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Public notice was given to *The Register-Guard* for publication on May 10, 2009.

**LANE TRANSIT DISTRICT  
BOARD OF DIRECTORS  
FINANCE COMMITTEE MEETING**

**May 12, 2009  
4:00 p.m. – 5:30 p.m.**

**LTD Conference Room A  
3500 East 17<sup>th</sup> Avenue, Eugene (in Glenwood)**

**AGENDA**

	<u>Page</u>
I. CALL TO ORDER (Dean Kortge)	
II. ROLL CALL (Dean Kortge)	
Dubick _____ Kortge _____ Necker _____	
III. APPROVE MINUTES OF FEBRUARY 18, 2009, MEETING	2
IV. FARE POLICY UPDATE	4
V. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(f) to evaluate proposals for audit services and select a firm to recommend to the full Board	13
VI. NEXT MEETING	
VII. ADJOURN	

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MINUTES OF FINANCE COMMITTEE MEETING  
LANE TRANSIT DISTRICT BOARD OF DIRECTORS

May 12, 2009

Pursuant to notice given to *The Register-Guard* for publication on May 10, 2009, and distributed to persons on the mailing list of the District, a meeting of the Lane Transit District Board of Directors Finance Committee was held on May 12, 2009, at Lane Transit District, 3500 East 17th Avenue, Eugene.

**PRESENT** - Mike Dubick, Dean Kortge, Ed Necker

**CALL TO ORDER** – Mr. Kortge, chair of the committee, called the meeting to order at 3:58 p.m.

**ROLL CALL** – All committee members were in attendance. The following LTD staff also was present: Diane Hellekson, Carol James, Andy Vobora, Jeanette Bailor, Stefano Viggiano, and Chris Thrasher.

**MINUTES** – Minutes from the February 18, 2009, meeting were approved by the committee.

**FARE POLICY UPDATE** – Mr. Vobora, director of service planning, accessibility, and marketing, provided the committee with recommended updates to the Fare Policy to reflect the 2008 decision to eliminate token sales and revise the Not-for-Profit Agency Discount Program.

Currently, the District offers private nonprofit agencies the opportunity to purchase LTD fare media at a 50 percent discount. This discount is granted in recognition of a community need for transportation services for individuals and families who are working with these agencies to seek employment, housing, and medical services.

Mr. Vobora reviewed the updated guidelines for purchasing fare media through this program, which included replacing tokens with a day pass coupon and replacing the monthly cap with an \$80,000 annual program cap. Agencies will be required to recertify with LTD by submitting an application and signing that they understand that they could be dropped from the program if they do not abide by the new guidelines. The Finance Department will assume the responsibilities of filling the orders.

Staff hopes to flush all the tokens out of the system by the end of December 31, 2009.

Mr. Kortge recommended clarifying what the \$80,000 annual program limit is based on. Ms. Hellekson, director of finance and information technology, stated that the amount is based on an estimate.

In response to a question from Mr. Dubick, Mr. Vobora stated that when the program started in 1985, the limit was \$12,000 a year. Over the years, the Board of Directors has increased the amount as the community needs have grown.

Mr. Vobora stated that LTD received two grants from the City of Eugene under their homeless transportation program, which allows not-for-profit agencies to buy fares at a 75 percent discount until the funds run out.

The committee approved presenting the Fare Policy changes to the full Board.

**EXECUTIVE SESSION** – The committee moved into executive session at 4:12 p.m. pursuant to ORS 192.660(2)(f) to evaluate proposals for audit services and to select a firm to recommend to the full Board in May.

**RETURN TO OPEN SESSION:** The executive session ended at 4:48 p.m. and returned to open session.

**NEXT MEETING** - Ms. Hellekson reminded the committee of the Budget Committee meeting on May 20.

**OTHER** – Ms. Hellekson stated that payroll tax receipts were at 99.3 percent of last year's receipts.

**ADJOURNMENT** – There was no further discussion, and the meeting adjourned at 4:52 p.m.

(Recorded and transcribed by Chris Thrasher, Lane Transit District)

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 12, 2009

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

**PREPARED BY:** Carol A. James, Chief Accountant/Internal Auditor

**ACTION REQUESTED:** That the Finance Committee meet in Executive Session pursuant to ORS 192.660(2)(f) to evaluate proposals for audit services and select a firm to recommend to the full Board.

**BACKGROUND:** On March 30, 2009, the District issued a Request for Proposals for audit services. LTD received two responses: (1) Grove, Mueller and Swank, P.C., and (2) Moss Adams, LLP. The technical proposals were sent to members of the evaluation committee for review. The Finance Committee, in executive session, will review and discuss the scoring of these proposals; open and evaluate the cost proposals; and develop a recommendation for the Board of Directors.

