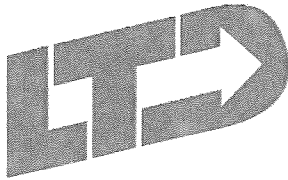


REGULAR BOARD MEETING

LTD BOARD OF DIRECTORS

September 21, 2011

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Lane Transit District

Public notice was given
to *The Register-Guard* for
publication on September 15, 2011.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

**Wednesday, September 21, 2011
5:30 p.m.**

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

A G E N D A

Page No.

- I. CALL TO ORDER
- II. ROLL CALL
 Gillespie _____ Kortge _____ Towery _____ Necker _____
 Evans _____ Dubick _____ Eyster _____

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

- III. PRELIMINARY REMARKS BY BOARD PRESIDENT
- IV. COMMENTS FROM THE GENERAL MANAGER (5 minutes) 4
- V. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 5
- VI. BOARD CALENDARS (5 minutes) 6
- VII. WORK SESSION
 - A. Draft Long-Range Transit Plan Goals (45 minutes) 7
 [Tom Schwetz]
 - B. Carpool2Save Incentive Program (5 minutes) 42
 [Tracy Ellis]

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

- VIII. EMPLOYEES OF THE MONTHS – August, September, and October 2011 (10 minutes) 89
 [Mike Eyster]
- IX. AUDIENCE PARTICIPATION
 - ◆ *Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.*
 - ◆ *Citizens testifying are asked to limit testimony to three minutes.*

X. ITEMS FOR ACTION AT THIS MEETING

A. Consent Calendar	(1 minute)	91
1. Minutes of the December 10, 2010, Strategic Planning Session (Page 96)		
2. Minutes of the December 13, 2010, Special Board Meeting (Page 114)		
3. Minutes of the December 23, 2010, Executive Search Committee Meeting (Page 126)		
4. Minutes of the January 19, 2011, Regular Board Meeting (Page 129)		
5. Minutes of the March 31, 2011, Executive Search Committee Meeting (Page 141)		
6. Minutes of the May 6, 2011, Special Board Meeting/Executive Session (Page 147)		
7. Minutes of the May 25, 2011, Special Board Meeting/Executive Session (Page 148)		
8. Minutes of the July 20, 2011, Canceled Board Meeting (Page 150)		
9. Minutes of the August 17, 2011, Canceled Board Meeting (Page 151)		
10. Minutes of the August 29, 2011, Board Meeting by Conference Call (Page 152)		
11. Budget Committee Nomination: Donald Nordin (Page 153)		
12. LTD Resolution Reaffirming District Boundaries (Page 156)		
B. Fare Policy Update [Andy Vobora]	(5 minutes)	155
C. LTD to Sign APTA's Sustainability Commitment [Tom Schwetz]	(5 minutes)	168
D. Salaried Employees' Retirement Plan Adoption [Mary Adams]	(10 minutes)	178

XI. ITEMS FOR INFORMATION AT THIS MEETING

A. Board Member Reports	(10 minutes)	211
1. Meetings Held		
a. Metropolitan Planning Organization's Citizen Advisory Committee (August 18)		
b. Metropolitan Planning Committee (September 8)		
c. Lane Area Commission on Transportation (September 14)		
3. No Meeting/No Report		
a. EmX Steering Committee		
b. Human Resources Committee		
c. Lane Council of Governments Board of Directors		
d. LTD Pension Trusts		
e. Springfield Stakeholder Advisory Committee		
f. Transportation Community Resource Group		
g. Finance Committee		
h. Service Committee		
B. Triennial Review Final Report [Jeanette Bailor]	(10 minutes)	214
C. 2011 Legislative Session Review [Mary Adams]	(10 minutes)	231

D. Monthly Financial Report—July and August 2011 [Diane Hellekson]	239
E. Monthly Grant Report—August 2011 (respond if questions)	260
F. Monthly Department Reports (respond if questions)	265
G. Monthly Performance Reports (respond if questions)	272
XII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	279
A. Labor Negotiations (October 19)	
B. West Eugene EmX (October 19)	
C. EmX Next Steps (October 19)	
D. Accessible Services Report (October 19)	
E. System Ridership Report (October 19)	
F. University of Oregon Station Opening (October 19)	
G. FY 2009-10 Annual Performance Report (October 19)	
H. 2012 Legislative Session (later this fall)	
I. LTD Subdistrict Boundaries (later this fall)	
J. Data Center Construction (later this fall)	
K. Budget Committee Appointments (later this fall)	
L. Board Strategic Planning Work Session (December)	
M. Independent Audit Report and Comprehensive Annual Financial Report (by end of year)	
XIII. EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.	281
XIV. ADJOURNMENT	

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD's Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-6100 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments).

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2011

ITEM TITLE: COMMENTS FROM THE GENERAL MANAGER

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND: This agenda item provides an opportunity for the general manager to formally communicate with the Board on any current topics or items that may need consideration.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2011

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

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

ACTION REQUESTED: None

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

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2011

ITEM TITLE: BOARD CALENDARS

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

ACTION REQUESTED: Discussion of Board member participation at LTD, and community events and activities.

BACKGROUND: Board members are asked to coordinate the Board Activity Calendars with their personal calendars for discussion at each Board meeting. Updated Board Activity Calendars are included with this packet for Board members.

Please contact Jeanne Schapper with any changes in your availability for LTD-related meetings and events, or to provide your fall and winter vacation dates.

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

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE: September 21, 2011

ITEM TITLE: MAINTAINING STRATEGIC FOCUS IN AN UNCERTAIN FUTURE:
DRAFT LONG-RANGE TRANSIT PLAN GOALS

PREPARED BY: Tom Schwetz, Director of Planning and Development

ACTION REQUESTED: None. Discussion Only.

BACKGROUND:

The purpose of the Long-Range Transit Plan (LRTP) is to provide strategic guidance for the provision of transit services in the context of uncertain economic, regulatory, and political conditions. The LRTP will serve as the basis for the transit element of Transportation System Plans that are being adopted by local jurisdictions within LTD's service area. It also will provide guidance to these jurisdictions in their efforts to increase transit use and reduce greenhouse gas emissions.

The process for development of the Long-Range Transit Plan is at a point where a set of draft goals and objectives has been developed. The purpose of the September 21 work session discussion is to receive the Board's feedback on the goals.

Discussing the LRTP Draft Goals:

Like most organizations, LTD is a "goal-directed, purposive entity".¹ Its effectiveness in pursuing those goals influences the degree to which it accomplishes its mission and ultimately affects the quality of life in the community. Recall from previous discussion that the working definition of a goal for purposes of the LRTP is as follows:

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

The draft goals articulated in the LRTP provide the Board with an opportunity to establish "specific, realizable" goals as direction and focus the organization. Questions to consider in review of the draft goals include:

1. Do we have the right goals in place to guide and focus the organization during the next five to 10 years? Do they prepare the organization to effectively adapt as the future unfolds?

¹ Drawn from "Understanding and Managing Public Organizations"; Hal G. Rainey; Jossey-Bass; San Francisco; 2003; Pg 128.

2. Do the specific goals reflect the broader goals encompassed in our Vision and Values? (See Attachment 2 for definitions of Vision and Values.)
3. Are the goals each articulated clearly?

Establishment of the goals will provide the organization with the framework within which it can move forward with development of a strategic work program focused on addressing the issues and implications outlined in the Board's August 8 luncheon meeting (for example, determining the long-term, sustainable level of service that LTD can provide to the community).

ATTACHMENTS: 1) Preliminary Draft Lane Transit District Strategic Plan
 2) Defining Mission, Vision, Values, and Goals

PROPOSED MOTION: None.

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section 5	Short-term Actions	27
section 6	Monitoring to Adapt	31

section 1

Introduction

Purpose of This Report

Lane Transit District's (LTD's) vision is to provide the best transit service imaginable by:

- Keeping our customers and the community at the heart of all we do
- Collaborating to find right answers
- Incorporating sustainability into operations

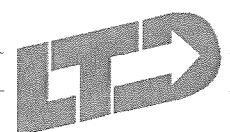
To fulfill this vision, LTD must work closely with public and private partners—and be more than a transit agency—LTD must be full-fledged stewards of the Lane County community.

LTD has always pushed the envelope by seeking out new transit innovations, emerging markets, and better ways to deliver high quality services. At the same time, the organization has been buffeted by uncertainties and forces beyond its control: economic cycles, dramatic growth of the University of Oregon

and Lane Community College, dynamic oil prices, and other factors.

As LTD plans for the future, it is clear markets in which we provide service will continue to evolve rapidly. Fuel costs, climate, land use, demographics, labor markets, and federal funding will continue to affect LTD's day-to-day operations and long-term decision making.

The purpose of this report is to take stock of LTD's current conditions, what the indicators predict about the future, and to identify short- and long-term goals that can help LTD adapt to future changes and uncertainties. Traditionally, agency plans pinpoint a future goal and methodically lay out the steps to get there. Because of the current uncertainties, this long-range transit plan takes a different tack. It lays the foundation for future decisions by identifying the strategies





for responding to specific trends. Recognizing that reality will likely be different than predictions, the plan also establishes a process for revisiting decisions and recalibrating actions to fulfill LTD's mission.

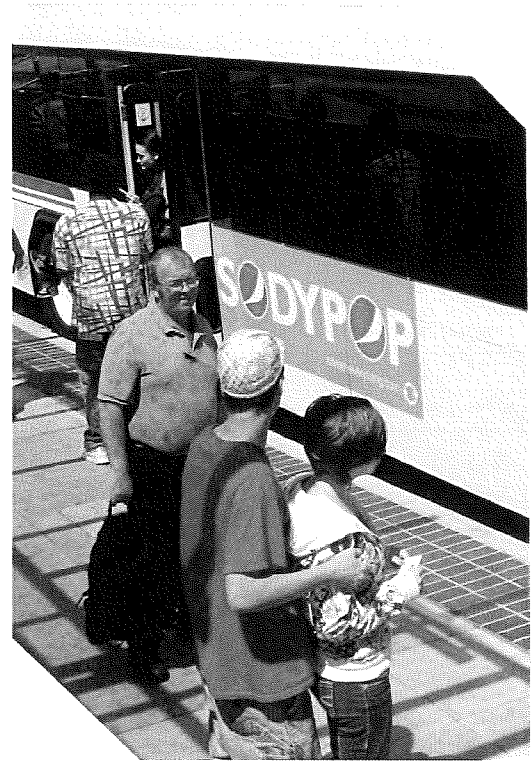
Taking Stock: LTD Today

LTD provides fixed route transit service, paratransit service¹, and programming to reduce commute trips for the approximately 250,000 people in the Eugene-Springfield region. Transit service is provided on 33 regular bus lines and 1 bus rapid transit line, the Emerald Express (EmX). Each day, LTD serves roughly 11,000 riders.

More than 60 percent of all LTD trips are commute trips, and half of those are trips to and from school. The routes serving Lane Community College and the University of Oregon are among the most productive routes in the system.

LTD riders have lower incomes than the Lane County population as a whole. Riders are also younger, and the percentage of seniors who use transit is smaller in proportion to the percentage of seniors in Lane County.

LTD's operations are primarily funded through a regional payroll tax. Additional revenue comes from passenger fares, advertising, special programs, and federal grants. Current



federal funding includes Surface Transportation Program funds and Federal Transit Administration grants for preventive maintenance. LTD expects it will continue to rely on these sources of funding for future operations. LTD received funding through the Federal Transit Administration's New Starts program for the construction of EmX, the region's bus rapid transit system. However, continued availability of funding for EmX through the New Starts program is uncertain.

LTD's investment decisions don't happen in a vacuum. Local and regional land use plans dictate where development happens. Local and

regional transportation system plans guide changes to the streets on which LTD operates, and prioritize transportation investments – including investment in transit capital projects.

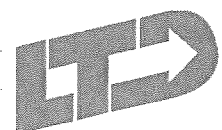
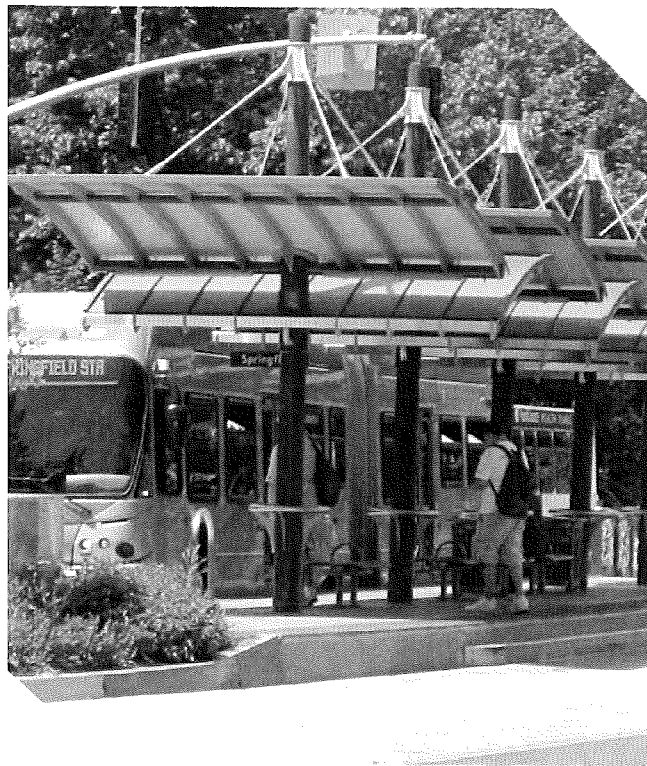
the future? The answer is: “it depends...” The next section of this report takes an account of the forces that affect LTD and the potential impacts on its operations.

Looking Ahead: LTD’s Future



The question is: what will LTD’s ridership and operations look like in

¹ Transit service for individuals unable to use the fixed route system



section 2

Trends and Stressors

Trends and Stresses: Global and Regional

A host of global trends and stresses will affect LTD's future. Before we can develop a plan, it is critical to understand how these factors might have an impact. These factors will shape the demand for LTD's services and influence its ability to provide services in the region. These interrelated forces include:

- Energy
- Climate
- Economics
- Population

Energy. The price of gasoline has risen dramatically since the early 1990s and projections indicate prices will continue to rise. According to the U.S. Energy Information Administration, the average price per gallon will rise to more than \$6 in 2035¹. Rising gasoline prices increase the cost of

single-occupant vehicle trips and increase demand for transit. At the same time, high gas prices may trigger the use of more fuel efficient vehicles and alternative fuels that could, in theory, maintain personal vehicle operating costs at current levels.

Rising oil prices will result in higher diesel prices for LTD. How will LTD react to changing fuel prices? Will LTD reduce service or will a rise in diesel prices may open the door for LTD to use technologies not yet known?

Climate. Increasing concerns over a changing climate as a result of greenhouse gas emissions are already driving policy. These policies include greenhouse gas reduction goals at the state level. Implementation of these policies may favor transit service in place of single-occupant vehicle travel and may encourage the use of new,





lower carbon fuels to operate transit vehicles. Climate change may also increase the rate of migration within the United States. More people may choose the relatively temperate climate and plentiful water sources of the Willamette Valley over the warmer, drier climate of the southwestern United States. How will a changing climate affect the demand for LTD services and the policy context in which LTD operates?

Economics. Experts predict that economic changes in the future will come more rapidly than those of the past. Lane County's economy is less dependent on timber and agriculture sectors than in the past. Its future may rely on manufacturing and services that are difficult to predict. What mix of skilled manufacturing, technical and professional, educational, and lower wage service and retail jobs will evolve in the years ahead?

At the same time, the rising federal debt may put fiscal pressure on the federal government to reduce discretionary spending, which could reduce funding for local transit agencies. According to the U.S. Congressional Budget Office, the federal fiscal outlook is daunting. Rising costs for health care and social security will tax domestic programs significantly and lead to less available funding for domestic discretionary items such as transportation². How will

these trends that are also in play at both the state and county levels ultimately affect the availability of funding to continue and expand LTD services?

Population. The population in LTD's service area will continue to grow. As a region that is strongly identified with the University of Oregon, the question is: how will the university grow and evolve? As a generation, young people are increasingly making lifestyle decisions that are different than their parents. They are trading car ownership for biking, walking, and transit use. A 2008 New York Times article reported that the number of 16 year olds with driver's licenses dropped from nearly half in 1998 to less than one third in 2006.³ Will this result in more LTD transit users and/or a greater influx of young adults into the county?

In addition, the proportion of older adults in Lane County is expected to increase as the baby boom generation ages and life expectancies increase. According to the U.S. Department of Health and Human Services, the proportion of the American population aged 65 and over will grow from 12.4 percent in 2000 to almost 20 percent by 2030. The proportion of the population over aged 80 and over is expected to grow even faster.⁴ Generally, older populations are less mobile and drive

less than other adults. How will these demographic forces play out in our region?

Fast Forward: LTD of the Future

Future trends and stressors are more likely to increase rather than decrease demand for our transit services. The likely increase in cost of automobile travel, rate of population growth, changing lifestyles, and trends in public policy all lean heavily toward an increased demand for LTD's services.

Some likely impacts from future trends and stresses include:

- Increasing fuel prices that affect both our ability to provide transit service and the demand for our services.
- As the nature of work, the types of jobs, and locations where people work change, the routes and types of transit service also need to change.
- Regional shifts into shorter economic and fiscal cycles, will result in more volatile funding in the future than it has been in the past.
- Population growth will increase demand for travel, but constrained public budgets and existing development will limit the ability to expand roadway and parking

capacity. Expected levels of congestion could increase demand for LTD's services as increasingly congested roadways make transit operations more difficult and expensive.

- Increasing concern about climate change and resulting policies, such as greenhouse gas reduction targets, will increase demand for and investment in transit service.

These impacts suggest that the demand for LTD's services will change and diversify over the coming decades. Responding to changing demands will require collaborative decision making with LTD's agency partners and customers and the ability





to adapt quickly. That means that LTD must work closely with the Oregon Department of Transportation; the cities of Eugene, Springfield, and Coburg; Lane County; and the Lane Council of Governments to support the increasingly important role that LTD will play in providing transportation services for the region.



¹ U.S. Energy Information Administration, Annual Energy Outlook, 2011. Reference table A3: Energy Prices by Sector and Source. <http://www.eia.gov/analysis/projection-data.cfm#annualproj>

² U.S. Congressional Budget Office, 2010. The Long-Term Budget Outlook. <http://www.cbo.gov/doc.cfm?index=11579>

³ Chapman, M, & Maynard, M. (2008, December 5). Fewer young Americans drive cars at 16. New York Times, Retrieved from <http://www.nytimes.com/2008/02/25/business/worldbusiness/25iht-drive.1.10352210.html>

⁴ U.S. Department of Health and Human Services, Center for Disease Control and Prevention.

section 3

Looking Ahead

Over the course of the planning process that led to this plan, LTD indicated major global stresses and considered the many ways in which the future might unfold for the region and what role LTD might play.

The Planner's View of the Future

While predicting the future is notoriously difficult, local and regional planners have agreed on a forecast for the key conditions that will affect LTD. The consensus is that:

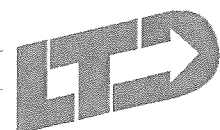
- Regional population will increase about 25 percent from about 250,000 residents in 2010 to more than 300,000 residents in 2030, with most residents moving into the area from other places.
- PeaceHealth Oregon and University of Oregon are likely to remain major employers in the region and there will be more job openings in service, office, and

administrative support through 2016.

- Cities will likely expand into areas adjacent to existing urbanized areas to accommodate growth and future development patterns will roughly mimic current patterns.
- Fuel prices will increase steadily for both private autos and the LTD bus fleet.
- Traffic congestion will increase throughout the region.

Uncertainties

LTD's approach to planning takes a broader view than the one just described, to consider a range of possible futures. To do that, LTD has identified two major categories of uncertainty that will play a dominant role in shaping the region's social, technological, economic,





environmental, and political landscape, and profoundly affect LTD's operations: mobility markets and adaptive capacity.

Mobility Markets

"Mobility markets" are the sum of the travel preferences of Eugene-Springfield residents. Paying attention to mobility markets is important because they put the focus on customers – the people that LTD is committed to moving efficiently and equitably throughout the region. Commuting and shopping are typical examples of mobility demands, which can be met by a single-occupant auto trip, a bike or walk trip, a bus trip, or by not taking the trip at all and

telecommuting or online shopping instead. What services will customers want from us in the future? When we consider mobility markets as a source of uncertainty, one end of the spectrum is defined by dramatic shifts away from the dominant form of transportation today—the

single occupant auto—due to economic, demographic, environmental, or policy changes. On the other end, mobility markets can change very little if technology continues to support the dominance of the single occupant auto. The dynamics of these factors and the way they interact will determine demand for travel, in general, and for LTD services, in particular.

LTD commits to playing a leadership role in providing mobility services. In that context, it is important for LTD to understand how mobility markets will change over time, what factors might affect those changes, and how the use of LTD services will evolve.

Adaptive Capacity

"Adaptive capacity" is the ability of the Eugene-Springfield region, as a whole, to adapt to changing conditions. In particular, how will LTD and its public and private partners adapt to economic, demographic, and environmental change over the next 20 to 30 years?

Adaptive capacity matters because LTD and its partners must work together to creatively respond to change. When adaptive capacity is considered as a source of uncertainty, one end of the spectrum is a dynamic public sector where agencies work collaboratively to solve problems, where the business and institutional

sectors are active participants in problem solving and where community members trust and support those agencies. Implicit in this scenario are partners that value diversity and are not afraid of change.

The other end of the spectrum is a public sector that is unable to change to meet new demands in a constant state of triage, which typically results in general disillusionment with government and the public sector. The way the region—not just LTD—adapts to change matters, because LTD relies on what others are able and willing to do. LTD's service is reliant on others' roads and serves development from others' plans and decisions. LTD is also affected by others' expectations about the role of transit in the community, and is heavily dependent on the well being of local business for much of the operating revenue.

Our Bottom Line

Together, mobility markets and adaptive capacity will shape the ways in to fulfill LTD's mission. LTD customers, operating revenues, and costs may change over time, depending on how the world changes. While the details are beyond confident prediction, the basic lessons learned from analyzing how the key uncertainties in terms of mobility markets and adaptive capacity help to frame LTD's future.

The following section summarizes the implications of changing mobility markets and adaptive capacity for two core dimensions of LTD operations: ridership and funding.

Implications and Options for LTD

LTD wants to be a leader in the region, quickly adapting to serve changing markets and conditions. LTD wants to contribute to the region's resilience and to its ability to transform systems and structures as needed. To do that, LTD evaluated a range of possible future conditions that may affect ridership and funding.

Ridership

It is clear that mobility markets will continue to influence ridership. In other words, the rate and organization of regional growth—who moves here and where they choose to live and work—will influence how many people use LTD services.

While mobility markets can create or change demand, LTD's ability as a region to refine and enhance transit-supportive land use policies will determine the patterns and location of development. This ability is one test of LTD's adaptive capacity.

If the region's population grows the way current forecasts predict, densities will be similar to what we see today. This will make it increasingly difficult to serve population centers with high





quality transit. Thus, ridership growth may be slow or stagnate. If population grows more rapidly than current forecasts, it presents both a problem and an opportunity. More rapid growth can reinforce dispersed land use patterns, with many people

Key factors that could increase the rate of ridership growth:

- Rapid population growth – particularly in dense urban neighborhoods
- Job growth focused on large employers or in downtowns
- Rising fuel costs that make private automobile trips more expensive

Key factors that could decrease the rate of ridership growth:

- Rapid population growth without density increases
- Jobs that don't require a commute
- Jobs created by small firms located outside of the downtown core or other walkable nodes

choosing to live outside of Eugene and Springfield or in other areas where LTD cannot efficiently provide service. If the region's organizations collaborate to rapidly adapt to these increases in population, these changes can result in more people moving to planned higher-density centers or along major transit corridors. In this scenario, LTD could serve these residents more efficiently.

When considering employment, 60 percent all trips are commute trips. Employment centered in downtowns or within other walkable areas or at large businesses supports transit ridership. If job growth is focused in downtown areas or at major employers (hospitals, colleges and universities), LTD can efficiently provide transit service. If job growth is in new fields where telecommuting is the norm or in jobs spread among a larger number of small firms, transit ridership may not grow as quickly. Again, both mobility markets and adaptive capacity are at work. Adaptive capacity may influence the region's ability to attract jobs and their locations, while changes in mobility markets may result in new kinds of demands or reinforce today's preponderance of single-occupant auto commute trips.

To prepare for population and employment growth, LTD must work with local governments to implement transit-supportive land use policies through local comprehensive plans and zoning codes. While the rate of growth is beyond of LTD's control, the location and density of growth depends in part on policies adopted by local governments. To realize the most transit benefit from growth, LTD must work hand-in-hand with local governments to identify a primary transit network (a series of routes where LTD will provide high quality

service). This network will be incorporated in local plans and aligned with plans for mixed-use centers and compact development.

Funding

LTD's ability to provide high quality transit service is dependent on the **availability of funding** from payroll taxes, farebox revenues, and other sources. Payroll tax revenues are influenced by the economy, regional wages, and the payroll tax rate itself. Farebox revenues depend on ridership, but also on the fare structure. LTD also receives funding from other sources, primarily in the form of federal grants for capital improvements such as new EmX facilities and bus purchases. When it comes to future funding, there are many uncertainties. Funding sources may be stable over time or they could change, or new funding sources may become available.

Lane County residents expect a great deal from the transit system—more and better service, contributions to improved air quality and regional competitiveness, mobility for the transit dependent and access to an increasing number of destinations. If the region's adaptive capacity improves, the region may be willing to

Key factors that could decrease the funding gap:

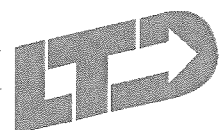
- Increased ridership along existing routes
- New fees or taxes
- Changes to fare structure that increase farebox revenue
- Increase in payroll tax rates
- Employment growth
- New federal investment in transit

Key factors that could increase the funding gap:

- New demand for service away from existing transit corridors
- Less job growth
- Reduction in payroll tax rates
- Changes to fare structure that decrease farebox revenue
- Reductions in federal grants

change tax rates or fare structures to raise additional revenues. LTD can also explore different funding sources such as public-private partnerships or new taxes and fees. These changes will be most likely to occur in a future where adaptive capacity is high, and where residents value transit service and its role in meeting regional goals.

Related to the availability of funding is the cost of providing service. In general, the factors that may change the cost of service are labor and fuel costs.





Labor costs can change as a result of changes in the labor pool, in the technologies that affect the types of labor needed, or in wages, work rules, and benefits.

Increasing fuel costs affect both demand for service and the cost of providing service. Rising fuel costs for households can create new mobility markets by increasing demand for transit service or other new shared transportation services. But as was the case in 2008, changes in fuel costs

also increase the cost of LTD's operations and limit our ability to serve emerging demand.

Given the likely changes in mobility markets due to changes in the cost of energy, LTD may need to revisit its vision for the future. LTD already provides programs designed to reduce the amount of commuter trips in the region. Additionally, as a customer-focused, regional service provider, we may need to respond to demands for new kinds of mobility such as bike and car sharing.



United We Stand...

Collaboration with local, regional and state partners will also allow LTD to influence other policy decisions such as statewide greenhouse gas reduction strategies and the transit-related policies in local transportation system plans (TSPs).

In summary, as mobility markets change, LTD will want to adapt our operations and services. LTD's adaptive capacity, and that of our public and private regional partners, will determine the level at which LTD can deliver on the ambitious goals set by LTD as an agency and by the region.



section 4

Goals and Objectives

To become an agency with a high level of adaptive capacity, LTD must outline clear goals and policies to guide its actions with respect to local and regional stakeholders. Spelling out these goals for all to see helps LTD's partners better understand its priorities and opens a dialogue about a shared vision. This exercise requires LTD to trust and participate in a collaborative process that supports regional adaptation in a changing world.

Goal 1: Provide attractive travel alternatives to increase accessibility in LTD's service area.

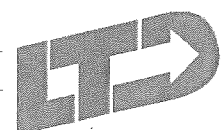
LTD seeks to provide competitive service that presents a variety of attractive travel options for residents in the Eugene and Springfield region.

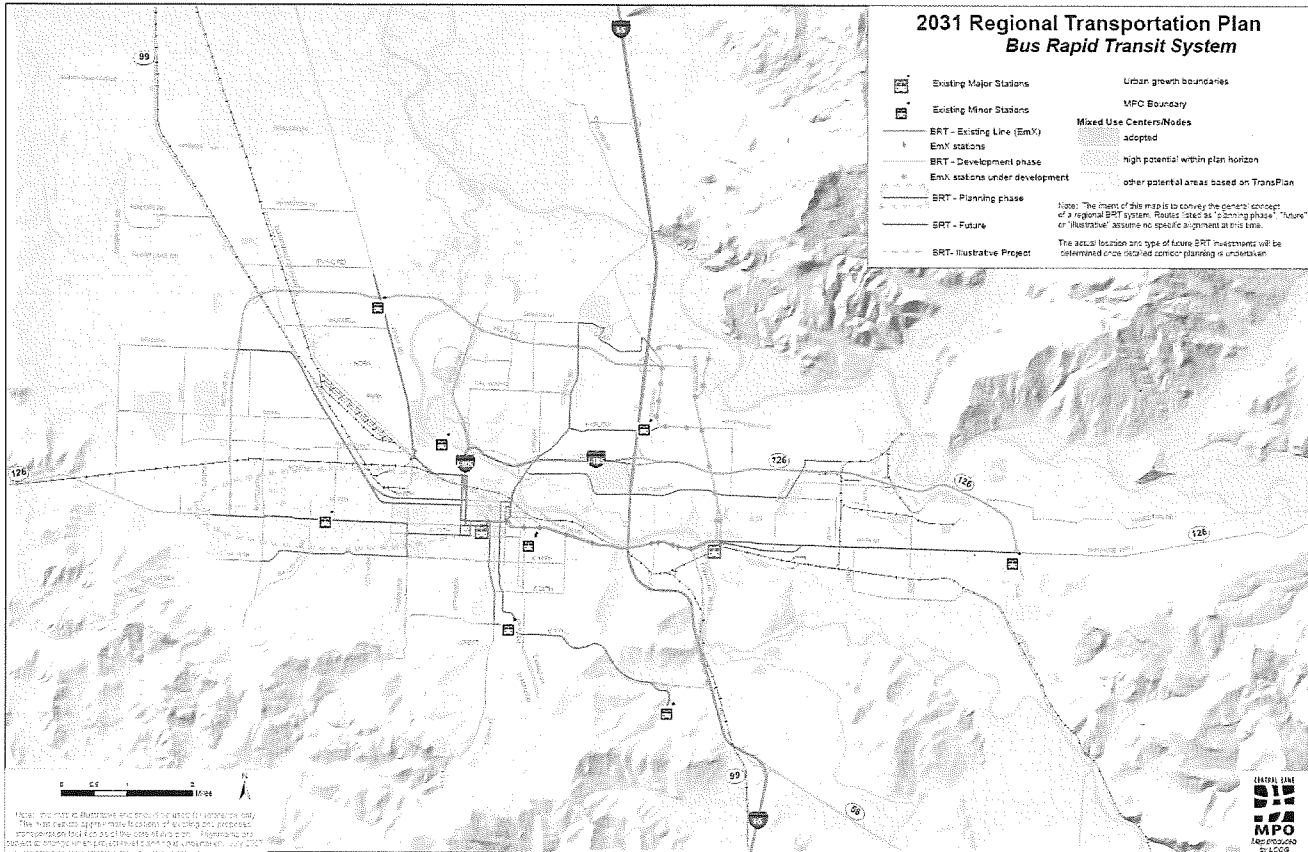
The objectives listed below foster that competitiveness.

Objective 1: Expand high-frequency transit service in Primary Transit Corridors.

Objective 2: Expand local and connecting transit service in all other areas with sufficient employment, activity or residential density to support minimal transit service.

Objective 3: Expand the bus rapid transit (BRT) network of frequent, fast transit service along major corridors and neighborhood feeder service that connects to corridor service and activity centers. This concept is shown to increase transit mode split, local governments demonstrate support, and financing for the system is feasible (see Figure 1).





Objective 4: Promote new mobility markets through improvement of intermodal connectivity.

Goal 2: Ensure equitable transit service.

Equitable transit service is at the heart of LTD's mission to the community. LTD will ensure equitable transit service for populations that do not drive or bike and also areas outside of major cities that are still included in LTD's service area.

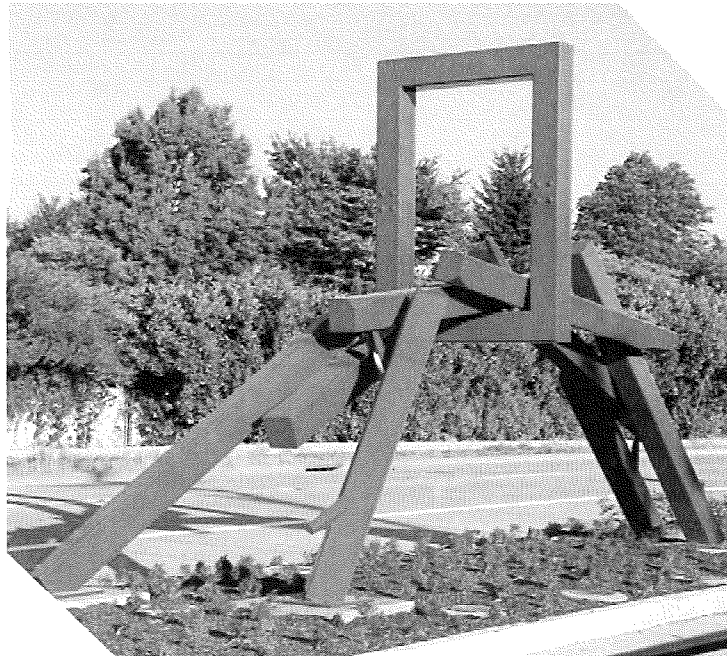
Objective 1: Provide travel options for those who do not want to, cannot afford to, or are unable to drive.

Objective 2: Proactively plan for the aging populations that will rely on transit in the future.

Objective 3: Provide cost-effective, equitable service to outlying areas of the Eugene-Springfield region.

Goal 3: Maintain and enhance safety and security of the transit system.

Practicing and continually enhancing transit safety is a key value of LTD. Maintain safety while riding the transit system and also enhancing security at transit stations and stops will ensure that the community is secure and comfortable while riding the transit system.



Objective 1: Reduce accidents of transit fleet with other modes of transportation, including other vehicles, bikes, and pedestrians.

Objective 2: Increase security at bus station and bus stops for both people and property (bicycles, etc).

Objective 3: Improve pedestrian and bicycle access to transit stops. Work to assure that all areas within the catchment area of a transit stop has safe and direct all weather pedestrian access.

Goal 4: Fully integrate transit investments and land use planning within Eugene and Springfield, and Coburg.

Integration of land use and transit planning is important to create a transit-supportive built environment

that ensures high levels of ridership and maximizes the efficiencies of new transit investments. Additionally, integrating land use and transit corridors provides travel options for community members to access goods and services.

Objective 1: Sustain effective working relationships with partner agencies.

Objective 2: Support the adoption of transit-supportive land use regulations.

Objective 3: Support the adoption of transit-supportive street design regulations.

Objective 4: Improve pedestrian and bicycle access to transit stops. Work to assure that all areas within the catchment area of a transit stop have





safe, direct all-weather access for pedestrians.

Objective 5: Coordinate future transit investments with areas planned for dense development.

Objective 6: Promote intermodal connection through connectivity investments made as part of larger capital projects such as EmX expansions and park-and-ride facilities.

Goal 5: Use funding efficiently and effectively in adapting to future conditions.

LTD is a publicly funded agency and must be judicious in its use of taxpayer dollars. The scenario planning process discussed in Chapter 3 depicts the possible ways

that future conditions will affect LTD's operational needs.

Objective 1: Develop internal response mechanisms to changes in funding or other conditions.

Objective 2: Monitor and respond to community values.

Objective 3: Secure new and innovative funding sources, while continuing to use the current funding efficiently and effectively to better serve the community.

Objective 4: Use performance-based planning when making transportation investment decisions to ensure the best return on the public resources.

Goal 6: Engage the regional community in LTD's short and long-term planning processes.

LTD's mission is to provide the community with the best transit service imaginable. Therefore, it is essential that the regional community has an opportunity to engage in LTD's short and long-term planning processes. Engaging the public will ensure that the community's needs are met by LTD services.

Objective 1: Provide meaningful opportunities for the community to provide input.

Objective 2: Ensure that all communities in Lane County are able to engage in planning processes.

Objective 3: Incorporate community feedback into concrete short-term and long-term strategies.

Goal 7: Sustain and enhance economic prosperity in the community through transit investments.

Transportation has a large role in economic development within a community. LTD can help to sustain and increase future economic prosperity in its service area by providing transit services that move the community to areas of commerce and also bring regional visitors into the Eugene-Springfield area.

Objective 1: Provide a reliable and efficient multi-modal transportation

system that connects housing and employment centers with commercial areas.

Objective 2: Increase transit services to outlying areas and regional communities to bring in visitors and tourists to the Eugene-Springfield area in order to increase economic activity.

Objective 3: Collaborate with local government economic development departments to ensure that transit investments align with economic development plans.

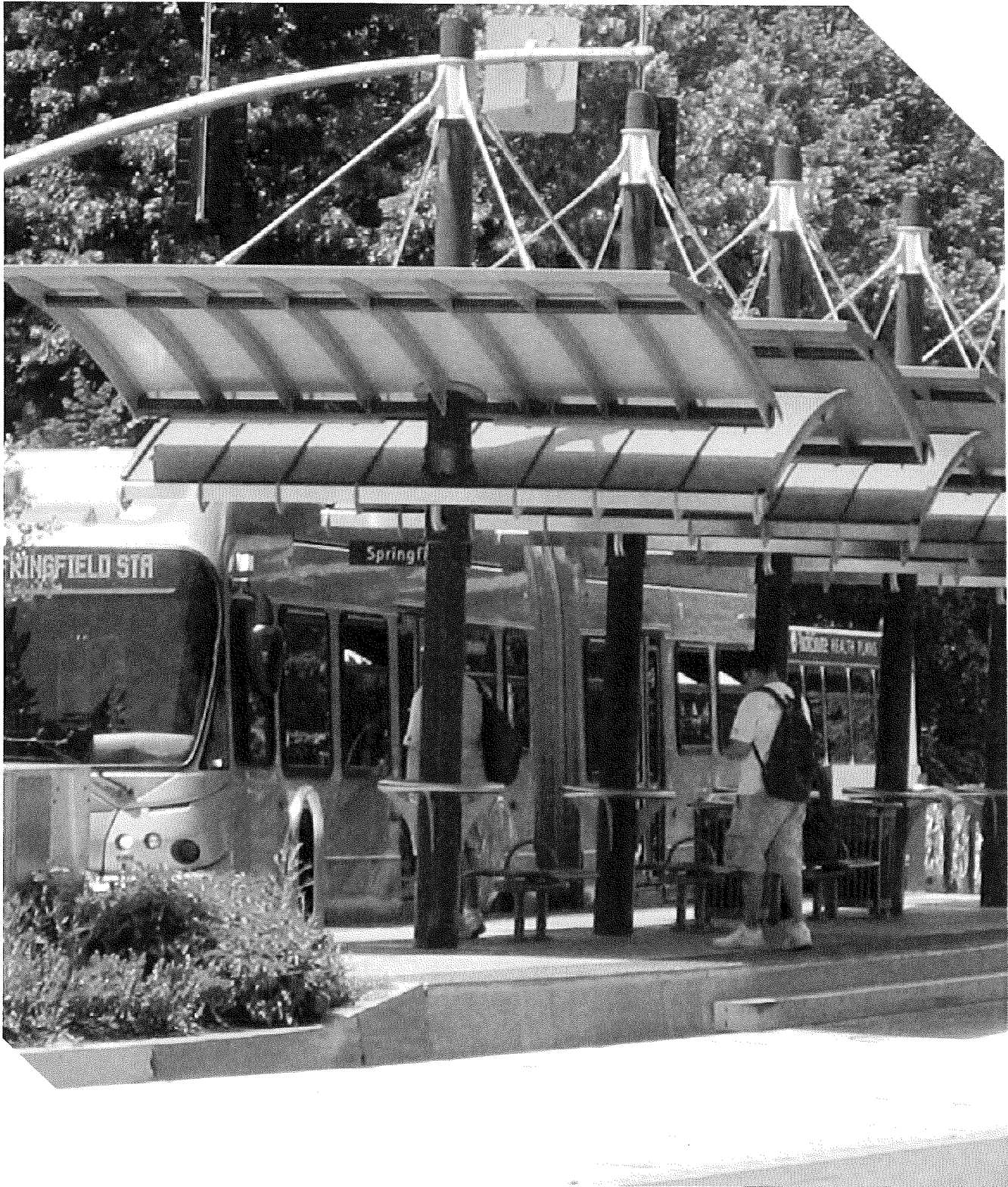
Goal 8: Consider environmental impacts of transit investments to the region.

As LTD moves into the future, it is important to consider environmental impacts on the region. LTD will evaluate negative environmental impacts with current and future transportation investments, such as the EmX expansion, which will help protect the region's natural resources for the future.

Objective 1: Minimize or avoid negative impacts on wildlife and its habitat, conservation areas, wildlife corridors, significant flora, and open spaces.

Objective 2: Reduce the transit-related vehicle emissions to improve the region's air quality and reduce greenhouse gas emissions.





section 5

Short-term Actions

In addition to establishing goals that local governments, institutions, and employers can use as a touchstone, LTD is committed to the following short-term actions to achieve its goals.

Goal 1: Provide alternatives for accessibility in Eugene and Springfield

Action 1.A: Designate a Primary Transit Network in Eugene and Springfield.

Action 1.B: Work to implement the EmX corridors defined in the future EmX network through coordination with local and federal partners.

Action 1.C: Work with the cities of Eugene and Springfield to create and implement land use and design standards for transportation corridors in the Primary Transit Network.

Action 1.D: Retain and, where feasible, expand existing service to neighborhoods.

Action 1.E: Provide transfer opportunities for local service to regional service.

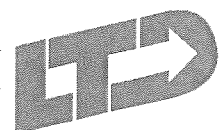
Action 1.F: Coordinate with local governments to improve bicycle and pedestrian connections to LTD routes.

Action 1. G: Increase the number of spaces available at park-and-ride facilities.

Action 1.H: Coordinate with agency partners to invest in safety improvements for roadways used by LTD routes.

Action 1.I: Enhance safety at transit stops and park-and-ride facilities through lighting and other elements.

Action 1.J: Identify areas of transit-dependent populations and ensure





that a basic level of service is provided to those populations.

Action 1.K: Regularly evaluate service to outlying areas for effectiveness and regional equity.

Goal 2: Fully integrate transit investments and land use planning within Eugene and Springfield.

Action 2.A: Regularly coordinate with the cities of Springfield and Eugene on land use planning and transit expansion decisions.

Action 2.B: Effectively participate in regional planning activities.

Action 2.C: Develop guidelines for frequency of transit service according to land use characteristics, including density, mix of uses, and building types.

Action 2.D: Implement outcomes of the Lane Livability Consortium.

Action 2.E: Ensure that the Primary Transit Network serves areas specifically identified in

comprehensive plans for dense, mixed-use development.

Action 2.F: Coordinate with local partners to ensure that new transit system improvements include complementary improvements to bicycle and pedestrian infrastructure.

Action 2.G: Evaluate the viability of a transit-oriented development program that would support cities and private developers in establishing transit-oriented development along EmX routes.

Goal 3: Use funding efficiently and effectively in adapting to future conditions

Action 3.A: Review LTD operations each year to determine any necessary responses to changes in ridership and/or funding levels.

Action 3.B: Provide several avenues of communication with members of the public through public meetings, a comprehensive website, and presence in local planning processes. Public comment on LTD services will be carefully considered when implementing changes to service levels and/or routes.

Remaining Goals

LTD will develop short-term actions for the remaining goals before the plan is finalized.





section 6

Monitoring to Adapt

To implement the actions of this plan and to know how to adjust operations to keep pace with changing conditions, LTD must monitor the ways in which the world is changing. LTD needs to monitor both mobility markets and the agency's and region's ability to adapt. To be successful, this monitoring must be open, constructive, and ongoing.

While this plan does not include specific performance measures, LTD offers the following as indicators of how mobility markets and adaptive capacity may be changing in the region. These indicators provide a starting point for monitoring change.

Indicators of changes in mobility markets include:

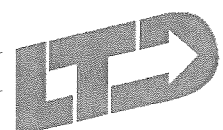
- Travel costs by transportation mode for households and employees
- Reliability and ease of use of all modes of travel
- Urban development patterns of the region

- Changes in mobility-related technologies such as traveler information technologies
- Lifestyle choices of different generations

Measures that indicate how adaptive capacity is changing include:

- Successful maintenance of the federally-required regional transportation plan and metropolitan transportation improvement plan
- Consistency of local and regional transportation system plan policies with LTD goals
- Successful collaboration of and with the Metropolitan Policy Commission (MPC)
- Level and flexibility of transportation funding

Establishing, detailing, and adopting these indicators of growth, change, and adaptive capacity is still ahead of LTD. Tracking performance and the way the world unfolds, evaluating





decision making with a full understanding of risk and uncertainty, and changing course when the world changes will help LTD attain its vision.

As an agency, LTD is committed to fully engaging in this important work. Our experience has shown that plans reliant on a single expectation about the future fall short of what is required to adapt to today's complex world. Knowing this LTD, commits to monitoring trends, understanding changes in the community, and adapting our strategy to meet LTD's vision of the best transit imaginable.



Attachment 2

Defining Mission, Vision, Values, and Goals

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

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

Examples:

LTD:

LTD enhances the community's quality of life by:

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

Ann Arbor Transportation Authority:

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

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

Examples:

LTD (previous):

"To provide the best public transportation services imaginable."

Vision in Haiku

Innovating, sustaining

Safe and secure

Everyone rides the bus

Ann Arbor Transportation Authority:

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

Valley Regional Transit:

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

Intercity Transit (Olympia, WA):

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

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

Examples:

LTD:

Work Together

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

Take Initiative

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

Be Professional

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

Practice Safety

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

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

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

Examples:

LTD:

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

AGENDA ITEM SUMMARY

DATE: September 21, 2011

ITEM TITLE: CARPOOL2SAVE INCENTIVE PROGRAM

PREPARED BY: Tracy Ellis, Rideshare Program Coordinator, Point2point Solutions

ACTION REQUESTED: None. Information Only.

BACKGROUND:

Through research funding provided by an Oregon Department of Transportation (ODOT) Public Transit Division grant, Point2point Solutions conducted a 90-day carpool rewards program for newly formed and existing carpools. New carpool participants received *Unique Eugene* gift certificates (tiered amounts based upon participation), and existing carpool participants received a \$20 gift certificate to a local merchant.

The campaign was conducted in two distinct waves. Wave 1 ran from October 1, 2010, through December 31, 2010, and leveraged ODOT's congestion mitigation efforts. These efforts focused on commuters and corridors affected by a seven-day closure of the primary northbound I-5 off-ramp (Exit 195-A) to the Gateway area in Springfield.

Wave 2 was the general campaign conducted from February 1, 2011, through April 31, 2011. Based on lessons learned from Wave 1 (see page 7 of the report), Wave 2 benefited from simplified outreach materials directed at a larger general public audience, more easily understandable program requirements, and a supporting live website.

PROGRAM RESULTS:

- 146 registrants
- 117 (80 percent) new commuters added to the Rideshare database
- 68 (47 percent) participants completed all requirements of the program
- 17 new carpools
- 27 existing carpools
- 1,639 total trips reported
- 68,073.8 Vehicle Miles Reduced (VMR)
- 12,575.2 gallons of gasoline saved
- 54,459 pounds of CO₂ eliminated
- \$4,138.75 total incentives distributed

ATTACHMENT: Carpool2Save Final Report

PROPOSED MOTION: None.

Carpool2save

2010-2011 Carpool Incentive Program

ODOT Grant Agreement 27073

Point2point Solutions

6/16/2011

This report summarizes the 2010-2011 Carpool2save carpool incentive program

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SUMMARY

Through research funding provided by the Oregon Department of Transportation's (ODOT) Public Transit Division, point2point Solutions conducted a 90-day carpool rewards program for newly formed and existing carpools. New carpools received Unique Eugene gift certificates (tiered amounts based upon participation). Existing carpools received a \$20 gift certificate to a local merchant.

INTRODUCTION

The Carpool2save Incentive Program's (CIP) research goals were to increase the carpool mode split within the Central Lane metropolitan area, reduce VMT and greenhouse gas emissions, and expand volume of registrants in the rideshare database in preparation of the statewide rideshare database launch (Fall 2011).

PROGRAM DESCRIPTION

This campaign occurred in two distinct waves.

WAVE 1: CONGESTION MITIGATION: OCTOBER 1 – DECEMBER 31, 2010

The CIP's first wave leveraged ODOT's congestion mitigation efforts and focused on commuters and corridors affected by a seven-day closure of the primary northbound I-5 off ramp (Exit 195-A) to the Gateway area in Springfield.

Wave 1 mirrored Wave 2 program requirements with the additional eligibility requirements:

- Current carpools must do one of the following to participate in the CIP:
 - Add additional days or new members for Unique Eugene Dollars, or
 - Report carpool trips only to be entered into a random prize drawing for one of three \$100 Gateway Mall gift certificates

INCENTIVES

All participants will receive a free Dutch Bros drink gift certificate upon registration and completion of an initial survey.

New carpools, plus current carpools who add days or members, can earn Unique Eugene Dollars:

- Log in 10 carpool trips and receive \$30 Unique Eugene Dollars
- Log in 20 carpool trips and receive \$60 Unique Eugene Dollars
- Log in 30 carpool trips and receive \$90 Unique Eugene Dollars
- Log in 40 carpool trips and receive \$120 Unique Eugene Dollars
- Log in 50 carpool trips and receive \$150 Unique Eugene Dollars

Current carpools, who register, complete the initial survey and log in at least 10 carpool trips during the 90 day promotional period will be entered into a random prize drawing for one of three \$100 Gateway Mall gift certificates.

PROGRAM OUTREACH

WAVE 1: CONGESTION MITIGATION, SEPTEMBER 27 – OCTOBER 1, 2010

Outreach consisted of four days of door-to-door canvassing, promoting the CIP, and notifying businesses of pending traffic impacts. Staff distributed the carpool2save flyer and ODOT off-ramp closure and detour information. Point2point's Employee Transportation Coordinator (ETC) Program also assisted with information sent to targeted ETCs in the Gateway and Coburg Road affected areas. Because the first wave of research only applied to those individuals affected by the closure and not to the overall general public, the CIP did not utilize standard outreach methods (larger ETC Network, press releases, web based and social media outlets).

WAVE 2 - GENERAL CAMPAIGN, FEBRUARY 1 – APRIL 30, 2011

Based on lessons learned [see page 7] from Wave 1, Wave 2 benefited from simplified outreach materials directed at a larger general public audience, more easily understandable program requirements, and a supporting live website.

