Shop Equipment | 59,000 | - | - | 59,000 | | 0.0% |
| Support Vehicles | 60,000 | - | - | 60,000 | | 0.0% |
| Accessible Services Vehicles | 1,775,000 | 889 | 889 | 1,774,111 | | 0.1% |
| Budgeted for Capital Contingency | - | - | - | - | | N/A |
| Total Expenditures | <u>36,995,800</u> | <u>841,991</u> | <u>841,991</u> | <u>36,153,809</u> | | 2.3% |
| Unreserved Fund Balance | | | | | | |
| Change to Fund Balance | (2,577,900) | (939,451) | | | | |
| Beginning Fund Balance | <u>2,577,900</u> | <u>81,594</u> | | | | |
| Ending Fund Balance | <u>-</u> | <u>(857,857)</u> | | | | |



MONTHLY DEPARTMENT REPORTS

September 15, 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:

- Meetings were held with City of Eugene staff and consultants to review potential mitigation measures.
- Multiple meetings with property owners were scheduled to review potential property impacts and mitigation options.
- The Alternatives Analysis Report was submitted to the Federal Transit Administration for comments.
- The Next Stop Center continues to be open on Tuesdays between 1:00 p.m. and 5:00 p.m. to provide opportunities for informing the public about the West Eugene EmX Extension project.

Regional Planning:

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

- A series of interviews with officials and LTD employees was conducted in order to assist with the scenario development planning of the Long-Range Transit Plan (LRTP).
- A Japanese delegation met with LTD staff to learn about BRT planning for regions of a similar size to Eugene-Springfield.
- As part of the planning efforts for the Oregon Planning Institute conference, staff contacted several transportation professionals to speak at a session on transportation legislation.
- A kick-off meeting for the LRTP was held with LTD staff members who are involved in the project.
- An overview of the LRTP project was provided to the LTD Leadership Council.
- LRTP project manager meetings were held on Monday, August 23, and Monday, August 30, to plan for the Tuesday, September 7, Project Advisory Committee kick-off.

- Review of LRTP Memorandum #1 was completed; and staff established the policies, plans, and performance measures that will serve as the framework for LRTP Memorandum #2.
- The Regional Transportation Options Plan project management team met to discuss the next steps in the work plan, which include the writing of the Existing Conditions document.

Point2point Solutions

Jody Cline, Interim Program Manager

School Solutions:

Point2point Solutions assisted the Bethel School District in preparing an Oregon Safe Routes to School application. The application was approved to provide \$90,000 over a two-year timeframe. The funds will pay for encouragement and educational activities that promote walking and bicycling to school.

The 2010-11 school year has begun, and K-12 school families are requesting Point2point Solutions services to help them carpool, walk, bike, or ride LTD buses to school.

Work Solutions:

Dougherty Landscape Architects, which has 3 employees, cancelled its Group Pass Program contract because its employees ride their bikes to work.

Education and Outreach:

Point2point Solutions was the sponsor of the Sustainability Village for the Eugene Celebration, and booth space was offered to partner agencies. Lane Transit District, Oregon Department of Transportation Area 5, Willamalane Park and Recreation District-City of Springfield, and the Eugene Metropolitan Policy Organization Transportation Citizen's Advisory Committee shared a presence with Point2point Solutions at the Eugene Celebration.

On-the-go Solutions:

Nine commuters were added to the Rideshare database, for a total of 706 registered commuters.

One commuter received a ride under the emergency ride home program.

Program Management:

Input was collected from the Transportation Options Advisory Committee regarding the update of the Point2point Solutions Program Manager job description. Applications for the Point2point Solutions program manager position will be taken on September 10 through October 8. Interviews are expected to be held during the week of October 18.

Tracy Smith attended the Statewide Transportation Options and Transportation Options Group of Oregon meetings held in August. Ms. Smith also attended the 2010 International Association for Commuter Transportation Conference in southern California.

CAPITAL PROJECTS

Joe McCormack, Project Manager

Gateway EmX Extension construction is approximately 95 percent complete. Installation of finishing elements including furniture, ticket vending machines, light fixtures, and passenger information signs should be complete by early October. EmX buses have begun testing and timing runs. During the next couple of months, the transit signal priority system will be fine-tuned to provide improved and reliable EmX travel times.

Schematic design efforts have begun for improvements to the University of Oregon (UO) Transit Station. Initial outreach to adjacent property owners has occurred, and a technical advisory team composed of UO and City of Eugene staff has been formed to assist with station and traffic design details. A schematic design for the renovated station will be complete by early October. The Oregon Department of Transportation Project Readiness Grant, which funds this work, prescribes that construction documents for the UO Station renovation be completed by the end of January 2011. This is a very aggressive schedule that the District intends to meet.

Veneta Transit Station construction is underway and is scheduled to be complete by the end of 2010.

**SERVICE PLANNING, ACCESSIBILITY,
AND MARKETING**

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

Media:

Paid media included a Community Leaders Together ad featuring LTD employee Delores Bitler. The ad highlighted Delores' excellent work at LTD and her volunteer role with Habitat for Humanity. Promotion of the Willamette Valley Blues and Brews Festival was included since the event raised funds for Habitat for Humanity.

Earned media was plentiful as stories aired on the following projects:

- Gateway EmX art
- UO football shuttles - Park & Ride changes
- School route elimination
- Bean Buzz landlord/tenant issue
- Gateway EmX HAWK signals and pedestrian crosswalk
- WEEE project
- No service on Labor Day

Event Services:

A great deal of work has gone toward revising service for the first football game. Staff will participate in the sales of season shuttle passes at the Park & Rides. Fans will be getting used to the new configuration of Park & Rides. Service delivery will be slightly different as LTD reduces its fleet to 40 vehicles and First Student increases their fleet to 40 vehicles.

Outreach:

Outreach activities are occurring on many fronts as multiple projects converge. Gateway EmX construction included work at the Springfield Station and testing of the buses in the busways. West Eugene EmX continues an aggressive schedule of meetings with affected property owners. Plans for advertising and increased WEEE outreach are being finalized as the District will begin paid media to generate interest in the upcoming public comment periods. The fall service changes are nearing implementation. Signage at affected stops has been placed, and new *Rider's Digests* are being distributed.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

Twelve new RideSource vehicles were received in August. LTD secured grant funding and signed an agreement with the City of Florence for a bus stop improvement project for the Rhody Express. The agreement will include installation of some refurbished LTD shelters, upgraded bus stop poles and signs, and route and timetable information at key stops.

Terry Parker attended an Easter Seals Project Action Steering Committee meeting in Washington, D.C. For the first time, the group had a joint meeting with the National Center for Senior Transportation. Ms. Parker also gave a presentation regarding LTD's RideSource Call Center Cost Model at an American with Disabilities Act Round-Table meeting in Seattle, Washington.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

EmX Operator Training:

The training supervisor and instructors have been on the new Gateway EmX Extension testing the system to prepare policies and procedures and to ensure that issues are identified and addressed prior to training bus operators. So far, any issues seem to be minor, and operator training should be able to get underway in the next 60 days once the testing phase is complete.

Fall Operator Training:

The training staff have been very busy. They are preparing for the new EmX Extension and also are preparing for fall training for all bus operators. Annual training is important for operators because it allows the District to ensure that they have the information and tools necessary to be professional, effective bus operators. The District did not provide annual training last year because of budget constraints; however, it is important to provide operators with training on a regular basis to maintain a high level of performance, so it was decided to provide training this year.

First UO Football Game:

The first UO football game took place, and the new Park & Ride configuration seems to have worked well. Passengers were quickly ushered from the boarding areas onto buses, and

buses returned quickly to reboard. It helped that people began filtering out of the game during the third quarter; however, operators are confident that the new system will be more efficient.

