



LANE TRANSIT DISTRICT BOARD OF DIRECTORS REGULAR MEETING

Wednesday, July 15, 2020 5:30 – 7:30 p.m.

VIRTUAL MEETING - REVISED

Zoom details will be provided on the web calendar at www.LTD.org.

AGENDA

Table with 3 columns: Time, ITEM, Page. Includes items like CALL TO ORDER, ROLL CALL, COMMENTS FROM BOARD PRESIDENT, BOARD CALENDAR, and AUDIENCE PARTICIPATION.

Time		Page
	IX. PUBLIC HEARING: NONE	
5:50 p.m.	X. BOARD MEMBER REPORTS <i>This report provides an overview of the topics that have been covered at all Board subcommittees, Community Advisory Committees, and local governmental and stakeholder committees that Directors have attended since the previous months Board meeting. Directors also provide more in-depth verbal updates.</i>	5
6:00 p.m.	A. CONSENT CALENDAR: Action Needed: Approval 1) Minutes from the May 27, 2020, Special Board Meeting 2) Minutes from the June 3, 2020, Special Board Meeting 3) Minutes from the June 10, 2020, Special Board Meeting 4) Minutes from the June 24, 2020, Special Board Meeting 5) Delegated Authority Report – JUNE 6) Updated Salaried Employees' Retirement Funding Policy 7) Updated Fund Balance and Budgetary Reserve Policy 8) Updated LTD ATU Local 757 Pension Funding Policy 9) SPC Committee Member Appointment	7
6:05 p.m.	B. PROPOSED BOARD PUBLIC ENGAGEMENT POLICY: <i>Materials Included</i> [Camille Gandolfi] Action Needed: None. Information Only	119
6:10 p.m.	C. SERVICE ASSUMPTIONS AND IMPLEMENTATION: <i>Materials Included</i> [Mark Johnson] Action Needed: None. Information Only	121
6:30 p.m.	D. REGIONAL TRANSPORTATION OPTIONS TRANSITIONS: <i>Materials Included</i> [Cosette Rees] Action Needed: None. Information Only	122
6:45 p.m.	E. SANTA CLARA STATION – CONSTRUCTION UPDATE : <i>Materials Included</i> [Randi Staudinger] Action Needed: None. Information Only	124
6:55 p.m.	F. GRANT STATUS – ELECTRIC BUSES: <i>Materials Included</i> [Aurora Jackson] Action Needed: None. Information Only	125
7:15 p.m.	G. EMPLOYEE CLIMATE SURVEY: <i>Materials Included</i> [Mark Johnson] Action Needed: None. Information Only	126
	XI. WRITTEN REPORTS – RESPOND IF QUESTIONS	
	A. PRELIMINARY FINANCIAL REPORT – MAY [Christina Shew]	149

Time		Page
	<p>B. MONTHLY CASH DISBURSEMENTS – JUNE – Materials Provided as a Handout [Christina Shew]</p> <p><i>This report is provided in response to the Board's request to implement financial practices consistent with other public entities. This report provides a complete listing of all non-payroll disbursements for the current month.</i></p>	
	<p>C. QUARTERLY GRANT REPORT – PRESENTED: MARCH/JUNE/SEPTEMBER/DECEMBER [Christina Shew]</p> <p><i>The Grant Report contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) grants that have a remaining balance or that have had activity within the last quarter. The sources of information are the Transit Award Management System (TrAMS) and the Oregon Public Transit Information System (OPTIS).</i></p>	
	<p>D. MONTHLY PERFORMANCE REPORTS - MAY [Aurora Jackson]</p> <p><i>Monthly performance reports will be provided to the Board in response to their request for regular reporting on the District's performance in several areas. On a quarterly basis, staff will present a review of key metrics that are trending in the performance report.</i></p>	150
	<p>E. MONTHLY DEPARTMENT REPORTS – JULY [Aurora Jackson]</p> <p><i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i></p>	154
	<p>F. BOARD ANNUAL WORKING AGENDA</p> <p><i>Attached is a calendar of Action or Information items that will be included on the agenda for future Board meetings.</i></p>	229
7:30 p.m.	XII. ADJOURNMENT	
	<p><i>To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD's Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).</i></p>	



AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2020
ITEM TITLE: BOARD CALENDAR
PREPARED BY: Camille Gandolfi, Clerk of the Board
ACTION REQUESTED: Information and discussion.

PURPOSE: To review and discuss the current and upcoming Board calendar.

ROLE OF THE BOARD: The Board's role in this instance is to review and discuss the Boards' meeting schedule and any conflicts.

HISTORY: Each month the Board reviews its activity calendar for the current and upcoming calendar month. Board members are asked to contact the Clerk of the Board with any changes in availability for LTD-related meetings and events and to provide their summer and fall vacation dates when available.

CONSIDERATIONS: The up-to-date electronic SharePoint calendar is available to be viewed via the link below.

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

- 1) [Internal SharePoint Calendar Link](#)

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2020

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Camille Gandolfi, Clerk of the Board

ACTION REQUESTED: None. Information Only

BACKGROUND: The Lane Transit District Board of Directors has several subcommittees and Community Advisory Committees in which Directors are assigned to attend as representatives of the Board. Directors also are assigned to represent the District at a variety of local governmental and stakeholder committees. This report provides an overview of the topics covered at all Board subcommittees, Community Advisory Committees, and local governmental and stakeholder committees that Directors have attended since the previous months Board meeting. Directors also provide more in-depth verbal updates during Board meetings.

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. **LCOG Board of Directors:** LTD Board Member Don Nordin represents LTD on the LCOG Board of Directors as a non-voting member; Board Member Caitlin Vargas is the alternate. At the June 25 meeting, committee members, held a FY 2021 Budget public hearing and adoption; held a Public Contracting Rules public hearing and adoption; received Executive Committee and Advisory Council reports; and provided support for the Link Lane Transportation Growth Management Grant Application.
2. **Metropolitan Policy Committee (MPC):** Board members Kate Reid and Carl Yeh are LTD's MPC representative; the alternate Board member is Steven Yett; General Manager Aurora Jackson is the District's ex-officio attendee. MPC meetings are held on the first Thursday of each month. At the July 2 meeting, committee members held a CLMPO Funding Applications public hearing and adoption; received a presentation on Intelligent Transportation System Plan Overview; approved a Safe Routes to Schools letter of support; received an ODOT update; reviewed MTIP administrative amendments.
3. **Strategic Planning Committee (SPC):** This committee generally meets monthly and is composed of Board Members Carl Yeh and Emily Secord, members of local units of government, and community representatives. The July 2 meeting was canceled. At the next meeting is scheduled for July 7 meeting, committee members held officer elections; discussed the LTD service model during Covid-19; discussed the status of LTD Strategic Plan; discussed the SPC Work Plan; discussed recommendations for recruitment.
4. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, LCOG, and LTD, and meets on the second Wednesday of the month. Board Member Don Nordin serves as LTD's representative. At the July 8 meeting, committee members received ODOT and MPC updates; approved procedure for expediting LaneACT letters of support; discussed providing letters of support for Safe Routes to Schools grant applications; reviewed and discussed ODOT Area Strategies Pilot scope of work.

NO MEETINGS HELD:

1. **LTD Board Contract Committee:** The Board Contract Committee is composed of Board Members Carl Yeh, Emily Secord, and Joshua Skov. The committee meetings are scheduled for the second Monday of each month. The July 13 meeting was canceled. The next meeting is scheduled for August 10.
2. **LTD Pension Trust Committee:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three

times a year, and Board Member Steven Yett serves as one of the trustees. The next meeting is scheduled for August 20.

3. **LTD Board Budget Committee:** The Budget Committee is composed of all seven Board members and seven citizen members. The Budget Committee meets multiple times a year to give guidance regarding LTD's annual budget. Each LTD Board member selects one citizen member to fill a term of three years. The next meeting is scheduled for October 7.
4. **Ad Hoc Strategic Planning Committee (SPC) Topic Review Committee:** This ad hoc committee has been created for the purpose of reviewing and discussing when the SPC should reconvene and what topics would be appropriate in light of the ongoing COVID-19 pandemic. The committee is composed of Board members Kate Reid, Joshua Skov, and Emily Secord. The next meeting has not been scheduled.
5. **Ad Hoc Sustainability Committee:** This ad hoc committee has been created for the purpose of reviewing the District's sustainability Policies. The committee is composed of Board members Kate Reid, Joshua Skov, and Don Nordin. The next meeting has not been scheduled.
6. **Oregon Metropolitan Planning Organization Consortium (OMPOC):** The Oregon Metropolitan Planning Organizations (MPO) Consortium was formed on May 25, 2005, as a forum for MPOs to work together on matters of mutual interest and statewide significance. LTD Board Member Kate Reid attends the committee meetings as LTD's representative. The next meeting has not been scheduled.
7. **MovingAhead Oversight Committee:** This committee is composed of representatives from the City of Eugene, LTD, and regional partners with the goal of a system-level approach to corridor improvements. LTD Board member's Don Nordin and Carl Yeh serve as LTD's representatives. The next meeting has not been scheduled.
8. **Main Street Projects Governance Team:** This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Study and four other concurrent projects along Main Street in Springfield. Board Members Steven Yett and Kate Reid serve as LTD's representatives. The next meeting has not been scheduled.
9. **Vision Zero Task Force:** The City of Eugene, as part of its Vision Zero implementation, has developed a Vision Zero Task Force. Board Member Joshua Skov has been appointed the LTD representative to the Task Force. The next meeting has not been scheduled.
10. **Ad Hoc Fare Policy Committee:** This ad hoc committee has been created for the purpose of reviewing the District's fare system. The committee is composed of Board members Kate Reid, Carl Yeh, and community representatives. The next meeting has not been scheduled.
11. **Ad Hoc Communications Committee:** This ad hoc committee has been created for the purpose of reviewing the District's communications. The committee is composed of Board members Kate Reid, Joshua Skov, and Caitlin Vargas. The next meeting has not been scheduled.
12. **Comprehensive and Accessible Transportation Committee (CATC):** Board Members Carl Yeh, Don Nordin, and Caitlin Vargas serve as LTD's representatives. The next meeting has not been scheduled.
13. **State Transportation Improvement Fund (STIF) Committee:** The Committee is administered by LCOG. The Committee will meet a minimum of two times per year, or a sufficient number of times to advise the LTD Board of Directors regarding its review of project proposals and the STIF Plan. The committee, in accordance with state law, is composed of 14 members with eight (8) members representing in-district communities, two (2) members representing out-of-district communities, and three (3) ex-officio (non-voting) members; the ex officio LTD Board members are Kate Reid and Carl Yeh. The next meeting has not been scheduled.
14. **Special Transportation Fund (STF) Committee:** The Committee will meet a minimum of two times per year, or a sufficient number of times to advise and assist LTD's Board of Directors in carrying out the purposes of the Special Transportation Fund for the elderly and people with disabilities Transportation Operating Grants Program. The committee is composed of local community member representatives in accordance with state law; the ex officio LTD Board member is Don Nordin. The alternate ex-officio LTD Board member is Emily Secord. The next meeting has not been scheduled.



AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2020

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Camille Gandolfi, Clerk of the Board

ACTION REQUESTED: Adoption

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

The Consent Calendar for July 15, 2020, consists of:

- Approval of Minutes from the May 27, 2020, Special Board Meeting
- Approval of Minutes from the June 3, 2020, Special Board Meeting
- Approval of Minutes from the June 10, 2020, Special Board Meeting
- Approval of Minutes from the June 24, 2020, Special Board Meeting
- Approval of Delegated Authority Report – JUNE
- Approval of Updated Salaried Employees' Retirement Funding Policy
- Approval of Updated Fund Balance and Budgetary Reserve Policy
- Approval of Updated LTD ATU Local 757 Pension Funding Policy
- Approval of SPC Committee Member Appointment

ATTACHMENT:

- 1) Minutes from the May 27, 2020, Special Board Meeting
- 2) Minutes from the June 3, 2020, Special Board Meeting
- 3) Minutes from the June 10, 2020, Special Board Meeting
- 4) Minutes from the June 24, 2020, Special Board Meeting
- 5) Delegated Authority Report – JUNE
- 6) Updated Salaried Employees' Retirement Funding Policy
- 7) Updated Fund Balance and Budgetary Reserve Policy
- 8) Updated LTD ATU Local 757 Pension Funding Policy
- 9) SPC Committee Member Appointment

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-07-15-041; It is hereby resolved that the Consent Calendar for July 15, 2020, is approved as presented [amended].

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, May 27, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Board of Directors of the Lane Transit District held a virtual Special Board Meeting on Wednesday, May 27, 2020, beginning at 5:30 p.m., via ZOOM online.

Present: Carl Yeh, President
Kate Reid, Vice President
Josh Skov, Secretary
Don Nordin, Treasurer
Emily Secord
Caitlin Vargas
Steven Yett
A.J. Jackson, General Manager
Kristin Denmark, General Counsel
Camille Gandolfi, Clerk of the Board

CALL TO ORDER/ROLL CALL — Mr. Yeh convened the meeting and called the roll. He stated that virtual meetings were being conducted in compliance with Governor Kate Brown's stay-at-home orders.

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh thanked members of the Board, LTD staff and the public for attending the meeting. He noted that public testimony would not be taken.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson stated in addition to conducting business via remote meetings, LTD was focused on operating with a public health first service model and staff would provide an update later in the meeting. She said discussions were also being held on how operations would respond to the next phase of reopening and the Board would be kept informed as more information became available.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

PUBLIC HEARING: Proposed FY20 Supplemental Budget — Mr. Yeh described procedures for providing public testimony during the virtual meeting on in writing to LTD.

Director of Finance Christina Shew said two changes to the Medicaid Fund were being requested. The first change was to the General Fund transfer to the Medicaid Fund. The change was an increase of \$188,000 to the transfer due to a difference between the estimated and actual working capital because of timing of reimbursement of negotiated administrative costs and claims. The second change was an increase to the budgeted expenditures of \$1,467,400 based on changes to state law that increased costs and anticipated increases in claims. The latter change would not impact the General Fund as claims were fully reimbursed and net neutral to the budget. She used a slide presentation to highlight the specific line item changes, which had been reviewed and approved by the LTD Budget Committee.

Mr. Yeh opened the public hearing.

Matt Keating, Eugene, member of the Lane Community College Board of Directors, said he was speaking as a South Eugene resident concerned about protecting routes in his neighborhood. He emphasized the importance of sharing ridership data, both pre-COVID-19 and during COVID-19, with the public as a transparent and open process was fundamental to democracy. He said it was a challenge to locate the link to the virtual meeting on LTD's website and was concerned the public at large had easy

access to data and participation in public testimony. It was difficult for the public to understand any proposed route changes without access to ridership data. He urged a more transparent process and more public dialogue before making any decisions.

Mr. Yeh determined no one else wished to speak and closed the hearing.

PUBLIC HEARING: Proposed FY21 Budget — Ms. Shew said the proposed FY21 Budget for the period July 1, 2020, through June 30, 2021, was reviewed and approved by the LTD Budget Committee on May 18, 2020, which recommended one change. The budget was developed amidst a global economic instability driven by the COVID-19 pandemic. She said economic recovery was highly dependent on government intervention and ability to control the corona virus and people's confidence in returning to economic activities.

Ms. Shew said payroll taxes had historically comprised a significant portion of the District's revenues and the LTD Board had been presented with an analysis of that revenue source at a previous meeting. She reviewed scenarios using various unemployment and recovery assumptions. She said the Board had selected a multi-peak scenario to use for FY21 budgeting. She reviewed how the \$25 million in resources available through the federal CARES Act would be allocated and used during the current fiscal year and FY21, with \$2.2 million remaining for FY22. She said LTD would provide services in a way that adapted to economic recovery, but the proposed budget imposed a constraint of 254,000 service hours in order to cap expenditures based on projected resources for the year. She said the budget also challenged LTD to find alternative service models to provide essential services safely and affordably. CARES Act funds would be used to offset revenue shortfalls and maintain a balanced budget, including the minimum required reserves.

Ms. Shew reviewed a series of slides highlighting budget details of LTD's five self-balancing funds: General Fund, Capital Fund, Specialized Services Fund, Medicaid Fund and Point2point Fund. She said the change requested by the Budget Committee related to a contribution to the Amalgamated Transit Union (ATU) pension recommended by the actuary and approved by the Pension Committee. That was not reflected in the initial presentation to the Budget Committee, but at the committee's request the contribution, funded through CARES Act dollars, was now incorporated in the budget. She concluded with a summary of the proposed budget.

Mr. Yeh explained procedures for providing testimony and opened the public hearing.

Marianne Nolte, representing Better Eugene-Springfield Transportation (BEST), said BEST had submitted a memorandum posing a number of questions regarding the proposed FY21 budget. She acknowledged the challenges of preparing a budget during current economic conditions and the likely need to develop supplemental budgets in the future. She said BEST hoped its questions would prompt conversations about plans moving forward. She thanked LTD for providing safe and useful service to the community.

Jessica Roshak, speaking on behalf of Southeast Neighbors Transportation Committee, thanked the Board and Budget Committee for their dedication. She echoed earlier comments from Matt Keating regarding availability of information to the public. She asked for clarification of the activities for which the allotment of \$544,000 to planning studies would be used. She also asked for clarification on how the \$6.5 million allotment over ten years for the Cottage Grove and EmGo mobility as service program would be used. She said the programs were still identified as pilots and asserted the need for deeper analysis of their value to the District in these uncertain times. She said there were also questions about the allocation of \$1.7 million in the Capital Fund and \$560,000 for safety and amenity improvements and concern the budget did not reflect improvements to urban and neighborhood groups in the rest of Eugene. She urged the Board to support the current transportation model and increase its appeal and usefulness to the entire community. She offered support to the District in switching from the uncertain business tax and fare-based revenue sources to a more equitable and predictable source such as a household fee. Continued free fares with a smart pass was also encouraged for the entire fiscal year.

Mr. Yeh determined no one else wished to speak and closed the hearing.

Mr. Skov said points raised in the memorandum from BEST warranted additional discussion and response from staff before the Board's approval of the budget. Those included elimination of Point2point although funds for it were included in the budget, lack of detail on some large capital expenditures, and clarification about use of the funds allocated for planning activities and MovingAhead.

Mr. Yeh proposed giving staff time to respond to those issues and scheduling a discussion at a future meeting. He determined there was consensus with that approach.

RIDERSHIP AND OPERATIONS UPDATE — Director of Planning and Development Tom Schwetz used graphs to illustrate Ridership, Passenger Loads, and RideSource Activity through 5-22-2020. He noted a continuing increase in ridership during the past two weeks in response to service changes and reopening of the economy. He said EmX remained about 46 percent of total ridership and. He also reviewed load data for 40- and 60-foot buses. He said RideSource data continued to show an increase in call volume.

Mr. Skov commented that LTD had been extremely transparent with ridership data and commended efforts of staff to refine its presentation over time to make it easy to understand. Trips were characterized as "inbound" from Commerce Station all the way through the Gateway line and "outbound" when the complete loop was finished. He said some community members had asked about the meaning of "bid" when discussing District operations.

Mr. Schwetz stated that the ATU contract required three bids per year and a bid was an opportunity for drivers to rebid the work, with high seniority getting the first pick. He said more than three bids might occur this year because of modifications to service in response to the COVID-19 pandemic. Assistant General Manager Service Delivery Mark Johnson added that bids were also an opportunity to change routes and schedules and for operators to change their schedules.

Mr. Yeh asked if there were contingency plans in the event bus overloads trended up. Mr. Schwetz said there were a number of strategies for managing loads, including the number of buses operating on a route and employing a drop off only service until the load number decreased on that trip. Mr. Johnson said the need to revert to drop off only service was infrequent and the requirement for face coverings had somewhat reduced concerns. He said daily data collection would inform decisions about adding buses to routes.

Mr. Nordin asked if drivers were able to determine how many passengers were on board and decide to go to a drop off only service. Mr. Johnson said to a certain degree it was a judgment call but operators could count the riders on a bus fairly easily.

Mr. Yeh thanked LTD staff for providing the Board with a weekly update and providing an essential service to the community.

Ms. Secord said while it was important for the Board to approve a budget, she asked Board members to remember that it was always possible to make modifications in the future if circumstances warranted. Mr. Yett concurred that it was essential to be able to adapt to changing conditions.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 6:40 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved:_____

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, June 3, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Board of Directors of the Lane Transit District held a virtual Special Board Meeting on Wednesday, June 3, 2020, beginning at 5:30 p.m., via ZOOM online.

Present: Carl Yeh, President
Kate Reid, Vice President
Josh Skov, Secretary
Don Nordin, Treasurer
Emily Secord
Caitlin Vargas
A.J. Jackson, General Manager
Kristin Denmark, General Counsel
Camille Gandolfi, Clerk of the Board

Absent: Steven Yett

CALL TO ORDER/ROLL CALL — Mr. Yeh convened the meeting and called the roll. He stated that virtual meetings were being conducted in compliance with Governor Kate Brown's stay-at-home orders.

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh stated that staff were still preparing responses to questions raised during the May 27, 2020, Board meeting in a memorandum from Better Eugene-Springfield Transit (BEST) and during public testimony. Once the responses were completed he would schedule a discussion of them on the Board's agenda. He also thanked LTD employees for continuing to provide essential transportation services to the community during the public health crisis.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson thanked the Board for their support of LTD employees and she commended employees for being proactive and responsive in serving the community during the COVID-19 reality and assuring the safety of operators and passengers during the street protests related to racial injustice. She said there had been no major incidents, only some minor damage due to graffiti.

Mr. Yeh invited comments from other Board members.

Mr. Skov, speaking on his on behalf, recognized the pain and outrage black communities had experienced through the nation's history. He reiterated his commitment and sense of responsibility as an LTD Board member to assuring the agency served everyone in the community without prejudice, bias or discrimination. He invited members of the public to share any suggestions about how LTD could improve its efforts.

In response to a question from Mr. Nordin, Assistant General Manager Service Delivery Mark Johnson said reopening of the economy would enter Phase 2 in a few days; Phase 3 was not expected to occur until the end of summer.

Ms. Reid concurred with Mr. Skov's statement. She shared a conversation she recently had with Eugene Mayor Lucy Vinis about healing the community and addressing systemic racism. As an LTD Board

member she would continue to do everything she could to keep LTD informed and participating in the healing process.

Ms. Secord also echoed Mr. Skov's comments and quoted Fred Rogers that the best thing people could do for each other during times of stress was to listen with their ears and hearts and be assured that questions were just as important as answers. She encouraged the Board to remain open to receiving and asking questions.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

RIDERSHIP AND OPERATIONS UPDATE — Director of Planning and Development Tom Schwetz used graphs to illustrate Ridership, Passenger Loads, and RideSource Activity for the month of May and a few days of June 2020. He said trends remained steady, with ridership increasing slightly along with the fixed route percentage of ridership. He reviewed load data for 40- and 60-foot buses, noting that overloads were somewhat higher than the previous week, likely because many people did their shopping at the beginning of the month. He contrasted data collected during the different levels of service occurring since the beginning of the pandemic. He noted that the volume of RideSource calls continued an upward trend, but said the volume of calls on a particular day did not mean there were that many trips as people could call and schedule their trips in advance.

Ms. Secord asked if there would be a full schedule of service on Sunday or a modified schedule. She also asked if LTD would be producing any informational or marketing materials for riders to inform people about routes and service in the fall. Mr. Schwetz said Sunday service would be the regular full schedule. He said there was still uncertainty around whether the University of Oregon would be back in session and if so, what that schedule would look like. Staff was working on a couple of scenarios in preparation of the fall term, depending on the direction the University took, and was aware of the need and challenges of communicating fall transit information to the public. Mr. Johnson added that as soon as decisions on fall service were made information would be communicated broadly to the community. He said LTD staff was in contact with planners from local colleges and the University and expected those decisions would be made in late July.

Mr. Johnson said during the recent street demonstrations LTD's vehicles and facilities only received a small amount of graffiti; there was no major damage and no assaults. Evening service ended early on those nights the City imposed a curfew. LTD would continue to provide service and he hoped that demonstrators would continue to be peaceful.

Mr. Yeh asked if any complaints about overloaded buses had been received. Mr. Schwetz said he had not heard of any complaints. Mr. Johnson said he had not received any complaints and pointed out there were overloads on only three buses.

Mr. Skov asked what the increase in Sunday service would equate to in terms of hours of service. Mr. Schwetz said he did not have the specifics, but it would result in the addition of a small number of hours.

Mr. Skov asked for that information as there were a number of budget discussions surrounding the topic of funding for an average of 200,000 service hours throughout the year. It would be helpful to understand what the Sunday service meant in increments of service. He described the detailed planning under way at the University with respect to its fall schedule and thought in July there would be some sense of how transportation demands might be spread across the days. He shared a perspective from Jarrett Walker that rather than thinking about the existing system the assumption should be there was no existing system and the focus was on current needs. He felt it would be helpful when the Board eventually returned to the Transit Tomorrow process to understand the factors that were driving new bids and system configuration decisions.

Mr. Schwetz said that Mr. Walker's article could be shared with Board members.

In response to a comment from Mr. Nordin, Mr. Johnson said LTD was in discussion with Lane Council of Governments (LCOG) regarding its voice over internet protocol and fiber optics systems, but needed to extend the contract with its current provider until decisions about a path forward was made in the next few months. He said LCOG was under consideration.

Ms. Jackson said that staff would provide information to the Board on June 4 responding to questions raised by BEST.

Mr. Skov hoped to have a discussion of those responses at next week's special Board meeting.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 5:57 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved:_____

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, June 10, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Board of Directors of the Lane Transit District held a virtual Special Board Meeting on Wednesday, June 10, 2020, beginning at 5:30 p.m., via ZOOM online.

Present: Carl Yeh, President
Kate Reid, Vice President
Josh Skov, Secretary
Emily Secord
Caitlin Vargas
Steven Yett
A.J. Jackson, General Manager
Kristin Denmark, General Counsel
Camille Gandolfi, Clerk of the Board

Absent: Don Nordin, Treasurer

CALL TO ORDER/ROLL CALL — Mr. Yeh convened the meeting and called the roll. He stated that virtual meetings were being conducted in compliance with Governor Kate Brown's stay-at-home orders.

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh said a handout was distributed electronically that provided directions for making additions to the agenda.

COMMENTS FROM THE GENERAL MANAGER — None.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — Mr. Yeh asked if there were questions or comments regarding the handout.

Ms. Secord joined the meeting at 5:36 p.m.

Mr. Skov asked that there be a regular agenda item to allow for discussion of what was scheduled on future agendas because of the number of issues facing the District at this time.

FY2021 PROPOSED BUDGET - RESPONSES TO QUESTIONS — Ms. Jackson indicated that the agenda packet included a list of questions from Better Eugene-Springfield Transportation (BEST) regarding the proposed FY2021 budget and responses to those questions from LTD staff. She invited any comments or questions from Board members.

Mr. Skov asked for clarification on how Point2point would continue to serve its function given that all staff positions in that fund had been eliminated. Ms. Jackson said a majority of the Point2point Fund was grant dollars and those grants had deliverables such as reducing single car travel. She said due to the COVID-19 health crisis and changes in many activities traditionally carried out face-to-face or in group events, those primary methods of communication were no longer possible. LTD was reassessing how to meet those goals. The intent was to continue moving forward with those programs while determining how goals could be achieved. The recommendation to the Board was to continue to provide General Fund dollars to match the grants and maintain a commitment to those goals. Discussions were under way at the regional level and when a new plan for achieving Point2point objectives in a post-COVID-19 world would be presented to the Board.

Mr. Yeh agreed that given circumstances of the pandemic it was necessary to re-imagine how Point2point programs could be delivered.

Regarding question No. 10 related to the purchase of fleet vehicles, Mr. Skov reminded the Board that LTD staff was developing a parallel set of goals related to greenhouse gas emissions reduction and fleet replacement. The Board would be discussing climate goals in its next meeting and should not expect the Community Investment Plan (CIP) to drive fleet purchases in the way it had been once climate goals were in place.

RIDERSHIP AND OPERATIONS UPDATE — Director of Planning and Development Tom Schwetz used graphs to illustrate Ridership, Passenger Loads, and RideSource Activity for the period May 4-June 4, 2020, pointing out the impact of local curfews on certain days and ridership for increased Sunday service. There was more variation in boardings after 8:30 p.m.; it was too soon to determine if there was a trend, but staff would continue to monitor the data. He also reviewed vehicle load statistics and said staff was conducting an analysis to determine why overloads were occurring.

Mr. Schwetz also reviewed charts of boardings and deployment of buses by time of day comparing ridership patterns as the pandemic progressed and service adjustments were made.

In response to a question from Ms. Secord, Assistant General Manager Service Delivery Mark Johnson confirmed that LTD was still not collecting fares, but was expected to resume fare collection in July when barriers to protect bus operators were in place.

Mr. Schwetz reviewed RideSource call volumes. He said the level of call rates and trips were similar to the past couple of weeks. He also compared population densities of other metropolitan areas in the state with Eugene-Springfield and the active cases per 1,000 in population. Lane County had a much lower rate and that would be a factor in when phases of reopening economies were implemented.

Mr. Yeh asked that the public be given as much notice as possible before LTD began collecting fares again.

Mr. Skov asked if the current data on service or revenue hours per day could be compared to total revenue or service hours in a year in order to develop a scale for comparison to the 140,000 service hours that LTD had fallen to or the aspirational goal of 200,000 hours for the fall. Mr. Johnson said, in answer to a question from Mr. Skov at a previous meeting, the increase in Sunday hours resulted in 375 additional hours per week, bringing the current annual equivalent to about 160,000. Mr. Schwetz said staff could provide data in a way that allowed the Board to view the weekly ridership and operations data from the perspective of the annual hours projected in the budget.

Mr. Skov shared his experience riding buses that day, passenger loads, social distancing on buses and compliance with the mandate to wear a face covering. He said it helped him appreciate the proximity of passengers under LTD's current load limits. Mr. Schwetz said that was one reason staff was using maps to discern where overloads were occurring in the system. He said LTD was doing all it could to allow for social distancing and that was a challenge throughout the transit industry.

Mr. Skov said the Centers for Disease Control (CDC) had recently issued guidance that essentially discouraged the use of transit and it was important for Board members to be aware of that advice. He felt that while the CDC wanted people to be safe, it did not think through the implications of that guidance, which encouraged people to drive cars. It was important to educate the public about the safety measures LTD was taking to protect passengers.

Mr. Yett said Mr. Skov's comments about riding a bus with 11 passengers raised a fundamental question was how LTD delivered service during the COVID-19 era. If 11 or 12 people felt uncomfortable on a bus, how could the District deliver service that was financially feasible. Perhaps the idea of a 40- or 60-foot bus should be rethought, which led to the issue of caution when considering vehicle purchases.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 6:45 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved: _____

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, June 24, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Board of Directors of the Lane Transit District held a virtual Special Board Meeting on Wednesday, June 24, 2020, beginning at 4:30 p.m., via ZOOM online.

Present: Carl Yeh, President
Kate Reid, Vice President
Josh Skov, Secretary
Caitlin Vargas
Steven Yett
A.J. Jackson, General Manager
Kristin Denmark, General Counsel
Camille Gandolfi, Clerk of the Board

Absent: Don Nordin, Treasurer
Emily Secord

CALL TO ORDER/ROLL CALL — Mr. Yeh convened the meeting and called the roll. He stated that virtual meetings were being conducted in compliance with Governor Kate Brown's stay-at-home orders.

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh commended the efforts of Ms. Jackson, Director of Finance Christina Shew and the other LTD staff who prepared the budget in accordance with the Board's direction.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson announced that the Governor's Office had appointed her to the Global Warming Commission and her duties would begin in August 2020. She would provide information to the Board in the July department reports.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

PROPOSED FISCAL YEAR 2019-2020 SUPPLEMENTAL BUDGET - MEDICAID FUND — Ms. Shew requested adoption of the supplemental budget for the Medicaid Fund. She said the budget was posted for public comment in April 2020, presented to and approved by the Budget Committee on May 18, and presented at a public hearing during the Board's May 27 meeting. No comments had been received and no changes made to the proposed Medicaid Fund supplemental budget during that time.

Ms. Vargas joined the meeting.

Ms. Shew briefly reviewed the two changes to the Medicaid Fund were being requested. The first change was to the General Fund transfer to the Medicaid Fund. The change was an increase of \$188,000 to the transfer due to a difference between the estimated and actual working capital because of timing of reimbursement of negotiated administrative costs and claims. The second change was an increase to the budgeted expenditures of \$1,467,400 based on changes to state law that increased costs and anticipated increases in claims. The latter change would not impact the General Fund as claims were fully reimbursed and net neutral to the budget.

MOTION Mr. Skov moved adoption of LTD Resolution No. 2020-06-24-039: It is hereby resolved that the LTD Board of Directors adopts the Proposed Fiscal Year 2019-2020 Supplemental Budget - Medicaid Fund as presented. Ms. Vargas provided the second.

VOTE The motion was approved as follows:
AYES: Reid, Skov, Vargas, Yeh, Yett (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Nordin, Secord (2)

PROPOSED FISCAL YEAR 2020-2021 BUDGET — Ms. Shew requested adoption of the proposed budget as presented or with amendments the Board might wish to make. She said the fiscal year would begin July 1, 2020. The proposed budget went through the same process as the proposed Medicaid Fund supplemental budget. One change had been made following the Budget Committee review that consisted of adding the Amalgamated Transit Union (ATU) pension committee's recommended contribution. A public hearing on the proposed budget was held at the Board's May 27 meeting and a number of questions were submitted in writing from Better Eugene-Springfield Transportation (BEST). Staff provided responses to those questions at the Board's June 10 meeting. No changes were recommended by the Board as a result of those responses and no changes had been made since the public hearing.

Mr. Nordin joined the meeting.

Mr. Skov observed that because of the changing operating and financial environments the Board should be prepared to revisit the budget on more frequent intervals during the coming fiscal year.

MOTION Mr. Skov moved adoption of LTD Resolution No. 2020-06-24-040: It is hereby resolved that the LTD Board of Directors adopts the proposed FY2020-2021 Budget as presented. Ms. Vargas provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Skov, Vargas, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Secord (1)

RIDERSHIP AND OPERATIONS UPDATE — Director of Planning and Development Tom Schwetz used graphs to illustrate Ridership, Passenger Loads, and RideSource Activity for the period May 18-June 16, 2020, pointing out the growth in ridership since institution of Sunday service. There was an increase in boardings after 8:30 p.m. and things were going well at the system level. He reviewed vehicle load statistics, noting patterns of overload on routes #66, #67 and #13. Also reviewed were charts of boardings and deployment of buses by time of day comparing ridership patterns as the pandemic progressed and service adjustments were made. He ridership patterns indicated people were using the system. RideSource call volume patterns were similar from week to week, with people calling at the beginning of the week to make their trip reservations.

Mr. Yeh asked if the levels of service and ridership shown at this point could be expected for the rest of the summer. Mr. Schwetz said there would be similar levels of ridership, with some increase depending on whether employment levels rose during the coming months. Operations were being planned on the current level, with a modest increase in the fall bid.

Mr. Skov said he hoped to the Board's policy discussion of service models would resume soon. He would share a recent article about transit ridership in Japan and France and the perception of safety. It was important to educate the public about the safety measures LTD was taking.

Mr. Yeh commented that he had also seen the article Mr. Skov mentioned. He agreed LTD should be prepared to educate the public, but it should be aligned with messaging from public health agencies.

Mr. Johnson assured the Board that staff was having those conversations and would conduct community outreach in the fall.

Mr. Nordin said the Lane Council of Government's (LCOG) Board of Directors would be discussing an item related to expansion of Link Lane, LCOG's transportation program, at its June 25 meeting. He would provide the Board with an update.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 4:57 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved: _____



AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2020
ITEM TITLE: UPDATED SALARIED EMPLOYEES' RETIREMENT PLAN FUNDING POLICY
PREPARED BY: Christina Shew, Director of Finance
DIRECTOR: Mark Johnson, Assistant General Manager
ACTION REQUESTED: Adoption

PURPOSE: To request Board adoption of the updated Lane Transit District (LTD) Salaried Employees' Retirement Plan Funding Policy.

HISTORY:

Lane Transit District Salaried Employees' Retirement Plan Trust: The LTD Salaried Employees' Retirement Plan Trust (Trust) is a tax-exempt trust that holds assets and funds benefits for the LTD Salaried Employees' Retirement Plan (Plan), which covers non-represented management and staff employees at the District hired prior to January 1, 2012. The Plan is closed to new participants. The assets of the Plan are held for the exclusive benefit of participants and beneficiaries under the terms of the Plan and cannot be used to pay any benefits or expenses of any other retirement plan or trust. The benefits are funded by employer contributions and earnings from pension plan investments.

LTD Board's role in the Trust: LTD's adopted FY2020-2021 Budget includes funding for the Trust which the LTD Board authorized. The FY2019-2020 budgeted Plan contribution rate was 14.8% of covered pay, plus \$1,056,619.

On July 1, 2019, Milliman provided an actuarial valuation for the Plan. This valuation recommended a contribution funding level of 16.9% of covered pay, plus \$1,132,334 for fiscal years 2021 and 2022 which assumes an investment return rate of 5.5%. The actuary's investment return assumption and associated contribution rate was passed unanimously by the pension plan trustees at the November 12, 2019, pension trustee meeting. The contribution rate that was passed by the trustees and included in the LTD Board adopted FY21 Budget, has an estimated increase to the LTD budgeted expenditures of \$125,000 for FY21.

As of July 1, 2019, the Plan's liabilities exceed the Plan's assets by \$9.8 million which is a 67% funded status. At that time, the actuarial value of the assets were \$20.1 million and the Plan was on track to be fully funded by 2032 which assumes that employees eligible for benefits in the Plan will, on average, retire within 1 to 20 years after the Plan's closing. As a result of COVID 19, the market has lost significant ground which is a potential setback to achieving a fully funded Plan by 2032.

The CARES Act was approved on March 27 and provides \$25 billion in Federal assistance to support the transit industry. Of that \$25 billion, LTD is eligible for \$25 million. The CARES Act funding can be used for net operating expenses and revenue losses incurred as a result of COVID 19, including the operating cost to fund the additional \$125,000 increase in contribution to gain back a fraction of asset value lost as a result of the COVID 19 pandemic.

Administrative Change: The role of Chief Financial Officer has been replaced in the document with Executive Officer of the Pension Trust Committee.

CONSIDERATIONS: N/A

ALTERNATIVES: The Board may adopt the policy as presented or amend the updated policy and elect to adopt the amended policy at a future Board meeting

NEXT STEPS: Once adopted, the policy will be included as an attachment to the Board of Directors' Bylaws.

SUPPORTING DOCUMENTATION:

- 1) LTD Salaried Employees' Retirement Plan Funding Policy – Red lined
- 2) 2019-11-12 Salaried Meeting Minutes
- 3) Salaried Plan Actuary Report

- 4) Resolution No. 2020-06-17-034
- 5) Resolution No 2020-07-15-042

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-07-15-042:

It is hereby resolved that the LTD Board of Directors adopts the updated LTD Salaried Employees' Retirement Plan Funding Policy as presented [amended].



RESOLUTION NO 2020-07-15-042

ADOPTION OF THE REVISED SALARIED EMPLOYEES' PLAN FUNDING POLICY

WHEREAS, the Lane Transit District ("LTD") Salaried Employees' Retirement Plan Trust ("Trust") is a tax-exempt trust that holds assets and funds benefits for the LTD Salaried Employees' Retirement Plan ("Plan"), which covers non-represented management and staff employees hired prior to January 1, 2012;

WHEREAS, the Plan is closed to new participants;

WHEREAS, the assets of the Plan are held for the exclusive benefit of participants and beneficiaries under the terms of the Plan and cannot be used to pay any benefits or expenses of any other retirement plan or trust;

WHEREAS, the benefits are funded by employer contributions and earnings from pension plan investments;

WHEREAS, LTD's adopted fiscal year 2020-2021 ("FY21") Budget includes funding for the Trust for which the LTD Board is ultimately responsible for authorizing;

WHEREAS, the FY2019-2020 budgeted Plan contribution rate is 14.8% of covered pay, plus \$1,056,619;

WHEREAS, on July 1, 2019, Milliman provided an actuarial valuation for the Plan. This valuation recommended a contribution funding level of 16.9% of covered pay, plus \$1,132,334 for FY21 and FY22, which assumes an investment return rate of 5.5%;

WHEREAS, the actuary's investment return assumption and associated contribution rate was passed unanimously by the pension plan trustees at the November 12, 2019, pension trustee meeting;

WHEREAS, the contribution rate that was passed by the trustees and included in the LTD Board adopted FY21 Budget, has an estimated increase to the LTD budgeted expenditures of \$125,000 for FY21;

WHEREAS, as of July 1, 2019, the Plan's liabilities exceed the Plan's assets by \$9.8 million, which is a 67% funded status;

WHEREAS, as of July 1, 2019, the actuarial value of the assets were \$20.1 million and the Plan was on track to be fully funded by 2032 which assumes that employees eligible for benefits in the Plan will, on average, retire within 1 to 20 years after the Plan's closing;

WHEREAS, as a result of COVID 19, the market has lost significant ground, which is a potential setback to achieving a fully funded Plan by 2032;

WHEREAS, the CARES Act was approved on March 27, 2020, and provides \$25 billion in Federal assistance to support the transit industry;

WHEREAS, of the \$25 billion of CARES Act dollars, LTD is eligible for \$25 million;



WHEREAS, The CARES Act funding can be used for net operating expenses and revenue losses incurred as a result of COVID 19, including the operating cost to fund the additional \$125,000 increase in contribution to gain back a fraction of asset value lost as a result of the COVID 19 pandemic; and,

WHEREAS, the role of Chief Financial Officer has been replaced in the document with Executive Officer of the Pension Trust Committee.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors, approves a resolution as follows:

- Approving the revised Salaried Employees' Retirement Plan Funding Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15TH DAY OF JULY, 2020.

Board President, Carl Yeh

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

Pension Funding Policy and Objectives

The Lane Transit District Salaried Employees' Retirement Plan Trust is a tax-exempt trust that holds assets and funds benefits for the Lane Transit District Salaried Employees' Retirement Plan (Plan), which covers non-represented management and staff employees at the District. The Plan is closed to new participants. The assets of the Plan are held for the exclusive benefit of participants and beneficiaries under the terms of the Plan and cannot be used to pay any benefits or expenses of any other retirement plan or trust. The benefits are funded by employer contributions and earnings from Plan investments. The funding policy is established to systematically fund the liabilities of the Plan on a sound actuarial basis, taking into account the closed status of Plan. This funding policy may be amended by the Board at any time, for any reason.

1. PURPOSE OF THIS DOCUMENT

Lane Transit District hereby establishes this Pension Funding Policy ("Funding Policy") for The Lane Transit District Salaried Employees' Retirement Plan (Plan). The Funding Policy will provide a process for determining appropriate minimum contributions to the plan on a regular basis. At ~~July 1, 2019~~, the Plan had a funded ratio of ~~674~~ percent.

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2. AUTHORITY

The Plan was established by Lane Transit District in 1975 and is currently governed by the 2011 Restatement of the Plan, as last amended on April 12, 2013. Sections IV and X of the Plan discuss the Employer making contributions to the Plan's Trust Fund. The Plan is a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code.

3. ROLES AND RESPONSIBILITIES

A. Overall Structure

i. Lane Transit District Board of Directors

The Lane Transit District Board of Directors is ultimately responsible for authorization of District spending, including funding of pension trusts, via the annual Adopted Budget. The Board hereby appoints Lane Transit District's ~~Executive Officer of the Pension Trust Committee~~ as liaison with actuaries and other professionals necessary to calculate funding amounts for the plan.

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B. Roles and Responsibilities of the ~~Executive Officer of the Pension Trust Committee~~

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i. The responsibilities of the ~~Executive Officer of the Pension Trust Committee~~ include the following:

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a. Work with actuaries to calculate minimum annual funding amounts;

- b. Delegate to, and monitor the performance of accounting staff who will complete regular funding of contributions as calculated by the actuaries and appropriated in the annual agency budget; and
- c. Maintain a reporting system that provides a clear picture of the status of plan funding to the Board.

C. Roles and Responsibilities of the Actuary

The actuary will provide studies that will:

- i. Determine the long-term obligations faced by the Plan through biennial actuarial valuations; and
- ii. Calculate minimum plan contributions in accordance with the Funding Policy.

4. FUNDING POLICY OBJECTIVES

Over the long term, the funding objective is to achieve a fully funded status. Given that the Plan closed to new enrollment in January 2012, it is anticipated that most existing employees eligible for benefits in the Plan will, on average, retire within the next 1 to 20 years. Minimum annual funding will be determined on an actuarial basis and will consist of the normal costs of service for that year plus a level dollar amount to cover administrative expense and to amortize the unfunded liability over a fixed 20-year period beginning on July 1, 2011.

5. ACTUARIAL COST METHOD

The actuarial cost method is the method used to allocate the pension costs (and contributions) over an employee's working career. The policy objective is for each participant's benefit to be fully funded under a reasonable allocation method by the expected retirement date. Benefit costs should be determined as a level percentage of compensation and include expected income adjustments. For purposes of the calculation, the policy will be to utilize Entry Age Normal (level percentage of payroll) actuarial cost method in the calculation of contribution amounts.

6. ASSET SMOOTHING METHOD

The asset smoothing method is the method used to recognize gains or losses in pension assets over a period of time to reduce the impact of market volatility and to provide stability to contributions. The asset smoothing method will be consistently applied to both gains and losses and will not be reset as a result of high or low investment returns. For purposes of the calculation, a three-year period for "smoothing" investment experience will be used. The resulting actuarial value of assets will be not less than 80 percent nor greater than 120 percent of the market value of assets on the valuation date.

7. INVESTMENT RETURN ASSUMPTIONS

For purposes of the calculation, investment return assumptions will be evaluated by an independent pension investment advisor and the actuaries on a regular basis (at a minimum of every two years) and should reflect the nature of the investments held in the Plan and the projected return rates anticipated for the investments. Currently, the rate of return assumption for the Plan is 5.5 percent. Given the closed nature of the Plan and the nature of the Plan investments appropriate for a closed plan, it is anticipated that the rate of return assumption will decline over time.

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8. AMORTIZATION POLICY

The amortization policy determines the length of time and structure of the payments required to systematically fund actuarial accrued liability not covered by the actuarial value of assets. The amortization policy for the Plan is to pay off the unfunded actuarial liability in level dollar installments over a fixed period of 20 years beginning as of July 1, 2011. As the fixed period nears completion, the District may give further consideration to the amortization policy to reduce volatility and align full funding of the Plan with the working lifetime of remaining active members.

9. FREQUENCY OF CALCULATION

The calculation of the actuarially determined contribution (ADC) will be completed on a biennial basis in conjunction with the calculation of the Pension Liability. The ADC will be considered the minimum funding amount for the year. Funding amounts will be determined via the annual budget process and may exceed the ADC.

Lane Transit District
Salaried Employees Retirement Plan
Minutes of the Meeting
November 12, 2019

Trustees:

Mr. Steven Yett
Ms. Christina Shew
Ms. Aurora Jackson

Investment Consultant:

RVK, Inc.

Mr. Beau Burggraaf – Not in attendance
Mr. Ian Bray

Counsel:

Hershner Hunter LLP
Mr. Jeff Kirtner

Actuary and Consultant:

Milliman, Inc.

Mr. Scott Preppernau
Ms. Lacey Engle

Administrator:

Kernutt Stokes LLP

Mr. Dean Huber
Ms. Sarah Long

Guests

David Collier

Ms. Christina Shew called the meeting to order at the administrative office of Lane Transit District in Springfield, Oregon at 12:20 PM. The meeting immediately followed the LTD-ATU pension meeting held the same day.

Ms. Shew called for approval of the minutes of the August 20th meeting, there were no changes to the minutes. The motion was seconded and passed unanimously.

Ms. Shew then called for the Investment report to see if there was anything different from the ATU meeting. Mr. Bray did not have any differences from the previous meeting to report.

Next Ms. Shew called for the Attorney's report. Mr. Jeff Kirtner indicated he had no items to report.

Lane Transit District
Salaried Employees Retirement Plan
Minutes of the Meeting
November 12, 2019

Next, Ms. Shew called for the Administrator's report. Ms. Sarah Long noted that there was nothing out of the ordinary with respect to expenses or retirees. Ms. Shew wanted to know if there were any concerns about cash flow given that cash flow was predicted to be negative by \$16k. Mr. Dean Huber noted that the administrators could move \$100k if that's what the trustees wanted to do. Trustees did not feel a need to make a cash transfer, so no motion was made. No further question for the administrators.

Next, Ms. Shew called for the actuary's report. Mr. Scott Preppernau indicated that they are in the midst of the 7-1-2019 valuation and presented preliminary results. Mr. Preppernau recommends using the new updated mortality tables in order to keep current with emerging experience affecting anticipated life expectancies. The proposed mortality assumption slightly lowers the Plan's liability. The second assumption Mr. Preppernau discussed was the investment return assumption. The forward looking assumption rate from the 7-1-2017 valuation was 6.5%, but more current capital market expectations indicate lower expected future returns for plans with a similar asset allocation to LTD's plan. Under three sets of capital market assumptions presented, the estimated median annualized future return ranged from about 5.6% to 5.8%. Mr. Preppernau discussed how using different forward looking rates impacts the liability. Mr. Steven Yett motioned to use an investment rate of return assumption of 5.5% for valuation purposes. Ms. Aurora Jackson seconded the motion, motion passed unanimously.

A date for the next meeting was set for February 12, 2020 immediately following the meeting of the LTD/ATU pension trustees.

The meeting was adjourned at 1:06 p.m.



LANE TRANSIT DISTRICT SALARIED EMPLOYEES' RETIREMENT PLAN

July 1, 2019 Actuarial Valuation

Prepared by:

Scott Preppernau, FSA, EA, MAAA
Principal and Consulting Actuary

Lacey R. Engle, ASA, EA, MAAA
Consulting Actuary

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This work product was prepared solely for Lane Transit District Salaried Employees' Retirement Plan for the purposes stated herein, and may not be appropriate to use for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing this work.



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January 31, 2020

Trustees
Lane Transit District Salaried Employees' Retirement Plan

Dear Trustees:

As requested, we have completed an actuarial valuation of the Lane Transit District Salaried Employees' Retirement Plan as of July 1, 2019 for determining contributions for the fiscal years ending June 30, 2021 and June 30, 2022. The figures herein will also provide the basis for later financial reporting under Government Accounting Standards Board (GASB) Statements No's 67 and 68. Our findings are set forth in this valuation report. This report reflects the benefit provisions in effect as of July 1, 2019.

In preparing our report we relied, without audit, on information (some oral and some in writing) supplied by Kernutt Stokes, LLP and the District. This information includes, but is not limited to, plan provisions, employee data, and unaudited financial information. We found this information to be reasonably consistent and comparable with information used for other purposes. The valuation results depend on the integrity of this information. If any of this information is inaccurate or incomplete our results may be different and our calculations may need to be revised.

All costs, liabilities, rates of interest, and other factors for the Plan have been determined on the basis of actuarial assumptions and methods which, taking into account the experience of the Plan and reasonable expectations, are reasonable both individually and in combination. Nevertheless, the emerging costs will vary from those presented in this report to the extent actual experience differs from that projected by the actuarial assumptions.

This valuation report is only an estimate of the Plan's financial condition as of a single date. It can neither predict the Plan's future condition nor guarantee future financial soundness. Actuarial valuations do not affect the ultimate cost of Plan benefits, only the timing of Plan contributions. While the valuation is based on an array of individually reasonable assumptions, other assumption sets may also be reasonable and valuation results based on those assumptions would be different. No one set of assumptions is uniquely correct. Determining results using alternative assumptions is outside the scope of our engagement.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period); and changes in plan provisions or applicable law. Due to the limited scope of our assignment, we did not perform an analysis of the potential range of future measurements. The Board of Trustees has the final decision regarding the appropriateness of the assumptions.

Actuarial computations presented in this report are for purposes of determining the recommended funding amounts for Lane Transit District Salaried Employees' Retirement Plan. Actuarial computations for purposes of fulfilling financial accounting requirements under GASB Statements No. 67 and 68 are issued in a separate report. The calculations in the enclosed report have been made on a basis consistent with our understanding of the District's funding requirements and goals. Determinations for purposes other than meeting these requirements may be significantly different

from the results contained in this report. Accordingly, additional determinations may be needed for other purposes.

Milliman's work is prepared solely for the internal business use of the Lane Transit District Salaried Employees' Retirement Plan. To the extent that Milliman's work is not subject to disclosure under applicable public records laws, Milliman's work may not be provided to third parties without Milliman's prior written consent. Milliman does not intend to benefit or create a legal duty to any third party recipient of its work product. Milliman's consent to release its work product to any third party may be conditioned on the third party signing a Release, subject to the following exception(s):

- (a) The Plan may provide a copy of Milliman's work, in its entirety, to the Plan's professional service advisors who are subject to a duty of confidentiality and who agree to not use Milliman's work for any purpose other than to benefit the Plan.
- (b) The Plan may provide a copy of Milliman's work, in its entirety, to other governmental entities, as required by law.

No third party recipient of Milliman's work product should rely upon Milliman's work product. Such recipients should engage qualified professionals for advice appropriate to their own specific needs.

The consultants who worked on this assignment are retirement actuaries. Milliman's advice is not intended to be a substitute for qualified legal or accounting counsel. The signing actuaries are independent of the plan sponsor. We are not aware of any relationship that would impair the objectivity of our work.

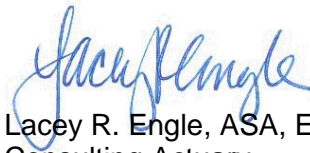
On the basis of the foregoing, we hereby certify that, to the best of our knowledge and belief, this report is complete and accurate and has been prepared in accordance with generally recognized and accepted actuarial principles and practices. We are members of the American Academy of Actuaries and meet the Qualification Standards to render the actuarial opinion contained herein.

We respectfully submit the following report, and we look forward to discussing it with you.

Sincerely,



Scott Preppernau, FSA, EA, MAAA
Principal and Consulting Actuary



Lacey R. Engle, ASA, EA, MAAA
Consulting Actuary

SDP:med

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

**ACTUARIAL VALUATION
AS OF JULY 1, 2019**

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LTD REGULAR BOARD MEETING - REVISED

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

SECTION 1

SUMMARY OF THE FINDINGS

Purpose

This report presents the results of the actuarial valuation of the Lane Transit District Salaried Employees' Retirement Plan as of July 1, 2019. The purpose of this report is to:

- determine the funded status of the Plan as of July 1, 2019,
- calculate a recommended contribution to fund the Plan's benefits for the fiscal years beginning July 1, 2020, and July 1, 2021.

Section 1 of this report summarizes the important figures developed in this valuation. Section 2 discusses the actuarial concepts and methods upon which the findings are based.

Actuarial Assumptions and Methods

All of the calculations in this report are based on certain assumptions regarding the future experience of the Plan. These assumptions are summarized in Appendix A of this valuation report, along with a description of the actuarial methods used to determine the Plan's costs. The following assumptions and methods were changed for the July 1, 2019 Actuarial Valuation.

- The future investment earnings assumption was lowered from 6.25% to 5.50%.
- The mortality assumption was updated to reflect the Pri-2012 mortality tables and the MP-2019 mortality improvement projection scale. Specifically, the mortality assumption was updated from the RP-2014 Mortality Tables with White Collar adjustment with generational projection using MP-2017 mortality improvement projection scales starting at the 2006 base year to the Pri-2012 Mortality Tables with White Collar adjustment with generational projection using MP-2019 mortality improvement projection scales starting at the 2012 base year.

Plan Benefits Valued

The results of this report are based on the 2015 Restated Lane Transit District Salaried Employees' Retirement Plan. There were no plan changes which impacted this valuation.

Participant Statistics

Appendix C contains a summary of the participant data upon which this valuation is based. The data was provided by the District, and was accepted for valuation purposes without audit. It should be noted that if the data is inaccurate or incomplete, the valuation results may need to be revised. A comparison of participants valued this year versus last year follows:



PARTICIPANT STATISTICS

	<u>July 1, 2019</u>	<u>July 1, 2017</u>
Retirees and Beneficiaries	82	75
Average Monthly Benefit Paid From Trust	\$1,590	\$1,529
Vested Terminated Participants	40	42
Average Accrued Monthly Benefit	\$569	\$534
Hourly Plan Transfers	0	1
Average Accrued Monthly Benefit	\$0	\$386
Active Participants with a Frozen Benefit	1	0
Average Accrued Monthly Benefit	\$267	\$0
Active Participants Eligible for Additional Accruals	35	42
Average Anticipated Salary	\$77,638	\$76,766
Average Age	54.3	54.6
Average Vesting Service	17.6	17.7
Total Participants	158	160

Financial Information

The Plan's financial information was taken from an unaudited trial balance as of June 30, 2019 provided by Kernutt Stokes, LLP. The Plan's investment return for the two-year period ending June 30, 2019 is shown below:

<u>Plan Year</u>	<u>Market Value Rate of Return</u>	<u>Actuarial Value Rate of Return</u>
2017-2018	7.7%	6.0%
2018-2019	5.5%	8.2%
Annualized Return	6.6%	7.1%

The annualized return of 7.1% on the Actuarial Value of Assets was larger than the 6.6% return on the Market Value of Assets. Compared with the 6.25% investment return assumption, the Plan's investment return during 2017-2019 was \$0.3 million greater than expected using the actuarial value of assets.



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Funded Status

FUNDED STATUS		
	<u>July 1, 2019</u>	<u>July 1, 2017</u>
Actuarial Accrued Liability	\$ 29,966,836	\$ 27,136,502
Actuarial Value of Assets	\$ 20,121,054	\$ 17,539,038
Market Value of Assets	\$ 20,109,626	\$ 17,689,287
Unfunded Actuarial Accrued Liability*	\$ 9,845,782	\$ 9,597,464
Funded Percentage based on Actuarial Value of Assets	67%	65%
Funded Percentage based on Market Value of Assets	67%	65%
<i>* Based on Actuarial Value of Assets and used in developing the recommended contribution rate</i>		

The assumption changes listed above increased the Plan's Unfunded Actuarial Accrued Liability (UAAL) by approximately \$2.0 million, but were somewhat offset by the investment gain of \$0.3 million (relative to the 6.25% investment return assumption) and a \$0.5 million gain on demographic experience.

Recommended Contribution

The Plan's recommended contribution is the contribution to keep the Plan funded on a sound actuarial basis in the future based on the methods and assumptions described in this report. The recommended contribution consists of the Normal Cost Contribution Rate (to pay for the annual cost of ongoing benefits being earned) and the Employer Level Dollar Payment (to cover administrative expenses and the amortization of the Plan's Unfunded Actuarial Accrued Liability).

The Plan's recommended contribution for fiscal years ending June 30, 2021 and June 30, 2022 is shown below along with comparable figures from the prior valuation report:

ANNUAL RECOMMENDED CONTRIBUTION		
	<u>July 1, 2019</u>	<u>July 1, 2017</u>
Normal Cost Contribution Rate	16.9%	14.8%
Employer Level Dollar Payment	\$ 1,132,334	\$ 1,056,619
Amortization Period	12 years	14 years
Total Recommended Contribution	16.9% of Covered Pay plus \$1,132,334	14.8% of Covered Pay plus \$1,056,619
For Fiscal Years Ending	2021 and 2022	2019 and 2020



The Plan's recommended contribution has increased in this valuation. The increase is primarily attributable to the decrease in the discount rate.

The current contribution formula is expected to remain stable over the next 12 years, so long as:

- (1) Experience remains reasonably close to that expected according to the actuarial assumptions;
- (2) Current eligibility and benefit provisions remain unchanged; and
- (3) Contributions are made at the recommended rates.



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**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

SECTION 2

DISCUSSION OF THE VALUATION

A fundamental principle in financing the liabilities of a retirement program is that the cost of its benefits should be related to when those benefits are earned, rather than to when they are paid. There are a number of methods in use for making such a determination.

The method used for this valuation is technically referred to as the Entry Age Normal method. This method produces a recommended contribution equal to the Normal Cost expressed as a percentage of payroll plus a level dollar payment to cover the amortization of the Unfunded Actuarial Accrued Liability and ongoing administrative expenses. The method is described in detail in Appendix A of this report.

ACTUARIAL VALUE OF ASSETS

Table 1 shows the Plan's Market Value of Assets as of July 1, 2019. This information was provided by Kernutt Stokes, LLP and the District.

Table 2 shows the derivation of the Actuarial Value of Assets based on three-year smoothing.

ACTUARIAL BALANCE SHEET

Table 3 contains the actuarial balance sheet as of July 1, 2019 based on our procedures and assumptions. The Resources equal the Requirements and can be thought of as the amount of funds resulting from:

- (1) the plan's Actuarial Value of Assets which are available for employer-provided benefits, plus
- (2) the Actuarial Present Value of Future Normal Costs to be made by the District in the future, plus
- (3) the Actuarial Present Value of Future Payments to amortize the Unfunded Actuarial Accrued Liability.

The Actuarial Present Value of Benefits is the estimated single sum required on July 1, 2019 which, together with future interest earnings, would accumulate to provide all benefits due under the Plan in the future. The Actuarial Accrued Liability is the Actuarial Present Value of Benefits minus the Actuarial Present Value of Future Normal Costs.

Table 4 shows the development and reconciliation of the Plan's Unfunded Actuarial Accrued Liability as of July 1, 2019.

NORMAL COST

Table 5 shows the development of the Plan's Normal Cost as of July 1, 2019. The Normal Cost can be thought of as the cost of benefits accruing during the plan year that will be paid in the future as retirement, termination, or death benefits.



AMORTIZATION OF THE UNFUNDED ACTUARIAL ACCRUED LIABILITY

Effective with the July 1, 2011 valuation, the amortization of the Plan's Unfunded Actuarial Accrued Liability was reset to a 20-year amortization period with a level dollar payment. As of July 1, 2019, 12 years remain in the closed period. The calculation of the amortization payment is shown on *Table 6*.

RECOMMENDED CONTRIBUTION SCHEDULE

Table 7 shows the recommended employer contribution schedule. The schedule consists of a normal cost rate to cover the ongoing costs of accruing benefits plus a level dollar contribution to cover the amortization of the unfunded liability and payment of administrative expenses. This schedule is required effective July 1, 2019 and thereafter to keep the plan on a sound actuarial basis, according to the procedures and assumptions chosen for this valuation and described in Appendix A of this report.

The current contribution formula recommended in this report is expected to remain stable over the next 12 years, so long as:

- (1) Experience remains reasonably close to that expected according to the actuarial assumptions;
- (2) Current eligibility and benefit provisions remain unchanged; and
- (3) Contributions are made at the recommended rates.

ACCOUNTING STANDARDS

Financial Reporting information under Government Accounting Standards Board (GASB) Statements No. 67 and 68 is issued in a separate report.

ACTUAL AND ESTIMATED PAYOUT OF RETIREMENT BENEFITS

Table 8 contains the actual amounts paid out to participants and beneficiaries in prior years as well as estimated amounts for projected years based on the valuation as of July 1, 2019.

APPENDICES

All of the calculations of the valuation were carried out using certain assumptions as to the future experience of the plan in matters affecting the actuarial cost. Appendix A summarizes these assumptions and describes the actuarial procedures used to calculate costs.

Appendix B outlines the benefit and contribution provisions of the plan.

The membership data that was supplied to us is summarized in Appendix C.

The purpose of Appendix D is to identify, assess, and provide illustrations of risk that are significant to the Plan and, in some cases, to the Plan's participants. Historical data is also included in this section.

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

**MARKET VALUE OF ASSETS
(July 1, 2019)**

Assets

Bank of America	\$ 579,443	
US Bank	17,628,567	
Northern Trust LSV	<u>1,901,616</u>	
Total		\$ 20,109,626

Liabilities

Total		<u>0</u>
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Assets Available for Plan Benefits \$ 20,109,626

Source: Unaudited trial balance as of June 30, 2019 provided by Kernutt Stokes, LLP.



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**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

**ACTUARIAL VALUE OF ASSETS
(July 1, 2019)**

Asset Reconciliation

Plan Year	(1) Market Value of Assets July 1	(2) Employer Contributions	(3) Benefit Payments	(4) Administration Expenses	(5) Cash Flow (2)-(3)-(4)	(6) Actual Investment Income	(7) Market Value of Assets End of Plan Year (1)+(5)+(6)
2018-2019	\$19,126,245	\$1,506,168	\$1,504,188	\$69,893	\$(67,913)	\$1,051,294	\$20,109,626
2017-2018	17,689,287	1,577,474	1,413,238	84,998	79,238	1,357,720	19,126,245

Source: Unaudited trial balances as of June 30, 2018 and June 30, 2019 provided by Kernutt Stokes, LLP.

Actuarial Value of Assets

Plan Year	Actual Investment Rate of Return ⁽¹⁾	Actual Investment Return	Expected 6.25% Investment Return ⁽²⁾	Difference between Actual and Expected
2018-2019	5.51%	\$1,051,294	\$1,193,268	\$(141,974)
2017-2018	7.66%	1,357,720	1,108,057	249,663

⁽¹⁾ Based on market value.

⁽²⁾ Using simple interest and assuming contributions, benefit payments and expenses occur at mid-year.