INCENTIVES

- Each commuter registering for the **carpool2save** program and completing the pre-survey will be mailed a coupon good for a free drink at Dutch Bros
- Commuters in **new** carpools will receive up to \$150 in Unique Eugene Dollars:
 - Log **10 carpool trips** and receive \$30 Unique Eugene Dollars
 - Log **20 carpool trips** and receive \$60 Unique Eugene Dollars
 - Log **30 carpool trips** and receive \$90 Unique Eugene Dollars
 - Log **40 carpool trips** and receive \$120 Unique Eugene Dollars
 - Log **50 carpool trips** and receive \$150 Unique Eugene Dollars
- Commuters in **existing** carpools (that log a minimum of 10 trips) will receive a \$20 gift certificate from their choice of one of the following merchants: *Gateway Mall, Hop Valley Brewery, Unique Eugene, Bijou Art Cinemas, Jiffy Lube, or SeQuential Biofuels.*

ELIGIBILITY REQUIREMENTS

- Each carpooler must be at least 18 years of age
- Work trips only – Students traveling to schools/universities are not eligible.
- Commuters must work in the Central Lane Metropolitan area.
- Minimum one-way trip length of three (3) miles
- Individuals commuting by vanpool are not eligible

PROGRAM REQUIREMENTS

- Each carpool member must complete registration form, pre-survey, trip diary, and post-survey

IMPLEMENTATION STEPS

PROGRAM DESIGN – SEPTEMBER, 2010

1. Create Scope of Work for ODOT Contract and receive approval for program start
2. Create promotional and participant materials
 - Carpool2save Flyer
 - Carpool2save Program Description/Guidelines
 - Carpool2save Program FAQs
 - Carpool2save Participant Welcome Email
 - Paper registration form
 - Paper trip reporting form
 - Pre- and Post-Surveys
 - Drive Less Save More Website (Pac/West)
 - Carpool2save landing page
 - Program Description
 - Registration and Pledge Form
 - Trip Diary
 - Load Eugene/Springfield Employers
 - Create carpool2save program for reporting

PROGRAM REDESIGN – JANUARY 2011

- Refine program description, eligibility, and guidelines
- Refine Program FAQs
- Redesign Program Flyer
- Refine carpool2save landing page at Drive Less Save More

OUTREACH – WAVE 1: CONGESTION MITIGATION (SEPTEMBER 2010)

- Email CIP flyer and program description to ETCs in Gateway and Coburg Rd areas
- In-person delivery of CIP flyer and ODOT closure/detour information to Gateway and Coburg Rd area businesses

OUTREACH – WAVE 2: GENERAL PUBLIC (JANUARY 2011)

PRESENTATIONS

- ETC Luncheon – 1/13/11
- LCHRA Meeting – (Lane County Human Resource Association) – 1/18/11
- Good Earth Home Show – 1/28/11 to 1/30/11
- GreenLane Lunch – 2/2/11
- Springfield Business Expo – 2/5/11
- IAAP (International Association of Administrative Professionals) – 2/15/11

MEDIA

- 3/2/11 Press Release
- 3/8/11 News Segment on KMTR
http://www.clipsyndicate.com/video/playlist/19833/2276442?title=top_local_stories&wpid=9600

POSTERS

- 119 carpool2save flyers distributed to area merchants via Eugene WOW Hall

ARTICLES

- "Talking Points" point2point Solutions' ETC Newsletter
- "InMotion" (City of Eugene eNewsletter)
- LCHRA Newsletter
- "BusTalk"

ELECTRONIC OUTREACH

- Email to commuters in point2point Solutions' rideshare database
- Email to Employee Transportation Coordinator (ETC) Network
- Point2point Solutions and Lane Transit District websites
- Facebook posts
 - Point2point Solutions
 - Business Commute Challenge
 - Lane Transit District
 - Unique Eugene
 - City of Springfield
 - City of Eugene Transportation Planning

REGISTRATION

Table 1: Registration, by the numbers

Measurement	Number	Percentage
Total number of registrants	146	100%
New commuters added to rideshare database	117	80%
Number of participants completing program	68	47%
Number of registrants completing pre-survey	101	69%
Number of registrants completing post-survey	89	61%
Total Number of registrants logging trips	94	64%
Total number of registrants employed by point2point Solutions employer partner	101	69%

PROGRAM RESULTS

Table 2: New/Existing Carpool Results

	# of carpools	Average One Way Miles	Average Carpool size	Total trips	Incentives	Carpool miles saved (Not including driver)	Gallons gas saved	Gas \$ saved (Based on \$3.75/gal)	CO2 - Carbon dioxide saved (lbs.)	CO - Carbon Monoxide saved (lbs.)
New Carpools	17	11.9	2.24	660	\$ 2,970	24,188.0	1,191.5	\$ 4,468.23	19,350.4	1,172.1
Existing Carpools	27	16.1	2.37	979	\$ 780	43,885.8	2,161.9	\$ 8,106.98	35,108.6	2,126.6
Totals	44	14.0	2.30	1639	\$ 3,750	68,073.8	3,353.4	\$ 12,575.21	54,459.0	3,298.7

Table 3: CIP Goal Measurement

Measurements	CIP Goals	Program	Starting Registrations	Drop Outs	Final Results
Participants	250		146	78	68
New Carpools	125		17*	Unknown	17
Existing Carpools	N/A		27*	Unknown	27
VMR/VMR reinforced	60,000		N/A	N/A	68,073.8

*Unable to discern with any accuracy the number of new/existing carpools dropping out of the program, since 59% of them failed to complete the opening survey (see Lessons Learned section).

New carpools in the program travelled an average daily round trip distance of 23.8 miles and participants received an average incentive payout of \$102.41. Existing carpools were not offered the same level of incentive; instead they were awarded a \$20 gift certificate.

Table 4: Average Distance and Incentive (New Carpools)

	Average Daily Round Trip	Average Incentive Amount
New carpools	23.8	\$102.41

BUDGET

Table 5: ODOT Budget

Incentives	\$44,000	80%
Administrative Overhead	\$11,000	20%
Total	\$55,000	100%

Table 6: Incentives

Incentives	Amount
Dutch Bros Coupon Cards (101 @ \$2.25ea)	\$277.75
New Carpools (Unique Eugene Gift Certificates, rcvd 10% discount)	\$2,763.00
Existing Carpools (\$20 Gift Certificate per participant)	\$760.00
Prize Drawings	\$338.00
Total Incentives	\$4,138.75

Table 7: Administrative Expenses

Administrative Expenses	
Consultant Expenses:	
Trans-Watch	
Program Design	
Outreach	\$3,000.00
Pac/West	
Strategic Consultation	
Collateral Material Preparation	
Webpage and Trip Diary Development	\$7,992.50
Postage	\$100.72
WOW Hall – Poster Delivery	\$58.50
Gift Card Service Charges	\$75.00
Point2point Solutions Staff Time 261 hrs x \$40)	\$10,440
Subtotal Administrative Overhead	\$21,666.72

Table 8: Total Expenses and Grant Balance

	Actual Expenses	ODOT Grant	P2P Contribution	Grant Balance
Incentives	\$4,138.75	\$44,000	-0-	\$39,861.25
Administrative	\$21,666.72	\$11,000	\$10,666.72	-0-
Total	\$25,805.47	\$55,000	\$10,666.72	\$39,861.25

From a budgetary perspective, the CIP was able to exceed its goal of VMT/VMR reinforced using only 47% of projected program costs.

LESSONS LEARNED

PROGRAM DESIGN

WAVE 1 – CONGESTION MITIGATION, OCTOBER 1 – DECEMBER 31, 2010

- During Wave I of the program, ODOT moved up the closure date of the exit ramp, and the carpool2save web page was not live on the DLSSM website until after targeted outreach occurred. It is unclear how much program interest occurred during the period the site was not live. The website was live on October 4.
- Wave 1 requirements were too stringent, making outreach too limited in scope to be successful. Eligibility was restricted to commuters who traveled through the Gateway or Coburg areas to work.
- Existing carpools were eligible for enhanced incentives if they added a member or days to their regular carpooling pattern. This proved to be too difficult to understand by the carpoolers, or implement by staff.
- Initial outreach materials were too cluttered and confusing due to the stringent requirements. As a result, the program requirements were simplified immensely for the second wave (general public) and with redesigned outreach materials.
- Although the closure lasted only one week, the incentive program was scheduled to last 90 days. The two different time frames may have confused targeted commuters.
- Because of the changing ODOT time frame, requirement complexity due to limited geographic scope and staff shortages at point2point Solutions, Wave 1 did not target transit service cut areas. This decision helped to streamline the program and outreach during the second wave.

WAVE 2 - GENERAL CAMPAIGN, FEBRUARY 1 – APRIL 30, 2011

- Point2point Solutions did not have online registration and reporting. Given this, both waves used the Drive Less Save More (DLSSM) website and online trip diary.
- Using multiple links and sites involved too many steps and created confusion for the participants - many of whom did not fulfill the survey requirements of the program.
 - Participants had to register on the DLSSM website.
 - DLSSM registration included pre-survey questions. This factor confused many participants who thought they had completed the survey, when in fact, they had not.
 - DLSSM trip diary had limitations.
 - If participant did not select "carpool2save," trips were not identified by point2point.
 - If participants did not select their mode when reporting their trip, staff had to make assumptions about the type and nature of the trip.
 - If participant did not select "show all trips," or "show work trips," trips were not identified by staff, or staff had to make assumptions.
 - Emissions and savings formulas were not included in the reports, only the values. If staff had to disallow non-eligible trips, the measurement tools became useless.
- Although it was our intention to reward carpooling based on days carpooled, rather than one-way or round-trip, the nature of a "trip" was not adequately defined in the rules. Fortunately, no confusion or complaints resulted from this. This discrepancy was noted by a participating co-worker.

SURVEY DESIGN

- Opening survey question was not specific enough to determine if carpool was new or existing, this question was made more specific and included on the final survey.
- It was confusing to participants that they had to go to an outside link for the survey, when there were survey questions included in the DLSSM registration page.
- Failed to ask how many people in carpool on final survey.
- It was difficult to determine the exact number of members of the carpool. Some registrants listed five names, although they carpooled with one person on one day, another on another, etc. Many respondents did not include themselves in the final number. More specificity is required in further surveys.
- Many participants completed the pre-survey long after beginning the CIP. This factor made it difficult to ascertain whether they were “new” or “existing” carpools.

ADMINISTRATION

- Participants required a lot of urging to complete their surveys and report trips.
- Not all carpool members reported the same number of trips taken. Note that the final CIP measurement reflects the higher number of trips reported. (However, incentives were paid based on number of trips reported.)
- In many instances, not all members of the carpool registered. The number of carpool members reflects data from the completed surveys.
- Participants seemed to have difficulty with the rules and guidelines. Many thought they should be able to report bus and telework trips, although this was a *carpool* campaign.

CONCLUSIONS

The use of incentives was successful in getting new and existing carpoolers to register in the rideshare database and to encourage commuters to adopt travel behavior change necessary to reduce VMT in this area. This is particularly valuable as we prepare to launch the statewide rideshare database in September.

The CIP guaranteed a reward just for registering. With a 47% completion rate, there is the likelihood that the reward encouraged commuters to register without intent to complete the program. However, given that the success of carpooling programs is based upon finding database matches, any “carrot” to get registrants into the program is worthwhile. Point2point Solutions would like to pursue this tactic again with another campaign to increase rideshare database volume.

Although financial incentives were not the only reason cited for carpooling, nor were they the most important reason, 63% did respond that financial incentives were very important or somewhat important. Ninety-seven percent of carpoolers surveyed stated that saving wear and tear on their vehicle was very important, or somewhat important. Ninety-eight percent cited saving fuel expense as very important or somewhat important.

The majority of participants (69%) work for point2point Solutions’ employer partners, however, P2P’s efforts reached many non-partner employees. Of most significance was that 80% of the registrants were new to the rideshare database.

Although the majority of carpools tracked in carpool2save came from existing carpools (61%), all commuters surveyed increased their carpooling efforts by 9% - 11% during the M-F work-week by the end of the program.

APPENDIX
SURVEY RESULTS

How did you hear about the carpool2save program? (Check all that apply)

Answer Options	Response Percent	Response Count
point2point Solutions website	5.9%	7
Drive Less Save More website	1.7%	2
point2point Solutions' facebook page	2.5%	3
employer	50.0%	59
co-worker/family/friend	35.6%	42
news story (radio, tv, print)	3.4%	4
other	9.3%	11
please specify		38
answered question		118

how easy did you find the carpool2save campaign registration process? (on a scale of 1 - 5, with 1 being the easiest and 5 being the most difficult)

Answer Options	Response Percent	Response Count
1	50.0%	41
2	26.8%	22
3	15.9%	13
4	6.1%	5
5	1.2%	1
any comments? *		6
answered question		82

**see comments on page 16*

how easy was it for you to report your trips? (on a scale of 1 - 5, with 1 being the easiest and 5 being the most difficult)

Answer Options	Response Percent	Response Count
1	39.0%	32
2	39.0%	32
3	17.1%	14
4	3.7%	3
5	1.2%	1
any comments?*		8
answered question		82

*See comments on page 16.

how many days per week (on average) did you carpool?

Answer Options	Response Percent	Response Count
1	8.2%	7
2	11.8%	10
3	18.8%	16
4	18.8%	16
5 or more	42.4%	36
answered question		85

how often will you continue to carpool now that the carpool2save campaign has concluded?

Answer Options	Response Percent	Response Count
1 day per week	3.6%	3
2 days per week	10.8%	9
3 days per week	13.3%	11
4 days per week	20.5%	17
5 or more days per week	36.1%	30
I will continue to carpool, but don't know how often	14.5%	12
I have no plans to continue carpooling	1.2%	1
answered question		83

If you carpoled with people who do not live at the same address as you, how was your carpool formed?

Answer Options	Response Percent	Response Count
we work at the same employer and found each other through work	69.4%	50
we found each other through a point2point Solutions carpool match report	0.0%	0
we found each other through another internet based rideshare service (please specify which one below).	2.8%	2
Other	27.8%	20
answered question		72

Please indicate what main mode of travel you used in getting to work the last week you worked.

(Pre-Survey)

Answer Options	drive alone	carpool	bike	walk	vanpool	bus	telework	other	did not work	Response Count	% carpool
Sunday	14	2	0	0	0	0	1	0	67	84	2%
Monday	39	62	3	0	0	2	1	0	10	117	53%
Tuesday	43	64	1	0	0	2	0	0	5	115	56%
Wednesday	37	61	3	0	0	5	1	0	7	114	53.5%
Thursday	38	66	1	1	0	4	1	0	5	116	57%
Friday	36	50	1	0	0	4	1	0	19	111	45%
Saturday	9	2	1	0	0	0	1	0	67	80	2.5%
answered question										117	

How did you get to work during the last week that you worked? If you used more than one mode on a given day (i.e. bike plus transit) choose the one that covered the most miles.

Answer Options	drive alone	carpool	bike	walk	vanpool	bus	telework	other	did not work	Response Count	% carpool
Sunday	9	10	1	0	0	0	0	1	45	66	15%
Monday	19	60	5	0	0	1	0	0	3	88	68%
Tuesday	21	60	4	0	0	2	0	0	1	88	68%
Wednesday	21	57	5	0	0	1	1	1	1	87	66%
Thursday	19	56	7	0	0	3	0	1	3	89	63%
Friday	18	46	3	0	0	3	0	1	14	85	54%
Saturday	9	0	1	0	0	0	0	0	50	60	0%
answered question										89	

SURVEY COMMENTS

PARTICIPANT COMMENTS ABOUT THE REGISTRATION PROCESS

- I became confused on whether I was registered or not. I was receiving emails stating that "there was an error and to make sure that I completed the survey" - yet, I completed the survey. That made me second guess if I was correctly registered. From what I understood, the carpool2save campaign was a separate interface than the Trip Diary; however, carpool2save used Trip Diary to record trips??? That was a little confusing and seems like it could be simplified.
- Registration was not hard, but accurate feedback was.
- The crashing of your site was frustrating, to have to re-enter the survey
- The website could be a little easier to navigate. it was hard to find at first.
- The website was a bit buggy and could have been easier to use.
- Time consuming for little reward or benefit to my job

PARTICIPANT COMMENTS ON TRIP REPORTING

- Although it was easy to log one carpool on a specific day, I was not able to log two separate trips on one day.
- I didn't know if I was suppose to log my time on the days I didn't drive.
- It would be best if we did not have to enter the mileage and method every time if it is always the same.
- Recording the trips in Trip Diary was very simple. However, per my comments in the previous question, I become confused if "Trip Diary" was the correct place to record my trips.
- Reporting was confusing. If I logged two types of gas-saving trips for the same day, the second cancelled the first. Also - my trip diary and the report I got back from Tracy did not match up.
- The hardest part was remembering to log the trips.
- Time consuming for little reward or benefit to my job

ADDITIONAL COMMENTS

- At first when someone had to work overtime, it was a little more complicated, but I just started bringing my bike along so I could ride home (overtime or not).
- Enjoyed seeing how many days we could carpool.
- I feel that it is awesome to earn incentives for carpooling. People like seeing rewards when they do "a great job", it is just in our nature. Even though we get less wear and tear on our cars, and are truly saving money, many people do not consider that a reward as weird as that may sound. Thanks so much for your help in making me see my true rewards!!
- I loved to carpool with co-workers. The one bummer I faced was school in the evenings. On those days, I would have to drive myself to work. Other than that I plan on sharing rides as much as possible and now that the weather is nicer, get the bike on the road. Thank you for putting this together.
- I'd still like to be able to record my trips; the data was interesting to read and contemplate.
- It was hard to convince my fellow carpoolers to fill out their trip diary and I am not sure they did it regularly.
- It would be nice to receive points for commuting in a different manner (e.g. biking, public transit, etc.)
- More people need to be aware of any reward program(s) offered...
- Riding the bus is the biggest carpool and should count I ride my bike to the bus then ride further when I get off but it didn't count as a carpool so I didn't get any prizes that is bunk.
- Someone needs to buy Charlie a Subaru Outback so that I don't have to drive when there are three of us 'pooling. (Chuck has a Rabbit pick-up). ;) Ya'll are awesome! Thanks for the event!
- Thank you! I didn't realize how much carpooling I did/gas I saved until I started recording it.
- Thanks!
- The only thing I have to add is that when asking people to carpool, they were interested, as long as I drove. I got driven to work only once during the program, and I did the rest of the driving, therefore, it didn't save me any money or mileage on my car. But I am glad it took one vehicle off the road each day I drove. Thanks!

- This is a great program. I only wish I'd been able to take further advantage of it.
- Very pleased to be able to car pool, with the rising gas prices, in addition to how much money we are saving. I also got to spend quality time on the trip to work.
- You have to be flexible with your time due to having to adjust to someone else's work schedule, then it works, if you are not flexible then it does not work out

SUPPORTING DOCUMENTS (ATTACHED)

- Carpool2save Website Screenshot
- Carpool2save Program Flyer – Wave 1
- Carpool2save Program Flyer – Wave 2
- Carpool2save Program Description – Rules & Eligibility
- Carpool2save FAQs
- Press Release
- Email Welcome Letter
- Email Final Statement New Carpoolers
- Email Final Statement Existing Carpoolers
- Incentive Cover Letter
- Pre-Survey
- Post-Survey



Drive less. Save more.

Home Trip Diary Driving Resources Travel Options Videos Employers Partners Espanol About Us

Discover options for reducing car trips in Oregon and SW Washington. Save wear and tear on you, your wallet and the planet.

carpool2save

- Register & Earn Rewards
- Create a Trip Diary Account
- Eligibility Guidelines
- carpool2save FAQ
- Unique Eugene Merchant Locations
- Find Carpool Partners
- point2point Solutions
- Drive Less Carpooling Tips
 - Interview Tips
 - Sample Carpool Agreement

Traffic got you tied up?
 Fueling up dragging you down?
carpool2save

Cut back on driving and save wear and tear on you, your wallet and the planet

It's a great time to try carpooling—earn rewards & start saving today!

Register &
 Receive A Free
 Dutch Bros. Drink



Traffic got you tied up?
 Fueling up dragging you down?
carpool2save

Cut back on driving and save wear and tear on you, your wallet and the planet



It's a great time to try carpooling—earn rewards & start saving today! Now through December 2010 commuters who commute to work within the I-5 Beltline interchange area can earn carpool2save rewards.



**Drive less.
 Save more.**

Earn carpool2save Rewards

- New carpoolers can **earn up to \$150 in Unique Eugene Dollars valid at 20 area retailers**
- Already Carpooling? Add new days and/or members and also earn Unique Eugene Dollars or report carpool trips to win a \$100 Gateway Mall gift certificate



Visit DriveLessSaveMore.com/carpool2save for details and to get matched up in a carpool or find new carpool members

How it Works

- Register at DriveLessSaveMore.com/carpool2save and set up an online trip diary to track carpool trips (paper forms also available)
- Complete a brief online survey
- Form a new carpool or add new days and/or members
- Log in carpool trips and earn rewards (or win prizes for current carpoolers reporting trips only)

Questions? Call point2point Solutions, 541.682.6213



Unique Eugene Dollars-Keep it local!

Use Unique Eugene Dollars at 20 area retailers.

Food & Wine | Arts & Crafts | Jewelry | Music & Audio | Apparel | Floral
 Bicycle Gear | Photography | Optical | Toys & Hobby | Handcrafted Goods

carpool2save

a carpool incentive program

brought to you by

point2point Solutions

February 1, 2011 through April 30, 2011

don't wait!
registration is limited
first come, first served

do you...

- work in the Eugene/Springfield area?
- drive alone to work?
- travel at least 3 miles one-way to work?

if so, you can earn up to \$150!*

it's as easy as 1—2—3

1. register at DriveLessSaveMore.com/carpool2save
2. complete a short, online survey
3. set up a trip diary and record your trips

* carpool rewards are paid with Unique Eugene dollars valid at 15 area merchants. Visit UniqueEugene.com for more details!

Visit point2pointsolutions.org for complete rules & guidelines

already carpooling?

register and report your trips to receive a \$20 gift certificate from one of the following merchants:

Gateway Mall
Hop Valley Brewery
Unique Eugene
Bijou Art Cinemas
Jiffy Lube
SeQuential Biofuels



all commuters who register and complete the survey will receive a coupon for a free drink at Dutch Bros!



carpool2save

Official Rules and Guidelines

point2point Solutions is announcing *carpool2save*, an incentive program that offers Unique Eugene Dollars to work commuters who create new carpools. Existing carpools are eligible for gift certificates from local businesses.

Commuter Eligibility Requirements

- New carpools (commuters currently driving alone) are eligible to earn Unique Eugene Dollars
- Existing carpools that register and report a minimum of ten trips will receive gift certificates from local merchants
- Each carpooler must be at least 18 years of age
- Work trips only – Students traveling to schools/universities are not eligible.
- Commuters must work in the Eugene, Springfield, Coburg Metropolitan area.
- Minimum one-way trip length of three (3) miles
- Individuals commuting by vanpool are not eligible

Program Requirements

- Registration is limited. Participants are encouraged to register early to ensure their participation.
- Carpools operate for a three-month period February 1, 2011 through April 30, 2011
- Each carpool member must complete:
 - registration form (online at www.DriveLessSaveMore.com/carpool2save)
 - pre-survey (once registered, an e-mail will be sent with a link to the survey)
 - trip diary (report trips daily or weekly at DriveLessSaveMore.com)
 - post-survey

Incentives

- Each commuter who registers for the *carpool2save* program and completes the pre-survey will be mailed a coupon good for a free drink at Dutch Bros
- Commuters in new carpools will receive up to \$150 in Unique Eugene Dollars
 - Log **10 carpool trips** and receive \$30 Unique Eugene Dollars
 - Log **20 carpool trips** and receive \$60 Unique Eugene Dollars
 - Log **30 carpool trips** and receive \$90 Unique Eugene Dollars
 - Log **40 carpool trips** and receive \$120 Unique Eugene Dollars
 - Log **50 carpool trips** and receive \$150 Unique Eugene Dollars
- Commuters in existing carpools (that log a minimum of 10 trips) will receive a \$20 gift certificate from their choice of one of the following merchants: *Gateway Mall, Hop Valley Brewery, Unique Eugene, Bijou Art Cinemas, Jiffy Lube, or SeQuential Biofuels.*
- Random prize drawings (for groceries, gas, and more) will be held monthly throughout the 90-day *carpool2save* program
- Incentives will be awarded at the end of the program **after participants complete the post-survey**

Participation Guidelines

- Once the participant's registration is received, he/she will automatically be entered into the ridematching database and a carpool match report will be sent to him/her.
- Participants must report their carpool trips online at www.DriveLessSaveMore.com or they may mail/fax a paper trip diary to *point2point Solutions*.
- All trips must be reported weekly by 5:00 p.m., Tuesday of the following week to be eligible for any random drawings.
- After the registration form has been processed, a welcome e-mail will be sent to the participant with a link to the pre-survey. (If no e-mail is available, a paper copy of the survey and trip diary will be mailed to the participant).

Other Terms and Conditions

1. *All information supplied by participant will be correct, current, and complete. point2point Solutions has the right to refuse any application and/or discontinue commuter's participation in this program, including the right to withhold payment of incentive, if we believe commuter has failed to meet this obligation. We reserve the right to contact the commuter and their employer to verify the information provided.*
2. *There are penalties for receiving federal funds fraudulently. Federal funding for the carpool2save program stipulates that all funds must be used to encourage drive-alone commuters to start carpooling. Participants who knowingly provide misleading or incorrect information are committing fraud and knowingly abusing the use of federal grant dollars.*
3. *Any incentives that received from point2point Solutions may be subject to federal and state taxes. Any tax liability will be the sole responsibility of the commuter.*

carpool2save

Frequently Asked Questions

What is *carpool2save*?

carpool2save is a new incentive program designed to aid area commuters in taking advantage of carpooling as a way to drive less and save on the road. The overall aim is to reduce traffic congestion and greenhouse gas emissions, plus other air pollutants. New carpoolers can earn up to \$150 in Unique Eugene Dollars. Existing carpools that register and report their trips (*a minimum of 10 trips required*) will receive a \$20 gift certificate from local merchants. All *carpool2save* participants will receive a coupon for a free Dutch Bros drink.

When does *carpool2save* start?

Funds are limited, so commuters are encouraged to register early to ensure their participation. Once registered, carpools operate and report their trips between February 1, 2011 and April 30, 2011.

Who can participate in *carpool2save*?

Area commuters are eligible to participate if they currently drive alone to work and start carpooling. Current carpoolers can also take advantage of *carpool2save* rewards (see options listed below). Individuals must be at least 18 years old. Only work commute trips of distances of at least 3 miles can qualify towards rewards. Students and vanpool commuters are not eligible to participate.

What if I want to participate but don't have a carpool partner?

point2point Solutions has hundreds of potential carpoolers that are just waiting to hear from you. To get an instant match list of potential carpoolers, visit www.point2pointsolutions.org. Personal information such as home and work addresses remain confidential and cannot be seen by matches.

How many people are required to be in the carpool?

Carpools must consist of at least two working adults.

I drop my children off at school; does that qualify as a carpool?

No. Carpools must include two or more adults commuting to work. Transporting children to school and/or day care will not qualify for *carpool2save*.

I'm a student and carpool to the university for class. Am I eligible?

No. Students are not eligible for this program.

carpool2save **FAQ**

How often am I required to carpool?

You must carpool a minimum of 10 days over the 90-day period to earn rewards.

What if I am already carpooling? Can I participate?

Yes, current carpoolers who register, complete the pre and post-surveys, and report a minimum of 10 trips, will receive a \$20 gift certificate from a local merchant. Carpoolers may choose from *Gateway Mall, Hop Valley Brewery, Unique Eugene, Bijou Art Cinemas, Jiffy Lube, or SeQuential Biofuels*.

Can everyone in a carpool participate?

Yes. Each member of a carpool (new or existing) can participate in *carpool2save* if they register online, complete the surveys, and report carpool trips.

How do I register in the *carpool2save* program?

Log onto DriveLessSaveMore.com/carpool2save, complete the registration form and set up a Drive Less Trip Diary to track your carpool trips. If you do not have Internet access, you can register by calling *point2point Solutions* at 541.682.6183 (a written registration and trip diary will be mailed to you).

What happens after I register?

After you register, you will be sent an e-mail with a link to the pre-survey. If you do not have e-mail, then a paper survey will be mailed to you. Upon completing the pre-survey, a coupon for a free Dutch Bros drink will be mailed to you.

How do I report my carpool trips?

Participants can report their carpool trips using the Drive Less Trip Diary. If you do not have Internet access, contact *point2point Solutions* at 541.682.6183 and a paper trip diary will be sent to you. You can return completed trip report forms by fax or mail.

What if I get started in *carpool2save* after the start of the promotion?

You can register in *carpool2save* and start tracking your carpool trips at anytime during the 90-day promotion, but funds are limited and you are encouraged to register early.

Do I have to report my trips every day?

Carpool trips need to be reported regularly. We ask that you report for each week by Tuesday of the following week to be eligible for any random prize drawings.

carpool2save **FAQ**

What rewards can I earn through *carpool2save*?

All participants will receive a free Dutch Bros drink gift certificate upon registration and completion of the pre-survey.

New carpoolers can earn Unique Eugene Dollars (paid out as \$10 gift certificates):

- Log **10 carpool trips** and receive \$30 Unique Eugene Dollars
- Log **20 carpool trips** and receive \$60 Unique Eugene Dollars
- Log **30 carpool trips** and receive \$90 Unique Eugene Dollars
- Log **40 carpool trips** and receive \$120 Unique Eugene Dollars
- Log **50 carpool trips** and receive \$150 Unique Eugene Dollars

Current carpoolers who register, complete the pre and post-surveys, and report a minimum of 10 carpool trips during the 90-day promotional period will receive a \$20 gift certificate from a local merchant of their choice. Carpoolers may choose from *Gateway Mall, Hop Valley Brewery, Unique Eugene, Bijou Art Cinemas, or Jiffy Lube.*

When will I receive rewards?

All *carpool2save* participants will receive a coupon for a free Dutch Bros drink upon registration and completion of the pre-survey. At the end of the 90-day *carpool2save promotion*, participants will receive a link to the post-survey (if you don't have e-mail, a paper survey will be mailed to you). Participants will receive rewards earned by mail after completing the post-survey.

Where can I use my Unique Eugene Dollars?

There are currently about 20 Eugene merchants participating in the Unique Eugene program that take Unique Eugene Dollars (paid out as \$10 gift certificates). Please visit www.uniqueeugene.com for a complete list of participating merchants.

Can Unique Eugene Dollars be used the same as cash?

Yes! Make any purchase with your Unique Eugene Dollars (gift certificates) and receive change for the difference.

I have another question...

If you have additional questions, please feel free to send an e-mail to Tracy.Smith@ltd.org or call us at 541.682.6183.

Save Gas Money, Win Prizes with Carpool2Save

Commuters may already be aware that carpooling can save them time and money on the road, but what they might not know is that point2point Solutions' new carpool2save program can also earn them prizes.

Through carpool2save, new carpoolers can earn up to \$150 in Unique Eugene Dollars! Unique Eugene Dollars are redeemable at over 15 different shops in the Eugene area that range from grocery stores to jewelry stores. Already carpooling? Current carpoolers, who register in carpool2save, complete the pre and post-surveys and report a minimum of 10 trips will receive a \$20 gift certificate valid at their choice of Gateway Mall, Hop Valley Brewery, Unique Eugene, Bijou Art Cinemas or Jiffy Lube. Everyone who registers in carpool2save will receive a coupon for a free Dutch Bros drink.

Drivers who work in the Eugene/Springfield area and travel at least 3 miles one-way to work can register at www.DriveLessSaveMore.com/carpool2save, complete a short, online survey, set up a trip diary and record their carpool trips between February 1, 2011 through April 30, 2011. Need a carpool partner? point2point Solutions can help get you matched up!

“Our overall aim is to help drivers spend less time and money on the road and reduce traffic congestion and greenhouse gas emissions, plus other air pollutants,” said Tracy Smith, rideshare program coordinator for point2point Solutions. “Carpooling is a great solution for workers who are looking for a less hassles in the morning while saving money at the same time.”

With local gas prices over \$3 a gallon and expected to keep climbing, now is the perfect time for people to start carpooling—or carpool more frequently—to reduce how much they spend on gas. carpool2save can help!

To be eligible for the carpool2save program, drivers must:

- Be at least 18 years of age
- Be carpooling for work trips only – Students traveling to schools/universities are not eligible, nor are parents dropping children off at school
- Be traveling a minimum one-way trip length of three (3) miles
- Individuals commuting by vanpool are not eligible

So set up your trip diary today at get ready to earn some prizes while making the Eugene community a better place!



Dear [[First Name]],

Congratulations! You have registered to participate in **carpool2save**, the carpool incentive program where you earn rewards as you save money, the environment, and wear and tear on your car! We are thrilled to have both new and existing carpools join this exciting new program.

On the right side of this page are some resources that you might find helpful. From program requirements and FAQs, to Park & Ride locations and helpful carpool tips, these resources can help you make the most of your carpooling experience.

Before you get started earning your rewards, you will need to complete the pre-program survey. Please go to <http://www.surveymonkey.com/s/carpool2save> or click the pre-survey link on the right side of this page.

Each carpool member must regularly report their trips online (we ask that you report your trips weekly). Please visit DriveLessSaveMore.com to set up your [trip diary account](#) if you've not already done so.

We will send you weekly reminders to log your trips as well as monthly statistics on the trips you've recorded and the miles, money, and gasoline that you have saved throughout the month.

Periodically we will hold drawings for prizes such as free groceries, gasoline, and more. Stay tuned for news of drawings and winners.

After carpool2save has concluded on April 30, 2011, we will send you an e-mail with a link to the post-survey. Incentives will be mailed to each carpool member once the post-survey has been completed.

Please don't hesitate to contact me at 541.682.6183 or tracy.smith@ltd.org if you have any questions.

Sincerely,

- [carpool2save flyer](#)
- [FAQs](#)
- [Rules/Eligibility](#)
- [Trip Diary](#)
- [Park & Ride](#)
- [Carpoolers Wanted Flyer](#)
- [Carpool Tips](#)
- [Unique Eugene Survey](#)

questions?

tracy smith
rideshare program coordinator
point2point Solutions
po box 7070
eugene, oregon 97401
541.682.6183 (phone)
541.682.6111 (fax)

- >> [visit our website](#)
- >> [join us on facebook](#)

Sent to:
[[ReplaceSendEmailTo]]
If you prefer not to receive
these e-mails of this type,
[Leave this List.](#)

Sent By:
point2point Solutions
PO Box 7070
Eugene OR 97401
U.S.A.

powered by Swiftpage

To view as a web page.
LTD REGULAR BOARD MEETING
Forward to a Friend **09/21/11** Page 70

Dear «First_Name»,

Thank you for participating in **carpool2save!** During this promotion, you have become a seasoned carpooler and have learned how easy it is to share the ride **AND** save money on fuel and maintenance. Now you can add Unique Eugene Gift Certificates to the many benefits of carpooling!

(We'll be launching a brand new rideshare database in the fall, with more opportunities to earn rewards! Stay tuned for details!)

You have completed all of the requirements for **carpool2save** and are eligible to receive **\$«Incentive_Amount»** in Unique Eugene Gift Certificates.

Please allow three weeks for processing.

Your Personal Stats:

New or Existing Carpool:	«NEW_EXISTING»
Opening Survey Completed:	«PRE_Survey_Complete»
Closing Survey Completed:	«POSTSURVEY»
Total # of Trips Reported (Minimum of 10 required):	«Total_Trips»
Total # of Miles:	«Total_Miles»
Dutch Bros Coupon:	«Dutch_Bros»
Other Prizes Won During Campaign:	«Prizes_won»

Kindest regards,



Tracy Smith
Rideshare Program Coordinator



p 541-682-6183
f 541-682-6111
point2pointsolutions.org



Dear «First_Name»,

Thank you for participating in **carpool2save!** As a seasoned carpooler, you've already learned how easy it is to share the ride and save money on fuel and maintenance. Now you can add a \$20 gift certificate to the many benefits of carpooling!

(We'll be launching a brand new rideshare database in the fall, with more opportunities to earn rewards! Stay tuned for details!)

You have completed all of the requirements for **carpool2save** and are eligible to receive a \$20 gift certificate to one of the following merchants:

- Gateway Mall
- Hop Valley Brewery
- Unique Eugene
- Bijou Art Cinema
- Jiffy Lube
- Sequential Biofuel

Just follow this link to make your certificate selection. Please allow three weeks for processing.
http://www.surveymonkey.com/s/carpool2save_rewards

Your Personal Stats:

New or Existing Carpool:	«New_Existing»
Opening Survey Completed:	«PRE_Survey_Complete»
Closing Survey Completed:	«POSTSURVEY»
Total # of Trips Reported (Minimum of 10 required):	«Total_Trips»
Total # of Miles:	«Total_Miles»
Dutch Bros Coupon:	«Dutch_Bros»
Other Prizes Won During Campaign:	«Prizes_won»

Kindest regards,



Tracy Smith
Rideshare Program Coordinator



p 541-682-6183

f 541-682-6111

point2pointsolutions.org



Dear «First_Name»,

Thank you for registering for **carpool2save!**

Due to incompleteness of all of the program requirements, your entry is not eligible for carpool2save rewards.

carpool2save program requirements:

- Minimum one-way distance to work – 3 Miles
- Completion of opening survey
- Completion of closing survey
- Reporting a minimum of ten carpool trips

We will be launching a brand new rideshare database in the fall, with more opportunities to earn rewards! Please stay tuned for details!

Your Personal Stats:

Opening Survey Completed:	«Presurvey»
Closing Survey Completed:	«Postsurvey»
Minimum Number of Trips Reported:	«Min__Trips»
Total # of Trips Reported (Minimum of 10 required):	«Total_Trips»
Total # of Miles:	«Total_Miles»
Dutch Bros Coupon:	«Dutch_Bros»

Kindest regards,



Tracy Smith
Rideshare Program Coordinator



p 541-682-6183

f 541-682-6111

point2pointsolutions.org



June 10, 2011

«First_Name» «Last_Name»
«Address»
«City», OR «Zip»

Dear «First_Name»,

Thank you for your participation in the carpool2save program.

Your efforts, and those of your fellow carpool2save participants, reduced the vehicle miles traveled in our region by a whopping 68,073 miles! A total of 3,353 gallons of gasoline was saved which translates to a financial savings of \$12,575.21. And to top it all off, you have all reduced CO2 in our region by 54,459 pounds. That's the equivalent of planting 980 maple trees!

Enclosed are your rewards for completing the carpool2save program.

\$«Incentive_Amount» «Certificate»
Dutch Bros Drink Coupon - «Dutch_Bros»
«Prizes_won»

Your Personal Stats:

New or Existing Carpool:	«NEW_EXISTING»
Opening Survey Completed:	«PRE_Survey_Complete»
Closing Survey Completed:	«POSTSURVEY»
Total # of Trips Reported (Minimum of 10 required):	«Total_Trips»
Total # of Miles:	«Total_Miles»

Kindest regards,



Tracy Smith
Rideshare Program Coordinator

P.S.: Keep in mind that we will be launching a brand new rideshare database in the fall, with more opportunities to earn rewards. Stay tuned for details!

carpool2save participant pre-survey

1. basic information

Thanks for taking this short survey! None of your information will be shared with any commercial interests.

Completion of this opening survey is required prior to earning incentives in the carpool2save campaign.

1. How did you hear about the carpool2save program? (Check all that apply)

- point2point Solutions website
- Drive Less Save More website
- point2point Solutions' facebook page
- employer
- co-worker/family/friend
- news story (radio, tv, print)
- other

please specify

2. What is your name?

3. Who is your employer?

carpool2save participant pre-survey

2. your commute info...

*** 1. What is the one-way distance (in miles) from your home to work?**

(don't know the mileage? check it out at <http://maps.google.com>)

2. What are your work hours?

Start

End

*** 3. Please indicate what main mode of travel you used in getting to work the last week you worked.**

	drive alone	carpool	bike	walk	vanpool	bus	telework	other	did not work
Sunday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wednesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thursday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Saturday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Over the last six months have you gotten to work other than by driving alone?

Yes

No

5. If you did get to work using a mode other than by driving alone, which did you use?

carpool

bike

walk

vanpool

bus

telework

other

carpool2save participant pre-survey

3. carpooling info...

* 1. Are you already carpooling?

yes

no

2. Who will be carpooling with you during the carpool2save campaign? (if known)

carpooler #1 (you)

carpooler #2

carpooler #3

carpooler #4

If you don't yet have carpool partners identified, we can help! Please go to www.point2pointsolutions.org and complete a pool2work carpool match form.

4. more carpooling info...

1. If you are already carpooling, how many working adults (including yourself) are in your carpool?

2

3

4

5

2. if you are already carpooling, how many days per week do you usually carpool?

1

2

3

4

5

5.

1. Does your employer provide the free Emergency Ride Home Program, offered through point2point Solutions?

- yes
- no
- don't know

2. If you usually drive alone to work, please check up to three of the following reasons that influence your transportation choice.

- need my car for work
- irregular work schedule
- free/low cost parking
- no one to carpool with
- no bus where I live
- no bus where I work
- no bus during my commute time
- saves me time
- inadequate bike lanes and/or sidewalks
- need my car for personal errands
- need my car to transport children
- want my car in case of emergency

Other (please specify)

carpool2save participant pre-survey

6. the end...

Thanks for finishing the survey and for participating in the carpool2save campaign.

1. Do you have any comments or questions for us?

carpool2save follow-up survey

1. hello...

congratulations on completing the carpool2save campaign! we hope you had fun, met new friends, and saved some of your hard-earned money!

now there's just one last thing to do before we can send you your rewards!

please complete this very short survey - it will only take a few minutes.

carpool2save follow-up survey

2. your commute info...

*** 1. what is the one-way distance (in miles) from your home to work?
(don't know the mileage? check it out at <http://maps.google.com>)**

*** 2. how did you get to work during the last week that you worked? if you used more than one mode on a given day (i.e. bike plus transit) choose the one that covered the most miles.**

	drive alone	carpool	bike	walk	vanpool	bus	telework	other	did not work
sunday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
monday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
wednesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
thursday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
friday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
saturday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

carpool2save follow-up survey

3. carpooling info...

*** 3. Prior to carpool2save, were you a transit rider that experienced service cuts to your regular route?**

yes

no

4. If so, which route?

*** 5. Were you regularly carpooling prior to the February launch of carpool2save?**

Yes

No

*** 6. what are the names of your carpool members? (this information is required to receive your incentives - it won't be shared with any other interests!)**

carpooler #1 (you)

carpooler #2

carpooler #3

carpooler #4

carpooler #5

*** 7. how many days per week (on average) did you carpool?**

*** 8. did you carpool with:**

people who live at the same address as you

people who do not live at the same address as you

both people who live at the same address as you and people who do not

carpool2save follow-up survey

9. if you carpoled with people who do not live at the same address as you, how was your carpool formed?

- we work at the same employer and found each other through work
- we found each other through a point2point Solutions carpool match report
- we found each other through another internet based rideshare service (please specify which one below).
- Other

if you formed your carpool through other means, please specify here:

carpool2save follow-up survey

4. your carpooling experience...

*** 10. did you carpool as often as you anticipated you would?**

- as often as I expected
- more often
- less often

*** 11. after your carpool got off the ground, did carpooling become:**

- easier
- harder
- it took the same amount of effort

additional comments

*** 12. how often will you continue to carpool now that the carpool2save campaign has concluded?**

- 1 day per week
- 2 days per week
- 3 days per week
- 4 days per week
- 5 or more days per week
- I will continue to carpool, but don't know how often
- I have no plans to continue carpooling

13. you can save even more money, and further wear and tear on your car, by adding another member to your carpool. are you open to the possibility of adding another person to your carpool?

- yes, please send me a carpool match list
- no
- maybe

additional comments

carpool2save follow-up survey

* 14. how do/did you view these aspects of carpooling?

	very important	somewhat important	not important
saving wear and tear on personal vehicle	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
saving fuel expenses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
able to talk/socialize during commute	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
special parking privileges (if there were any)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
able to sleep during commute	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
earning the rewards for carpooling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

5. carpool2save campaign

*** 15. how easy did you find the carpool2save campaign registration process? (on a scale of 1 - 5, with 1 being the easiest and 5 being the most difficult)**

- 1
- 2
- 3
- 4
- 5

any comments?

*** 16. how easy was it for you to report your trips? (on a scale of 1 - 5, with 1 being the easiest and 5 being the most difficult)**

- 1
- 2
- 3
- 4
- 5

any comments?

carpool2save follow-up survey

6. one last thing...

did you remember to include your name in question #3 about the names of your carpool members? remember, we need that information in order to process your incentive payment.

17. do you have any additional comments or ideas about carpooling, including how you overcame the obstacles to carpooling, or weren't able to overcome the obstacles, or about the carpool2save campaign process?

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2011

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

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

BACKGROUND:

August 2011 Employee of the Month: The August Employee of the Month is Bus Operator Paul Holbrook. He has been with the District since June 1983 and has received the Safe Driving Award for 22 years. He received a Commitment Monthly Value Award in March 2008 and a Practice Safety Monthly Value Award in June 2011. Paul was nominated for this award by a coworker who was impressed by the extraordinary measures that Paul takes to ensure the safety of students on his bus. One day Paul witnessed a student coming very close to being hit after crossing in front of his bus. Paul decided that from that day forward, he would get off his bus every day when dropping off children, and stop traffic going in both directions in order to protect them from motorists.

When asked to comment on Paul's selection as Employee of the Month, Transit Operations Supervisor Dan Budd said:

Paul has made every effort to provide LTD customers with consistent service delivery, and he treats all of his customers with the utmost respect and dignity. He is very helpful and considerate with riders who require special needs. Paul has great people skills, which is demonstrated by the number of nominations, compliments, and other achievements that he has received during his tenure at LTD.

Paul has earned 22 years of safe driving awards, so his customers can rest assured that he will get them to their destinations in a safe and smooth manner.

Paul has contributed to the success of LTD in many ways and has consistently performed his duties to conform to the highest standards. His positive attitude and good nature has provided an inspiration for many past and present employees who regard him as a man of wisdom.

September 2011 Employee of the Month: Facilities Maintenance Generalist Sonny Melhorn was selected as the September 2011 Employee of the Month. He was hired in June 2006 and received the Take Initiative Monthly Value Award in July 2011. Sonny also has served on the Health for Life Committee since April 2010. The Health for Life Committee recently embarked on a project to purchase new equipment for the exercise room adjacent to the driver's lounge. Sonny was nominated for the Employee of the Month award by a coworker who wanted to acknowledge Sonny's valuable involvement in numerous parts of the project including investigating the equipment options; analyzing the cost; and the purchase, delivery, and installation of the equipment.

When asked to comment on Sonny's selection as Employee of the Month, Facilities Maintenance Supervisor Kelly Staines said:

Sonny is a pleasure to supervise; he always has a great attitude, and he has an admirable work ethic. He does more than just show up for work every day; he actively seeks additional responsibilities.

Recently Sonny met a rigorous, mandatory combination of skills, trainings, and licensing in order to be approved for a grade increase; and he also included a Development Plan in this year's self-evaluation, both of which speak to his commitment to growth.

Sonny's willingness to learn, coupled with his attitude and demeanor, make him an exemplary LTD employee. As his supervisor, I find Sonny a pleasure to oversee; he is humble, quiet, and very, very dependable. In short, Sonny is a perfect choice for Employee of the Month.

October 2011 Employee of the Month: The October 2011 Employee of the Month is Administrative Secretary Renee Jones. Renee just celebrated her third year with LTD, and during that time, she has been nominated for Employee of the Month five times and has received the Monthly Value Award six times. She is chair of the Events Committee, is on the Employee Council, and is captain of LTD's Relay for Life team. Renee was nominated for this award by a coworker who wished to express his appreciation for all the good qualities that Renee brings to LTD, and specifically, the tireless efforts that Renee puts forth on behalf of Relay for Life.

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

Renee has been an outstanding LTD employee from the moment she began work here just three short years ago. She has been nominated for Employee of the Month multiple times during those three years, and deservedly so. Staff continually express appreciation for Renee's willingness to pitch in and help whenever and wherever she is needed. I've had to be away from the office recently, and it was a great comfort knowing that Renee was there to handle any matters that could not wait until my return. She truly demonstrates the spirit of teamwork and embodies LTD's core value, "Work Together."

I also would like to express appreciation for Renee's willingness to participate on various committees. During the last two years that Renee has chaired LTD's Relay for Life Committee, her efforts have gained tremendous support from the entire organization as evidenced by the enormous contributions made by staff to the cause.

Renee is an asset to LTD and a good role model for others. I appreciate her willingness to assist and her professionalism in all things. And Renee does all this while maintaining a great sense of humor. She is truly deserving of this award!

Congratulations to Paul, Sonny, and Renee on being selected as the August, September, and October 2011 Employees of the Months, respectively.

AWARD: Paul, Sonny, and Renee will attend the September 21, 2011, meeting to be introduced to the Board and to receive their awards.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2011

ITEM TITLE: CONSENT CALENDAR

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

ACTION REQUESTED: Approval of Consent Calendar Items

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

The Consent Calendar for September 21, 2011:

1. Approval of the Minutes of the December 10, 2010, Strategic Planning Work Session
2. Approval of the Minutes of the December 13, 2010, Special Board Meeting
3. Approval of the Minutes of the December 23, Executive Search Committee Meeting
4. Approval of the Minutes of the January 19, 2011, Regular Board Meeting
5. Approval of the Minutes of the March 31, 2011, Executive Search Committee Meeting
6. Approval of the Minutes of the July 20, 2011, Canceled Regular Board Meeting
7. Approval of the Minutes of the August 17, 2011, Canceled Regular Board Meeting
8. Approval of the Minutes of the August 29, 2011, Special Board Meeting by Conference Call
9. Approval of the Resolution Reaffirming LTD's District Boundaries
10. Budget Committee Nomination: Donald Nordin

- ATTACHMENTS:**
1. Minutes of the December 10, 2010, Strategic Planning Work Session
 2. Minutes of the December 13, 2010, Special Board Meeting
 3. Minutes of the December 23, Executive Search Committee Meeting
 4. Minutes of the January 19, 2011, Regular Board Meeting
 5. Minutes of the March 31, 2011, Executive Search Committee Meeting
 6. Minutes of the July 20, 2011, Canceled Regular Board Meeting
 7. Minutes of the August 17, 2011, Canceled Regular Board Meeting
 8. Minutes of the August 29, 2011, Special Board Meeting by Conference Call
 9. LTD Resolution No. 2011-021, Reaffirming District Boundaries
 10. Form nominating Donald Nordin to new three-year term on the LTD Budget Committee

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

LTD Resolution No. 2011-020: It is hereby resolved that the Consent Calendar for September 21, 2011, is approved as presented.

Q:\Reference\Board Packet\2011\09\Reg Mtg 9-21-11\CCSUM.docx

MINUTES OF DIRECTORS
STRATEGIC PLANNING WORK SESSION
LANE TRANSIT DISTRICT
SPECIAL MEETING

Friday, December 10, 2010

Pursuant to notice given to *The Register-Guard* for publication on December 2, 2010, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a strategic planning work session on Friday, December 10, 2010, at the Northwest Community Credit Union in Springfield.

Present:

Board

Mike Eyster, President
Greg Evans, Vice President

Dean Kortge, Secretary
Ed Necker, Treasurer
Doris Towery
Mike Dubick
Gary Gillespie

Budget Committee:

Jon Hinds
Donald Nordin
Edward Gerdes (arrived 12 noon)
Peter Davidson (arrived 9:12 a.m.)
Warren Wong (arrived 11 a.m.)

Staff

Mark Pangborn, General Manager
Diane Hellekson, Director of Finance and Information
Technology
Tom Schwetz, Director of Planning and Development
Mary Adams, Director of Human Resources and Risk
Management
George Trauger, Director of Maintenance
Charlie Simmons, Facilities Services Manager
Andy Vobora, Director of Service Planning, Accessibility,
and Marketing
Steve Parrott, Information Technology Manager
Joe McCormack, Facilities Project Manager
David Collier, Senior Human Resources Analyst
Jeanne Schapper, Administrative Services Manager/Clerk
of the Board (Recording Secretary)

CALL TO ORDER AND WELCOME: The meeting was called to order by Board President Mike Eyster at 9:06 a.m.

Mr. Eyster welcomed those present, including Board members, Budget Committee members, and LTD staff, and thanked everyone for taking time from busy schedules to do the important work scheduled for the day. He stated his appreciation for the dedication and commitment demonstrated by staff in the extensive effort put into preparation for this meeting while also managing other issues affecting the District.

Mr. Pangborn thanked the Budget Committee members present, Donald Nordin and Jon Hinds, and indicated that Warren Wong, Peter Davidson, and Edward Gerdes were expected to join the discussion during the luncheon portion of the meeting. Mr. Pangborn introduced a citizen guest, Bob Macherione. Mr. Eyster stated that the purpose of the session is to provide staff with direction on issues that will affect the budget for the next fiscal year.

GENERAL MANAGER RECRUITMENT PROCESS: Mr. Eyster indicated that eight firms applied to do the executive search. The Executive Search Committee narrowed the possibilities down to three firms. Mr. Collier, Mr. Evans, and Mr. Eyster interviewed prior customers of the three firms. All three finalists will be interviewed again. Responding to a question from Mr. Kortge, Ms. Hellekson indicated that the firm that was used in the last executive search did not apply this time. The Board agreed that the Executive Search Committee will interview the three finalists on December 21 and select the firm. Mr. Collier indicated that the interviews would be interactive using the Skype virtual communication

system with the Committee interviewing the firms directly via camera displayed on the overhead screen. Mr. Eyster invited the other Board members to attend the interviews. A final interview will be arranged with the firm selected. After the firm is selected, representatives of the firm will begin meeting with the Board members and staff.

BOARD ACCESSIBILITY: Mr. Pangborn said that the Board has received feedback from the community concerning establishing a more easily accessible location for Board meetings. Currently, meetings that are significant in terms of public input, such as public hearings during the annual route review or when fare increases are being considered are held downtown at the Eugene Library. Interested members of the public can provide testimony, Planning staff record that testimony, and integrate that input into plan updates. Public feedback on this process has been very positive. From a staff perspective, Mr. Pangborn suggested that the process continue.

Mr. Pangborn checked with other public agencies, including the City of Eugene, school districts, Lane Education Service District, and Eugene Water and Electric Board, and found that none of them moved their meetings outside of their headquarters. He has not heard any feedback from the public that these locations were inappropriate. After this research, Mr. Pangborn concluded that LTD's current position seems in line with accommodating the public process.

Mr. Pangborn indicated that another issue involved televising meetings. This could be done at both the library and at LTD's Glenwood facility, but at a substantial cost. The cost per meeting at the Library is just under \$500; and the cost for set up at Glenwood would be just under \$1,000.

Mr. Eyster asked about radio broadcasting, indicating that that 4-J Schools broadcast on its radio station. Mr. Necker asked about LCC's radio station. Mr. Pangborn stated his belief that it was already overloaded.

Mr. Gillespie offered that City meetings are generally broadcast after the meeting has concluded.

Mr. Pangborn said that he understood that this issue came up about six months ago and he has not heard any negative feedback from the community since that time. The public process (open houses, public hearings, etc.) seems to satisfy the community's needs.

