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LANE TRANSIT DISTRICT SPECIAL BOARD MEETING/WORK SESSION

Monday, October 11, 2010
7:00 p.m.

LTD Board Room
3500 E. 17th Avenue, Eugene
(off Glenwood Boulevard)

A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

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

The following agenda items will begin at 7:00 p.m.

- | | |
|--|---|
| III. PRELIMINARY REMARKS BY BOARD PRESIDENT | |
| IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA | 4 |
| V. BOARD CALENDARS (5 minutes) | 5 |
| VI. WORK SESSION | |
| A. West Eugene EmX Extension Alternatives Analysis Report (30 minutes) | 6 |
| B. West Eugene EmX Extension Outreach (30 minutes) | 8 |

The following agenda items will begin at 8:00 p.m.

VII. 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.*

VIII. ITEMS FOR ACTION AT THIS MEETING

- A. Consent Calendar (1 minute) 9
 - 1. Minutes of the April 21, 2010, Regular Board Meeting (Page 10)
 - 2. Minutes of the May 19, 2010, Regular Board Meeting (Page 22)

IX. ITEMS FOR INFORMATION AT THIS MEETING

- A. Board Member Reports (10 minutes) 26
 - 1. Meetings Held or Attended
 - a. Springfield Stakeholder Advisory Committee (September 22)
 - b. Metropolitan Planning Organization's Citizen Advisory Committee (September 23)
 - c. Human Resources Committee (September 28)
 - d. Executive Search Committee (September 30)
 - e. Lane Council of Governments Board of Directors (September 30)
 - 2. No Meeting/No Report
 - a. Finance Committee
 - b. Long-Range Transit Plan Project Advisory Committee
 - c. Metropolitan Policy Committee
 - d. Joint Locally Preferred Alternative Committee
 - e. West Eugene EmX Extension Corridor Committee
 - f. EmX Steering Committee
 - g. Eugene Department Advisory Committee
 - h. Lane County Area Commission on Transportation
 - i. Service Committee

- B. Monthly Financial Report—September 2010 (10 minutes) 29
- C. Monthly Department Reports (respond if questions) 30
- D. Monthly Performance Reports (respond if questions) 37

X. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING 40

- A. Special Board Meeting/Luncheon (October 12)
- B. Regional Voice (November)
- C. Joint Locally Preferred Alternatives Analysis Committee (November)

- D. LTD on Facebook (November)
- E. Executive Session: Labor Negotiations (November)
- F. EmX Fair Analysis (November)
- G. Gateway EmX Roundabout (November)
- H. FY 2009-10 Annual Performance Report (November)
- I. Veneta Park & Ride (November or December)
- J. Board Strategic Planning Work Session (December)
- K. Independent Audit Report (December)
- L. Joint Meeting with Eugene City Council (December or January)
- M. Joint Meeting with Lane County Board of Commissioners (January)

XI. ADJOURNMENT

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

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 11, 2010

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

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

ACTION REQUESTED: None

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

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 11, 2010

ITEM TITLE: BOARD CALENDARS

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

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

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

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

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

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 11, 2010

ITEM TITLE: WEST EUGENE EMX EXTENSION ALTERNATIVES ANALYSIS REPORT

PREPARED BY: John Evans, Senior Project Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND: The Alternatives Analysis (AA) Report is undergoing final revisions based on direction from the Federal Transit Administration (FTA). Public distribution of the final AA report is expected by mid-October pending FTA approval. LTD staff has been coordinating with the members of the Joint Locally Preferred Alternative Committee (JLPAC) on the decision-making process and have been providing preliminary information from the AA report. While the first JLPAC meeting was canceled due to last-minute conflicts, the project team plans to stay on schedule and make-up for the missed meeting in order to meet planning deadlines.