Market Value of Assets on July 1, 2019	\$ 20,109,626
Add 2/3 of \$141,974 loss	94,649
Subtract 1/3 of \$249,663 gain	<u>(83,221)</u>
Preliminary Actuarial Value of Assets on July 1, 2019	\$ 20,121,054
Final Actuarial Value of Assets as of July 1, 2019 (not less than 80% or greater than 120% of Market Value)	20,121,054
Actuarial Value as a Percentage of Market Value	100%



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**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN
ACTUARIAL BALANCE SHEET AND ACCRUED LIABILITY
(July 1, 2019)**

REQUIREMENTS

Actuarial Present Value of Benefits		
Retirees and Beneficiaries		\$ 18,441,240
Terminated Vested Participants		2,749,433
Hourly Plan Transfers		0
Active Participants		
Retirement Benefits	\$ 11,659,061	
Death Benefits	87,118	
Termination Benefits	<u>139,769</u>	<u>11,885,948</u>
Total Requirements		<u>\$ 33,076,621</u>

RESOURCES

Actuarial Value of Assets		\$ 20,121,054
Unfunded Actuarial Accrued Liability		9,845,782
Actuarial Present Value of Future Normal Costs		<u>3,109,785</u>
Total Resources		<u>\$ 33,076,621</u>

ACTUARIAL ACCRUED LIABILITY

Actuarial Present Value of Benefits		\$ 33,076,621
Actuarial Present Value of Future Normal Costs		<u>(3,109,785)</u>
Actuarial Accrued Liability		<u>\$ 29,966,836</u>

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

**DEVELOPMENT AND RECONCILIATION OF
UNFUNDED ACTUARIAL ACCRUED LIABILITY
(July 1, 2019)**

UNFUNDED ACTUARIAL ACCRUED LIABILITY

Actuarial Accrued Liability	\$ 29,966,836
Actuarial Value of Assets	<u>20,121,054</u>
Unfunded Actuarial Accrued Liability	<u>\$ 9,845,782</u>

RECONCILIATION TO PRIOR VALUATION

Unfunded Actuarial Accrued Liability July 1, 2017	\$ 9,597,464
Changes from July 1, 2017 through June 30, 2019	
Normal Costs	\$ 998,557
Contributions	(3,083,642)
Interest	<u>1,136,532</u>
Total	<u>(948,553)</u>
Expected Unfunded Actuarial Accrued Liability as of June 30, 2019	\$ 8,648,911
Investment (Gain)/Loss	(304,338)
Expense (Gain)/Loss	854
Other Actuarial (Gain)/Loss	(459,588)
Plan Amendments	0
Method Change	0
Assumption Changes	<u>1,959,943</u>
Unfunded Actuarial Accrued Liability July 1, 2019	\$ 9,845,782



**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

**NORMAL COST
(July 1, 2019)**

Retirement Benefits	\$ 406,641
Death Benefits	4,699
Termination Benefits	<u>35,070</u>
Entry Age Normal Cost	<u>\$ 446,410</u>



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**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN
AMORTIZATION OF UNFUNDED ACTUARIAL ACCRUED LIABILITY**

(1)	Unfunded Actuarial Accrued Liability (UAAL) as of July 1, 2019	\$ 9,845,782
(2)	Normal Cost as of July 1, 2019	446,410
(3)	Projected 2019-2020 Contributions*	1,458,782
(4)	Interest at 5.50% to July 1, 2020	<u>526,491</u>
(5)	Projected UAAL as of July 1, 2020 [(1) + (2) – (3) + (4)]	\$ 9,359,901
(6)	12-Year Amortization Factor (Level Dollar; 5.50% interest rate)	9.09254
(7)	12-Year Level Dollar Amortization Payment [(5) ÷ (6)]	\$ 1,029,404

* Projected covered pay of \$2,717,319 times contribution rate of 14.8%, plus \$1,056,619.

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

**DETERMINATION OF RECOMMENDED CONTRIBUTION RATE
(For the Fiscal Years ending June 30, 2021 and June, 30, 2022)**

Considered Pay

(1) Considered Pay throughout Fiscal Year \$ 2,717,319

Development of Normal Cost Contribution Rate

(2) Normal Cost at Beginning of Year \$ 446,410

(3) Normal Cost at Mid-year [(2) x 1.055 ^(1/2)] 458,522

(4) Normal Cost Rate [(3) ÷ (1)] 16.9%

Employer Level Dollar Payment

(5) Allowance for Administrative Expense at Mid-year \$ 75,000

(6) Amortization Payment of the Unfunded Actuarial Accrued Liability
(12-year payment period) \$ 1,029,404

(7) Expense and Amortization Payment at Mid-year
[(5) + (6) x 1.055 ^(1/2)] \$ 1,132,334

Annual Recommended Contribution

<u>Period</u>	<u>Recommended Contribution</u>
July 1, 2018 – June 30, 2020 (from prior valuation report)	14.8% of Covered Pay, plus \$1,056,619 per year
July 1, 2020 – June 30, 2022 [(4) + (7)]	16.9% of Covered Pay, plus \$1,132,334 per year

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

ACTUAL AND ESTIMATED PAYOUT OF RETIREMENT BENEFITS
July 1, 2019

<u>PLAN YEAR BEGINNING</u>	<u>BENEFIT PAYMENTS</u>
2009	\$ 465,832
2010	549,461
2011	791,856
2012	690,418
2013	939,485
2014	1,182,843
2015	1,224,898
2016	1,332,068
2017	1,413,238
2018	1,504,188
2019	1,692,000
2020	1,803,000
2021	1,899,000
2022	2,004,000
2023	2,056,000
2024	2,110,000
2025	2,147,000
2026	2,179,000
2027	2,199,000
2028	2,220,000
2029	2,233,000
2030	2,234,000
2031	2,233,000
2032	2,237,000
2033	2,258,000
2034	2,247,000
2035	2,235,000
2036	2,229,000
2037	2,211,000
2038	2,184,000

The Plan was closed to new entrants as of January 1, 2012. This valuation and the projected benefit payments shown above reflect only participants in the Plan as of July 1, 2019.



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**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN
ACTUAL AND ESTIMATED PLAN CASH FLOWS
July 1, 2019**

PLAN YEAR BEGINNING	BENEFIT PAYMENTS	CONTRIBUTIONS	EXPENSES	NET NON- INVESTMENT CASH FLOW
2009	\$ 465,832	\$ 918,809	\$ 56,456	\$ 396,521
2010	549,461	934,737	70,841	314,435
2011	791,856	1,026,587	78,821	155,910
2012	690,418	1,156,127	101,920	363,789
2013	939,485	1,161,609	87,860	134,264
2014	1,182,843	1,333,241	62,899	87,499
2015	1,224,898	1,174,309	105,822	(156,411)
2016	1,332,068	1,842,970	54,251	456,651
2017	1,413,238	1,577,474	84,998	79,238
2018	1,504,188	1,506,168	69,893	(67,913)
2019	1,692,000	1,459,000	75,000	(308,000)
2020	1,803,000	1,551,000	77,000	(329,000)
2021	1,899,000	1,501,000	79,000	(477,000)
2022	2,004,000	1,465,000	81,000	(620,000)
2023	2,056,000	1,434,000	83,000	(705,000)
2024	2,110,000	1,418,000	85,000	(777,000)
2025	2,147,000	1,395,000	87,000	(839,000)
2026	2,179,000	1,378,000	89,000	(890,000)
2027	2,199,000	1,365,000	91,000	(925,000)
2028	2,220,000	1,351,000	94,000	(963,000)

The Plan was closed to new entrants as of January 1, 2012. This valuation and the projected non-investment cash flows shown above reflect only participants in the Plan as of July 1, 2019. Contributions are based on projected covered pay for the closed active population and assuming the recommended contribution of 16.9% of covered pay plus \$1,132,334 continues through the projection period. Expenses are assumed to increase in the future with the 2.50% inflation assumption.

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN
ACTUARIAL PROCEDURES AND ASSUMPTIONS**

This section of the report describes the actuarial procedures and assumptions used in this valuation. These procedures and assumptions have been chosen on the basis of recent experience of the plan, and current expectations as to future economic conditions.

The assumptions are intended to estimate the future experience of the members of the plan and of the plan itself in areas which affect the projected benefit flow and anticipated investment earnings. Demographic assumptions are based on ongoing participant experience and future expectations. Assumptions for which participant data are limited, such as retiree mortality, are also drawn from published actuarial tables. Any variations in future experience from that expected from these assumptions would result in corresponding changes in the estimated costs of the plan's benefits.

1. ACTUARIAL COST METHOD (Adopted July 1, 2011)

Entry Age Normal Actuarial Cost Method

A method under which the Actuarial Present Value of the Projected Benefits of each individual included in an Actuarial Valuation is allocated on a level basis over the earnings of the individual between entry age and assumed exit age(s). The portion of the Actuarial Present Value allocated to a valuation year is called the Normal Cost. The portion of this Actuarial Present Value not provided for at a valuation date by the Actuarial Present Value of future Normal Costs is called the Actuarial Accrued Liability.

Under this method the excess of the Actuarial Accrued Liability over the Actuarial Value of Assets is the Unfunded Actuarial Accrued Liability (Surplus).

Under this method the Actuarial Gains (Losses), as they occur, reduce (increase) the Unfunded Actuarial Accrued Liability.

The recommended contribution is equal to the Normal Cost as a level percentage of pay plus a level dollar payment to cover the amortization of the Unfunded Actuarial Accrued Liability and ongoing administrative expense in accordance with the District's funding policy.

Beginning July 1, 2011, the Unfunded Actuarial Accrued Liability was reset and amortized as a level dollar amount over a closed 20-year period. As of July 1, 2019, 12 years remain in the closed period.

2. RECORDS AND DATA

The data used in the valuation consist of financial information and records of age, service and income of contributing members. The data was supplied by the District and Kernutt Stokes, LLP, and was accepted for valuation purposes without audit.

3. ADMINISTRATIVE EXPENSE (Adopted July 1, 2015)

It is assumed that the amount required for administrative expenses will be \$75,000 per year, payable throughout the plan year.

4. VALUATION OF ASSETS (Adopted July 1, 2003)

The Actuarial Value of Assets is a market-related asset value. Market returns are smoothed over three years without phase-in as described in Internal Revenue Procedure 98-10. The resulting Actuarial Value of Assets is constrained to be within 20% of the current Market Value of Assets.

Effective July 1, 2011, the Actuarial Value of Assets was reset to the Market Value of Assets. This reset coincided with the closing of the Plan to new entrants, and the switch to a level dollar amortization of the Unfunded Actuarial Accrued Liability.

5. INVESTMENT EARNINGS (Adopted July 1, 2019)

The future investment earnings of the assets of the plan are assumed to accrue at an annual rate of 5.50%, compounded annually, net of investment expenses.

The investment earnings assumption was selected based on the Plan's target asset allocation as of the valuation date, combined with capital market assumptions from several sources, including published studies summarizing the expectations of various investment experts. This information was used to develop forward-looking long-term expected returns, producing a range of reasonable expectations according to industry experts. Based on the resulting range of potential assumptions, in our professional judgment the selected investment return assumption is reasonable and is not expected to have any significant bias.

6. FUTURE SALARIES (Adopted July 1, 2017)

Individual salaries are assumed to increase as follows:

<u>Age</u>	<u>Annual Salary Increase</u>
30 – 34	6.25%
35 – 49	4.25%
50+	2.75%

7. GENERAL INFLATION

Inflation was assumed to be 2.50% per annum in future years. This assumption is used to develop other economic assumptions used for the valuation.

8. MORTALITY (Adopted July 1, 2019)

Active and Retired participants' mortality experience is expected to follow the Pri-2012 Mortality Tables with White Collar adjustment with generational projection using MP-2019 mortality improvement projection scales starting at the 2012 base year.

No deaths were assumed for vested terminated participants prior to retirement.

9. TERMINATIONS FROM EMPLOYMENT OTHER THAN DEATH (Adopted July 1, 2011)

Annual rates are shown below:

<u>Years of Service</u>	<u>Rate of Termination</u>
Less than 2	10%
2 - 3	8%
4 - 5	6%
6 - 14	3%
15 & Up	0%

10. RETIREMENT RATES (Adopted July 1, 2011)

Annual rates are shown below:

<u>Age</u>	<u>Rates of Retirement</u>	<u>Age</u>	<u>Rates of Retirement</u>
55	10%*	62	60%
56	10%*	63	25%
57	10%*	64	25%
58	15%	65	50%
59	15%	66	50%
60	25%	67	100%
61	10%		

* Only apply to participants with 30 or more Years of Service.

11. CONSOLIDATED ANNUAL LEAVE (CAL) (Adopted July 1, 2011)

To estimate the effect of unused CAL and other compensation items, each active member's Final Average Salary is increased by 8% at retirement and 4% at termination from employment for reasons other than retirement.

12. CHANGES IN ACTUARIAL METHOD AND ASSUMPTIONS

- The future investment earnings assumption was decreased from 6.25% to 5.50%.
- The mortality assumption was updated to reflect the Pri-2012 mortality tables and the MP-2019 mortality improvement projection scale. Specifically, the mortality assumption was updated from the RP-2014 Mortality Tables with White Collar adjustment with generational projection using MP-2017 mortality improvement projection scales starting at the 2006 base year to the Pri-2012 Mortality Tables with White Collar adjustment with generational projection using MP-2019 mortality improvement projection scales starting at the 2012 base year.

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

PLAN PROVISIONS

1. Name

Lane Transit District Salaried Employees' Retirement Plan

2. Effective Date

The Plan was effective July 1, 1975. The plan was restated effective July 1, 2015.

3. Plan Year

Fiscal Year Ending June 30

4. Type of Plan

The plan is a trusteed pension plan with a corporate trustee selected by the Employer. The Retirement Committee for the Salaried Plan is responsible for the administration and operation of the plan.

5. Employers Included

Lane Transit District

6. Employees Included

All salaried employees of the District whose first paid hour of work as a salaried employee was performed on or before December 31, 2011.

7. Eligibility for Membership

Salaried employees are eligible for membership on the earlier of first day of July or the first day of January following the day in which the employee was hired by the District. A salaried employee who was otherwise employed by the employer prior to salaried employment and who has a currently effective year of service is eligible on the first day of the month after becoming a salaried employee. No employees may become members on or after January 1, 2012.



8. Credited Service

a. Benefit Credits

Benefit Credits for participants are based on all completed and partial plan years of employment while a salaried employee according to the following table:

<u>Hours Worked or Compensated for in Plan Year</u>	<u>Benefit Credits</u>
1,600 hours or more	1
1,200 to 1,600 hours	3/4
800 to 1,200 hours	1/2
400 to 800 hours	1/4

Participants not compensated on an hourly basis are credited with 45 hours per week of employment, regardless of the actual hours worked.

b. Vesting Credits

An Employee will receive one Vesting Credit for each Plan Year with the District in which he earns 1,000 or more hours of service. No Vesting Credit will be given for less than 1,000 hours in a Plan Year.

9. Normal Retirement

a. Eligibility

A participant is eligible for normal retirement on the first day of the month following his 62nd birthday.

A temporary expansion was made for participants age 56 with 30 Vesting Credits for benefit commencements from January 2010 through July 2011.

b. Benefit

The greater of (i) and (ii) below

- (i) The amount of the monthly benefit payable for life is one-twelfth of 1.67% of Final Average Salary multiplied by the participant's Benefit Credits.

Final Average Salary is the average of the annual Compensation for a participant's three highest consecutive years of employment with the Employer, or all consecutive years if less than three. Such three consecutive years of employment shall be the 36 consecutive calendar months for which the Member's or Inactive Member's compensation was highest. Compensation includes base salary, bonus, overtime, and payments for accrued and unused Consolidated Annual Leave upon termination of employment.

- (ii) The amount of the monthly benefit is one-twelfth of 3.00% of the participant's Final Average Salary multiplied by the participant's Benefit Credits up to a maximum of 25, minus the participant's expected Social Security benefit payable at age 62.

10. Early Retirement

a. Eligibility

A participant may retire at any time after attaining age 55 providing he has five or more Vesting Credits, or at any age with 30 or more vesting credits.

b. Benefit

The benefit is the Normal Retirement Benefit reduced by 1/4% for the first 24 months by which the early retirement date precedes age 60, and by 2/3% for each additional month by which the early retirement date precedes age 60. However, there will be no reduction in the Normal Retirement Benefit for any participant who retires subsequent to age 60, or subsequent to accruing 30 Vesting Credits.

11. Delayed Retirement

a. Eligibility

A participant may elect to delay retirement after his Normal Retirement Date.

b. Benefit

The benefit is calculated in the same way as the Normal Retirement Benefit taking into account the age, service, and final average salary to actual date of retirement.

12. Disability

a. Eligibility

A participant with five or more Vesting Credits may receive a disability benefit at Normal Retirement if the following three conditions are met:

- (1) The participant becomes totally and permanently disabled while in active employment;
- (2) The participant is awarded a Social Security Disability benefit; and
- (3) The participant has applied for a disability benefit under this plan.

b. Benefit

The benefit shall be the Normal Retirement Benefit based upon the salary history to the date of disability and Benefit Credits to the Normal Retirement Date. This benefit is payable at the Normal Retirement Date.

13. Death Benefit

a. Prior to Retirement

The survivor benefit is payable for 120 months in an amount equal to the participant's vested monthly benefit payable at Normal Retirement at the time of the participant's death. This benefit is payable to a surviving spouse or domestic partner, or to a named individual beneficiary or surviving children under age 18.

Survivors of certain participants who die while eligible for early retirement may receive instead a 50% survivor annuity calculated as if the participant had retired on the date of death.

b. After Retirement

The benefit depends on the form of the retirement benefit elected by the participant.

14. Termination of Employment

a. Vesting

An Employee hired before January 1, 2000 will be 20% vested for each Vesting Credit up to a maximum of 100%. An employee hired after December 31, 1999 will be 0% vested until the employee has accrued five vesting credits, at which point the employee will become 100% vested.

Also, a participant is 100% vested when eligible for early or normal retirement.

b. Benefit

On the first of the month following the terminated participant's 62nd birthday, benefit payments will commence equal to the product of the Normal Retirement Benefit (based on service and salary at the time of termination) and his vested percentage. If the participant has five or more Vesting Credits, he may elect to receive an Early Retirement benefit at any time after attaining age 55.

15. Employer Contributions

The Employer will make contributions necessary to fund the Plan's Part 1 benefits on a sound actuarial basis. The Employer shall also contribute a total of 6% to fund the Plan's Part 2 benefits for Eligible Members.

16. Hourly Plan and Salaried Plan Benefit Coordination

If an employee is covered under the Lane Transit District and Amalgamated Transit Union Pension Plan and the Salaried Plan, his Vesting Service under one plan will be used to avoid a Break in Service under the other plan. Combined Credited Service earned under both plans will be used to vest under each plan.

The employee's total monthly retirement benefit will be the sum of the monthly benefit earned under the hourly plan (based on service under the hourly plan) and the monthly benefit under the salaried plan (based on service under the salaried plan). The portion of the benefit earned under each plan will be paid by the respective plan. This total benefit will not be less than the hourly benefit calculated by using the salaried service in addition to his hourly service. Any such increase in the total benefit will be paid by the hourly plan.

17. Plan Changes Since Last Valuation

There were no plan changes since the July 1, 2017 actuarial valuation.

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

PARTICIPANT INFORMATION

The following table shows the number of participants included in the current actuarial valuation.

	Current Valuation 7/01/19	Current Valuation 7/01/17
Active Participants		
Anticipated Annual Compensation	\$ 2,717,319	\$ 3,244,165
Average Age	53.9	54.6
Average Vesting Service	17.3	17.7
Fully Vested Participants	35	42
Non-Vested Participants	0	0
Active with Frozen Benefit	<u>1</u>	<u>0</u>
TOTAL ACTIVE	36	42
Inactive Participants		
Retirees and Beneficiaries	82	75
Vested Terminations	40	42
Hourly Transfers	<u>0</u>	<u>1</u>
TOTAL INACTIVE	122	118
TOTAL PARTICIPANTS	<u>158</u>	<u>160</u>

The total anticipated covered compensation of active members for contribution purposes is \$2,717,319 for the plan year ending June 30, 2020. This figure does not include one active participant with a frozen benefit. The comparable figure from the previous valuation was \$3,153,679 for the plan year ending June 30, 2018. The average anticipated salary per member was \$77,638 this year, an increase from the average anticipated salary of \$76,766 in the prior valuation.

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

**ACTIVE PARTICIPANTS
(As of July 1, 2019)**

Age	Years of Vesting Service							
	0 to 4		5 to 9		10 to 14		15 to 19	
	Count	Average Anticipated Salary	Count	Average Anticipated Salary	Count	Average Anticipated Salary	Count	Average Anticipated Salary
Under 30	0	\$ 0	0	\$ 0	0	\$ 0	0	\$ 0
30 to 34	0	0	0	0	0	0	0	0
35 to 39	0	0	0	0	0	0	1	68,246
40 to 44	0	0	0	0	2	70,611	1	54,642
45 to 49	0	0	0	0	2	89,852	1	80,698
50 to 54	0	0	1	65,875	1	80,698	3	84,607
55 to 59	0	0	0	0	4	63,830	0	0
60 & Up	0	0	1	90,665	3	76,300	2	69,118
Totals	0	\$ 0	2	\$ 78,270	12	\$ 73,820	8	\$ 74,455

Age	Years of Vesting Service							
	20 to 24		25 to 29		30 & Up		All Years	
	Count	Average Anticipated Salary	Count	Average Anticipated Salary	Count	Average Anticipated Salary	Count	Average Anticipated Salary
Under 30	0	\$ 0	0	\$ 0	0	\$ 0	0	\$ 0
30 to 34	0	0	0	0	0	0	0	0
35 to 39	0	0	0	0	0	0	1	68,246
40 to 44	1	113,182	0	0	0	0	4	77,261
45 to 49	1	80,698	0	0	0	0	4	85,275
50 to 54	1	52,770	2	69,118	0	0	8	73,925
55 to 59	2	86,815	0	0	0	0	6	71,492
60 & Up	3	101,868	3	71,724	0	0	12	81,548
Totals	8	\$ 90,735	5	\$ 70,682	0	\$ 0	35*	\$ 77,638

*There is currently 1 participant who is active with a frozen benefit that is not included in this count.



This work product was prepared solely for Lane Transit District Salaried Employees' Retirement Plan for the purposes stated herein, and may not be appropriate to use for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing this work.

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

**SUMMARY OF RETIRED PARTICIPANTS
(As of July 1, 2019)**

<u>Age</u>	<u>Count</u>	<u>Total Monthly Benefit</u>
Under 55	1	\$ 297
55 to 59	1	6,071
60 to 64	15	20,001
65 to 69	32	62,331
70 to 74	16	26,324
75 to 79	6	7,057
80 to 84	7	7,182
85 & Up	<u>4</u>	<u>1,086</u>
Total	82	\$ 130,349

**SUMMARY OF VESTED TERMINATED PARTICIPANTS
(As of July 1, 2019)**

<u>Age</u>	<u>Count</u>	<u>Total Monthly Benefit</u>
Under 30	0	\$ 0
30 to 34	0	0
35 to 39	4	2,455
40 to 44	1	942
45 to 49	1	2,595
50 to 54	8	1,785
55 to 59	11	7,416
60 to 64	9	6,148
65 to 69	4	1,069
70 & Up	<u>2</u>	<u>337</u>
Total	40	\$ 22,747



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LTD REGULAR BOARD MEETING - REVISED

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

**SUMMARY OF ACTIVES WITH FROZEN BENEFIT
(As of July 1, 2019)**

<u>Age</u>	<u>Count</u>	<u>Total Monthly Benefit</u>
Under 30	0	\$ 0
30 to 34	0	0
35 to 39	1	267
40 to 44	0	0
45 to 49	0	0
50 to 54	0	0
55 to 59	0	0
60 to 64	0	0
65 to 69	0	0
70 & Up	<u>0</u>	<u>0</u>
Total	1	\$ 267



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**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN
RISK DISCLOSURE AND HISTORICAL EXHIBITS**

The purpose of this appendix is to identify, assess, and provide illustrations of risks that are significant to the Plan, and in some cases to the Plan's participants. Historical data is also included in this appendix.

The results of any actuarial valuation are based on one set of assumptions. Although we believe the current assumptions provide a reasonable estimate of future expectations, it is almost certain that future experience will differ from the assumptions to some extent. As an example, investments may perform better or worse than assumed in any single year and over a longer time horizon. It is therefore important to consider the potential impacts of these potential differences when making decisions that may affect the future financial health of the Plan, or of the Plan's participants.

In addition, as plans mature they generally accumulate larger pools of assets and liabilities. This increases the potential risk to plan funding and the finances of those who are responsible for plan funding. As an example, it is more difficult for a plan sponsor to deal with the effects of a 10% investment loss on a plan with \$1 billion in assets and liabilities than if the same plan sponsor is responsible for a 10% investment loss on a plan with \$1 million in assets and liabilities. Since pension plans make long-term promises and rely on long-term funding, it is important to consider how mature the Plan is today, and how mature it may become in the future.

Actuarial Standard of Practice No. 51 (ASOP 51) addresses these issues by providing actuaries with guidance for assessing and disclosing the risk associated with measuring pension liabilities and the determination of pension plan contributions. Specifically, it directs the actuary to:

- Identify risks that may be significant to the Plan.
- Assess the risks identified as significant to the Plan. The assessment does not need to include numerical calculations.
- Disclose plan maturity measures and historical information that are significant to understanding the Plan's risks.

ASOP 51 states that if in the actuary's professional judgment, a more detailed assessment would be significantly beneficial in helping the individuals responsible for the Plan to understand the risks identified by the actuary, then the actuary should recommend that such an assessment be performed.

This appendix uses the framework of ASOP 51 to communicate important information about significant risks to the Plan, the Plan's maturity, and relevant historical plan data.

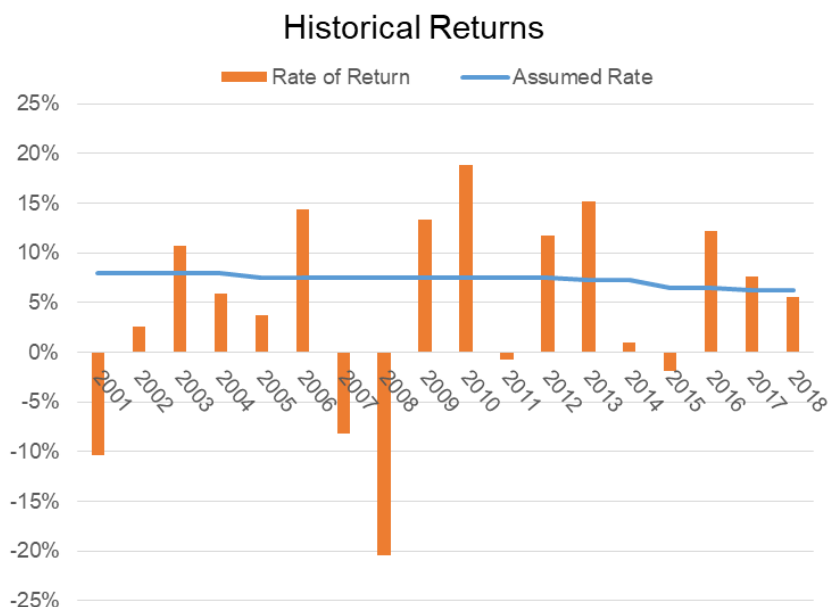
Please let us know if you would like to discuss any of these risks in greater detail.

Investment Risk

Investment risk is the potential that investment returns will be different than expected. We believe this is the most significant potential risk to the future financial health of the Plan.

To the extent that actual investment returns differ from the assumed investment return, the Plan's future assets, funding contributions, and funded status may differ significantly from those presented in this valuation. In particular, if the Plan's investment returns are generally lower than assumed over time, additional funding would be needed compared to that implied by this valuation. The current assumed investment return is 5.50%.

The annualized return for the Plan's assets has been about 4.0% over the last 18 years, and about 8.1% over the last 10 years. More detail on the Plan's investment returns since July 1, 2001 is shown in the chart below.



The Plan's liabilities have been calculated using a discount rate equal to the assumed net investment rate of return of 5.50%. One way to assess the effect of possible future investment return different than assumed is to consider the effect of changing the discount rate. As a general rule, using a lower discount rate results in higher pension liability, and vice versa. The approximate duration of the Plan's pension liability is about 11 years as of the current valuation date. Therefore, if the discount rate were to decrease (increase) by 100 basis points, the estimated increase (decrease) in pension liability would be about 11%.

Demographic Risk

Demographic risks represent the potential that mortality, retirement, or other demographic experience will be significantly different than anticipated by the assumptions used for the valuation.

The pension liabilities reported herein have been calculated by assuming that participants will follow patterns of demographic experience (e.g., mortality, withdrawal, retirement, form of payment election, etc.) as described in Appendix A. If actual demographic experience or future demographic assumptions are different from what is assumed to occur in this valuation, future pension liabilities, funding contributions, and funded status may differ significantly from those presented in this valuation.

Primary demographic risks include:

- **Longevity risk:** the risk that participants live longer than expected, which would result in more payments than projected by this valuation.
- **Decrement risk:** the risk that participants retire, terminate, or become disabled at rates different than expected. For example, the Plan has valuable early retirement benefits. If participants retire at earlier ages than anticipated by the actuarial assumptions and benefit from subsidized early retirement benefits at a greater rate than projected in the valuation, this will increase the ultimate cost of the Plan.

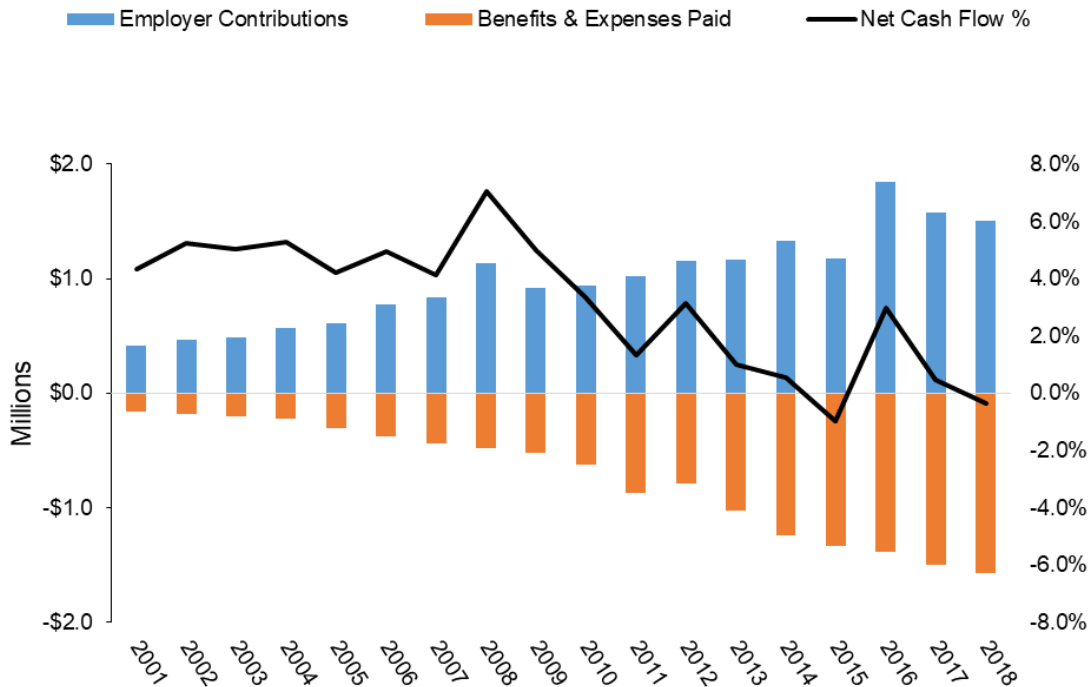
If demographic experience is unfavorable, additional funding would be needed compared to that implied by this valuation. We measure the Plan's demographic experience compared to our expectations each year to ensure our assumptions remain reasonable.

Liquidity Risk

Liquidity risk is the potential that assets must be liquidated at a loss earlier than planned in order to pay for the Plan's benefits and operating costs. This risk is heightened for plans with net negative cash flow (excluding the effect of investment returns), in which contributions do not exceed annual benefit payments plus expenses.

In recent years, the Plan has had low to moderate cash flow requirements because the sum of benefit payments plus expenses has been around the same amount as contributions. As the Plan continues to mature, contribution and investment decisions should be coordinated to manage the risk that assets may need to be liquidated at a loss before planned in order to pay benefits and expenses. Currently, the Plan has a low allocation to illiquid assets such as real estate and private equity, which means it should be possible to efficiently liquidate assets as needed for normal plan benefit payments and expenses. More detail on the Plan's historical net non-investment cash flow for the prior 18 years is shown in the following chart.

Net Cash Flow



The Impact of Plan Maturity

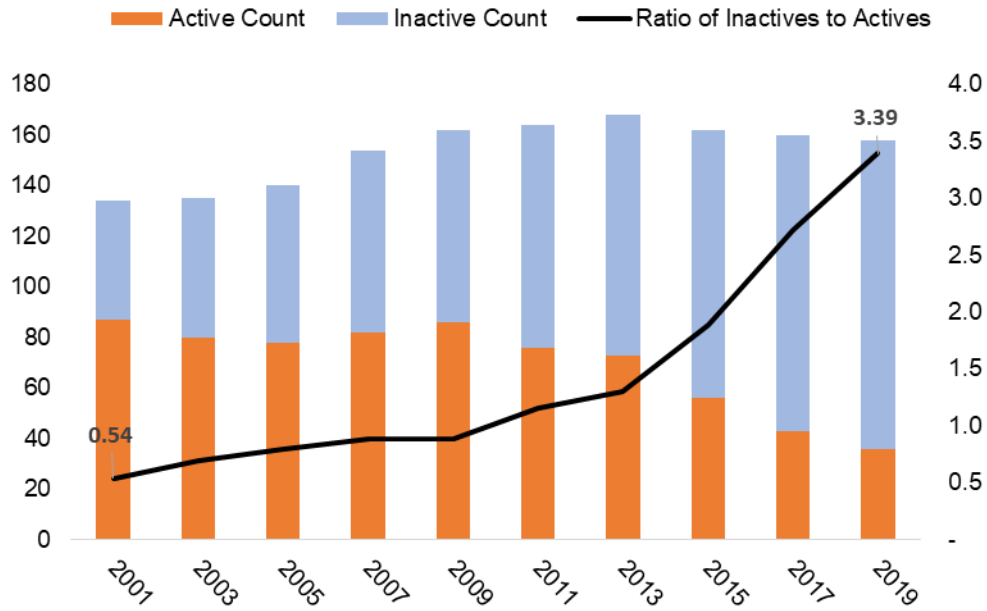
A pension plan’s ability to recover from any underfunding and to respond to any poor experience resulting from the risks described above is significantly affected by its “maturity” level. As a plan’s assets and liabilities grow, the impact of any gains or losses on the assets or liabilities also becomes larger. In addition, as liabilities become more heavily weighted to inactive participants, and/or the non-investment cash flow of a plan grows significantly negative, it can become harder to address underfunding that occurs due to plan experience.

Since the Plan was closed to new entrants after January 1, 2012, it has matured rapidly in recent years and that trend is expected to continue.

One metric of the Plan’s maturity is the ratio of the number of inactive participants (vested inactive participants and individuals in pay status) to active participants. The ratio of inactive participants to active participants has increased from 0.54 as of July 1, 2001 to 3.39 as of the valuation date for this report. In general, an increasing ratio of inactive to active participants is an indicator that the Plan is becoming more mature. More detail on the Plan’s historical ratio of inactive participants to active participants is shown in the following chart.

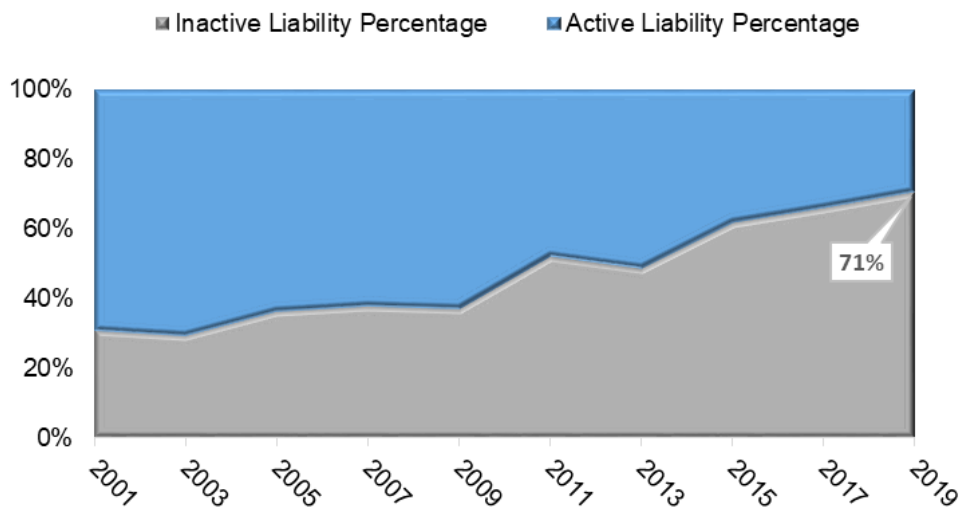


Comparison of Inactive to Active Participants



Another measure of the Plan's maturity is the percentage of Plan liability attributable to inactive participants (vested inactive participants and participants in pay status) compared to the percentage attributable to active participants. The inactive liability for the Plan rose from 31% at July 1, 2001 to 71% as of the valuation date for this report. The percentage of the Plan's liability attributable to active and inactive participants for the current and 18 preceding plan years is shown in the chart below.

Historical Plan Liabilities





AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2020

ITEM TITLE: UPDATED FUND BALANCE AND BUDGETARY RESERVE POLICY

PREPARED BY: Christina Shew, Director of Finance

DIRECTOR: Mark Johnson, Assistant General Manager

ACTION REQUESTED: Adoption

PURPOSE: To request Board adoption of the proposed updated Fund Balance and Budgetary Reserve Policy.

HISTORY: The Fund Balance and Budgetary Reserve Policy dictates the appropriation of unrestricted fund balance reserves maintained for the ongoing operation of the District should adverse unanticipated events jeopardize continuation of transit services. At the April 11, 2018, Budget Committee meeting, it was requested that the Budgetary Reserve Policy be reviewed annually. The Budgetary Reserve Policy was last reviewed and modified at the April 17, 2019, Board meeting.

The District's annual review of the Budgetary Reserve Policy makes policy refinements as follows:

- The approved Statewide Transportation Improvement Fund (STIF) Program included funding for a "Sustainable Services Reserve" for STIF funded operations. The sustainable services reserve amount is determined every three (3) years based on the STIF Committee and Oregon Department of Transportation (ODOT) approval. The policy has been updated to reflect this already implemented practice.
- The current policy indicates that the Budgetary Reserve Policy will be reviewed "routinely". As agreed in the April 11, 2018, Budget Committee meeting, this review will be "annual". The policy has been updated to reflect this already implemented practice.
- The current policy requires a two (2) to six (6) month unrestricted fund balance be maintained within each "operating fund". The LTD Board's guidance has been to increase the reserve to allow transit operation continuity despite unanticipated events. The six (6) month cap limits the LTD Board's flexibility to increase the reserve beyond six (6) months as conditions warrant. The policy has been updated to remove the upper limit cap. Eliminating this upper cap renders the section on "Surplus Unrestricted Fund balance." unnecessary and this section has therefore been removed from the policy.

CONSIDERATIONS: N/A

ALTERNATIVES: The Board may adopt the policy as presented or amend the updated policy and elect to adopt the amended policy at a future Board meeting.

NEXT STEPS: Once adopted, the policy will be included as an attachment to the Board of Directors' Bylaws.

SUPPORTING DOCUMENTATION:

- 1) Updated Fund Balance and Budgetary Reserve Policy – Red lined
- 2) Resolution No. 2020-07-15-043

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-07-15-043:

It is hereby resolved that the LTD Board of Directors adopts the updated Fund Balance and Budgetary Reserve Policy as presented [amended].



RESOLUTION NO. 2020-07-15-043

ADOPTION OF THE REVISED LANE TRANSIT DISTRICT FUND BALANCE AND BUDGETARY RESERVE POLICY

WHEREAS, the Fund Balance and Budgetary Reserve Policy (“Policy”) dictates the appropriation of unrestricted fund balance reserves maintained for the ongoing operation of Lane Transit District (“District”) should adverse unanticipated events jeopardize continuation of transit services;

WHEREAS, the Policy is reviewed annually;

WHEREAS, the Policy was last modified at the April 17, 2019, Board meeting; and,

WHEREAS, the District’s annual review of the Policy makes the following refinements:

- The approved Statewide Transportation Improvement Fund (STIF) Program included funding for a “Sustainable Services Reserve” for STIF funded operations. The Sustainable Services Reserve amount is determined every three (3) years based on the STIF Committee and Oregon Department of Transportation approval. The Policy has been updated to reflect this already implemented practice.
- The Policy states that it will be reviewed “routinely”. As agreed in the April 11, 2018, Budget Committee meeting, this review will be “annual”. The Policy has been updated to reflect this already implemented practice.
- The current Policy requires a two (2) to six (6) month unrestricted fund balance be maintained within each operating fund. The LTD Board of Directors’ (“Board”) guidance has been to increase the reserve to allow transit operation continuity despite unanticipated events. The six (6) month cap limits the Board’s flexibility to increase the reserve beyond six (6) months as conditions warrant. The Policy has been updated to remove the upper limit cap. Eliminating this upper cap renders the section on Surplus Unrestricted Fund Balance unnecessary and this section has therefore been removed from the Policy.

NOW, THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors, approves a resolution as follows:

- Approving the revised Fund Balance and Budgetary Reserve Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15TH DAY OF JULY, 2020.

Board President, Carl Yeh

LANE TRANSIT DISTRICT
FUND BALANCE AND BUDGETARY RESERVE POLICY

PURPOSE

This policy addresses the goals of the Lane Transit District Board of Directors ("Board") regarding the level of unrestricted fund balance maintained for operating funds. Unrestricted fund balance is the District's working capital available for the ongoing operation of the District and is subject to the limitations defined by this policy. This policy considers unanticipated events that could adversely affect the financial condition of the District and jeopardize the smooth continuation of necessary transit services. Having such a policy will ensure that the District maintains adequate working capital/fund balance in order to:

- ~~a. Provide sufficient cash flow for daily operational needs and for outflows such as grant-funded capital expenditures prior to the District being reimbursed by granting agencies,~~
- ~~b. Provide additional Statewide Transportation Improvement Fund (STIF) cash reserves to sustain expanded transit services~~
- b. Provide funds for unforeseen expenditures related to emergencies,
- c. Offset significant economic downturns that result in decreasing payroll-related tax revenue, and
- d. Secure and maintain investment-grade bond ratings.

This policy supersedes all previous policies regarding the District's fund balance and reserve policies.

BACKGROUND

A formal fund balance policy has been in effect since January 1994. This policy is reviewed ~~annually to make sure that it reflects current needs based on the strength of the local economy, the outlook for federal funds' availability, and the need to cover price volatility for major materials and supplies.~~

POLICY

Unrestricted Fund Balance

The District will maintain an unappropriated fund balance in the operating funds ~~of no less than two months of budgeted operating expenditures plus STIF funded cash reserves as provided by the Oregon Department of Transportation.~~ The level of unappropriated fund balance will be determined annually during the budget process. This balance will constitute the working capital of the District and provide a source of funding for emergencies and economic downturns. ~~The level of STIF funded cash reserves will be determined every 3 years as part of the STIF application and approval process.~~

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In the event of an emergency, the fund balance can be appropriated for use through a resolution, ordinance, or supplemental budget adopted by the Board of Directors. Examples of possible uses include, but are not limited to, the following:

- A major bus or vehicle accident,
- An unusually high number of liability claims,
- An unusually high number of unemployment claims,
- Accidental loss of a utility vehicle,
- Fuel price volatility,
- An economic downturn resulting in lower payroll tax receipts, or
- A loss of funding source.

Replenishing Deficiencies

In the event that the fund balance falls below the minimum threshold, the Board must approve, within six months of budget adoption, a restoration plan to correct the shortage within a three-year period. Restoration plans may include reducing recurring expenditures to eliminate a structural deficit, by increasing revenues or pursuing other funding sources, or by some combination of these and/or other strategies.

This policy is developed under the guidance of the Oregon Revised Statutes (ORS 294.398) and the Oregon Administrative Rules (150-294.0440), which control in the event of any ambiguity.

BOARD DESIGNATED BUDGETARY RESERVES

The Board may appropriate specific budgetary reserves as deemed prudent. The Board may establish annual appropriated reserves for Self-insurance/risk and General Fund operating contingency.

By Board resolution, the self-insurance reserve can be used during the year to cover unanticipated insurance claims in excess of those otherwise covered through the District's insurance programs or budgeted for in the annual operating budget.

The General Fund operating contingency may be appropriated for other significant expenditures as they become necessary that could not be reasonably foreseen or planned for in the budget.

APPLICABILITY AND PRIORITIZATION OF FUND BALANCE USE

This policy pertains to the management of the unrestricted amount of available fund balance. Some portion(s) of fund balance may be restricted for legal or contractual reasons. When an expenditure is incurred for purposes for which both restricted and unrestricted amounts are available, it will be the policy of the District to consider restricted amounts to have been reduced first.

IMPLEMENTATION AND REVIEW

Upon adoption of this policy, the Board authorizes the Director of Finance to establish any standards and procedures which may be necessary for its implementation. The Director of

Deleted: Surplus Unrestricted Fund Balance ¶
Should the fund balance in the operating funds exceed the maximum six-month expense range, the District will consider such fund balance surplus as one-time funding available to be appropriated for nonrecurring expenses during the annual budget process. Appropriate uses include, but are not limited to, accelerated debt /liability reduction and capital outlays, such as for bus or facility replacement or programmed capital expansion where any resulting future ongoing outlays are anticipated and accounted for in the District's Community Investment Plan and Long-Range Financial Plan. ¶
Surplus fund balance designated for capital investment will be transferred to the Capital Projects Fund. ¶

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Finance shall review this policy at least annually and make any recommendations for changes to the Budget Committee of the Board of Directors prior to adoption by the Board.

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EXEMPTIONS

The Board of Directors, under its authority in setting the District's annual budget, may choose to adopt an annual budget that does not maintain the minimum fund balances identified in this policy.

MAINTENANCE

The Budget Committee of the Board of Directors is responsible for the maintenance of this policy, with staff assistance from the Director of Finance.

Administrative Policies & Procedures
20~~20~~-05-20 (Revised)
Adopted by LTD Board of Directors: _____

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AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2020
ITEM TITLE: UPDATED LTD ATU LOCAL 757 PENSION FUNDING POLICY
PREPARED BY: Christina Shew, Director of Finance
DIRECTOR: Mark Johnson, Assistant General Manager
ACTION REQUESTED: Adoption

PURPOSE: To request Board adoption of the proposed updated Lane Transit District (LTD) Amalgamated Transit Union (ATU) Local 757 Pension Funding Policy.

HISTORY:

Amalgamated Transit Union, Local No. 757 Pension Trust: The ATU, Local No. 757 Pension Trust (Trust) is a tax-exempt trust that holds assets and funds benefits under a single employer defined benefit plan of the same name. The assets of the Pension Plan (Plan) are held for the exclusive benefit of participants and beneficiaries under the terms of the retirement plan established pursuant to collective bargaining agreements between LTD and Division 757 of the ATU (AFL-CIO) (ATU Division 757) and cannot be used to pay any benefits or expenses of any other retirement plan or trust. The benefits are funded by employer contributions and earnings from Plan investments.

LTD Board's role in the Trust: LTD's adopted FY2020-2021 Budget includes funding for the Trust which the LTD Board authorized. The FY2019-2020 budgeted Plan contribution rate was \$5.69/hour worked.

On May 13, 2020, Milliman provided a preliminary actuarial valuation for the Plan. This valuation recommended a contribution funding level of \$3.16/hour plus an annual payment of \$1,927,006 for FY2020-2021 and \$3.25 plus an annual payment of \$1,984,816 for FY2021-2022 which assumes an investment return rate of 5.75%. The actuary's investment return assumption and associated contribution rate was passed unanimously by the pension plan trustees at the May 13, 2020 pension trustee meeting. The contribution rate that was passed by the trustees and included in the LTD Board adopted FY2020-2021 Budget, has an estimated increase to the LTD budgeted expenditures of \$407,606 for FY21.

As of January 1, 2020, the Plan's liabilities exceed the Plan's assets by \$16.5 million which is a 67.7% funded status. At that time, the actuarial value of the assets were \$31.9 million with a plan to be fully funded by 2040. As a result of COVID 19, the market has lost significant ground which is a potential setback to achieving a fully funded Plan by 2040.

The CARES Act was approved on March 27 and provides \$25 billion in Federal assistance to support the transit industry. Of that \$25 billion, LTD is eligible for \$25 million. The CARES Act funding can be used for net operating expenses and revenue losses incurred as a result of COVID 19, including the operating cost to fund the additional \$407,606 increase in contribution to gain back a fraction of asset value lost as a result of the COVID 19 pandemic.

Administrative Change: The role of Chief Financial Officer has been replaced in the document with Executive Officer of the Pension Trust Committee.

CONSIDERATIONS: N/A

ALTERNATIVES: The Board may adopt the policy as presented or amend the updated policy and elect to adopt the amended policy at a future Board meeting.

NEXT STEPS: Once adopted, the policy will be included as an attachment to the Board of Directors' Bylaws.

SUPPORTING DOCUMENTATION:

- 1) LTD ATU Local 757 Pension Funding Policy– Redlined
- 2) ATU Actuarial report as of June 3, 2020
- 3) Resolution No. 2020-07-15-044

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-07-15-044:

It is hereby resolved that the LTD Board of Directors adopts the updated Fund Balance and Budgetary Reserve Policy as presented [amended].



RESOLUTION NO. 2020-07-15-044

ADOPTION OF THE REVISED LANE TRANSIT DISTRICT (“LTD) AMALGAMATED TRANSIT UNION (“ATU”) LOCAL 757 PENSION FUNDING POLICY

WHEREAS, the ATU, Local No. 757 Pension Trust (“Trust”) is a tax-exempt trust that holds assets and funds benefits under a single employer defined benefit plan of the same name;

WHEREAS, the assets of the Pension Plan (“Plan”) are held for the exclusive benefit of participants and beneficiaries under the terms of the retirement plan established pursuant to collective bargaining agreements between LTD and Division 757 of the ATU (AFL-CIO) (ATU Division 757) and cannot be used to pay any benefits or expenses of any other retirement plan or trust;

WHEREAS, LTD’s adopted Fiscal Year 2020-2021 (“FY21”) Budget includes funding for the Trust, which the LTD Board of Directors (“Board”) authorized;

WHEREAS, the FY2019-2020 budgeted Plan contribution rate was \$5.69 per hour worked;

WHEREAS, on May 13, 2020, Milliman provided a preliminary actuarial valuation for the Plan;

WHEREAS, the valuation recommended a contribution funding level of \$3.16 per hour plus an annual payment of \$1,927,006 for FY2020-2021 and \$3.25 plus an annual payment of \$1,984,816 for Fiscal Year 2021-2022, which assumes an investment return rate of 5.75%;

WHEREAS, the actuary’s investment return assumption and associated contribution rate was passed unanimously by the pension plan trustees at the May 13, 2020, pension trustee meeting;

WHEREAS, the contribution rate that was passed by the trustees and included in the LTD Board adopted FY2020-2021 Budget, has an estimated increase to the LTD budgeted expenditures of \$407,606 for FY2020-2021;

WHEREAS, as of January 1, 2020, the Plan’s liabilities exceed the Plan’s assets by \$16.5 million, which is a 67.7% funded status;

WHEREAS, the actuarial value of the assets were \$31.9 million with a plan to be fully funded by fiscal year 2040;

WHEREAS, the CARES Act was approved on March 27, 2020, and provides \$25 billion in Federal assistance to support the transit industry;

WHEREAS, of the \$25 billion CARES Act, LTD is eligible for \$25 million;

WHEREAS, the CARES Act funding can be used for net operating expenses and revenue losses incurred as a result of COVID 19, including the operating cost to fund the additional \$407,606 increase in contribution to gain back a fraction of asset value lost as a result of the COVID 19 pandemic; and,

WHEREAS, the role of Chief Financial Officer has been replaced in the document with Executive Officer of the Pension Trust Committee.

NOW, THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors, approves a resolution as follows:

- Approving the revised ATU Local 757 Pension Funding Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15TH DAY OF JULY 2020.

Board President, Carl Yeh

**LANE TRANSIT DISTRICT
PENSION PLAN FOR BARGAINING UNIT EMPLOYEES**

Pension Funding Policy and Objectives

The Lane Transit District and Amalgamated Transit Union Local No 757 Pension Trust is a tax-exempt trust that holds assets and funds benefits under a single employer defined benefit plan of the same name. The assets of the Plan are held for the exclusive benefit of participants and beneficiaries under the terms of the retirement plan established pursuant to collective bargaining agreements between Lane Transit District and Division 757 of the Amalgamated Transit Union (AFL-CIO) (ATU Division 757) and cannot be used to pay any benefits or expenses of any other retirement plan or trust. The benefits are funded by employer contributions and earnings from Pension Plan investments. The funding policy is established to systematically fund the liabilities of the Plan on a sound actuarial basis. This funding policy may be amended by the Board at any time, for any reason.

1. PURPOSE OF THIS DOCUMENT

Lane Transit District hereby establishes this Pension Funding Policy ("Funding Policy") for the Lane Transit District and Amalgamated Transit Union Local No. 757 Pension Trust (Plan). The Funding Policy will provide a process for determining appropriate minimum contributions to the Plan on a regular basis. The Funding Policy reflects contribution levels that, at a minimum, provide funding as agreed in the Working and Wage Agreement. At January 1, 2020, the Plan had a funded ratio of 67.7 percent.

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2. AUTHORITY

The Plan was established by Lane Transit District in 1972 pursuant to a collective bargaining agreement and is governed by the 2008 Restatement of the Pension Plan for Bargaining Unit Employees of Lane Transit District. Section 16.1 of the Plan discusses the Employer making contributions to the Plan. The Plan is a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code.

3. ROLES AND RESPONSIBILITIES

A. Overall Structure

i. Lane Transit District Board of Directors

The Lane Transit District Board of Directors is ultimately responsible for authorization of District spending, including funding of pension trusts, via the annual Adopted Budget. The Board hereby appoints Lane Transit District's Executive Officer of the Pension Trust Committee as liaison with actuaries and other professionals necessary to calculate funding amounts for the Plan.

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B. Roles and Responsibilities of the Executive Officer of the Pension Trust Committee

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i. The responsibilities of the Executive Officer of the Pension Trust Committee include the following:

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- a. Work with actuaries to calculate minimum annual funding amounts;
- b. Delegate to, and monitor the performance of, accounting staff who will complete regular funding of contributions as calculated by the actuaries and appropriated in the annual budget; and
- c. Maintain a reporting system that provides a clear picture of the status of plan funding to the Board.

C. Roles and Responsibilities of the Actuary

The actuary will provide studies that will:

- i. Determine the long-term obligations faced by the Plan through biennial actuarial valuations, and
- ii. Calculate minimum plan contributions in accordance with the Funding Policy.

4. FUNDING POLICY OBJECTIVES

Over the long term, the funding objective is to achieve a fully funded status. Funding will be determined on an actuarial basis and will, at a minimum, comply with amortization requirements as defined in the Working and Wage Agreement. The annual contributions will cover actuarially determined normal costs of service for active employees plus a level dollar amount to cover administrative costs plus an amortized amount to cover the unfunded liability over a 20-year period. Amortization payments are calculated on a "layered" basis, meaning that with each valuation any unexpected increase or decrease in liability is amortized over the ensuing 20 years.

5. ACTUARIAL COST METHOD

The actuarial cost method is the method used to allocate the pension costs (and contributions) over an employee's working career. The accruing costs of all benefits are measured by the Individual Entry Age Normal Cost Method. Under this method, the Actuarial Present Value of the Projected Benefits of each individual included in the Actuarial Valuation is allocated on a level basis over the service of the individual between entry age and assumed exit age(s). The portion of the Actuarial Present Value allocated to a valuation year is called the Normal Cost. The policy objective is that each participant's benefit should be fully funded under a reasonable allocation method by the expected retirement date.

6. ASSET SMOOTHING METHOD

The asset smoothing method is the method used to recognize gains or losses in pension assets over a period of time to reduce the impact of market volatility and to provide stability to contributions. The asset smoothing method will be consistently applied to both gains and losses and will not be reset as a result of high or low investment returns. For purposes of the calculation, a three-year period for "smoothing" investment experience will be used. The resulting actuarial value of assets will be not less than 80 percent nor greater than 120 percent of the market value of assets on the valuation date.

7. INVESTMENT RETURN ASSUMPTIONS

For purposes of the calculation, investment return assumptions will be evaluated by an independent pension investment advisor and the actuaries on a regular basis (at a minimum every two years) and should reflect the nature of the investments held in the plan and the historical and projected return rates anticipated for the investments. Currently, the rate of return assumption for the Plan is ~~5.75~~ percent.

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8. AMORTIZATION POLICY

The amortization policy determines the length of time and structure of the payments required to systematically fund actuarial accrued liability not covered by the actuarial value of assets. The amortization policy for the Plan will have an overall goal of stable costs for the District and intergenerational equity of costs (thus, the cost of the benefit is paid by the generation of tax and fare payers who receive the services). Amortization payments are calculated on a “layered” basis, meaning that with each valuation any unexpected increase or decrease in liability is amortized over the ensuing 20 years. In 2014, past service benefits for ATU members were increased from a multiplier of \$64 to \$65.50 per year of Current Service. This one-time increase in actuarial liability was amortized over 10 years.

9. FREQUENCY OF CALCULATION

The calculation of the actuarially determined contribution (ADC) will be completed on a biennial basis, in conjunction with the calculation of the Pension Liability. The ADC will be considered the minimum funding amount for the year. Funding amounts will be determined via the annual budget process and may exceed the ADC.



LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION, LOCAL NO. 757, PENSION TRUST

January 1, 2020 Actuarial Valuation

Prepared by:

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Principal and Consulting Actuary

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This report was prepared solely for the Trustees of the LTD-ATU Pension Trust for the purposes described herein and may not be appropriate for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing this report.

LTD REGULAR BOARD MEETING - REVISED



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June 3, 2020

Trustees
Lane Transit District and
Amalgamated Transit Union,
Local No. 757, Pension Trust

Dear Trustees:

At your request, we have completed an actuarial valuation of the Lane Transit District and Amalgamated Transit Union, Local No. 757, Pension Trust as of January 1, 2020 for determining the actuarially determined contribution for the fiscal years beginning July 1, 2020 and July 1, 2021. The figures herein will also provide the basis for later financial reporting under Government Accounting Standards Board (GASB) Statements No. 67 and 68. The results of the valuation are contained in the following report and are summarized in Section 2. This report reflects the benefit provisions in effect as of January 1, 2020.

In preparing our report, we relied without audit upon the employee and unaudited financial data furnished by the District and Kernutt Stokes, LLP. In our examination of these data, we have found them to be reasonably consistent and comparable with data used for other purposes. We also relied on the Plan document and amendments provided by the Plan's attorney. Since the valuation results are dependent on the integrity of the data supplied, the results can be expected to differ if the underlying data is incomplete or missing. It should be noted that if any data or other information is inaccurate or incomplete, our calculations may need to be revised.

We hereby certify that all costs, liabilities, rates of interest, and other factors for the Plan have been determined on the basis of actuarial assumptions and methods which are individually reasonable, (taking into account the experience of the Plan and reasonable expectations); and which, in combination, offer our best estimate of anticipated experience affecting the Plan. Further, in our opinion, each actuarial assumption used is reasonably related to the experience of the Plan and to reasonable expectations which, in combination, represent our best estimate of anticipated experience under the Plan. Nevertheless, the emerging costs will vary from those presented in this report to the extent actual experience differs from that projected by the actuarial assumptions.

This valuation report is only an estimate of the Plan's financial condition as of a single date. It can neither predict the Plan's future condition nor guarantee future financial soundness. Actuarial valuations do not affect the ultimate cost of Plan benefits, only the timing of Plan contributions. While the valuation is based on an array of individually reasonable assumptions, other assumption sets may also be reasonable and valuation results based on those assumption sets would be different. No one set of assumptions is uniquely correct. Determining results using alternative assumptions is outside the scope of our engagement.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law.

Actuarial computations presented in this report are for purposes of determining the recommended funding levels for the Lane Transit District and Amalgamated Transit Union, Local No. 757, Pension Trust. Actuarial computations for purposes of fulfilling financial accounting requirements under GASB Statements No. 67 and 68 are issued in a separate report. The computations for these two purposes may differ as disclosed in the report. The calculations in the enclosed report have been made on a basis consistent with our understanding of the Trustees' funding policies. Determinations for purposes other than meeting these requirements may be significantly different from the results contained in this report. Accordingly, different determinations may be needed for other purposes.

Milliman's work product was prepared exclusively for the Trustees of the Lane Transit District and Amalgamated Transit Union Local No. 757, Pension Trust for a specific and limited purpose. To the extent that Milliman's work is not subject to disclosure under applicable public records laws, Milliman's work may not be provided to third parties without Milliman's prior written consent. Milliman does not intend to benefit or create a legal duty to any third party recipient of its work product. Milliman's consent to release its work product to any third party may be conditioned on the third party signing a Release, subject to the following exception(s):

- (a) The Trustees may provide a copy of Milliman's work, in its entirety, to the Plan's professional service advisors who are subject to a duty of confidentiality and who agree to not use Milliman's work for any purpose other than to benefit the Plan.
- (b) The Trustees may provide a copy of Milliman's work, in its entirety, to other governmental entities, as required by law.

No third party recipient of Milliman's work product should rely upon Milliman's work product. Such recipients should engage qualified professionals for advice appropriate to their own specific needs.

The consultants who worked on this assignment are pension actuaries. Milliman's advice is not intended to be a substitute for qualified legal or accounting counsel.

The signing actuaries are independent of the plan sponsor. We are not aware of any relationship that would impair the objectivity of our work.

On the basis of the foregoing, we hereby certify that, to the best of our knowledge and belief, this report is complete and accurate and has been prepared in accordance with generally recognized and accepted actuarial principles and practices. We are members of the American Academy of

Trustees
Lane Transit District and Amalgamated Transit Union
Local No. 757, Pension Trust
June 3, 2020
Page 3

Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

We respectfully submit the following report, and we look forward to discussing it with you.

Sincerely,



Scott Preppernau, FSA, EA, MAAA
Principal and Consulting Actuary



Lacey R. Engle, ASA, EA, MAAA
Consulting Actuary

SDP/LRE:med
encl.

**LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST**

**ACTUARIAL VALUATION
AS OF JANUARY 1, 2020**

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**LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST**

SECTION 1

SCOPE OF THE REPORT

This report presents the results of the actuarial valuation for the plan year beginning January 1, 2020. The purpose of this valuation is to determine the funded status of the plan as of January 1, 2020 and develop the actuarially determined contribution for the fiscal years beginning July 1, 2020 and July 1, 2021.

A summary of the findings resulting from this valuation is presented in Section 2 of the report. The discussion found in Section 3 describes the actuarial concepts and methods upon which the findings are based. Tables 1 through 7 of that section summarize the calculations that led to our findings.

Table 8 shows the projected benefit payments expected to be made to participants and beneficiaries based on the actuarial assumptions detailed in this report.

Appendix A outlines the benefit and contribution provisions of the Plan.

All of the calculations of the valuation were carried out using certain assumptions as to the future experience of the plan in matters affecting the actuarial cost. Appendix B summarizes the most important of these assumptions and describes the actuarial procedures used to calculate costs.

The membership data that was supplied to us is summarized in Appendix C.

**LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST**

SECTION 2

SUMMARY OF THE FINDINGS

The following is a summary of the more important figures developed in this valuation, together with comparable figures from the prior valuation report.

	<u>January 1, 2018</u>	<u>January 1, 2020</u>
Covered Active Members	262	240
Compensable Hours Over Which Normal Cost Contribution Rate is Calculated	545,000	510,000
Average Hours	2,080	2,125
Average Age	50.3	50.0
Average Years of Employment	10.5	10.3
Plan Assets		
Market Value	\$ 29,412,605	\$ 32,496,437
Actuarial Value	29,412,605	31,906,631
Investment Rate of Return*		
Market Value	11.6%	4.5%
Actuarial Value	4.6%	3.5%
Funded Status		
Actuarial Value of Assets	\$ 29,412,605	\$ 31,906,631
Actuarial Accrued Liability	41,498,472	47,162,399
Funded Ratio	70.9%	67.7%
Actuarially Determined Contribution		
Hourly Normal Cost Contribution Rate	\$2.76**	\$3.16
Total Amortization Payment	\$1,556,938	\$1,927,006
* Compound annual rate for the two-year period ending on the valuation date.		
** In the June 1, 2018 valuation the Actuarially Determined Contribution was presented as a single dollars-per-hour rate that included both the Normal Cost and Amortization Payment. This rate was \$5.52 per hour for the 2018-2019 fiscal year and \$5.69 per hour for the 2019-2020 fiscal year.		

Actuarially Determined Contribution

The Plan's contribution can be broken down into two main components. The Normal Cost is the cost attributed to active participants' service during the year. Put another way, the Normal Cost represents the cost of benefits earned by active participants during the year. The Normal Cost also includes a load for estimated administrative expenses. The remainder of the contribution goes towards paying down the Plan's Unfunded Actuarial Accrued Liability.

Based on the January 1, 2020 valuation results, we developed the following actuarially determined contribution:

	<u>July 1, 2020 to June 30, 2021</u>	<u>July 1, 2021 to June 30, 2022</u>
Hourly Normal Cost Contribution Rate	\$3.16	\$3.25
Total Amortization Payment	\$1,927,006	\$1,984,816

The above contribution split reflects the time between the valuation date and the District's implementation of the actuarially determined contribution, assumes 3.0% annual increases in payroll, and also reflects the updated assumptions adopted for the January 1, 2020 valuation.

In the 2020 valuation, the Normal Cost contribution rate and total amortization payment increased. The primary drivers of these increases were changes to actuarial assumptions, such as a lower assumed rate of investment return, and the actual investment experience for the 2018-2019 period, which was less than the assumed return from the prior valuation.

Changes in Funded Status

The changes in the status of the Plan's funding since the last valuation is detailed below:

Valuation Funded Status Reconciliation	
	Funded Status
January 1, 2018 Valuation	70.9%
<u>Changes</u>	
Expected Change in Funded Status	5.0%
Investment Experience	(4.1)%
Changes to Covered Population	0.3%
Changes in Assumptions and Methods	<u>(4.4)%</u>
Total Change	(3.2)%
January 1, 2020 Valuation	67.7%

Effect of Investment Experience

The Plan's investment return for the two-year period ending December 31, 2019 is summarized below:

	<u>Market Value</u>	<u>Actuarial Value</u>
2018 Investment Rate of Return	(6.2)%	(0.6)%
2019 Investment Rate of Return	16.4%	7.9%
Compound Annual Return for 2018-2019	4.5%	3.5%

Due to investment returns falling short of the 6.50% assumed rate of return, the Plan experienced an actuarial loss on assets of \$1.8 million. Unrecognized net investment gains of \$0.6 million are currently being deferred by the Plan's asset valuation method. These gains will be recognized in the next valuation.

Effect of Demographic Experience

During the past two years, liabilities grew less quickly than expected due to demographic experience. Later than expected retirement among members and higher turnover than expected contributed to an improvement in the Plan's funded status relative to expectations. This improvement in funded status was somewhat offset by a significant number of newly hired members.