Mr. Gillespie cautioned that the Board Room at Glenwood may not have the capacity for a large crowd. He suggested that the Next Stop Center at the downtown bus station could be utilized. He asked about video streaming. He said that he has not had much input on the matter from the public.

Ms. Towery indicated her support for keeping the current location since it is right on the EmX line and more accessible than most public entities meeting locations. She added that there is no cost to where the Board currently meets and not spending more public dollars on extras at this time of economic recession is important. Mr. Dubick agreed, adding that the Glenwood location seems right in the middle of the District, neither favoring Eugene nor Springfield. He said that video streaming should be something that is reviewed in the future as the budget allows since the public could review the meeting when convenient. This process would not favor community members who live in the metro area; access to all would be more equal.

Mr. Kortge stated his belief that the District's current process was quite effective. He cautioned that there would be a cost involved in video streaming, which is above LTD's budget and responsibility to the public, which is to provide bus service.

Mr. Parrott estimated that the cost for video streaming would be approximately \$2,500 per meeting.

Mr. Gillespie asked about something that would be accessible by logging onto the internet. He indicated that the Oregon Health Sciences union video streams its meetings and he didn't believe it cost \$2,500. Mr. Parrott responded that it depends on the quality of the video source that is desired. The more people participating, the more focus on the speaker is needed. The cost will focus on the equipment to track a person's voice, or the camera operator to focus on the speaker. A Skype-quality meeting can be set up with a camera centrally-focused in the room, but ability to discern voices may be questionable. The \$2,500 was based on Eugene City Council and County Commissioners' cost models.

Mr. Schwetz drew attention to the accessibility of City Councilors since they may be contacted directly by e-mail. Is that a model that the Board would like to review since it would change how the District communicates.

Mr. Necker said the video broadcast would address the image of public transparency; however, he indicated his support for the basic idea mentioned earlier: LTD's responsibility is to get people on the bus.

Mr. Eyster said that Mr. Schwetz's point was that public access at Board meetings was not the only issue. Ms. Schapper indicated that Board e-mail is set up such that it goes through LTD and staff are able to respond on the Board members behalf while keeping the Board member abreast of customer concerns. Board members' LTD e-mail accounts are available on LTD's website; Board members' personal contact information is not available for public view. Ms. Towery pointed out that the public can contact a Board member directly if they so wish.

Mr. Schwetz pointed out that the City of Eugene has set up an infrastructure that allows for easy access to councilors, such as phone numbers, and message machines. Mr. Schwetz is not necessarily suggesting this process for LTD; he is only pointing out that this is the process the public may be more used to.

Mr. Pangborn indicated that this may be the City of Eugene's culture and not necessarily that of the City of Springfield's or other public agencies. He suggested that it could be possible to schedule yearly forums or open houses for each subdistrict that would allow the public to speak to their representatives directly. Ms. Towery's voiced support for town hall meetings.

Mr. Gillespie cautioned that the City of Eugene's process requires a great deal of staff time, and he was concerned about the time commitment this would put on LTD staff. Mr. Gillespie also added that a meeting on the University of Oregon or Lane Community College campuses may be in order since such a large percentage of ridership is students.

Mr. Eyster provided a summary of the Board's collective response: If the topic is anticipated to be controversial, and/or public involvement is anticipated, those meetings would be scheduled at an alternate location downtown or at a location where a large constituency exists. He added that it may be of benefit to create a Citizen Advisory Committee (CAC) that meets periodically and provides feedback to the Board.

Mr. Evans mentioned that his experience has been low turnout to town hall events. Staff time and resources were dedicated to these events, and one community member would show up. He didn't believe it would be a good use of time and resources. He said he believed that it would be of greater benefit to the District to have a CAC that meets quarterly and provides input from the business community and riders. This would allow for Board decision making based more on the "pulse of the community."

Mr. Nordin suggested promoting LTD's Facebook page as more of an interface. Mr. Dubick suggested that community members have more access than they may realize. Mr. Gillespie referred to LTD's Facebook consistently to read about ARRA funding, with 13 people commenting on the last entry. So there is access.

OREGON'S GOVERNMENT ETHICS LAW: Ms. Schapper referred the Board members to the *Guide for Public Officials* that was included with their meeting packets. The Oregon Legislative Assembly enacted changes to Oregon's Ethics Law in 2009. Various public hearings followed. When all issues were settled, the Oregon Government Ethics Commission (OGEC) issued the *Guide* in October 2010. The purpose of the ethics law remains the same: to prohibit the use of a public official's position to gain a financial benefit or avoid a financial detriment that would not otherwise be available but for the official's position.

One of the main changes involves the definition of "legislative or administrative interest," which has an emphasis now on the decision or vote of the person who holds a position as a public official, and no longer an interest in the governmental agency.

The next main change relates to the definition of "entertainment" and the gift limit. The gift limit remains \$50 per person; however, entertainment is no longer specifically excluded. Public officials are now allowed to receive entertainment as a gift, but it would be subject to the \$50 gift limit. Mr. Pangborn clarified that if entertainment is provided as an incidental part of the meeting or event, the gift limit would not apply. He emphasized that Oregon's ethics law are more restrictive in general than in other states'.

Ms. Schapper indicated that the Annual Statement of Economic Interest would be coming directly to Board members in March; they are due to the OGEC by April 15.

ELECTRONIC BOARD PACKETS: Mr. Parrott said that LTD has a number of training laptops that could be utilized at Board meetings. The wireless internet reception in the Board Room could be improved so that access to an electronic Board packet could be available for Board members via laptop computer through an Adobe reader. Information Technology staff plan to have the Board upgraded early in 2011. This would eliminate the need for paper packets. Board members would be provided the link to the electronic packet for viewing (or printing) prior to the meeting.

Mr. Evans referred to Dallas Area Transit Authority who already uses the process and it works very well. Mr. Dubick emphasized the savings to the environment and added that this process brings LTD into the 21st century. The Board members indicated their collective support of the idea.

PENSION PLAN STATUS UPDATE: Ms. Adams indicated that staff have been exploring alternative plan designs in conjunction with the labor agreement. No pension plan changes were made with the one-year labor agreement that was just approved and expires in June 2011; however, the issue will be part of the discussion during the next bargaining cycle. She emphasized that the labor agreements are usually a three-year contract.

A defined contribution pension model was included in opening discussions with the Amalgamated Transit Union (ATU). The Union did not seem interested in changes to the pension plan, and the focus of the discussion was on the changes to health care. Nevertheless, through pension work groups, a lot of useful actuarial data was gathered that may be used in future discussions with the ATU. The time restrictions that exist with the bargaining cycle do not exist with the Salaried Employees' Plan. After the first of the year, the District will begin the same actuarial assessments of the Salaried Plan.

Mr. Kortge said that issues are complex regarding defined contribution plans. The advantage to a defined benefit plan is that investors (staff) do not have to be sophisticated in understanding investing. He indicated his reluctance to transition rapidly from a defined benefit to defined contribution as it could waste employees' money. The transition should be done in a way that protects employees' retirement.

Mr. Pangborn clarified that LTD's defined benefit plan is similar but not exact to the State's Public Employees Retirement System (PERS). What has not been tested legislatively is whether a current plan for employees may be unilaterally changed. With a labor contract, it may be negotiated. With administrative staff, can an arbitrary decision to change the plan be made? Whatever decision is made concerning changes to PERS could affect the future decisions made by LTD. Neither pension nor healthcare costs are sustainable in the long term, and adjustments need to be made.

Mr. Davidson requested a copy of the actuarial annual report. He added that conversations are going on at the national level to promote transparency on the public side.

In response to a question from Mr. Necker, Oregon PERS is a state-wide plant that is managed by a state-wide board. LTD's plan is a private plan that LTD administers through its own trustees. LTD's attorney, Everett Moreland, is involved in pension discussions and will advise LTD trustees as plan changes are discussed.

Break: The Board called a break from the meeting from 10:09 a.m. to 10:34 a.m.

2011 LEGISLATIVE SESSION: Ms. Adams introduced Doug Barber with Lobby Oregon, who is working with LTD to represent the District's interests in Salem. There is a lot of uncertainty in this legislative session and in legislative leadership.

Mr. Barber indicated that the big change is on the House side, which is a 30/30 split. The two caucuses are still trying to figure out the power sharing arrangement. The big news this week is that House Democrats chose Arnie Roblan of Coos Bay as their speaker nominee; the Republicans chose Bruce Hanna from Roseburg. They are both part of a larger negotiating team that is trying to define the rules regarding the shared power. The committees also are under review. Legislators seem optimistic as to the power sharing arrangement in that there will be co-chairs in each committee. This indicates the need for bipartisan agreement in the process. Transportation is one of the broad areas, and public transit in particular, does have support on both sides. That does not mean that it will be easy to promote transit supporting legislation.

Broad guidelines indicate that the State budget is \$3.5 million in the red. Budget cuts will dominate the session, and everything that LTD wishes to accomplish has a price tag. Getting the first piece of funding for West Eugene EmX Extension (WEEE) was successful in the last session because it was from the lottery fund rather than the general fund. It is predicted that there will be a shortage of lottery bonds this coming session. It is predicted that \$75 million will be available, of which LTD wants \$8.4 million. Given the support for WEEE funding in the last session and unanimous support from the delegation, LTD is in a good position to move forward.

Another unknown on the House side is who the co-chairs will be.

In response to a question from Mr. Necker, Mr. Barber said that he did not know Co-Speaker of the House Arnie Roblan's interest in transit concerns, other than he's never been on transit committees. However, Co-Speaker of the House Bruce Hanna has generally been supportive of transit; although he's also supportive of no increased revenue. Issues such as elderly and disabled funding will be more challenging since it's a new funding source that would require a revenue-enhancing vote.

Mr. Pangborn indicated that both legislators share concerns regarding rural communities; and transit, specifically elderly and disabled, could play into that; however, the issue is funding. Mr. Hanna has made it clear that he does not support additional funding for fixed-route transit.

Mr. Necker identified the senior medical tax deduction as a funding source. Mr. Barber said that he understood that proposal would be back during this next session. Representative Terry Beyer will introduce the bill for the transit side; there also will be bills introduced that address only the revenue side. Mr. Barber explained the senior medical tax deduction: seniors age 62 and older may deduct first dollar health care expenses from their Oregon tax returns. The cost to the State for this deduction is expected to rise sharply during the next biennia: this biennium estimated cost is \$25 million; in 2011-13, the estimate is \$30 million; the following biennium is \$37 million. A proposal will be made to slow down the rate of increase and keep that money into the general fund. To move forward, the savings need to be linked to providing other senior services. Unfortunately, senior service groups seem unable to get together to form a general consensus on where the savings would be allocated. This seems to stall any legislative progress.

In response to a question from Mr. Evans regarding interfacing local transit with rail connections that ODOT is purchasing, increasing I-5 corridor runs; Mr. Barber indicated that the funding opportunity that may present itself concerns veterans' transportation. There is money at the federal level for veterans' medical transportation, so ODOT and VA are suggesting making better usage of the existing brokerages that serve the Medicaid and senior populations. Perhaps they could serve the veterans as well, be more efficient with federal dollars, and offset the skyrocketing elderly and disabled transportation costs.

Mr. Kortge suggested that this opportunity could provide greater funding for the Call Center since it receives funding for the veterans and Medicaid populations. Mr. Pangborn indicated that brokerages were difficult since organizations will favor the needs of their members. The brokerage needs to balance all needs and customization is deferred in favor of efficiency. If they can afford it, agencies will offer customized service. Now the agencies are running out of money and are joining the brokerage. The veterans, however, are reluctant to join, even though the brokerage service is more efficient. Therefore, the outlook for this funding opportunity is questionable.

Mr. Barber indicated that there is discussion of pilot projects. A hearing is planned for next week on the issue. He added that there is discussion about pulling Medicaid brokerage out of the local brokerage and creating a statewide Medicaid brokerage. Consequently, all of the work done in Lane County concerning senior services would be pulled apart. The rationale is that Medicaid money will be saved; although, in the entire system, it will cost more overall.

Mr. Barber indicated that the 2011 Session will begin on January 10 with swearing in ceremonies and the inauguration. There will be a couple of days of committee meetings, followed by a recess until February. The session will be about three weeks shorter than in the past. There will be a quick pace, and bills will move faster.

In response to a question from Mr. Gillespie, Ms. Adams said that she is not aware that the ATU has a state agenda for this session. They seem to be focusing on the national agenda, which is to get more funding for transit at a federal level. The other item on the ATU's national agenda is to increase the percentage of capital funds that can be used for Operations.

In response to a question from Mr. Kortge regarding WEEE funding, Mr. Barber indicated that decision makers are waiting for a "Build" decision on the project before LTD receives the \$8.4 million. If there is a "No Build" decision, the money goes away. If the decision is uncertain by May or mid-June, the money could be in jeopardy. If the decision is "No Build," the \$1.6 million that

was received in 2009-2011 will need to be returned. Ms. Hellekson confirmed that the \$1.6 million is contingent on a "Build" decision. The \$1.6 million has not been spent.

Ms. Adams added that the Oregon Transit Association has a legislative committee on which LTD participates that meets once each month. The lobbying members meet once a week. Mark Johnson represents LTD on the Eugene Chamber Legislative Committee. Mary Adams chairs the Springfield Chamber Legislative Committee. There are a lot of opportunities to keep LTD abreast of current activities in the Session.

In addition, arrangements are underway for a meeting with local delegates during the short recess in late January.

In response to a question from Mr. Evans, Ms. Adams reported that she believes that Governor-elect Kitzhaber supports transit as a part of his natural resources/environmental agenda. Mr. Schwetz recalled the former governor's investments in the process of transportation funding. The governor was involved in the Willamette Valley study that was focused on transportation. He may receive his transit perspective from the Portland area.

Mr. Pangborn added that funding for transportation for middle and high school students is funded through the Business and Energy tax credit. If that tax credit goes away, the school pass program goes away. Mr. Barber indicated that pressure is on for legislators to restructure the program. Problems never have been related to transit. The concern is that transit could be collateral damage during the restructuring. He added that legislators have shown interest in forming a transit caucus.

Mr. Pangborn iterated that periodic reports will be given to the Board during the 2011 Legislative Session.

Lunch Break: The Board called a break from the meeting from 11:27 a.m. to 11:55 a.m.

CURRENT YEAR BUDGET UPDATE:

Long-Range Financial Plan: Ms. Hellekson reviewed the general assumptions made in May 2010. Some assumptions may have been too optimistic. No growth in the payroll tax was previously assumed for the current fiscal year; and then growth by 3 percent, 4 percent, and 5 percent in the next three years, and then 6 percent thereafter.

Also assumed was \$2.40 per gallon for fuel in the current year. That was too low. Last year the estimate was more accurate since the District was able to draw down reserves from the storage tanks in Coos Bay, keeping the cost to around \$2/gallon that was budgeted. For this year, \$2.40 was budgeted. The price is already at \$2.38 through five months. Estimates for the year have grown to about \$2.56.

The estimate for payroll tax turned out to be fairly accurate thus far. A year-to-year comparison is favorable since an error by the Dept. of Revenue took away \$347,000 at the beginning of the last fiscal year.

Bus Purchase: Ms. Hellekson reported that LTD was successful in its application for two grants related to green technology for vehicles. LTD received all of the first \$5 million request and \$3.3 million of the second \$5 million request. As a result, the first two bus purchases in the Capital Improvement Program (CIP) will not be debt financed. The previously proposed debt financing was to leverage federal formula funds, which translates to \$4 million or so, assuming the legislation is approved. These funds can be used for debt service on a capital purchase. If the funds are not

needed for a bus purchase, they may be used for preventative maintenance. This applies to mechanics salaries or facility expenses. Funding these expenses with 80 percent federal funds and 20 percent local match frees up general fund money that can go to service.

A sizeable additional service reduction was predicted for Fall 2012. Because of this new bus money, no service reduction is now anticipated for Fall 2012. In fact, it's possible that the service reduction could be deferred to 2014 or 2015, or perhaps omitted altogether.

Capital Improvements Program: Ms. Hellekson referred the attendees to the CIP that had been handed out earlier. It contains actual planned projects as well as illustrative projects that are not necessary for day-to-day operations, but would be of considerable benefit should funding be found. The amounts to fund these projects are not included in the Funding Totals in the CIP.

The first illustrative project is the Glenwood Facility Remodel. Mr. Simmons reported that the remodel plans have changed in that there is no longer a complete remodel planned, but would be completed in stages over an approximate five- to ten-year period. Also planned in conjunction with the remodel is an overhaul of the Heating and Air Conditioning (HVAC) system, also to be done in stages. It may be the most expensive component of the remodel. Mr. Pangborn pointed out that the HVAC upgrade that was done with the Maintenance Facility remodel produced a savings of \$3,100 per month, which is operational money.

Referring to the CIP handout, receipt of a substantial amount of federal funds is assumed. Receipt of state lottery funds also is assumed.

Other illustrative projects include additional Park & Ride facilities, and a fare management system for the entire fixed route system that matches the system currently used by the Franklin EmX corridor. It eliminates the substantial Finance cost of emptying fare boxes and counting money.

Though very much desired none of the three illustrative projects are essential to LTD's long-term success. Staff recommend that the CIP not fund illustrative projects at this time.

In response to a question from Mr. Eyster, Ms. Hellekson reported that there has not been a Board decision on a fourth EmX corridor; therefore, it is not included in the current year funding totals.

Mr. Dubick stated his support for keeping the three illustrative projects as just that, as it takes pressure off of the budget.

Service Level: Mr. Vobora brought the Board up to date with service changes that have occurred since the service reductions were implemented in June and September 2010. He announced that the reduction in service level does not reflect a reduction in passenger trips. LTD's productivity (boardings per service hour) has increased to approximately 65 boardings per hour, system wide, versus 55 before the implementation of the service reductions. Ridership has been down by only 4 to 5 percent and is improving. There is definitely demand for service. However, buses are running late and are full, leaving people at stops. Staff are making additional changes in the system to help people make connections and reduce these difficulties for riders. Staff did review scenarios if additional changes in the system become necessary. If there were a \$3.5 million deficit, eliminating some or all of weekend service would only provide a savings of 66 percent of the needed funds. Staff recommend keeping current service levels, which would not cause further hardship on customers.

Payroll Tax: Ms. Hellekson reported that payroll tax assumptions may have been too optimistic. The news reports that Harry and David jobs are gone, and the Hynix plant still sits empty. It is doubtful

that Country Coach will ever open with the jobs it had before. There is an improvement in construction because of the local bridge projects and the new UO arena, and those are Davis-Bacon jobs. No more erosion in the tax base is being seen; in fact, small steps up are seen.

Assuming flat for this year seems entirely realistic or too pessimistic, in that there may be a \$200,000 improvement over what was estimated, which will go to fuel. The previous recommendation was to take the out years down 1 percent, which may be too optimistic. There are still opportunities in the out years to make corrections.

What has been assumed based on previous discussions with this group is that the earliest likely finding of economic recovery would be Fall 2013, which is consistent with state economic reports. However, the recovery may not happen until 2015; but the direction would have been established two to three years from now as the country pulls out of the recession.

Mr. Davidson said that option 2, and also the 2013 date, were reasonable. However, reducing weekend service also weakens the public's ability to grow the work force by not enabling those populations reliant on bus service to get to their jobs.

Ms. Hellekson said that the payroll tax rate statute that was in effect prior to 2009 gave LTD a ten-year window to increase the rate to .07 percent, which will sunset on January 1, 2014. The revised statute from 2009 started the ten-year window on January 1, 2010. This means that if a finding of economic recovery happens in Fall 2013, two steps, rather than one, could be taken in one year. For example, two steps could be done on January 1, 2014, and another two steps on January 1, 2015. That was not what staff proposed.

When the payroll tax rate began increasing a few years back, two steps were done in the first two years, and then it was settled back to one. After the tax rate slowed, negative feedback from the business community diminished. The proposal is to keep the pattern of increasing the payroll tax by one step each year until the new limit is reached, which doesn't necessarily need to happen by 2020. The proposal is more conservative, but it's an effort to balance the needs of the District with those of the business community.

Mr. Evans pointed out that the District has limited political capital at this time, and it is not expected to increase in the next few years. The difficulty is in that service reductions come at the same time as the District is explaining how implementation of EmX will enhance service and reduce future service reductions. The District has not done a very good job of communicating this information.

Mr. Gillespie supported the conservative approach. Whenever service reductions are made, it reflects poorly on the service that is delivered. The public view is that LTD is cutting fixed-route service in order to pump up EmX. This is, of course, a false connection; however, that's the perspective. It's difficult to help the community understand that the two services have two different funding streams. Maintaining as much service as possible is the approach to take.

Mr. Kortge emphasized the importance of keeping expenses in line with current revenue, rather than asking for new revenue. He stated his reluctance to raise the tax rate, unless a real reason exists to ask for more taxes. He stated his support for a conservative approach.

Mr. Dubick said that there are too many unknowns from an economic standpoint. Later implementation and a more conservative estimate before the growth of the tax base are approaches that make sense. To take one step increase each year, once economic recovery is established, makes sense, but that approach should not set in stone.

Ms. Towery echoed Mr. Dubick's opinion in support of a more conservative approach. She was concerned about revenue from future projects once current projects are finished in the next couple of years. When increasing the payroll tax, the District should be mindful of the stress the economy has already put on businesses that have continued to pay the tax, and the reasonable time they would need to actually recover.

Mr. Hinds was in agreement with Ms. Towery's assessment. He said that LTD needs to build on the value of the EmX service to the business community—including promoting its value to economic development, as well as moving people from one end of Springfield to the west end of Eugene.

In response to a question from Mr. Gerdes, Ms. Hellekson said that the \$8.3 million in new grant money allows conservative estimates in the out years and less of an impact on service. She referred to the Long-Range Financial Plan (LRFP). Option 2 assumes that illustrative projects are not funded. Previously it was assumed that in Fall 2012 there would be need for a \$3.5 million service reduction. There is no service reduction that year in the current LRFP. Instead, there is a \$3.9 million service reduction in year 4, assuming that all capital projects are funded. Not funding illustrative projects (Option 2) moves the service reduction out to year 5 and drops to \$2.7 million. Perhaps with five years advance notice, the problem can be addressed successfully.

Mr. Wong indicated his support for Option 2. He cautioned against assuming economic recovery as early as 2013 due to international, national, and local uncertainties.

In response to a question from Mr. Gerdes, Ms. Hellekson clarified that the .07 percent tax rate is reached in year 3, January 1, 2014; and then in year 4, the rate is .71, and so on. However, if a finding of economic recovery is not reached in year 4, the .07 percent would remain. Mr. Pangborn clarified that the District had until 2020 to begin the process of moving towards .08 percent.

Federal, State, and Local Revenue: Ms. Hellekson said that there is considerable pressure in Washington, DC, to restructure earmarks. In the short term, the District has seen fewer earmarks and more competitive grants. This trend is expected to continue.

Mr. Pangborn said that the District has been successful in the past in receiving earmarks for the bus maintenance facility, etc.; but with diminishing earmarks, the funds are transferred to the Federal Transit Administration (FTA), and they distribute the funds in the form of competitive grants. LTD has not been successful in the past in receiving grant funds for buses. The District was successful in its application for \$8.3 million in FTA's TIGER and TIGGER grants, funds which were used for bus purchases that would not have been available otherwise and improved the budget. If earmarks are eliminated, the FTA would be able to grant more money to LTD for bus purchases. He referred the Board to the Capital Improvement Program (CIP) in 2014-15 that showed \$14 million in competitive grant money is proposed for bus replacement. LTD has a good reputation with the FTA in spending grant money appropriately.

Ms. Hellekson reported that special transportation did fairly well in the past legislature; however, \$800,000 less is expected in support of accessible services because of the current state budget woes. She added that the BETC will be vulnerable in the future.

Mr. Pangborn reported that grant applications have been submitted for construction of a new UO station, and Point2point has applied for funds for direct marketing for alternative transportation. It's a new source of money and quite competitive. There is no guarantee that LTD will be successful in these efforts.

Ms. Hellekson reported that there are no local funding possibilities. LTD does have the ability to issue general obligation bonds, revenue bonds, transit utility fees, and other forms of debt issuance. General obligation bonds need a tremendous amount of lead time due to the voting process. This plan doesn't assume any of these things.

The Plan assumes that there will be a 5 percent reduction in formula funds in the new Surface Transportation bill; and after that one-time reduction, the rate will grow at 2.5 percent per year. Staff also recommend assuming no new discretionary funding for operations, which is preventative maintenance. Staff recommend budgeting an additional \$800,000 in General Fund money to replace state funds in support of accessible services, and that will grow at a rate of 10 percent. Growth rates in excess of 10 percent, however, have been seen.

Also assumed is \$1.5 million in Surface Transportation Program (STP-U) funding for local bonds. Mr. Gillespie verified that this amount is \$500,000 per year over three years, and is guaranteed.

Mr. Eyster relayed that elected officials have said that transit needs another source of funding; however, no one has any suggestions for a revenue source. He stated that the District should not make any assumptions in this regard at this time.

Ms. Towery stated her belief that the District will receive a great deal of political good will since the opening of the Gateway EmX. This will demonstrate the value of the significant investment made: ridership increase, increases in business capital along the corridor, etc.

Fare Changes: Mr. Vobora iterated LTD's intent to rotate fare increases and service reductions. In this spirit, there were no fare increases in 2010, and staff make the same recommendation for the next fiscal year. The next fare increase would likely occur in July 2012.

Ms. Towery reflected on how families are already struggling and indicated her support of Option 1.

Mr. Hinds recommended waiting until after the Gateway EmX corridor production has been established, allowing for that positive change in the system to be absorbed by the community. Consider a fare increase after that. He also recommended making the fare amount easier to pay; e.g., \$1.75 instead of an odd amount of \$1.65.

Personnel Services Cost: This amount includes wages and insurance. Ms. Hellekson announced that a one-year agreement was reached with the ATU, retroactive to July 1, 2010, including a wage freeze. The agreement continues all existing benefits with the exception of health insurance. Retirement costs increased a little bit. The District has moved to a health plan that covers all employees, which allows for some containment of costs. The overall net increase cost for a driver's wages and benefits is 2.3 percent. This increase was entirely attributed to the cost to maintain the retirement benefit and to the change in health insurance, which was 7 percent. The LRFP assumes an annual 5 percent increase in health care costs.

Administrative employees are in their second year of a wage freeze, along with unpaid furlough days. It should be noted that union-represented employees now have a wage freeze, but have never had a wage reduction, which is represented by the furlough days that the Administrative employees are experiencing. Merit pay for Administrative employees also was cut in half. Staff recommend that furlough and merit pay restrictions are lifted, but a wage freeze continues for all employees through the next year, and then modest growth thereafter.

Mr. Eyster stated his understanding that staff already put in excess of forty-hour work weeks, and adding furlough days on top of that cannot be sustainable.

Mr. Wong stated his support for the staff recommendation as it is consistent with what's happening with Social Security, the federal government, etc. He was concerned, however, that Administrative wages were below market base and are still frozen. He cautioned that the District could lose staff as the economy improves.

Mr. Gillespie said that the pension, retirement, and health care benefits could offset a wage difference in moving to a new job. He said he felt that continuing a wage freeze in the next bargaining session would move the parties to arbitration.

Ms. Towery said that when the City of Springfield did its last compensation study, the City found that it was way below market value for comparable jobs. Ms. Hellekson reported that LTD's last compensation study was done in 1997.

Mr. Pangborn expanded the discussion. He said that compensation studies have two effects: 1) If salaries are below market value, then employees want to know when salaries will be increased to be in line with market. The District needs to be in a financial position to support pay increases. 2) If the study reports that employees' pay is over market, then the community has received confirmation to the general belief that public employees are overpaid. Employees are now unhappy as their wages are being frozen until the market catches up. Mr. Pangborn stated his belief that generally LTD wages are in line with the local market, which also is experiencing wage freezes. If LTD embarks on a study, it needs to be in a position to deal with the consequences—especially if it's done during a time of service reductions.

Ms. Hellekson reported that a bus operator's pay at the top of the scale is about \$46,000.

Mr. Gillespie reported on a study of state, local (city, county, etc.), and private industry wages and benefits. State employees were the lowest paid, but had the better benefit package. Local employees were better paid than state employees, but paid less than the private sector; and they had generally better benefits. State employees were about 6 percent under market, and other public employees were about 2 percent under market. Private employees were the best paid; however, benefits put everyone at about the same overall level.

Considering the historic low turnover at LTD and, with the current economic climate in the community in general, the Board members expressed support for the staff recommendation.

Pension Costs: Both the Union-represented employee plan and the Salaried plan have unfunded liabilities. The actuarial assessment reports that the Union plan is 51 percent funded., Staff recommend adding an additional 10 percent (\$300,000) annual contribution to the plans over the actuaries' recommendation. The effect of this increase is not known, but is presumed to be positive. What is known is that if the \$300,000 is spent on the pension plans, the District has to reduce funds for something else. If the choice is made not to make the additional contribution, the \$2.7 million deficit in year 5 of the LRFP will be lower.

Another option to consider involves other post employment benefits (OPEB), which are future costs of retiree benefits that have been promised but not as yet paid. In the past, those benefits have been paid on a cash basis as they occur. Eventually the government wants these benefits treated the same as pensions. At this point, LTD is not obligated to fund OPEB, but is required to disclose it. Staff are proposing that LTD fund these benefits, which would pull funds out of Operations that could support service.

It should be noted that if debt were not considered in the life of the plan, it would probably be a lower risk to ignore the OPEB numbers, but companies that are not setting these funds aside are going out for a debt rating and finding that is considered a risk. Companies need to demonstrate that these plans can be paid for five years from now as well as today.

In response to a question from Mr. Eyster, Mr. Kortge said that pension investments are distributed fairly evenly according to risk.

Mr. Pangborn added that the actuary's computations of the current plan reflect that, given a 7.5 percent annual return; the unfunded liability will be built back in the next 20 years.

Mr. Kortge supported adding the 10 percent additional contribution. He voiced his doubts that a 7.5 percent return will be realized during the next 10 years.

Mr. Wong commended staff for efforts to address the unfunded liability issue with the 10 percent additional contribution. Nevertheless, he said that he would feel more comfortable if the plans were funded at 80 percent. He mentioned states, municipalities, and school districts that are on a cash basis with their pension plans. It is incumbent on the Board to build up the pension plans' funding. It's the District's fiduciary obligation.

Mr. Gillespie suggested a bonding operation as a source of revenue.

Mr. Davidson recognized that the proposal is an actual liability. The question involves debt financing of capital equipment or debt financing of the pension plans. He stated that he favored funding the additional 10 percent contribution over the actuarial assumptions. Considering inflation, today's financing rates are considerably lower. Comparison should be given to the cost of money in today's market versus the ability to earn money in the future.

The Board members and Budget Committee members generally expressed support of the staff recommendation, Option 2, which is an additional contribution of 10 percent over the actuarial recommended pension contribution for both pension plans to help reduce unfunded liabilities in both plans.

Ms. Hellekson explained OPEB in more detail. If an organization provides a health benefit to retirees, that creates a future obligation. Typically, the rate is determined and budgeted for annually. However, LTD only budgets for the current year expense, not the following year nor the year after, which is how the budget for the pension plans is determined. The Government Accounting and Standards Board wants companies to create a separate fund that covers these benefits into the future. Currently the District is required to disclose the liability, but is not obligated to fund it differently. Debt rating organizations, however, review this benefit the same as pension plans. Staff are proposing an annual contribution to this fund: \$100,000 in Year 1, and gradually increasing the amount until the entire obligation is fulfilled.

Mr. Davidson voiced his support of the recommended additional \$100,000 contribution.

Mr. Pangborn clarified that LTD pays \$250 per month for retirees until they reach age 65, the age the individual would be eligible for Medicare benefits. The retiree pays the difference in the insurance premium. At age 65, LTD pays \$125, which reflects an exact dollar amount rather than a percentage of the premium. This amounts to \$140,000 annually.

The other part of the obligation is the actuarial assessment that LTD is paying at a higher rate because retirees have higher utilization rates.

In response to a question from Mr. Gillespie, Ms. Hellekson confirmed that this payment is a supplement of the payment for medical insurance; however, it's not Consolidated Omnibus Budget Reconciliation Act (COBRA). Ms. Adams clarified that LTD receives the bill for the insurance premium and charges the employee for the difference between the \$250 subsidy and the cost of the plan. It's a tiered plan: individual or individual and spouse. It's one subsidy, regardless of the premium.

Mr. Kortge asked if the payment system went to the retired employee in a different way, would the actuary still say that LTD has a liability. For example, if LTD would pay the retiree a flat \$250 per month and advise the retiree that he/she would pay the remaining insurance premium to stay on the plan. Ms. Hellekson confirmed that LTD is not required to keep retirees on the plan. In fact, some agencies split retirees into a different plan due to the higher costs and charge retirees for the higher premium.

Mr. Wong supported an annual contribution to address the unfunded liability. He referred to State law requiring government agencies to offer retirees the option to purchase health insurance from the agency until they are Medicare eligible. He questioned continuing the additional benefit. He asserted that fewer agencies or private employers are providing health insurance benefits to retirees. He suggested Tier II - discontinuing this benefit to new employees and a renegotiated contract.

Fuel Cost: The budgeted \$2.40 per gallon has not proven realistic; nor has an inflation factor of 3 percent. It is speculated that the average cost per gallon for the remainder of the year will be \$2.56. It is difficult to forecast the inflation rate.

Mr. Trauger mentioned that bulk fuel prices for storage in Coos Bay have been erratic and higher than predicted. Currently the price is \$2.48. There also is an additional premium charged for storage, which can be between \$.50 and \$1.00 per gallon. The storage capacity is nearly 800,000 gallons. Currently, with all additional charges, the price would be \$2.88 per gallon.

Mr. Gerdes recommended Option 3, \$2.80 per gallon, citing the current fuel charges on deliveries; and this may be too optimistic. Others present expressed support of Option 3, including purchasing fuel for storage.

RideSource Cost: It is assumed that an additional \$800,000 will need to come from the general fund for Accessible Services to replace state funds. Demand for RideSource ADA services continues to show a steady increase.

The Board expressed support for the staff recommendation: Option 2, an expenditure growth rate of 10 percent.

Materials and Services Costs: Ms. Hellekson explained that most of these expenses are not discretionary, such as fuel and contracted services. Mr. Parrott added that the Information Technology Department has seen an increase of between 5 and 10 percent with maintenance vendors; however, contractors are failing to respond to requests for the reasons for these increases. He reported that peers also are seeing these same trends and seem powerless to mitigate these expenses.

The Board agreed that there doesn't seem to be any opportunities to reduce costs for materials and services, but costs should continue to be closely monitored.

Break: A break was called from 2:10 p.m. to 2:25 p.m.

West Eugene EmX: Mr. Pangborn began with the discussion of the No Build arguments, which may be classified into three categories:

- 1) Taking any property will seriously damage business: Staff are responding to these concerns by considering mitigation designs.
- 2) Construction in the corridor will discourage potential customers from going down West 11th, and that will negatively impact business.
- 3) EmX is too expensive: a) spending \$100 million on any extra service is a waste of money. b) It's too expensive because the plan is to put out more service. In doing so, it will cost more. EmX will provide more frequent service, and there is a cost to providing that service. Half of these additional costs will be owned by the District.

Mr. Kortge said that businesses like congestion because it causes motorists to slow down and enter their businesses.

Mr. Pangborn added that at some point, too much congestion causes people to take their business elsewhere.

Mr. Schwetz called attention to two kinds of congestion: 1) Good Congestion in that lane uses provide activities and vibrancy that people are looking for; and 2) Bad Congestion is the attempt to move people or commodities through a corridor unsuccessfully.

Mr. Eyster added that an additional downside to bad congestion is that people avoid the area altogether, taking an alternate route. Mr. Pangborn added that business owner Rusty Rexius said that he would prefer to redevelop his property into a mixed use and residential area, and bad congestion precludes business entrepreneurs from bringing business to the area. Highway officials also will say that there isn't enough capacity to add more people.

Mr. Evans said that there is a sentiment in the community that if EmX is extended into West Eugene, it would encourage sprawl, facilitating what is already happening in Northwest Eugene.

Mr. Pangborn moved the discussion back to the budget and focused the Board's attention on the budget spreadsheets. One of the benefits of obtaining \$8.3 million in federal funds for buses is that it pushes the \$3.5 million deficit into years 2015-16 and is reduced to a \$2.7 million deficit. Five years is a long time, and a lot of things could change in that period of time. Worst-case scenario for adding West Eugene EmX (6th/7th/11th option) would add \$1.7 million operational cost to the budget. The least cost Build option is about an \$800,000 to \$900,000. Even with that, there would remain a \$1.7 million deficit.

Mr. Pangborn continued with options, which include:

- Not making payments to the pension plan of 10 percent as was discussed;
- Limiting the amount of money put into OPEB;
- Possibly increasing the tax base as was discussed;
- Recovery of the economy;
- Asking for more STPU funds. Currently LTD receives \$500,000 per year from local funds to pay for operations. The District could ask for another \$500,000, but that would involve a regional decision.
- Receiving more money in year 2015 to make the \$14 million bus purchase.

Mr. Pangborn said that the primary issue is the fundamental role of LTD into the future, and where do fixed-route and EmX services fit into that vision. From a productivity point of view, the EmX routes that are in place have been extremely successful, far exceeding expectations; and passengers love

the service. However, when a route is eliminated due to low productivity, those passengers would prefer the service they had rather than EmX because they are accustomed to depending on that service. This is a bigger picture than just EmX. Even with no EmX service into West Eugene, there may be service reductions. Some riders equate adding EmX with cannibalizing existing service. The focus should be the bigger interest of the community.

Mr. Kortge asked that the District let the community know that EmX is not costing what No Build supporters are alleging. Mr. Pangborn said that staff would come back with the necessary figures. He clarified that EmX does add cost because it is adding service. However, the assumption is that it generates more ridership, which makes the service cheaper.

Mr. Kortge reiterated the need for the figures since the argument is made that if LTD has \$1 million to operate West Eugene EmX and LTD is in a budget deficit, then the \$1 million needs to come from elsewhere in the budget.

Ms. Towery added that the focus should be on the cost per rider/cost per boarding, since it is a fraction of the cost. The cost per person for moving more people is significantly less. The argument people are making isn't about adding more service; they're arguing that too much money is being spent on high-tech EmX. The argument LTD should be making is that it is moving more people who are transit dependent, who need to get to jobs that may not pay a living wage so that they can provide for their families, and be connected to communities, at a fraction of the cost. LTD is doing a great service that reflects the community's values.

Mr. Dubick asked that LTD provide the figures that demonstrate the additional revenues generated by increased ridership, which would help make the message clearer. Also, the focus should be on changing service outside EmX as opposed to cutting service outside EmX. Connector routes to EmX should be explored in order for people to look at both pieces as part of one system.

Mr. Evans remarked on the views he hears from West Eugene riders who want more service down side streets to give more access to EmX. The District needs to communicate the benefits that extended EmX service to West Eugene will provide and how much penetration into the neighborhood system will be provided.

Mr. Schwetz said that the cost of the No Build alternative is forecast out 20 years, but does not reflect the current cost experience. The rule of thumb is that 1 percent service should be added annually just to keep up with increased demand. Staff are working on refining the set of cost relationships. Mr. Schwetz stated his belief that those figures will demonstrate that it is favorable for EmX to be in place along congested corridors other than to continue to operate regular service because of ridership and cost-effectiveness. The issue continues to be coverage versus productivity, and the system will look different in certain areas.

Mr. Schwetz said that staff are working on what the cost will be in the long run once there is a build out based on some level of regular service, which also will be part of the discussion of future corridors.

Mr. Vobora said that there is a distinct difference in opinions of the general population and those who are very close to West Eugene. Talking to people in simple terms with simple figures resonates with the general population. Getting the information to them is not difficult. Opponents, however, want a more detailed level of information.

Mr. Kortge spoke to the importance of addressing the economic value of EmX. Ms. Towery added that the focus also should include community values—taking care of those that are underserved, the

vulnerable populations. In addition, the value of sustainability, environmental concerns, also are being addressed. A faster, more efficient, system is of value to people who need to get back and forth from home to jobs more quickly.

She added that the powerful message is the vision for a full system build out, rather than on a corridor basis. She recommended including bike riders as potential partners and supporters.

Mr. Schwetz mentioned the biggest challenge in planning: that it's difficult for people to envision the future well enough to take action in advance. And this is a big action that will cost money. Talking to people about the values that Ms. Towery mentioned will help overcome this challenge.

Mr. Gillespie suggested that the focus should be on getting five Eugene City Council votes. Councilors are getting extreme pressure from No Build supporters. Staff should be having one-on-one connections with councilors about the benefits of faster EmX service to and from West 11th. They should address EmX impacts to property owners along the West Eugene corridor by taking pictures of businesses that have the "No Build" signs and talk to them individually. Some businesses with "No Build" signs will not be affected at all.

Mr. Vobora said that people are able to make the argument quite saliently that EmX is robbing the rest of the system in the short term. The focus should be on the investment that is of value to the community, which offers short term benefits and bigger long term benefits. The argument is being made that the investment should be in connector routes that get closer to people. But the message should be in the question, "Is that better in the long term?" The message should be that this is a more efficient, effective way to serve the community in the long term.

Mr. Eyster added that LTD is not building routes; LTD is building a regional system.

Mr. Evans reminded the Board that LTD has limited political capital. For example, the Springfield City Council wants LTD's presence; and River Road residents want EmX. Consideration should be given that if the District is unsuccessful in getting a build option for West Eugene, it could severely cripple the overall vision for build out of the rest of the system. If LTD, with its resolve to promote West Eugene EmX, is not able to convince the Eugene City Council, where will that position LTD with promotion of the rest of the system build out? LTD can build around the issue. Case in point: when the District received opposition to Coburg Road, it went to Franklin Boulevard.

Mr. Pangborn said that LTD will follow through with West Eugene EmX until a decision is made. If lottery money is not received from the State, the project will have to be put on hold. LTD may apply for federal funding and only receive 40 percent rather than 80 percent. If Eugene City Council were to say "no," Mr. Pangborn stated his confidence that Springfield would welcome the opportunity to work with LTD on the next EmX corridor. He stated his belief that with increased congestion, the need for greener, more efficient transit will be expressed by the community.

Mr. Dubick agreed that the District should follow through on its commitment in terms of the District's legitimacy in this area. He reminded the Board that this is not a sprint, it is a long process. He stated that the route to Creswell took four votes. The City got the two votes because it put a face on the issue. It highlighted the people that are affected, including UO students that are hitching rides.

Mr. Hinds said that ODOT has suggested that EmX is a solution to traffic deaths on the corridor. LTD should partner with ODOT in all traffic improvements that will improve pedestrian access. This also would save taxpayers money. He said that the District needs to see West 11th EmX through to the end. It is at the 50-yard line, and there are 50 yards left to go. The UO is in the playoffs and Gateway EmX is going to have a great opening. This area will be getting great positive publicity. UO students

will be trading vehicles in favor of riding EmX. The University will take note of the number of students living out West 11th and be a big supporter. When all is said and done, naysayers will have to agree that this system works.

Mr. Evans reiterated the importance that the Board be unified in its resolve and support to push forward with West Eugene EmX.

Scenario Development: It was decided that this topic would be postponed for a future work session.

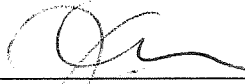
ADJOURNMENT: The meeting adjourned at 3:26 p.m.

LANE TRANSIT DISTRICT

ATTEST



Dean Kortge
Board Secretary



Jeanne Schapper
Administrative Services Manager/
Clerk of the Board

Date Approved: September 21, 2011

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MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING/WORK SESSION

Monday, December 13, 2010

Pursuant to notice given to *The Register-Guard* for publication on December 9, 2010, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special Board meeting/work session on Monday, December 13, 2010, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Mike Eyster, President
 Greg Evans, Vice President
 Dean Kortge, Secretary
 Ed Necker, Treasurer
 Michael Dubick
 Doris Towery
 Gary Gillespie
 Mark Pangborn, General Manager
 Jeanne Schapper, Clerk of the Board
 Katie Dettman, Minutes Recorder

CALL TO ORDER/ROLL CALL: Mr. Eyster convened the meeting of the Lane Transit District (LTD) Board of Directors and called the roll at 5:31 p.m. With the exception of Ms. Towery, all Board members were present.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Eyster welcomed all to the meeting, and he wished Mr. Gillespie a happy birthday.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA: There were no announcements or additions to the agenda.

BOARD CALENDARS: Mr. Pangborn invited Board members to attend the employee holiday potluck that would be taking place on December 16 at LTD. He also invited Board members to the Executive Search Committee on December 21 where they would conduct interviews, via Skype, with the candidate search firms. He noted that LTD would not have bus service on Christmas Day or New Year's Day and that the Administration office would be closed on the Friday before each holiday (on December 24 and December 31). On December 24 the last bus departure would be at 7:45 p.m., and the buses would run regular schedules on December 31.

Mr. Pangborn explained that LTD was working on scheduling meetings in January or February to discuss the West Eugene EmX Extension with the Eugene City Council and the Lane County Board of Commissioners.

Mr. Pangborn directed the Board's attention to the ridership and revenues section of the November performance report. He noted that passenger boardings on weekdays were down by 2 percent. LTD was currently running with an 18 percent reduction in service, and despite this, LTD had done an amazing job of retaining ridership. Reductions that had been made were made on low-productivity routes, and riders had found other ways to use the system. The 2 percent loss of

boardings was a very low number in relationship to the amount of service that had been lost. Some of the peak routes, however, were running at capacity. Fare box revenues were up 2.7 percent, which was positive.

Ms. Towery arrived at 5:41 p.m.

WORK SESSION

Moved from Items for Information Section to Work Session:

Veneta Park & Ride: Facilities Project Manager Charlie Simmons provided a detailed report on the construction of the Veneta Park & Ride. He noted that the project was a ConnectOregon project and that LTD has been working with the City of Veneta on the project for about a year and a half. The Park & Ride was set to open in January 2011. He reviewed a diagram of the southwest corner of Territorial and Broadway, which is where the bus shelter is currently located, and then he pointed out the 27 parking spaces available. Veneta had made many improvements to the area, and this project dovetailed with those improvements. This project was unique because three different jurisdictions were involved: Oregon Department of Transportation (ODOT), the City of Veneta, and Lane County.

Mr. Simmons explained that the project was managed from a design standpoint with Lane County architects. Whenever a Park & Ride is completed, storm water runoff needs to be managed. For this project, LTD had used pervious pavement to manage the runoff. There was a bus shelter on the south side of Broadway as well as a crosswalk that led to the shelter on the north side of Broadway. The station also was built to accommodate articulated vehicles.

Mr. Eyster asked what the demand for parking spaces was at the station. Mr. Simmons said that demand would be high downtown, especially after the other improvements in the area were complete. Veneta had 12,000 new housing sites, and it was thought that the Veneta Park & Ride component would be important for transporting new residents down Highway 126.

Mr. Eyster asked if there was room for a coffee stand or a similar business at the new Park & Ride. Mr. Simmons said that he thought there was room. He added that Veneta would maintain the parking lot, and they may use the space on weekends for a farmer's market, when the demand for the Park & Ride lot was lower.

In response to a question from Mr. Dubick, Mr. Simmons explained that the bus bay was just past the shelter going eastbound, and just past the crosswalk going westbound.

Responding to a question from Mr. Necker, Mr. Simmons said that the porous pavement let water percolate through the four-inch thick pavement, and then there was another layer of different sized rocks and gravel underneath that, which was about 18 inches deep. It was like a drain field where pipes collected the water, which was then passed through the storm water planter, and then the water went through the storm water drain.

Moved from Items for Information Section to Work Session:

Gateway EmX Extension Project: Mr. Simmons explained that LTD staff were currently training operators, working on signal priority and the Springfield roundabout, and working on real-time information at the Eugene Station and at E. 11th Avenue.

Mr. Simmons explained that the Gateway EmX would mean twice as much service and twice as many operators working on EmX routes. Each operator would receive 40 hours of training on the route. He said that each operator would be trained on the entire EmX route, including the Franklin

corridor. Mr. Simmons explained that the District had been working on signal priority and coordination for months. He expected travel times to be good to begin with and to improve with time.

Mr. Simmons stated that the Gateway Station was just to the south of the Hayden Bridge roundabout, and there were crosswalks at each leg of the roundabout. Roundabouts were good for moving traffic, but were a challenge to pedestrians and to pedestrian safety. Senior and Disabled Service's Transportation Advocacy Committee had some dialogue with the City of Springfield about the issue. LTD also had worked with staff from both organizations to develop a solution. The answer was Rectangular Rapid Flashing Beacons (RRFB), which LTD also uses at the International Way station. The RRFBs at the Hayden Bridge roundabout are activated by a push button. The one at the International Way station was activated by a beam breakthrough. RRFBs were being installed on the roundabout and would be operational when the Gateway EmX began service.

Mr. Necker added that ODOT was being asked to add details regarding RRFBs to the Oregon Driver's Manual. Another type of signal that existed was the High-intensity Activated crossWalk, or HAWK system. Mr. Simmons hoped that the new system would assist with safe crossings at the crosswalks at the roundabout.

Mr. Simmons was not aware of any studies about the interface between multi-lane roundabouts and Bus Rapid Transit (BRT) in the United States. Multi-lane roundabouts were very rare in the U.S. at the time. This was the first instance he was aware of to attempt to make crosswalks safer in multi-lane roundabouts in the U.S. HAWK signals are very expensive; however, they would probably stop traffic for a longer period of time than the RRFBs would.

Mr. Necker said that federal guidelines for multi-lane roundabouts were being worked on, but they were not yet available.

Mr. Simmons went on to explain that EmX routing into the Eugene Station from E. 11th Avenue was changing. Currently, EmX buses take Mill Street onto 10th Avenue into Eugene Station via Willamette, and then went back east on 10th Avenue. The new route would be a loop. The bi-directional lane on 10th Avenue would become eastbound only, and westbound buses would go down 11th Avenue. LTD had started to make the transition at Mill Street to the north side of E. 11th Avenue. The Business Access Transit (BAT) lane started at High Street. A new curbside station had been installed at Selco Community Credit Union (Selco) on 11th Avenue between High Street and Pearl Street. Another curbside station had been installed on the south side of the Customer Service Center at West 11th Avenue and Willamette Street. Buses would go through the station up to 10th Avenue where there was a new platform. The loop created a direct route to the station. One of LTD's five block signals would be eliminated because it had limited travel and frequency of service. The High Street Station was limited because it was a one-sided station, but now buses would only travel eastbound on 10th Avenue, and that problem would be eliminated. The new loop created a lot of efficiency and flexibility and was a great improvement that LTD had been able to add to the project through Federal Transit Administration (FTA) funds, which had allowed LTD to work within its budget.

Mr. Gillespie asked if the temporary stop near the EmX station at Selco would remain for routes 27 and 28. It was the only stop for route 28 on E. 11th Avenue and was the only stop between 13th and High and downtown for route 27. Mr. Simmons and Director of Service Planning, Accessibility, and Marketing Andy Vobora said that routes 27 and 28 also would serve the station at Selco, but it needed to be decided whether or not they would stop at the raised EmX platform. They thought that routes 27 and 28 would stop just beyond the new EmX station at Selco.

Mr. Simmons said that the BAT lane would be made of asphalt, and only the striping would be changed. On 11th Avenue the BAT lane would be between the bike lane and the two lanes meant for through traffic.

Mr. Pangborn said that there would be concrete on the road at the stops because of the extra weight of stopped buses.

Mr. Simmons stated that LTD's Information Technology Department had been working on real-time signage, and the signs would be installed in February.

Mr. Necker asked if the changes to the Eugene Station would be ready in time for the beginning of Gateway service. Mr. Simmons said that they would.

Project Communications Coordinator Lisa VanWinkle said that there were several grand opening activities being planned to celebrate the opening of the Gateway EmX Extension and also to thank funding and decision-making partners. Some events also were being planned to try to attract new EmX riders. On grand opening day, January 9, District staff would greet riders and offer coffee and refreshments at its three major hubs: Eugene Station, Springfield Station, and the Gateway Station. This also would begin a week of free rides on EmX (Sunday, January 9, through Saturday, January 15), to give new riders a chance to try the service. There also would be giveaways, and ads on the radio and in print would reach out to new and existing riders. The ads also would thank the business community for its assistance during construction. The Gateway EmX Extension would open up possibilities for businesses in the area, as well as housing opportunities for UO students who would be able to get to the area from campus easily by taking EmX. People with addresses within ¼ mile of the EmX route and ¼ mile of the routes that would experience changes as a result of its addition (routes 12, 13, 17, 18, and 19) were going to receive a mailer that would explain the EmX service and the changes in the other routes.

In response to a question from Mr. Necker, Ms. VanWinkle said that route 12 turned around in the Gateway Mall area. Riders who wished to take the 12 beyond the Gateway Mall would need to transfer to EmX or take EmX south.

Ms. VanWinkle noted that the opening of the Gateway EmX coincided with the 125th anniversary of the City of Springfield. The history of Springfield would be represented in artwork, sculpture, and railings along the Gateway EmX line.

Ms. Towery mentioned that several avid bicyclers had complained to her that it was extremely dangerous to cross the street near Gateway, or to take a bicycle to RiverBend. She noted that bicyclists could take EmX in these areas, and Ms. Towery advocated for the education of the public related to the combination of the two forms of transportation. Ms. VanWinkle agreed.

