



LANE TRANSIT DISTRICT BOARD OF DIRECTORS BUDGET COMMITTEE MEETING

Tuesday, May 05, 2020
3:00 – 5:00 p.m.

VIRTUAL MEETING

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

AGENDA

Time	ITEM	Page
3:00 p.m.	I. CALL TO ORDER	
	II. ROLL CALL	
	<input type="checkbox"/> Carl Yeh <input type="checkbox"/> Kathryn Bruebaker (Chair) <input type="checkbox"/> Don Nordin <input type="checkbox"/> Pat Walsh <input type="checkbox"/> Emily Secord <input type="checkbox"/> Jody Cline <input type="checkbox"/> Caitlin Vargas <input type="checkbox"/> Vacant <input type="checkbox"/> Joshua Skov <input type="checkbox"/> Gary Wildish <input type="checkbox"/> Steven Yett <input type="checkbox"/> Kim Thompson <input type="checkbox"/> Kate Reid <input type="checkbox"/> William "Bill" Whalen	
	III. COMMENTS FROM THE GENERAL MANAGER	
3:05 p.m.	IV. AUDIENCE PARTICIPATION	
	<p><i>Public Comment Note:</i> This part of the agenda is reserved for members of the public to address the Budget Committee. <u>Please note the following instructions:</u></p> <ol style="list-style-type: none"> To indicate that you would like to provide testimony, please use the raise your hand button. For those attending via phone only, press *9 on your phone to raise your hand. When it is your time to speak, your name will be called. <ul style="list-style-type: none"> For those attending via phone only, the last four (4) digits of your phone number will be called. Please state your name, city of residence, and who you are representing for the audio record. Once you have provided testimony, your hand will be lowered. Please do not raise your hand again. Only one opportunity to speak is provided. For those unable or not wanting to speak publicly, testimony may be provided via e-mail at clerk@ltd.org. Public testimony is limited to three (3) minutes per community member. A timer will be displayed on the screen and will beep when the three (3) minutes is up. 	
	V. ITEMS FOR ACTION	
3:15 p.m.	A. APPROVAL OF MINUTES	3
	<p>Action Needed: Approval</p> <p><i>Approve minutes from the October 2, 2019, meeting.</i></p>	
	VI. ITEMS FOR BOARD RECOMMENDATION	
3:20 p.m.	A. UPDATED FUND BALANCE AND BUDGETARY RESERVE POLICY - <i>Materials Included</i>	8
3:30 p.m.	B. UPDATED ATU LOCAL 757 PENSION FUNDING POLICY - <i>Materials Included</i>	13

3:35 p.m.	C. UPDATED SALARIED EMPLOYEE'S RETIREMENT PLAN FUNDING POLICY - <i>Materials Included</i>	25
	D. PROPOSED FISCAL YEAR 2019-2020 SUPPLEMENTAL BUDGET – MEDICAID FUND - <i>Materials Included</i>	68
3:40 p.m.	E. PROPOSED FISCAL YEAR 2020-2021 BUDGET - <i>Materials Included</i>	76
5:00 p.m.	VII. ADJOURNMENT	

MINUTES OF LANE TRANSIT DISTRICT

BUDGET COMMITTEE MEETING

Wednesday, October 2, 2019

Pursuant to notice given to *The Register-Guard* for publication on September 20, 2019, and distributed to persons on the mailing list of the District, the Budget Committee of the Lane Transit District held a meeting on Wednesday, October 2, 2019, beginning at 4:00 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Kathryn Bruebaker, Chair
Dean Kortge
Kate Reid
Emily Secord
Kim Thompson
Caitlin Vargas
Gary Wildish
Carl Yeh (via teleconference)
Aurora Jackson, General Manager
Camille Straub, Clerk of the Board

Absent: Jody Cline
Don Nordin
Brandon Rogers
Joshua Skov
Pat Walsh
Steven Yett

CALL TO ORDER/ROLL CALL — Ms. Bruebaker called the meeting of the Lane Transit District Budget Committee to order and called the roll.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson thanked the committee for taking the time to assist LTD in the renewal of its Community Investment Plan (CIP). She said questions and comments from the committee assisted staff in improving the plan's content and format. She highlighted several of the projects approved in the previous year that were now moving forward, including the Cottage Grove mobility on demand pilot and the recently launched EmGo pilot in downtown Eugene.

AUDIENCE PARTICIPATION — There was no one wishing to speak.

MOTION APPROVAL OF MINUTES — Mr. Kortge moved to approve the minutes of the April 3, 2019, Budget Committee Meeting as presented. Mr. Wildish provided the second.

VOTE The motion was approved as follows:
AYES: Bruebaker, Kortge, Reid, Secord, Thompson, Vargas, Wildish, Yeh (8)
NAYS: None
ABSTENTIONS: None
EXCUSED: Cline, Nordin, Rogers, Skov, Walsh, Yett (6)

ITEMS FOR BOARD RECOMMENDATION

Staff Presentation — Director of Finance Christina Shew presented the proposed Fiscal Year 2020-2029 Community Investment Plan. She noted there were no content changes from the version provided in the agenda packet. She said some additional charts were distributed to members at the beginning of the meeting. She reviewed LTD's mission statement and the goal of the CIP, which she stressed was a plan only and approval of it did not providing spending authority. She reviewed the process by which ideas generated by LTD's Board, staff and advisory committees, as well as community partners. She described key factors involved in moving a project idea forward, with the goal being to vet the project on 11 criteria.

Ms. Shew explained how projects were assigned to tiers I through III, depending on funding availability, Board direction and organizational capacity to execute. Tier I projects were those with identified funding that had been applied for and secured. Tier II projects had funding identified and applied for, but not yet secured. Tier III projects might or might not have funding identified and no applications for funds had been submitted. Only funded projects in the CIP that the District had the capacity to execute were included in the annual budget. She said the CIP had been issued for public comment on September 22, 2019, and the comment period would close on October 22. She said there would also be a public hearing on the plan at the Board's October 22 meeting. Feedback from the public comment period and public hearing would be compiled and incorporated into an updated and final CIP for Board approval at its November 2019 meeting. She noted that details of projects were available on the Board's SharePoint site.

Ms. Shew said projects were grouped into three categories: state of good repair, improvements and operations, with subcategories that identified the area or business impacted such as operations, safety and security, fleet, frequent transit network, etc. She highlighted several projects as examples. She said the funding summary over the 10-year period totaled \$442 million of which \$283 million in funding had been secured, \$34 million in funding had been identified and not secured, and \$125 million of unidentified funding. She said no project in the current year was without identified funding. She noted that 81 percent of the projects were for state of good repair to keep existing assets in good working order.

Ms. Shew reviewed worksheets containing details of projects in each of the three categories and noted that State Transportation Improvement Fund (STIF) dollars were funding some new operations projects. She said based on Board direction, the use of grants for preventative maintenance had been reduced. Projects also reflected the Board's direction to maintain existing services, reliability and safety.

Committee Discussion/Polling of Committee Members — Ms. Brubaker invited comments, questions and suggestions for changes from the committee.

Ms. Reid commended staff on the CIP document, which she said became more transparent each year. She asked if increased service on the fixed route system was attributable to STIF funding. Ms. Shew replied that it was entirely funded by STIF dollars and referenced the increased bus service line items in Tier 1 and Tier II projects. She said Tier I had guaranteed funding and Tier II were next year's projects for which STIF funds would be applied with the assurance they would be received.

Ms. Reid noted that there were blank spots in funding columns in outlying years for a number of Point2point projects that made it appear they were not ongoing projects. Transportation Marketing and Outreach Director Theresa Brand said funding for projects occurred in three-year cycles; ongoing projects such as Safe Routes to Schools were Tier I, II or III, depending on

whether another round of funds had been received. She said if grant funding was not received for a project it was discontinued.

Ms. Reid suggested adding tier information to the worksheet to indicate the intent to continue as otherwise it appeared a project was ending once current year funds were spent.

Ms. Reid asked what type of technology would be involved in fleet replacement purchases. Director of Fleet Management Matthew Imlach replied that currently a hybrid would be replaced with a hybrid and a diesel with a diesel, but there were some exceptions. He said a fleet replacement plan would determine what type of propulsion systems would be used in the near and extended future.

Ms. Reid asked if there were plans to purchase more environmentally sound systems in the future. Mr. Imlach said that was correct and more details were available in the CIP on SharePoint.

Mr. Kortge observed that during a similar discussion in the previous years the durability and longevity of diesel vehicles in comparison to hybrid vehicles had been emphasized. Mr. Imlach said in terms of operational costs of hybrid and diesel vehicles, there were additional costs associated with hybrids.

Mr. Kortge commented that it cost more to be great stewards of the environment and the public should be helped to understand that represented a significant investment that all had to pay.

Mr. Imlach said the CIP included a hybrid system overhaul that would examine hybrid technology components. Many would not last the typical 12-year lifespan of a bus and had to be replaced mid-life to insure the vehicles were in a state of good repair.

Mr. Kortge asked if the operational costs were General Fund dollars instead of grant funds. Ms. Jackson said some costs could be federalized. She said the purchase price and maintenance costs were higher for hybrids and the purchase price of electric vehicles was significantly higher, although maintenance costs were unknown at this point because of the short period of time LTD had been operating electric buses.

Ms. Bruebaker noted that the hybrid system overhaul was a Tier III project and funds had not yet been identified. Mr. Imlach said it had not been scheduled in advance, but if a system failed it would be repaired in order to keep the bus on the road. The project was planning for that.

Mr. Kortge asked if there had been operational differences among the three types of vehicles during snow. Mr. Imlach said electric vehicles did well because they were all-wheel drive, whereas 60-foot buses had difficulty. He said Operations could provide more information on performance. Ms. Jackson said a larger problem for buses during the snow was access to roads rather than actual performance.

Mr. Wildish asked how many electric buses LTD had deployed. Ms. Jackson said two of the five buses being tested were in operation. She anticipated eventually having 10 electric buses. Based on the testing of buses LTD would determine how it wished to move forward and whether to purchase all vehicles from the same manufacturer or split the order.

Mr. Wildish commented that the majority of the budget was equipment. He asked if there was data on the cost per hour or mile for each type of vehicle. He said there were environmental

benefits to certain propulsion types and those typically were more expensive. Mr. Imlach said that data was available.

Ms. Bruebaker asked what would happen to the EmGo pilot project at the end of its year of operation. Ms. Jackson said data would be gathered during EmGo operations and used to determine if the deployment strategy was appropriate and whether the service should be continued. The Board would be presented with the information and options to consider. She said even if the EmGo service was not continued, the EmGo vehicles would be used elsewhere in LTD's system.

Ms. Bruebaker noted the Cottage Grove mobility on demand service charged a fee. Ms. Jackson said a \$1.00 fare was charged if the rider did not have an LTD pass. She said the Cottage Grove pilot did not have partner agencies involved like the EmGo pilot did and also did not use special vehicles.

Ms. Reid asked about the source of information for developing the frequent transit network safety improvements. Director of Planning and Development Tom Schwetz said LTD applied for a grant from the Metropolitan Planning Organization (MPO) based to some extent on data from the pedestrian network analysis. The grant was intended to provide resources for improvements as needed and LTD could consider applying for the funds on a regular basis.

In response to a question from Ms. Reid, Mr. Schwetz said partnership opportunities for making improvements would be explored.

Ms. Secord asked if the LTD match shown as a line item was from the General Fund. Ms. Shew said any match shown was General Fund dollars.

In response to a question from Mr. Wildish regarding the project vetting process, Ms. Shew confirmed that the Project Steering Committee consisted of all LTD directors, who were public employees.

Mr. Wildish said the Budget Committee and the LTD Board were responsible to all of the people who lived in Lane Transit District and those bodies should be involved in vetting projects on behalf of those residents. He asked how they could help the Project Steering Committee with value engineering and determining if funds were being spent wisely and make that case to the public. He said, for example, he lived in Santa Clara but no one asked him about the Santa Clara Transit Center project. He felt his responsibility as a Budget Committee and when he was on the Board was to the residents of the district and there should be a way to help LTD educate the community.

Ms. Reid noted that noted that the Budget Committee included people who were not affiliated with LTD, as well as former Board members such as Mr. Wildish who could assist with that goal.

Ms. Jackson said that the presentation of the CIP and the Budget Committee itself were evolving in the direction of better community engagement in a way that made a 10-year plan and the development of and rationale for projects more understandable to the public.

Mr. Wildish said there were many ways to assure that money was being spent wisely and it would be helpful to understand the different options that were considered during project development as a part of making that assurance.

Ms. Reid stated the Board would begin work on a strategic business plan within the next month and that would be the guiding document when the CIP was presented in future years. The Transit Tomorrow process would also help bring together important elements that would help clarify planned investments.

MOTION APPROVAL OF COMMUNITY INVESTMENT PLAN (CIP) — Ms. Vargas moved that the LTD Budget Committee approve the proposed Fiscal Year 2020-2029 Community Investment Plan as presented and forward it to the LTD Board of Directors with a recommendation for adoption. Mr. Kortge provided the second.

VOTE The motion was approved as follows:
AYES: Bruebaker, Kortge, Reid, Secord, Thompson, Vargas, Wildish, Yeh (8)
NAYS: None
ABSTENTIONS: None
EXCUSED: Cline, Nordin, Rogers, Skov, Walsh, Yett (6)

ADJOURNMENT — Ms. Bruebaker adjourned the meeting at 5:05 p.m.



AGENDA ITEM SUMMARY

DATE OF MEETING: May 5, 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: Committee Approval with Board Recommendation

PURPOSE: To request that the Budget Committee approve the proposed updated Fund Balance and Budgetary Reserve Policy and refer it to the LTD Board of Directors for adoption.

HISTORY: The LTD Budget Committee is comprised of the LTD Board plus an equal number of citizen electors. This committee provides recommendations to the Board of Directors on the budget and related policies for each of LTD's five funds. 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 prior to adoption of the new fiscal year's budget. The Budgetary Reserve Policy was last reviewed and modified at the April 17, 2019, Budget Committee 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.
- Removed the specific appropriated budgetary reserve requirements. As the Budget Committee makes all appropriations, it is not necessary or prudent to specify appropriated amounts for some line items within the budget as this restricts the Budget Committee's ability to appropriate based on the facts and circumstances existing in a given year and to take into account changing risks and opportunities.

CONSIDERATIONS: Staff recommends that the Budget Committee approve the proposed updated Fund Balance and Budgetary Reserve Policy, effective May 5, 2020, with the red lined changes as presented.

ALTERNATIVES: The Budget Committee may amend the proposed policy and elect to approve the amended policy at a future Budget Committee meeting.

NEXT STEPS: The approved policy will be forwarded to the Board for adoption. 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

PROPOSED MOTION: I move that the LTD Budget Committee approve the updated Fund Balance and Budgetary Reserve Policy as presented [amended] and forward it to the LTD Board of Directors with a recommendation for adoption.

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: May 5, 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: Committee Approval with Board Recommendation

PURPOSE: To request that the Budget Committee approve the proposed updated Lane Transit District (LTD) Amalgamated Transit Union (ATU) Local 757 Pension Funding Policy and refer it to the LTD Board of Directors for adoption.

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's Budget Committee and LTD Board role in the Trust:

The LTD Budget Committee is comprised of the LTD Board plus an equal number of citizen electors. This committee provides recommendations to the Board of Directors on the budget and related policies for each of LTD's five funds. LTD's Proposed FY2020-2021 Budget includes proposed funding for the Trust for which the LTD Board is ultimately responsible for authorizing. The FY20 budgeted Plan contribution rate is \$5.69/hour worked.

On February 10, 2020, Milliman provided a preliminary actuarial valuation for the Plan. This valuation recommended a contribution funding level of \$7.19/hour for FY2021 and \$7.41 for FY2022 which assumes an investment return rate of 5.5%. The contribution rate, should it be adopted by the LTD Board, would have an increase to the LTD budgeted expenditures of \$771,000 for FY21.

As of January 1, 2020, the Plan's liabilities exceed the Plan's assets by \$16.5 million which is a 66% 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 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 \$771,000 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 Director of Finance to reflect the current title of the District's finance leader.

CONSIDERATIONS: Staff recommends that the Budget Committee approve the updated LTD ATU Local 757 Pension Funding Policy, effective May 5, 2020, with the red lined changes as presented.

ALTERNATIVES: The Budget Committee may amend the updated policy and elect to approve the amended policy at a future Budget Committee meeting.

NEXT STEPS: The approved policy will be forwarded to the Board for adoption. 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– Red lined
- 2) ATU Preliminary Actuary Report

PROPOSED MOTION: I move that the LTD Budget Committee approve the updated Fund Balance and Budgetary Reserve Policy as presented [amended] and forward it to the LTD Board of Directors with a recommendation for adoption.

**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 666 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 Director of Finance 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 Director of Finance

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i. The responsibilities of the Director of Finance 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

LTD Pension Plan for Bargaining Unit Employees
Funding Policy and Objectives

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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 5.50 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.



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February 10, 2020

Trustees

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

**Re: Lane Transit District and Amalgamated Transit Union, Local No. 757, Pension Trust
Items for February 12, 2020 Meeting**

Dear Trustees:

This letter reviews considerations related to the January 1, 2020 actuarial valuation for the ATU Plan to be discussed under the Consultant's report for the February 12, 2020 Board of Trustees meeting.

The previous published valuation for the ATU Plan was conducted as of January 1, 2018. The January 1, 2020 actuarial valuation will determine contribution rates for the fiscal years 2020-2021 and 2021-2022. In the two years between valuations, the Plan experienced asset returns of about -6.2% in 2018 and +16.4% in 2019. Over the two year period, this produced a cumulative loss compared to the current investment return assumption of 6.50% per year.

The remainder of this letter reviews key assumptions for the January 1, 2020 valuation and presents preliminary results illustrating the effect of potential assumption sets.

HOURS FOR CONTRIBUTION RATE CALCULATION

The contribution rate determined through the valuation is relatively sensitive to the number of hours worked per year. In the 2018 valuation, we assumed 545,000 hours per year based on demographic data provided for the valuation and hours information from LTD. We received the following data from LTD and Kernutt Stokes for the 2020 valuation:

- Total 2019 ATU pension plan hours were approximately 508,000.
- There were 244 active ATU members as of January 1, 2020.

Based on the information above, we are considering using an assumption of 510,000 hours for the valuation, based on 244 active members as of January 1, 2020 working an average of 2,080 hours per year. Using a higher hours assumption may be supportable if there is reason to believe this may increase, but using lower hours assumptions tends to be more conservative.



PRI-2012 MORTALITY TABLES AND RELATED MP-2019 PROJECTION SCALE

The Society of Actuaries published two new mortality studies in October 2019. The first study is the Pri-2012 Private Retirement Plans Mortality Tables. These tables are the result of a study of mortality experience/incidence (2010 to 2014) for both single employer and multi-employer plans reported by sponsoring employers and consulting firms. The rates are split generally along female and male participants and their qualified beneficiaries, with additional analysis split into traditional labor workforce "collars" – blue and white. Pri-2012 is termed a "base table".

The second study is Mortality Improvement Scale MP-2019. This study forecasts how much longer life expectancy will be when "projected" from a base table, such as Pri-2012. These latest mortality projections provided by the SOA forecast lower mortality improvements than comparable scales issued in 2014 through 2018.

We anticipate recommending updating the Plan’s mortality assumption in the 2020 valuation to reflect the Pri-2012 base table and the latest mortality improvement scale (MP-2019). Specifically, we reviewed using the Pri-2012 mortality table for employees and healthy annuitants with blue collar adjustment set forward one year, and with fully generational mortality projection starting in 2012 using mortality improvement Scale MP-2019.

The table below illustrates the expected future lifetime for an age 65 retiree in 2020 under both the prior valuation assumptions and proposed new assumptions:

Future life expectancy for age 65 retiree in 2020	Male	Female
Prior assumptions <i>RP2006 blue collar set forward 1 year w/ MP-2017</i>	19.0	21.4
Proposed assumptions <i>Pri-2012 blue collar set forward 1 year w/ MP-2019</i>	18.9	20.9

VALUATION INVESTMENT RETURN ASSUMPTION

In recent years, the ATU Plan Trustees have lowered the assumed investment return to align better with current capital market expectations, with the most recent change reducing the assumption from 6.75% to 6.50% at the January 1, 2018 valuation. Forward-looking capital market expectations from most investment advisors have continued to trend downward in recent years, at least in part due to low interest rates and relatively high equity valuations relative to historical measures.

The Plan’s current 6.50% investment return assumption exceeds estimates from both recent Milliman and RVK models. The 50% percentile estimate of compound annual return is shown below for Milliman and RVK (based on their updated 2020 capital market assumptions), along with an estimate from the 2019 Survey of Capital Market Assumptions published by Horizon Actuarial Services, LLC, which reflects capital market assumptions from 34 different investment advisors. These results are based on our understanding of the current

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target asset allocation for the plan: 31% US equities, 24% non-US equities, 25% fixed income, 10% real return, and 10% global tactical asset allocation.

	Milliman	RVK	Horizon Survey
Median annualized compound return	5.49%	5.18%	5.87%
Assumed inflation	2.50%	2.24%	2.21%
Timeframe modeled	20 years	20 years	10 years

It is important to remember that – even though it affects actuarial funded status and contribution rate calculations – the assumption regarding Plan investment return does not affect the ultimate long-term cost of the Plan. The long-term cost of a pension program is determined by actual experience (including investment earnings), not assumed experience, and can be described by the “fundamental cost equation”:

$$\text{Benefits + Expenses} = \text{Contributions + Investment Earnings}$$

From a Plan funding perspective, contributions are the balancing item in the equation. To the extent actual Plan investment earnings underperform compared to assumption, contributions must increase to fund the defined level of benefits; if investments outperform the assumption, contributions can decrease.

A decrease in the valuation interest rate means the Plan's assets would be assumed to earn less investment income. As a result, more of the Plan's funding would be expected to come from contributions, meaning that the Plan's calculated contribution would increase.

We illustrated the impact of lowering the investment return assumption in the attached preliminary valuation results.

PRELIMINARY 2020 VALUATION RESULTS

Exhibit 1 contains preliminary results for the 2020 valuation and the FYE 2021 contribution rate. Also shown for comparison are actual results for the 2018 valuation. The expected contribution rate for FYE 2021 based on the 2018 valuation is \$5.86. The FYE 2021 contribution rates for other scenarios are best compared with this \$5.86 figure.

The projected results cover the following assumptions sets:

- 1) Prior valuation assumptions with no changes
- 2) Prior valuation assumptions, but with updated projected hours



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Trustees

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

February 10, 2020

Page 4

- 3) Reflecting the Pri-2012 mortality tables and MP-2019 mortality improvement scale as described above
- 4) Lowering the investment return assumption to 6.00% or 5.50%, plus reflecting the Pri-2012 mortality tables and MP-2019 mortality improvement scale

RETIREMENT PLAN RISKS

The LTD ATU Plan, like all defined benefit plans, is subject to various risks that will affect future plan liabilities and contribution requirements, including:

- Investment risk: the potential that investment returns will be different than expected
- Demographic risks: the potential that mortality experience, retirement behavior, or other demographic experience for the plan population will be different than expected
- Contribution risk: the potential that actual future contributions will be materially different than expected

The results of an actuarial valuation are based on one set of reasonable assumptions, but it is almost certain that future experience will not exactly match the assumptions.

Further discussion of plan risks and historical information regarding plan experience will be shown in our forthcoming annual actuarial valuation.

LIMITATIONS AND CERTIFICATION

Except as otherwise indicated in this letter, the explanatory notes contained in our 2018 Actuarial Valuation report, including statements of reliance and limitations on use, continue to apply. The assumptions, methods, and plan provisions used in this analysis are documented in our 2018 Actuarial Valuation report, and except as otherwise noted herein, we have assumed no changes for the purposes of this analysis. The financial data used for the preliminary 2020 valuation results were provided by Kernutt Stokes and RVK. The participant data used for this analysis will be summarized in the 2020 Actuarial Valuation report.

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. It is a complex, technical analysis that assumes a high level of knowledge concerning the Lane Transit District's operations. It is not for the use or benefit of any third party for any purpose. Any third party recipient of Milliman's work product who desires professional guidance should not rely upon Milliman's work product, but should engage qualified professionals for advice appropriate to its 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.



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Trustees
Lane Transit District and Amalgamated Transit Union, Local No. 757, Pension Trust
February 10, 2020
Page 5


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 actuaries for Milliman, Inc. We are members of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

We will be available to discuss these issues at the meeting.

Sincerely,



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



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

SDP:lre
encl.

cc: Dean Huber
Sarah Long
Jeff Kirtner
Ian Bray



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Lane Transit District and Amalgamated Transit Union, Local No. 757, Pension Trust
Preliminary Draft January 1, 2020 Actuarial Valuation Results

(dollar figures in millions)

	<u>January 1, 2018</u>	<u>January 1, 2020</u>
Actuarial Value of Assets	\$29.4	\$31.9
Market Value of Assets	29.4	32.5
Ratio of Actuarial to Market	100%	98%

(dollar figures in millions)

<u>Results as of January 1:</u>	<u>Prior Assumptions</u>	<u>Prior Assumptions</u>	<u>Prior Assumptions w/ Updated Hours</u>	<u>Mortality Update</u>	<u>6.00% Assumed Return & Mortality Update</u>	<u>5.50% Assumed Return & Mortality Update</u>
	<u>2018</u>	<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2020</u>
Actuarial Accrued Liability	\$41.5	\$44.3	\$44.3	\$43.9	\$46.0	\$48.4
Actuarial Value of Assets	29.4	31.9	31.9	31.9	31.9	31.9
Deficit using Actuarial Value	12.1	12.4	12.4	12.0	14.1	16.5
Funded Ratio (based on Actuarial Value)	71%	72%	72%	73%	69%	66%

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

Preliminary Draft January 1, 2020 Actuarial Valuation Results

	<u>Prior Assumptions</u>	<u>Prior Assumptions</u>	<u>Prior Assumptions w/ Updated Hours</u>	<u>Mortality Update</u>	<u>6.00% Assumed Return & Mortality Update</u>	<u>5.50% Assumed Return & Mortality Update</u>
Results as of January 1:	<u>2018</u>	<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2020</u>
Fiscal Years Ending June 30	<u>2019 & 2020</u>	<u>2021 & 2022</u>	<u>2021 & 2022</u>	<u>2021 & 2022</u>	<u>2021 & 2022</u>	<u>2021 & 2022</u>
Recommended Hourly Contribution Rate	\$5.52 / \$5.69	\$5.83 / \$6.00	\$6.24 / \$6.43	\$6.17 / \$6.36	\$6.66 / \$6.86	\$7.19 / \$7.41
Expected FYE 2021 Hours		545,000	510,000	510,000	510,000	510,000
Expected FYE 2021 Contribution		\$3,177,000	\$3,182,000	\$3,147,000	\$3,397,000	\$3,667,000



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AGENDA ITEM SUMMARY

DATE OF MEETING: May 5, 2020
ITEM TITLE: UPDATED SALARIED EMPLOYEES'S RETIREMENT PLAN FUNDING POLICY
PREPARED BY: Christina Shew, Director of Finance
DIRECTOR: Mark Johnson, Assistant General Manager
ACTION REQUESTED: Committee Approval with Board Recommendation

PURPOSE: To request that the Budget Committee approve the updated Lane Transit District (LTD) Salaried Employees' Retirement Plan Funding Policy and refer it to the LTD Board of Directors for adoption.

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's Budget Committee and LTD Board role in the Trust: The LTD Budget Committee is comprised of the LTD Board plus an equal number of citizen electors. This committee provides recommendations to the Board of Directors on the budget and related policies for each of LTD's five funds. LTD's Proposed FY2020-2021 Budget includes proposed funding for the Trust for which the LTD Board is ultimately responsible for authorizing. The FY20 budgeted Plan contribution rate is 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 passed by the trustees, should it be adopted by the LTD Board, would have an 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 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 Director of Finance to reflect the current title of the District's finance leader.

CONSIDERATIONS: Staff recommends that the Budget Committee approve the proposed updated LTD Salaried Employees' Retirement Plan Funding Policy, effective May 5, 2020, with the red lined changes as presented.

ALTERNATIVES: The Budget Committee may amend the updated policy and elect to approve the amended policy at a future Budget Committee meeting.

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

SUPPORTING DOCUMENTATION:

- 1) Updated LTD Salaried Employees' Retirement Plan Funding Policy – Red lined
- 2) Minutes of the November 12, 2019, Salaried Employees Retirement Plan Meeting
- 3) Salaried Plan Actuary Report

PROPOSED MOTION: I move that the LTD Budget Committee approve the updated LTD Salaried Employees' Retirement Plan Funding Policy as presented [amended] and forward it to the LTD Board of Directors with a recommendation for adoption.

**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 ~~Director of Finance~~ 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 ~~Director of Finance~~,

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i. The responsibilities of the ~~Director of Finance~~ 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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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.

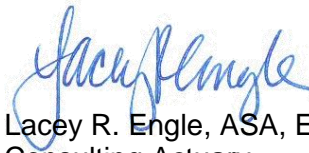
On the basis of the foregoing, we hereby certify that, to the best of our knowledge and belief, this report is complete and accurate and has been prepared in accordance with generally recognized and accepted actuarial principles and practices. We are members of the American Academy of Actuaries and meet 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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**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%
* Based on Actuarial Value of Assets and used in developing the recommended contribution rate		

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%

**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



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**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

PLAN YEAR BEGINNING	BENEFIT PAYMENTS
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.



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

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

Age	Count	Total Monthly Benefit
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)**

Age	Count	Total Monthly Benefit
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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**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.

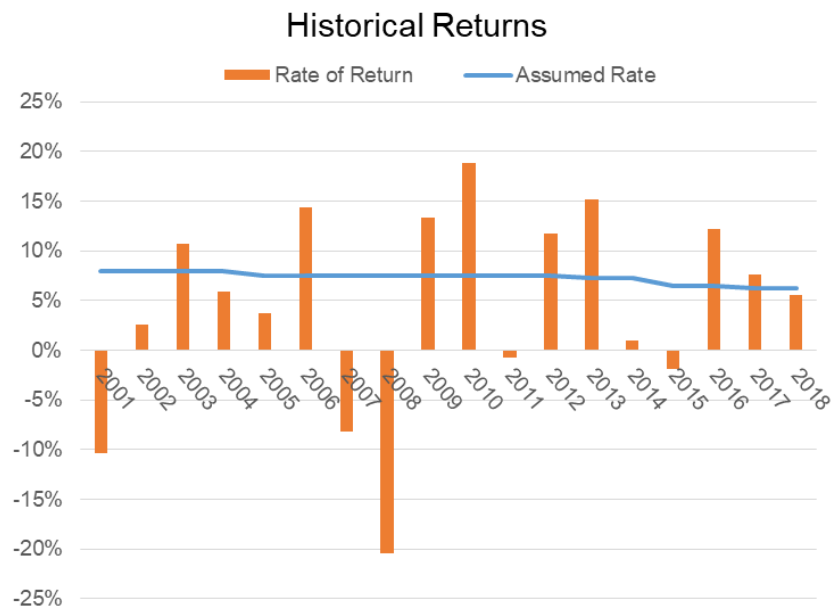


Investment Risk

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.

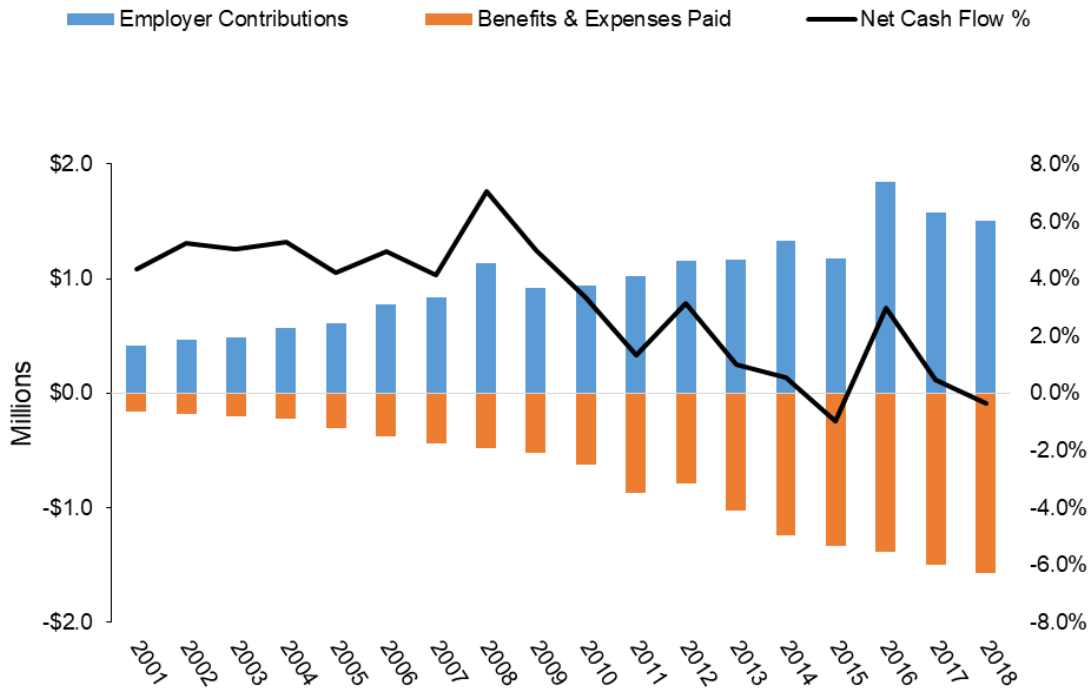
If demographic experience is unfavorable, additional funding would be needed compared to that implied by this valuation. We measure the Plan's demographic experience compared to our expectations each year to ensure our assumptions remain reasonable.

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.

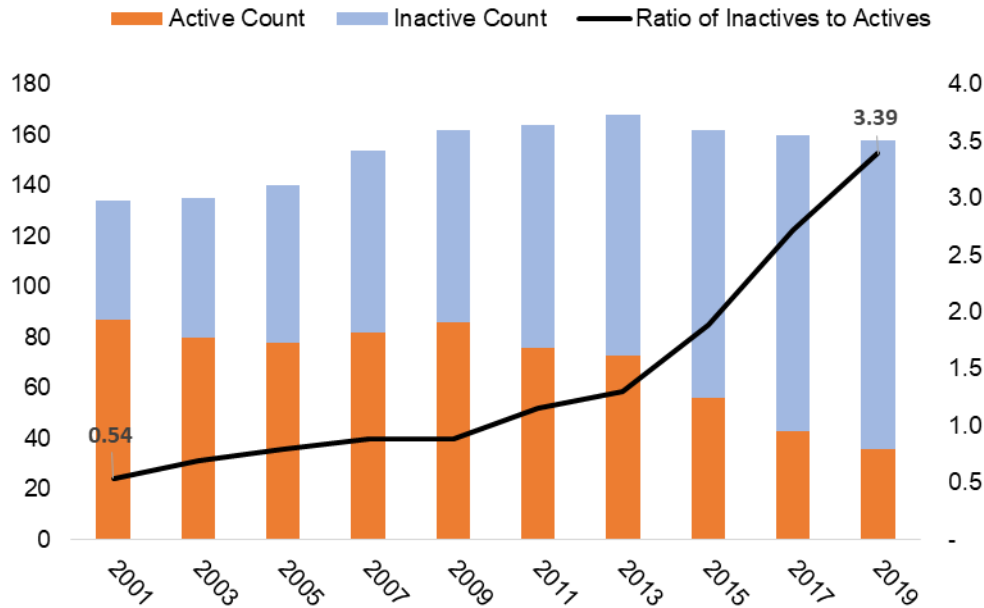
Since the Plan was closed to new entrants after January 1, 2012, it has matured rapidly in recent years and that trend is expected to continue.

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.



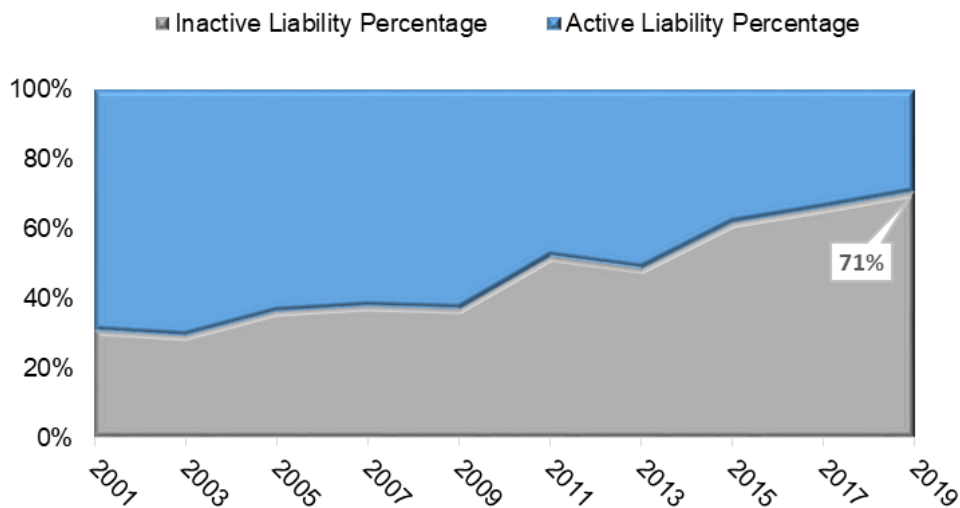
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Comparison of Inactive to Active Participants



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: May 5, 2020

ITEM TITLE: PROPOSED FISCAL YEAR 2019-2020 SUPPLEMENTAL BUDGET – MEDICAID FUND

PREPARED BY: Christina Shew, Director of Finance & Budget Officer

DIRECTOR: Mark Johnson, Assistant General Manager

ACTION REQUESTED: Committee Approval with Board Recommendation

PURPOSE: The Budget Officer has prepared the proposed FY2019-2020 Supplemental Budget (FY20 Supplemental) for the Medicaid Fund and associated explanatory documents in accordance with ORS 294.471 and 294.473. Supplemental budgets require a public hearing and Board adoption, but does not require Budget Committee approval. However, in an effort to provide full transparency and review, the District is requesting that the Budget Committee approve the FY20 Supplemental as submitted by the budget officer or as amended by the Budget Committee and forward to the LTD Board for adoption.

HISTORY: Annually in May or June, the LTD Board adopts a budget for each of its five funds. The budget for each fund reflects LTD's financial plan for the fiscal year that starts every July 1 and ends every June 30. The budget is reviewed and approved by the LTD Budget Committee (the LTD Board plus an equal number of citizen electors), who provide a recommendation to the Board of Directors to adopt the budget as presented, or as amended, on or before June 30 of every year. Each of the five funds have their own budget and the resources and expenditures within those funds must balance (resources >= expenditures) in order for the budget to be adopted. The budget adopted by the LTD Board of Directors creates the authority for LTD to spend public money.

The adopted budget reflects input from the LTD Budget Committee and the public. It is based on LTD's good faith estimate of expected resources and expenditures for the year. Because the budget is based on estimates, Oregon Local Budget Law allows for changes after the budget is adopted known as a "supplemental budget" (ORS 294.473). Supplemental budgets are required for transfers and expenditures that expect to exceed the adopted budget by greater than 10%. The last time the LTD Board of Directors adopted a supplemental budget was March 20, 2019.

- Each January, LTD performs a mid-year forecast. This activity reviews actual expenditures for the first half of the year and forecasts where resources and expenditures are expected to be at the end of the fiscal year (June 30). This mid-year forecast process allows LTD to identify expenditures and transfers that are at risk of exceeding the adopted budget. The below risks were identified to the Fiscal Year 2018-2019 Budget:
 1. Medicaid Fund: Expenditures are forecasted to exceed budget by \$2.5 million as a result of increases in Trillium and Pacific Source Medicaid medical service volume increases and nonemergency medical provider service cost increases from increased OAR 410-141-3920 – 410-141-3965 requirements which became effective January 1, 2020. LTD is contractually obligated to provide non-emergent transportation services based on least-cost, most appropriate mode of transport for all eligible trips, for all eligible individuals for the Coordinated Care Organizations (CCO) coordinating services for OHP members primarily within Lane County. These include trips within and outside of our region. Trillium and Pacific Source both reimburse LTD 100 percent for the costs to provide the nonemergency medical services. Increased costs resulting from additional OAR requirements are covered through negotiated administrative state reimbursement rates.
 2. Medicaid Fund: In January 2020, the Comprehensive Annual Financial Report (CAFR) was issued. The FY20 Medicaid Fund had a beginning working capital assumption of \$132,000, but the CAFR actual beginning working capital was only \$5,831.

The two risks identified above require a request for a public hearing and a supplemental budget in order to comply with Oregon Local Budget Law. The proposed Fiscal Year 2019-2020 Supplemental Budget request is summarized below:

Medicaid Fund:

- Increase the budgeted expenditures by \$2,488,795, which results in an amended expenditure budget of \$14,520,170. This increase in expenditures is planned to be offset by a \$2,105,320 increase in resources through reimbursements from Trillium and Pacific Source for services provided. The remaining administrative cost of \$330,220 will be reimbursed by the state.
- Increase the transfer from the General Fund by \$413,000 to cover lower than budgeted beginning working capital fund balance and to increase the working capital operating reserve.
- There are no other budget changes to the Medicaid Fund expenditures, transfers, or reserves, and with these changes the Medicaid Fund is in balance.

CONSIDERATIONS: Staff recommends that the Budget Committee approve the Proposed Fiscal Year 2019-2020 Supplemental Budget as presented. Proposed Fiscal Year 2019-2020 Supplemental Budget details are posted on the LTD website.

ALTERNATIVES: The Budget Committee may hold additional public hearings and/or additional Budget Committee meetings and/or postpone approval of the proposed Fiscal Year 2019-2020 Supplemental Budget – Medicaid Fund to an alternate date.

NEXT STEPS:

- The Budget Committee approved proposed Fiscal Year 2019-2020 Supplemental Budget – Medicaid Fund will be forwarded to the Board.
- The Board will hold a public hearing at its May 20, 2020, regular Board meeting.
- The Board will adopt the proposed Fiscal Year 2019-2020 Supplemental Budget – Medicaid Fund as presented [amended].
- In alignment with Oregon Local Budget Law, staff will follow the required reporting.

SUPPORTING DOCUMENTATION:

- 1) Proposed Fiscal Year 2019-2020 Supplemental Budget – Medicaid Fund

PROPOSED MOTION: I move that the LTD Budget Committee approve the proposed Fiscal Year 2019-2020 Supplemental Budget – Medicaid Fund as presented [amended] and forward it to the LTD Board of Directors with a recommendation for adoption.