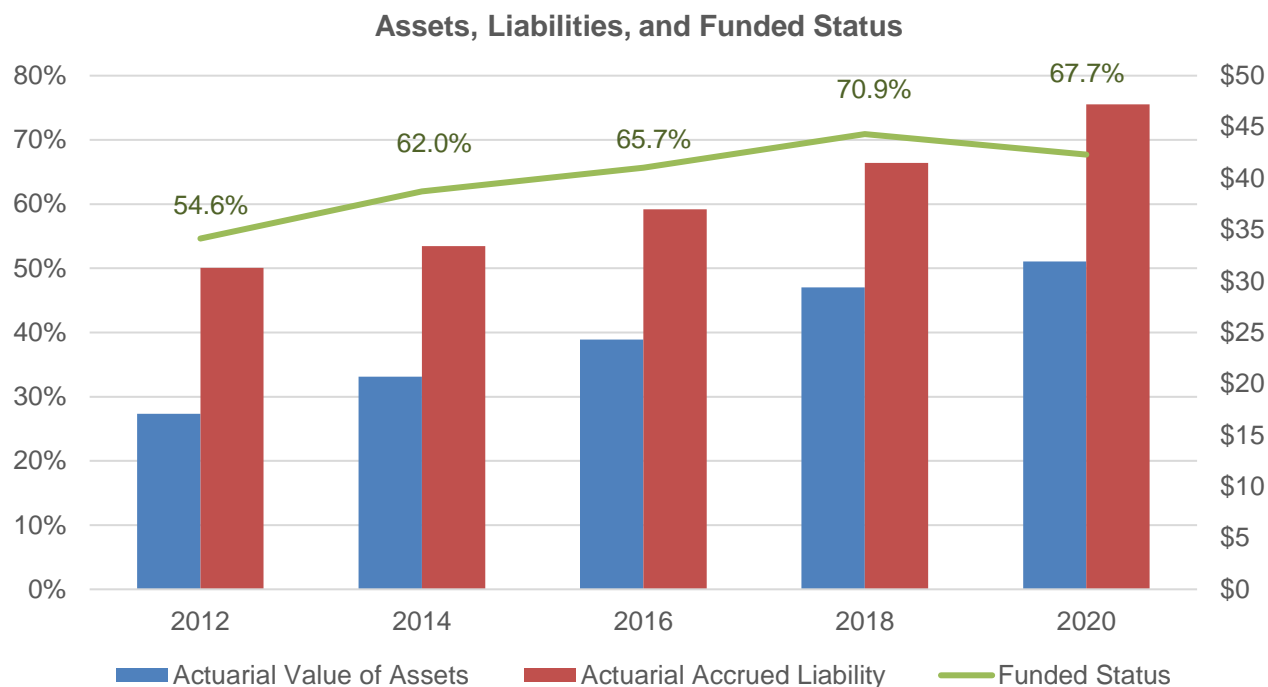
We continue to review the Plan's demographic assumptions, and may recommend changes to these assumptions in future valuations.

Plan Changes

There have been no plan changes since the last valuation that had a material impact on liabilities. The most recent Working and Wage Agreement between ATU and LTD is reflected in this valuation. The benefit multipliers in that agreement are materially similar to those anticipated in the 2018 valuation, with any differences being captured in the Liability Gain/Loss line on Table 4.

Summary of Recent Funded Status

Following is a summary of the Plan's funded status over the most recent five valuations. Dollar figures shown are in millions.



Assumption and Method Changes

The actuarially determined contribution is also impacted by the following changes to the assumptions since the prior valuation:

- The future investment earnings assumption was reduced from 6.50% to 5.75% per annum, net of investment expenses, to better reflect forward-looking expectations for investment returns. This change increased the actuarial liability by \$3.3 million.
- The mortality assumption was updated to reflect the Pri-2012 mortality tables and the MP-19 mortality improvement projection scale. Specifically, the mortality assumption was updated from the RP-2014 Mortality Tables with Blue Collar adjustment with generational projection using MP-2017 mortality improvement projection scales starting at the 2006 base year and one-year set-forward to the Pri-2012 Mortality Tables with Blue Collar adjustment with generational projection using MP-2019 mortality improvement projection scales starting at the 2012 base year and a one-year set-forward. This change decreased the actuarial liability by \$361,000.
- Based on information provided by the District and Kernutt Stokes, total compensable hours for the 2020 Plan year were assumed to be 510,000 for purposes of calculating the normal cost contribution rate.
- Beginning with the fiscal year ending June 30, 2021, the actuarially determined contribution is calculated as a dollar-per-hour Normal Cost rate and a total dollar amortization payment starting July 1, 2020. Both components of the actuarially determined contribution are still assumed to increase 3% per year.

**LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST**

SECTION 3

DISCUSSION OF THE VALUATION

A fundamental principle in financing the liabilities of a retirement program is that the cost of its benefits should be related to when those benefits are earned, rather than to when they are paid. There are a number of methods in use for making such a determination.

The method used for this valuation is referred to as the Individual Entry Age Normal Actuarial Cost Method with Normal Cost calculated as a percentage of pay. This method produces an actuarially determined contribution equal to the Normal Cost plus an amortization of the Unfunded Actuarial Accrued Liability expressed as a dollar amount per hour. This method is described in detail in Appendix B of this report.

ACTUARIAL VALUE OF ASSETS

Table 1 details the change in the Plan's Market Value of Assets since the last valuation. This information is based on the financial data provided by Kernutt Stokes, LLP.

Table 2 shows the derivation of the Actuarial Value of Assets based on three year smoothing as defined by Internal Revenue Procedure 2000-40.

ACTUARIAL BALANCE SHEET

Table 3 is the actuarial balance sheet and the actuarial accrued liability as of January 1, 2020 based on our procedures and assumptions. The Resources equal the Requirements and can be thought of as the amount of funds resulting from:

- (1) the plan's Actuarial Value of Assets, plus
- (2) the Actuarial Present Value of Future Normal Costs to be contributed by the District in the future, plus
- (3) the Actuarial Present Value of Future Payments to amortize the Unfunded Actuarial Accrued Liability.

The Actuarial Present Value of Benefits is the estimated single sum required on January 1, 2020 which, together with future interest earnings, would accumulate to provide all benefits due to current plan members under the plan in the future. The Actuarial Accrued Liability is the Actuarial Present Value of Benefits minus the Actuarial Present Value of Future Normal Costs.

Table 4 shows the development of the Plan's Unfunded Actuarial Accrued Liability as of January 1, 2020.

NORMAL COST

Table 5 shows the Plan's Normal Cost as of January 1, 2020. The Normal Cost can be thought of as the cost of benefits accruing during the year that will be paid in the future as retirement, termination, or death benefits.

AMORTIZATION OF THE UNFUNDED ACTUARIAL ACCRUED LIABILITY

New components of the Unfunded Actuarial Accrued Liability as of the valuation date are amortized as a level percentage of expected payroll amount over a closed amortization period of 20 years. However, the cost of the plan change associated with the 2014-2017 collective bargaining agreement (first reflected in the January 1, 2014 valuation) is being amortized separately over a closed amortization period of 10 years, with 4 years remaining in this valuation.

The calculation of the amortization payment is shown on *Table 6*.

ACTUARIALLY DETERMINED CONTRIBUTION

Table 7 develops the actuarially determined contribution for the Plan, which consists of two pieces:

- (1) Gross Normal Cost (including a provision for anticipated expenses)
- (2) Amortization of the Unfunded Accrued Actuarial Liability (UAAL)

The resulting contribution is then stated in terms of a normal cost contribution rate per compensable hour based on the hours expected to be worked by the active population in the year following the valuation date, plus the amortization of the UAAL.

PROJECTED BENEFIT PAYOUTS

Table 8 shows the projected benefit payments expected to be made to participants and beneficiaries based on the actuarial assumptions detailed in this report.

ACCOUNTING STANDARDS

Financial Reporting information under Government Account Standards Board (GASB) Statements No. 67 and 68 is issued in a separate report.

APPENDICES

This valuation is based on the benefits in effect as summarized in Appendix A.

Actuarial calculations are based on certain actuarial methods and assumptions about the future experience of the Plan. These methods and assumptions are summarized in Appendix B. Although these assumptions are based on our best estimates of the future experience of the plan, and the District contribution is correspondingly our best estimate of the proper rate, this rate is subject to change as future experience is realized or the plan is amended.

All of the calculations in this report are based on participant information provided by Kernutt Stokes, LLP. This information is summarized in Appendix C. If any of the participant data provided is inaccurate or incomplete, our calculations may need to be revised.



**LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST**

**MARKET VALUE OF ASSETS
(January 1, 2020)**

Summary of Statement of Changes in Net Assets Available for Benefits

	<u>2018</u>	<u>2019</u>
(1) Market Value of Assets January 1	\$ 29,412,605	\$ 27,869,132
(2) Employer Contributions	2,895,674	2,850,360
(3) Benefit Payments	2,456,503	2,706,819
(4) Administrative Expenses	137,085	97,532
(5) Investment Income Net of Investment Expenses	(1,845,559)	4,581,296
(6) Market Value of Assets December 31 (1)+(2)-(3)-(4)+(5)	\$ 27,869,132	\$ 32,496,437

Source: Unaudited financial information provided by Kernutt Stokes, LLP.

**LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST**

**ACTUARIAL VALUE OF ASSETS
(January 1, 2020)**

Asset Reconciliation

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
<u>Year</u>	<u>Market Value of Assets January 1</u>	<u>Employer Contributions</u>	<u>Benefit Payments</u>	<u>Administrative Expenses</u>	<u>Cash Flow (2)-(3)-(4)</u>	<u>Actual Investment Income</u>	<u>Market Value of Assets End of Year (1)+(5)+(6)</u>
2019	\$27,869,132	\$2,850,360	\$2,706,819	\$97,532	\$46,009	\$4,581,296	\$32,496,437
2018	\$29,412,605	\$2,895,674	\$2,456,503	\$137,085	\$302,086	\$(1,845,559)	\$27,869,132

Actuarial Value of Assets

<u>Year</u>	<u>Actual Investment Rate of Return ⁽¹⁾</u>	<u>Actual Investment Return</u>	<u>Expected 6.50% Investment Return ⁽²⁾</u>	<u>Difference between Actual and Expected</u>
2019	16.4%	\$ 4,581,296	\$ 1,812,989	\$ 2,768,307
2018	(6.2)%	(1,845,559)	1,921,637	(3,767,196)

(1) Based on market value.

(2) Using simple interest and assuming contributions, benefit payments and expenses occur at mid-year.

Market Value of Assets on January 1, 2020	\$ 32,496,437
Subtract 2/3 of \$2,768,307 gain	\$ (1,845,538)
Add 1/3 of \$3,767,196 loss	<u>\$ 1,255,732</u>
Actuarial Value of Assets on January 1, 2020	\$ 31,906,631
Actuarial Value as a Percentage of Market Value	98.2%

**LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST**

**ACTUARIAL BALANCE SHEET AND ACCRUED LIABILITY
(January 1, 2020)**

REQUIREMENTS

	Member Count	Actuarial Present Value of Benefits
Active Members	240	
Retirement Benefits		\$ 23,925,596
Death Benefits		344,217
Disability Benefits		1,133,993
Termination Benefits (Vesting)		<u>1,612,411</u>
Subtotal		\$ 27,016,217
Retirees, Beneficiaries and Disabled Participants	244	27,485,018
Vested Terminated Participants	36	1,839,039
Salaried Transfers	<u>22</u>	<u>895,523</u>
Total	542	<u>\$ 57,235,797</u>

RESOURCES

Actuarial Value of Assets	\$ 31,906,631
Actuarial Present Value of Future Entry Age Normal Costs	10,073,398
Unfunded Accrued Actuarial Liability	<u>15,255,768</u>
Total Resources	<u>\$ 57,235,797</u>

ACTUARIAL ACCRUED LIABILITY

Actuarial Present Value of Benefits	\$ 57,235,797
Actuarial Present Value of Future Normal Costs	<u>(10,073,398)</u>
Actuarial Accrued Liability	<u>\$ 47,162,399</u>

**LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST**

**DEVELOPMENT AND RECONCILIATION OF
UNFUNDED ACTUARIAL ACCRUED LIABILITY
(January 1, 2020)**

UNFUNDED ACTUARIAL ACCRUED LIABILITY

Actuarial Accrued Liability	\$ 47,162,399
Actuarial Value of Assets	<u>(31,906,631)</u>
Unfunded Actuarial Accrued Liability	<u>\$ 15,255,768</u>

RECONCILIATION TO PRIOR VALUATION

Unfunded Actuarial Accrued Liability January 1, 2018	\$ 12,085,867
Changes from January 1, 2018 through December 31, 2019	
Gross Normal Costs	\$ 2,862,708
Contributions	(5,746,034)
Interest	<u>1,524,964</u>
Total	<u>(1,358,362)</u>
Expected Unfunded Actuarial Accrued Liability as of December 31, 2019	\$ 10,727,505
Investment (Gain)/Loss	1,833,565
Expense (Gain)/Loss	(14,940)
Liability (Gain)/Loss	(203,962)
Impact of Assumption and Method Changes	<u>2,913,600</u>
Unfunded Actuarial Accrued Liability January 1, 2020	\$ 15,255,768

**LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST**

**NORMAL COST
(January 1, 2020)**

(1)	Retirement Benefits	\$ 1,113,025	
	Death Benefits	20,527	
	Disability Benefits	76,151	
	Termination Benefits	<u>194,245</u>	
	Total Annual Normal Cost, Payable Beginning of Year		\$ 1,403,948
(2)	Anticipated Expenses		
	125,000 ÷ (1.0575) ^{1/2}		<u>121,554</u>
(3)	Gross Annual Normal Cost, Payable Beginning of Year		
	(1) + (2)		<u>\$ 1,525,502</u>

**LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST**

**AMORTIZATION OF UNFUNDED ACTUARIAL ACCRUED LIABILITY
(January 1, 2020)**

Date Established	Original Amount	Years Remaining	Amortization Payment	Outstanding Balance
1/1/2006	\$9,470,806	6	\$ 844,712	\$ 4,749,977
1/1/2008	2,582,340	8	221,990	1,622,419
1/1/2010	3,066,497	10	254,437	2,266,359
1/1/2012	1,099,308	12	88,163	919,016
1/1/2014	540,542	4*	74,528	286,683
1/1/2014	(1,012,229)	14	(78,670)	(933,265)
1/1/2016	933,889	16	67,635	894,675
1/1/2018	650,994	18	44,099	640,443
1/1/2020	4,809,461	20	<u>305,334</u>	<u>4,809,461</u>
			\$ 1,822,228	\$ 15,255,768

* *Cost of plan changes associated with the 2014-2017 collective bargaining agreement was amortized separately over an initial 10-year period.*

**LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST**

**ACTUARIALLY DETERMINED CONTRIBUTION
(January 1, 2020)**

HOURLY NORMAL COST CONTRIBUTION RATE

(1) Total Annual Normal Cost (Beginning of Year) (see Table 5)	\$ 1,525,502
(2) Total Annual Normal Cost (End of Year) (1) × (1.0575)	\$ 1,613,218
(3) Expected Hours	510,000
(4) Hourly Normal Cost Contribution Rate effective July 1, 2020 (2) ÷ (3)	\$3.16

TOTAL AMORTIZATION PAYMENT

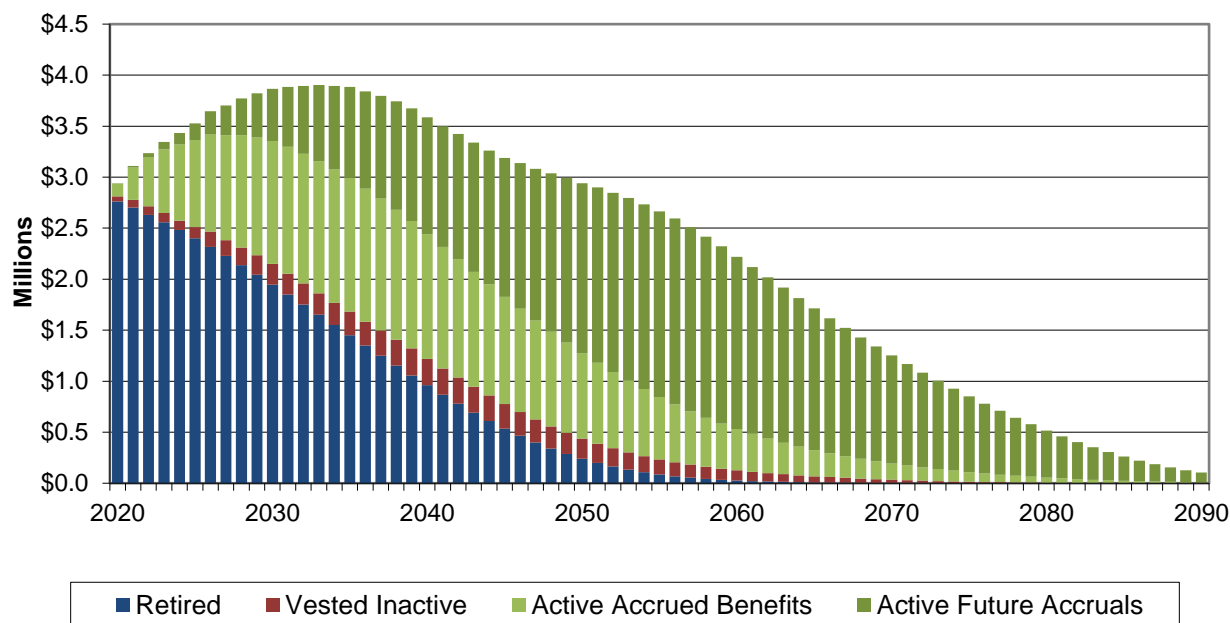
(5) Total Amortization Payments (Beginning of Year) (see Table 6)	\$ 1,822,228
(6) Total Amortization Payments effective January 1, 2021 (Middle of 2020-2021 Fiscal Year) (5) × (1.0575)	\$ 1,927,006

**TOTAL ACTUARIALLY DETERMINED CONTRIBUTION
Effective July 1, 2020**

Hourly Normal Cost Contribution Rate (4)	\$3.16
Total Amortization Payments (6)	\$ 1,927,006

**LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST**

PROJECTED BENEFIT PAYMENTS



Expected Future Benefit Payments for All Current Participants

<u>Plan Year</u>	<u>Estimated Payout of Plan Benefits</u>	<u>Plan Year</u>	<u>Estimated Payout of Plan Benefits</u>
2020	\$ 2,941,000	2030	\$ 3,865,000
2021	3,110,000	2031	3,885,000
2022	3,235,000	2032	3,895,000
2023	3,344,000	2033	3,902,000
2024	3,433,000	2034	3,893,000
2025	3,528,000	2035	3,885,000
2026	3,646,000	2036	3,842,000
2027	3,704,000	2037	3,798,000
2028	3,773,000	2038	3,742,000
2029	3,822,000	2039	3,674,000

This valuation, including the projected benefit payments above, includes only participants as of the valuation date.



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**LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST**

PLAN PROVISIONS

NAME

Lane Transit District - Amalgamated Transit Union Local No. 757 Pension Trust.

EFFECTIVE DATE

March 1, 1972. The plan was last restated effective January 1, 2015.

PLAN YEAR

Each January 1 through December 31.

ELIGIBILITY

All bargaining unit employees who have completed six months of employment.

CREDITED SERVICE

(a) Credited Past Service

Years and completed months of employment of each employee as of March 1, 1972.

(b) Current Service

Current Service is based on the total credited hours by a participant in covered employment during a calendar year. Current Service is determined according to the following table:

1,600 or more hours	1 Year of Current Service
1,200 or more, but less than 1,600 hours	3/4 Year of Current Service
800 or more, but less than 1,200 hours	1/2 Year of Current Service
400 or more, but less than 800 hours	1/4 Year of Current Service

Up to one-half year of Current Service may be credited for the period of employment before an employee is eligible to join the plan.

NORMAL RETIREMENT

(a) Eligibility

The Normal Retirement Age for a participant who retires on or after July 1, 2000 is age 60. The Normal Retirement Age for Participants terminated prior to July 1, 2000 is age 62.

(b) Benefit

An employee participation account will be maintained for each employee based on the contributions allocated to his account. Each participant's employee participation account will be credited with \$.10 for each credited hour reported for the plan year. The value of the employee participation account will fluctuate depending on the investment results achieved on the plan assets.

At retirement the value of the participant's account will be determined and will be used to provide a monthly benefit based on the table of factors adopted by the Trustees as shown below:

Age (Last Birthday at Retirement)	Monthly Basic Benefit Per \$1,000 in Employee Participation Account
55	\$ 7.07
56	7.21
57	7.35
58	7.50
59	7.65
60	7.82
61	8.00
62	8.19
63	8.39
64	8.61
65	8.83
66	9.07
67	9.32
68	9.59
69	9.87
70	10.17
71	10.49
72	10.83

If the monthly retirement benefit payable from a participant's account is less than the minimum benefit, the participant's benefit will be increased to the minimum level.

For participants terminating prior to January 1, 2016, a participant's minimum benefit is determined by multiplying the participant's total Current Service plus his total Credited Past Service (up to a maximum of five years) times the applicable benefit multiplier from the following table:

Termination of Employment	Benefit Multiplier
On or before March 1, 1979	\$ 12.00
After March 1, 1979 and on or before January 1, 1984	\$ 15.00
After January 1, 1984 and before January 1, 1986	\$ 18.00
On or after January 1, 1986 and before January 1, 1987	\$ 19.00
On or after January 1, 1987 and before January 1, 1990	\$ 21.00
On or after January 1, 1990 and before January 1, 1992	\$ 26.00
On or after January 1, 1992 and before January 1, 1994	\$ 30.00
On or after January 1, 1994 and before January 1, 1995	\$ 32.00
On or after January 1, 1995 and before January 1, 1997	\$ 34.00
On or after January 1, 1997 and before January 1, 1998	\$ 37.00
On or after January 1, 1998 and before January 1, 2000	\$ 38.00
On or after January 1, 2000 and before July 1, 2000	\$ 42.00
On or after July 1, 2000 and before July 1, 2001	\$ 45.00
On or after July 1, 2001 and before July 1, 2002	\$ 48.00
On or after July 1, 2002 and before July 1, 2003	\$ 53.00
On or after July 1, 2003 and before December 9, 2007	\$ 55.00
On or after December 9, 2007 and before July 1, 2008	\$ 60.00
On or after July 1, 2008 and before July 1, 2009	\$ 63.00
On or after July 1, 2009 and before July 1, 2014	\$ 64.00
On or after July 1, 2014 and before January 1, 2016	\$ 65.50

Despite the above, the minimum benefit of a Participant whose Termination of Employment and Retirement Date both occur on or after July 1, 2007 and before December 9, 2007 is \$60.

For participants terminating on or after January 1, 2016, a participant's minimum benefit is determined by taking the sum of the annual accruals for each year of the participant's total Current Service plus his total Credited Past Service (up to a maximum of five years), as determined by the table below:

Year of Benefit Accrual	Benefit Multiplier
Before January 1, 2016	\$ 65.50
On or after January 1, 2016 and before January 1, 2017	\$ 67.00
On or after January 1, 2017 and before January 1, 2018	\$ 70.00
On or after January 1, 2018 and before January 1, 2019	\$ 72.00
On or after January 1, 2019 and before January 1, 2020	\$ 74.00
On or after January 1, 2020 and before January 1, 2021	\$ 76.00
On or after January 1, 2021	\$ 78.00

The monthly benefit will be payable for life with a guarantee that if the participant dies after becoming eligible for the normal retirement benefit, payments will be made to the participant's beneficiary until a total of 36 monthly payments have been made to the participant and beneficiary.

EARLY RETIREMENT

(a) Eligibility

A participant may retire prior to his normal retirement date if he has 10 years of Credited Past and Current Service and is at least 55 years of age, or at any age if the participant has at least 30 years of Credited Past and Current Service.

(b) Benefit

The monthly basic benefit is determined from the preceding table. The minimum benefit will not be reduced if a participant has at least 30 years of Credited Past and Current Service. Otherwise, the minimum benefit will be reduced according to the following table:

<u>Age at Retirement</u>	<u>Percentage Reduction</u>
59	3%
58	6%
57	14%
56	22%
55	30%

DISABILITY BENEFIT

(a) Eligibility

A participant may receive a disability benefit if he becomes totally disabled while employed with the District, remains totally disabled for at least five months, terminates employment with the District, and has at least three years of Credited Service. The Trustees will determine the existence of a disability. A participant will only remain eligible to continue receiving disability benefits for a period in excess of three years if the participant is entitled to receive disability insurance benefits under Title II of the Federal Social Security Act as finally determined by the Social Security Administration.

(b) Benefit

A monthly benefit is payable for the duration of the disability beginning after the fifth month of disability (or termination of employment, if later). The amount of the benefit is determined by converting the value of the participant's account to a monthly annuity as if he were age 62, but the amount will be no less than the minimum normal benefit based on his years of Credited Service earned as of the end of the fifth month of total disability.

TERMINATION OF EMPLOYMENT

A participant who terminates his employment with the district will forfeit all years of Credited Service and all contributions credited to his account unless he has at least three years of Current Service as of the date of termination. If he has at least three years of Current Service but less than five years of Credited Service, he will receive the accumulated value of his account. If he has at least three years of Current Service and five or more years of Credited Service, he may elect to leave his Employee Participation Account on deposit in the Trust and will be eligible to receive retirement benefits when eligible.

CONTRIBUTIONS

Contributions are made to the Trust Fund by the District in accordance with the District's funding policy.

PRE-RETIREMENT DEATH BENEFIT

(i) After Early Retirement Eligibility

The deceased participant's spouse will receive 50% of the amount the deceased participant would have received if he had retired on his date of death and the 50% joint and survivor annuity had been selected, taking into account the early retirement factor and the joint and survivor option factor.

(ii) Married and before Early Retirement Eligibility with at Least Five Years of Credited Service

The married participant is assumed to have terminated on his date of death, survived to age 55, selected the 50% joint and survivor option, and died the next day. The benefit is payable on the participant's earliest retirement date. The participant must have at least one year of Current Service.

(iii) Unmarried and/or Have Less than Five Years of Credited Service

The accumulated value in a participant's account will be paid to his beneficiary if he dies prior to retirement. The participant must have at least three years of Credited Service.

BENEFITS NOT VALUED

The total liability for Employee Participation Accounts was deemed to be immaterial to the valuation and was not included in this report. In prior valuations, estimated Employee Participation Account liabilities were less than \$10,000.

PLAN CHANGES SINCE LAST VALUATION

There have been no plan changes since the last valuation that had a material impact on liabilities. The most recent Working and Wage Agreement between ATU and LTD is reflected in this valuation.

**LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST**

ACTUARIAL ASSUMPTIONS AND METHODS

This section of the report describes the actuarial procedures and assumptions used in this valuation. These procedures and assumptions have been chosen on the basis of recent experience of the plan, published actuarial tables, and current expectations as to future economic conditions.

The assumptions are intended to estimate the future experience of the members of the plan and of the plan itself in areas which affect the projected benefit flow and anticipated investment earnings. Any variations in future experience from that expected from these assumptions will result in corresponding changes in the estimated costs of the plan's benefits.

ACTUARIAL COST METHOD

The accruing costs of all benefits are measured by the Individual Entry Age Normal Cost Method. Under this method, the Actuarial Present Value of the Projected Benefits of each individual included in the Actuarial Valuation is allocated on a level basis over the expected earnings of the individual between entry age and assumed exit age(s). The portion of the Actuarial Present Value allocated to a valuation year is called the Normal Cost. The portion of the Actuarial Present Value not provided for at a valuation date by the Actuarial Present Value of Future Normal Costs is called the Actuarial Accrued Liability.

Under this method the excess of the Actuarial Accrued Liability over the Actuarial Value of Assets is the Unfunded Actuarial Accrued Liability (Surplus).

INVESTMENT EARNINGS

The future investment earnings of the assets of the plan are assumed to accrue at an annual rate of 5.75%, net of investment expenses.

The investment earnings assumption was selected based on the Plan's target asset allocation as of the valuation date, combined with capital market assumptions from several sources, including published studies summarizing the expectations of various investment experts. This information was used to develop forward-looking long-term expected returns, producing a range of reasonable expectations according to industry experts. Based on the resulting range of potential assumptions, in our professional judgment the selected investment return assumption is reasonable and is not expected to have any significant bias.

INFLATION, EARNINGS, AND PAYROLL GROWTH

General inflation is assumed to be 2.50% per year, and is used to develop other economic assumptions. Payroll and individual earnings growth are assumed to be 3.00% per year.

AMORTIZATION OF UNFUNDED ACTUARIAL ACCRUED LIABILITY

Components of the Unfunded Actuarial Accrued Liability are amortized as a level percentage of payroll over a closed amortization period of 20 years from the date of initial recognition.

However, the cost of the plan change associated with the 2014-2017 collective bargaining agreement is being amortized separately over a closed amortization period of 10 years.

ADMINISTRATIVE EXPENSE

Annual administrative expenses are assumed to be \$125,000 per year (payable mid-year).

VALUATION OF ASSETS

Market related value. Three-year smoothing of market returns without phase-in as defined by Internal Revenue Procedure 2000-40.

FUTURE SERVICE CREDITS

Active participants were assumed to earn one year of current service credit in each future plan year prior to the year of retirement, death, disability, or withdrawal. Accruals on those current service credits are assumed to increase at 3.0% per year after 2021.

SERVICE RETIREMENT

The annual rates of retirement are illustrated below.

<u>Age</u>	<u>Rate of Retirement</u>
55 - 57	5%*
58 - 61	10
62	40
63 - 64	20
65	40
66 - 69	30
70	100

* Only applied to members with 30+ years of service.

Vested terminated participants are assumed to retire at their earliest unreduced retirement age. Participants who transfer to a salaried position are assumed to retire at age 60.

DISABLEMENT

The rates of disablement used in this valuation are illustrated below.

<u>Age</u>	<u>Number of Participants Becoming Disabled During the Year Per 1,000 Actives</u>
30	1
35	1
40	1
45	2
50	2
55	4
60	8

MORTALITY

The rates of mortality used in this valuation are represented by Pri-2012 Mortality Tables with Blue Collar adjustment with generational projection using MP-2019 mortality improvement projection scales starting at the 2012 base year, and a one-year set-forward. For disabled retirees, participant rates of mortality used in this valuation are represented by Pri-2012 Disabled Mortality Tables and generational projection using MP-2019 mortality improvement projection scales starting at the 2012 base year.

OTHER TERMINATIONS OF EMPLOYMENT

The rates of assumed future withdrawal from active service for reasons other than death, disability or retirement are shown below for representative ages:

<u>Years of Service</u>	<u>Annual Rate</u>
Under 1	25%
1 to 2	8%
3 to 20	3%
Over 20	0%

MARRIAGE

100% of non-retired participants were assumed married. Wives were assumed to be three years younger than their husbands.

CHANGES IN ACTUARIAL METHODS AND ASSUMPTIONS

- The future investment earnings assumption was reduced from 6.50% to 5.75% per annum, net of investment expenses, to better reflect future expectations for investment returns.
- The mortality assumption was updated to reflect the Pri-2012 mortality tables and the MP-2019 mortality improvement projection scale. Specifically, the mortality assumption was updated from the RP-2014 Mortality Tables with Blue Collar adjustment with generational projection using MP-2017 mortality improvement projection scales starting at the 2006 base year and one-year set-forward to the Pri-2012 Mortality Tables with Blue Collar adjustment with generational projection using MP-2019 mortality improvement projection scales starting at the 2012 base year and a one-year set-forward.
- Based on information provided by the District and Kernutt Stokes, total compensable hours for the 2018 Plan year were assumed to be 510,000 for purposes of calculating the Normal Cost contribution rate.



**LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST**

PARTICIPANT INFORMATION

The current actuarial valuation was based upon the participant data provided by Kernutt Stokes, LLP.

The following table shows the number of participants included in the current actuarial valuation and the previous valuation.

	<u>January 1, 2018</u>	<u>January 1, 2020</u>	<u>Change</u>
Active			
Age 65 & Over	21	11	-10
Other Vested Participants	139	133	-6
Non-Vested Participants	<u>102</u>	<u>96</u>	<u>-6</u>
TOTAL ACTIVE	262	240	-22
Inactive			
Retirees, Beneficiaries & Disabled Participants	216	244	+28
Vested Terminations	37	36	-1
Salaried Transfers	18	22	+4
TOTAL INACTIVE	271	302	+31
TOTAL PARTICIPANTS	<u>533</u>	<u>542</u>	<u>+9</u>

More detailed information on current plan participants is shown on the following pages.

**LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST**

**ACTIVE PARTICIPANTS
(January 1, 2020)**

Age	Years of Employment							
	0 to 4		5 to 9		10 to 14		15 to 19	
	Count	Avg. Hours	Count	Avg. Hours	Count	Avg. Hours	Count	Avg. Hours
Under 30	11	1,712	4	2,204	0	0	0	0
30 to 34	14	1,844	4	2,089	2	2,108	0	0
35 to 39	12	2,015	2	2,046	4	2,265	0	0
40 to 44	8	1,911	4	2,189	1	2,117	2	2,084
45 to 49	12	2,257	7	2,260	6	2,011	3	2,067
50 to 54	17	1,833	4	1,998	10	2,145	2	2,155
55 to 59	15	2,179	8	2,126	10	2,113	5	2,140
60 to 64	7	2,025	3	2,195	9	2,041	7	1,910
65 & Up	0	0	1	2,098	3	2,262	2	2,307
Total	96	1,971	37	2,149	45	2,116	21	2,065

Age	20 to 24		25 to 29		30 & Up		Total	
	Count	Avg. Hours	Count	Avg. Hours	Count	Avg. Hours	Count	Avg. Hours
Under 30	0	0	0	0	0	0	15	1,843
30 to 34	0	0	0	0	0	0	20	1,919
35 to 39	0	0	0	0	0	0	18	2,074
40 to 44	0	0	0	0	0	0	15	2,022
45 to 49	1	2,123	0	0	0	0	29	2,182
50 to 54	5	2,210	2	1,993	0	0	40	1,999
55 to 59	7	2,086	3	2,210	0	0	48	2,141
60 to 64	12	2,099	5	2,177	1	2,136	44	2,062
65 & Up	2	2,105	1	2,433	2	1,977	11	2,191
Total	27	2,118	11	2,176	3	2,030	240	2,060

Average Age: 50.0
Average Service: 10.3



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LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST

RETIREES, BENEFICIARIES AND DISABLED PARTICIPANTS
(January 1, 2020)

Service Retirees

Age	Number	Total Monthly Benefit
Under 55	0	\$ 0
55 to 59	2	1,783
60 to 64	20	23,316
65 to 69	61	70,324
70 to 74	42	42,495
75 to 79	34	38,036
80 to 84	23	19,915
85 & Up	<u>15</u>	<u>9,575</u>
Total	197	\$205,444

Disability Retirees

Age	Number	Total Monthly Benefit
Under 55	0	\$ 0
55 to 59	1	1,164
60 to 64	4	2,081
65 to 69	3	891
70 to 74	3	2,132
75 to 79	1	656
80 to 84	0	0
85 & Up	<u>0</u>	<u>0</u>
Total	12	\$ 6,924

Survivors & Beneficiaries

Age	Number	Total Monthly Benefit
Under 55	1	\$ 689
55 to 59	2	558
60 to 64	0	0
65 to 69	11	4,370
70 to 74	6	4,313
75 to 79	7	5,044
80 to 84	4	2,358
85 & Up	<u>4</u>	<u>2,536</u>
Total	35	\$ 19,868



This work product was prepared solely for the Trustees of the LTD-ATU Pension Trust for the purposes described herein and may not be appropriate to use for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing this work.

**LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST**

**VESTED TERMINATED EMPLOYEES
(January 1, 2020)**

Age	Number	Total Accrued Monthly Benefit
Under 40	2	\$ 1,696
40 to 44	3	1,176
45 to 49	3	1,426
50 to 54	9	5,643
55 to 59	12	4,733
60 to 64	5	2,651
65 & Up	<u>2</u>	<u>774</u>
Total	36	\$ 17,099

**SALARIED TRANSFERS
(January 1, 2020)**

Age	Number	Total Accrued Monthly Benefit
Under 40	2	\$ 925
40 to 44	6	3,388
45 to 49	5	2,583
50 to 54	4	2,588
55 to 59	3	1,147
60 to 64	2	721
65 & Up	<u>0</u>	<u>0</u>
Total	22	\$ 11,352

**LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION,
LOCAL NO. 757, PENSION TRUST**

RISK DISCLOSURE AND HISTORICAL EXHIBITS

The purpose of this appendix is to identify, assess, and provide illustrations of risks that are significant to the Plan, and in some cases to the Plan's participants. Historical data is also included in this appendix.

The results of any actuarial valuation are based on one set of assumptions. Although we believe the current assumptions provide a reasonable estimate of future expectations, it is almost certain that future experience will differ from the assumptions to some extent. As an example, investments may perform better or worse than assumed in any single year and over a longer time horizon. It is therefore important to consider the potential impacts of these potential differences when making decisions that may affect the future financial health of the Plan, or of the Plan's participants.

In addition, as plans mature they generally accumulate larger pools of assets and liabilities. This increases the potential risk to plan funding and the finances of those who are responsible for plan funding. As an example, it is more difficult for a plan sponsor to deal with the effects of a 10% investment loss on a plan with \$1 billion in assets and liabilities than if the same plan sponsor is responsible for a 10% investment loss on a plan with \$1 million in assets and liabilities. Since pension plans make long-term promises and rely on long-term funding, it is important to consider how mature the Plan is today, and how mature it may become in the future.

Actuarial Standard of Practice No. 51 (ASOP 51) addresses these issues by providing actuaries with guidance for assessing and disclosing the risk associated with measuring pension liabilities and the determination of pension plan contributions. Specifically, it directs the actuary to:

- Identify risks that may be significant to the Plan.
- Assess the risks identified as significant to the Plan. The assessment does not need to include numerical calculations.
- Disclose plan maturity measures and historical information that are significant to understanding the Plan's risks.

ASOP 51 states that if in the actuary's professional judgment, a more detailed assessment would be significantly beneficial in helping the individuals responsible for the Plan to understand the risks identified by the actuary, then the actuary should recommend that such an assessment be performed.

This appendix uses the framework of ASOP 51 to communicate important information about significant risks to the Plan, the Plan's maturity, and relevant historical plan data.

Please let us know if you would like to discuss any of these risks in greater detail.

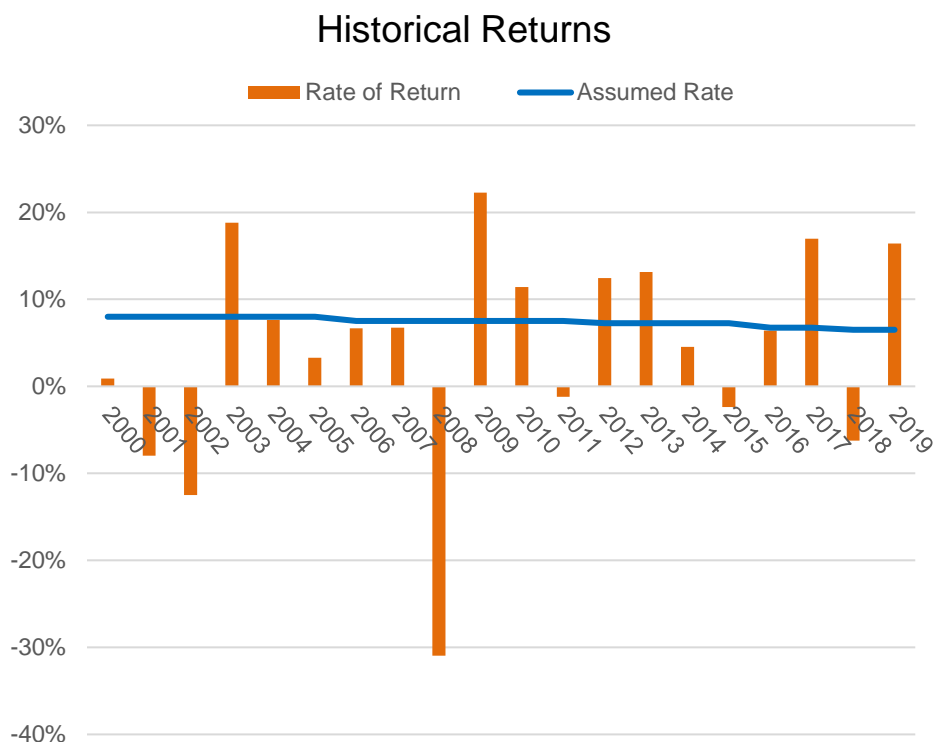


Investment Risk

Investment risk is the potential that investment returns will be different than expected. We believe this is the most significant potential risk to the future financial health of the Plan.

To the extent that actual investment returns differ from the assumed investment return, the Plan's future assets, funding contributions, and funded status may differ significantly from those presented in this valuation. In particular, if the Plan's investment returns are generally lower than assumed over time, additional funding would be needed compared to that implied by this valuation. The current assumed investment return is 5.75%.

The annualized return for the Plan's assets has been about 3.5% over the last 20 years, and about 6.9% over the last 10 years. More detail on the Plan's investment returns since January 1, 2000 is shown in the chart below.



The Plan's liabilities have been calculated using a discount rate equal to the assumed net investment rate of return of 5.75%. One way to assess the effect of possible future investment return different than assumed is to consider the effect of changing the discount rate. As a general rule, using a lower discount rate results in higher pension liability, and vice versa. The approximate duration of the Plan's pension liability is about 13 years as of the current valuation date. Therefore, if the discount rate were to decrease (increase) by 100 basis points, the estimated increase (decrease) in pension liability would be about 13%.

Demographic Risk

Demographic risks represent the potential that mortality, retirement, or other demographic experience will be significantly different than anticipated by the assumptions used for the valuation.

The pension liabilities reported herein have been calculated by assuming that participants will follow patterns of demographic experience (e.g., mortality, withdrawal, retirement, form of payment election, etc.) as described in Appendix B. If actual demographic experience or future demographic assumptions are different from what is assumed to occur in this valuation, future pension liabilities, funding contributions, and funded status may differ significantly from those presented in this valuation.

Primary demographic risks include:

- **Longevity risk:** the risk that participants live longer than expected, which would result in more payments than projected by this valuation.
- **Decrement risk:** the risk that participants retire, terminate, or become disabled at rates different than expected. For example, the Plan has valuable early retirement benefits. If participants retire at earlier ages than anticipated by the actuarial assumptions and benefit from subsidized early retirement benefits at a greater rate than projected in the valuation, this will increase the ultimate cost of the Plan.

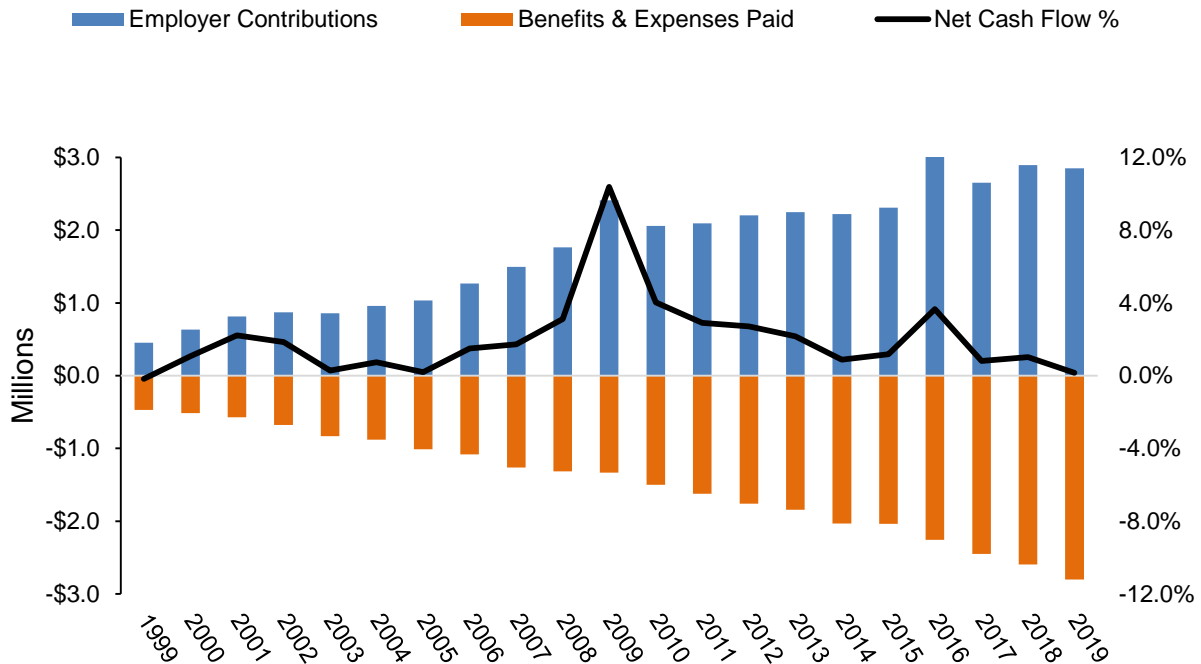
If demographic experience is unfavorable, additional funding would be needed compared to that implied by this valuation. We measure the Plan's demographic experience compared to our expectations each year to ensure our assumptions remain reasonable.

Liquidity Risk

Liquidity risk is the potential that assets must be liquidated at a loss earlier than planned in order to pay for the Plan's benefits and operating costs. This risk is heightened for plans with net negative cash flow (excluding the effect of investment returns), in which contributions do not exceed annual benefit payments plus expenses.

In recent years, the Plan has had low cash flow requirements because the sum of benefit payments plus expenses has been less than contributions. As the Plan continues to mature, contribution and investment decisions should be coordinated to manage the risk that assets may need to be liquidated at a loss before planned in order to pay benefits and expenses. Currently, the Plan has a low allocation to illiquid assets such as real estate and private equity, which means it should be possible to efficiently liquidate assets as needed for normal plan benefit payments and expenses. More detail on the Plan's historical net non-investment cash flow for the prior 21 years is shown in the following chart.

Net Cash Flow

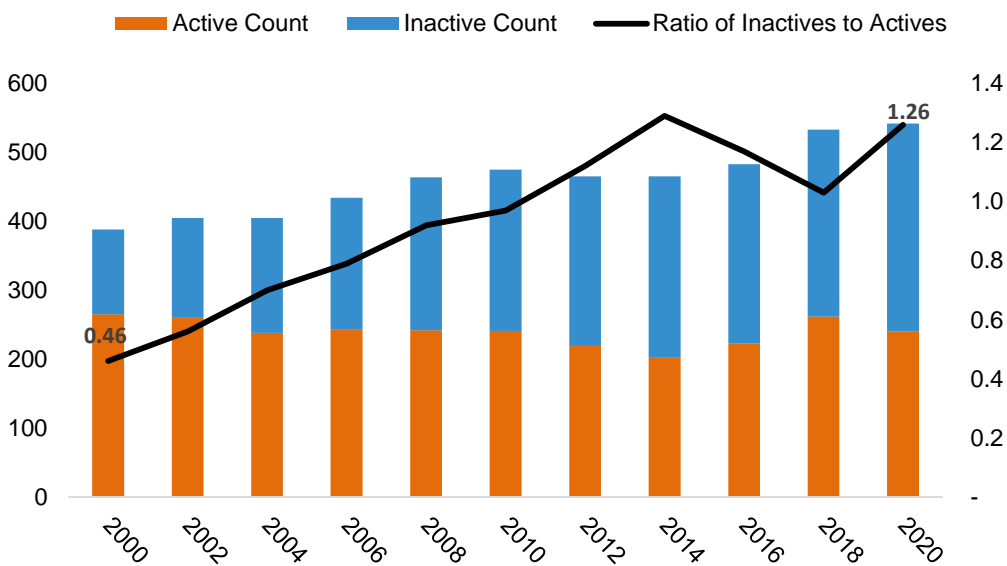


The Impact of Plan Maturity

A pension plan’s ability to recover from any underfunding and to respond to any poor experience resulting from the risks described above is significantly affected by its “maturity” level. As a plan’s assets and liabilities grow, the impact of any gains or losses on the assets or liabilities also becomes larger. In addition, as liabilities become more heavily weighted to inactive participants, and/or the non-investment cash flow of a plan grows significantly negative, it can become harder to address underfunding that occurs due to plan experience.

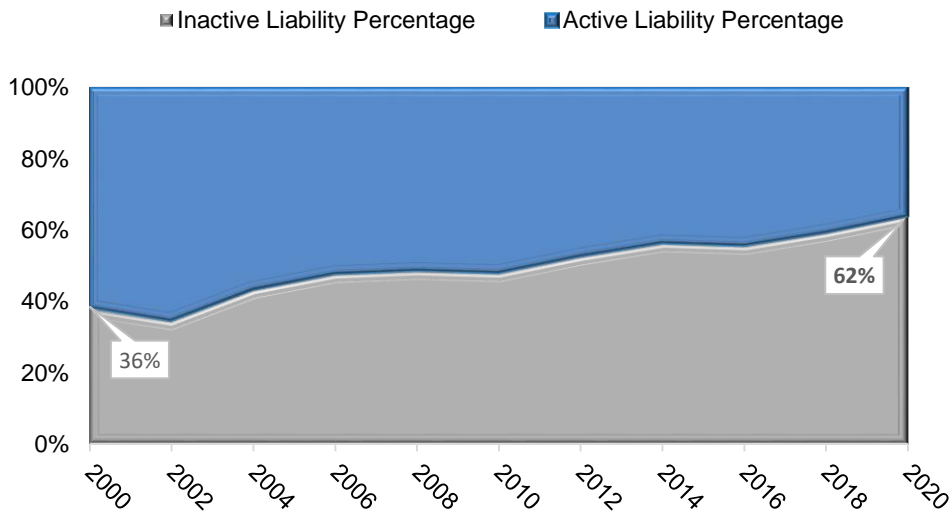
One metric of the Plan’s maturity is the ratio of the number of inactive participants (vested inactive participants and individuals in pay status) to active participants. The ratio of inactive participants to active participants has increased from 0.46 as of January 1, 2000 to 1.26 as of the valuation date for this report. In general, an increasing ratio of inactive to active participants is an indicator that the Plan is becoming more mature. More detail on the Plan’s historical ratio of inactive participants to active participants is shown in the following chart.

Comparison of Inactive to Active Participants



Another measure of the Plan’s maturity is the percentage of Plan liability attributable to inactive participants (vested inactive participants and participants in pay status) compared to the percentage attributable to active participants. The inactive liability for the Plan rose from 36% at January 1, 2000 to 62% as of the valuation date for this report. The percentage of the Plan’s liability attributable to active and inactive participants for the current and 20 preceding plan years is shown in the chart below.

Historical Plan Liabilities





AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2020
ITEM TITLE: STRATEGIC PLANNING COMMITTEE MEMBER APPOINTMENT
PREPARED BY: Aurora Jackson, General Manager
DIRECTOR: N/A
ACTION REQUESTED: Adoption

PURPOSE: To request that the Board approve the appointment of Marianne Nolte to the Strategic Planning Committee (SPC).

ROLE OF THE BOARD: The Board's role in this instance is to adopt a committee member seat appointment.

HISTORY: Community member Rob Zako, the executive director of Better Eugene Springfield Transportation (BEST) was appointed to SPC in January 2017 for a 3-year term. At the end of June 2020, Mr. Zako submitted his resignation from SPC and recommended another BEST employee, Marianne Nolte, as a replacement for his vacant seat.

In the last few weeks, two other SPC members have stepped down from the committee leaving a total of five (5) vacancies. If appointed, Ms. Nolte's appointment will be through December 2020. To fill remaining vacancies, staff has reached out to nonprofit organizations who represent people of color for interest to serve on SPC.

CONSIDERATIONS: Having a representative of BEST sit on the SPC has provided valuable insight and feedback to the District and continuing to have this representation would be beneficial to the District.

ALTERNATIVES:

- Maintain the seat as vacant and request that alternate membership be considered.
- Delay appointment of committee membership to a future meeting.

NEXT STEPS: Following the Board's decision staff will take the appropriate action.

SUPPORTING DOCUMENTATION:

- 1) SPC Roster
- 2) Member Application
- 3) Resolution No. 2020-07-15-045

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-07-15-045:

It is hereby resolved that the LTD Board of Directors approves the appointment of Marianne Nolte of BEST to the SPC.



**LTD BOARD OF DIRECTORS
STRATEGIC PLANNING COMMITTEE
MEMBERSHIP ROSTER**

The Committee shall include as voting members no more than two members of the LTD Board of Directors as well as one representative from each of its key partners, but shall not include a quorum of any policymaking body.

Eugene City Council
Springfield City Council

Lane County Board of Commissioners
Oregon Department of Transportation

The Committee also should include a diverse set of stakeholders. The targeted interest areas include, but are not limited to, the following:

Business/Chambers/Industry/Large Employers

Minority/Persons with Disabilities/ Low-Income/ Gender/Age
LTD Customers / Frequent Transit Riders
Housing/Development/Affordable Housing
Non-profit
Public Health
Tourism

Neighborhood/Neighborhood Leaders Council/ LTD Service Districts
Transportation Options/Cyclist/ Pedestrian/ Carpool/ Vanpool
Safe Routes to School
Student
Sustainability/Equity/Environmental Justice
Rural
Transit Advocate

A member representing a targeted area of interest must be representative of the industry, or area of interest, and have applicable experience in the respective field.

	Name	Representing	Term #	Term Start	Term End
Core SPC Members	Sheri Moore	Springfield City Councilor	---	---	---
	Frannie Brindle	Oregon Department of Transportation	---	---	---
	Greg Evans	Eugene City Councilor	---	---	---
	Joe Berney	Lane County Commissioner	---	---	---
	Carl Yeh	LTD Board Member	---	---	---
	Emily Secord	LTD Board Member	---	---	---
1	Gerry Gaydos	Gaydos, Churnside & Balthrop, P.C.	2	1/1/2020	12/31/2022
2	Mike Eyster	Former LTD Board Member	2	1/1/2020	12/31/2022
3	Leah Rausch (vice chair)	University of Oregon - Student	2	1/1/2020	12/31/2022
4	Amy Cubbage	Cornerstone Community Housing	2	1/1/2020	12/31/2022
5*	Vacant		1	1/1/2017	12/31/2020
6*	Marianne Nolte	Better Eugene Springfield Transit	1	1/1/2017	12/31/2020
7*	Vacant			1/1/2017	12/31/2020
8	Vacant		1	1/1/2019	12/31/2021
9	Vacant		1	1/1/2019	12/31/2021

* Initial seat term is 3 years for the purpose staggering. All subsequent terms will be for 2 years.



Employment Application | Submitted: 02-Jul-2020

AAA

Marianne Nolte

Volunteer Committee Opportunity:
Strategic Planning Committee

Job Location - Eugene, OR

Department - Community Advisory Committees

Eugene, OR 97405
United States

Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name

Link

MarianneNolte_Resume.pdf

Preview

Download

Text Only Resume

No Text Only Resume on File

Committee Questions

Tell Us More About You | Score Total - 0

Question	Answer	Score	Disqualifier?
Preferred Name:	Marianne		
Preferred Pronoun:	she	0	
What is your current occupation? *	Transportation Options Coordinator		
Who is your current employer?	Better Eugene-Springfield Transportation		

Availability | Score Total - 0

Question	Answer	Score	Disqualifier?
The Strategic Planning Committee (SPC) meets on the first Tuesday evening of each month at least six	Yes	0	

LTD REGULAR BOARD MEETING - REVISED

times per year. Meeting generally last 2 hours. Does this schedule meet your availability? (It is highly recommended you attend a meeting before submitting the application.) *

Please let us know if there are additional details about your availability that would be helpful:

This question was not answered.

0

If you are interested in Strategic Planning Committee: | Score Total - 0

The Strategic Planning Committee provides the LTD Board of Directors with independent advice on the strategic planning issues related to advancing the goals of the Long-Range Plan, including but not limited to, developing the Frequent Transit Network, making better connections, reducing trip and waiting times, bridging the first and last mile, creating safer ways to access service, and optimizing solutions for urban and rural areas.

Question	Answer	Score	Disqualifier?
What experiences / training / qualifications do you have for this particular committee? *	Familiarity with LTD policies and mission, and interest in lending perspectives from a nonprofit advocacy group.		
What specific contribution do you hope to make? *	I hope to help SPC have robust conversations about strategic issues facing LTD, and form opinions that help the LTD board make sound decisions.		
What community topics concern you that relate to this committee? Why do you want to become a member? *	I see careful and strategic planning as key to helping LTD continue to provide excellent service for the community.		
The Strategic Planning Committee (SPC) seeks to have a diverse membership. Please check all categories you are interested in:	Transit Advocate, Transportation Options / Bike / Ped / Carpool / Vanpool, Non- Profit, Student	0	
For the categories above, please provide a brief description of how you represent each category selected:	My work is in a nonprofit organization, which focuses on advocating for transportation options and robust public transit options. I just recently completed a grad degree from the UO, so I also have a student's perspective.		



LTD RESOLUTION NO. 2020-07-15-045

APPOINTMENT OF MARIANNE NOLTE TO A THREE YEAR TERM ON THE STRATEGIC PLANNING COMMITTEE

WHEREAS, by Resolution No. 2016-12-12-041, the Board of Directors created the Strategic Planning Committee to provide independent advice on strategic planning issues related to advancing the goals of the Long-Range Transit Plan, including but not limited to, developing the Frequent Transit Network, making better connections, reducing trip and wait times, bridging the first and last mile, creating safer ways to access service, and optimizing solutions for urban and rural areas;

WHEREAS, by Resolution No. 2016-12-12-041, the Board of Directors directed the general manager, with the advice and consent of the LTD Board of Directors, to appoint members of the Strategic Planning Committee to serve renewable two-year terms. ;

WHEREAS, by Resolution No. 2016-12-12-041, SPC shall include at least two members of the LTD Board of Directors as well as representatives from its key partners: the Eugene City Council, Springfield City Council, Lane County Board of Commissioners, and the Oregon Department of Transportation, but shall not include a quorum of any policymaking body. The Committee should also include a diverse set of stakeholders;

WHEREAS, an employee of Better Eugene Springfield Transportation (BEST), Marianne Nolte, submitted an application;

WHEREAS, Ms. Nolte represents a transit advocacy organization and is knowledgeable about transit services in Lane County; and,

WHEREAS, SPC has vacancies for appointment to the committee for a two-year term.

NOW, THEREFORE, BE IT RESOLVED, that the LTD Board of Directors passes a Resolution:

Appointment of Marianne Nolte to a two-year renewable term on the Strategic Planning Committee

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15TH DAY OF July, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2020
ITEM TITLE: PROPOSED BOARD PUBLIC ENGAGEMENT POLICY
PREPARED BY: Camille Gandolfi, Clerk of the Board
DIRECTOR: Aurora Jackson, General Manager
ACTION REQUESTED: Information and Discussion

PURPOSE: To provide information to the Board for the purpose of adopting a Public Engagement Policy at a future meeting.

ROLE OF THE BOARD: The Board's role in this instance is to provide staff with direction regarding the Board requested proposed draft Public Engagement Policy.

HISTORY: At the December 18, 2019, Board Retreat, the Board of Directors requested that staff draft a policy to provide guidance and governance regarding Board member public engagement. Since that time, staff has researched best practices among other transit agencies and government agencies nationwide. Through that research, the attached proposed policy has been drafted for review and discussion.

CONSIDERATIONS: Based on research of industry best practices, public agencies provide Board members with standards for governance surrounding communications with the community, stakeholders, and process for handling community complaints and feedback. It has also been found that most agency Boards adopt governance regarding Board member messaging and representation of the full Board. These best practices have been included in the attached proposed policy.

ALTERNATIVES: N/A

NEXT STEPS: Staff will gather feedback from the Board of Directors and incorporate changes to a revised draft Public Engagement Policy. The revised policy will be presented at a future meeting for Board adoption.

SUPPORTING DOCUMENTATION:

- 1) Proposed Board Public Engagement Policy

PROPOSED MOTION: N/A



Board Public Engagement Policy

101. PURPOSE

The purpose of this policy is to establish procedures and guidelines for Board member communication with the community, public speaking engagements, and any other public engagement.

102. APPLICABILITY

This policy applies to members of the Board of Directors only.

103. PUBLIC SPEAKING ENGAGEMENTS

When speaking for the Board of Directors, Board members' statements shall be consistent with official actions taken by the full Board or Board majority. Individual Board members shall refrain from making commitments on behalf of the entire Board of Directors or LTD.

104. REPRESENTATION AT APPOINTED COMMITTEES

When serving as a committee member for another governing body as a representative of the LTD Board of Directors, individual Board members shall make reasonable efforts to make statement and vote consistent with the position of the full Board or Board majority.

105. REPRESENTATION AT NON-BOARD-APPOINTED ENGAGEMENTS

When testifying or making public statements at community events or meetings in which a Board member is not appointed because of his/her role on the LTD Board of Director, the Board members shall identify that statements are not representative of the LTD Board of Directors.

106. STAKEHOLDER ENGAGEMENTS

Individual Board Members shall have no legal status to act for the Board of Directors outside of a Board meeting unless specifically directed to do so by the Board majority or appointed by the Board president.

107. COMMUNITY COMPLAINT PROCEDURES

When complaints are sent to the Board of Directors, Board members may respond briefly to the community member to indicate the complaint will be forwarded for official handling. The Board member(s) shall forward the complaint to the Clerk of the Board or General Manager, and may request information related to resolution of each complaint. Board members may take unresolved complaints to the entire Board for consideration.

108. BOARD DECISION REPRESENTATION

When speaking for the Board of Directors, Board members' statements shall be consistent with official actions taken by the full Board or Board majority.

On matters that the Board of Directors has made an official decision, all Board member communications/statements must coincide with the Board consensus. On matters that are still in deliberation, it is permissible for individual Board members to express their individual opinions.



AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2020

ITEM TITLE: SERVICE ASSUMPTIONS AND IMPLEMENTATION

PREPARED BY: Mark Johnson, Assistant General Manager

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: None. Information Only

PURPOSE: The purpose of this presentation is to give the board a general overview of our current level of service and discuss options going forward based on the current and expected status of ridership. The presentation will also provide some options that are being explored to better serve neighborhoods and improve access to transit.

ROLE OF THE BOARD: The Board's role in this instance is to obtain information for a future decision.

HISTORY: The Board and staff have had discussions about service in the context of the comprehensive operations analysis known as Transit Tomorrow. There have also been ongoing discussions about service since the COVID-19 crisis has interfered with normal operations. The comprehensive operations analysis will be resurrected and the Board will be asked to make a decision on that sometime this fall. Staff will engage the Board in a discussion as follows:

1. Current Status of service
 - Largely ridership model but frequency diminished due to low ridership.
2. Short term outlook
 - 12 months service expectations
 - Dependent on recovery, school decisions and workplace decisions
 - Public outreach to get passengers back to transit
 - Promote the safety and sanitizing efforts of buses
3. Long term outlook
 - Board Decision about service structure
 - Neighborhood service
 - Alternative modes and connecting to transit
 - Considerations for long term connectivity

CONSIDERATIONS: NA

ALTERNATIVES: NA

NEXT STEPS: This information will be helpful to the Board as they pursue a decision on service delivery in the future.

SUPPORTING DOCUMENTATION: NA

PROPOSED MOTION: NA



AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2020

ITEM TITLE: REGIONAL TRANSPORTATION OPTIONS TRANSITIONS

PREPARED BY: Cosette Rees, Director of Customer and Specialized Services; and
Tom Schwetz, Director of Planning and Development

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: None. Information Only

PURPOSE: To provide information to the Board regarding the Regional Transportation Options Transitions.

ROLE OF THE BOARD: The Board's role in this instance is to obtain information for a future decision.

HISTORY: Originally termed "Transportation Demand Management" or TDM, Transportation Options (TO) today entail a broad range of actions that encourage the use of modes other than single-occupant vehicles to meet daily travel needs. Programs such as carpooling and LTD's group pass program were early examples of these types of strategies, implemented in the mid-to-late 1980s in the Eugene-Springfield area.

LTD's role in regional TO began with its management of the group pass program in the late 1980s. During this time, management of the region's carpooling program shifted from the city of Eugene to LTD, given its more regional scope of services. In 1995, LTD, working with its regional partners, created a new regional TO program called Commuter Solutions. That program provided several programs including:

- discounted group pass programs
- transit vouchers
- emergency ride home programs
- information on telecommuting and the associated tax benefits
- Park & Rides
- carpool/vanpool matching,
- education and marketing support services
- parking management information

Regional transportation planning in the 1980s and 1990s was heavily focused on reducing auto-related congestion. TDM programs were developed originally to support changes in travel behavior to reduce traffic congestion and the need for additional road capacity and parking and to support desired patterns of development.

Developed in the late 1990s and adopted in 2002, Eugene-Springfield's regional transportation plan known as "TransPlan", included the region's first TDM policies. These policies are still in place today. The policies included in TransPlan represented an integrated and balanced approach to transportation planning in the Eugene-Springfield area. The overall policy set, including the TDM policies, were developed by considering the interaction among land use, demand management, and transportation system improvements strategies.

TDM Policy #1 in TransPlan calls for the expansion of existing TDM programs and development of new TDM programs. The policy also called for the establishment of TDM benchmarks and, if those benchmarks were not achieved, mandatory programs could be established.

In 2004, the MPO established an ongoing source of funding for TO programs at LTD. This action gave the region's MPO and LTD's regional partners a much larger stake in the success and direction of Commuter Solutions than had existed previously.

In 2014, the Central Lane MPO adopted the Regional Transportation Options Plan. The vision for regional TO articulated in that plan is as follows: *"Promote and provide for safe, efficient and equitable transportation options*

throughout the region that support economically vibrant and livable communities, improve public health through active transportation, and enhance environmental sustainability." The RTOP has two areas of broad strategic focus: 1) access to knowledge and information; and 2) coordination of partners, programs, services, and planning. It serves as the region's transportation options strategic direction to address the goals and policies outlined in the Central Lane Regional Transportation Plan (RTP).

The 2014 adoption of the RTOP together with ODOT's Oregon Transportation Options Plan provide the Regional and State Strategic Guidance for Development and Delivery of Transportation Options in the Region. It is within this context that Point2point developed a five-year strategic plan in 2015. That plan is due for updating in 2020.

Transportation options, modes, and delivery models are evolving. LTD has successfully owned and created partnerships to do much of the work to get the programs where they are today. With opportunities to expand programs such as the student programs, this provides an opportunity to reimagine the scope and potential of, and reevaluate LTD's role in, the delivery of these programs.

CONSIDERATIONS: Development of the regional policy guidance on TO in the Regional Transportation Plan, the specific regional guidance contained in the RTOP, and the expiration of the P2P strategic work plan provide an opportunity to reimagine how regional TO can be implemented.

As we approach this reimagining, we start internally with who we are and what we value. LTD delivers service; specifically regional transportation service. We value fostering economic vitality, livable communities and sustainable practices.

This leads us to approach our work from the perspective of the Complete Trip. As a regional transportation service provider, we clearly see the opportunities for innovation and integration of modes of transportation across the regional community we serve. As part of that vision, we see how we can play a range of roles. We approach all these roles as an innovator and integrator. We are a leading voice in regional TO; as such it's important to evaluate our role as an owner or partner in the implementation.

For example, LTD has successfully managed the Safe Routes to School (SRTS) program for our metro area school districts. LTD has acted as the owner of the program, secured grant funding for SRTS coordinators within the schools, provided education and staff support, and program oversight and administration, While LTD has a stake in this program the evolving opportunity more clearly aligns with an agency such as LCOG. At the same time, LTD has launched the Student Transit Pass, partnering with the school districts to make passes available to K12 students; the SRTS coordinators are a natural conduit to help coordinate LTD's student transit pass within the schools. This realignment of LTD's role from owner of SRTS to coordinated partner has clear advantages for both programs.