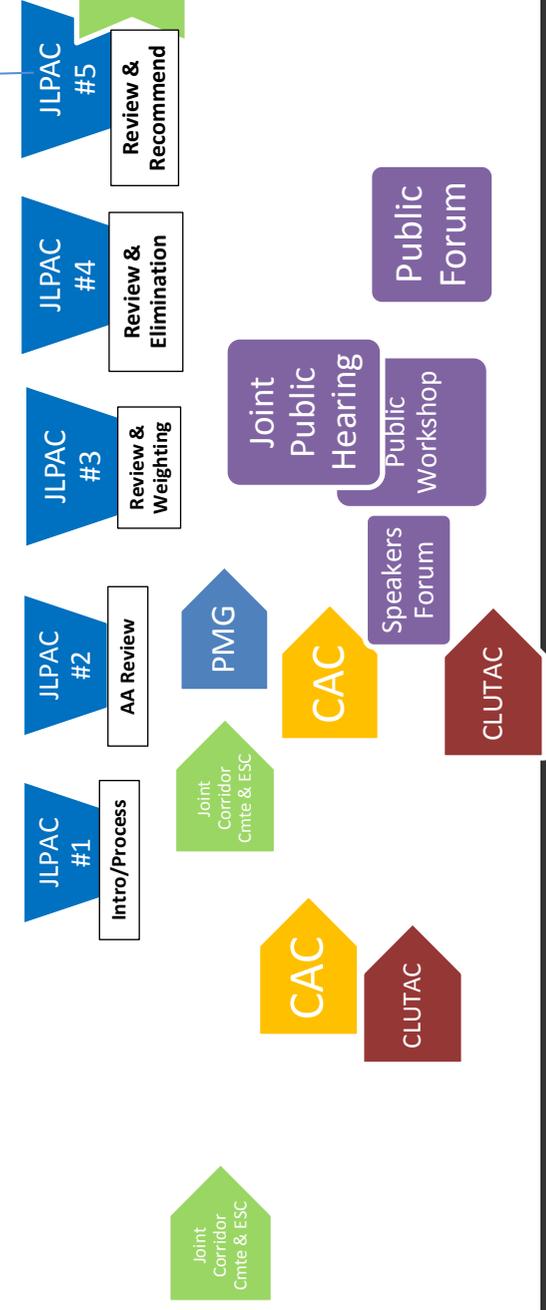
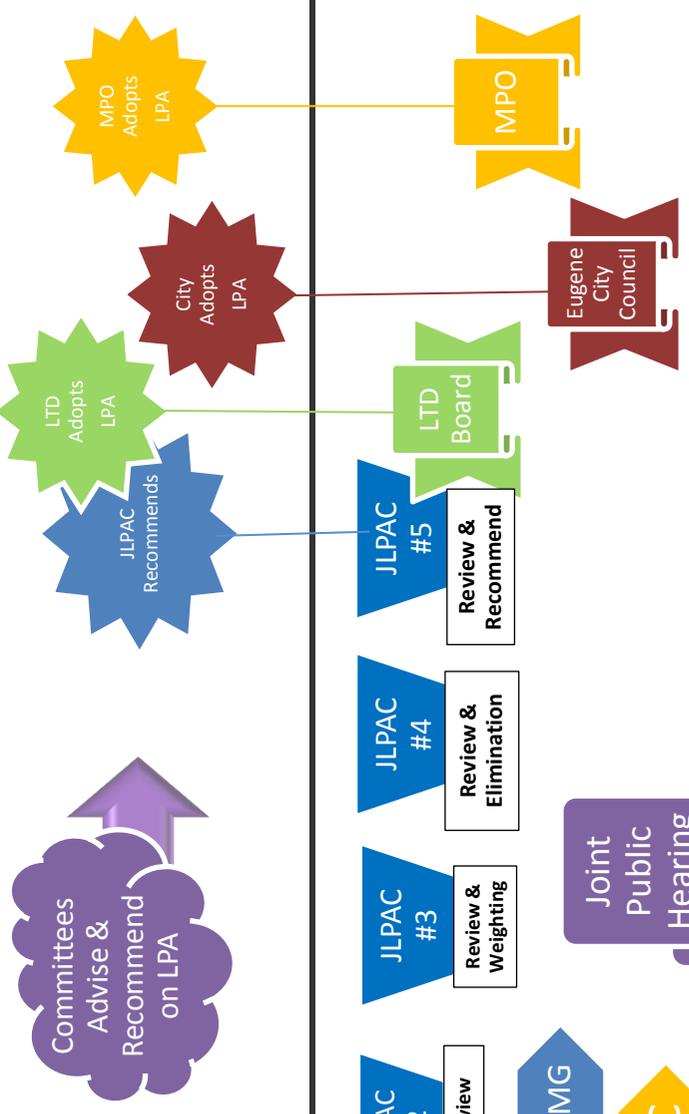
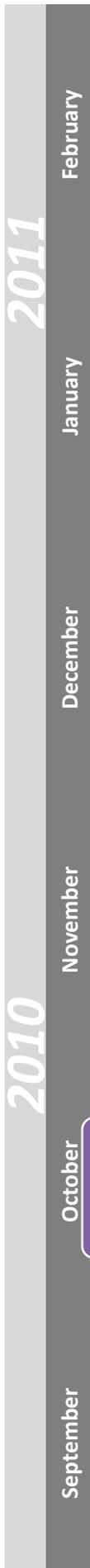
Staff also have met with the City of Eugene's Coordinated Land Use and Transportation Action Committee (CLUTAC) and the Metropolitan Policy Commission's Citizens' Advisory Committee (CAC) to review preliminary information from the AA report and provide updated project information. The CLUTAC and the CAC will provide advisory information on the Locally Preferred Alternative selection process to their respective decision-making bodies and JLPAC representatives. Shortly after public distribution of the AA report, staff will conduct a joint meeting of the EmX Steering Committee and the West Eugene EmX Extension Corridor Committee to review report information and gather input for the JLPAC.

ATTACHMENT: WEEE Process Flow Chart

PROPOSED MOTION: None.

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Selecting the Locally Preferred Alternative



AA = Alternatives Analysis Report
 LPA = Locally Preferred Alternative
 JLPAC = Joint Locally Preferred Alternative Committee (All)
 MPO = Metropolitan Policy Committee

LTD = Lane Transit District
 ESC = EmX Steering Committee (LTD)
 CAC = Citizen's Advisory Committee (MPO)

CLUTAC = Coordinated Land Use and Transportation Action Committee (City)
 PMG = Project Management Group (Staff, All)
 FTA = Federal Transit Administration

AGENDA ITEM SUMMARY

DATE OF MEETING: October 11, 2010

ITEM TITLE: WEST EUGENE EMX EXTENSION OUTREACH

PREPARED BY: Tom Schwetz, Director of Planning and Development

ACTION REQUESTED: None. Information Only.

BACKGROUND: WEEE project team members have met with more than 70 property owners who may potentially be impacted along W. 11th Avenue, W. 6th/7th Avenues, and W. 13th Avenue. At these meetings LTD staff members reviewed with the property owner the potential impact and, if applicable, possible mitigation to minimize impact.

The impacts range from partial to full property acquisition, which can include building purchase, building partitioning, parking removal, parking lot restriping, landscaping removal, and street tree removal. Revised designs will not be available until after the selection of an alternative.

For each meeting LTD staff provided print outs of the designs around the property in question and additional information on the property acquisition processes.

LTD staff members have made outreach efforts to meet with more than 200 property owners who are potentially impacted in the project area. It appears that the meetings are effectively helping to assuage fears about the project impacts and provide an opportunity to clarify the purpose of the project.