MAINTENANCE

George Trauger, Director of Maintenance

Articulated Bus Purchase:

Three of the five new hybrid articulated buses are still being built in Winnipeg, Manitoba and Crookston, Minnesota. The first two buses have arrived on site. The remaining three buses are scheduled for delivery before the end of 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 were ordered, and all parts have finally arrived. Reassembly is now able to begin.

EmX:

All of the 9100-series BRT buses are now in service. The original 6100-series BRTs are in various stages of having radio antennas relocated, and GPS traffic priority signal antennas are being added in preparation for operation of all BRT buses in both segments of EmX service. Radio and antenna work has been completed on two of the 6100's, and the third is almost complete. Bus 6101 is in Berkeley, California, for installation of a test vehicle guidance system.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Todd Lipkin, Finance Manager

Grants Management:

- Monthly ARRA reporting to the Transportation and Infrastructure Committee of the House of Representatives was submitted.
- A grant amendment funding a portion of the five new hybrid-electric articulated buses was executed.

- The draft Schedule of Federal Awards was completed for FY 2010 for the independent auditors. This schedule reports all of the federal money that LTD expended during the fiscal year ending June 30, 2010.

Payroll Processing:

- Sixty (60) payroll checks and 545 payroll direct deposits totaling \$849,445 were made in August 2010 (two pay dates).

Accounts Payable:

- Two hundred eighty-one (281) vendor paper and electronic checks totaling \$5,241,439 were processed during the month of August 2010. This included a total of \$522,414 to Wildish Building Company for Gateway EmX Extension-related construction and \$2.1 million to New Flyer of America towards the purchase of five new hybrid-electric articulated buses.
- Reconciliations of payable accounts were completed for FY 2010 in preparation for the arrival of the auditors on August 31.

Accounts Receivable:

- Thirteen (13) cash fare deposits totaling \$169,864 were processed in August 2010.
- Reconciliations of receivable accounts were completed for FY 2010 in preparation for the arrival of the auditors on August 31.

ACCOUNTING/INTERNAL AUDIT

Carol James, Chief Accountant/Internal Auditor

Accounting:

Account review and related processes for year-end close were completed in preparation for the auditors' on August 31 visit.

Internal Audit:

Staff completed the final report related to the annual physical inventory of parts.

PURCHASING

Jeanette Bailor, Purchasing Manager

Bids are being received for Cummins engine parts. Work is proceeding on an order of fifteen 40-foot vehicles from Gillig Corporation on a newly awarded contract.

A procurement system review is occurring in September, and work has been done to prepare materials for the contractors coming to conduct the review. The review is part of a series of reviews done nationwide each year.

HUMAN RESOURCES AND RISK MANAGEMENT

Mary Adams, Director of Human Resources and Risk Management

Labor Negotiations:

Negotiation sessions are being held on September 15 and 16, and discussions will continue. The next session is scheduled for October 13.

HUMAN RESOURCES/TRAINING

David Collier, Senior Human Resources Analyst

Drug and Alcohol Policy:

The policy has been updated and will be presented to the Board at the September 15 meeting.

Diversity:

The Diversity Council has prepared a presentation for Fall Training, which began on September 14.

Terminations:

Bus Operator Angel Gotay resigned his position, and Bus Operator Neno Ortiz was terminated.

SAFETY AND RISK MANAGEMENT

David Lindelien, Risk Manager

During Fall Training, bus operators will receive a refresher on mobility device securement and body mechanic techniques. The purpose of the training is to reduce the risk of an injury while providing assistance to passengers. Operators also will be reminded that lap and shoulder belts are available for customers in the mobility bays, which will increase passenger safety.

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\Dept Report.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: September 15, 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: July and August 2010 Performance Reports (*to be handouts at Board meeting*)
July 2010 RideSource Activity and Productivity Report

PROPOSED MOTION: None

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\performance summary.docx

Special Mobility Services: RideSource Activity and Productivity Information

| July-10 | Current | | Prior | | Current 12 Month | Prior 12 Month | % Change | Current YTD | Previous YTD | % Change | Current 12 Month | Prior 12 Month | % Change |
|---------------------------------|----------|-----------------|----------|-----------------|---------------------|-------------------|-------------|----------------|-----------------|-------------|---------------------|-------------------|-------------|
| | Month | Year's Month | Month | Year's Month | | | | | | | | | |
| RideSource Ridership | 15,457 | 14,832 | 15,457 | 14,832 | 175,431 | 163,440 | 4.2% | 15,457 | 14,832 | 4.2% | 175,431 | 163,440 | 7.3% |
| RideSource(All Modes) | 12,523 | 12,158 | 12,523 | 12,158 | 144,958 | 133,122 | 3.0% | 12,523 | 12,158 | 3.0% | 144,958 | 133,122 | 8.9% |
| Shopper | 438 | 460 | 438 | 460 | 5,240 | 5,645 | -4.8% | 438 | 460 | -4.8% | 5,240 | 5,645 | -7.2% |
| Escort Volunteers-Metro | 935 | 801 | 935 | 801 | 9,720 | 8,210 | 16.7% | 935 | 801 | 16.7% | 9,720 | 8,210 | 18.4% |
| Escort Volunteers-Rural | 1,561 | 1,413 | 1,561 | 1,413 | 15,513 | 16,463 | 10.5% | 1,561 | 1,413 | 10.5% | 15,513 | 16,463 | -5.8% |
| RideSource Cost per Ride | \$ 25.18 | \$ 19.55 | \$ 25.18 | \$ 19.55 | \$ 23.66 | \$ 20.04 | 28.8% | \$ 25.18 | \$ 19.55 | 28.8% | \$ 23.66 | \$ 20.04 | 18.1% |
| RideSource(All Modes) | \$ 30.47 | \$ 23.26 | \$ 30.47 | \$ 23.26 | \$ 28.08 | \$ 24.04 | 31.0% | \$ 30.47 | \$ 23.26 | 31.0% | \$ 28.08 | \$ 24.04 | 16.8% |
| RideSource Shopper | \$ 12.53 | \$ 12.53 | \$ 12.53 | \$ 12.53 | \$ 12.53 | \$ 12.53 | 0.0% | \$ 12.53 | \$ 12.53 | 0.0% | \$ 12.53 | \$ 12.53 | 0.0% |
| RideSource Escort | \$ 3.05 | \$ 3.29 | \$ 3.05 | \$ 3.29 | \$ 3.23 | \$ 3.04 | -7.1% | \$ 3.05 | \$ 3.29 | -7.1% | \$ 3.23 | \$ 3.04 | 6.6% |
| Ride Reservations | 13,263 | 12,880 | 13,263 | 12,880 | 153,416 | 142,413 | 3.0% | 13,263 | 12,880 | 3.0% | 153,416 | 142,413 | 7.7% |
| Cancelled Number | 1,369 | 1,258 | 1,369 | 1,258 | 14,966 | 13,406 | 8.8% | 1,369 | 1,258 | 8.8% | 14,966 | 13,406 | 11.6% |
| Cancelled % of Total | 10.32% | 9.77% | 10.32% | 9.77% | 9.76% | 9.41% | | 10.32% | 9.77% | | 9.76% | 9.41% | |
| No-Show Number | 133 | 132 | 133 | 132 | 1,602 | 1,459 | 0.8% | 133 | 132 | 0.8% | 1,602 | 1,459 | 9.8% |
| No-Show % of Total | 1.00% | 1.02% | 1.00% | 1.02% | 1.04% | 1.02% | | 1.00% | 1.02% | | 1.04% | 1.02% | |
| Ride Refusals Number | 2 | 0 | 2 | 0 | 4 | 11 | 0.0% | 2 | 0 | 0.0% | 4 | 11 | -63.6% |
| Ride Refusals % of Total | 0.02% | 0.00% | 0.02% | 0.00% | 0.00% | 0.01% | | 0.02% | 0.00% | | 0.00% | 0.01% | |
| Service Hours | 6,812 | 6,314 | 6,812 | 6,314 | 77,174 | 70,521 | 7.9% | 6,812 | 6,314 | 7.9% | 77,174 | 70,521 | 9.4% |
| Agency Staff | 6,532 | 6,052 | 6,532 | 6,052 | 73,874 | 67,326 | 7.9% | 6,532 | 6,052 | 7.9% | 73,874 | 67,326 | 9.7% |
| Agency SMS Volunteer | 280 | 262 | 280 | 262 | 3,300 | 3,195 | 6.9% | 280 | 262 | 6.9% | 3,300 | 3,195 | 3.3% |
| Avg. Trips/Service Hr. | 1.90 | 2.00 | 1.90 | 2.00 | 1.95 | 1.97 | -5.0% | 1.90 | 2.00 | -5.0% | 1.95 | 1.97 | -1.0% |
| RideSource System Miles | 94,511 | 86,344 | 94,511 | 86,344 | 1,050,007 | 970,700 | 9.5% | 94,511 | 86,344 | 9.5% | 1,050,007 | 970,700 | 8.2% |
| Avg. Miles/Trip | 7.29 | 6.84 | 7.29 | 6.84 | 6.99 | 7.00 | 6.6% | 7.29 | 6.84 | 6.6% | 6.99 | 7.00 | -0.1% |
| Miles/Vehicle Hour | 13.87 | 13.68 | 13.87 | 13.68 | 13.61 | 13.76 | 1.5% | 13.87 | 13.68 | 1.5% | 13.61 | 13.76 | -1.2% |