This process gives LTD and the region an opportunity to look at our respective roles to best serve the goals of the current programs; and continued evolution, expansion, and connectedness of these programs to the transportation system of our region.

ALTERNATIVES: N/A

NEXT STEPS: With the long history, evolution and expansion of TO, LTD is meeting with regional partners and ODOT to define and coordinate the best role of LTD in each of these programs. This includes discussion with agency staff, and potentially hiring a consultant to provide an analysis and recommendation of how the programs might move forward in our region.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2020

ITEM TITLE: SANTA CLARA STATION – CONSTRUCTION UPDATE

PREPARED BY: Randi Staudinger, Project Manager

DIRECTOR: Joe McCormack, Director of Facilities

ACTION REQUESTED: None. Information Only

PURPOSE: To provide the Board an update on construction progress for the new Santa Clara Transit Station.

HISTORY: In 2015, LTD purchased an 8-acre undeveloped parcel along River Road between Hunsaker Lane and Green Lane to pursue the design and construction of the Santa Clara Transit Station. This site was selected because the property allows for flexible development of a transit station and Park & Ride. The site provides sufficient space to allow for maximum maneuverability of buses and for better access for riders, pedestrians, cyclists, and people who use mobility devices. The design includes 6 bus bays, 55 parking spaces at the adjacent Park & Ride, on-street parking, secure bike parking, covered station platforms, and a small driver relief building.

Construction began in May for the new Santa Clara Transit Station on the former Santa Clara Elementary School site. Delta Construction, a Santa Clara neighborhood company, is the General Contractor for the project.

The initial effort has focused on clearing the site by stripping the topsoil, stockpiling usable soil, removing asphalt from previous buildings and preparing the subgrade. In June, Delta continued earthwork and constructing the aggregate base for the site. Following subgrade completion, sanitary and water lines in to the site will be installed. Plumbing and electrical lines will also be laid for the small driver relief building. In late-June we are anticipate pouring concrete footings.

Early in June, Delta Construction removed 3 trees located in the right-of-way at the northeast corner of the Green Lane and River Road intersection. Later in construction, 19 new trees will be planted in the right-of-way and 55 new trees will be planted on the site of the transit station.

PEPI (Privately Engineered Public Improvement) efforts are expected to begin late June. PEPI efforts include reconstruction of Green Lane including a sidewalk, installing a traffic signal at the intersection of Green Lane and River Road as well as constructing Elementary Lane along the eastern border of the property. During PEPI work, intermittent lane closures along River Road and Green Lane will occur.

Current status on schedule and budget will be provided at the meeting.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: Staff will provide additional updates at the project progresses.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2020
ITEM TITLE: GRANT STATUS – ELECTRIC BUSES
PREPARED BY: Aurora Jackson, General Manager
DIRECTOR: N/A
ACTION REQUESTED: None. Information Only

PURPOSE: To provide an update to the Board of Directors regarding the status of competitive grants submitted for funding the purchase of electric buses.

ROLE OF THE BOARD: The Board's role in this instance is to obtain information for a future decision.

HISTORY: On June 2, the Federal Transit Administration (FTA) announced \$130 million in grants through the Low-No program which funds the deployment of transit buses and infrastructure to advance propulsion technologies that reduce greenhouse gas emissions. LTD was not selected for award of the five (5) electric buses that were requested for funding.

LTD also applied for a grant through the Bus and Bus Facility Program to fund five (5) electric buses. FTA has not announced those awards but that announcement should be made soon. Whether or not competitive grants are received, the Proposed FY2021-2030 Community Investment Plan will include a schedule for the Budget Committee and subsequently, the Board of the Directors to consider investing in purchasing at least 25 all-electric buses in the next three years. This schedule would be consistent with Resolution No 2020-06-17-038 (Climate Action Policy Statement and Fleet Procurement Goals.)

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2020
ITEM TITLE: EMPLOYEE CLIMATE SURVEY
PREPARED BY: Mark Johnson, Assistant General Manager
DIRECTOR: Aurora Jackson, General Manager
ACTION REQUESTED: None. Information Only

PURPOSE: One of the General Manager's goals from the Board for this year was to conduct an employee climate survey. This is to provide the Board with results of that survey.

ROLE OF THE BOARD: The Board's role in this instance is to obtain information for a future decision.

HISTORY: The Board thought that it was important to have staff conduct a climate survey to better understand how employees feel about working at LTD. As part of last year's goal setting with the general manager, the climate survey was included. A presentation will be provided to explain the results

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

- 1) Cover Memo from the General Manager
- 2) Climate survey responses and report

PROPOSED MOTION: N/A

Memorandum



Lane Transit District

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Date: July 11, 2020
To: Board of Directors
From: Aurora (AJ) Jackson
RE: Climate Survey Results

LTD conducted a climate survey in early March to better understand what employees are thinking and how they are feeling about their employment at LTD. The survey was done via Survey Monkey for administrative staff and via hard copy for front line employees. There were approximately 146 respondents out of 340 employees, for a response rate of nearly 45%. A 45% response rate for a survey is above what would be normally expected for an internal survey which is between 30% and 40%.

There were twenty questions or statements on the survey and they were all related to the working environment and whether the employee felt supported by management and coworkers. The survey was structured so the respondent could answer: strongly agree, agree, neutral, disagree, strongly disagree, or NA. There was also a final question that was open ended for additional comments.

The attached document has the survey results along with some analysis as to what the results may indicate and possible action by leadership to address potential issues.

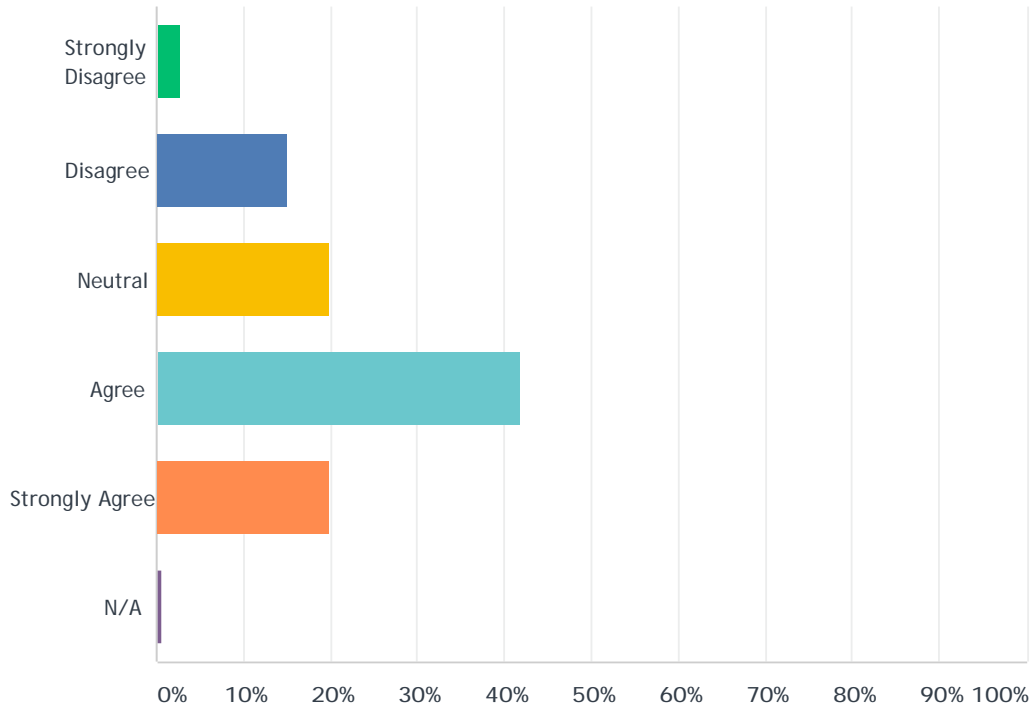
Overall, the results are more positive than negative. But there are some clear areas that the leadership team will need to focus some attention on. One is improving overall communication but particularly on clarifying the vision, mission and goals for the District. There was not a clear staff understanding of District objectives 60% rated this area as favorable while 40% were neutral or unfavorable.

Other areas that need some focus are team building, effective problem solving and employee engagement.

Areas that were favorable are that employees generally like working at LTD and appreciate the security that it brings their families. They also value the service that we provide and are committed to doing their best for our customers.

Q1 You receive the information that is needed to do your job.

Answered: 146 Skipped: 1



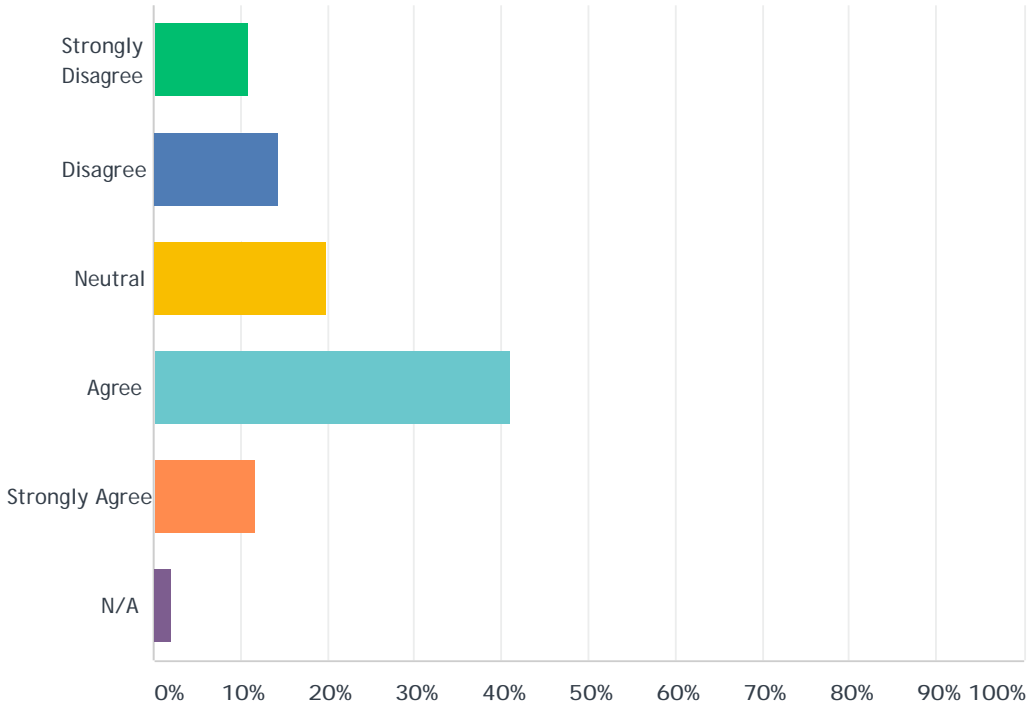
ANSWER CHOICES	RESPONSES	
Strongly Disagree	2.74%	4
Disagree	15.07%	22
Neutral	19.86%	29
Agree	41.78%	61
Strongly Agree	19.86%	29
N/A	0.68%	1
TOTAL		146

61.64% either agreed or strongly agreed and another nearly 20% were neutral. 17.81% disagreed or strongly disagreed.

Analysis: Largely this is favorable to the District's ability to communicate effectively to provide people with the information to do their jobs. There is still needs to be continued effort to ensure that employees feel supported. Since it was an anonymous survey it is unknown if there is a given area that rated higher or lower to this statement.

Q2 You believe that you will have career growth opportunities in this company.

Answered: 146 Skipped: 1



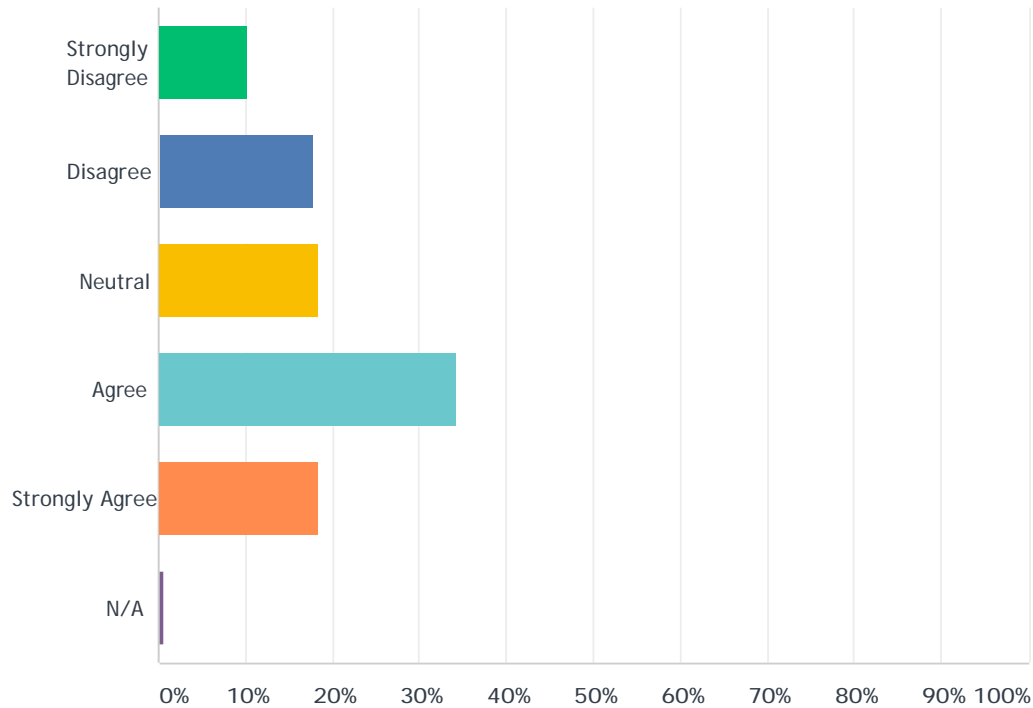
ANSWER CHOICES	RESPONSES	
Strongly Disagree	10.96%	16
Disagree	14.38%	21
Neutral	19.86%	29
Agree	41.10%	60
Strongly Agree	11.64%	17
N/A	0.68%	1
TOTAL		146

With regard to career growth 52.74% of respondents agreed or strongly agreed that they would have opportunities for career advancement at LTD. Another 19.86% were neutral in their response. A little over 25% disagreed or strongly disagreed with this statement

Analysis: It is not surprising that 25% of respondents disagreed with this statement. The reality is that there are limited opportunities for advancement at LTD. People stay for the long term which limits some Opportunities and it is difficult when most of the employees are bus operators to have enough advancement opportunities for everyone feels that they have a chance. There are 200 bus operators and 13 supervisory positions. The administrative side offers a higher ratio for advancement opportunities.

Q3 You are encouraged to contribute to the improvement of work processes or procedures.

Answered: 146 Skipped: 1



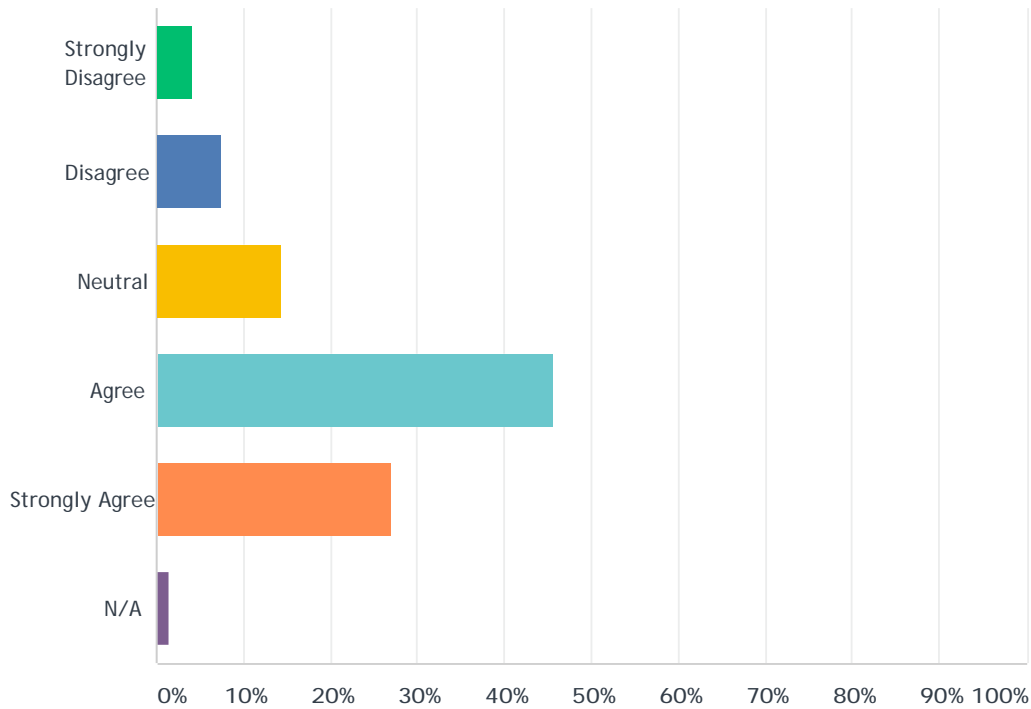
ANSWER CHOICES	RESPONSES	
Strongly Disagree	10.27%	15
Disagree	17.81%	26
Neutral	18.49%	27
Agree	34.25%	50
Strongly Agree	18.49%	27
N/A	0.68%	1
TOTAL		146

52.74% agreed or strongly agreed that they are encouraged to participate in improving process or procedures. Another 18.49% were neutral and 28.08% disagreed or strongly disagreed to this statement.

Analysis: This points to how much control that employees feel that they have in their work environment. There are 28.08 % that clearly feel something is lacking in their ability to contribute to meaningful change.

Q4 You are always learning new things in your job.

Answered: 145 Skipped: 2



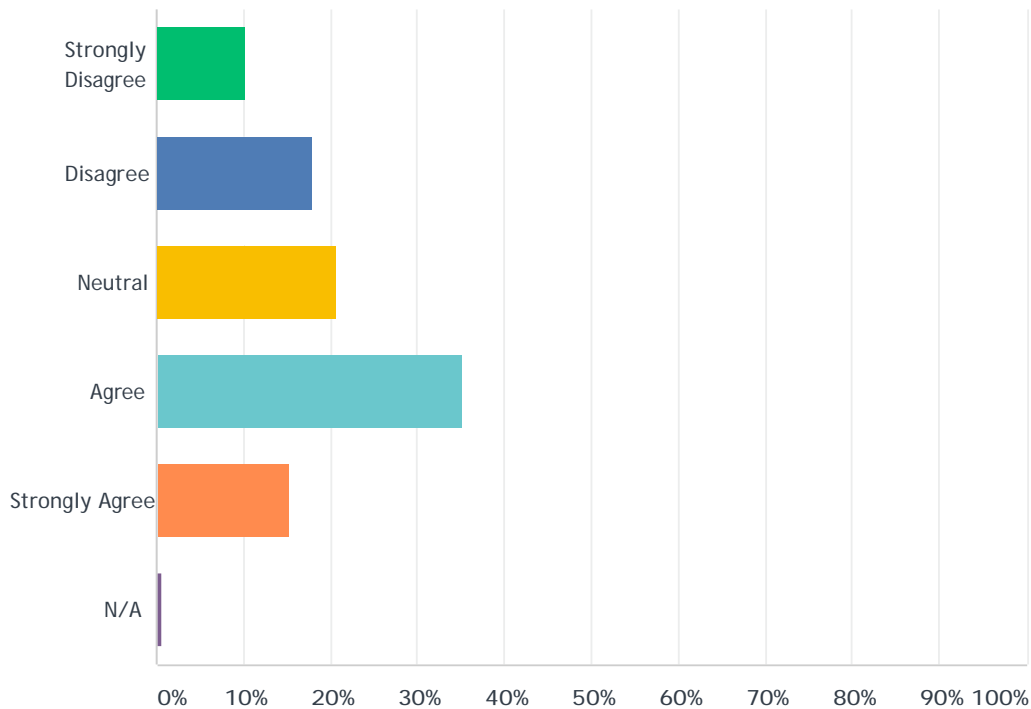
ANSWER CHOICES	RESPONSES	
Strongly Disagree	4.14%	6
Disagree	7.59%	11
Neutral	14.48%	21
Agree	45.52%	66
Strongly Agree	26.90%	39
N/A	1.38%	2
TOTAL		145

72.42% agreed or strongly agreed that they are able to learn new things in their job. Another 14.48% were neutral and 11.73% disagreed or strongly disagreed.

Analysis: This is an area where people across the board feel that they are learning new things in their job. Typically, people who are able to learn new things at their job are more engaged and interested in what they are doing.

Q5 Clarification and guidance from your superiors regarding your tasks help to carry out your work.

Answered: 145 Skipped: 2



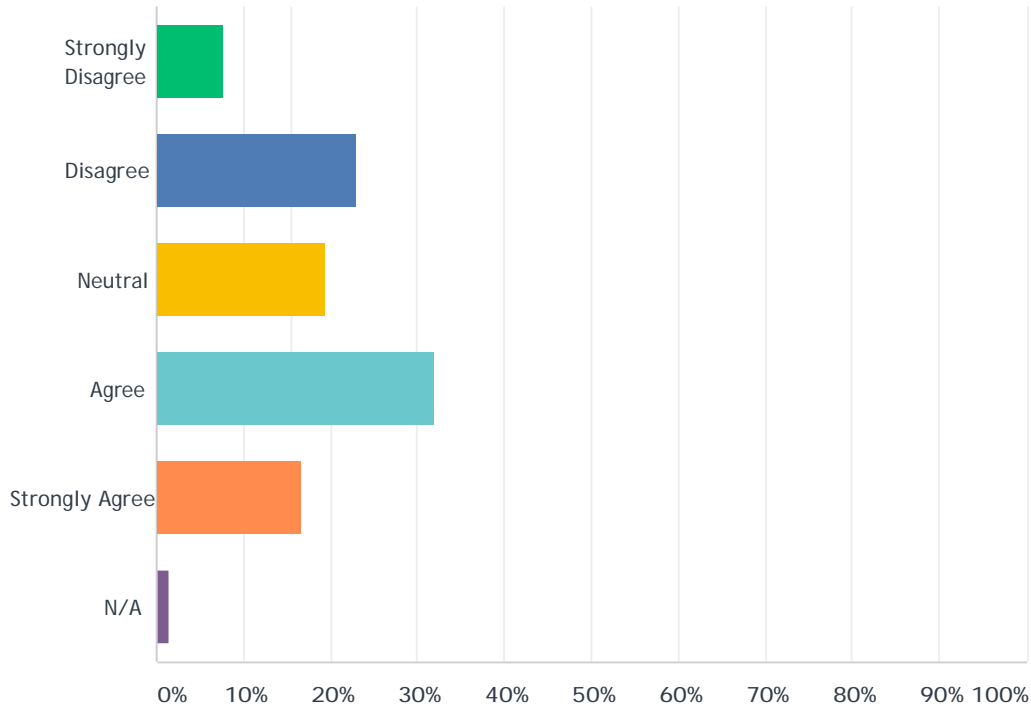
ANSWER CHOICES	RESPONSES	
Strongly Disagree	10.34%	15
Disagree	17.93%	26
Neutral	20.69%	30
Agree	35.17%	51
Strongly Agree	15.17%	22
N/A	0.69%	1
TOTAL		145

50.34% of respondents agree or strongly agree to this statement and another 20.69% are neutral. 28.27% responded disagree or strongly disagree.

Analysis: This statement points to the quality of supervision that employees feel they get to be able to accomplish their work. Overall this is not a stellar ranking but some of that is that bus operators particularly are separated from supervision and feel that they do not get the guidance that they may need when they need it.

Q6 The Company provides training opportunities for everyone.

Answered: 144 Skipped: 3



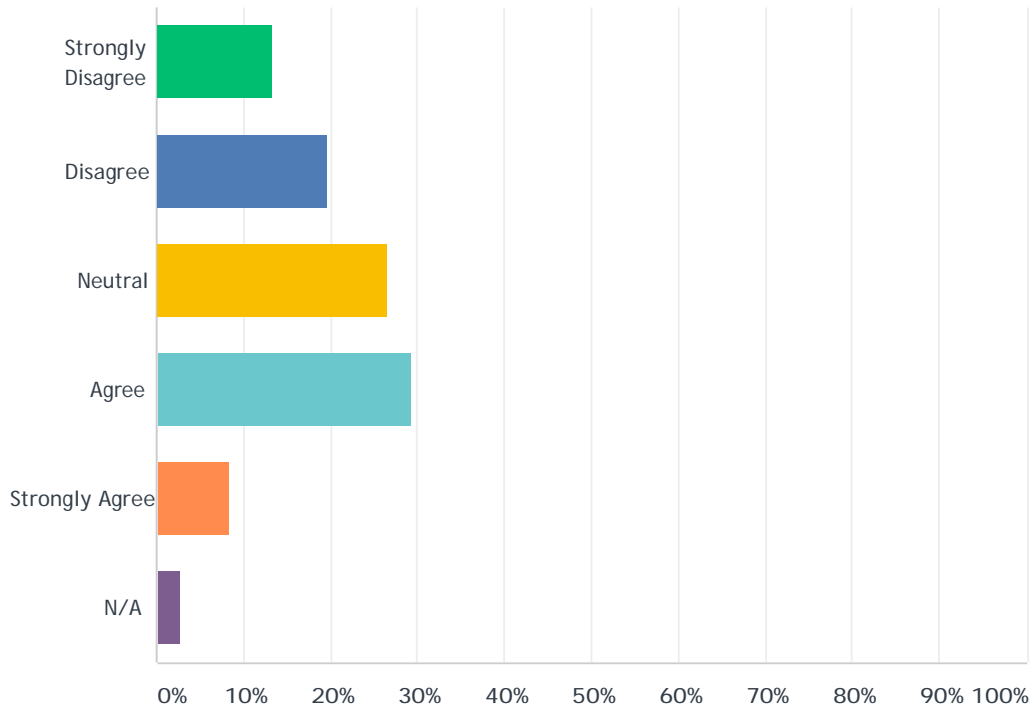
ANSWER CHOICES	RESPONSES	
Strongly Disagree	7.64%	11
Disagree	22.92%	33
Neutral	19.44%	28
Agree	31.94%	46
Strongly Agree	16.67%	24
N/A	1.39%	2
TOTAL		144

48.61% of the respondents agreed or strongly agreed with this statement while 19.44% were neutral. 30.56% disagreed or strongly disagreed.

Analysis: Providing training opportunities for everyone might be a high bar, it is hard to know which workgroups feel strongly one way or the other. It is an area that needs further analysis and understanding, but given my understanding of the organization, I think the administrative staff largely believe that training is not provided evenly across the organization.

Q7 The organization’s environment facilitates the relationship between employees?

Answered: 143 Skipped: 4



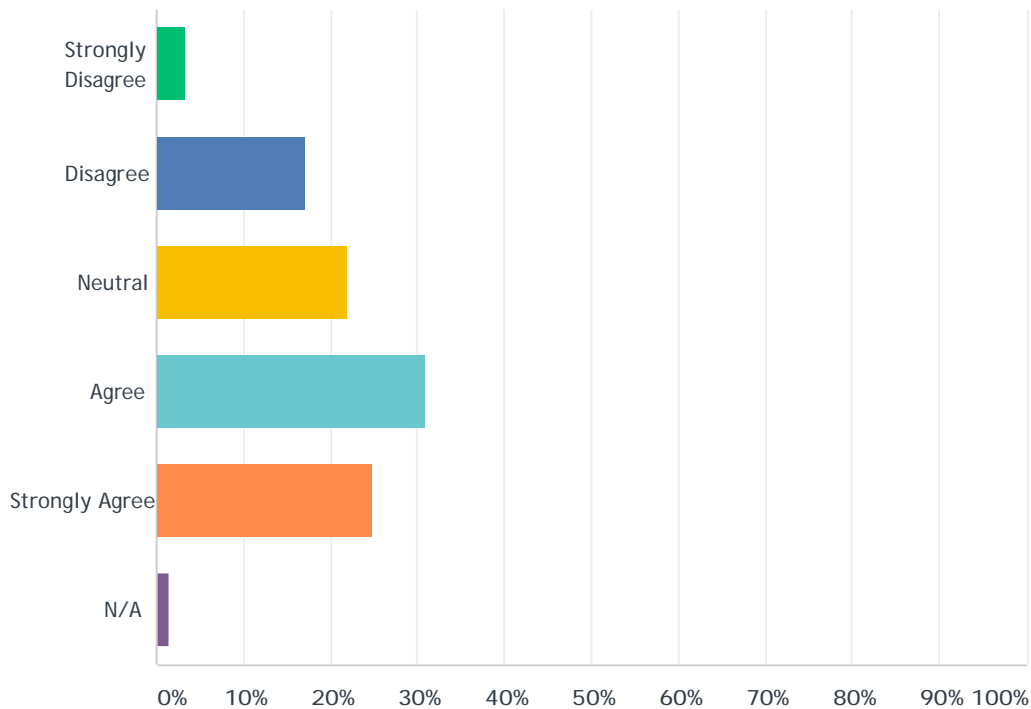
ANSWER CHOICES	RESPONSES	
Strongly Disagree	13.29%	19
Disagree	19.58%	28
Neutral	26.57%	38
Agree	29.37%	42
Strongly Agree	8.39%	12
N/A	2.80%	4
TOTAL		143

37.76% of respondents agreed or strongly agreed with this statement and 26.57% were neutral. 32.87% disagreed or strongly disagreed. This statement also had the most NA responses with 4.

Analysis: This is the most evenly split response of all questions. It does point to the need to evaluate the District’s role in fostering internal relationships and steps that should be taken to build a stronger team.

Q8 People in your work group encourage each other to give their best effort.

Answered: 145 Skipped: 2



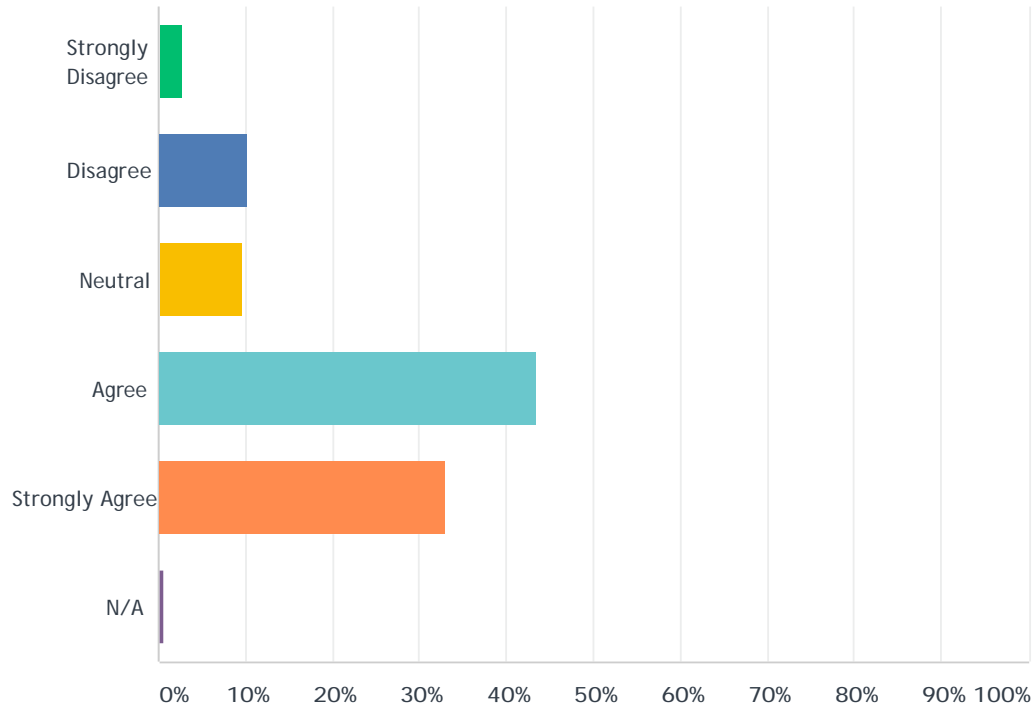
ANSWER CHOICES	RESPONSES	
Strongly Disagree	3.45%	5
Disagree	17.24%	25
Neutral	22.07%	32
Agree	31.03%	45
Strongly Agree	24.83%	36
N/A	1.38%	2
TOTAL		145

55.86 agreed or strongly agreed with this statement and 22.07% were neutral. 20.68% disagreed or strongly disagreed with the statement.

Analysis: This question is more about the perceived quality of other employees and the support they give each other. Interestingly the response in general is in line with responses about management or the organization. But it could point to need of more effective supervision and internal support for individual workgroups.

Q9 Your colleagues, generally share knowledge.

Answered: 145 Skipped: 2



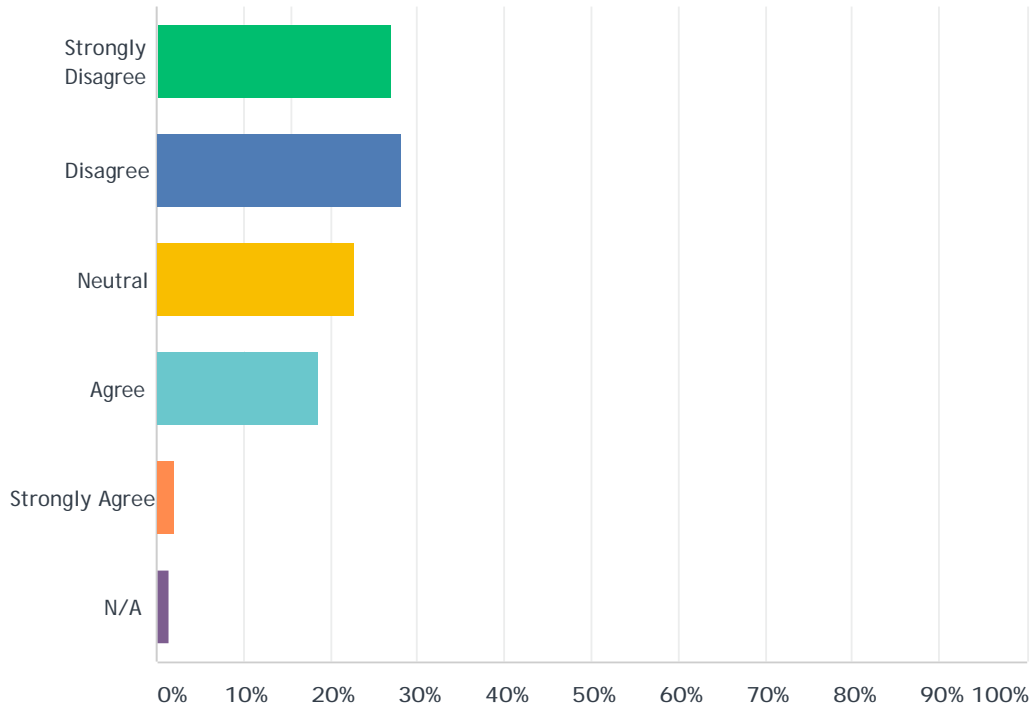
ANSWER CHOICES	RESPONSES	
Strongly Disagree	2.76%	4
Disagree	10.34%	15
Neutral	9.66%	14
Agree	43.45%	63
Strongly Agree	33.10%	48
N/A	0.69%	1
TOTAL		145

76.55% agree or strongly agree to this statement and 9.66% were neutral. 13.1% disagreed or strongly disagreed.

Analysis: This is the highest favorable response to any of the statements in the survey which indicates a cooperative work environment where employees share their knowledge with others to accomplish tasks.

Q10 Employees are involved in decision making?

Answered: 145 Skipped: 2



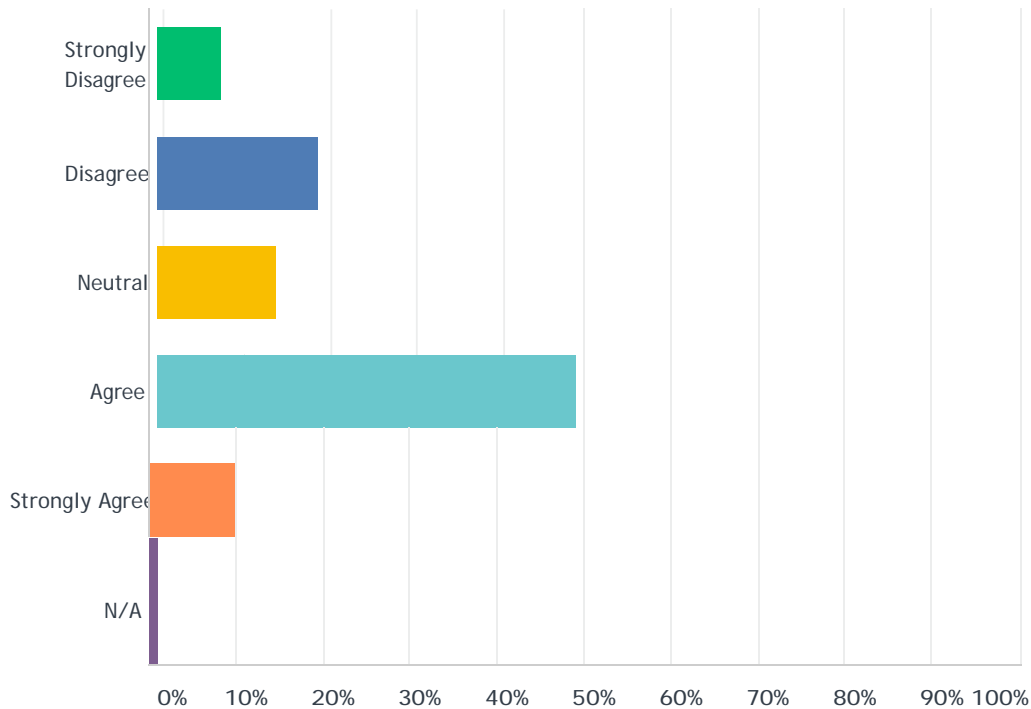
ANSWER CHOICES	RESPONSES	
Strongly Disagree	26.90%	39
Disagree	28.28%	41
Neutral	22.76%	33
Agree	18.62%	27
Strongly Agree	2.07%	3
N/A	1.38%	2
TOTAL		145

18.69% agreed or strongly agreed with this statement and 22.76% were neutral. 55.18% disagreed or strongly disagreed.

Analysis: This statement had the largest percentage of negative responses at 55.18%. It is similar to Q3 which asked if employees were encouraged to participate in decisions regarding processes and procedures which had a more favorable response. The response to this question reflects decisions on organizational changes that have been made that have had impact on their workgroups rather than processes or procedures. This statement also had the largest number of neutral responses.

Q11 The time you use in your work day is sufficient to fulfill your duties and obligations?

Answered: 145 Skipped: 2



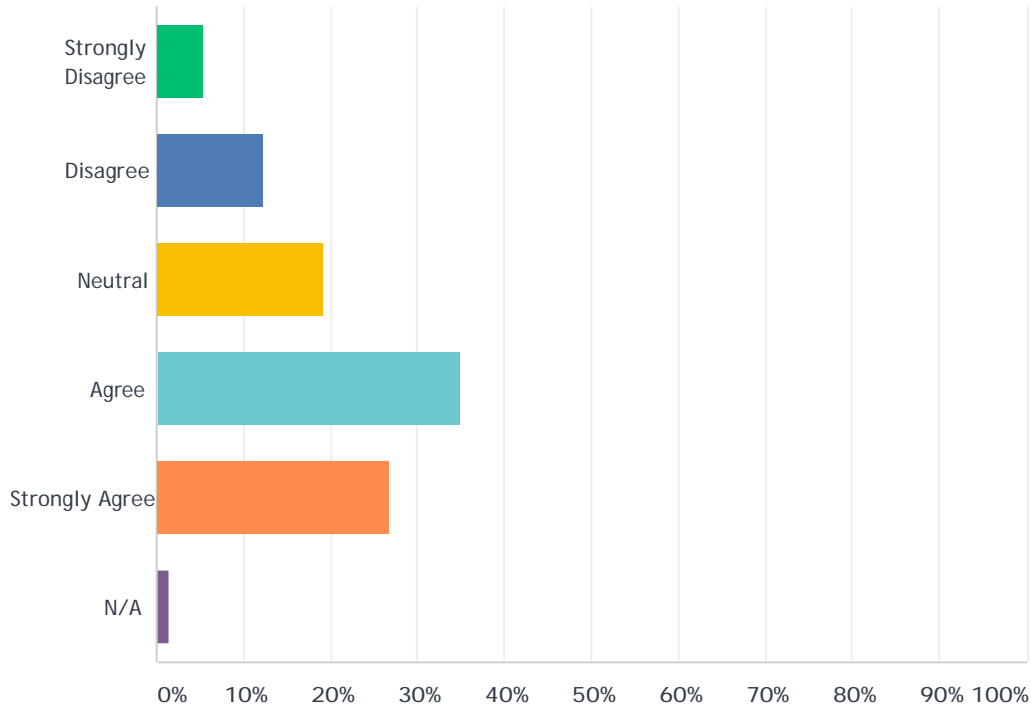
ANSWER CHOICES	RESPONSES	
Strongly Disagree	7.59%	11
Disagree	18.62%	27
Neutral	13.79%	20
Agree	48.28%	70
Strongly Agree	9.66%	14
N/A	2.07%	3
TOTAL		145

57.94% of respondents agreed or strongly agreed with this statement and 13.79% were neutral. 26.2% disagreed or strongly disagreed with this statement.

Analysis: This is interesting because one of the main comments we hear from staff is that there is not enough capacity to complete tasks. This indicates that for the most part there is although, there may be certain work groups that cannot complete their work in a regular work day. This is an area to pay attention to.

Q12 You are happy in your work?

Answered: 146 Skipped: 1



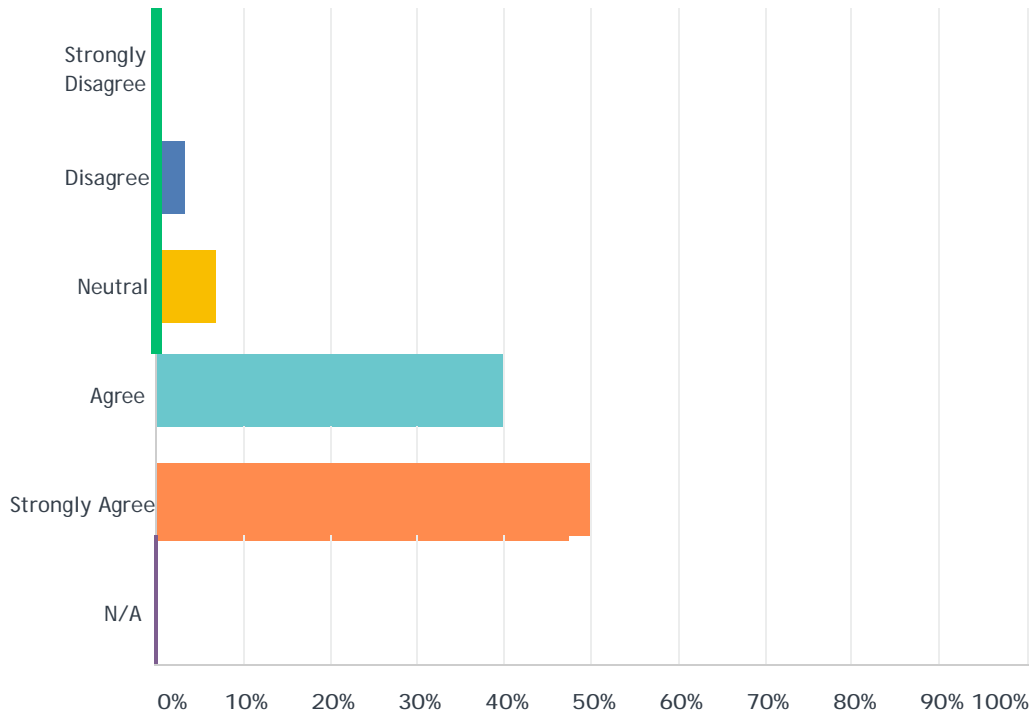
ANSWER CHOICES	RESPONSES	
Strongly Disagree	5.48%	8
Disagree	12.33%	18
Neutral	19.18%	28
Agree	34.93%	51
Strongly Agree	26.71%	39
N/A	1.37%	2
TOTAL		146

61.64% of respondents agree or strongly agree with this statement while 19.18% were neutral. 17.81% disagree or strongly disagree.

Analysis: While it is important to have all employees happy in their work it is difficult to achieve. This statement has the lowest percentage of negative responses, which is encouraging although there may be some work to do to understand where in the organization that group is and if it is spread out to several individuals in several work groups or a few individuals in a few work groups.

Q13 Your work is important for the company to reach its goals?

Answered: 145 Skipped: 2



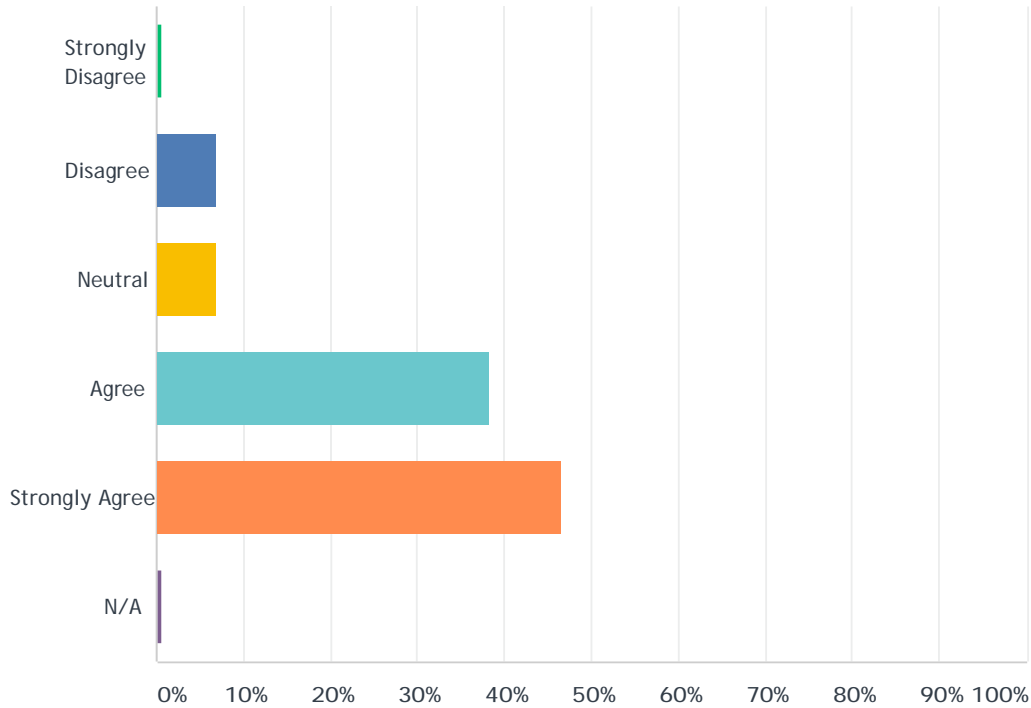
ANSWER CHOICES	RESPONSES	
Strongly Disagree	1.38%	2
Disagree	3.45%	5
Neutral	6.90%	10
Agree	40.00%	58
Strongly Agree	47.59%	69
N/A	0.69%	1
TOTAL		145

87.59% of respondents agreed or strongly agreed to this statement and 6.9% were neutral. 4.83% disagreed or strongly disagreed with this statement.

Analysis: This statement has the second highest percent of positive responses. Employees generally feel that the work that they do is important to what the District is trying to accomplish. Having employees that believe that their work is important to the overall success of the District is critical to job satisfaction.

Q14 Your work in the company provides you and your family with security.

Answered: 146 Skipped: 1



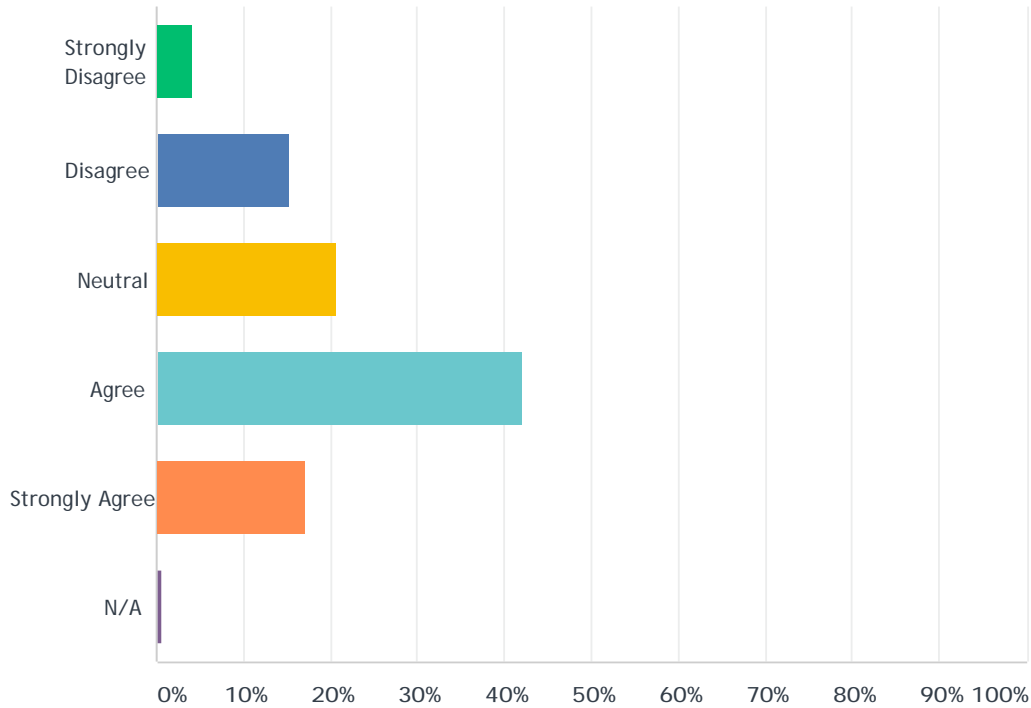
ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.68%	1
Disagree	6.85%	10
Neutral	6.85%	10
Agree	38.36%	56
Strongly Agree	46.58%	68
N/A	0.68%	1
TOTAL		146

84.94% of respondents agree or strongly agree with this statement and 6.85% were neutral. 7.53% disagreed or strongly disagreed.

Analysis: An overwhelming majority of respondents believe that the District provides security to their families. The wages and benefits as well as the stability offer some future certainty.

Q15 You know the objectives of this company.

Answered: 145 Skipped: 2



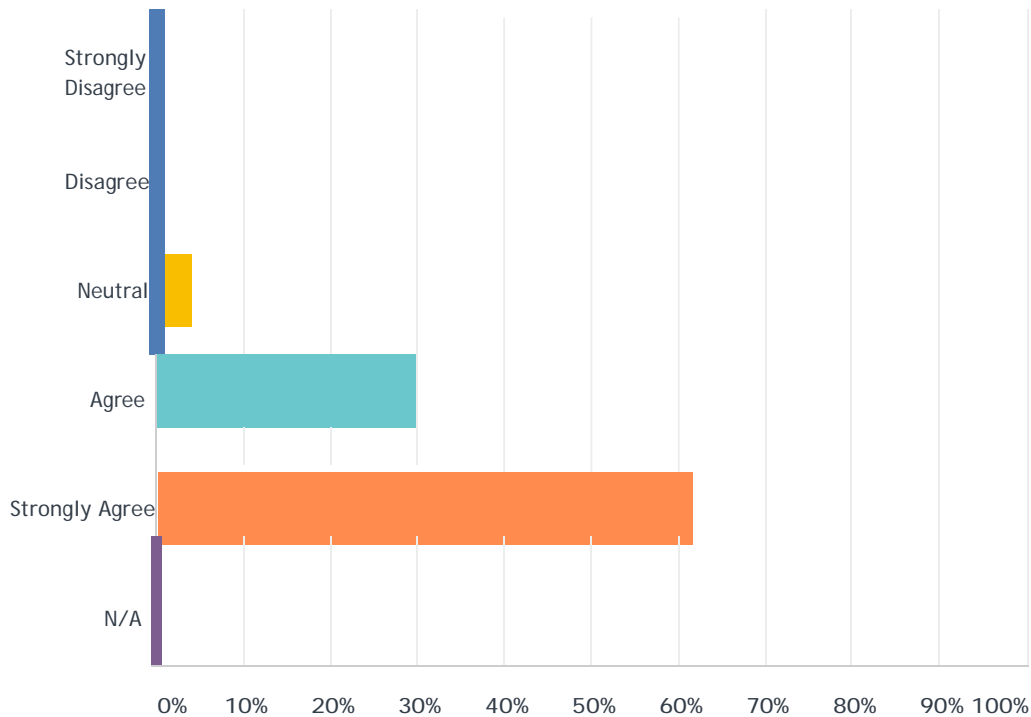
ANSWER CHOICES	RESPONSES	
Strongly Disagree	4.14%	6
Disagree	15.17%	22
Neutral	20.69%	30
Agree	42.07%	61
Strongly Agree	17.24%	25
N/A	0.69%	1
TOTAL		145

59.31% of respondents agree or strongly agree to this statement and 20.69% are neutral. 19.31% disagree or strongly disagree.

Analysis: This is an area where there is clearly work to be done. Every employee should know the mission and objectives of the District and that is the job of leadership. We are committed to developing a strategic business plan and have been working with the Board to update the vision, mission and goals of the District.

Q16 You believe that the products and services offered to the market by this company are important to society.

Answered: 146 Skipped: 1



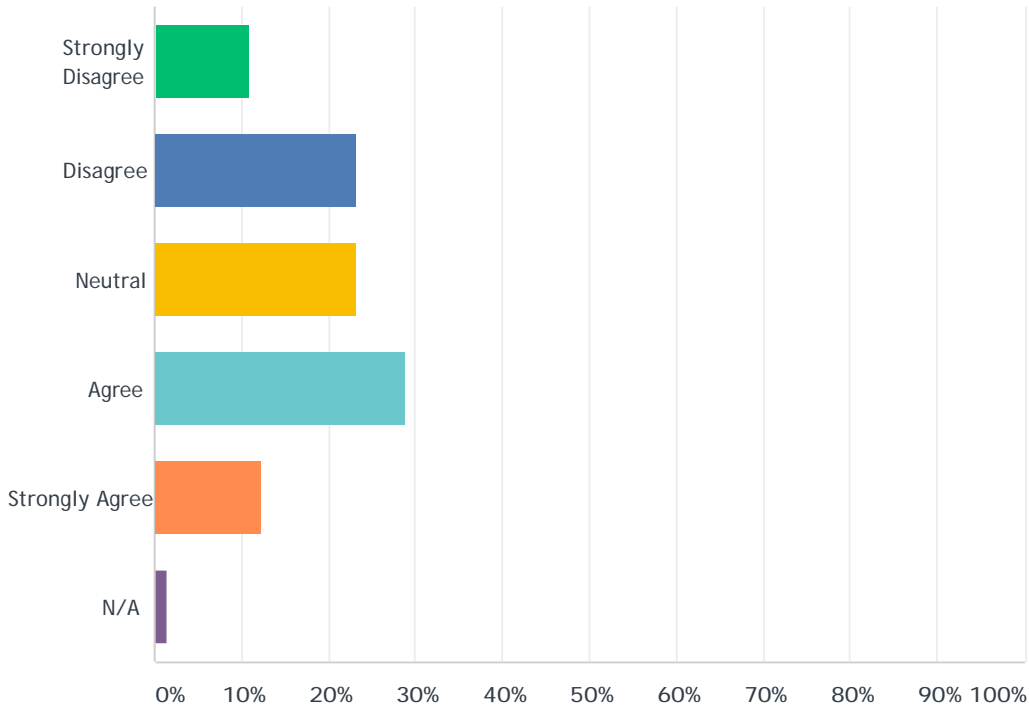
ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.68%	1
Disagree	2.05%	3
Neutral	4.11%	6
Agree	30.14%	44
Strongly Agree	61.64%	90
N/A	1.37%	2
TOTAL		146

91.78% of respondents agreed or strongly agreed with this statement and 4.11% were neutral. 2.73% disagreed or strongly disagreed.

Analysis: While respondents are not clear about the objectives of the district, they overwhelmingly believe that the services we provide are valuable to society. That is an important aspect of the commitment of our employees to the work that they do, it improves other people's lives and that is a basic value to employees. This statement has the most positive responses

Q17 This organization tries to improve working conditions.

Answered: 146 Skipped: 1



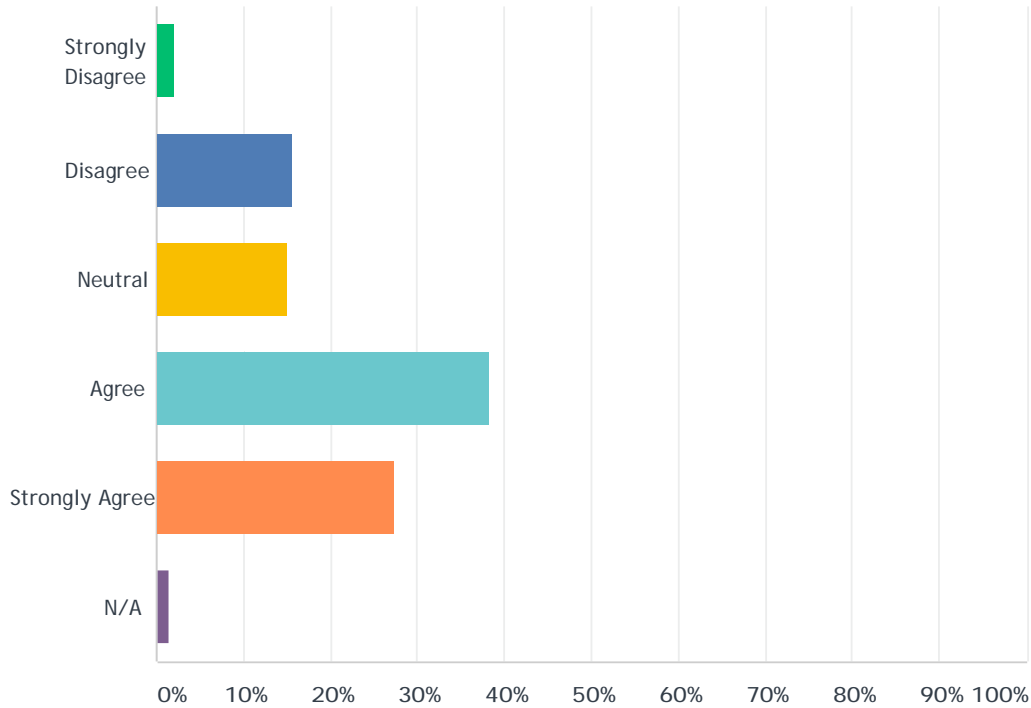
ANSWER CHOICES	RESPONSES	
Strongly Disagree	10.96%	16
Disagree	23.29%	34
Neutral	23.29%	34
Agree	28.77%	42
Strongly Agree	12.33%	18
N/A	1.37%	2
TOTAL		146

41.1% of respondents agreed or strongly agreed with this statement while 23.29% were neutral. 34.25% disagreed or strongly disagreed.

Analysis: This is an area where there is work to be done. Working conditions can mean a lot of different things to a lot of different people. Safety, comfort, supervisory support, work environment, etc. all play into working conditions. We will have to whittle this down more to understand where the issues lie within the organization.

Q18 Your work group is efficient in doing the work that is expected of it.

Answered: 146 Skipped: 1



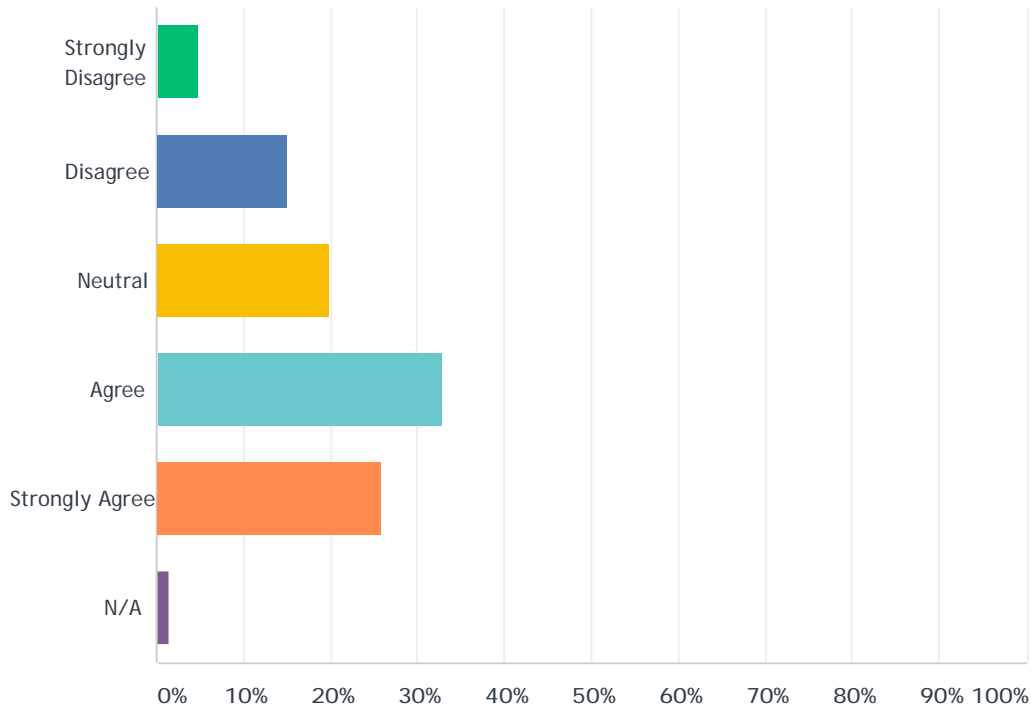
ANSWER CHOICES	RESPONSES	
Strongly Disagree	2.05%	3
Disagree	15.75%	23
Neutral	15.07%	22
Agree	38.36%	56
Strongly Agree	27.40%	40
N/A	1.37%	2
TOTAL		146

65.76% agree or strongly agree with this statement and 15.07% were neutral. 17.8% disagreed or strongly disagreed.

Analysis: This is an area where, generally respondents believe that their workgroups are efficient at accomplishing their work. There are two ways of looking at this; either they are happy with the way the work group functions and there is no improvement needed or the work is not of the nature where there could not be improvements that would improve efficiencies. This is an area where the efficiencies of workgroups may be overrated by respondents. There is some more research to be done in this area to understand respondent's thoughts.

Q19 People in your work group encourage each other to work together as a team.

Answered: 146 Skipped: 1



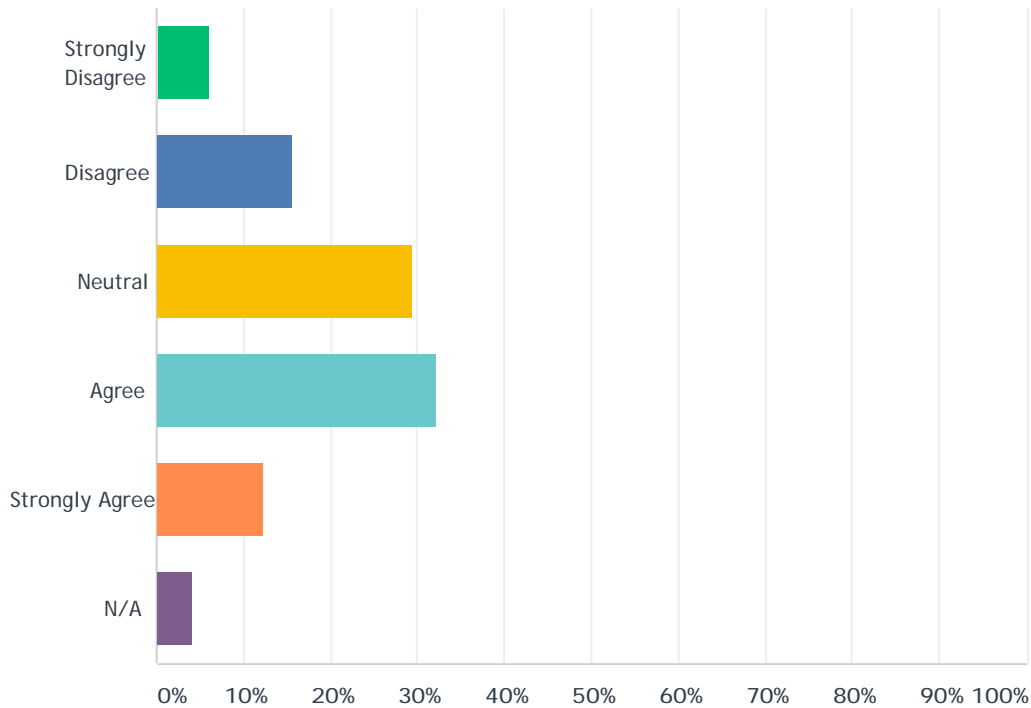
ANSWER CHOICES	RESPONSES	
Strongly Disagree	4.79%	7
Disagree	15.07%	22
Neutral	19.86%	29
Agree	32.88%	48
Strongly Agree	26.03%	38
N/A	4.11%	6
TOTAL		146

58.91 % of respondents agreed or strongly agreed with this statement and 19.86% were neutral. 19.86% disagreed or strongly disagreed.

Analysis: Nearly 60% believe that they have strong supportive workgroups that encourage teamwork. This is another area where it is difficult to determine whether there are certain groups that are struggling with teamwork but there is less than 20% that responded negatively. More work needs to be done to identify which workgroups need assistance.

Q20 When conflicts arise between work group members, mutually acceptable solutions are sought.

Answered: 146 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly Disagree	6.16%	9
Disagree	15.75%	23
Neutral	29.45%	43
Agree	32.19%	47
Strongly Agree	12.33%	18
N/A	4.11%	6
TOTAL		146

44.52% of respondents agreed or strongly agreed with this statement and 29.45% were neutral. 21.91% disagreed or strongly disagreed.

Analysis: This is an indication of problem solving abilities within workgroups. Finding mutually beneficial solutions to problems is a skill that is learned. It is a managers responsibility to coordinate, encourage and promote mutually agreeable solution when problems arise. There may be some training opportunities for staff in this area.

Q21 Are there any additional comments that you would like to share?

Answered: 66 Skipped: 81

There were 66 responses to this question and there were a wide range of topics but I categorized them into four areas: management, communication, wages, and other employees.

There were 16 positive comments, 7 neutral comments, and 43 negative comments.

Most of the comments both positive and negative had to do with management, many were around specific incidents. Lack of effective communication had the second most comments, lack of a COLA had the third most and comments about other employees had the fourth most.

It is no surprise that negative comments were the most common. It is an opportunity for employees to voice their concerns and frustrations in a safe environment. It also offers us some good insight as to specific issues that may need some attention or workgroups that may be struggling more than others.

Overall, there were some good recommendations and suggestions and some really thoughtful feedback from employees.



AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2020
ITEM TITLE: PRELIMINARY JUNE 2020 FINANCIAL REPORT
PREPARED BY: Christina Shew, Director of Finance
DIRECTOR: Mark Johnson, Assistant General Manager
ACTION REQUESTED: None. Information Only

PURPOSE: To provide a preliminary report of the finances and administrative activities of the District for the fiscal year which started on July 1, 2019 and ended on June 30, 2020 (FY 2020) to the Board.