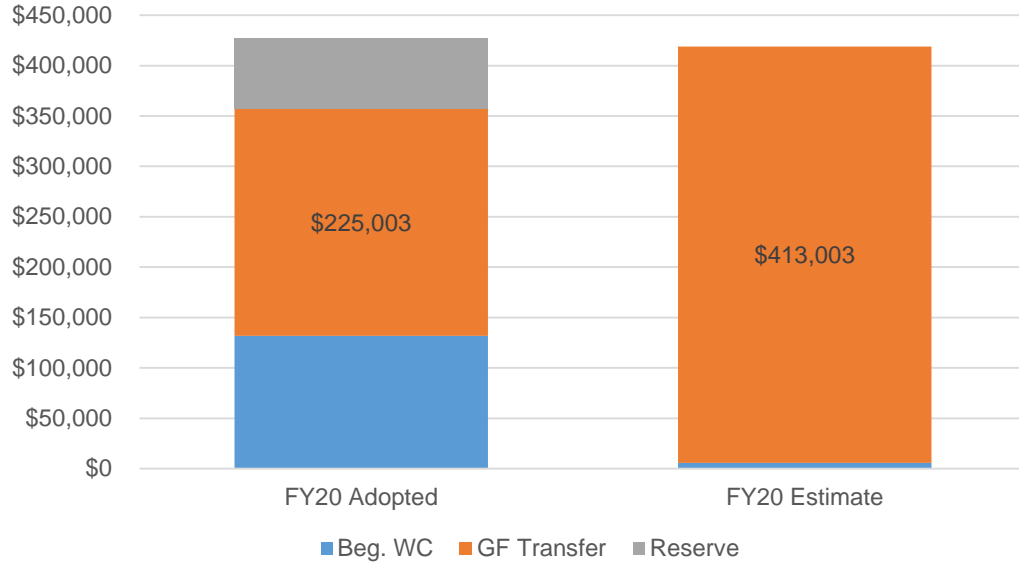
Proposed Fiscal Year 2019-2020 Supplemental Budget – Medicaid Fund

Lane Transit District – Eugene, Oregon – May 5, 2020



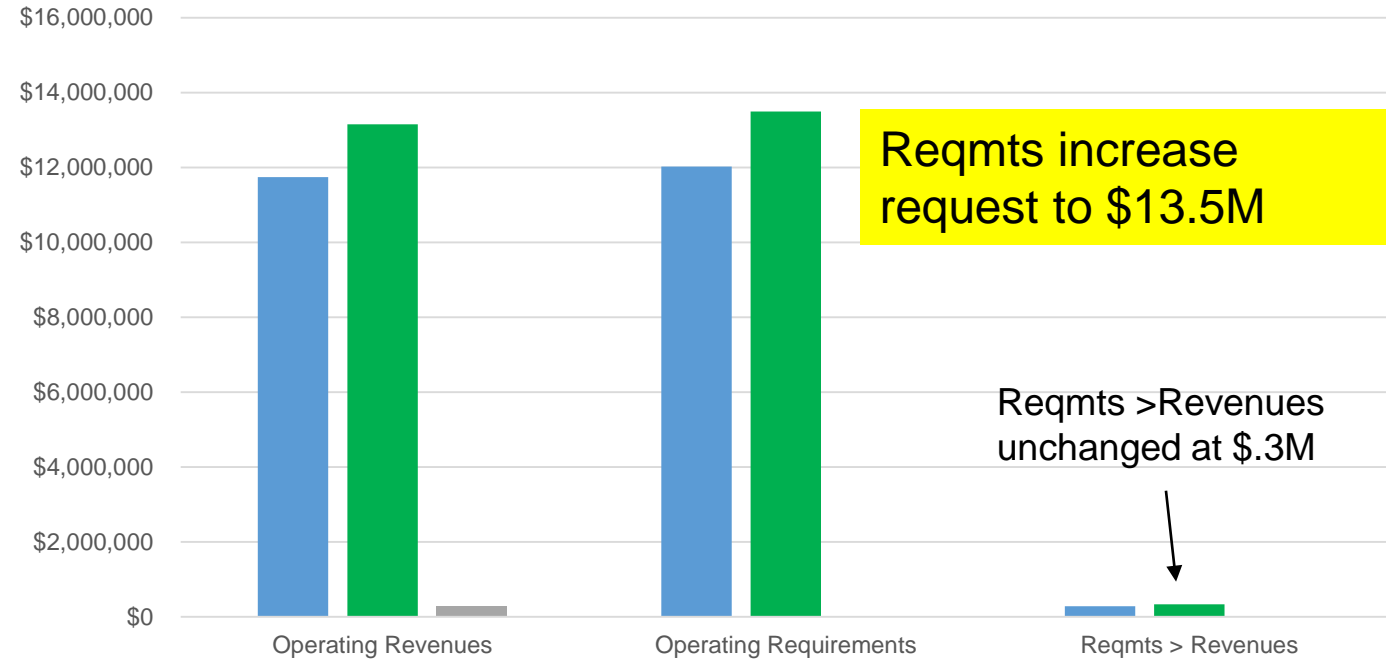
FY20 Medicaid Fund Budget

FY20 GF Transfer increase request



Increase in GF transfer to \$413K is due to lower beginning working capital than adopted

New ORS increases op reqmts & revenues



Proposed Appropriations

	FY2019-20 Adopted Budget	FY2019-20 Proposed Supplemental Budget
General Fund - operating	\$ 60,735,570	\$ 60,735,570
Transit Services	51,339,141	51,339,141
Operating Contingency	500,000	500,000
Operating Reserve - Not appropriated	8,896,429	8,896,429
General Fund - non-operating	\$ 3,236,215	\$ 3,424,215
Transfer to Specialized Services Fund	3,011,212	3,011,212
Transfer to Medicaid Fund	225,003	413,003
Transfer to Point2Point Fund	-	-
Transfer to Capital Projects Fund	-	-
Specialized Services Fund	\$ 9,649,438	\$ 9,649,438
Transit services	9,187,018	9,187,018
Operating Contingency	0	0
Operating Reserve - Not appropriated	462,420	462,420
Medicaid Fund	\$ 12,101,230	\$ 13,605,467
Transit services	12,031,372	13,535,609
Operating Contingency	0	0
Operating Reserve - Not appropriated	69,858	69,858
Point 2 Point Fund	\$ 1,631,320	\$ 1,631,320
Transit services	1,354,716	1,354,716
Operating Contingency	244,604	244,604
Operating Reserve - Not appropriated	32,000	32,000
Capital Projects Fund	\$ 26,946,146	\$ 26,946,146
Transit investments	17,009,803	17,009,803
Reserve for future capital - not appropriated	9,936,343	9,936,343
TOTAL FY2019 -20 Proposed Appropriation	\$ 94,658,265	\$ 96,350,502
Total FY2019-20 Proposed Reserve not appropriated	19,397,050	19,397,050
Total FY2019-20 Total	\$ 114,055,315	\$ 115,747,552

Actions

Actions

Today's Options:

- Request to approve the Proposed Fiscal Year 2019-2020 Supplemental Budget – Medicaid Fund as presented [amended].

Future:

- Board will hold a public hearing at the May 20 Board meeting.
- Based of feedback from the Budget Committee and Board of Directors, any necessary revisions will be made.
- Board will adopt the Proposed Fiscal Year 2019-2020 Supplemental Budget – Medicaid Fund by resolution at the June 17 Board meeting.





AGENDA ITEM SUMMARY

DATE OF MEETING: May 5, 2020
ITEM TITLE: PROPOSED FISCAL YEAR 2020-2021 BUDGET
PREPARED BY: Christina Shew, Director of Finance & Budget Officer
DIRECTOR: Mark Johnson, Assistant General Manager
ACTION REQUESTED: Committee Approval with Board Recommendation

PURPOSE: To request that the Budget Committee approve the proposed FY2020-2021 (FY21) Budget and refer it to the LTD Board of Directors for adoption.

HISTORY: Annually, in accordance with ORS 294.408, the Board of Directors must adopt a self-balancing (resources>= expenditure) budget for each of its five funds (OAR 150-294.352(1)-(A)) by the close of the current fiscal year. For LTD, the fiscal year ends on June 30, 2020. The budget for each fund reflects LTD's financial plan for the fiscal year that starts every July 1 and ends every June 30. There are 3 requirements before the LTD Board can adopt the budget: 1) Posting for public comment (ORS 294.401), 2) Approval by the Budget Committee as presented or amended (ORS 294.424), 3) Holding a public hearing on the Budget Committee approved budget (ORS 294.453).

The Budget Officer has prepared the proposed FY21 Budget and associated explanatory documents in accordance with ORS 294.473.

ORS 294.414 requires that the Budget Committee hold one or more meetings for the purpose of:

- Receiving the FY21 budget message and the proposed FY21 Budget, and
- Providing members of the public with an opportunity to ask questions about and comment on the budget

ORS 294.428 requires that the Budget Committee approve the proposed FY21 Budget as submitted by the budget officer or amended by the Budget Committee.

Posting for public comment: The proposed FY21 Budget for was posted for public comment on Saturday, April 25, 2020, and will remain open through June 17, 2020.

Approval by the Budget Committee: Oregon Budget Law is designed to encourage citizen involvement in the control and expenditure of public funds by requiring a Budget Committee comprised of the LTD Board of Directors and an equal number of appointed electors to receive, consider and approve the proposed budget as presented or amended by the Budget Officer.

The Budget Committee last met on October 2, 2019, to review and approve the Community Investment Plan (CIP) and on April 3, 2019, to review the proposed FY2019-2020 (FY20) Budget. The proposed FY20 Budget was approved as presented and forwarded to the LTD Board of Directors with a recommendation for adoption.

CONSIDERATIONS: Staff recommends that the Budget Committee approve the proposed FY2020-2021 Budget as presented. Proposed Budget details are posted on the LTD website at www.LTD.org.

ALTERNATIVES:

- The Budget Committee may hold additional public hearings and/or additional Budget Committee meetings and/or postpone approval of the proposed FY2020-2021 Budget to an alternate date.
- The Budget Committee may amend and approve the proposed FY2020-2021 Budget as amended.

NEXT STEPS: Following the Budget Committee's approval, the LTD Board of Directors will hold a public hearing at its May 20, 2020, meeting on the Budget Committee approved budget (ORS 294.453). The proposed FY2020-2021 Budget will then be taken to the Board for adoption at its June 17, 2020, regular meeting.

SUPPORTING DOCUMENTATION:

- 1) Proposed FY21 Budget Book
- 2) PowerPoint Presentation – Proposed FY21 Budget

PROPOSED MOTION: I move that the LTD Budget Committee approve the proposed Fiscal Year 2020-2021 Budget as presented [amended] and forward it to the LTD Board of Directors with a recommendation for adoption.



Lane Transit District

PROPOSED BUDGET 2020-2021



P: 541-682-6100 | F: 541-682-6111 | LTD.org



April 24, 2020

TO: Lane Transit District Budget Committee

FROM: Aurora Jackson, General Manager

Christina Shew, Budget Officer

SUBJECT: Fiscal Year 2020-2021 Budget Message

In accordance with Oregon Budget Law, as set forth in Chapter 294.305 to 294.565 of the Oregon Revised Statutes, Lane Transit District (the District) has prepared its proposed annual budget for Fiscal Year 2020-2021 (FY21). This year's budget has been developed amidst global economic instability driven by a COVID 19 pandemic, a state of emergency in Oregon which has all non-essential businesses shuttered, and the resulting historic level of jobless claims, and ultimately the demand for transit falling to record lows.

While much of our focus to date has appropriately been on the public and employee health implications of COVID-19, the rising unemployment and drop in ridership have significant financial impacts. The budget that we present reflects that uncertain environment and the challenges we face. The strategies embedded in the budget will ensure the District's short and long-term financial sustainability.

In this context, the District's principles are the foundation on which the draft budget was developed:

Service:

- Use a "Public Health First" approach to service deployment - safely operate the minimum level of service that can provided for essential trip making in the region.

Short and long-term financial sustainability:

- Scale service levels based on economic recovery & available resources
- Maintain minimum 2 month reserve requirement

Value employees:

- Acknowledge front line employees contributions during this time
- Minimize workforce force reductions and economic impacts on employees

Responsive:

- Maximum flexibility and quick decision-making to adapt to the highly uncertain operating environment.
- Continue to be vigilant in preparing for and protecting the health of our employees in these uncertain times

For fiscal year 2021, the majority of our non-grant revenue sources are expected to decline, many significantly. Payroll-type taxes have historically comprised more than half of our revenue. This important source of funding is projected to decline 28% (\$11.3 million) from 2019 actuals. Revenues from cash fares, calendar-based and group passes are approximately 10% of our revenue and are projected to decline 23% (\$1.6 million) from 2019 actuals. Lastly, \$3 million in planned House Bill 2017 Statewide Transportation Improvement Funds (STIF) grant expenditures for service

increases will not be implemented due to the pandemic.

On March 27, the Federal government passed the Coronavirus Aid, Relief and Economic Security (CARES Act). This program provides \$25 billion in Federal assistance to support the transit industry. Of that \$25 billion, the District is eligible for \$25 million. These funds are available to support operating capital and other COVID-19-related expenses.

In order to sustain the District's safe and vital transit services, the FY21 budget plans to utilize \$13.1 million of the \$25 million CARES Act dollars to offset shortfalls from payroll-type tax, service-related and marketing revenues.

Transit demand has fallen to approximately 30 percent of pre-COVID-19 levels. Heavy-use transit events (Butte to Butte, Olympic Trials most likely the Oregon Country Fair, and others) have been cancelled or postponed, non-essential business are closed, students are distance learning and people are working from home, furloughed or laid-off. The economic recovery of the region is uncertain and the restoration of transit demand is expected to be slow as people have developed new alternative work and entertainment habits, while continuing a degree of social distancing until a treatment or vaccine is available.

In order to ensure the District's short and long-term sustainability and preemptively manage the potential risks associated with the economic and transit demand uncertainty, our budget reflects a 17% (\$8.9 million) reduction from the FY20 adopted budget in our fixed-route operating expenditures to align with our projected available resources and reduction in transit demand.

The following message describes key budget assumptions, factors impacting District finances, and efforts to strengthen the District's financial position.

FISCAL YEAR 2021 BUDGET ASSUMPTIONS

The District's budget is comprised of five funds: General Fund, Specialized Services Fund, Medicaid Fund, Capital Projects Fund, and the Point2point Fund. Each fund maintains a separate budget and balance sheet. The General Fund is the primary fund for The District's day-to-day operations. Money is transferred from the General Fund to the other four funds to provide local match, cover unfunded mandates, and support vital services.

The following section will explain several key assumptions that underpin the FY21 budget.

General Fund Revenue vs. FY 20 Adopted Budget

Historically, payroll and self-employment taxes comprise the single greatest source of revenue for the General Fund, followed by passenger fares, federal assistance, and state assistance. The General Fund also houses the District's fixed route operating reserves and beginning working capital balances. General Fund Revenues for FY21 are budgeted at \$48.2 million, compared to \$53.4 million in FY20.

Revenue shortages that will be recovered through the CARES Act include:

- Payroll-type taxes - down 25% (\$9.7million) inclusive of a 0.01 percent rate increase, which takes effect January 2020.
- Cash fares and passes, including special service programs - are budgeted to decrease by \$2.2 million, largely due to COVID-19 transit demand reductions and the move to not collect

- fares implemented in March 2020 to protect the safety of our transit operators.
- Planned Federal FAST Act formula funding of \$1.2 million - will be replaced with CARES Act funding
- Advertising revenue - is expected to decline from its pre-COVID 19 estimate by \$45 thousand of \$367 thousand (the contractual minimum), but will be \$22 thousand higher than the FY20 adopted budget.

Revenue shortages that will not be recovered through the CARES Act:

- \$5.5 million in planned House Bill 2017 Statewide Transportation Improvement Funds (STIF) grant expenditures for service increases not implemented due to the pandemic

Programs funded by STIF:

- The youth and low-income fare programs are budgeted to increase by \$1.1 million as the youth program operated for only 7 months in 2020 and the low-income program for 2 months. The expectation is that these programs will operate as planned in FY21.

General Fund Expense vs. FY20 Adopted Budget

In light of the COVID-19 pandemic, related economic downturn, and associated short and long-term impacts on ridership, the District's focus has shifted. We have moved from increasing ridership to providing a safe transit service for the community that provides for essential trips while balancing annual non-grant dependent resources with annual operating requirements. To achieve this balance, we have to make reductions in our operating budget. Therefore, the District's General Fund is proposed to expend \$42.4 million in FY21 compared to a FY20 adopted budget expenditure of \$51.3 million. The specifics of these reductions have not yet been determined, but the District is committed to operating within this lower budget envelope. Below are the strategies and major factors impacting the expenditure decisions in FY21:

- The District is committed to operating no greater than 254,000 hours of fixed-route service in FY21. This is a reduction of planned pre-COVID 19 annual projected levels of 291,000 hours which reflects the reduction in transit-demand.
- The FY19 – FY21 Amalgamated Transit Union (ATU) agreement was ratified in April 2018, increasing wages 2 percent on July 1, 2020, and 1.5 percent on January 1, 2021. This contract expires June 30, 2021.
- Historically, the District's single largest material expenditure line has been Fuel and Lubricants. Fuel costs will decrease from the FY20 budget due to both a reduction in service hours and a significant drop in fuel prices. With the current economic uncertainties, as well as uncontrollable market fluctuations, fuel costs are expected to remain low. The FY20 adopted price per gallon was \$2.75. FY21 price per gallon is projected to be \$1.81.
- Our second largest expenditure, Parts has been increasing since FY17, growing \$331 thousand from FY19 to FY20. In FY21, parts will be held to no greater than the FY20 budgeted amount of \$2.1 million.
- Facilities costs increased \$335,000 from FY18 to due to the doubling of the EmX infrastructure. Costs have now stabilized. The FY21 budget will be held to no greater than the FY20 budgeted amount of \$3.3 million.
- A new electronic fare collection system was implemented in August of 2019. This account-based fare payment system improves the reliability and convenience over paper bus passes. Customers are able to use a mobile application, an electronic card, or a one-use ticket purchased at a local outlet for bus fare. Cash is also still accepted for fare. This solution has

reduced the total amount of physical cash that the agency must process and provides anonymized travel pattern information to inform the District's service planning staff. Given the declines in ridership, fare management transaction fees are budgeted at \$100,000.

- The General Fund transfer to the Medicaid Fund has increased by \$172,000 as a result of increased rides for two coordinated care organizations – Trillium and PacificSource. Historically, the District only provided NEMT service for Trillium.
- A General Fund transfer to the Capital Projects and Point2point Funds was not needed in FY20 as both funds had adequate beginning working capital to cover the grant match requirements. In FY21, the grant match requirements resume. Details of the programs being matched through the General Fund transfer is detailed in the respective fund summaries below.

Specialized Services Fund vs FY20 Adopted Budget

The Specialized Services Fund houses the District's non-fixed-route transportation services. Included in this fund are: (1) paratransit services, (2) rural and county services, and (3) other mobility services.

Paratransit Services

The District is federally mandated to provide complimentary paratransit services to individuals with disabilities who are unable to ride fixed-route transit. Demand for this service continues to grow. For a portion of FY20, while coordinating with the State of Oregon, the District accepted additional clients through Mentor Oregon and Full Access Brokerage. In FY21, the District expects to provide a full year of service to these clients which increases ridership and operating requirements. While the District cannot limit demand for a federally mandated service, the District can do things to manage for factors beyond its control. The District utilizes a least-cost, most-appropriate model when booking paratransit rides, and the RideSource paratransit brokerage is operated out of a shared one-call, call center that arranges more than a dozen other transportation services. The District also leverages collaborative partnerships and Medicaid trips that might otherwise be booked as less cost-effective ADA rides. These strategies reduce trip costs and control overhead to help contain expenses.

The paratransit services budget is proposed at \$7.6 million compared to a \$7.5 million FY20 adopted budget. This increase accounts for overall ridership increases, in addition to newly established trips by individuals who receive their services through Mentor Oregon or Full Access Brokerage. During the first half of FY20, only individuals who received services through Lane County Senior and Disability Services were eligible for paratransit services.

This expanded service will cover approximately 100 individuals in the Eugene-Springfield metropolitan area. The program budget is for 1,000 trips per week. These trips are reimbursed by the state at 69 percent of cost and would be ADA paratransit trips if not in this program.

Rural and County Services

Rural and county service cost is up \$219,000 as a result of STIF-funded rural program enhancements and expansions.

Other Services

The District provides a number of mobility services. The newest was a downtown Eugene mobility-on-demand service in partnership with the City of Eugene, Lane County, Lane Council of Governments and RideZero. This service, known as EmGo, provides all electric powered vehicles that pick up and deliver riders from one of more than 70 pick-up locations throughout downtown Eugene. The District also offers an on-demand mobility as a service pilot that was launched in January 2019 in the city of Cottage Grove. These STIF-funded mobility services increase the FY21 budget \$300,000 over the FY20 adopted budget.

Medicaid Fund vs. FY20 Adopted Budget

The District is the contracted broker for non-emergency medical transportation (NEMT) services for Trillium and Pacific Source's Medicaid clients. The District does not control the costs charged by these coordinated care organizations or the Oregon Revised Statutes (ORS). Both of these factors continue to increase costs to the District in FY21.

The proposed FY21 budget for the Medicaid Fund is \$14.5 million, an increase of \$2.5 million over FY20. Oregon has historically championed medical transportation as a fundamental benefit of Medicaid.

Capital Projects Fund

The Capital Projects Fund finances The District's strategic investments in system expansion as well as projects to optimize our existing infrastructure, including planning, construction, facility maintenance, and repair projects. The proposed FY21 budget for the Capital Projects Fund is \$30 million compared a FY20 budget of \$17 million. With the exception of some portion of planning studies, all projects in this fund are grant funded. The \$5.9 million transfer from the general fund represents the grant match requirements.

Significant projects include a number of investments in bus operations:

- The District has the fourth oldest fleet among peers. [Source: American Bus Benchmarking Group (ABBG)] The District will be utilizing federal grants to replace and/or repair the aging buses in our fleet. Our near-term fleet replacement plan includes the following:
 - Ten 40-foot electric buses
 - Ten mobility service vehicles
 - Overhauls of our hybrid system vehicles
- The District has a transit station on River Road in Eugene. This station has a number of operational safety issues and conflicts with the Oregon Department of Transportation's plan for Beltline. As a result, the District is developing a new station on a previously acquired site at Hunsaker Lane and River Road (aka Santa Clara Transit Station or SCTS). The total project cost is \$10.3 million with an expected capital outlay of \$4.1 million in FY21.
- In alignment with our community investment plan, the District will be investing \$2.2 million to upgrade our computer hardware and software system. These systems keep the District running efficiently and securely.

Point2point Fund

The District houses the region's Transportation Options Program, known as Point2point. The program offers various services including vanpools, carpool schemes, Safe Routes to School, and administration of the annual Business Commute Challenge. Most of the Point2point budget is comprised of grant funds allocated by the Metropolitan Policy Committee (MPC), the governing body of the region's Metropolitan Policy Organization (MPO) and the Oregon department of Transportation (ODOT).. Several regional partners, including the local cities, all three school districts and LTD, provide local funds to match grant dollars in the Point2point Fund. Of the proposed FY21 Point2point Fund budget of \$1.2 million, \$.8 million is for programs of which \$1 million comes from state and federal grants.

ECONOMIC CONDITIONS

After years of economic expansion, Lane County and the global economy has entered an economic recession triggered by the Coronavirus pandemic. More than 16,000 Lane County workers have applied for unemployment benefits between March 15 and April 15 or about 9% of the labor force. This is approximately 12 times the prior four weeks. The degree of economic deterioration, its severity and duration are uncertain and an economic recovery is highly dependent on the degree of government intervention and the ability to effectively control the coronavirus and the confidence people have in returning to their pre-coronavirus activities.

FACTORS IMPACTING BUDGET

The key factors impacting the budget are: (1) economic recession resulting in a significant payroll tax base decline, (2) contractual ATU wage and benefit increases, (3) investment to replace our aging fleet, (4) STIF-funded projects and associated resources, (5) \$25 million in CARES Act revenues, and (6) Public Health First operational changes.

Key Factor 1: Economic Recession Resulting In A Significant Payroll Tax Base Decline

Payroll taxes move in direct proportion to employment and wages. A weakening employment outlook means declining payroll tax revenues, which comprise over 70 percent of our General Fund annual revenues. Reductions in these revenues resulting from an economic downturn has a material impact on the ability for the District to meet its ongoing operating requirements. The District's priority is creating a structurally balanced budget. This means that incoming annual resources (excluding Federal grant assistance) must equal or exceed the ongoing operating cash requirements and that the District is able to maintain a minimum of two months of operating reserve. Declining payroll tax revenues create an ongoing challenge to manage costs in order to cover existing requirements without utilizing existing working capital or utilizing federal assistance for operations. The District has committed to effectively use resources by managing costs to ensure the District's financial sustainability by: (1) improving service efficiencies, (2) operating at a service level that matches our available resources, (3) considering total cost of ownership as we replace our aging fleet, and (4) improving processes and investing in technology to keep personnel costs low.

Key Factor 2: Contractual ATU Wage and Benefit Increases

An agreement covering the period July 1, 2018, through June 30, 2021, was reached with the Amalgamated Transit Union (ATU). This agreement increases wages 2 percent on July 1, 2020, and 1.5 percent on January 1, 2021. This agreement also caps medical insurance premium increases at 8 percent for FY21.

Key Factor 3: Investment to Replace Our Aging Fleet

Federal disinvestment in transit bus replacement programs in the MAP-21 transportation authorization, and the District's decision to use capital funds to support operations during the recession of the 2000s, have resulted in an aging bus fleet. By the conclusion of FY21, more than 60 percent of the District's fleet will have met or exceeded their useful life. In FY21, the District will replace a number of its aging buses with all-electric vehicles. The District will be using both federal formula and state grant programs for its fleet replacements.

Key Factor 4: STIF-Funded Projects and Associated Resources

Oregon House Bill 2017 established a new 0.1 percent employee payroll tax to fund public transportation in Oregon that benefits a high percentage of low-income households. STIF funds are divided into Formula Funds (90 percent), Discretionary Funds (5 percent), Intercommunity Discretionary Funds (4 percent), and administrative funds (1 percent). The District is the Qualified Entity of the STIF funds allocated to Lane County.

In 2018, the District's Board of Directors appointed the Lane County STIF Advisory Committee to review submitted project proposals from eligible Public Transportation Service Providers for STIF Formula Funds and to develop a prioritized project list that makes up the Lane County STIF Formula Fund Plan. ODOT estimates that Lane County will generate \$13,828,000 in STIF Formula Funds from July 2018 to June 2021. Of those funds, \$13,115,000 will be generated within the District, and \$713,000 will be generated outside of the District.

Three Public Transportation Service Providers submitted project proposals for Lane County STIF Formula Funds. The STIF Advisory Committee reviewed the submitted projects and created two prioritized project lists to be funded at 100 percent of ODOT estimates: projects within the District boundary and projects outside of the District boundary. In FY21, In-District projects total \$9.9 million and Out-of-District projects total \$1.2 million.

Key Factor 5: \$25 Million in CARES Act Revenues

The CARES Act provides \$25 million in Federal assistance. This grant program does not require a local match and can be used to replace lost revenues used for operational, capital and other coronavirus related expenses. Costs incurred since January 20, 2020 that fall under this program can be reimbursed through the CARES Act grant funding. The District will be using these funds to replace lost revenues including but not limited to payroll-type taxes and fare revenues.

Key Factor 6: Public Health First Operational Changes

The District has been a leader in taking swift and proactive action to protect the public and its employees. Some actions include: (1) limiting 40 foot buses to 15 passengers and 60 foot buses to 20 passengers, (2) Requiring all employees and passengers to wear masks, (3) Suspending the collection of fares to allow rear door boarding, (4) sending home with pay operators who are over the age of 65, (5) requiring all LTD staff and vendors that enter LTD to have their temperature taken. Some of these actions come with an increased cost to the District.

CONCLUSION

The proposed FY21 budget aligns District costs with its revenues, right-sizes expenditures, provides a reserve account, and develops a solid foundation for long-term fiscal responsibility. The budget facilitates a safe and appropriate level of transit mobility while the District analyzes the most efficient way to sustainably meet the community's needs into the future.

We want to thank the Board of Directors, Budget Committee, and the District staff for their continued commitment to serving the public, especially front-line employees who have put themselves in harm's way in order to continue to provide essential transit services to our community. The strong leadership from the District's Board, advisory bodies, partners, taxpayers, and customers has helped the District to serve as a leader in the transit industry and a public agency of which the community can be proud.

Sincerely,

Aurora Jackson
General Manager



Christina Shew
Budget Officer

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**LTD BOARD OF DIRECTORS
BUDGET COMMITTEE
MEMBERSHIP ROSTER**

The Budget Committee shall consist of fourteen (14) members as follows: seven (7) Board members and seven (7) appointed members who live within the LTD service area. All members of the Committee have equal authority.

Each Board member may appoint one (1) member to the Committee so long as the member resides within LTD's service area, regardless of whether the member resides within that Board member's sub-district.

Board members shall serve on the Budget Committee throughout the duration of their Board appointment. Appointed Committee members shall serve for three year, staggered terms, with the member's term beginning July 1 of the respective year. Appointed Committee members may be reappointed for additional terms, at the discretion of the LTD Board of Directors.

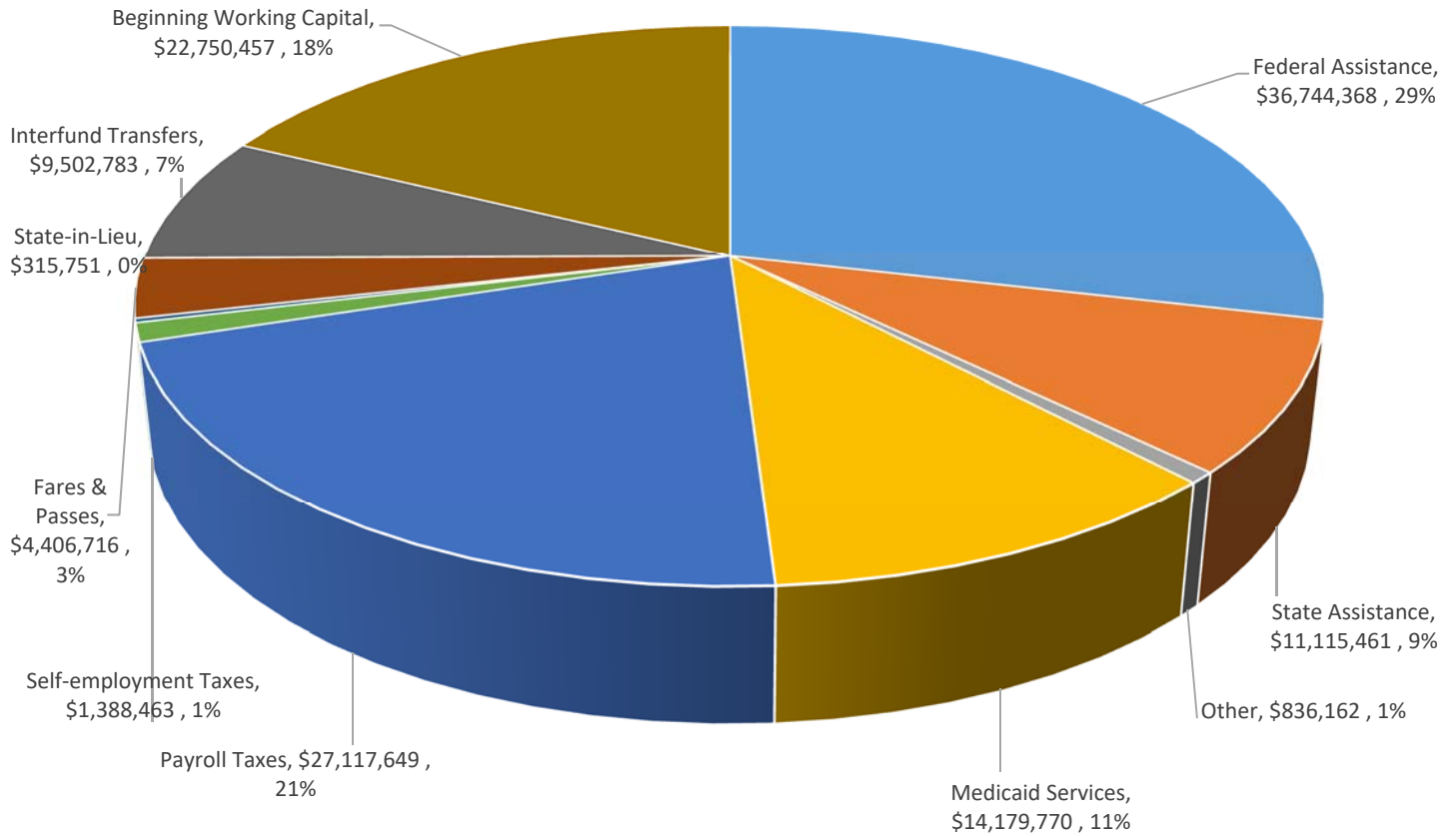
<i>Subdistrict</i>	<i>Nominating Board Member</i>	<i>Term Expiration</i>	<i>Budget Committee Member</i>	<i>Term Expiration</i>
1	Steven Yett	12/31/2021	Kim Thompson	12/31/2021
2	Carl Yeh	12/31/2020	Kathryn Bruebaker	12/31/2022
3	Don Nordin	12/31/2022	Pat Walsh	12/31/2020
4	Emily Secord	12/31/2022	Jody Cline	12/31/2020
5	Joshua Skov	12/31/2021	Gary Wildish	12/31/2021
6	Caitlin Vargas	12/31/2022	William "Bill" Whalen	12/31/2022
7	Kate Reid	12/31/2020	Brandon Rogers	12/31/2020

Annual Budget Calendar

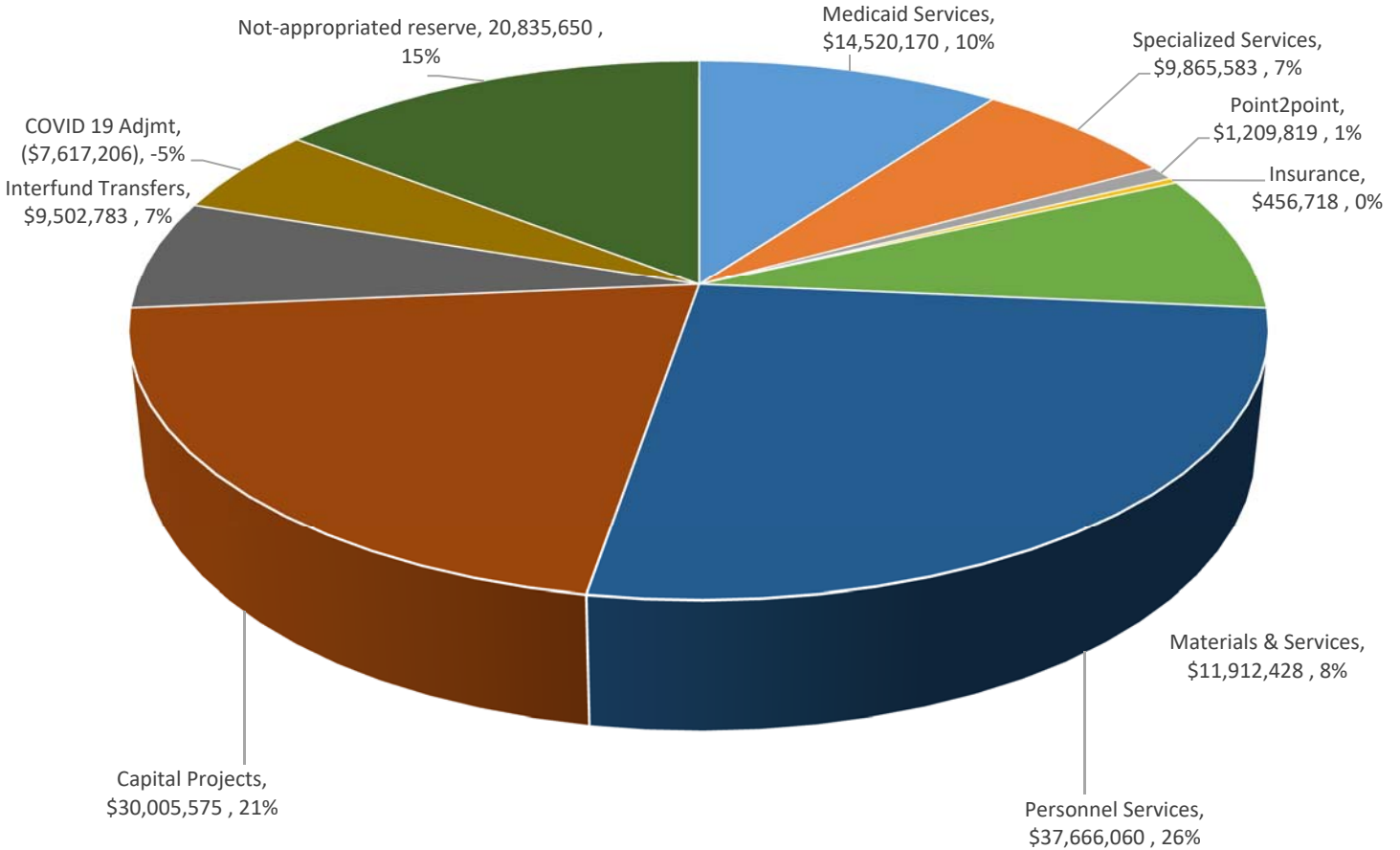
July 2019	New fiscal year begins. Preliminary year-end financial report for year ended June 30 to the Board of Directors.
August	Previous year's performance analysis begins. Preparation of materials for independent audit begins.
September/ October	Previous year's performance analysis completed. Materials for independent audit prepared. Independent audit of previous fiscal year's financial activity begins. New federal fiscal year begins. Community Investment Plan (CIP) finalized. CIP published for public review. Fiscal Year service, fare, and structural change discussions.
October/ November	Board approves Community Investment Plan. Comprehensive Annual Financial Report (CAFR) prepared for previous fiscal year.
December	Budget calendar for coming fiscal year prepared.
January/ February	Current Fiscal year mid-year revenue and expenditure projections. New Fiscal year revenue and expenditure projections. CAFR with report of independent auditor presented to Board of Directors. Key issues from auditor's report reviewed with Board.
March	Mid-year revenue and expenditure projections completed. Proposed new fiscal year revenue and expenditure projections completed. Proposed new fiscal year budget released for public comment. Proposed budget finalized.
May	Staff presents proposed budget to the Budget Committee. Budget Committee meets to discuss the proposed budget and make changes. Budget Committee approves budget and sends to the Board for adoption. Financial Summary and notice of Budget Hearing published. Public hearing at Board of Directors meeting.
June	Board adopts budget for the new fiscal year that begins July 1. New fiscal year's Adopted Budget filed with the State. Community Investment Plan preparations begin.

Proposed Budget

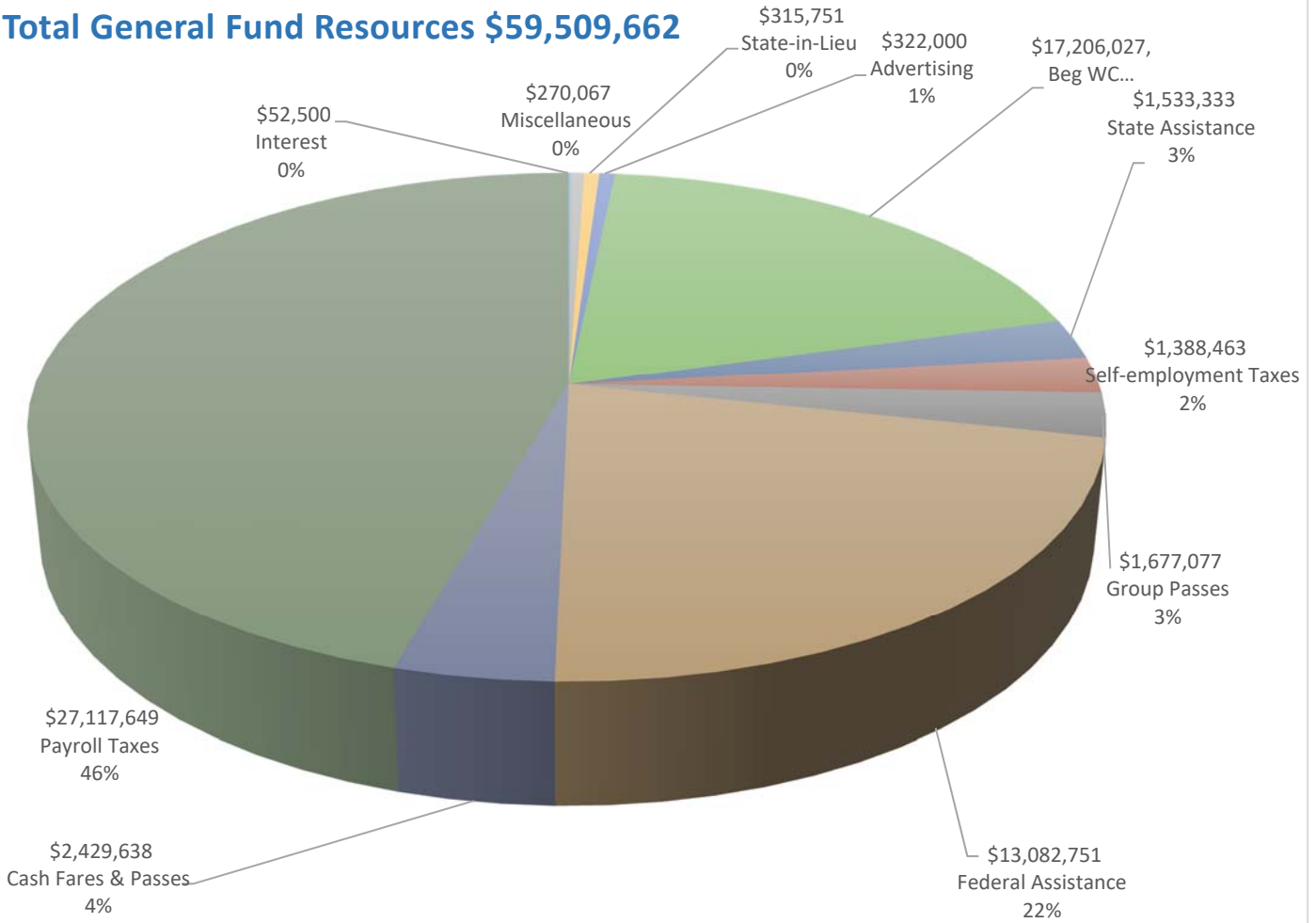
All Funds Total Resources \$128,357,579



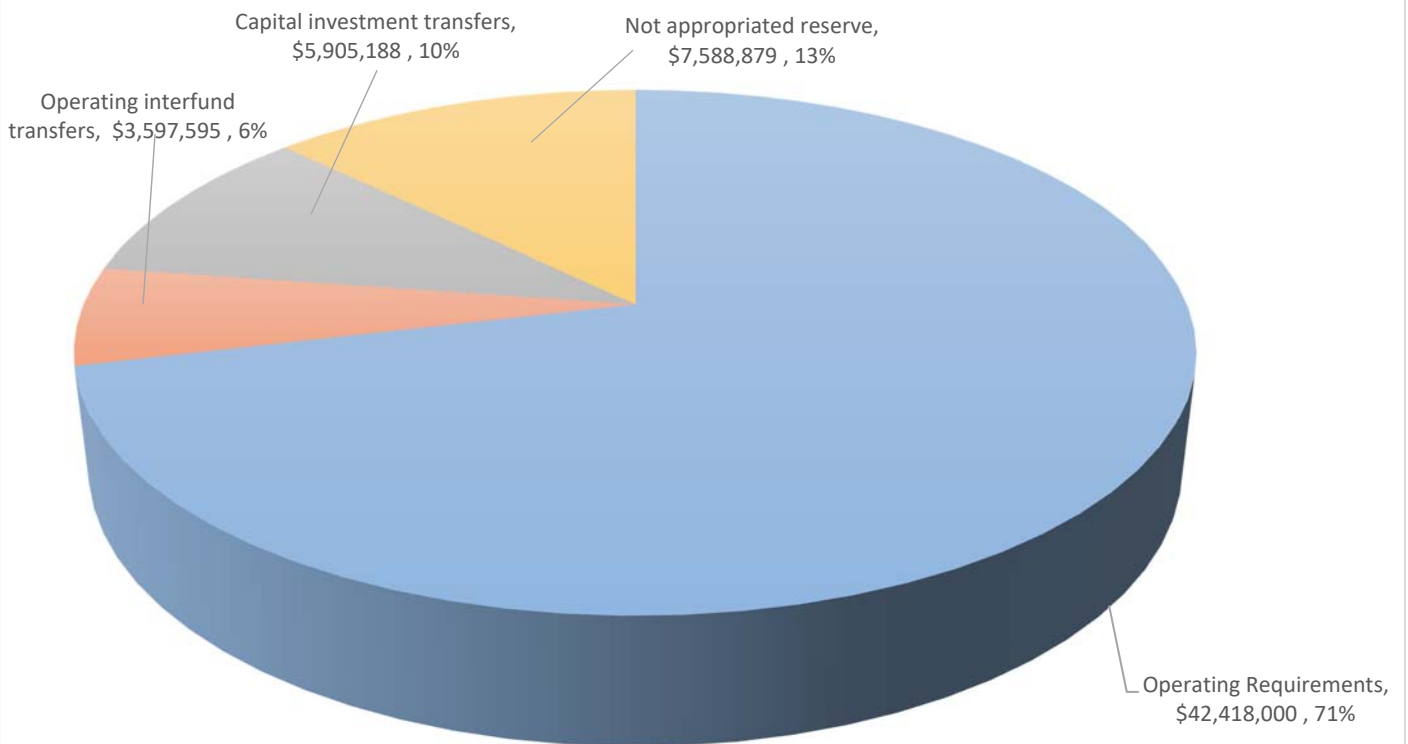
All Funds Total Requirements & not appropriated reserve \$128,357,579