**ATTACHMENTS:** None

**PROPOSED MOTION:** I move that the Finance Committee meet in Executive Session pursuant to ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

# Fare Policy

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The fare policy is used to provide direction in making decisions about changes in the District's fare structure. The policy is composed of objectives and guidelines. The objectives indicate the general goals the District's fare structure should achieve. The guidelines provide more specific direction on the various aspects of a fare structure. The intent of each of the guidelines is further explained in a discussion section that follows each statement.

This Fare Policy applies to both the fixed-route and paratransit (RideSource) systems. Unless otherwise stated, objectives and guidelines apply to both systems.

## OBJECTIVES

1. To promote fixed-route ridership by making the fare structure attractive to users
2. To improve the farebox recovery ratio
3. To improve the efficiency of fare collection
4. To promote equity of fare payment among patrons

## APPLICATION

This policy applies to all recommendations for changes to the fare structure.

## GUIDELINES

1. Recommendations for changes in the fare will be developed by LTD staff. LTD Staff will work with the Board Finance Committee to develop a recommendation for review by the LTD Board of Directors. The LTD Board of Directors, will change fares through an amendment of the LTD fare ordinance, which requires a series of public hearings. Changes to the RideSource Fare also will include review by the Accessible Transportation Committee.

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Typically, fare change decisions are made over the course of three Board meetings. At the first meeting, an informational presentation to the Board and a public hearing are held. The first reading of the ordinance is held at the second meeting, and the second reading and approval of the fare ordinance occur at the third meeting.

2. *When considering changes to the fare, the Board will consider:*
  - *The inflation rate*
  - *Ridership and revenue trends*
  - *Local economic trends*

- *Trends in automobile-related costs such as gas*
- *Service changes*
- *Economic impact on customers*
- *Market conditions and opportunities*
- *The District's financial situation*
- *The District's goals and objectives*

This policy statement lists the most important factors to be considered in making recommendations for changes to the fare structure. The list of factors to be evaluated is not meant to be exclusive; other factors may need to be considered from year to year.

3. Increases to the Group Pass rates will be based on guidelines included in the Group Pass section of this policy.
4. The RideSource fare should exceed the fare of the fixed-route system to reflect the higher cost of a RideSource trip and to encourage use of the fixed-route system when possible.

RideSource, a demand-responsive, curb-to-curb service, has a much higher cost per trip than LTD's fixed-route service. Establishing a higher cash fare for RideSource than for the fixed-route system will help to compensate for the higher cost and encourage riders who may have a choice between systems to use the fixed-route service. By law, RideSource fares cannot exceed twice the regular fixed-route fare.

5. Recognizing that increases in fares can have a negative impact on ridership, increases in the farebox recovery ratio should be pursued primarily by improving the ridership productivity of the system and by improving internal operating efficiency.

There are three ways to improve farebox recovery ratio: by increasing the fare (in real terms); by improving internal operating efficiency; and by improving ridership productivity. Attempts on the LTD fixed route to improve the recovery ratio by increasing the fare by an amount substantially greater than the inflation rate have proven unsatisfactory. Ridership decreases have almost offset the increase in the average fare, yielding only small gains in revenue and significant ridership loss. Improvements in internal operating efficiency should be pursued whenever possible. Improvements in ridership productivity are likely to provide the greatest potential for a significant improvement to the farebox recovery ratio. If the average fare remains stable (in real terms), a 10 percent increase in ridership productivity would achieve a 10 percent improvement in the farebox recovery ratio.

Unlike the fixed-route system, significant increases in RideSource rides do not provide significant additional income to offset costs. Encouraging use of the RideSource Shopper and providing incentives for grouping trips may improve productivity but would not have a substantial impact on the farebox recovery ratio. Due to the significant fare subsidy on RideSource, efforts should be made to maintain a minimum farebox recovery ratio including collaboration with local social service agencies and charging the Americans with Disabilities Act (ADA) maximum allowable cash fare.

6. Prepayment of fares on the fixed-route system shall be encouraged. Accordingly, passes should be priced below the cash fare.

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Prepayment of fares benefits the District in a number of ways: It improves the cash flow situation; it guarantees ridership and revenue by the customer; it reduces the chance of non-payment or underpayment; and it speeds boarding. Prepayment mechanisms also tend to encourage increased ridership by customers since the cost of the ride is not required at the time the decision to take the ride is made. It is recommended that monthly passes be priced at 25 to 30 times the cash fare. ~~It should be noted that RideSource does not use passes since there should not be an incentive to ride RideSource more frequently.~~

**Deleted:** , and that tokens be priced at 75 percent to 90 percent of the cash fare

- 7. Increases to the base fixed-route fare generally should not exceed 10 percent within a year and changes should be rotated by fare category.