Special Mobility Services: RideSource Activity and Productivity Information

| July-10 | Current | | Prior | | Current 12 Month | Prior 12 Month | % Change |
|-----------------------|---------|-------|--------|-------|---------------------|-------------------|-------------|
| | Month | 83.0% | Month | 84.1% | | | |
| On-Time Performance % | 11,259 | 83.0% | 10,737 | 84.1% | 130,099 | 113,316 | -1.4% |
| Sample | 9,340 | 83.0% | 11,259 | 84.1% | 108,625 | 108,099 | -1.4% |
| On-Time | 9,340 | 83.0% | 9,034 | 84.1% | 10,737 | 9,034 | -1.4% |

- 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: September 15, 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. **Special Board Meeting/Joint Work Session with Springfield City Council:** The joint meeting is scheduled to be held on October 11. Topics of discussion will include budget and service issues, current and future EmX service, the general manager selection process, and Springfield's Main Street proposal. A special meeting of the LTD Board will follow; and the October 20 regular meeting is canceled.
- B. **West Eugene EmX Extension (WEEE):** At the October 11 special meeting, the Board will hear details regarding the WEEE Alternative Analysis Report and the East 11th outreach process.
- C. **Joint Locally Preferred Alternatives Committee:** The Board will receive an update on the progress of the Joint Locally Preferred Alternative Committee at the October 11 special meeting.
- D. **General Manager Selection Process:** At the October 11 special meeting, the Board's Human Resources Committee will share its recommendation related to the selection process for the new general manager.
- E. **Special Board Meeting/Luncheon:** At the October 12 luncheon, the Board will receive an update on the scenario development for the Long-Range Transit Plan.
- F. **Executive Session: Labor Negotiations:** The existing labor contract expired on June 30, 2010, and the first three negotiations meetings have taken place. An executive session will be held at the October or November regular Board meeting to update Board members on the process and to discuss strategy.
- G. **EmX Fare Analysis:** At the November regular meeting, the Board will receive a report on the first year of charging fares to ride EmX.

- H. **Veneta Park & Ride**: Construction 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 November regular meeting.
- I. **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 November regular meeting.
- J. **FY 2009-10 Annual Performance Report**: Staff will prepare a performance report for FY 2009-10 for presentation to the Board at the November regular meeting.
- K. **Joint Meeting with Eugene City Council**: A joint meeting is in the process of being scheduled for November. The topics of discussion will include an update on future LTD budget and service issues that may impact Eugene and an update and public hearing on the West Eugene EmX LPA process.
- L. **Board Strategic Planning Work Session**: A joint work session, which may include the Budget Committee, is being scheduled for November or December. The session will discuss LTD budget and service, Board accessibility, leadership succession planning/general manager recruitment, and the scenario framework for the Long-Range Transit Plan.
- M. **Independent Audit Report**: The annual audit findings will be presented at the December meeting.
- 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 January 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.



*Lane Transit District
P. O. Box 7070
Eugene, Oregon 97401*

*(541) 682-6100
Fax: (541) 682-6111*

**ADDENDUM TO SEPTEMBER 15, 2010,
LTD BOARD AGENDA PACKET**

LTD DRUG & ALCOHOL PROGRAM

(with recommended revisions)

Q:\Reference\Board Packet\2010\09\Reg Meeting 09-15-10\Cover Page - ADDENDUM TO SEPTEMBER 15 - D&A Program.docx

Lane Transit District Drug & Alcohol Program

Effective Date: 09/20/1995
Revised Date: 02/16/2000
Revised Date: 10/20/2004
Revised Date: 03/19/2008
Revised Date: 05/21/2008
Revised Date: 07/30/2008
Revised Date: 09/15/2010

OBJECTIVE

Lane Transit District is committed to providing and maintaining a safe and healthy work environment for its employees and a safe and dependable transportation system for the public. It is the intent of this policy to provide and maintain a drug- and alcohol-free workplace, in the interest of the health and safety of the District's employees and the public, and to maintain compliance with applicable federal and state laws and regulations.

APPLICATION

This policy applies to all District employees and employees of the District's contractors who perform a safety-sensitive function for the District. All District positions and the functions performed by individual employees have been reviewed to determine the performance of a safety-sensitive function as defined in Appendix A. District positions that require that all employees in the position perform a safety-sensitive function are listed in Appendix B. In addition, individual employees who perform a safety-sensitive function even though others in their position do not, are also listed in Appendix B.

Under FTA authority, all employees who perform a safety-sensitive function are subject to pre-employment drug testing and reasonable suspicion, post-accident, random, return-to-duty, and follow up drug and alcohol testing.

Under District authority all other safety-sensitive employees are subject to pre-employment drug testing and reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing. Non-safety-sensitive employees are subject to reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing.

Formatted: Font: Bold

Compliance with this policy is a condition of employment. Under District authority, any violation of this policy may subject the employee to discipline, up to and including suspension and/or discharge.

POLICY

Prohibited Conduct

The District expects and requires all employees to report to work in an appropriate mental and physical condition to work safely and effectively. No employee shall report to work or engage in work while having the presence of alcohol, illegal drugs, or any other disabling or controlled substance in their system. Prohibited drugs include all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law ("controlled substance"). A breath alcohol concentration level of 0.02 or greater or any detectable level of a controlled substance on a drug test will be considered to be evidence of the presence of alcohol or a prohibited drug in the employee's system.

In accordance with the Drug-Free Workplace Act of 1988, the District prohibits all employees from engaging in the possession, sale, transporting, distribution, manufacture or use of alcohol, illegal drugs or any other disabling or controlled substance at any time while on duty and/or on District premises, which include buses or other LTD owned or operated vehicle(s), or facilities. An employee who is off duty and is a passenger on a District owned mass transit vehicle may possess alcohol in sealed containers to the extent that is allowed by law. Employees may possess or exchange alcohol in sealed containers within the employee parking lot of the Glenwood Facility for legitimate personal use off duty and off premises.

In accordance with Federal Transit Administration (FTA) regulation 49 CFR part 655, employees are prohibited from performing a safety-sensitive function with a breath alcohol concentration level of 0.02 or greater. In addition, employees must not consume alcohol while performing a safety-sensitive function and must not consume alcohol four hours prior to performing a safety-sensitive function and up to eight hours following an accident or until the employee undergoes a post-accident drug and/or alcohol test, whichever occurs first.

In accordance with FTA regulation 49 CFR part 655, the use and ingestion of prohibited drugs (marijuana, cocaine, opiates, amphetamines, or phencyclidine) by employees who perform a safety-sensitive function, is prohibited at all times.