ATTACHMENTS: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

- DATE OF MEETING:** October 11, 2010
- ITEM TITLE:** CONSENT CALENDAR
- PREPARED BY:** Jeanne Schapper, Administrative Services Manager/Clerk of the Board
- ACTION REQUESTED:** Approval of Consent Calendar Items
- BACKGROUND:** Issues that can be explained clearly in the written materials for each meeting, and that are not expected to draw public testimony or controversy, are included in the Consent Calendar for approval as a group. Board members can remove any items from the Consent Calendar for discussion before the Consent Calendar is approved each month.
- The Consent Calendar for October 11, 2010:
1. Approval of the Minutes of the April 21, 2010, Regular Board Meeting
 2. Approval of the Minutes of the May 19, 2010, Regular Board Meeting
- ATTACHMENTS:**
1. Minutes of the April 21, 2010, Regular Board Meeting
 2. Minutes of the May 19, 2010, Regular Board Meeting
- PROPOSED MOTION:** I move that the Board adopt the following resolution:
- LTD Resolution No. 2010-032: It is hereby resolved that the Consent Calendar for October 11, 2010, is approved as presented.

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

Wednesday, April 21, 2010

Pursuant to notice given to *The Register-Guard* for publication on April 15, 2010, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular Board meeting/work session on Wednesday, April 21, 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
 Ed Necker, Treasurer
 Michael Dubick
 Doris Towery
 Gary Gillespie
 Mark Pangborn, General Manager
 Jeanne Schapper, Clerk of the Board
 Wade Hicks, Minutes Recorder

Absent: Dean Kortge, Secretary

CALL TO ORDER/ROLL CALL: Mr. Eyster convened the meeting and called the roll at 5:35 p.m.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Eyster commented that LTD planned to conclude a long process during this meeting and that substantial input had been provided from numerous individuals. He noted that Mr. Gillespie had commented at a previous meeting on the exemplary job performed by LTD staff in incorporating the multitude of input. He noted that the reconciliation between the needs of District and the available funding for those needs had been as inclusive a process as had been possible.

Mr. Pangborn added that LTD had collectively improved upon its service revision and subsequent public engagement strategies from the previous year. He noted that the more LTD worked to engage the public and provide information regarding the District, the better people understood the process.

Mr. Pangborn thanked the members of the LTD Board for their efforts regarding the District's service revisions and reductions.

Ms. Towery commented that while service reductions were not a fun subject matter, she was very pleased by the level of openness and candor provided by LTD's public meetings and other engagement efforts.

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

Mr. Gillespie noted that a half-block no-smoking area had been instituted at the Eugene Library near LTD's Eugene Station. He further noted his concern that the smoking activities from the Library would soon shift to the Eugene Station. He hoped that LTD would monitor any changes and take appropriate action.

Mr. Pangborn noted that he had received a number of e-mails regarding the recent developments at the Eugene Library and that LTD staff had discussed the matter. He agreed that the shift of smokers and other people moving from the area in front of the Library to the LTD Eugene Station had caused a problem and that the shift had created an unfriendly environment for many LTD users. He noted that LTD staff were working with the Eugene Police Department's (EPD) downtown officers, City staff, and downtown business representatives to see if there might be other ways to address the problem.

Mr. Pangborn planned to speak to Eugene Mayor Kitty Piercy and Eugene City Manager Jon Ruiz to see if other solutions might be explored. He then suggested that the shift caused by the Library's non-smoking area might have a detrimental effect on LTD ridership.

Mr. Gillespie agreed that any attempts to ban smokers or groups of young people from LTD property would only shift the problem to another area of downtown Eugene. Mr. Necker stated his belief that the EPD was not legally allowed to tell smokers on LTD property to go home.

Mr. Pangborn, responding to Mr. Gillespie's comment, noted that the EPD had discussed issuing citations to underage smokers as a possible corrective measure to the problem.

BOARD CALENDARS: Mr. Pangborn noted the LTD Budget Committee meetings on May 19 and 20. He noted that the Board had scheduled a short meeting on May 19 from 5:30 to 6:30 p.m., prior to the Budget Committee meetings. Mr. Pangborn expressed doubt that there would be any surprising budget information presented at the May 19 Board meeting.

Mr. Pangborn expected that data on LTD's first quarter payroll tax collections would be available to the Board by May 14.

Mr. Pangborn, responding to a question from Mr. Eyster, said that there are no pressing matters for the Board to address at its tentatively scheduled May 10 meeting and, therefore, it was likely that the meeting would be canceled.

Mr. Necker noted that he would not be present at the Board's June 14 regular meeting.

WORK SESSION

Development and Coordination of LTD Vision Statement and Long-Range Transit Plan: Director of Planning and Development Tom Schwetz provided information on LTD's long-range transit planning efforts and how those efforts would relate to the development of LTD's vision statement.

Mr. Schwetz noted that the long-range transit planning efforts had been prompted by HB 3337, which had resulted in two urban growth boundaries for Eugene and Springfield.

Mr. Schwetz noted that the TransPlan regional agreement between Eugene, Springfield, Lane County, and LTD was to be decommissioned. LTD had subsequently intended to develop a policy document to be adopted by the LTD Board and serve as a basis for the transit elements for the local transportation system plans of Eugene and Springfield.

Mr. Schwetz briefly described the State grant from the Oregon Department of Transportation (ODOT), which LTD had received to prepare its Long-Range Transit Plan and noted the four project objectives contained therein.

Mr. Evans asked what level of detail was required of Eugene and Springfield's respective transportation plans in order for them to effectively coordinate with each other and with the LTD system. Mr. Schwetz said that he thought that each city would develop its own plan under its own process with LTD providing input to each agency to help create a more regional transportation perspective.