Total General Fund Resources \$59,509,662



Total General Fund Requirements \$59,509,662





**Lane Transit District
General Fund
Fiscal Year 2020-2021**

Resources	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Adopted	FY19-20 Estimate COVID 19	FY2020-21 Proposed COVID 19
Beginning Working Capital	\$18,446,914	\$12,814,032	\$10,560,451	14,295,597	11,320,433
Operating Revenues					
Cash Fares & Passes	4,563,494	4,528,344	3,770,379	2,351,308	2,429,638
Group Passes	2,275,859	2,227,555	2,191,422	1,429,302	1,677,077
Advertising	270,000	300,000	300,000	366,667	322,000
Special Services	229,062	288,310	378,563	345,305	0
	\$7,338,415	\$7,344,209	\$6,640,364	\$4,492,582	\$4,428,715
Nonoperating Revenues					
Payroll Taxes	35,797,722	37,749,489	36,179,910	34,174,180	27,117,649
Self-employment Taxes	2,072,662	1,932,829	1,920,985	1,749,768	1,388,463
State-in-Lieu	439,600	439,545	405,038	397,915	315,751
Federal Assistance	2,822,457	2,487,542	4,200,000	2,342,308	0
CARES Act Assistance				4,331,852	13,082,751
State Assistance			3,500,000	1,316,816	1,533,333
Local Assistance	3,450		0	0	0
Miscellaneous	166,934	610,466	272,414	272,414	270,067
Interest	167,305	338,244	286,696	271,038	52,500
Sale of Assets	12,429	6,145	5,927	5,927	0
	\$41,482,559	\$43,564,260	\$46,770,970	\$44,862,218	\$43,760,514
NOTE: Resources excluding Beg WC	\$48,820,974	\$50,908,469	\$53,411,334	\$49,354,800	\$48,189,229
Total Resources	\$67,267,888	\$63,722,501	\$63,971,785	\$63,650,397	\$59,509,662

Requirements	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Adopted	FY19-20 Estimate COVID 19	FY2020-21 Proposed COVID 19
Operating Requirements					
Personnel Services	35,977,281	36,263,740	39,226,510	37,715,372	37,666,060
Materials & Services	8,682,385	9,031,722	10,926,251	10,893,857	11,912,428
Insurance & Risk Services	1,055,130	972,841	1,186,380	296,520	456,718
COVID 19 adjustment					(7,617,206)
	\$45,714,796	\$46,268,303	\$51,339,141	\$48,905,749	\$42,418,000
Transfers					
Transfer to Specialized Services Fund	2,879,338	1,961,573	3,011,212	3,011,212	2,942,083
Transfer to Medicaid Fund	394,160	1,007,028	225,003	413,003	397,133
Transfer to Point2point Fund	192,000	190,000	0	0	258,379
Transfer to Capital Projects Fund	5,273,562	0	0	0	5,905,188
	\$8,739,060	\$3,158,601	\$3,236,215	\$3,424,215	\$9,502,783
Reserves					
Operating Contingency			0		
Self-Insurance, Risk, and HRA Liability			500,000	0	0
	\$0	\$0	\$500,000	\$0	\$0
Total Requirements	\$54,453,856	\$49,426,904	\$55,075,356	\$52,329,964	\$51,920,783

Not Appropriated (Board Required Operating Reserve) **	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Adopted	FY19-20 Estimate COVID 19	FY2020-21 Proposed COVID 19
Operating Reserve					
STIF Reserve (restricted)				300,000	300,000
Working Capital (unrestricted)	12,814,032	14,295,597	8,896,429	11,020,433	7,288,879
Requirements & Working Capital	\$67,267,888	\$63,722,501	\$63,971,785	\$63,650,397	\$59,509,662

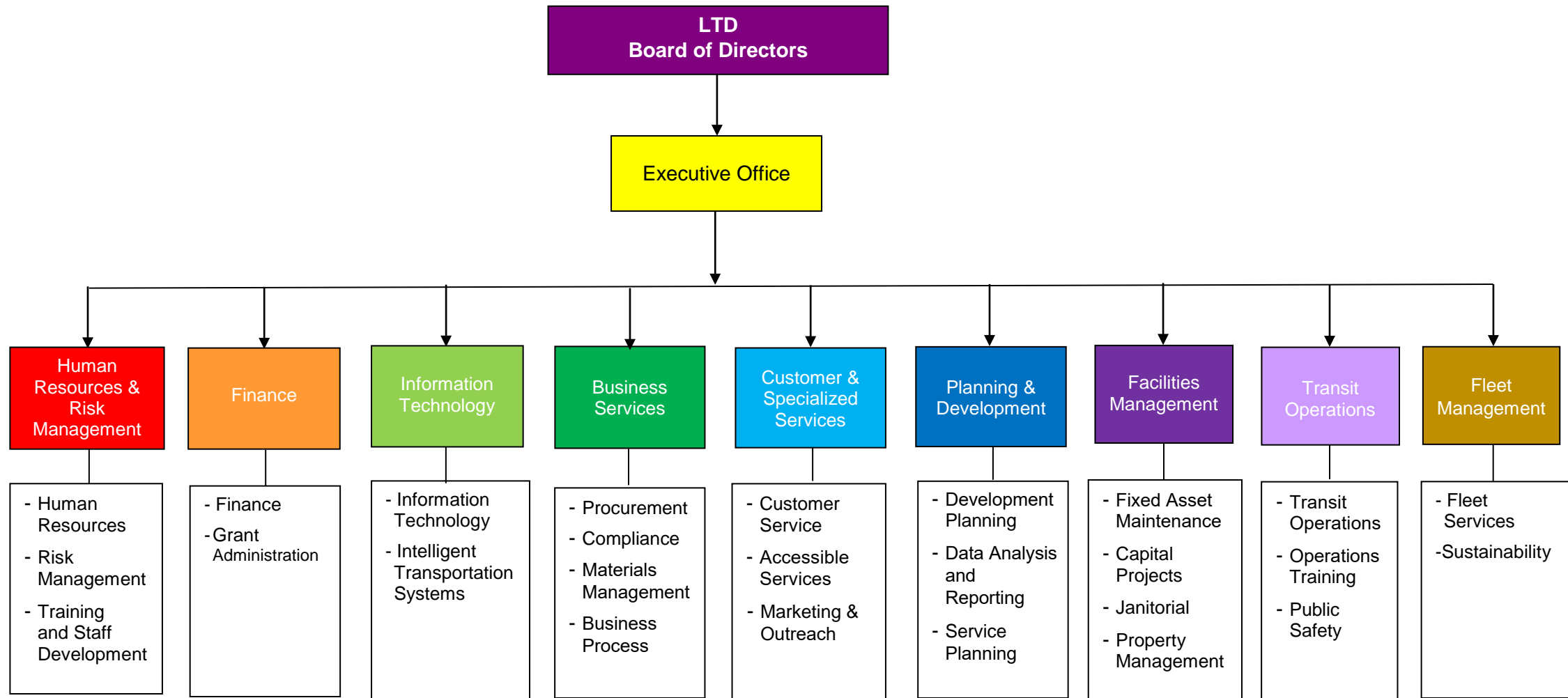
** - Not appropriated Board required operating reserves cannot be used without Board approval

Percentage Change Analysis	FY 2017-18 Actual compared with FY 2016-17 Actual	FY2018-19 Actual compared with FY2017-18 Actual	FY2019-20 Adopted compared with FY2018-19 Actual	FY2020-21 Estimate compared with FY2019-20 Actual	FY2020-21 Proposed compared with FY2019-20 Adopted
Total Resources	-24.1%	-5.3%	0.4%	-0.1%	-7.0%
Total Operating Revenues	-7.9%	0.1%	-9.6%	-38.8%	-33.3%
Total Nonoperating Revenues	15.3%	5.0%	7.4%	3.0%	-6.4%
Total Requirements	-16.1%	-9.2%	11.4%	5.9%	-5.7%
Total Operating Requirements	4.1%	1.2%	11.0%	5.7%	-17.4%
Total Transfers	-58.4%	-63.9%	2.5%	8.4%	193.6%
Total Reserves	-31.0%	11.6%	-37.8%	-22.9%	27%

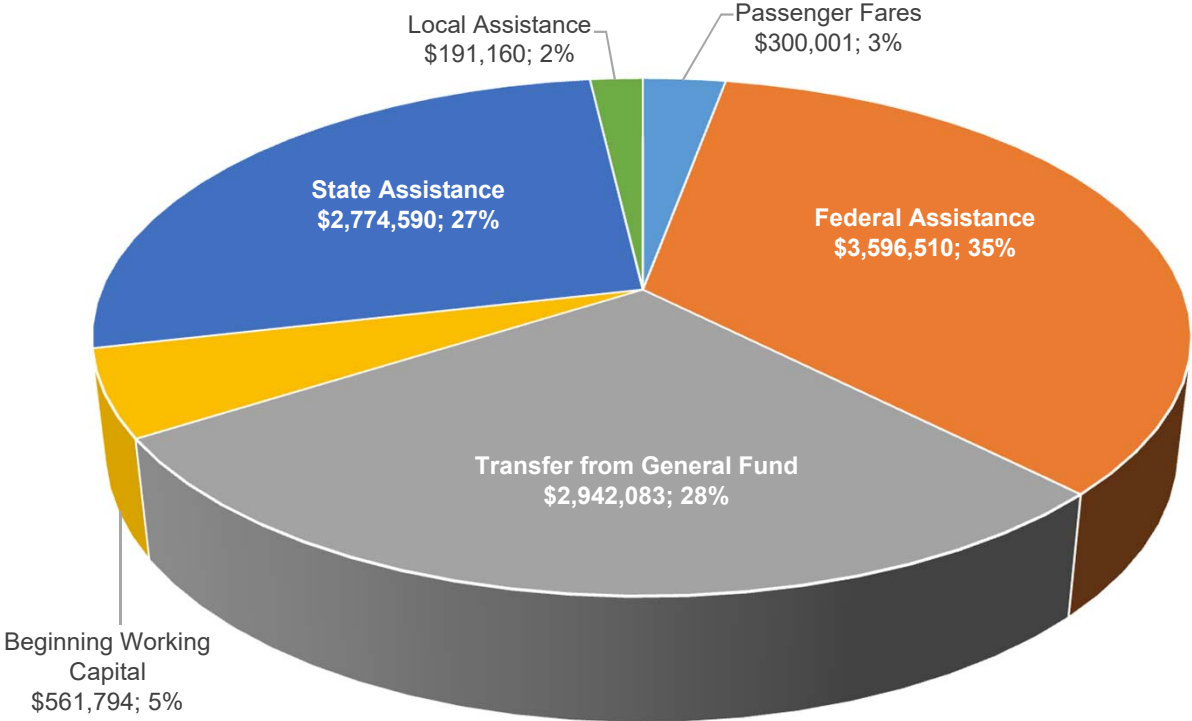


**Lane Transit District
Department Summary
Fiscal Year 2020-21**

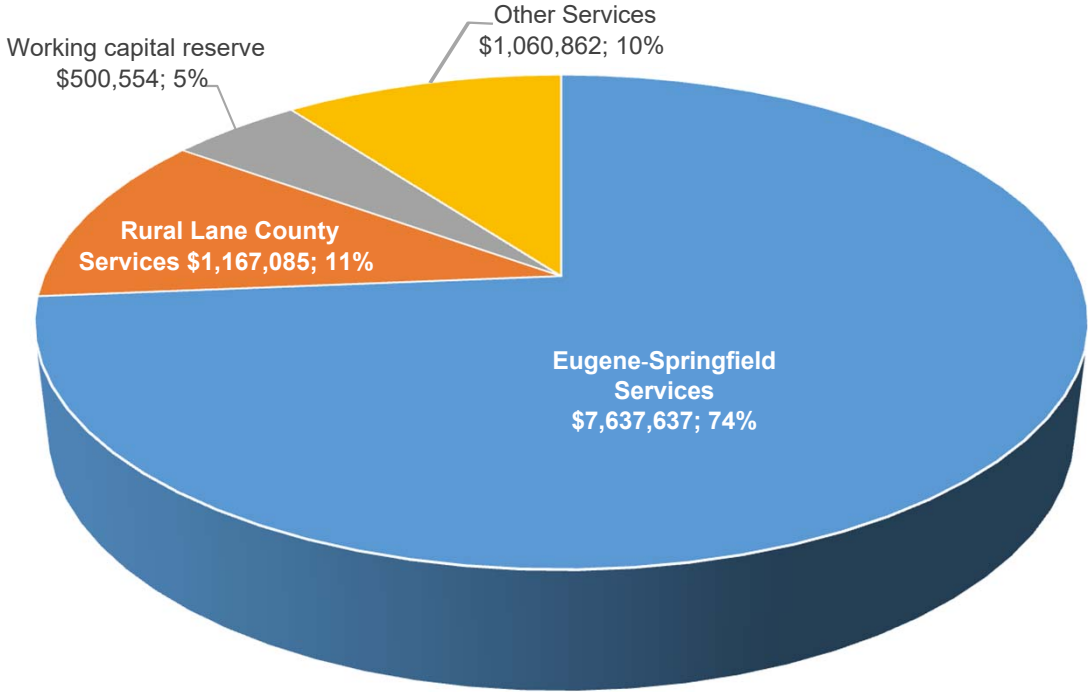
Personnel Profile	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Adopted	FY2019-20 Estimate	FY2020-21 Proposed
Executive Office	6.00	4.00	4.00	3.00	5.00
Internal Audit	0.00	0.00	0.00	0.00	0.00
Public Affairs	4.00	1.00	0.00	0.00	0.00
Planning & Development	10.34	8.50	7.50	7.50	7.50
Human Resources	6.00	6.00	6.00	5.00	5.00
Finance	9.70	9.00	8.80	6.00	6.00
Business Services	0.00	7.00	7.00	18.50	19.00
Information Technology	6.00	5.00	5.70	7.00	7.00
Facilities Management	10.00	11.00	11.00	10.00	11.00
Customer Services	9.00	8.00	8.00	7.00	7.00
Accessible Services	2.00	2.00	3.00	3.00	3.00
Marketing	7.50	4.00	5.00	4.50	6.20
Service Planning	0.00	0.00	0.00	0.00	0.00
Public Safety	13.50	14.00	13.00	10.00	11.00
Point2point	4.38	5.20	5.50	5.40	5.80
Transit Training	2.00	1.00	1.00	2.00	2.00
Intelligent Transportation Services	0.00	0.00	0.00	0.00	0.00
Operations	238.00	211.00	218.00	219.00	216.00
Maintenance	44.00	39.00	41.00	39.00	40.00
Total Full-Time Equivalent (FTE)	372.42	335.70	344.50	346.90	351.50



Specialized Services Fund Total Resources \$10,366,137



Specialized Services Fund Total Requirements \$10,366,137



Specialized Services

Through Lane Transit District's (LTD) Specialized Services Fund, the District administers federal, state, and local resources to provide transportation services to older adults and people with disabilities living within Lane County. RideSource is the focal point for access to a variety of transportation programs. The Specialized Services Fund also administers new and innovative programs that support transportation within Lane County. Specialized Services oversees the following metro and rural services:

Metro Area Services

- **ADA Paratransit.** LTD's contracted paratransit service is an origin-to-destination service for people who are unable to use fixed-route service due to a disability and who need to travel within LTD's core service area (excluding rural routes). This service meets the Americans with Disabilities Act (ADA) requirements for "complementary paratransit."
- **ADA Shopper.** The Shopper is a neighborhood shopping shuttle serving Eugene and Springfield. The driver assists riders with their groceries and packages. The Shopper operates five days a week serving different neighborhoods each day.
- **Transit Training and Hosts.** LTD contracts with Alternative Work Concepts (AWC) to provide one-on-one training for people who need additional assistance using fixed-route service. LTD also contracts with AWC to provide Transit Hosts who assist passengers with pre-scheduled transfers and support training activities, and who provide ride and schedule information out of the downtown Eugene Station each weekday.
- **Transportation supporting Behavioral Health.** White Bird Clinic arranges transportation for people who are unable to use traditional public transportation while receiving behavioral health services, primarily for treatment and other essential activities.

Rural Services

- **Diamond Express.** The Diamond Express operates three roundtrips each weekday between Oakridge and the metro area as an intercity connection and is open to the general public. It is supported by funds from the City of Oakridge and the Statewide Transit Network Program that connects non-urbanized communities with larger transportation. It also includes a Dial-A-Ride program for residents attending a senior meals site.
- **Rhody Express.** The Rhody Express is a local fixed-route service operating within the City of Florence, operated by River Cities Taxi. Service is available weekdays between 10:00 a.m. and 6:00 p.m. and is open to the general public. It is supported by a formula transportation grant for rural areas and funds from the City of Florence.
- **South Lane Services.** LTD contracts with the City of Cottage Grove, who in turn contracts with the nonprofit agency, South Lane Wheels, providing local Dial-a-Ride services that are open to the general public in Cottage Grove, Creswell, and surrounding rural areas. These services are supported by a formula transportation grant for rural areas.

Lane County Service

- **Escort.** A door-through-door service for people who are in need of more assistance than provided through our ADA paratransit service. RideSource, Senior & Disability Services' Senior Connections Program, and the Senior Companion Program all participate in the support and recruitment of volunteers. Volunteer drivers receive a per mile reimbursement for trips provided to and from eligible appointments. The program serves older adults and people with disabilities throughout Lane County.

- **Transportation Assessments.** LTD contracts with Senior & Disability Services, AWC, and White Bird Clinic to provide comprehensive transportation assessments and services using in-person interviews to determine the most appropriate mode of transportation.
- **RideSource.** A service of LTD, RideSource is the integrated transportation brokerage coordinating transportation services for multiple human service programs. RideSource manages transportation programs through an integrated call center and integrated service delivery model. Through this coordination, the programs served realize increased efficiency allowing them to stretch their program dollars, while the customer receives reliable and convenient service by calling one number to access a variety of transportation programs.

Additional Services

- **Mobility as a Service (MAAS).** LTD provides funds to support operations and administration of Mobility on Demand (MOD) projects such as EmGo in downtown Eugene and the Cottage Grove Connector. This fund includes marketing and planning projects.
- **STIF Administration and Passthrough.** LTD serves as a Qualified Entity for distributing STIF funds to recipients, such as a transit demand plan in Cottage Grove.



**Lane Transit District
Specialized Services Fund
Fiscal Year 2020-21**

Resources	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Adopted	FY2019-20 Estimate	FY2020-21 Proposed
Beginning Working Capital	(\$186,217)	\$146,644	\$498,262	\$597,637	\$561,794
Operating Revenues					
Passenger Fares	307,808	339,967	300,000	300,001	300,001
Federal Assistance	2,419,408	2,727,730	3,516,694	3,516,694	3,596,510
State Assistance	849,384	1,139,095	2,132,110	2,132,110	2,774,590
Local Assistance	115,504	125,793	191,160	191,160	191,160
Miscellaneous	200	0	0	0	0
	\$3,692,304	\$4,332,585	\$6,139,964	\$6,139,964	\$6,862,260
Other Sources					
Transfer from General Fund *	2,879,338	1,961,573	3,011,212	3,011,212	2,942,083
	\$2,879,338	\$1,961,573	\$3,011,212	\$3,011,212	\$2,942,083
Total Resources	\$6,385,425	\$6,440,802	\$9,649,438	\$9,748,813	\$10,366,137

* Excludes contra payroll and material and services transfers, which are included within the requirements section below.

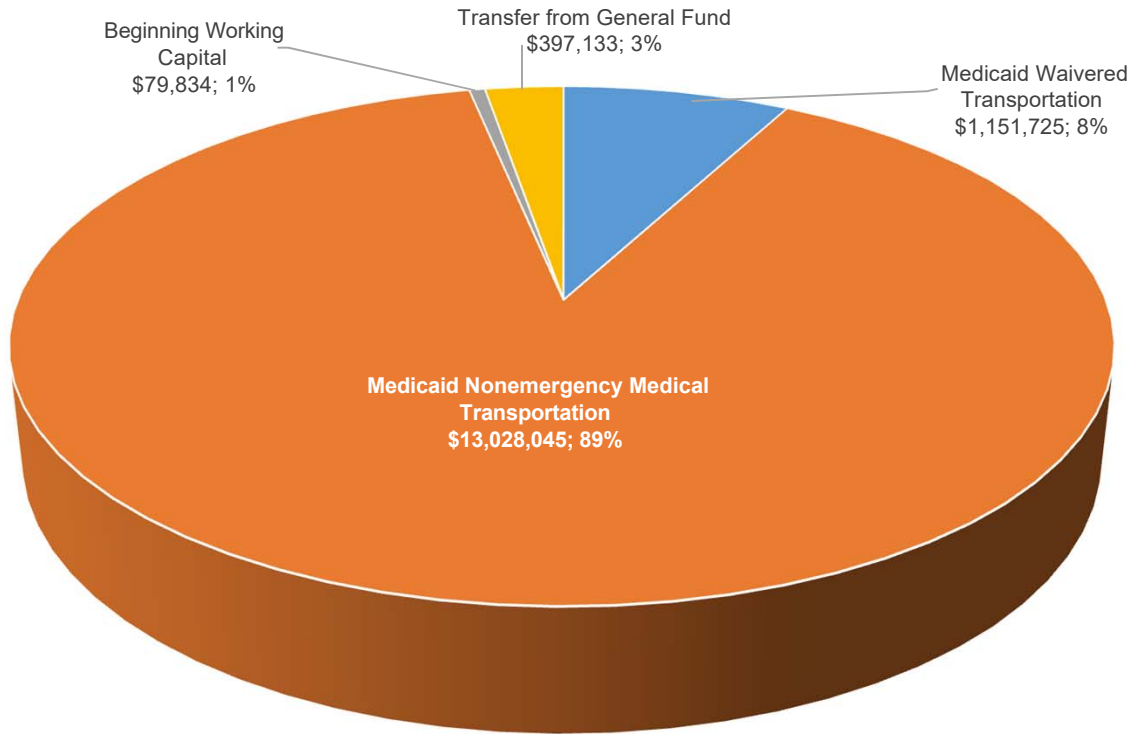
Requirements	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Adopted	FY2019-20 Estimate	FY2020-21 Proposed
Operating Requirements					
Eugene-Springfield Services					
ADA Ride/Source	5,247,670	4,692,825	6,788,567	6,788,568	6,943,067
Transit Training and Hosts	118,583	121,789	154,038	154,038	154,038
Mental Health Transportation	90,823	72,924	115,532	115,532	115,532
STIF Grant Administration		0	280,000	280,000	280,000
LTD Staff Time		0	145,000	145,000	145,000
	\$5,457,076	\$4,887,538	\$7,483,137	\$7,483,138	\$7,637,637
Rural Lane County Services					
South Lane & STIF Expansion	137,893	138,716	249,399	149,399	152,175
Oakridge & STIF Expansion	233,367	220,226	241,514	241,515	267,104
Florence & STIF Expansion	197,316	217,917	417,106	417,106	647,806
Florence/Yachats	573	113,217	40,000	40,000	0
STIF Transit Demand Plan				100,000	100,000
Volunteer Coordination	64,552	76,389	0	0	0
Service Animal Program	2,318	43,090	0	0	0
	\$636,019	\$809,555	\$948,019	\$948,020	\$1,167,085
Other Services					
Mobility Management	132,582	136,793	140,862	140,862	140,862
Crucial Connections	3,645	5,255	7,500	7,500	7,500
Veterans Transportation	9,459	4,024	12,500	12,500	12,500
Mobility as a Service		0	595,000	595,000	900,000
	\$145,686	\$146,072	\$755,862	\$755,862	\$1,060,862
Total Operating Requirements	\$6,238,781	\$5,843,165	\$9,187,018	\$9,187,019	\$9,865,583
Contingency	\$0	\$0	\$0	-	-
Total Requirements	\$6,238,781	\$5,843,165	\$9,187,018	\$9,187,019	\$9,865,583

Not Appropriated (Board Required Operating Reserve) **	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Adopted	FY2019-20 Estimate	FY2020-21 Proposed
Operating Reserve					
Working Capital	146,644	597,637	462,420	561,794	500,554
Requirements & Working Capital	\$6,385,425	\$6,440,802	\$9,649,438	\$9,748,813	\$10,366,137

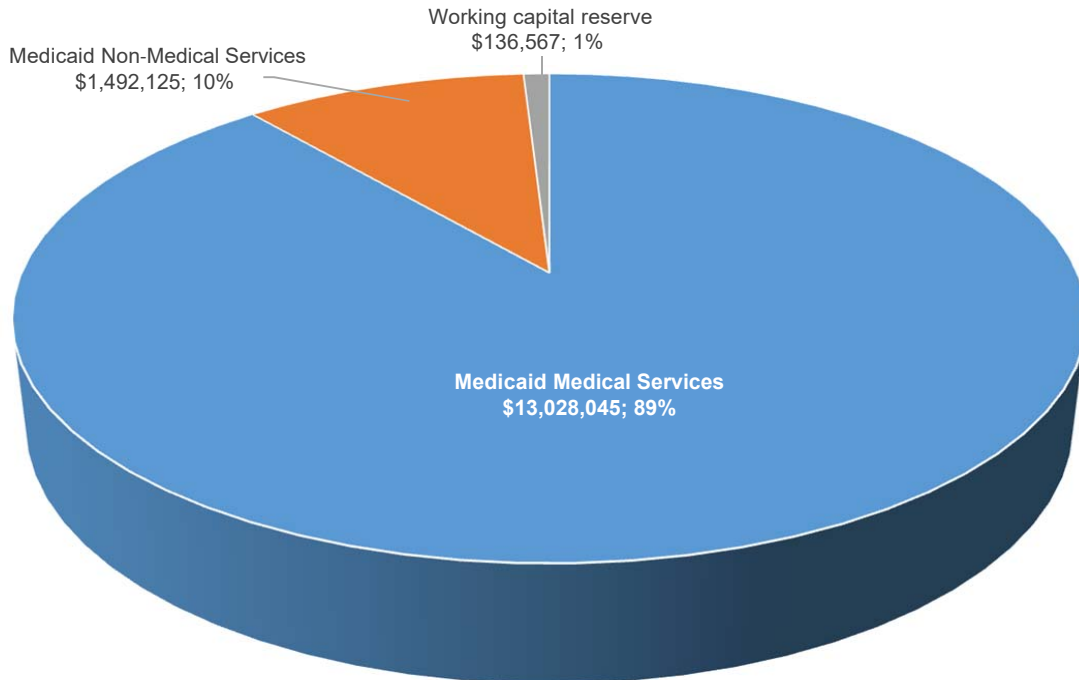
** - Not appropriated; Board required operating reserves cannot be used without Board approval

Percentage Change Analysis	FY 2017-18 Actual compared with FY 2016-17 Actual	FY2018-19 Actual compared with FY2017-18 Actual	FY2019-20 Adopted compared with FY2018-19 Actual	FY2020-21 Estimate compared with FY2019-20 Actual	FY2020-21 Proposed compared with FY2019-20 Adopted
Total Resources	4.8%	0.9%	49.8%	51.4%	7.4%
Transfer from General Fund	26.6%	-31.9%	53.5%	53.5%	-2.3%
Total Requirements	6.2%	-6.3%	57.2%	57.2%	7.4%

Medicaid Fund Total Resources \$14,656,737



Medicaid Fund Total Requirements \$14,656,737



Medicaid

The Medicaid program provides transportation services to individuals who qualify for Oregon Health Plan medical coverage. With the opening of the RideSource Call Center on May 19, 2008, Lane Transit District (LTD) became the countywide broker for all Medicaid nonemergency medical transportation (NEMT) trips. These are trips that qualified recipients take to and from medical services that are covered through their Medicaid benefits when they have no other means of transportation. Trip requests are taken by the Call Center and are then scheduled with the least costly, most appropriate contracted transportation provider. Trips are provided door to door in most cases.

On July 1, 2013, LTD became one of two pilot project areas to work with Coordinated Care Organizations (CCO) as a part of the State of Oregon's HealthCare Transportation Program with Trillium Community Health Plans who was selected to serve as the initial local CCO for Lane County. NEMT services and payments are now integrated into the CCO system along with behavioral and dental health care services allowing a more holistic view of the customer's needs. LTD now works directly with Trillium and PacificSource Health Plans to provide trips for individuals served under their health plans as a part of the Oregon Health Plan. For those individuals eligible for NEMT, but not served through Trillium or PacificSource, LTD continues to work directly with the Oregon Health Authority's Department of Medical Assistance Programs.

On January 1, 2014, with the start of services under the Affordable Care Act (ACA), the RideSource Call Center saw a 30 percent increase in service requests for NEMT. This was due to the Medicaid Expansion under the ACA in which Oregon participates. As Medicaid does not have a specific open enrollment period, it is anticipated that this growth in service requests will continue to increase over the fiscal year. In addition, Trillium is encouraging their members to use the transportation benefit as a method to increase access to healthcare.

On January 1, 2021, the Oregon Health Authority implemented CCO 2.0. The main changes that affect us here in Lane County is the increase in quantity and level of performance metrics and requirements both contractually and legislatively. In addition, they added a second CCO to serve Lane County, PacificSource Health Plans. LTD is contracting with both Trillium and PacificSource as CCOs, and for a few Oregon Health Authority, to provide NEMT services to members in Lane County.

NEMT revenues are collected through reimbursement of the actual trip cost, plus a per member, per month payment to cover administrative costs. LTD works with the CCOs in setting that rate and LTD continues to monitor.

In addition to trips to medical services, a second program provides transportation services across Lane County for Medicaid recipients who have a qualifying care plan that is managed by their Senior and Disability Services Case Manager. Local transportation is one benefit that allows people to continue to stay in their homes or other community residential settings rather than moving into a nursing care facility. Through a cost-sharing arrangement between LTD and the Department of Human Services, individuals are allowed to take trips that help keep them connected to their local community. This expands their transportation options.

There are strict guidelines a transportation provider must follow in order to provide services for the RideSource Call Center. These include specific levels of training for drivers, maintaining operational and safety standards for all vehicles, motor vehicle and criminal background checks

of all drivers, specific levels of insurance coverage, and unscheduled quality assurance inspections in the field. Providers who have met these requirements, and are currently registered to offer these services in Lane County, include Medical Transportation Management, River Cities Taxi, and many of the local taxi and medical transport companies.



**Lane Transit District
Medicaid Fund
Fiscal Year 2020-21**

Resources	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Adopted	FY2019-20 Estimate	FY2020-21 Proposed
Beginning Working Capital	(\$146,556)	(\$369,159)	\$132,000	\$5,831	\$79,834
Operating Revenues					
Medicaid Medical Services	8,721,161	10,436,111	10,922,725	12,158,275	13,028,045
Medicaid Waivered Transportation	636,610	831,256	821,505	1,001,500	1,151,725
	\$9,357,771	\$11,267,367	\$11,744,230	\$13,159,775	\$14,179,770
Other Sources					
Transfer from General Fund *	394,160	1,007,028	225,003	413,003	397,133
	\$394,160	\$1,007,028	\$225,003	\$413,003	\$397,133
Total Resources	\$9,605,375	\$11,905,236	\$12,101,233	\$13,578,609	\$14,656,737

* Excludes contra payroll and material and services transfers, which are included within the requirements section below.

Requirements	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Adopted	FY2019-20 Estimate	FY2020-21 Proposed
Operating Requirements					
Medicaid Medical Services					
Services	6,990,471	8,710,243	8,720,000	9,459,250	10,080,000
Mobility Management	88,921	96,701	101,250	97,000	95,350
Program Administration	1,823,520	1,912,298	2,101,475	2,645,025	2,852,695
	\$8,902,912	\$10,719,242	\$10,922,725	\$12,201,275	\$13,028,045
Medicaid Waivered Transportation					
Services	822,547	867,887	765,000	965,000	1,109,750
Mobility Management	38,140	41,476	51,500	36,500	41,975
Program Administration	128	10,060	7,150	11,000	12,650
Grant Program Match Requirements	210,807	260,740	285,000	285,000	327,750
	\$1,071,622	\$1,180,163	\$1,108,650	\$1,297,500	\$1,492,125
Contingency	\$0	\$0	\$0	\$0	\$0
Total Requirements	\$9,974,534	\$11,899,405	\$12,031,375	\$13,498,775	\$14,520,170

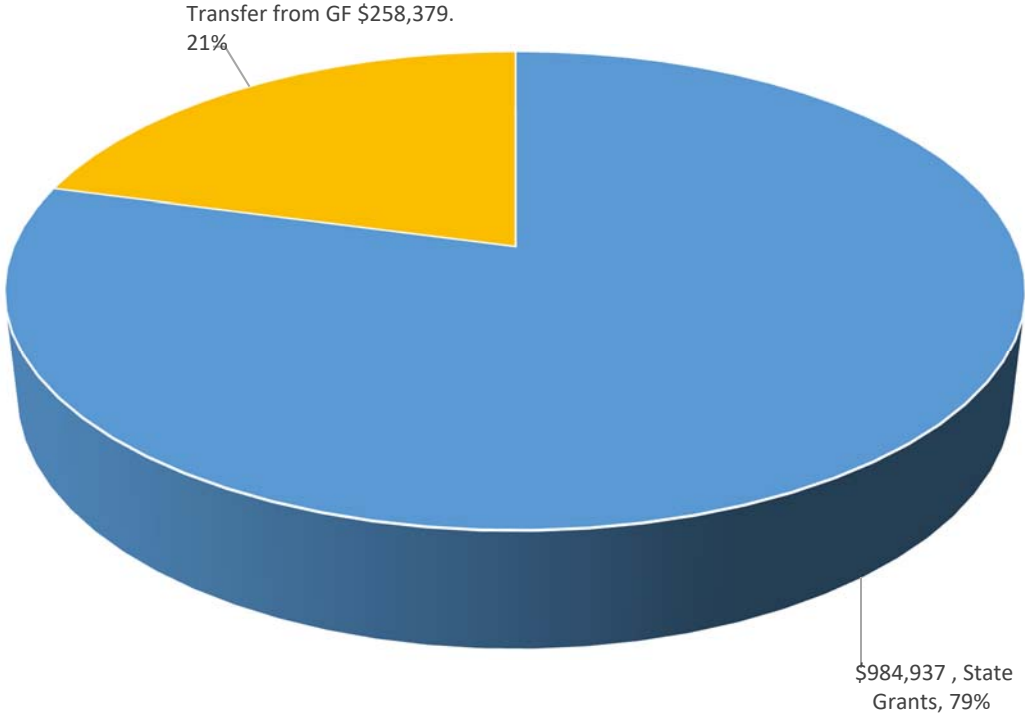
Not Appropriated (Board Required Operating Reserve) **	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Adopted	FY2019-20 Estimate	FY2020-21 Proposed
Operating Reserve					
Working Capital	(369,159)	5,831	69,858	79,834	136,567
Requirements & Working Capital	\$9,605,375	\$11,905,236	\$12,101,233	\$13,578,609	\$14,656,737

** - Not appropriated; Board required operating reserves cannot be used without Board approval

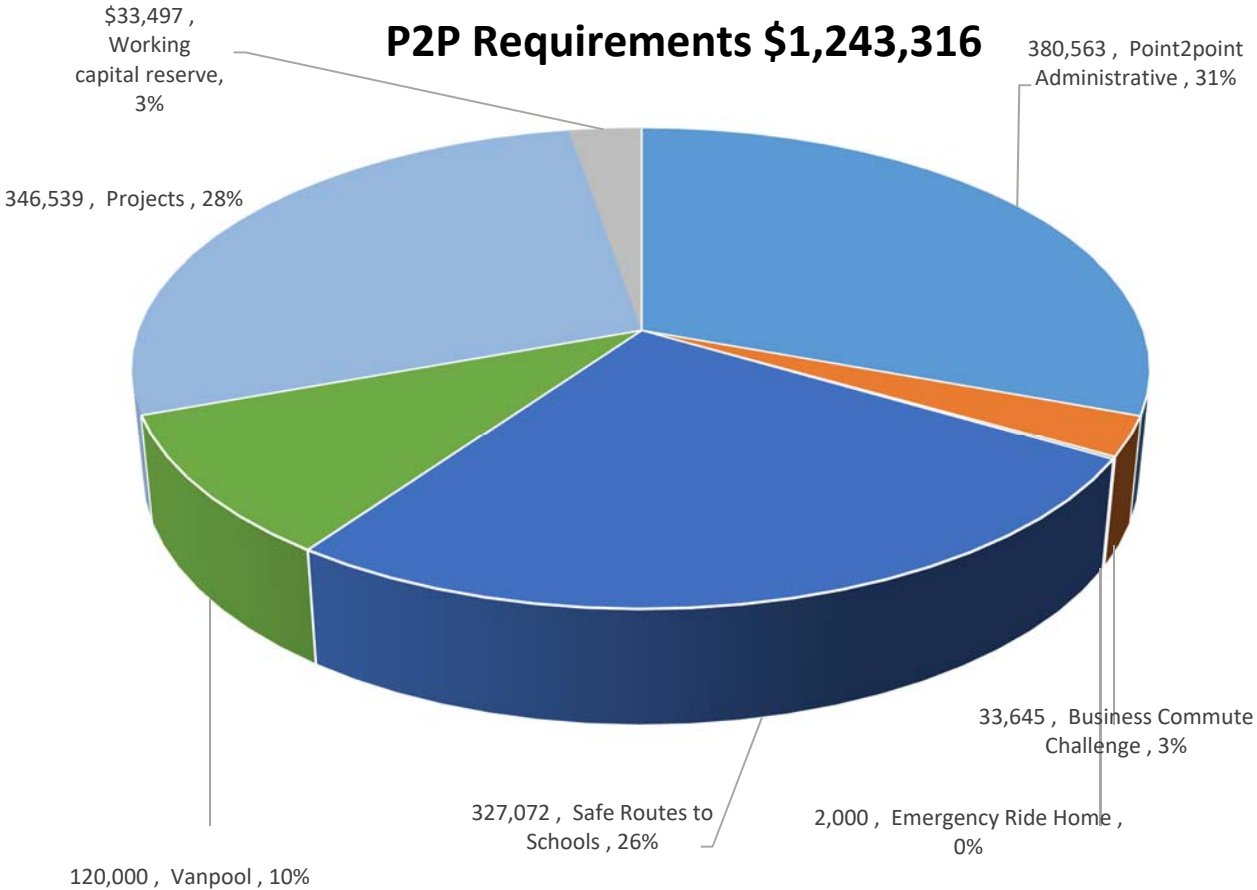
operating revenues over requirements

Percentage Change Analysis	FY 2017-18 Actual compared with FY 2016-17 Actual	FY2018-19 Actual compared with FY2017-18 Actual	FY2019-20 Adopted compared with FY2018-19 Actual	FY2020-21 Estimate compared with FY2019-20 Actual	FY2020-21 Proposed compared with FY2019-20 Adopted
Total Resources	2.1%	23.9%	1.6%	14.1%	21.1%
Transfer from General Fund	43.3%	155.5%	-77.7%	-59.0%	76.5%
Total Requirements	4.4%	19.3%	1.1%	13.4%	20.7%

P2P Resources \$1,243,316



P2P Requirements \$1,243,316



Point2point

Point2point (P2p), formerly Commuter Solutions, was started by Lane Transit District (LTD) in 1995 with the regional partner agencies including Lane County, Lane Metropolitan Planning Organization (MPO), City of Eugene, City of Springfield, City of Coburg, and the Oregon Department of Transportation (ODOT) in order to help reduce reliance on single-occupancy vehicles and to help lower congestion in the Lane metropolitan area. This program serves as the Lane MPO Regional Transportation Options Program. This effort supports LTD's mission of providing transportation mobility options and choices for the traveling public.

Through the P2p Fund, the District will continue to manage and administer federal, state, and local resources to provide transportation options projects and programs predominately in the Lane MPO area. Funding is received from the Lane MPO through the Surface Transportation Program-Urban, ODOT, and the Federal Highway Administration. Special one-time grant funds, such as STIP Enhance, are received on a frequent basis to support special projects.

Lane Metro Area Programs

❖ Employer Programs

P2p staff works with regional businesses on a one-to-one basis to establish relationships and share information and resources on all transportation options available for employers and their employees. This information includes programs and operation and promotion of services such as the following:

- Emergency Ride Home – Free workplace program for employees to use alternative commute modes and who need a ride home in an emergency.
- Group Pass/Commuter Club Voucher – Staff assists in the promotion and dissemination of information on the LTD Group Bus Pass and Commuter Club Voucher services.
- Employer Transportation Coordinator – Staff works with volunteer employer-based Employer Transportation Coordinators to share information with their workplace on transportation options to and from work.
- Employer Survey Research – Staff works with employers to develop survey tools for that business to use to learn more about employee commute habits and travel needs.
- Dot Maps – Staff develops geocoded maps that show where the business employees live to assist with finding carpool partners.
- Employer/Activity Center Site Maps – Staff develops site specific maps that identify what transportation options are available for each specific work site.
- Employer transportation fairs – Staff provides marketing materials for employees with specific information on their travel options.

❖ Ridesharing

- Get There – Staff manages Lane County's online ridesharing database and develop ongoing efforts to make the region's travelers aware of this tool.
- Valley Vanpool – P2p is one of three partners who operate the Valley Vanpool program, which offers vanpools for work travel up and down the Willamette Valley.
- Carpool and Vanpool Parking – Staff facilitates development of preferential carpool and vanpool parking at business locations.

❖ **Outreach and Community Transportation Education**

- P2p dedicates staff time year round to raise the general public awareness of transportation options in the region through channels, including direct marketing, social media, print media, and community outreach and conducting special events.
- Each year P2p staff attends or leads 60 community outreach opportunities to new and existing market niches.

❖ **School Programs**

- School Carpooling – P2p operates this carpool matching program to encourage families to carpool to and from the regional schools.
- Safe Routes to Schools (SRTS) – P2p staff provides for the following:
 - Staff support for the growing regional SRTS Program that is offered in all three local school districts.
 - Management of grant funds and all program reporting.
 - School walking maps and map updates to encourage increased walking and biking to local schools.
 - Leading school and family outreach events to share active transportation and safety messaging.
 - Stipends or supplies for year round education and encouragement activities related to active transportation.

❖ **Campaign and Challenges**

- Staff develops and leads regional transportation options events and challenges such as the Business Commute Challenge and the Oregon Drive Less Challenge (Lane County) to encourage the use of transportation options as a lifestyle.

❖ **SmartTrips**

- Staff, when funding is available, leads SmartTrips programming in Springfield and regionally. SmartTrips is a targeted outreach and education program that highlights all the transportation options in a particular neighborhood or surrounding new infrastructure, such as the Gateway EmX Service. Staff provide knowledge exchange with the City of Eugene in their SmartTrips programming.

Congestion Mitigation

- P2p staff assist ODOT and regional partners with congestion mitigation during construction disruption events, communicate with the general public, employers, and schools on options for travel during closures or extended delays.

Lane County Services

- P2p, with support from ODOT, hosts rural safety-oriented events in cities such as Florence, Cottage Grove, and Oakridge to encourage awareness of safe travel habit including visibility.

Research

- Staff conduct research and/or assist with awareness of new transportation options services (e.g., car sharing, bike sharing, or electronic bike lockers).