FTA regulations require the District to test all District employees who perform a safety-sensitive function for prohibited drug use and alcohol misuse. In accordance with FTA regulations, participation in the District's drug and alcohol testing program is a condition of employment for all employees who perform a safety-sensitive function. An employee who performs a safety-sensitive function who refuses to submit to a drug or alcohol test will be in violation of this policy and under District authority may be subject to discipline, up to and including suspension and/or discharge.

Employee Assistance Program

All employees are encouraged to voluntarily seek assistance in dealing with emotional, physical, or mental health problems, including drug use and/or alcohol misuse, which may adversely affect their job performance. Confidential professional assistance, treatment planning, and rehabilitation services are available by directly contacting the District's employee assistance program (EAP) provider, Reliant Behavioral Health Employee Assistance Program ([541-344-6929](tel:541-344-6929) or 1-866-750-1327).

An employee who requests assistance from the District for a drug and/or alcohol problem, before the problem affects job performance, will not jeopardize their employment solely by requesting and/or receiving assistance to deal with a drug and/or alcohol problem. If an employee does not seek treatment for a drug and/or alcohol problem, and it is found that their performance is being affected, under District authority, the employee may be subject to discipline, up to and including suspension and/or discharge.

Formatted: Font: Bold

Prescription/Over-the Counter Drug Use

District employees may possess and use medically authorized prescription or over-the-counter drugs at work as long as the prescription or over-the-counter drugs do not have disabling effects or otherwise affect the covered employee's fitness for duty or job performance. Employees must report the use of prescription or over-the-counter drugs that could have a disabling effect or otherwise adversely affect the employee's fitness for duty or job performance, or which may cause a risk of danger to the employee or others, to their immediate supervisor. It is the employee's responsibility to determine from the physician, pharmacist, or other health care professional whether or not the prescribed or over-the-counter drugs could adversely affect the employee's fitness for duty or job performance. **The District may require employees to provide written medical authorization to work from a physician, upon the reporting of the use of prescription or over-the-counter drugs. Under District authority, an employee's failure to report the use of prescription or over-the-counter drugs which have disabling effects or otherwise affect the employee's fitness for duty while at work or failure to provide proper evidence of medical authorization to work may result in discipline, up to and including suspension and/or discharge.**

Formatted: Font: Bold

Employee Responsibility

The District expects and requires the support of all employees in meeting its commitment to providing a drug- and alcohol-free work environment. An employee who observes or has knowledge of another employee in a condition which impairs their ability to perform their job duties or who poses a serious hazard to the safety and welfare of others, must report the information to their immediate supervisor, the employee's supervisor, the Director of Human Resources and Risk Management or the Drug and Alcohol Program Administrator.

Workplace Drug Related Convictions

In accordance with the Drug Free Workplace Act of 1988, the District requires all District employees to report, in writing, to the District, any criminal conviction for a violation of a criminal drug statute occurring in the workplace no later than five days after the conviction. Within ten (10) calendar days of receiving notification of the conviction the District will provide written notification to its federal contracting agencies

Under its own authority, the District may subject employees convicted of workplace drug-related crimes to disciplinary action up to and including suspension and/or discharge. Any disciplinary action will be imposed within 30 days of the District being notified of the conviction.

Formatted: Font: Bold

Employees convicted of workplace drug-related crimes may be required by the District to participate satisfactorily in a drug abuse assistance or rehabilitation program.

Right to Inspection

When the District has reasonable suspicion to believe an employee is in possession of prohibited controlled substances and/or alcohol on District property, the employee may be requested to permit an inspection of their person, personal property, clothing, or personal vehicle. Employees shall have no reasonable expectation of privacy under these circumstances. The District will have at least one witness present when conducting an inspection of an employee or the employee's personal property, clothing, or personal vehicle. **Under its own authority, the District may subject employees who refuse to submit to such an inspection to disciplinary action, up to and including suspension and/or discharge. The District reserves the right to search District property (i.e. desks, file cabinets, lockers) at any time, and employees shall have no reasonable expectation of privacy with respect to District property.**

Formatted: Font: Bold

Training

In accordance with FTA regulations, all employees who perform a safety-sensitive function will be required to attend a minimum of one hour of training regarding the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and the manifestations and behavioral cues that may indicate prohibited drug use. In addition, the District will require all employees who perform a safety-sensitive function to attend training regarding the District's Drug and Alcohol Policy and its testing program.

In accordance with FTA regulations, all supervisors who are responsible for determining when it is appropriate to administer reasonable suspicion drug and/or alcohol tests will be required to

attend a minimum of two hours of training regarding the physical, behavioral, and performance indicators of probable drug use and alcohol misuse.

Under its own authority, the District may require or permit all employees to attend training or educational programs regarding drug and/or alcohol abuse.

Formatted: Font: Bold

Testing

As mandated by Federal regulations and authorized by the FTA, applicants for employment in a safety-sensitive position, employees requesting transfer into a safety-sensitive position, and employees in a position that requires the performance of a safety-sensitive function are required to submit to drug and alcohol testing (pre-employment, reasonable suspicion, post-accident, random, return to duty, and follow-up testing) as a condition of employment with the District. The Department of Transportation (DOT) regulation 49 CFR part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs," prescribes the testing methods that will be used, and such testing shall also be consistent with applicable State law.

Under District authority, all other safety-sensitive employees may be required to submit to drug and alcohol testing (pre-employment, reasonable suspicion, post-accident, and return to duty testing) as a condition of employment with the District. Non-safety-sensitive employees are subject to reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing. Testing methods comparable to the testing methods prescribed in the Department of Transportation (DOT) regulation 49 CFR part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs," will be used, and such testing shall also be consistent with applicable State law.

Formatted: Font: Bold

All drug and alcohol testing will be conducted in a manner which assures a high degree of accuracy and reliability by using the techniques, chain of custody procedures, and equipment and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS), the DOT, and State law. All drug and alcohol testing that is conducted under District authority will also be conducted in a manner which assures a high degree of accuracy and reliability by using techniques, chain of custody procedures, and equipment and laboratory facilities which are the same as or comparable to those approved by the U.S. Department of Health and Human Services (DHHS), the DOT, and State law.

All drug and alcohol testing will be conducted in an environment that affords the maximum privacy practicable for the employee being tested. The District will strictly adhere to all standards of confidentiality, maintaining the confidentiality of the employee throughout the drug and/or alcohol testing process.

Except as otherwise stated by this policy, the District will be responsible for all costs directly associated with the drug and alcohol tests specified in this policy.

Any safety-sensitive applicant/employee with a dilute negative test result (creatinine level \geq 5 mg/dL) will be directed by the Drug and Alcohol Program Manager to undergo an immediate second unobserved test.

Types of Testing

Pre-employment:

As authorized by the FTA, all applicants who have been selected for employment in a safety-sensitive position must submit to a urine drug test and have a verified negative test result prior to being assigned to a safety-sensitive position. In addition, current employees who are being transferred or promoted into a safety-sensitive position from a non-safety-sensitive position must submit to a urine drug test and have a verified negative test result prior to being assigned to a safety-sensitive function. If the pre-employment drug test is cancelled, the applicant or employee will be required to submit to another urine drug test.

Under FTA authority, all applicants who have been conditionally selected for employment in a safety-sensitive position pending the outcome of a drug test and employees who have been selected to be promoted into a safety-sensitive position must submit to a urine drug test and have a verified negative test result prior to being hired or assigned to the position. **If the pre-employment drug test is cancelled, the applicant or employee will be required to submit to another urine drug test.**

Under FTA authority, failure to obtain a verified negative test result on a pre-employment drug test will disqualify an applicant for employment in or transfer to a safety-sensitive position. An applicant who has failed a pre-employment drug test will be advised of resources available to evaluate and resolve problems associated with drug abuse, including the names addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs. **Unless otherwise provided by law, an applicant who has failed a pre-employment drug test will be ineligible to submit another application for employment with the District for a period of 6 months.**

Under FTA authority, applicants who have previously refused or tested positive on a DOT-required pre-employment drug test are required to submit documentation supporting their successful completion of the SAP referral, evaluation, and treatment process under section 655.62.