Mr. Pangborn maintained that LTD might need to develop different long-term transportation strategies for each community. Mr. Evans noted that such actions would inevitably affect LTD's distribution of service.

Mr. Schwetz said that LTD staff had recently met with ODOT representatives to discuss the latest Beltline study and the facility planning effort for transportation options on the Beltline Highway between Coburg Road and River Road. He further noted that an EmX corridor had been proposed for that area. Mr. Schwetz added that LTD staff also had discussed at the meeting how the District might address transit competitive corridors as part of their long-term transportation efforts.

Mr. Schwetz, responding to a question from Mr. Evans, stated that ODOT representatives had engaged in analysis of transit competitive corridors, but that they were not generally used to thinking about how transit systems could be used to address the issues that they faced.

Mr. Schwetz, responding to a question from Mr. Gillespie, noted that the project to determine LTD's long-term transit plan would terminate once the grant funding had been exhausted. Mr. Gillespie noted his concern that the governments of Eugene and Springfield might not be able to effectively coordinate their efforts before the grant funding had run out. He further noted his concern that LTD might have to duplicate certain efforts to coordinate with Eugene and Springfield.

Responding to Mr. Gillespie's comment, Mr. Schwetz stated that there actually had been quite a bit of staff coordination between Eugene, Springfield, and LTD. He added that representatives from each agency continued to meet on a weekly basis so that their respective transportation efforts might proceed in a parallel fashion.

Mr. Schwetz said that LTD's annual funding from the Central Lane Metropolitan Planning Organization would help the District coordinate its long-term planning efforts as the cities of Eugene and Springfield developed their plans.

Mr. Pangborn reported that he had attended hearings for the Oregon Transportation Commission (OTC) in Florence earlier that day. He stated his belief that the OTC, under its current Chair Gail Achterman, was materially different from what it was twenty years ago with respect to its transportation planning perspectives.

Mr. Schwetz commented on the Scenario Planning efforts that had been incorporated into the Long-Range Transit Plan development process and noted that the scenarios basically comprised a set of structural markers to determine the direction of the Plan and to maintain its relevance to the community. Mr. Schwetz noted that additional details regarding the scenario planning activities would be provided in the coming months.

Mr. Schwetz described the relationship between the vision, scenario, and strategic elements of LTD's Long-Range Transit Plan.

Mr. Schwetz commented on staff efforts to standardize the definitions of the terms *Mission*, *Vision*, *Values*, and *Goals* as they each pertained to the development of the Long-Range Transit Plan. Mr. Schwetz directed the Board members to a document that clarified the definitions of *Mission*, *Vision*, *Values*, and *Goals*. The information highlighted the Ann Arbor Transportation Authority and several other transit systems as examples of how a standardized definition of the term *Vision* might be applied to regional transit concerns.

Mr. Schwetz noted that further information regarding the Long-Range Transit Plan process, as well as a draft version of the Plan, would be provided at the regular Board meeting on May 19.

Mr. Pangborn suggested an LTD Board luncheon might be scheduled in order to discuss elements of the Long-Range Transit Plan in more detail.

Legislative Update: April 7 Luncheon with Legislators: Director of Human Resources and Risk Management Mary Adams said that Mr. Eyster and Mr. Evans had attended the recent Board luncheon with state legislators on April 7. She noted that the luncheon had focused on providing those in attendance with information concerning LTD's budget, service reductions, Gateway EmX construction, and West Eugene EmX planning. She further noted that additional discussion during the Luncheon had addressed the various funding challenges for the next legislative session.

Mr. Evans indicated that the lunch meeting had gone well. He added that he had mentioned to Representative Phil Barnhart that the development of LTD was critical to the economic development of the region.

Mr. Evans reported that a discussion was held at the luncheon regarding a group that would be forming among transit Board members from across the State of Oregon. This group would like to form a coalition dedicated to addressing common transit issues with the state legislature.

Mr. Pangborn said that the group mentioned by Mr. Evans could be a highly effective means of lobbying for transit concerns with the state legislature.

Mr. Eyster felt that the legislators who had attended the luncheon had been very appreciative of the discussions.

Ms. Adams provided a brief update on the human resources matters relating to the proposed service reductions. She noted that LTD planned to reduce its operator staff by 19 positions beginning on June 13, 2010. She further noted that one customer service center position and one bus cleaner position in the LTD shop had been eliminated. Ms. Adams noted that to accommodate the staffing reductions, LTD had offered retirement incentives, and, so far, eight eligible employees had submitted a retirement package application. She further noted that for the second year volunteer summer furloughs had been offered for up to five employees in the Operations Department.

Mr. Evans asked if any of the 19 positions slated for elimination were currently unfilled. Ms. Adams responded that all of the 19 positions had already been budgeted and filled.

Ms. Adams noted that LTD staff intended to meet soon to discuss the staff reductions in greater detail and also to provide resources for those employees whose positions might ultimately be eliminated.

Ms. Adams said that between two and six bus operator positions might be eliminated in the fall based on how the fall staffing bid turned out. Then Ms. Adams stated that some of the terminated employees might be called back when the Gateway EmX service begins in January 2011.

Ms. Adams added that there had been productive dialogues with the union with regard to the staffing reductions.

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports: Mr. Evans noted that he had attended the West Eugene EmX Extension (WEEE) Corridor Committee on April 7 with Mr. Kortge and Mr. Necker. He stated that a number of high-quality presentations and discussions had taken place at the meeting.

Mr. Schwetz commented that WEEE Corridor Committee member Josh Skov's experience as chair of the Eugene Sustainability Commission had been invaluable to the work of the Corridor Committee.