**Deleted:** Passes should, on a per-ride basis, be discounted more than tokens, since they are more effective at increasing ridership and are a more efficient fare mechanism from an internal operating standpoint.

This policy directs that changes in the fare be incremental in nature to avoid large "catch-up" increases. The District's experience has been that large fare increases (even though occurring less often) have a substantially more negative impact on ridership than smaller, more frequent fare increases. Additionally, rotating fare increases by fare type allows customers to choose a fare type that is not increasing in cost that year.

**Deleted:** or tokens

**Deleted:** However, RideSource provides ticket books for riders at a discount that is reviewed annually to encourage ease of boarding for customers, and to offer a non-cash alternative to riders.

LTD will charge the ADA maximum fare of twice the fixed-route adult cash fare for RideSource service. Additional fare increases would occur only when the LTD adult cash fare increases.

- 8. Recommendations for fare changes will be developed prior to the budget process each spring for the following fiscal year.

Given the dynamic nature of ridership, budgets, and other factors that affect fares, it is necessary to consider changes in the fare on a yearly basis. This policy ties the recommendations on fare changes to the budget process, as well as to decisions on major changes in the service that result from the Annual Route Review. This policy does not preclude making unprogrammed changes to the fare in mid-year if unforeseen conditions warrant.

- 9. Changes in the fare structure should be implemented on the first day of a month, preferably in July or September.

Since LTD ridership changes significantly at the start and end of summer, these are good times to implement changes to fares. Pass price increases during the school year when LTD ridership is highest are more visible and therefore may result in a greater loss of ridership.

- 10. Fare promotions can be used to attract new riders to the system.

Fare promotions may be single day fare adjustments or longer term promotions that achieve both promotional and operational outcomes. The provision of free EmX service is an example that meets promotional and operational outcomes. EmX customers will be able to try the system free, however the majority of regular riders will have already paid a fare before boarding an EmX vehicle. This allows the District to save a significant investment in fare machines that will become a component of the system when the second corridor comes on line.

Fare promotions have shown to be a cost-effective method of attracting new users to the system at a very low cost per trip. Surveys indicate that many of those attracted by free or reduced fares are not regular bus riders. The process to be followed in fare promotions

includes an analysis of the proposal, a marketing plan for the promotion, and a post-project evaluation. The extent of the analysis, marketing plan, and evaluation would be based on the scale of the promotion. RideSource fare promotions shall be designed to transition riders to the LTD fixed route and to increase RideSource productivity.

- 11. Discounted fares may be used to encourage ridership during traditionally low-demand periods.

The District has had very good success in generating additional ridership in low-demand times through fare reductions. The cost per trip generated by the fare reductions has been much lower than for other options available to the District.

- 12. Fare payment options that effectively attract a different market segment or encourage increased use of the bus by current riders shall be developed. The fare payment options should be made conveniently available to customers.

The District currently offers customers the choice of paying cash using monthly passes, or day passes. Each of these fare payment options is attractive to a different segment of the market. Other fare payment options that attract additional riders, increase bus use among current riders, or are more convenient forms of current options should be investigated and, if feasible, implemented. Convenient access to all fare payment options will tend to make the system more attractive to customers and thus will increase ridership.

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- 13. The design and number of fare payment instruments shall consider the ease of enforcement by bus operators and ease of understanding by customers.

Bus operator enforcement of fares is necessary to ensure adherence by customers to the fare policies. The ease of enforcement is dependent upon the design of the fare payment instrument and the quantity of different fare payment options available. These two factors should be considered when making decisions on the implementation of a new fare option or the redesign of an existing fare instrument. Fare enforcement programs should be evaluated periodically to ensure that they are appropriate.

**MAINTENANCE**

The Service Planning, Accessibility, and Marketing Department will monitor application of this policy as it relates to cash fares, tokens, and standard passes, and propose revisions as necessary.