An existing safety-sensitive employee who has not performed a safety-sensitive function for **90 or more** consecutive calendar days **and who has been removed from the random testing pool during that time**, is required by FTA regulations to submit to a pre-employment urine drug test and obtain a negative result prior to the reassignment of safety-sensitive duties.

Reasonable Suspicion:

As authorized by the FTA, employees who perform a safety-sensitive function will be required to submit to urine testing for drugs and/or alcohol breath testing when there is a reasonable suspicion to believe that the employee is **impaired by** a prohibited controlled substance or

Deleted: ¶
¶
¶

Deleted: District
Formatted: Font: Not Bold

Formatted: Font: Bold
Deleted: District

Formatted: Font: Bold

Deleted: Under FTA authority, applicants who have previously refused or tested non-negative for a DOT-required drug and/or alcohol test need to submit documentation supporting their completion of an Substance Abuse Professional (SAP)-approved treatment and return-to-duty/follow-up program.
Formatted: Justified

Deleted: under the influence of

alcohol. Alcohol testing may only take place just before the employee is to perform safety-sensitive functions; while the employee is performing safety-sensitive functions; or just after the employee has ceased performing safety-sensitive functions.

Deleted: This testing must

Formatted: Highlight

Formatted: Highlight

Under District authority, all other District employees will be required to submit to urine testing for controlled substances and/or alcohol breath testing when there is a reasonable suspicion to believe that the employee is impaired by a controlled substance or alcohol.

Formatted: Font: Bold

Deleted: under the influence of

The determination to require a reasonable suspicion drug and/or alcohol test will be made by a supervisor or manager trained to identify the signs and symptoms of drug use and alcohol misuse. The determination will be based on the supervisor's or manager's specific observations including, but not limited to, the employee's appearance, behavior, speech, or body odor.

Deleted: of the employee, bizarre behavior in the workplace, a substantial reduction in productivity, repeated tardiness or absences, or behavior which causes an on-the-job injury or causes substantial damage to property.

Whenever possible, the determination to require a reasonable suspicion drug and/or alcohol test should be made by the employee's supervisor or manager. If the employee's supervisor or manager is not immediately available, the determination to require a reasonable suspicion drug and/or alcohol test may be made by another trained supervisor or manager within the employee's department, a trained supervisor or manager in another department, or by the Drug and Alcohol Program Administrator.

When an employee has been notified that he/she will be required to submit to reasonable suspicion drug and/or alcohol testing, he/she must report immediately to the collection site designated by the District. The employee will be transported to and from the collection site by the District. The employee will not be permitted to use rest room facilities, consume beverages, or smoke until specimen collection is completed.

Post-accident:

As authorized by the FTA, drug and alcohol testing is required of all employees who perform a safety sensitive function who are involved in an accident, as defined by FTA regulations, where there is a loss of life. In other nonfatal accidents, drug and alcohol testing is required of employees who perform a safety sensitive function unless the employees' performance can be completely discounted as a causative or contributing factor.

FTA regulations define an accident as an occurrence associated with the operation of a vehicle in which:

- An individual dies, or
- An individual suffers a bodily injury and immediately receives medical treatment away from the scene of an accident, or
- One or more of the vehicles involved incurs disabling damage as a result of the occurrence and is transported away from the scene by a tow truck or other vehicle

An occurrence associated with the operation of a vehicle means that the accident is directly related to the manner in which the driver applied the brake, accelerated, turned the steering wheel, or operated its lift. Disabling damage means damage that precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated, but would have been further damaged if so operated.

Following a fatal accident, each surviving safety-sensitive employee on duty in the mass transit vehicle at the time of the accident will be subject to drug and alcohol testing. All safety-sensitive employees not on the vehicle whose performance could have contributed to the accident, as determined by the District using the best information available at the time of the accident, also will be tested.

Following a nonfatal accident, each safety-sensitive employee on duty in the mass transit vehicle at the time of the accident will be subject to drug and/or alcohol testing unless the District determines, using the best available information at the time of the decision, that the employee's performance can be completely discounted as a contributing factor to the accident. Employees not on the vehicle, whose performance could have contributed to the accident, as determined by the District using the best information available at the time of the accident, will be subject to drug and alcohol testing unless their behavior can be completely discounted as a contributing factor to the accident.

Post-accident drug and alcohol tests will be performed as soon as possible following an accident.

Drug tests will be performed within 32 hours following the accident. The District will attempt to complete the alcohol test within 2 hours of the accident. If the District is not able to perform the alcohol test within 2 hours, it will file a report noting the reason for the delay, and continue attempts to complete the test. If the District is not able to complete the alcohol test in 8 hours, it will cease attempts to do so and update the two-hour written report. If the employee to be tested was injured in the accident, the requirement to test for drugs and/or alcohol should not delay necessary medical attention, and testing may be administered simultaneously with the employee receiving necessary medical attention.

Any safety-sensitive employee involved in an accident must remain readily available for drug and/or alcohol testing for up to eight hours after the accident. The employee is responsible for notifying the District of his or her location if he or she leaves the scene of the accident prior to submitting to testing. Failure by the employee to remain readily available may be determined to be a refusal to submit to testing.

When an employee has been notified that they will be required to submit to post-accident drug and/or alcohol testing, they must report immediately to the collection site designated by the District. The employee will be transported to and from the collection site by the District. The employee will not be permitted to use restroom facilities, consume beverages, or smoke until specimen collection is completed.

- Deleted: ; and i
- Deleted: obtain a specimen
- Deleted: why not able
- Deleted: obtain specimen; and if
- Deleted: obtain a specimen
- Deleted: obtain a specimen
- Deleted: Alcohol tests should be performed within two hours following the accident and will be performed within eight hours following the accident

Post-accident drug and alcohol tests required by this policy are in addition to and/or separate from any tests conducted for law enforcement purposes. If the District is unable to perform the required FTA tests (i.e., the employee is unconscious, or detained by a law enforcement agency), the District may use the results of a blood or urine test for the use of prohibited drugs and/or the results of a blood or breath test for the misuse of alcohol, conducted by Federal, State, or local officials having independent authority for the test, to meet the testing requirements of the Federal regulations and this policy, provided such tests conform to the applicable Federal, State, or local testing requirements, and that the results of the tests are obtained by the District.

Random:

As authorized by the FTA and State law, all employees who perform a safety sensitive function will be subject to random and unannounced drug and/or alcohol testing. [A covered employee may be randomly tested for prohibited drug use anytime while on duty.](#)

The District will comply with the random selection rate established by the FTA for safety sensitive employees as outlined in 49 CFR Part 655. All employees subject to random selection will have an equal chance of being selected for testing and will remain in the random selection pool even after being tested. The selection method shall be made by scientifically valid methodology and shall be spread reasonably throughout the time safety-sensitive functions are performed.

Employees who are subject to random [drug and alcohol](#) testing will remain subject to random testing throughout their work shift. If an employee is initially notified that they have been selected for random testing prior to the end of their work shift, the test(s) must be completed, even when such completion has the incidental effect of causing the employee to stay overtime. When an employee has been notified that they have been selected for testing, they must report immediately to the collection site designated by the District. Transportation to and from the collection site will be provided by the District. The employee will not be permitted to use rest room facilities, consume beverages, or smoke until specimen collection is completed. [Alcohol testing may only take place just before the employee is to perform safety-sensitive functions; while the employee is performing safety-sensitive functions; or just after the employee has ceased performing safety-sensitive functions.](#)

Deleted: This testing must

Formatted: Highlight

Formatted: Highlight

Return to Duty:

As authorized by the FTA and State law, all employees who perform a safety-sensitive function and who have previously had a verified positive drug test, an alcohol test result of 0.04 or greater, a refusal to test, or engaged in any activity that violates the FTA regulations, must submit to and receive a verified negative test result on a return-to-duty drug test and/or submit to a breath alcohol test with a result showing an alcohol concentration level of less than 0.02 prior to resuming performance of safety-sensitive duties. Return-to-duty testing will not be conducted until after the SAP determines that the employee has completed all education and treatment recommended by the SAP. The FTA requires that return to duty tests be an observed collection.