Ms. VanWinkle said that LTD was trying to accommodate several elected officials' schedules for the dedication ceremony. She was hopeful that a date could be selected by the following day. She was hoping that Friday, January 14, would work. The dedication ribbon-cutting would occur at Gateway Station; and a luncheon at the Holiday Inn would follow, along with a tour of the Gateway EmX segment.

Mr. Kortge suggested inviting W. 11th Avenue business owners and staff to the dedication ceremony.

West Eugene EmX Extension Update: Director of Planning and Development Tom Schwetz said that District staff were busy reviewing operating costs in the *Alternatives Analysis Report*, which was

based on public comment, and staff had observed that operating costs increased with increased congestion on major arterial roads. The pre-EmX range of travel times on route 11 was between 17 and 23 minutes. With EmX, the average was 15.5 minutes (the range was between 12.5 and 17 minutes). EmX, therefore, had made a significant difference in travel time for each run and was a solution to the problem of increasing congestion. He said that LTD anticipated that congestion would increase as time passed. An analysis was going to be conducted to analyze the trends in congestion, cost experience to date, and how these would affect the West Eugene EmX Extension (WEEE).

Mr. Kortge said he was glad these analyses were being done, saying that they would reveal critical data.

Senior Project Manager John Evans showed the Board a diagram showing mitigation near Papa's Pizza at W. 11th Avenue and Chambers Street. Papa's staff had indicated that they were amenable to the mitigated design of the W. 11th/W. 13th route.

Mr. Necker asked if any buildings would need to be acquired if the District were to use the W. 11th/W. 13th mitigation. Mr. J. Evans responded that no buildings would be fully acquired with the mitigation. However, parking, landscaping, or access to some properties could be partly affected. Mr. Pangborn added that LTD would provide Mr. Necker with information on how much parking would be affected with the 88 partial property acquisitions that could occur with the mitigation.

Mr. J. Evans explained that two full property acquisitions would occur with the 6th/7th mitigated route, partially because the capacity of the road had to be maintained as an ODOT freight route. The 173 trees affected by each of the 6th/7th designs were not older charter trees. He noted that 33 charter trees could be affected by the W. 11th/W. 13th route if the original design was used. A charter is more than 50 years old, is within the 1915 city limits, and has a circumference larger than 25 inches. The charter trees he mentioned were near the fairgrounds and were protected by City Charter. This meant that there had to be a vote by the citizens of Eugene to allow the removal of these trees. Some of the trees were being bored to determine their ages. If many of these trees were charter trees, further redesign would need to be made to the W. 11th/W. 13th route.

Mr. J. Evans stated that the City had asked LTD to create a pedestrian/bike bridge that would connect the Fern Ridge bicycle trail from the north to the LTD Commerce station. LTD needed to check possible environmental impacts before this was done.

Mr. Kortge asked if the addition of the bridge would help ridership, and Mr. J. Evans stated that it was his belief that it would.

Mr. Pangborn added that the first- and last-mile issue was beginning to emerge, and it was important to get riders to and from bus routes to their homes or businesses. The bicycle and pedestrian bridge should help with that. LTD already was planning two bridges to cross over the Amazon canal. The idea was to make LTD routes more accessible to pedestrians and bicyclists.

Mr. J. Evans noted that the bridges would make W. 11th Avenue more accessible to bicyclists, and that W. 11th itself was not very bicycle-friendly. Therefore, it was important to accommodate bicyclists and pedestrians who use the Fern Ridge trail.

Mr. J. Evans reviewed the past/current/future decision diagram relating to the alternatives analysis and explained that the No-Build option had to be included in the National Environmental Policy Act (NEPA) phase of the process. If a Build option was selected, it would be compared with the No-Build

option during the NEPA phase. The Transportation System Management (TSM) alternative also could be included with the NEPA process. The completion of that state could mean the selection of the No-Build alternative. The TSM alternative also could be included with the environmental document. This was a decision that the FTA would make to determine whether or not they thought it was required as a means to analyze the Build alternative.

Mr. G. Evans asked what would trigger an FTA assessment. Mr. J. Evans said that a lot had to do with the judgment of FTA staff.

Mr. Pangborn asked if the TSM alternative was created by the FTA to serve as a comparator to large capital projects. Mr. Schwetz replied that it was true that BRT was often seen as a TSM alternative to light rail. The purpose of an FTA assessment was to determine what could be done with a lower capital outlay. This was what a TSM alternative did.

Mr. Schwetz explained that the FTA had two requirements for the decision-making process: 1) the Alternatives Analysis report (which LTD is preparing), which consisted of choosing an LPA; and 2) the Environmental Process decision, which includes No-Build and TSM as alternatives. This dual decision-making process gave LTD some time to work through some of the issues that had arisen. The District was looking at this extra time positively, because it would give the organization time to work through certain issues. August was the deadline for LTD to submit a Small Starts grant application for the project.

Mr. Pangborn added that, in August, the three decision bodies, the LTD Board, the Eugene City Council, and the Metropolitan Policy Committee, would all have to agree on either a Build or a No-Build corridor plan. Mr. Schwetz added that there were several groups that would be giving recommendations and advice.

Mr. Schwetz noted that he and other LTD staff had met with the Metropolitan Planning Organization Citizen Advisory Committee the previous week, and that they would meet again during this week to solicit its recommendation. The EmX Steering Committee also would soon make a recommendation. The City of Eugene's Coordinated Land Use and Transportation Action Committee was meeting that week, and they would soon make a recommendation as well.

EMPLOYEE OF THE MONTH – JANUARY 2011: Director of Transit Operations Mark Johnson introduced Bus Operator Reen Jones as the January 2011 Employee of the Month. She was nominated for the award by a customer who wanted to recognize her for her continual pleasant and professional manner. Mr. Eyster presented the award.

Ms. Jones thanked the customer who had nominated her and then stated that it meant a lot to her to receive an award for enjoying her job.

AUDIENCE PARTICIPATION: Mr. Eyster explained the guidelines for providing testimony to the Board.

Erin Ellis, 901 S. 32nd Place, Springfield, asked if the February deadline had been moved to August.

Mr. Pangborn explained that there would be two decisions: one at the end of February to pick the Build alternative and another in August.

Ms. Ellis said that it was very disappointing to find out a few weeks before that the TSM alternative was not technically an option. She said that it had been presented as an alternative throughout the process. She had asked what the difference was in operating cost between existing service and EmX service at the time of the switchover. She had been told that it would be an additional \$1 million per year with WEEE added. From this, she had assumed that at the time of the switch over in 2015, LTD's operating costs would be \$1 million more each year. She was then told that over the next twenty years, existing service would have congestion and buses would need to be added to the route. Due to this, the operating cost for existing service would increase over time, making EmX the cheaper option over time. However, when she looked at the tables for 2031 in the *Alternative Analysis Report*, it listed the operating cost for EmX as \$1 million more per year. She wondered why the operating cost would be the same in 2015 as it would be in 2031. She had asked the question the previous Wednesday and had been told that LTD was still calculating the answer. She said that she thought that the manipulation of numbers to make LTD's preferred choice seem like a good one was interesting.

Pauline Hutson, 1025 Taylor Street, Eugene, noted that LTD had stated that the 6th/7th Avenue alternative would create three routes on one BRT lane because Highway 99 and River Road led to the Eugene Station downtown. She asked why the routes had to go downtown. She said that the solution could be to build a transfer terminus at Garfield and Chambers since there would be buses going by the terminus every ten minutes. She said that going downtown would be a waste of time, which could discourage some riders from taking the bus. She said that the statement made at the Joint Locally Preferred Alternative Committee meeting reported that more routes would only be provided when the Highway 99/River Road corridor would be built in 15 or 20 years, made no sense. She asked why this was not being done first. The Bethel area was one of the fastest growing areas in Eugene. More routes were crucial to ridership numbers. She asked how far LTD expected people to walk to a bus. She asked why fares did not cover operating costs. Operating in the red was not a sustainable business policy; nor was operating on grants. She encouraged LTD to choose the 6th/7th route, which was a 100 percent viable alternative.

Josef Siekiel-Zdzienicki, 1025 Taylor Street, Eugene, stated that he had appeared before the Board a few months ago to speak about a RideSource issue, and he said that he had received a call from RideSource about a month ago. He was told that when RideSource buses were rated, they were thought of as mainly for people in wheelchairs. RideSource did not want people in wheelchairs to be seated over the buses' axles; therefore, the buses were built to accommodate people in wheelchairs. Now, more people in wheelchairs were taking regular buses. The issue that Mr. Siekiel-Zdzienicki had was that he had experienced extreme pain when riding in a RideSource vehicle while seated over the axles. RideSource had told him that they would move one seat to the front, where wheelchairs were usually placed. He appreciated what RideSource had done about this issue, and he added that he was saying something positive about LTD, which was not usually the case.

ITEMS FOR ACTION

MOTION **Consent Calendar:** Mr. Dubick moved that the minutes of the September 22, 2010, meeting be removed from the Consent Calendar. Mr. Gillespie seconded the motion.

VOTE The motion was approved as follows:

AYES: Dubick, Eyster, G. Evans, Gillespie, Necker, Kortge, Towery (7)

NAYS: None

ABSTENTIONS: None

MOTION Consent Calendar: Mr. Dubick moved for the adoption of LTD Resolution 2010-035: It is hereby resolved that the Consent Calendar for December 13, 2010, is approved. Mr. Gillespie provided the second. The Consent Calendar consisted of the minutes of the June 23, 2010, Special Board Meeting; and the minutes of the October 11, 2010, Special Board Meeting/Joint Meeting with Springfield City Council.

VOTE The Consent Calendar was approved as follows:
AYES: Dubick, Eyster, G. Evans, Gillespie, Necker, Kortge, Towery (7)
NAYS: None
ABSTENTIONS: None

Mr. Dubick stated that in the minutes of the September 22, 2010, Special Board Meeting, he was marked as absent; and he had been present.

MOTION Correction to the September 22, 2010, Special Board Meeting Minutes: Mr. Kortge moved that the minutes of the September 22, 2010, Special Board Meeting, be approved as amended. Mr. Necker seconded the motion.

VOTE The minutes of the September 22, 2010, Special Board meeting were approved as amended, as follows:
AYES: Dubick, Eyster, G. Evans, Gillespie, Necker, Kortge, Towery (7)
NAYS: None
ABSTENTIONS: None

Diane Hellekson combined the reports on Comprehensive Annual Financial Report for Fiscal Year 2009-2010 with Audit Report for Fiscal Year Ending June 30, 2010:

Comprehensive Annual Financial Report for Fiscal Year 2009-2010 and Audit Report for Fiscal Year 2009-2010: Director of Finance and Information Technology Diane Hellekson noted that LTD was required by state and federal regulations to have an independent audit once per year and to file certain documentation with the state and federal governments. The independent auditor, Charles Swank, of Grove Mueller & Swank, P.C., was one of the few individuals who worked directly for the LTD Board of Directors. He appeared before the Board once each year to present his findings. Ms. Hellekson referred to the *Comprehensive Annual Financial Report (CAFR)* and stated that it contained the opinion of the auditor about LTD's financial statements.

Mr. Swank presented the CAFR and noted that the purpose of the single audit document was to verify for the federal government how LTD spent its federal funds. The federal government requires that all American Recovery and Reinvestment Act dollars be spent. He communicated that the independent auditors had no significant issues while performing the audit.

Mr. Kortge said that it was valuable to have the same person do the audit each year.

Mr. Gillespie noted that LTD had won an award for its 2010 audit.

MOTION Audit Report for Fiscal Year 2009-2010: Ms. Kortge moved for the adoption of LTD Resolution 2010-036: It is hereby resolved that the LTD Board of Directors received the Independent Audit for Fiscal Year 2009-10, and accepts the Independent Audit Report for the fiscal year ending June 30, 2010. Mr. Dubick seconded the motion.

VOTE The resolution was approved as follows:
AYES: Dubick, Eyster, G. Evans, Gillespie, Necker, Kortge, Towery (7)
NAYS: None
ABSTENTIONS: None

LTD Contract Review Board/Purchasing Policy Rules Update: Mr. Pangborn stated that the LTD Board also serves as the LTD Contract Review Board. According to Oregon State law, the Contract Review Board needs to meet in certain circumstances to approve certain actions in terms of purchasing. Last month an update of the Policies and Rules of the Contract Review Board was recommended by the auditor.

MOTION Mr. Gillespie moved that the group convene as the LTD Contract Review Board. Ms. Towery seconded the motion.

VOTE The motion was approved as follows:
AYES: Dubick, Eyster, G. Evans, Gillespie, Necker, Kortge, Towery (7)
NAYS: None
ABSTENTIONS: None

MOTION Mr. Gillespie moved that the LTD Contract Review Board adopt LTD Resolution 2010-037, a resolution adopting the Lane Transit District's Purchasing and Policy Rules, as revised on December 13, 2010. Mr. Necker seconded the motion.

TE The resolution was approved as follows:
AYES: Dubick, Eyster, G. Evans, Gillespie, Necker, Kortge, Towery (7)
NAYS: None
ABSTENTIONS: None

Mr. Eyster reconvened the LTD Board of Directors meeting.

Ms. Hellekson encouraged Board members to let her know if they had any questions after they had reviewed the updated Policies and Rules of the Contract Review Board. She noted that there was some good statistical information in the back of the document that covered the past ten years and was very helpful to create context.

Mr. Pangborn said that the document was a good compendium of historical operating measures, and it would be good for the Board to keep handy.

ITEMS FOR INFORMATION AT THIS MEETING

Comprehensive Annual Financial Report: Covered in Action Items.

Board Member Reports: Mr. Gillespie noted that the Metropolitan Planning Organization's Citizen Advisory Committee would meet that Thursday, December 16, and the intent of the meeting was to make a West Eugene EmX Extension route recommendation.

Prompted by Ms. Ellis' comments, Mr. Kortge stated that LTD might have a public relations issue because in its projections, it had not taken into account the cost of the delay in operating the existing system.

Mr. Vobora said that he thought Ms. Ellis had stated that the cost of opening EmX was \$1 million per year in operations, and that the cost would still be \$1 million per year in 20 years. He said that this was what LTD was hoping for. LTD was currently going back and doing a much more in-depth analysis of what the current service would cost and then would show what it would cost in the future in order to compare the two. He thought this analysis would be very revealing and that it should be finished by the next morning.

Mr. Kortge said that it was important to present this information very clearly. He did believe LTD was correct, but saw how Ms. Ellis' argument could be made.

Mr. Pangborn noted that No-Build supporters were consistently skeptical of all of LTD's presented data. He stated his belief that he thought Mr. Kortge was correct, and he said that LTD would need the Board's help to present the data logically and clearly.

Ms. Towery said that public meetings helped LTD get clarity, and they were how LTD should handle public relations. As service reductions were made, significant adjustments had been made based on feedback from members of the public. She said that there was a disconnect in terms of members of the public understanding the complexity of planning and forecasting. She thought that this also should be communicated to the public.

Mr. Eyster said that part of the complexity was that the data presented was data that had to do with an ever-changing system.

Mr. Kortge said that another theme was continuing the discussion about the balance between coverage and productivity. LTD and its Board had to continually reinforce that the Board and staff had this philosophical discussion often.

Mr. Gillespie mentioned Ms. Ellis' comment that members of the public were surprised that the TSM option would not necessarily be funded by the FTA. He had tried to reiterate this point at various public meetings to prevent this misunderstanding.

Mr. Pangborn said that members of the public did not always understand the degree to which the federal government dictated what type of analysis LTD had to do, and that TSM was really just a tool that FTA used to decide whether or not they agreed with a transit provider's Build option. This had come out of light rail discussions.

Mr. Eyster noted that it was late in the process when he realized that TSM was not an option like the other options, and he thought it would have been a good thing to make this clear earlier in the process.

Mr. Pangborn said that LTD had believed all would be well in the future extensions because the District had already gone through the process with two other corridors; and they had learned a number of lessons about the scale of the West Eugene EmX Extension project in comparison to the Franklin Boulevard and Gateway EmX projects. If the community decided to continue to build EmX extensions and BRT, LTD would do many things differently.

Mr. G. Evans said that while he understood that TSM was a tool rather than an alternative route, he did not think LTD had been able to articulate that in a way that people could understand.

Mr. Dubick explained that the Lane Council of Governments Board of Directors had been working on something called Regional Voice in an attempt to present a united voice that represented all of its member agencies and cities to the legislature. This had proven to be very difficult in the current fiscal situation because any funding given to one entity most likely took funding from another entity. The Regional Voice had come up with four issues that all members could support: 1) A proposal to charge local governments for access to the criminal justice database system; 2) A revision to the local option levy to make it a ten-year levy and to remove them from compression (causing everyone else's taxes to diminish); 3) A proposal to charge pre-paid cell phone users a tax collection fee for the 911 system; and 4) A multi-session discussion of overhauling the state property tax system.

LTD on Facebook: Mr. Vobora presented LTD's Facebook fan page. He noted that anything posted on the page would show up on LTD's fans' news feeds, which was a less passive form of communication than the LTD website. He demonstrated that LTD could easily respond to customers' and community members' concerns by using the fan page.

Mr. Eyster asked if the fan page required staff members to monitor it daily, and Mr. Vobora responded that it did.

Mr. Vobora explained that EmX opponents monitored LTD's Facebook page and at times attempted to overwhelm the page with questions. Eventually, LTD had communicated that people needed to come to public meetings to get answers to their questions. A balance needed to be reached: if a legitimate question was posted, LTD would take the time to respond. LTD wanted to be responsive but also wanted to manage the time required to monitor the page and answer questions. LTD also monitored other forms of social media in order to correct inaccurate information. It also was sometimes easier to access some good suggestions made by employees using the page. LTD had examined some employee social media policies and might have to implement one in the future. LTD also did not want to censor dialog, but did want to monitor inappropriate comments. Threatening remarks were dealt with by security and were reported to the police department.

Mr. Gillespie noted that when he looked at the page about a month ago, it had 1,000 fans and was now up to 1,400, which was good growth. He appreciated staff's response to activity on the page.

Mr. Dubick was amazed at the amount of information available related to using social media in business.

Ms. Towery hoped that staff were not monitoring the page on evenings and weekends. She was not comfortable with that level of intrusion on staff's personal lives.

Mr. Vobora said that billboards had gone up recently, as had posters on the buses, and ads in the *Eugene Weekly* and *The Register-Guard*. He explained that the ads were meant to get the message out that many community members supported EmX and to encourage community members to learn more about the issue.

Mr. Eyster added that the ads were getting facts out about EmX, rather than supporting a particular route alternative.

Mr. Vobora said that there also were some radio and video ads. Video ads would run on the LTD website and on the LTD Facebook fan page. He advocated for getting information out as early in the process as possible.

Mr. G. Evans asked about a plan or strategy to deal with a protest at the grand opening of the Gateway EmX. Mr. Gillespie suggested checking into property restrictions at the Gateway station and at the Gateway Mall. Mr. Vobora said that LTD would be checking with mall security.

Ms. Towery and Mr. Pangborn noted that Springfield residents loved EmX.

Mr. Vobora noted that he and other LTD staff members had recently met with *The Register-Guard*. He explained that the Eugene Chamber of Commerce Government Affairs Committee had come out in favor of EmX. He would be doing a presentation before the Travel Lane County Issues Committee and hoped that they would weigh in on the issue. He also had met with the Board of the Greater Eugene Area Riders, and he stated his belief that they would issue a statement of support for EmX.

Ms. Towery thought it was important to put forward the message that EmX would improve the lives of people without cars and would make several employment opportunities available to people who could not get to them in the past.

Mr. Kortge thought these people should let City Councilors know how they feel about EmX.

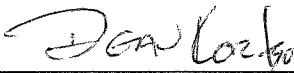
Mr. Gillespie noted the competition that might occur between Gateway Mall and Oakway Center or Valley River Mall once the Gateway EmX started running.

Mr. Gillespie added that he was celebrating one year on the LTD Board. He thanked Board members and LTD staff for the support, encouragement, and education that they had provided him.

ADJOURNMENT: Mr. Eyster adjourned the meeting at 7:46 p.m.

LANE TRANSIT DISTRICT

ATTEST:



Dean Kortge
Board Secretary



Jeanne Schapper
Clerk of the Board

Date Approved: September 21, 2011

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MINUTES OF EXECUTIVE SEARCH COMMITTEE MEETING
LANE TRANSIT DISTRICT BOARD OF DIRECTORS
MEETING BY CONFERENCE CALL

December 23, 2010

Pursuant to notice given to *The Register-Guard* for publication on Wednesday, December 22, 2010, and distributed to persons on the mailing list of the District, a meeting of the Lane Transit District Board of Directors Executive Search Committee was held on Thursday, December 23, 2010, in the Conference Room and via conference phone at 3500 E 17th Avenue, Eugene.

Present: Michael Eyster, Board President
Michael Dubick
Greg Evans
Doris Towery
Jeanette Bailor, Purchasing Manager
David Collier, Senior Human Resources Analyst
Susan Oldland, Administrative Secretary, Human Resources/
Recording Secretary

Absent: Gary Gillespie

CALL TO ORDER: Mr. Eyster convened the meeting and called the roll at 8:32 a.m. With the exception of Mr. Eyster, all Committee members were present via conference phone. Mr. Evans was present by telephone until 8:43 a.m.

SELECTION AND APPROVAL OF GENERAL MANAGER RECRUITMENT FIRM:
Committee members unanimously agreed that Portland-based Generator Group would be the best choice to conduct the executive search process for the general manager position. Ms. Bailor asked the Committee to summarize how they came to this decision, and asked Mr. Collier for a short written summary, for the file, of what transpired during the interviews. Mr. Eyster suggested that the Committee verbally identify some strengths of the firm. Ms. Towery expressed approval of the firm's accessibility and the fact that they are a local business. She also was impressed with their assessment tools, holistic approach, and post-hire candidate support and coaching. She explained that they were the only firm to express dedication toward placing a candidate who is a good fit for both LTD and the community and who will remain in the position for the long-term.

Mr. Evans concurred with Ms. Towery's assessment and added that Generator Group has a strong network and the necessary skill set to access qualified candidates. He also explained that since they are a local firm, they appeared to understand issues unique to Oregon. He also pointed out that their travel costs would be far less.

Mr. Dubick agreed and added that the firm representatives presented themselves well. He believes that they will be easily accepted by staff and have the needed skills to listen to staff and community needs.

Mr. Eyster also agreed with other Committee members and commented that Generator Group was the only firm that demonstrated sincere interest in getting the job, from their initial application through the interview. They reflected back LTD values and researched

and demonstrated an understanding of the organization. Ms. Towery agreed that since the firm did all these things, they are likely to work hard to find the best match for the position.

Ms. Bailor commented that the Committee provided a good summary to back up their decision. She then inquired if Gilbert Tweed (the third-ranked firm) had been interviewed, and asked the Committee to provide feedback. Members verified that the firm had been interviewed, but did not score well. Mr. Evans remarked that the firm did not do background research on LTD, and appeared disconnected from the process. He added that they did not provide the personalized hands-on attention that Generator Group had. Ms. Towery commented that Gilbert Tweed's approach to the search did not seem to be about the community, but more about the firm. She emphasized the importance of the selected firm's need to understand LTD and find a fit with staff and the community. In her opinion, Gilbert Tweed did not demonstrate this understanding. Mr. Dubick remarked that he was uncomfortable with Gilbert Tweed's reluctance to pursue a candidate who would require relocation and with their suggestion that LTD find a local retired person for the position. Ms. Towery pointed out that, in contrast, Generator Group mentioned including young energetic people in their candidate pool, so long as the person was the right fit. Mr. Eyster felt that Gilbert Tweed exhibited a level of arrogance that would be off-putting to staff and the community. Mr. Evans concurred with other Committee members on their assessment of Gilbert Tweed.

Mr. Eyster commented that Krauthammer was a solid second-place candidate, but just did not measure up to the quality of Generator Group.

Mr. Eyster asked if more steps were required in the selection process. Ms. Bailor stated that the Committee could notify Generator Group immediately. She explained that she would prepare a Notice of Intent to Award letter to Generator Group and prepare rejection letters for the two other firms.

Mr. Eyster stated that he wanted to notify Generator Group immediately, but Mr. Collier suggested that the Committee first address questions they asked of LTD during their interview. Mr. Eyster suggested the Committee quickly review those questions. The first question was related to diversity. Mr. Evans responded that LTD is looking for a pool of candidates that includes women and people of color. He also commented that it is particularly important for the firm to encourage diversity in potential applicants. Mr. Evans disconnected from the conference call at this point.

The second question Generator Group asked was whether LTD would consider candidates beyond the transit industry. Ms. Towery responded that the candidate would ideally have a transit background, but someone who is a good fit and has the right skill set could also be considered. Mr. Eyster concurred. Mr. Dubick added that the candidate should have experience collaborating with the federal government.

The Generator Group also asked how the Board would define success for the general manager in the first year. Mr. Eyster responded that fostering strong labor relationships would be critical. Ms. Towery added that the new general manager needs to build strong relationships with staff and the community, navigating both in a positive way, and representing LTD well. Mr. Eyster stressed that local relationships with the community include other jurisdictions, elected officials, and congressional delegations. Mr. Dubick

included chambers of commerce and other community groups on the list. He added that the person should be able to become an accepted member of community.

Mr. Eyster asked if the Committee wanted to include a candidate interview question regarding EmX in particular. Mr. Dubick responded that the candidate should have the skills to be a champion for EmX and move forward on the planned system build-out.

Mr. Eyster continued with the questions from the Generator Group. They asked what background and competencies LTD would like to see in the new general manager that are not present in the current manager. Mr. Dubick commented that it is difficult to find a downside to current general manager Mark Pangborn. He relayed that feedback from the community is that LTD needs someone who is politically sturdy. Ms. Towery offered feedback from local elected officials that LTD should have better anticipated backlash on the West Eugene EmX Extension, particularly given the history of proposed land use projects on West 11th Avenue. She continued that LTD needs someone who is politically savvy, and can predict and be prepared for political fallout before it happens.

Mr. Eyster reported that the last question Generator Group asked during their interview was about political acumen and how it relates to the new general manager's ability to secure non-traditional financial partners. Mr. Eyster stated that LTD clearly needs a more dependable revenue stream. Ms. Towery added that LTD needs someone who is very creative and can think out of the box. She explained that the new general manager would need to identify opportunities for new and different partnerships in order to prevent future financial hardship. Political acumen would be needed to identify opportunities that can result in alternate revenue streams.


Mr. Eyster stated that with all this Committee input, he had enough to get started with Generator Group. Ms. Bailor asked Mr. Eyster to inform Generator Group that an award letter and sample contract would be sent to them shortly.

NEXT MEETING: To be determined.

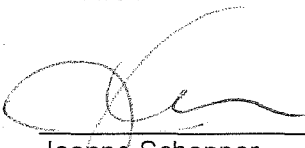
ADJOURNMENT: Mr. Eyster adjourned the meeting at 8:53 a.m.

LANE TRANSIT DISTRICT

ATTEST:



Mike Eyster
Board President



Jeanne Schapper
Clerk of the Board

Date Approved: September 21, 2011

MINUTES OF EXECUTIVE SEARCH COMMITTEE MEETING
LANE TRANSIT DISTRICT BOARD OF DIRECTORS
March 31, 2011

Pursuant to notice given to *The Register-Guard* for publication on Sunday, March 27, 2011, and distributed to persons on the mailing list of the District, a meeting of the Lane Transit District Board of Directors Executive Search Committee was held on Thursday, March 31, 2011, in the LTD Conference Room at 3500 E. 17th Avenue, Eugene.

Present: Michael Eyster, Committee Chair, presiding
Michael Dubick
Greg Evans
Doris Towery
David Collier, Senior Human Resources Analyst
Jeanne Schapper, Administrative Services Manager/Clerk of the Board
Susan Oldland, Administrative Secretary, Human Resources/Recording Secretary

Absent: Gary Gillespie

CALL TO ORDER: Mr. Eyster convened the meeting and called the roll at 8:32 a.m. Mr. Evans arrived at 8:37 a.m.

GENERAL MANAGER INTERVIEW PROCESS: Mr. Eyster said that the Committee had several issues to discuss. He had two in-depth conversations with Enrique Washington and Will Scott of the Generator Group, and Mr. Collier had participated in one of them. Mr. Eyster stated that there was an ongoing conversation about how to handle the itinerary for the candidate interviews and the extent to which the candidates were exposed to the general public. The tentative plan was for them all to be in Eugene on the same days. There were questions about whether LTD should place the candidates together intentionally, keep them apart, or let chance determine whether they saw each other. Mr. Eyster added that he would like to end the meeting with a rough itinerary of what would happen while the candidates were in town and how long they would be there. He said there also was a question about affirmative action that he wanted to confirm with the Committee, and also a third issue regarded salary. He said that LTD seemed to be right in the ballpark, but there could be a candidate who was making more money and might want to negotiate upward. He said he was assuming that for \$10,000 or \$15,000, LTD would not want to lose a candidate, but he wanted to check that with the rest of the Committee. LTD had not advertised a salary at that point, but there had been some verbal conversations with the Generator Group.

Public Process: Mr. Dubick had checked with the Eugene 4J School District about their recent hiring process for superintendent. Mr. Dubick reported that he did not hear a lot of pushback from the community about how 4J conducted the process. All the candidates had known that it was going to be a public process but did not know the details. No one backed out because of that. Mr. Dubick said that the school board conducted two interviews with the candidates, one on the first day and one on the second. There were "meet and greets" with stakeholders, which entailed 30 minutes of question-and-answer conversations but were not interviews. Out of 46 stakeholders who were invited, there were 27 participants. Mr. Dubick suggested that there could be employee stakeholders and community stakeholders in separate groups because the topics in those groups likely would be different. The 4J candidates had introduced themselves and had a question-and-answer period individually with the separate stakeholder groups. Afterward, the participants filled out rating cards that went back to the school board members, who were looking mainly for consistency of

message—that the candidate was not saying one thing to the staff and something else to the community participants. They wanted someone who would be consistent and straightforward. At LTD, the number of groups would be determined by how many candidates and community members the Board wanted to include.

Mr. Dubick said that on the second day, the school board had received some of the feedback from the comment cards before the second interviews. There also was a 30-minute public forum with each candidate. The public submitted written questions, which the HR department vetted in order to remove duplications and inappropriate questions. Mr. Dubick said that a question to consider was whether the LTD Board wanted to make a decision on the second day or would come back on a different day to decide. Mr. Eyster thought the Board would want to have some time to deliberate.

Mr. Dubick's contact at 4J, Celia Feres-Johnson, had said that the school board had been happy with the process. Some of them were at each of the public forums, but just sat in the back to observe how the candidate interacted with people and dealt with questions. Ms. Feres-Johnson also said that this was the most transparent community she had ever worked in, and thought that the public had been very happy with 4J's process. Mr. Eyster said that Mr. Washington and Mr. Scott were concerned that a process like this would discourage candidates. He said that the Executive Search Committee needed to give this careful consideration because the Board would have to balance discouraging the candidates against discouraging the community. He stated that LTD knew the community, whereas the Generator Group could not possibly know how unique this community was. Ms. Towery said that the candidates' concerns were legitimate; however, recalling that when a former Eugene city manager's name was leaked when he was interviewing in another state, it became a difficult situation here with his councilors. Mr. Eyster commented that some of that would be beyond LTD's control. Ms. Towery understood that but wanted the Committee to understand that there would be legitimate concern on the part of the candidates; because if they were not the successful candidate, their jobs could then be in jeopardy.

Mr. Dubick said he thought that once the candidates came to Eugene, that would be public. Mr. Eyster agreed. Mr. Evans said he had talked with a few other transit board members about hiring. In Austin, Texas, the candidates were on public television, and some of the finalists believed that this had been detrimental to their personal careers. At that time, the field had not been narrowed to just two or three candidates.

Mr. Eyster asked the Committee to consider doing its best to narrow the group to three so that the candidates would know they had a one-in-three chance; and then, once the candidates came to Eugene, their candidacy would be public information. Ms. Towery said that the public process was very important; however, she also understood the need to balance the public process with the chance that it could cost someone his or her job, so this needed to be managed carefully.

Mr. Dubick said that the candidates should know that when they were coming to town, they would be interviewed, they would have "meet and greets" with different stakeholder groups, and the process had to be public. He said that anyone applying for a job at this level could not expect it to remain private. He also thought that three candidates would be plenty. Ms. Towery agreed, noting that LTD would have to pay for at least some of the candidates to come to Eugene.

Mr. Collier commented that when internal candidates were involved, some external candidates might be leery of the public process, wondering if the hiring was already decided

and if the Board might just be going through the motions. Mr. Eyster reiterated the need to assure all the candidates that this was a wide-open process. The Committee agreed.

Mr. Evans had heard through American Public Transportation Association contacts that LTD's general manager position was considered a premier position. He thought that the District would be receiving excellent applications.

Ms. Towery asked about the deadline for applications. Mr. Collier explained that it was not a hard deadline, and actually was imminent. He said the posting would be taken off LTD's Web site that day, and the Committee would be receiving information on the recommended candidates the following week.

The Committee members agreed that they should try to narrow the list of candidates to three, with the understanding that once the candidates accepted the invitation, their names could be released. The candidates also should understand that once they arrived in Eugene, they would be involved in a public process; so they might want to exercise their judgment about what to tell their board or jurisdiction.

Mr. Eyster thanked Mr. Dubick for his research on the school district hiring process.

Stakeholder Groups: Mr. Eyster wanted to make sure that the Board was deliberate and thoughtful about the stakeholder groups so that community members were given opportunities to give the Board feedback about the candidates. He asked the Committee to talk about whom those stakeholder groups would represent. The Committee then brainstormed ideas about who could be included. Ideas expressed included governmental groups, both elected and staff; those who represented social services and ridership groups; business representatives, including the chambers of commerce; employees; the Amalgamated Transit Union; the school districts because of student bus services; and community groups. Mr. Dubick suggested that the interest groups could be focused in three areas: governmental agencies, ridership-related representatives, and an internal group of staff and union representatives. He added that LTD should be clear that these groups would not be making the decision for LTD; rather, they would be providing information for the Board to consider. The Committee members agreed with both of these suggestions. They also suggested that someone should be present to guide the questioning away from any inappropriate topics, and that the legal issues around questioning should be made clear. Mr. Collier added that Mr. Washington had stressed that this was important for the duration of the candidates' time in Eugene, not just during the actual interviews. Mr. Eyster concurred, saying that the candidates would be interviewing the entire time they were in Eugene-Springfield; i.e., anytime anyone related to the process would be interacting with them.

Mr. Collier suggested scheduling time for the candidates to see the community. Ms. Towery agreed that this would be important, especially if they brought spouses who wanted to see schools, housing, etc., while the candidates were involved in the interview process. She explained the City of Springfield's process of using a buddy system in which their board or staff welcomed candidates and responded to questions about the area, etc., which she thought had been very helpful. She also appreciated having a basket of local items to welcome candidates, and thought that an opportunity to spend some time with a realtor could be welcomed by some candidates and/or spouses. Mr. Collier mentioned providing informational materials from Travel Lane County, as well.

Mr. Eyster reviewed the major items the Committee wanted to cover during the candidates' time in the community. Those included touring the community, including schools and

neighborhoods; touring the transit system; and touring the Glenwood facility. He stated that LTD would cover hotel, transportation, and food for the candidate, but would not cover expenses for a spouse or partner. There was some discussion about covering rental car expenses. However, the Committee liked the idea of the buddy system, having someone available to take the candidates around, and encouraging them to use the bus rather than drive.

The Committee also agreed to three stakeholder groups: internal (union and nonunion combined); community leaders; and ridership and social services; and agreed to hold a public forum. The public forum would be open to anyone who wanted to attend, not just invited guests; would have a moderator to provide structure; and could include comment cards. Mr. Evans suggested that the candidates make a brief presentation and then take questions. Mr. Dubick suggested having someone screen the questions. Ms. Towery suggested that the stakeholder sessions be more formal than just a "meet and greet," with prepared questions for the stakeholders. This would help the Board hear from the stakeholder groups about the critical attributes that the Board wanted from its general manager, and to be as certain as possible that the final candidate could be successful at LTD. She thought that the stakeholders could suggest some of the questions themselves. Mr. Collier agreed to work with Elaine Lees of the Generator Group on suggesting questions, as well.

Mr. Eyster also liked 4J's idea of two sessions with the Board. Mr. Dubick suggested that there could be one set of questions for the first session, and then a second set after hearing community and employee input.

Mr. Eyster asked the Committee to consider whether the Board should send one or more Board members to visit a candidate's community. Mr. Dubick asked how many candidates this would involve. Ms. Towery said it would be ideal if the Board agreed on a final candidate, but then would have to be prepared to go to a second candidate's community if they learned something at the first that would preclude hiring that person. The Committee agreed that they were inclined, as part of this process, to have one or more Board members visit the final candidate's community. The Board members would try to talk with enough members of the community to hear a balanced perspective of the candidate's performance within that community. The Board members also would need to use connections made there to obtain introductions to different groups or individuals. For internal candidates, the Board would know something about the candidates already, but also may want to do more research on them, as well.

The Committee agreed to include some former Board members in the process, noting that their perspectives could be helpful in determining the desirable and undesirable characteristics of a future general manager. Mr. Evans suggested asking former General Manager Phyllis Loobey to participate in some way as a courtesy, because she also may have a different perspective on the hiring process.

Mr. Eyster suggested an internal "meet and greet" for employees. It was determined that individual time with General Manager Mark Pangborn should occur after the candidate was selected and not as part of the interview process, and could occur in telephone conversations if the new general manager were proactive in calling Mr. Pangborn.

April 28 and 29 had been held on Board members' calendars for this interview process. Mr. Eyster asked Mr. Collier to start developing a schedule for these two days. There was some discussion about location, which was left up to Mr. Collier to determine.

It was agreed that the Generator Group would be asked to be present during the process and interviews, but not be involved in asking questions. They could be helpful as a resource, to supply more information about candidates before the interviews, or to observe the process and answer procedural questions.

NEXT MEETING: The next meeting was scheduled for April 11, 2011, following a Board work session. The Committee members would be receiving information on eight to ten candidates on April 8 so would need to spend the weekend reviewing the information individually in order to prepare for an executive session on April 11. Mr. Eyster stated that a legal requirement that needed to be met before holding this executive session was to provide an opportunity for public comment. Therefore, a public comment period would be provided on April 11 during an open meeting. The Board work session was now planned for 1:00 p.m. instead of in the morning. The open meeting with the public comment period would be held at 5:30 p.m., and then the Search Committee would meet in executive session.

Mr. Evans asked about a scoring sheet or matrix for the candidate information. Following Committee agreement, Mr. Eyster said that he would ask the Generator Group to provide a document for the Committee to use.

Mr. Dubick asked if the Board would come out of the executive session and take any action. He clarified with those present that the Committee would narrow the list of finalists to three, but would not come out of the executive session and announce those names. Mr. Eyster inquired whether the full Board should join the Committee for the meeting on April 11. Ms. Towery said that the Board had authorized the Committee to recommend the finalist candidates. However, Mr. Eyster wanted to make sure that the full Board knew that this was what the Committee planned to do. He asked to be on the agenda at some point in the April 11 Board work session to say that it was the intent of the Executive Search Committee to narrow the field to three candidates that evening.

There was some discussion about when to announce the three finalist candidates' names to the public. The Committee agreed that they would first need to check with the candidates to be sure they still were interested in the position and wanted to move forward in the selection process, knowing that their names would be made public at that time.

The Committee also discussed having a fourth finalist in case any of the final three decided not to continue with the process, or possibly just having two final candidates involved in the interview process.

Mr. Dubick asked to clarify specifically what LTD would be asking the public for in the public comment period before the executive session. Ms. Schapper replied that Oregon statute required that an opportunity be provided for public comment regarding the standards and criteria used to evaluate the general manager, and that she would clarify with LTD's legal counsel whether that meant that a public hearing was required. Mr. Eyster wanted to clarify at the April 11 meeting that the Generator Group had been in the local area for two days talking with a lot of people in the community to determine what was needed in a general manager, so that the documents that would be provided on April 11 were not developed by LTD alone, but already included a lot of public input. Mr. Dubick said that he did not want to start all over again, but was interested in any additional input that members of the public would like to provide.

Mr. Eyster brought up one last issue: he said that the Generator Group had been asked if the Board would hire the underrepresented candidate if two candidates' qualifications seemed equal. Mr. Eyster had replied that it would be unusual to find two candidates who were exactly equal, but if that issue were to arise, he did not know why LTD would not hire the underrepresented candidate. Mr. Eyster said that this had been his direction to the Generator Group, and that it was the Board's desire to broaden LTD's diversity. He then asked for feedback from the Committee members.

Mr. Evans said that this went back to case law. He agreed that it would be a very rare situation when there would be identically equal candidates, but if that were the case, and if LTD was underrepresented in any particular group, then LTD should defer to that candidate. Mr. Dubick agreed that it would be a rare situation, and "fit" with the organization also had to be considered, but that if there was a desirable candidate who was a good fit, the Board would hire that person. Ms. Towery also expressed the importance of making sure that any minority candidate would be happy and comfortable in this community and was well aware of the environment that he or she would be coming into. Mr. Evans noted that the transit industry in the U.S. was highly diverse from the top down, so candidates were aware that there were possibilities for executive leadership positions throughout the country.

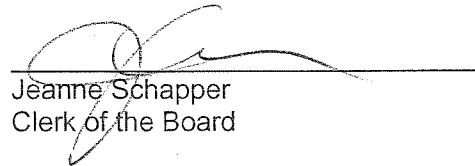
ADJOURNMENT: There was no further discussion, and Mr. Eyster adjourned the meeting at 10:20 a.m.

LANE TRANSIT DISTRICT

ATTEST:



Mike Eyster
Board President



Jeanne Schapper
Clerk of the Board

Date Approved: September 21, 2011

Jo Sullivan, transcribing secretary

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING/EXECUTIVE SESSION

Monday, May 6, 2011

Pursuant to notice given to *The Register-Guard* for publication on May 5, 2011, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special Board meeting on Monday, May 6, 2011, beginning at 8:15 a.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Mike Eyster, President
Greg Evans, Vice President
Ed Necker, Treasurer
Dean Kortge, Secretary
Michael Dubick
Doris Towery
Gary Gillespie
David Collier, Senior Human Resources Analyst
Jeanne Schapper, Clerk of the Board/Minutes Recorder

CALL TO ORDER/ROLL CALL: Mr. Eyster convened the meeting and called the roll at 8:17 a.m. With the exception of Ms. Towery, all Board members were present. Mr. Gillespie was present via telephone conference, and joined those present in the LTD Board Room at 8:28 a.m. Ms. Towery joined those present in the LTD Board Room at 8:30 a.m.

MOTION EXECUTIVE SESSION: Mr. Kortge moved that the LTD Board of Directors meet in Executive Session pursuant to ORS 192.660(2)(a), to consider the employment of a public officer (general manager). Mr. Necker provided the second.

VOTE The motion was approved as follows:
AYES: Dubick, Eyster, Necker, Evans, Kortge, Gillespie (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Towery (1)

The Board entered executive (non-public) session at 8:19 a.m.

RETURN TO REGULAR (OPEN) SESSION: The Board returned to regular session at 8:59 a.m.

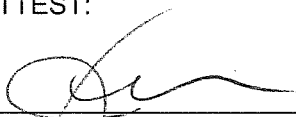
ADJOURNMENT: Mr. Eyster adjourned the meeting at 8:59 a.m.

LANE TRANSIT DISTRICT



Dean Kortge
Board Secretary

ATTEST:



Jeanne Schapper
Clerk of the Board

Date Approved: September 21, 2011

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING/EXECUTIVE SESSION

Wednesday, May 25, 2011

Pursuant to notice given to *The Register-Guard* for publication on May 21, 2011, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special Board meeting on Wednesday, May 25, 2011, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Mike Eyster, President
Greg Evans, Vice President
Ed Necker, Treasurer
Dean Kortge, Secretary
Michael Dubick
Doris Towery
Gary Gillespie
Mark Pangborn, General Manager
Jeanne Schapper, Clerk of the Board/Minutes Recorder

CALL TO ORDER/ROLL CALL: Mr. Eyster convened the meeting and called the roll at 5:30 p.m. All Board members were present with Mr. Evans present via telephone conference.

MOTION EXECUTIVE SESSION: Mr. Kortge moved that the LTD Board of Directors meet in Executive Session pursuant to ORS 192.660(2)(a), to consider the employment of a public officer (general manager). Mr. Gillespie provided the second.

VOTE The motion was approved as follows:
AYES: Dubick, Eyster, Necker, Evans, Kortge, Gillespie, Towery (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

The Board entered executive (non-public) session at 5:32 p.m.

RETURN TO REGULAR (OPEN) SESSION: The Board returned to regular session at 5:56 p.m.

MOTION GENERAL MANAGER SELECTION PROCESS: Mr. Kortge moved that the LTD Board of Directors make an offer of employment to Ron Kilcoyne as LTD's next general manager. Ms. Towery provided the second.

In response to a question from Mr. Kortge, Mr. Pangborn stated that, pending Mr. Kilcoyne's acceptance of an offer, the details of the contract would be worked out between Mr. Kilcoyne, staff, and legal counsel.

VOTE

The motion was approved as follows:

AYES: Dubick, Eyster, Necker, Evans, Kortge, Gillespie, Towery (7)

NAYS: None

ABSTENTIONS: None

EXCUSED: None

Mr. Kortge suggested that Board members make themselves available to introduce Mr. Kilcoyne to various community leaders. Mr. Dubick voiced his agreement, stating that Board members should be a support system to Mr. Kilcoyne as he acclimates himself to the area. Mr. Kortge further suggested that a detailed orientation be scheduled.

Mr. Pangborn confirmed that staff are working on scheduling opportunities for Mr. Kilcoyne to meet various community organizations and business leaders.

ADJOURNMENT: Mr. Eyster adjourned the meeting at 6:06 p.m.

LANE TRANSIT DISTRICT

ATTEST:



Dean Kortge
Board Secretary



Jeanne Schapper
Clerk of the Board

Date Approved: September 21, 2011

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

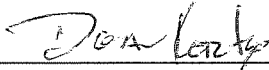
REGULAR MEETING

Wednesday, July 20, 2011


The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, July 20, 2011, at 5:30 p.m., was canceled due to a lack of agenda items requiring action.

LANE TRANSIT DISTRICT

ATTEST:



Dean Kortge
Board Secretary



Jeanne Schapper
Clerk of the Board

Date Approved: September 21, 2011

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT


REGULAR MEETING

Wednesday, August 17, 2011


The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, August 17, 2011, at 5:30 p.m., was canceled due to a lack of agenda items requiring action.

LANE TRANSIT DISTRICT

ATTEST:



Dean Kortge
Board Secretary



Jeanne Schapper
Clerk of the Board

Date Approved: September 21, 2011

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MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING
BY CONFERENCE CALL

Monday, August 29, 2011

Pursuant to notice given to *The Register-Guard* for publication on August 28, 2011, and distributed to persons on the e-mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting on Monday, August 29, 2011, beginning at 3:00 p.m., in the LTD Conference Room at 3500 East 17th Avenue, Eugene.

Present: Mike Eyster, President, presiding
Greg Evans, Vice President
Ed Necker, Treasurer
Michael Dubick
Gary Gillespie
Doris Towery
Ron Kilcoyne, General Manager
Renee Jones, Assistant to the Clerk of the Board, Minutes Recorder

Absent: Dean Kortge, Secretary

CALL TO ORDER/ROLL CALL: Mr. Eyster called the meeting to order at 3:02 p.m. and called roll. Mr. Eyster was present in the LTD conference room. Mr. Evans, Mr. Dubick, Mr. Gillespie, Mr. Necker, and Ms. Towery were present by telephone conference call.

MOTION APPROVAL OF MINUTES FROM MARCH 16, 2011, REGULAR BOARD MEETING: Mr. Necker moved approval of LTD Resolution No. 2011-020: "it is hereby resolved that the minutes of the March 16, 2011, regular Board meeting are approved as presented." Mr. Evans seconded the motion.

VOTE The resolution was approved as follows:
AYES: Dubick, Evans, Eyster, Gillespie, Necker, Towery (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Kortge

ADJOURNMENT: There was no further business, and the meeting was adjourned at 3:04 p.m.

LANE TRANSIT DISTRICT

ATTEST



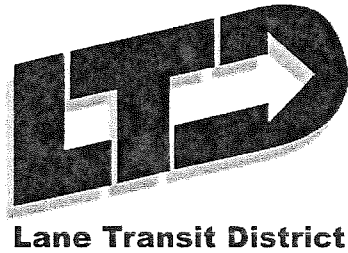
Dean Kortge
Board Secretary



Jeanne Schapper
Administrative Services Manager/
Clerk of the Board

Date Approved: September 21, 2011

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

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

**CONSENT CALENDAR ITEM:
BUDGET COMMITTEE NOMINATIONS**

September 21, 2011

Background:

The LTD Budget Committee is composed of the seven members of LTD's Board of Directors and seven community members who are nominated and approved by the Board and serve for three-year terms. The non-Board Budget Committee members must reside within the District's service boundaries, but are not required to live in the same subdistrict as the Board member making the appointment.

Board member Michael Dubick is nominating Donald Nordin to a new three-year term. This new term will expire on January 1, 2015.

The nomination form for Mr. Nordin is attached. Also attached is a list of Budget Committee members showing the term expiration date for each, as well as the nominating Board member.

Attachments:

1. List of 2011-12 Budget Committee Members
2. Nomination Form for Donald Nordin

Recommended Action:

The Board is asked to approve this nomination in the Consent Calendar presented for approval by the Board at the September 21 Board meeting.

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**LANE TRANSIT DISTRICT
BUDGET COMMITTEE MEMBERS**

(FY 2011-2012 Budget)

Note: Budget Committee members are not required to live in the same subdistrict as the nominating Board member.

SUBDISTRICT	NOMINATING BOARD MEMBER	BUDGET COMMITTEE MEMBER	TERM EXPIRES
1	Doris Towery	Dwight Collins	1/02/13
2	Michael Eyster	Warren Wong	1/01/12
3	Michael Dubick	Donald Nordin	1/01/15
4	Ed Necker	Kay Metzger	1/01/12
5	Gary Gillespie	Edward Gerdes	1/01/13
6	Greg Evans	Jon Hinds	1/01/14
7	Dean Kortge	Peter Davidson	1/01/14

A Board member whose name is in italics has been appointed since the last Budget Committee nomination in that subdistrict, and would make the next appointment in that subdistrict.



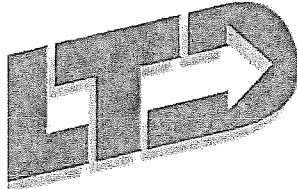
LANE TRANSIT DISTRICT
NOMINATION FOR BUDGET COMMITTEE

BUDGET COMMITTEE APPOINTMENT QUALIFICATIONS: ORS 294.336

Budget Committee: (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body. . . . (5) The appointive members of the budget committee shall be appointed for terms of three years. The terms shall be so staggered that one-third or approximately one-third of the appointive members' terms ends each year.

Board Member: Michael Dubick
Date of Nomination: September 21, 2011
Term of Budget Committee Appointment: January 1, 2012 to January 1, 2015
Approved by Board: September 21, 2011

NOMINEE'S NAME: Donald M. Nordin
Home Address: 346 Elk Drive, Cottage Grove, OR 97424
Telephone Number: 541-942-5257
Business Address: 346 Elk Drive, Cottage Grove, OR 97424
Telephone Number: 541-942-7895
PREFERRED MAILING/DELIVERY ADDRESS: 346 Elk Drive, Cottage Grove, OR 97424
Occupation: Self Employed Manufacturer
Brief statement of nominee's background that is relevant to budget committee appointment: I have served one term on the Budget Committee; therefore, I am aware of the scope and time demand and feel that I can serve within the burdens of that activity. I have been involved with citizen activism regarding public transportation since 1995, and I have educated myself about LTD operations enough to discuss them with other community members.



at your service

*Lane Transit District
P. O. Box 7070
Eugene, Oregon 97401
(541) 682-6100
Fax: (541) 682-6111*

**CONSENT CALENDAR ITEM:
RESOLUTION REAFFIRMING DISTRICT BOUNDARIES**

Prepared by Andy Vobora, Director of Service Planning, Accessibility, and Marketing
September 21, 2011

ACTION REQUESTED

Approval of resolution reaffirming District boundaries

BACKGROUND

Oregon Revised Statutes 267.207(3)(a) mandates that the boards of directors of transit districts annually determine the territory within which the system will operate. No changes are recommended to the LTD boundary for FY 2011-2012. Attached for the Board's approval, as part of the Consent Calendar for September 21, 2011, is a resolution reaffirming LTD's boundaries for the coming fiscal year.

CONSEQUENCES OF REQUESTED ACTION

The District will operate within the boundaries set forth in Ordinance No. 24 (2008 Revision).