HISTORY:

Annually, in July, the LTD Board is provided a preliminary report of the finance and administrative activities of the District for the preceding fiscal year. This preliminary financial report is required to be submitted "within 30 days after the end of each fiscal year" (ORS 267.140) and is typically provided as a hand out in the July Board meeting.

ORS 267.140 appears to exist to ensure that Boards get at least one financial report per year. However, LTD staff provides monthly financial reports to keep the Board informed throughout the year on the finances of the District. Given the short time between the end of the fiscal year and the due date for this required report, it is impossible for even the smallest of properties to provide audited or even final results. Therefore, LTD provides preliminary results within 30 days and follows-up with audited reports when the independent audit work has been completed.

The last preliminary financial report was provided to the Board on July 17, 2019 for the fiscal year which started on July 1, 2018 and ended on June 30, 2019 (FY 2019).

On February 19, 2020, a formal presentation by Moss Adams, LLP, LTD's auditors, on the final financial results, including the audited Comprehensive Annual Financial Report and Single Audit was provided to the LTD Board.

The auditor's provided an unmodified opinion on the FY 2019 financial statements indicating that they are "fairly presented and in accordance with U.S. GAAP" and no material weaknesses on internal controls were identified.

A presentation will be provided to explain this topic in further detail.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: N/A.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: None. Information Only

LANE TRANSIT DISTRICT May 2020 Performance Report

Performance Measure	Prior			Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior	
	Current Month	Year's Month	% Change					12 Month	% Change
Fixed Route Service									
Passenger Boardings	251,831	933,710	- 73.0%	7,739,957	9,142,176	- 15.3%	8,521,552	9,961,252	- 14.5%
Mobility Assisted Riders	4,112	13,485	- 69.5%	130,057	142,775	- 8.9%	142,777	156,501	- 8.8%
<u>Average Passenger Boardings:</u>									
Weekday	-	36,393	- 100.0%	26,617	33,298	- 20.1%	27,037	33,217	- 18.6%
Saturday	-	18,202	- 100.0%	14,299	18,006	- 20.6%	14,606	18,051	- 19.1%
Sunday	9,686	12,050	- 19.6%	11,204	11,807	- 5.1%	11,246	11,812	- 4.8%
Monthly Revenue Hours	11,690	24,422	- 52.1%	235,042	260,987	- 9.9%	257,890	285,268	- 9.6%
Boardings Per Revenue Hour	21.5	38.2	- 43.7%	32.93	35.03	- 6.0%	33.04	34.92	- 5.4%
Weekly Revenue Hours	3,147	5,515	- 42.9%	5,025	5,498	- 8.6%	5,051	5,512	- 8.4%
Weekdays	-	22		184	230		204	251	
Saturdays	-	4		43	49		48	54	
Sundays	26	5		97	53		102	57	

Passenger Revenues & Sales

Passenger revenues will be presented in the finance report.

Fleet Services

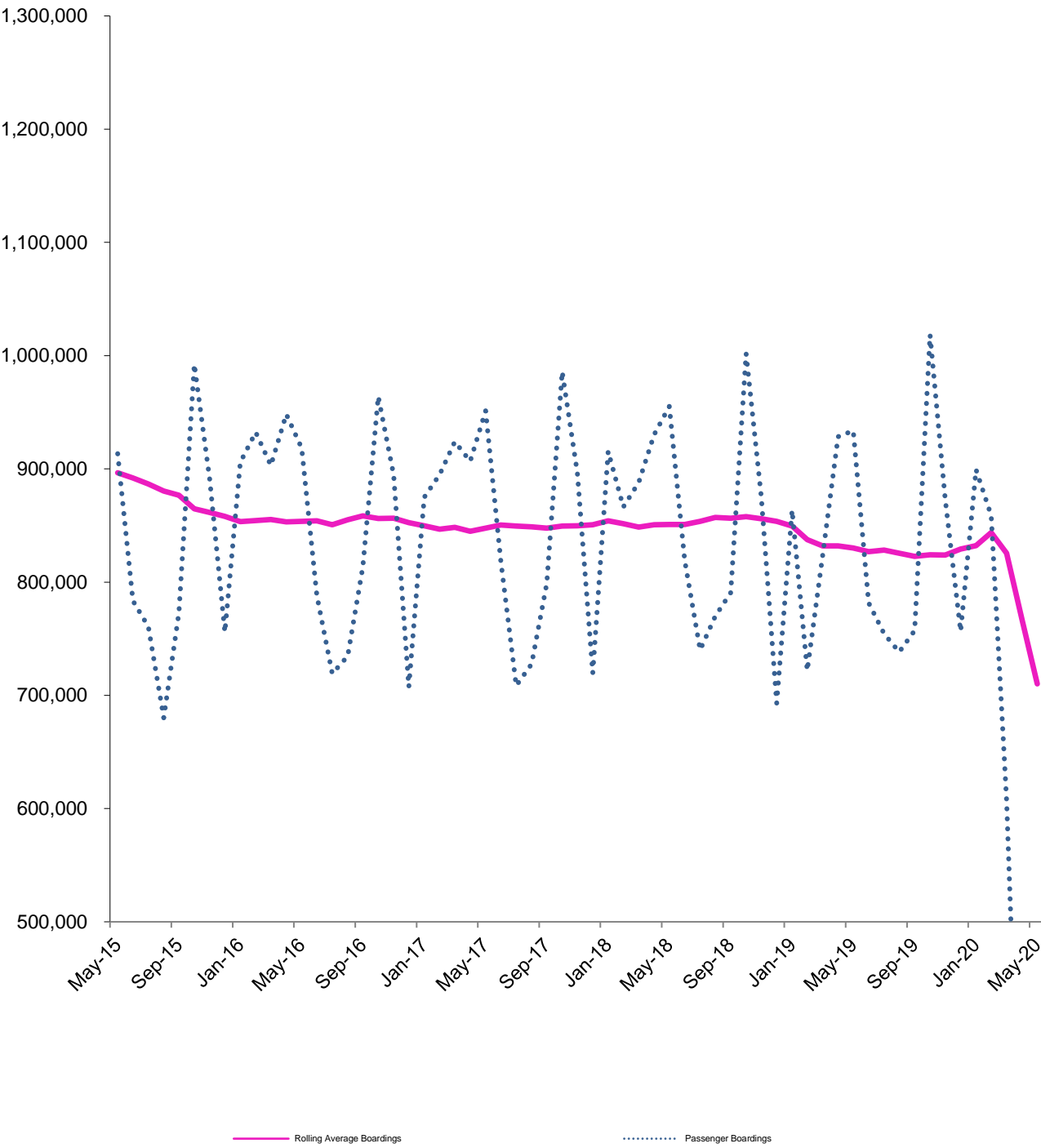
Fleet Miles	164,290	335,082	- 51.0%	3,232,469	3,584,614	- 9.8%	3,544,367	3,921,110	- 9.6%
Average Passenger Boardings/Mile	1.53	2.79	- 45.0%	2.39	2.55	- 6.1%	2.40	2.54	- 5.4%
Fuel Cost	\$37,994	\$205,649	- 81.5%	\$1,633,754	\$2,079,924	- 21.5%	\$1,810,184	\$2,306,284	- 21.5%
Fuel Cost Per Mile	\$0.231	\$0.614	- 62.3%	\$0.505	\$0.580	- 12.9%	\$0.511	\$0.588	- 13.2%
Repair Costs	\$266,127	\$319,069	- 16.6%	\$3,560,559	\$3,218,345	+ 10.6%	\$3,894,573	\$3,558,153	+ 9.5%
Total Repair Cost Per Mile	\$1.620	\$0.952	+ 70.1%	\$1.101	\$0.898	+ 22.7%	\$1.099	\$0.907	+ 21.1%
Preventive Maintenance Costs	\$16,016	\$33,575	- 52.3%	\$364,986	\$394,368	- 7.5%	\$405,051	\$432,694	- 6.4%
Total PM Cost Per Mile	\$0.097	\$0.100	- 2.7%	\$0.113	\$0.110	+ 2.6%	\$0.114	\$0.110	+ 3.6%
Mechanical Road Calls	9	35	- 74.3%	263	379	- 30.6%	302	422	- 28.4%
Miles/Mech. Road Call	18,254	9,574	+ 90.7%	12,291	9,458	+ 29.9%	11,736	9,292	+ 26.3%

Medical Transportation Management

MTM Rides	2,562	14,852	- 82.7%	115,398	147,441	- 21.7%	128,193	160,241	- 20.0%
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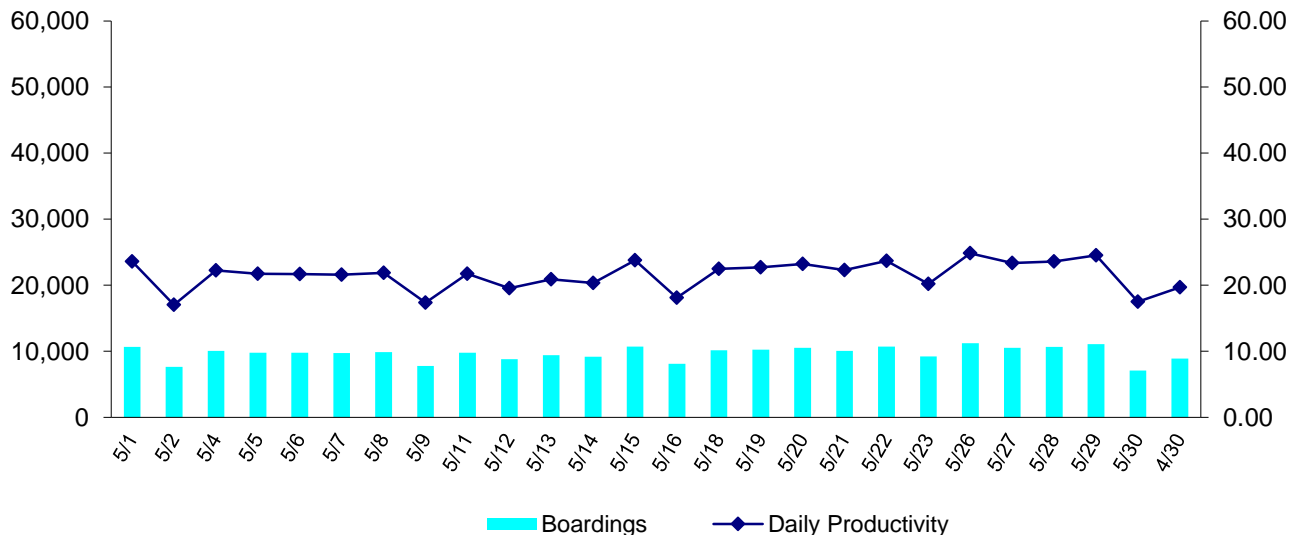
LANE TRANSIT DISTRICT

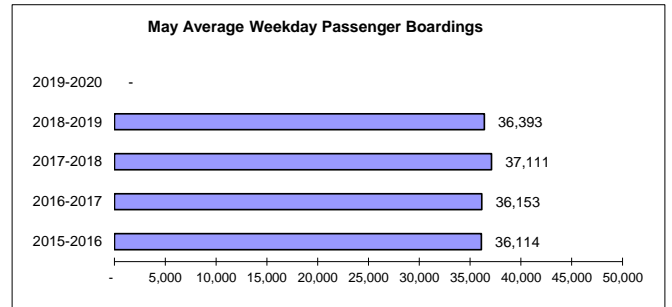
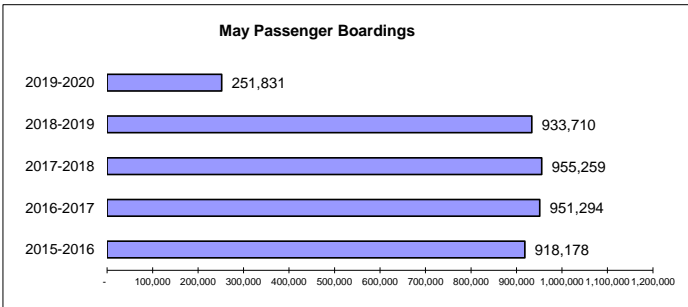
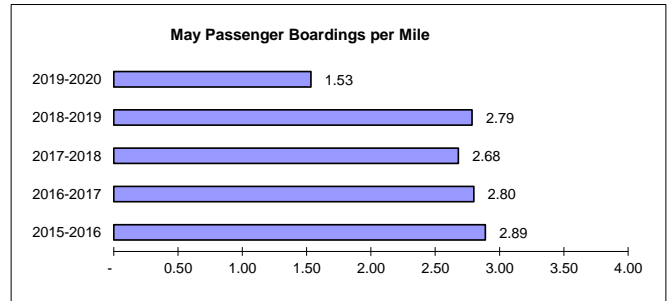
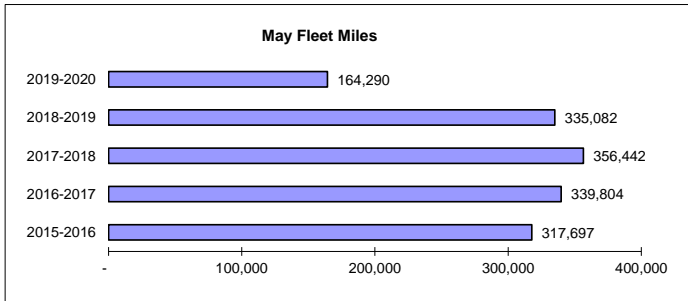
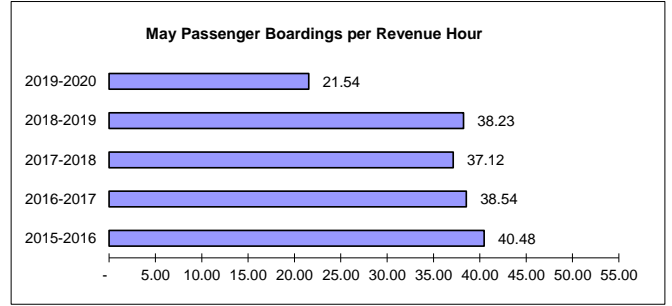
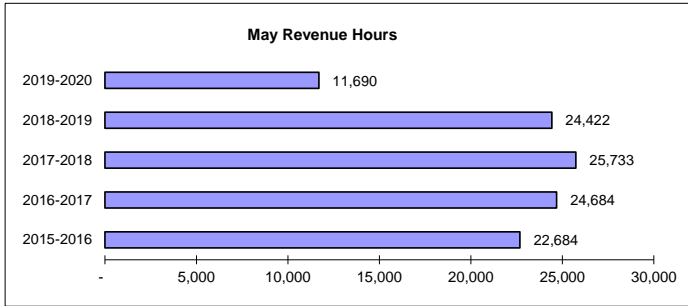
Five Year History of Passenger Boardings



Daily Ridership Recap May 2020

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
5/1/2020	Friday	Sunday	10,658	210	452	23.58
5/2/2020	Saturday	Sunday	7,664	149	450	17.03
5/4/2020	Monday	Sunday	10,040	176	451	22.26
5/5/2020	Tuesday	Sunday	9,805	168	451	21.74
5/6/2020	Wednesday	Sunday	9,795	184	452	21.67
5/7/2020	Thursday	Sunday	9,758	158	452	21.59
5/8/2020	Friday	Sunday	9,867	166	451	21.88
5/9/2020	Saturday	Sunday	7,795	131	449	17.36
5/11/2020	Monday	Sunday	9,776	169	450	21.72
5/12/2020	Tuesday	Sunday	8,797	105	450	19.55
5/13/2020	Wednesday	Sunday	9,422	140	451	20.89
5/14/2020	Thursday	Sunday	9,166	68	451	20.32
5/15/2020	Friday	Sunday	10,718	182	451	23.76
5/16/2020	Saturday	Sunday	8,113	155	448	18.11
5/18/2020	Monday	Sunday	10,161	167	452	22.48
5/19/2020	Tuesday	Sunday	10,250	135	451	22.73
5/20/2020	Wednesday	Sunday	10,520	180	453	23.22
5/21/2020	Thursday	Sunday	10,063	154	451	22.31
5/22/2020	Friday	Sunday	10,698	167	452	23.67
5/23/2020	Saturday	Sunday	9,228	165	457	20.19
5/26/2020	Tuesday	Sunday	11,248	208	453	24.83
5/27/2020	Wednesday	Sunday	10,545	199	451	23.38
5/28/2020	Thursday	Sunday	10,660	164	452	23.58
5/29/2020	Friday	Sunday	11,079	179	452	24.51
5/30/2020	Saturday	Sunday	7,095	97	405	17.52
4/30/2020	Thursday	Sunday	8910	136	452	19.71
Totals			251,831	4,112	11,690	21.54







OFFICE OF THE GENERAL MANAGER

Aurora Jackson, General Manager

EXECUTIVE OFFICE

Oregon Global Warming Commission – The general manager, Aurora (A.J.) Jackson was appointed by Governor Kate Brown to the Oregon Global Warming Commission (OGWC). The OGWC is tasked with recommending ways to coordinate state and local efforts to reduce greenhouse gas emissions in Oregon consistent with the greenhouse gas emissions reduction goals established by ORS 468A.205 (Policy) and recommending efforts to help Oregon prepare for the effects of global warming. The Office of the Governor and state agencies working on multistate and regional efforts to reduce greenhouse gas emissions shall inform the commission about these efforts and shall consider input from the commission for such efforts. Upcoming topics for the OGWC are as follows:

- The role of natural gas
- Hydrogen Study Approach and Outline

The attachment provides further clarification regarding the OGWC's duties.

State Legislative Update – The Oregon legislature passed Senate Bill 1601, providing immediate flexibility to use Statewide Transportation Improvement Fund (STIF) Formula funds to maintain existing services. It remains STIF policy that recipients may not use STIF funds to supplant local and regional funds directed to public transportation service providers. ODOT will be working to identify the mechanisms and processes necessary to accommodate this flexible fund use.

SB 1601 also consolidates the Special Transportation Fund, or STF, with STIF, which will become effective on July 1, 2023. The bill language is consistent with the recommendations of the Consolidation Advisory Committee. A portion of the 90 percent formula allocation to Qualified Entities will be dedicated to transit services for older adults and individuals with disabilities. Each Qualified Entity shall receive a share of these funds as the population of the county or counties represented by that Qualified Entity bears to the total population of the state. After distribution of this portion of the funds, the remainder of the 90 percent distribution will be allocated to Qualified Entities under the previously established procedure for allocating STIF Formula Funds.

Federal Legislative Update – The House passed the Moving Forward Act by a vote of 233-188. The largest component of this package is the House T&I Committee's surface transportation reauthorization proposal, but it also contains various other non-transportation programs. Many steps remain before a conference between a House and Senate bill is possible. The House's Moving Forward Act (H.R 2) does not have a funding package. The transportation portion of the Moving Forward Act requires a \$145 billion transfer from the General Fund of the Treasury to bridge the gap between spending and Highway Trust Fund receipts.

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and development

2019 Origin and Destination Survey Results

Every four years, the District conducts an intensive survey of LTD riders. This rider survey, also called the Origin and Destination Survey, serves as the basis for analyzing changes in riding habits and in rider demographics. The results also are used by the Lane Council of Governments to update the regional travel model.

Riders are surveyed on all routes in the LTD system, and 9,672 surveys were distributed by surveyors who boarded each bus. 7,627 fully completed surveys were returned and tabulated as part of the 2019 survey results.

Lane Council of Governments conducted the survey using surveyors hired locally. The survey was conducted in November, while Lane Community College and the University of Oregon are both in regular session and there are no regular scheduled large community events such as University of Oregon Football.

Dan Callister, of Lane County Council of Governments, has prepared the attached report of the results from the 2019 survey detailing information of ridership and trends in comparison to previous year's survey results.

ATTACHMENT: 2019 Origin and Destination Survey Summary

SERVICE DELIVERY & ADMINISTRATION

Mark Johnson, Assistant General Manager

FINANCE

Christina Shew, Director of Finance

There is no report this month.

BUSINESS SERVICES

Collina Beard, Director of Business Services

There is no report this month.

INFORMATION TECHNOLOGY

Robin Mayall, Director of Information Technology & Strategic Innovation

There is no report this month.

HUMAN RESOURCES

David Collier, Director of Human Resources & Risk Management

There is no report this month.

ACCESSIBLE AND CUSTOMER SERVICE

Cosette Rees, Director of Customer & Specialized Services

There is no report this month.

Point2point (P2p)

Theresa Brand, Transportation Options Manager

There is no report this month.

Marketing & Customer Service

Theresa Brand, Marketing and Communications Manager

There is no report this month.

FACILITIES

Joe McCormack, Director of Facilities

Green Lane Corner Improvement Project Update

Tenant Relocation: The building on this property housed two hair salons, totaling 8 stylists that needed to be relocated as part of the property acquisition per the Uniform Relocation Assistance and Real Property Acquisition Act. Tenant relocation for 7 of the 8 stylists has been completed. Total compensation for tenant relocation to-date is \$109,323.19. The remaining stylist was unable to commit to renting a new station due to hair salons being shut down as a result of

Covid-19. This stylist has indicated she will pursue renting a new station. She will be eligible to receive up to \$2,500 in site search reimbursements, up to \$25,000 in increased cost to do business, as well as reimbursement for actual costs spent (new stationary, business cards, licensing, etc). LTD closed on Green Lane Corner Improvement property on March 31, 2020. The final tenant has 18 months from the date LTD closed on the property to file for relocation reimbursements.

Construction: Chambers Construction has been hired as the General Contractor for this project. On June 9, 2020, the hair salon was demolished. Anticipated project spend for FY20 is \$490,000 including property acquisition and tenant relocation costs. A site development permit was received on June 24, 2020. Construction schedule of the Green Lane Corner Improvement will be in alignment with the Santa Clara Transit Station. Substantial completion will be December 31, 2020.



Pictured Above: Post-demolition of the hair salon

Santa Clara Transit Station Project Update



Pictured Above: Footings dug out for bus shelter

Construction of the SCTS began May 11, 2020. During the month of May, Delta cleared the site by stripping and stockpiling topsoil, removed asphalt pads from previous buildings and cut in the sub-grade to prep for the site. Upon inspection of the proof roll of the subgrade of the bus loop, the geotechnical engineer found that the existing base soils were too soft and not a suitable foundation. This finding constituted Change Order #1 which directed Delta Construction to over-excavate the subgrade an additional 12” and backfill with rock. The total cost to complete Change Order #1 was \$48,000. As we entered June, Delta continued earthwork and constructing the aggregate base for the site. Sanitary sewer and water lines were installed followed by underground electrical conduit and plumbing at the Driver Relief Building.



Pictured Above: Batter boards and underground electrical conduit for the driver relief building

By the end of June we will have the concrete pad for the Driver Relief Building poured. Heading in to July, Delta will be working on the footings for the bus shelters, installing underground electrical conduit at the shelters and park & ride as well as begin framing the driver relief building.

Privately Engineered Public Improvement (PEPI) permits were issued June 1, 2020. EWEB’s electrical infrastructure along the north side of Green Lane will be going underground in a joint trench along with Comcast, Centurylink, and NW Natural Gas. EWEB has set two new electrical poles at both the west and east end of Green Lane that this trench will stub up to. As we wrap up June, Delta will be digging this joint utility trench as well as begin installing conduit for the new traffic signal. After the traffic signal conduit install wraps up in mid-July, the new signal pole foundations will be installed.

A fiscal year-end budget update for the Santa Clara Transit Station will be provided in August’s board department report.

MAINTENANCE

Matt Imlach, Director of Maintenance

There is no report this month.

TRANSIT OPERATIONS

Jake McCallum, Director of Operations

There is no report this month.

Public Safety & System Security

Frank Wilson, Public Safety & System Security Manager

There is no report this month.

OREGON GLOBAL WARMING COMMISSION STATUTES AND DUTIES

Description of the OGWC: 2017 ORS 468A.215¹

There is created the Oregon Global Warming Commission. The commission shall consist of 25 members, including 11 voting members appointed by the Governor under this section and 14 ex officio nonvoting members specified in ORS 468A.220 (Ex officio nonvoting members).

(2) Members of the commission appointed under this section shall be appointed so as to be representative of the social, environmental, cultural and economic diversity of the state and to be representative of the policy, science, education and implementation elements of the efforts to reduce greenhouse gas emissions and to prepare Oregon for the effects of global warming. Of the members appointed by the Governor under this section:

- (a) One member shall have significant experience in manufacturing;
- (b) One member shall have significant experience in energy;
- (c) One member shall have significant experience in transportation;
- (d) One member shall have significant experience in forestry;
- (e) One member shall have significant experience in agriculture; and
- (f) One member shall have significant experience in environmental policy.

(3) The Governor shall select a chairperson and a vice chairperson from among the members appointed under this section.

(4) The term of office of a member appointed under this section is four years. Before the expiration of the term of a member, the Governor shall appoint a successor whose term begins on January 31 next following. A member appointed under this section is eligible for reappointment. In case of vacancy for any cause, the Governor shall make an appointment to become immediately effective for the unexpired term.

(5) The members of the commission appointed under this section must be residents of this state. Failure of a member to maintain compliance with the eligibility requirements related to the member's appointment shall result in disqualification from serving on the commission.

(6) Voting members of the commission appointed under this section are entitled to expenses as provided in ORS 292.495 (Compensation and expenses of members of state boards and commissions)

(2). [2007 c.907 §4] Note: See note under 468A.200 (Legislative findings).

ORS 468A.220 Nonvoting Members

(1) In addition to the members appointed under ORS 468A.215 (Oregon Global Warming Commission), the Oregon Global Warming Commission includes the following ex officio nonvoting members:

- (a) The Director of the State Department of Energy;
- (b) The Director of Transportation;
- (c) The chairperson of the Public Utility Commission of Oregon;
- (d) The Director of the Department of Environmental Quality;
- (e) The Director of Agriculture;

- (f) The State Forester;
- (g) The Water Resources Director; and
- (h) Three additional ex officio nonvoting members, each from a state agency or an academic institution.

(2) The following representatives of the Legislative Assembly also shall serve as ex officio nonvoting members:

- (a) Two members of the Senate, not from the same political party, appointed by the President of the Senate; and
- (b) Two members of the House of Representatives, not from the same political party, appointed by the Speaker of the House of Representatives.

(3) Each legislative member serves at the pleasure of the appointing authority and may serve so long as the member remains in the chamber of the Legislative Assembly from which the member was appointed.

(4) Notwithstanding ORS 171.072 (Salary of members and presiding officers), members of the commission who are members of the Legislative Assembly are not entitled to mileage expenses or a per diem and serve as volunteers on the commission. [2007 c.907 §5; 2011 c.272 §12]

Note: See note under 468A.200 (Legislative findings).

Meeting Rules: 2017 ORS 468A.225¹

(1) A majority of the members of the Oregon Global Warming Commission constitutes a quorum for the transaction of business.

(2) The commission shall meet at times and places specified by a majority of the members of the commission.

(3) The State Department of Energy shall provide clerical, technical and management personnel to serve the commission. Other agencies shall provide support as requested by the department or the commission. [2007 c.907 §7]

Note: See note under 468A.200 (Legislative findings).

Rules: 2017 ORS 468A.230¹

The Oregon Global Warming Commission may adopt by rule such standards and procedures as it considers necessary for the operation of the commission. [2007 c.907 §8]

Note: See note under [468A.200 \(Legislative findings\)](#).

Statutory Duties of the Commission:

Coordination of State and Local Efforts: 2017 ORS 468A.235¹

The Oregon Global Warming Commission shall recommend ways to coordinate state and local efforts to reduce greenhouse gas emissions in Oregon consistent with the greenhouse gas emissions reduction goals established by ORS [468A.205 \(Policy\)](#) and shall recommend efforts to help Oregon prepare for the

effects of global warming. The Office of the Governor and state agencies working on multistate and regional efforts to reduce greenhouse gas emissions shall inform the commission about these efforts and shall consider input from the commission for such efforts. [2007 c.907 §9]

Note: See note under [468A.200 \(Legislative findings\)](#).

Make Recommendations: 2017 ORS 468A.240¹

The Oregon Global Warming Commission shall recommend ways to coordinate state and local efforts to reduce greenhouse gas emissions in Oregon consistent with the greenhouse gas emissions reduction goals established by ORS 468A.205 (Policy) and shall recommend efforts to help Oregon prepare for the effects of global warming. The Office of the Governor and state agencies working on multistate and regional efforts to reduce greenhouse gas emissions shall inform the commission about these efforts and shall consider input from the commission for such efforts. [2007 c.907 §9]

Note: See note under 468A.200 (Legislative findings).

In furtherance of the greenhouse gas emissions reduction goals established by ORS 468A.205 (Policy), the Oregon Global Warming Commission may recommend statutory and administrative changes, policy measures and other recommendations to be carried out by state and local governments, businesses, nonprofit organizations or residents. In developing its recommendations, the commission shall consider economic, environmental, health and social costs, and the risks and benefits of alternative strategies, including least-cost options. The commission shall solicit and consider public comment relating to statutory, administrative or policy recommendations.

(2) The commission shall examine greenhouse gas cap-and-trade systems, including a statewide and multistate carbon cap-and-trade system and market-based mechanisms, as a means of achieving the greenhouse gas emissions reduction goals established by ORS 468A.205 (Policy).

(3) The commission shall examine possible funding mechanisms to obtain low-cost greenhouse gas emissions reductions and energy efficiency enhancements, including but not limited to those in the natural gas industry. [2007 c.907 §10]

Outreach Strategy: 2017 ORS 468A.245¹

The Oregon Global Warming Commission shall develop an outreach strategy to educate Oregonians about the scientific aspects and economic impacts of global warming and to inform Oregonians of ways to reduce greenhouse gas emissions and ways to prepare for the effects of global warming. The commission, at a minimum, shall work with state and local governments, the State Department of Energy, the Department of Education, the Higher Education Coordinating Commission and businesses to implement the outreach strategy. [2007 c.907 §11; 2013 c.768 §143c]

Note: See note under [468A.200 \(Legislative findings\)](#).

Mandate: 2017 ORS 468A.250¹

(1) The Oregon Global Warming Commission shall track and evaluate:

(a) Economic, environmental, health and social assessments of global warming impacts on Oregon and the Pacific Northwest;

(b) Existing greenhouse gas emissions reduction policies and measures;

- (c) Economic, environmental, health and social costs, and the risks and benefits of alternative strategies, including least-cost options;
- (d) The physical science of global warming;
- (e) Progress toward the greenhouse gas emissions reduction goals established by ORS [468A.205 \(Policy\)](#);
- (f) Greenhouse gases emitted by various sectors of the state economy, including but not limited to industrial, transportation and utility sectors;
- (g) Technological progress on sources of energy the use of which generates no or low greenhouse gas emissions and methods for carbon sequestration;
- (h) Efforts to identify the greenhouse gas emissions attributable to the residential and commercial building sectors;
- (i) The carbon sequestration potential of Oregon's forests, alternative methods of forest management that can increase carbon sequestration and reduce the loss of carbon sequestration to wildfire, changes in the mortality and distribution of tree and other plant species and the extent to which carbon is stored in tree-based building materials;
- (j) The advancement of regional, national and international policies to reduce greenhouse gas emissions;
- (k) Local and regional efforts to prepare for the effects of global warming; and
- (L) Any other information, policies or analyses that the commission determines will aid in the achievement of the greenhouse gas emissions reduction goals established by ORS [468A.205 \(Policy\)](#).

(2) The commission shall:

- (a) Work with the State Department of Energy and the Department of Environmental Quality to evaluate all gases with the potential to be greenhouse gases and to determine a carbon dioxide equivalency for those gases; and
- (b) Use regional and national baseline studies of building performance to identify incremental targets for the reduction of greenhouse gas emissions attributable to residential and commercial building construction and operations. [2007 c.907 §12]

Note: See note under [468A.200 \(Legislative findings\)](#).

Citizen Advisory Committees: 2017 ORS 468A.255¹

The Oregon Global Warming Commission may recommend to the Governor the formation of citizen advisory groups to explore particular areas of concern with regard to the reduction of greenhouse gas emissions and the effects of global warming. [2007 c.907 §13]

Note: See note under [468A.200 \(Legislative findings\)](#).

Report to the Legislature: 2017 ORS 468A.260¹

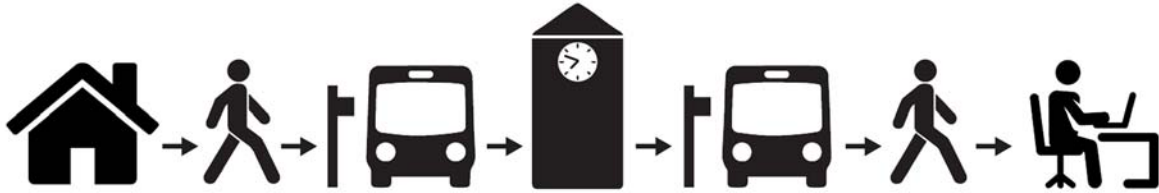
The Oregon Global Warming Commission shall submit a report to the Legislative Assembly, in the manner provided by ORS [192.245 \(Form of report to legislature\)](#), by March 31 of each odd-numbered year that describes Oregon's progress toward achievement of the greenhouse gas emissions reduction goals established by ORS [468A.205 \(Policy\)](#). The report may include relevant issues and trends of significance, including trends of greenhouse gas emissions, emerging public policy and technological advances. The report also may discuss measures the state may adopt to mitigate the impacts of global warming on the environment, the economy and the residents of Oregon and to prepare for those impacts. [2007 c.907 §14]

Note: See note under [468A.200 \(Legislative findings\)](#).

Commission Duties in Executive Order: 20-04

- E. Participation in Interagency Workgroup on Climate Impacts to Impacted Communities. The Governor's Office will convene an interagency workgroup on climate impacts to impacted communities to develop strategies to guide state climate actions, with participation by the following agencies and commissions: DEQ, DLCDD, ODA, ODF, ODFW, ODOE, ODOT, OHA, OWEB, OWRD, PUC, Environmental Justice Task Force, Oregon Global Warming Commission, Oregon Parks and Recreation Department, and Oregon Sustainability Board.
12. **Directives to Oregon Global Warming Commission.** In addition to the general directives set forth in paragraph 3, the Global Warming Commission is directed to take the following actions:
- A. In coordination with ODA, ODF, and OWEB, the Oregon Global Warming Commission is directed to submit a proposal to the Governor for consideration of adoption of state goals for carbon sequestration and storage by Oregon's natural and working landscapes, including forests, wetlands, and agricultural lands, based on best available science. The proposal shall be submitted no later than June 30, 2021.
 - B. Consistent with its reporting requirements in House Bill 3543 (2007), the Oregon Global Warming Commission shall also include reporting on progress toward the GHG reduction goals set forth in paragraph 2 of this Executive Order, and the zero-emission vehicle adoption goals set forth in SB 1044 (2019).

2019 Origin and Destination Study



Research Report for



Prepared by:

Lane Council of Governments

April 2020

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Summary of Findings

This report presents the results of a survey of 7,627 LTD riders conducted in November 2019. The survey tracks many of the same factors addressed in previous rider surveys conducted since 1999. The 2019 survey updated a questionnaire to be more relevant to current conditions and to provide better quality and more useful responses. For this reason, direct comparisons with past survey results are not always possible.

Rider Profile

Frequency of Use

- Nearly half of LTD's riders (44%) use the system 4 - 6 days per week and of those, 88% use LTD for two or more trips per day.
- LTD's ridership is dominated by commute-level riders: 44% ride 4 - 6 days per week and half of these (50%) make two one-way trips (one roundtrip) per day. Of all riders in 2019, 14% make only one trip while 40% make two, and the remaining 46% make more than two one-way trips per day.

Transit Dependence

- 71% of riders identified themselves as having no driver's license, no car, or neither. This group is particularly dependent on transit. Fixed route riders are more dependent upon LTD's services than EmX riders.

Age

- The majority (52%) of riders are 30 years of age or younger. Riders over 60 years old comprise 7%, a decrease from 10% in 2015.

Income

- As in past surveys, the income level of LTD riders is lower than that of the Lane County population overall. Most riders (62%) have household incomes of less than \$25,000 per year compared to 23% of the general Lane County population. Riders that have household incomes of \$75,000 or more account for 7%.

Employment/Student Status

- Nearly three-quarters (73%) of riders are either students or employed for work outside of home, and therefore have a need to commute to work or school. This represents a decrease from 81% in 2015.
- 30% are students and 53% are employed, while 27% are neither employed nor a student.

Travel Profile

Trip Purpose

- Most trips on LTD (57%) are for commute purposes (defined here as trips to or from work or school). The percentage of non-commute trips on LTD has increased from 27% in 2015 to 43% in 2019.

Transferring

- More than half of riders (54%) complete their one-way trip with a single bus; 39% require two buses; and 7% require three or more buses to complete their one-way trip.

Mode to/from Bus Stop

- As in the past, most riders walk (90%) to their first bus stop. Riding a bicycle (3%) and driving (3%) are the next most common modes.
- The percent of West Eugene EmX riders that walk to their stop (86%) is less than that of other EmX riders or fixed route riders.

Trip Origin and Destination

- Most trips (60%) are made within Eugene. The next most common trips are within Springfield (14%) and from Springfield to Eugene (12%).
- 21.4% of trips were made either from Eugene to Springfield or from Springfield to Eugene.
- 5% of trips involve an origin or destination outside of Eugene and Springfield.

Need for Assistance

- 5% of riders need assistance to use LTD, a decrease from 6% in 2015.
- Within this group, Lift/Ramp is the type of assistance most commonly needed (33%), with the next most common being Stop Announcements (19%). Stop Announcements was the most common assistance type needed in 2015.

Fare Media Used

- Most riders use some type of pre-paid fare medium. 13% pay with cash or an EmX ticket purchased from a fare machine.
- 35% (the largest group) ride with an employer or school group pass, 26% use a monthly pass, and 8% use a day pass.

Communication

- Most riders (94%) speak English most often at home and 99% speak English well or very well.

- The Rider's Digest is still the most common source for route and schedule information (21%) especially among riders 60 and older. The use of Google Maps (19%) and the mobile website (17%) have increased and are especially common among riders 30 and younger.
- Most riders (78%) carry a smartphone with internet access, including 87% of riders between the ages of 20 and 30, and 51% of riders over 60.

Rider Satisfaction

- Most riders are satisfied with the various aspects of LTD service and the system overall. 72% of riders give an overall positive rating (6 or 7 on a scale of 1 to 7) and 40% give it the top rating of 7.
- The highest satisfaction ratings are for LTD employees. 56% of riders give helpfulness of customer service employees the top rating, and 55% give helpfulness of LTD drivers the top rating.
- As in 2015 and 2011, comfort while waiting for the bus received the least amount of rider satisfaction, with 28% giving it the top rating of 7 and 16% giving a low rating of 1, 2, or 3.

Introduction

A survey of LTD's bus and EmX riders was conducted November 2 through November 24, 2019. Surveyors boarded selected bus runs and provided self-administered questionnaires to riders.

Survey Method

This section describes the survey methodology.

Sample Selection

The on-board survey was administered to riders using a random sampling of LTD's fixed route and EmX runs. For the purposes of this report, a run is defined as a bus's journey from where the route begins to where the route terminates. This is not to be confused with trips, which are defined for this report, as a passenger's journey from their origin to their destination. The sample of runs surveyed was selected in the following manner:

- A list of all bus runs was separated into three day-types: Weekdays, Saturday, and Sunday. The runs for each day type were grouped by time of day (before 8:30 am, 8:30 am – 4 pm, 4 pm - 6 pm, and after 6 pm).
- Each run was assigned a random number using an Excel formula, then sorted according to that random number from lowest to highest. The total number of runs within each subgroup was divided by 10 to determine the number of runs to include for a 10% sample (starting from the top of the sorted list and counting down).
- Routes 36 and 41 were oversampled to ensure sufficient data confidence for comparison of these routes with West Eugene EmX and other fixed routes at the request of LTD.
- This exercise was repeated for the appropriate day types to complete random samples for a total of four weekdays, two Saturdays, and two Sundays, with one partial "make-up" weekday.
- The sample was then converted into daily surveyor schedules.
- This process was duplicated for weekdays and surveys were collected for four additional weekdays (Nov 12 - 15).
- Final sampling (for November 16 – November 24 collection) was based on the method of the 2015 study, where schedules were created from LTD schedule blocks, only weekdays were stratified into AM Peak (4 am - 8:30 am), Mid-day (8:30 am – 4 pm), PM Peak (4 pm – 6 pm) and Night (after 6 pm). EmX runs were stratified separately from other runs to ensure a complete sample of EmX schedule blocks.

Questionnaire

The questionnaire was developed based on the 2015 survey, but with revisions identified in collaboration with LTD and LCOG staff. Changes from the 2015 survey included moving all origin-destination questions to the beginning of the survey; including a graphic to illustrate what is meant by a "trip" for the purposes of the survey; inclusion of additional mode choices such as Uber, Lyft, EmGo, and the Cottage Grove Connector; use of TouchPass technology for fare payment; and other minor changes or updates. Following

the revisions, the questionnaire was then translated into Spanish. Both English and Spanish questionnaires are included in Appendix A.

Survey Staff

Surveys were administered by temporary employees contracted through Express Employment Professionals. Survey staff underwent a two-hour training program conducted by staff from LCOG and LTD. The survey staff were supervised during data collection by LCOG staff.

Survey Data Collection

Surveyors rode the designated buses during the time periods shown on each surveyor's daily schedule and were instructed to distribute a questionnaire to each passenger boarding the bus during the selected runs. The surveyors were allowed discretion in determining whether or not to administer surveys to riders appearing to be under the age of 16 or individuals that were sleeping, otherwise encumbered, or appeared to pose a threat to the safety of the surveyor or others. Pencils were provided, and a limited number of clipboards were also available to assist riders completing the survey. Surveyors wore blue high-visibility vests and nametags showing that their purpose was to conduct a transit survey.

All riders were offered a questionnaire in English by default. Surveyors gave Spanish language questionnaires to riders that preferred to take the survey in Spanish. Riders were asked to complete the questionnaire and return it to the surveyor before leaving the bus. Those unable to complete the questionnaire in time were asked to give the completed survey to their next bus driver or turn it in to Customer Service at Eugene Station, where a box was placed to receive them.

Riders who had already completed the survey on a previous ride were asked to fill out only questions 1-18 to provide origin/destination information for this additional trip. As a result, there were two types of responses – complete form for those completing it for the first time, and partial form for those completing it for the second or subsequent times.

Response Rate

Each survey was printed with a unique serial number. Survey team members were trained to record the first and last serial numbers of the questionnaires they administered for each surveyed run on a printed daily schedule. The serial numbers from these schedules were recorded at the end of each shift into a database.

A total of 1,002 LTD runs were surveyed. Of these, 787 (78.5%) were on fixed routes and 215 (21.5%) were on EmX. Surveyors distributed a total of 9,672 survey questionnaires (9.65 per trip) and 7,627 of those were returned completed, resulting in a 79% response rate. A total of 4,624 responses (60.6%) were from fixed route runs, responses from EmX runs totaled 2,987 (39.2%), and 16 responses were unable to be associated with their corresponding fixed route or EmX run due to human error during data collection.

Of the 7,627 returned surveys, 285 (3.7%) indicated that the respondent had previously completed the questionnaire for an earlier trip.

Questionnaires completed in Spanish represent 0.8% of those returned. This is a smaller percentage than in both the 2015 study (1.2%) and the 2011 study (1.3%).

Data Cleaning and Entry

Data entry was completed at LCOG's offices by four temporary employees contracted through Quantum Recruiters. Training for data entry was provided by LCOG staff, who also provided on-site supervision during the completion of work. A template for data entry was created and the data entry team were required to enter data into the template using a system of abbreviations and codes developed to expedite the process, reduce the likelihood of errors, and to make the results easier to analyze within a digital spreadsheet environment. Data were entered in a way that maximized compatibility with ESRI software for geocoding the responses.

After the survey data entry was completed the Project Manager assigned certain run attributes that were not included on the survey form. Additional run attributes included bus route number, direction of travel (inbound/outbound), time of day, weekday/Saturday/Sunday, and whether respondent used an English or Spanish form. Of the 7,627 returned questionnaires, 33 (0.4%) were not able to be matched with the corresponding expanded run data due to human error. Of these, 17 were able to be matched to a corresponding fixed route or identified as EmX, but the sample number, time and other details of the full run information could not be verified with confidence. These records have been excluded from the analysis.

The dataset was provided to LCOG Geographic Information Systems (GIS) staff for geocoding. Geocoding is a process by which input text such as an address or landmark is converted into a latitude/longitude location on the Earth's surface which can then be interpreted using geospatial software. Due to the often imprecise or incomplete nature of the survey responses, staff relied on certain assumptions, considered in their professional judgement to be reasonable, to provide a more complete geocoded dataset. Assumptions are based on LTD's Fall 2019 Rider's Digest, local knowledge of the area, its features and landmarks, common misspellings, and drawing upon experience from the 2015 study.

Analysis

Sample Size

The sampling methodology was designed to capture a purely random sample of 10 percent of LTD riders across the following four stratifications:

- 1) Riders of each of LTD's EmX and fixed routes
- 2) Saturday, Sunday, and weekday riders
- 3) Weekday AM, mid-day, PM, and evening riders
- 4) Inbound and Outbound trips

The goal was to collect data from a 10 percent sample of LTD's ridership to inform this study and provide a means of comparison against LTD's earlier origin-destination studies. A 10 percent sample, based on the latest available ridership data for the study period (reflecting October 2018 ridership), required a minimum of 6,921 responses. A total of 7,627 responses were collected for this study, reflecting a data sample of over 11 percent of LTD's anticipated ridership.

As in previous studies, expansion factors were used for each of the four stratifications to correct for any under- and over-sampling and to provide results that can be compared to previous studies. Factors were developed by LTD staff and applied to each response in a way that allowed for efficient categorical

analyses reflective of LTD's full ridership. The complete datasets including the expansion factors are provided to LTD with all electronic products of this study.

Table 1: Tally of Responses by Sample Stratifications

Bus Route Description	Route No.	Saturday	Sunday	Weekday				Day/Time Unknown	Total
				AM <8:30	Mid-day 8:30-16:00	PM 16:00-18:00	Night >18:00		
Campbell Center	1	5	0	2	17	1	--	--	25
Thurston	11	147	98	47	104	30	40	--	466
Gateway	12	97	34	20	42	71	20	3	287
Centennial	13	114	55	29	61	17	24	--	300
5th/Hayden Bridge	17	10	4	24	35	0	3	--	76
Mohawk	18	18	14	0	51	8	13	--	104
Donald	24	51	64	49	75	23	7	--	269
Fairmount	27	--	--	0	0	0	5	--	5
Hilyard	28	50	20	28	77	60	13	--	248
Jefferson	33	12	--	0	15	11	2	--	40
W 18th	36	56	54	23	90	4	14	6	247
Echo Hollow	40	73	29	25	63	7	12	--	209
Barger/Commerce	41	74	84	39	127	14	19	--	357
Santa Clara	51	78	56	30	79	25	13	--	281
Irving	52	27	7	31	77	46	1	--	189
North Park	55	--	--	0	31	8	0	1	40
VRC/Coburg	66	153	34	33	108	5	7	--	340
Coburg/VRC	67	46	35	5	105	26	22	--	239
UO/Willamette	73	--	--	13	11	25	0	--	49
UO/Seneca/Warren	78	--	--	33	85	12	0	--	130
UO/Kinsrow	79x	--	--	17	164	5	36	--	222
LCC/Hilyard	81	16	--	7	44	9	3	--	79
LCC/Pearl	82	--	--	12	174	22	2	--	210
LCC/Springfield	85	--	--	0	16	4	3	--	23
McKenzie Bridge	91	0	7	0	0	0	--	--	7
Lowell/LCC	92	--	--	16	23	--	1	--	40
Veneta	93	6	0	0	2	0	18	--	26
Junction City	95	3	4	7	23	9	0	--	46
Coburg	96	--	--	5	6	0	4	1	16
Cottage Grove	98	26	0	10	5	10	3	--	54
Unknown	--	0	0	0	0	0	0	16	16
Bus Totals:		1,062	599	505	1,710	452	285	27	4,640
Bus Percentages:		23%	13%	11%	37%	10%	6%	0.6%	

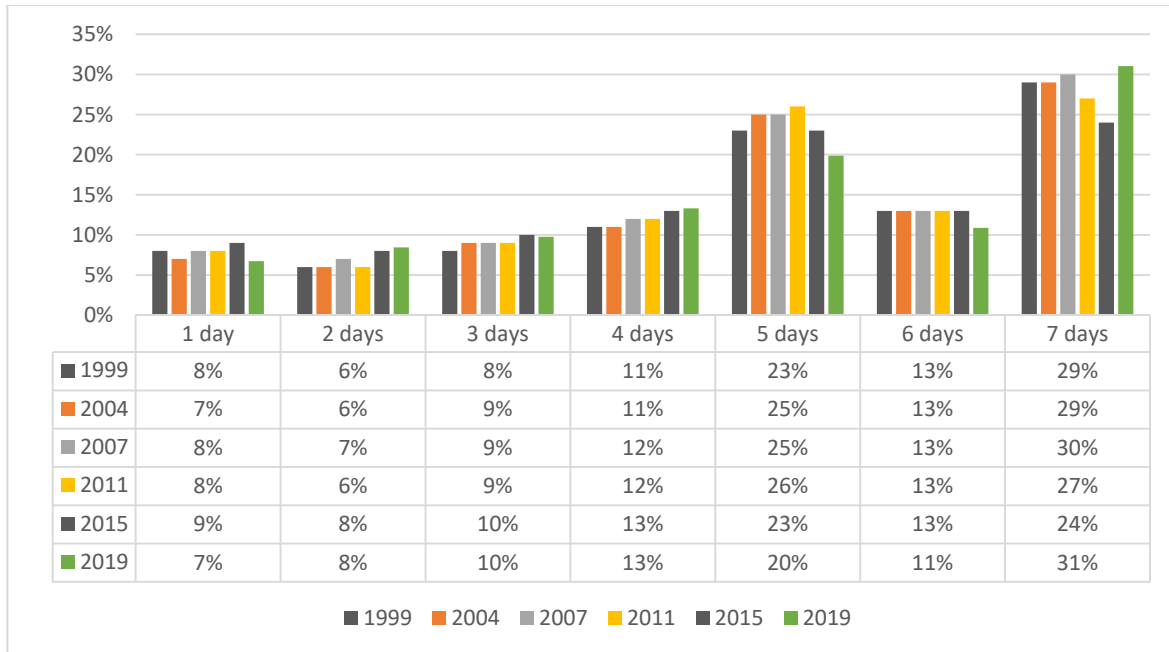
EmX Route Description	Route No.	Saturday	Sunday	Weekday				Day/Time Unknown	Total
				AM <8:30	Mid-day 8:30-16:00	PM 16:00-18:00	Night >18:00		
Commerce/Gateway	103	559	233	--	--	--	229	--	1,021
Commerce/Springfield	104	--	--	348	1,136	124	61	--	1,669
Springfield/Gateway	105	--	--	35	191	63	2	--	291
Unknown EmX	--	--	--	--	--	--	--	6	6
EmX Totals:		559	233	383	1,327	187	292	6	2,987
EmX Percentages:		19%	8%	13%	44%	6%	10%	0.2%	

Grand Totals (Emx + bus):	1,621	832	888	3,037	639	577	33	7,627
Percentages:	21%	11%	12%	40%	8%	8%	0.4%	

The following sections describe LTD’s ridership based on the 2019 questionnaire responses, expanded to reflect all riders.

Frequency of Use

Figure 1: Frequency of Using LTD (per week)

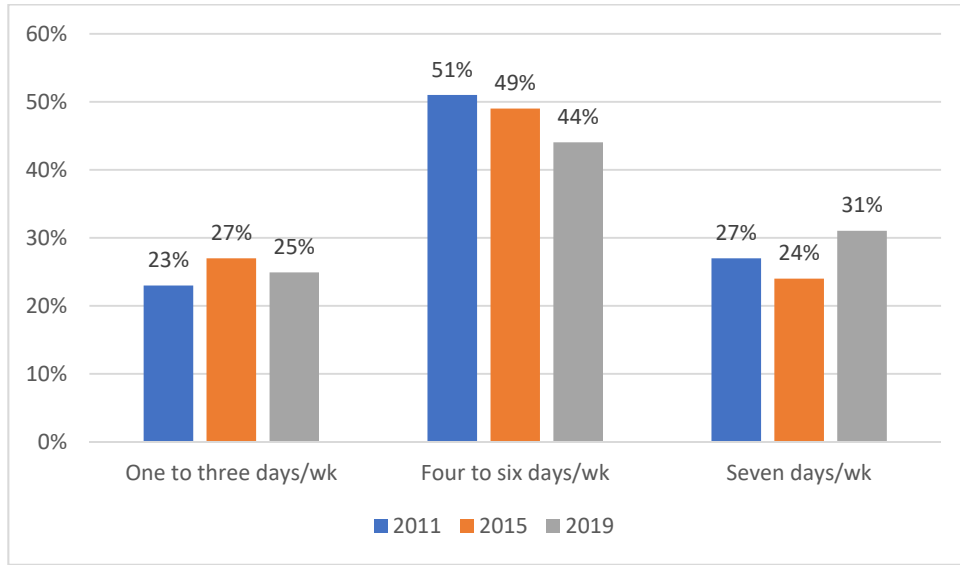


Frequency of Using LTD

As in previous years, most riders (62%) in 2019 use LTD five or more days per week. Those that ride seven days per week account for 31% of riders, an increase from 2015 (24%) and reflect the highest proportion among all previous studies. While the proportion of frequency has remained relatively constant, the 2019 data reflect a noticeable decrease in the proportion of those riding five days per week. This proportion (20% in 2019) has decreased by 3% since 2015 and 6% since 2011.

Those riding LTD only once (7%) or twice (8%) per week continue to reflect the lowest proportions.

Figure 2: Defining the Rider Frequency Segments

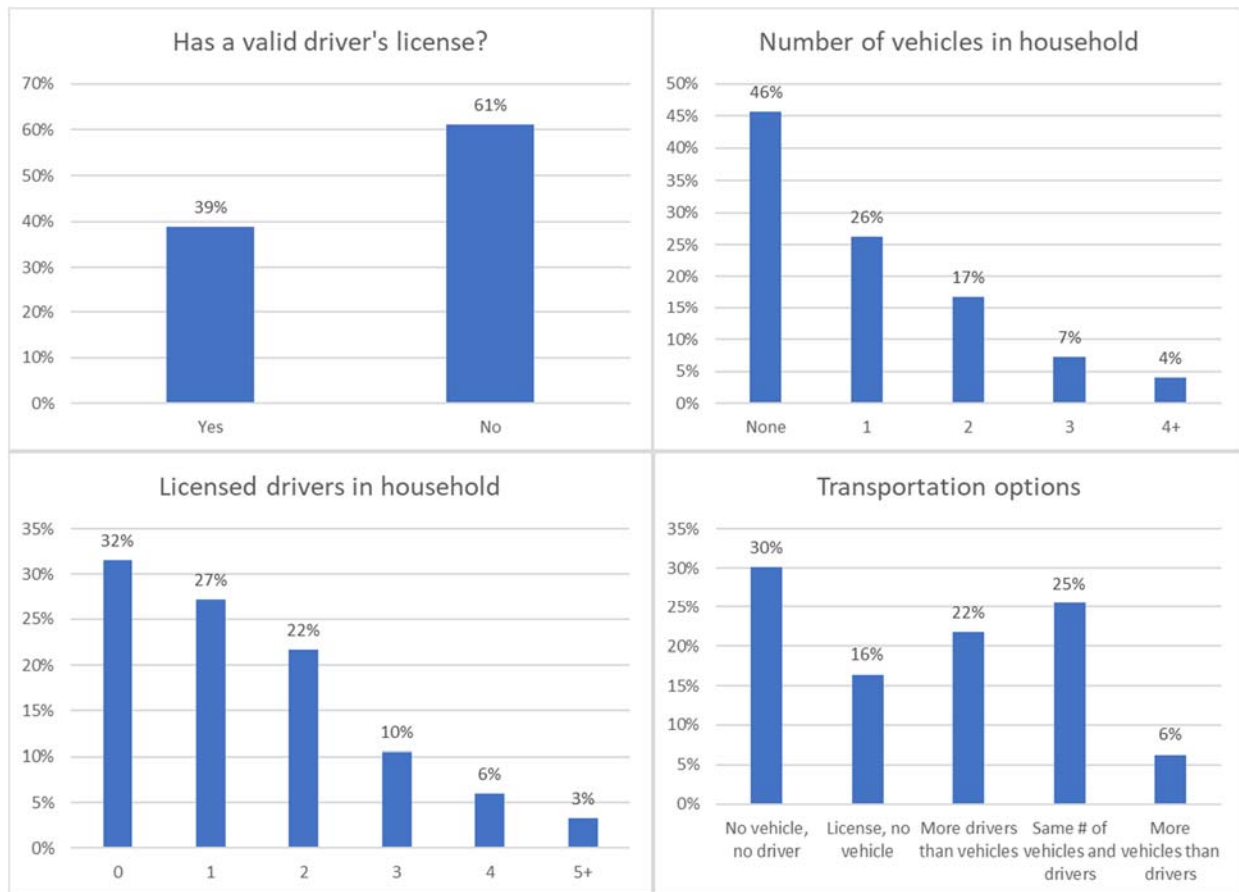


Rider Frequency Segments

To compare ridership segments throughout this study, rider frequency segments were created by breaking riders into three groups: those who ride occasionally (one to three days per week, 25%), those who ride regularly (four to six days per week, 44%), and those who use LTD intensely (seven days per week, 31%). Some of the figures included later in this report examine how responses compare among these three rider frequency segments in terms of demographics, travel profile and attitudes.

Demographics

Figure 3: Transit Dependence at the Household Level



Vehicle Options within the Household

Transit dependency is often reported based on having a vehicle in the household. Actual dependency is more complex, involving the rider having a driver's license and access to a vehicle in the household. For some, access is a matter of degree (sharing a vehicle), not an absolute.

The survey asked about the number of vehicles and licensed drivers in the household and whether the rider responding to the survey had a valid driver's license. Here we examine two dimensions of the matter of reliance on transit: the household and the individual rider.

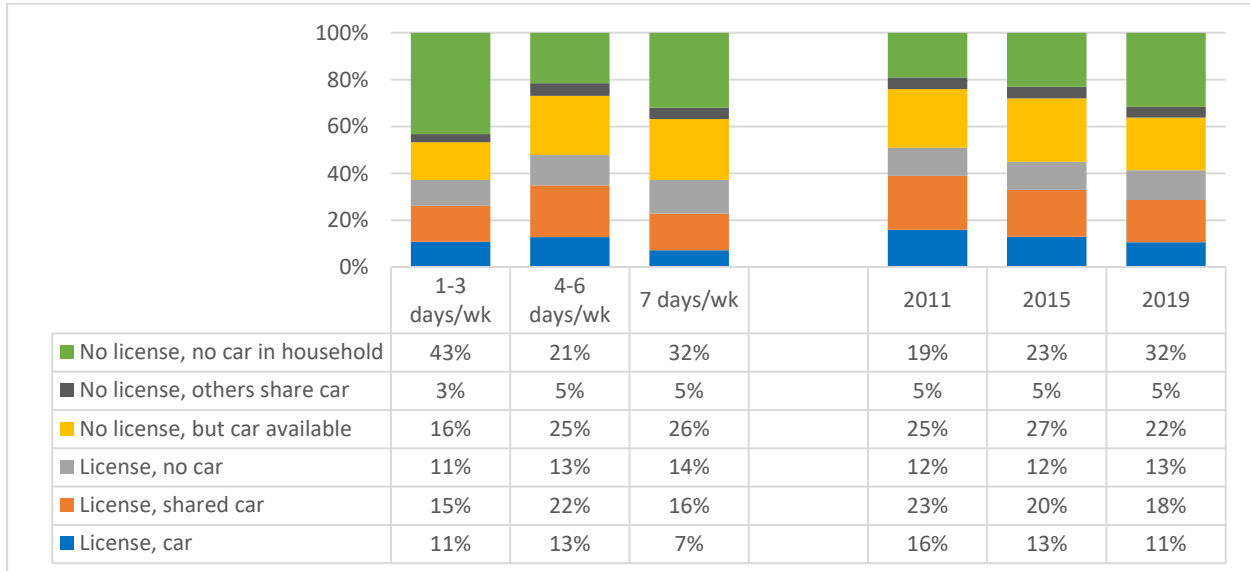
- 39% of riders have a valid driver's license (down from 45% in 2015 and 49% in 2011).
- Although 61% do not have a driver's license, 68% reported that they live in a household in which at least one person has a valid driver's license (down from 71% in 2015 and 82% in 2011).
- 54% have one or more working vehicles owned or leased by their household (down from 65% in 2015 and 68% in 2011).

Combining these results into what is illustrated in Figure 3 as "Transport Options," we see that:

- 30% have neither a driver's license nor a vehicle in the household (up from 19% in 2015 and 15% in 2011).

- 16% have a license but no vehicle in the household (unchanged from both 2015 and 2011).
- 22% have more drivers in the household than vehicles (down from 25% in 2015 and 28% in 2011).
- 25% have an equal number of vehicles (greater than zero) and licensed drivers in the household (down from 31% in 2015 and 30% in 2011).
- 6% have more vehicles than licensed drivers in their household (down from 9% in 2015 and 2011).

Figure 4: Personal Vehicle Options by Frequency Segments

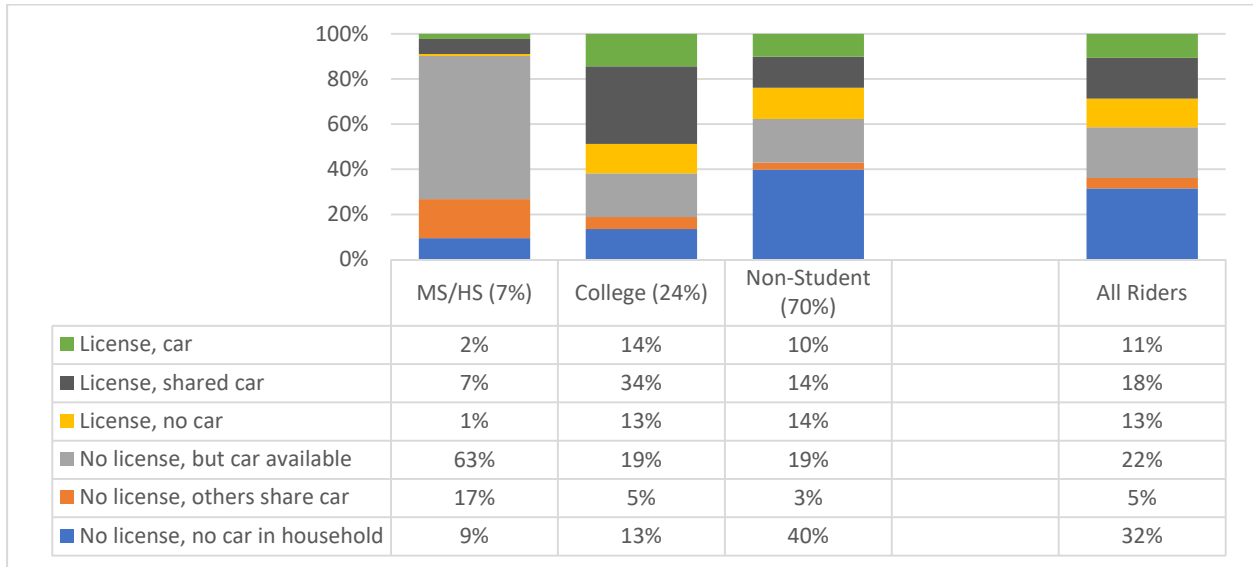


The figure above summarizes the various degrees of transportation options reported by frequency segment and compared to previous years.

Transportation dependency is a product of having no license and no access to a vehicle. 71% of riders have no license, no car, or neither (up from 67% in 2015 and 61% in 2011), while 18% have shared access to a vehicle (down from 20% in 2015 and 23% in 2011); 11% have a license and full access to a vehicle (down from 13% in 2015 and 16% in 2011).

The 7-day riders are more transit dependent (77%, down from 80% in 2015) than others (1-3 day riders, 74% and 4-6 day riders, 65%).

Figure 5: Personal Vehicle Options among Student and Non-student Riders

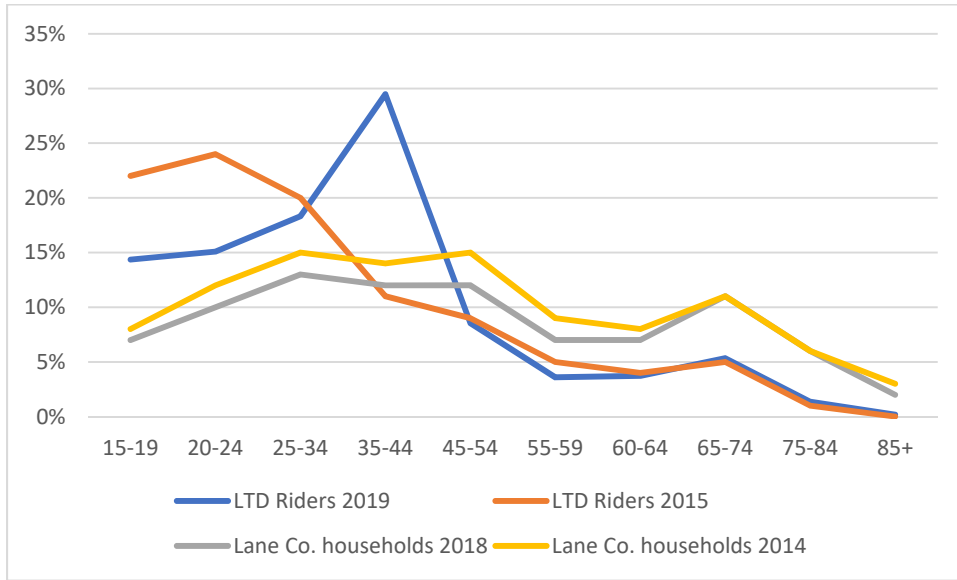


The level of transit dependency is, in part, a function of the rider’s student status. Of the younger students attending middle or high school (MS/HS), which comprise a relatively small portion (7%) of riders, 80% have some access to a vehicle if they were to get a license.

The percentage of college students that have neither license nor car is less than non-students (13% compared to 40%). The percentage of college students that have a license and share a car is greater than non-students (34% compared to 14%). The responses suggest that these differences between college students and non-students have increased since 2015.

Of riders that are college students, 48% have a license and some access to a vehicle (up from 43% in 2015), compared to 24% of non-student riders (down from 30% in 2015).