**Lane Transit District
Point2point Fund
Fiscal Year 2020-21**

Resources	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Adopted	FY2019-20 Estimate	FY2020-21 Proposed
Beginning Working Capital	\$0	\$351,981	\$541,981	\$231,774	\$0
Operating Revenues					
Federal Assistance	989,179	603,521	831,397	199,848	0
State Assistance	43,082	15,362	229,942	708,289	984,937
Local Assistance	32,893	26,032	28,000	231,643	0
	\$1,065,154	\$644,915	\$1,089,339	\$1,139,780	\$984,937
Other Sources					
Beginning Working Capital utilized				(231,643)	
Transfer from General Fund for operations *	192,000	190,000	0		258,379
	\$192,000	\$190,000	\$0	(\$231,643)	\$258,379
Total Resources	\$1,257,154	\$1,186,896	\$1,631,320	\$1,139,911	\$1,243,316

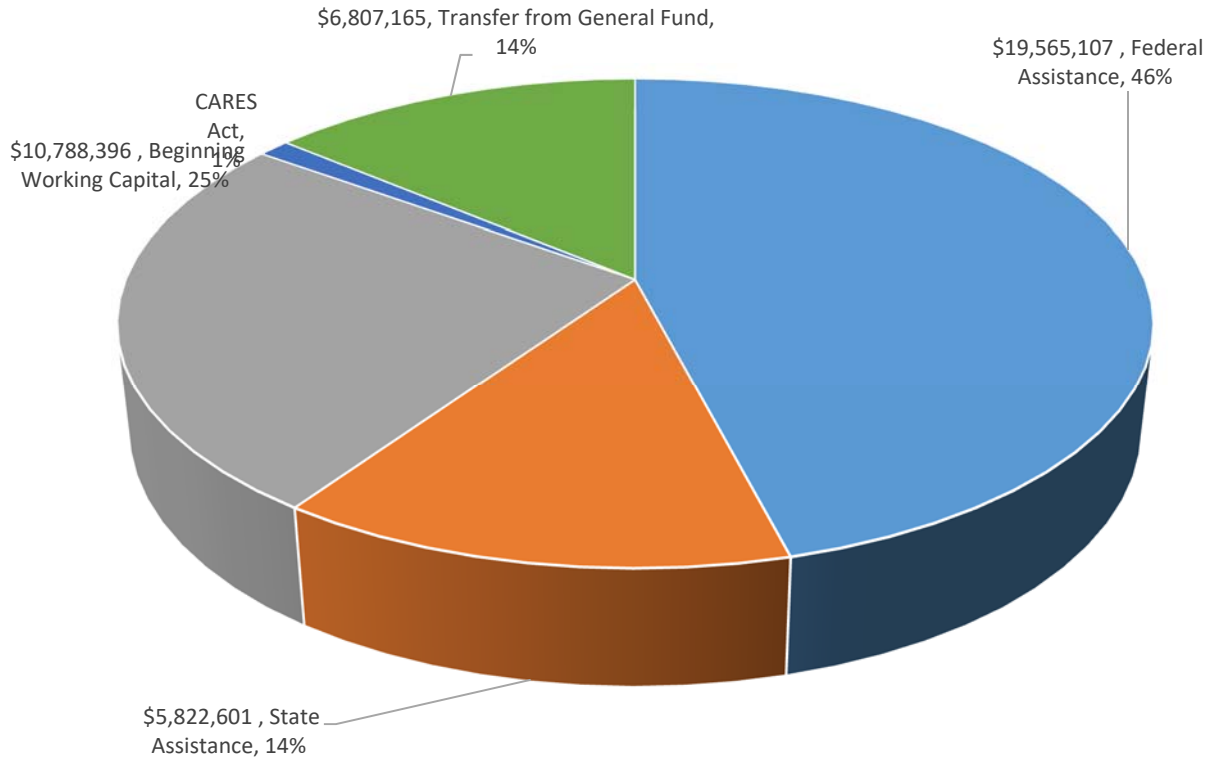
* Excludes contra payroll and material and services transfers, which are included within the requirements section below.

Requirements	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Adopted	FY2019-20 Estimate	FY2020-21 Proposed
Operating Requirements					
Point2point Administrative	257,431	272,704	388,551	388,551	380,563
Business Commute Challenge	55,916	55,177	19,100	19,100	33,645
Emergency Ride Home	914	161	2,250	2,250	2,000
Employer Transportation Coordinators	38,817		0		
Safe Routes to Schools	242,674	370,073	304,297	222,722	327,072
Vanpool	116,414	118,970	222,903	137,300	120,000
Projects					
Carshare	20		3,500	42,952	3,500
SRTS Mapping	1,067				
SRTS Regional					14,674
SmartTrips Gateway					112,286
Driveless Connect/Get There	38,473	46,649	83,857	83,857	68,580
SmartTrips	137,536	66,491	187,064	187,000	
SRTS Assistants					33,030
Transportation Coordinator Pilot	10,819	24,034	0	48	9,500
ODOT Congestion Mitigation			76,994	40,000	49,969
Innovation Grant "Nudge"/Behavior Change			55,000	8,000	40,000
SWTS Safe Ways To School			8,000	8,000	15,000
Be Safe Be Seen Rural Safety	5,092	863	3,200		
Total Operating Requirements	\$905,173	\$955,122	\$1,354,716	\$1,139,780	\$1,209,819
Contingency			\$244,604		\$0
Total Requirements	\$905,173	\$955,122	\$1,599,320	\$1,139,780	\$1,209,819

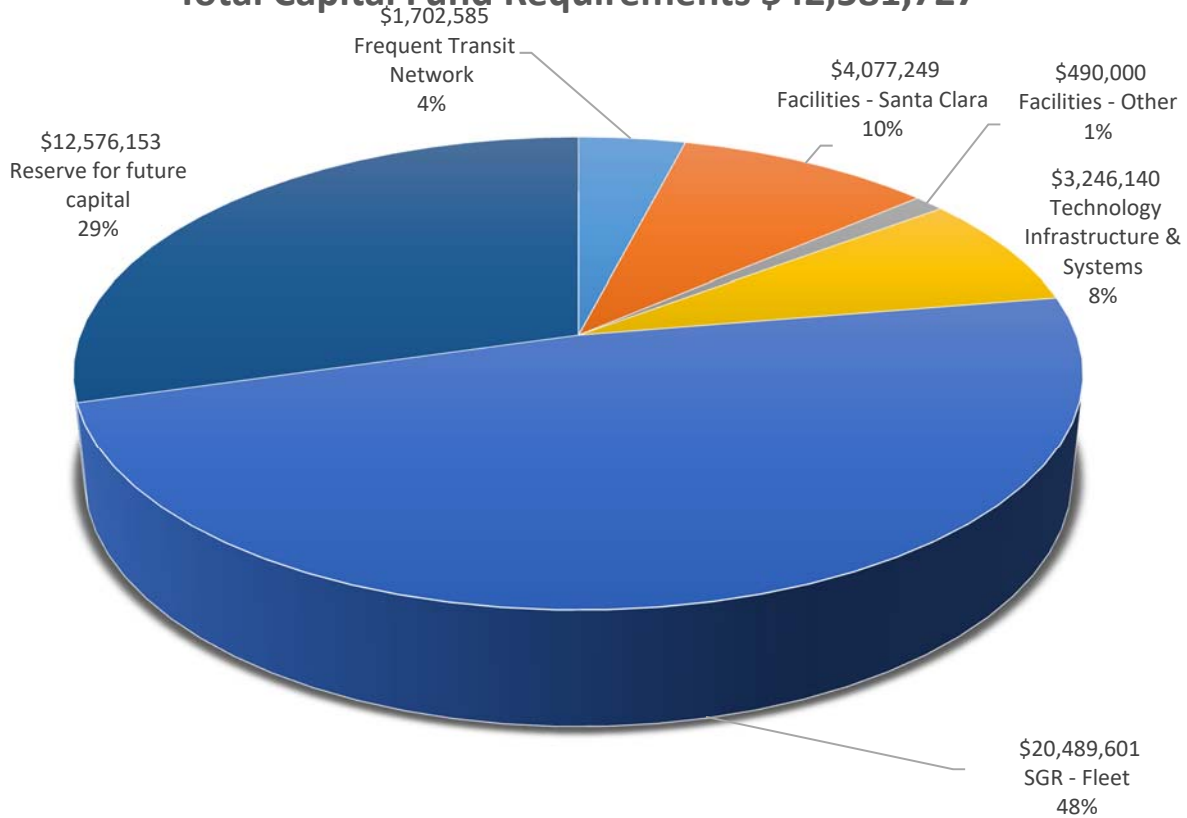
Not Appropriated (Board Required Operating Reserve) **	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Adopted	FY2019-20 Estimate	FY2020-21 Proposed
Operating Reserve					
Working Capital	351,981	231,774	32,000	0	33,497
Requirements & Working Capital	\$1,257,154	\$1,186,896	\$1,631,320	\$1,139,780	\$1,243,316

Percentage Change Analysis	FY 2017-18 Actual compared with FY 2016-17 Actual	FY2018-19 Actual compared with FY2017-18 Actual	FY2019-20 Adopted compared with FY2018-19 Actual	FY2020-21 Estimate compared with FY2019-20 Actual	FY2020-21 Proposed compared with FY2019-20 Adopted
Total Resources	N/A	-5.6%	37.4%	-4.0%	-23.8%
Transfer from General Fund	N/A	-1.0%	-100.0%	-100.0%	0.0%
Total Requirements	N/A	5.5%	67.4%	19.3%	-24.4%

Total Capital Fund Resources \$42,581,727



Total Capital Fund Requirements \$42,581,727





**Lane Transit District
Capital Projects Fund
Fiscal Year 2020-21**

Resources	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Adopted	FY2019-20 Estimate	FY2020-21 Proposed
Beginning Working Capital	\$7,430,028	\$19,146,272	\$15,078,817	\$18,726,519	\$10,788,396
Grants					
Federal Assistance	12,721,447	2,483,547	6,673,724	6,908,604	19,565,107
State Assistance	4,745,108	1,145,009	5,193,605	3,651,239	5,822,601
Local Assistance	214,468	9,914	0	39,183	436
CARES ACT					500,000
Miscellaneous		28,925			
	\$17,681,023	\$3,667,395	\$11,867,329	\$10,599,026	\$25,888,143
Other Sources					
Beginning Working Capital utilized				(3,139,061)	
Transfer from General Fund	5,273,562	0	0		5,905,188
	\$5,273,562	\$0	\$0	(\$3,139,061)	\$5,905,188
Total Resources	\$30,384,613	\$22,813,667	\$26,946,146	\$26,186,483	\$42,581,727

Requirements	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Adopted	FY2019-20 Estimate	FY2020-21 Proposed
Improvement Projects (IP)					
Frequent Transit Network					
Franklin Boulevard Phase 1 Transit Stations	44,588	59,356	396,627	538,598	0
MovingAhead	507,632	395,298	451,252	96,323	453,677
West Eugene EmX Extension	5,055,893	654,605	430,000	385,000	40,000
Mobility on Demand		92,298			
Transit Tomorrow		154,432			
Commerce Street Connect Bridge	1,072,341				
Willow Creek Facility	698,044				
Main Street-McVay Transportation Study	6,960	3,200	205,000	100,000	105,000
River Road Transit Community Implementation Plan		271,712	274,000	274,000	0
Planning Studies				845,000	543,908
FTN Safety & Amenity Improvements			388,125	288,000	560,000
Facilities					
Santa Clara Transit Center	31,511	514,913	5,188,434	4,000,000	4,077,249
Green Lane Corner Improvement				515,000	235,000
Hunsaker Development Project			30,000		30,000
Fleet & FM Building-Glenwood (Bus Parking Lot)	3,424,126		0		
Passngr Brdng Imprvts & sysys facils imprvts		153,206	200,000	305,000	200,000
Bus Lift for Maintenance Bay 1			20,000		
Technology Infrastructure & Systems					
Fare Management System			765,000	765,000	
Novus Modules			400,000		450,000
Platform Validators					500,000
Capital Outlay	\$10,841,095	\$2,299,020	\$8,748,438	\$8,111,921	\$7,194,834



**Lane Transit District
Capital Projects Fund
Fiscal Year 2020-21**

Requirements	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Adopted	FY2019-20 Estimate	FY2020-21 Proposed
State of Good Repair (SGR)					
Frequent Transit Network					
Fleet					
Revenue Vehicles - Fixed Route	61,989	80,879	4,589,558	6,000,806	17,600,001
Non Fixed Route Vehicles			750,000		0
Revenue Vehicles - Accessible Services	726	1,146,002	878,000	425,000	1,250,001
Support Vehicles	0		303,000		
Shop Equipment	0		50,000	50,000	
Spare Parts for Vehicles	46,245	75,082			150,000.0
Hybrid System Overhaul					975,000.0
Mobile Video Surveillance					293,543.0
Replacement Parts	189,015	220,609			
Hybrid Bus DPIM Replacements			150,000		
Associated Capital Maintenance Parts (ACM)			366,500	366,500	131,750.0
Miscellaneous		67,639			
Fleet Procurement Plan			139,307	50,000	89,307.0
Facilities					
Stations, Shelters & Facilities	30,860		25,000		25,000
Technology Infrastructure & Systems					
Computer Hardware & Software	64,635	197,917	485,000	393,860	2,296,140
Intelligent Transportation Systems	1,160				
Safety & Security					
Natural Hazards Response & Mitigation Plan			75,000		
Capital Outlay	\$394,630	\$1,788,128	\$7,811,365	\$7,286,166	\$22,810,741
Other Projects					
Transit Tomorrow (COA)	2,617		200,000		
Sustainable Cities Year Program			250,000	250,000	
Capital Outlay	\$2,617	\$0	\$450,000	\$0	\$0
Total Capital Outlay	\$11,238,342	\$4,087,148	\$17,009,803	\$15,398,087	\$30,005,575
Reserves for Future Capital	\$19,146,272	\$18,726,519	\$9,936,343	\$10,788,396	\$12,576,153
Total Requirements	\$30,384,613	\$22,813,667	\$26,946,146	\$26,186,483	\$42,581,727

General Information

ATU-Represented Pay Table July 1, 2020 through December 31, 2020

	1st	2nd	3rd	4th	5th	
Transit Operations	9 Months	9 Months	9 Months	9 Months	9 Months	Thereafter
Bus Operator	\$20.43	\$21.79	\$23.13	\$24.47	\$25.84	\$27.19
Fleet Services						
Lead Journeyman	\$25.12	\$26.73	\$28.35	\$29.98	\$31.60	\$33.59
Journeyman Mechanic	\$23.90	\$25.46	\$27.03	\$28.55	\$30.14	\$32.00
Journeyman Tire Specialist	\$23.90	\$25.46	\$27.03	\$28.55	\$30.14	\$32.00
General Service Worker	\$20.02	\$21.33	\$22.65	\$24.00	\$25.31	\$26.97
Lead Detailer	\$20.37	\$21.71	\$23.06	\$24.38	\$25.73	\$27.08
Equipment Detail Technician	\$19.44	\$20.70	\$21.99	\$23.25	\$24.48	\$25.80
Lead Inventory Technician	\$21.77	\$23.15	\$24.59	\$26.05	\$27.49	\$29.26
Inventory Technician	\$20.74	\$22.06	\$23.43	\$24.85	\$26.16	\$27.89
Customer Services						
Lead Customer Service Representative	\$20.37	\$21.71	\$23.06	\$24.38	\$25.73	\$27.08
Customer Service Representative	\$19.44	\$20.70	\$21.99	\$23.25	\$24.48	\$25.80
Facilities Services						
Station Cleaner	\$20.37	\$21.71	\$23.06	\$24.38	\$25.73	\$27.08

ATU-Represented Pay Table January 1, 2021 through June 30, 2021

	1st	2nd	3rd	4th	5th	
Transit Operations	9 Months	9 Months	9 Months	9 Months	9 Months	Thereafter
Bus Operator	\$20.74	\$22.12	\$23.48	\$24.84	\$26.23	\$27.60
Fleet Services						
Lead Journeyman	\$25.50	\$27.13	\$28.78	\$30.43	\$32.07	\$34.09
Journeyman Mechanic	\$24.26	\$25.84	\$27.44	\$28.98	\$30.59	\$32.48
Journeyman Tire Specialist	\$24.26	\$25.84	\$27.44	\$28.98	\$30.59	\$32.48
General Service Worker	\$20.32	\$21.65	\$22.99	\$24.36	\$25.69	\$27.37
Lead Detailer	\$20.68	\$22.04	\$23.41	\$24.75	\$26.12	\$27.49
Equipment Detail Technician	\$19.73	\$21.01	\$22.32	\$23.60	\$24.85	\$26.19
Lead Inventory Technician	\$22.10	\$23.50	\$24.96	\$26.44	\$27.90	\$29.70
Inventory Technician	\$21.05	\$22.39	\$23.78	\$25.22	\$26.55	\$28.31
Customer Services						
Lead Customer Service Representative	\$20.68	\$22.04	\$23.41	\$24.75	\$26.12	\$27.49
Customer Service Representative	\$19.73	\$21.01	\$22.32	\$23.60	\$24.85	\$26.19
Facilities Services						
Station Cleaner	\$20.68	\$22.04	\$23.41	\$24.75	\$26.12	\$27.49

ATU-Represented Pay Table July 1, 2020 through December 31, 2020

	1st	2nd	3rd	4th	5th	
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Bus Operator	\$20.43	\$21.79	\$23.13	\$24.47	\$25.84	\$27.19
Fleet Services						
Lead Journeyman	\$25.12	\$26.73	\$28.35	\$29.98	\$31.60	\$33.59
Journeyman Mechanic	\$23.90	\$25.46	\$27.03	\$28.55	\$30.14	\$32.00
Journeyman Tire Specialist	\$23.90	\$25.46	\$27.03	\$28.55	\$30.14	\$32.00
General Service Worker	\$20.02	\$21.33	\$22.65	\$24.00	\$25.31	\$26.97
Lead Detailer	\$20.37	\$21.71	\$23.06	\$24.38	\$25.73	\$27.08
Equipment Detail Technician	\$19.44	\$20.70	\$21.99	\$23.25	\$24.48	\$25.80
Lead Inventory Technician	\$21.77	\$23.15	\$24.59	\$26.05	\$27.49	\$29.26
Inventory Technician	\$20.74	\$22.06	\$23.43	\$24.85	\$26.16	\$27.89
Customer Services						
Lead Customer Service Representative	\$20.37	\$21.71	\$23.06	\$24.38	\$25.73	\$27.08
Customer Service Representative	\$19.44	\$20.70	\$21.99	\$23.25	\$24.48	\$25.80
Facilities Services						
Station Cleaner	\$20.37	\$21.71	\$23.06	\$24.38	\$25.73	\$27.08

ATU-Represented Pay Table January 1, 2021 through June 30, 2021

	1st	2nd	3rd	4th	5th	
Transit Operations	9 Months	9 Months	9 Months	9 Months	9 Months	Thereafter
Bus Operator	\$20.74	\$22.12	\$23.48	\$24.84	\$26.23	\$27.60
Fleet Services						
Lead Journeyman	\$25.50	\$27.13	\$28.78	\$30.43	\$32.07	\$34.09
Journeyman Mechanic	\$24.26	\$25.84	\$27.44	\$28.98	\$30.59	\$32.48
Journeyman Tire Specialist	\$24.26	\$25.84	\$27.44	\$28.98	\$30.59	\$32.48
General Service Worker	\$20.32	\$21.65	\$22.99	\$24.36	\$25.69	\$27.37
Lead Detailer	\$20.68	\$22.04	\$23.41	\$24.75	\$26.12	\$27.49
Equipment Detail Technician	\$19.73	\$21.01	\$22.32	\$23.60	\$24.85	\$26.19
Lead Inventory Technician	\$22.10	\$23.50	\$24.96	\$26.44	\$27.90	\$29.70
Inventory Technician	\$21.05	\$22.39	\$23.78	\$25.22	\$26.55	\$28.31
Customer Services						
Lead Customer Service Representative	\$20.68	\$22.04	\$23.41	\$24.75	\$26.12	\$27.49
Customer Service Representative	\$19.73	\$21.01	\$22.32	\$23.60	\$24.85	\$26.19
Facilities Services						
Station Cleaner	\$20.68	\$22.04	\$23.41	\$24.75	\$26.12	\$27.49

LANE TRANSIT DISTRICT
Operating Revenue & Cost Measurements - Fixed-Route System
Last Ten Fiscal Years

Fiscal Year	Operating* Revenues	Operating* Expenses	Revenue Margin	Revenue Hours	Percent Change	Operating Revenue / Service Hour	Percent Change	Operating Expenses / Revenue Hour	Percent Change
2018-19	\$ 7,344,209	\$ 47,990,148	15.3%	283,835	-3.8%	\$25.87	4.1%	169.08	9.2%
2017-18	7,338,415	45,692,449	16.1%	295,103	4.9%	24.87	-11.7%	154.84	-7.5%
2016-17	7,921,433	47,085,831	16.8%	281,280	5.0%	28.16	-3.3%	167.40	12.3%
2015-16	7,807,665	39,957,976	19.5%	268,010	5.2%	29.13	-6.0%	149.09	0.9%
2014-15	7,893,869	37,640,553	21.0%	254,779	3.0%	30.98	-0.9%	147.74	-1.4%
2013-14	7,733,140	37,042,352	20.9%	247,286	0.0%	31.27	1.2%	149.80	6.4%
2012-13	7,640,918	34,804,833	22.0%	247,303	-0.1%	30.90	0.5%	140.74	1.5%
2011-12	7,608,840	34,312,262	22.2%	247,480	0.4%	30.75	-7.0%	138.65	3.1%
2010-11	8,150,969	33,144,263	24.6%	246,556	-11.7%	33.06	16.4%	134.43	12.9%
2009-10	7,933,611	33,248,606	23.9%	279,241	-2.6%	28.41	5.4%	119.07	3.1%

Fiscal Year	Employees	Revenue Hours / Employees	Percent Change	Passenger Fares	Passenger Boardings	Passenger Fares / Boarding	Operating Expenses / Boarding	Percent Change	Revenue Hours / Trip
2018-19	348	815.62	-1.9%	\$ 6,755,899	9,923,771	0.68	4.84	7.4%	0.029
2017-18	355	831.28	1.1%	6,740,382	10,146,391	0.66	4.50	-2.4%	0.029
2016-17	342	822.46	-3.0%	7,242,637	10,203,700	0.71	4.61	18.4%	0.028
2015-16	316	848.13	3.9%	7,141,779	10,250,227	0.70	3.90	10.2%	0.026
2014-15	312	816.60	3.4%	7,200,332	10,644,718	0.68	3.54	6.8%	0.024
2013-14	313	790.05	-1.0%	6,948,609	11,192,854	0.62	3.31	7.2%	0.022
2012-13	310	797.75	-2.3%	6,914,308	11,276,282	0.61	3.09	3.1%	0.022
2011-12	303	816.77	-1.3%	6,738,397	11,463,124	0.59	2.99	1.6%	0.022
2010-11	298	827.37	-7.0%	7,393,034	11,253,628	0.66	2.95	0.5%	0.022
2009-10	314	889.30	4.2%	7,032,027	11,349,579	0.62	2.93	3.7%	0.025

Fiscal Year	Miles	Operating Expenses / Mile	Percent Change	Fleet Maintenance Costs	Fleet Maintenance Cost / Mile	Percent Change	Fuel Cost	Fuel Cost / Mile	Percent Change
2018-19	3,896,512	12.316	-0.6%	\$ 7,078,508	1.817	1.2%	\$ 1,956,438	0.502	-4.3%
2017-18	3,688,939	12.386	3.4%	6,621,367	1.795	14.2%	1,935,857	0.525	-15.5%
2016-17	3,930,595	11.979	12.4%	6,175,683	1.571	3.7%	2,441,661	0.621	11.6%
2015-16	3,750,517	10.654	0.6%	5,683,792	1.515	-6.2%	2,086,824	0.556	-2.6%
2014-15	3,554,759	10.589	1.0%	5,740,550	1.615	10.1%	2,030,066	0.571	-21.8%
2013-14	3,534,864	10.479	5.8%	5,186,756	1.467	3.0%	2,580,822	0.730	-1.4%
2012-13	3,512,473	9.909	2.5%	5,002,973	1.424	-1.5%	2,601,015	0.741	-7.8%
2011-12	3,549,802	9.666	4.6%	5,134,802	1.447	3.0%	2,850,255	0.803	15.1%
2010-11	3,587,553	9.239	12.7%	5,040,041	1.405	11.7%	2,502,026	0.697	45.7%
2009-10	4,054,883	8.200	1.5%	5,100,175	1.258	6.5%	1,941,476	0.479	-9.3%
2008-09	4,097,838	8.082	3.1%	4,837,587	1.181	3.7%	2,162,213	0.528	-22.6%

*Excludes Accessible Services, depreciation, OPEB expense, expensed capital outlay, non operational planning activities

COMMUNITY INVESTMENT PLAN

2020-2029



LTD | Lane Transit District

Lane Transit District

COMMUNITY INVESTMENT PLAN
SEPTEMBER 15, 2019

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SECTION 1: CONTEXT FOR LTD'S COMMUNITY INVESTMENTS

COMMUNITY INVESTMENTS FRAMEWORK

In everything Lane Transit District (LTD) does, we carry the community and its aspirations forward. Public Transportation services enable the residents of our community to connect to jobs, school, doctor's appointments, shopping, family and friends, and much more. Public transportation makes a significant contribution towards establishing a community identity, supporting vibrant commercial and social exchanges, improving physical health, and guiding sustainable neighborhood and regional development. In that context, we take responsibility for joining with our regional partners to create a livable community.

Community Investments allow LTD to meet operational and long-term goals. LTD believes in providing people the independence to achieve their goals while creating a more vibrant, sustainable, and equitable community. How we do this includes serving the community with respect, collaborating internally and externally, and caring for our customers, employees, and business partners. What we do includes providing safe and accessible vehicles, services, and facilities; practicing sound fiscal and sustainability management; delivering reliable, public transportation services; offering services that reduce dependency on the automobile; and providing leadership for the community's transportation needs.

Coordinating and collaborating with our partners enables us to better leverage the significant investments we make in our service and capital infrastructure. As Eugene, Springfield, and surrounding communities continue to grow and regional transportation demands diversify, there is a need for LTD to connect effectively to the economic development, social equity, and environmental stewardship goals of the broader community. Integrating LTD's plans for growth and development with the goals of the communities that we serve ensures that we fully leverage our investments and are contributing most effectively to the growth and prosperity of the region's residents.

The Community Investment Plan (CIP) is a 10-year framework that provides direction and guidance for LTD's community investments. Annual revisions of the CIP are developed with input from riders, community partners, and the general public. The CIP addresses short-term issues as well as our district's long-term transportation and livability goals.

COMMUNITY INVESTMENT PRIORITIES

LTD projects vary in scale in terms of size, cost, and community benefit. Some of these projects maintain existing systems, while others redefine the services provided by LTD. LTD is committed to maintaining current infrastructure while purposefully investing in new projects that allow for the District to meet the changing needs of our riders and community.

The CIP has two fundamental objectives: 1) to facilitate the efficient use of LTD's limited financial resources, and 2) to implement regional priorities that anticipate the need for public transportation in the future. The Transportation Systems Plans (TSP) of the Cities of Eugene and Springfield, and the Central Lane Metropolitan Planning Organization (MPO) Regional Transportation Plan (RTP) are

examples of local and regional planning mechanisms that are supported by the CIP. A complete description of these and other guiding documents are found in Appendix A. LTD's projects using federal funds are programmed into the Metropolitan Transportation Improvement Program (MTIP) list of expenditures for approval by the Central Lane MPO.

The FY 2020-2029 10 year CIP totals approximately \$448 million. Of those projects, \$283 million have secured funding, \$36 million have identified funding, but still in the application or approval process, and \$129 million are projects with an unidentified funding source.

Project Category	Tier II Funding identified.			Total Project Cost
	Tier I Funding Secured	In application process	Tier III Unfunded	
Improvement Projects	23,629,926	230,000	10,926,410	34,786,336
State of Good Repair	18,708,261	10,707,990	106,426,214	135,842,465
Preventative Maintenance	6,500,000		6,500,000	13,000,000
Point2point	2,156,260	2,202,440	4,987,206	9,345,906
Medicaid	120,283,749			120,283,749
Specialized Services	79,749,170	5,911,200		85,660,370
Operations	32,346,000	16,840,000	200,000	49,386,000
Totals	283,373,366	35,891,630	129,039,830	448,304,826

Sections 2 and 3 summarize all CIP projects included in the 10-year plan.

CIP DEVELOPMENT AND REVIEW PROCESS

The CIP is reviewed and adopted annually. Staff create the draft CIP that is submitted to the public for a minimum 30-day comment period. The public can submit in writing any comments or questions about the plan and testify at a public hearing that is scheduled within the comment period. Once the public comment period is concluded, all comments or questions along with staff responses are submitted to the LTD Board of Directors. Staff then revises the draft plan and presents the final CIP to the Board for adoption.

Development and Review Schedule

July 1	Fiscal year begins
July – June	Staff tracks progress of projects and funding
June – September	Staff develops draft CIP
September	Submit CIP to public for 30-day comment period
October	Public hearing on CIP; public comments/staff responses published
November	Board adopts CIP
April	Staff develops budget. CIP priorities are matched with limited resources into the proposed budget
April	Budget Committee is presented draft proposed budget and approves a budget
May	Board of Directors adopt budget

PROJECT FUNDING DECISIONS

There are three types of projects in the CIP: 1) State of Good Repair (SGR); 2) Improvement; or 3) Operations. **SGR** projects keep the District's assets in good working order to continue providing high-quality service to the community. These include vehicle replacement, maintenance and upgrades to technology and facilities, and other projects intended to keep our current service quality high. **Improvement** projects increase the investments in the community adding additional service and/or user benefits. These can include frequent transit network projects and technology, and facility upgrades that increase benefits to the community. **Operations** projects include Medicaid and other specialized services such as mobility as a service or transportation services for older adults and people with disabilities; transportation options that reduce the reliance on single-occupancy vehicles; and projects that improve service along our fixed route corridors.

Projects are reviewed by staff, and 11 criteria are considered when making final project funding decisions:

- 1) **Project Deferral Implication** – To what extent will deferring a project create unsafe conditions and/or cause noticeable disruption to the level of service or user benefits and/or put the District out of compliance with legal, compliance, or regulatory mandates?
- 2) **Feasibility of Implementation** – What is the likelihood that the project will be completed within the requested budget and schedule?
- 3) **Operating Budget/Organizational Capacity/Resources** – What impact will the project have on the operating budget and resources of the District and will the ongoing costs be sustainable given the projected incoming revenue sources?
- 4) **Other Benefits** – What benefits (beyond ridership/quality of service delivery) does the project have to the community (e.g., data insight, better transparency)?
- 5) **Ridership/Quality of Service Delivery** – What impact will this project have on ridership, quality of service delivery, and benefits to the community?
- 6) **Economic Impact** – How will a project increase the District's revenue, create jobs, and/or improve the local economy?
- 7) **Environmental Impact** – How will a project preserve the natural environment, conserve natural resources, reduce pollution, or otherwise contribute to a sustainable community?
- 8) **Alignment with Agency Strategic Objectives** – To what extent does this project align with the District's strategic objective "to provide people with the independence to achieve their goals and to create a more vibrant, sustainable, and equitable community"?
- 9) **Alternatives Considered** – What additional options exist to address the project's objectives (e.g., extend the life of existing assets, compress space, change routes, etc.)
- 10) **Public/Private Partnerships/Contractual Relationships** – Coordinating through a contract a public or private partnership (e.g., IGA with the City of Eugene, Eugene Mobility on Demand contract).
- 11) **Project Interdependencies or Conflicts** – What impact does this have on other proposed or existing District projects? Does this project conflict with any other project or initiative?

Following the staff review process, projects are organized into three tiers based on their funding status. For the purposes of this plan, LTD has documented projects that are ongoing from the previous year and are currently in design and/or construction.

Funding tiers include the following:

Tier I: Full funding has been secured.

Tier II: Funding is in the process of being secured (application or approval).

Tier III: Funding source has not yet been identified.

LTD's final decision to commit funds occurs through the annual budget process. Although the CIP is the starting point for the annual budget, the projects actually budgeted each year vary from those proposed in the CIP as a result of available funding and the funding needs of existing projects already underway. Projects proposed in the CIP reflect the planned project cost. The budget for the current state of a project may change between CIP adoption and project implementation.

PROJECT CLASSIFICATION

Projects are sorted by the following major classifications:

Frequent Transit Network (FTN): These projects encompass the planning, design, purchase, installation, and construction of service that increases capacity along major transportation corridors. The FTN strengthens regional connectivity by tying service and investment decisions to the level of development along corridors.

Fleet: These projects relate to the rehabilitation, replacement, or expansion of revenue and non-revenue vehicles used by the District across all modes.

Facilities: These are projects that fund the design, purchase, installation, construction, and rehabilitation of the District's administrative and station facilities, shelters, bus signage, pedestrian access, bicycle access, functional landscaping improvements, and other passenger amenities.

Technology Infrastructure and Support Systems: These projects deal with the acquisition, implementation, and enhancement of hardware, software, technology, infrastructure, and video and communications equipment.

Safety and Security: These projects deal with the acquisition, implementation, and enhancement of security and safety programs that support the delivery of transportation service.

Operations: These projects expand or maintain the District's services including preventative maintenance projects, ADA paratransit services, contracted services, and single-occupancy-vehicle (SOV) alternatives.

SECTION 2: MASTER LIST OF ALL PROJECTS (PAGE 1 OF 4)

CIP DETAILS: State of Good Repair

	Tier	Pre-FY2020	FY 2020	FY 2021	FY 2022	Yrs 4 - 6	Yrs 7 - 10	Ten Year Total	Project Total
Facilities		-	-	1,135,000	750,000	-	150,000	2,035,000	
Glenwood Facilities Assessment	Tier III					-	150,000	150,000	150,000
Welding Bay relocation	Tier III			150,000		-	-	150,000	150,000
Bus Wash Improvements	Tier II	-	-	-	750,000	-	-	750,000	750,000
Glenwood Fire System Update	Tier III			150,000		-	-	150,000	150,000
Overhead Door Replacement	Tier II			250,000		-	-	250,000	250,000
Bus Gate Improvements	Tier II	-	-	550,000	-	-	-	550,000	550,000
Fleet Generator Fuel Tank	Tier II			35,000		-	-	35,000	35,000
Fleet		261,700	11,194,263	23,579,517	14,912,594	38,498,061	34,830,230	123,014,664	
ACM Replacement parts	Tier I	261,700	366,500	249,600		-	-	616,100	877,800
Mobile Video Surveillance	Tier III			293,543	-	1,839,119	588,090	2,720,751	2,720,751
Fixed Route Replacement	Tier I, II, III		9,757,763	18,937,500	12,772,000	31,105,500	28,943,500	101,516,263	101,516,263
Non-revenue vehicle replacement	Tier III		-	347,280	141,110	383,840	749,000	1,621,230	1,621,230
Hybrid System Overhaul	Tier III	-	-	2,960,244	373,464	1,563,282	-	4,896,990	4,896,990
Speed Svc Vehicle Replmnt & Expansion	Tier I, II, III		1,070,000	590,850	1,425,520	3,606,320	4,549,640	11,242,330	11,242,330
Spare Parts for Vehicles	Tier III			200,500	200,500	-	-	401,000	401,000
Technology Infrastructure & Systems		6,058	505,000	980,000	5,092,801	1,050,000	1,265,000	8,892,801	
Data Warehouse/Governance	Tier I, III	6,058	95,000	170,000	25,000	-	-	290,000	296,058
HR Software	Tier III		-	10,000	10,000	30,000	10,000	60,000	60,000
Fleet Mgmt SW upgrade	Tier III		-	-	252,801	-	-	252,801	252,801
Finance SW	Tier III		-	-	500,000	-	-	500,000	500,000
IT Hardware/Software Improvements	Tier I, III	-	410,000	800,000	1,230,000	345,000	355,000	3,140,000	3,140,000
CAD/AVL	Tier III				3,000,000	600,000	800,000	4,400,000	4,400,000
VoIP	Tier III				25,000	75,000	100,000	200,000	200,000
Workstations	Tier III				50,000	-	-	50,000	50,000
Operations		-	4,200,000	4,200,000	3,500,000	3,000,000	-	14,900,000	
Preventative Maintenance	Tier I, II, III	-	4,200,000	4,200,000	3,500,000	3,000,000	-	14,900,000	14,900,000
Total		267,758	15,899,263	29,894,517	24,255,395	42,548,061	36,245,230	148,842,465	

SECTION 2: MASTER LIST OF ALL PROJECTS (PAGE 2 OF 4)

CIP DETAILS: Improvement Projects

	Tier	Pre-FY2020	FY 2020	FY 2021	FY 2022	Yrs 4 - 6	Yrs 7 - 10	Ten Year Total	Project Total
Facilities		4,182,279	5,513,434	3,883,280	200,000	3,600,000	4,300,000	17,496,714	
Eugene Station Modernization	Tier III	-	-	-	-	3,000,000	-	3,000,000	3,000,000
Operation Command Control	Tier III	-	-	-	-	-	3,500,000	3,500,000	3,500,000
Passngr Brdng Imprvts & systs facils imprvts	Tier I	-	275,000	200,000	200,000	600,000	800,000	2,075,000	2,075,000
River Road Transit Station Disposal	Tier I	-	-	75,000	-	-	-	75,000	75,000
Garfield Property Sale	Tier I	-	50,000	-	-	-	-	50,000	50,000
Santa Clara Transit Station	Tier I	2,208,286	4,788,434	3,303,280	-	-	-	8,091,714	10,300,000
Green Lane Corner Improvement	Tier I	-	400,000	100,000	-	-	-	500,000	
Hunsaker Development Project	Tier I, II	1,973,993	-	205,000	-	-	-	205,000	2,178,993
Frequent Transit Network		104,052,005	3,525,236	2,187,976	5,526,410	5,650,000	-	16,889,622	
Existing EmX Corridor Improvement	Tier I & III	-	-	-	5,000,000	5,650,000	-	10,650,000	10,650,000
Platform Validators	Tier III	-	-	500,000	-	-	-	500,000	500,000
West Eugene EmX Extension	Tier I/II	100,436,645	430,000	-	-	-	-	430,000	100,866,645
Franklin Blvd Phase 1 Transit Stations	Tier I	205,765	729,235	-	-	-	-	729,235	935,000
Main-McVay Transit Study	Tier I	1,005,226	205,000	100,316	-	-	-	305,316	1,310,542
River Road Transit Community Implentation Plk	Tier I	216,900	347,100	-	-	-	-	347,100	564,000
MovingAhead	Tier I	2,187,469	375,776	-	-	-	-	375,776	2,563,245
FTN Safety and Amenity Improvements	Tier I	-	388,125	776,250	-	-	-	1,164,375	1,164,375
Planning Studies	Tier I, II & III	-	1,050,000	811,410	526,410	-	-	2,387,820	2,387,820
Technology Infrastructure & Systems		-	-	-	400,000	-	-	400,000	
Novus modules	Tier III	-	-	-	400,000	-	-	400,000	400,000
Total		108,234,284	9,038,670	6,071,256	6,126,410	9,250,000	4,300,000	34,786,336	

SECTION 2: MASTER LIST OF ALL PROJECTS (PAGE 3 OF 4)

CIP DETAILS: Operations

	Tier	Pre-FY2020	FY 2020	FY 2021	FY 2022	Yrs 4 - 6	Yrs 7 - 10	Ten Year Total	Project Total
Fixed route		120,000	4,825,000	4,929,000	5,129,000	14,787,000	19,716,000	49,386,000	
Website	Tier III	-	-	-	200,000	-	-	200,000	200,000
Increased bus service	Tier I/Tier II		2,000,000	2,899,000	2,899,000	8,697,000	11,596,000	28,091,000	28,091,000
Sustainable Services Reserve in district	Tier II		300,000	300,000	300,000	900,000	1,200,000	3,000,000	3,000,000
STIF Grant Administration	Tier I/II	120,000	280,000	280,000	280,000	840,000	1,120,000	2,800,000	2,920,000
Fare Management System	Tier I		765,000			-	-	765,000	765,000
Low Income Pass	Tier I/Tier II	-	750,000	750,000	750,000	2,250,000	3,000,000	7,500,000	7,500,000
Student Transit Pass	Tier I/Tier II	-	730,000	700,000	700,000	2,100,000	2,800,000	7,030,000	7,030,000
Medicaid		-	12,028,375	12,028,375	12,028,375	36,085,125	48,113,500	120,283,749	
NEMT - State Reimbursed	Tier I		548,275	548,275	548,275	1,644,825	2,193,100	5,482,750	5,482,750
NEMT - Trillium	Tier I		10,371,450	10,371,450	10,371,450	31,114,350	41,485,800	103,714,500	103,714,500
Waivered - Non-Medical	Tier I		1,108,650	1,108,650	1,108,650	3,325,950	4,434,600	11,086,499	11,086,499
Specialized Services		5,000	8,948,527	8,612,427	8,512,427	25,537,281	34,049,708	85,660,370	
Out-of District									
Rural ADA Fleet PM	Tier I		59,800	59,800	59,800	179,400	239,200	598,000	598,000
Oakridge Diamond Express	Tier I		227,938	227,938	227,938	683,814	911,752	2,279,380	2,279,380
Rhody Express	Tier I		420,006	420,006	420,006	1,260,018	1,680,024	4,200,060	4,200,060
Lane County Provider									
Florence/Yachats (LCOG)	Tier I/Tier II	5,000	25,000	25,000	25,000	75,000	100,000	250,000	255,000
Florence/Yachats Connector	Tier II		40,000			-	-	40,000	40,000
Florence-Eugene	Tier I/Tier II		32,000	32,000	32,000	96,000	128,000	320,000	320,000
Florence-Eugene (LCOG)	Tier I/Tier II		8,000	8,000	8,000	24,000	32,000	80,000	80,000
Sustainable Services Reserve	Tier I/Tier II	-	-	18,900	18,900	56,700	75,600	170,100	170,100
In-District Accessible Services									
Metro ADA Fleet PM	Tier I		299,000	299,000	299,000	897,000	1,196,000	2,990,000	2,990,000
Crucial Connections	Tier I		7,500	7,500	7,500	22,500	30,000	75,000	75,000
DD Services	Tier I		3,250,000	3,250,000	3,250,000	9,750,000	13,000,000	32,500,000	32,500,000
Lane County Coordination Mobility Management	Tier I		140,861	140,861	140,861	422,583	563,444	1,408,610	1,408,610
Mental Health and Homeless	Tier I		115,532	115,532	115,532	346,596	462,128	1,155,320	1,155,320
Metro ADA Ops and Shopper Services	Tier I		2,622,759	2,622,759	2,622,759	7,868,277	10,491,036	26,227,590	26,227,590
Pearl Buck	Tier I		147,597	147,597	147,597	442,791	590,388	1,475,970	1,475,970
Transit Host	Tier I		76,960	76,960	76,960	230,880	307,840	769,600	769,600
Travel Training	Tier I		73,258	73,258	73,258	219,774	293,032	732,580	732,580
Veterans Transportation	Tier I		15,000	15,000	15,000	45,000	60,000	150,000	150,000
Volunteer Escort	Tier I		222,941	222,941	222,941	668,823	891,764	2,229,410	2,229,410
Specialized Services									
Mobility as a service - CG & Eugene	Tier I/Tier II	-	715,000	650,000	650,000	1,950,000	2,600,000	6,565,000	6,565,000
South Lane Services	Tier I		99,375	99,375	99,375	298,125	397,500	993,750	993,750
South Lane Wheels Demand Plan	Tier I		100,000	-	-	-	-	100,000	100,000
Mobility Management Plan	Tier I/Tier II		250,000	100,000	-	-	-	350,000	350,000

SECTION 2: MASTER LIST OF ALL PROJECTS (PAGE 4 OF 4)

CIP DETAILS: Operations

	Tier	Pre-FY2020	FY 2020	FY 2021	FY 2022	Yrs 4 - 6	Yrs 7 - 10	Ten Year Total	Project Total
Point2point		316,663	1,691,966	837,692	1,114,932	2,948,745	2,752,572	9,345,906	9,662,569
Congestion Mitigation Project	Tier I	-	29,875	29,875	-	-	-	59,750	59,750
Get There (formerly DLC) - Rideshare (LTD)	Tier I/Tier III	74,575	72,236	72,235	44,561	133,683	178,244	500,959	575,534
Stages of Change Campaign Pilot	Tier II	-	20,528	20,528	-	-	-	41,056	41,056
Get There Rideshare Transition Management (ODOT)	Tier I	4,018	19,241	19,240	-	-	-	38,481	42,499
ODOT Vanpool management	Tier I/III	2,361	20,070	20,070	20,070	60,210	80,280	200,700	203,061
SRTS Outreach Support	Tier I	52,040	-	-	-	-	-	-	52,040
SRTS Outreach and Encouragement Program, 19-21	Tier III	-	-	-	50,150	150,450	200,600	401,200	401,200
Safe Routes to School Bike Ped Expansion	Tier I/III	-	57,382	57,382	57,382	172,146	229,528	573,820	573,820
Safe Routes to Schools Regional Program	Tier I & III	-	426,767	-	133,200	399,600	532,800	1,492,367	1,492,367
Transportation Options - TDM	Tier I/III	102,715	406,002	71,666	300,000	900,000	300,000	1,977,668	2,080,383
Transportation Options - Rideshare	Tier I/III	80,954	111,546	111,546	111,546	334,638	446,184	1,115,460	1,196,414
UO Gateway Project	Tier I	-	186,359	-	-	-	-	186,359	186,359
Vanpool	Tier I/II	-	196,234	196,234	196,234	588,702	784,936	1,962,340	1,962,340
SRTS Bicycle Parking	Tier I	-	45,426	45,426	-	-	-	90,852	90,852
Mobility Management - SRTS	Tier I	-	100,300	-	-	-	-	100,300	100,300
SRTS Volunteer & SRTS Program	Tier II/III	-	-	94,613	98,351	99,202	-	292,166	292,166
SRTS Springfield Public Schools Coordinator	Tier II/III	-	-	98,877	103,437	110,114	-	312,428	312,428
Total		441,663	27,493,868	26,407,493	26,784,734	79,358,151	104,631,780	264,676,025	265,117,688

SECTION 3: FUNDING SUMMARY

CIP DETAILS: State of Good Repair

Tier	Pre-FY2020	FY 2020	FY 2021	FY 2022	Yrs 4 - 6	Yrs 7 - 10	Ten Year Total
FUNDING SOURCES	267,758	15,899,263	29,894,517	24,255,395	42,548,061	36,245,230	148,842,465
Federal	209,360	12,404,257	16,433,505	3,400,000	2,400,000	-	34,637,762
State	-	305,141	2,150,000	-	-	-	2,455,141
Local	-	-	-	-	-	-	-
General Fund	58,398	3,189,865	2,248,483	850,000	600,000	-	6,888,348
Unidentified	-	-	9,062,529	20,005,395	39,548,061	36,245,230	104,861,214

CIP DETAILS: Improvement Projects

Tier	Pre-FY2020	FY 2020	FY 2021	FY 2022	Yrs 4 - 6	Yrs 7 - 10	Ten Year Total
FUNDING SOURCES	108,234,284	9,038,670	6,071,256	6,126,410	9,250,000	4,300,000	34,786,336
Federal	75,406,000	1,931,776	2,260,531	20,531	-	-	4,212,838
State	22,787,537	3,943,040	1,727,012	5,000,000	-	-	10,670,051
Local	1,639,900	42,619	2,719	-	-	-	45,337
General Fund	8,400,847	3,121,236	2,080,995	705,879	600,000	800,000	7,308,110
Unidentified	-	-	-	400,000	8,650,000	3,500,000	12,550,000

SECTION 3: FUNDING SUMMARY

CIP DETAILS: Operations

	Pre-FY2020	FY 2020	FY 2021	FY 2022	Yrs 4 - 6	Yrs 7 - 10	Ten Year Total
FUNDING SOURCES	441,663	27,493,868	26,407,493	26,784,734	79,358,151	105,531,780	264,676,025
Federal	52,040	4,644,351	3,720,136	3,683,795	10,896,917	14,529,222	37,474,419
State	379,074	18,100,997	18,716,531	18,286,857	54,450,187	72,600,250	182,154,822
Local	-	303,941	356,154	358,434	894,144	1,192,192	3,104,866
General Fund	10,549	4,444,579	3,614,673	3,596,120	10,756,860	14,342,480	36,754,712
Unidentified	-	-	-	859,527	2,360,043	1,967,636	5,187,206

CIP DETAILS: Total

	FY 2020	FY 2021	FY 2022	Yrs 4 - 6	Yrs 7 - 10	Ten Year Total
State of Good Repair	15,899,263	29,894,517	24,255,395	42,548,061	36,245,230	148,842,465
Improvement Projects	9,038,670	6,071,256	6,126,410	9,250,000	4,300,000	34,786,336
Operations	27,493,868	26,407,493	26,784,734	79,358,151	104,631,780	264,676,025
Total	52,431,801	62,373,266	57,166,539	131,156,211	145,177,010	448,304,826

SECTION 4: APPENDICES

APPENDIX A: GUIDING DOCUMENTS

There are various federal, state, regional, and internal planning mechanisms that guide and influence land use and transportation planning. Existing planning mechanisms include federal regulations, state legislation, and local and internal plans and policies. Guiding documents already in existence have support from state authorities and regional policy makers. The LTD CIP, therefore, includes a range of adopted and budgeted projects that are consistent with other existing plans and policies. Implementing CIP projects that complement existing planning mechanisms increases the likelihood of public support and maximizes the region's resources.