ATTACHMENT

LTD Resolution No. 2010-021, A Resolution Reaffirming the Territory in the District Within Which the Transit System Will Operate in Accordance with Oregon Revised Statutes 267.207(3)(a)

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RESOLUTION

LANE TRANSIT DISTRICT


LTD Resolution No. 2011-021

A RESOLUTION REAFFIRMING THE TERRITORY IN THE DISTRICT
WITHIN WHICH THE TRANSIT SYSTEM WILL OPERATE IN
ACCORDANCE WITH OREGON REVISED STATUTES 267.207(3)(a)

WHEREAS, ORS 267.207(3)(a) requires that the Board of Directors of the Lane Transit District annually determine the territory in the District within which the transit system will operate;

THEREFORE, HEREBY BE IT RESOLVED, that for Fiscal Year 2011–2012, the Lane Transit District will continue to operate service within the boundaries specified in Lane Transit District Ordinance Number 24 (2008 Revision).

September 21, 2011
Date Adopted



Board President

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AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2011

ITEM TITLE: FARE POLICY UPDATE

PREPARED BY: Andy Vobora, Director of Service Planning, Accessibility, and Marketing

ACTION REQUESTED: Approve Changes to the District's Fare Policy as Presented

BACKGROUND:

The District's Fare Policy provides the framework for making decisions about specific fare pricing, and it outlines fare programs that the District offers to individuals and organizations within the community. LTD established a fare policy nearly 30 years ago to assist the Board in making pricing decisions. Surprisingly, many transit districts do not have a written fare policy.

As part of the Federal Transit Administration's (FTA) 2011 Triennial Review, LTD was asked to provide specific language that addresses how LTD reviews fare changes in light of Title VI of the 1964 Civil Rights Act. LTD's Ordinance 33 outlines the public process for hearings related to fare and service changes, and LTD's Fare Policy outlines detailed factors that are reviewed as part of proposed fare changes; however, no specific Title VI criteria is called out in the Fare Policy. LTD has complied with the required analysis when processing past fare changes; therefore, the addition of specific language around this issue will not result in new processes.

While the FTA contractors were on site, staff provided policy language to address this concern. The language satisfies the requirement, and Board adoption of the additional language will complete the process and bring the District into compliance.

Throughout the policy the Board will find minor changes related to outdated language. All changes are highlighted in track changes.

ATTACHMENT: Revised Lane Transit District Fare Policy

RESULTS OF RECOMMENDED ACTION: LTD will notify the FTA that the District's Fare Policy has been updated.

PROPOSED MOTION: LTD Resolution No. 2011-022: I move that LTD approve the 2011 revisions to the Lane Transit District Fare Policy as presented.

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Lane Transit District Fare Policy

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

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

OBJECTIVES

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

APPLICATION

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

GUIDELINES

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

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

2. *When considering changes to the fare, the Board will consider:*

- *The effects of the change on Title VI populations*
- *The inflation rate*
- *Ridership and revenue trends*

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

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

3. Increases or decreases in fares on certain transit modes or by fare payment type or payment media will be analyzed using any available information generated from ridership surveys that indicate if minority or low income riders are more likely to use the mode of service, payment type, or payment media that would be subject to the fare increase. This analysis will be summarized in a fare equity report, and staff will provide this report to the Board of Directors at a regularly scheduled Board meeting.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Fare promotions may be single day fare adjustments or longer term promotions that achieve both promotional and operational outcomes. Fare promotions have shown to be a cost-effective method of attracting new users to the system at a very low cost per trip. Surveys indicate that many of those attracted by free or reduced fares are not regular bus riders. The process to be followed in fare promotions includes an analysis of the proposal, a marketing plan for the promotion, and a post-project evaluation. The extent of the analysis, marketing plan, and evaluation would be based on the scale of the promotion. RideSource fare promotions shall be designed to transition riders to the LTD fixed route and to increase RideSource productivity.

Deleted: The provision of free EmX service is an example that meets promotional and operational outcomes. EmX customers will be able to try the system free, however the majority of regular riders will have already paid a fare before boarding an EmX vehicle. This allows the District to save a significant investment in fare machines that will become a component of the system when the second corridor comes on line. ¶

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

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

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

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

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

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

MAINTENANCE

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

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

- REVISED: 4/18/01
 3/17/04
 4/20/05
 1/18/06
 6/17/09

Fare Media Donations

OBJECTIVE

The District offers fare discounts for purposes of joint marketing promotions and to support community activities. Donations will occur in the form of fare media and gift certificates. Examples include gift certificates to local school fundraising events and the donation of bus passes to organizations. (For example, Mobility International USA, that hosts delegates who come to our community to learn about accessibility.)

APPLICATION

The following guidelines apply to all fare media donations.

PROGRAM GUIDELINES

Donations of both fare media and gift certificates will be handled through LTD Customer Services. Any community group may request a donation. The LTD Director of Service Planning, Accessibility, and Marketing or the Customer Services Supervisor will review the request and determine the benefit to the District. Upon approval, the Customer Services staff or Marketing and Communications secretary will issue a certificate or the appropriate fare media. Authorization for free fare media must be given in writing (email), by the Customer Services Supervisor or an LTD department director. Requests for fare media to be used for internal employee displays may be authorized by an LTD Marketing Representative.

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MAINTENANCE

The Service Planning, Accessibility, and Marketing Director is responsible for a semi-annual report of donations. This report will be forwarded to the LTD General Manager for review.

Fare Discounts

Private Not-for-Profit Agency Program

OBJECTIVE

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

APPLICATION

This policy applies to any private not-for-profit [IRC 501(c)(3) and IRC 501(c)(19)] agency.

PROGRAM GUIDELINES

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

MAINTENANCE

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

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

Wholesale Discounts

OBJECTIVE

The District offers private retail sales outlets and public agencies a wholesale discount on the purchase of fare media. This discount recognizes that these organizations play an important role in the distribution of fare media to LTD customers.

APPLICATION

This policy applies to all private retail outlets that LTD chooses to contract with for the sales of fare media. All public agency purchases will be issued according to the same discount structure.

PROGRAM GUIDELINES

LTD offers a 5 percent discount on the purchase of fare media for private retail sales outlets who purchase fare media for their customers. Monthly passes will be consigned.

MAINTENANCE

The Service Planning, Accessibility, and Marketing Department Director is responsible for monitoring and making recommendations for modifications to the wholesale discount program.

Adopted 2/85
Revised 6/86
Revised 6/87
Revised 2/98
Revised 2/01
Revised 1/02

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GROUP PASS PROGRAM

OBJECTIVES

A Group Pass Program is one in which the cost of transit fares is shared by a group. All persons within the group receive the transit benefit whether or not they actually use the service. The employer enters into a contract for services with LTD. In this way, the cost per person for the service is significantly reduced, and ridership within the group can be expected to increase significantly.

Group pass programs attempt to:

1. Increase ridership and ridership productivity (rides per service hour) by encouraging transit and other mode use as an alternative to drive-alone automobile use and to provide convenient, effective, and efficient public transportation services to all group pass participants;
2. Reduce parking demand, traffic congestion, and auto emissions problems in the community;
3. Maintain or increase LTD's farebox to operating cost ratio; and
4. Decrease LTD's cost per trip.

The establishment of these programs is based on the premise that increased use of transit, as a replacement to the single-occupancy vehicle, is a goal established by our community because it will provide numerous benefits. In order to meet that goal, LTD should aggressively pursue fiscally responsible programs that increase use of the bus, particularly in areas with traffic congestion, parking or air quality problems, or where there is a transportation need that can be effectively addressed with public transit.

APPLICATION

The following guidelines apply to all group pass programs established by the District.

PROGRAM GUIDELINES

Qualifying Organizations

The District will consider any organization, public or private, for a group pass program if it:

1. Consists of employees, students, or residents of a multi-unit residential facility who have an ongoing transit need that requires them to make multiple trips each week to and from a specific destination. Lane Transit District reserves the right to determine whether the transit-related needs of an organization qualify it to participate in the Group Pass Program.
2. Includes at least 10 individuals.

3. Is financially capable and legally empowered to enter into a contract with LTD and meet the financial obligations dictated by that contract. The group pass program will apply to all members in the organization.
4. LTD will consider qualifying organizations on a first-come/first-served basis, only if LTD has the service and equipment capacity to serve that organization.

Pricing

Revenue from organizations that participate in the group pass programs will be computed according to whether or not an organization contributes to the LTD payroll tax and to group size. All organizations participating in the group pass program will provide revenue that meets the following two criteria:

1. A base rate per employee per month will be levied on individuals within the organization. The base rate will be increased annually, not to exceed, the three-year rolling average of LTD cost increases. The base rates are:

Taxpayers	\$3.00 per employee per month
Non Taxpayers	\$3.50 per employee per month

 Rates effective January 1, 2002. Current rates are available in annual pricing plan summary.
2. The cost of additional service that is instituted by the District to directly respond to increased ridership resulting from the group pass program.
3. Participating Group Pass organizations shall not, in any manner or form, charge their employees, students or residents a fee for a Group Pass which is greater than the fee paid by the organization to Lane Transit District for the Group Pass without the express written consent of Lane Transit District.

Term of the Contract

Contracts will normally be for a one-year period, with annual renewals. Yearly evaluation, at a level appropriate for the size of the organization, is to be conducted of each group pass program prior to renewing the contract to determine if the pricing criteria are still being satisfied. The District reserves the right to terminate group pass contracts within the contract period.

Whenever possible, the District will seek to have the group pass programs institutionalized in order to reduce the possibility of programs becoming discontinued from one year to the next. This is obviously of greatest concern with the larger group pass programs, which require significant capital and operational investment and expenditures.

Operational Issues

Group pass participants are to have photo identification that is easily verified by the bus driver. The photo identification may be either the organization's, in which case it must have an LTD validating sticker, or issued by the District. In either case, the cost of issuing the photo identification will be borne by the organization. Participating organizations will be responsible for administering the program within their organizations.

Marketing

The District will provide trip planning assistance for the individuals of a group pass organization. Marketing of the service to individuals of a group pass organization will be conducted where it is determined to have a significant impact on ridership.

Maintenance

The Director of Service Planning, Accessibility, and Marketing is responsible for monitoring and making recommendations for modifications to this program.

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EZ Access Program

OBJECTIVE

To provide reduced fares for seniors and people with disabilities in cooperation with the Federal Transit Administration's half-fare requirements.

APPLICATION

This program applies to all qualified individuals who are eligible according to the guidelines contained in the EZ Access program.

PROGRAM GUIDELINES

LTD's EZ Access program provides free fares to customers age 65 and older, and half-price discounted bus fares to customers with disabilities.

Who qualifies for the half-fare program?

1. Medicare cardholders
2. Persons who receive Supplemental Security Income (SSI), *based on disability*, or Social Security Disability (SSD) benefits, as long as they continue to receive these benefits
3. Veterans who are disabled, who receive a determination of at least 50 percent permanent disability or a non-service connected pension as determined through the Veterans Administration
4. People who meet the Federal Transit Administration's (FTA)¹ definition of disabled: *"disabled persons means any individual who, by reason of illness, injury, age, congenital malfunction, or other permanent or temporary disability, are unable, without special facilities or special planning or design to utilize mass transportation and services as effectively as persons who are not so affected."* See page 4 for special assistance categories.

What do I need to have to show that I qualify?

Eligibility: These following proofs will qualify you for the program:

1. Medicare card
2. Official verification of age (valid driver's license, passport, State ID card)
3. Letter of Authorization that you receive Supplemental Security Income (SSI) or Social Security Disability (SSD) benefits
4. Letter of Authorization signifying eligibility for participation in programs established specifically for people with disabilities through Lane County Developmental Disabilities Services, Lane County Mental Health, Senior & Disabled Services, or Vocational Rehabilitation.
5. Verification of eligibility for local Projects for Assistance in Transition from Homelessness (PATH) or Homeless Outreach Projects and Evaluation (HOPE)
6. Verification that you receive benefits from the Veterans Administration at a 50 percent disability level or greater, or receive a disability pension from the VA

¹ FTA is a department of the United States Department of Transportation

Disability Verification: If you do not have of proof of eligibility listed, then you need to verify that your disability requires *special facilities or special planning or design to utilize mass transportation* by completing the section (page 2) of the application.

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MAINTENANCE

The Accessible Services Manager is responsible for monitoring and making recommendations for modifications to the half-fare program.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2011

ITEM TITLE: LTD TO SIGN APTA'S SUSTAINABILITY COMMITMENT

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: LTD to Become a Signatory to the APTA Sustainability Commitment

BACKGROUND:

In 2007 APTA began a program in which members would commit to adopting and maintaining sustainable practices within their organization. APTA's definition of sustainable is preserving the environment, being socially responsible, and maintaining economic viability with an overall positive contribution to the quality of life in the communities served. LTD has been a leader in this area. By becoming a signatory, LTD can receive recognition for these efforts and use this participation as impetus to focus on making further progress in sustainability in all areas of the organization.

Staff recommend that the Board authorize LTD to become a signatory of APTA's sustainability commitment.

ATTACHMENT: The APTA Sustainability Commitment
Signatory Application

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2011-023: It is hereby resolved that the LTD Board of Directors authorize LTD to become a signatory to APTA's Sustainability Commitment.

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The APTA Sustainability Commitment

Sustainability, preserving the environment, being socially responsible and maintaining economic viability, with an overall contribution to quality of life, is integral to what we do and what we provide as the public transportation industry. Many APTA members have already made sustainability a strategic objective and have made great strides to increase the sustainability of their own organizations, in great part as a way to become more resource efficient, engage more with employees and customers and grow ridership, market share and funding support. And the drive towards sustainability is increasing as issues such as climate change, energy independence, preservation of resources and quality of life rise to the forefront in the public and political arenas.

The APTA sustainability commitment aims to give APTA members credit for the efforts they are already making as well as support those who are taking first steps. The commitment sets out common sustainability principles, an action plan and a course for progress. The commitment also supports the exchange of good practice and aims to mark the achievements in sustainability the public transportation industry is making overall. Through the commitment, the public transportation industry is demonstrating its significant contribution to and measurable leadership on sustainability.

All APTA members, whether from the public or private sectors, are eligible to sign the APTA sustainability commitment on a voluntary basis. APTA members who sign on commit to putting core internal processes and actions into place which set the basis for continuous improvement on environmental, social and economic sustainability. Signatories can obtain higher recognition levels of the commitment by achieving additional actions, putting long-term processes into place and attaining reduction targets for a series of set indicators.



Core commitment

Signing on to the APTA sustainability commitment means your organization aims to achieve a series of core principles. The core principles set the minimum actions which APTA members must take to demonstrate that they are serious about sustainability and are set up for success. The core principles also allow for establishing a baseline for reduction targets and long-term stretch goals. The core principles are outlined below and will be the entry-level commitment for all signatories. Commitment signatories are asked to measure and communicate on the results of the actions they have taken on an annual basis.

The core principles:

1. Making sustainability a part of your organization's strategic objectives
2. Identifying a sustainability champion within the organization coupled with the proper human and/or financial resources and mandates
3. Establishing an outreach program (awareness-raising and education) on sustainability for all staff of your organization
4. Undertaking a sustainability inventory of your organization. A list of indicators has been established below, outlining what needs to be measured and for which a baseline year needs to be determined based on data availability¹:
 - a. For Transit Agencies:
 - water usage* per unlinked passenger trip and vehicle revenue mile
 - criteria air pollutant emissions* and water pollutant discharge per unlinked passenger trip and vehicle revenue mile
 - GHG emissions and GHG savings per unlinked passenger trip and vehicle revenue mile²
 - energy use (electricity, fuel) per unlinked passenger trip and vehicle revenue mile
 - recycling levels/waste* per unlinked passenger trip and vehicle revenue mile
 - operating expense per unlinked passenger trip and vehicle revenue mile
 - unlinked passenger trips per capita in service area of operation
 - VMT per capita in service area of operation

*Techniques for measuring these indicators are still emerging and signatories are asked to make their best efforts.

¹ APTA members that have been measuring and managing certain indicators above prior to signing the commitment will be able to set their own baseline year in function of the year they started measuring and managing for improvements.

² An APTA Recommended Practice for measuring GHG emissions for transit agencies was published in September 2009 and is available at www.apta.com/sustainability

b. For Business Members and other non-operating APTA members*:

- water usage per employee or per unit of production
- criteria air pollutant emissions per employee or per unit of production
- GHG emissions per employee or per unit of production
- energy use (electricity, fuel) per employee or per unit of production
- recycling levels/waste per employee or per unit of production

* Justification must be provided for any indicator which cannot be measured and alternative policies or programs must be proposed which are aimed at achieving reductions.



Recognition levels

Signatories can apply for further recognition for their achievements on sustainability and make further commitments, six months following the signing of the core commitment. The recognition levels are defined as Bronze, Silver, Gold or Platinum and are outlined below. Signatories may choose to move up levels as they achieve their goals. Over time, as APTA members make progress in the achievement of their sustainability goals, it is expected additional recognition levels will be added.

Elements of the recognition levels

Action items are additional sustainability achievements made in the short- to medium-term (1-3 years) in operation, maintenance and capital, products and services and in education and outreach with a view to achieving economic, environmental and social sustainability objectives. The higher the recognition level aimed for, the more action items which need to be achieved. Examples are outlined in **appendix 1**.

Stretch goals are additional longer-term programmatic and process goals (4-6 years) that challenge the organizations committed to silver, gold or platinum status to make a very significant difference in the way they function in view of meeting sustainability criteria. Examples of stretch goals are outlined in **appendix 2**.

For each recognition level, increasingly ambitious **reduction targets** are set for key indicators based on baseline measurements made as part of the minimum requirements for adhering to the APTA sustainability commitment.

Examples of reduction targets:

- Reduce your organization's carbon footprint in terms of emissions per unlinked passenger trip and vehicle revenue mile or per employee by __ percent over baseline year 20__ by 20__

Recognition levels³

- **Bronze:** pre-requisite that core principles adhered to and 5 action items have been achieved and a commitment to achieving 5 additional items and reduction targets of 2 percent over baseline within 2 years*
- **Silver:** pre-requisite that core principles adhered to, 10 action items and reduction targets of 2 percent over baseline have been achieved for at least 2 indicators and commitment to achieving an additional 10 action items, reduction targets of 5 percent over baseline for at least 2 indicators and a 2 % reduction for another 2 indicators as well as 3 stretch goals within 3 years*
- **Gold:** pre-requisite that core principles adhered to, 20 action items and reduction targets of 5 percent over baseline have been achieved for at least 2 indicators and a 2 % reduction for another 2 indicators and 3 stretch goals have been met; a commitment to achieve an additional 20 action items, reduction targets of 10 percent over baseline for at least 2 indicators, a 5% reduction for an additional 2 indicators and a 2% reduction for outstanding indicators and 3 additional stretch goals within 3 years*
- **Platinum:** pre-requisite that core principles adhered to, 40 action items have been achieved as well as a 10 percent reduction target over baseline for at least 2 indicators, a 5% reduction for an additional 2 indicators and a 2% reduction for outstanding indicators and 6 stretch goals; a commitment to achieve a minimum 20 percent reduction target over baseline for at least 2 indicators, a 10% reduction for an additional 2 indicators and a 5% reduction for outstanding indicators and 3 additional stretch goals within 6 years*

	Core principles	Action items		Reductions per indicator		Stretch goals	
	Require	Require	Commit to	Require	Commit to	Require	Commit to
Bronze	√	5 √	+5		2 at 2%		
Silver	√	10 √	+10	2 at 2% √	5% at 2 +2% at 2		3
Gold	√	20 √	+20	2 at 5% √ 2 at 2% √	2 at 10% 2 at 5% +all other at 2%	3 √	+3
Platinum	√	40 √		2 at 10% √ 2 at 5% √ all other at 2%√	2 at 20% 2 at 10% +all other at 5%	6 √	+3

³ To enter recognition levels, signatories must show they are maintaining an effective environmental compliance program (e.g., proactive handling of environmental requirements; compliance auditing; system for corrective action and continuous improvement).

APPENDIX 1

Examples of short to medium-term action items

a) Operations, maintenance and capital (internal process and policy driven)

- Initiate an ISO 14001, EMS and/or SMS process
- Put in place procurement methods that require (or favor) sustainable practices for at least one product line or area
 - Identify and purchase office supplies that make use of recycled products or have other environmentally-friendly attributes
- Locate future offices in urban centers with good transit accessibility.
- Use sustainable practices in the operations and maintenance of organizations and transit systems:
 - Carry out a system-wide energy and/or resource-use audit and a waste stream audit
 - Purchase Renewable Energy Credits (RECs) for one or more sites
 - Reduce water usage in at least one facility/office
 - Reduce hazardous waste and chemical usage in all agency facilities
 - Have a mobility plan for your organization and offer transit passes as part of employee benefits
 - Set a minimum recycling policy
 - Establish a composting system where possible
 - Establish policies for reducing paper use.
 - Reduce carbon footprint of meetings e.g. establishing collaborative sites and email distribution of documents as part of a paper-reduction policy
 - Establish a reduced idling policy to minimize fuel consumption
 - Optimize employee travel by the use of tele-conferencing equipment, transit ridership, cycling and walking and car-pooling and other sustainable options
 - Establish a travel policy focused on sustainability, encouraging the reduction of carbon emissions and air pollutants associated with air travel
 - Incentivize employee commuting emissions reductions, establish policies for encouraging employee transit use and carpooling.
- Integrate sustainability into system and facilities design and construction:
 - Use green building principles for one new construction project or the adaptation of old infrastructure
 - Build in photovoltaics and/or green roofs at at least one agency/company building
 - Make contracting with DBE firms part of the design and construction policy
 - Adopt an energy efficient appliance purchasing policy and other sustainable office equipment and supplies
 - Establish a program to continuously green the vehicle fleet
 - Put energy-efficient lighting into all facilities and motion sensors where appropriate

- Put in place glazed/tinted exterior windows at one or several facilities
- Put in place a storm water management system
- update HVAC systems with more energy efficient equipment

b) Products and services (services or products that are externally based)

- Establish new energy efficiency targets for key products
- Investigate how to quantify, measure, and determine the carbon footprint for each product produced.
- Improve sustainability performance of key products
- Work systematically with customers to establish more sustainable processes and products
- Put in place a service(s) to help customers become more sustainable themselves
- Expand programs for populations with few transportation options, such as free passes for low-income school kids
- Use sustainable practices in project planning, development and implementation:
 - Integrate transport and land-use decision-making in all project development
 - Establish a comprehensive stakeholder engagement process for a new project
 - Put in place targets for costs savings from use of recycled materials/energy efficiency measures in all new projects
 - Establish a “sustainable proposals” policy (e.g. proposals for bids sent in on 100 percent recyclable paper, double-sided, only one hard copy, maximum set for amount of pages etc.)
 - Ensure all system offices/stations/facilities are in areas zoned for compact, mixed-use development with good transit accessibility
 - Put in place sustainability criteria in specifications for all new projects

c) Education and outreach

- Initiate training for employees on sustainability overall and/or on EMS (Environmental Management Systems), SMS (Sustainable Management Systems) and/or ISO 14001 practices
- Put sustainability on the agenda of regular staff meetings
- Establish resources and tools for use by employees, clients and the community on what sustainability means and how it can be achieved
- Establish an in-house knowledge management system on sustainability
- Put in place a regular internal reporting system on the progress of sustainability initiatives
- Establish an employee green team(s) or other formal programs for employee input coordination/engagement in the organization’s sustainability program
- Put in place partnerships which can allow for resource exchange to achieve sustainability
- Establish an employee recognition program for contributions to the organization’s sustainability efforts
- Put in place a sustainability hotline for employees and the general public

- Integrate sustainability into leadership development and recruiting
- Establish a strong collaboration with your MPO to exert influence on achieving more sustainable modal splits in your area of service
- Participate in region-wide sustainability planning

APPENDIX 2

Examples of stretch goals

- ❑ Establish a comprehensive measuring and reporting process on targets set, progress made, results achieved which is disseminated both internally within the organization as well as externally, available to all interested stakeholders, including the publication of an annual sustainability report
- ❑ Establish an organization-wide policy and action plan which covers economic, social and environmental sustainability
- ❑ Ensure all new construction meets LEED-like principles and bring existing construction into line
- ❑ Implement EMS, SMS and/or ISO 14001 standards
- ❑ Put in place an sustainable procurement policy and/or supply-chain policy which is based on comprehensive sustainability principles
- ❑ Develop in conjunction with your MPO an integrated transit/land use plan to reduce the acres of developed land/capita in your community and thereby reductions in VMT
- ❑ Obtain 3rd party verification of measurements and reductions
- ❑ Become viewed as a sustainability leader in one's community or areas where can play an active role in the community through established community programs
- ❑ Establish a Chief Sustainability Officer or equivalent post in your organization
- ❑ Establish a climate action plan for your organization
- ❑ Obtain "green business" certification of all corporate offices (where available)
- ❑ Establish policy to hold a regular and rigorous program of internal study/presentations into sustainable building and transit technologies.
- ❑ Achieve carbon neutrality and/or have a carbon neutral policy.
- ❑ Become a paperless office



**SIGNATORY APPLICATION
The APTA Sustainability Commitment**

My organization, Lane Transit District

a member of the American Public Transportation Association (APTA), agrees to adhere to the core principles of the APTA Sustainability Commitment, as follows:

1. making sustainability a part of my organization's strategic objectives
2. identifying a sustainability champion within my organization coupled with the proper human and/or financial resources and mandates
3. establishing an outreach program (awareness-raising and education) on sustainability for all staff of my organization
4. establishing a base-line measurement for my organization of the following indicators:
 - water usage
 - criteria air pollutants and water pollutant discharge*
 - GHG emissions (and GHG savings*)
 - energy use (electricity, fuel)
 - recycling levels/waste
 - operating expense* per unlinked passenger trip and vehicle revenue mile
 - unlinked passenger trips* per capita in service area of operation
 - VMT* per capita in service area of operation

** applicable to transit agencies only*

Within one year of signing, my organization will give a progress report of steps made to achieve the core principles.

Name and position of person empowered to sign on behalf of organization:

Mike Eyster, LTD Board President michael.eyster@ltd.org

Signature and date:  Sept 21, 2011

Key contact person (if different from above): Ron Kilcoyne, LTD General Manager

Contact information (email, phone): ron.kilcoyne@ltd.org 541-682-6100

JONES Renee

To: Petra Mollet
Subject: FW: APTA Sustainability Commitment
Attachments: Signed APTA Sustainability Application.pdf

Petra:

At our Board meeting last night, LTD Board members approved and signed the Sustainability Commitment Application. At the bottom of the form, it says, "Please send application forms..." I believe we only received one form, which is attached. Are there any other forms to fill out?

Thanks!

Renee Jones
Administrative Secretary
Lane Transit District
"The Best Way to Connect"
(541) 682-6109
renee.jones@ltd.org



AGENDA ITEM SUMMARY

DATE: September 21, 2011

ITEM TITLE: SALARIED EMPLOYEES' RETIREMENT PLAN ADOPTION

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

ACTION REQUESTED: Adoption of plan effective January 1, 2012

BACKGROUND:

The Board Human Resources Committee has been designing a new retirement plan that would apply to all administrative employees hired on or after January 1, 2012. Discussions began in February 2011. At the Board's work session on September 12, plan attorney Everett Moreland and Mary Adams reviewed a draft plan. The Board approved the plan's components as presented in summary and draft plan documents. Attorney Moreland has completed the draft plan based on the Board's input, and it is contained in this packet. At this meeting, the Board will be asked to adopt the plan.

The plan will require the District to contribute up to 9 percent of a person's wages toward the cost of a retirement benefit for all administrative employees hired on or after January 1, 2012. The plan will contain a defined contribution benefit and a matching account that provides a 50 percent District match for up to 6 percent of an employee's voluntary contribution. The intent of this new plan is to reduce the long-term cost of the retirement benefit for LTD's administrative employees.

ATTACHMENT:

- 1) First Amendment to the 2011 Restatement of the LTD Salaried Employees' Retirement Plan
- 2) First Amendment to the Trust Agreement

PROPOSED MOTION: LTD Resolution No. 2011-024: It is hereby resolved that the Lane Transit District Salaried Employees' Retirement Plan, as drafted and attached for September 21, 2011, is adopted as presented.

Q:\Reference\Board Packet\2011\09\Reg Mtg 9-21-11\Salaried Employees' Retirement Plan Adoption agensum .docx\

FIRST AMENDMENT TO THE 2011 RESTATEMENT OF THE
LANE TRANSIT DISTRICT SALARIED EMPLOYEES' RETIREMENT PLAN

Effective January 1, 2012, the 2011 Restatement of the LANE TRANSIT DISTRICT SALARIED EMPLOYEES' RETIREMENT PLAN is amended as follows:

Amendment establishing the LANE TRANSIT DISTRICT SALARIED EMPLOYEES' DEFINED CONTRIBUTION PROGRAM

1. Appendix A of this First Amendment is added to the 2011 Restatement as Appendix A.

References to Plan Sections

2. References in sections 3 through 36 of this First Amendment to a "Plan Section" or "Plan Sections" are to a section or sections of the part of the 2011 Restatement preceding Appendix A.

Amendments coordinating the other Plan provisions with the establishment of the LANE TRANSIT DISTRICT SALARIED EMPLOYEES' DEFINED CONTRIBUTION PROGRAM

3. Plan Section 1.10 (defining Final Average Annual Salary) is amended to add to the end thereof:

Despite any contrary provision of this Plan, including without limitation this Section 1.10 and Section 7.5 (about employment after retirement), Final Average Annual Salary does not include Compensation earned on or after the first date the individual became an Eligible Participant as defined in the first sentence of Program Section 2.7. in Appendix A.

4. a. Plan Section 1.11 is amended to read:

1.11 "Fund" - All property held from time to time by the Trustee pursuant to the Trust or held for this Plan in one or more annuity contracts (as defined in IRC Section 401(g) and described in IRC Section 401(f)) issued by an insurance company qualified to do business in Oregon or custodial accounts described in IRC Section 401(f). For purposes of this Section 1.11:

(A) The term "annuity contract" does not include a life, health or accident, property, casualty, or liability insurance contract;

(B) The custodian of any custodial account for this Plan must be a bank, as described in Treasury Regulation Section 1.401(f)-1(b)(1)(ii) or other applicable Treasury regulations, or a person who meets the nonbank trustee requirements under Treasury Regulation Section 1.401(f)-1(b)(1)(ii) or other applicable Treasury regulations; and

(C) Any such annuity contract or custodial account must be established pursuant to a valid written agreement, and the terms of the contract or account must make it impossible, prior to the satisfaction of all liabilities with respect to participants and

beneficiaries under this Plan, for any part of the assets and income of the contract or account to be used for, or diverted to, any purpose other than for the exclusive benefit of participants and beneficiaries under this Plan.

- b. In Plan Sections 4.1, X, 14.4.2.(J), 14.5.2, and 15.2, "Trust" is changed to "Fund" each place "Trust" appears after implementing the changes in section 17.b of this First Amendment.
 - c. In Plan Section 14.4.2, "fund" is changed to "Fund".
 - d. In Plan Section 14.4.2(G), "held in trust under the Plan" is changed to "held in the Fund".
 - e. In Plan Section 16.4, "pension trust fund" is changed to "Fund".
5. Plan Section III (about membership) is amended to add as a separate paragraph immediately before Plan Section 3.1:

Limitation on this Section III and other Plan sections. Despite any contrary provision of this Plan, including without limitation this Section III, Section 5.4, and Section 8.8, no Employee who is or has been an Eligible Participant as defined in the first sentence of Program Section 2.7. in Appendix A may become a Member, or resume membership in this Plan, after December 31, 2011, and no Employee may become a Member after January 1, 2012.

6. Plan Section 4.2 is amended to read:

4.2 Despite any contrary provision in this Plan, at no time will any assets of the Fund revert to or be recoverable by Employer or be used for or diverted to purposes other than for the exclusive benefit of participants and beneficiaries under this Plan and defraying reasonable expenses of administering this Plan (but such assets attributable to the part of this Plan that is a defined benefit plan may not be used for or diverted to the part of this Plan that is a profit sharing plan, and such assets attributable to the part of this Plan that is a profit sharing plan may not be used for or diverted to the part of this Plan that is a defined benefit plan), except that (A) after termination of the part of this Plan that is a defined benefit plan, any assets of the Fund attributable to such part that are due to an actuarial surplus and are in excess of the amount required to fully satisfy Plan liabilities with respect to such part may be returned to Employer, (B) after termination of the part of this Plan that is a profit sharing plan, any assets forfeited under Program Section 4.6. or 4.7. in Appendix A and not used as described in Program Section 4.6. in Appendix A may be returned to Employer, and (C) any contribution made because of a mistake of fact may be returned to Employer within one year of its payment by Employer.

7. Plan Section V (about Benefit Credits and Vesting Credits) is amended to add as a separate paragraph immediately before Plan Section 5.1:

Limitation on this Section V and other Plan sections. Despite any contrary provision of this Plan, including without limitation this Section V, Section 5.4, and Section 8.8, no Employee who is or has been an Eligible Participant as defined in the first sentence of Program Section 2.7. in Appendix A may be credited with any whole or partial Benefit Credit or any Vesting Credit, or have

any whole or partial Benefit Credit or any Vesting Credit reinstated, on or after the first date the Employee became an Eligible Employee as so defined.

8. Plan Section 6.1.4 is amended to read:

6.1.4 Forfeitures arising from termination of employment or death or for any other reason will not be applied to increase the benefits any Member would otherwise receive under this Plan. The amounts forfeited will be used as soon as possible to pay expenses of administering this Plan with respect to Part 1 Benefits (including the Trust with respect to Part 1 Benefits) and to reduce Employer's contributions under Section IV.

9. a. The second sentence of Plan Section 8.8 (the sentence beginning "Such payment may be made . . .") and Plan Sections 8.8(A) and (B) are replaced by:

Such payment may be made as soon as practicable after termination of employment and will be made subject to the following conditions:

(A) The former Member's Benefit Credits and Vesting Credits will be forfeited.

(B) Upon reemployment with Employer before January 1, 2012:

(1) The former Member will resume membership in this Plan as if no termination had occurred, and the former Member's Benefit Credits and Vesting Credits will be reinstated, if the former Member (a) was fully vested in the Member's Benefit Credits or (b) resumes employment with Employer before a Break in Service; and

(2) Section 5.4 will apply if the former Member was not fully vested in the Member's Benefit Credits and resumes employment with Employer after a Break in Service.

(C) Upon reemployment with Employer after December 31, 2011, the former Member will not resume membership in this Plan and the former Member's forfeited Benefit Credits and Vesting Credits will not be reinstated.

b. In Plan Section 3.2:

"Section 8.8(A)" is changed to "Section 8.8(B)(1)"; and
"participation" is changed to "membership".

10. Plan Section IX (about disability benefits) is amended to add as a separate paragraph immediately before Plan Section 9.1:

Limitation on this Section IX and other Plan sections. Despite any contrary provision of this Plan, including without limitation this Section IX, no Employee who is or has been an Eligible Participant as defined in the first sentence of Program Section 2.7. in Appendix A may become eligible for disability benefits under this Section IX.

11. The part of Plan Section 13.2.5 before Plan Section 13.2.5(A) is amended to read:

13.2.5 For periods beginning before a Member's or Inactive Member's permanent termination of employment with Employer, the amounts payable to the Member's alternate payee with respect to the Member's Part 1 Benefits will be determined:

12. The part of Plan Section 14.4.2 before Plan Section 14.4.2(E) is amended to read:

14.4.2 The Trustees have all powers necessary to supervise the administration of this Plan and to control its operation in accordance with its terms, including but not limited to discretionary authority:

(A) To grant or deny benefits under this Plan, to construe and interpret this Plan and all documents governing this Plan, and to decide all questions of fact and law under this Plan or in connection with the administration or operation of this Plan. The intended broad scope of this Section 14.4.2(A) is not limited by the Trustees' discretionary authorities in Sections 14.4.2(B), (C), and (D).

(B) To determine all considerations affecting the eligibility of any employee to be or become a Member of this Plan, to be or become an Eligible Participant as defined in Program Section 2.7. in Appendix A, or to be or become eligible for the contributions required by Section 10.1, allowed by Section 10.2, or allowed by the LANE TRANSIT DISTRICT SALARIED EMPLOYEES' DEFINED CONTRIBUTION PROGRAM in Appendix A or for the allocation of forfeitures under the LANE TRANSIT DISTRICT SALARIED EMPLOYEES' DEFINED CONTRIBUTION PROGRAM in Appendix A.

(C) To determine the Benefit Credits and Vesting Credits of any Member or Inactive Member, to determine the Years of Vesting Service of any Participant in the LANE TRANSIT DISTRICT SALARIED EMPLOYEES' DEFINED CONTRIBUTION PROGRAM in Appendix A, and to compute the amount of retirement allowance, disability benefit, benefits under Section X, and benefits under the LANE TRANSIT DISTRICT SALARIED EMPLOYEES' DEFINED CONTRIBUTION PROGRAM due any person.

(D) To authorize and direct the disbursement of retirement allowances, disability benefits, benefits under Section X, and benefits under the LANE TRANSIT DISTRICT SALARIED EMPLOYEES' DEFINED CONTRIBUTION PROGRAM in Appendix A.

13. In Plan Section 15.2, "Section X" is changed to "Section X or Program Section 3. in Appendix A".

14. Plan Section 15.3(C)(1) is amended to read:

(1) Benefits derived from Employer Contribution Accounts, Voluntary Contribution Accounts, Discretionary Accounts (as defined in Program Section 2.5. in Appendix A), and Matching Accounts (as defined in Program Section 2.13. in Appendix A).

15. Plan Section 15.4 is amended to read:

15.4 This Plan, except Section 15.3(A) above, may be amended by Employer, acting through its Board of Directors or General Manager, at any time and from time to time, but the General Manager may not restrict the Board of Directors' authority to amend this Plan and will notify the Board of Directors of any amendment adopted by the General Manager.

16. Plan Section 16.7 is amended to read:

16.7 Interest will not be paid on any amount of retirement benefit provided under Section VIII or disability benefit provided under Section IX that is paid after the date as of which it is to be paid under this Plan if the amount is paid as soon as administratively practicable after such date, taking into account any delay caused by the person entitled to the payment, any inability to locate such person, and any uncertainty regarding the identity of such person or the amount to be paid. Where interest is payable on such a benefit, it will be paid at the rate specified in Section 1.1.

Housekeeping and clarifying amendments

17. a. In the first sentence on page 1 of the part of 2011 Restatement preceding Appendix A (above the RECITALS AND EFFECTIVE DATES section), "('this Plan' or 'the Plan')" is changed to "(this Plan)".

- b. Each place the term appears in the part of the 2011 Restatement preceding Appendix A:

"the Plan and Trust" is changed to "this Plan and the Trust";

"the Plan or Trust" is changed to "this Plan or the Trust";

"the Plan office" is changed to "this Plan's office";

"The Plan" where not immediately followed by "Year" is changed to "This Plan";

After implementing the above changes in this section 17.b and where not immediately followed by "Year" or "Administrator", "the Plan" is changed to "this Plan";

"Trust Fund" is changed to "Fund";

"contingent annuitant" is changed to "joint annuitant";

"administratively feasible" is changed to "administratively practicable";

"the Employer" where not immediately followed by "Contribution" is changed to "Employer"; and

"individuals" is changed to "individual's".

18. Plan Section 1.2 is amended to read:

1.2 "Beneficiary" - Where this Plan provides for payment under Section VIII (about Part 1 retirement benefits) or Section X (about Part 2 Contributions and Benefits) to a Member's or Inactive Member's Beneficiary after the Member's death, the Beneficiary for that payment is the person or persons named by the Member, in accordance with procedures established or approved by the Trustee, as the Member's beneficiary under this Plan for that payment. For purposes of the preceding sentence, an individual named as the Member's joint annuitant is not thereby named as the Member's beneficiary under this Plan. The person or persons named as a Member's beneficiary under

this Plan for payments under either Section VIII or Section X are not thereby named as the Member's beneficiary under this Plan for payments under the other of such sections. For example, the person or persons named as a Member's beneficiary under this Plan for payments under Section VIII are not thereby named as the Member's beneficiary under this Plan for payments under Section X.

1.2.1 If at a Member's or Inactive Member's death the Member has not named a beneficiary under this Plan for a payment, or if no such beneficiary named by the Member survives the Member, the Member's Beneficiary for that payment will be the following default beneficiary or beneficiaries:

(A) The default beneficiary or beneficiaries, if any, indicated on the form, if any, last filed by the Member, in accordance with procedures established or approved by the Trustee, to name the Member's beneficiary under this Plan for that payment.

(B) If there is no default beneficiary under Section 1.2.1(A), the Member's surviving Spouse or, if there is no such surviving Spouse, the Member's surviving Domestic Partner or, if there is no such surviving Spouse and no such surviving Domestic Partner, the Member's estate; but if the amount so payable to the Member's estate is less than \$5,000 and the Trustee has not received notice of the appointment of an executor or administrator of the Member's estate, payment may be made to the Member's children in equal shares who survive the Member or, if there is no such surviving child, to the Member's siblings in equal shares who survive the Member.

1.2.2 An alternate payee may name a beneficiary or beneficiaries to receive payment of the alternate payee's benefits under Section VIII or Section X after the alternate payee's death. Section 1.2.1 applies to an alternate payee by treating the alternate payee as a Member. The principals of the part of this Section 1.2 preceding Section 1.2.1 apply to an alternate payee. If a decree, order, or agreement requiring payment of an amount to an alternate payee under the provisions of ORS 237.600 satisfies the requirements of Section 13.2.3 and specifies the alternate payee's beneficiary or beneficiaries to receive payment of the alternate payee's benefits under Section VIII or Section X after the alternate payee's death, the alternate payee's benefits under such section at the alternate payee's death will be paid to such beneficiary or beneficiaries.

19. Plan Section 1.19 is amended to read:

1.19 "Plan" - The Lane Transit District Salaried Employees' Retirement Plan.

20. Plan Sections 1.21 through 1.26 are replaced by the following Plan Sections 1.21 through 1.28:

1.21 "Salaried Employee" - An administrative Employee, not including an Employee in a collective bargaining unit of Employees.

1.22 "Service" - Employment by Employer in the classification of Employees eligible for membership in this Plan as provided in Section III or in the Lane Transit District and Amalgamated Transit Union, Local No. 757 Pension Trust.

1.23 "Spouse" - A person of the opposite sex to whom the Member, Inactive Member, or alternate payee is Married.

1.24 "Trust" - The Trust under the Trust Agreement.

1.25 "Trust Agreement" - That certain Trust Agreement dated June 1, 1978, as restated effective August 18, 1999, and as hereafter amended or restated.

1.26 "Trustee" - The Trustees under the Trust Agreement and, as provided in Section XIV, the administrator of this Plan. "The Trustee" and "Trustees" mean all the Trustees.

1.27 "Valuation Date" - The last day of the Plan Year, each day on which the New York Stock Exchange is open for trading, and such other date or dates as may be designated by the Trustee.

1.28 "Vesting Credits" - Credits for Service rendered by a Member or Inactive Member as an Employee, calculated pursuant to Section V for purposes of determining a Member's vested interest in the Member's Benefit Credits.

21. a. In the part of the 2011 Restatement preceding Appendix A, "salaried" is changed to "Salaried" each place "salaried" appears immediately before "Employee", "Employees", or "Employee's".
 - b. In Plan Section 3.1, "salaried employment" is changed to "becoming a Salaried Employee".
 - c. In Plan Section 3.2, "salaried employment" is changed to "being a Salaried Employee".
 - d. In Plan Section 5.5, "salaried status" is changed to "Salaried Employee status" each place "salaried status" appears.
22. In Plan Section 3.2, "Service requirements at Section 3.1 above" is changed to "service requirements in Section 3.1 above".
23. In Plan Section 3.4, "ORS 236.620(2)" is changed to "ORS 236.620" each place "ORS 236.620(2)" appears.
24. Plan Section 8.7 is amended to read:

8.7 Missing Person Forfeiture and Reinstatement. Despite Section 6.1, a Member's vested retirement benefit attributable to Benefit Credits will be forfeited within 23 months after the date the Member's benefit is payable to any person under this Plan if the payment cannot be made because the identity or whereabouts of the person cannot be determined. The Trustee's determination of when the payment cannot be made will be final. If after the forfeiture the person entitled makes a claim to the Trustee for the payment, the amount of the forfeiture will be reinstated and the payment will be made to the person, without interest.

25. Plan Section 10.1.1 is amended to read:

10.1.1 For each payroll period of Employer in which an Employee is a Member (and not an Inactive Member) and eligible for the contributions required by this Section 10.1, Employer will contribute to the Member's Employer Contribution Account 6% of the Member's

Compensation for the payroll period, as soon as administratively practicable after the last day of the payroll period.

26. Section 10.3.3 is amended to read:

10.3.3 The Trustee may cause written (including electronic) reports of the status of each Member's, Inactive Member's, and alternate payee's Employer Contribution Account and Voluntary Contribution Account to be furnished to the Member or alternate payee (or Beneficiary after the Member's or alternate payee's death). Within 30 days after receiving such a report a Member, Inactive Member, alternate payee, or Beneficiary must inform the Trustee in writing of any error in the report, in a manner that identifies the error. The Member, Inactive Member, alternate payee, or Beneficiary will suffer any loss resulting from failing to so inform the Trustee if by reason of the failure the Trustee is unable to cause the provider of the investment arrangement with respect to which the error was made to correct the error at the provider's sole expense.

27. Plan Section 10.3.4 is amended to read:

10.3.4 The following adjustments will be made in these Accounts:

(A) Contributions to a Member's Employer Contribution Account will be made to the Fund and will be credited to the Account when added to the Account.

(B) Contributions to a Member's Voluntary Contribution Account will be made to the Fund and will be credited to the Account when added to the Account.

(C) As of each Valuation Date the Trustee will cause the assets of the Fund in which Employer Contribution Accounts and Voluntary Contribution Accounts are invested to be valued at the then current fair market value using customary methods of valuation and sources of information. The Trustee will incur no liability for any valuation made in good faith.

(D) As of each Valuation Date the Trustee will cause to be allocated to each of the Employer Contribution Accounts and Voluntary Contribution Accounts the following items occurring with respect to the interest of the Account in the fund or funds in which the Account is invested:

(1) The net income or net loss of the fund or funds accrued or actually realized or suffered since the last Valuation Date.

(2) The unrealized net increase or net decrease in the fair market value of the assets of the fund or funds since the last Valuation Date.

(E) As of the last Valuation Date of each Plan Year and as of such additional Valuation Dates as the Trustee from time to time determines, the Trustee will cause to be allocated among the Employer Contribution Accounts and Voluntary Contribution Accounts the expenses of administering this Plan with respect to Part 2 Contributions and Benefits (including the expenses of the Trustee with respect to Part 2 Contributions and Benefits) since the last such Valuation Date that are not paid by Employer, that the Trustee determines are properly chargeable to such Accounts, and that have not been and will not be allocated to the Accounts under the procedures of the investments in which the fund or funds are held.

This allocation will be made in the ratio that the balance of each Account at the Valuation Date bears to the balance of all Accounts at the Valuation Date, except that:

(1) Any such amount that the Trustee determines is chargeable to only Employer Contribution Accounts, or only Voluntary Contribution Accounts, will be charged to only such Accounts, and this allocation will be made in the ratio that the balance of each such Account at the Valuation Date bears to the balance of all such Accounts at the Valuation Date; and

(2) Any such amount that the Trustee determines is chargeable to only the Employer Contribution Account or Voluntary Contribution Account, or both such Accounts or a portion of such an Account or Accounts, of a particular Member, Inactive Member, or alternate payee will be charged to only such Account or Accounts or portion.

28. Plan Section 10.4 is amended to add immediately after the first sentence¹ after the caption:

The Trustee shall not be liable for any loss resulting from investments made as so directed.

29. In Plan Section 10.4, "until the alternate payee directs the investment of such assigned portion" is changed to "until the alternate payee or the alternate payee's beneficiary directs the investment of such assigned portion".

30. Plan Section 10.5.3(E) is amended to read:

(E) A Distributee may also elect to have any portion of an Eligible Rollover Distribution paid directly to an Eligible Retirement Plan specified by the Distributee in a Direct Rollover to the extent provided in Section 8.9.

31. Plan Section 10.5.4. is amended to read:

10.5.4 If a Member's Employer Contribution Account or Voluntary Contribution Account is withdrawn or distributed, the Account will be valued as of the Valuation Date designated by the Trustee.

32. In Plan Section 10.5.6., "no later that" is changed to "no later than".

33. Plan Section 10.6 is amended to read:

10.6 Missing Person Forfeiture and Reinstatement. Despite Section 6.2, a Member's or alternate payee's Employer Contribution Account and Voluntary Contribution Account, or a portion thereof, will be forfeited within 23 months after the date the Accounts or portion are payable to any person under this Plan if the payment cannot be made because the identity or

¹That first sentence begins: "Each Member, Inactive Member, alternate payee, and Beneficiary of a deceased Member or deceased alternate payee ('Account Holder') shall direct the investment"

whereabouts of the person cannot be determined. The Trustee's determination of when the payment cannot be made will be final. If after the forfeiture the person entitled makes a claim to the Trustee for the payment, the amount of the forfeiture will be reinstated, without interest, earnings, or gain on the forfeited amount between the dates of forfeiture and reinstatement, and the payment will be made to the person. Upon the reinstatement, Employer will contribute to the Fund the amount reinstated, which contribution will be allocated to the forfeited accounts in the amount thereof reinstated. Despite Section 10.1.1, amounts forfeited under this Section 10.6 will, in the Plan Year in which the forfeiture occurs, reduce, in the same amount, Employer's contributions under Section 10.1.1 of 6% of Members' Compensation to Members' Employer Contribution Accounts and be allocated to such accounts in lieu of the amount of such reduction.

34. Plan Section 10.8 is amended to read:

10.8 Reservation of Employer Rights. Employer reserves the right to amend this Plan to make the following changes:

- (A) To cease making any or all contributions under this Section X.
- (B) To require Members and Inactive Members to receive distribution of the Member's Employer Contribution Account and Voluntary Contribution Account as soon as administratively practicable after termination of the Member's employment with Employer.

Employer may amend this Plan to make such changes at any time with respect to any or all Members, including Employees who are Members on the date Employer adopts the amendment, and without granting Salaried Employees or Members a salary increase or compensating benefit. No Employee, Member, Inactive Member, beneficiary, joint annuitant, or other person will acquire any right, contractual or otherwise, to contributions under this Section X or to benefits attributable to such contributions except such contributions as are made (and benefits attributable thereto) for Compensation paid before the date Employer adopts the amendment. An amendment described in Section 10.8(B) above may apply to the amounts of the Member's Employer Contribution Account and Voluntary Contribution Account as of the effective date of the amendment and as of any later date.

35. In Plan Section 14.4.4, "to see to the terms" is changed to "to see that the terms".

36. Plan Section 15.6 is amended to read:

15.6 Employer's right to terminate and amend this Plan includes the right to terminate, reduce, or otherwise modify all contributions and benefits under this Plan for service for which Compensation is paid on or after the date Employer adopts the termination or amendment, including with respect to Employees who are Members on the date Employer adopts the termination or amendment, and without granting Employees or Members a salary increase or compensating benefit. No Employee, Member, Inactive Member, beneficiary, joint annuitant, or other person will acquire any right, contractual or otherwise, to contributions or benefits under this Plan except vested

contributions and benefits attributable to service for which Compensation is paid before the date Employer adopts the termination or amendment.

LANE TRANSIT DISTRICT

By: _____



Ron Kilcoyne, General Manager
Signed this September 21, 2011

APPENDIX A

LANE TRANSIT DISTRICT SALARIED
EMPLOYEES' DEFINED CONTRIBUTION PROGRAM

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SECTION 1. GENERAL

1.1. PURPOSE. The purpose of the LANE TRANSIT DISTRICT SALARIED EMPLOYEES' DEFINED CONTRIBUTION PROGRAM (this Program) as stated in this Appendix A is to provide contributions for certain salaried employees of Lane Transit District.

1.2. EFFECTIVE DATE. This Program is effective January 1, 2012.

1.3. SECTION REFERENCES. References in this Appendix A to sections of this Plan preceding this Appendix A begin with "Plan Section" and are followed by the section number. References in this Appendix A to sections of this Appendix A begin with "Program Section" and are followed by the section number. For example, "Plan Section 1.9" refers to Section 1.9 (defining Employer) in the part of this Plan preceding this Appendix A and "Program Section 1.1." refers to Section 1.1. (about purpose) of this Appendix A.

1.4. SINGLE PLAN WITH PART 2 CONTRIBUTIONS AND BENEFITS. This Program is a single plan within the meaning of IRC Section 414(l) with the portion of this Plan attributable to contributions and benefits under Plan Section X, and thus this Program is designated in Plan Section 10.7 and this Program Section 1.4., pursuant to IRC Section 401(a)(27)(B), as part of a profit sharing plan. On an ongoing basis, all of this Plan's assets attributable to contributions (and attributable earnings and loss) under Plan Section X and under this Program are available to pay benefits to employees (and their beneficiaries) who are covered either by the portion of this Plan attributable to contributions and benefits under Plan Section X or by this Program, whether the benefits are attributable to contributions (and attributable earnings and loss) under Plan Section X or contributions (and attributable earnings and loss) under this Program.