Figure 6: Age of Riders and Lane County Population

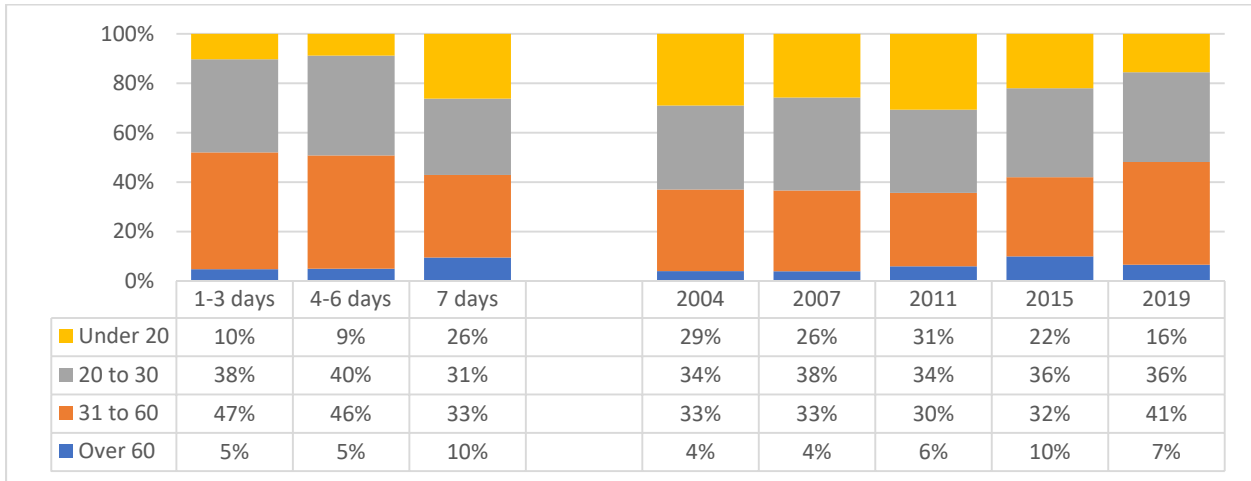


A comparison of the age distribution of the total population (15 years of age and over) of Lane County¹) with the age distribution of LTD riders in 2015 and 2019, provides the following observations:

- The proportion of riders between the ages of 15 and 44 is greater than among the general population.
- The percentage of riders over the age of 44 is smaller than among the general population.
- The percentage of riders between the ages of 35 and 44 is greater than in 2015.
- The proportion of riders that are 24 or younger, was greater in 2015 than in 2019.

¹ American Community Survey, US Census Bureau, 2018 for Lane County, Oregon

Figure 7: Age by Frequency Segments



If we divide riders into age groups of under 20, 20 to 30, 31 to 60, and over 60, we find the pattern shown above.

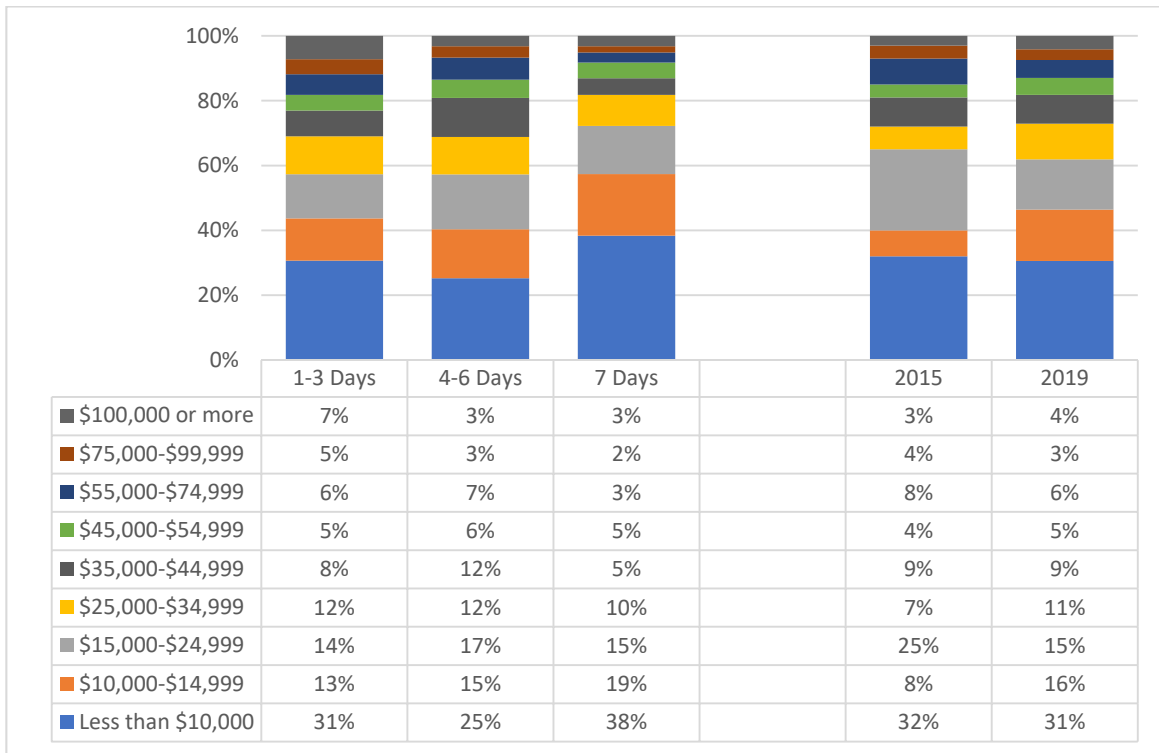
The figure above, like several figures in this report which track characteristics over time, displays the data in two sets:

- At the left, in the first three columns are the results from the 2019 study broken into rider frequency segments.
- At the right, in the last five columns are the results of the entire rider samples from 2004 through 2019.

The rider frequency segments are similar in terms of age. LTD ridership tends to fall in a relatively younger, economically active age group. That is, riders are primarily in age groups that are employed or preparing for employment. In 2007, 4% of riders were over the age of 60. That proportion has increased over previous studies, peaking at 10% in 2015, and dropping to 7% in 2019, while the percent of riders under the age of 20 has declined from 31% in 2011 to 16% in 2019.

Riders between the ages of 31 and 60 make up the largest age group and among 1-3 day riders, they make up the largest percentage. Riders aged 20 to 30 are the second largest age group and make up the largest percentage among 4-6 day riders.

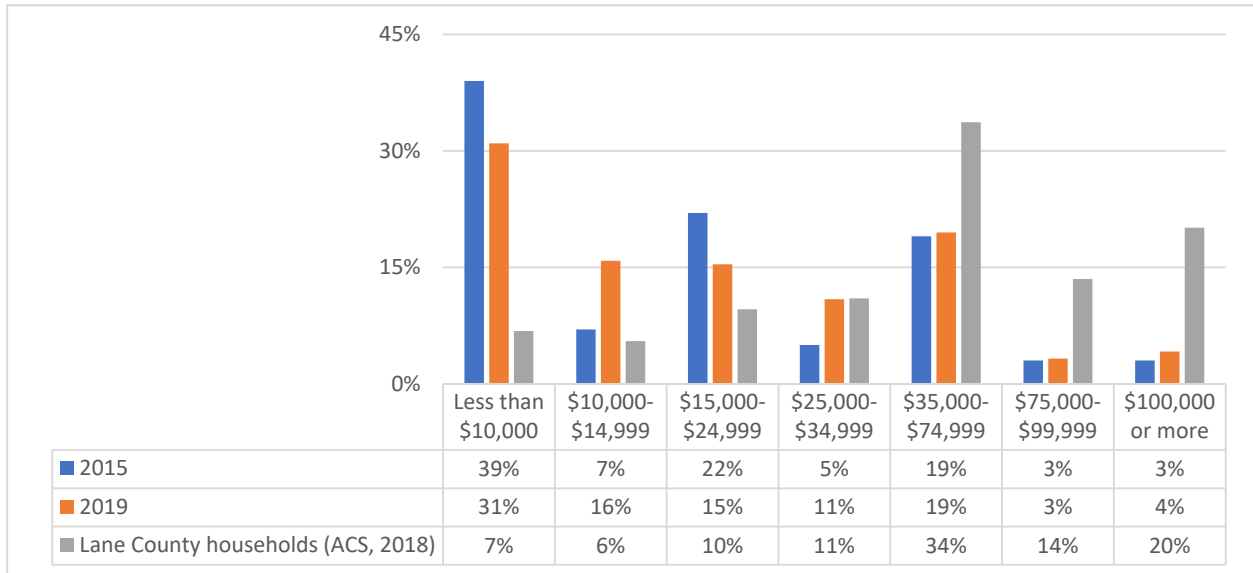
Figure 8: Household Income by Frequency Segments



LTD’s most intensive riders, those who ride seven days per week, have the highest proportion among riders with a household income of less than \$10,000 (38%, down from 46% in 2015) and less than \$15,000 (19%, up from 8% in 2015). However, every ridership frequency group includes a majority with household incomes of less than \$25,000.

The percent of riders in the \$10,000 to \$14,999 group has increased since 2015 from 8% to 16% while the proportion of riders within the \$15,000-\$24,999 group has decreased from 25% to 15%.

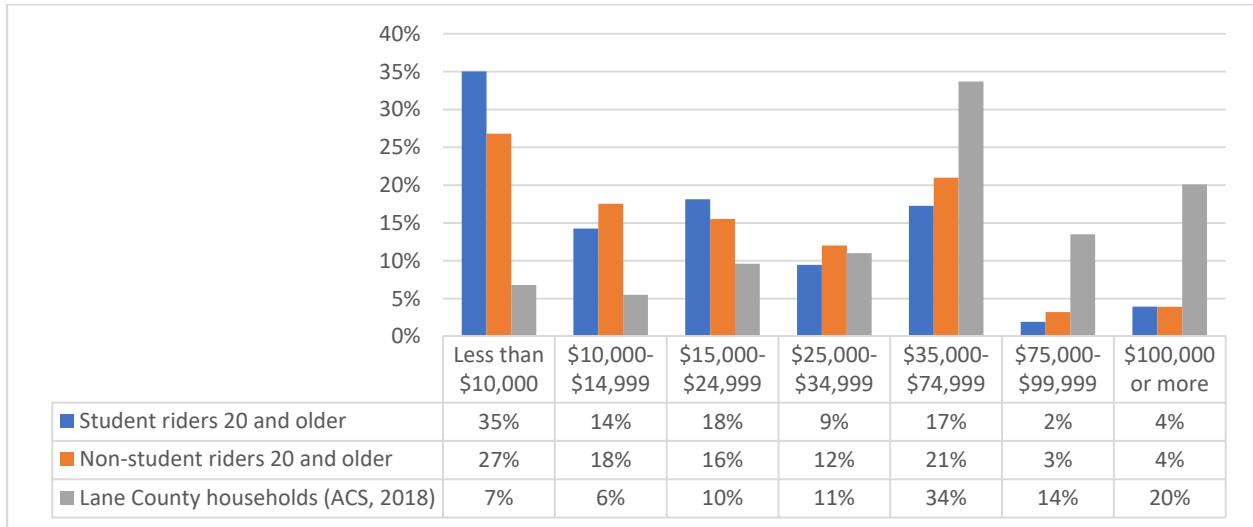
Figure 9: Household Incomes of Riders and the Lane County Population



The household income of riders continues to be below the general Lane County population with more riders in the lower income categories and fewer riders in the higher income categories than the general population.

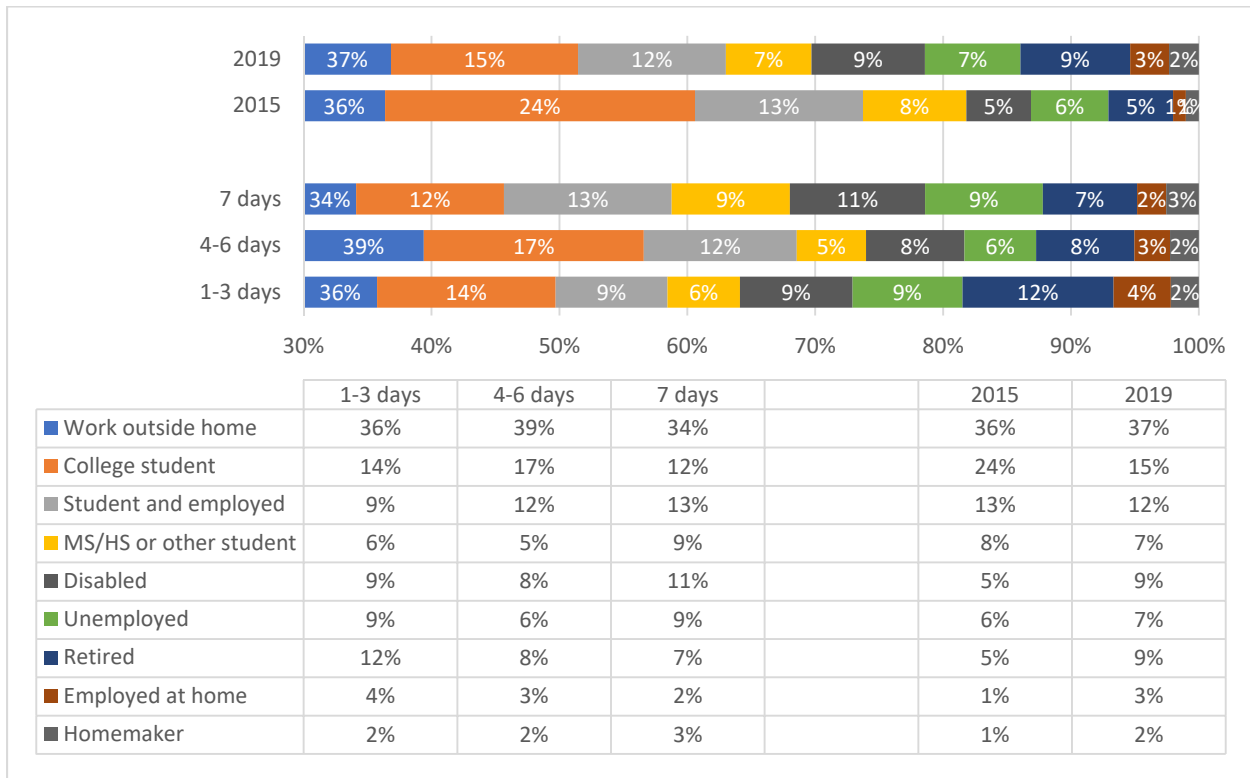
Of riders in 2019, 31% report household incomes of less than \$10,000 (compared to 39% in 2015). This contrasts with the general population of Lane County (7%).

Figure 10: Incomes of Student and Non-student Households



In a transit system like LTD’s with a high proportion of student riders, there is always a question of the degree to which the student riders depress the overall measurement of riders’ income. The data suggest that student riders report lower household incomes than non-student riders. However, the proportion of riders with an income of less than \$25,000 is similar in both groups (49% of students and 44% of non-students, compared to 12% in Lane County). In short, the low income of the ridership cannot be directly attributed to the large number of student riders based on these data alone.

Figure 11: Employment and Student Trips by Frequency Segment



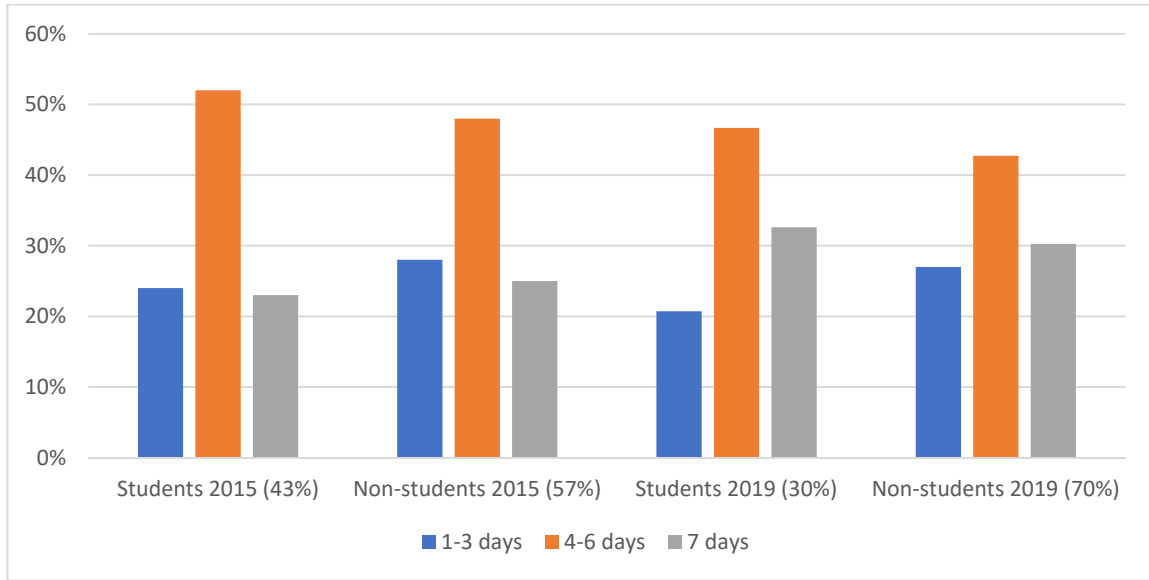
Most riders (73%, down from 82% in 2015) are either employed or a student, or both.

Of all riders:

- 27% are neither employed nor a student (up from 17% in 2015)
- 21% are students, but not otherwise employed (down from 32% in 2015)
- 54% are employed (up from 51% in 2015)

The 4-6 day group includes the highest proportion of riders that are employed (56%), while the 1-3 day group includes the lowest proportion (51%).

Figure 12: Student Status and Riding Frequency



Since 2015, LTD’s ridership has experienced an increase in the proportion of non-students (57% in 2015 compared to 70% in 2019). Students ride 4-6 days per week at a higher percentage than non-students (47% compared to 43%, down from 52% and 48% respectively in 2015), and ride 1-3 days per week at a lower percentage than non-students (21% compared to 27%, down from 24% and 28% respectively in 2015). Students ride 7 days per week at a higher percentage than non-students (33% compared to 30%, up from 23% and 25% respectively in 2015).

Figure 13: Student Status among Riders

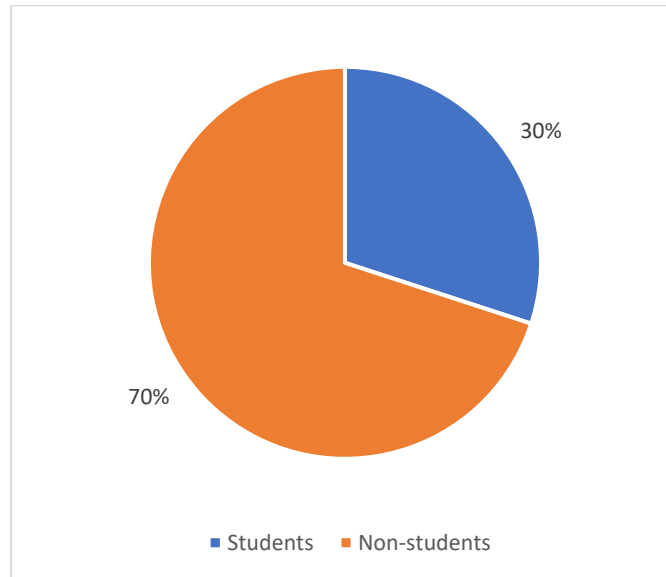
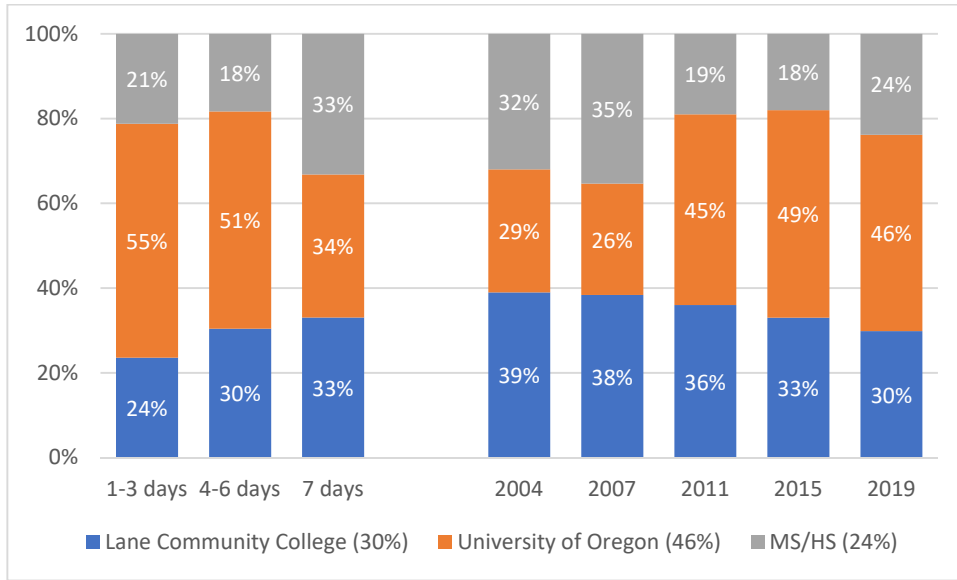
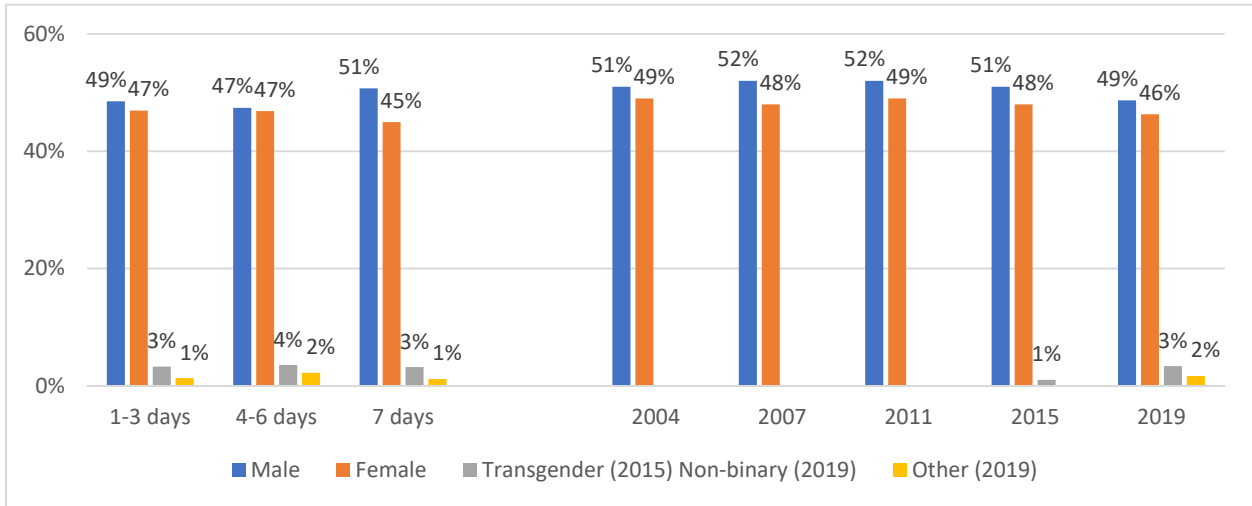


Figure 14: Student Rides by School



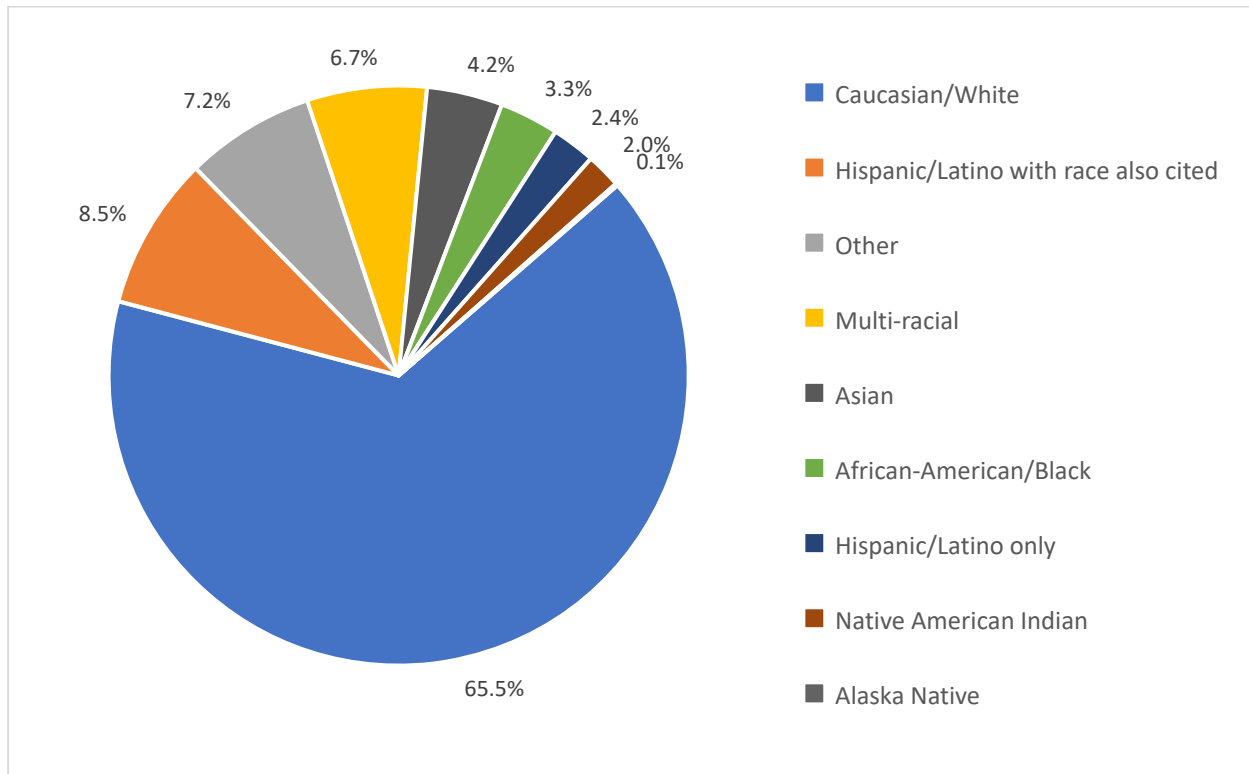
The employment/student status question allowed respondents to mark whether they are a Middle/High School student, UO student, or LCC student. 46% of student riders are University of Oregon students (down from 49% in 2015). The proportion of LCC students (30%) has decreased since 2015 (33%), while the proportion of Middle/High School students has increased since 2015 (from 18% to 24%). LCC and Middle/High School students make up a larger proportion of 7 day riders than 1-3 or 4-6 day riders. University of Oregon students make up the largest proportion of within all three frequency groups.

Figure 15: Gender by Frequency Segments



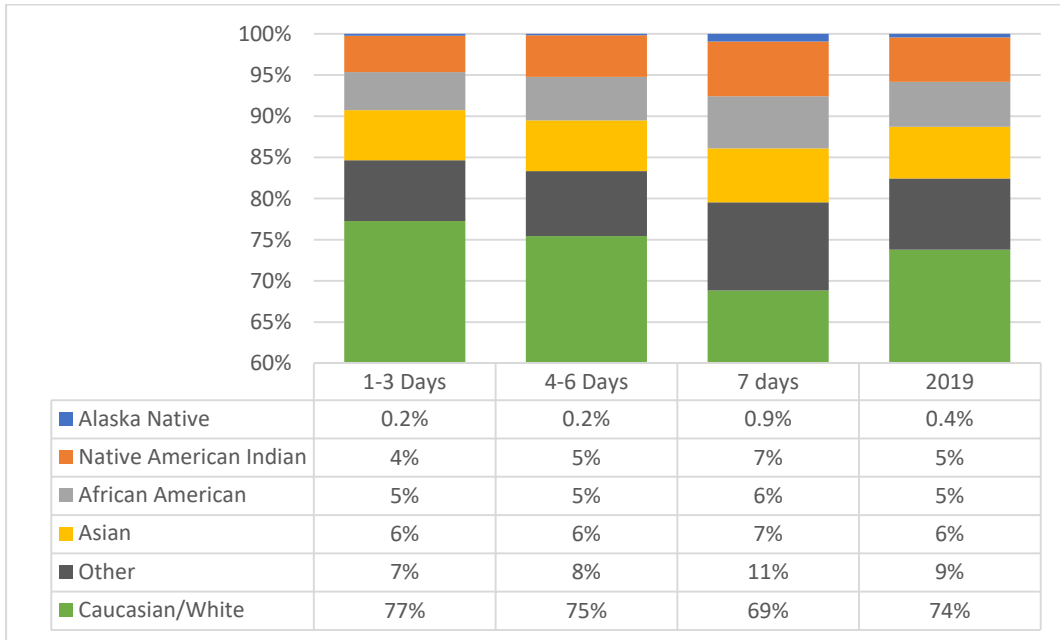
The percentages of riders that identify as male, female, non-binary, or other are presented in the figure above. The proportions of riders identifying as male (49%) or female (46%) are fewer than in 2015 (51% and 48%, respectively). The 2015 questionnaire included a third response category for transgender (1% in 2015). The 2019 questionnaire revised the response alternatives removing transgender and adding non-binary (3% of riders) and other (2%). Males make up the largest proportion of riders within each frequency group as well as the largest proportion of riders overall. The discrepancy between the proportion of males and females is greatest (6%) among the 7 day riders and least (<1%) among 4-6 day riders.

Figure 16: Riders' Race and Hispanic Ethnicity



The figure above reports how riders identify themselves in terms of race and Hispanic ethnicity in 2019. Note that Multi-racial and Hispanic/Latino with race also cited are treated as groups distinct from the others. Most riders identify as only Caucasian/White (65.5%, down from 67% in 2015). Respondents claiming Hispanic or Latino descent represent the second largest group (11%, down from 12% in 2015). Those identifying as Asian represent the third largest group (4.2%, down from 8% in 2015).

Figure 17: Riders' Race by Frequency Segments



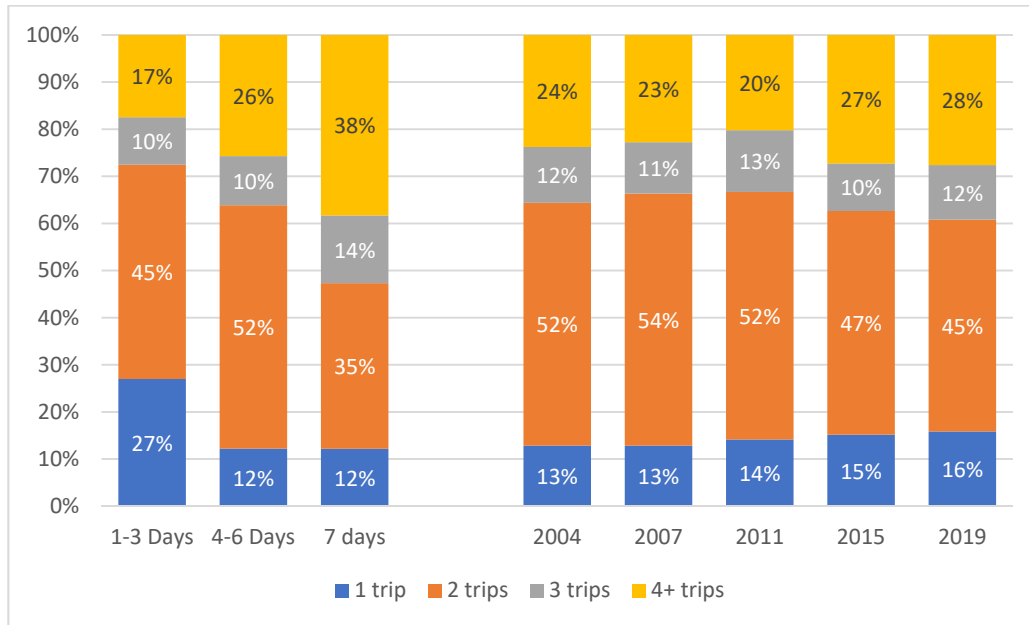
The above figure presents riders' race, without distinguishing riders of Hispanic or Latino descent. Nearly three-quarters of LTD riders identify as Caucasian/White. The remaining 26% are mostly evenly distributed among the other response categories provided on the questionnaire with the exception of Alaska Native, which represents less than 1% (this category was not collected in the previous studies).

LTD riders include a greater proportion of members of a minority ethnicity (26%) than the general Lane County population (10.9%²).

² Estimates from 2018 published by the US Census Bureau report the following race and ethnicities for Lane County: White alone 89.1%, Black, Black or African American alone 1.2%, American Indian and Alaska Native alone 1.6%, Asian alone 3.2%, Native Hawaiian and Other Pacific Islander alone 0.3%, Two or More Races 4.6%, Hispanic or Latino 9.1%.

Travel Profile – How Riders Use LTD

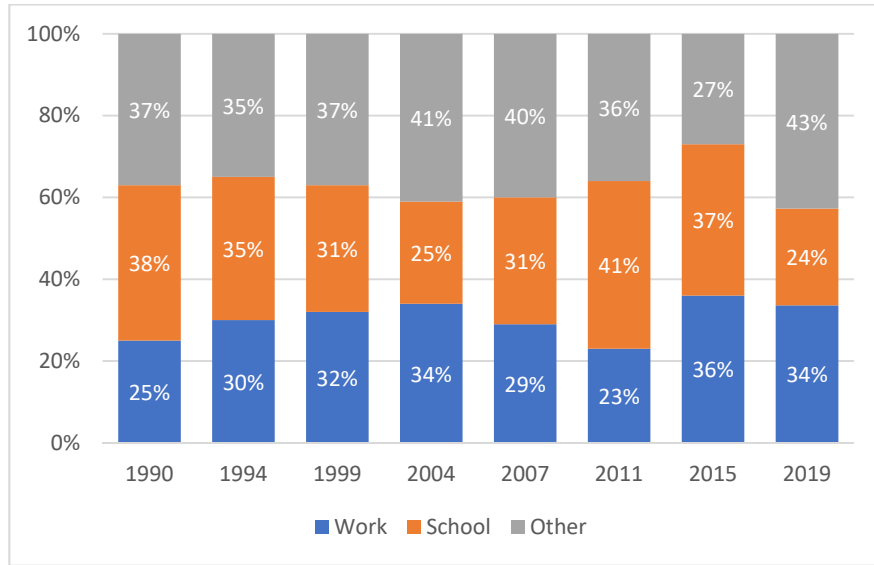
Figure 18: Trips per Day by Frequency Segments



Riders were asked how many separate one-way trips they will make today (i.e. on the day they were surveyed). Responses to this question are assumed to represent the number of trips per day a rider will typically make. Close to half of riders (45%, down from 47% in 2015) make two one-way trips per day (essentially a round trip). Overall, when compared with previous studies, the percentages are little changed. In 2019 the percent of riders one trip (16%) or making four or more trips per day (28%) is higher than the historic percentage, while the percentage of riders that make two trips per day (45%) is less than in earlier studies. The data suggest a tendency toward even-numbered trips. This pattern is apparent in the earlier studies as well.

The figure above also shows how the number of trips per day varies among the frequency groups. 7-day riders not only use transit daily, but fewer of them take one trip per day than the 1-3 day group (12% compared to 27%) and more of them take four or more trips per day than the 1-3 day group (38% compared to 17%).

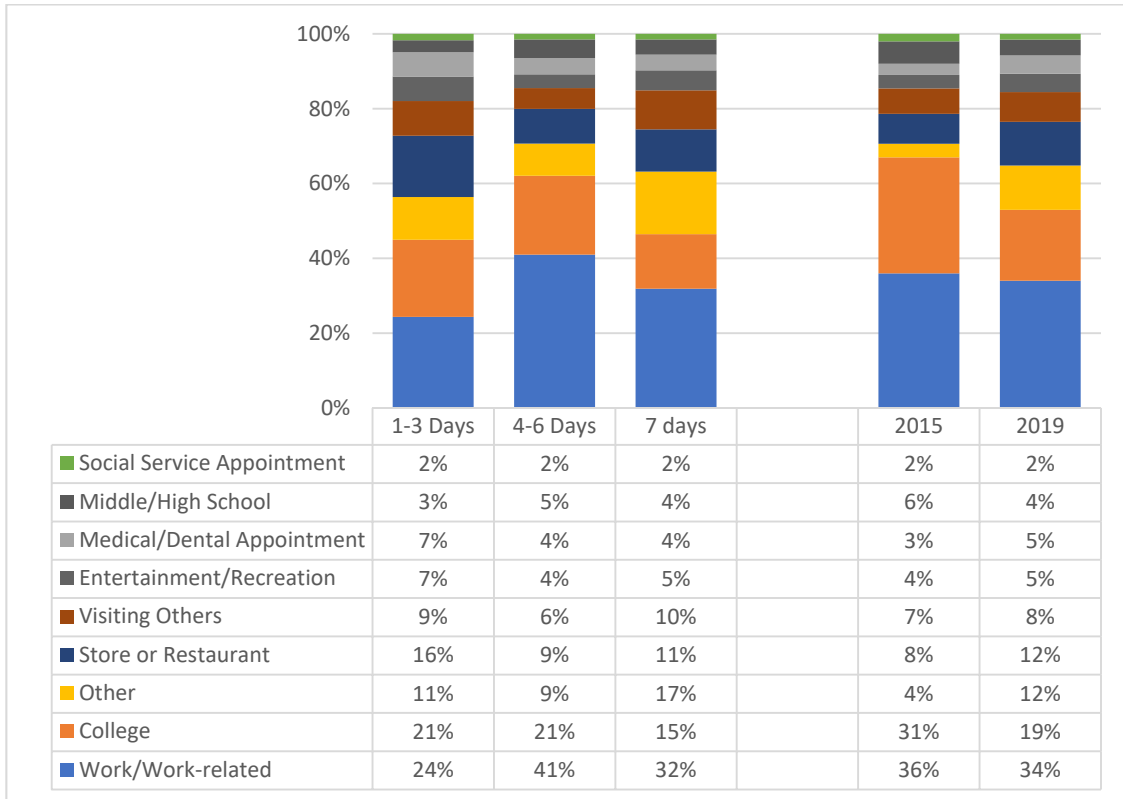
Figure 19: Comparison of Non-home Trip Destinations with Earlier Studies (Home excluded)



LTD rider surveys have been conducted since 1990. The format of asking trip destination has changed several times, but it has been consistent enough to track over time the three general trip destinations of work, school, and other. Home is the most common trip destination, accounting for 69% in 2019. It has been excluded for the purposes of this comparison.

Trip destinations have been quite stable over time, but there have been fluctuations. For example, the 2019 data match the results from 2004 more closely than the 2007, 2011, or 2015 studies. While the proportion of work as the destination (34% of non-home destinations) in 2019 is similar to 2015 (36%), riders traveling to school in 2019 represent 24%, down from 37% in 2015 and the proportion of riders with a destination besides work or school in 2019 (43%) has increased from 27% in 2015.

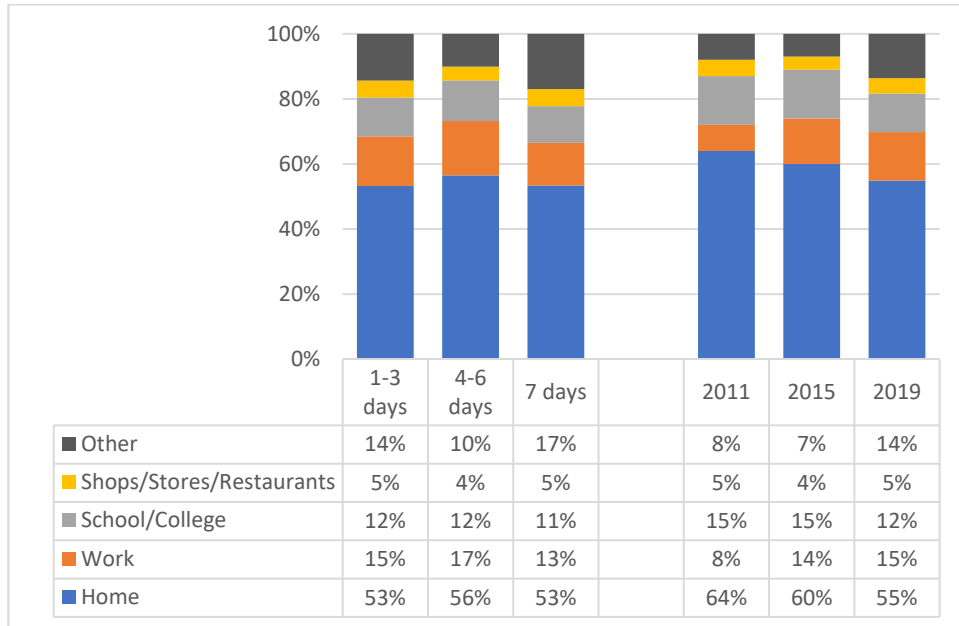
Figure 20: Trip Destination (Home excluded)



Excluding Home, Work is the most common destination (34% of non-Home trips, down from 36% in 2015). College is the second most common destination, as was the case in 2015, however the percentage of this response has dropped from 31% in 2015 to 19%.

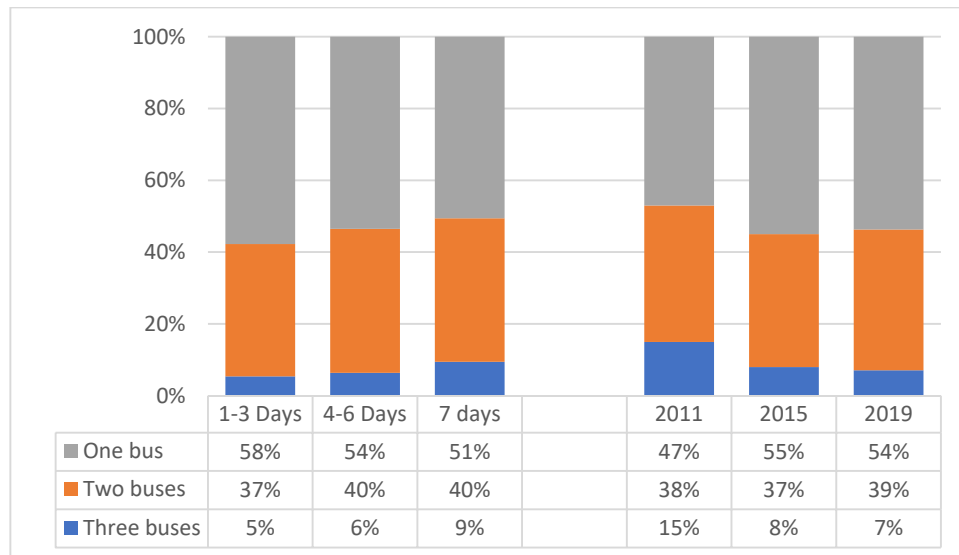
The 4-6 day group includes the highest proportion of riders traveling to work (41%, same as in 2015), while the 1-3 day group includes the lowest (24%, down from 29% in 2015). Although the proportion of riders traveling to college has dropped since 2015 within each frequency group, the greatest relative decrease is within the 7 day group (15% in 2019 compared to 27% in 2015, a drop of 44%).

Figure 21: Where Trips Begin



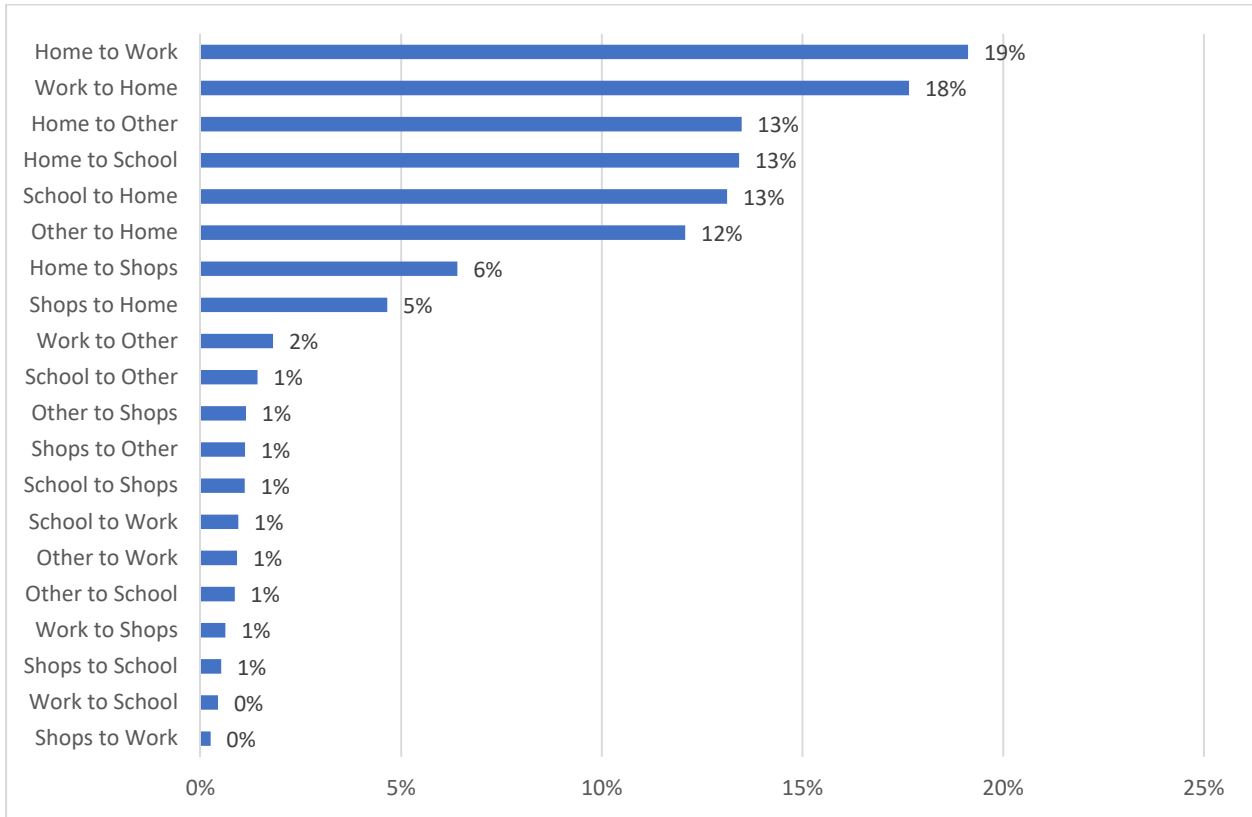
Most one-way trips begin at home (55%, down from 60% in 2015). This is also the most common response among each frequency group, representing a larger proportion among the 4-6 day riders (56%) than among the other groups. This was also the case in 2015 (62%). The 4-6 day frequency group also includes a higher percentage than the other groups of riders that start their trip from work (17%). A smaller proportion of trips begin at school or college than in earlier studies (12%, down from 15% in both 2015 and 2011).

Figure 22: Number of Buses Used for this One-way Trip



The proportion of riders using multiple buses to complete a one-way trip (i.e. transfer) has decreased since 2011 (46%, down from 53%) but increased since 2015 (45%). Most riders (54%) do not require more than one bus. The proportion of riders not requiring a transfer is greatest among 1-3 day riders.

Figure 23: Origin-Destination Pairs, Functional



In the figure above, percentages are based on the total rider sample so that the sum of all percentages equals 100%. However, Home to Home trips, which account for 15% of responses that had indicated both a start and end location, have been excluded from this analysis as not conforming to the definition of a one-way trip. This section presents functional origin and destination pairs. Geographic origin and destination pairs are presented in Figure 26.

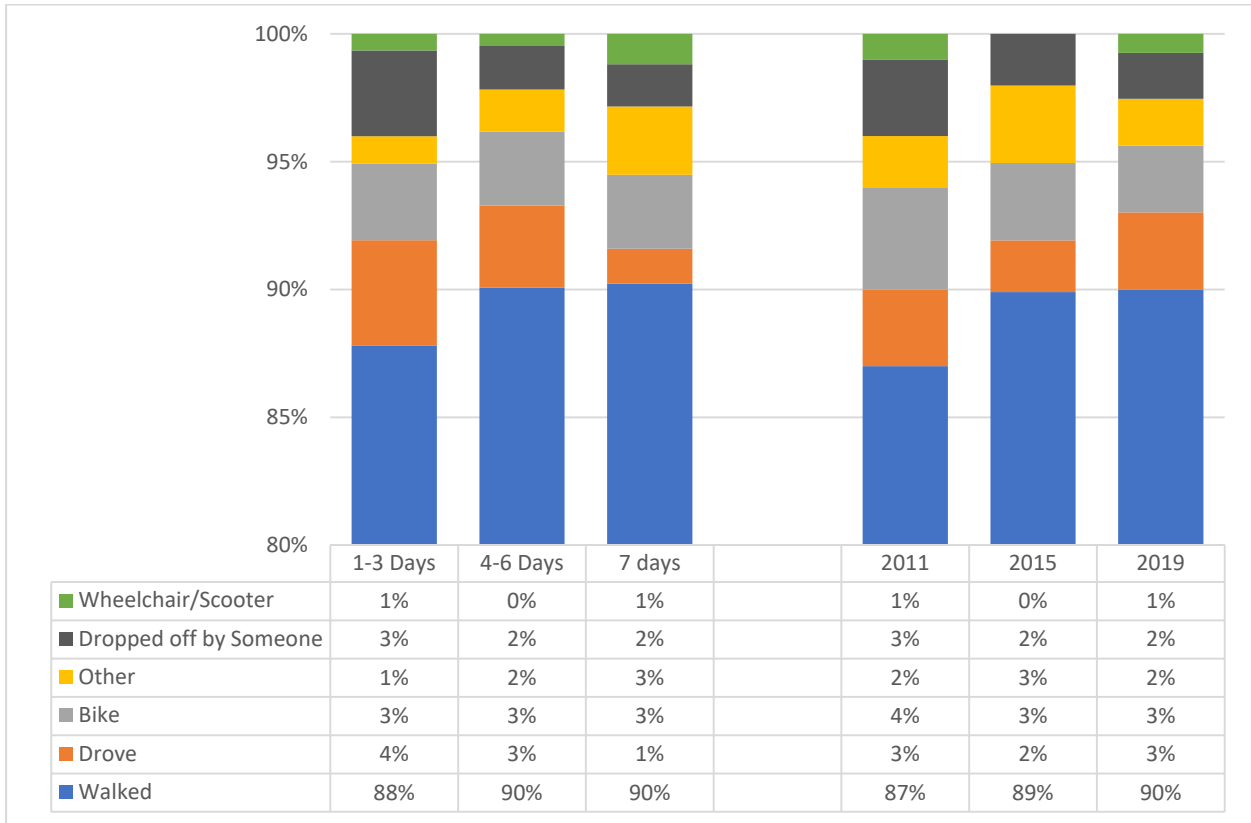
Most riders are traveling from Home to Work (19%, up from 17% in 2015).

Trips from Work to Home, comprise 18% (up from 11% in 2015). While the four most frequent origin to destination pairs have remained the same in 2019 from 2015, their proportion and order have changed. A lower percentage of riders travel from Home to School (includes College) in 2019 than in 2015, but a higher percentage travel from Work to Home in 2019.

	2019	2015
Home to Work	19%	17%
Work to Home	18%	11%
Home to School	13%	21%
Home to Other	13%	11%

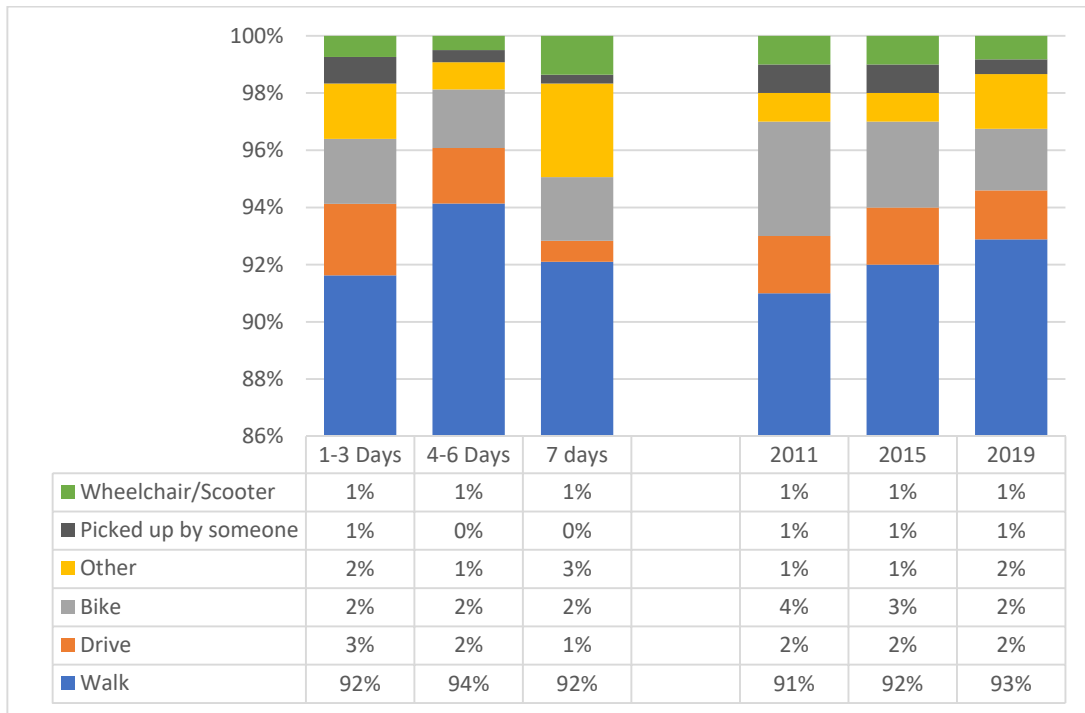
Trips between Home and School or Work (33%, down from 39% in 2015) and trips between School or Work and Home (31%, up from 21% in 2015) comprise the majority (64%, up from 60% in 2015) of origin and destination pairs.

Figure 24: How Riders Get to Their First Bus Stop



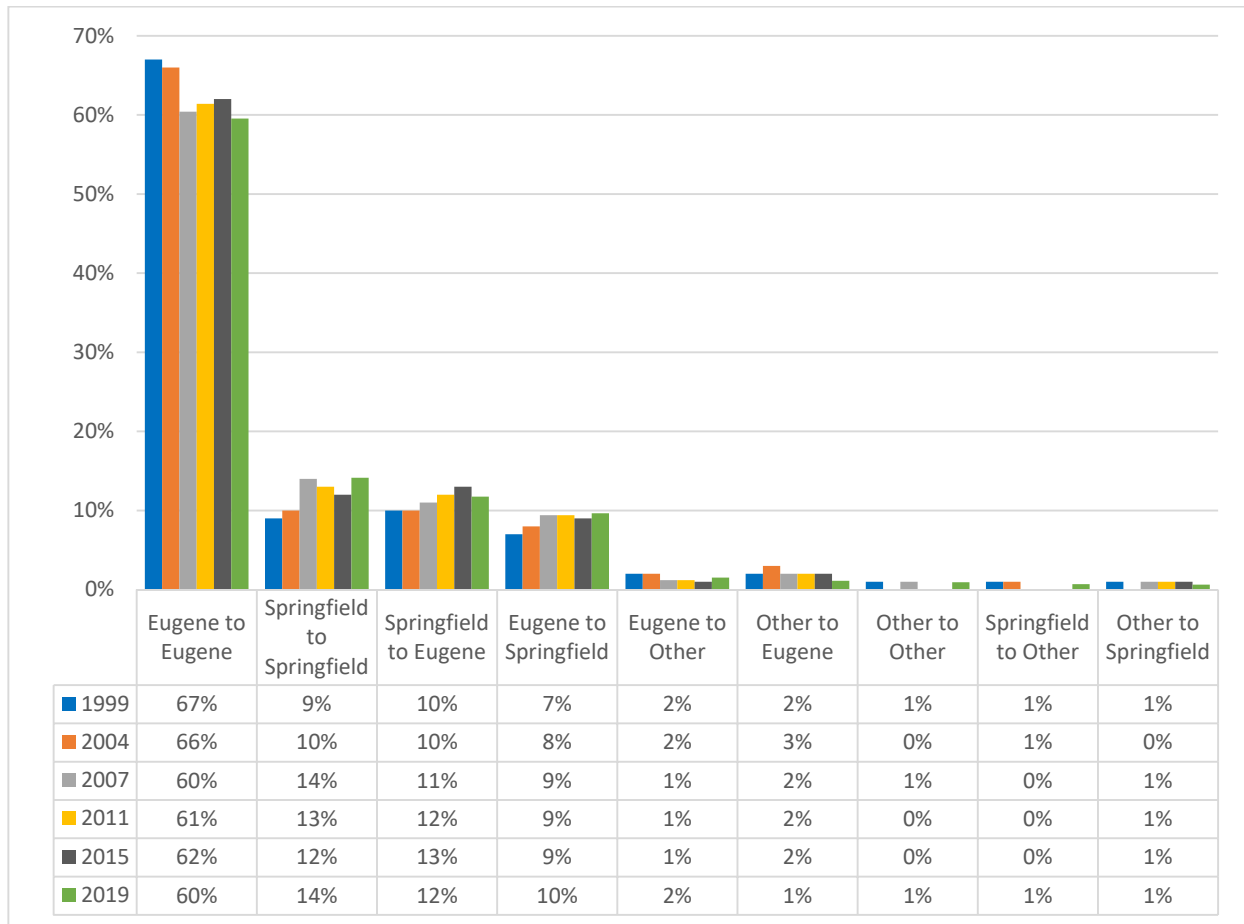
Most riders walk to their first bus stop (90%, up from 89% in 2015 and 87% in 2011). The next most common modes are driving (3%, up from 2% in 2015) and bicycling (3%, same as in 2015). The 7 day group include the lowest proportion of riders that either drove to their first bus stop or were dropped off by someone (3%, up from 2% in 2015). The 1-3 day group include the highest proportion of riders who either drove or were dropped off by someone (7%, up from 6% in 2015).

Figure 25: How Riders Get to Their Destination When They Get off the Last Bus



Walking is the most common mode from a rider’s final stop to their destination (93%, up from 92% in 2015 and 91% in 2011). The proportion of riders biking from their final stop to their destination has decreased from previous years (2%, down from 3% in 2015 and 4% from 2011), while the proportion of riders who drive from their final stop to their destination has remained constant overall. The percentage of riders who drive from their final stop to their destination or are picked up by someone is greatest among those riding 1-3 days per week (4%, same as in 2015), and lowest within the 7 day group (1%, up from 0% in 2015).

Figure 26: Origin-Destination Pairs, Geographic

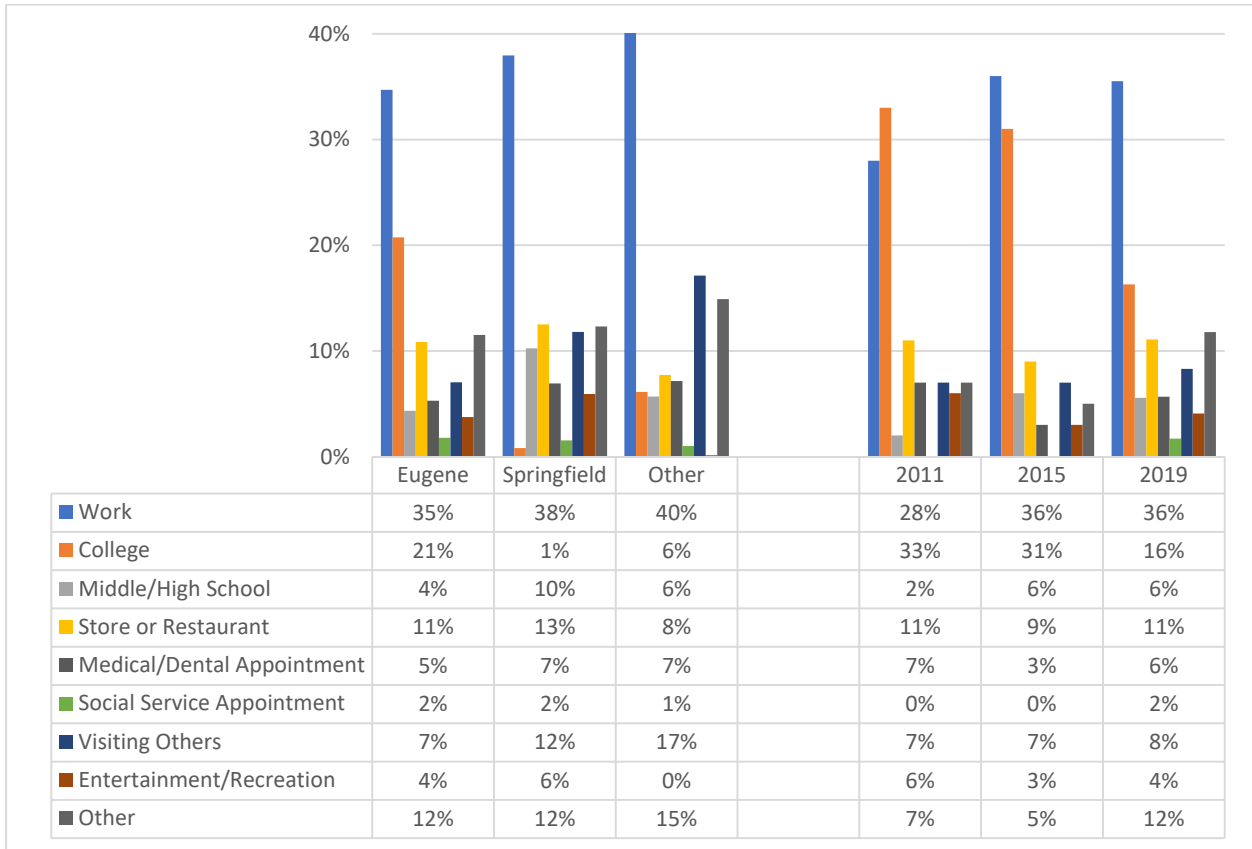


The patterns of intercity, intracity, and other travel in 2019 resemble closely those reported in 2015 and previous years. Most trips by LTD riders continue to be within Eugene (60%, down from 62% in 2015). Trips within Springfield are the second most common (14%, up from 12% in 2015), and trips from Springfield to Eugene (12%, down from 13% in 2015) make up the third largest group.

Trips between Eugene and Springfield (going in either direction) comprise 21% of trips (down from 23% in 2015). Trips that have either an origin, destination or both outside of Eugene and Springfield account for 5% of responses. This reflects an increase from 4% in 2015.

These patterns have changed little since 1999, although between 2004 and 2007 the percent of all trips within Eugene declined by approximately 5% and the change appears to have persisted.

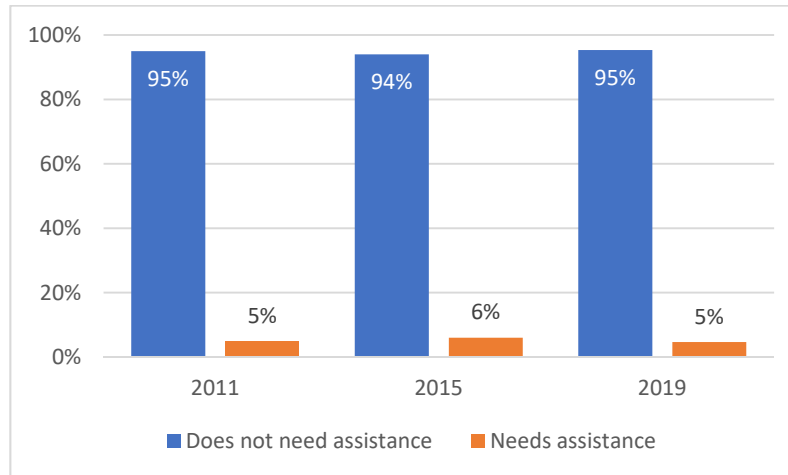
Figure 27: Destination by City of Origin (Home excluded)



Destination types vary by city of origin. Trips originating in Eugene include a greater proportion of riders traveling to school or college than trips originating elsewhere (25%, down from 42% in 2015), and a smaller proportion of riders traveling to work (35%, up from 32% in 2015). The proportion of riders traveling from outside of Eugene and Springfield to work (40%) has increased from 35% in 2015. Trips originating from outside of Eugene or Springfield include the largest proportion of riders using LTD to visit others, and the lowest proportion of riders using LTD for entertainment or recreation (0%, down from 2% in 2015).

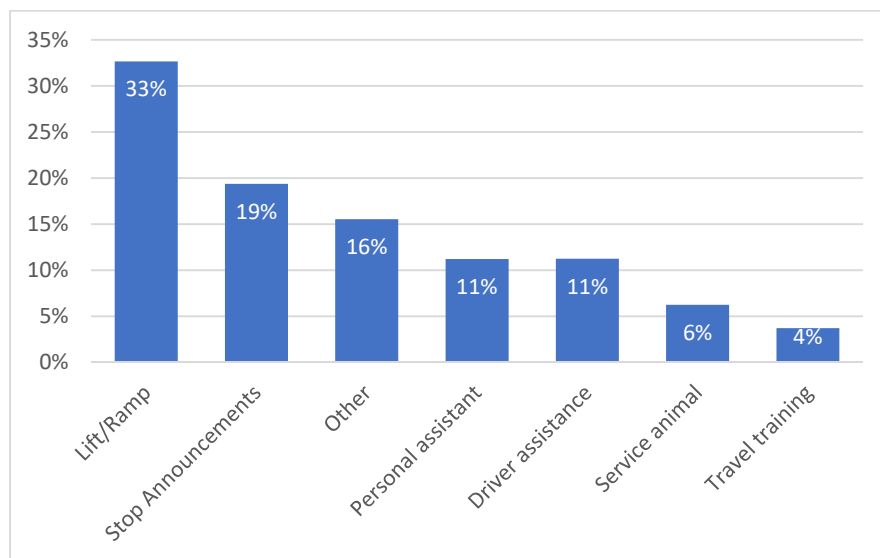
Needing Assistance to Use LTD

Figure 28: Riders Needing Assistance to Use LTD



Of all riders, 5% need assistance to use LTD (compared to 6% in 2015). Responses that did not indicate a type of assistance needed are assumed for the purposes of this study to belong to the group that does not need assistance (95%). These percentages have remained nearly unchanged since 2011.