The District, under its own authority, may require employees returning to work from a positive drug and/or alcohol test to undergo a physical evaluation, by a physician of the District's choice and to pass a return to duty drug test and/or submit to a breath alcohol test with a result showing an alcohol concentration level of less than 0.02, prior to returning to work.

Formatted: Font: Bold

Follow-up:

In accordance with FTA regulations, a safety-sensitive employee who has been permitted to return to duty, following a verified positive drug test, an alcohol test result of 0.04 or greater, or a refusal to submit to a test will be subject to unannounced follow-up drug and/or alcohol testing for a least 12 but not more than 60 months. The frequency and duration of the follow-up testing will be determined by the SAP, with a minimum of six tests during the first 12 months after the covered employee has returned to duty. The FTA requires that follow up tests be an observed collection.

Under District authority, an employee who has been permitted to return to duty, following voluntary treatment for a drug and/or alcohol problem may be required to submit to non-DOT follow-up drug and/or alcohol testing.

Formatted: Font: Bold

When an employee is notified to submit to a follow-up test, they must report immediately to the collection site designated by the District. Transportation to and from the collection site will be provided by the District. The employee will not be permitted to use rest room facilities, consume beverages, or smoke until specimen collection is completed.

Follow-up testing is separate from and in addition to all other testing that is conducted as part of the drug and alcohol testing program. If a follow-up test is cancelled, the employee is required to submit to an additional test.

Pre-duty Alcohol Use:

In accordance with FTA regulations, all safety sensitive employees are prohibited from using alcohol within 4 hours of performing a safety-sensitive function. A safety-sensitive employee who is requested to report for duty less than four hours prior to the requested report time must inform the District if they have consumed alcohol within four hours of the requested report time.

In accordance with FTA regulations the District shall prohibit the consumption of alcohol for the specified on-call hours of each covered employee who is on-call. If an on-call safety-sensitive employee informs the District of their use of alcohol and claims they have the ability to safely perform their safety-sensitive function, the employee will be allowed to submit to a breath alcohol test. If the employee's breath alcohol concentration level measures less than 0.02, the employee will be allowed to perform his/her safety-sensitive function.

Deleted: ¶

Blind Performance Testing:

In accordance with FTA regulations, the District will ensure that ongoing blind sample proficiency testing is conducted, using blind quality control specimens that are not distinguishable from covered employee specimens, as a quality assurance measure of the testing laboratory.

Drug Testing Procedures

In accordance with FTA regulations and State law, drug and alcohol testing procedures for specimen collection, chain of custody of specimens, laboratory analysis procedures, and quality control requirements will be in accordance with the United States Department of Health and Human Services, Mandatory Guidelines for Federal Workplace Drug Testing Programs, Final Guidelines, and the provisions set forth in 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs, Final Rule, and Oregon State law.... A copy of 49 CFR Part 40 is available in the Human Resources and Risk Management Department.

Urine Drug testing will be conducted for:

- Marijuana
- Cocaine
- Opiates
- Phencyclidine
- Amphetamines

Observed Collections:

In accordance with FTA regulations, with regards to a drug test conducted for a safety-sensitive employee, in the following circumstances, collection site personnel must observe a second urine collection immediately after the first collection:

- The employee has presented a urine sample that falls outside the normal temperature range (90.0 to 100.0),
- The collector observes conduct or materials that clearly indicate an attempt to substitute or adulterate the sample.

In the following circumstances, the MRO will direct the District to require the employee to be subject to an immediate retest under direct observation:

- The laboratory was reported that the specimen was invalid and the MRO has determined that there was not an adequate medical explanation for the result,
- If a specimen has a creatine level of greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL,
- The MRO had to cancel a test when the primary specimen was verified as positive, adulterated, or substituted because the split was unavailable for testing.

If an employee has previously been determined to have used a controlled substance without medical authorization and the particular test is being conducted under the FTA regulation as a return-to-duty or follow-up test, the collection is required to be observed.

In accordance with Federal regulations, employees having observed collections must be instructed to raise clothing, just above the navel; lower clothing, to mid-thigh; then turn around to show the same gender observers they do not have prosthetic devices for beating the tests. If no device is detected, the employee is permitted to return clothing to its proper observed-collection position. Then the observed collection will take place.

Return to Duty after Specimen Collection

Under District authority, a safety-sensitive employee who is required to submit to random or follow-up drug testing may be returned to duty immediately following specimen collection. If the employee is also subject to random or follow-up alcohol testing, the employee's return to duty will be dependent upon the outcome of the breath alcohol testing.

Formatted: Font: Bold

Under District authority, a safety-sensitive employee who is required to submit to a reasonable suspicion or post-accident drug test will not be permitted to return to duty and will be placed on a paid leave pending the receipt by the District of a verified negative test result.

Formatted: Font: Bold

Under District authority, a non-safety-sensitive employee who is required to submit to a reasonable suspicion drug test will not be permitted to return to duty and will be placed on a paid leave pending the receipt by the District of a verified test result.

Formatted: Font: Bold

The Role of the Medical Review Officer (MRO)

For safety-sensitive employee testing, an MRO is required to verify positive test results and facilitate the split sample process. An MRO is defined by the FTA as a licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders. The MRO shall communicate all verified positive test results to the employee and to the District.

Drug Test Results

All drug test results will be reported by the testing laboratory to a qualified MRO designated by the District. The MRO will be responsible for verifying and validating drug test results. The MRO will review and interpret the employee's confirmed positive drug test result by reviewing the individual's medical history and affording the employee an opportunity to offer any clarifying information that would explain a positive test result. The MRO will report each verified test result to the District and will notify each employee who has a verified positive test result. The MRO may verify a test as positive without having communicated directly with the employee if: the employee expressly declines the opportunity to discuss the test; neither the MRO nor the District has been able to contact the employee within 10 days of the date on which the MRO receives the confirmed positive test result from the laboratory; or the District has contacted the employee and directed the employee to contact the MRO and more than five days have passed since the date the employee was contacted by the District.

Deleted: 4

Positive Drug Test Results

An employee who has a verified positive drug test result will be immediately removed from their safety-sensitive position, advised of resources available to evaluate and resolve problems associated with drug abuse, and be evaluated by a SAP. Under District authority the employee will be placed on an unpaid leave of absence pending the results of the evaluation by the SAP and may be subject to discipline, up to and including suspension and/or discharge. A "verified positive drug test" means an initial positive result which has been validated by a second confirmatory positive drug test.

An employee who has a verified positive drug test result will have 72 hours, including holidays and weekends, from the time of notification by the MRO or the District, whichever occurs first, in which to request that the split specimen be analyzed at a different DHHS-approved laboratory. The employee will not be responsible for paying the cost of the split sample testing prior to the test being conducted. However, the District reserves the right to seek reimbursement from the employee. The request by an employee for an analysis of the split specimen will not delay the removal of the employee from their safety-sensitive position. If the result of the test of the split specimen fails to confirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the employee will be returned to duty and will be compensated for time or benefits lost as a result of being placed on an unpaid leave of absence.

Breath Alcohol Testing Procedures

All breath specimen collection must be collected through the use of an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration (NHTSA). The breath alcohol tests will be conducted by a trained breath alcohol technician (BAT) at a site that provides visual and aural privacy to the covered employee being tested to the greatest extent

practicable. Prior to specimen collection, the employee and the BAT must complete, date, and sign a breath alcohol testing form indicating that the employee is present and providing a breath specimen.