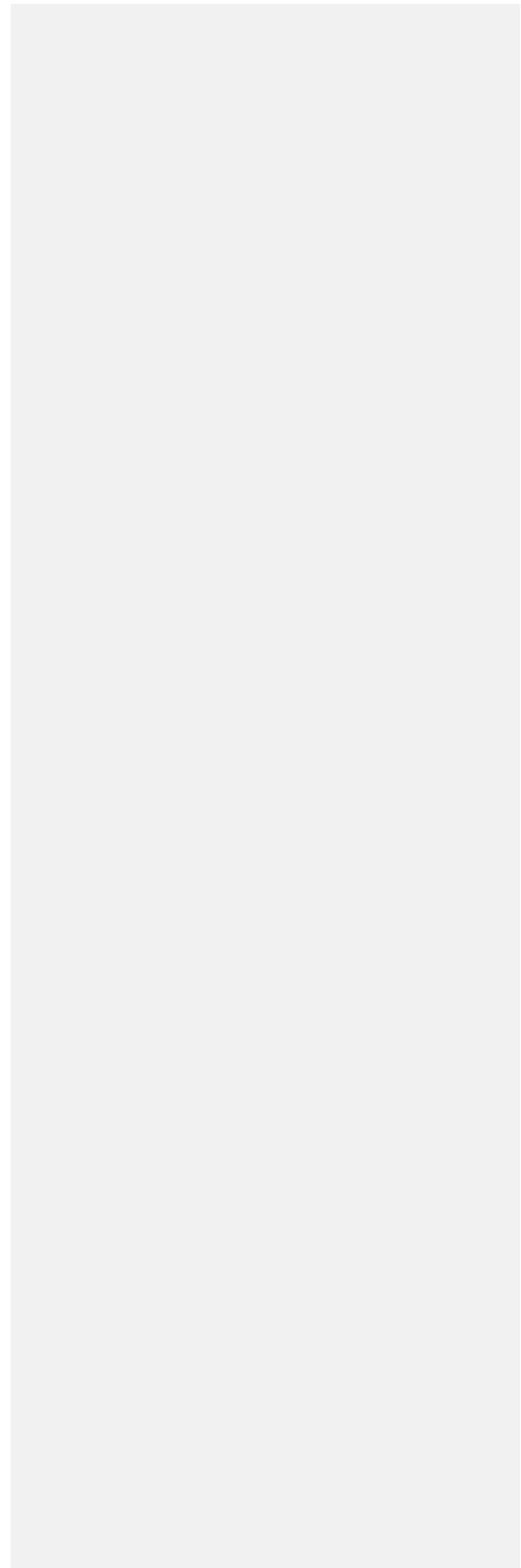
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- ATTACHMENTS: FARE MEDIA DONATIONS GUIDELINES  
 FARE DISCOUNTS (PRIVATE NON-PROFIT AGENCY PROGRAM) GUIDELINES  
 WHOLESALE DISCOUNTS GUIDELINES  
 GROUP PASS PROGRAM GUIDELINES  
 EZ ACCESS PROGRAM GUIDELINES



LTD Fare Policy

REVISED: 4/18/01  
3/17/04  
4/20/05  
1/18/06

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## Fare Discounts

### Private Not-for-Profit Agency Program

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#### OBJECTIVE

The District offers private not-for-profit agencies the opportunity to purchase LTD fare media at a 50 percent discount. This discount is granted in recognition of a community need for transportation services for individuals and families who are working with these agencies to seek employment, housing, and medical services.

#### APPLICATION

This policy applies to any private nonprofit [IRC 501(c)(3) and IRC 501(c)(19)] agencies who wishes to purchase fare media from LTD.

#### PROGRAM GUIDELINES

1. Agencies must complete the program application and return it to LTD Finance. An annual certification must be signed by each participating agency. Once certified, agency staff place fare media orders by contacting emailing orders to [ar@ltd.org](mailto:ar@ltd.org) or faxing orders to LTD Finance staff at 682-6188.
2. Agencies with more than one program or location are required to place a single order for all programs or locations.
3. LTD will invoice agencies for purchases. LTD will not process orders for agencies who are behind in paying an invoice,
4. All orders will be mailed to agencies within two business days. Orders for monthly passes should be submitted to LTD prior to the 25<sup>th</sup> of the month to ensure delivery prior to the first day the passes become valid.
5. Agencies are eligible for a 50 percent discount toward the purchase of 25 count day pass booklets, full-fare and half-fare, or monthly passes.
6. The amount of fare media available will be established on an annual basis. The program limit will be up to \$80,000.00 in LTD's fiscal year (July 1 – June 30). The cap may be raised by approval of the LTD Board of Directors.
7. Fare media purchased by agencies must be distributed free of charge to clients and are not to be resold.
8. Agencies will not direct their program participants to the LTD Customer Service Center for the purchase of discounted fares.
9. LTD does not process refunds or exchanges for fare media purchased.