1.5. PLAN PROVISIONS PRECEDING THIS APPENDIX A THAT APPLY TO THIS PROGRAM. The following Plan provisions apply to this Program:

- Plan Section II, General Provisions
- Plan Section 4.2 (about exclusive benefit)
- Plan Section 8.9, Direct Rollovers
- Plan Section 8.10, Automatic Rollovers
- Plan Section 8.11, Required Distribution Rules
- Plan Section 8.13, Oregon Family Fairness Act
- Plan Section XI, Veterans' Reemployment Rights
- Plan Section 12.1, Annual Compensation Limit
- Plan Section 12.3, Limit on Annual Additions
- Plan Section 12.4, Compensation for Purposes of Limit on Annual Additions
- Plan Section 12.5, Limitation Year
- Plan Section 12.6, Annuity Contracts
- Plan Section XIII, Retirement Allowances and Rights Inalienable
- Plan Section XIV, Trustee

Plan Section XV, Amendment and Termination
Plan Section XVI, Miscellaneous

References in the above Plan provisions to a Member, a retired Member, or an Inactive Member will be treated as also referring to a Participant. References in the above Plan provisions to a joint annuitant or Beneficiary will be treated as also referring to a Participant's beneficiary.

1.6. PLAN PROVISIONS PRECEDING THIS APPENDIX A THAT DO NOT APPLY TO THIS PROGRAM. The following Plan provisions do not apply to this Program:

Plan Section I, Definitions, except as provided in Program Section 2. (about definitions)
Plan Section III, Membership
Plan Section 4.1 (about Employer contributions)
Plan Section V, Benefit Credits and Vesting Credits
Plan Section VI, Vesting
Plan Section VII, Retirement Dates; Employment after Retirement
Plan Section 8.1, Normal Retirement
Plan Section 8.2, Early Retirement
Plan Section 8.3, Joint and Survivor Annuity Benefit
Plan Section 8.4, Delayed Retirement
Plan Section 8.5, Employee Death Benefit
Plan Section 8.6, Payment of Retirement Benefits
Plan Section 8.7, Missing Person Forfeiture and Reinstatement
Plan Section 8.8, Termination of Employment
Plan Section 8.12, Ad Hoc Cost-of-Living Increases
Plan Section IX, Part 1 Disability Benefits
Plan Section X, Part 2 Contributions and Benefits
Plan Section 12.2, Limit on Benefits
Exhibit A

SECTION 2. DEFINITIONS

Capitalized terms used in this Program and defined in this Program Section 2. have the meanings stated in this Program Section 2.

The definitions in this Program Section 2. apply only to this Program and not to the part of this Plan preceding this Appendix A. The definitions in the part of this Plan preceding this Appendix A apply only to the part of this Plan preceding this Appendix A and not to this Program (but those definitions of capitalized terms used in the Plan provisions listed in Program Section 1.5. (about Plan provisions preceding this Appendix A that apply to this Program) apply to the Plan provisions listed in Program Section 1.5. for purposes of applying those listed Plan provisions to this Program).

The following capitalized terms defined in this Program Section 2. have the same definitions as in Plan Section I:

- Employee
- Employer
- IRC
- Married
- ORS
- Plan
- Salaried Employee
- Trust
- Trust Agreement
- Valuation Date

The following capitalized terms defined in this Program Section 2. have substantially the same definitions as in Plan Section I:

- Domestic Partner
- Fund
- Plan Year
- Spouse
- Trustee

The following capitalized term defined in this Program Section 2. has a different definition from the definition of the term in Plan Section I:

- Beneficiary

The remaining terms defined in this Program Section 2. are not defined as capitalized terms in the part of this Plan preceding this Appendix A.

2.1. Account: A Discretionary Account or Matching Account.

2.2. Alternate Payee: Any Spouse, former Spouse, child or other dependent of a Participant who is recognized by a domestic relations order, as defined in IRC Section 414(p), as having a right to receive all or a portion of the benefits payable under this Program with respect to the Participant.

2.3. Beneficiary: Where this Program provides for payment to a Participant's Beneficiary after the Participant's death, the Participant's Beneficiary for that payment is the person or persons named by the Participant, in accordance with procedures established or approved by the Trustee, as the Participant's beneficiary under this Program for that payment.

a. If at a Participant's death the Participant has not named a beneficiary under this Program for a payment, or if no such beneficiary named by the Participant survives the Participant, the Participant's Beneficiary for that payment will be the following default beneficiary or beneficiaries:

(1) The default beneficiary or beneficiaries, if any, indicated on the form, if any, last filed by the Participant, in accordance with procedures established or approved by the Trustee, to name the Participant's beneficiary under this Program for that payment.

(2) If there is no default beneficiary under Program Section 2.3.a.(1), the Participant's surviving Spouse or, if there is no such surviving Spouse, the Participant's surviving Domestic Partner or, if there is no such surviving Spouse and no such surviving Domestic Partner, the Participant's estate; but if the amount so payable to the Participant's estate is less than \$5,000 and the Trustee has not received notice of the appointment of an executor or administrator of the Participant's estate, payment may be made to the Participant's children in equal shares who survive the Participant or, if there is no such surviving child, to the Participant's siblings in equal shares who survive the Participant.

b. An Alternate Payee may name a beneficiary or beneficiaries to receive payment of the Alternate Payee's benefits under this Program after the Alternate Payee's death. Program Section 2.3.a. applies to an Alternate Payee by treating the Alternate Payee as a Participant. The principals of the part of this Program Section 2.3. preceding Program Section 2.3.a. apply to an Alternate Payee. If a decree, order, or agreement requiring payment of an amount to an Alternate Payee under the provisions of ORS 237.600 satisfies the requirements of Plan Section 13.2.3 and specifies the Alternate Payee's beneficiary or beneficiaries under this Program, the Alternate Payee's benefits under this Program at the Alternate Payee's death will be paid to such beneficiary or beneficiaries.

2.4. Disabled: A Participant is Disabled if the Participant has a medically determinable condition of mind or body resulting from illness or injury not intentionally self-inflicted that permanently prevents the Participant from performing, with reasonable accommodation, the essential functions previously performed by the Participant for Employer. The Plan Administrator may rely

on the certification of a medical examiner satisfactory to the Plan Administrator to the effect that the Participant is Disabled.

2.5. Discretionary Account: A Participant's separate account in the Fund established to receive Employer's contributions under Program Section 3.1. (about contributions to Discretionary Accounts) for the Participant.

2.6. Domestic Partner: The individual whom Plan Section 8.13 requires be treated the same as the Participant's or Alternate Payee's Spouse.

2.7. Eligible Participant: A Salaried Employee whose first paid hour of work as a Salaried Employee, on or after the Employee's most recent date of hire by Employer, is after December 31, 2011.

a. This definition of "Eligible Participant" includes, for example:

(1) A former member of a collective bargaining unit of Employees whose most recent date of hire by Employer is before January 1, 2012, but whose first paid hour of work as a Salaried Employee is after December 31, 2011; and

(2) A Salaried Employee whose first paid hour of work as a Salaried Employee was before January 1, 2012, but whose employment with Employer terminated and who was rehired by Employer, if the Employee's first paid hour of work as a Salaried Employee, on or after the Employee's most recent date of hire by Employer, is after December 31, 2011.

b. Despite the above provisions of this Program Section 2.7., none of the following may become or will be an Eligible Participant while described in any of the following:

(1) A temporary Employee (an Employee who is not a regular employee of Employer or whose compensation is not budgeted by Employer as a portion of or all of a full-time equivalent position).

(2) An Employee included in a collective bargaining unit of Employees.

(3) A leased employee (within the meaning of IRC Section 414(n) or (o)) who is deemed to be an employee of Employer under IRC Section 414(n) or (o).

(4) An Employee whose written employment contract with Employer excludes the Employee from participating in this Program. The exclusion may be by reference to this Plan, this Program, or to a retirement, pension, or qualified plan of Employer, or by identifying the fringe benefits to which the Employee is entitled and excluding the Employee from receiving other fringe benefits.

(5) An Employee whose wages are paid by an agency or other business that provides individuals who perform services for Employer and pays the individual's wages.

(6) Persons provided sheltered employment or made-work by Employer in an employment or industries program maintained for the benefit of such persons.

(7) Persons employed and paid from federal funds received under the Emergency Job and Unemployment Assistance Act of 1974 (Public Law 93-567) or any other federal program intended primarily to alleviate unemployment.

(8) Persons employed and paid from funds received under any program of the State of Oregon, or of any other governmental entity other than Employer, intended primarily to alleviate unemployment.

(9) Persons not treated as an employee on Employer's payroll records.

2.8. Employee: A common-law employee of Employer.

2.9. Employer: Lane Transit District.

2.10. Fund: All property held from time to time by the Trustee pursuant to the Trust or held for this Plan in one or more annuity contracts (as defined in IRC Section 401(g) and described in IRC Section 401(f)) issued by an insurance company qualified to do business in Oregon or custodial accounts described in IRC Section 401(f). For purposes of this Program Section 2.10.:

a. The term "annuity contract" does not include a life, health or accident, property, casualty, or liability insurance contract;

b. The custodian of any custodial account for this Plan must be a bank, as described in Treasury Regulation Section 1.401(f)-1(b)(1)(ii) or other applicable Treasury regulations, or a person who meets the nonbank trustee requirements under Treasury Regulation Section 1.401(f)-1(b)(1)(ii) or other applicable Treasury regulations; and

c. Any such annuity contract or custodial account must be established pursuant to a valid written agreement, and the terms of the contract or account must make it impossible, prior to the satisfaction of all liabilities with respect to participants and beneficiaries under this Plan, for any part of the assets and income of the contract or account to be used for, or diverted to, any purpose other than for the exclusive benefit of participants and beneficiaries under this Plan.

2.11. IRC: The Internal Revenue Code of 1986, as amended.

2.12. Married: Participating in a legal union between one man and one woman as husband and wife.

2.13. Matching Account: A Participant's separate account in the Fund established to receive Employer's contributions under Program Section 3.2. (about contributions to Matching Accounts) for the Participant.

2.14. Normal Retirement Age: The date the Participant has attained the Participant's 65th birthday and is credited with five Years of Vesting Service.

2.15. ORS: Oregon Revised Statutes.

2.16. Participant: An Eligible Participant and also an individual who has an amount in the individual's Discretionary Account or Matching Account as result of having been an Eligible Participant.

2.17. Plan: The Lane Transit District Salaried Employees' Retirement Plan.

2.18. Plan Year: July 1 to June 30.

2.19. Salaried Employee: An administrative Employee, not including an Employee in a collective bargaining unit of Employees.

2.20. Spouse: A person of the opposite sex to whom the Participant or Alternate Payee is Married.

2.21. Trust: The Trust under the Trust Agreement.

2.22. Trust Agreement: That certain Trust Agreement dated June 1, 1978, as restated effective August 18, 1999, and as hereafter amended or restated.

2.23. Trustee: The Trustees under the Trust Agreement and, as provided in Plan Section XIV, the administrator of this Plan. "The Trustee" and "Trustees" mean all the Trustees.

2.24. Valuation Date: The last day of the Plan Year, each day on which the New York Stock Exchange is open for trading, and such other date or dates as may be designated by the Trustee.

2.25. Year of Vesting Service: An Employee earns one Year of Vesting Service on each annual anniversary of the most recent date of the Employee's first paid hour of work as an Employee, on or after the Employee's most recent date of hire by Employer, but only if the Employee is an Employee on that annual anniversary and on each day of the one-year period immediately preceding that annual anniversary.

a. For example, assume a Salaried Employee's first paid hour of work as an Employee, on or after the Employee's most recent date of hire by Employer, is on March 1, 2012, and the Employee continues as an Employee (whether as a Salaried Employee or in a collective

bargaining unit of Employees) at all times until March 1, 2032, which is the Employee's last day as an Employee. The Employee's first annual anniversary is on March 1, 2013. The Employee earns one Year of Vesting Service on March 1, 2013, and one more Year of Vesting Service on each later March 1 through March 1, 2032.

b. For any amount of a Participant's Accounts that is attributable to contributions (and attributable earnings and loss) made under Program Section 3. (about contributions) for the Participant's employment as a Salaried Employee on or after the Employee's most recent date of hire by Employer, the Participant's Years of Vesting Service do not include any Year of Vesting Service (and will be determined by not considering any employment with Employer) before the Employee's most recent date of hire by Employer.

c. For any amount of a Participant's Accounts that is attributable to contributions (and attributable earnings and loss) made under Program Section 3. (about contributions) for the Participant's employment as a Salaried Employee before the Employee's most recent date of hire by Employer, the Participant's Years of Vesting Service do not include any Year of Vesting Service (and will be determined by not considering any employment with Employer) on or after the Employee's most recent date of hire by Employer.

d. For the purpose of determining Years of Vesting Service, any period during which an individual is laid off by Employer will be counted as a period of employment as an Employee if the period ends after December 31, 2010, and because the individual again becomes an Employee as a result of being recalled by Employer during the Employee's recall eligibility period under Employer's personnel policies or under Employer's collective bargaining agreement with Amalgamated Transit Union, Division No. 757.

SECTION 3. CONTRIBUTIONS

3.1. CONTRIBUTIONS TO DISCRETIONARY ACCOUNTS.

a. For each Plan Year Employer will contribute to each Eligible Participant's Discretionary Account the amount Employer determines, if any, for the Participant and will communicate that amount to the Trustee in writing when or before making the contribution or contributions.

b. Employer expects but is not required to contribute the following amount to each Eligible Participant's Discretionary Account for each payday for which the Participant is an Eligible Participant, less any forfeitures allocated to the Account under Program Sections 4.2.a.(1) and 4.6.b. for the payday:

<i>The Participant's Years of Vesting Service on the payday</i>	<i>Percentage of the Participant's base pay for the payday</i>
0-4	4.5%
5-9	5.6%
10-14	6.7%
15-19	7.8%
20 or more	9%

3.2. CONTRIBUTIONS TO MATCHING ACCOUNTS.

a. For each Plan Year Employer will contribute to each Eligible Participant's Matching Account the amount Employer determines, if any, for the Participant and will communicate that amount to the Trustee in writing when or before making the contribution or contributions.

b. Employer expects but is not required to contribute to each Eligible Participant's Matching Account for each payday for which the Participant is an Eligible Participant 50% of the Participant's elective contribution, if any, to the LANE TRANSIT DISTRICT DEFERRED COMPENSATION PLAN for the payday, but not more than 3% of the Participant's base pay for the payday, less any forfeitures allocated to the Account under Program Sections 4.2.a.(2) and 4.6.c. for the payday.

3.3. BASE PAY. An Eligible Participant's base pay is the Participant's base salary or wage, as determined by Employer, paid (or electively contributed under IRC Section 125 or 457(a)) for employment as a Salaried Employee.

a. Base pay includes the Participant's:

(1) Elective contributions from base pay that are not included in gross income under IRC Section 125 (about cafeteria plans) or 457(a) (about eligible deferred compensation plans); and

(2) The following used for paid leave while a Salaried Employee:

(a) Consolidated Annual Leave (CAL) Time Off (including payment for borrowed CAL);

(b) Extended Illness Bank (EIB) Time Off; and

(c) Compensatory time.

b. Base pay excludes any reduction in base pay by any subtraction from the Participant's paycheck for a negative CAL balance by reason of borrowed CAL.

c. Base pay excludes any compensation in addition to base pay, such as (without limitation) any:

(1) Elective contribution under IRC Section 125 or 457(a) from compensation other than base pay;

(2) Employer-funded contribution under IRC Section 125 or 457;

(3) Cashout (if allowed by Employer) of:

(a) CAL;

(b) EIB; or

(c) Compensatory time,

for CAL, EIB, or compensatory time hours accrued and unused, whether the cashout is in lieu of taking accrued time off, at termination of employment, or otherwise;

(4) Award;

(5) Overtime;

(6) Bonus;

(7) Expense reimbursement or allowance;

- (8) Other special allowances or compensation;
- (9) Severance pay;
- (10) Payment for termination; or
- (11) Supplement to compensation receivable under the Oregon Workers' Compensation Law for periods of disability or any similar such supplemental payment.

SECTION 4. ACCOUNTS

4.1. ESTABLISHING AND MAINTAINING ACCOUNTS. The Trustee will establish and maintain a separate Discretionary Account for each Participant for whom Employer makes contributions under Program Section 3.1. (about contributions to Discretionary Accounts) and a separate Matching Account for each Participant for whom Employer makes contributions under Program Section 3.2. (about contributions to Matching Accounts) until such time as the entire amount of the Account has been distributed or forfeited.

4.2. ADJUSTING ACCOUNTS. The following adjustments will be made to Accounts:

a. Contributions to an Account will be credited to the Account when added to the Account. Forfeitures allocated or reinstated to an Account will be credited to the Account when allocated or reinstated to the Account.

(1) Forfeitures used under Program Section 4.6.b. to reduce contributions under Program Section 3.1. (about contributions to Discretionary Accounts) will be allocated to the Discretionary Accounts as soon as administratively practicable on or after the date the contributions in lieu of which the forfeitures are allocated would have been credited to the Discretionary Accounts.

(2) Forfeitures used under Program Section 4.6.c. to reduce contributions under Program Section 3.2. (about contributions to Matching Accounts) will be allocated to the Matching Accounts as soon as administratively practicable on or after the date the contributions in lieu of which the forfeitures are allocated would have been credited to the Matching Accounts.

b. As of each Valuation Date the Trustee will cause the assets of the Fund in which Accounts are invested to be valued at the then current fair market value using customary methods of valuation and sources of information. The Trustee will incur no liability for any valuation made in good faith.

c. As of each Valuation Date the Trustee will cause to be allocated to each Account the following items occurring with respect to the interest of the Account in the fund or funds in which the Account is invested:

(1) The net income or net loss of the fund or funds accrued or actually realized or suffered since the last Valuation Date.

(2) The unrealized net increase or net decrease in the fair market value of the assets of the fund or funds since the last Valuation Date.

d. As of the last Valuation Date of each Plan Year and as of such additional Valuation Dates as the Trustee from time to time determines, the Trustee will cause to be allocated among the Accounts the expenses of administering this Program (including the expenses of the

Trustee with respect to this Program) since the last such Valuation Date that are not paid by Employer, that are not paid as provided in Program Section 4.6.d. (about using forfeitures to pay expenses of this Program), that the Trustee determines are properly chargeable to the Accounts, and that have not been and will not be allocated to the Accounts under the procedures of the investments in which the fund or funds are held. This allocation will be made in the ratio that the balance of each Account at the Valuation Date bears to the balance of all Accounts at the Valuation Date, except that:

(1) Any such amount that the Trustee determines is chargeable to only Discretionary Accounts, or to only Matching Accounts, will be charged only to such Accounts, and this allocation will be made in the ratio that the balance of each such Account at the Valuation Date bears to the balance of all such Accounts at the Valuation Date; and

(2) Any such amount that the Trustee determines is chargeable to only an Account or the Accounts, or a portion thereof, of a particular Participant or Alternate Payee will be charged to only such Account or Accounts or portion.

4.3. ACCOUNT STATEMENTS. The Trustee may cause written (including electronic) reports of the status of each Participant's and Alternate Payee's Accounts to be furnished to the Participant or Alternate Payee (or Beneficiary after the Participant's or Alternate Payee's death). Within 30 days after receiving such a report a Participant, Alternate Payee, or Beneficiary must inform the Trustee in writing of any error in the report, in a manner that identifies the error. The Participant, Alternate Payee, or Beneficiary will suffer any loss resulting from failing to so inform the Trustee if by reason of the failure the Trustee is unable to cause the provider of the investment arrangement with respect to which the error was made to correct the error at the provider's sole expense.

4.4. INVESTMENT OF ACCOUNTS BY PARTICIPANTS AND BENEFICIARIES. The Trustees may allow one or more Participants and beneficiaries ("Account Holder") to direct the investment of one or more of the Account Holder's Accounts, under procedures established or approved by the Trustees, among the investment alternatives made available to the Account Holder under this Program. The Trustees shall not be liable for any loss resulting from investments made as so directed. An Account Holder's investment direction continues to apply to the Account Holder's Accounts after the Account Holder's death and until the successor Account Holder directs the investment of the Accounts and continues to apply to any portion of the Account Holder's Accounts assigned to an Alternate Payee until the Alternate Payee or the Alternate Payee's beneficiary directs the investment of the assigned portion.

4.5. VESTING OF ACCOUNTS. A Participant becomes 100% vested in the Participant's Discretionary Account and Matching Account on the date the Participant attains Normal Retirement Age while an Employee or becomes Disabled while an Employee and vests earlier in those Accounts only under the following schedule:

<i>If the Participant has earned this number of Years of Vesting Service</i>	<i>The Participant is vested in this percentage of the Discretionary Account</i>	<i>The Participant is vested in this percentage of the Matching Account</i>
0	0%	25%
1	10%	50%
2	20%	75%
3	30%	100%
4	40%	100%
5	60%	100%
6	80%	100%
7 or more	100%	100%

4.6. FORFEITURE OF NONVESTED PERCENTAGE OF ACCOUNTS AFTER TERMINATION. As soon as administratively practicable after termination of the Participant's employment with Employer, the percentage, if any, of the Participant's Account or Accounts in which the Participant is not vested at such termination will be forfeited and removed from the Account or Accounts and be used:

- a. First, to reinstate forfeitures as provided in Program Section 4.7.;
- b. Second, to reduce contributions under Program Section 3.1. (about contributions to Discretionary Accounts), determined by treating Program Section 3.1.b. (about the amount Employer expects to contribute to Eligible Participants' Discretionary Accounts) as requiring Employer to make the contributions described therein;
- c. Third, to reduce contributions under Program Section 3.2. (about contributions to Matching Accounts), determined by treating Program Section 3.2.b. (about the amount Employer expects to contribute to Eligible Participants' Matching Accounts) as requiring Employer to make the contributions described therein; and
- d. Fourth, to pay expenses of this Program that the Trustee may cause to be allocated under Program Section 4.2.d. (determined by ignoring the reference to this Program Section 4.6.d. in Program Section 4.2.d.), except expenses described in Program Section 4.2.d.(2) (about an amount the Trustee determines is chargeable to only an Account or the Accounts of a particular Participant or Alternate Payee).

If the amount to be used as described in Program Section 4.6.b. for a payday is less than the amount of the contributions described in Program Section 4.6.b. for the payday, the amount to be used as described in Program Section 4.6.b. for the payday will be used to reduce the contributions described in Program Section 4.6.b. for the payday for each Eligible Participant in the ratio of the contributions described in Program Section 4.6.b. for the payday for the Participant to the contributions described in Program Section 4.6.b. for the payday for all Eligible Participants.

If the amount to be used as described in Program Section 4.6.c. for a payday is less than the amount of the contributions described in Program Section 4.6.c. for the payday, the amount to be used as described in Program Section 4.6.c. for the payday will be used to reduce the contributions described in Program Section 4.6.c. for the payday for each Eligible Participant in the ratio of the contributions described in Program Section 4.6.c. for the payday for the Participant to the contributions described in Program Section 4.6.c. for the payday for all Eligible Participants.

4.7. FORFEITURE AND REINSTATEMENT OF VESTED PERCENTAGES OF ACCOUNTS OF MISSING PERSONS. Despite Program Section 4.5., the vested percentages of a Participant's or Alternate Payee's Accounts, or a portion thereof, will be forfeited within 23 months after the date the vested percentages of the Accounts or portion are distributable to any person under this Program if the distribution cannot be made because the identity or whereabouts of the person cannot be determined. The Trustee's determination of when the distribution cannot be made will be final. The forfeited vested percentages will be added to the forfeited percentages described in Program Section 4.6. and be used as soon as administratively practicable as described in Program Section 4.6. If after the forfeiture the person entitled makes a claim to the Trustee for the distribution, the amount of the forfeiture will be reinstated as soon as administratively practicable, without interest, earnings, or gain on the forfeited amount between the dates of forfeiture and reinstatement, and the distribution will be made to the person. The reinstated amount will be funded:

- a. First, from forfeitures as provided in Program Section 4.6.a.; and
- b. Second, from an additional contribution by Employer to the Fund, to be made as soon as practicable after Employer receives notice, from the Trustee or otherwise, of the need for the contribution.

4.8. PAYMENT OF VESTED PERCENTAGES OF ACCOUNTS TO PARTICIPANTS AND BENEFICIARIES. The vested percentages of the amount of a Participant's Accounts will be distributed to the Participant in a lump sum as soon as administratively practicable after termination of the Participant's employment with Employer (even if Employer rehires the Participant before the distribution), except that if a Participant dies before distribution of the entire vested percentages of the amount of the Participant's Accounts, the undistributed part of such vested percentages will be distributed in a lump sum to the Participant's Beneficiary as soon as administratively practicable after the Participant's death. For purposes of this Program Section 4.8., the amount of a Participant's Account is the Account's value as of the Valuation Date designated by the Trustee.

4.9. PAYMENT OF VESTED PERCENTAGE OF PORTION OF ACCOUNTS ASSIGNED TO ALTERNATE PAYEES. Program Section 4.8. applies to an Alternate Payee's Accounts, or an Alternate Payee's portion of a Participant's Accounts, by treating the Alternate Payee as the Participant, except that the vested percentages of an Alternate Payee's Accounts, or of an Alternate Payee's portion of a Participant's Accounts, will be distributed as soon as administratively practicable after the Alternate Payee's right thereto is established. However, this Program may not distribute a benefit to a Participant's Domestic Partner or former Domestic Partner (or other person with respect to whom the distribution does not satisfy the requirements of IRC Section 414(p)(11)) if the Participant has not attained age 62 or separated from employment with Employer and all employers aggregated with Employer pursuant to any of IRC Section 414(b), (c), (m), and (o).

SECTION 5. MISCELLANEOUS

5.1. OVERRIDING PAYMENT RULES.

a. A Distributee may elect to have any portion of an Eligible Rollover Distribution paid directly to an Eligible Retirement Plan specified by the Distributee in a Direct Rollover to the extent provided in Plan Section 8.9 (about Direct Rollovers).

b. Accounts will be distributed no later than provided in Plan Section 8.11 (about Required Distribution Rules).

5.2. TRANSFERRED EMPLOYEES.

a. An Eligible Participant who transfers to another public employer under ORS 236.610(1), including a transfer provided for by an agreement under ORS 190.010, and elects under ORS 236.620 to continue to participate in this Program for the period provided in ORS 236.620 as in effect with respect to the Participant, will be treated as an Eligible Participant to the extent and while employed by the receiving employer, but only for the period provided in ORS 236.620 as in effect with respect to the Participant. Any contribution required under ORS 236.620 and Program Section 3. (about contributions) with respect to the Participant for the Participant's compensation earned from employment with the receiving employer shall be made by the receiving employer.

b. If an individual transfers to Employer from another public employer under ORS 236.610(1), including a transfer provided for by an agreement under ORS 190.010, and elects under ORS 236.620 to continue to participate in the retirement system of the transferring employer for the period provided in ORS 236.620 as in effect with respect to the individual, during such period the individual will not:

- (1) Become an Eligible Participant.
- (2) Be treated as an Employee.
- (3) Be credited with any paid hour of work for Employer.

c. The Trustee will apply this Program to Eligible Participants and individuals described in this Program Section 5.2. as the Trustee determines appropriate to implement the requirements of ORS 236.605 to 236.640.

FIRST AMENDMENT TO THE TRUST AGREEMENT
RESTATED EFFECTIVE AUGUST 18, 1999, FOR THE
LANE TRANSIT DISTRICT SALARIED EMPLOYEES' RETIREMENT PLAN

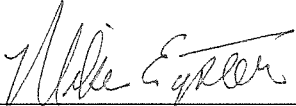
Effective January 1, 2012, the last paragraph (the paragraph beginning: "Notwithstanding 2.1(A) and (B) above, effective July 1, 1999, . . .") of section 2.1 of the Trust Agreement for the Lane Transit District Salaried Employees' Retirement Plan (which Trust Agreement was restated effective August 18, 1999) is replaced by the following:

Notwithstanding 2.1(A) and (B) above, each Member, Inactive Member, and beneficiary ("Account Holder") may direct the investment of the Account Holder's Employer Contribution Account and Voluntary Contribution Account, under procedures established or approved by the Trustee, among the investment alternatives made available to the Account Holder for such accounts. The Trustee shall not be liable for any loss resulting from investments made as so directed.

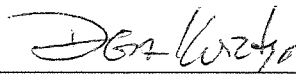
Notwithstanding 2.1(A) and (B) above, the Trustee may allow one or more Participants and beneficiaries in the Lane Transit District Salaried Employee's Defined Contribution Program (also "Account Holder") to direct the investment of one or more of the Account Holder's Discretionary Account and Matching Account, under procedures established or approved by the Trustee, among the investment alternatives made available to the Account Holder for such accounts. The Trustee shall not be liable for any loss resulting from investments made as so directed.

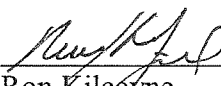
An Account Holder's investment direction continues to apply to the Account Holder's accounts after the Account Holder's death and until the successor Account Holder directs the investment of the accounts and continues to apply to any portion of the Account Holder's accounts assigned to an alternate payee until the alternate payee or the alternate payee's beneficiary directs the investment of the assigned portion. The Trustee or the investment manager, as the case may be, shall invest, in accordance with the terms of this agreement, any of such accounts not invested at the direction of an Account Holder. Capitalized terms in this and the two preceding paragraphs have the same meanings as in the Plan.

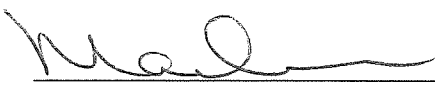
LANE TRANSIT DISTRICT

By: 
Mike Eyster, Board President
Signed this September 21, 2011

TRUSTEES


Dean Kortge
Signed this September 21, 2011


Ron Kilcoyne
Signed this September 21, 2011


Mary Adams
Signed this September 21, 2011

AGENDA ITEM SUMMARY

DATE: September 21, 2011

ITEM TITLE: BOARD MEMBER REPORTS

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

ACTION REQUESTED: None

BACKGROUND: Board members have been appointed to Board committees and to the Metropolitan Policy Committee (MPC), the Lane Council of Governments (LCOG) Board of Directors, and, on occasion, to other local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises. After meetings, public hearings, or other activities attended by individual Board members on behalf of LTD, time will be scheduled on the next Board meeting agenda for an oral report by the Board member. The following activities have occurred since the last Board meeting:

MEETINGS HELD

Board members may take this opportunity to report briefly on any one-on-one meetings they have held with local officials or other meetings that they have attended on behalf of LTD.

1. **Metropolitan Planning Organization's Citizen Advisory Committee:** Board Member Gary Gillespie serves on the Citizen Advisory Committee (CAC) for the Metropolitan Planning Organization (MPO). The Committee is composed of interested citizens and representatives of groups within the MPO area and is scheduled to meet on the third Thursday of each month. At the August 18 meeting, the Committee took a field tour on an LTD bus, which began at LTD's Next Stop Center and featured four stops across the MPO area. The next meeting is scheduled for October 20.
2. **Metropolitan Policy Committee (MPC):** Board Members Mike Eyster and Greg Evans are LTD's MPC representatives, with Mike Dubick serving as an alternate. MPC meetings generally are held on the second Thursday of each month. At the September 8 meeting, the Committee held a public hearing on the Draft Regional Transportation Plan and received a presentation from TriMet's Ann Becklund regarding TriMet's Business Assistance Program and how it may be applied to the EmX Corridor Development. The next meeting will be held on October 13.
3. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area

Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD. Board Member Michael Dubick serves as LTD's representative on this commission, which meets on the second Wednesday of the month. At the September 14 meeting, the Committee received a Regional Transportation Plan update, heard from guest speaker Oregon Transportation Commissioner Mark Frohnmayer, and received a public outreach update. The next meeting is scheduled to be held on October 12.

NO MEETINGS HELD

1. **EmX Steering Committee:** The EmX Steering Committee generally meets quarterly and is composed of Chair Greg Evans, Board Members Doris Towery and Gary Gillespie, members of local units of government, and community representatives. The next meeting will be held on September 20. At the meeting the Committee will receive an overview of the West Eugene EmX Small Starts grant submittal and request to enter project development submittals to FTA, and also will receive an update on existing EmX operations.
2. **LTD Board Human Resources Committee:** The Board Human Resources Committee is composed of Chair Mike Dubick and Board Members Dean Kortge and Gary Gillespie. This Committee has been working toward development of a pension plan for new salaried employees since February. Per Board instructions, the Committee has been working with the plan actuaries and attorney to draft a plan document. This document was presented to the full Board of Directors at the September 12 special meeting. The Board requested some revisions to the plan document, and those revisions will be included in the final plan document that will be presented to the Board for approval at the September 21 regular meeting. The next Board HR Committee meeting is scheduled to be held on September 27. At that meeting, the Committee will discuss a process for providing feedback to General Manager Ron Kilcoyne on his first 60 days at LTD.
3. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Mike Dubick represents LTD on the LCOG Board of Directors as a non-voting member, with Board member Doris Towery serving as the alternate. The LCOG Board meets every other month. The next meeting is scheduled to be held on September 22.
4. **LTD Pension Trusts:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. LTD Board Member Dean Kortge serves as a trustee for both plans. The next meeting will be held on October 11.

5. **Springfield Stakeholder Advisory Committee:** Board President Mike Eyster represents the District on the Stakeholder Advisory Committee for the development of the Springfield Transportation System Plan (TSP). Committee members consist of citizens and representatives from organizations with a distinct interest in the future of transportation in Springfield. The Committee plans to meet five times over an 18-month period. The next meeting will occur later this fall.
6. **Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP):** The TCRG includes community members who have an interest in transportation issues in the City of Eugene. Board Member Ed Necker represents LTD on the TCRG, and Board Member Gary Gillespie represents the MPO's Citizen Advisory Committee on the TCRG for the development of the Eugene Transportation System Plan. The next meeting has not yet been scheduled.
7. **LTD Board Finance Committee:** The Board Finance Committee is composed of Chair Dean Kortge and Board Members Mike Dubick and Ed Necker. The next meeting has not yet been scheduled.
8. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Greg Evans and Board Members Ed Necker and Doris Towery. The next meeting has not yet been scheduled.

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AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2011

ITEM TITLE: TRIENNIAL REVIEW FINAL REPORT

PREPARED BY: Jeanette Bailor, Purchasing Manager

ACTION REQUESTED: None

BACKGROUND:

Every three years, the Federal Transit Administration (FTA) requires a complete review of all aspects of a federally funded recipient's operations. A satisfactory final report, which is attached to this review, is required in order for the grantee to remain eligible for federal funds. The most recent Triennial Review was conducted in June 2011, with the site visit occurring June 13-15.

The review was conducted by an FTA staff person and an FTA-contracted reviewer. After a comprehensive review of 24 areas for which compliance is required, the FTA-contracted reviewer found two areas of deficiency, which were noted at the time. The findings were reviewed with LTD staff at the conclusion of the site visit and in the draft report. No deficiencies were found in 22 of the 24 areas reviewed. Findings were made in two areas: (1) Title VI and (2) Drug and Alcohol Program. Following the site visit, corrective actions were taken to close all findings in the Drug and Alcohol Program area, as noted in the final report dated July 2011. Corrective actions will be taken by September 28, 2011, to close the findings in the Title VI area as noted. A copy of the report follows this summary.

The review area requiring corrective action follows, listed by FTA category, including schedule of corrective action:

Finding: During this Triennial Review of LTD, deficiencies were found with the FTA requirements for Title VI. LTD's adopted fare policy calls for annual fare changes that rotate increases by fare type and allow for incremental changes to fares over time. The policy does not require that LTD conduct an internal analysis of fare changes to determine whether proposed changes have a discriminatory impact, and LTD has not documented any examination of the impact of fare changes on Title VI populations. During the site visit, LTD revised its fare policy to require that all proposed changes to fares include an analysis of the impact on Title VI populations. The revised policy is on the agenda for the September 21 regular meeting of the LTD Board.

Corrective Action(s) and Schedule: By September 28, 2011, LTD must submit to the FTA Region 10 office its Board-approved fare policy documenting the requirement to complete an internal evaluation of any proposed fare change to determine if the change would have a discriminatory impact.

ATTACHMENTS:

- 1) FY 2011 Triennial Review Transmittal Letter
- 2) FY 2011 Triennial Review Final Report

PROPOSED MOTION: None



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION X
Alaska, Idaho, Oregon,
Washington

915 Second Avenue
Federal Bldg. Suite 3142
Seattle, WA 98174-1002
206-220-7954
206-220-7959 (fax)

July 1, 2011

Mr. Ronald Kilcoyne
General Manager
Lane Transit District
P.O. Box 7070
Eugene, Oregon 97401

Re: Federal Transit Administration FY 2011 Triennial Review

Dear Mr. Kilcoyne:

Enclosed is a copy of the final report of the Federal Transit Administration's (FTA's) Triennial Review of the Lane Transit District (LTD) as required by 49 USC 5307 (i). Although less exacting than an audit, the Triennial Review is the FTA's assessment of LTD's compliance with Federal requirements determined by the examination of grant management practices and program implementation.

The Triennial Review examines 24 areas. At the time of the review, no deficiencies were found in accordance with the FTA requirements in 22 of the 24 areas. Deficiencies were found in Title VI and the Drug and Alcohol Program. The Drug and Alcohol deficiency was a repeat finding from the 2008 review. In response to the draft report, your staff submitted documentation to close this finding. The remaining deficiency and corrective actions to be taken to attain full compliance are described in the report.

Please convey our appreciation to your staff, especially Jeanette Bailor and Todd Lipkin, for the assistance and cooperation they provided to the FTA review team. Please contact Elaine Wine of my staff if you have any questions or need additional information. She can be reached at 206-220-7536 or elaine.wine@dot.gov.

Sincerely,

Kenneth A. Feldman
Director, Office of Program Management and Oversight

Enclosure

FINAL REPORT

FY2011 TRIENNIAL REVIEW

of

**Lane Transit District
(LTD)
Eugene, Oregon**

Recipient ID: 1738

**Desk Review: May 18, 2011
Site Visit: June 13-15, 2011**

July 2011

**Prepared for the
Federal Transit Administration
Region 10
Seattle, Washington**

by

CDI/DCI Joint Venture

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I. TRIENNIAL REVIEW BACKGROUND

The United States Code, chapter 53 of title 49, requires the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT) to perform reviews and evaluations of Urbanized Area Formula Grant activities at least every three years. This requirement is contained in 49 U.S.C. 5307(i).

- (2) At least once every three years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient's program, specifically referring to compliance with statutory and administrative requirements and the extent to which actual program activities are consistent with the activities proposed under subsection (d) of this section and the planning process required under sections 5303-5306 of this title.
- (3) The Secretary may take appropriate action consistent with the review, audit and evaluation under this subsection, including making an appropriate adjustment in the amount of a grant or withdrawing the grant.

The Triennial Review includes a review of the grantee's compliance in 24 areas. The basic requirements for each of these areas are summarized below.

This report presents the findings from the Triennial Review of Lane Transit District (LTD) of Eugene, Oregon. This review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993) and included preliminary reviews of documents on file at the Region 10 Office in Seattle and on-site discussions and review of the procedures, practices, and records of LTD as deemed necessary. The review concentrated primarily on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. During the site visit, administrative and statutory requirements were discussed, documents were reviewed, and facilities were toured. Specific documents examined during the Triennial Review are available in FTA's and LTD's files.

II. REVIEW PROCESS

The desk review was conducted in the Region 10 Office on May 18, 2011. A review package was sent to LTD advising it of the site visit and indicating additional information that would be needed and issues that would be discussed.

The site visit to Eugene occurred on June 13-15, 2011. The individuals participating in the review are listed in Section VII of this report.

At the entrance conference, the purpose of the Triennial Review and the review process were discussed. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. LTD's transit facilities were toured and the ADA contractor,

Special Mobility Services, was visited to provide an overview of activities related to FTA-funded projects. A sample of maintenance records for FTA-funded vehicles and facilities was examined during the site visit.

Upon completion of the review, an exit conference was held with LTD staff to discuss findings, corrective actions, and schedules. This information is summarized in the table in Section V of this report. A draft copy of this report was provided to LTD at the exit conference.

III. DESCRIPTION OF THE GRANTEE

LTD provides transit service in Lane County, Oregon, serving the Eugene/Springfield metropolitan area as well as the cities of Coburg, Junction City, Veneta, Cottage Grove, Creswell, Lowell, Pleasant Hill, and portions of the county's unincorporated areas. LTD is a County Transit Agency under the laws of the state of Oregon. It directly operates fixed route and bus rapid transit (BRT) service and contracts for Americans with Disabilities (ADA) paratransit service with Special Mobility Services, Inc. (SMS). LTD also contracts with two other private operators, South Lane Wheels and River Cities Taxi, to provide non-ADA paratransit in some communities outside of the fixed route service area but within Lane County. The population of the service area is approximately 286,400.

LTD operates a network of 45 fixed routes. Service is provided weekdays from 4:45 a.m. to 11:15 p.m. Saturday service is operated from 6:25 a.m. to 11:15 p.m. Sunday service operates between 7:25 a.m. and 8:00 p.m. LTD's complementary paratransit service, known as RideSource, operates during the same days and hours of service as the fixed routes.

In addition to operating service, LTD administers Point2Point solutions, a program to provide resources to enhance mobility across modes (public transit, bicycling, ridesharing, walking, etc.) throughout the region. LTD also subsidizes and provides marketing support to a regional vanpool program operated by VPSI, Inc.

The basic adult fare for bus service is \$1.50. A reduced fare of \$0.75 is offered during all hours to youth ages 6-18, persons with disabilities, and persons with a Medicare card. Honored Riders, defined as persons age 65 or older, ride free at all times. A number of daily and monthly pass options are available, including free passes for students enrolled at the University of Oregon, Lane Community College, or students in grades 6-12 in Eugene, Springfield, Bethel, and rural school districts in Lane County. The Ride Source fare is \$3.00.

LTD operates a fleet of 108 FTA-funded buses for regular fixed-route and BRT service. Its bus fleet consists of standard and low-floor 30- and 40-foot transit coaches and 60-foot articulated buses, including eleven BRT vehicles. The current peak requirement is 97 vehicles for regular fixed route service and eight vehicles for BRT service. LTD also has a fleet of 85 cutaways and vans that are operated by SMS, the Ride Source contractor. Fourteen of the vans were directly funded by FTA. Most of the other paratransit vehicles were funded through the Oregon Department of Transportation.

LTD operates the fixed route service from the Glenwood maintenance and administration facility on 17th Avenue in Glenwood. RideSource operates from a separate facility on Garfield Street in Eugene. Fixed route service is oriented around a transit center in downtown Eugene with a companion facility in downtown Springfield. LTD also has eleven transit centers throughout the metropolitan area and 25 park-and-ride lots.

LTD's National Transit Database Report for FY2010 provided the following financial and operating statistics for its fixed-route and paratransit service:

	Fixed-Route	Paratransit	Vanpool
Unlinked Passengers	11,349,579	179,311	31,714
Revenue Hours	279,241	98,764	5,497
Operating Expenses	\$33,191,426	\$4,324,563	\$134,778

Over the past three years, LTD completed construction of the Pioneer Parkway (Gateway) expansion of the BRT line, known as EmX. The extension connects downtown Springfield with the Gateway Mall, Sacred Heart Medical Center, and International Way businesses. Service was launched in January 2011. LTD also completed remodeling of the maintenance facility. This project involved lengthening three bus bays to accommodate additional articulated buses, constructing a new training room, installing a new radiant heating system, and reconfiguring other areas in the facility.

LTD recently awarded a contract to renovate its University of Oregon Transit Station. The project includes installation of shelters and bus bays, sidewalk and signal improvements, and enhanced landscaping. Construction should be completed by September 2011. Other ongoing projects include security camera installation and bus stop sign and pole replacement.

Over the next three to five years, LTD is planning to expand the EmX system to West Eugene. A locally preferred alignment has been selected. LTD is beginning environmental studies and other project development activities with construction targeted for 2014.

LTD, like many transit systems nationwide, has been challenged during this review period by regional job losses leading to declining payroll tax receipts and declining fixed route ridership. With the infusion of American Recovery and Reinvestment Act (ARRA) funds, LTD was able to preserve most of the existing bus service through FY 2010, but a fare change and two service reductions were required to balance the FY 2011 budget. While the local economy has stabilized after the steep downturn, job growth is slow. LTD will continue to carefully manage its resources to keep expenditures in line with revenues.

ARRA Projects

LTD was awarded three ARRA grants. Grant OR-96-X006 includes the maintenance facility improvements, transit enhancements, security cameras, and preventive maintenance. The maintenance facility work is completed and preventive maintenance funds have been expended. Grant OR-77-0001 includes procurement of diesel hybrid buses, the first of which is scheduled to be received in July 2011 with the remainder to be delivered in the spring of 2012. Grant OR-

36-0002 included procurement of three hybrid buses for the Pioneer Parkway EmX line. These vehicles are in service.

IV. RESULTS OF THE REVIEW

The Triennial Review focused on LTD's compliance in 24 areas. This section provides a discussion of the basic requirements and findings in each area. There were no deficiencies in 22 areas. Deficiencies were found in Title VI and the Drug and Alcohol Program. The Drug and Alcohol Program deficiency was a repeat deficiency from the last review. In response to the draft report, LTD submitted documentation to close this finding.

1. Legal

Basic Requirement: The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA funded projects. The authority to take actions and responsibility on behalf of the grantee must be properly delegated and executed.

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for legal.

2. Financial

Basic Requirement: The grantee must demonstrate the ability to match and manage FTA grant funds, cover cost increases and operating deficits, financially maintain and operate FTA funded facilities and equipment, and conduct and respond to applicable audits.

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for financial.

3. Technical

Basic Requirement: The grantee must be able to implement the FTA-funded projects in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices.

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for technical.

4. Satisfactory Continuing Control

Basic Requirement: The grantee must maintain control over real property, facilities, and equipment and ensure that they are used in transit service.

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for satisfactory continuing control.

5. Maintenance

Basic Requirement: Grantees and their subrecipients must keep Federally funded equipment and facilities in good operating order and maintain ADA accessibility features.

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for maintenance.

6. Procurement

Basic Requirement: FTA grantees use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable Federal law, including 49 CFR Part 18 (specifically Section 18.36) and FTA Circular 4220.1F, "Third Party Contracting Guidance."

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for procurement.

7. Disadvantaged Business Enterprise (DBE)

Basic Requirement: The grantee must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for DOT-assisted contracts.

Finding: During this Triennial Review of LTD, no deficiencies were found with USDOT requirements for DBE.

8. Buy America

Basic Requirement: Federal funds may not be obligated unless steel, iron, and manufactured products used in FTA funded projects are produced in the United States. Grantees must conduct pre-award and post-delivery audits of purchases of revenue rolling stock in order to verify that Buy America provisions, Federal Motor Vehicle Safety Standards, and purchaser's requirements are met.

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for Buy America.

9. Debarment and Suspension

Basic Requirement: Debarment and suspension are tools used to protect the public from fraud, waste, and abuse in Federal transactions. Grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for debarment and suspension.

10. Lobbying

Basic Requirement: Recipients of Federal grants and contracts exceeding \$100,000 must certify compliance with Restrictions on Lobbying before they can receive funds.

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for lobbying.

11. Planning/Program of Projects

Basic Requirement: The grantee must participate in the transportation planning process in accordance with FTA requirements, SAFETEA-LU, and the metropolitan and statewide planning regulations.

Grantees must develop and/or participate in a locally developed, coordinated public transit-human services transportation plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation.

Each recipient of a Section 5307 grant shall have complied with the public participation requirements of Section 5307(c)(1) through (7). Each grantee is required to develop, publish, afford an opportunity for a public hearing on, and submit for approval a Program of Projects (POP).

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for planning/POP.

12. Title VI

Basic Requirement: The grantee must ensure that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participating in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. The grantee must ensure that federally supported transit services and related benefits are distributed in an equitable manner.

Finding: During this Triennial Review of LTD, deficiencies were found with the FTA requirements for Title VI. LTD's adopted fare policy calls for annual fare changes that rotate increases by fare type and allow for incremental changes to fares over time. The policy does not require that LTD conduct an internal analysis of fare changes to determine whether proposed changes have a discriminatory impact, and LTD has not documented any examination of the impact of fare changes on Title VI populations.

During the site visit, LTD revised its fare policy to require that all proposed changes to fares include an analysis of the impact on Title VI populations. The revised policy will be on the agenda for the July meeting of the LTD Board.

Corrective Action(s) and Schedule: By September 28, 2011, LTD must submit to the FTA Region 10 office its Board-approved fare policy documenting the requirement to complete an internal evaluation of any proposed fare change to determine if the change would have a discriminatory impact.

13. Public Comment on Fare and Service Changes

Basic Requirement: Section 5307 grantees are expected to have a written locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for fare increases and service reductions

14. Half Fare

Basic Requirement: During non-peak hours for fixed route service supported with Section 5307 assistance, fares charged elderly persons, persons with disabilities or an individual presenting a Medicare card will not be more than half the peak hour fare.

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for half fare.

15. ADA

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for ADA.

16. Charter Bus

Basic Requirement: FTA grantees are prohibited from using Federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Grantees are allowed to operate community based charter services excepted under the regulations.

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for charter bus.

17. School Bus

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service. School tripper service that operates and looks like all other regular service is allowed.

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for school bus.

18. National Transit Database (NTD)

Basic Requirement: Grantees that receive 5307 and 5311 grant funds must collect, record, and report financial and non-financial data in accordance with the Uniform System of Accounts (USOA) and the *National Transit Database (NTD) Reporting Manual* as required by 49 USC 5335(a).

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for National Transit Database.

19. Safety and Security

Basic Requirement: Under the safety authority provisions of the Federal transit laws, the Secretary has the authority to investigate the operations of the grantee for any conditions that appear to create a serious hazard of death or injury, especially to patrons of the transit service.

As recipients of Urbanized Area Formula Grant Program funds, grantees must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

FTA and the Department of Homeland Security's (DHS) Transportation Security Administration (TSA) have developed a list of 17 Security and Emergency Management Action Items for Transit Agencies. The action items aim to elevate security readiness throughout the

public transportation industry by establishing baseline measures that transit agencies should employ.

The goal of FTA's Safety and Security Program is to achieve the highest practical level of safety and security in all modes of transit. To this end, FTA continuously promotes the awareness of safety and security throughout the transit community by establishing programs to collect and disseminate information on safety/security concepts and practices. In addition, FTA develops guidelines that transit systems can apply in the design of their procedures and by which to compare local actions. Many of the questions in this review area are designed to determine what efforts grantees have made to develop and implement safety, security, and emergency management plans. While there may not be specific requirements associated with all of the questions, grantees are encouraged to implement the plans, procedures, and programs referenced in these questions. For this reason, findings in this area will most often result in advisory comments rather than deficiencies.

Finding: A summary of LTD's expenditures of Section 5307 funds for security projects is provided in Section VI of this report.

During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for safety and security.

20. Drug-Free Workplace

Basic Requirement: FTA grantees are required to maintain a drug-free workplace for all employees and to have an ongoing drug-free awareness program.

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for drug-free workplace.

21. Drug and Alcohol Program

Basic Requirement: Grantees receiving Urbanized Area Formula Program (Section 5307), Non-Urbanized Area Formula Program (Section 5311), or Capital Investment Program (Section 5309) funds must have a drug and alcohol testing program in place for all safety-sensitive employees.

Finding: During this Triennial Review of LTD, deficiencies were found with the FTA requirements for the Drug and Alcohol program. LTD had no documentation of its procedures to monitor contractors with safety sensitive employees to ensure that their drug and alcohol programs are administered in accordance with the regulations. The Drug and Alcohol Program Administrator reported that he communicated with and/or visited the contractors periodically, but did not have evidence of these visits, issues discussed, or actions taken. This deficiency was a repeat finding from the 2008 review.

In response to the draft report, LTD submitted to the FTA Region 10 office documentation of a monitoring program including a checklist that was completed at South Lane

Wheels on June 20, 2011 and responses received to follow-up questions posed during a site visit. This finding is closed.

22. Equal Employment Opportunity (EEO)

Basic Requirement: The grantee must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving Federal financial assistance under the Federal transit laws. (Note: EEOC's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for EEO.

23. ITS Architecture

Basic Requirement: Intelligent Transportation Systems (ITS) projects funded by the Highway Trust Fund and the Mass Transit Account must conform to the National ITS Architecture, as well as to United States Department of Transportation adopted ITS Standards.

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for ITS architecture.

24. American Recovery and Reinvestment Act (ARRA)

Basic Requirement: Grantees must have the legal, financial and technical capacity to carry out the proposed program of projects and meet the additional reporting requirements for its ARRA-funded grant activities.

Finding: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for ARRA.

LTD was awarded three ARRA grants. OR-96-X006 includes the maintenance facility improvements, transit enhancements, security cameras, and preventive maintenance. The maintenance facility work is completed and preventive maintenance funds have been expended. OR-77-0001 includes procurement of diesel hybrid buses the first of which is scheduled to be received in July 2011 with the remainder to be delivered in the spring of 2012. OR-36-0002 included procurement of three hybrid buses for the Pioneer Parkway EmX line. These vehicles are in service.