The BAT will conduct an initial screening test, requiring the employee to blow forcefully into a disposable mouthpiece, attached to the EBT, for at least six seconds or until an adequate amount of breath has been obtained. Following the initial screening test, the BAT will show the employee the result displayed on the EBT or the printed result.

If the result of the initial screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be conducted. The confirmation test will be conducted at least 15 minutes after the completion of the initial screening test. The employee must remain in the presence of the BAT during the waiting period. The confirmation test will be conducted using the same procedures as the initial screening test. A new mouthpiece will be used. Before the confirmation test is administered, the BAT will conduct an air blank test on the EBT. If a BAT other than the one who conducted the screening test is to conduct the confirmation test, the new BAT and the employee will be required to sign and date a new breath alcohol testing form.

Deleted: ,
Deleted: but not more than 20 minutes,

If the results of the initial screening test and the confirmation test are not identical, the confirmation test result will be deemed to be the final result.

Following the completion of a breath alcohol test, the BAT will be required to sign and date the breath alcohol testing form certifying that the results shown belong to the employee being tested, the employee will be required to sign the ATF if the confirmation test is greater than 0.02. The BAT will be responsible for transmitting all test results to the District in a confidential manner.

Deleted: and the employee

If an employee attempts and fails to provide an adequate amount of breath, the BAT will note this on the alcohol testing form and notify the District. The employee will be required to submit to a medical evaluation, by a physician of the District's choice, concerning the employee's medical ability to provide an adequate amount of breath. If no valid medical reason is determined, then the employee's inability to provide an adequate amount of breath will be considered to be a refusal to submit to a test.

Breath Alcohol Test Results

If the results of the breath alcohol test are below 0.02, the employee may be returned to work immediately.

Under District authority a confirmed alcohol concentration of 0.02 or greater will be considered a positive breath alcohol test result and a violation of this policy.

Formatted: Font: Bold

As required by the FTA, if the results of the breath alcohol test are 0.02 or greater, but less than 0.04, the employee will not be permitted to return to duty until the start of his/her next regularly

scheduled shift and not less than eight hours following the test. Under District authority, the employee may be subject to discipline, up to and including suspension and/or discharge.

As required by the FTA, if the results of the breath alcohol test are 0.04 or greater, the employee will be immediately removed from his/her safety-sensitive position, advised of the resources available to evaluate and resolve problems associated with alcohol misuse, and be evaluated by an SAP. Under District authority, the employee will be placed on an unpaid leave of absence pending the results of the evaluation by the SAP and may be subject to discipline, up to and including suspension and/or discharge.

An employee with a breath alcohol concentration level of 0.02 or greater will be provided transportation to his/her residence. If the employee insists on driving, law enforcement will be notified.

Refusal to Submit to a Test

In accordance with FTA regulations and State law an employee who is determined to have a test refusal will be immediately removed from their safety-sensitive position, advised of resources available to evaluate and resolve problems associated with drug abuse, and be evaluated by a SAP. **Under District authority, the employee will be placed on an unpaid leave of absence pending the results of the evaluation by the SAP and may be subject to discipline, up to and including suspension and/or discharge.**

Formatted: Font: Bold

A determination of an employee's test refusal includes the following:

- Refusal to take the test
- Failure to provide sufficient quantities of breath or urine to be tested without a valid medical explanation
- Failure to provide a breath or urine specimen in alcohol and drug testing.
- Failure to undergo a medical examination or evaluation as directed by the MRO or DER.
- **The MRO reports a verified adulterated or substituted test result.**
- Not reporting to the collection site in the time allotted (except for a pre-employment test).
- Failure to remain at the collection site until the collection process has been completed.

Deleted: Inability

Formatted: List Paragraph, Right: 0", No bullets or numbering, Hyphenate, Tab stops: Not at -0.5"

Formatted: Highlight

Deleted: An applicant who leaves the collection site prior to the commencement of the collection process will not be deemed to have a test refusal.

- Failure to permit direct observation or monitoring of the provision of a specimen for a drug test, when a direct observation or monitoring is required.
- Failure or decline to take a second test when directed by the collector or the District.
- Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- Refusal to sign the certification at Step 2 of the Alcohol Testing Form.
- Leaving the scene of an accident without authorization before the tests have been conducted
- For an observed collection, fail to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
- Admit to the collector or MRO that you adulterated or substituted the specimen.

Deleted: Not cooperating with the collection process (e.g. refuse to empty pockets when so directed or behaving in a confrontational manner that disrupts the collection process).

Formatted: List Paragraph, Right: 0", No bullets or numbering, Hyphenate, Tab stops: Not at -0.5"

Formatted: List Paragraph, Right: 0", No bullets or numbering, Hyphenate, Tab stops: Not at -0.5"

Formatted: List Paragraph, Right: 0", No bullets or numbering, Hyphenate, Tab stops: Not at -0.5"

Discipline

Compliance with the District's Drug and Alcohol Policy is a condition of employment for all employees. For employees who are represented by ATU 757, a violation of any part of the District's Drug and Alcohol Policy will result in discipline as provided in Article 24 of the labor Agreement. For all other employees, a violation of any part of the District's Drug and Alcohol Policy will result in discipline, up to and including suspension and/or discharge. Factors which the District may consider regarding the severity of disciplinary action include, but are not necessarily limited to, the covered employee's conduct which prompted the application of this policy, the covered employee's work record, the degree of impairment, the potential for consequences arising from the covered employee's actions, and the drug and/or alcohol test results. Any employee with a verified positive on a Post-Accident, Return-to-Duty or Follow-up drug and/or alcohol test will be subject to additional discipline, up to and including discharge.

Formatted: Font: Bold

Employees who are discharged as a result of violating this Drug and Alcohol policy will be provided with a list of the resources available in evaluating and resolving problems associated with the use of illicit drugs and/or misuse of alcohol and will have access to the District's current

EAP. Access to the EAP program will be limited to treatment directly related to the drug and/or alcohol problem, and is available for a time period not to exceed sixty days.

The Role of the Substance Abuse Professional (SAP)

A SAP is a professional who can determine what assistance, if any, an individual needs in resolving problems associated with prohibited drug use and/or alcohol misuse. The evaluation will consist of a clinical assessment, treatment recommendations, and referrals, as appropriate. The SAP will inform the District, in writing, of the clinical-assessment-based treatment recommendations, which must be complied with. In addition, the SAP will specify the duration and frequency of follow-up drug and/or alcohol tests. The SAP's evaluations, assessment, treatment recommendations, referrals and follow-up testing recommendations will be in accordance with 49 CFR Part 40.

Required Treatment

If the SAP determines that an employee has successfully demonstrated compliance with the education and treatment required by the SAP but not completed the full regimen of education and treatment (e.g. ongoing out-patient treatment) the employee may be eligible to return-to duty.

Work absences for the continued education and treatment required by the SAP may qualify for available sick leave benefits and/or personal medical leave, provided the employee is following the prescribed treatment program. If sick leave and personal medical leave have been exhausted, the employee may be placed on a medical leave of absence without pay.

If the District is notified by the SAP that the employee is not complying with the on-going education and treatment requirements, the employee will be immediately removed from his/her safety-sensitive position. Under District authority, the employee will be placed on an unpaid leave of absence and may be subject to discipline, up to and including suspension and/or discharge.

Working Conditions

The presence or treatment of a substance abuse problem does not excuse an employee from meeting performance, safety, or attendance standards or following other District instructions. In no circumstances may an employee invoke protection under this policy as a means to avoid disciplinary actions resulting from poor work performance or misconduct at work. A voluntary request for assistance will not shield an employee from disciplinary action resulting from on-the-job conduct or work performance. Employees remain responsible for their on-the-job conduct and work performance.