All capital investments implemented by LTD and other regional and state partners must be consistent with economic, social, and environmental regulations established by federal regulatory bodies, including the United States Department of Transportation (USDOT), Federal Transit Administration (FTA), and the Federal Highway Administration (FHWA).

The following are a summarization of legislation, regulations, and plans currently influencing LTD transportation planning and services.

STATE

Oregon Transportation Plan

The Oregon Transportation Plan (OTP) is the state's long-range multimodal transportation plan. The OTP considers all modes of Oregon's transportation system as a single system and addresses the future needs of airports, bicycle and pedestrian facilities, highways and roadways, public transportation, and railroads through 2030.

<https://www.oregon.gov/ODOT/Planning/Pages/Plans.aspx>

Statewide Transportation Strategy

The Statewide Transportation Strategy (STS) is a long-term vision to reduce transportation-related greenhouse gas emissions and increase our region's energy security through integrated transportation and land use planning through 2050. The STS is neither directive nor regulatory, but rather points to promising approaches that should be further considered by policymakers at the state, regional, and local levels.

The STS was developed through extensive research and technical analysis, as well as policy direction and technical input from local governments, industry representatives, MPO's, state agencies, and others.

In 2018, the Oregon Transportation Commission adopted an amendment to incorporate the STS as part of the OTP.

<https://www.oregon.gov/ODOT/Planning/Pages/STS.aspx>

The Statewide Transportation Improvement Program (STIP) is Oregon's four-year transportation capital improvements program. It is the document that identifies the funding for, and scheduling of, transportation projects and programs. It includes projects on the federal, state, city, and county

transportation systems, multimodal projects (highway, passenger rail, freight, public transit, bicycle and pedestrian), and projects in the National Parks, National Forests, and Indian tribal lands.

<http://www.oregon.gov/ODOT/TD/STIP/Pages/about.aspx>

Transportation Planning Rule

The Transportation Planning Rule (TPR), adopted in 1991, seeks to improve the livability of urban areas by promoting changes in land use patterns and transportation systems that make it more convenient for people to drive less to meet their daily needs.

The TPR mandates consistency between the various state, regional, and local community transportation plans:

- Requires the Oregon Department of Transportation (ODOT) to prepare a TSP and identify a system of transportation facilities and services adequate to meet identified state transportation needs;
- Directs counties and metropolitan organizations to prepare regional transportation system plans that are consistent with the state TSP; and
- Requires counties and cities to prepare local transportation system plans that are consistent with the regional plans.

<https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=3062>

LOCAL

TransPlan

The Eugene-Springfield Metropolitan Area Transportation Plan (TransPlan) guides regional transportation system planning and development in the Eugene-Springfield metropolitan area over a 20-year planning horizon. TransPlan establishes the framework upon which all public agencies can make consistent and coordinated planning decisions regarding inter- and intra-jurisdictional transportation. The regional planning process ensures that the planning activities and investments of the local jurisdictions are coordinated in terms of intent, timing, and effect. TransPlan was adopted, updated, and amended by the full governing bodies of Eugene, Springfield, and Lane County. It was most recently amended in July 2002. TransPlan also served as the RTP for the MPO, which at that time did not include the City of Coburg. Since then, new RTP's have replaced TransPlan, the latest being adopted in 2017.

Regional Transportation Plan

RTP guides planning and development of the transportation system within the Central Lane Transportation Management Area. The federally required RTP includes provisions for meeting the transportation demand of residents over at least a 20-year planning horizon while addressing transportation issues and making changes that can contribute to improvements in the region's quality of life and economic vitality. It includes consideration of all transportation modes: roadways, transit, bikeways, and pedestrian circulation, as well as freight movement and regional aspects of air, rail, and inter-city bus service.

The regional planning process thus ensures that the planning activities and investments of the local jurisdictions are coordinated in terms of intent, timing, and effect. Projects in the RTP are initiated

at the local and state level (i.e., within the planning processes of the cities of Eugene, Springfield, and Coburg; LTD; Lane County; and ODOT).

<https://www.lcoq.org/DocumentCenter/View/5430>

Metropolitan Transportation Improvement Program

The MTIP is a set of transportation improvements and projects that are scheduled to occur within the Central Lane MPO area over a four-year time period. The MTIP lists anticipated expenditures for significant local projects drawn from the capital improvement programs of Eugene, Springfield, Coburg, Lane County, LTD, and ODOT. All MTIP projects are determined by the transportation needs identified in the area's long-range transportation plan, the RTP.

Federal legislation requires that the MPO, in cooperation with the State and with transit operators, develop an MTIP that is updated and approved at least every four years. All projects within the MTIP are included in the Oregon STIP.

<http://www.lcoq.org/709/Metropolitan-Transportation-Improvement->

Unified Planning Work Program

The Unified Planning Work Program (UPWP) is a federally required certification document describing the transportation planning activities to be undertaken in the Central Lane metropolitan area for a specific fiscal year or years. Development of the UPWP provides local agencies with an opportunity to identify transportation needs, objectives, and products. The UPWP sets priorities for regional transportation planning activities that are responsive to the goals set by the regional transportation plan and the federal mandates of the current transportation funding bill within the guidelines set by the USDOT.

<http://www.lcoq.org/707/Unified-Planning-Work-Program>

Transportation System Plans

TSP's are a requirement of state land use law and are in place at the county level as well as cities within LTD's service area. The City of Eugene adopted its TSP in 2017. The City of Springfield adopted its TSP in 2014 and is in the process of adopting an updated version in 2019. The TSP's identify improvements for all modes of transportation, including the roadway, bicycle and pedestrian, transit, and rail networks.

These planning initiatives closely consider public input and local, regional, and state policies, plans, and rules; including the Eugene Bike and Pedestrian Plan¹ and the Oregon Highway Plan.

City of Eugene TSP:

<https://www.eugene-or.gov/3941/Transportation-System-Plan>

City of Springfield TSP:

<http://www.springfield-or.gov/dpw/TSP.htm>

Capital Improvement Program(s):

¹ City of Eugene Transportation System Plan. <https://www.eugene-or.gov/3941/Transportation-System-Plan>

The City of Eugene, City of Springfield, Lane County, and other surrounding communities' CIP identify needs for construction of capital projects or improvements to the cities' or county's infrastructure based on various adopted long-range plans, goals, and policies. These CIP's seek to improve the safety, utility, and efficiency of the existing road network, accommodate future growth in traffic volumes, reduce maintenance costs, conserve fuel, accommodate alternative transportation modes, and promote economic development.

City of Eugene CIP:

<http://www.eugene-or.gov/index.aspx?NID=371>

City of Springfield CIP:

<http://www.springfield-or.gov/city/development-public-works/capital-improvement-program-cip/>

Lane County CIP:

<https://www.lanecounty.org/cms/one.aspx?portalId=3585881&pageId=4213801>

INTERNAL

The Lane Coordinated Public Transit-Human Services Transportation Plan

The Lane Coordinated Public Transit-Human Services Transportation Plan, also referred to as the Lane Coordinated Plan, supports transportation and connections for people who depend on public transportation services in Lane County. The plan satisfies federal requirements that projects selected for funding under the Enhanced Mobility for Individuals and Individuals with Disabilities (Section 5310) Program be included in a locally developed, coordinated public transit-human services transportation plan, and that the plan be developed and approved through a process that includes participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public utilizing transportation services. These coordinated plans identify the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting these needs, and prioritize transportation services for funding and implementation. This plan is currently under revision.

https://www.ltd.org/file_viewer.php?id=2158

Long-Term Planning

The Long-Range Transit Plan takes stock of LTD's current conditions, considers implications of the future, and identifies short- and long-term goals that can help LTD adapt to future changes and uncertainties. This plan was last adopted in 2014 and is currently under revision. A key component in updating this plan includes the Transit Tomorrow study currently in progress.

https://www.ltd.org/file_viewer.php?id=1063

<https://www.ltd.org/transit-tomorrow/>

System Safety Program Plan

The System Safety Program Plan (SSPP) serves as a guideline for the establishment of technical and managerial safety strategies to identify, assess, prevent, and control hazards to transit customers, employees, the public, and others who may come into contact with the system. This SSPP describes the policies, procedures, and requirements to be followed by management, maintenance, and operations personnel in order to create a safe environment. This plan is being used as a tool in the development of the Public Transit Agency Safety Plan which is currently under development and scheduled to be finalized in fiscal year 2020.

Point2point Strategic Plan

The Point2point Strategic Plan is a blueprint to strengthen our area's ability to curtail the growth in vehicle miles traveled and the use of single-occupancy vehicles through innovative transportation programs and services. The plan is based upon the premise that a comprehensive, cross-jurisdictional approach to managing the demand for road use will result in more effective and innovative planning and services.

This plan highlights a course of action to further advance opportunities for commitment and collaboration from community partners. The result of these partnerships, if the course is taken, will enhance the regional transportation options network to move more people, more efficiently, in fewer vehicles. This plan is currently under revision.

<https://www.ltd.org/p2p-resources/>

APPENDIX B: FUNDING SOURCES

Programs presented in the CIP are funded by a mix of federal, state, and local sources. The four major sources include the following:

- Federal: FTA and FHWA
- State: ODOT Special Transportation Fund (STF) and State Transportation Improvement Fund (STIF effective January 1, 2019) and other state programs/sources
- Local: District payroll, self-employment, and state-in-lieu taxes
- Fares: Paid by users

FEDERAL FUNDING PROGRAMS

Federal funds for public transportation are authorized and appropriated by Congress, primarily through the USDOT. The FTA and FHWA provide funding allocations to the states and reimburse for eligible expenses, including state administration of the FTA programs. Large urban providers, including LTD, also receive some funds directly from the FTA. Many federal sources require local/state matching funds that vary from 10 percent to about 50 percent depending on the program. FTA does not allow fare revenue to be used for local match. Table 1 below summarizes the major sources of federal public transportation funding and which LTD funds utilize these sources.

Table 1. Major Sources of Federal Public Transportation Funding in Oregon

Program/Source	Purpose	Allocation Method		LTD Fund	Program Links
		USDOT	ODOT		
FTA §5310/ODOT E&D: Seniors and Individuals with Disabilities	Seniors and individuals with disabilities; includes capital projects, preventative maintenance, and purchased services	Formula to urban areas and states	Formula and discretionary to STF agencies. Capital purchases going forward will go through the ATC/discretionary grant committee before being allocated to capital purchase	Specialized Services, Capital	https://www.transit.dot.gov/funding/grants/enhanced-mobility-seniors-individuals-disabilities-section-5310
FTA §5311: Formula Grants for Rural Areas	Rural populations less than 50,000	Formula to states	Formula to rural providers	Specialized Services, Capital Fund	https://www.transit.dot.gov/rural-formula-grants-5311
Transit Network and Intercity	Bus service over longer distances between cities and regions	Minimum 15 percent set aside from 5311	Discretionary to intercity providers	Specialized Services, Capital	https://www.transit.dot.gov/rural-formula-grants-5311
FTA §5309: Fixed Guideway Capital	Major projects (New Starts, Small Starts)	Discretionary to urban areas		Capital	https://www.transit.dot.gov/funding/grants/capital-investment-grants-5309
FTA §5309: Capital Investment Grant Pilot	Public-private partnership projects	Discretionary			https://www.transit.dot.gov/funding/grants/expedited-project-delivery-capital-investment-grants-pilot-5309
FTA §5339: Bus and Bus Facilities	Vehicles, facilities, equipment	Discretionary for urban areas, state	Discretionary rural and small urban via state. Includes Bus and bus facilities and low or no emissions programs	Capital	https://www.transit.dot.gov/funding/grants/bus-bus-facilities-infrastructure-investment-program https://www.transit.dot.gov/research-innovation/lonocap https://www.transit.dot.gov/funding/grants/lowno
FTA §5303/4: Statewide and Non-Metropolitan Planning	Transportation planning	Formula to urban areas, states	Discretionary		https://www.transit.dot.gov/funding/grants/metro-politan-statewide-planning-and-nonmetropolitan-transportation-planning-5303-5304
FTA §5307: Urbanized Area	Any in urban areas	Formula to urban areas		Point2point (FHWA STP transfers), Capital, General Fund	https://www.transit.dot.gov/funding/grants/urbanized-area-formula-grants-5307

Program/Source	Purpose	Allocation Method		LTD Fund	Program Links
		USDOT	ODOT		
FTA §5307: Special Allocation of Old Funds	Passenger rail	Discretionary	Discretionary		https://www.transit.dot.gov/funding/grants/commuter-rail-positive-train-control-grants
FTA §5337: State of Good Repair	Fixed guideways	Discretionary and formula to urban areas		Capital	https://www.transit.dot.gov/funding/grants/state-good-repair-grants-5337
FTA §5311(c): Tribal Transit	Any	Formula to tribal transit providers			https://www.transit.dot.gov/funding/grants/tribal-transit-formula-grants-5311c2b
FHWA CMAQ: Congestion Mitigation and Air Quality Improvement Program - 23 USC 149	Varies; includes public transportation to help areas meet air quality and passenger rail goals	Formula to states	Formula for local jurisdictions in air quality non-attainment or maintenance areas	Point2point, Capital	https://www.transit.dot.gov/funding/grants/grant-programs/flexible-funding-programs-congestion-mitigation-and-air-quality
FHWA STP: Surface Transportation Block Grant Program - 23 USC 133 <i>ODOT E&D Program/ FTA §5310</i>	Primarily capital, some portion for Transportation Options program	Formula to states	ODOT flexes portion of STP funds into 5310 program. Distribution by formula and/or discretionary	Point2point, Specialized Services, Capital	http://www.oregon.gov/odot/td/stip/Pages/default.aspx https://www.transit.dot.gov/funding/grants/flexible-funding-programs-surface-transportation-block-grant-program-23-usc-133
FHWA STP: Surface Transportation Block Grant Program - 23 USC 133 <i>MPO Directed Allocations</i>	Capital, such as transit centers, buses	Formula to states	ODOT allocates STP funds to MPOs for local projects. Distribution is discretionary by MPOs	Capital	http://www.oregon.gov/odot/td/stip/Pages/default.aspx https://www.transit.dot.gov/funding/grants/flexible-funding-programs-surface-transportation-block-grant-program-23-usc-133
FHWA STP: Surface Transportation Block Grant Program - 23 USC 133 <i>STIP Enhance</i>	Capital, such as transit centers, buses	Formula to states	ODOT flexes a portion of STP funds into Enhance. Distribution is discretionary	Point2point, Capital Fund	http://www.oregon.gov/odot/td/stip/Pages/default.aspx https://www.transit.dot.gov/funding/grants/flexible-funding-programs-surface-transportation-block-grant-program-23-usc-133
FHWA STP: Surface Transportation Block Grant Program - 23 USC 133 <i>Fix-It Non-highway Funds: Bus Replacements</i>	Capital, bus replacements	Formula to states	ODOT flexes a portion of STP funds into Fix-it Non-highway Funds: Bus Replacements		https://www.fhwa.dot.gov/map21/summaryinfo.cfm

Program/Source	Purpose	Allocation Method		LTD Fund	Program Links
		USDOT	ODOT		
ICAM: Innovative Coordinated Access and Mobility Pilot Program	Capital to improve the coordination of transportation services & non-emergency transportation services for the transportation disadvantaged	Discretionary		Capital	https://www.govinfo.gov/content/pkg/FR-2018-09-13/pdf/2018-19897.pdf
FHWA FLAP: Federal Lands Access Program - 23 U.S.C. 204	All transit purposes for services that access federal lands	Discretionary			https://www.fhwa.dot.gov/map21/summaryinfo.cfm

STATE FUNDING PROGRAMS

State funds for public transportation are currently limited to a few major sources:

- STF (cigarette tax, non-highway use gas tax, ID card revenues, and general fund)
- Mass Transit Payroll Tax (payment by state agencies to eligible transit districts allocated by the Department of Administrative Services based on salaries of state employees within the district)
- A portion of DMV fees for custom vehicle license plates for passenger rail
- STIF (employee payroll tax)

Table 2 below summarizes the major sources of State public transportation funding and which LTD funds utilize these sources.

Table 2. Current Major Sources of State Public Transportation Funding in Oregon

Program/Source	Purpose	Allocation Method	LTD Fund	Program Links
STF: Special Transportation Fund ORS 391.800 through 391.830	Seniors, people with disabilities	ODOT by formula and discretionary; STF agency discretionary local prioritization	Specialized Services, Capital	http://www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities.aspx
Statewide Transportation Improvement Fund (Available January 1, 2019)	Expanding public transportation services	To be determined by the Oregon Transportation Commission	General Fund, Capital Fund, Specialized Services Fund	https://www.oregon.gov/ODOT/RPTD/Pages/STIF.aspx
ConnectOregon Program Lottery-backed Bonds	Capital	ODOT discretionary STF agency discretionary local prioritization	Capital	http://www.oregon.gov/ODOT/Programs/Pages/ConnectOregon.aspx
Direct Legislative Appropriation Generally Lottery-backed Bonds	Any transit purpose	DAS formula	Capital Fund	http://www.oregon.gov/odot/stip/pages/index.aspx

APPENDIX C: PROJECT DESCRIPTIONS

LTD CIP 2019

LTD CIP PHASE DEFINITIONS

Project Phase Definitions	
Business Case Justification	Identification of project need, including vetting against the 11 criteria, proposed funding sources, spend budget, timeline, ongoing incremental resources and costs
Secure Funding	Grant funding application through grant award, approval through CIP and budget processes
Project Initiation	RFP and other procurement processes, stakeholder identification
Planning	Concept, public engagement, analysis
Environmental Process	Environmental assessment, demonstrating federal NEPA requirements are met
Design	Schematics, design development
Acquisition	Product or service deliver inclusive of real estate, buses, etc. Includes testing and final acceptance. May come before or after Build, Construction and Assemble phase
Build, Construction, Assemble	Includes construction, permitting, building, awaiting delivery. May come before or after Acquisition phase.
Rollout, Commissioning, Active	Go live on a software project, occupancy, revenue service, etc.
Project Closeout	Closeout activities, final payment, post-mortems

IMPROVEMENT PROJECTS – FACILITIES

Santa Clara Transit Station - Key: 20947 #17-SCTSTA-0301005

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
5307 Formula - 1738-2018-1	3,000,000	3,000,000	FY 2017-2021	Planning
STBG	600,000	600,000		
ConnectOregon - 31655	3,000,000	2,476,210		
LTD Match	3,700,000	3,570,739		
Total Project	10,300,000	9,646,949		

Construct new station near Hunsaker Lane and River Road in Eugene, including a Park & Ride. The new facility will accommodate both regular and EmX service, reducing operational delays and improving the customer experience. **The project continues to progress as scheduled. Project Staff provided FTA with NEPA documents for the project, as well as a status update during the reporting period.**

IMPROVEMENT PROJECTS - FREQUENT TRANSIT NETWORK

EmX Franklin Blvd Phase 1 Transit Stations #19-FKLNST-0301010

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	287,000	222,705	FY 2019	Build, Construction, Assemble
ConnectOregon - 30139	648,000	458,235		
Total Project	935,000	680,940		

Construct two EmX stations (one for either direction of travel) within the City of Springfield's revised roadway layout. **The project is progressing as scheduled.**

Main-McVay Transit Study - Key: 19776 #19-M/McTS-0301011

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	245,542	24,608	FY 2013-2021	Planning
5339 - OR-39-0007	750,000	0		
FHWA Transfer 5307 - OR-2018-035-00	315,000	215,002		
Total Project	1,310,542	239,610		

LTD is working in partnership with the City of Springfield to identify the highest priority transit capital improvements along the Main Street Corridor in coordination with the City of Springfield's Main Street Safety Project. **The project is progressing as scheduled.**

River Road Transit Community Implementation Plan - Key: 20988 #19-RRTCIP-0301012

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	34,200	34,200	FY 2019	Build, Construction, Assemble
TOD - OR-2017-019-00	450,000	450,000		
City of Eugene	79,800	79,800		
Total Project	564,000	564,000		

Collaborative effort between the City of Eugene and LTD to enable transit-oriented development along the River Road Corridor. **The project is progressing as scheduled.**

West Eugene EmX Extension - Key: 16779 #12-WEEEXT-0301013

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	3,600,000	128,778	FY 2012-2019	Project Close-out
ConnectOregon	2,866,645	515,112		
5307-Formula - 1738-2018-2	1,600,000	1,600,000		
Oregon Lottery	17,800,000	581,627		
Federal Small Starts	75,000,000	0		
Total Project	100,866,645	2,825,517		

Design, engineering, construction, and the purchase of vehicles for the West Eugene EmX Extension. The extension of the EmX Green Line from the Eugene Station to West 11th Avenue west of Commerce Street, which opened for service in September 2017. **LTD processed the final State disbursement request for the remaining City of Eugene invoices recently paid which will facilitate the reconciliation necessary to initiate project/grant closeout.**

MovingAhead System - Key: 18862 #19-MOVAHD-0301014

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	263,245	60,711	FY 2019	Planning
FHWA Transfer 5307- OR-2018-025-00	2,300,000	530,439		
Total Project	2,563,245	591,150		

MovingAhead is a cooperative effort of the City of Eugene, LTD, and regional partners in the community to determine what improvements are needed on some of our most important transportation corridors. **The project is progressing as scheduled.**

FTN Safety and Amenity Improvements - Key: 21404 #20-FTNSAI-0301015

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	164,375	164,375	FY 2020-2022	Planning
STBG	475,000	475,009		
CMAQ	525,000	525,000		
Total Project	1,164,375	1,164,384		

Using results of the Pedestrian Network Analysis (a study that is part of the Comprehensive Operations Analysis called Transit Tomorrow), implement various safety and amenity improvements along the Frequent Transit Network (FTN). **Activities necessary in order to process the required request to transfer FHWA funds to FTA are in progress.**

IMPROVEMENT PROJECTS - TECHNOLOGY INFRASTRUCTURE & SYSTEMS

Software - NOVUS Modules			#19-NOVUSM-0301018	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ICAM Federal Grant	240,000		FY 2019	Secure Funding
Trillium Innovation Grant	160,000			
Total Project	400,000			

Software in support of the RideSource center, allocated to purchase the Passenger Portal module in NOVUS. This module will allow RideSource customers to book their own rides in a secure web page. This will free up call center resources and provide a greatly enhanced user experience for our customers. They will also be able to book rides at times when the call center is not open. Call center space is currently very constrained with no room to seat more customer service representatives. This software has the potential to alleviate the problems with finding more space for staff. **LTD was not a selected recipient for funding under the Trillium Community Health Plan Innovation Fund. Alternative funding will continue to be explored.**

IMPROVEMENT PROJECTS - NON-CAPITAL PROJECTS

Comprehensive Operations Analysis - Key: 21173 #19-COMPOA-0301019

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	638,982	638,982	FY 2019	Planning
STBG - 1738-2018-9	53,838	53,838		
Total Project	692,820	692,820		

Called "Transit Tomorrow", this is a detailed study of a transit system designed to identify existing strengths, areas for improvements, and options to improve and increase usage. **The project is progressing as scheduled.**

Communications Assessment #19-COMASS-0301020

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	150,000	150,000	FY 2019 - 2020	Planning
Total Project	150,000	150,000		

A detailed study of LTD's communications structure and systems to identify strengths, areas for improvement, and options to increase efficiency and effectiveness. **The project is progressing as scheduled.**

STIF Grant Administration #19-STIFGA-0301023

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
2017 State Transportation Improvement Fund	2,640,000	2,640,000	FY 2019 - 2028	Secure Funding
Total Project	2,640,000	2,640,000		

Reflects 10-year estimate of LCOG and LTD costs for overall administration of STIF program. Includes the outreach and recommendation, monitoring, reporting, and other administration activities. **The project is progressing as scheduled. The actual grant application was submitted May 1, 2019; approval of the plan as submitted has not yet been received.**

STATE OF GOOD REPAIR – FLEET

Accessible Services Vehicle Replacement - Keys:
19106/19107/19485/19381/21003

#19-ASVEHR-0302012

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	149,790	36,138	FY 2019	Acquisition
ODOT 32010 - STF/FY18	7,043	0		
ODOT 32197 - 5310	61,534	0		
5310 - OR-16-X045	304,871	52,859		
5310 - OR-2017-026-00	232,854	74,729		
5309 - OR-04-0049	214,057	46,049		
Total Project	970,149	209,775		

The purchase of replacement and expansion vehicles for the provision of metro Accessible Services such as the American with Disabilities Act complementary paratransit service. **The project is progressing as scheduled; the vehicles funded by the various specified grants have been received.**

Diamond Express Vehicle - Key: 20990

#19-DMXVEH-0302013

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT - 31455	169,069	0	FY 2019	Acquisition
ODOT 32010 STF - out of district	34,629	0		
Local - City of Oakridge	130,000	130,000		
Total Project	333,698	130,000		

The replacement of the highly problematic Diamond Express vehicle, currently being covered by an old 300 series bus. The communities of Oakridge and Westfir have come to depend on Diamond Express to access the metro area. The service acts as a lifeline and connects residents to local hospitals, shopping, schools, and employment. **The project is progressing as scheduled; the Purchase Order for the replacement vehicle has been issued.**

Florence/Yachats Vehicle - Key: 20987

#19-F/YVEH-0302014

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
STF - 31386	10,270	0	FY 2019	Acquisition
ODOT 31675 - 5311	89,730	0		
Total Project	100,000	0		

This vehicle is being paid for by a special one-off ODOT grant especially for this program. This vehicle will be a connector for Yachats and Florence. It will help the Yachats community have more access to medical care, education, and services for daily living. **As previously reported, the replacement vehicle has been received. This project has been completed.**

Five 40-foot Electric Buses (No/Low) - Key: 21155

#20-40FTEV-0302019

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	609,890	588,516	FY 2020	Project Initiation
5339 - OR-2018-012-00	3,479,675	3,415,550		
STIF	550,000	550,000		
Total Project	4,639,565	4,554,066		

Procurement of five additional 40-foot electric buses to replace aging fleet. The project is progressing as scheduled. Although project staff had worked on a RFP; the project team, with concurrence from LTD management, has opted to utilize the State of Washington contract which is expected to be executed in September. As previously reported, LTD continues to work with a consultant on the deployment of the electric buses.

Five 40-foot Buses in 2019 - Keys: 18755/17336

#19-40FT19-0302020

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	852,745	852,721	FY 2019	Acquisition
5307 - OR-95-X055-02	2,072,328	2,072,328		
5339 - OR-2017-015-00	943,814	943,625		
5337 - OR-2017-016-00	331,113	331,113		
Total Project	4,200,000	4,199,787		

Procurement of five 40-foot electric buses in fiscal year 2019 to replace aging fleet. The project is progressing as scheduled. Two BYD buses are in revenue service; two additional buses have been delivered but have yet to be accepted for service.

Fleet Procurement Plan - Key: 21388

#19-FLTPRP-0302021

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	14,307	14,307	FY 2019	Secure Funding
STBG	125,000	125,000		
Total Project	139,307	139,307		

Transit vehicles have a lifespan of approximately 12 years. As LTD considers further electrification of its fleet, as well as other fuel types, it will need to determine how to make that transition and what types of vehicles will allow it to continue to provide high-quality service to the community while lowering its environmental impact and controlling operating and maintenance costs. This plan will assist LTD in strategically investing in its fleet during this transition period and also in understanding what mix of vehicle types will maximize operational capacity in the long run. The Fleet Procurement Plan will also help LTD to understand when the capital costs of replacing transit vehicles is more cost effective than maintaining older vehicles. Activities necessary in order to process the required request to transfer FHWA funds to FTA are in progress.

Electric Bus Fleet Procurement - Key: 21389

#19-EBUSPR-0302022

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	168,673	168,673	FY 2019-2021	Secure Funding
CMAQ	1,000,000	1,000,000		
Total Project	1,168,673	1,168,673		

Transit vehicles have a lifespan of approximately 12 years. In its effort to be fiscally responsible, LTD has maintained many of its vehicles beyond 12 years. However, as vehicles age, maintenance costs increase, and this increase eventually offsets any savings generated by delaying the purchase of new vehicles. Many of LTD's vehicles are at the appropriate point in their lifespan to consider replacement.

LTD's Community Investment Plan identifies more than \$30,000,000 in vehicle replacement needs during the FFY18-21 grant period. Therefore, LTD is requesting \$1,000,000 in STBG funds to assist in the purchasing of two 40-foot, all-electric, transit buses. Each 40-foot, all-electric bus is expected to cost approximately \$850,000 for a total project cost of approximately \$1,700,000. **Activities necessary in order to process the required request to transfer FHWA funds to FTA are in progress.**

Replacement Parts - ACM - Key: 21326

#19-ACMPTS-0302023

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	175,560	175,560	FY 2019-2021	Project Initiation
5307 Formula - 1738-2018-8	702,240	702,240		
Total Project	877,800	877,800		

The purchase of replacement parts that are failing and/or unreliable as they have reached the end of their useful lives. **This Associated Capital Maintenance (ACM) grant will be used for major bus components consistent with the provisions specified in the FTA circular (9030.1E). The grant application is in progress.**

Spare Parts for Tooling for 16200 Series Buses - Key: 17959

#19-TOOLSP-0302024

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	67,467	40,035	FY 2019	Rollout, Commissioning, Active
5309 - OR-04-0038	269,869	160,142		
Total Project	337,336	200,177		

Procurement of spare parts, tooling, and training for 16200 series 2016 New Flyer buses. **The project is progressing as scheduled. LTD received several items that had been ordered and processed an additional PO an essential training module that will facilitate maintaining these vehicles in a state of good repair.**

Five 60-foot Diesel Bus Procurement - Keys: 20950/21339

#19-60FTDL-0302025

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	786,127	785,947	FY 2019	Acquisition
5339 - 1738-2018-3	967,350	967,350		
5339 - OR-2016-020-00	582,947	582,947		
5309 - OR-03-0122-01	1,336,346	1,335,626		
5337 - 1738-2018-3	257,871	257,871		
Total Project	3,930,641	3,929,741		

Procurement of five 60-foot diesel buses will replace the oldest 60-foot subfleet, four of which are no longer usable for revenue service and the fifth one is used sparingly because of ongoing mechanical issues. **The project is progressing as scheduled and the Purchase Order has been issued to New Flyer of America.**

One 40-foot Diesel/Hybrid Bus - Key: 20951

#19-40FTDH-0302026

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	114,011	113,876	FY 2019	Acquisition
5339 - OR-2018-021-00	646,062	645,297		
Total Project	760,073	759,173		

Procurement of one 40-foot diesel/hybrid bus to help relieve the pressure of using part of LTD's contingency bus fleet in revenue service. These contingency buses range in age from 15 years to 19 years. **The project is progressing as scheduled and the Purchase Order has been issued to New Flyer of America.**

STATE OF GOOD REPAIR – PREVENTATIVE MAINTENANCE

Preventative Maintenance - Key: 19377			#19-PREVMN-0103001	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
5307 Formula - OR-2018-023	5,040,000	0	FY 2019	Rollout, commissioning, active
General Fund	1,260,000	0		
Total Project	6,300,000	0		

Preventative maintenance on federal assets to improve their performance, safety and longevity. While the PM project is ongoing, all funds under this particular grant have been exhausted. The grant closeout is in progress.

SPECIALIZED SERVICES OUT OF DISTRICT

Rural ADA Fleet Preventative Maintenance - Key: 20985				#19-ODRFLT-0154001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	42,000	0	FY 2019	Rollout, Commissioning, Active
ODOT 31386 - STF/State	4,400	0		
ODOT 32010 - STF	4,807	0		
Total Project	51,207	0		
Out-of-district paratransit and rural fleet preventative maintenance. <i>While this project is ongoing, this particular grant has been closed.</i>				
Diamond Express Preventative Maintenance - Key: 20985				#19-DMEXPM-0154002
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 31971 - 5311		0	FY 2019	Rollout, Commissioning, Active
General Fund	5,136	0		
Total Project	5,136	0		
Diamond Express preventative maintenance. <i>While this project is ongoing, this particular grant has been closed.</i>				
Florence/Yachats Pilot - Key: 21006				#19-FYACH-0154003
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 31386 - STF/State	285,710	0	FY 2019	Rollout, Commissioning, Active
General Fund (in kind)	12,550	10,352		
Total Project	298,260	10,352		
Twelve-month pilot project operations connecting Florence and Yachats to provide public transportation along the only unserved gap along the entire West Coastal highway. <i>While this project is ongoing, this particular grant has been closed.</i>				
Oakridge Diamond Express - Key: 21005				#19-OAKDMX-0154004
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Farebox	69,329	9,627	FY 2019	Rollout, Commissioning, Active
Local Funds (City of Oakridge)	24,000	0		
Transit Network/Intercity Connection - ODOT 31971	167,628	0		
ODOT 32010 - STF	167,628	0		
Total Project	428,585	9,627		
Operations in and between Oakridge and Metro area. <i>While this project is ongoing, this particular grant has been closed.</i>				

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Local Funds (City of Florence)	60,000	0	FY 2019	Rollout, Commissioning, Active
Farebox	13,000	0		
ODOT 31923 - 5311	160,056	0		
ODOT 32010 - STF	122,540	0		
Total Project	355,596	0		

The Rhody Express is a local shuttle service within the city limits of Florence (plus a stop at the local tribal casino four miles outside the city limits) that is operated by River Cities Taxi. **While this project is ongoing, this particular grant has been closed.**

SPECIALIZED SERVICES IN DISTRICT

Metro ADA Fleet Preventative Maintenance - Key: 20985 #19-A&RFLT-0154006

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	559,910	0	FY 2019	Rollout, Commissioning, Active
ODOT 32010 - STF	64,085	0		
Total Project	623,995	0		

In-District paratransit fleet preventative maintenance. *While this project is ongoing, this particular grant has been closed.*

Crucial Connections - Key: 20995 #19-CRUCON-0154007

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	8,972	0	FY 2019	Rollout, Commissioning, Active
ODOT 32010 - STF	1,027	0		
Total Project	9,999	0		

Transportation to relieve an immediate (non-emergency) or evolving situation when no other transportation option can be identified; offers quick relief to allow time to formulate long-term resolution. Crucial Connections pays for a limited number of trips that are situation specific and is administered through RideSource. *While this project is ongoing, this particular grant has been closed.*

DD Services #19-DDSRVC-0154008

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Federal Funds through DHS	1,800,000	302,376	FY 2019	Rollout, Commissioning, Active
General Funds	612,000	217,192		
Total Project	2,412,000	519,568		

Transportation for eligible individuals who receive vocational benefits through Lane County Developmental Disabilities Services. Provides transportation to/from home and work. This is shared cost service offered through the RideSource Call Center. *While this project is ongoing, this particular grant has been closed.*

Lane County Coordination Mobility Management - Key: 21001 #19-MOBMGT-0154009

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	297,313	0	FY 2019	Rollout, Commissioning, Active
ODOT 32010 - STF	34,029	0		
Total Project	331,342	0		

LTD oversees the coordination of transportation and transportation eligibility across a variety of transportation programs, including ADA paratransit, Medicaid Medical (NEMT) and Non-Medical, Veterans Transportation, and Crucial Connections (gap-based transportation) under its Mobility Management Program. Transportation eligibility assessments are conducted mostly in the homes of participants by a trained transportation coordinator. Assessments are conducted through three agencies, coordinated by Lane Council of Governments: LCOG Senior & Disability Services, White Bird Clinic, and Alternative Work Concepts. *While this project is ongoing, this particular grant has been closed.*

Mental Health and Homeless - Key: 20995 #19-MENH&H-0154010

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	176,499	0	FY 2019	Rollout, Commissioning, Active
ODOT 32010 - STF	20,201	0		
Total Project	196,700	0		

Mental health transportation services in partnership with White Bird Clinic provides basic transportation for clients experiencing severe, persistent mental illness who are elderly, veterans, unhoused, and at/or below the national poverty level. The service is cost effective to the community by reducing crisis care for clients. *While this project is ongoing, this particular grant has been closed.*

Metro ADA Ops and Shopper Services - Key: 20991 #19-OP&SHP-0154011

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Farebox	600,000	0	FY 2019	Rollout, Commissioning, Active
5310 Formula - OR-2018-024	232,138	0		
ODOT 32197 - 5310	281,009	0		
ODOT 32010 - STF-IN	1,091,719	0		
General Funds	4,027,276	0		
Total Project	6,232,142	0		

This is origin-to-destination service within the metro area for people unable to use regular bus service (some or all of the time) because of a disability. RideSource ADA meets the Federal Transit Administration-mandated ADA requirements, serving a ¾ mile boundary around the fixed-route service. The Shopper is a low-cost, neighborhood-based shopping shuttle operating within the same metro ADA boundary. The driver assists people with their groceries and packages and is currently operated by Medical Transportation Management. Transportation coordinators from White Bird Clinic, Alternative Work Concepts, and Senior and Disabled Services (S&DS) make in-person evaluations to determine eligibility. S&DS is a division of the Lane Council of Governments and the local Area Agency on Aging. *While this project is ongoing, this particular grant has been closed.*

Pearl Buck - Key: 20997 #19-PRLBCK-0154012

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	173,700	0	FY 2019	Rollout, Commissioning, Active
Local Funds	133,280	0		
Total Project	306,980	0		

Pearl Buck Center contracts with RideSource to transport at-risk children attending Pearl Buck Preschool. RideSource is a central partner with Pearl Buck Center in providing children, whose parents have cognitive disabilities, with safe, dependable, door-to-door transportation to a specialized preschool program. *While this project is ongoing, this particular grant has been closed.*

Service Animal Pilot #19-SVANML-0154013

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 31386 - STF/State	86,578	0	FY 2019	Rollout, Commissioning, Active
General Funds	30,000	0		
Total Project	116,578	0		

A service animal "paw print" program, which expedites boarding processes. *This grant has been closed.*

South Lane Wheels Services - Key: 20991 #19-SLSRVC-0154014

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32010 - STF	89,945	0	FY 2019	Rollout, Commissioning, Active
Total Project	89,945	0		

South Lane Wheels (SLW) provides service to the general public in the rural areas of South Lane County, including the communities of Cottage Grove, Dorena, Lorane, London, and Creswell, with transportation to Eugene-Springfield. This project provides matching for SLW's 5311 funding. Without SLW, the cost of providing transportation to the outlying areas would overtax the remaining system, create a service gap that may force residents to move to urban areas, and potentially undermine the effectiveness of the remaining businesses and community services. *The project is progressing as scheduled.*

Transit Host - Key: 20999 #19-TRHOST-0154015

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	144,968	0	FY 2019	Rollout, Commissioning, Active
ODOT 32010 - STF	16,592	0		
Total Project	161,560	0		

Alternative Work Concepts contracts with LTD to provide the Transit Host Program, which allows people who otherwise would use paratransit services the additional support needed to use the fixed-route system for their routine trips. Transit hosts are located at the main downtown transfer station to assist with scheduled transfers from one bus to another, which enables people to reach their final destination. This added support mechanism results in a great cost savings to LTD, and, more importantly, means greater independence, self-worth, and empowerment to people with significant disabilities. *While this project is ongoing, this particular grant has been closed.*

Travel Training - Key: 20999 #19-TRVLTR-0154016

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	131,468	0	FY 2019	Rollout, Commissioning, Active
ODOT 32010 - STF	15,047	0		
Total Project	146,515	0		

Alternative Work Concepts contracts with LTD to provide travel training to people with disabilities on the fixed-route bus system. *The project is progressing as scheduled. Although the budget was revised to reflect actual total project cost/prior year's expenditures, the total project cost as reflected in the CIP remains unchanged.*

Veterans Transportation - Key: 20995 #19-VETTRP-0154017

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	17,946	6,463	FY 2019	Rollout, Commissioning, Active
ODOT 32010 - STF	2,054	741		
Total Project	20,000	7,204		

Transportation for service members, veterans, and their families. Most trips funded are for critical medical needs or to provide a short-term, stop-gap solution while a permanent transportation plan is implemented in conjunction with the VA hospitals, Disabled American's Veteran's transportation program, and volunteers. *While this project is ongoing, this particular grant has been closed.*

Volunteer Coordination #19-VOLCRD-0154018

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 31386 - STF/State	108,700	108,700	FY 2019	Rollout, Commissioning, Active
General Fund (LTD Staff)	7,300	7,300		
Total Project	116,000	116,000		

The RideSource Call Center works to provide door-through-door service for people who need a high level of assistance and do not have other transportation options. Medical Transportation Management, Senior and Disabled Services, and the Senior Companion Program all participate in the support and recruitment of volunteers. Some volunteer programs provide long-distance transportation services to and from medical appointments. This program funds recruitment, retention, and training of volunteer drivers. **The project was unable to be fully implemented as anticipated.**

Volunteer Reimbursement - Key: 20994 #19-VOLRMB-0154019

	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32010 - STF	15,385	0	FY 2019	Rollout, Commissioning, Active
ODOT 32197 - 5310	134,420	0		
Local Funds	20,400	0		
Total Project	170,205	0		

This is a door-through-door service for people who need a high level of assistance and do not have other transportation options. Medical Transportation Management (MTM), Senior and Disabled Services, and the Senior Companion Program all participate in the support and recruitment of volunteers. Volunteer drivers using their own cars receive a per mile reimbursement. MTM volunteers often use agency vehicles. The program serves older adults and people with disabilities throughout Lane County. **While this project is ongoing, this particular grant has been closed.**

MEDICAID

NEMT - State Reimbursed			#19-NEMTSR-0165001	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Oregon Health Authority	527,175	-28,622	ONGOING	Rollout, Commissioning, Active
General Fund	13,200	7,690		
Total Project	540,375	20,932		
Non-emergency medical transportation - state reimbursed. The project is progressing as scheduled.				
NEMT - Trillium			#19-NEMTTR-0165002	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Trillium CHP	8,902,600	1,830,501	ONGOING	Rollout, Commissioning, Active
General Fund	222,500	95,914		
Total Project	9,125,100	1,926,415		
Non-emergency medical transportation - Trillium reimbursed. The project is progressing as scheduled.				
Waivered - Non-Medical			#19-WAVNMD-0165003	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Oregon Department of Human	788,000	217,473	ONGOING	Rollout, Commissioning, Active
General Fund	275,000	14,270		
Total Project	1,063,000	231,743		
Waivered transportation is non-medical rides for low-income seniors and disabled persons living outside of nursing facilities. Rides are for basic needs, including grocery shopping, social outings, church, and hair care. The project is progressing as scheduled.				