Mr. Eyster noted that the Metropolitan Policy Committee (MPC) meeting on April 8 had involved a discussion of the implementation of a Park & Ride facility to complement the Gateway EmX Extension project. He noted that the exact location of the Park & Ride facility had yet to be determined.

Mr. Pangborn reported that the MPC had been asked to endorse three projects for ConnectOregon III, which is a state funded program developed to provide for non-highway transportation projects. He noted that LTD had proposed a purchase of state property in the Gateway area near the Northwest Community Credit Union; however, Springfield City Council member Christine Lundberg had raised concerns that such a purchase might adversely affect the execution of the Gateway EmX project. He noted that staff planned to continue discussions with Springfield staff regarding how a Park & Ride facility might be implemented as a joint development project.

Mr. Eyster commented on the continued development of the Lane County Area Commission on Transportation (ACT) as required by the Oregon State Legislature. He stated that the Lane County Commissioners currently serving on the ACT had hired consultant Rob Zako to lead the ACT development process. Mr. Eyster reported that the ACT was expected to be composed of approximately 25 representatives from various local government and service agencies. He further noted that the bylaws for the ACT were close to being finalized and added that LTD would have one voting member on the ACT.

Mr. Schwetz stated that once the membership format and the bylaws were finalized, they were to be reviewed by the Lane County Commissioners before being forwarded to the Oregon Transportation Commission for final approval.

Monthly Financial Report: Director of Finance and Information Technology Diane Hellekson directed the Board members to the March Financial Report.

Ms. Hellekson noted that additional first quarter benchmark figures regarding the payroll tax receipts would be available during the first week of May. She then said that recent ridership losses had not been as great as had been feared and that they had actually been relatively low in comparison to other transit systems throughout the country.

Ms. Hellekson reported that LTD fare revenue and collection figures for the Franklin Corridor had remained fairly stable and had more than covered the actual cost of the fare collection.

Personnel services expenditures were under control according to Ms. Hellekson. She then added that LTD staff was about to submit a proposed budget for the next fiscal year based on the Long-Range Financial Plan that had been approved at the March 17 Board meeting.

Ms. Hellekson noted that the LTD Budget Committee meeting had been scheduled for May 19 at 6:30 p.m.

Responding to a question from Mr. Gillespie, Ms. Hellekson stated that approximately 200,000 gallons of fuel remained at LTD's Coos Bay storage site. Director of Maintenance George Trauger noted that the per gallon costs for the fuel stored at the Coos Bay site was approximately \$1.90 per gallon, to which Ms. Hellekson added that the fuel price was well below the market value.

Mr. Evans asked for further information regarding the payroll tax revenue collections. Chief Accountant Carol James noted that LTD staff continued to attempt to monitor the situation and that the new administration for the Oregon Department of Revenue in Salem had not yet notified LTD of their plans regarding payroll tax revenue collection. Ms. James added that while she could identify groups that did not appear to be compliant in paying payroll taxes, she could only forward that information to the Department of Revenue. She did not know how diligently that office addressed such matters.

Ms. Hellekson stated that LTD staff, in conjunction with TriMet, had discussed the potential funding of a payroll tax collection compliance position. She noted that further information regarding the feasibility of such a strategy would be available by the end of the current fiscal year.

Ms. Hellekson, responding to a question from Mr. Evans, answered that LTD had several years ago commissioned a study from economics students at the University of Oregon who had determined that the lost revenues from delinquent payroll taxes might be as much as six figures. Ms. Hellekson stated that it was unknown how much of the delinquent payroll tax problem had been caused by the economic recession.

Ms. Hellekson confirmed that payroll taxes could be levied against delinquent employers retroactively with penalties and interest.

Ms. James noted that the Department of Revenue did not seem to be actively pursuing delinquent payroll tax collection on a number of employers but rather simply reporting and recording the employers' tax liabilities.

EMPLOYEE OF THE MONTH: Director of Transit Operations Mark Johnson introduced LTD Employee of the Month Jeff Hadden and noted that Mr. Hadden had been nominated by an LTD patron. He added that although Mr. Hadden had only been employed by LTD for the past couple of years, he had proven himself to be an invaluable employee and also had helped out at a number of LTD special events.

Mr. Eyster congratulated Mr. Hadden and presented him with the award.

Mr. Hadden thanked the Board and noted that while working LTD's mini-board, he had an opportunity to work nearly every available shift on the LTD service system. He noted that his work as an LTD employee had been very inspiring.

AUDIENCE PARTICIPATION

Steve Davis, Blanton Heights Road, Eugene, said that his wife had previously presented an issue to the Board that related to the RideSource service area. He introduced his son, Jake, and thanked the Board and LTD staff for their quick response to his family's concerns.

ITEMS FOR ACTION AT THIS MEETING

RideSource Request for Service and Boundary Review: Mr. Eyster noted that the RideSource action item would be addressed first as it pertained directly to Mr. Davis' previous public comments.

Accessible Services Program Manager Terry Parker noted that the Davis family had requested that the RideSource service be extended to an area near, but outside of, the current RideSource boundary. She said that LTD staff had driven to the requested stop and determined that a trial program that would allow RideSource to go outside the boundary for up to ten minutes would be a way to allow for situations like that experienced by the Davis'. She further described how LTD staff had worked to accommodate their request in an equitable fashion without creating an undue administrative burden.

Ms. Parker added that staff had recommended a two-year pilot study using a time limitation to consider case-by-case exceptions to the established RideSource boundary.

Mr. Evans asked if the recommended pilot study would be eligible for grant funding from the Federal Transit Administration or another agency. Ms. Parker answered that while LTD might apply for grant funding for the pilot study, such grants would compete with applications to fund RideSource service.