Return to Work Agreement

Under District authority, employees who have a verified positive drug test, have a confirmed breath alcohol concentration level of 0.04 or greater, or who are referred to drug and/or alcohol treatment which requires them to be away from work, will be required to sign a return to work agreement prior to being permitted to return to duty. The agreement may include, but is not limited to the following requirements:

Formatted: Font: Bold

- **A release to work statement from an approved treatment specialist**
- **A negative test for drugs and/or alcohol**
- **An agreement to follow-up testing**
- **A statement of expected work-related behaviors**
- **An agreement to follow specified aftercare requirements**
- **An expressed understanding that violation of the return to work agreement may result in discipline, up to and including suspension and/or discharge**

The return to work agreement is not a guarantee of continued employment. Employees working under a return to work agreement must also follow all other District policies and procedures.

Confidentiality

The District will maintain all records regarding the drug and/or alcohol testing of employees in a secure manner so that the disclosure of information to unauthorized persons does not occur. In accordance with FTA regulations, drug and/or alcohol test results will be released only under the following circumstances:

Deleted: ¶

- Upon written request, employees will be provided access and/or copies of any records relating to his/her test(s).
- Upon specific, written request of an employee, information and/or copies of records regarding an employee's test results will be released to a third party.
- When requested information related to a test result may be disclosed to a decision maker in a lawsuit, grievance, or other proceeding, initiated by or on behalf of the employee tested.
- Upon receipt of an order of a court of competent jurisdiction for criminal or civil action resulting from an employee's performance of safety-sensitive duties, test

results will be released to the decision maker in the proceeding with the binding stipulation that the decision maker will make it available only to parties to the proceeding.

- Upon request of DOT agency representatives all drug and alcohol program records that are required by 49CFR Part 40 and DOT agency regulations will be provided to the agency representatives.

Program Administration

The District's Drug and Alcohol Testing Policy and program are administered by the designated Drug and Alcohol Program Administrator. Additional information regarding this policy or the program is available by contacting the Drug and Alcohol Program Administrator, in the Human Resources Department at (541) 682-6182.

All records will be maintained in accordance with 49 CFR Parts 40 and 655.

Deleted: , listed in the appendix

MAINTENANCE

The Director of Human Resources and Risk Management is responsible for monitoring the application and revision of this policy.

Adopted by the Board of Directors, September 20, 1995.

Revised: February 16, 2000

Revised: October 20, 2004

Revised: March 19, 2008

Revised: May 21, 2008

Revised: July 30, 2008

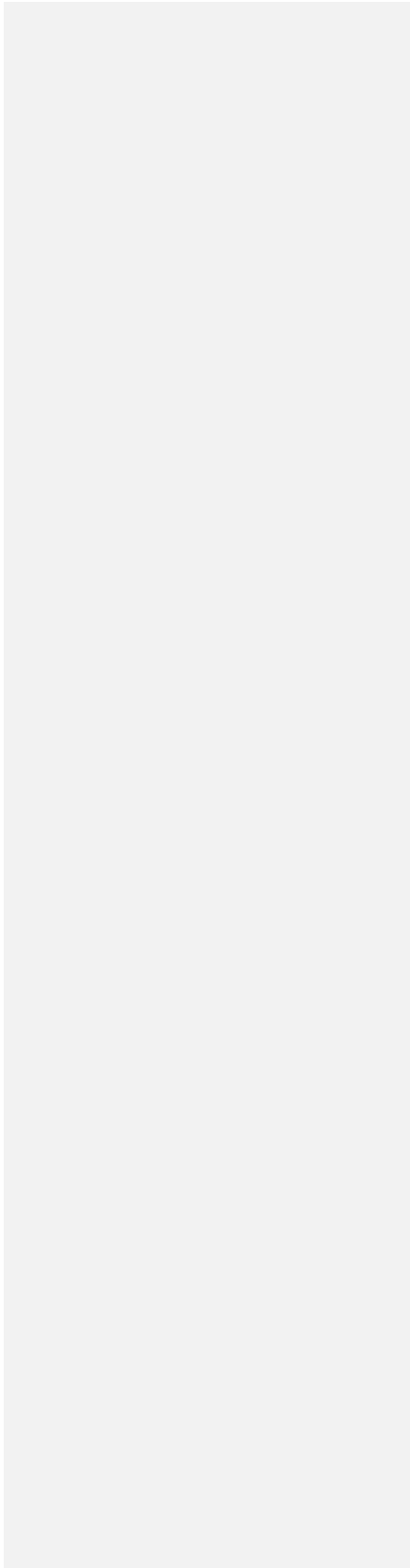
Revised: September 15, 2010

Deleted: _

APPENDIXES

Appendix A. Terms and definitions

Appendix B. Safety sensitive positions



APPENDIX A

Terms and Definitions

Alcohol As defined by the FTA, the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl or isopropyl alcohol.

As agreed upon by the District and the Amalgamated Transit Union, Local 757, alcohol means any alcoholic beverage containing more than one half of one percent alcohol by volume, and every liquid or solid, patented or not, containing alcohol, and capable of being consumed by a human being.

Alcohol Use The consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Blind Sample A urine specimen submitted to a laboratory for quality control testing purposes, with a fictitious identifier, so that the laboratory cannot distinguish it from covered employee specimens, and which is spiked with known quantities of specific drugs or which is blank, containing no drugs.

Breath Alcohol Technician (BAT) An individual who instructs and assists individuals in the alcohol testing process and operates an EBT.

Chain of Custody Procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition. These procedures require that an appropriate drug testing custody form be used at the time of collection to receipt by the laboratory and that upon receipt by the laboratory (an) appropriate chain of custody form(s) account(s) for the sample within the laboratory.

Controlled Substance As agreed upon by the District and the Amalgamated Transit Union, Local 757, controlled substance means any drug or its immediate precursor classified in Schedules I through V under the Federal Controlled Substances Act, 21 USC Sections 811 to 812, as modified under ORS 475.035. The use of the term "precursor" in this subsection does not control and is not controlled by the use of the term "precursor" in ORS 475.940, 475.950, and 475.955. In addition, manufactured drugs recognized by health and law enforcement agencies that are not included in Schedules I through V under the Federal Controlled Substances Act, 21 USC Sections 811 to 812, as modified under ORS 475.035 are considered to be controlled substances.

Designated Employer Representative The liaison with drug and alcohol testing service agents.

Formatted: Font: Bold

Medical Review Officer A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test results together with his/her medical history and any other relevant biomedical information.

Over-The-Counter-Drugs/Medications Those drugs/medications which are legally available without a prescription.

Performing a Safety-Sensitive Function An employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Prescription Drugs/Medications Those drugs/medications which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

Safety-Sensitive Function Any of the following duties:

- Operating a revenue service vehicle, including when not in revenue service
- Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License
- Controlling dispatch or movement of a revenue service vehicle
- Maintaining (including repairs, overhaul, and rebuilding) a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

Safety-sensitive Position A position or job category that requires the performance of a safety-sensitive function. A list of safety-sensitive positions at Lane Transit District, as defined by the Federal regulations, is attached to this policy.

Substance Abuse Professional A licensed physician (medical doctor or doctor of osteopathy); or a licensed or certified psychologist, social worker, employee assistance professional; or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol & Other Drug Abuse); with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

APPENDIX B

Safety-Sensitive Positions

Employees in the following positions are required to perform safety-sensitive functions as defined in the Federal Drug and Alcohol regulations:

- Bus Operator
- Director of Maintenance
- Director of Transit Operations
- Equipment Detail Technician
- Eugene Station/Security Manager
- Facilities Maintenance Generalist
- Facilities Maintenance Laborer
- Facilities Maintenance Specialist
- Facilities Maintenance Supervisor
- Fleet Services Supervisor
- General Service Worker
- Journeyman Mechanic
- Journeyman Tire Specialist
- Scheduling Specialist
- Transit Operations Supervisor
- Transit Services Manager

Other employees who hold a valid CDL and drive a revenue service vehicle off company premises.