POINT2POINT

Drive Less Connect - Key: 20969			#19-DLCONN-0146001	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT - 32517	101,349	-	FY 2019-2021	Rollout, Commissioning, Active
Total Project	101,349	-		

Point2point manages the Drive Less Connect Ridesharing Database for this region. Included with this effort is year-round outreach and education on how to use the program, encouraging carpooling and the tracking of transportation options trips along with the preparation and leadership of Lane County-wide participation in the Oregon Drive Less Challenge held in the early fall each year. This is funded by ODOT and a state priority outlined in the State Transportation Options Plan. *While the program is ongoing, funds for this year's allocation have been exhausted.*

Employer Transportation Coordinator Toolkit			#19-TOOLKT-0146002	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT - 32359	30,724	-	FY2017-2019	Rollout, Commissioning, Active
Total Project	30,724	-		

Develop a host of tools for the local business employer transportation coordinators to use to assist their employees with accessing transportation options information. The project is designed to develop a Transportation Options (TO) Liaison Toolkit to create a cadre of community transportation option information specialists. This is funded by ODOT as a demonstration project to help all TO providers in Oregon with new tools when working with employers. It is outlined in the Point2point five-year strategic plan that is directed by all local jurisdictional transportation staff. *The project has been completed; this grant is closed.*

Safe Routes to School Assistants - Key: 21147			#19-SRTSAS-0146003	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
STBG - OR-2018-026	45,762	45,762	FY 2019-2023	Rollout, Commissioning, Active
General Fund (in kind)	4,700	4,700		
Total Project	50,462	50,462		

Safe Routes To School (SRTS) program assistants work closely with the school district SRTS coordinators implementing enhanced SRTS encouragement events, expanded education, and outreach services at the three local school districts (Bethel, Eugene, and Springfield). This program has proven to affect behavior change and school-age travel choices to and from school. This effort supports all local partner agency transportation goals and is a priority to all of them. *The project is progressing as scheduled.*

Smart Routes to School Bike Parking - Key: 21148			#19-SMTBKP-0146004	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
CMAQ 1738-2018-10	72,681	72,681	FY 2019-2020	Rollout, Commissioning, Active
General Fund	18,170	18,170		
Total Project	90,851	90,851		

Develop short-term bicycle parking at three local school districts to improve the worst bike parking supply as rated in the Safe Route To School Regional Bicycle Parking Assessment. This effort is to help improve deficiencies in local school district bike parking facilities and in turn make it easier for local students to bike to school, which is a regional partner agency priority. *The project is progressing as scheduled.*

Safe Routes to School Bike Ped Program Expansion - Key: 21390 #19-BKPEDX-0146007

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
CMAQ	154,468	154,468	FY 2019-2021	Secure Funding
City of Eugene (in kind)	17,680	17,680		
Total Project	172,148	172,148		

The Regional Safe Routes to School (SRTS) mission is to serve a diverse community of parents, students, and organizations advocating for and promoting the use of transportation options including active transportation and the practice of safe bicycling and walking to and from schools throughout the Central Lane MPO area. The Eugene-Springfield SRTS program provides in-class pedestrian safety to second grade students and in-class bicycle safety education to fifth or sixth grade students throughout the regional school districts. These programs teach students how to walk and bike safely. They also encourage active travel and promote safe travel behaviors, which in turn can result in future safe drivers. This is a regional priority outlined specifically in local TSPs, the state transportation options plan, and the Point2point five-year strategic plan. The program is growing exponentially, and this helps meet some of that demand. **Activities necessary in order to process the required request to transfer FHWA funds to FTA are in progress.**

Safe Routes to School Regional Program - Keys: 20964/21328 #19-SRTSRG-0146008

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
STBG Springfield - 1738-2018-10	15,176	15,176	FY 2019-2021	Rollout, Commissioning, Active
FHWA Transfer 5307 - OR-2018-026	39,000	39,000		
STBG - Bethel - 1738-2018-10	39,471	39,471		
STBG - 4J - 1738-2018-10	88,641	88,641		
Springfield School - HU-19-10-09	44,745	16,436		
Bethel School - FHWA Transfer 5307 OR-2018-026	4,054	4,054		
4J School - FHWA Transfer OR-2018-026	9,103	9,103		
TAP	350,000	350,000		
General Funds	40,059	40,059		
Total Project	630,249	601,940		

This project supports funding for three district Safe Routes To School programs in order to maintain the current level of K-8 programming in the 4J, Bethel, and Springfield school districts from FFY 2019-2021. This is a regional partner/agency priority and is listed in all local TSPs, the state transportation options plan, and the Point2point five-year strategic plan. It has multi-year committed funding. **The project is progressing as scheduled.**

Transportation Options - Key: 21130 #19-TRANOP-0146009

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
FHWA Transfer 5307 - OR-2017-024	300,000	300,000	FY 2019-2021	Secure Funding
ODOT - REGION 2 - 32517	94,571	0		
General Funds	5,000	0		
Total Project	399,571	300,000		

This program provides a variety of positive marketing opportunities for LTD and more importantly provides options for the region's travelers to use a variety of transportation options in the region. Point2point does extensive year-round outreach and education about how to use the options and does a great deal of education on how to access and trip plan using the LTD fixed-route and accessible services transportation. The face-to-face outreach component provides a human face to the services we provide. Direct services include the management of the Valley Vanpool Program (17 vans), Emergency Ride Home, Drive Less Connect Ridesharing software for Lane County, lead the Business Commute Challenge and the Oregon Drive Less Challenge in Lane County, and lead the Regional Safe Routes to Schools Program. The Point2point program is supported by local and state partners, and it helps meet the regional goals around improving transportation system efficiency and climate recovery. **While the project is ongoing, funds allocated for grant 32517 for this fiscal year have been exhausted.**

UO Gateway SmartTrips - Key: 17162 #19-SMTUOG-0146010

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
STP - OR-95-X030	180,000	167,220	FY 2019-2021	Rollout, Commissioning, Active
General Funds	20,601	19,139		
Total Project	200,601	186,359		

LTD will conduct public outreach (SmartTrips) relative to the enhanced EmX service, which will be beneficial to the business community. Increasing awareness of transportation resources and the various options available, in addition to the enhanced EmX service, will facilitate the establishment of long-term and sustainable transportation practices. This is a priority to the City of Springfield and helps meet the regional goals around transportation system efficiency. **The project is progressing as scheduled.** LTD continued to conduct neighborhood outreach, as well as to the business community during the reporting period.

SRTS Outreach and Encouragement Program 2019-21 - Key: 21392 #19-SRTSOE0146011

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
CMAQ	90,000	90,000	FY 2019	Rollout, Commissioning, Active
General Funds	22,500	22,500		
Total Project	112,500	112,500		

Outreach and encouragement activities for the Safe Routes to School (SRTS) program. This adds funding to the expanding SRTS program for the last two years of the funding cycle. It is a growing program and is a regional priority. **The project is progressing as scheduled.**

Vanpool - Key: 19395 #19-VNPOOL-0146010

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Funds	185,000	111,479	FY 2019	Rollout, Commissioning, Active
Total Project	185,000	111,479		

Operation of Point2point-Valley Vanpool program. Manage interest and help conduct outreach on the vanpool program and help attract new riders. Manage issues with the vanpools as they arise. Manage pick-up and drop-off locations. The vanpool program helps reduce 2,000,000 miles on Interstate 5 each year and helps meets the state and local goals to lower congestion and reduce carbon emissions. **The project is progressing as scheduled.**



Lane Transit District

Glossary

Glossary of Terms

A

Accessible Services	An LTD program that encompasses policy development and compliance with the requirements of the Americans with Disabilities Act of 1990 (ADA) for both fixed-route and paratransit services; administration of the Special Transportation Fund (STF) for the older adults and people with disabilities and other grant funded services; technical assistance through grant writing and contract management; program development for services throughout Lane County; and oversight of the RideSource Call Center. Primary focus is transportation for older adults, people with disabilities, and persons with low incomes.
ACES	<i>Accessible and Customer Services (LTD)</i> – An LTD work group.
ACH	<i>Automated Clearing House</i> – The process/organization/institute that electronic payments (paperless checks) go through before being transmitted to a vendor’s bank account.
ACT	<i>Area Commission on Transportation</i> – Advisory body chartered by the Oregon Transportation Commission (OTC) addressing all aspects of transportation (surface, marine, air, and transportation safety) with primary focus on the state transportation system.
ADA	<i>Americans with Disabilities Act of 1990</i> - Federal civil rights legislation for people with disabilities; requires accessibility features and practices on public transit systems and the provision of a “complementary paratransit service” for persons unable to use regularly scheduled fixed-route services due to a disability.
ADAAA	<i>Americans with Disabilities Act Amendments Act of 2008</i> – Effective January 1, 2009, the amendments to the ADA clarifies and reiterates who is covered by the law’s civil rights protections and revises the definition of “disability” to more broadly encompass impairments that substantially limit a major life activity. The law also states that mitigating measures, including assistive devices, auxiliary aids, accommodations, medical therapies, and supplies have no bearing in determining whether a disability qualifies under the law.
Ad Hoc Fare Policy Committee	The Ad Hoc Fare Policy Committee is a short-term committee created for the purpose of reviewing the District’s fare system. The committee will provide recommendations to the Board of Directors regarding the current fare system structure.
Adopted Budget	Final version of the budget formally adopted by Resolution by the LTD Board of Directors.
Alternative Fuels	Low-polluting fuels that are used to propel a vehicle instead of high-sulfur diesel or gasoline. Examples include methanol, ethanol,

propane or compressed natural gas, liquid natural gas, ultra-low-sulfur or “clean” diesel, and electricity.

Approved Budget

Version of the budget agreed upon by the Budget Committee that is presented to the Board of Directors for adoption.

APTA

American Public Transportation Association – A national, nonprofit trade association representing the public transit industry. APTA members include more than 400 public transit systems, as well as state and local departments of transportation and planning agencies, manufacturers and suppliers of transit equipment, consultants, contractors, and universities.

Arbitration

A method of settling disputes where labor and management present their case to an impartial third party, called an arbitrator, who has the responsibility to decide the case.

ARR

Annual Route Review – A yearly process where staff consider changes to bus service. The changes can include service additions or deletions; adjustments; or redesign of current service.

ARRC

Accident Route Review Committee – A team of elected and appointed employees who review accidents and make a determination of preventability based on standards, policy and best practices. This committee may also review routing changes and make recommendation based on safety and training.

Articulated Bus

A bus, usually 55 feet or more in length, with two connected passenger compartments that bend at the connecting point when the bus turns a corner.

ASUO

Associated Students of the University of Oregon – A nonprofit organization funded by the University of Oregon. Its purpose is to provide for the social, cultural, educational, and physical development of its members, and for the advancement of their individual and collective interests both within and without the University. The ASUO is the student government, is run by students for students, and works on campus, city, state, and federal-level campaigns. Membership consists of all students at the University of Oregon who have paid the current term or semester student incidental fee.

ATU

Amalgamated Transit Union – A major labor union representing workers in the transit industry; membership is limited to operators, mechanics, and other non-supervisory employees of the transit industry.

AVL/APC

Automated Vehicle Location System/Automated Passenger Count System – An ITS system that provides current and immediately available data on actual ridership, including on and off counts by stop and trip length in miles.

AWC

Alternative Work Concepts – A local nonprofit agency specializing in vocational services and provides in-person transportation eligibility assessments.

B

BAT Lanes

Business Access and Transit Lanes – Lanes that are reserved for transit or vehicles intending to turn at the next intersection (or beforehand, into a business driveway) and for those vehicles merging left or right after turning into a designated BAT lane.

Bid

A process (and resulting work assignments) in which bus operators pick the runs they will be driving on a weekly basis. Major bids are fall, winter, and summer.

Bi-directional Lane

A single lane that uses block signaling to allow transit vehicles to travel in both directions.

Binding Arbitration

Arbitration with a final and binding award, which is often enforceable in the courts.

Block

A block links trips together and varies from 2 hours to 19 hours in duration. A specific vehicle is assigned to each block.

Block Signaling

Technology to control vehicle access in bi-directional lane segments.

Boardings

A boarding, or unlinked trip, occurs every time a customer boards a bus. A trip requiring a transfer would count as two boardings.

BRT

Bus Rapid Transit – A bus system based on light-rail transit principles, which utilizes buses rather than trains and track, and requires much lower capital investment. Key elements include exclusive right-of-way; signal priority; increased service frequency; low-floor, multiple-door buses; and a prepaid fare mechanism.

Budget Committee

The committee meets on an as-needed basis but generally convenes in the fourth quarter of each fiscal year in time to provide advice to the Board of Directors prior to the adoption of an annual budget. The Committee is composed of all seven Board members and seven citizen members. Each LTD Board member selects one citizen member to fill a term of three years.

C

CAC

Citizens Advisory Committee – Representative stakeholders who meet regularly to discuss issues of common concern, such as transportation, and to advise sponsoring agency officials. These groups effectively interact between citizens and their government.

CAFR	<i>Comprehensive Annual Financial Report</i> (sometimes referred to as audited financial statements) – An annual financial report on assets, liabilities, revenues, and expenditures prepared in a standardized format that must conform to the Government Accounting Standards Board (GASB) accounting and financial reporting standards. The CAFR describes what actually was spent and the status of assets and liabilities at the end of the fiscal year.
CATC	<i>Comprehensive and Accessible Transportation Committee</i> – A state-mandated advisory committee that reports to the LTD Board of Directors and LTD staff on issues related to accessible public transportation and human services transportation throughout Lane County. The CATC is composed of 16 members representing seniors and people with disabilities, including representatives from east, west, and South Lane County. Members also represent rural service providers, South Lane Wheels, Rhody Express, and the Diamond Express.
Categorical Exclusion	A category of actions that do not individually or cumulatively have a significant effect on the human environment and that have been found to have no such effect in procedures adopted by a federal agency in implementation of these regulations and for which, therefore, neither an environmental assessment nor an environmental impact statement is required.
Call Center	(see Medicaid Transportation Brokerage and RideSource Call Center)
Carpool/Vanpool Program	A Transportation Options program that encourages commuters to share rides by providing matching services and incentives. (Also known as Rideshare)
CCO	<i>Coordinated Care Organization</i> – A network of all types of health care providers who have agreed to work together in their local communities for people who receive health care coverage under the Oregon Health Plan (Medicaid).
Certificate of Excellence	An award issued by the Governmental Finance Officers Achievement Association (GFOA) to organizations such as LTD whose for comprehensive annual financial reports (CAFRs) achieve in Financial the highest standards in government accounting and Reporting financial reporting.
CFR	<i>Code of Federal Regulations</i> – The codification of the general and permanent rules and regulations published in the <i>Federal Register</i> by the executive departments and agencies of the federal government.
CIP	<i>Community Investment Plan</i> – A ten-year plan to identify improvement projects and relevant funding sources that may result in major capital expenditures.
CLMPO	<i>Central Lane Metropolitan Planning Organization</i> – Formal name for the Eugene-Springfield metropolitan area MPO. (See MPO.)

CNG	<i>Compressed Natural Gas</i> – A clean-burning alternative fuel for vehicles.
COA	<i>Comprehensive Operations Analysis</i> – Project name was changed to Transit Tomorrow
COLA	<i>Cost of Living Adjustment (Allowance)</i> – An increase or decrease in employees’ wages or salaries made on the basis of changes in agreed-upon economic indices, usually the Consumer Price Index (CPI).
Community Events	Community events are defined as both one-time events, such as the 2012 U.S. Track and Field Olympic Trials at UO’s Hayward Field, and annual or recurring events, such as the Butte to Butte.
Comprehensive Review	Formerly known as Triennial Review this is an FTA audit of LTD policies, procedures, and internal controls required every three years.
<i>ConnectOregon</i>	<i>ConnectOregon</i> is a lottery-bond-based initiative (\$42 million) approved by the Oregon Legislative Assembly to invest in air, rail, marine, bicycle, pedestrian, and transit infrastructure to ensure Oregon’s transportation system is strong, diverse, and efficient.
Contract Committee	The Committee provides the Board of Directors with oversight and recommendations of Lane Transit District’s finances. The Committee is responsible to review and make recommendations to the Board of Directors regarding all contracts valuing \$150,000 and above as set forth in resolution 2017-03-15-011. The Contract Committee is composed of three Board members and meets on the second Monday of the month on an as needed basis.
Coverage	Coverage is used to describe the design of a bus route. Coverage is often measured as the percentage of households that are within one-quarter mile of a bus stop.
CPI	<i>Consumer Price Index</i> – An economic index created by the federal government to track inflationary changes in the cost of a market basket of goods and services.
CMAQ	<i>Congestion Mitigation and Air Quality</i> – An improvement program through the Fixing America’s Surface Transportation Act (FAST Act) to provide a flexible funding source to state and local governments for transportation projects and programs to help meet the requirements of the Clean Air Act.
CM/GC	<i>Construction Manager/General Contractor</i> – A construction delivery method where the construction manager acts as the general contractor with schedule and cost risk. The CM/GC provides design phase assistance in evaluating costs, schedule, and implications of systems and materials during design.

CMP	<i>Congestion Mitigation Program</i> – Implementation of programs and services to increase the use of transportation options during and after major infrastructure projects in our area.
COA	<i>Comprehensive Operations Analysis</i> – A detailed study of a transit system designed to identify existing strengths, areas for improvement and options to improve efficiency and increase usage.
CSC	<i>Customer Service Center</i> – Located at the Eugene Station for the purpose of providing route and schedule information, and the sale of fare instruments.
CSR	<i>Comprehensive Service Redesign</i> – Evaluation and restructuring of the entire service system.
CTAA	<i>Community Transportation Association of America</i> – A national member association promoting effective public and community transportation services focusing on rural, small city, and community transit. CTAA acts as a legislative advocate, provider of funding to rural transportation, and direct technical assistance and information to public, community, and human service transportation providers.

D

D&A	<i>Drug and Alcohol</i>
DAS	<i>Department of Administrative Services (State of Oregon)</i>
DBE	<i>Disadvantaged Business Enterprise</i> – A business owned and operated by one or more socially and economically disadvantaged individuals.
DCE	<i>Documented Categorical Exclusion</i> – Environmental analysis where a project may qualify as a categorical exclusion (CE) but requires additional documentation demonstrating that the specific conditions or criteria for the CEs are satisfied and that significant effects will not result.
DD	<i>Developmental Disabilities</i> – A physical and/or mental impairment that occurs before a person is 22 years old. The impairment has continued or can be expected to continue indefinitely and is likely to create barriers to the ability of the individual to function independently. As defined by Oregon Administrative Rule.
Deadhead	The movement of a transit vehicle without passengers aboard; often to and from a garage or to and from one route to another.
Defined Benefit Plan	A type of pension plan in which an employer promises a specified monthly benefit on retirement that is predetermined by a formula

based on the employee's earnings history, tenure of service and age, rather than depending on investment returns.

Defined Contribution Plan	A type of retirement plan in which the amount of the employer's annual contribution is specified. Individual accounts are set up for participants and benefits are based on the amounts credited to these accounts (through employer contributions and, if applicable, employee contributions) plus any investment earnings on the money in the account.
DEIS	<i>Draft Environmental Impact Statement</i> – A document required by the National Environmental Policy Act for federal government agency actions “significantly affecting the quality of the human environment.” A tool for decision making, an EIS describes the positive and negative environmental effects of proposed agency action and cites alternative actions.
Demand Response	Service on demand, often referred to as Dial-a-Ride or paratransit. Unlike a fixed-route system, there is no regular schedule and typically requires riders to schedule in advance. May offer a door-to-door or curb-to-curb assistance. Often used in reference to “complementary paratransit” services required under the Americans with Disabilities Act.
DHS	<i>Department of Human Services (State of Oregon)</i>
Diamond Express	Service introduced in March 2003 that makes an intercity connection between Oakridge and Eugene-Springfield three times each weekday. Coordinated through Accessible Services and funded with grants from federal Section 5311(f) Intercity Passenger Program, Special Transportation Fund, and local contributions.
DMAP	<i>Division of Medical Assistance Programs (State of Oregon)</i> – DMAP, part of the Oregon Health Authority (OHA), determines policy and Oregon Administrative Rules for medical assistance programs. It is responsible for Title XIX and Title XXI State Plans, informs clients and providers about policy and rule changes that affect OHA services, and pays claims and contracted payments for covered health care services.
DOL	<i>Department of Labor (Federal)</i>
DOR	<i>Department of Revenue (State of Oregon)</i>
DOT	<i>Department of Transportation (Federal)</i> – A cabinet-level agency with responsibility for highways, mass transit, aviation, and ports; headed by the Secretary of Transportation. The DOT includes the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Federal Aviation Administration (FAA), among others.
DPS	<i>Transit Public Safety & System Security (LTD)</i> – An LTD work group.
Dwell Time	Length of time a bus is stopped to load and unload passengers.

E

EA	<i>Environmental Assessment</i> – A public document that analyzes a proposed federal action for the possibility of significant environmental impacts. The analysis is required by the National Environmental Policy Act of 1969 (NEPA). If the environmental impacts will be significant, the federal agency must then prepare an environmental impact statement.
EC	<i>Employee Council</i> – A group that represents the administrative employees of the District.
ECC	<i>Equity and Community Consortium</i> – An information and resource sharing and coordination forum for agencies and jurisdictions that provide governmental and public services in the Eugene-Springfield metropolitan area. The ECC reaffirms, renews, and expands the purpose, goals, and efforts embodied in the 2008 Diversity and Human Rights Consortium.
Economic Indicator	Statistical representation used in tracking the health of the economy. Examples include the Consumer Price Index and the Unemployment Rate.
EFT Payment	<i>Electronic Funds Transfer for Payments</i> – Payments that are transferred from LTD’s bank account to a vendor’s bank account via an electronic file transmission on the bank’s website; another name for paperless checks.
EHRC	<i>Eugene Human Rights Commission</i>
EIS	<i>Environmental Impact Statement</i> – An analysis, conducted for federally funded or approved projects per the National Environmental Policy Act of 1969 (NEPA), of the environmental impacts of proposed land development and transportation projects.
ERH	<i>Emergency Ride Home</i> – A program sponsored and funded by the Point2point program that provides emergency rides to employees who have commuted to work by means other than driving alone.
EmX (pronounced “MX”)	The name given to LTD’s bus rapid transit system; short for Emerald Express.
EmX West	An extension of the EmX Green Line that connects downtown Eugene and the West 11 th Avenue area.
EPA	<i>Environmental Protection Agency</i> – The U.S. government agency founded to “protect human health and to safeguard the natural environment—air, water, and land—upon which life depends.”

ES	<i>Eugene Station</i> – LTD’s main transit hub.
ETC Program	<i>Employee Transportation Coordinators Program</i> – Training and support offered to ETCs from worksites throughout the region.
Extra Board	Bus operators who bid to work a schedule that changes daily based on specific work rules. Extra Board operators receive their work assignments for the next day at 4:45 p.m. and are guaranteed minimum 40 pay hours per week.
EZ Access	See Rider Card.

F

Fall Bid	The term “bid” refers to the selection of work by bus operators. Operators bid based upon their seniority in the union. LTD has three bids per year: fall, winter, and summer. Service adjustments are timed with the bids.
Fare Instrument	Ticket or pass purchased in advance that is used as payment for a transit ride.
Fare Management System	Automated system to manage sales, collection, and tracking of fare media while providing access and convenience for the customers.
Farebox Recovery Ratio	Also known as farebox-to-operating cost ratio, this measures the percentage of the operating cost paid by customers. It is computed as the total farebox revenue (including sale of passes) divided by the total operating cost.
FAST Act	<i>Fixing America’s Surface Transportation Act</i> – Bipartisan, bicameral, five-year legislation signed into law December 2015 to improve the Nation’s surface transportation infrastructure, including roads, bridges, transit systems, and passenger rail network. In addition to authorizing programs to strengthen this vital infrastructure, the FAST Act also enhances federal safety programs for highways, public transportation, motor carrier, hazardous materials, and passenger rail.

Federal Grants:

<i>Section 5307 (Formula)</i>	<i>Urbanized Area Formula Program</i> – Federal grant funds allocated based on a set formula given a district’s population and ridership.
<i>Section 5308 (Clean Fuels)</i>	<i>Clean Fuels Grant Program</i> – Federal grant funds allocated to support emerging clean fuel and advanced propulsion technologies for transit buses and markets for those technologies.

Section 5309 (Discretionary)	Capital investment program for the Federal Transit Administration under 49 USC 5309. Allows federal grant funds to be allocated based on congressional discretion to finance New Starts, Small Starts, and Core Capacity projects.
Section 5310	<i>Elderly and Persons with Disabilities Formula Program</i> – Federal grant program that provides capital assistance primarily for transportation for the elderly and people with disabilities.
Section 5311	<i>Rural General Public Program</i> – Federal grant program that provides formula funding to states for the purpose of supporting public transportation in areas of less than 50,000 in population. Funding may be used for capital, operating, state administration, and project administration expenses.
Section 5311 (f)	<i>Intercity Passenger Program</i> – Federal grant program that promotes intercity passenger services, connecting rural communities through incentive funding, information and equipment to make vehicles accessible. Emphasis is placed on connecting communities of 2,500 or more with the next larger market economy and connecting bus, rail and air.
Section 5339	<i>Alternative Analysis Program</i> – Provides funding for new fixed guideway investment alternatives analyses.
Fixed Guideway	A public transportation facility using and occupying a separate right-of-way for the exclusive use of public transportation.
Fixed-Route Service	Fixed-route is the traditional term for bus service that operates on a specific schedule and along a consistent route. An alternative to fixed-route service would be demand-responsive service where routing and scheduling are created daily based upon the individual needs of riders.
Fleet Capacity	Maximum amount of service that can be delivered using all available buses in the fleet, excluding a minimum number of spare buses held in reserve for bus replacement in case of a breakdown, maintenance, and operator training.
FM	<i>Facilities Management (LTD)</i> – An LTD work group.
FMO	<i>Financial Management Oversight</i> – A periodic review of a transit district’s financial policy, procedures, and internal related controls performed by independent consultants and paid for by the FTA.
FONSI	<i>Finding of No Significant Impact</i> – A National Environmental Policy Act of 1969 (NEPA) compliance document that affirms that an environmental assessment found that alternatives were evaluated and a proposed action would have no significant impact on the human environment.
Franklin EmX Corridor	An EmX route from downtown Eugene to downtown Springfield.

Frequency of Service	The number of transit vehicles in a given period passing by any given point on a route.
FSA	<i>Flexible Spending Account</i> – A benefit offered to an employee by an employer that allows a fixed amount of pre-tax wages to be set aside for qualified expenses. Qualified expenses may include child care or uncovered medical expenses. The amount set aside must be determined in advance and employees lose any unused dollars in the account at year-end.
FTA	<i>Federal Transit Administration</i> – An administration in the U.S. Department of Transportation that assists in developing improved mass transportation methods, techniques, facilities, and equipment; encourages planning and establishment of urban mass transportation systems; and assists states and local governments and their authorities in financing urban mass transportation systems.
FTN	<i>Frequent Transit Network</i> – Projects encompass the planning, design, and construction of service that increases capacity along major transportation corridors. The FTN strengthens regional connectivity by tying service and investment decisions to the level of development along corridors.

G

GASB	<i>Governmental Accounting Standards Board</i> – An accounting industry organization, part of the Financial Accounting Foundation, that issues Statements of Financial Accounting Standards that define and govern generally accepted accounting principles (GAAP) for state and local government entities in the United States.
Gateway EmX Extension	An extension of the EmX Green Line that connects downtown Springfield with the Gateway area.
Gateway Transportation Program	Assistance supplied by Point2point to reduce congestion, coordinate information and educational services, and work with businesses, property owners, and agency representatives to implement a variety of Transportation Option strategies in the Gateway area.
GDT	<i>Green Dream Team</i> – A group that exists to guide and facilitate a collaborative cross-departmental effort that will support LTD’s mission of creating a more vibrant, sustainable, and equitable community.
Geographic Coverage	Geographic coverage is the measure of how close transit service comes to where residents live. It will often be referred to as the percentage of households within a quarter-mile walking distance to a transit route.

GFOA	<i>Government Finance Officers Association</i> – A national group responsible for issuance of the Certificate of Achievement for Excellence in Financial Reporting.
GPP	<i>Group Pass Program</i> – Program designed for organizations to allow bulk purchase of transit passes for all members of the group at a significant cost savings.
GPS	<i>Global Positioning System</i> – Satellite-based information system required for real-time automated vehicle location system and passenger information system.
Guideway	Transit-only lane with curbs; used interchangeably with “transitway.”

H

Half Fare Program	A federally mandated program that requires transit districts to charge older adults and persons with disabilities one half the adult cash fare during off-peak hours.
Headway	Time interval between vehicles moving in the same direction on a particular route.
HOV	<i>High-Occupancy Vehicle</i> – A vehicle that can carry two or more persons. Examples of high occupancy vehicles are a bus, vanpool, and carpool. These vehicles sometimes have exclusive traffic lanes called HOV lanes, busways, transitways, or commuter lanes.
HIPPA	<i>Health Insurance Portability and Accountability Act</i> – A U.S. law designed to provide privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals, and other health care providers.
HR	<i>Human Resources and Risk Management</i> – An LTD work group.
HRA	<i>Health Reimbursement Account</i> – A tax-deferred arrangement (account) that is paid for solely by the employer, which reimburses the employee for medical care expenses incurred by the employee, employee spouse, and dependents. Amounts not used in a calendar year can be rolled over into consecutive calendar years, and therefore accumulate over time.
Human Resources Committee	The Human Resources (HR) Committee provides the Board of Directors with oversight and recommendations related to Lane Transit District's relationship with its General Manager, including the General Manager's goals, annual performance evaluation, performance, and compensation. The HR Committee is composed of three Board members who meet on the second Thursday of the month on an as needed basis to discuss issues related to LTD's employees.

Hybrid Abbreviation for hybrid-electric – Vehicle propulsion systems that are a combination of gas or diesel and electricity. EmX vehicles and Prius automobiles are examples in the LTD fleet.

I

Intermodal The ability to connect, and the connections between, modes of transportation.

IT *Information Technology* (LTD) – An LTD work group.

ITS *Intelligent Transportation Systems* – Advanced technologies systems like signal priority and automated vehicle locating that foster the use of advanced technologies to improve the safety, reliability, and efficiency of public transportation systems.

L

LaneACT *Lane Area Commission on Transportation* – An advisory body established to provide a forum for stakeholders to collaborate on transportation issues affecting Lane County and to strengthen state/local partnerships in transportation.

LC *Leadership Council* – LTD’s management team that addresses issues of the day.

LCC *Lane Community College*

LCOG *Lane Council of Governments* – A voluntary organization of local governments that strives for comprehensive, regional planning.

Livability Initiative A joint venture of the U.S. Department of Transportation (DOT), U.S. Department of Housing and Urban Development (HUD), and U.S. Environmental Protection Agency (EPA) to promote livable communities, improve the quality of life for more Americans, and create more transportation choices that serve the needs of individual communities.

LOC *Local Organizing Committee*

Local Budget Law State of Oregon statutory requirements governing the budget process, as detailed in Oregon Revised Statutes (ORS) 294.305-565.

LPA *Locally Preferred Alternative* – A federal term for the preferred design for a project.

M

Main-McvWay Governance Committee	The Our Main Street projects are coordinated through a three-tiered management structure that includes project direction provided by an ad hoc Governance Team membership and protocols.
MAP-21	<i>“Moving Ahead for Progress in the 21st Century”</i> – Transportation authorization, signed by President Obama, effective October 1, 2012, to restructure federal investments of surface transportation.
Mark-off	Mark-off time is time that is paid to bus operators for doing duties other than their regular assignment, e.g., committee work, proofreading, etc.
Medicaid Fund	A fund within LTD’s budget that includes transactions for transportation services provided under Medicaid for eligible participants.
Medicaid Transportation Brokerage	A centralized access point to provide transportation services. LTD contracts with the Oregon Department of Human Services Department of Medical Assistance Programs (DMAP). A <i>broker</i> provides call taking, eligibility verification, scheduling, and quality assurance for Non-Emergent Medical Transportation and Non-medical transportation for eligible clientele.
Medicaid Transportation Brokerage	A centralized access point to provide transportation services. LTD contracts with the Oregon Health Authority (OHA). A <i>broker</i> provides call taking, eligibility verification, scheduling, and quality assurance for Non-Emergent Medical Transportation and community (non-medical) transportation for eligible clientele.
Medicaid Waivered Non-medical	Transportation for Medicaid recipients who have a qualifying care plan managed by a Senior and Disability Services Case Manager under a Medicaid waiver. A certain amount of local transportation supports people staying in their homes or other community setting rather than residing in a nursing care facility. Also called community-based transportation within the RideSource Call Center and is one of the services offered.
Mini-Extra Board	Same as Extra Board except that Mini-Extra Board bus operators are guaranteed 60 hours per pay period instead of 80 hours.
Mobility Management	Making innovative use of the transit resources to respond to the demands of customers, which may include: providing non-traditional services such as vanpool, ride-share, or demand-responsive services; implementing technologies that increase travel options or convenience; providing information on all modes and ridesharing at a single call center; or influencing land use in favor of transit.

MOD	<i>Mobility on Demand</i> – A flexible demand-response system complimenting and connecting people to their community and to the transportation network system.
Modal Split	Percentage of the total participants using a particular method of transportation to an activity or event.
Mode	A specific form of transportation, such as automobile, subway, bus, rail, or air.
MovingAhead	A cooperative effort of the City of Eugene, Lane Transit District, and regional partners in the community to determine what improvements are needed on some of our most important transportation corridors. This effort will be carried out through multiple phases over the next several years. The first phase of effort will lead to the identification up to four priority corridors which would then undergo further development work leading to capital investments related to the transit system as well as other modes of travel.
Moving Ahead Oversight Committee	The City of Eugene and the Lane Transit District (LTD) are working with the community to prioritize corridors for near-term enhancements that serve people using transit, biking, walking, and mobility devices. MovingAhead will build from Envision Eugene and LTD's Long Range Transit Plan. These documents call for improving service for people using transit, and facilities for people biking and walking in our community.
MPC	<i>Metropolitan Policy Committee</i> – An intergovernmental committee created for problem solving and to resolve intergovernmental disagreements between the Cities of Eugene and Springfield, and Lane County.
MPO	<i>Metropolitan Planning Organization</i> – A federally required transportation planning body responsible for the regional transportation plan and the MTIP in its region: Lane Council of Governments (LCOG) is the designated MPO for this region.
MTIP	<i>Metro Transportation Improvement Program</i> – A federally mandated planning document that lists highway and transit projects for the region, approved by the MPC, and submitted to the state for inclusion in the State Transportation Improvement Program (STIP).
MTM	<i>Medical Transportation Management</i> – Contractor providing RideSource Brokerage operations. Medical Transportation Management, Inc., manages ADA and NEMT transportation and related services for systems across the US.
Multimodal	A trip involving several types of transportation, such as both rail and bus.

MXB *Mini-Extra Board* – Same as Extra Board except that Mini-Extra Board bus operators are guaranteed 60 hours per pay period instead of 80 hours.

N

NEMT *Non-Emergent Medical Transportation* – Trips provided through the RideSource Call Center for persons qualified for Oregon Health Plan Plus (OHP+) and who have no other reliable means of getting to and from Medicaid-covered medical services.

NEPA *National Environmental Policy Act of 1969* – An act to establish a national policy for the environment, to provide for the establishment of a Council on Environmental Quality, and for other purposes.

New Starts Program A category of the Federal Transit Administration Capital Investment Program (49 USC 5309) that is used to fund new fixed-guideway systems, or an extension to an existing fixed-guideway system such as rail and potentially bus rapid transit.

NOFA *Notification of Funding Availability*

Northwest Natural Privately owned natural gas provider for the District.

NTD *National Transit Database* – The system through which the Federal Transit Administration (FTA) collects uniform transit data needed by the Secretary of Transportation to administer department programs. The data consist of selected financial and operating data that describe public transportation characteristics. Recipients of FTA Urbanized Area Formula Program (Section 5307) and Nonurbanized Area Formula Program (Section 5311) are required by statute to submit data to the NTD.

NTI *National Transit Institute* – Training, education, and clearinghouse services in support of public transportation in the United States.

O

OAA *Older Americans Act* – The Older American’s Act of 1965 established the Administration on Aging, a national agency to oversee the development of services and opportunities for older people in every community across the nation.

OAR *Oregon Administrative Rules* – A compilation of the administrative rules of Oregon state agencies, compiled, indexed, and published by the Secretary of State’s Office.

ODOT *Oregon Department of Transportation* – A department of the Oregon state government responsible for systems of transportation.

OHP+	<i>Oregon Health Plan Plus</i> – A state medical health plan provided to children and adults who are eligible for traditional Medicaid programs or for the Children's Health Insurance Program (CHIP).
OMB	<i>Office of Management and Budget</i> – The office within the executive branch of the federal government that prepares the President's annual budget, develops the federal government's fiscal program, oversees administration of the budget and reviews government regulations.
OMPOC	<i>Oregon Metropolitan Planning Organization Consortium</i> - The Oregon MPO Consortium is a forum for Metropolitan Planning Organizations (MPO) whose purpose includes addressing Oregon's growing transportation needs within metropolitan areas, the role of the State of Oregon in transportation investments and other related transportation needs and issues within the state.
OPEB	<i>Other Post-Employment Benefits</i> – Benefits received by an employee when he or she begins retirement, including health care and life insurance premiums, and deferred compensation. It does not include pension benefits.
Operating Revenues:	
<i>Cash fares</i>	Revenues from cash fares and daily, monthly, and three-month passes.
<i>Group pass</i>	Revenues from group pass programs with businesses such as ASUO and Symantec.
OPS	<i>Transit Operations (LTD)</i> – An LTD work group.
OPTIS	<i>Oregon Public Transit Information System</i> – An electronic web-based software program used for managing ODOT Public Transit Division grants.
ORS	<i>Oregon Revised Statutes</i> – The codified laws of the State of Oregon, which is published every two years to incorporate each legislative session's new laws.
OSHA	<i>Occupational Safety and Health Administration</i> – Agency responsible for promulgating rules, setting health and safety standards, and overseeing enforcement, whether by direct federal effort or by relying on state enforcement programs.
OTA	<i>Oregon Transit Association</i> – Created to assist members in the development and improvement of efficient, safe, and convenient transportation services, techniques and methods, facilities, and equipment.
OTC	<i>Oregon Transportation Commission</i> – Establishes state transportation policy and guides the planning, development, and

management of a statewide integrated transportation network. The governor appoints five commissioners, ensuring that different geographic regions of the state are represented. One member must live east of the Cascade mountain range; no more than three can belong to one political party.

OTP *Oregon Transportation Plan* – The comprehensive, long-range plan for a multimodal transportation system for the state, which encompasses economic efficiency, orderly economic development, safety, and environmental quality.

Other Revenues:

Special services Services given in regular transit revenue service, but paid for by some organization rather than by the rider, and for rides given along special routes for which revenue may be guaranteed by a beneficiary of the service. Example: Contractual arrangements for special service rides for sporting events, community events, etc., where fares are paid on a contractual basis.

Sponsored Services Public transportation services that are provided by a transit provider as part of a sponsorship or donation. Common sponsored agencies include local non-profit agencies who facilitate events and programs.

Payroll taxes Revenues generated from tax imposed on employers within the transit district based on the employer's payroll.

Self-employment taxes Revenues generated from tax imposed on self-employed individuals within the transit district based on the individual's non-excluded federal Schedule SE income.

State-in-lieu taxes Revenues from the State of Oregon in lieu of payment of employer payroll taxes.

Statewide Transportation Improvement Fund Revenues generated from a tax imposed on employees within the transit district based on the employee's eligible pay.

Other operating grants Revenues from grants for non-capital expenditures such as TDM and preventive maintenance.

P

P&D *Planning and Development (LTD)* – An LTD work group.

P2p *Point2point* – A grant-funded program housed at Lane Transit District charged with the coordination and implementation of many of the region's Transportation Options strategies.

P-card	<i>Purchasing Card</i> – A charge card issued to employees that works in a similar way to credit cards and can be used to purchase goods or services.
Paratransit	Alternatives to traditional modes of public transit such as bus and rail. Often refers to flexibly scheduled and routed transportation services using small buses or minivans. LTD’s paratransit services are coordinated under the RideSource Call Center.
Park & Ride Program	A program funded by Point2point to maintain existing sites and identify potential new sites where drivers can park their cars and either take a bus, walk, ride a bike, or meet a carpool.
Passenger Boarding	Occurs when a customer boards the bus.
Passenger Miles	The total number of miles traveled by passengers on transit vehicles; calculated by accumulating the total for all trip segments resulting from multiplying the number of passengers determined to be on board for each trip segment by the length of the trip segment.
PBI	<i>Passenger Boarding Improvements</i> – Capital improvements to aid passengers in boarding and deboarding transit vehicles. These may include improvements to transit stations, shelters, stops, and bus stop signs, among others.
PCE	<i>Progressive Corridor Enhancement</i> – A program to implement incrementally various transit enhancements along a corridor. Typical enhancements include signal priority, improved stops and stations, through-routing, improved service frequency, and queue- jump lanes. Improvements could eventually lead to implementation of an EmX level of service.
Peak Service (peak assignments)	Describes the point of time during the day when the District has the maximum number of buses operating. It is often described as the a.m. peak and the p.m. peak.
Pension Trusts	LTD maintains two pension trusts: one for union employees (ATU/LTD Pension Trust) and one for non-union employees (Salaried Employees Retirement Plan). These trusts differ somewhat in basic structure, but each has a Board of Trustees that has certain oversight responsibilities. The LTD Board is responsible for appointing three Trustees to the Salaried Trust and two Trustees to the ATU/LTD Trust. The three trustees for the Salaried Trust are the LTD Board president, the general manager, and the Human Resources director. The two trustees appointed by the Board for the ATU/LTD trust are the LTD Board president and the general manager.
PM	<i>Preventive Maintenance</i> – The maintenance of LTD assets to keep those assets in a state of good repair.
PMP	<i>Project Management Plan</i> – Guiding document for the management and administration of the West Eugene EmX Extension (WEEE) project.