Mr. Evans then asked if LTD staff had examples of any best practice strategies similar to the staff proposal, to which Ms. Parker replied that staff had not yet learned of any applicable best practice strategies.

MOTION Mr. Evans moved to approve LTD Resolution No. 2010-015: It is hereby resolved that the LTD Board of Directors approves a two-year test of a "fee-for-service" option for eligible RideSource riders requesting service to locations outside the RideSource service boundary. Mr. Dubick provided the second.

Mr. Necker asked if the motion would enable RideSource to pick up persons outside the boundary or would only enable RideSource to transport persons from within the boundary. Ms. Parker specified that RideSource trips as described would originate outside the boundary to bring them inside the boundary with a return trip available. She stated that the motion did not specify travel completely outside the boundary or for a trip originating from within the boundary to a destination outside of it.

Mr. Necker stated his belief that the language of the motion was not specific enough regarding the intent of the recommended action.

Mr. Pangborn noted that the minutes of the proceedings and the legislative intent indicated thereto would serve as an appropriate indication as to how the RideSource accommodation would be executed.

Mr. Evans noted that LTD staff could address any nuances in the language of the motion through its own administrative rules processes.

Mr. Eyster confirmed that the RideSource travel indicated by the motion would originate outside the regular RideSource boundary.

Ms. Towery offered an amendment to the previously stated motion to change the phrase "service to locations outside the RideSource boundary," to "service from locations outside the RideSource boundary." Mr. Dubick provided the second to the amendment.

Mr. Eyster read the motion as amended and called for a vote.

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

MOTION **Consent Calendar:** Ms. Towery moved adoption of LTD Resolution 2010-012: It is hereby resolved that the Consent Calendar for April 21, 2010, is approved as presented. Mr. Gillespie provided the second. The Consent Calendar consisted of the minutes of the February 11, 2010, Special Board Meeting/Public Hearing and the minutes of the March 10, 2010, Special Board Meeting/Luncheon.

Mr. Necker offered corrections to the minutes of the February 11, 2010, Special Board Meeting/Public Hearing and requested that Mr. Vobora's comments regarding revisions to the No. 30, 41, and 43 bus routes be clarified.

Mr. Gillespie stated that Mr. Eyster, as Board Chair, had the authority to pull the February 11 minutes from the consent calendar for separate reconsideration, leaving the minutes of the March 10, 2010, Special Board Meeting/Luncheon as the sole consent calendar item.

Mr. Eyster, noting no objections, pulled the February 11, 2010, minutes from the consent calendar for separate consideration.

Mr. Eyster called for a vote on the motion as amended.

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

MOTION Mr. Necker moved to approve the minutes of the February 11, 2010, LTD Special Board Meeting/Public Hearing as amended. Mr. Gillespie provided the second.

VOTE

The motion was approved as follows:

AYES: Dubick, Eyster, Gillespie, Necker, Towery, Evans (6)

NAYS: None

ABSTENTIONS: None

EXCUSED: Kortge (1)

Annual Route Review: FY 2010-11 Service Proposal: Director of Service Planning, Accessibility, and Marketing Andy Vobora noted that many documents detailing certain aspects of the service proposal package had been distributed and that the complete 50-page document detailing the entire service proposal was available upon request.

Mr. Vobora stated the recommended service package proposal had incorporated a system reduction of 19.34 percent, with a net reduction in service of 11.98 percent after taking into account the increased capacity provided by the Gateway EmX Extension.

Mr. Vobora briefly described the three-phase time frame for the implementation of the service revisions and reductions.

Mr. Dubick asked if any proposal existed to accommodate the discrepancy between the 19.34 percent system reduction and LTD's previously stated service reduction goal of 20 percent. Mr. Pangborn answered that unless economic conditions significantly improved, additional cuts would be faced by LTD in the next two years and that the difference between the two figures would be addressed using LTD reserve funds.

Mr. Pangborn, responding to Mr. Dubick's comments, said that future LTD service cuts would most likely target those routes and service areas that had been on the cusp during the development of the current service proposal package.

Mr. Pangborn noted that to address productivity and coverage concerns in any future service revision strategies, it might be necessary for LTD to consider cutting Sunday service or to end service at 8:30 p.m. instead of 10:30 p.m.

Mr. Eyster reiterated that LTD staff completely understood the abhorrent nature of the service reductions. He noted that while the Board had been charged with helping LTD provide excellent and expanded transit services, the Board had reluctantly adopted a service reduction strategy in order to maintain the long-term financial viability of the District. He noted that LTD staff had done an amazing job in helping to minimize the adverse effects of the proposed service reductions.

MOTION

Mr. Gillespie moved to approve LTD Resolution No. 2010-013: It is hereby resolved that the LTD Board of Directors approves the FY 2010-11 service recommendations, resulting in a net reduction in service hours of 11.98 percent, as presented on April 21, 2010, and as shown on the FY 2010-11 Annual Route Review Service Change Summary. Mr. Necker provided the second.

Mr. Eyster noted that more than 80 percent of public transit districts across the country had been forced to reduce services in a similar manner.

Mr. Eyster called for a vote on the motion.

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

Mr. Pangborn reported that the TriMet public transit system in Portland had, for the current fiscal year, reduced approximately \$30 million in services and planned \$27 million in additional reductions the following year.

Mr. Pangborn, responding to a question from Mr. Gillespie, stated that he did not know how many staff positions had been eliminated at TriMet. He added that unlike LTD, TriMet had a much higher rate of turnover and subsequently had a number of unfilled positions that could be eliminated.

Fiscal Year 2010-2011 Pricing Plan and First Reading Amended Fare Ordinance No. 35, An Ordinance Setting Fares for Use of District Services: Mr. Vobora commented on the revolving nature of LTD fare increases and noted that the current round of fare increases affected monthly pass prices. Mr. Vobora listed the exact fare increases for the Board.