**Deleted:** Eligibility determination is conducted by Lane Transit District. Agencies wishing to participate may complete the necessary application at LTD Customer Services. Upon successful certification, agency staff may call LTD Customer Services to place a fare media order.¶  
¶ Agencies are eligible for a 50 percent discount toward the purchase of ~~\$420.00~~ of fare media per month. The monthly amount of fare media will be indexed to token prices and will increase at the same percentage rate.

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**MAINTENANCE**

The Service Planning, Accessibility, and Marketing Director is responsible for monitoring and making recommendations for modifications to this policy. An annual report of program use will be forwarded to the LTD General Manager for review.

Revised 3/06  
Revised 9/06  
Revised 2/09

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** May 12, 2009
- ITEM TITLE:** FARE POLICY UPDATE
- PREPARED BY:** Andy Vobora, Director of Service Planning, Accessibility, and Marketing
- ACTION REQUESTED:** Provide feedback and direction regarding suggested updates to the District's Fare Policy.
- BACKGROUND:** The District's Fare Policy provides the structure for making changes to fares and outlines fare-related activities and programs. The 2008 decision to eliminate token sales, to the general public, is not currently reflected in the Fare Policy. The first part of this update involves minor edits to reflect these changes.
- The second update is more significant in that it reflects an overhaul of the District's Not-for-Profit Agency Discount Program. LTD staff has been discussing these changes with a core group of not-for-profit agency personnel and recently distributed draft changes to all participating groups. Few comments have been received and these comments do not substantially affect the new direction. Highlighted below are program guidelines the committee may have the most interest in; however, staff will be happy to review questions the Board Finance Committee has with respect to any of the new guidelines.
- 1. Agencies must complete the program application and return it to LTD Finance. An annual certification must be signed by each participating agency. Once certified, agency staff place fare media orders by e-mailing orders to [ar@ltd.org](mailto:ar@ltd.org) or faxing orders to LTD Finance staff at 682-6188.**
  - 2. Agencies with more than one program or location are required to place a single order for all programs or locations.**
  3. LTD will invoice agencies for purchases. LTD will not process orders for agencies that are behind in paying an invoice,
  - 4. All orders will be mailed to agencies within two business days. Orders for monthly passes should be submitted to LTD prior to**

**the 25<sup>th</sup> of the month to ensure delivery prior to the first day the passes become valid.**

- 5. Agencies are eligible for a 50 percent discount toward the purchase of 25-count day pass booklets, full-fare and half-fare passes, or monthly passes.**
- 6. The amount of fare media available will be established on an annual basis. The program limit will be up to \$80,000 in LTD's fiscal year (July 1 – June 30). The cap may be raised by approval of the LTD Board of Directors.**
- 7. Fare media purchased by agencies must be distributed free of charge to clients and are not to be resold.**
8. Agencies will not direct their program participants to the LTD Customer Service Center for the purchase of discounted fares.
9. LTD does not process refunds or exchanges for fare media purchased.

**ATTACHMENTS:** Fare Policy with changes highlighted

**RESULTS OF RECOMMENDED ACTION:** Staff will ask the full Board to adopt the recommended changes at the June 2009 meeting.

**PROPOSED MOTION:** None

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# Legal Notice

**Date:** May 11, 2020

**To:** *The Register-Guard*  
Attn: Legals; fax: 687-6677  
Attn: Jeff Wright; fax 683-7631

**From:** Chris Thrasher, Administrative Secretary  
Lane Transit District; Phone: 682-6200

**RE:** Notice of Board Committee Meeting  
LTD Purchase Order #A-09729

**-- CORRECTED --**

**Please publish the following **corrected** legal publication on Sunday, May 10, 2009.**

## **NOTICE OF LTD BOARD COMMITTEE MEETING**

A meeting of the Finance Committee of the Board of Directors of Lane Transit District will be held on Tuesday, May 12, 2009, at 4:00 p.m., in the LTD Conference Room A at 3500 East 17<sup>th</sup> Avenue, Eugene (in Glenwood). In regular session, the Committee will discuss fare policy updates. Immediately following, the Committee will hold an executive (non-public) session pursuant to ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

Alternative formats of printed materials (Braille, cassette tapes, or large print) are available upon request. A sign language interpreter will be made available with 48 hours' notice. The facility used for this meeting is wheelchair accessible. For more information, call 682-6100 (voice) or 1-800-735-2900 (TTY, through Oregon Relay, for persons with hearing impairments).



## **Lane Transit District**

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Internet: [www.ltd.org](http://www.ltd.org)



## **Script to Announce Start of Executive Session**

The Finance Committee of the Board of Directors of Lane Transit District will now meet in executive session pursuant to ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session.