PMOC	<i>Project Management Oversight Contractor</i> – Informs FTA’s determination regarding the adequacy of the Grantee’s legal, administrative and technical capacity, and capability to effectively and efficiently execute the project in all of its aspects, including planning, design, construction, testing, and revenue operations.
PP	<i>Pioneer Parkway</i> – A street in Springfield chosen for part of the second EmX route.
Private Provider	Contracted transportation providers, may include nonprofit providers, taxis, etc.. Primarily used to expand capacity for RideSource Brokerage services.
Proposed Budget	Version of the budget presented by management to the Budget Committee.
PUD	<i>Planned Unit Development</i> – A type of building development and regulatory process. As a building development, it is a designed grouping of both varied and compatible land uses, such as housing, recreation, commercial centers, and industrial parks, all within one contained development or subdivision.

Q

Queue Jumpers	A transit-priority technique that allows a bus to use an exclusive lane to bypass a queue of cars to reach a signalized intersection.
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R

RAMP	<i>Real Estate Acquisition Management Program</i>
Reduced Fare Program	See Half Fare Program.
Report Time	The time an operator is allotted to perform safety pre-check of vehicles prior to going out for the day.
Revenue Hours	The period of time a bus is in service, boarding and deboarding customers.
Rhody Express	A local public transit service operating in Florence coordinated through Accessible Services. Funded under Section 5311 Rural General Public Program, Special Transportation Fund, and City of Florence.
Rider Cards	LTD provides rider cards such as Honored Rider free fare for persons age 65 and older, or half-fare for any persons with a current, valid Medicare card, or proof of receiving SSI or SSD along with a valid photo ID card. Veterans who receive 50 percent or higher disability

benefit are also eligible for half-fare. Persons with disabilities who need an accessible accommodation in order to ride the bus may also be eligible for half fare. The Half-Fare and Honored Rider cards may be obtained at the LTD Customer Service Center.

Rideshare Program	A program funded by Point2point to promote sharing of one vehicle by two or more commuters. (See Carpool/Vanpool.)
RideSource ADA Service	LTD paratransit services for people with disabilities who are unable to use regular fixed-route services as mandated under the Americans with Disabilities Act of 1990.
RideSource Call Center	LTD-administered call center that integrates human services and public transportation for older adults, people with disabilities and person of low income using a single telephone number. Provides integrated call taking, billing, scheduling, and dispatch services.
RIS	<i>Regional Information System of Lane County</i> – A regional service provider that offers information and technology sharing among governmental agencies.
RTOP	<i>Regional Transportation Options Plan</i> – A plan to both broaden and focus the definition and application of the Transportation Demand Management (TDM) elements of our local and regional transportation plans.
RTP	<i>Regional Transportation Plan</i> – Required by federal regulation, implemented by Lane Council of Governments.
RTSP	<i>Regional Transportation System Plan</i> – Required by Oregon law. Includes policies, projects, and strategies that guide regionally significant transportation investment within the Central Lane MPO. The development of this plan will involve the communities of Coburg, Eugene, and Springfield, including citizens, staff, and elected officials.
Run Cut	A run, also known as a duty, is a piece of work handled by bus operators. A block is how a bus is assigned to its daily activities. A block may be up to 19 hours long. The planners use software to cut the blocks efficiently into pieces of work called runs. Bus operators choose their runs during the bid process.

S

S&DS	<i>Senior and Disabled Services</i> – A division of the Lane Council of Governments.
SAC	<i>Service Advisory Committee</i> – Employee representatives who meet as needed to discuss service issues and advise Service Planning and Marketing staff about bus service planning and operations. This group effectively interacts among employees and Service Planning and Marketing staff.

SAFETEA-LU	<i>Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users</i> – Enacted in August 2005, authorizes the federal surface transportation programs for highways, highway safety, and transit through FY 2009.
SBPG	<i>Standard Bus Procurement Guidelines</i> – Guidelines developed through an open and inclusive industry consensus process, funded by the Transit Cooperative Research Association (TCRP) and under the guidance of the American Public Transportation Association (APTA).
Schedule Hours	This is the sum of all revenue and non-revenue service hours the bus is in operation. This includes prep time, deadhead time (traveling to the beginning of a route), and layovers.
Scheduled Free Time	Paid time to individual operators to bring scheduled hours worked up to contractual minimums.
Scheduled Split Time	Thirty minutes of paid time for all scheduled runs with a split of 36 minutes or more from the end of the first piece of work to the start of the second piece of work.
Scheduled Travel Time	Bus operators are often required to begin their run/duty at a location out in the system. Travel time is the time paid to get the operator to the starting point of the run/duty.
SCTC	<i>Santa Clara Transit Station</i> – Proposed development of a transit station, located at the former Santa Clara Elementary School site on River Road between Green Lane and Hunsaker Lane in North Eugene.
SDS	<i>Senior and Disability Services</i> – A division of the Lane Council of Governments.
Service Hours	Total time a bus is in operation, including non-revenue service travel time between the garage and the start and end of route service.
SGR	<i>State of Good Repair</i> – An FTA grant program initiated to support reinvestment in bus fleets and bus facilities for both urbanized and rural areas.
SharePoint	A web-based collaborative platform that integrates with Microsoft Office. A document management and storage system.
Signal Pre-emption	Guarantees a green light at an intersection; available for emergency vehicles only.
Signal Priority	Provides priority for transit vehicles at signalized intersections.
SmartTrips	An individualized marketing program that promotes available transportation options to households and businesses living within a target neighborhood or geographic boundary.

Small Starts	A new category within the New Starts program for a fixed-guideway project with a total cost of less than \$250 million and a maximum cost of \$75 million New Starts grant funding.
Smart Ways to School Program	A program to implement transportation options programs and measure the effectiveness of efforts at selected school sites in the region.
SOV	<i>Single-Occupant Vehicle</i> – A vehicle with one occupant, the driver, who is sometimes referred to as a “drive alone.”
SP	<i>Service Planning</i> (LTD) – An LTD work group.
Span of Service	The time between the first bus trip in the morning and the last bus trip at night.
Special Services	Revenues for contracted transit services (e.g., event shuttles to fairs and sporting events) and purchased charter services (e.g., shuttles for a private group).
SRTS	<i>Safe Routes to School</i> – A nationwide program model implemented in the Eugene, Springfield, and Bethel school districts to increase the number of students walking and biking to school.
SSD or SSI	<i>Social Security Disability and Supplemental Security Income</i> (based on disability) – LTD offers half-price fares to current eligible recipients under the Rider Card program.
STBG	<i>Statewide Transportation Improvement Fund</i> is a new state payroll tax (one-tenth of 1 percent) collected from Oregon employees as a result of the passage of House Bill 2017 and provides a new dedicated source of funding to expand public transportation to access jobs, improve mobility, relieve congestion and reduce greenhouse gas emissions around Oregon.
STF	<i>Special Transportation Fund Program for the Elderly and People with Disabilities</i> – State of Oregon program funded by a tax on tobacco products and other state resources.
STF Advisory Committee	The Special Transportation Fund Committee is a state-mandated advisory committee that advises the LTD Board of Directors in carrying out the purposes of the Special Transportation Fund (the “STF”) for the elderly and people with disabilities Special Transportation Operating (the “STO”) Grants Program.
STIF	<i>Statewide Transportation Improvement Fund</i> is a new state payroll tax (one-tenth of 1 percent) collected from Oregon employees as a result of the passage of House Bill 2017 and provides a new dedicated source of funding to expand public transportation to access jobs, improve mobility, relieve congestion, and reduce greenhouse gas emissions around Oregon.

STIF Advisory Committee	The LTD Board of Directors has appointed an Advisory Committee to review potential STIF-funded projects and create a prioritized list of projects for the county. The Advisory Committee will meet at least two times per year.
STIP	<i>Statewide Transportation Improvement Plan</i> – Outlines the state’s transportation capital improvement program, listing proposed construction projects for a four-year period. The STIP meets the requirements of MAP-21, the federal act providing funds to states for transportation projects. The STIP is not a planning document. It is a project prioritization and scheduling document.
STP	<i>Surface Transportation Program</i> – Federal flexible funding that allocates a share of federal highway funds to state and local governments for road and transit-related projects.
STP-U	<i>Surface Transportation Program - Urban</i> – STP funds specifically allocated to the Eugene-Springfield urbanized area.
STS	<i>Statewide Transportation Strategy</i> – A long-term vision to reduce transportation-related greenhouse gas (GHG) emissions and increase the region’s energy security through integrated transportation and land use planning through 2050.
Strategic Planning Committee	This committee is composed of a core group of representatives from the LTD Board of Directors, key LTD partners including: the Eugene City Council, Springfield City Council, Lane County Board of Commissioners, and Oregon Department of Transportation. The committee also includes a diverse set of representatives from within the community. The Strategic Planning Committee provides the LTD Board of Directors with 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 waiting times, bridging the first and last mile, creating safer ways to access service, and optimizing solutions for urban and rural areas.
STRR	<i>Surface Transportation Reauthorization & Reform Act (State)</i> – Authorizes funds for federal-aid highways, highway safety programs, and transit programs, and for other purposes.
Summer Bid	The term “bid” refers to the selection of work by bus operators. Operators bid based upon their seniority in the union. LTD has three bids per year: fall, winter, and summer. Bids are timed with the service adjustment.
Supplemental Budget	A requirement of Oregon Budget Law when a proposed change to an adopted budget in expenditure appropriation is 10 percent or more in a fund. A Supplemental Budget requires published notification to

citizens as to the date and time of a public hearing on the proposed changes.

T

T4America	(See Transportation for America)
TAM	<i>Transit Asset Management</i> – An FTA business model that prioritizes funding based on the condition of transit assets, in order to achieve or maintain transit networks in a state of good repair.
TCRP	<i>Transit Cooperative Research Association</i> – A nonprofit educational and research arm of the American Public Transportation Association (APTA). The TCRP undertakes applied research and technical activities focusing on the needs of transit operating agencies. Research is conducted in all areas of public transportation, including operations, policy, planning, service configuration, engineering of vehicles and facilities, maintenance, human resources, and administration.
TDM	<i>Transportation Demand Management</i> – Refers to various strategies that change travel behavior (how, when, and where people travel) in order to increase transport system efficiency and achieve specific planning objectives.
TGM	<i>Transportation Growth Management</i>
TIGER	<i>Transportation Investment Generating Economic Recovery</i> – The American Recovery and Reinvestment Act of 2009 appropriated \$1.5 billion in discretionary grant funds to be awarded by the U.S. Department of Transportation for capital investments in surface transportation infrastructure. Grants are awarded for transportation investments that have a significant impact on the nation, a metropolitan area, or a region.
TIGGER	<i>Transit Investments in Greenhouse Gas and Energy Reduction</i> – The American Recovery and Reinvestment Act of 2009 (ARRA) provided \$100 million to be distributed as discretionary grants to public transit agencies for capital investments that will assist in reducing the energy consumption or greenhouse gas emissions of public transportation systems.
TIP	<i>Transportation Improvement Plan (local or regional)</i> – A program for transportation projects, developed by a metropolitan planning organization, in conjunction with the state.
TMA	<i>Transportation Management Area</i> – An area designated by the U.S. Secretary of Transportation, having an urbanized area population of over 200,000, or upon special request from the Governor and the metropolitan planning organization (MPO), or under special circumstances designated for the area.

TOGO	<i>Transportation Options Group of Oregon</i> – TOGO was formed to promote transportation options and balanced transportation systems. TOGO's goal is to create a greater awareness of transportation options and to provide a format for transportation options professionals and/or other interested entities or individuals to exchange and distribute information at the local/regional level. Transportation options include but are not limited to: transit (bus and light rail), car/vanpooling, walking, bicycling, teleworking, use of telecenters, car sharing, close-to-home commuting, park and rides, creative work schedules, commuter rail, and train.
TPC	<i>Transportation Planning Committee</i> – A Lane Council of Governments committee that undertakes the technical activities necessary for the continuing comprehensive and cooperative transportation planning process in the Central Lane Metropolitan Planning Organization (CLMPO) area, as described in the Unified Planning Work Program (UPWP).
TrAMS	TrAMS is the Transit Award Management System, FTA's platform to award and manage federal grants. The TrAMS system maintains information on each recipient organization and the organization's compliance with eligibility requirements for awards, and tracks individual users within the organization. TrAMS is a web-based tool developed to allow recipients to apply for federal funds, manage their programs in accordance with federal requirements, and provide FTA with a method to approve, control, and oversee the distribution of funds.
Transit Lane	Traffic lane reserved for transit-only use.
Transit Tomorrow	LTD's effort to find out how to better get people to where they are going and what LTD's services will look like in the future by combining technical analysis and broad-based community input.
Transit Training & Hosts	LTD program operated under contract to provide assistance with transfers and riding information at the Eugene Station and conduct one-on-one travel training for people with disabilities who desire to learn to use the bus. Promotes and supports the use of fixed-route service as an alternative to using RideSource paratransit.
Transit way	Transit-only lane with curbs; used interchangeably with guideway.
Transportation Disadvantaged	Persons who must rely on public transit or paratransit services for most of their transportation. Typically refers to individuals of age without access to or ability to legally operate a personal vehicle.
Transportation for America	A growing, national coalition committed to creating a new national transportation program that will take America into the 21st Century by building a modernized infrastructure and healthy communities where people can live, work and play.

Transportation Options	A grant-funded program housed at Lane Transit District charged with the coordination and implementation of many of the region's transportation options.
Triennial Review	See Comprehensive Review.
TransPlan	The Eugene and Springfield Area Transportation Plan consists of long-range projects and policies addressing optimal ways that cars, buses, bicycles, and pedestrians can travel in the Eugene-Springfield region. TransPlan serves as the regional transportation plan (RTP) for the Eugene-Springfield metropolitan area.
TSP	<i>Transportation System Plan</i> – A requirement of Oregon law, which governs plans at the county level as well as cities within LTD's service area. The TSPs identify improvements for all modes of transportation including roadway, bicycle and pedestrian, transit, and rail networks.
TVM	<i>Ticket Vending Machine</i> – A fare machine on the platform of the EmX stations for riders to purchase bus passes.

U

Unemployment Rate	Economic indicator that calculates the percentage of unemployed workers as compared to total employment.
United Front	A coalition of local governments in the Eugene-Springfield area supporting a broad, collective federal agenda.
UPWP	<i>Unified Planning Work Program</i> – A federally required certification document developed for the Central Lane MPO that describes the transportation planning activities to be undertaken in and surrounding the Central Lane metropolitan area.
UZA	<i>Urbanized Area</i> – A U.S. Bureau of Census designed area of 50,000 or more inhabitants consisting of a central city or two adjacent cities plus surrounding densely settled territory, but excluding the rural portion of cities.

V

Vacation Bid	Process by which bus operators choose their vacation time in seniority order based on a limited number of vacation spot available each week.
Vanpool	Program to coordinate intercity commuter transit utilizing a 7- to 15-passenger van driven by one of the commuters.

VEBA *Voluntary Employee Beneficiary Association* – Employer-paid employee benefit to assist with co-pays, deductibles, and other health care related costs incurred by the employee.

VMT *Vehicle Miles Traveled* – Total number of miles traveled by all the vehicles on the road or road system for a given period of time. The more cars there are on the road at the same time in the same area, the higher the VMT and the worse congestion will be. Reducing WMT can help ease traffic congestion.

W

EmX West Formerly referred to as West Eugene EmX Extension (WEEE), EmX West is an extension of the EmX Green Line that connects downtown Eugene and the West 11th Avenue area.

Winter Bid The term “bid” refers to the selection of work by bus operators. Operators bid based upon their seniority in the union. LTD has three bids per year: fall, winter, and summer. Bids are timed with the service adjustments.

X

XB *Extra Board* – Operators who bid to work a schedule that changes daily based on specific work rules. Extra Board operators receive their work assignments for the next day at 4:45 p.m.

Proposed Fiscal Year 2020-2021 Budget

Lane Transit District – Eugene, Oregon – May 5, 2020





Agenda

- Budget Context
- Possible Recovery Scenarios
- FY 2020-2021 Budget Goals
- Proposed FY2020-21 Budgets
 - General Fund
 - Pension Trust Fund
 - Capital Fund
 - Specialized Services Fund
 - Point2point Fund
 - Medicaid Fund
- Actions

Budget Context - Global

Live updates: U.S. stocks nosedive, trading paused as emergency Fed action fails to mollify investors

The Dow plunges 2,300 points as a brutal coronavirus-fueled sell-off intensifies

Mar 16, 2020

WSJ Survey: Coronavirus to Cause Deep U.S. Contraction, 13% Unemployment

The coronavirus pandemic will cause a severe economic contraction, 14.4 million job losses and a spike in the unemployment rate this spring, with an economic recovery starting the second half of the year, economists forecast in a Wall Street Journal survey.

By Harriet Torry and Anthony DeBarros · April 8, 2020

April 8, 2020

The Fed just unleashed another \$2.3 trillion to support the economy

By Paul R. La Monica, CNN Business
Updated 12:16 PM ET, Thu April 9, 2020

April 9, 2020

Stocks Gain as U.S. Weighs Restarting Economy

Dow Jones Industrial Average logged its fourth gain in past six trading days

April 14, 2020

American oil crashes below \$0 a barrel -- a record low

By Julia Horowitz, CNN Business
Updated 2:50 PM ET, Mon April 20, 2020

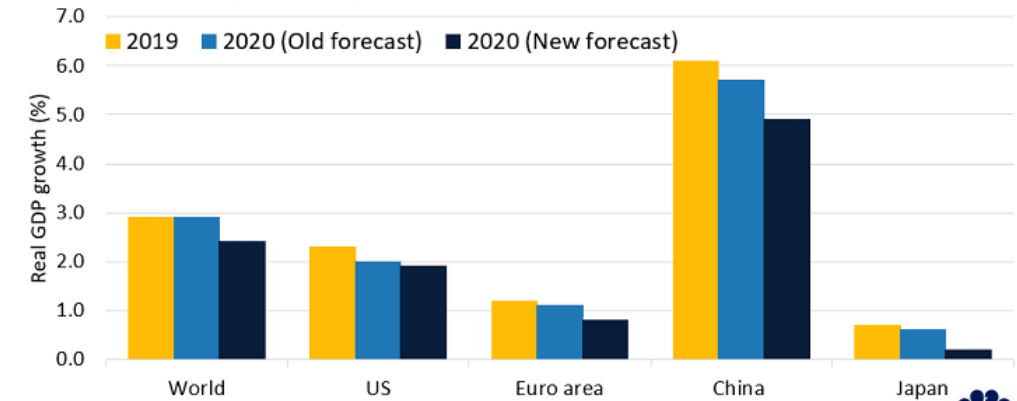
April 20, 2020

Global coronavirus cases surpass 3 million as lockdowns begin to ease

April 27, 2020

Global economic growth slowdown

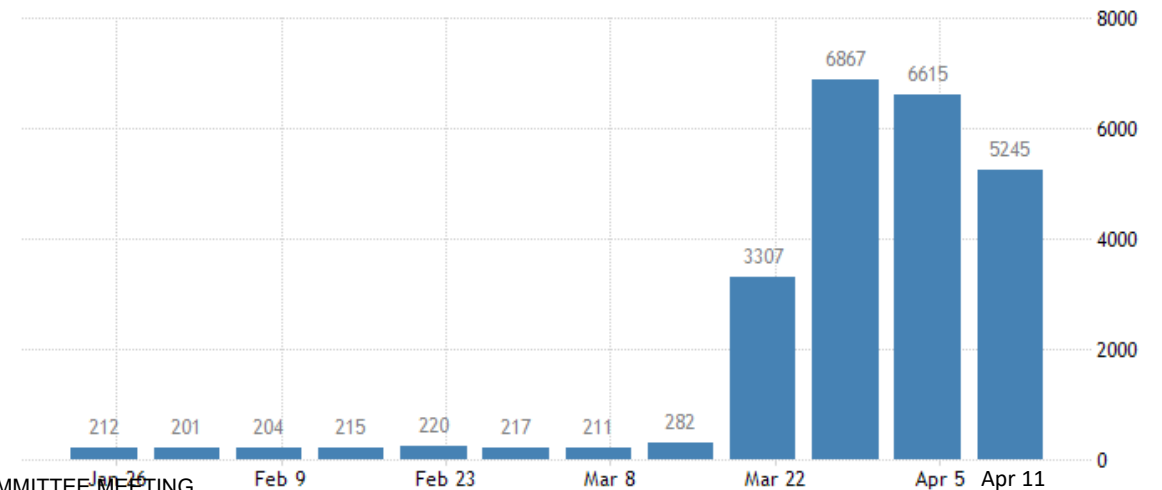
The Organisation for Economic Co-operation and Development (OECD) downgraded its 2020 real GDP growth projections for almost all economies



SOURCE: OECD Economic Outlook Report (March 2020)



Weekly Initial Jobless Claims in 2020 (Millions)



SOURCE: TRADINGECONOMICS.COM | U.S. DEPARTMENT OF LABOR

Budget Context – Lane County

Economic coma:

As of March 9, Oregon is in a “state of emergency.”

Economic instability:

- Record COVID 19-related unemployment claims skyrocket
- Nonessential businesses shuttered
- Supply chain issues

Recovery dependent on:

- Timing of reopening nonessential businesses
- Second or more waves of infection spread
- Availability & timing of treatments and/or vaccine
- Timing, availability & effectiveness of economic supports (stimulus/recovery funds/aid)

Budget Context – Transit Demand

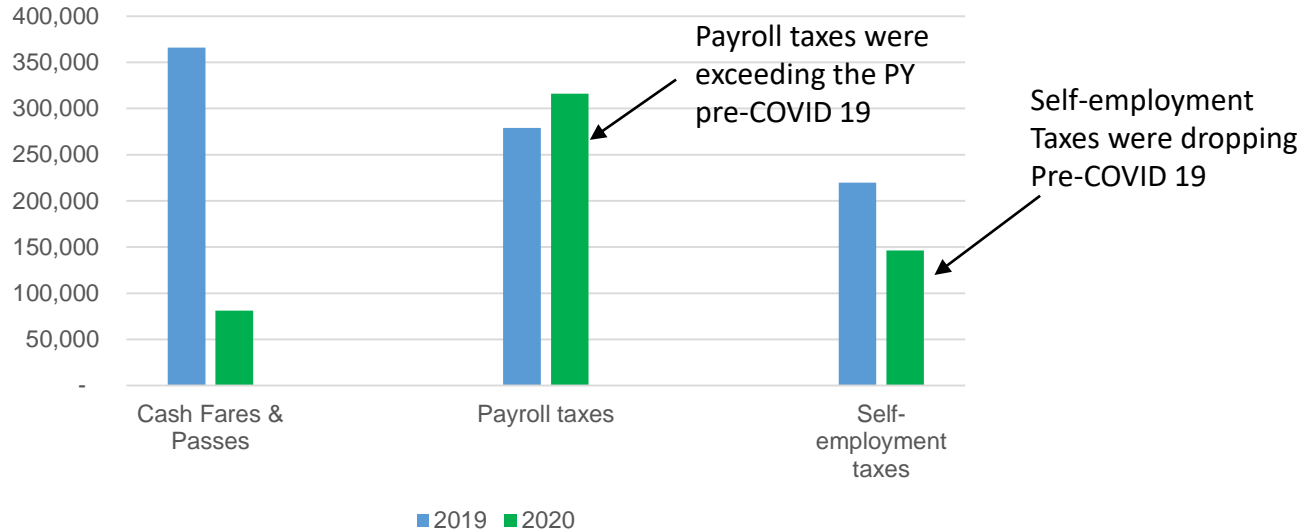
Transit demand has fallen

- People are working from home, furloughed, or laid-off.
- Nonessential businesses are closed, reducing reasons to travel.
- University of Oregon distance learning through the end of summer term.
- Heavy-use transit events cancelled.
- “Stay home, save lives” order.
- Uncertainty if demand will be the same when stay home orders are lifted.

Budget Context - LTD's Resources

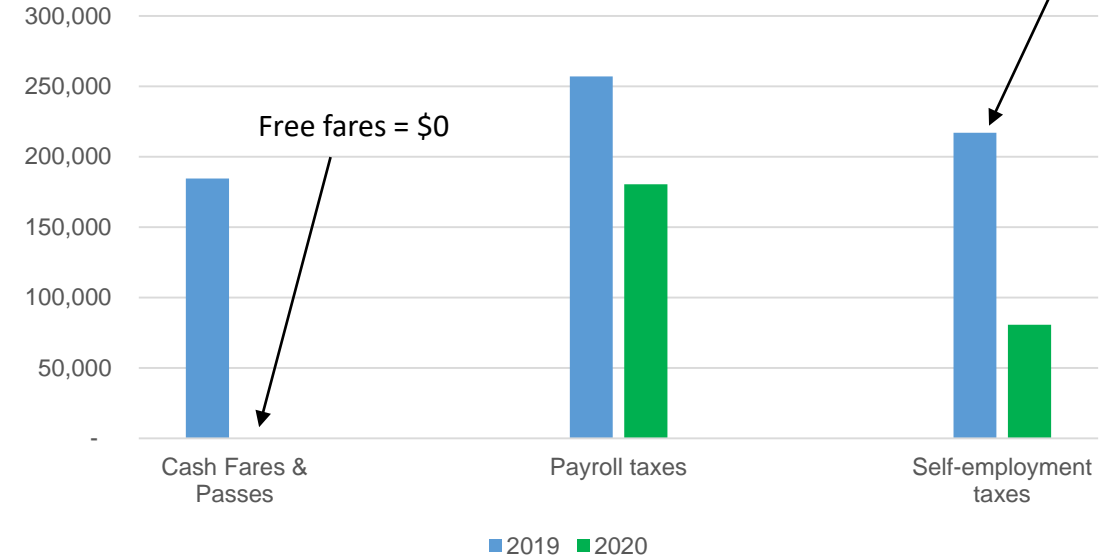
Self-employment's
Seasonal high is April/May,
But is delayed to July/Aug

March FY19 vs FY20



	2019	2020	% Decrease
Cash Fares & Passes	366,053	81,187	-78%
Payroll taxes	279,097	316,148	13%
Self-employment taxes	219,763	146,470	-33%

Receipts as of mid-April FY19 vs FY20



	2019	2020	% Decrease
Cash Fares & Passes	184,480	-	-100%
Payroll taxes	257,126	180,437	-30%
Self-employment taxes	216,988	80,804	-63%

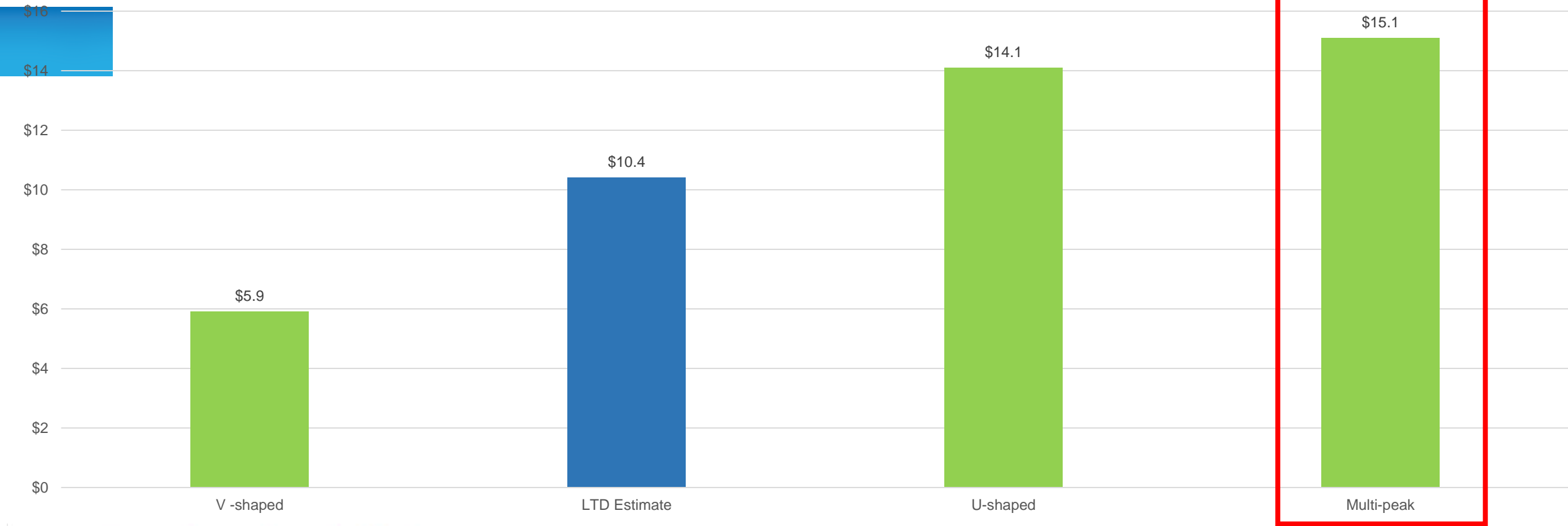
- 2019 top revenue sources: payroll-type taxes (55%), cash fares & passes (7%), group passes (3%)
- Constraints on use of STIF dollars



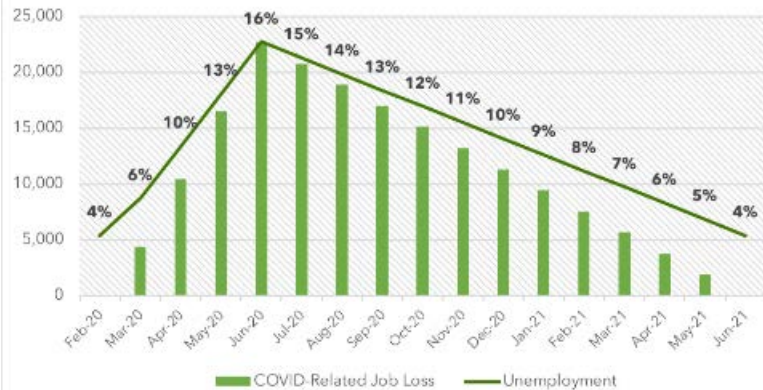
Possible Recovery Scenarios

FY19 -FY21 Payroll-type tax scenarios as of 4/15/20

Payroll tax assumption used



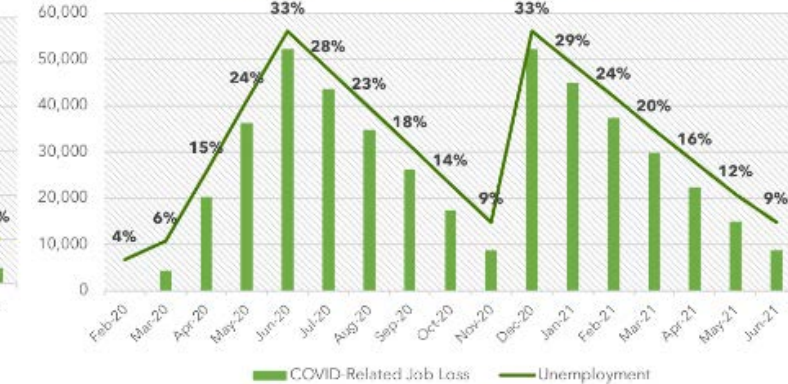
Scenario A: Unemployment by Month



Scenario B: Unemployment by Month



Scenario C: Unemployment by Month



LTD Board's Responses

“We need to be making decisions with the long-term vision in mind” – Josh Skov

“V-shape is too optimistic and that the LTD estimate is too optimistic” - Kate Reid

“Size our budget to the community needs and our budget” – Carl Yeh

“We should be looking at the U and multi-peak scenarios” – Caitlin Vargas

“This is potentially an opportunity to adjust everything” – Don Nordin

“It will take awhile to build ridership back up” – Josh Skov

“Use the CARES Act money to supplant local funds” – Emily Secord

FY2020-2021 Budget Goal

Service:

- Operate service that values public health, essential trips, & operator safety as priorities.
- Service levels to scale based on economic recovery & available resources.

Employees:

- Recognize & reward front line employees in harms way.
- Minimize employee impact and work force reductions.

Reserves:

- Stretch CARES Act dollars to sustain the organization through a longer recovery.
- Supplant general fund dollars with CARES Act dollars, where possible.
- Maintain minimum 2 month reserve requirement.

Responsive:

- Maximum flexibility for fiscal constraints - allowing quick decision-making on the expenditure side.
- Reduce operating requirements by \$7.6M.



Tools to Achieve our Budget Goal



Resources – CARES Act

- \$25 billion for Transit, \$25 million for LTD.
- **No local match** required.
- **Applied for through the Federal grants process.**
- Can be used to support operational, capital, & other expenses.
- Can be applied to costs incurred as far back as **January 20, 2020.**
- Funds do not expire.



Resources - Other

Continued State and Federal lobbying efforts:

- Remove restrictions on STIF funding use.
- Additional Federal relief for extended downturn.

Expenditures

Service levels:

- Service revenue hours \leq \$254K to contain cost.
- Alternative service models to serve essential trip needs safely.

Cost savings:

- Fuel cost savings.
- Increase use of digital media.

Supplant general fund with CARES Act \$\$:

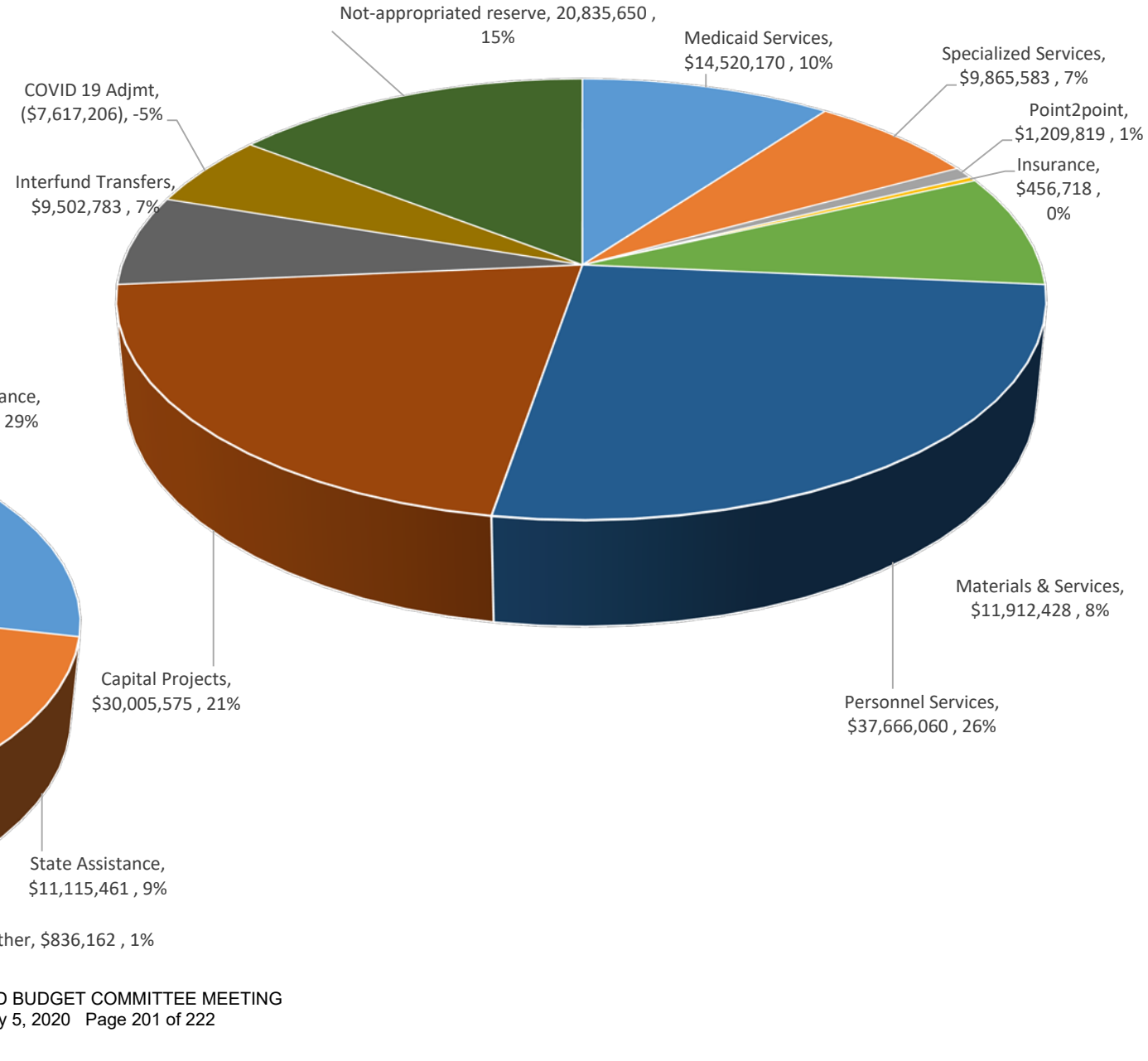
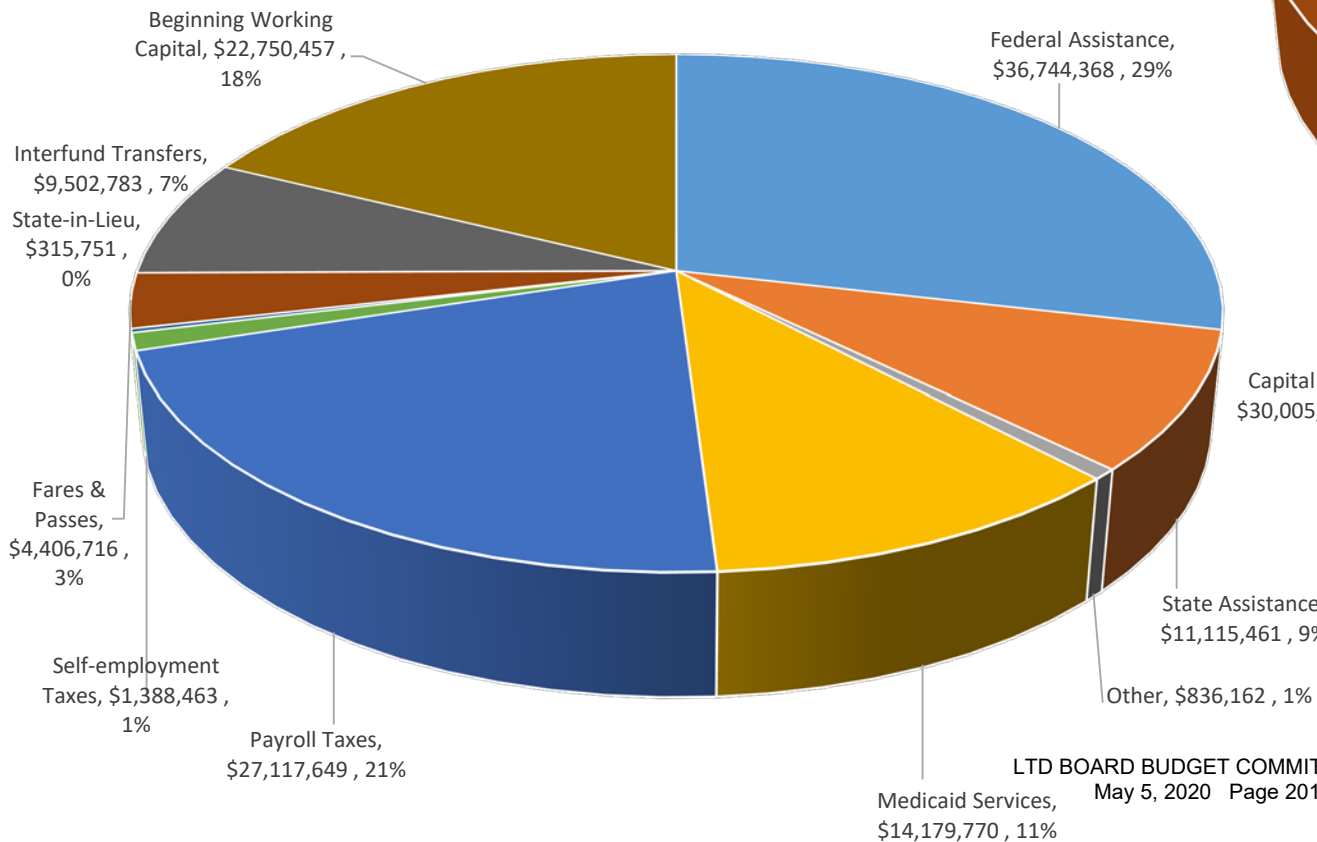
- Direct COVID 19 expenditures.
- Recover COVID 19 lost ground in the pension fund.
- Front line employee recognition.
- Allowable operating & capital expenditures, including fuel & preventative maintenance.