Mr. Vobora noted that the second reading and adoption of the pricing plan would occur at the regular Board meeting on May 19 with the ordinance to take effect 30 days thereafter.

MOTION Mr. Necker moved that the Seventeenth Amended Ordinance No. 35 be read by title only. Mr. Gillespie provided the second.

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

Mr. Pangborn read the title of Seventeenth Amended Ordinance No. 35.

LTD Support for City of Eugene's Urban Renewal Plan Amendment: Assistant General Manager Stefano Viggiano noted that LTD staff had asked the Board to make a formal statement of support for the City of Eugene's Downtown Urban Renewal Plan Amendment.

Mr. Viggiano referenced the City's Downtown Urban Renewal Plan and noted the various transit benefits of the City's plan.

Mr. Viggiano expressed that the development of Lane Community College's new downtown facility as referenced in the City's plan would greatly affect transit usage in downtown Eugene.

Mr. Pangborn noted that the City of Springfield had been competing for the new Veteran's Affairs clinic and further noted that the staff recommendation was to support the concept of Eugene's urban renewal plan and was not intended to indicate support for any one specific project within that plan.

Ms. Towery declared a conflict of interest with the recommended motion and asked if the language therein might be revised to more expressly state LTD's support of the urban renewal concept as opposed to any specific project within the City's urban renewal plan.

Mr. Pangborn alternatively suggested that any references to the City of Eugene's proposed Veteran's Affairs clinic project be redacted from all LTD communications and correspondence in order to preserve the District's neutrality with respect to the Cities of Eugene and Springfield.

The Board members and staff briefly discussed how LTD's formal support of Eugene's downtown urban renewal plan might be worded in order to protect its neutrality between Eugene and Springfield.

Mr. Eyster confirmed that the proposed motion would authorize him to sign a formal letter of support to the City of Eugene for their Urban Renewal Plan Amendment that did not mention any specific urban renewal projects.

Mr. Gillespie asked if LTD had received any requests from the City of Springfield to support its urban renewal plans. Mr. Pangborn noted that while LTD generally supported Springfield's urban renewal plans, no formal overtures of support had yet been requested by Springfield or offered by LTD.

Mr. Eyster noted that Eugene's downtown Urban Renewal Plan Amendment was somewhat controversial in the community.

Mr. Evans maintained that the most recent Eugene City Council meeting had demonstrated that the City's urban renewal plans were considerably less controversial than they had been in the past. He noted that the downtown LCC development project had received nearly unanimous support from the community.

Mr. Gillespie said that the union that he represented owned a building in the downtown area and was concerned that he might have a conflict of interest.

Mr. Gillespie expressed that the 4J School District might lose a sizeable amount of funding as a result of the City's downtown Urban Renewal Plan Amendment.

Mr. Viggiano noted that there had been public testimony by the School District that they supported the Urban Renewal Plan Amendment and had not actually been harmed by the City's previous urban renewal strategy.

Mr. Evans asked if the motion could be passed with an amendment. Mr. Dubick noted that the language of LTD's letter to the City of Eugene could be changed to redact references to the Veteran's Affairs clinic as it was written and that no specific amendments to the proposed motion would be necessary.

MOTION Mr. Evans moved that the Board adopt LTD Resolution No. 2010-016: It is hereby resolved that the LTD Board of Directors supports the proposed amendment to the City of Eugene's Downtown Urban Renewal Plan and directs the Board President to write a letter to the City of Eugene Mayor and City Council indicating this support. Mr. Dubick provided the second.

Mr. Eyster noted that the letter indicated by the motion would be worded in accordance with the previous Board discussion and reflective of their intent.

Ms. Towery noted she wished to abstain from the vote.

Mr. Eyster called for a vote on the previously stated motion.

VOTE The motion was approved as follows:
 AYES: Dubick, Eyster, Gillespie, Necker, Evans (5)
 NAYS: None
 ABSTENTIONS: Towery (1)
 EXCUSED: Kortge (1)

ADJOURNMENT: Mr. Eyster adjourned the meeting at 7:11 p.m.

Board Secretary

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, May 19, 2010

Pursuant to notice given to *The Register-Guard* for publication on May 13, 2010, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular Board meeting on Wednesday, May 19, 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
Kimberly Young, 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 5:37 p.m.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Eyster had no remarks.

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

BOARD CALENDARS: Mr. Pangborn announced that LTD would host the First Friday Communities of Color event on June 4 at the Next Stop Center. He encouraged those present to attend the event.

EMPLOYEE OF THE MONTH: Inventory Supervisor Mark Hay introduced Inventory Technician Carline Stratton as the June 2010 Employee of the Month. Ms. Stratton has been with the District since December 1978. Mr. Hay indicated that Ms. Stratton exemplified LTD core values and noted that she receives many appreciative compliments from her co-workers. Mr. Eyster presented Ms. Stratton with a check, a pin, a letter of congratulations, and a certificate of recognition commemorating the award. Ms. Stratton expressed appreciation for her co-workers.

ITEMS FOR ACTION AT THIS MEETING

Second Reading and Adoption, Seventeenth Amended LTD Ordinance No. 35, an Ordinance Setting Fares for Use of District Services

MOTION Mr. Kortge moved that the Seventeenth Amended Ordinance No. 35 be read by title only. Mr. Necker provided the second.

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

Mr. Pangborn then read aloud the title of the ordinance, "Seventeenth Amended Ordinance No. 35, an Ordinance Setting Fares for Use of District Services."

MOTION Mr. Necker moved the following resolution: LTD Resolution No. 2010-017: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Seventeenth Amended Ordinance No. 35, an Ordinance Setting Fares for District Services. Mr. Dubick provided the second.