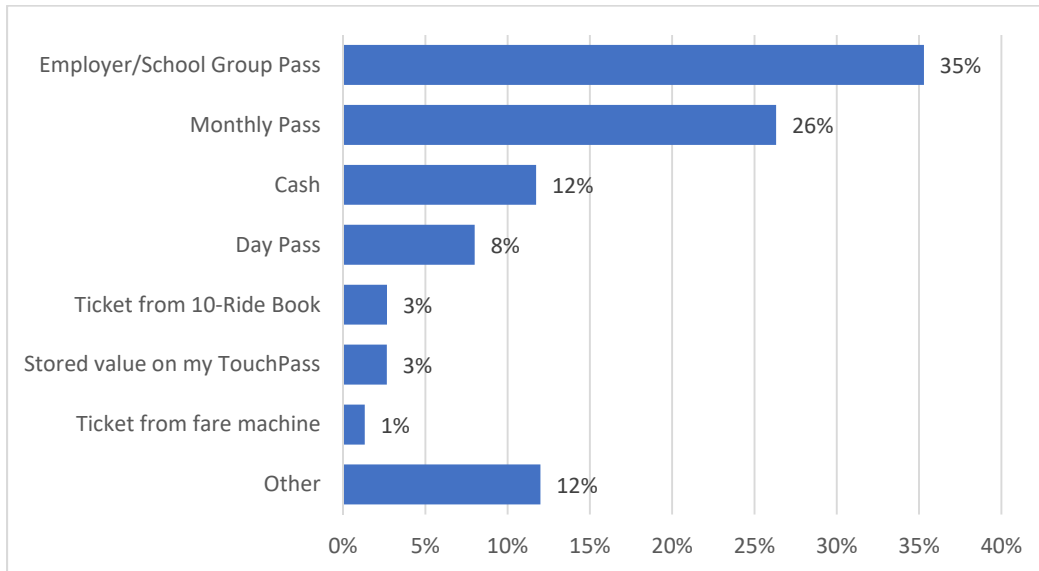
Figure 29: Type of Assistance Needed



The figure above illustrates the specific type of assistance needed as reported by the 5% group described in the previous paragraph. The most common type of assistance riders need is use of the lift or ramp (33%). Stop announcements (19%) are the second most common type of assistance needed. These are also the two most common in the 2015 study, however in 2015 stop announcements was most common and lift or ramp was the second most common.

Fare Media

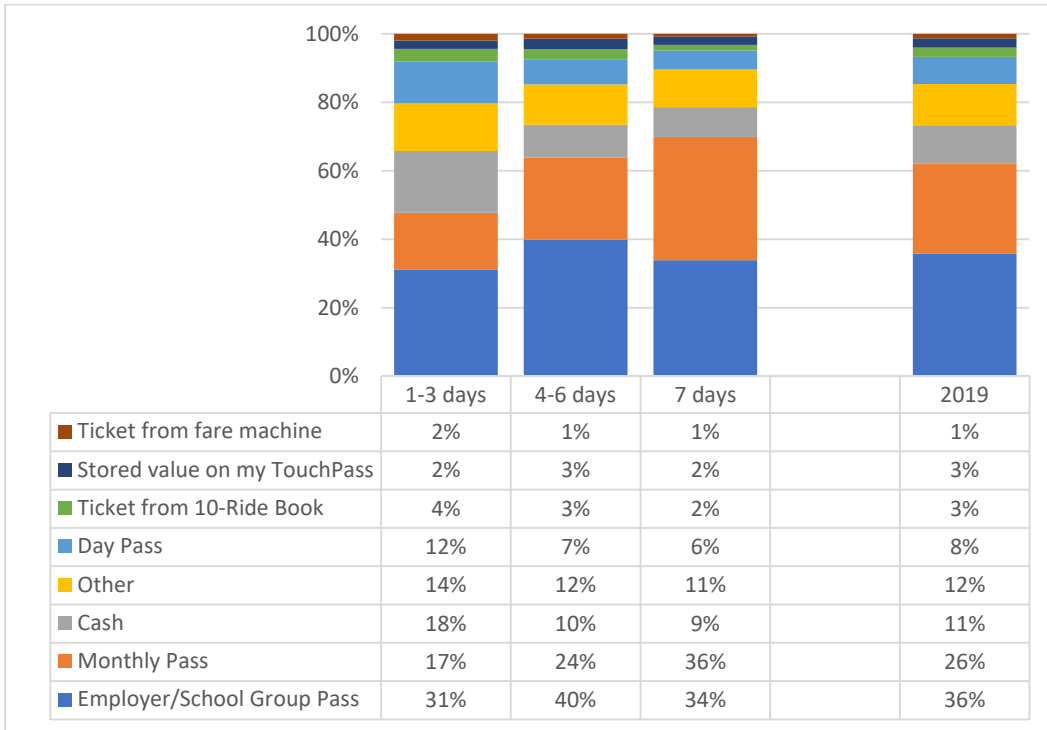
Figure 30: Fare Media Used by Riders



Riders that pay their fare in cash represent 12% (down from 13% in 2015). Most riders use a pass of some kind for fare payment. The largest group use an employer or school group pass (35%, down from 43.5% in 2015). The second most common group, as was the case in 2015, use a monthly pass (26%, up from 25% in 2015).

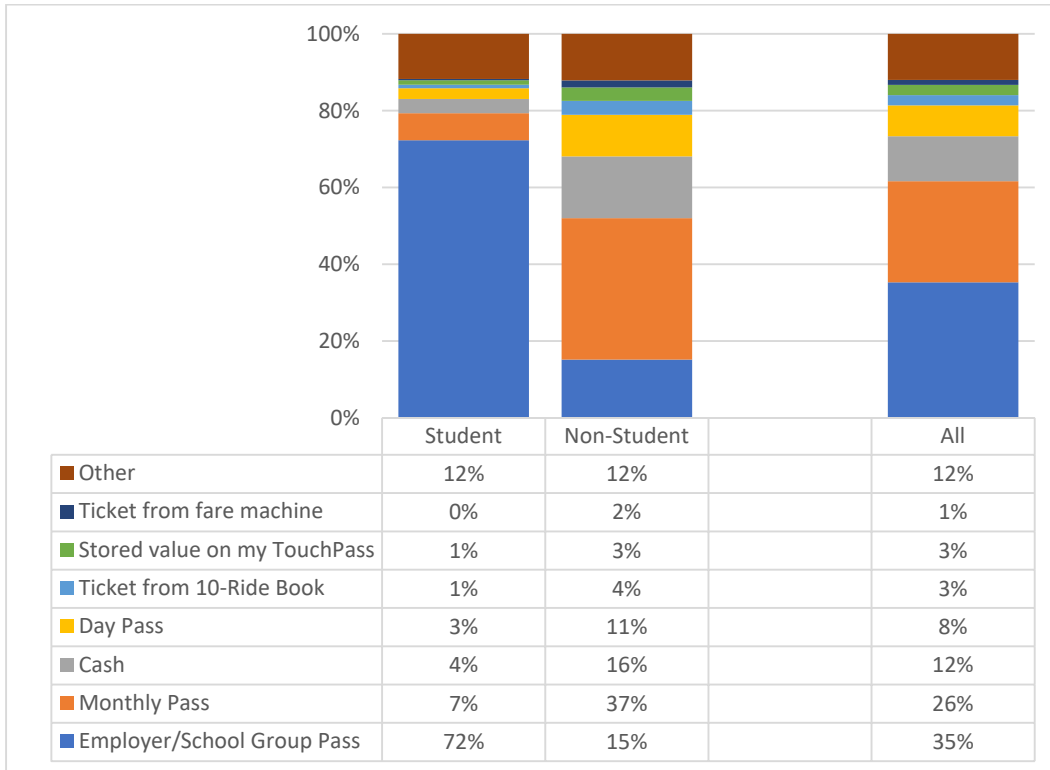
In fall of 2019 LTD launched a new electronic fare payment system called TouchPass. A question was added to the 2019 questionnaire asking riders if they used the TouchPass mobile app/card to pay for their ride. Of the 89% that provided a response to this question, 8% responded affirmatively.

Figure 31: Fare Media by Frequency Group



The fare media used vary somewhat with riding frequency. The use of a school or employer pass is proportionally greatest among the 4-6 day riders (40%, down from 49% in 2015). Monthly passes are more common among frequent riders, while day passes are more common among less-frequent riders.

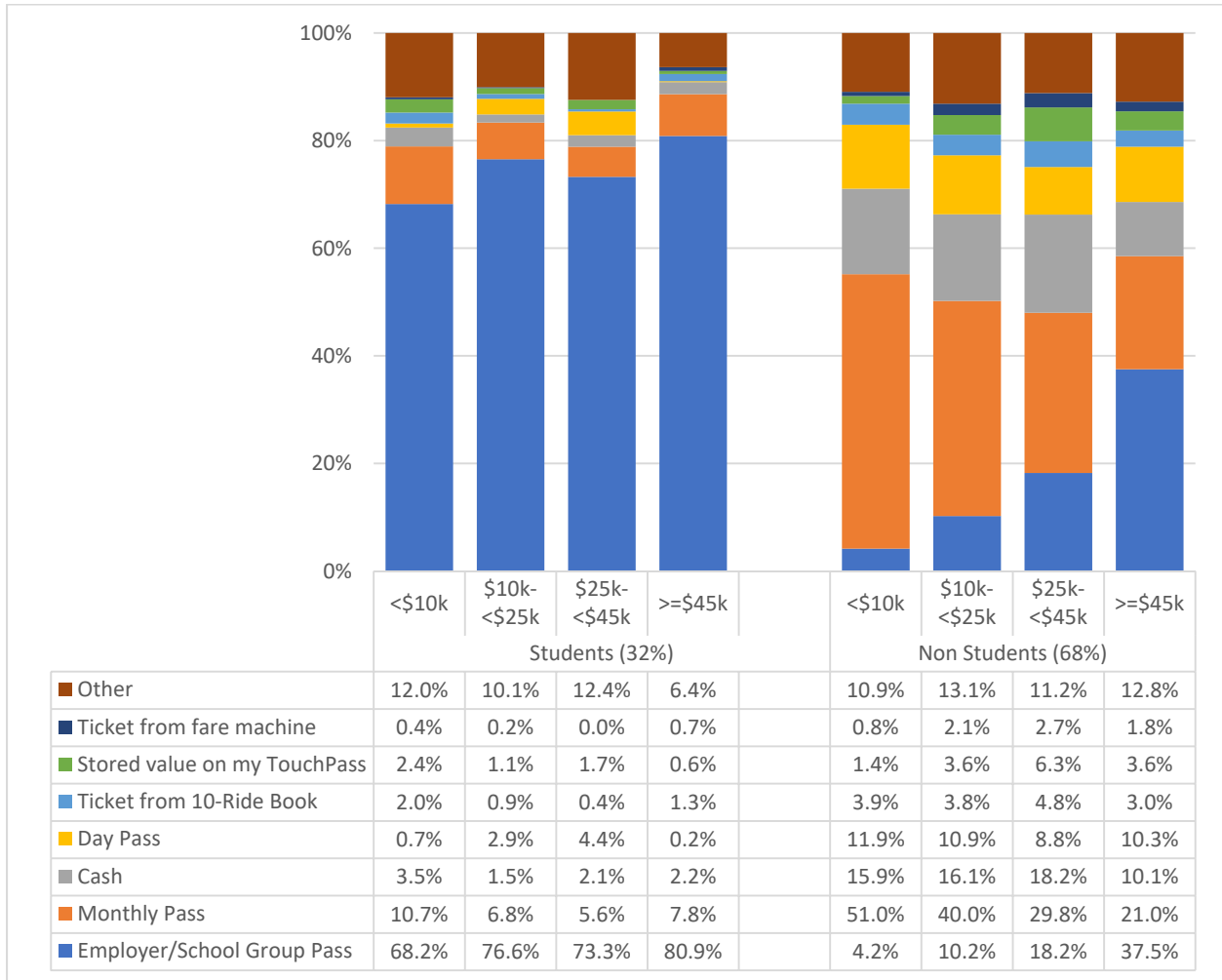
Figure 32: Fare Media for Student and Non-student Riders



Although 35% of riders use either an employer or school group pass, among student riders that proportion is 72%, while for non-students it is 15%. University of Oregon and Lane Community College students have access to a group pass through those institutions. In addition to this, at the time of the data collection, LTD was in the process of rolling out a Student Transit Pass and during this process were allowing students to ride for free.

Proportionally, non-students use a monthly pass (37%) or cash (16%) more than students (7% and 4%, respectively).

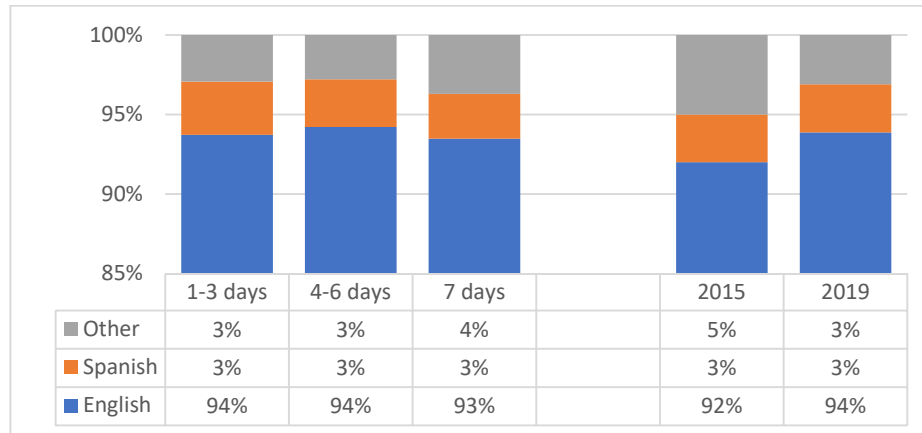
Figure 33: Fare Medium by Income Comparison of Student and Non-student Riders



When we compare fare payment media in the context of student status and household income, we see that the group with the greatest individual proportion is students with household income equal to or above \$45,000 that use an employer or school group pass (80.9%). The percentages of students of all income levels that use an employer or school group pass are at least 68.2%. Among non-students, the highest proportion of any group are those with an income less than \$10,000 that use a monthly pass (51%).

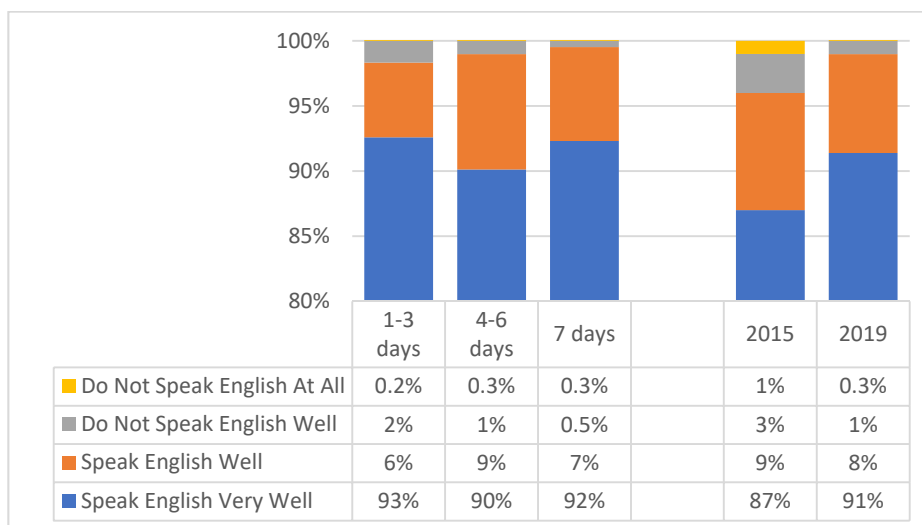
Communication

Figure 34: Language Riders Speak Most Often at Home



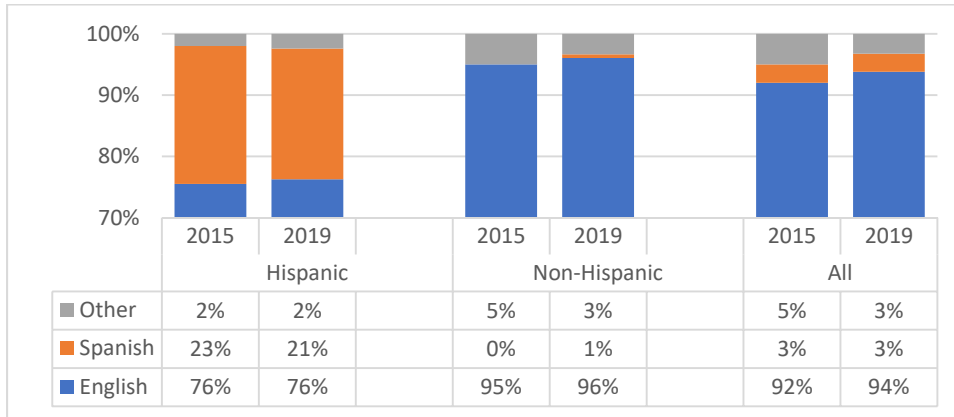
As with previous studies, most riders (94%) speak English most often at home (up from 92% in 2015). Riders speaking Spanish most often at home account for 3% (same as in 2015). These results vary little across frequency groups.

Figure 35: English Proficiency



Respondents were asked how well they speak English. As with previous studies, most (91%) riders speak English very well (up from 87% in 2015), and 8% speak English well (down from 9% in 2015). Less than 1% of riders speak no English at all. Among frequency groups, those riding 1-3 days per week include the highest proportion of riders that speak English very well and the highest proportion of riders that either do not speak English well or that do not speak English at all.

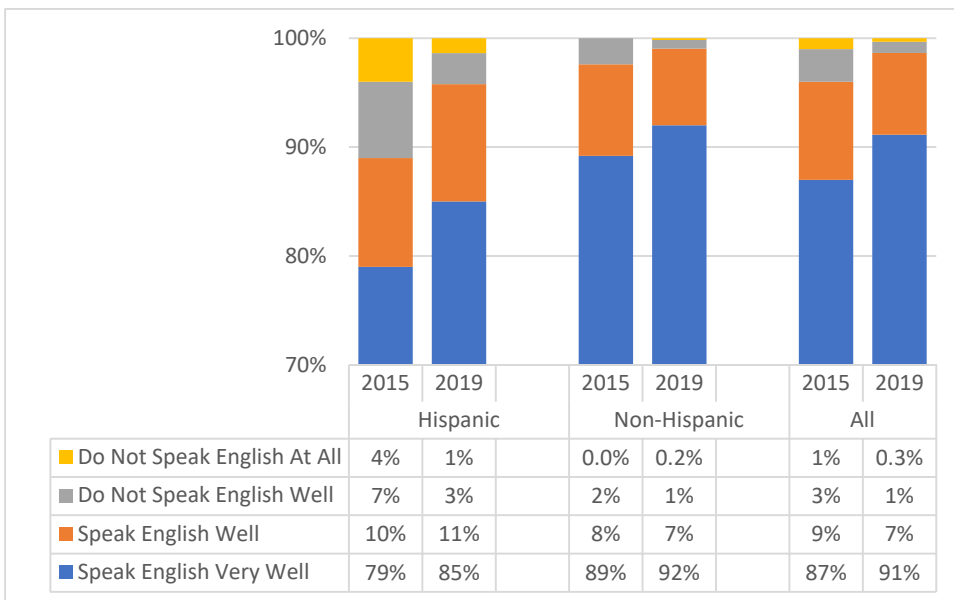
Figure 36: Language Spoken Most Often at Home by Hispanic and Non-Hispanic Riders



As reported earlier, approximately 11% of riders identify as Hispanic or Latino. Among this group (referred to as Hispanic in the above figure), 76% speak English most often at home (same as in 2015), while 21% speak Spanish most often at home (down from 23% in 2015).

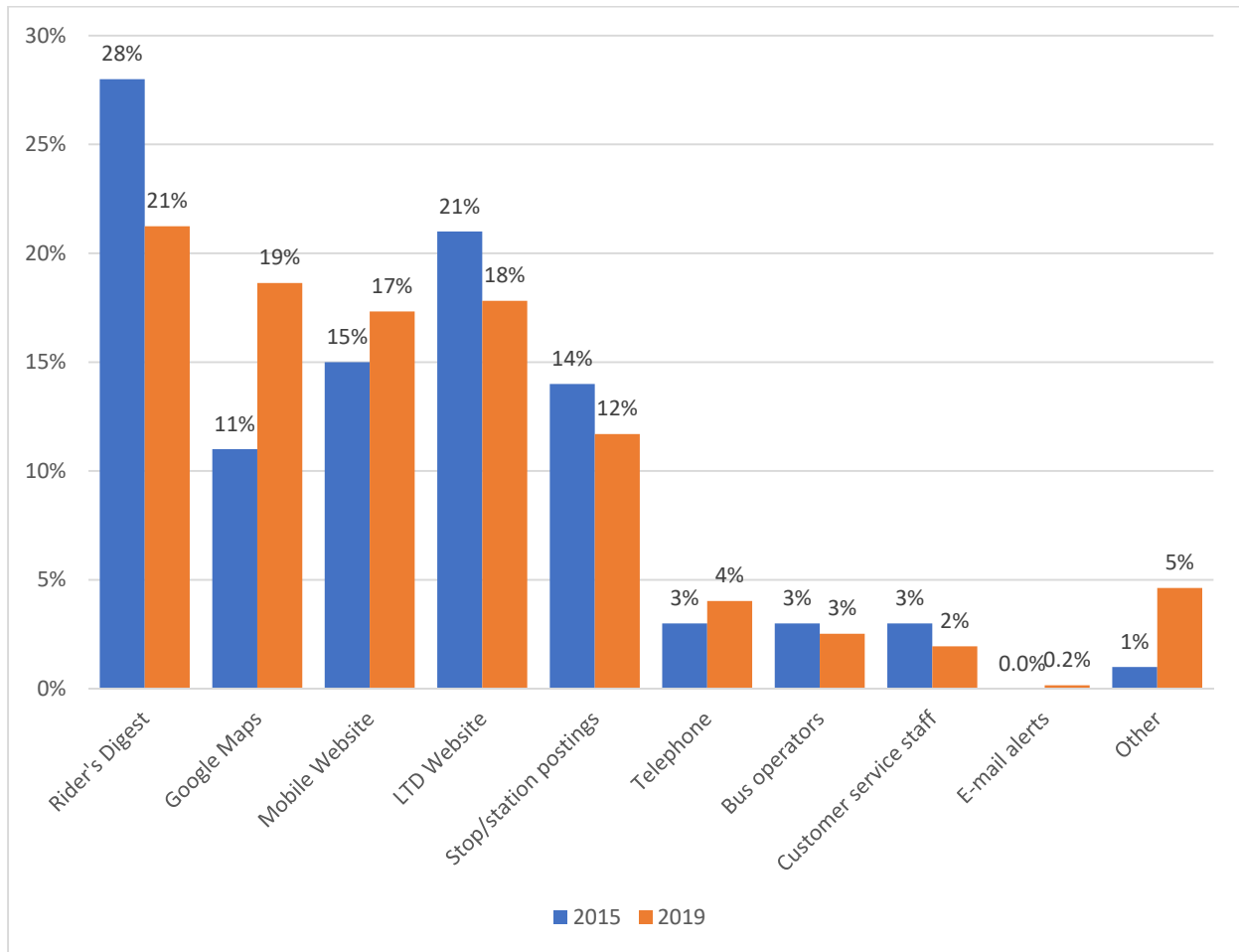
Riders that speak a language besides English or Spanish most often at home represent 3% of the total (down from 5% in 2015). Although the groups are small, the most common languages besides English or Spanish that riders speak most often at home are (in order of frequency) Chinese, Japanese, French, Sign Language, and Vietnamese. The proportion of riders that speak a language besides English or Spanish most often at home is smaller among Hispanic riders than among other riders (2% compared to 3%).

Figure 37: English Proficiency among Hispanic and Non-Hispanic Riders



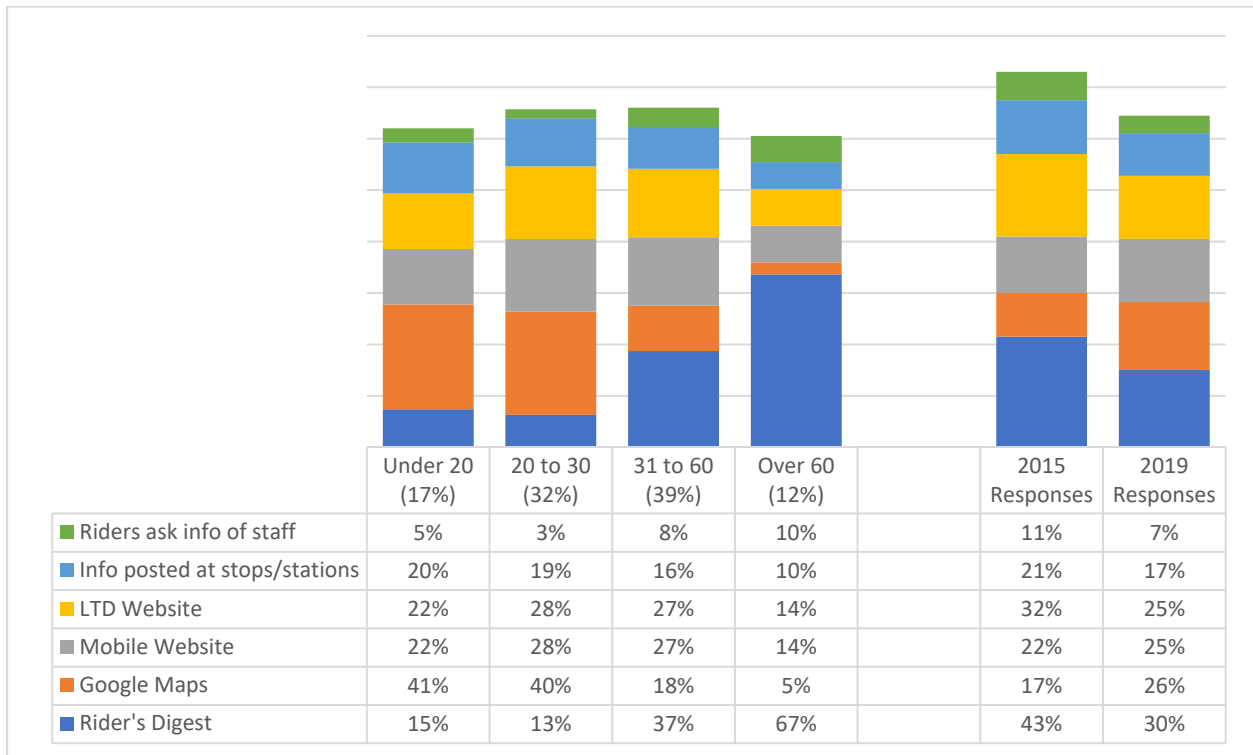
Although 6% of riders speak a language besides English most often at home, 1.4% speak English less than well (down from 4% in 2015). The proportion of Hispanic riders that speak English less than well is greater than that of non-Hispanic riders (4% compared to 1%).

Figure 38: Source for LTD Route and Schedule Information



Riders were asked how they get route and schedule information for LTD. As with the 2015 study, more riders use the Rider's Digest for this information than any other source, however the proportion of riders using the Rider's Digest has dropped (21%, down from 28% in 2015). Google Maps is the second most common source (19%), although in 2015 Google Maps was the fifth most common source for information among riders (11%). Google Maps and mobile website have increased in proportional use among riders for route and schedule information since 2015, while the proportion of riders using Rider's Digest, LTD website, and postings at stops and stations has decreased.

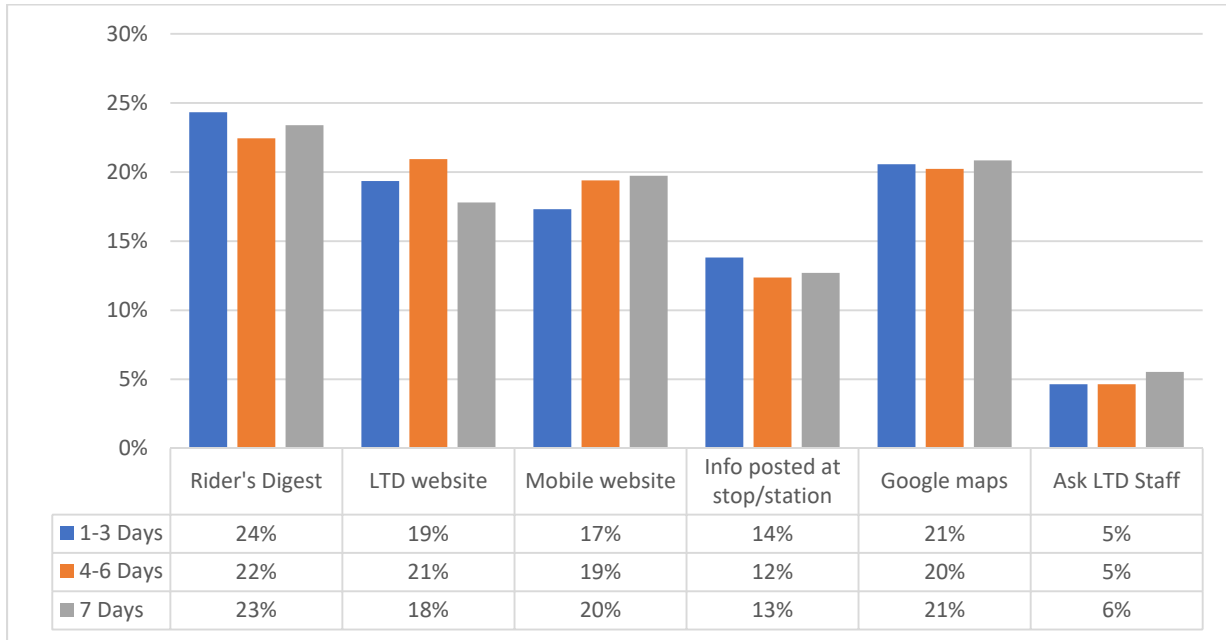
Figure 39: Source for LTD Route and Schedule Information by Age Group



Many respondents indicated more than one source for route and schedule information, as a result the total percentage in each column in the above figure may exceed 100%. Responses are broken out into rider age groups. The largest group (39%) are between the ages of 31 and 60, and the smallest group (12%) are over 60 years old.

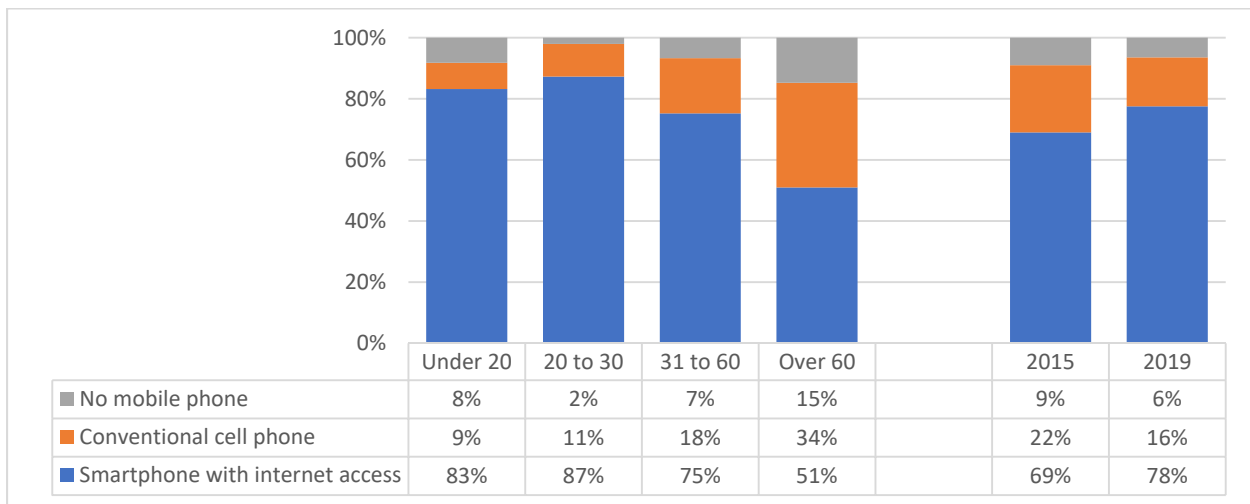
There are some differences in the sources of information across these four age groups that are apparent. The Rider's Digest, for example, is the most popular source for information overall (30% of riders use it), although its use has decreased from 43% in 2015. Riders age 30 and younger use Rider's Digest proportionally less than older riders and use Google Maps proportionally more than the older riders. The percentage of riders over 60 that rely on printed rather than electronic resources is greater than that of younger riders.

Figure 40: Source for LTD Route and Schedule Information by Frequency Group



The sources of information used by riders vary minimally with frequency of using LTD. Among those that use the Rider's Digest, the greatest percentage are 1-3 day riders (24%). This proportion, however, has declined from 39% in 2015.

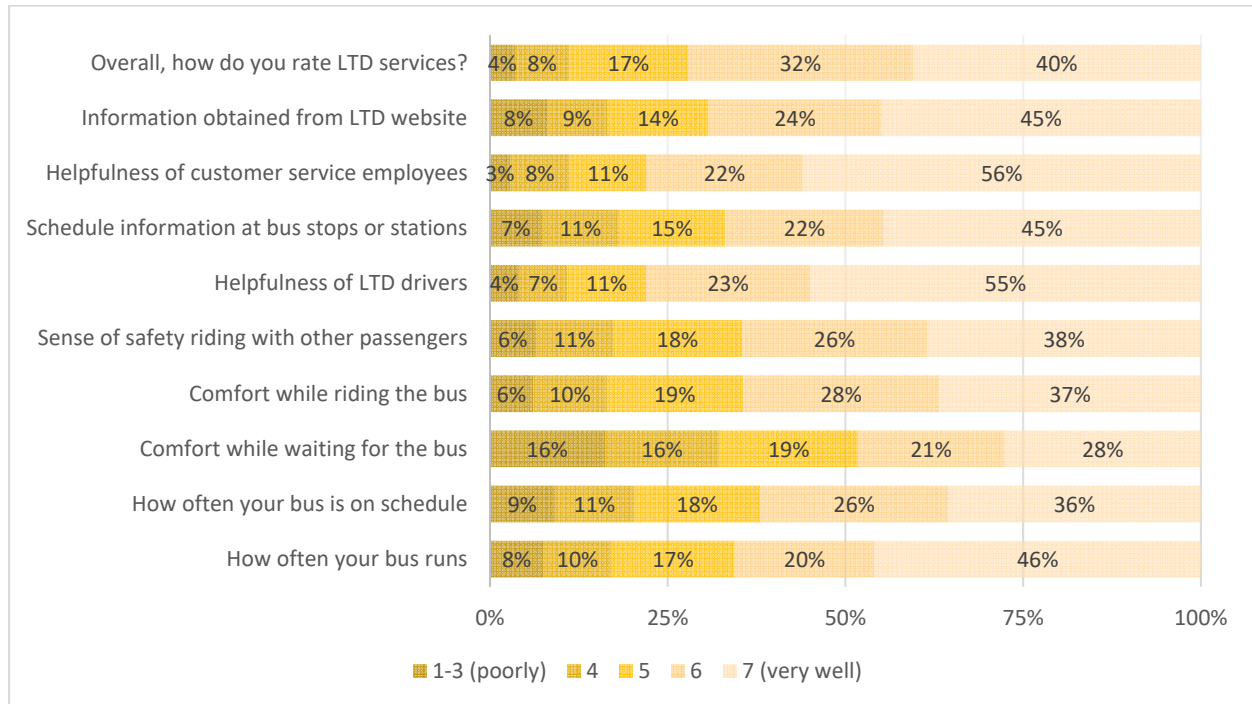
Figure 41: Mobile Phones among Riders by Age



Most riders have a mobile phone (94%, up from 91% in 2015). Riders that carry a smartphone make up 78% (up from 69% in 2015). Of riders age 60 or older, 51% carry a smartphone; this is the lowest proportion of smartphone carrying riders among the four age groups. Riders over 60 also have the highest proportion of riders that carry no mobile phone (15%, down from 25% in 2015). The 20-30 age group has the highest proportion of riders that carry a smartphone (87%, up from 80% in 2015).

Service Ratings

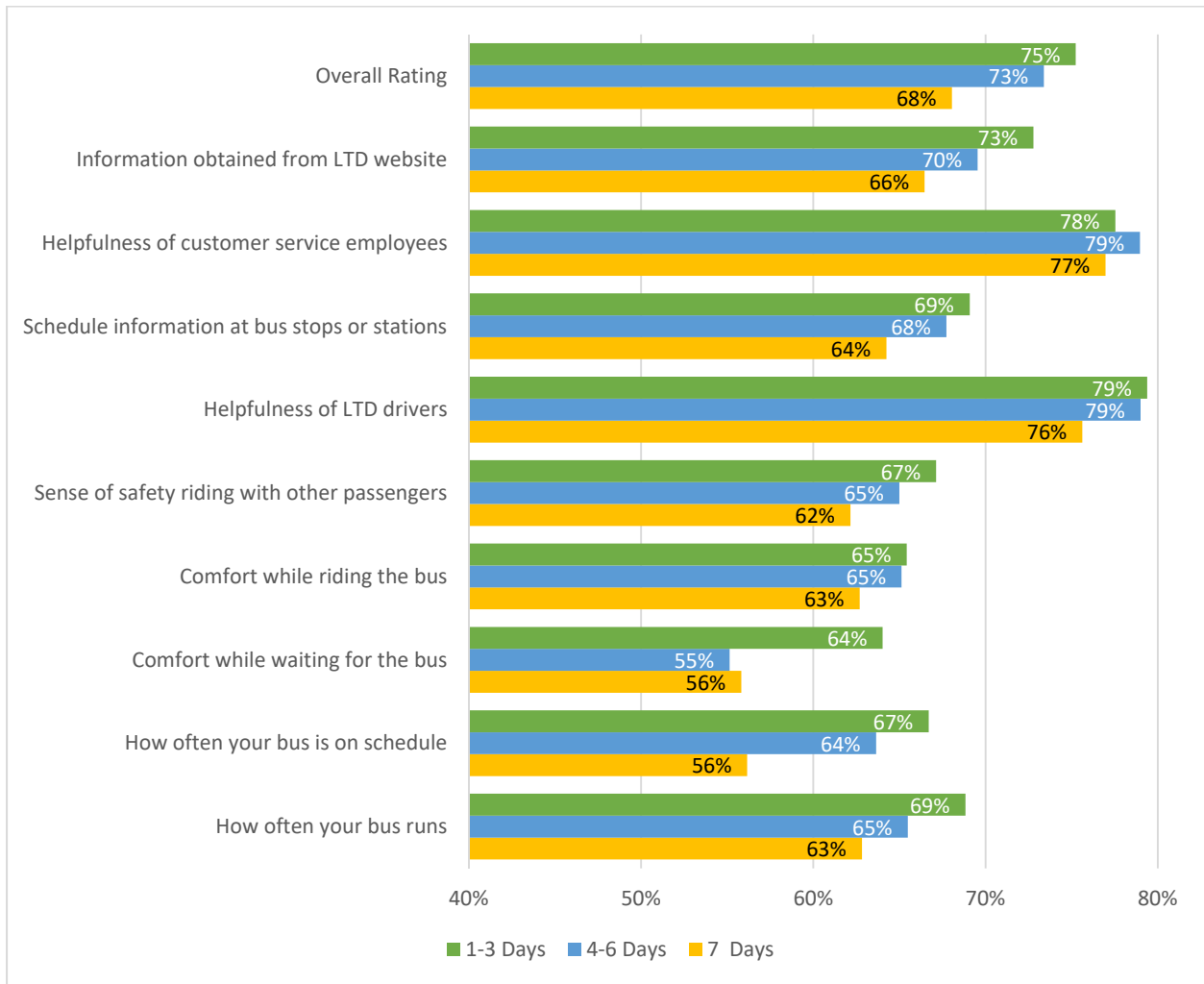
Figure 42: How Well LTD Meets Riders' Transportation Needs



Respondents were asked to rate various aspects of LTD's service based on how well it meets their transportation needs. The questionnaire used a scale of 1 (poorly) to 7 (very well). The summarized responses, including respondents' overall rating of LTD's services, are illustrated in the figure above.

40% of riders give LTD's overall services a rating of 7 (up from 29% in 2015) and 72% provide a rating of at least 6 (up from 65% in 2015). Negative ratings are low, with a maximum of 16% of riders rating any aspects of LTD's service as poor or near poor (ratings 1, 2, and 3). That low rating by 16% of riders is for comfort while waiting for the bus (up from 12% in 2015). Another 16% give this a neutral rating of 4. The helpfulness of LTD drivers (78% responding with "well" or "very well," up from 72% in 2015) and helpfulness of customer service employees (78% responding with "well" or "very well," up from 75% in 2015) are the most positively rated aspects of service, as was also the case in 2015. Comfort while waiting for the bus has the most even distribution of positive, neutral, and negative ratings.

Figure 43: Comparing Positive Service Ratings by Frequency Segments

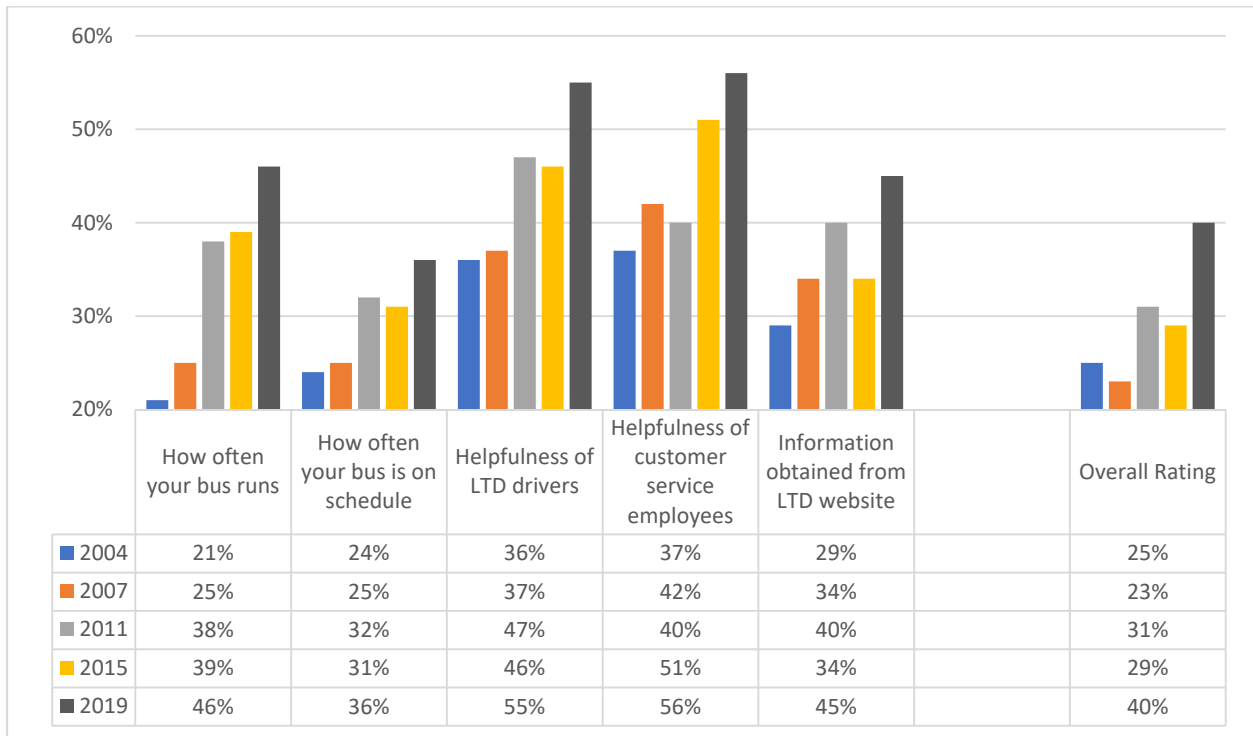


The figure above reports the percent of riders, by frequency segment, that indicate a service rating of 6 or 7. The top scores are similar for the three segments in both their rank order and their total positive scores, as was the case in 2015. Perceptions of the best rated services are similar regardless of the frequency of using LTD.

For most aspects of service, the less frequent riders provide more positive ratings than other riders.

The most variation among the three frequency segments is rating how often a rider’s bus is on schedule. Positive ratings for this element of LTD’s services are given by 56% of 7 day riders, and 67% of 1-3 day riders.

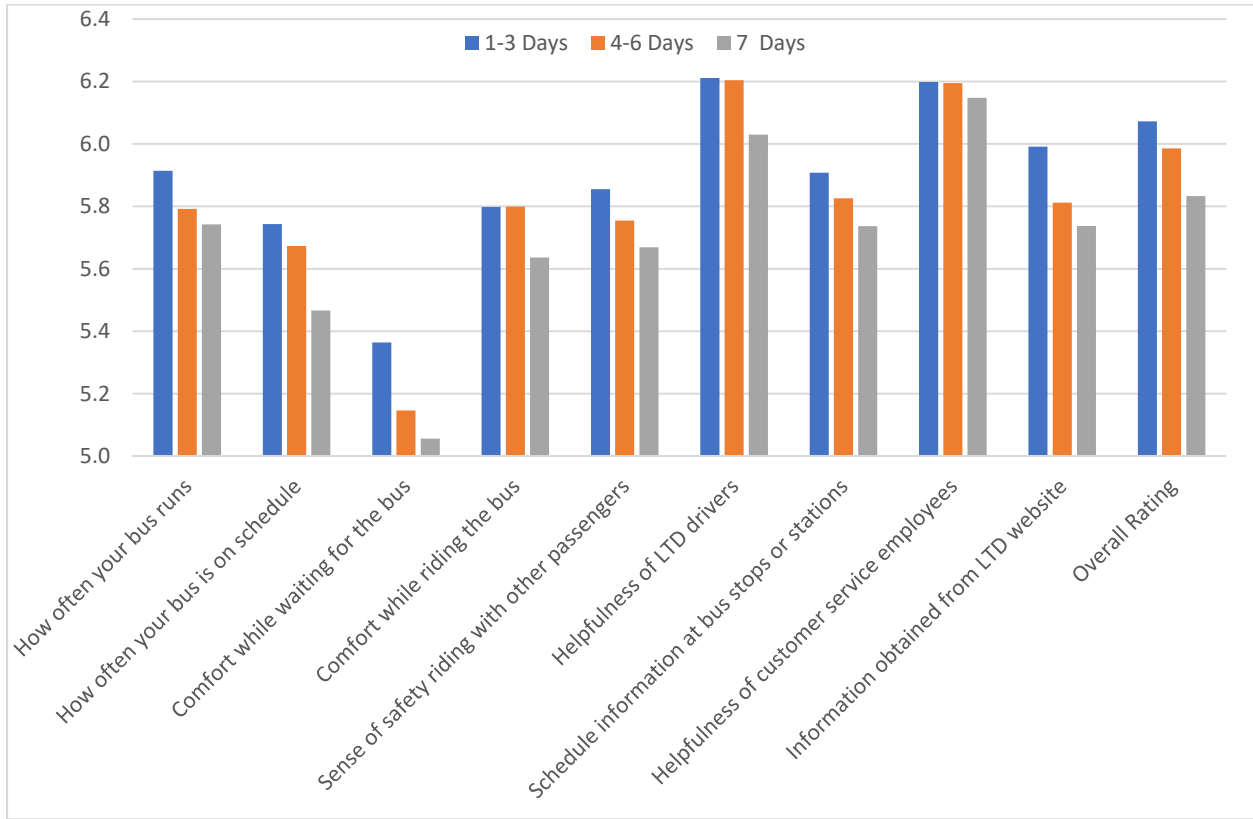
Figure 44: Service Ratings since 2004



Only the percent of those that rated the service “very well” (or “excellent” prior to 2011) is reported for each year in the above figure. Prior to 2011 the rating options were offered on a 1 to 5 scale instead of a 1 to 7 scale. Ratings of 5 in 2004 and 2007 are assumed for the purposes of this report to be equivalent to ratings of 7 in 2011, 2015, and 2019.

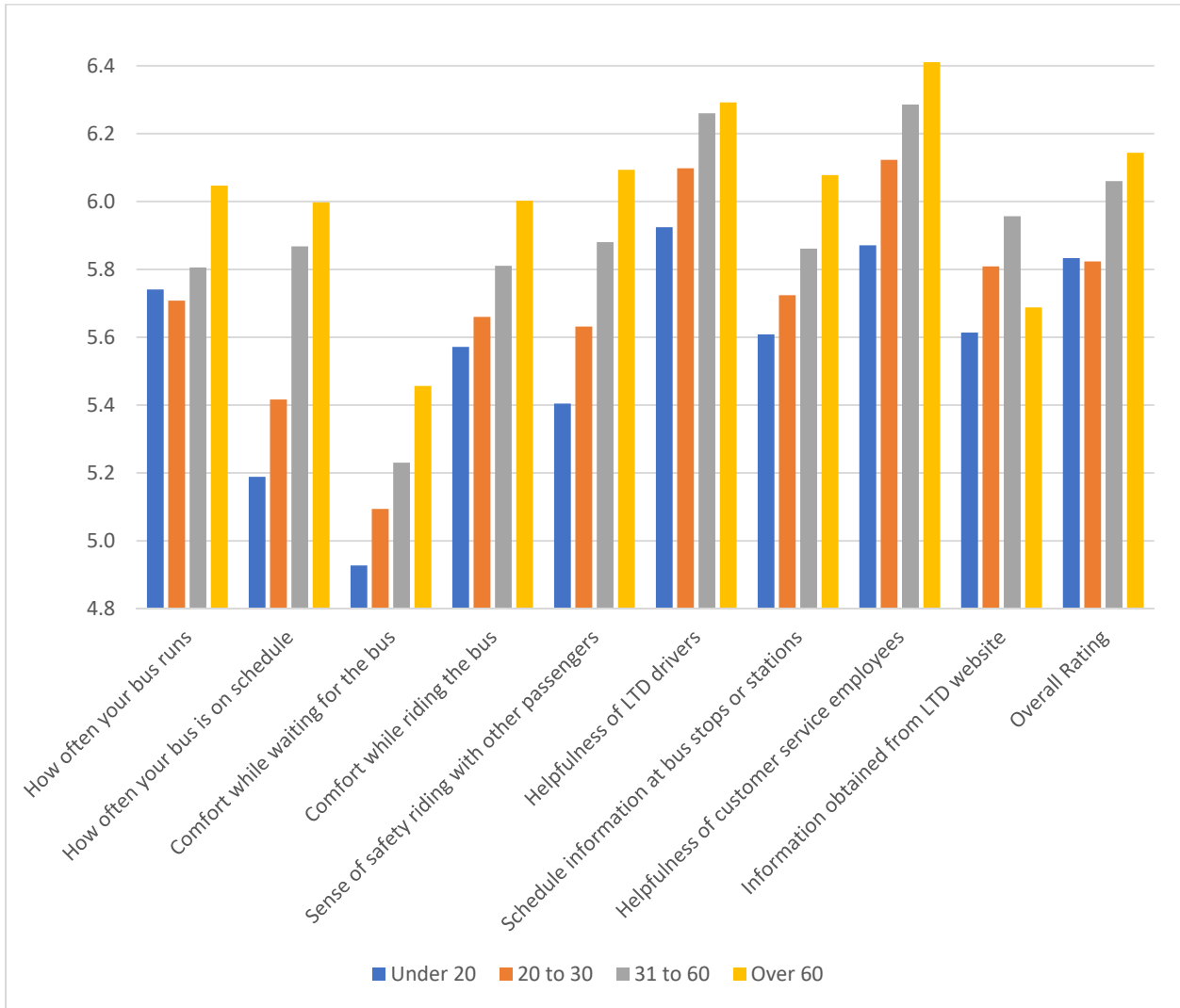
These results suggest that riders are becoming increasingly satisfied with LTD’s services in general. The 40% overall rating of “very well” reflects a continued general rise from previous years and an improvement from 29% in 2015. The biggest changes in 2019 ratings from those in 2004 are increased satisfaction with how often riders’ buses run (46%, up from 21% in 2004), helpfulness of LTD drivers (55%, up from 36% in 2004), and helpfulness of customer service employees (56%, up from 37% in 2004).

Figure 45: Mean Service Ratings by Frequency Group



The comparison of 2019 mean service ratings on the dimension of frequency of use reveals essentially the same thing that has already been indicated – that the ratings are very similar in both rank order and degree of positive rating regardless of frequency of use. The less frequent riders provide more positive mean ratings than other riders.

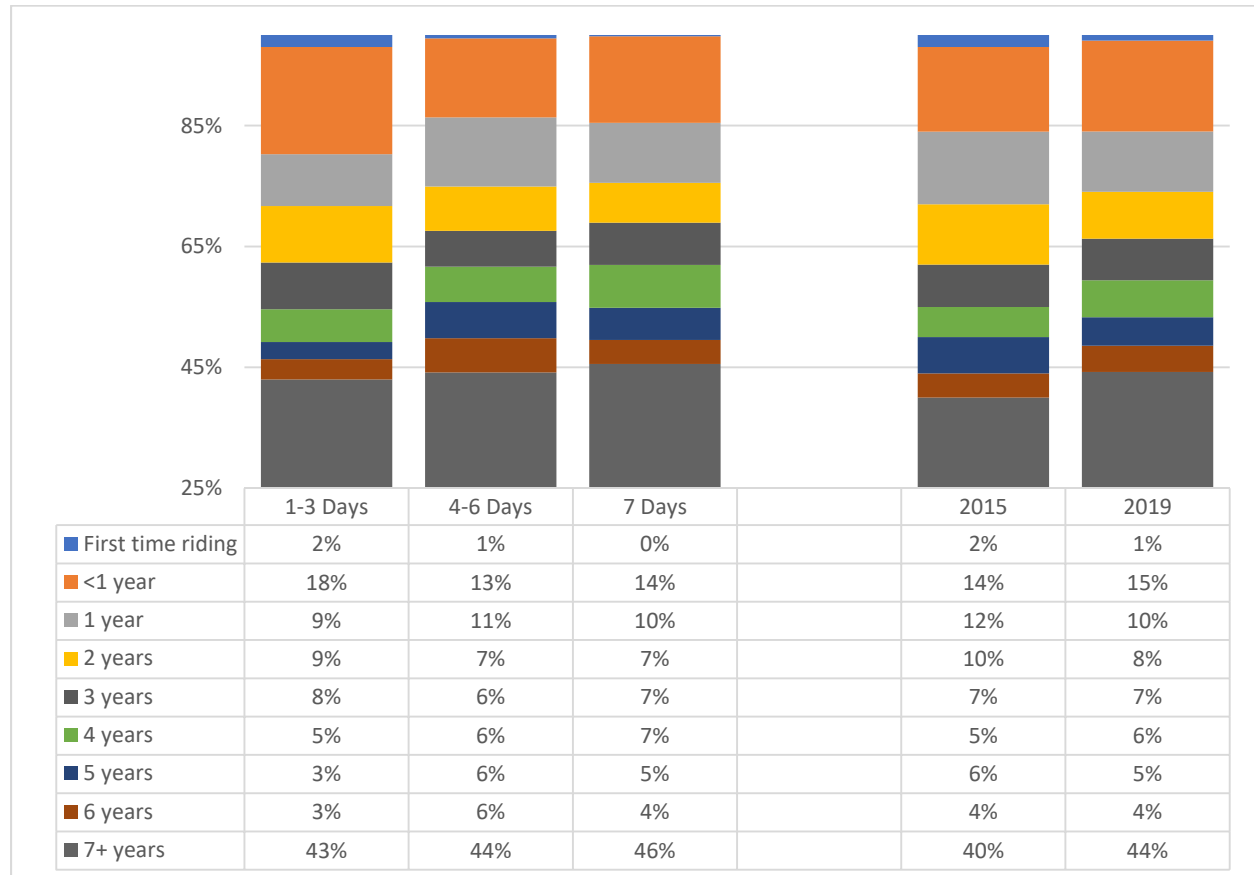
Figure 46: Mean Service Ratings by Age Group



The results illustrated in the figure above reveal that in all aspects of service, rider satisfaction is positively correlated to age. Overall, riders age 30 and older provide more favorable ratings of LTD’s service than younger riders. The two aspects of service with the largest disparity between age groups are how often riders’ bus is on schedule and riders’ sense of safety riding with other passengers.

Rider Attraction and Retention

Figure 47: How Long Riders Have Been Using LTD



Of riders 16% have begun using LTD in the last year (same as in 2015), and another 10% in the year prior (down from 12% in 2015). This means more than one-quarter (26%) of riders are new to LTD within the previous two years.

Of riders, 44% began using LTD seven years ago or earlier (up from 40% in 2015). The 7 day riders include proportionally more long-time riders (46%, up from 43% in 2015) and fewer riders that began using LTD within the previous two years (24%, down from 25% in 2015) than the other frequency groups. The 1-3 day riders include a greater percentage of those who began using LTD within the previous two years (29%, same as in 2015) than the other frequency groups. These frequency observations are each consistent with the findings of the 2015 study.

How do EmX Riders Compare to Riders Overall

The tables which follow provide a profile of EmX riders compared to those on other LTD routes and all riders. The tables also provide a profile of the West Eugene EmX system compared to the categories above as well as the riders on fixed routes 36, 41, 78, and 93 (collectively) - routes identified by LTD as being of special interest for comparison with West Eugene EmX. The seven groups compared in the tables are defined as follows:

West Eugene EmX – data derived from responses to surveys administered on the EmX west of the Downtown Eugene Station, heading in any direction, on any day and at any time

Other EmX – data derived from responses to surveys administered on any EmX run not included as part of the West Eugene EmX group

All EmX – the combination of the West Eugene EmX and Other EmX groups

Rte 36, 41, 78, 93 – data derived from responses to surveys administered on any day or at any time on fixed routes 36, 41, 78, and 93, presented collectively

Other Fixed Routes – data derived from responses to surveys administered on any day or at any time on a fixed route, excluding the Rte 36, 41, 78, 93 group

All Fixed Routes – the combination of the Rte 36, 41, 78, 93 and Other Fixed Routes groups

All – the combination of the All EmX and All Fixed Routes groups

The tables cover three general categories of information; use of LTD, demographic information, and how respondents communicate and interact with LTD. Observations for each of these categories are described in the following sections.

Comparison of Riders' Use of LTD

Among riders, the most common weekly frequency of using LTD is 4-6 days (44%). This holds true among each fixed route/EmX category. The 36, 41, 78, 93 group includes the smallest proportion of 7 day riders (26%, compared to 32% among other fixed routes and 32% overall) and largest proportion of 1-3 day riders (30%, compared to 23% among other fixed routes and 25% overall).

The variation across groups from year to year of when riders began using LTD increases as the beginning year becomes more recent, with responses of 2019 and 2018 providing the most variation among categories. The 36, 41, 78, 93 group includes proportionally fewer new riders (18% began using LTD buses after 2017), and comparatively more long-time riders than other groups (48% began using LTD buses prior to 2013). The two EmX groups have the highest proportion of new riders (27% each), and the Other Fixed Routes group has the next highest proportion of new riders (26%).

The West Eugene EmX group includes the greatest proportion of riders that began using LTD in 2017 (10% compared to 8% systemwide), the year in which West Eugene EmX service began operating. The

percentage of West Eugene fixed route riders that began using LTD in 2017 is greater than the other fixed route group (9% compared to 6%).

Of fixed route riders, 90% walk to their first bus stop; the largest proportion among any group. While walking is the most common mode for riders to get to their first bus stop, the groups that include the greatest proportion of riders that get to their first stop by means other than walking are the West Eugene EmX group (14%) and the All EmX group (13%, down from 14% in 2015). A greater proportion of West Eugene EmX riders drive alone to their first bus stop than all other groups (4% compared to 2% overall). Biking to the first bus stop and putting the bike on the bus/EmX is more common among EmX riders (4%) than among fixed route riders (2%).

The percentage of EmX riders that use a wheelchair/scooter to get to their first bus stop is greater than that of fixed route riders (1.2% compared to 0.5%)

Although home is the most common trip destination (44%) among all riders, the greatest proportional discrepancy in riders traveling home is observed between the West Eugene EmX (41%) and the Other EmX (47%). The highest percentage in any group of riders ending their one-way trip at work/work related is in the 36, 41, 78, 93 group (21%), while the Other EmX group has the lowest percentage (13%). A difference between the 2019 results and the 2015 results is the proportional decrease among all riders in trips ending at college (19% when excluding home responses, down from 31% in 2015).

A greater proportion of EmX riders take only a single bus for a one-way trip than fixed route riders (57% compared to 49%). The West Eugene EmX group has the lowest proportion of riders that take two buses for a one-way trip (34% compared to 38% overall).

the fixed route group has a higher proportion of riders (16%) than the EmX group (11%) that would not make the trip by alternative means if LTD service were not available. This reflects some dependence on LTD service. Among all riders, 27% would walk if LTD service were not available. Results differ little between the two fixed route groups and between the two EmX groups. Between all fixed routes and all EmX, bicycling as an alternative has a higher percentage among EmX riders (17% compared to 14%), while getting a ride has a higher percentage among fixed route riders (19% compared to 15%).

Comparison of Rider Demographics

The discrepancy between male and female riders is greatest within the Other EmX group (52% male and 43% female) and least within the 36, 41, 78, 93 group (46% for both male and female).

Fixed route and EmX riders compare similarly in terms of age groups. The 36, 41, 78, 93 group has the greatest proportion of riders between the ages of 16 and 24 (38%). A higher percentage of EmX riders (19%) than fixed route riders (16%) are age 55 or older. The West Eugene EmX group has the lowest proportion of riders between the ages of 16 and 34 (53%).

The 36, 41, 78, 93 group has proportionally fewer Hispanic or Latino riders (10%) than the other groups, which each have either 12% or 13%.

The Other EmX group has the highest percentage of riders of a minority racial group (29%). The 36, 41, 78, 93 group and West Eugene EmX group have the highest percentage of Caucasian/White riders (75%).

In other regards, the fixed route and EmX groups are nearly identical in rider ethnicity proportions. The 36, 41, 78, 93 group has a lower percentage of Asian riders than other fixed routes (4% compared to 7%).

There is very little variation among the groups in the language riders speak most often at home. Riders that speak a language besides English most often at home make up a smaller proportion of the West Eugene EmX group (8%) and a larger proportion of the Other EmX group (11%) than any of the other groups. The same discrepancy exists among riders that speak English very well.

The West Eugene EmX group has the greatest proportion of riders employed for pay outside their home (47%) while the Other EmX group has the lowest (35%). The fixed routes group has a larger proportion of riders that are middle school/high school students (9%) or LCC students (10%) than the EmX group (3% and 5% respectively).

Comparison of How Riders Communicate with LTD

The percentages among groups vary little when it comes to mobile phone ownership. The percentage of riders that carry no mobile phone is higher among riders of the West Eugene routes (fixed route or EmX) than riders of other routes.

Across all groups, the Rider's Digest remains the most used source for route and schedule information, differing among groups by 2%. The mobile website is used for information by a higher percentage of EmX riders (17%) than fixed route riders (14%). Google Maps is used by a greater proportion of the 36, 41, 78, 93 group (18%) than the West Eugene EmX group (15%).

The fare medium used most by each group is the employer or school group pass (34% of all riders). The Other EmX group has the lowest percentage of riders using an employer or school group pass (27%). The percentage of riders that use day passes or tickets from a 10-ride book is greater among the EmX groups than among the fixed route groups. A greater proportion of fixed route riders use monthly passes than EmX riders.

Table 2: Comparison of Riders' Use of LTD by Route Group

	Rte 36, 41, 78, 93	Other Fixed Routes	All Fixed Routes	West Eugene EmX	Other EmX	All EmX	All
Including today, how many days have you ridden LTD in the past week?							
1-3 days	30%	23%	24%	27%	25%	26%	25%
4-6 days	45%	45%	45%	42%	43%	42%	44%
7 Days	26%	32%	31%	31%	32%	32%	31%
In what year did you begin using LTD buses?							
This is my first LTD trip	1%	1%	1%	0%	1%	0%	1%
2012 or before	48%	44%	45%	42%	47%	43%	44%
2013	6%	4%	4%	5%	4%	5%	5%
2014	5%	5%	5%	5%	5%	5%	5%
2015	7%	7%	7%	5%	5%	5%	6%
2016	7%	7%	7%	7%	6%	6%	7%
2017	9%	6%	7%	10%	7%	9%	8%
2018	7%	10%	10%	13%	8%	12%	10%
2019	10%	15%	14%	13%	18%	15%	15%
How did you get to the first bus stop?							
Walked	90%	90%	90%	86%	87%	87%	89%
Parked alone	1%	1%	1%	4%	1%	3%	2%
Parked with another rider	1%	1%	1%	1%	2%	1%	1%
Dropped off by someone	3%	2%	2%	2%	2%	2%	2%
Taxi, Uber, or Lyft	0%	0%	0%	0%	0%	0%	0%
EmGo or CG Connector	0%	0%	0%	0%	1%	0%	0%
Wheelchair/Scooter	1%	0%	0%	1%	2%	1%	1%
Biked (put bike on bus)	2%	2%	2%	4%	3%	4%	3%
Biked (left bike at bus stop)	0%	0%	0%	1%	0%	1%	0%
Other	2%	2%	2%	2%	2%	2%	2%
Where will you end this one-way trip?							
Home	46%	45%	45%	41%	47%	43%	44%
Work/Work-related	21%	19%	19%	19%	13%	17%	18%
College	7%	11%	10%	11%	10%	11%	11%
Middle/High School	4%	4%	4%	1%	2%	1%	3%
Store or Restaurant	5%	5%	5%	8%	5%	7%	6%
Medical/Dental Appt	4%	3%	3%	3%	2%	3%	3%
Social Service Appt	1%	1%	1%	1%	1%	1%	1%
Visiting Others	4%	4%	4%	5%	7%	6%	5%
Entertainment/Recreation	2%	2%	2%	4%	5%	4%	3%
Other	5%	6%	6%	7%	8%	7%	6%
Will you use more than one bus to complete this one-way trip?							
No, one bus	46%	49%	49%	58%	52%	57%	52%
Yes, two buses	43%	40%	41%	34%	35%	34%	38%
Yes, three buses	12%	10%	11%	8%	13%	9%	10%
If transit service were not available, how would you make this kind of trip?							
Drive alone	11%	10%	10%	13%	9%	12%	10%
Taxi/Lyft/Uber	12%	12%	12%	9%	13%	10%	11%
Walk	25%	25%	25%	29%	30%	29%	27%
Bicycle	12%	14%	14%	19%	14%	17%	15%
Get a ride	20%	19%	19%	15%	16%	15%	18%
I would not make this trip	17%	15%	16%	11%	13%	11%	14%
Carpool	3%	3%	3%	3%	3%	3%	3%
Other	1%	2%	2%	2%	2%	2%	2%

Table 3: Comparison of Riders' Demographic Information by Route Group

	Rte 36, 41, 78, 93	Other Fixed Routes	All Fixed Routes	West Eugene EmX	Other EmX	All EmX	All
Do you identify as...							
Male	46%	48%	48%	48%	52%	49%	48%
Female	46%	46%	46%	46%	43%	45%	46%
Non-binary	3%	4%	4%	3%	2%	3%	4%
Other	1%	0%	1%	1%	1%	1%	1%
Prefer not to say	3%	2%	2%	2%	2%	2%	2%
What is your age?							
15 or younger	4%	4%	4%	4%	3%	4%	4%
16 thru 24	38%	33%	34%	33%	34%	33%	33%
25 thru 34	18%	23%	23%	20%	23%	21%	22%
35 thru 44	14%	14%	14%	12%	11%	12%	13%
45 thru 54	9%	10%	10%	10%	13%	11%	10%
55 thru 64	8%	8%	8%	11%	8%	10%	9%
65 thru 74	6%	6%	6%	7%	6%	7%	6%
75 or older	2%	2%	2%	2%	3%	2%	2%
Are you of Hispanic or Latino descent?							
Yes	10%	13%	13%	12%	13%	12%	13%
No	90%	87%	87%	88%	87%	88%	87%
Which do you consider yourself? (Please mark all that describe you)							
African American/Black	6%	6%	6%	5%	6%	5%	6%
Asian	4%	7%	6%	7%	5%	6%	6%
Caucasion/White	75%	73%	74%	75%	71%	74%	74%
Native American Indian	5%	5%	5%	6%	7%	6%	5%
Alaska Native	0%	0%	0%	1%	1%	1%	0%
Other	9%	9%	9%	7%	11%	8%	9%
Member of an ethnic or racial minority group (derived from responses to the question above)							
Of a minority racial group	25%	27%	26%	25%	29%	26%	26%
Caucasion/White	75%	73%	74%	75%	71%	74%	74%
What language do you most often speak at home?							
English	90%	91%	91%	92%	89%	91%	91%
Spanish	6%	4%	5%	5%	6%	5%	5%
Other	4%	5%	5%	4%	6%	4%	4%
How well do you speak English?							
Very well	91%	90%	90%	92%	89%	91%	91%
Well	8%	8%	8%	7%	8%	7%	8%
Not well	0%	1%	1%	1%	2%	1%	1%
Not at all	1%	0%	0%	0%	0%	0%	0%
Please mark all of the following that apply to you. Are you:							
Employed outside home	40%	39%	39%	47%	35%	44%	41%
Employed for pay in home	2%	4%	3%	3%	3%	3%	3%
UO student	12%	13%	13%	15%	16%	15%	14%
LCC student	6%	11%	10%	5%	6%	5%	8%
MS/HS student	10%	8%	9%	3%	4%	3%	7%
Other student	2%	3%	3%	2%	4%	3%	3%
Stay at home caregiver	2%	2%	2%	1%	3%	2%	2%
Retired	9%	6%	7%	7%	9%	8%	7%
Unemployed	8%	6%	7%	7%	10%	8%	7%
Disabled	8%	9%	8%	9%	10%	9%	9%

Table 4: Comparison of Riders' Communication/Interaction with LTD by Route Group

	Rte 36, 41, 78, 93	Other Fixed Routes	All Fixed Routes	West Eugene EmX	Other EmX	All EmX	All
Do you carry a mobile phone?							
Conventional cell phone	16%	17%	17%	16%	17%	17%	17%
No mobile phone	9%	6%	6%	8%	6%	7%	7%
Smartphone w/internet access	75%	77%	77%	76%	76%	76%	76%
How do you get route and schedule information for LTD? (Mark all that apply)							
Reader's Digest	30%	31%	31%	31%	29%	31%	31%
Mobile website	17%	14%	14%	16%	18%	17%	15%
Customer Service staff	2%	2%	2%	2%	2%	2%	2%
Info posted at stops/stations	11%	10%	10%	10%	9%	10%	10%
Telephone	2%	3%	3%	4%	5%	4%	4%
Google Maps	18%	17%	17%	15%	17%	16%	16%
LTD website	13%	17%	16%	15%	14%	15%	16%
Bus operators	2%	3%	2%	2%	2%	2%	2%
Email alerts	0%	0%	0%	0%	0%	0%	0%
Other	5%	4%	4%	5%	3%	4%	4%
What was your fare payment for this one-way trip?							
Cash	12%	12%	12%	13%	14%	13%	12%
Day Pass	7%	8%	8%	10%	13%	11%	9%
Ticket from 10-Ride Book	2%	2%	2%	5%	4%	5%	3%
Ticket from fare machine	1%	1%	1%	3%	3%	3%	1%
Monthly Pass	27%	28%	27%	23%	25%	24%	26%
Stored value on TouchPass	3%	3%	3%	2%	3%	2%	3%
Employer/School Group Pass	34%	35%	35%	35%	27%	33%	34%
Other	14%	12%	13%	10%	12%	10%	12%

Appendix A: Questionnaires



LTD Customer Survey — November 2019

If you have completed this survey in the past two weeks, check this box and complete only questions 1-19.