Proposed Budget

All Funds Resources & Requirements

All Funds Total Requirements & not appropriated reserve \$128,357,579

All Funds Total Resources \$128,357,579



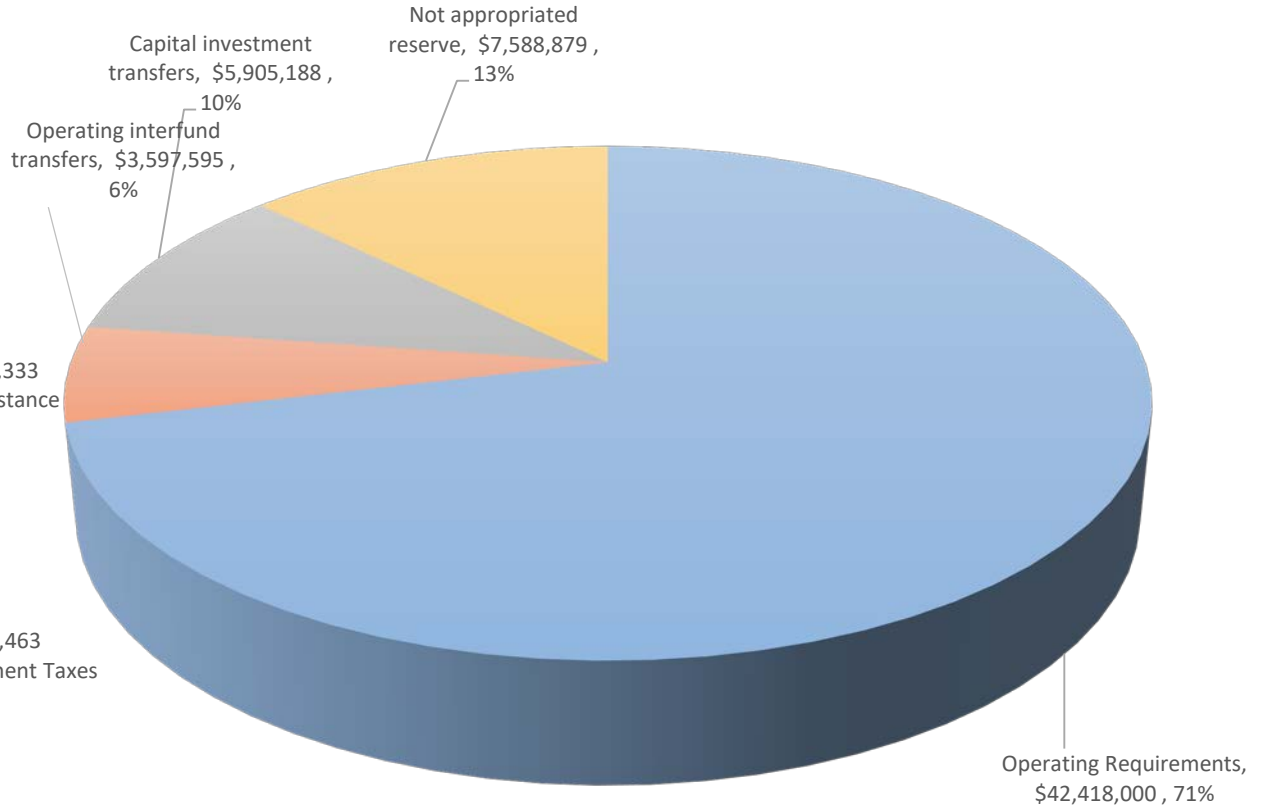
FY2020-21 Budgets by Fund



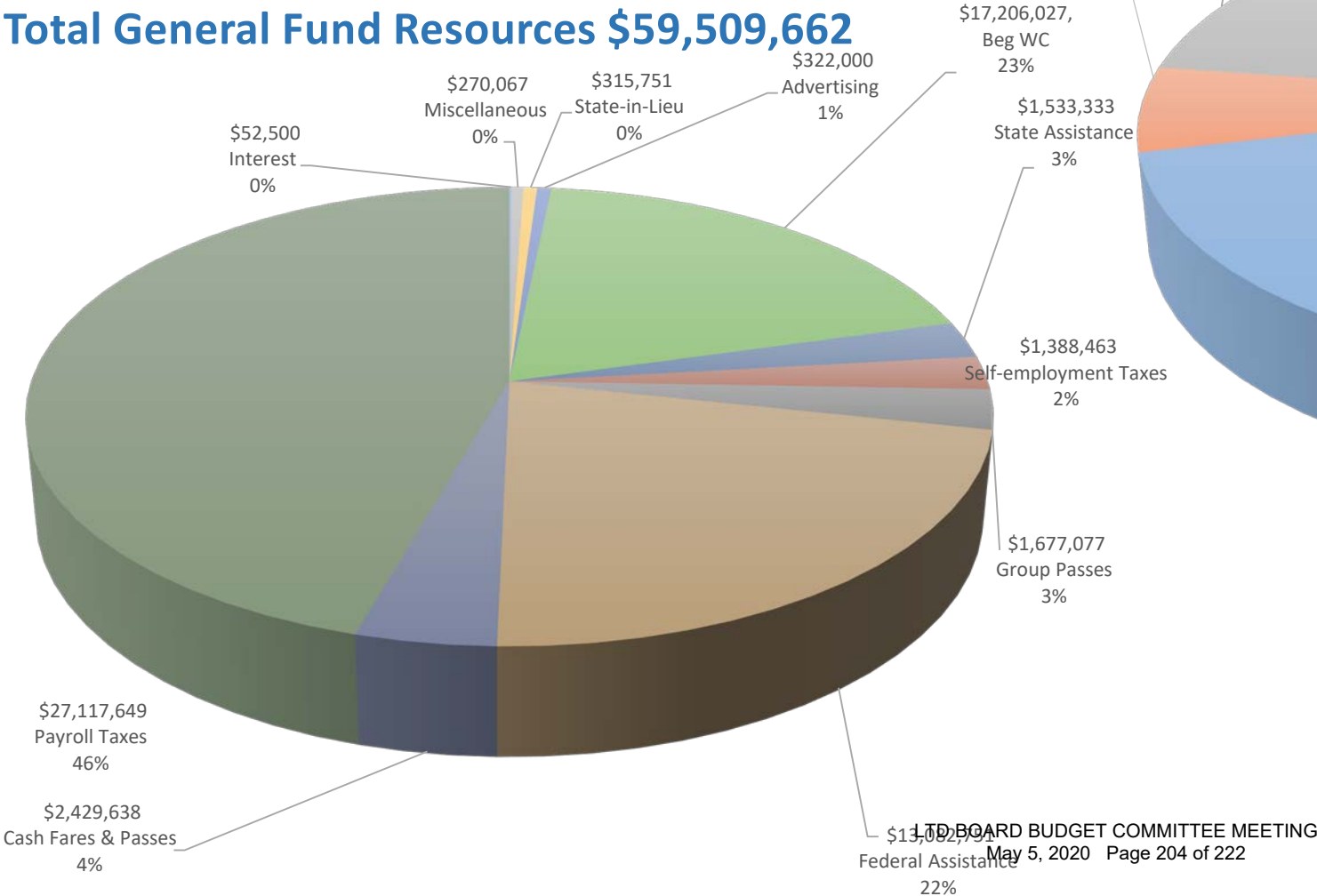
GENERAL FUND

General Fund Budget

Total General Fund Requirements \$59,509,662

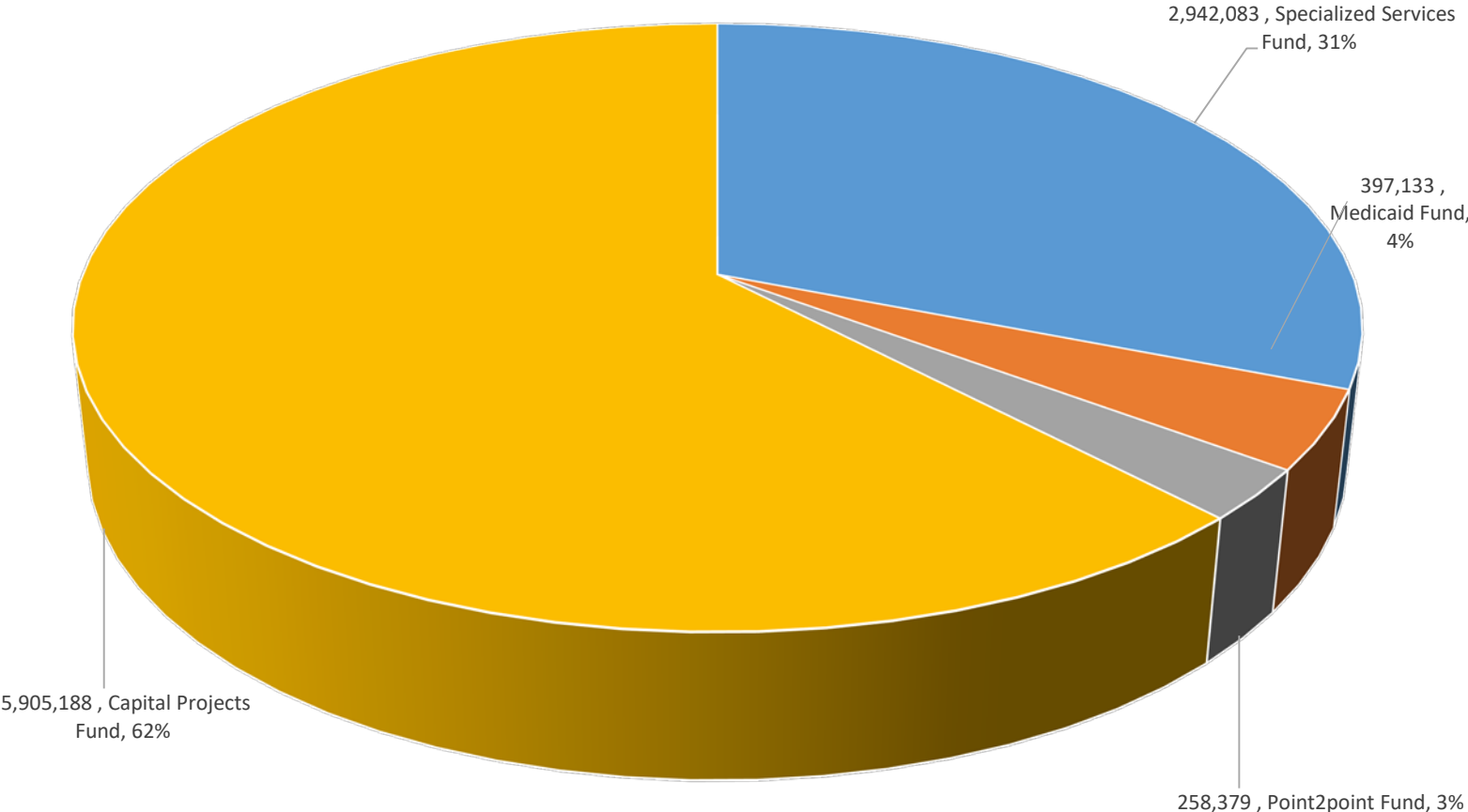


Total General Fund Resources \$59,509,662



General Fund – Transfers

Total General Fund Transfers: \$9,502,783



GF Non-Fed Grant Resources vs Requirements

COVID 19 affects LTD's funding & the community's use of it's services. Addressing this imbalance puts LTD in a strong position for the long term

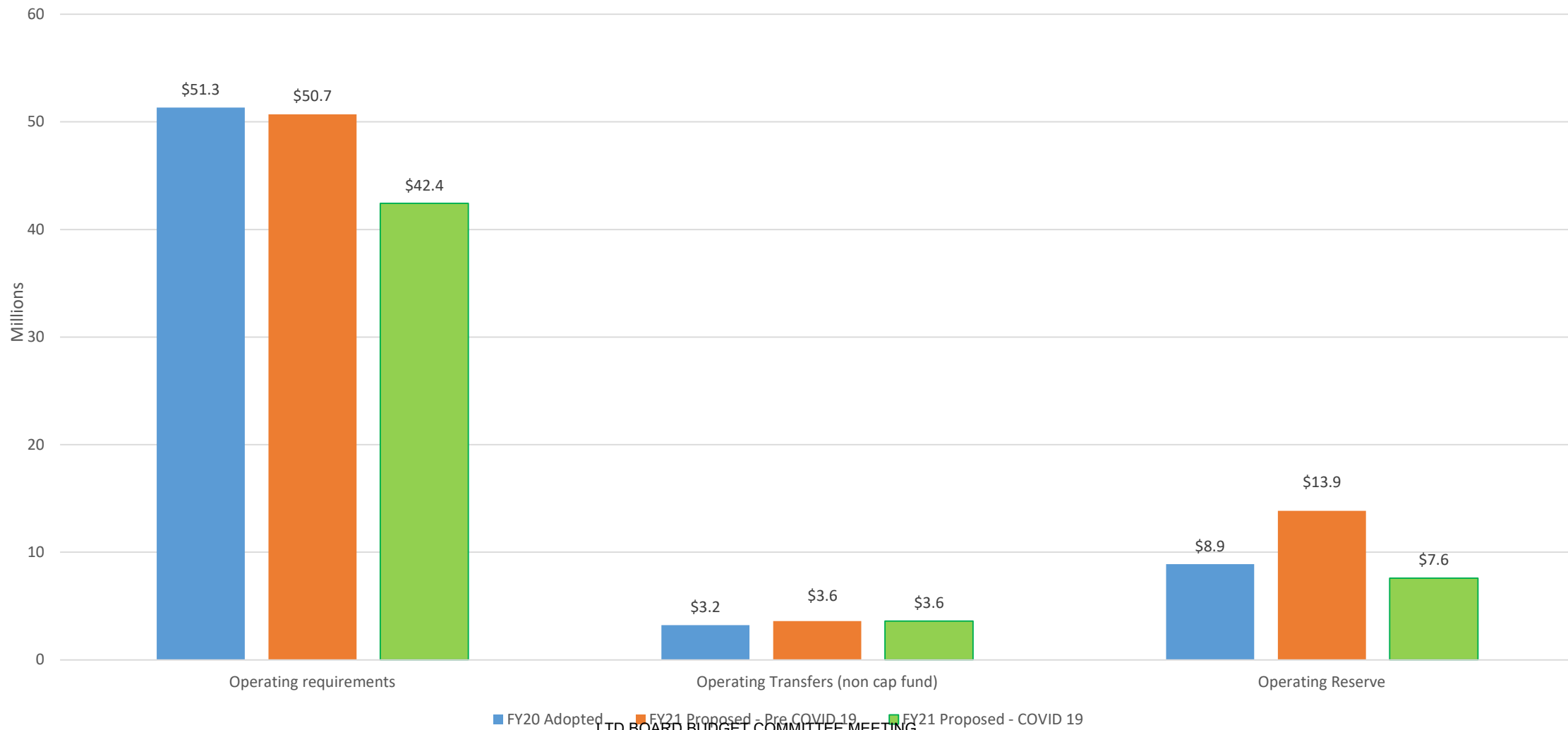
Fixing the structural Imbalance

\$3.2 M Structural Imbalance

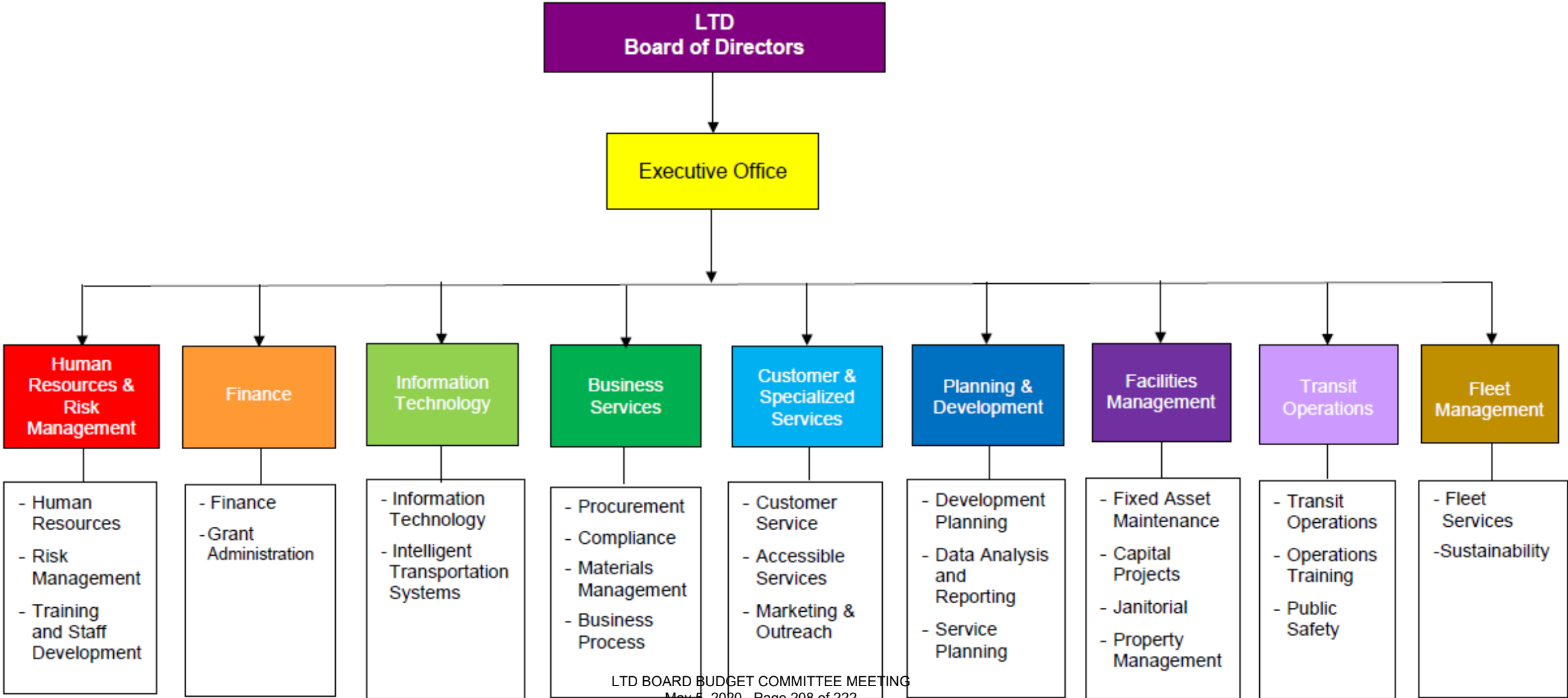
LTD considers a structural imbalance to exist annual incoming requirements > annual incoming resources (excluding Federal grant assistance)



FY21 GF Operating requirements



General Fund – Organization



General Fund – Personnel Services

Wages:

Amalgamated Transit Union

- Contract approved by the Board of Directors on April 5, 2018 (contract ends June 30, 2021).
- Contract:
 - Wage increases:

July 1, 2020	2%
January 1, 2021	1.5%

Administrative Staff

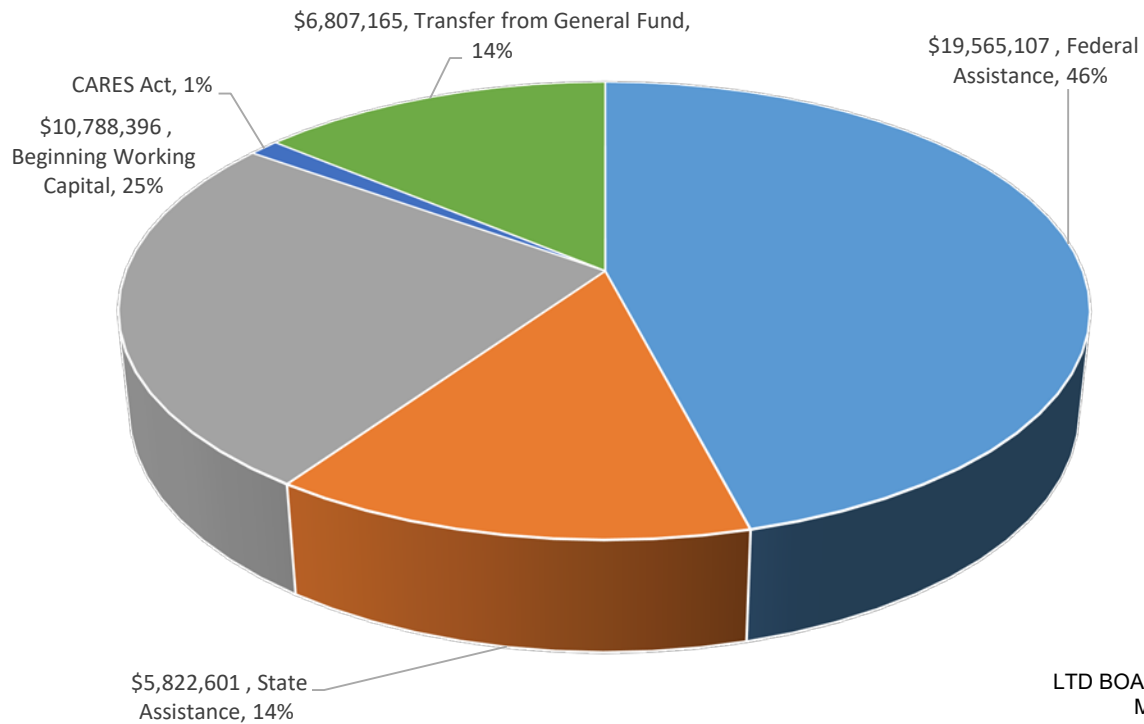
- Freeze salary & merit increases ranges

Medical:

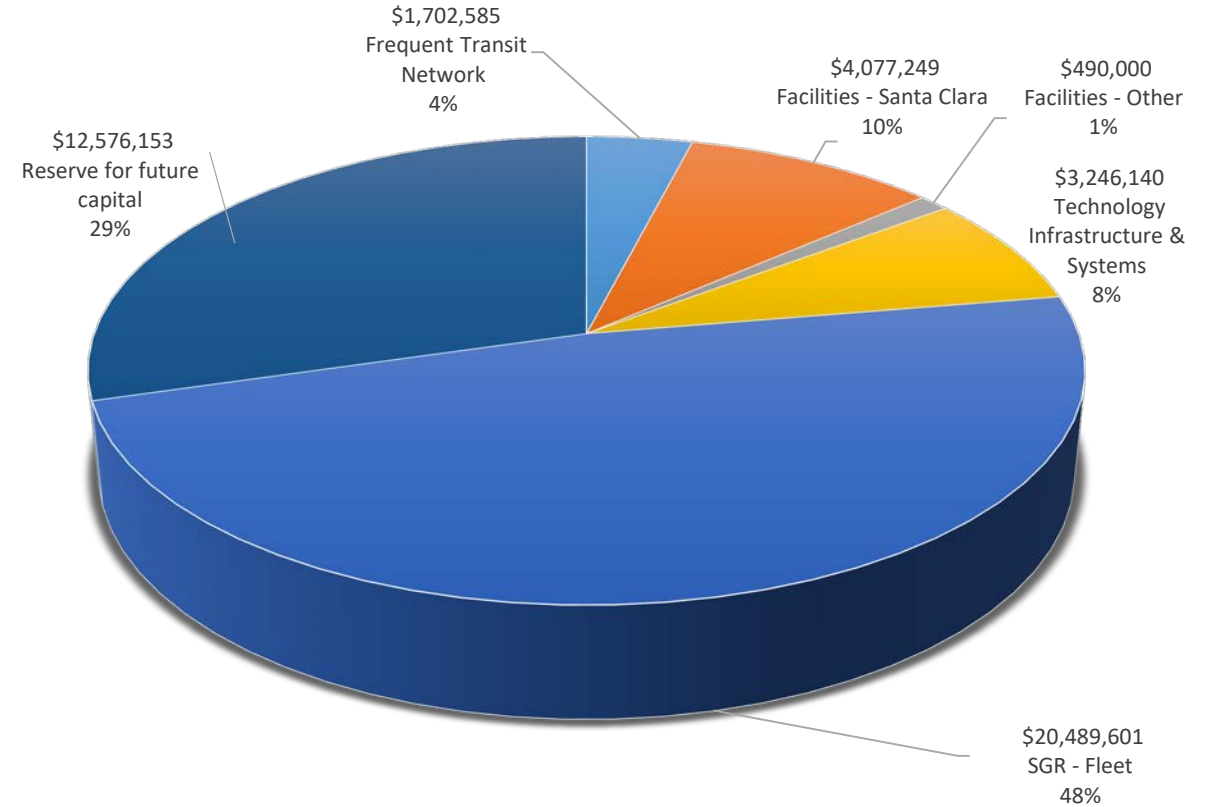
- 7% rate increase January 1, 2021.

Capital Fund Budget

Total Capital Fund Resources \$42,581,727



Total Capital Fund Requirements \$42,581,727

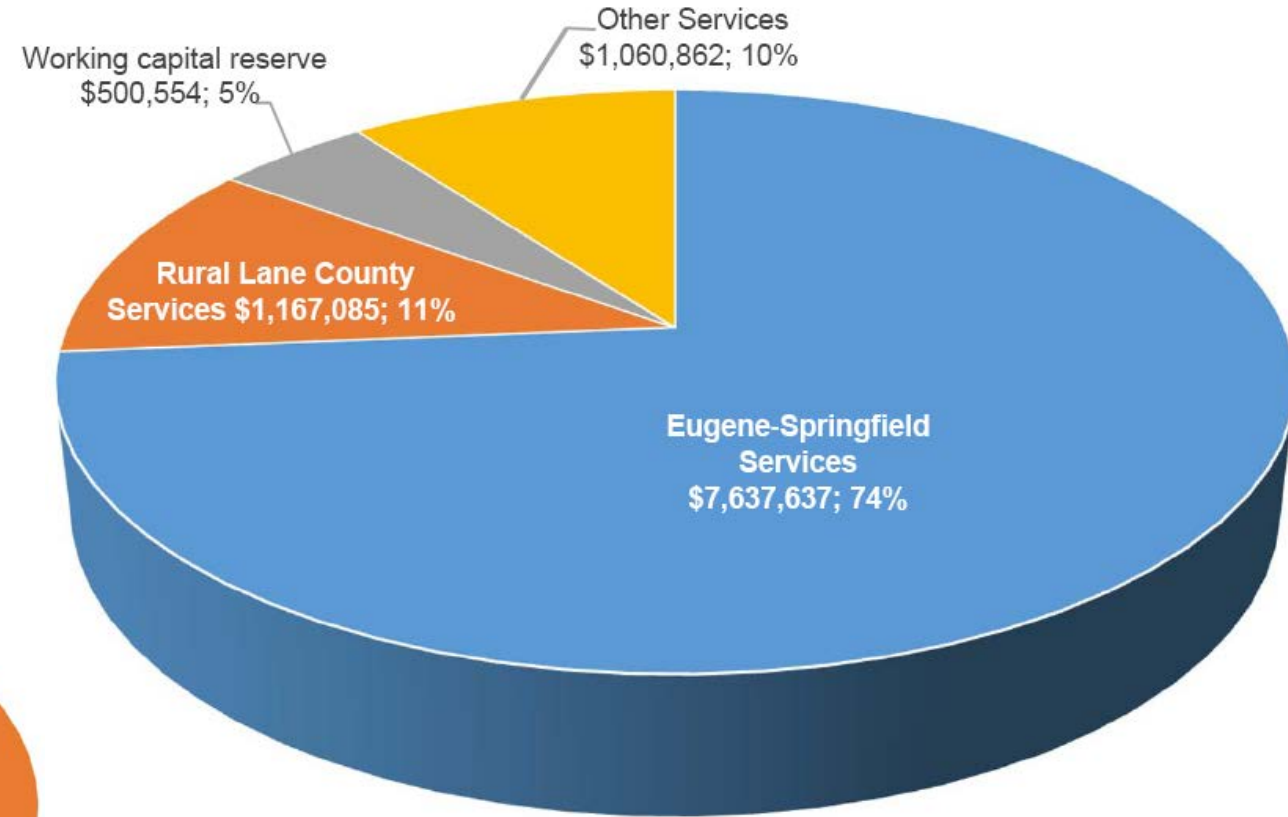


Capital Fund Budget Highlights

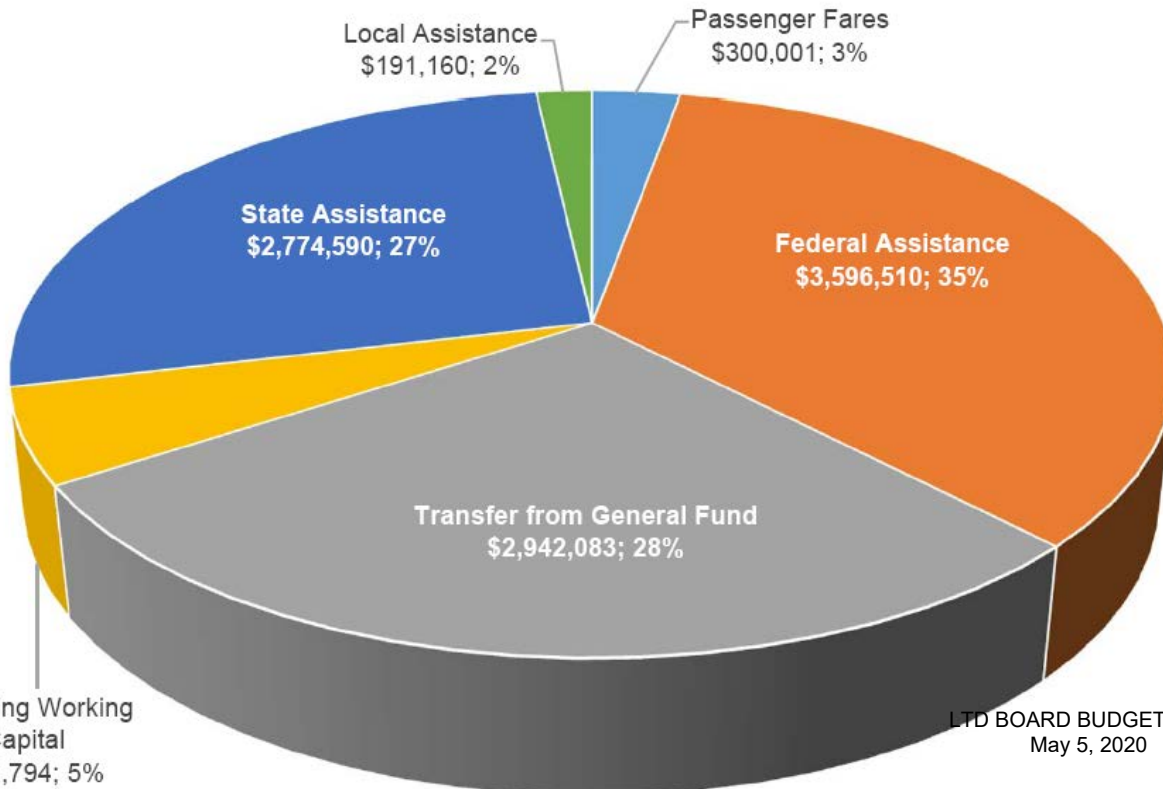
- All projects included in this fund were in the FY2020-2029 Community Investment Plan.
- All projects except:
 - Planning studies (\$544K)
- \$5.9M general fund transfer represents the grant match requirements for FY21 projects.
- \$12.6M reserve for future capital represents grant match/capital fund requirements for projects continuing past FY21.
- **Major project highlights:**
 - 63% = Replacement of aging fleet – 18 fixed route revenue vehicles & 3 mobility service vehicles
 - 14% = Santa Clara Transit Station
 - 8% = Technology software and hardware infrastructure
 - 3% = Hybrid system overhaul
 - 4% = Planning projects
 - 2% = FTN Safety & Amenity Improvements

FY21 Specialized Service Budget Highlights

Specialized Services Fund Total Requirements \$10,366,137



Specialized Services Fund Total Resources \$10,366,137



FY21 Specialized Service Budget Highlights

General:

- Expect full year of higher ridership for both Mentor Oregon and Full Access Brokerage clients.
- STIF Funded programs included in this fund:
 - Out-of-district Florence & Oakridge routes
 - STIF Transit Demand Plan
 - Mobility as a service.

Vs. FY20 Adopted Budget:

- **Beginning working capital is projected to be \$562K (increase from FY19 actual of \$147K).**
- Operating revenues and requirements are both up \$0.7M due to STIF funded programs & increased ADA Paratransit trips over the last 3 years.
- General Fund transfer requirement is flat.

Point2point Budget Highlights

General:

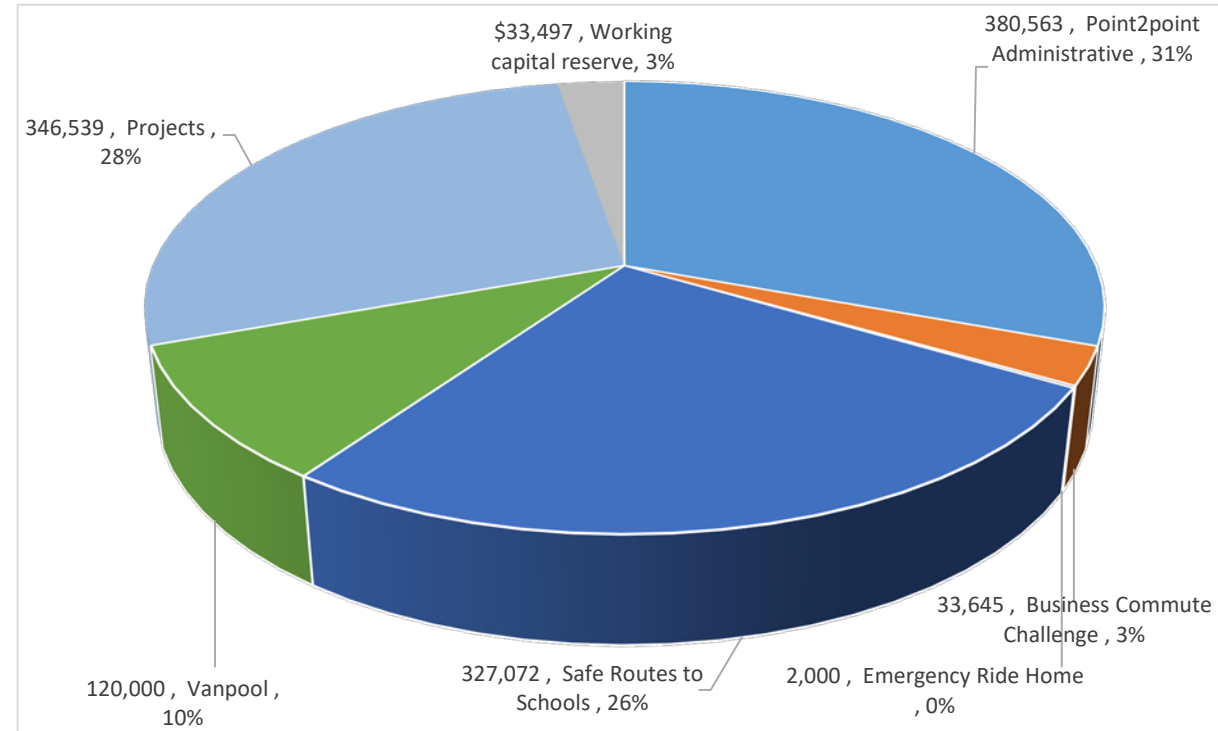
- Most Point2point (P2p) programs have a 10.27% match requirement.
- Rideshare activities are funded at 100%.
- Vanpool is funded by the general fund.

Vs. FY20 Adopted Budget:

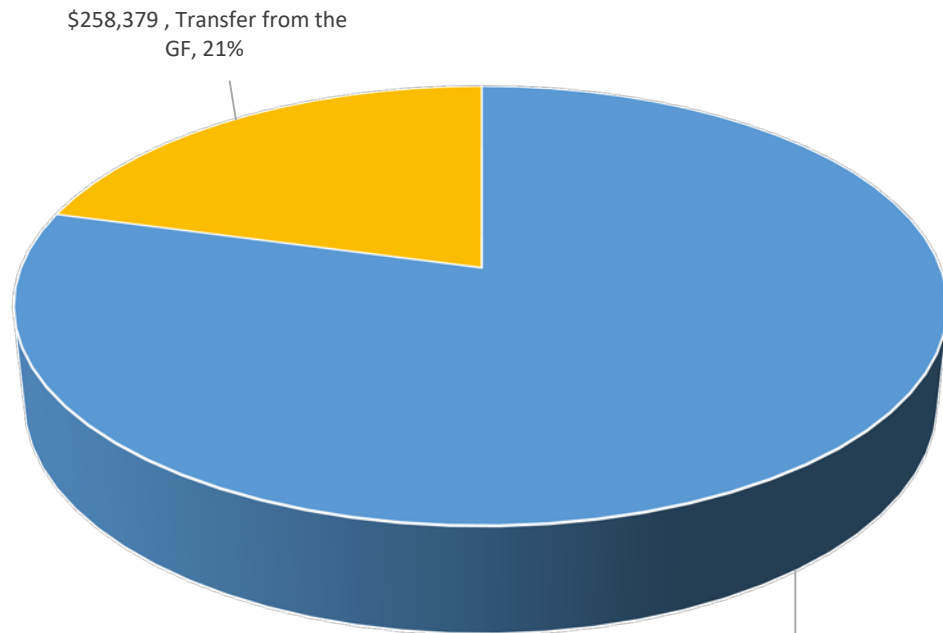
- Beginning working capital is projected to be \$0 (decrease from FY19 actual of \$352K). No transfer was made in FY20 to P2p as BWC was adequate to fund FY20 match requirements.
- Requirements are \$145K lower. Most P2p programs are on a 3 year cycle with FY21 being the last year of the program cycle so only remaining funds can be expended.
- Transfers vary primarily by the programs, associated match requirements and existing BWC to fund match.

Point2point Budget Highlights

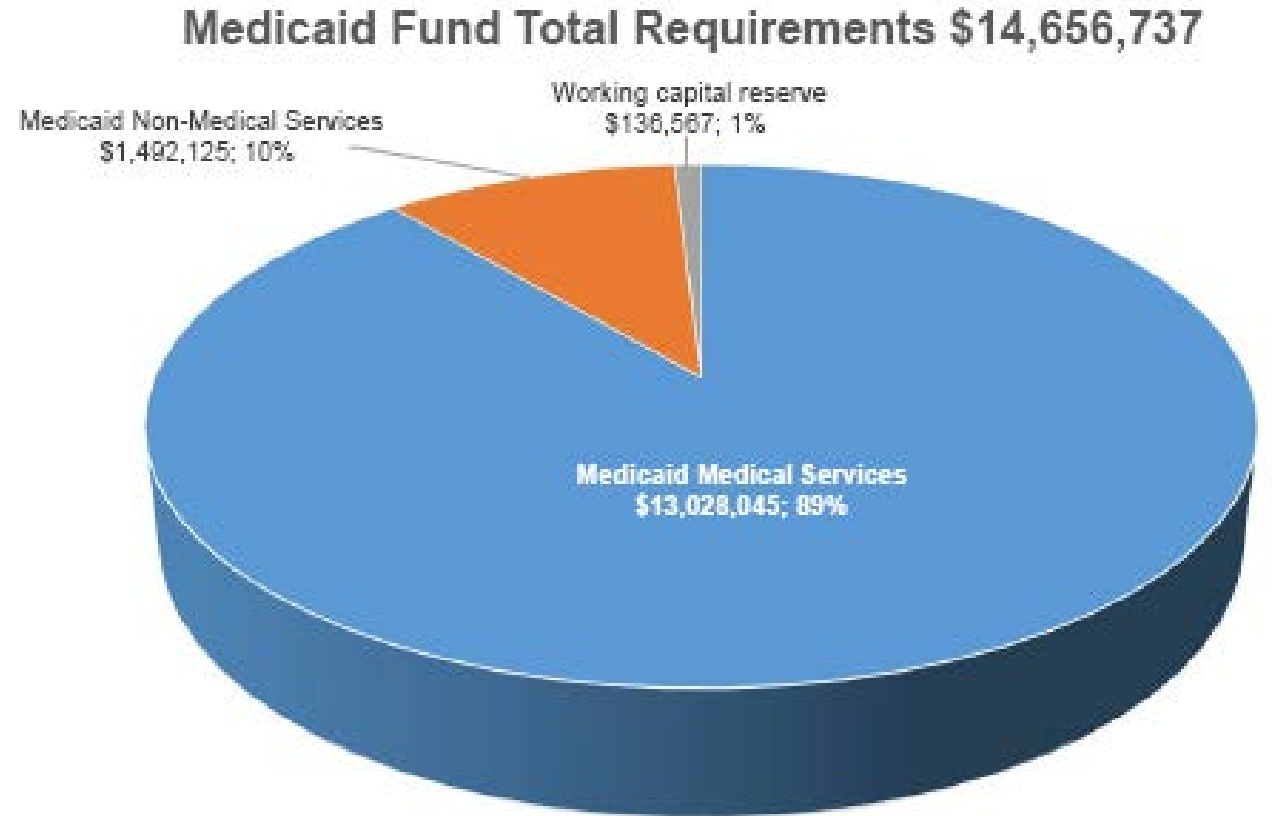
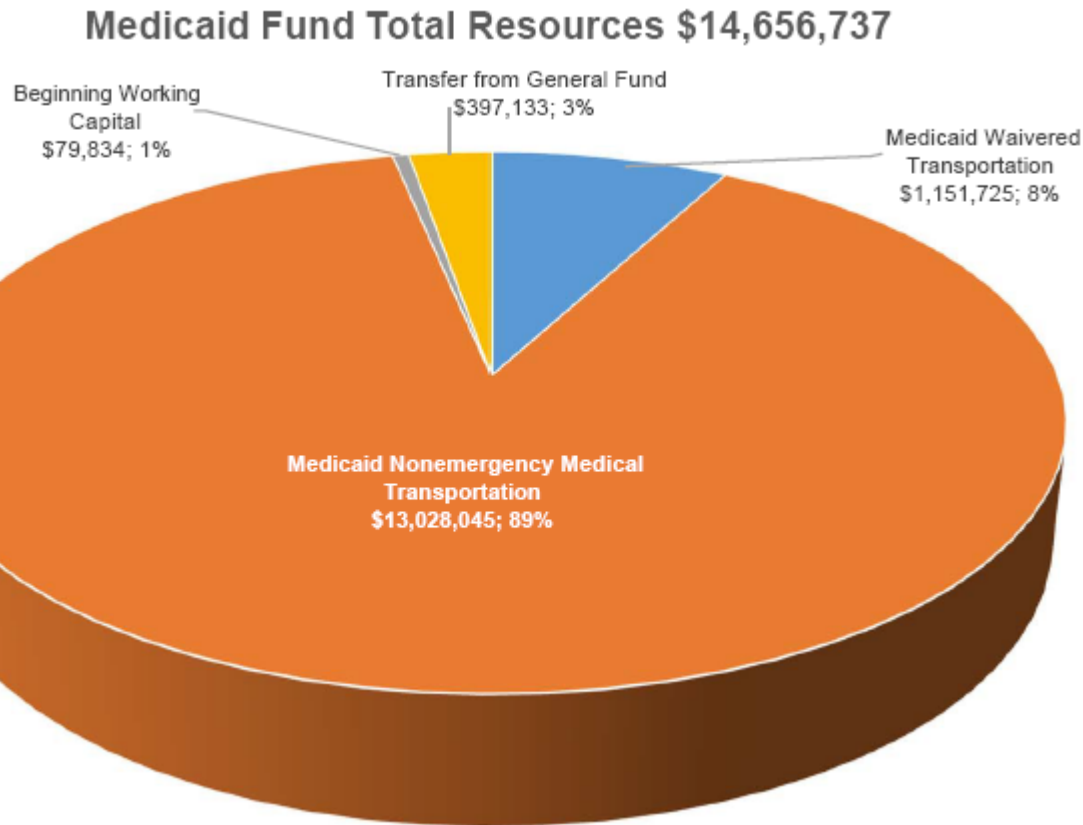
Requirements \$1,243,316



Resources \$1,243,316



Medicaid Budget Highlights



Medicaid Budget Highlights

General:

- Expect full year of both Trillium and Pacific Source clients.

Vs. FY20 Adopted Budget:

- **Beginning working capital is projected to be \$80K (increase from FY19 actual of -\$369K).**
- **Operating revenues and requirements are both up \$2.1M due to Medicaid medical services (Trillium & Pacific Source).**
- **Waivered non-medical service cost increase, partially offset by new contract resources that increases the ride reimbursement rate by almost \$4/trip.**
- **General Fund transfer requirement is roughly flat to the estimated FY20 transfer requirement which is higher than the FY20 adopted budget. The transfer is significantly lower (\$610K lower) than the FY19 transfer.**



Actions

	FY2020-21 Proposed
General Fund - operating	\$ 49,854,125
Transit Services	42,418,000
Operating Contingency	-
Operating Reserve - Not appropriated	7,436,126
General Fund - non-operating	\$ 10,383,501
Transfer to Specialized Services Fund	2,942,083
Transfer to Medicaid Fund	397,133
Transfer to Point2Point Fund	258,379
Transfer to Capital Projects Fund	6,785,906
Specialized Services Fund	\$ 10,366,137
Transit services	9,865,583
Operating Contingency	0
Operating Reserve - Not appropriated	500,554
Medicaid Fund	\$ 14,656,737
Transit services	14,520,170
Operating Contingency	0
Operating Reserve - Not appropriated	136,567
Point 2 Point Fund	\$ 1,243,316
Transit services	1,209,819
Operating Contingency	0
Operating Reserve - Not appropriated	33,497
Capital Projects Fund	\$ 45,185,321
Transit investments	33,946,668
Reserve for future capital - not appropriated	11,238,653
TOTAL FY2020-21 Proposed Appropriation	\$ 112,343,740
Total FY2020-21 Proposed Reserve - not appropriated	19,345,397
Total FY2020-21 Total	\$ 131,389,138

Increased appropriations from current year budget 19%
Increased appropriations from proposed supplemental 17%

Actions

Today's Options:

- Request to approve the Proposed Fiscal Year 2020-2021 Budget as presented [amended] for the following funds:
 - General Fund
 - Capital Fund
 - Point2Point
 - Specialized Services
 - Medicaid

Future:

- Board will hold a public hearing at the May 20 Board meeting.
- Based of feedback from the Budget Committee and Board of Directors, any necessary revisions will be made.
- Board will adopt the Proposed Fiscal Year 2020-2021 Budget at the June 17 Board meeting.



AGENDA ITEM SUMMARY

DATE OF MEETING: May 5, 2020

ITEM TITLE: BUDGET RELATED ACRONYM DEFINITIONS FOR REFERENCE

Beginning Working Capital (BWC) – Operating liquidity or current assets net of current liabilities.

Fiscal year (FY) – A 12-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations.

Fund – A segregated accounting entity which records the resources and expenditures for the purpose of carrying on specific activities.

General fund (GF) – A fund used to account for all transactions of a governmental unit which are not accounted for in another fund.

Non-operating revenues (Non-Op rev) – Revenues not derived from operating LTD's services (e.g., grants, interest, etc.).

Operating requirements (Op Req) – Costs necessary to maintain and operate LTD's services.

Operating revenues (Op rev) – Revenues derived from operating LTD's services.

Reserves – A portion of the fund which is segregated for some future use and which is, therefore, not available for expenditure.

Transfers – Resources transferred from one fund to another.