SUMMARY OF FINDINGS AND CORRECTIVE ACTIONS

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
1. Legal	ND				
2. Financial	ND				
3. Technical	ND				
4. Satisfactory Continuing Control	ND				
5. Maintenance	ND				
6. Procurement	ND				
7. Disadvantaged Business Enterprise	ND				
8. Buy America	ND				
9. Debarment and Suspension	ND				
10. Lobbying	ND				
11. Planning/POP	ND				
12. Title VI	D-13	Impact of fare and/or service changes not adequately examined	Submit Board-approved fare policy including requirement to evaluate impact of fare changes on Title VI population	September 28, 2011	
13. Public Comment on Fare and Service Changes	ND				
14. Half Fare	ND				
15. ADA	ND				
16. Charter Bus	ND				
17. School Bus	ND				
18. National Transit Database	ND				
19. Safety and Security	ND				
20. Drug-Free Workplace	ND				
21. Drug and Alcohol Program	D-08	Contractors not properly monitored	Submit evidence of implemented procedures to monitor contractor compliance with drug and alcohol regulations	September 13, 2011	June 28, 2011
22. Equal Employment Opportunity	ND				
23. ITS Architecture	ND				
24. ARRA	ND				

Findings: ND = No Deficiencies; D = Deficient; AC = Advisory Comment; NA = Not Applicable

V. TRANSIT SECURITY EXPENDITURES

Does the grantee expend one percent or more of its Section 5307 Urbanized Area Formula Grant funds for transit security?

FY2008:	Yes:	X	No:	
FY2009:	Yes:	X	No:	
FY2010:	Yes:	X	No:	

If no, why does the grantee consider such expenditure unnecessary (check all that apply):

<input type="checkbox"/>	No deficiency found from a threat and vulnerability assessment
<input type="checkbox"/>	TSA/FTA Security and Emergency Management Action Items met or exceeded
<input type="checkbox"/>	Other (please describe):

Security Funding	FTA Section 5307 Funds (\$)		
	FY 2008	FY 2009	FY 2010
Total amount of 5307 funds expended	2,145,328	5,585,290	3,204,893
Amount of 5307 funds expended on security	134,643	66,178	92,097
Percent of 5307 funds expended on security	6.28%	1.18%	2.87%
Infrastructure/Capital Improvement Security Projects:			
Lighting, fencing & perimeter control	2,979	9,228	
CCTV and surveillance technology	2,585	39,153	48,566
Communications systems	101,780	18,797	43,531
Security planning	27,299		
Drills & tabletop exercises			
Employee security training			
Other security-related infrastructure & capital improvements (please list)			
Operating/Personnel Expenditures (for agencies in areas with populations under 200,000):			
Contracted security force			
In-house security force			
Other security-related operating expenditures (please list)			

VI. ATTENDEES

Name	Title/Organization	Phone Number	E-mail Address
<i>Lane Transit District</i>			
Todd Lipkin	Financial Services Manager	(541) 682-6153	todd.lipkin@ltd.org
Jeanette Bailor	Purchasing Manager	(541) 682-6158	jeanette.bailor@ltd.org
Mary Adams	Director, Human Resources and Risk Management	(541) 682-6184	mary.adams@ltd.org
David Collier	Senior Human Resources Analyst	(541) 682-6182	david.collier@ltd.org
Mark Pangborn	General Manager	(541) 682-6105	mark.pangborn@ltd.org
George Trauger	Director of Maintenance	(541) 682-6163	george.trauger@ltd.org
Steve Rayack	Human Resources Technician	(541) 682-6134	stephen.rayack@ltd.org
Diane Hellekson	Director of Finance and Information Technolgy	(541) 682-6151	diane.hellekson@ltd.org
Rand Stamm	Human Services Transportation Specialist/Accessible Services	(541) 682-3246	rand.stamm@ltd.org
Andy Vobora	Director of Service Planning, Accessibility, and Marketing	(541) 682-6181	andy.vobora@ltd.org
Rick Bailor	Security Manager	(541) 682-7474	rick.bailor@ltd.org
Terry Parker	Accessible Services Manager	(541) 682-3245	terry.parker@ltd.org
Susan Hekimoglu	Accessible Services Coordinator	(541) 682-6108	susan.hekimoglu@ltd.org
Steve Parrott	Information Technology Manager	(541) 682-6136	steve.parrott@ltd.org
Mark Johnson	Director of Transit Operations	(541) 682-6193	mark.johnson@ltd.org
Kelly Staines	Facilities Maintenance Supervisor	(541) 501-9246	Kelly.staines@ltd.org
Carol James	Chief Accountant	(541) 882-6155	Carol.james@ltd.org
Tom Schwetz	Director of Planning and Development	(541) 682-6203	Tom.schwetz@ltd.org
Heather Lindsay	Service Planner	(541) 682-6133	Heather.lindsay@ltd.org
Joe McCormack	Facilities Manager	(541) 682-6189	Joe.mccormack@ltd.org
David Lindelein	Risk Manager	(541) 682-6152	David.lindeliem@ltd.org
Angie Sifuentez	Public Relations Specialist	(541) 682-63240	Angie.sifuentez@ltd.org
Dianne Presley	Admin. Services Assistant	(541) 682-6150	Dianne.presley@ltd.org
Rebecca Hay	Accounting Assistant	(541) 682-6138	Rebecca.hay@ltd.org
<i>FTA</i>			
Elaine Wine	Project Manager	206-220-7536	Elaine.wine@dot.gov
<i>CDI/DCI Joint Venture</i>			
Nancy Coburn	Reviewer	216-570-2719	nycoburn@aol.com

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2011

ITEM TITLE: 2011 LEGISLATIVE SESSION REVIEW

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

ACTION REQUESTED: None

BACKGROUND:

The 2011/13 Legislative Session ended on June 30, 2011, just a few days after the closing date that was projected by legislative leadership. With the knowledge of significant budget shortfalls hanging over the entire session, it was an unusually restrictive process with hundreds of bills being dropped along the way. Few new bills were advanced, and the likelihood of new funding for transit is slim. LTD joined with the Oregon Transportation Association (OTA) to preserve current funding wherever possible. In addition, LTD sought lottery funds for the state match toward the West Eugene EmX Extension.

Overall, transit fared reasonably well, given the economic climate. As can be seen by the 2011 Legislative Report published by Doug Barger of Lobby Oregon, LTD received \$4.2 million toward the lottery request. This amount was half of what was requested, and LTD will be required to go back to the legislature during the 2012 short session to request the second \$4.2 million. In addition, a new pool of \$20 million was created in replacement of the Business Energy Tax Credit pool, which eliminated funding for LTD's Student Transit Pass Program but opened up a new source to close the gap. Elderly and Disabled Funding was reduced and the Senior Medical Tax Deduction bill did not pass.

This outcome leaves opportunities for the 2012 session. Seeking secure funding will almost certainly be part of LTD's and OTA's strategy for the next two sessions. Attached is the 2011/12 Legislative Calendar for Board review. Details about a strategy will be presented later this fall.

ATTACHMENTS:

- 1) Lobby Oregon 2011 Legislative Report, dated July 13, 2011
- 2) 2012 Interim Legislative Calendar

PROPOSED MOTION: None

2011 LEGISLATIVE REPORTPrepared for LTD
July 13, 2011**2011 SESSION SCORECARD**

Result	Issue	Bill #	Details
↑	EmX Lottery Bonds	HB 5036	\$8.4 million request was cut in half. \$4.2 million appropriated. LTD can make a supplemental request in February 2012.
↑	ConnectOregon IV	HB 2166	\$40 million for multimodal projects.
↔	BETC	HB 3672	Includes \$20 million for transit but eliminates the school pass and employer pass programs.
↔	Elderly & Disabled Transit	-	\$3 million appropriated, down from \$10 million in the previous session.
↓	Senior Medical Tax Deduction	HB 2582	Seriously considered by leadership. Transit's piece of the pie shrunk as it moved through the process. Ultimately no revenue raising bills passed.

SESSION SUMMARY

This was a challenging session for transit and for LTD. Transit needed a new, permanent funding source for Elderly and Disabled Transit. LTD needed the second of three lottery bond appropriations for the West Eugene EmX project. Meanwhile, legislators were looking everywhere to cut budgets and save money. In the closing days of the session, Ways and Means members described this as “a bleak budget in a bleak year.”

So OTA spent most of the session fighting to hold on to funding from the Business Energy Tax Credit (BETC) and was partially successful. OTA also got farther than anticipated in discussions about modifying the Senior Medical Tax Deduction to help fund Elderly and Disabled Transit. In the end, that did not happen. Instead, legislators appropriated \$3 million for E & D Transit, down from \$10 million in 2009-11.

LTD ultimately received \$4.2 million for West Eugene EmX in the lottery bond bill, one of the final bills of the session. Our local legislators were thrilled with this, since so many other projects went unfunded. LTD can request another \$4.2 million during the February 2012 session.

PRIORITY BILLS

EMX LOTTERY BONDS – HB 5036

Partially funded

Legislators approved \$4.2 million in lottery bonds for the West Eugene EmX extension. It was one of only 18 lottery bond projects funded this session. This will provide the local match for federal funds for this project.

The original request was for \$8.4 million. LTD can request the additional funds during the February 2012 session.

CONNECT OREGON IV – HB 2166

Funded

This continues the successful program to fund non-highway transportation projects. Transit, air, rail and marine capital construction projects are eligible for funding.

The first three ConnectOregon bills each allocated \$100 million. The amount in HB 2166 was reduced to \$40 million because of the state's budget challenges this biennium.

ConnectOregon IV maintains the regional distribution of funds. Ten percent of the total is to go to each of five regions in the state.

SENIOR MEDICAL TAX DEDUCTION FOR TRANSIT – HB 2582

Failed

The concept of modifying the senior medical tax deduction to help fund senior services gained more traction than we anticipated. Rep. Terry Beyer (D-Springfield) proposed HB 2582 as a potential solution for Elderly & Disabled Transit and Oregon Project Independence.

AARP and the Long Term Care Association joined the effort. They proposed funding for Medicaid reimbursement and other issues which would have diminished the amount available for transit.

House Republicans were reluctant to support a tax increase. If they did, they wanted PERS reform and/or a requirement that state employees pay a percentage of their health insurance premiums. That was too high a price for others to pay and the deal fell apart.

It's possible this issue will resurface in 2013. Legislators are aware of this tax deduction's growing impact on the General Fund.

BETC REPLACED BY TRANNIE – HB 3672

Partially funded

Legislators were determined to rein in costs on the Business Energy Tax Credits (BETC) program. Though transit was not an initial target, it still felt the sting. Some legislators thought transit did not fit their BETC philosophy, which focused on one-time investments to achieve conservation savings.

So, while there was support for the school bus pass program, legislators thought BETC was not the way to fund it. But they did not find another way to fund it; they just cut it. Loss of the school bus pass program will cost LTD \$1.6 million per year. The employer pass program was also eliminated.

In the end, BETC was eliminated, replaced by a new transportation conservation program, nicknamed "Trannie", that includes \$20 million for transit and alternative fueling stations. It will be up to ODOT to determine how to divide those credits.

"Using this for transit is untenable in the long term," Rep. Vicki Berger (R-Salem), co-chair of the Joint Tax Credits Committee said. "This is an off ramp."

Legislative Revenue analysts say without any changes, the BETC would have cost \$170 million in 2013-15. The limits, caps and restrictions in HB 3672 reduce that cost to \$56 million, for a \$114 million savings.

LTD REGULAR BOARD MEETING

OTHER BILLS

SENIOR SERVICES UPDATE – HB 3037

Passed

This bill focused on redefining services and eligibility in Oregon Project Independence (OPI). Oregon Transit Association decided to use it as an opportunity to talk about the connection between senior services and the need for elderly and disabled transit.

LTD General Manager Mark Pangborn told the House Human Services Committee, "It costs about \$3 per ride on our fixed-route system compared to \$25 per ride on the paratransit system." Pangborn went on to say, "We need your help developing a funding source that will help seniors stay in their homes and remain independent."



HB 3037 passed but has no impact on transit services.

DRIVER MOBILE COMMUNICATIONS BAN – HB 3186

Passed

This bill set out to close a loophole in the ban on cell phone use while driving passed in 2009. That bill allowed cell phone use if it was necessary for one's job. That was too permissive. The bill also added a ban on texting while driving.

The bill did not clarify that dispatch systems and mobile communications by bus drivers would still be allowed. OTA worked with the bill sponsors to add the transit exception to the bill.

The bill passed with the transit exception included.

FREE TRANSIT FOR SENIORS – HB 2315

Failed

This was Rep. Mitch Greenlick's (D-Portland) proposal. It would have required TriMet, LTD and Salem Transit to give free rides to seniors, but his target was TriMet. Rep. Terry Beyer (D-Springfield) told Greenlick of the obstacles transit faces in providing rides to people with disabilities and communities in general, saying that transit just doesn't have the resources to give away more free rides to anyone.

Aaron Deas of Tri-Met reported the senior population will grow in Portland by 125% over the next decade. As it stands now, seniors and people with disabilities can receive monthly passes at 29% of the normal rate.

TRANSIT TAX LIABILITY – HB 2560

Failed

This bill aimed to transfer liability to an individual if a corporation failed to pay transit taxes on their behalf, in the same way as is allowed for payroll taxes. The Department of Revenue testified that grouping payroll and transit taxes together makes sense because they are filed in the same document and could be easily included in the same investigation.

The House Revenue Committee dropped the idea saying it was unwilling to expand the liability of a corporation to an individual.

BREAST-FEEDING IN THE WORKPLACE – HB 2038

Failed

Supporters said this bill would align Oregon state law with a 2010 federal law on breast-feeding in the workplace. The new law would impact all employers (rather than just those with 25+ employees), allow employees to take breast-feeding breaks based on "need and frequency" (rather than 30 minute breaks) and would extend the undue

hardship exemption to all employers (instead of just those with fewer than 50 employees, as is the case in current Oregon law.)

The bill received one hearing, then died.

LTD ONLINE BILL TRACKING: <http://mycm3.com/login.aspx?ReturnUrl=%2f>

User Name: ltd@ltd.org

Password: busses**

2011

Interim Leg Days
Key Election Dates

Interim Leg Days
Key 2012 Session Dates

JULY						
S	M	T	W	T	F	S
					1	2
3	4 Ind. Day	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 Forecast	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5 Labor Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Leg Days	22 Leg Days	23 Leg Days	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
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30	31					

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11 Vets Day	12
13	14	15	16 Leg Days	17 Leg Days	18 Leg Days	19
20	21 Forecast	22	23	24 Thanks.	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5 LC Request Deadline	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 Hanukkah Begins	21	22	23	24
25 Christmas	26 Observed	27	28	29	30	31

2012

County
Key Election Dates

Interim Leg Days
Key 2012 Session Dates

JANUARY						
S	M	T	W	T	F	S
1 New Year	2 Observed	3	4	5	6	7
8	9 All Drafts Returned	10	11	12	13	14
15	16 MLK Day	17	18 Leg Days	19 Leg Days	20 Leg Days	21
22	23 Bill Filing Deadline	24	25	26	27 Advisory Referrals	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20 Pres Day	21	22	23	24	25
26	27	28	29			

MARCH						
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4	5	6 Filing Day	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
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1	2	3	4	5	6	7
8 Easter	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 Primary	16	17	18	19
20	21 Leg Days	22 Leg Days	23 Leg Days	24	25	26
27	28 Mem Day	29	30	31		

JUNE						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

2012

Key Election Dates

Interim Leg Days
Key 2012 Session Dates

JULY						
S	M	T	W	T	F	S
1	2	3	4 Ind Day	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST						
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26	27	28	29	30	31	

SEPTEMBER						
S	M	T	W	T	F	S
2	3 Labor Day	4	5	6	7	1/8
9	10	11	12 Leg Days	13 Leg Days	14 Leg Days	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6 General	7	8	9	10
11 Vets Day	12 Observed	13	14	15	16	17
18	19	20	21	22 Thanks	23	24
25	26	27	28	29	30	

DECEMBER						
S	M	T	W	T	F	S
2	3	4	5	6	7	1/8
9	10 Leg Days	11 Leg Days	12 Leg Days	13	14	15
16 Hanukkah Begins	17	18	19	20	21	22
23	24	25 Christmas	26	27	28	29
30	31					

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2011

ITEM TITLE: JULY AND AUGUST FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Financial results for the first two months of the FY 2011-12 fiscal year are summarized in the attached reports. With a focus on the most current information, this report covers August and two-month year-to-date results.

Passenger fares are 1.1 percent lower for the first two months of the new year over the same period last year. Passenger boardings for the rolling twelve-month period, which ended July 31, decreased .8 percent compared to the previous period. July 2011 boardings were 2.6 percent lower than July 2010. July 2010 had one more weekday of service than July 2011. In addition, LTD provided service on July 4, 2010, but not on July 4, 2011. August data were not available when this report was prepared.

Payroll tax revenues are up 1.8 percent versus last year. The increase in payroll tax rate from .0066 to .0067 on January 1, 2011, accounts for most of this increase. Local unemployment is lower than a year ago, but remains above 9 percent. Year-to-date results are consistent with the current year budget assumptions and the current Long-Range Financial Plan.

There are usually no self-employment tax receipts expected until after the first of January for the calendar year that will end December 31. Self-employment tax payments are due at the same time as state income tax returns, usually on April 15. Year-to-date receipts of \$22,600 are likely collections for prior tax years. It is not material that collections to date from this source are below those of last year.

State-in-lieu receipts are disbursed quarterly. Receipts for the quarter ending September 30, 2011, are expected in early October.

Interest rates of return remain at historic lows. The Local Government Investment Pool is still .5 percent, as has been true for the last several months.

As Board members will recall, LTD anticipated that the state funded Business Energy Tax Credit (BETC) program that funded the Student Transit Pass Program would sunset in FY 2011-12 and provide \$1,000,000 for middle school and high school passes and another \$888,000 in support of accessible services. After the FY 2011-12 budget was finalized, the BETC program was eliminated effective June 2011. As

a result, there is \$1,000,000 in the FY 2011-12 budget that will not be received. This amount could be offset by as much as \$600,000 by the sale of passes to students who previously were eligible for the free passes. Some or all of the accessible services revenue could still be realized.

Total personnel services expenditures, the largest category of operating expense, show a 3.7 percent decrease versus the previous year. The reduction is the result of positions eliminated in FY 2010-11. Because of retirement incentives and the accrued leave payouts that occur when employees terminate, the savings from the positions reductions fall in the current fiscal year, not the year in which the reductions occurred. The most recent contract covering employees represented by the Amalgamated Transit Union 757 expired on June 30, 2011. Negotiations on a new contract began last spring and continue with the most recent session scheduled for September 20. Should agreement not be reached, the next step is mediation. If mediation fails, then the matter goes to binding interest arbitration, because LTD's represented employees are prohibited from striking.

Materials and services results vary widely from department to department. Total materials and services are 34 percent higher for the first two months of this year as compared to last primarily due to a major software upgrade

Fuel prices rose in August. The current year budget assumes \$3.75 per gallon. The year-to-date average price per gallon through August was \$3.17, almost \$1.00 above what it was last year. The year-to-date high was \$3.27 per gallon on September 2, 2011. The low price of \$3.07 occurred on August 5, 2011.

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

Year-to-date results for the Accessible Services Fund and Medicaid Fund are as anticipated by the FY 2011-12 budget.

Capital Project Fund activity has been spread over finalizing some features of the Gateway EmX project, planning for the West Eugene EmX extension, acquiring new 40-foot vehicles, and investing in passenger boarding improvements. Project expenditures are consistent with FY 2011-12 budget expectations.

In November or December (depending on meeting schedules), Board members will receive the FY 2010-11 Comprehensive Annual Financial Report (CAFR). Field work for the annual independent audit of last fiscal year was completed on September 9. Results will be reported to the Board at a future meeting.

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

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

PROPOSED MOTION: None

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Lane Transit District
Operating Financial Report
For the Fiscal Period Ending 8/31/2011 With Comparisons to Prior Year to Date
Current Year: 2011-2012
Unaudited

	Prior YTD 10-11	Adopted Budget	YTD Actual	% Budget	% Over Last Year
Revenues & Other Sources					
Passenger Fares	673,069	4,732,100	665,853	14.1%	-1.1%
Group Pass	386,285	2,377,200	342,693	14.4%	-11.3%
Advertising	45,500	275,500	46,000	16.7%	1.1%
Special Service	75,147	448,300	73,797	16.5%	-1.8%
Miscellaneous	23,598	145,400	26,297	18.1%	11.4%
Total Operating	1,203,599	7,978,500	1,154,640	14.5%	-4.1%
Payroll Tax (cash basis)	5,222,482	22,573,900	5,316,178	23.6%	1.8%
Self-employment Tax (cash basis)	42,228	1,522,200	22,614	1.5%	-46.4%
State-in-Lieu (cash basis)	-	1,668,000	-	0.0%	N/A
Operating Grants	799,228	4,780,500	39,374	0.8%	-95.1%
Total Taxes & Grants	6,063,938	30,544,600	5,378,166	17.6%	-11.3%
Interest Income	9,717	60,000	9,843	16.4%	1.3%
Sale of Assets	6,378	10,000	-	0.0%	-100.0%
Total Revenues & Other Sources	7,283,632	38,593,100	6,542,649	17.0%	-10.2%
Expenditures & Other Uses					
Personnel Services					
Administration	1,423,747	8,484,000	1,417,180	16.7%	-0.5%
Administration - Contra Payroll	(195,073)	(970,000)	(201,871)	20.8%	3.5%
Administration - Net	1,228,674	7,514,000	1,215,309	16.2%	-1.1%
Contract	3,025,304	18,315,900	2,879,339	15.7%	-4.8%
Total Personnel Services	4,253,978	25,829,900	4,094,648	15.9%	-3.7%
Materials & Services					
General Administration	39,344	171,500	23,737	13.8%	-39.7%
Government Relations	63,600	128,900	64,022	49.7%	0.7%
Finance	24,297	173,300	26,085	15.1%	7.4%
Information Technologies	178,156	707,600	330,568	46.7%	85.5%
Human Resources	21,964	322,800	20,215	6.3%	-8.0%
Service Planning	572	7,000	502	7.2%	-12.2%
Marketing	94,047	365,300	55,365	15.2%	-41.1%
Graphics	1,422	10,600	2,020	19.1%	42.1%
Accessible Services	1,765	14,600	-	0.0%	-100.0%
Planning & Development	2,619	15,900	2,288	14.4%	-12.6%
point2point Solutions	45,701	482,700	51,138	10.6%	11.9%
Facilities Services	142,785	1,145,100	165,183	14.4%	15.7%
Transit Operations	98,125	673,800	83,669	12.4%	-14.7%
Customer Service Center	1,008	25,100	624	2.5%	-38.1%
Maintenance	588,654	4,844,000	614,078	12.7%	4.3%
Insurance / Liability Costs	256,563	1,312,700	200,980	15.3%	-21.7%
Accessible Services Transfer	9,513	1,915,100	469,022	24.5%	4830.3%
Capital Transfer	-	3,062,900	-	0.0%	N/A
Total Materials & Services	1,570,135	15,378,900	2,109,496	13.7%	34.4%
Total Expenditures & Other Uses	5,824,113	41,208,800	6,204,144	15.1%	6.5%
Excess (Deficiency) of Revenues Over Expenditures	1,459,519	(2,615,700)	338,505		-76.8%
Net to Fund	1,459,519	(2,615,700)	338,505		-76.8%



**Lane Transit District
General Fund
Comparative Balance Sheets
August 31, 2011 and June 30, 2011
Unaudited**

	Current Balance	Balance 06/30/11 Unaudited
ASSETS		
Cash & Investments	\$ 15,904,705	\$ 13,405,048
Receivables	1,969,411	4,283,060
Accrued Payroll Taxes Receivable	5,228,600	5,240,169
Due from Other Governments	3,752	474,212
Due from Other Funds		
Inventory of Parts and Supplies	1,317,385	1,368,341
Prepaid Expenses	540,443	662,955
Deposits	88,316	88,316
Property, Plant and Equipment		
Net of Accumulated Depreciation	113,197,848	113,197,848
Total Assets	<u>\$ 138,250,461</u>	<u>\$ 138,719,949</u>
LIABILITIES		
Accounts Payable	\$ 16,595	\$ 541,030
Accrued Payroll Related Payable	605,296	931,980
Unearned Revenue	174,829	112,102
Liability Claims/Other Payable	863,124	882,724
CAL/Sick Accrual	3,284,894	3,284,894
Net OPEB Obligation	1,902,048	1,902,048
Total Liabilities	<u>6,846,786</u>	<u>7,654,778</u>
FUND BALANCE		
Investment in Fixed Assets	18,315,791	18,315,791
Contributed Capital	94,882,057	94,882,057
Fund Balance Restricted to Assets	<u>113,197,848</u>	<u>113,197,848</u>
Fund Balance	17,867,323	23,817,415
Excess (Deficiency) of Revenues Over Expenditures	<u>338,505</u>	<u>(5,950,092)</u>
Ending Fund Balance	<u>18,205,828</u>	<u>17,867,323</u>
Total Reserves & Fund Balances	<u>131,403,675</u>	<u>131,065,171</u>
Total Liabilities & Fund Balance	<u>\$ 138,250,461</u>	<u>\$ 138,719,949</u>



Lane Transit District
Accessible Services Fund
Comparative Balance Sheets
August 31, 2011 and June 30, 2010
Unaudited

	Current Balance	Balance 6/30/2011 Unaudited
ASSETS		
Cash & Investments	\$ 27,175	\$ -
Receivables	22,046	5,937
Grants Receivable	<u>276,577</u>	<u>645,586</u>
Total Assets	<u>\$ 325,798</u>	<u>651,523</u>
LIABILITIES		
Accounts Payable	\$ 54,186	164,591
Due to Other Funds	-	152,614
Oakridge Program Reserves	33,714	30,005
Unearned Revenue	<u>-</u>	<u>-</u>
Total Liabilities	<u>87,900</u>	<u>347,209</u>
RESERVES & BALANCES		
Fund Balance	304,314	298,795
Excess (Deficiency) of Revenues Over Expenditures	<u>(66,416)</u>	<u>5,518</u>
Ending Fund Balance	<u>237,898</u>	<u>304,314</u>
Total Liabilities & Fund Balances	<u>\$ 325,798</u>	<u>651,523</u>



**Lane Transit District
Medicaid Fund
Comparative Balance Sheets
August 31, 2011 and June 30, 2011
Unaudited**

	Current Balance	Balance 6/30/2011 Unaudited
ASSETS		
Cash & Investments	\$ 336,869	\$ 242,259
Receivables	444,444	375,009
Grants Receivable	31,406	31,406
Total Assets	\$ 812,719	\$ 648,673
LIABILITIES		
Accounts Payable	\$ 116,539	\$ 64,950
Medicaid Medical Reserves	431,922	431,922
Total Liabilities	548,461	496,872
RESERVES & BALANCES		
Fund Balance	151,801	150,270
Excess (Deficiency) of Revenues Over Expenditures	112,457	1,531
Ending Fund Balance	264,258	151,801
Total Liabilities & Fund Balances	\$ 812,719	\$ 648,673



Lane Transit District
Capital Projects Fund
Comparative Balance Sheets
August 31, 2011 and June 30, 2011
Unaudited

	Current Balance	Balance 06/30/11 Unaudited
ASSETS		
Cash & Investments	\$ 886,188	\$ 93,499
Accounts Receivable	11,500	436
Grants Receivable	2,059,747	1,601,427
Prepaid Expenses	-	564
Total Assets	\$ 2,957,435	\$ 1,695,926
LIABILITIES		
Accounts Payable	\$ 794,473	\$ 585,559
Retainage Payable	79,844	83,550
Unearned Revenue	1,675,030	74,094
Total Liabilities	2,549,347	743,203
RESERVES & BALANCES		
Fund Balance	952,722	81,594
Excess (Deficiency) of Revenues Over Expenditures	(544,634)	871,129
Ending Fund Balance	408,088	952,722
Total Liabilities & Fund Balances	\$ 2,957,435	\$ 1,695,926



**Lane Transit District
General Fund
Schedule of Resources and Requirements
For the Period 8/1/2011 - 8/31/2011
Unaudited**

	Annual Budget	Current Month			Year to Date		
		Budget	Actual	Variance	Budget	Actual	Variance
Resources							
Beginning Working Capital	10,304,200	-	-	-	10,304,200	10,422,027	117,827
Passenger Fares	4,732,100	352,040	344,850	(7,190)	704,080	665,853	(38,227)
Group Pass	2,377,200	195,000	171,127	(23,873)	390,000	342,693	(47,307)
Advertising	275,500	22,960	23,000	40	45,920	46,000	80
Special Service	448,300	4,100	-	(4,100)	35,500	73,797	38,297
Miscellaneous	145,400	6,640	6,488	(152)	29,680	26,297	(3,383)
Payroll Tax (cash basis)	22,573,900	4,600,000	4,688,120	88,120	5,300,000	5,316,178	16,178
Self-employment Tax (cash basis)	1,522,200	26,000	-	(26,000)	42,000	22,614	(19,386)
State-in-Lieu (cash basis)	1,668,000	-	-	-	-	-	-
Operating Grants	4,780,500	397,130	9,283	(387,847)	794,260	39,374	(754,886)
Interest Income	60,000	5,000	5,158	158	10,000	9,843	(157)
Proceeds From Sale of Assets	10,000	-	-	-	-	-	-
Total General Fund Resources	48,897,300	5,608,870	5,248,026	(360,844)	17,655,640	16,964,676	(690,964)
Requirements							
General Administration	636,200	53,060	54,390	(1,330)	106,120	129,913	(23,793)
Government Relations	128,900	5,530	4,932	598	68,560	64,022	4,538
Finance	1,112,400	88,860	82,260	6,600	189,720	184,664	5,056
Information Technologies	1,203,800	100,350	52,640	47,710	200,700	388,763	(188,063)
Human Resources	965,700	80,500	65,593	14,907	161,000	129,981	31,019
Service Planning	451,300	37,410	33,822	3,588	74,820	68,638	6,182
Marketing	638,300	65,290	19,427	45,863	95,830	96,977	(1,147)
Graphics	153,100	12,770	10,392	2,378	25,540	21,572	3,968
Accessible Services	113,800	8,800	8,525	275	17,600	18,923	(1,323)
Planning & Development	344,500	28,730	15,497	13,233	57,460	34,482	22,978
<i>point2point Solutions</i>	953,600	79,510	52,608	26,902	159,020	108,573	50,447
Facilities Services	1,748,700	145,810	187,785	(41,975)	291,620	270,457	21,163
Transit Operations	17,238,900	1,439,040	1,341,953	97,087	2,873,880	2,690,608	183,272
Customer Service Center	482,500	80,900	37,219	43,681	161,800	74,149	87,651
Maintenance	8,746,400	688,250	608,833	79,417	1,376,500	1,252,420	124,080
Insurance / Liability Costs	1,312,700	109,420	118,762	(9,342)	218,840	200,980	17,860
Total Operating Requirements	36,230,800	3,024,230	2,694,638	329,592	6,079,010	5,735,122	343,888
Accessible Services Transfer	1,915,100	159,590	271,513	(111,923)	319,180	469,022	(149,842)
Capital Projects Transfer	3,062,900	-	-	-	-	-	-
Reserve-Operating Contingency	1,000,000	-	-	-	-	-	-
Reserve-Self-insurance and Risk	1,000,000	-	-	-	-	-	-
Reserve-Working Capital	5,688,500	-	-	-	-	-	-
Total Non-Operating Requirements	12,666,500	159,590	271,513	(111,923)	319,180	469,022	(149,842)
Total General Fund Requirements	48,897,300	3,183,820	2,966,151	217,669	6,398,190	6,204,144	194,046
Resources Less Requirements	-				11,257,450	10,760,532	



Lane Transit District
Accessible Services Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 8/1/2011 - 8/31/2011
Unaudited

Percent of Year 16.7%

	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
State Special Transp Funds - In District	424,300	-	-	(424,300)	0.0%
State Special Transp Funds - Out of District	105,300	-	-	(105,300)	0.0%
State Special Transp Funds - Administration	-	-	-	-	NA
Federal Grants - 5310	1,145,300	-	-	(1,145,300)	0.0%
Federal Grants - 5311	142,100	-	-	(142,100)	0.0%
Federal Grants - 5316 JARC	15,000	-	-	(15,000)	0.0%
Federal Grants - 5317 New Freedom	180,000	-	-	(180,000)	0.0%
Other Federal Grants	704,100	-	-	(704,100)	0.0%
Business Energy Tax Credit Revenue	900,000	-	-	(900,000)	0.0%
Farebox	294,700	47,240	27,962	(247,460)	16.0%
Local Grants	92,800	23,175	23,175	(69,625)	25.0%
Miscellaneous	-	150	-	150	NA
Transfer from General Fund	<u>1,915,100</u>	<u>469,022</u>	<u>271,513</u>	<u>(1,446,078)</u>	24.5%
Total Revenues	<u>5,918,700</u>	<u>539,587</u>	<u>322,650</u>	<u>(5,379,113)</u>	9.1%
Expenditures & Other Uses					
Eugene-Springfield Based Services					
ADA RideSource	4,909,300	489,298	292,691	4,420,002	10.0%
Mental Health & Homeless	79,000	5,414	42	73,586	6.9%
Travel Training & Host	124,300	9,514	32	114,786	7.7%
Job Access/Reverse Commute (JARC)	-	-	-	-	NA
Total Eugene-Springfield Based Services	<u>5,112,600</u>	<u>504,226</u>	<u>292,765</u>	<u>4,608,374</u>	9.9%
Rural Lane County Services					
South Lane	85,300	5,612	1,954	79,688	6.6%
Florence	161,700	26,337	12,379	135,363	16.3%
Oakridge	<u>193,700</u>	<u>12,093</u>	<u>21</u>	<u>181,607</u>	6.2%
Total Rural Lane County Services	<u>440,700</u>	<u>44,042</u>	<u>14,354</u>	<u>396,658</u>	10.0%
Mobility Management	205,000	8,884	-	196,116	4.3%
Lane County Coordination	153,000	48,851	22,583	104,149	31.9%
Transfer to Capital Fund	31,000	-	-	31,000	0.0%
Contingency	<u>244,500</u>	<u>-</u>	<u>-</u>	<u>244,500</u>	0.0%
Total Accessible Services Expenditures	<u>6,186,800</u>	<u>606,003</u>	<u>329,702</u>	<u>5,580,797</u>	9.8%
Unreserved Fund Balance					
Change to Fund Balance	(268,100)	(66,416)			
Beginning Balance	<u>268,100</u>	<u>304,314</u>			
Ending Balance	<u>\$ -</u>	<u>\$ 237,898</u>			



Lane Transit District
Medicaid Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 8/1/2011 - 8/31/2011
Unaudited

				Percent of Year	16.7%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
Medicaid	4,505,200	735,793	393,241	(3,769,407)	16.3%
Medicaid Non-Medical	320,300	71,036	36,462	(249,264)	22.2%
State Discretionary Funds	79,500	-	-	(79,500)	0.0%
Total Revenues	<u>4,905,000</u>	<u>806,829</u>	<u>429,703</u>	<u>(4,098,171)</u>	16.4%
Expenditures & Other Uses					
Medicaid Medical Service	3,600,000	571,237	306,560	3,028,763	15.9%
Medicaid Non-Medical Service	368,000	75,106	41,239	292,894	20.4%
RideSource Call Center Administration	600,000	39,814	-	560,186	6.6%
Mobility Management	92,000	6,115	-	-	
Lane Transit District Administration	245,000	2,101	1,270	242,899	0.9%
Contingency	150,300	-	-	150,300	0.0%
Total Medicaid Fund Expenditures	<u>5,055,300</u>	<u>694,372</u>	<u>349,069</u>	<u>4,275,043</u>	13.7%
Unreserved Fund Balance					
Change to Fund Balance	(150,300)	112,457			
Beginning Balance	<u>150,300</u>	<u>151,801</u>			
Ending Balance	<u>-</u>	<u>264,258</u>			



Lane Transit District
Capital Projects Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 8/1/2011 - 8/31/2011
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Percent of Year Variance	16.7% YTD % of Budget
Revenues & Other Sources					
Federal Grant Income					
Formula Funds (Section 5307)	4,921,000	304,427	2,406	(4,616,573)	6.2%
American Recovery & Reinvestment Act (ARRA)	64,700	125,000	-	60,300	193.2%
Discretionary Funds	20,595,300	979,713	535,602	(19,615,587)	4.8%
Other Funds	2,040,700	-	-	(2,040,700)	0.0%
Total Federal Grants	<u>27,621,700</u>	<u>1,409,140</u>	<u>538,008</u>	<u>(26,212,560)</u>	5.1%
Connect Oregon	-	-	-	-	N/A
Other State Grant Income	2,696,700	-	-	(2,696,700)	0.0%
Other Local Funds	-	-	-	-	N/A
Miscellaneous Income	-	-	-	-	N/A
Transfer from General Fund	3,031,900	-	-	(3,031,900)	0.0%
Transfer from Accessible Services Fund	31,000	-	-	(31,000)	0.0%
Total Resources	<u>33,381,300</u>	<u>1,409,140</u>	<u>538,008</u>	<u>(31,972,160)</u>	4.2%
Expenditures					
Grant Paid Capital					
EmX					
Gateway EmX Extension	2,100,000	792,698	672,033	1,307,302	37.7%
West Eugene EmX Extension	5,000,000	208,177	113,024	4,791,823	4.2%
Total EmX	<u>7,100,000</u>	<u>1,000,875</u>	<u>785,057</u>	<u>6,099,125</u>	14.1%
Revenue Rolling Stock	13,908,800	565,328	2,291	13,343,472	4.1%
PBI/Facilities	8,504,000	332,067	858	8,171,933	3.9%
Software & Hardware	1,251,500	38,140	26,375	1,213,360	3.0%
Intelligent Transportation Systems	625,000	62	-	624,938	0.0%
Transit Security Projects	927,700	15,247	472	912,453	1.6%
Bus Related Equipment	200,000	-	-	200,000	0.0%
Miscellaneous Equipment	222,500	1,598	-	220,902	0.7%
Communications	297,300	-	-	297,300	0.0%
Shop Equipment	87,500	-	-	87,500	0.0%
Support Vehicles	75,000	-	-	75,000	0.0%
Accessible Services Vehicles	182,000	457	443	181,543	0.3%
Budgeted for Capital Contingency/Reserves	945,700	-	-	945,700	0.0%
Total Expenditures	<u>34,327,000</u>	<u>1,953,774</u>	<u>815,496</u>	<u>32,373,226</u>	5.7%
Unreserved Fund Balance					
Change to Fund Balance	(945,700)	(544,634)			
Beginning Fund Balance	<u>945,700</u>	<u>952,722</u>			
Ending Fund Balance	<u>-</u>	<u>408,088</u>			



Lane Transit District
Operating Financial Report
For the Fiscal Period Ending 7/31/2011 With Comparisons to Prior Year to Date
Current Year: 2011-2012
Unaudited

	Prior YTD 10-11	Adopted Budget	YTD Actual	% Budget	% Over Last Year
Revenues & Other Sources					
Passenger Fares	333,947	4,732,100	321,003	6.8%	-3.9%
Group Pass	193,485	2,377,200	171,566	7.2%	-11.3%
Advertising	23,000	275,500	23,000	8.3%	0.0%
Special Service	75,147	448,300	73,797	16.5%	-1.8%
Miscellaneous	7,682	145,400	4,809	3.3%	-37.4%
Total Operating	<u>633,261</u>	<u>7,978,500</u>	<u>594,175</u>	7.4%	-6.2%
Payroll Tax (cash basis)	662,286	22,573,900	628,059	2.8%	-5.2%
Self-employment Tax (cash basis)	16,206	1,522,200	22,614	1.5%	39.5%
State-in-Lieu (cash basis)	-	1,668,000	-	0.0%	N/A
Operating Grants	436,621	4,780,500	45,091	0.9%	-89.7%
Total Taxes & Grants	<u>1,115,113</u>	<u>30,544,600</u>	<u>695,764</u>	2.3%	-37.6%
Interest Income	4,644	60,000	4,684	7.8%	0.9%
Sale of Assets	6,378	10,000	-	0.0%	-100.0%
Transfer from Transportation Options Fund	-	-	-	N/A	N/A
Total Revenues & Other Sources	<u>1,759,396</u>	<u>38,593,100</u>	<u>1,294,623</u>	3.4%	-26.4%
Expenditures & Other Uses					
Personnel Services					
Administration	766,226	8,484,000	719,506	8.5%	-6.1%
Administration - Contra Payroll	(91,321)	(970,000)	(73,327)	7.6%	-19.7%
Administration - Net	<u>674,905</u>	<u>7,514,000</u>	<u>646,179</u>	8.6%	-4.3%
Contract	1,571,080	18,315,900	1,442,147	7.9%	-8.2%
Total Personnel Services	<u>2,245,985</u>	<u>25,829,900</u>	<u>2,088,326</u>	8.1%	-7.0%
Materials & Services					
General Administration	14,234	171,500	14,842	8.7%	4.3%
Government Relations	58,800	128,900	59,091	45.8%	0.5%
Finance	16,227	173,300	23,155	13.4%	42.7%
Information Technologies	134,853	707,600	301,504	42.6%	123.6%
Human Resources	10,791	322,800	9,685	3.0%	-10.2%
Service Planning	290	7,000	330	4.7%	13.8%
Marketing	35,661	365,300	49,896	13.7%	39.9%
Graphics	204	10,600	1,381	13.0%	577.0%
Accessible Services	-	14,600	1,345	9.2%	N/A
Planning & Development	1,163	15,900	1,350	8.5%	16.1%
<i>point2point Solutions</i>	22,349	482,700	18,444	3.8%	-17.5%
Facilities Services	61,298	1,145,100	29,484	2.6%	-51.9%
Transit Operations	52,845	673,800	41,684	6.2%	-21.1%
Customer Service Center	634	25,100	624	2.5%	-1.6%
Maintenance	107,496	4,844,000	321,921	6.6%	199.5%
Insurance / Liability Costs	159,538	1,312,700	82,219	6.3%	-48.5%
Accessible Services Transfer	8,591	1,915,100	199,453	10.4%	2221.7%
Capital Transfer	-	3,062,900	-	0.0%	N/A
Total Materials & Services	<u>684,974</u>	<u>15,378,900</u>	<u>1,156,408</u>	7.5%	68.8%
Total Expenditures & Other Uses	<u>2,930,959</u>	<u>41,208,800</u>	<u>3,244,734</u>	7.9%	10.7%
Excess (Deficiency) of Revenues Over Expenditures	<u>(1,171,563)</u>	<u>(2,615,700)</u>	<u>(1,950,111)</u>		66.5%
Net to Fund	<u>(1,171,563)</u>	<u>(2,615,700)</u>	<u>(1,950,111)</u>		66.5%



**Lane Transit District
General Fund
Comparative Balance Sheets
July 31, 2011 and June 30, 2011
Unaudited**

	Current Balance	Balance 06/30/11 Unaudited
ASSETS		
Cash & Investments	\$ 11,207,854	\$ 13,405,048
Receivables	4,378,850	4,283,060
Accrued Payroll Taxes Receivable	5,228,600	5,240,169
Due from Other Governments	1,395	474,212
Due from Other Funds	19,740	
Inventory of Parts and Supplies	1,302,462	1,368,341
Prepaid Expenses	601,969	662,955
Deposits	88,316	88,316
Property, Plant and Equipment Net of Accumulated Depreciation	113,197,848	113,197,848
Total Assets	<u>\$ 136,027,036</u>	<u>\$ 138,719,949</u>
LIABILITIES		
Accounts Payable	\$ 73,452	\$ 541,030
Accrued Payroll Related Payable	436,251	931,980
Unearned Revenue	346,656	112,102
Liability Claims/Other Payable	868,675	882,724
CAL/Sick Accrual	3,284,894	3,284,894
Net OPEB Obligation	1,902,048	1,902,048
Total Liabilities	<u>6,911,976</u>	<u>7,654,778</u>
FUND BALANCE		
Investment in Fixed Assets	18,315,791	18,315,791
Contributed Capital	94,882,057	94,882,057
Fund Balance Restricted to Assets	<u>113,197,848</u>	<u>113,197,848</u>
Fund Balance	17,867,323	23,817,415
Excess (Deficiency) of Revenues Over Expenditures	<u>(1,950,111)</u>	<u>(5,950,092)</u>
Ending Fund Balance	<u>15,917,212</u>	<u>17,867,323</u>
Total Reserves & Fund Balances	<u>129,115,060</u>	<u>131,065,171</u>
Total Liabilities & Fund Balance	<u>\$ 136,027,036</u>	<u>\$ 138,719,949</u>



**Lane Transit District
Accessible Services Fund
Comparative Balance Sheets
July 31, 2011 and June 30, 2010
Unaudited**

	Current Balance	Balance 6/30/2011 Unaudited
ASSETS		
Cash & Investments	\$ -	\$ -
Receivables	2,180	5,937
Grants Receivable	<u>316,730</u>	<u>645,586</u>
Total Assets	<u><u>\$ 318,910</u></u>	<u><u>651,523</u></u>
LIABILITIES		
Accounts Payable	\$ 18,565	164,591
Due to Other Funds	19,740	152,614
Oakridge Program Reserves	33,714	30,005
Unearned Revenue	<u>-</u>	<u>-</u>
Total Liabilities	<u>72,019</u>	<u>347,209</u>
RESERVES & BALANCES		
Fund Balance	304,314	298,795
Excess (Deficiency) of Revenues Over Expenditures	<u>(57,423)</u>	<u>5,518</u>
Ending Fund Balance	<u>246,891</u>	<u>304,314</u>
Total Liabilities & Fund Balances	<u><u>\$ 318,910</u></u>	<u><u>651,523</u></u>



**Lane Transit District
Medicaid Fund
Comparative Balance Sheets
July 31, 2011 and June 30, 2011
Unaudited**

	Current Balance	Balance 6/30/2011 Unaudited
ASSETS		
Cash & Investments	\$ 225,701	\$ 242,259
Receivables	414,692	375,009
Grants Receivable	<u>31,406</u>	<u>31,406</u>
Total Assets	<u>\$ 671,799</u>	<u>\$ 648,673</u>
LIABILITIES		
Accounts Payable	\$ 56,253	\$ 64,950
Medicaid Medical Reserves	<u>431,922</u>	<u>431,922</u>
Total Liabilities	<u>488,175</u>	<u>496,872</u>
RESERVES & BALANCES		
Fund Balance	151,801	150,270
Excess (Deficiency) of Revenues Over Expenditures	<u>31,823</u>	<u>1,531</u>
Ending Fund Balance	<u>183,624</u>	<u>151,801</u>
Total Liabilities & Fund Balances	<u>\$ 671,799</u>	<u>\$ 648,673</u>



Lane Transit District
Capital Projects Fund
Comparative Balance Sheets
July 31, 2011 and June 30, 2011
Unaudited

	Current Balance	Balance 06/30/11 Unaudited
ASSETS		
Cash & Investments	\$ 1,289,315	\$ 93,499
Accounts Receivable	-	436
Grants Receivable	2,087,969	1,601,427
Prepaid Expenses	-	564
Total Assets	\$ 3,377,284	\$ 1,695,926
LIABILITIES		
Accounts Payable	\$ 1,208,444	\$ 585,559
Retainage Payable	83,594	83,550
Unearned Revenue	1,674,361	74,094
Total Liabilities	2,966,399	743,203
RESERVES & BALANCES		
Fund Balance	952,722	81,594
Excess (Deficiency) of Revenues Over Expenditures	(541,837)	871,129
Ending Fund Balance	410,885	952,722
Total Liabilities & Fund Balances	\$ 3,377,284	\$ 1,695,926



**Lane Transit District
General Fund
Schedule of Resources and Requirements
For the Period 7/1/2011 - 7/31/2011
Unaudited**

	Annual Budget	Current Month			Year to Date		
		Budget	Actual	Variance	Budget	Actual	Variance
Resources							
Beginning Working Capital	10,304,200	10,304,200	10,422,027	117,827	10,304,200	10,422,027	117,827
Passenger Fares	4,732,100	352,040	321,003	(31,037)	352,040	321,003	(31,037)
Group Pass	2,377,200	195,000	171,566	(23,434)	195,000	171,566	(23,434)
Advertising	275,500	22,960	23,000	40	22,960	23,000	40
Special Service	448,300	31,400	73,797	42,397	31,400	73,797	42,397
Miscellaneous	145,400	8,040	4,809	(3,231)	8,040	4,809	(3,231)
Payroll Tax (cash basis)	22,573,900	700,000	628,059	(71,941)	700,000	628,059	(71,941)
Self-employment Tax (cash basis)	1,522,200	16,000	22,614	6,614	16,000	22,614	6,614
State-in-Lieu (cash basis)	1,668,000	-	-	-	-	-	-
Operating Grants	4,780,500	412,130	45,091	(367,039)	412,130	45,091	(367,039)
Interest Income	60,000	5,000	4,684	(316)	5,000	4,684	(316)
Proceeds From Sale of Assets	10,000	-	-	-	-	-	-
Total General Fund Resources	48,897,300	12,046,770	11,716,650	(330,120)	12,046,770	11,716,650	(330,120)
Requirements							
General Administration	636,200	53,060	80,323	(27,263)	53,060	80,323	(27,263)
Government Relations	128,900	63,030	59,091	3,939	63,030	59,091	3,939
Finance	1,112,400	100,860	102,401	(1,541)	100,860	102,401	(1,541)
Information Technologies	1,203,800	100,350	336,123	(235,773)	100,350	336,123	(235,773)
Human Resources	965,700	80,500	64,387	16,113	80,500	64,387	16,113
Service Planning	451,300	37,410	34,816	2,594	37,410	34,816	2,594
Marketing	638,300	30,540	77,550	(47,010)	30,540	77,550	(47,010)
Graphics	153,100	12,770	11,181	1,589	12,770	11,181	1,589
Accessible Services	113,800	8,800	10,398	(1,598)	8,800	10,398	(1,598)
Planning & Development	344,500	28,730	18,985	9,745	28,730	18,985	9,745
<i>point2point Solutions</i>	953,600	79,510	55,964	23,546	79,510	55,964	23,546
Facilities Services	1,748,700	145,810	82,672	63,138	145,810	82,672	63,138
Transit Operations	17,238,900	1,434,840	1,348,653	86,187	1,434,840	1,348,653	86,187
Customer Service Center	482,500	40,220	36,930	3,290	40,220	36,930	3,290
Maintenance	8,746,400	728,930	643,588	85,342	728,930	643,588	85,342
Insurance / Liability Costs	1,312,700	109,420	82,219	27,201	109,420	82,219	27,201
Total Operating Requirements	36,230,800	3,054,780	3,045,281	9,499	3,054,780	3,045,281	9,499
Accessible Services Transfer	1,915,100	159,590	199,453	(39,863)	159,590	199,453	(39,863)
Capital Projects Transfer	3,062,900	-	-	-	-	-	-
Reserve-Operating Contingency	1,000,000	-	-	-	-	-	-
Reserve-Self-insurance and Risk	1,000,000	-	-	-	-	-	-
Reserve-Working Capital	5,688,500	-	-	-	-	-	-
Total Non-Operating Requirements	12,666,500	159,590	199,453	(39,863)	159,590	199,453	(39,863)
Total General Fund Requirements	48,897,300	3,214,370	3,244,734	(30,364)	3,214,370	3,244,734	(30,364)
Resources Less Requirements	-				8,832,400	8,471,916	



Lane Transit District
Accessible Services Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 7/1/2011 - 7/31/2011
Unaudited

Percent of Year 8.3%

	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
State Special Transp Funds - In District	424,300	-	-	(424,300)	0.0%
State Special Transp Funds - Out of District	105,300	-	-	(105,300)	0.0%
State Special Transp Funds - Administration	-	-	-	-	NA
Federal Grants - 5310	1,145,300	-	-	(1,145,300)	0.0%
Federal Grants - 5311	142,100	-	-	(142,100)	0.0%
Federal Grants - 5316 JARC	15,000	-	-	(15,000)	0.0%
Federal Grants - 5317 New Freedom	180,000	-	-	(180,000)	0.0%
Other Federal Grants	704,100	-	-	(704,100)	0.0%
Business Energy Tax Credit Revenue	900,000	-	-	(900,000)	0.0%
Farebox	294,700	19,278	19,278	(275,422)	6.5%
Local Grants	92,800	-	-	(92,800)	0.0%
Miscellaneous	-	150	150	150	NA
Transfer from General Fund	1,915,100	199,452	199,452	(1,715,648)	10.4%
Total Revenues	<u>5,918,700</u>	<u>218,880</u>	<u>218,880</u>	<u>(5,699,820)</u>	<u>3.7%</u>
Expenditures & Other Uses					
Eugene-Springfield Based Services					
ADA RideSource	4,909,300	196,607	196,607	4,712,693	4.0%
Mental Health & Homeless	79,000	5,372	5,372	73,628	6.8%
Travel Training & Host	124,300	9,482	9,482	114,818	7.6%
Job Access/Reverse Commute (JARC)	-	-	-	-	NA
Total Eugene-Springfield Based Services	<u>5,112,600</u>	<u>211,461</u>	<u>211,461</u>	<u>4,901,139</u>	<u>4.1%</u>
Rural Lane County Services					
South Lane	85,300	3,659	3,659	81,641	4.3%
Florence	161,700	13,958	13,958	147,742	8.6%
Oakridge	193,700	12,072	12,072	181,628	6.2%
Total Rural Lane County Services	<u>440,700</u>	<u>29,689</u>	<u>29,689</u>	<u>411,011</u>	<u>6.7%</u>
Mobility Management	205,000	8,884	8,884	196,116	4.3%
Lane County Coordination	153,000	26,269	26,269	126,731	17.2%
Transfer to Capital Fund	31,000	-	-	31,000	0.0%
Contingency	244,500	-	-	244,500	0.0%
Total Accessible Services Expenditures	<u>6,186,800</u>	<u>276,303</u>	<u>276,303</u>	<u>5,910,497</u>	<u>4.5%</u>
Unreserved Fund Balance					
Change to Fund Balance	(268,100)	(57,423)			
Beginning Balance	268,100	304,314			
Ending Balance	<u>\$ -</u>	<u>\$ 246,891</u>			



Lane Transit District
Medicaid Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 7/1/2011 - 7/31/2011
Unaudited

				Percent of Year	8.3%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
Medicaid	4,505,200	342,552	342,552	(4,162,648)	7.6%
Medicaid Non-Medical	320,300	34,574	34,574	(285,726)	10.8%
State Discretionary Funds	79,500	-	-	(79,500)	0.0%
Total Revenues	<u>4,905,000</u>	<u>377,126</u>	<u>377,126</u>	<u>(4,527,874)</u>	7.7%
Expenditures & Other Uses					
Medicaid Medical Service	3,600,000	264,677	264,677	3,335,323	7.4%
Medicaid Non-Medical Service	368,000	33,867	33,867	334,133	9.2%
RideSource Call Center Administration	600,000	39,814	39,814	560,186	6.6%
Mobility Management	92,000	6,115	6,115	-	
Lane Transit District Administration	245,000	831	831	244,169	0.3%
Contingency	150,300	-	-	150,300	0.0%
Total Medicaid Fund Expenditures	<u>5,055,300</u>	<u>345,303</u>	<u>345,303</u>	<u>4,624,112</u>	6.8%
Unreserved Fund Balance					
Change to Fund Balance	(150,300)	31,823			
Beginning Balance	<u>150,300</u>	<u>151,801</u>			
Ending Balance	<u>-</u>	<u>183,624</u>			



Lane Transit District
Capital Projects Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 7/1/2011 - 7/31/2011
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Percent of Year Variance	8.3% YTD % of Budget
Revenues & Other Sources					
Federal Grant Income					
Formula Funds (Section 5307)	4,921,000	21,206	21,206	(4,899,794)	0.4%
American Recovery & Reinvestment Act (ARRA)	64,700	125,000	125,000	60,300	193.2%
Discretionary Funds	20,595,300	439,439	439,439	(20,155,861)	2.1%
Other Funds	2,040,700	-	-	(2,040,700)	0.0%
Total Federal Grants	<u>27,621,700</u>	<u>585,645</u>	<u>585,645</u>	<u>(27,036,055)</u>	2.1%
Connect Oregon	-	-	-	-	N/A
Other State Grant Income	2,696,700	-	-	(2,696,700)	0.0%
Other Local Funds	-	-	-	-	N/A
Miscellaneous Income	-	-	-	-	N/A
Transfer from General Fund	3,031,900	-	-	(3,031,900)	0.0%
Transfer from Accessible Services Fund	31,000	-	-	(31,000)	0.0%
Total Resources	<u>33,381,300</u>	<u>585,645</u>	<u>585,645</u>	<u>(32,795,655)</u>	1.8%
Expenditures					
Grant Paid Capital					
EmX					
Gateway EmX Extension	2,100,000	120,665	120,665	1,979,335	5.7%
EmX Vehicles	-	-	-	-	N/A
West Eugene EmX Extension	5,000,000	84,357	84,357	4,915,643	1.7%
Total EmX	<u>7,100,000</u>	<u>205,022</u>	<u>205,022</u>	<u>6,894,978</u>	2.9%
Revenue Rolling Stock	13,908,800	563,038	563,038	13,345,762	4.0%
PBI/Facilities	8,504,000	331,209	331,209	8,172,791	3.9%
Software & Hardware	1,251,500	11,765	11,765	1,239,735	0.9%
Intelligent Transportation Systems	625,000	62	62	624,938	0.0%
Transit Security Projects	927,700	14,775	14,775	912,925	1.6%
Bus Related Equipment	200,000	-	-	200,000	0.0%
Miscellaneous Equipment	222,500	1,598	1,598	220,902	0.7%
Communications	297,300	-	-	297,300	0.0%
Shop Equipment	87,500	-	-	87,500	0.0%
Support Vehicles	75,000	-	-	75,000	0.0%
Accessible Services Vehicles	182,000	14	14	181,986	0.0%
Budgeted for Capital Contingency/Reserves	945,700	-	-	945,700	0.0%
Total Expenditures	<u>34,327,000</u>	<u>1,127,482</u>	<u>1,127,482</u>	<u>33,199,518</u>	3.3%
Unreserved Fund Balance					
Change to Fund Balance	(945,700)	(541,837)			
Beginning Fund Balance	945,700	952,722			
Ending Fund Balance	<u>-</u>	<u>410,885</u>			

AGENDA ITEM SUMMARY

DATE: September 21, 2011

ITEM TITLE: AUGUST 2011 GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager

ACTION REQUESTED: None

BACKGROUND:

The Monthly Grant Report for activity through June 30, 2011, follows this summary. It contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) ConnectOregon grants that have a remaining balance or have had activity within the last six months. All grant totals are reported in total project dollars, so they include both the grant-funded amount and any applicable local match. Due to the timing of this report, all of the invoices for the report month have not been received. Any additional invoices charged to this report month will be reflected in the Grant Totals expenditure amounts next month.