Please tell us about the one-way trip that you are currently taking. An example of a one-way trip is going from home to work, even if you use more than one bus. Going from work back home would be a different one-way trip.

One-way-trip:



1. Where did you START this one-way trip?

(Mark the one best answer)

- Home
- Work/Work-related
- College
- Middle/High School
- Store or Restaurant
- Medical/Dental Appointment
- Social Service Appointment
- Visiting Others
- Entertainment/Recreation
- Other (specify) _____

2. My Starting Point was located at:

Address (such as 123 W 1st Ave) _____

Or Cross streets (such as E. 18th Ave & Pearl) _____

City: Eugene Springfield Other _____

3. How did you get to the first bus stop?

- Walked
- Drove alone
- Drove with another rider and parked
- Dropped off by someone
- Dropped off by a taxi, Uber, or Lyft
- Dropped off by EmGo or Cottage Grove Connector
- Wheelchair/Scooter
- Biked and put bike on bus/EMX
- Biked and left bike at/near bus stop/station
- Other (specify) _____

4. Where did you get on the first bus?

Station name _____

Or Stop location (street name) _____

(and nearest cross street) _____

City: Eugene Springfield Other _____

5. My first bus was on Route Number: _____

6. Will you use more than one bus to complete this one-way trip?

- No, this is my only and last bus
- I will use a second bus route # _____
- I will use a third bus route # _____

7. Where will you get off the last bus?

Station name _____

Or Stop location (street name) _____

(and nearest cross street) _____

City: Eugene Springfield Other _____

8. How will you get to your destination when you get off the last bus?

- Walk
- Drive alone
- Drive with another rider and park
- Drop off by someone
- Drop off by a taxi, Uber, or Lyft
- Take EmGo or Cottage Grove Connector
- Wheelchair/Scooter
- Bike and put bike on bus/EMX
- Bike and leave bike at/near bus stop/station
- Other (specify) _____

9. Where will you END this one-way trip?

- Home
- Work/Work-related
- College
- Middle/High School
- Store or Restaurant
- Medical/Dental Appointment
- Social Service Appointment
- Visiting Others
- Entertainment/Recreation
- Other (specify) _____

10. My Ending Point is located at:

Address (such as 123 W 1st Ave) _____

Or Cross streets (such as E. 18th Ave & Pearl) _____

City: Eugene Springfield Other _____

11. Did you use the TouchPass mobile app/card to pay for this ride?

- Yes
- No

12. What was your fare payment for this one-way trip?

- Cash
- Day Pass
- Ticket from 10-Ride Book
- Ticket from fare machine
- Monthly Pass
- Stored value on my TouchPass
- Employer/School Group Pass
- Other (specify) _____

13. How many separate one-way LTD trips will you make today? (circle a number)

1 2 3 4 5 6 or more

14. Including today, how many days have you ridden LTD in the past week? (circle a number)

1 2 3 4 5 6 7

15. Do you have a valid driver's license? Yes No

16. How many others in the household have valid licenses?

0-none 1 2 3 4 or more

17. How many working vehicles are owned or leased by your household?

0-none 1 2 3 4 or more

18. Please mark all of the following that apply to you. Are you:

- Employed for pay outside your home
- Employed for pay in your home
- UO student
- LCC student
- Middle/High School student
- Other student
- Stay at home parent/caregiver
- Retired
- Unemployed
- Disabled

19. What is your age? _____

If you have completed this survey during the past two weeks, please stop here and return the questionnaire to the Surveyor.

If you have not completed this survey during the past two weeks, please turn the survey over and complete the questions on the back. ➔



ENCUESTA de Clientes de LTD — Noviembre 2019

Si ha completado esta encuesta en las últimas dos semanas, marque esta casilla y complete solo las preguntas 1-19.

Por favor, cuéntenos sobre el viaje de ida que está realizando actualmente. Un ejemplo de un viaje de ida es ir de casa a trabajo, incluso si usas más de un autobús. Ir del trabajo en casa sería un viaje de ida diferente.

Viaje de ida:



1. ¿Dónde empezaste este viaje de ida?

(Marcar la mejor respuesta)

- Casa
- Trabajo/Trabajo relacionado
- Universidad
- Escuela Secundaria/ Secundaria
- Tienda o restaurante
- Cita médica/dental
- Social Service Appointment
- Visitar a otros
- Entretenimiento/Recreación
- Otro (Especificar) _____

2. Mi punto de partida se encuentra en:

Dirección (como 123 W 1st Ave) _____

Q cruzar la calle (como E. 18th Ave & Pearl) _____

Ciudad: Eugene Springfield Otro _____

3. Cómo llegaste a la primera parada de autobús?

- Caminó
- Drove solo
- Drove con otro jinete y estacionado
- Dejado por alguien
- Dejado en taxi, Uber o Lyft
- Dejado por EmGo o Cottage Grove Connector
- Silla de ruedas/Scooter
- Bicicleta y poner bicicleta en el autobús/EMX
- Bicicleta y bicicleta a la izquierda en/cerca de la parada de autobús
- Otro (Especificar) _____

4. ¿Dónde conseguiste el primer autobús?

Nombre de la estación _____

Q detener ubicación (nombre de la calle) _____

(y la calle transversal más cercana) _____

Ciudad: Eugene Springfield Otro _____

5. Mi primer viaje en autobús fue en el número de ruta: _____

6. ¿Usarás más de un autobús para completar este viaje de ida?

- No, este es mi único y último autobús.
- Usaré una segunda ruta de autobús # _____
- Usaré una tercera ruta de autobús # _____

7. ¿Dónde bajarás del último autobús?

Nombre de la estación _____

Q detener ubicación (nombre de la calle) _____

(y la calle transversal más cercana) _____

Ciudad: Eugene Springfield Otro _____

8. ¿Cómo llegarás a tu destino cuando bajes del último autobús?

- Caminó
- Drove solo
- Drove con otro jinete y estacionado
- Dejado por alguien
- Dejado en taxi, Uber o Lyft
- Dejado por EmGo o
- Cottage Grove Connector
- Silla de ruedas/Scooter
- Bicicleta y poner bicicleta en el autobús/EMX
- Bicicleta y bicicleta a la izquierda en/cerca de la parada de autobús
- Otro (Especificar) _____

9. ¿Dónde terminarás este viaje de ida?

- Casa
- Trabajo/Trabajo relacionado
- Universidad
- Escuela Secundaria/ Secundaria
- Tienda o restaurante
- Cita médica/dental
- Social Service Appointment
- Visitar a otros
- Entretenimiento/Recreación
- Otro (Especificar) _____

10. Mi punto final se encuentra en:

Dirección (como 123 W 1st Ave) _____

Q cruzar la calle (como E. 18th Ave & Pearl) _____

Ciudad: Eugene Springfield Otro _____

11. ¿Usaste la aplicación/tarjeta móvil Touchpass para pagar este viaje?

- Si
- No

12. ¿Cuál fue el pago de la tarifa para este viaje de ida?

- Efectivo
- Pase diario
- Entrada desde el libro de 10 viajes
- Billete de la máquina de tarifas
- Pase de mes
- Valor almacenado en mi TouchPass
- Pase de Empleador/Grupo Escolar
- Otro (Especificar) _____

13. ¿Cuántos viajes LTD separados harás hoy?

(circule un número)

1 2 3 4 5 6 or more

14. Incluyendo hoy, ¿cuántos días has montado LTD en la semana pasada? (circule un número)

1 2 3 4 5 6 7

15. ¿Tiene una licencia de conducir válida? Si No

16. ¿Cuántos más en el hogar tienen licencias válidas?

0-none 1 2 3 4 o más

17. ¿Cuántos vehículos de trabajo son propiedad o arrendados por su hogar?

0-none 1 2 3 4 o más

18. Marque todo lo siguiente que se aplique a usted. Usted:

- Empleado por pago fuera de su casa
- Empleado por pago en su casa
- Estudiante de la UO
- Estudiante de LCC
- Estudiante de secundaria/ secundaria
- Otros estudiantes
- Quédate en casa padre/ cuidador
- Retirado
- Desempleados
- Deshabilitado

19. ¿Cuántos años tienes? _____

Si ha completado esta encuesta durante las últimas dos semanas, deténgase aquí y devuelva el cuestionario al topógrafo.

Si no ha completado esta encuesta durante las últimas dos semanas, entregue la encuesta y complete las preguntas en la parte posterior. ➡

Appendix B: Full Data Sets

Full response data sets provided to LTD in digital Excel format. Geocoded data provided to LTD in ESRI format.

Appendix C: Survey Sample/Schedule

Survey sample and schedule data provided to LTD in digital Excel format.



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
July 15 - Regular Board Meeting Materials Deadline: June 24			Time (minutes)	CANCELED: July 15 Board Work Session Materials Deadline: June 24			Time (minutes)
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing: None							
Board Member Reports		Camille Gandolfi	10				
Items for Action:				TOTAL TIME (60 - 120 minute max)			0
Consent Calendar:			5				
1 Minutes from the May 27, 2020, Special Board Meeting		Camille Gandolfi					
2 Minutes from the June 3, 2020, Special Board Meeting		Camille Gandolfi					
3 Minutes from the June 10, 2020, Special Board Meeting		Camille Gandolfi					
4 Delegated Authority Report – June		Collina Beard					
5 Salaried Employees' Retirement Plan Funding Policy		Christina Shew					
6 Fund Balance and Budgetary Reserve Policy		Christina Shew					
7 LTD ATU Local 757 Pension Funding Policy		Christina Shew					
8 SPC Member Appointment							
Items for Information/Discussion:							
Proposed Board Public Engagement Policy		Camille Gandolfi	5				
Employee Climate Survey		Mark Johnson	20				
Service Assumptions and Implementations		Mark Johnson	20				
SCTS Update		Randi	10				
Grant Status - Electric Buses		Aurora Jackson	30				
Written Reports:							
Monthly Financial Report		Christina Shew					
Preliminary Financial Report		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Monthly Performance Reports							
Monthly Department Reports							
Results of 2019 Origin-Destination Study							
Executive Session:							
TOTAL TIME (120 minute max)			120				
July 22 - Special Board Meeting Materials Deadline: July 17			Time (minutes)				
Ridership and Operations Update		Tom Schwetz	20				
TOTAL TIME (30 minute max)			20				
July 29 - Special Board Meeting Materials Deadline: July 24			Time (minutes)				
Ridership and Operations Update		Tom Schwetz	20				
TOTAL TIME (30 minute max)			20				
August 5 - Special Board Meeting Materials Deadline: July 31			Time (minutes)				
Ridership and Operations Update		Tom Schwetz	20				
TOTAL TIME (30 minute max)			20				
August 12 - Special Board Meeting Materials Deadline: August 7			Time (minutes)				
Ridership and Operations Update		Tom Schwetz	20				
TOTAL TIME (30 minute max)			20				
August 19 - Regular Board Meeting Materials Deadline: July 29			Time (minutes)	August 19 - Board Work Session Materials Deadline: July 29			Time (minutes)
Introductory Items			15	Mobility as a Service	Requested at December Board Retreat	Mark Johnson	
Employee of the Month		Board President	5	Public Meeting Law Training	Requested at December Board Retreat	Camille Gandolfi	
Public Hearing: None				Finance Training	Requested at December Board Retreat	Christina	
Board Member Reports		Camille Gandolfi	10	American Bus Benchmarking (ABBG)		Mark Johnson	
Items for Action:				TOTAL TIME (60 - 120 minute max)			0
Consent Calendar:			5				
1 Minutes from the July 17, 2020, Board Work Session							
2 Minutes from the July 17, 2020, Regular Board Meeting		Camille Gandolfi					
3 Delegated Authority Report – July		Collina Beard					
4 SPC Member Appointment							
5							
Items for Information/Discussion:							
GM Evaluation		Director Yeh	30				



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Solar Panels							
Auditors Presentation: Audit Plan		Christina Shew/ Moss Adams	15				
Hold: Transit Tomorrow							
Community/Business Feedback		Aurora Jackson	10				
REGIONAL TRANSPORTATION OPTIONS TRANSITIONS		Cosette Rees	10				
Written Reports:							
Monthly Financial Report		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Public Meeting Audio Streaming		Camille Gandolfi					
Executive Session:							
TOTAL TIME (120 minute max)			100				
August 26 - Special Board Meeting			Time (minutes)				
Materials Deadline: August 21							
Ridership and Operations Update		Tom Schwetz	20				
TOTAL TIME (30 minute max)			20				
September 2 - Special Board Meeting			Time (minutes)				
Materials Deadline: August 28							
Ridership and Operations Update		Tom Schwetz	20				
TOTAL TIME (30 minute max)			20				
September 9 - Special Board Meeting			Time (minutes)				
Materials Deadline: September 4							
Ridership and Operations Update		Tom Schwetz	20				
TOTAL TIME (30 minute max)			20				
September 16 - Regular Board Meeting			Time (minutes)				
Materials Deadline: August 26							
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing: None							
Board Member Reports		Camille Gandolfi	5				
TOTAL TIME (60 - 120 minute max)			0				
Items for Action:							
Consent Calendar:							
1	Minutes from the August 21, 2020, Regular Board Meeting	Camille Gandolfi					
2	Delegated Authority Report – August	Collina Beard					
3							
4	Drug & Alcohol Policy Revision	David Collier					
West Eugene Property & fiber Franchise Fee agreement		Joe/Kristin					
Items for Information/Discussion:							
Climate Action Update		Kelly Hoell					
Micromobility							
SCTS and Green Lane Corner Improvement Update		Randi Staudinger	10				
Hold: Transit Tomorrow							
Written Reports:							
Monthly Financial Report - Verbal & Written		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Executive Session:							
TOTAL TIME (120 minute max)			40				
September 23 - Special Board Meeting			Time (minutes)				
Materials Deadline: September 18							
Ridership and Operations Update		Tom Schwetz	20				
TOTAL TIME (30 minute max)			20				
September 30 - Special Board Meeting			Time (minutes)				
Materials Deadline: September 25							



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Ridership and Operations Update		Tom Schwetz	20				
TOTAL TIME (30 minute max)			20				
October 7 - Special Board Meeting			Time (minutes)				
Materials Deadline: October 2							
Ridership and Operations Update		Tom Schwetz	20				
TOTAL TIME (30 minute max)			20				
October 14 - Special Board Meeting			Time (minutes)				
Materials Deadline: October 9							
Ridership and Operations Update		Tom Schwetz	20				
TOTAL TIME (30 minute max)			20				
October 21 - Regular Board Meeting			Time (minutes)	TENTATIVE: October 21 Board Work Session			Time (minutes)
Materials Deadline: September 30				Materials Deadline: September 30			
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing: Community Investment Plan		Christina Shew	20				
Board Member Reports		Camille Gandolfi	10				
Items for Action:				TOTAL TIME (60 - 120 minute max)			0
Consent Calendar:			5				
1	Minutes of the September 16, 2020, Board Work Session	Camille Gandolfi					
1	Minutes of the September 18, 2020, Regular Board Meeting	Camille Gandolfi					
1	Delegated Authority Report – September	Collina Beard					
1							
1							
1							
	authorize sale of surplus real property (310 Garfield)	Joe and Kristin	10				
Items for Information/Discussion:							
	Communications Analysis Progress Update	Cosette?					
	Hold: Transit Tomorrow						
Written Reports:							
	Monthly Financial Report	Christina Shew					
	Monthly Cash Disbursements	Christina Shew					
	Monthly Performance Reports						
	Monthly Department Reports						
Executive Session:							
TOTAL TIME (120 minute max)			65				
October 28 - Special Board Meeting			Time (minutes)				
Materials Deadline: October 23							
Ridership and Operations Update		Tom Schwetz	20				
TOTAL TIME (30 minute max)			20				
November 18 - Regular Board Meeting			Time (minutes)	TENTATIVE: November 18 Work Session			Time (minutes)
Materials Deadline: October 28				Materials Deadline: October 28			
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing:							
Board Member Reports		Camille Gandolfi	10				
Items for Action:				TOTAL TIME (60 - 120 minute max)			0
Consent Calendar:			5				
1	Minutes from the October 16, 2020, Regular Board Meeting	Camille Gandolfi					
2	Delegated Authority Report – October	Collina Beard					
3							
4							
5							
	Public Meeting Schedule	Aurora Jackson	10				
	Adoption: Community Investment Plan	Christina Shew					
Items for Information/Discussion:							
Written Reports:							



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Monthly Financial Report		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
<u>Executive Session:</u>							
TOTAL TIME (120 minute max)			45	TENTATIVE: December 16 Work Session			Time
December 16 - Regular Board Meeting			Time	Materials Deadline: November 25			(minutes)
Materials Deadline: November 25			(minutes)				
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing:							
Board Member Reports		Camille Gandolfi	10	TOTAL TIME (60 - 120 minute max)			0
<u>Items for Action:</u>							
Consent Calendar:			5				
1 <i>Minutes from the November 20, 2020, Regular Board Meeting</i>		Camille Gandolfi					
2 <i>Delegated Authority Report – November</i>		Collina Beard					
3							
4							
5							
Adoption: Board Committee Assignments		Director Yeh	5				
<u>Items for Information/Discussion:</u>							
Proposed Board Communication Policy		Camille Gandolfi	5				
<u>Written Reports:</u>							
Monthly Financial Report - Verbal & Written		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
<u>Executive Session:</u>							
TOTAL TIME (120 minute max)			45				

FY 2020 Year-End Estimate Presentation

As of June 30, 2020



LTD.org

Agenda

- FY20 Projection Highlights
- FY20 Expenditure Highlights by Fund
- Appendix



FY20 Projection Highlights

General:

- No fund will end with a negative fund balance (expenditures =< resources)
- GF operating reserve will end higher than budgeted

Resources:

- Payroll-type taxes will end above budget (payroll taxes, self-employment taxes, state-in-lieu)
- Cash fares & passes will end \$1.8M below budget (group, special services, cash fares & passes)

Expenditures:

- General Fund expenditures currently \$6.9M below supplemental budget (excludes final invoices)
- GF transfers to all funds will be at or below the supplemental budgeted amount
- Expenditures in all funds will be below amount budgeted/appropriated



FY20 Expenditure Highlights(excludes final invoices)

- **GF Significant Materials & Services below budget:**

- \$0.8M Fuel & Lubricants for buses
- \$0.5M Insurance & risk services
- \$0.3M Professional Services (contractual & legal)
- \$0.3M Parts & Tires
- \$0.3M Computer hardware & software support contracts
- \$0.3M Training, travel & general business expenses
- \$0.2M Fare management system transaction fees

- **Capital Projects Fund \$6.4M below budget (timing/carryovers to FY20-21):**

- \$4.1M Santa Clara Transit Station
- \$1.0M Specialized Service vehicles
- \$0.4M Green Lane Corner improvement
- \$0.3M FTN Safety & amenity improvements
- \$0.2M Moving Ahead
- \$0.2M Computer hardware & software



FY20 Expenditure Highlights cont'd (excludes final invoices)

- **Specialized Services currently \$3.9M below budget**
- **Point2point Fund \$0.5M below budget**
- **Medicaid Fund \$3.6M below budget**



Appendix



Expenditure Assumptions

- Material goods & services received =<6/30 incomplete
- Personnel services complete
- Transfers out of the General Fund to other funds will be <= what was approved by the supplemental budget
- Point2point, Specialized Services and Medicaid Fund expenditures were approved by the Director of Customer & Specialized Services and are based on the FY19 increase post June 30 to published CAFR and/or estimates provided by her staff.



Resource Assumptions

- Beginning working capital (WC) is the ending WC per the CAFR
- Cash fares & passes are fully accounted for
- Preventative maintenance (5307 formula funds) & CARES Act \$\$ are accruable
- Point2point, Specialized Services and Medicaid Fund resources were approved by the Director of Customer & Specialized Services and are based on the FY19 CAFR published revenue to expenditure ratio
- No Capital Projects Fund resources are accrued (conservative assumption)



**Lane Transit District
Revenue and Expenditure by Fund**

Fiscal Year: P12 2020 June 30, 2020

Year to date through: 6/30/2020

	P12					
	YTD Amended Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget		
				(pts)	\$\$	
GENERAL FUND						
General Fund Resources	66,583,789	64,996,810	102%	2 pts	(1,586,979)	
General Fund Expenditures	66,583,789	65,036,877	102%	-2 pts	1,546,912	
General Fund Revenues higher/(lower) than expenditures	0	(40,067)				
MEDICAID FUND						
Medicaid Fund Resources	13,578,609	10,084,941	83%	-17 pts	(3,493,668)	
Medicaid Fund Expenditures	13,578,609	9,859,938	81%	19 pts	3,718,671	
Accessible Services Fund Revenues higher/(lower) than expenditures	0	225,002				

Assumption Estimates

**Lane Transit District
Revenue and Expenditure by Fund**

Fiscal Year: P12 2020 June 30, 2020

Year to date through: 6/30/2020

	P12			
	YTD Amended Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget
				(pts) \$\$

SPECIALIZED SERVICES FUND

Specialized Services Fund Resources	9,649,438	5,702,504	59%	-41 pts	(3,946,934)
Specialized Services Fund Expenditures	9,649,438	5,702,504	59%	41 pts	3,946,934
Specialized Services Fund Revenues higher/(lower) than expenditures	0	0			

P2P FUND

P2P Fund Resources	1,631,320	855,506	52%	-48 pts	(775,815)
P2P Fund Expenditures	1,631,320	855,506	52%	48 pts	775,815
P2P Fund Revenues higher/(lower) than expenditures	0	0			

Assumption Estimates

**Lane Transit District
Revenue and Expenditure by Fund**

Fiscal Year: P12 2020 June 30, 2020

Year to date through: 6/30/2020

	P12					
	YTD Amended Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget		
Assumption Estimates						
CAPITAL PROJECTS FUND						
Capital Projects Fund Resources	26,946,146	23,891,832	89%	-11 pts	(513,969)	
Capital Projects Fund Expenditures	26,946,146	10,630,153	39%	61 pts	16,315,993	
Capital Projects Fund Revenues higher/(lower) than expenditures	0	13,261,679				

FY20 Resources

	FY20 Adopted Budget	FY20 Amended Budget	FY20 Estimated Actuals 30-Jun-20	Better/(Worse) than Amended Budget
	RESOLUTION NO. 2019-05-15-029 May 15, 2019	RESOLUTION NO 2020-06-24-039		
GENERAL FUND				
Beginning Working Capital	\$ 10,560,451	\$ 13,172,455	\$ 14,295,597	\$ 1,123,142
Operating Revenues				
Cash Fares & Passes	3,770,379	3,770,379	2,761,960	(1,008,419)
Group Passes	2,191,422	2,191,422	1,526,638	(664,784)
Advertising	300,000	300,000	366,667	66,667
Special Services	378,563	378,563	300,693	(77,870)
Total Operating Revenues	\$ 17,200,815	\$ 19,812,819	\$ 19,251,555	\$ (561,264)
Nonoperating Revenues				
Payroll Taxes	36,179,910	36,179,910	39,474,808	3,294,898
Self-employment Taxes	1,920,985	1,920,985	1,266,974	(654,011)
State-in-Lieu	405,038	405,038	571,581	166,543
Grant Assistance	7,700,000	7,700,000	3,794,033	(3,905,967)
Miscellaneous	272,414	272,414	306,786	34,372
Interest	286,696	286,696	331,074	44,378
Sale of Assets	5,927	5,927	0	(5,927)
Total Non-operating	\$ 46,770,970	\$ 46,770,970	\$ 45,745,256	\$ (1,025,714)
Total General Fund Resources	\$ 63,971,785	\$ 66,583,789	\$ 64,996,810	\$ (1,586,979)
SPECIALIZED SERVICES FUND				
Beginning Working Capital	498,262	498,262	597,637	99,375
Operating Revenues	1,191,544	919,644	4,190,554	(1,224,111)
Transfer from the General Fund	1,011,712	3,011,711	385,911	(2,426,113)
Total Resources	\$ 2,649,438	\$ 3,647,438	\$ 5,702,004	\$ (2,446,224)
MEDICAID FUND				
Beginning Working Capital	132,000	5,831	5,831	-
Operating Revenues	11,744,230	13,159,775	9,441,104	(3,718,671)
Transfer from the General Fund	225,003	413,003	638,006	225,003
Total Resources	\$ 12,101,233	\$ 13,578,609	\$ 10,084,941	\$ (3,493,668)
POINT2POINT FUND				
Beginning Working Capital	541,981	541,981	231,774	(310,207)
Operating Revenues	1,089,339	1,089,339	623,732	(465,608)
Transfer from the General Fund	-	-	-	-
Total Resources	\$ 1,631,320	\$ 1,631,320	\$ 855,506	\$ (775,815)
CAPITAL PROJECTS FUND				
Beginning Working Capital	15,078,817	15,078,817	18,726,518	3,647,701
Grants	11,867,329	11,867,329	5,165,314	(6,702,015)
Transfer from the General Fund	-	-	-	-
Total Resources	\$ 26,946,146	\$ 26,946,146	\$ 23,891,832	\$ (3,054,314)

Assumption Estimates

FY20 Expenditures

	FY20 Adopted Budget	FY20 Amended Budget	FY20 Estimated Actuals 30-Jun-20	Better/(Worse) than Amended
	RESOLUTION NO. 2019-05-15-029 May 15, 2019	RESOLUTION NO 2020-06-24-039		
GENERAL FUND - OPERATING BUDGET				
Transit Services	\$ 51,339,141	\$ 51,339,141	\$ 44,461,135	\$ 6,878,006
GENERAL FUND - NON-OPERATING				
Transfer to Specialized Services Fund	3,011,212	3,011,212	803,183	2,208,029
Transfer to Medicaid Fund	225,003	413,003	413,003	-
Transfer to Point2point Fund	-	-	-	-
Transfer to Capital Projects Fund	-	-	-	-
Operating Contingency	500,000	500,000	-	500,000
Total Non-operating	<u>\$ 3,736,215</u>	<u>\$ 3,924,215</u>	<u>\$ 1,216,186</u>	<u>\$ 2,708,029</u>
Operating Reserve	<u>\$ 8,896,429</u>	<u>\$ 8,896,429</u>	<u>19,359,556</u>	<u>(8,039,123)</u>
Total General Fund	<u>\$ 63,971,785</u>	<u>\$ 64,159,785</u>	<u>\$ 65,036,877</u>	<u>\$ 1,546,912</u>
SPECIALIZED SERVICES FUND				
Transit Services	9,187,018	9,187,018	5,702,504	3,484,514
Operating Contingency	-	-	-	-
Operating Reserve	462,420	462,420	462,420	-
Total Specialized Services Fund	<u>\$ 9,649,438</u>	<u>\$ 9,649,438</u>	<u>\$ 6,164,924</u>	<u>\$ 3,484,514</u>
MEDICAID FUND				
Transit Services	12,051,375	13,498,775	9,859,938	3,638,837
Operating Contingency	-	-	-	-
Operating Reserve	69,858	79,834	-	79,834
Total Medicaid Fund	<u>\$ 12,101,233</u>	<u>\$ 13,578,609</u>	<u>\$ 9,859,938</u>	<u>\$ 3,718,671</u>
POINT2POINT FUND				
Transit Services	1,354,716	1,354,716	823,506	531,211
Operating Contingency	244,604	244,604	-	244,604
Operating Reserve	32,000	32,000	32,000	-
Total Point2point Fund	<u>\$ 1,631,320</u>	<u>\$ 1,631,320</u>	<u>\$ 855,506</u>	<u>\$ 775,815</u>
CAPITAL PROJECTS FUND				
Capital Outlay	17,009,803	17,009,803	10,630,153	6,379,650
Capital Reserve	<u>9,936,343</u>	<u>9,936,343</u>	-	-
Total Capital Projects Fund	<u>\$ 26,946,146</u>	<u>\$ 26,946,146</u>	<u>\$ 10,630,153</u>	<u>\$ 6,379,650</u>

Assumption Estimates



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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
103858	06/04/2020	ALTERNATIVE WORK CONCEPTS	630.00
103859	06/04/2020	AMERICAN FAMILY LIFE	2,075.16
103860	06/04/2020	CANNON LAW ASSOCIATES	399.50
103861	06/04/2020	CHAPTER 13 TRUSTEE	346.16
103862	06/04/2020	CINTAS CORPORATION	1,769.33
103863	06/04/2020	CITY OF EUGENE	500.00
103864	06/04/2020	COMCAST	167.54
103865	06/04/2020	DISH NETWORK	123.04
103866	06/04/2020	EUGENE WATER & ELECTRIC BOARD	586.48
103867	06/04/2020	FASTENAL COMPANY	121.40
103868	06/04/2020	GUARANTY CHEVROLET	9,636.47
103869	06/04/2020	LIFEMAP ASSURANCE COMPANY	1,526.69
103870	06/04/2020	MID-STATE INDUSTRIAL SERVICE	525.75
103871	06/04/2020	NORTHWEST NATURAL GAS	2,003.49
103872	06/04/2020	SANIPAC	3,330.77
103873	06/04/2020	SHI INTERNATIONAL CORP	3,330.00
103874	06/04/2020	SPRINGFIELD UTILITY BOARD	1,376.17
103875	06/04/2020	TECH BENDERS, LLC	1,520.00
103876	06/04/2020	THERMO KING NORTHWEST, INC.	5,272.12
103877	06/04/2020	VERIZON WIRELESS	16,058.82
103878	06/04/2020	WESCO AUTOMOTIVE PAINT	1,009.08
103879	06/04/2020	WYATT'S TIRE COMPANY	528.00
103880	06/04/2020	1996 LLC	7,059.88
103881	06/04/2020	THE AFTERMARKET PARTS COMPANY LLC	3,835.28
103882	06/04/2020	BEDFORD FALLS, LLC	10,000.00
103883	06/04/2020	BUCK'S SANITARY SERVICE, INC.	896.05
103884	06/04/2020	CAIC PRIMARY	1,413.97
103885	06/04/2020	THE ENVIRONMENT CENTER FOR TRANSPORTATION AND	7,453.81
103886	06/04/2020	CHAVES CONSULTING, INC.	370.20
103887	06/04/2020	CONVERGINT TECHNOLOGIES LLC	3,836.00
103888	06/04/2020	CUMMINS NORTHWEST, INC.	28,341.99
103889	06/04/2020	GLORIA, J GALLARDO	20,000.00
103890	06/04/2020	GILLIG CORPORATION	13,995.01
103891	06/04/2020	GRACE TOWING, LLC	80.00
103892	06/04/2020	JERRY'S HOME IMPROVEMENT CTR	97.29
103893	06/04/2020	KUHN INVESTMENTS, INC.	12,040.01
103894	06/04/2020	LANE COUNCIL OF GOVERNMENTS	11,825.32
103895	06/04/2020	LTD & ATU PENSION TRUST	133,049.02
103896	06/04/2020	LTD EMPLOYEES FUND	154.00
103897	06/04/2020	LTD SALARIED EMP. PENSION PLAN	12,032.40
103898	06/04/2020	MODA HEALTH	18,969.14
103899	06/04/2020	NORTH COAST ELECTRIC	548.43
103900	06/04/2020	ONE CALL CONCEPTS, INC.	52.80
103901	06/04/2020	PACIFIC POWER GROUP, LLC	13,473.05
103902	06/04/2020	PRE-PAID LEGAL SERVICES INC.	191.45
103903	06/04/2020	RICOH USA, INC.	846.73
103904	06/04/2020	ROMAINE ELECTRIC CORP	1,250.00
103905	06/04/2020	SMITH DAWSON & ANDREWS, INC.	2,500.00
103906	06/04/2020	STRAIGHT LINE AUTO BODY, LLC	14,396.02
103907	06/04/2020	THORP, PURDY, JEWETT, URNESS,	1,463.20
103908	06/04/2020	UNITED WAY OF LANE COUNTY	684.00
103909	06/04/2020	UPWARD, INC.	11,807.00
103910	06/04/2020	WOODBURY ENERGY CO. INC.	49,317.63
103911	06/11/2020	A-1 FIRE PROTECTION	1,402.00



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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
103912	06/11/2020	BARRETT BUSINESS SERVICES INC	3,960.00
103913	06/11/2020	CASCADE CENTERS	511.70
103914	06/11/2020	CINTAS CORPORATION	1,700.50
103915	06/11/2020	RICHARD LEE DIFFIN	735.00
103916	06/11/2020	EUGENE WATER & ELECTRIC BOARD	583.12
103917	06/11/2020	FASTENAL COMPANY	531.96
103918	06/11/2020	JIM BARR ENT, INC.	315.00
103919	06/11/2020	KARI JOHNSON	2,000.00
103920	06/11/2020	KAISER BRAKE & ALIGNMENT INC.	286.20
103921	06/11/2020	LANE COUNTY SCHOOL DISTRICT4J	20,758.44
103922	06/11/2020	OFFICE WORLD	195.00
103923	06/11/2020	RG MEDIA COMPANY	856.25
103924	06/11/2020	SPRINGFIELD PUBLIC SD 19	13,037.68
103925	06/11/2020	SPRINGFIELD UTILITY BOARD	15,847.03
103926	06/11/2020	THOMSON REUTERS - WEST	167.56
103927	06/11/2020	VERIZON WIRELESS	632.00
103928	06/11/2020	CENTRO LATINO AMERICANO	25.00
103929	06/11/2020	EUROFINS ANA LABORATORIES, INC	283.20
103930	06/11/2020	FIELDPRINT, INC.	12.50
103931	06/11/2020	GOTCHA MEDIA HOLDINGS, LLC	1,800.00
103932	06/11/2020	GRACE TOWING, LLC	80.00
103933	06/11/2020	GRAINGER INC	837.84
103934	06/11/2020	LANE COUNCIL OF GOVERNMENTS	7,502.25
103935	06/11/2020	LTD SALARIED EMP. PENSION PLAN	88,052.00
103936	06/11/2020	MODA HEALTH	2,380.18
103937	06/11/2020	MOHAVE AUTO PARTS, INC.	1,219.69
103938	06/11/2020	NINFAS ELITE CORPORATION	40,993.68
103939	06/11/2020	NORTH COAST ELECTRIC	52.60
103940	06/11/2020	OIL PRICE INFORMATION SERVICE	284.00
103941	06/11/2020	OREGON FIBER PARTNERSHIP	2,220.00
103942	06/11/2020	OXLEY & ASSOCIATES, INC.	5,000.00
103943	06/11/2020	PARKEON, INC.	2,590.00
103944	06/11/2020	PT3 INC.	5,775.00
103945	06/11/2020	STAPLES BUSINESS ADVANTAGE	359.50
103946	06/11/2020	TAC TRANSPORTATION, INC.	16,952.03
103947	06/11/2020	TOUCHPOINT NETWORKS LLC	4,171.00
103948	06/11/2020	WANNAMAKER CONSULTING, INC.	760.00
103949	06/11/2020	WOODBURY ENERGY CO. INC.	387.60
103950	06/18/2020	ALTA PLANNING AND DESIGN, INC.	328.64
103951	06/18/2020	AMAL TRANSIT UNION #757	12,073.44
103952	06/18/2020	CANNON LAW ASSOCIATES	414.31
103953	06/18/2020	CHAPTER 13 TRUSTEE	346.16
103954	06/18/2020	CINTAS CORPORATION	1,693.41
103955	06/18/2020	CITY OF EUGENE	3,100.50
103956	06/18/2020	CROCKETTS INTERSTATE TOWING	250.00
103957	06/18/2020	EUGENE WATER & ELECTRIC BOARD	0.00
103958	06/18/2020	EUGENE WATER & ELECTRIC BOARD	7,489.94
103959	06/18/2020	HARVEY & PRICE COMPANY	9,940.32
103960	06/18/2020	HERSHNER HUNTER	168.00
103961	06/18/2020	INFO-TECH RESEARCH GROUP INC	31,012.59
103962	06/18/2020	LITHIA TOYOTA-SPRINGFIELD #65	260.00
103963	06/18/2020	MARKETING & TECHNICAL MATERIAL	574.22
103964	06/18/2020	MOTOR VEHICLES DIVISION	60.00
103965	06/18/2020	OFFICE DEPOT	468.73



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103966	06/18/2020	SHI INTERNATIONAL CORP	8,566.25
103967	06/18/2020	STATE OF OREGON-EMP DEPT	23,324.02
103968	06/18/2020	SUNSHINE PLANT CARE	150.00
103969	06/18/2020	VALLEY CREDIT SERVICE, INC.	547.29
103970	06/18/2020	WHITE BIRD CLINIC	6,511.83
103971	06/18/2020	WYATT'S TIRE COMPANY	2,123.30
103972	06/18/2020	EAN HOLDINGS, LLC	6,532.00
103973	06/18/2020	JERRY'S HOME IMPROVEMENT CTR	46.96
103974	06/18/2020	LANE COUNCIL OF GOVERNMENTS	2,986.12
103975	06/18/2020	LTD & ATU PENSION TRUST	95,035.05
103976	06/18/2020	LTD SALARIED EMP. PENSION PLAN	11,797.36
103977	06/18/2020	MAGID GLOVE & SAFETY MFG CO LLC	51.15
103978	06/18/2020	NORTH COAST ELECTRIC	216.25
103979	06/18/2020	SECURANCE LLC	496.00
103980	06/18/2020	SITECRAFTING, INC.	400.00
103981	06/18/2020	THORP, PURDY, JEWETT, URNESS,	2,131.60
103982	06/18/2020	TRAPEZE ITS USA, LLC	43,686.00
103983	06/18/2020	UNITED WAY OF LANE COUNTY	684.00
103984	06/25/2020	BARRETT BUSINESS SERVICES INC	2,920.00
103985	06/25/2020	BATTERIES PLUS	3,516.00
103986	06/25/2020	CARAHSOFT TECHNOLOGY CORP	8,830.61
103987	06/25/2020	CENTURY LINK	2,714.42
103988	06/25/2020	CINTAS CORPORATION	2,043.72
103989	06/25/2020	CITY OF EUGENE	32,717.41
103990	06/25/2020	CROCKETTS INTERSTATE TOWING	550.00
103991	06/25/2020	EUGENE WATER & ELECTRIC BOARD	810.81
103992	06/25/2020	FASTENAL COMPANY	423.55
103993	06/25/2020	HARVEY & PRICE COMPANY	500.00
103994	06/25/2020	LIFEMAP ASSURANCE COMPANY	13,662.76
103995	06/25/2020	MED-TECH RESOURCES, INC.	441.50
103996	06/25/2020	OREGON STATE POLICE	151.75
103997	06/25/2020	OVERHEAD DOOR COMPANY	1,995.00
103998	06/25/2020	PACIFICSOURCE ADMINISTRATORS,	643.00
103999	06/25/2020	RECORDXPRESS OF CALIFORNIA,LLC	278.50
104000	06/25/2020	ROWELL BROKAW ARCHITECTS,PC	19,332.32
104001	06/25/2020	SPRINGFIELD UTILITY BOARD	567.24
104002	06/25/2020	TFS-PORTLAND	281.24
104003	06/25/2020	WYATT'S TIRE COMPANY	17,397.38
104004	06/25/2020	THE AFTERMARKET PARTS COMPANY LLC	3,236.87
104005	06/25/2020	THE ENVIRONMENT CENTER FOR TRANSPORTATION AND	4,041.01
104006	06/25/2020	CITY OF COTTAGE GROVE	23,343.75
104007	06/25/2020	GRAINGER INC	1,669.28
104008	06/25/2020	JLA PUBLIC INVOLVEMENT	319.45
104009	06/25/2020	LANE COUNCIL OF GOVERNMENTS	10,320.94
104010	06/25/2020	MEDICAL TRANSPORTATION MGT	606,774.73
104011	06/25/2020	MODA HEALTH	17,232.90
104012	06/25/2020	MOHAVE AUTO PARTS, INC.	1,260.16
104013	06/25/2020	MOTION & FLOW CONTROL PRD, INC	277.66
104014	06/25/2020	OGLETREE, DEAKINS, NASH, SMOAK	3,261.00
104015	06/25/2020	OREGON FIBER PARTNERSHIP	1,110.00
104016	06/25/2020	PACIFICSOURCE HEALTH PLANS	601,319.65
104017	06/25/2020	RICOH USA, INC.	1,533.00
104018	06/25/2020	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	2,498.85
104019	06/25/2020	STAPLES BUSINESS ADVANTAGE	223.90



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104020	06/25/2020	THORP, PURDY, JEWETT, URNESS,	4,990.08
104021	06/25/2020	TRANSLOC INC.	2,000.00
104022	06/25/2020	TRAPEZE ITS USA, LLC	54,513.00
104023	06/25/2020	UPWARD, INC.	8,749.00
104024	06/25/2020	VISION SERVICE PLAN	4,572.99
104025	06/25/2020	WOODBURY ENERGY CO. INC.	256.72
104026	06/30/2020	BATTERIES PLUS	1,599.80
104027	06/30/2020	WINONA J CARLSON	30.00
104028	06/30/2020	LLC FUSSY'S @ VALLEY RIVER PLAZA	4.35
104029	06/30/2020	MARCIA MOFFITT	112.00
104030	06/30/2020	OFFICE DEPOT	529.74
104031	06/30/2020	PETTY CASH - CASSIE MOSTERT	588.38
104032	06/30/2020	PNW SECURITY, LLC	8,158.39
104033	06/30/2020	SAFETY-KLEEN SYSTEMS, INC.	876.79
104034	06/30/2020	STOMMEL INC.	8,751.76
104035	06/30/2020	THERMO KING NORTHWEST, INC.	7,767.91
104036	06/30/2020	USSC ACQUISITION CORP	9,250.00
104037	06/30/2020	THE AFTERMARKET PARTS COMPANY LLC	0.00
104038	06/30/2020	THE AFTERMARKET PARTS COMPANY LLC	12,359.51
104039	06/30/2020	CITY OF SPRINGFIELD	15,719.75
104040	06/30/2020	CUMMINS NORTHWEST, INC.	74,802.46
104041	06/30/2020	GILLIG CORPORATION	0.00
104042	06/30/2020	GILLIG CORPORATION	9,349.03
104043	06/30/2020	JERRY'S HOME IMPROVEMENT CTR	121.30
104044	06/30/2020	MUNCIE TRANSIT SUPPLY	1,734.04
104045	06/30/2020	MYRMO & SONS	129.60
104046	06/30/2020	NEOPART TRANSIT LLC	44.48
104047	06/30/2020	PACIFIC POWER GROUP, LLC	62,808.65
104048	06/30/2020	ROADRUNNER DELIVERY	514.40
104049	06/30/2020	SILKE COMMUNICATIONS SOLUTIONS	622.79
104050	06/30/2020	TYREE OIL, INC.	12,996.40
104051	06/30/2020	WOODBURY ENERGY CO. INC.	1,556.74
91070120	06/30/2020	BENEFIT PLANS ADMIN SVCS, LLC	37,354.00
92070120	06/30/2020	BENEFIT PLANS ADMIN SVCS, LLC	4,732.00
93061120	06/15/2020	BENEFIT PLANS ADMIN SVCS, LLC	24,691.76
93062020	06/24/2020	BENEFIT PLANS ADMIN SVCS, LLC	12,725.34
803634794	06/05/2020	VALIC %CHASE BANK OF TEXAS	95,814.83
803654534	06/19/2020	VALIC %CHASE BANK OF TEXAS	72,850.59
811084961	06/02/2020	BANK OF AMERICA	60.56
811084962	06/02/2020	BANK OF AMERICA	34.53
812192445	06/12/2020	INTERNAL REVENUE SERVICE-EFTPS	457.09
812566976	06/20/2020	OREGON DEPARTMENT OF REVENUE	449.59
812995461	06/22/2020	BANK OF AMERICA	16,381.36
814162570	06/05/2020	MASS MUTUAL FINANCIAL GROUP	3,059.90
814865898	06/11/2020	INTERNAL REVENUE SERVICE-EFTPS	12,207.47
818362873	06/19/2020	MASS MUTUAL FINANCIAL GROUP	3,214.55
823642733	06/05/2020	INTERNAL REVENUE SERVICE-EFTPS	218,284.79
824778752	06/12/2020	OREGON DEPARTMENT OF REVENUE	119.93
833326336	06/11/2020	OREGON DEPARTMENT OF REVENUE	2,921.14
841101879	06/20/2020	INTERNAL REVENUE SERVICE-EFTPS	2,127.69
846135552	06/19/2020	OREGON DEPARTMENT OF REVENUE	39,437.40
852622648	06/05/2020	OREGON DEPARTMENT OF JUSTICE	1,932.00
853232857	06/19/2020	OREGON DEPARTMENT OF JUSTICE	1,332.50
855853170	06/08/2020	INTERNAL REVENUE SERVICE-EFTPS	2,438.72



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856357120	06/05/2020	OREGON DEPARTMENT OF REVENUE	54,888.68
872329619	06/19/2020	INTERNAL REVENUE SERVICE-EFTPS	154,187.59
894434560	06/08/2020	OREGON DEPARTMENT OF REVENUE	575.88
			<hr/>
219 Checks			\$3,409,528.91

FY 2020 Year-End Preliminary Financial Report

As of June 30, 2020



LTD.org

Table of Contents

- FY20 General Fund performance against budget:
 - Operating Revenue
 - Non-Operating Revenue
 - Operating Expenses
 - Operating Transfers
 - Unrestricted Cash
- Other FY20 operating fund performance against budget:
 - Specialized Services
 - Medicaid
 - Point2point
- FY20 Capital Projects Fund



Operating Revenue – Performance against Budget

GOAL: Revenue that meets or exceeds budgeted revenues

Lane Transit District General Fund Fiscal Year 2020-2021

	<i>FY2019-20 Budget</i>	<i>FY19-20 Estimate</i>	<i>Comparison to budget</i>
Operating Revenues			
Cash Fares & Passes	3,770,379	2,777,431	(992,948)
Group Passes	2,191,422	1,526,638	(664,784)
Advertising	300,000	366,667	66,667
Special Services	378,563	300,693	(77,870)
	\$6,640,364	\$4,971,429	(\$1,668,935)

Operating revenues will end \$1.7M below budget because we stopped collecting fares in mid-March to ensure the safety of our operators. We reduced spend in anticipation of this reduction

Non-Operating Revenue – Performance against Budget

GOAL: Revenue that meets or exceeds budgeted revenues. We reduced spend in anticipation of this reduction

Lane Transit District General Fund Fiscal Year 2020-2021

	<i>FY2019-20 Budget</i>	<i>FY19-20 Estimate</i>	<i>Comparison to budget</i>
Nonoperating Revenues			
Payroll Taxes	36,179,910	39,474,808	3,294,898
Self-employment Taxes	1,920,985	1,266,974	(654,011)
State-in-Lieu	405,038	571,581	166,543
Federal Assistance	4,200,000	7,166,290	2,966,290
CARES Act Assistance	0		0
State Assistance	3,500,000		(3,500,000)
Local Assistance	0	0	0
Miscellaneous	272,414	306,825	34,411
Interest	286,696	331,074	44,378
Sale of Assets	5,927	0	(5,927)
	\$46,770,970	\$49,117,552	\$2,346,582

- A strong economy & record low unemployment of 3.3% before COVID 19 coupled with a 1 quarter payroll tax lag resulted in higher than expected payroll taxes (payroll, self-employment, state-in-lieu). The county is now in a recession with Lane county hitting an unprecedented record 16% unemployment rate in April. \$3.8M of the \$7.2M in Federal Assistance is CARES Act \$ drawn down for March & April expenses. The remaining \$3.4M is preventative maintenance \$\$ that are accruable, but is not cash on hand for operating until grant is executed. CARES Act \$\$ drawn down was for LTD operating expenditures (payroll +M&S) average \$5.6M/month.
- State assistance will be minimal as the budgeted increases in service did not occur due to COVID 19

Operating Expenses – Performance against Budget

GOAL: Spend that is at or below appropriated budget. Proactively reduce spend in anticipation of revenue changes

Lane Transit District General Fund Fiscal Year 2020-2021

	<i>FY2019-20 Budget</i>	<i>FY19-20 Estimate</i>	<i>Comparison to budget</i>
Operating Requirements			-
Personnel Services	39,226,510	35,564,036	(3,662,474)
Materials & Services	10,926,251	8,338,691	(2,587,560)
Insurance & Risk Services	1,186,380	1,132,164	(54,216)
	\$51,339,141	\$45,034,892	(\$6,304,249)

Reduced service level impact:

- Personnel services will end \$3.7M below budget
- M&S will end \$2.6M below budget

FY20 GF Expenditure Highlights (estimates final invoices)

- **GF Significant Materials & Services below budget:**

- \$0.8M Fuel & Lubricants for buses
- \$0.3M Professional Services (contractual & legal)
- \$0.3M Parts & Tires
- \$0.3M Computer hardware & software support contracts
- \$0.3M Training, travel & general business expenses
- \$0.2M Fare management system transaction fees



Operating Transfers – Performance against Budget

GOAL: Transfers that are at or below appropriated budget.

Lane Transit District General Fund Fiscal Year 2020-2021

	<i>FY2019-20 Budget</i>	<i>FY19-20 Estimate</i>	<i>Comparison to budget</i>
Transfers			
Transfer to Specialized Services Fund	3,011,212	803,183	(2,208,029)
Transfer to Medicaid Fund	413,003	413,003	0
Transfer to Point2point Fund	0	0	0
Transfer to Capital Projects Fund	0	0	0
	\$3,424,215	\$1,216,186	(\$2,208,029)

Specialized Service Fund transfer is \$2.2M lower than budgeted as a result of COVID 19 reductions in service and associated match requirements

Unrestricted Cash

GOAL: Adequate cash on hand to pay employees, meet payment obligations & match grants while meeting unrestricted cash reserve balance

	2019	2020
Unrestricted Cash Balance as of June 30	16,835,292	17,743,683
Budgeted Mandatory Cash Reserves per policy		
General Fund		8,896,429
Specialized Services Fund		462,420
Medicaid Fund		69,858
P2P Fund		32,000
Over/(under) unrestricted cash balance reserve		8,282,976

Unrestricted cash balance is required to provide match capacity for planned electric bus procurements and to provide cash flow in anticipation of payroll tax and cash fare and pass resource declines in Q1 2021 and beyond. Timing of additional CARES Act drawdowns is dependent on spend trends and the depth and length of the economic downturn as well as the timing of the ridership recovery. FY20 YTD through April, average monthly spend was \$5.6M.

Specialized Services Fund - Performance against budget

GOAL: Revenue that adequately covers spend inclusive of general fund match transfers and spend that is at or below appropriated budget. Proactively reduce spend in anticipation of revenue changes

Lane Transit District Revenue and Expenditure by Fund

Fiscal Year: P12 2020 June 30, 2020

Year to date through: 6/30/2020

	P12				YTD B/(W) than Budget	
	YTD Amended Budget	YTD Actuals	% of Budget			
				(pts)	\$\$	
SPECIALIZED SERVICES FUND						
Specialized Services Fund Resources	9,649,438	5,702,504	59%	-41 pts	(3,946,934)	
Specialized Services Fund Expenditures	9,649,438	5,702,504	59%	41 pts	3,946,934	
Specialized Services Fund Revenues higher/(lower) than expenditures	0	0				

Budget for specialized services is 23% higher than FY19 budget in anticipation of the new Mentor Oregon (MO) and Full Access brokerage (FAB) clients as well as a full year of Mobility on Demand services in Cottage Grove and Eugene and STIF funded projects (e.g. SLW transit demand plan, STIF program administration). To date, no new clients from MA or FAB have used the service due to set up delays by the Oregon Department of Disability Services further delayed due to COVID 19. Specialized service expenditures are below budget for FY20 as current Ridesource activity due to COVID 19 has dropped to ~1/3 of normal volume March + and the mobility on demand services have been suspended.

Medicaid Fund - Performance against budget

GOAL: Revenue that adequately covers spend inclusive of general fund match transfers and spend that is at or below appropriated budget. Proactively reduce spend in anticipation of revenue changes

Lane Transit District Revenue and Expenditure by Fund

Fiscal Year: P12 2020 June 30, 2020

Year to date through: 6/30/2020

	P12			
	YTD Amended Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget
				(pts) \$\$

MEDICAID FUND

Medicaid Fund Resources	13,578,609	9,859,939	81%	-19 pts	(3,718,670)
Medicaid Fund Expenditures	13,578,609	9,859,938	81%	19 pts	3,718,671
Medicaid Fund Revenues higher/(lower) than expenditures	0	0			

Medicaid expenditures are below budget for FY20 due to a reduction in ridership activity due to COVID 19. Ridesource activity has dropped to ~1/3 of normal volume March +

Point2point Fund - Performance against budget

GOAL: Revenue that adequately covers spend inclusive of general fund match transfers and spend that is at or below appropriated budget. Proactively reduce spend in anticipation of revenue changes

Lane Transit District Revenue and Expenditure by Fund

Fiscal Year: P12 2020 June 30, 2020

Year to date through: 6/30/2020

	P12			
	YTD Amended Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget
				(pts) \$\$

P2P FUND

P2P Fund Resources	1,631,320	855,506	52%	-48 pts	(775,815)
P2P Fund Expenditures	1,631,320	855,506	52%	48 pts	775,815
P2P Fund Revenues higher/(lower) than expenditures	0	0			

P2P expenditures are below budget for FY20 as projects (Bike Parking, Outreach Assistants, and SRTS Regional) were delayed due to COVID 19

Capital Projects Fund - Performance against budget

GOAL: Adequate funding for community investments. Maximize leverage of grant opportunities by ensuring available grant match is available. Timing of community investment spend is less critical than meeting project's overall budget..

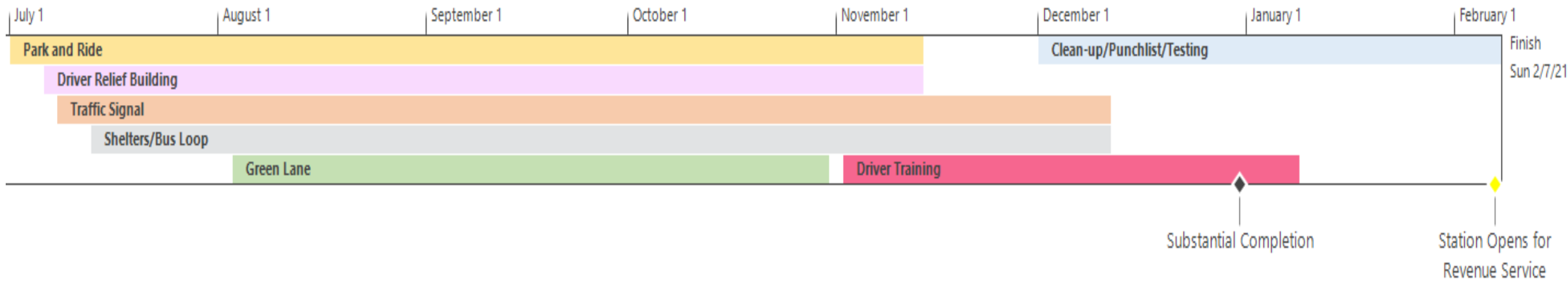
Description	Sum of FY20 Budget	Sum of FY20 Actuals	Higher/(Lower) than Budget
STF Vehicles - In District	878,000	99,891	(778,109)
Associated Capital Maintenance Parts	586,500	483,982	(102,518)
Computer Hardware & Software	485,000	255,229	(229,771)
COVID 19 Expenses	-	137,405	137,405
Fare Management System	765,000	700,958	(64,042)
Franklin EmX	1,182,980	735,288	(447,692)
FTN Safety & Amenity Improvements	388,125	65,450	(322,675)
Green Lane Corner Improvement	515,000	429,183	(85,817)
Miscellaneous Facility Improvements	354,000	326,537	(27,463)
Mobility on Demand Vehicle	100,000	148	(99,852)
Non-Revenue Vehicles	19,000	-	(19,000)
Novus Modules	400,000	-	(400,000)
Parts & Equipment	484,000	256,763	(227,237)
Planning Studies	450,000	404,282	(45,718)
Progressive Corridor Enhancement	107,899	107,899	0
Revenue vehicles	4,708,865	5,810,120	1,101,255
River Road Transit Community	274,000	151,085	(122,915)
SCTS	4,731,434	1,074,971	(3,656,463)
STF Vehicles - In District	450,000	182,587	(267,413)
STF Vehicles - Out of District	200,000	756	(199,244)
WEE Before & After Study	130,000	89,781	(40,219)
Grand Total	17,209,803	11,312,315	(5,897,488)

Capital Project spend is below budget due to timing of project spend. No projects have exceeded the total approved budget. All projects are adequately funded through executed and in-progress grants. Until executed, in-progress grants must be cash flowed by the district in order to progress, but the anticipated funds are securable once the grants are executed.

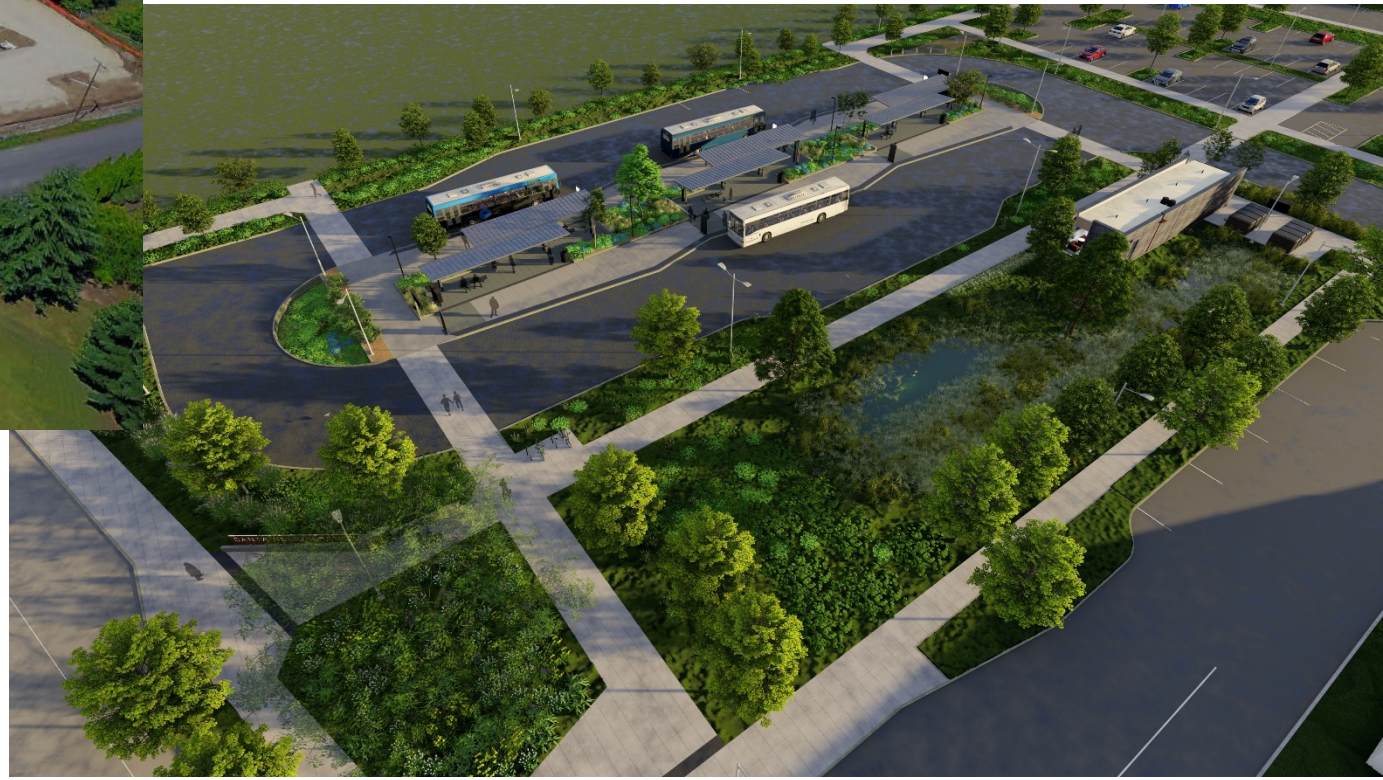
Santa Clara Transit Station and Green Lane Corner Improvement Update



Construction Timeline



Drone Photo 6/26



Drone Photo 6/26



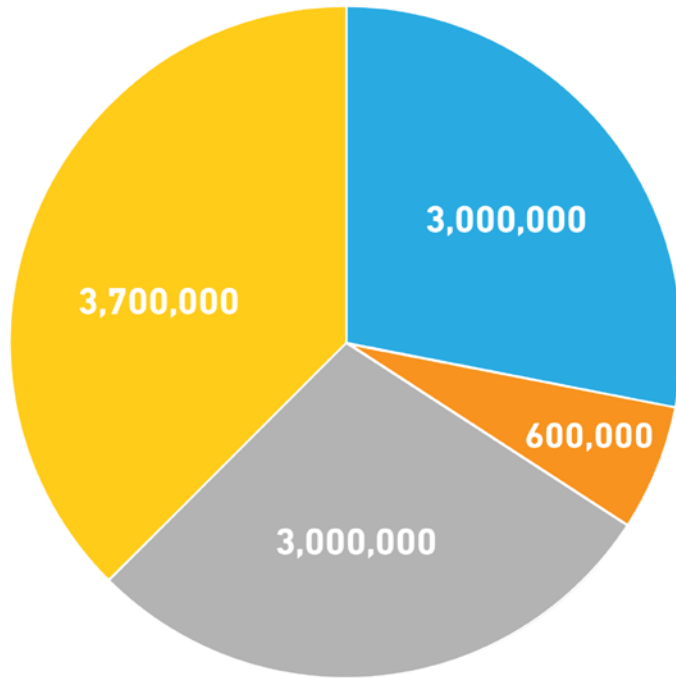
Driver Relief Building



Driver Relief Building



Financial



- Federal Transit Administration (FTA) - 5307 Funds
- Surface Transportation Block Grant (STBG)
- Connect Oregon Grant
- LTD Local Match

	Original Budget	Anticipated Cost to Complete
Professional Services	\$ 1,577,840.00	\$ 1,526,813.66
Property Acquisition	\$ 1,831,475.00	\$ 1,412,025.00
Construction	\$ 5,405,000.00	\$ 5,000,000.00
Direct Costs	\$ 194,800.00	\$ 522,648.66
City of Eugene	\$ 100,000.00	\$ 125,000.00
Internal Staff	\$ 284,888.00	\$ 253,975.00
Other/Contingencies	\$ 905,997.00	\$ 1,459,537.68
Totals	\$ 10,300,000.00	\$ 10,300,000.00

Green Lane Corner Improvement: Tenant Relocation

	Original Budget	Anticipated Cost to Complete
Professional Services	\$ 100,000.00	\$ 103,454.16
Property Acquisition	\$ 500,000.00	\$ 381,528.50
Construction	\$ 98,000.00	\$ 100,000.00
City of Eugene	\$ 2,000.00	\$ 1,912.87
Direct Costs/Contingencies	\$ 50,000.00	\$ 50,000.00
Totals	\$ 750,000.00	\$ 636,895.53



Green Lane Corner Improvement: Construction

- Hair Salon demo in June
- Excavation to begin early August
- Substantial Completion December 31, 2020

Green Lane Corner Improvement: Construction