Six FTA grant applications/amendments were executed. These represent all of the pending applications that we were waiting for FTA action on. The six applications are:

- OR-04-0026 Bus & Bus Facilities. This grant amendment is for \$806,143 in Bus Replacement 5309 funds. These funds will supplement the State of Good Repair, Clean Fuels, and TIGGER funds to complete the funding package for the 24 replacement 40-foot hybrid-electric buses currently on order from Gillig.
- OR-04-0035 State of Good Repair. This grant application is for \$5,000,000 in 5309 funds to be used towards the purchase of 24 Gillig 40-foot hybrid buses. Once FTA Region X has completed its review, the application will be submitted and the grant should be executed within 60 days of that submittal.
- OR-58-0001 Clean Fuels. This grant application is for \$3,320,275 in Clean Fuel funds to be used towards the purchase of 24 Gillig 40-foot hybrid buses.
- OR-90-X152-04 5307 Formula Funds. This 5307 grant amendment funds \$3,387,500 for preventive maintenance, the final \$80,231 payment on the maintenance remodel, and \$320,000 for miscellaneous office and other facilities improvements.
- OR-95-X019-02 Surface Transportation Program (STP) Funds. This grant amendment is for \$941,101 in STP and Surface Transportation Program-Urban (STP-U) funds for preventive maintenance and rideshare activities.
- OR-95-X030 UO Renovation. This grant application is for \$2,279,460 in STP funds from the ODOT Flexible Funds program for the renovation of the U of O Station.

ATTACHMENT: Monthly Grant Report

PROPOSED MOTION: None

Q:\Reference\Board Packet\2011\09\Reg Mtg 9-21-11\Grant report summary sept 11.docx



Monthly Grant Report
Activity Through 08/31/2011

24930 ODOT - ODOT State Connect Oregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

Veneta Transit Center	-	820,000.00	744,085.16	75,914.84
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OR-03-0122 - FTA 5309 Small Starts	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

13.13.06 EmX Vehicles	-	1,555,073.75	1,555,073.75	-
14.01.10 Guideway	-	4,300,805.32	3,398,470.97	902,334.35
14.02.20 Stations & Stops	-	743,703.39	843,447.42	(99,744.03)
14.04.40 Sitework & Special Conditions	-	11,241,013.34	10,781,343.83	459,669.51
14.05.50 Systems	676,998.00	2,229,930.78	1,474,115.94	755,814.84
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,467,476.42	461,551.00
14.08.80 Professional Services	7,279.00	7,721,200.00	8,148,462.08	(427,262.08)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	684,277.00	30,808,867.00	27,668,390.41	3,140,476.59

OR-04-0026 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.06 Hybrid Electric 40 ft Buses	-	893,600.00	-	893,600.00
11.12.06 Hybrid Electric Articulated Buses	-	3,330,156.00	3,410,255.62	(80,099.62)
	-	4,223,756.00	3,410,255.62	813,500.38

OR-04-0030 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.04 Paratransit replacement vehicles	-	700,000.00	700,000.00	-
11.13.04 Paratransit expansion vehicles	-	140,000.00	140,000.00	-
11.32.20 Misc Passenger Boarding Improvements	-	410,000.00	-	410,000.00
	-	1,250,000.00	840,000.00	410,000.00

OR-04-0035 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.01 Hybrid Electric 40' Buses	3,626.00	6,024,096.00	15,364.83	6,008,731.17
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OR-37-X016 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management	-	140,000.00	140,000.00	-
11.80.00 Program Administration	-	18,090.00	18,090.00	-
30.09.01 Employment Transportation Options	-	590,000.00	363,231.70	226,768.30
	-	748,090.00	521,321.70	226,768.30

OR-57-X001 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.80.00 New Freedom Program Administration	-	11,798.00	11,798.00	-
30.09.01 EmX Travel Training	-	40,000.00	40,000.00	-
30.09.01 Mental Health & Homeless	-	8,000.00	8,000.00	-
30.09.01 Mobility Management	-	164,364.00	164,364.00	-
	-	224,162.00	224,162.00	-



Monthly Grant Report
Activity Through 08/31/2011

OR-58-0001 - FTA 5308 Clean Fuels	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.01 40' Hybrid Electric Low Floor Buses	-	4,000,331.00	-	4,000,331.00
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OR-77-0001 - FTA TIGGER TIGGER	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.01 Hybrid bus incremental costs	-	3,000,000.00	125,000.00	2,875,000.00
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OR-90-X151 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.40 Bus Related	-	250,000.00	250,000.00	-
11.13.06 EmX Vehicles	-	1,130,000.00	1,130,000.00	-
11.33.20 Passenger Boarding Improvements	-	50,000.00	50,000.00	-
11.42.07 Hardware	-	550,000.00	550,000.00	-
11.42.11 Support Vehicles	-	150,000.00	132,673.94	17,326.06
11.93.02 Shelters	-	54,239.00	54,239.00	-
	-	2,184,239.00	2,166,912.94	17,326.06

OR-90-X152 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.01 40' Gillig Low Floor Bus	-	2,787,360.00	2,787,360.00	-
11.12.01 Finance & Int. Costs Gillig Bus Purch	-	186,499.00	186,498.55	0.45
11.13.01 40' Gillig Low Floor Bus	-	1,000,850.00	1,000,849.78	0.22
11.23.01 Extend EmX Lanes	-	201,520.00	201,520.52	(0.52)
11.32.02 River Road Station Land	-	2,261,504.00	2,261,504.46	(0.46)
11.32.06 Franklin EmX Fare Machines	-	350,000.00	350,000.00	-
11.42.07 Hardware	473.00	1,460,900.00	936,184.71	524,715.29
11.42.08 Software	-	480,000.00	182,518.77	297,481.23
11.42.09 Bus Security Cameras	-	60,224.00	60,224.59	(0.59)
11.42.09 Security Improvements	-	300,000.00	115,040.20	184,959.80
11.42.20 Miscellaneous equipment	2,713.00	175,000.00	35,651.55	139,348.45
11.43.03 Improvements	1,487.00	400,000.00	39,249.31	360,750.69
11.43.03 Maintenance Facility Remodel	-	1,475,289.00	1,475,288.81	0.19
11.62.20 Communications Equipment	-	50,000.00	30,318.40	19,681.60
11.71.12 Vanpools	2,650.00	163,400.00	105,963.38	57,436.62
11.7A.00 Preventive Maintenance	11,170.00	5,718,750.00	5,398,880.92	319,869.08
11.7A.00 Preventive Maintenance FY12	-	1,281,250.00	-	1,281,250.00
11.92.08 Bus Stop Signage	-	122,411.00	-	122,411.00
11.93.02 Shelters	-	56,080.00	34,471.34	21,608.66
	18,493.00	18,531,037.00	15,201,525.29	3,329,511.71

OR-95-X013 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.06 Hybrid Electric Articulated Buses	-	707,380.00	707,380.00	-
11.33.20 Passenger Boarding Improvements	-	222,891.00	195,638.12	27,252.88
11.72.11 Rideshare	-	450,498.00	450,498.00	-
	-	1,380,769.00	1,353,516.12	27,252.88

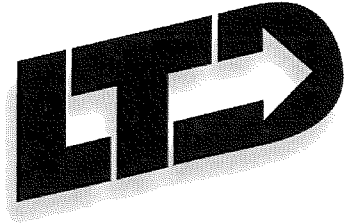


Monthly Grant Report
Activity Through 08/31/2011

OR-95-X019 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.06 EmX Hybrid Electric Articulated Bus	-	49,785.00	49,784.68	0.32
11.12.06 Hybrid Electric Articulated Buses	-	1,598,403.00	1,598,403.00	-
11.72.11 Rideshare	790.00	1,277,320.00	1,272,929.74	4,390.26
11.72.11 RTOP	-	22,289.00	13,641.71	8,647.29
11.72.11 Safe Routes to School	410.00	27,861.00	9,073.87	18,787.13
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	1,200.00	3,532,885.00	3,501,060.00	31,825.00

OR-95-X030 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.33.02 U of O Station Construction	294,469.00	2,340,354.00	1,038,668.43	1,301,685.57

OR-96-X006 - FTA 5307 ARRA	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.09 Security Camera Replacement	-	64,678.00	-	64,678.00
11.44.03 Maintenance Facility Remodel	-	3,136,892.00	3,136,892.00	-
11.7A.00 Preventive Maintenance	-	3,201,569.00	3,201,569.00	-
	-	6,403,139.00	6,338,461.00	64,678.00



MONTHLY DEPARTMENT REPORTS

September 21, 2011

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

PROJECT DEVELOPMENT

John Evans, Senior Project Manager

West Eugene EmX Extension (WEEE):

Staff presented an update to the Board on the West Eugene EmX project status at the September 12 work session. There is no further report on project development this month.

POINT2POINT SOLUTIONS

Theresa Brand, Program Manager

Program Management:

Employer Programs Specialist Marcia Maffei attended the Association for Commuter Transportation Conference in Chicago, Illinois, on August 29 – 31.

Point2point hosted fellow state transportation options professionals for the monthly Rideshare Online (RSO) Coordination meeting on August 2. This is in preparation for the launch of the statewide RSO database, which was launched on September 6.

Point2point, in partnership with the Eugene Active 20/30 Club, is sponsoring the tickets for the bike valet for all home Duck Football Games. Active transportation messaging is being promoted on the tickets.

Program Manager Theresa Brand spoke at the August 11 Metropolitan Policy Committee meeting responding to program related questions raised at the July meeting. A staff report outlining the requested data was distributed as part of the meeting packet.

School Solutions:

Several private and charter schools have opted to purchase the Group Pass Program to allow grades 6-12 students to ride LTD buses during the school year. These include Looking Glass Riverfront School, Network Charter School, Network Youth Corps, and the Academy for Arts and Academics.

Back-to-school materials describing Point2point Solutions services for K-12 families have been distributed to 166 schools within the area. The Pool2school carpool matching database has been prepared for the coming school year.

Point2point Solutions has convened meetings with community stakeholders regarding engineering, education, and enforcement activities in order to develop a Regional Safe Routes to School plan by late 2011.

Work Solutions:

Looking Glass Riverfront School joined the Group Pass Program with 80 students.

Education and Outreach:

Ms. Maffei gave a presentation to the City of Eugene's Transportation Community Resource Group on regional transportation options.

Point2point staffed a booth at the Greater Eugene Area Rider's Blackberry bRamble¹ event and sponsored the Bicyclist Rest Stop in Crow where more than 600 bicyclists picked up snacks and drinks for the remainder of their ride.

Point2point is launching a SmartTrips program along LTD's new Gateway EmX route. This program will use individualized marketing to provide residents and businesses with informational literature, free prizes, and fun events, all aimed at reducing single occupancy vehicle trips in the target area.

Point2point sponsored four booths and the Sustainability Fair area of the Eugene Celebration. Point2point staff, along with staff from LTD and the City of Eugene, shared program information and answered questions as part of the 2011 Celebration.

FACILITIES PROJECTS

Joe McCormack, Facilities Manager

Gateway EmX:

The real-time dynamic message signs have arrived at the District. By the end of September, a prototype installation will occur, which will then be followed by installation throughout the EmX system in October.

University of Oregon Transit Station:

The remodeled station will begin serving passengers on September 18, which is the first day of the fall bid. The two weeks prior to the 18th was the final push to reach substantial completion of construction so the station would be safe to operate. A dedication event is being planned for September 27.

¹ The Blackberry bRamble is an annual bicycle ride and celebration put on by the Greater Eugene Area Riders bicycle club. For more information go to: <http://edu.eugenegears.org/bramble>

SERVICE PLANNING, ACCESSIBILITY, AND MARKETING

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

Event Services:

TrackTown 12 Trials service meetings continue. Staff are working closely with the transportation subcommittee and with Starline, which is the lead private provider that will be operating the shuttles. University of Oregon (UO) football service was set up and ready for the season opener on September 10. LTD and First Student will be providing service for all but one UO home game this season. The one weekday game will be served by Starline and a host of other private providers, and LTD will provide five articulated buses for use during postgame.

Bid:

Planning staff are putting the final touches on determining GPS coordinates for new bus stops, assisting with outreach meetings, and working on Hastus software implementation issues. Everything is set for the September 18 implementation. On the Marketing side, the emphasis is on bus stop information and station graphics updates. With hundreds of locations to update, this work is significant in terms of staff time to proofread, produce, and install the materials. While much of the work is done by distribution staff, a majority of the work must occur in the final day or two before service implementation, and, therefore, many staff members will get involved in working on the weekend.

Bus Stops:

Planning staff are working on stop inventories, which are used for the bus stop information program. Marketing and Graphics staff are working on the development of the new bus stop signs. The quotes for new signs were very favorable, which should allow the project to come in well under budget. The lower manufacturing cost also will allow the District to pursue pole rehabilitation, which many poles clearly need.

Training:

Marketing Representative Cosette Rees was selected to participate in a management training course put on by the ENO Center for Transportation Leadership. Service Transit Planner Heather Lindsay was selected to participate in the Chinook Institute Leadership training program in early October. Internal training has begun, and Marketing Representative Angie Sifuentez is leading a session on the federal requirements of the Limited English Proficiency program. Under Title VI of the Civil Rights Act, agencies receiving federal funds must ensure that those with limited English proficiency are provided equal opportunity to receive mission critical information.

Media:

Paid media included print ads for the Eugene Celebration and UO football shuttle service. Earned media included live interviews on KUGN, interviews regarding the student pass transition, and a *Register Guard* editorial and commentary.

Outreach:

Door-to-door outreach continues along the West Eugene Corridor. This work has generated one-on-ones with interested parties. A detailed outreach plan is being developed to provide opportunities for the public and stakeholders to review the Environmental Assessment and the analysis generated as part of the Small Starts application process. Staff from LTD and the City of Eugene are coordinating this process. In terms of general outreach, e-newsletters are going out every one to two weeks, and social media is being used heavily to provide information about projects and updates on construction. LTD participated in several community events by providing day pass coupons to the participants. Those events included the Harvest Festival for Human Rights, the Prevention Convention, and the Stand Down Veterans event.

Graphics:

Graphics staff are doing a great job supporting all the work of the District. This includes signs for construction detours, bid materials, banners for our sponsorship partners, updates to web and social media, internal training materials, work with maintenance on bus graphics, and much more. We are blessed to have two great graphic designers.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

The Transportation Coordinators, who conduct the in-person eligibility assessments for the RideSource Call center, now have an on-line system, Transportation Assessment Management System (TAMS), with which to submit eligibility determinations to the Call Center. TAMS was developed by LTD's Information Technology Software Engineer Ethan Nelson to streamline the eligibility process and to improve the tracking and reporting mechanisms for the eligibility program. This is a major achievement for LTD's Human Services Transportation Specialist Rand Stamm, Mr. Nelson, and RideSource Call Center Manager Kris Lyon, who have put in countless hours getting this project on-line. Prior to having the on-line form, there was only rudimentary tracking of assessment information. This hampered the ability to conduct a cost/benefit analysis of the outcomes of conducting in-person assessments. Now the District can improve customer service and track and follow assessments to ensure that ADA requirements are met. Accessible Services staff now have the ability to monitor and oversee this activity daily.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

UO Football:

The Football season has begun, which includes LTD's game shuttles. There are two games back-to-back, and so far everything seems to be working just fine. Operations Supervisor Van Snyder is taking the lead on football service with Temporary Supervisor Javier Rodrigues assisting. They are well versed on the service and it is expected that this year of shuttle service will go as smoothly as it has in the past.

Transportation Security Administration (TSA) Security Program Assessment:

TSA officers from the Portland office recently came to LTD to do a base assessment on LTD's security program. The officers do the assessments every two to three years. A score of 80 percent or more releases the District from having to prepare security information for the Federal Transit Administration's (FTA) triennial review and gives an automatic pass for the security program on the FTA review. I am pleased that LTD's security program scored an 83 percent on the base assessment, and staff are working with the TSA to review the areas that need improvement.

MAINTENANCE

George Trauger, Director of Maintenance

Two additional new buses were delivered to LTD on September 1, and three more buses arrived on September 7. The pilot bus, the first one of fifteen 40-foot buses, arrived on LTD property on July 26. Maintenance Supervisor Ernie Turner was our resident inspector and was on-site at Gillig in Hayward, California, monitoring the build process, performing quality assurance inspections, and ensuring vehicle component specification compliance. He also conducted a final vehicle pre-delivery inspection. The pilot bus allowed staff enough time to thoroughly inspect it to ensure build satisfaction for the remaining buses. The fourteen additional buses started production on August 17. Additional maintenance supervisors are scheduled to be on-site at the Gillig plant for inspections of the vehicles throughout the build process. The buses will be arriving from now through early October. After they arrive, completion of post-delivery inspections, associated minor repairs, and any corrections will be performed. The vehicle security system and other related components, as well as the LTD logo installs, will be completed prior to being placed into service. All buses are expected to be ready for revenue service sometime after the fall bid.

**FINANCE AND INFORMATION
TECHNOLOGY**

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Todd Lipkin, Finance Manager

Payroll Processing:

- Fifty-one (51) payroll checks and 543 payroll direct deposits totaling \$839,024 were made in August 2011 (two pay dates).
- One final paycheck for a departing employee was processed.

Accounts Payable:

- Two hundred seventy (270) vendor paper and electronic checks totaling \$3,543,234 were processed during the month of August 2011.

Accounts Receivable:

- Fourteen (14) cash fare deposits totaling \$170,782 were processed in August 2011.
- Thirty-seven (37) nonprofit agency orders were processed in August 2011.
- Fifty-nine (59) RideSource ticket book orders for 162 ticket books were processed in August 2011.
- Twenty-four (24) consignment invoices for \$51,819 were billed to customers who sold LTD passes in August 2011.

ACCOUNTING/INTERNAL AUDIT

Carol James, Chief Accountant/Internal Auditor

- Staff continued the process of closing out the fiscal year that ended June 30, 2011, in preparation for the generation of the Comprehensive Annual Financial Report for the year.
- Staff continued preparation for the external auditor's on-site visit, which began on September 6, 2011.

PURCHASING

Jeanette Bailor, Purchasing Manager

- A contract has been awarded for property acquisition analysis.
- Proposals were received and a contract has been awarded for a Climate Change grant consultant.
- Bids were received and a contract awarded for bus stop signs for the system.
- A request for bids is being prepared for bearings.

- Requests for proposals (RFPs) have been sent for onboard video surveillance and for a mobile access router.
- Staff are working on RFPs for inspection and abatement services for the building at 310 Garfield.
- The Triennial Review took place on June 13-15. The final report has been received, and will be distributed at the September 21 Board meeting. The review went very well, and the Federal Transit Administration (FTA) was complimentary of Lane Transit District's compliance with grant management. This is an oversight review done every three years to ensure that LTD is in compliance with our grant management agreement and in compliance with the FTA requirements.

HUMAN RESOURCES AND RISK MANAGEMENT

Mary Adams, Director of Human Resources and Risk Management

The negotiations team last met in bargaining with ATU leadership on August 16. The next scheduled meeting is September 20, followed by additional meetings through the end of 2011. Discussions are proceeding.

HUMAN RESOURCES/TRAINING

David Collier, Senior Human Resources Analyst

Recruitment:

- The Information Technology Systems Engineer and Technician II positions are currently in the review process. Both positions remain open until filled, and the first round of interviews are tentatively scheduled for the end of September.
- Interviews have been conducted for the Administrative Services Assistant in Operations. Testing for finalists was September 9, and second interviews were conducted during the week of September 12.
- Five bus operator instructors were hired and began training on September 12. These new instructors are Jeremy Card, Seth Hamlin, Bill Mullican, Matt Russell, and Darryl Whitaker.
- The Human Resources department is in the process of devising testing for Operations Temporary Supervisors.
- Point2Point Solutions will hire an intern to assist the SmartTrips program coordinator. The goal is to fill the position before the beginning of the academic year for the University of Oregon and Lane Community College.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2011

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

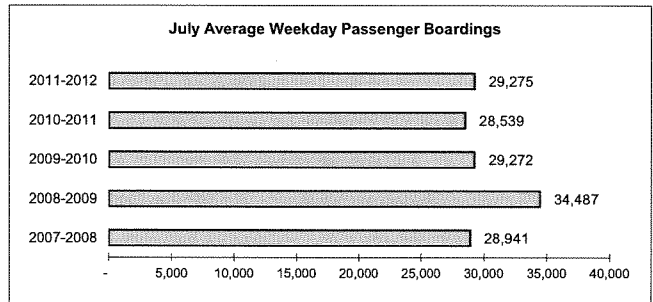
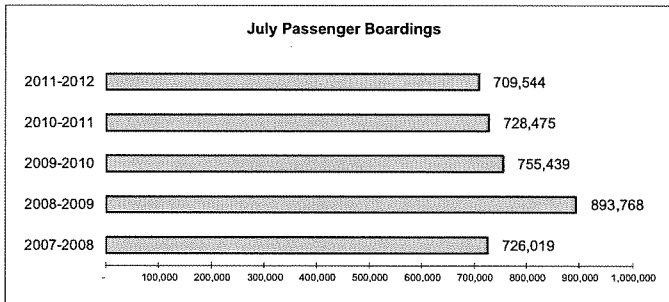
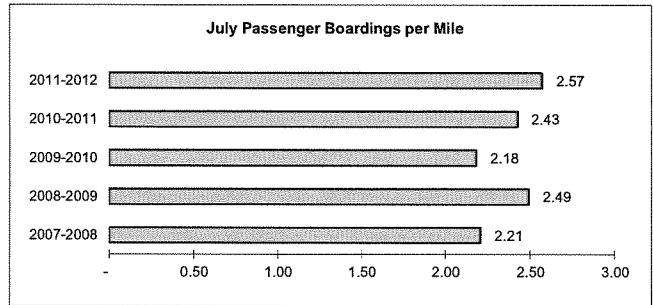
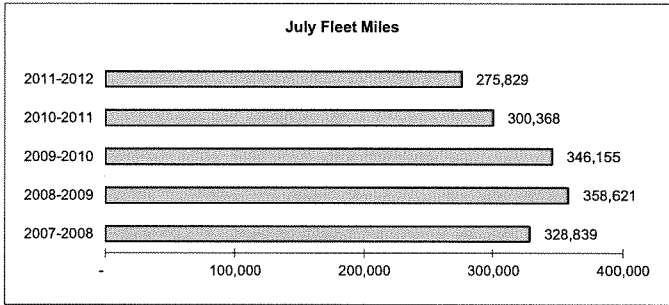
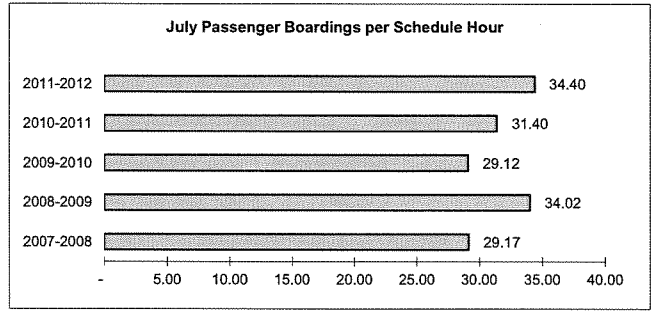
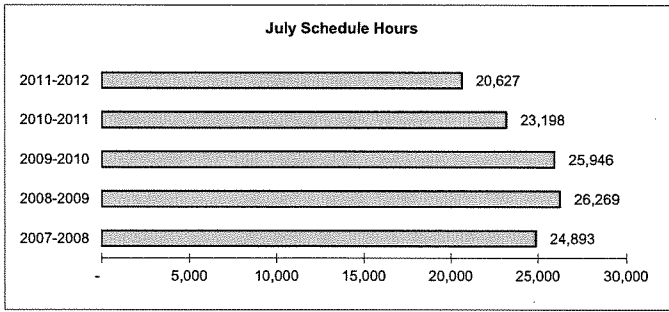
ATTACHMENTS: July 2011 Performance Reports
July 2011 RideSource Activity and Productivity Report

PROPOSED MOTION: None

Q:\Reference\Board Packet\2011\09\Reg Mtg 9-21-11\performance summary.docx

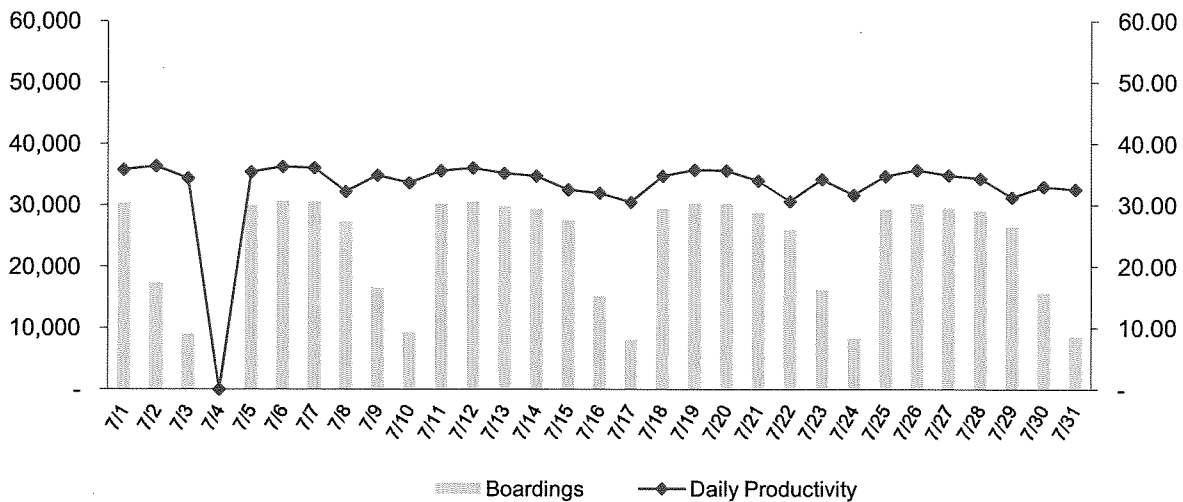
LANE TRANSIT DISTRICT
July 2011 Performance Report
15-September-2011

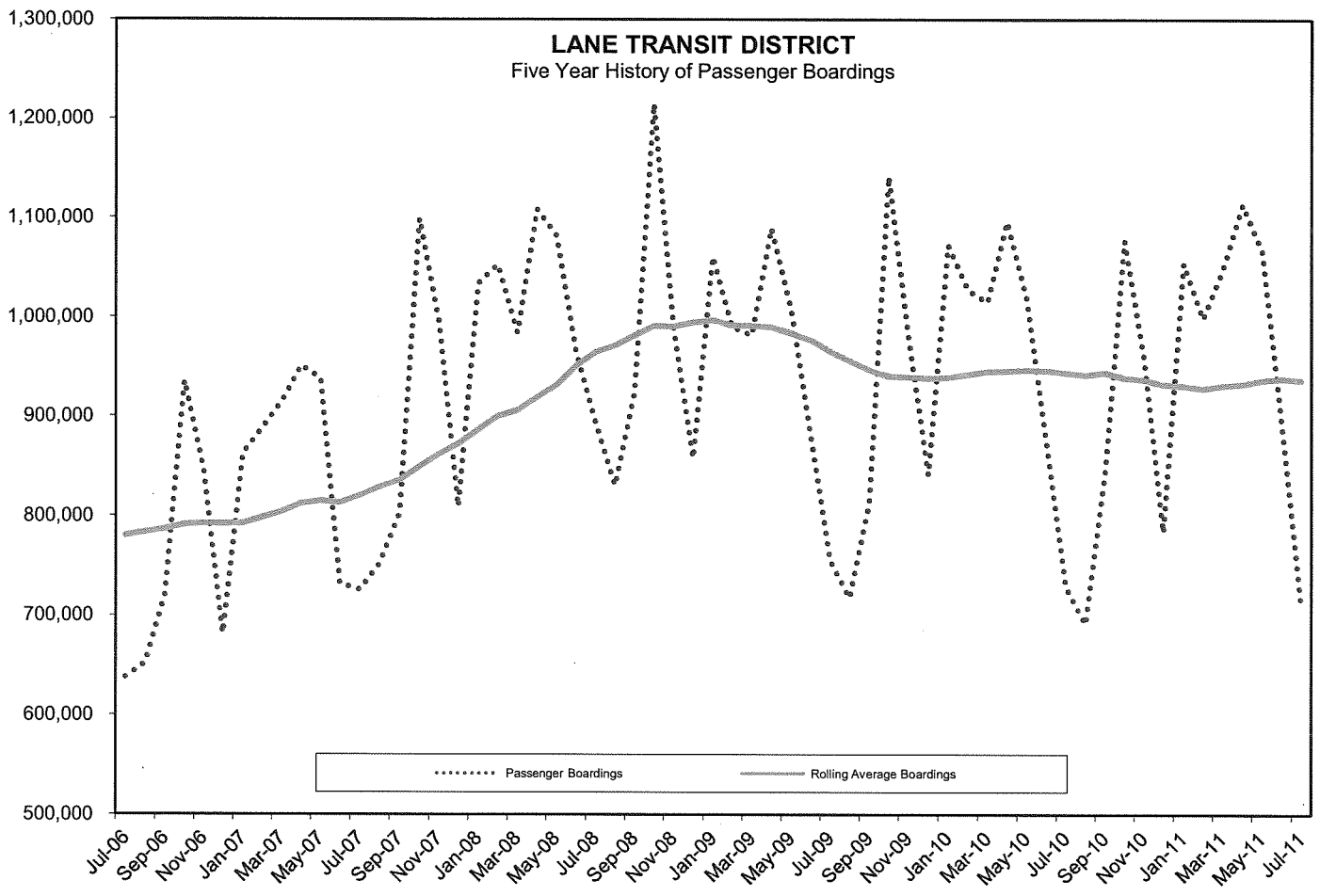
Performance Measure	Current Month	Prior Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	709,544	728,475	- 2.6%	709,544	728,475	- 2.6%	11,234,697	11,322,615	- 0.8%
Mobility Assisted Riders	9,661	11,382	- 15.1%	9,661	11,382	- 15.1%	110,112	126,778	- 13.1%
<u>Average Passenger Boardings:</u>									
Weekday	29,275	28,539	+ 2.6%	29,275	28,539	+ 2.6%	38,322	38,601	- 0.7%
Saturday	16,192	15,546	+ 4.2%	16,192	15,546	+ 4.2%	18,276	18,232	+ 0.2%
Sunday	8,615	8,972	- 4.0%	8,615	8,972	- 4.0%	9,897	10,085	- 1.9%
Monthly Scheduled Hours	20,627	23,198	- 11.1%	20,627	23,198	- 11.1%	274,063	308,847	- 11.3%
Boardings Per Schedule Hour	34.4	31.4	+ 9.5%	34.40	31.40	+ 9.5%	40.99	36.66	+ 11.8%
Weekly Schedule Hours	4,972	5,330	- 6.7%	4,972	5,330	- 6.7%	5,354	6,051	- 11.5%
Weekdays	20	21		20	21		256	254	
Saturdays	5	6		5	6		50	54	
Sundays	5	4		5	4		53	55	
Passenger Revenues & Sales									
Total Passenger Revenues	\$492,569	\$527,432	- 6.6%	\$492,569	\$527,432	- 6.6%	7,358,116	7,117,310	+ 3.4%
Average Passenger Fare	\$0.694	\$0.724	- 4.1%	\$0.69	\$0.72	- 4.1%	\$0.65	\$0.63	+ 4.2%
Farebox Revenue	\$167,653	\$168,602	- 0.6%	\$167,653	\$168,602	- 0.6%	\$1,855,034	\$1,791,187	+ 3.6%
Adult Pass	1,937	2,187	- 11.4%	1,937	2,187	- 11.4%	26,770	26,398	+ 1.4%
Youth Pass	226	305	- 25.9%	226	305	- 25.9%	1,869	2,134	- 12.4%
Reduced Fare Pass	1,063	1,137	- 6.5%	1,063	1,137	- 6.5%	12,699	12,939	- 1.9%
Adult 3 Month Pass	56	69	- 18.8%	56	69	- 18.8%	824	762	+ 8.1%
Youth 3 Month Pass	14	-	+ 0.0%	14	-	#DIV/0!	81	67	+ 20.9%
Reduced Fare 3 Month Pass	50	57	- 12.3%	50	57	- 12.3%	685	961	- 28.7%
Regular Tokens	468	996	- 53.0%	468	996	- 53.0%	6,165	21,460	- 71.3%
Reduced Fare Tokens	27	23	+ 17.4%	27	23	+ 17.4%	131	102	+ 28.4%
Fleet Services									
Fleet Miles	275,829	300,368	- 8.2%	275,829	300,368	- 8.2%	3,563,014	4,009,096	- 11.1%
Average Passenger Boardings/Mile	2.57	2.43	+ 6.1%	2.57	2.43	+ 6.1%	3.15	2.82	+ 11.6%
Fuel Cost	\$258,042	\$174,603	+ 47.8%	\$258,042	\$174,603	+ 47.8%	\$2,971,136	\$2,243,362	+ 32.4%
Fuel Cost Per Mile	\$0.936	\$0.581	+ 60.9%	\$0.936	\$0.581	+ 60.9%	\$0.834	\$0.560	+ 49.0%
Repair Costs	\$191,184	\$197,933	- 3.4%	\$191,184	\$197,933	- 3.4%	\$2,502,875	\$2,491,075	+ 0.5%
Total Repair Cost Per Mile	\$0.693	\$0.659	+ 5.2%	\$0.693	\$0.659	+ 5.2%	\$0.702	\$0.621	+ 13.1%
Preventive Maintenance Costs	\$36,567	\$32,788	+ 11.5%	\$36,567	\$32,788	+ 11.5%	\$374,062	\$397,649	- 5.9%
Total PM Cost Per Mile	\$0.133	\$0.109	+ 21.4%	\$0.133	\$0.109	+ 21.4%	\$0.105	\$0.099	+ 5.8%
Mechanical Road Calls	70	81	- 13.6%	70	81	- 13.6%	999	1,133	- 11.8%
Miles/Mech. Road Call	3,940	3,708	+ 6.3%	3,940	3,708	+ 6.3%	3,567	3,538	+ 0.8%
Special Mobility Service									
Data unavailable at time of printing									
SMS Rides	14,655	15,457	- 5.2%	14,655	15,457	- 5.2%	180,556	172,834	+ 4.5%
SMS Ride Refusals	-	2	- 100.0%	-	2	- 100.0%	2	4	- 50.0%
RideSource	7,164	6,717	+ 6.7%	7,164	6,717	+ 6.7%	85,358	85,856	- 0.6%
RideSource Refusals	-	-	+ 0.0%	-	-	+ 0.0%	2	2	+ 0.0%



Daily Ridership Recap July 2011

Date	Day	Service	Boardings	Mobility		Daily Productivity
				Assisted Boardings	Scheduled Hours	
7/1/2011	Friday	Weekday	30,303	363	846.40	35.80
7/2/2011	Saturday	Saturday	17,286	388	475.10	36.38
7/3/2011	Sunday	Sunday	9,000	518	261.90	34.36
7/4/2011	Monday	Closed	-	-	-	-
7/5/2011	Tuesday	Weekday	29,955	307	846.40	35.39
7/6/2011	Wednesday	Weekday	30,682	171	846.40	36.25
7/7/2011	Thursday	Weekday	30,526	409	846.40	36.07
7/8/2011	Friday	Weekday	27,280	358	846.40	32.23
7/9/2011	Saturday	Saturday	16,544	480	475.10	34.82
7/10/2011	Sunday	Sunday	9,276	348	275.90	33.62
7/11/2011	Monday	Weekday	30,149	364	846.40	35.62
7/12/2011	Tuesday	Weekday	30,511	291	846.40	36.05
7/13/2011	Wednesday	Weekday	29,805	151	846.40	35.21
7/14/2011	Thursday	Weekday	29,403	326	846.40	34.74
7/15/2011	Friday	Weekday	27,533	316	846.40	32.53
7/16/2011	Saturday	Saturday	15,176	379	475.10	31.94
7/17/2011	Sunday	Sunday	7,981	366	261.90	30.47
7/18/2011	Monday	Weekday	29,417	342	846.40	34.76
7/19/2011	Tuesday	Weekday	30,259	210	846.40	35.75
7/20/2011	Wednesday	Weekday	30,192	113	846.40	35.67
7/21/2011	Thursday	Weekday	28,768	331	846.40	33.99
7/22/2011	Friday	Weekday	25,949	363	846.40	30.66
7/23/2011	Saturday	Saturday	16,262	348	475.10	34.23
7/24/2011	Sunday	Sunday	8,297	317	261.90	31.68
7/25/2011	Monday	Weekday	29,416	351	846.40	34.75
7/26/2011	Tuesday	Weekday	30,255	269	846.40	35.75
7/27/2011	Wednesday	Weekday	29,539	116	846.40	34.90
7/28/2011	Thursday	Weekday	29,079	323	846.40	34.36
7/29/2011	Friday	Weekday	26,487	279	846.40	31.29
7/30/2011	Saturday	Saturday	15,691	262	475.10	33.03
7/31/2011	Sunday	Sunday	8,523	359	261.90	32.54
Totals			709,544	9,518	20,627	34.40





Special Mobility Services: RideSource Activity and Productivity Information

July-11	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	14,655	15,457	-5.2%	14,655	15,457	-5.2%	183,865	175,431	4.8%
RideSource(All Modes)	12,080	12,523	-3.5%	12,080	12,523	-3.5%	151,774	144,958	4.7%
Shopper	406	438	-7.3%	406	438	-7.3%	5,172	5,240	-1.3%
Escort Volunteers-Metro	1,039	935	11.1%	1,039	935	11.1%	11,710	9,720	20.5%
Escort Volunteers-Rural	1,130	1,561	-27.6%	1,130	1,561	-27.6%	15,209	15,513	-2.0%
RideSource Cost per Ride	\$ 25.66	\$ 25.18	1.9%	\$ 25.66	\$ 25.18	1.9%	\$ 24.39	\$ 23.66	3.1%
RideSource(All Modes)	\$ 30.59	\$ 30.47	0.4%	\$ 30.59	\$ 30.47	0.4%	\$ 28.96	\$ 28.08	3.1%
RideSource Shopper	\$ 17.27	\$ 16.00	7.9%	\$ 17.27	\$ 16.00	7.9%	\$ 15.92	\$ 14.28	11.5%
RideSource Escort	\$ 3.05	\$ 3.05	0.1%	\$ 3.05	\$ 3.05	0.1%	\$ 3.34	\$ 3.23	3.3%
Ride Reservations	12,565	13,263	-5.3%	12,565	13,263	-5.3%	160,005	153,416	4.3%
Cancelled Number	1,049	1,369	-23.4%	1,049	1,369	-23.4%	15,252	14,966	1.9%
Cancelled % of Total	8.35%	10.32%		8.35%	10.32%		9.53%	9.76%	
No-Show Number	138	133	3.8%	138	133	3.8%	1,748	1,602	9.1%
No-Show % of Total	1.10%	1.00%		1.10%	1.00%		1.09%	1.04%	
Ride Refusals Number	0	2	-100.0%	0	2	-100.0%	2	4	-50.0%
Ride Refusals % of Total	0.00%	0.02%		0.00%	0.02%		0.00%	0.00%	
Service Hours	6,674	6,812	-2.0%	6,674	6,812	-2.0%	82,380	77,174	6.7%
Agency Staff	6,498	6,532	-0.5%	6,498	6,532	-0.5%	80,040	73,874	8.3%
Agency SMS Volunteer	176	280	-37.1%	176	280	-37.1%	2,340	3,300	-29.1%
Avg. Trips/Service Hr.	1.87	1.90	-1.6%	1.87	1.90	-1.6%	1.91	1.95	-2.1%
RideSource System Miles	87,432	94,511	-7.5%	87,432	94,511	-7.5%	1,088,324	1,050,007	3.6%
Avg. Miles/Trip	7.00	7.29	-4.0%	7.00	7.29	-4.0%	6.93	6.99	-0.8%
Miles/Vehicle Hour	13.10	13.87	-5.6%	13.10	13.87	-5.6%	13.21	13.61	-2.9%

Special Mobility Services: RideSource Activity and Productivity Information

July-11	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	87.7%	83.0%	5.7%	87.7%	83.0%	5.7%	86.0%	83.5%	3.0%
Sample	10,925	11,259		10,925	11,259		137,274	130,099	
On-Time	9,583	9,340		9,583	9,340		118,030	108,625	

- RideSource (All Modes) includes rides done by taxi and SMS volunteers.
- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.
- Escort Volunteers-Rural is out of district volunteer rides.

- RideSource cost per Ride (All Modes) does not include volunteer mileage reimbursement.
- Shopper cost per ride is from the most recent quarterly cost model.
- Escort cost per ride is mileage reimbursement to all volunteers.

- RideSource System Miles includes miles by volunteers in agency vehicles.

- On-Time Performance reflects a 100% sample of all rides with scheduled pickup times, plus will-call rides. The standard is +/- 10 minutes for scheduled pickups and within 30 minutes of will-call request.

AGENDA ITEM SUMMARY

DATE: September 21, 2011

ITEM TITLE: ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

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

ACTION REQUESTED: None

BACKGROUND:

The action or information items listed below will be included on the agenda for future Board meetings:

- A. **Labor Negotiations:** Labor contract negotiations continue with the next meeting scheduled to be held on September 20. The Board will receive an update at the October 19 Board meeting.
- B. **West Eugene EmX:** Staff will provide a detailed project update to the Board in conjunction with the release of the public draft Environmental Assessment (EA). The EA is expected to be reviewed by FTA and approved for publishing in late September or early October. During the October 19 Board meeting, staff will discuss results from the EA analysis including transportation, property, and environmental effects; operation and maintenance costs; and the status of efforts related to the business outreach program and citizen involvement.
- C. **EmX Next Steps:** At the October 19 Board meeting, staff will ask the Board to discuss future service scenarios and look ahead to the next corridor.
- D. **Accessible Services Report:** At the October 19 Board meeting, Accessible Services staff will provide an update to the Board on the RideSource Call Center operations, ADA services being provided by private taxi providers, training and transit host services provided by Alternative Work Concepts, and new grant opportunities.
- E. **System Ridership Report:** Along with a report on Gateway EmX ridership, at the October 19 Board meeting, staff also will present to the Board a complete summary of ridership on all routes in the system.
- F. **University of Oregon Station Opening:** An overview of the station remodel, construction, opening event, and operations since completion will be shared at the October 19 Board meeting.
- G. **FY 2009-10 Annual Performance Report:** Staff will prepare a FY 2009-10 Performance Report for presentation to the Board at the October 19 Board meeting.
- H. **2012 Legislative Session:** Later in the fall, staff will provide to the Board an overview of funding requests and discuss strategy for the 2012 Legislative Session.
- I. **LTD Subdistrict Boundaries:** The adjustments to political districts due to the changes in population taken from the 2010 Census are nearly complete. The Oregon Secretary of State is finalizing LTD's subdistrict boundaries. If complete, a public hearing will be held later this fall followed by adoption of the new boundaries. The new boundaries would be in place for ten years after adoption.

- J. **Data Center Construction:** Partnering with the University of Oregon on construction of a new Information Technology Data Center is not viable given the UO is not likely to pursue this facility for a number of years. This fall LTD staff will ask for Board approval to move forward with the CIP project using a Construction Management/General Contractor (CM/GC) method of construction.
- K. **Budget Committee Appointments:** At this end of this calendar year, three Budget Committee members' terms will expire. It is expected that the Board will approve the reappointment of one of the Committee members at the September 21 regular meeting. The appointment or reappointment of the remaining two members will be approved at a Board meeting later this fall.
- L. **Board Strategic Planning Work Session:** The Board's next session will be scheduled for December. The Budget Committee also will be invited to participate.
- M. **Independent Audit Report and Comprehensive Annual Financial Report (CAFR):** The annual audit findings and the CAFR will be presented to the Board before the end of the calendar year.

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AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2011

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

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: That the Board meet in Executive Session pursuant to ORS 192.660(2)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ATTACHMENT: None

PROPOSED MOTION: I move that the Board meet in Executive Session pursuant to ORS 192.660(2)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

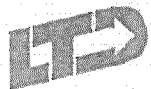
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Societal Scramble

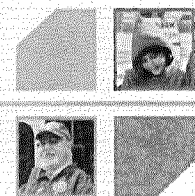
2021 Scenario

Change from:

Factor	2021 Value	Official Future	Current	Current Value
Population	400,000	80,000	165,000	235,000
Employment	220,000	50,000	84,000	126,000
Ridership	20,000,000	5,000,000	8,000,000	12,000,000
Fuel Cost per gallon	\$ 7.00	\$ 1.15	\$ 3.73	\$ 3.27
Capital Funding Availability	Down 50%	\$ (12,300,000)	\$ (12,300,000)	\$ 24,600,000
Payroll Tax Revenue	Proportional to employment level	Same	Same	



community
in motion



To the Lane Transit District
Planning Manager: Will Miller
Planning Committee Chair: Ken Augastion
And anyone else concerned

We the residents of Hayden Bridge Place in Springfield between 5th and 7th and the residents on 7th between Hayden Bridge Place and Hayden Bridge Road would like the decision that re-routed the bus down our street to be reconsidered on these points:

These fore mentioned streets are not main thoroughfares and neither have or should have stops for passengers to embark or disembark the bus.

You have taken a quiet residential street and turned it into a noisy (every 20 minutes) road.

The street has no sidewalks and walking down the street at night when the large lumbering busses come through could be hazardous to our health and safety.

There are a few larger families that live on these streets with quite a few young (8-13) children that play in the street constantly. During the winter when darkness falls around 5 p.m. children will still be playing in the dark wearing dark. We don't want our street any more dangerous than it has to be.

The pavement is a thinner overlay done a number of years ago and was not designed for constant heavy traffic and has begun to deteriorate under the weight of the busses.

Though we haven't put a speed gun on a bus, they come down this quiet street at a pretty good clip. Since it is only going two short blocks once it makes its turn off of 5th it is accelerating most of the way which makes it loud and appear even more menacing than the speed might actually dictate. 12 to 20 tons of bus coming at you 25 times a day without a sidewalk as a buffer is pretty intimidating.

We won't even get into, in depth anyway, the air quality deterioration from diesel fumes every 20 minutes which can't be good for the neighborhood, especially the kids. Some older folks have begun wearing ear protection because the noise is so irritating to them.

Many of us are bewildered by the sudden implantation of this new bus route without any notification to the residents it has effected, or an explanation as to why it had to be done.

We have a possible solution in mind, and would like to run it passed you. If the reason for routing the busses down our road is because it is too difficult for them to make the right hand turn from 5th street onto Hayden Bridge Rd. we suggest moving the left turn lane, turning from Hayden Bridge Rd. onto 5th St., back far enough so that a bus can make the turn successfully. The people whose houses border 5th and Hayden Bridge Rd. are not only accustomed to, but also expect traffic like busses to be on their street when they purchase their home. On our street however, people expect quiet residential traffic with minimal vehicle travel spread throughout the day.

Dolores a. Kendrick 580 Hayden Bridge Pl.
Suad Davis 622 Hayden Bridge Pl.
Tim Davis 622 Hayden Bridge Pl.
MIKE NEZANDO 575 Hayden Bridge Pl.
Mona Inzardi 575 Hayden Bridge Pl.
Anna Johnson 530 Hayden Bridge Pl.
Lynne Ackerman 544 Hayden Bridge Pl.
ARITA & Gary D Pitman 525 Hayden Bridge Pl.
Mr & Mrs. Thomas Whiteley 24 24 7th pl.
MR & Mrs Pete Beynig 615 Hayden Bridge Pl.
Heidi Kelp A 660 Hayden Bridge Pl.
Amanda Messer B 660 Hayden Bridge Pl.
David R Burrage 657 Hayden Bridge Pl.
Karen S. Thayer 657 Hayden Bridge Pl.