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

Pioneer Parkway EmX Property Acquisition: Assistant General Manager Stefano Viggiano provided an overview of the proposed acquisitions.

MOTION Mr. Evans moved approval of LTD Resolution 2010-018 authorizing the Lane Transit District to acquire by purchase or by the exercise of the Power of Eminent Domain certain Real Property necessary for the Pioneer Parkway EmX as represented in the resolution. Mr. Kortge provided the second.

Mr. Eyster confirmed with Mr. Viggiano that the resolution gave the Board authority to use eminent domain. Mr. Viggiano indicated that it was possible that LTD would have to go through litigation even though the property owner was amenable to the sale because the property owner was in bankruptcy proceedings in New York City.

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

WORK SESSION

May 25 Luncheon Discussion on Development of LTD Vision Statement: Director of Planning and Development Tom Schwetz called attention to copies of the luncheon agenda provided to Board members. He said that LTD wanted to refine its vision because the local jurisdictions were in the process of updating their transportation plans. He thought that it was a good idea to look at the vision as part of that process. He recalled the Board's development of leadership competencies as they were tightly related to the vision of where LTD wanted to be in the next 20-30 years. In addition, the LTD Board had indicated earlier in this process that they wanted the next general manager that was hired to be a visionary, and he anticipated the Board would discuss what it meant to be visionary for the organization.

Mr. Evans asked how LTD could reconcile differences of vision among different agencies. He cited, as an example, Oregon Department of Transportation's (ODOT) lack of interest in depicting EmX routes on ODOT plans for projects such as Beltline Road. Mr. Schwetz suggested that the regional process was the proper setting for that discussion and that having a more refined vision would help LTD communicate with those agencies. He also suggested that EmX could be added to the ODOT vision for Beltline at the National Environmental Protection Act stage of the Beltline improvement project. He suggested that the work done by CalTrans could be a model for that discussion.

Mr. Eyster observed that there was a lot of support for what LTD was talking about at the recent Metropolitan Policy Committee meeting, and he had the sense that ODOT representatives felt somewhat out of the loop on that discussion. He suggested that dialogue about such collaborations would be evolving, and LTD needed to be strategic to ensure the conversation continued to evolve. He stated his belief that there was a lot of support for what LTD was doing in the community and that may have an impact on ODOT's reasoning. Mr. Gillespie agreed and stated that he had come away from the High-Speed Rail Forum with the same sense of ODOT's position.

Mr. Eyster encouraged Board members to keep pushing on the issue in the appropriate forums.

Mr. Schwetz noted the other agenda item for the May 25 Board luncheon meeting was the new decision-making process for the West Eugene EmX Extension.

Gateway EmX Extension Project: Facilities Services Manager Charlie Simmons provided a presentation updating the Board on the project, and he clarified details of the new proposed inbound routing along East 11th Avenue.

Mr. Eyster asked if staff had checked in with business owners with regards to the proposed Business, Access, and Transit lane; referred to as the BAT lane. Mr. Simmons said no, and indicated that LTD generally deferred such issues to City of Eugene staff. Mr. Pangborn indicated that LTD staff would follow-up. Mr. Viggiano noted that LTD had talked to Selco Credit Union since a new station would be located in the right-of-way in front of the business.

Mr. Simmons noted the next steps in the process, which includes work with City staff on the final design and permit submission, with construction scheduled to occur in August/September 2010.

ITEMS FOR INFORMATION AT THIS MEETING

Charter Service Update: Director of Service, Planning, Accessibility, and Marketing Andy Vobora provided the update, reflecting the information included in a memorandum provided to the Board entitled *Charter Service Update*. Regarding Oregon football, he reported that LTD would provide service for five of the six scheduled home football games.

Board Member Reports: There were no verbal reports.

Monthly Financial Report: Director of Finance and Information Technology Diane Hellekson referred the Board to the information included in the packet and asked if there were any questions. There were no questions.

FY 2011-2018 Capital Improvements Program Administrative Amendment: Financial Services Manager Todd Lipkin reported on the information provided in the packet. There were no questions.

ADJOURNMENT: Mr. Eyster adjourned the meeting at 6:25 p.m.

Board Secretary

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 11, 2010

ITEM TITLE: BOARD MEMBER REPORTS

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

ACTION REQUESTED: None

BACKGROUND: Board members have been appointed to Board committees and to the Metropolitan Policy Committee (MPC), the Lane Council of Governments (LCOG) Board of Directors, and, on occasion, to other local or regional committees. Board members also present testimony at public hearings on specific issues as the need arises. After meetings, public hearings, or other activities attended by individual Board members on behalf of LTD, time will be scheduled on the next Board meeting agenda for an oral report by the Board member. The following activities have occurred since the last Board meeting:

MEETINGS HELD

Board members may take this opportunity to report briefly on any one-on-one meetings they have held with local officials or other meetings that they have attended on behalf of LTD.

1. **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. Committee members consist of citizens and representatives from organizations with a distinct interest in the future of transportation in Springfield. At the first meeting held on September 22, the Committee discussed the project's purpose and goals. The Committee plans to meet five times during the next 18 months, with the next meeting being planned for January 2011.
2. **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. The CAC met on September 23, and the agenda included reviews of Eugene's Transportation System Plan and the Regional Transportation Options Plan, and naming of the newest Interstate-5 Bridge over the Willamette River. The next meeting is scheduled to be held on October 21 at the Eugene Library.

3. **Human Resources Committee**: The Board Human Resources Committee is composed of Chair Mike Dubick and Board members Dean Kortge and Gary Gillespie. The Committee met on September 28, and discussed the general manager evaluation process and which recruitment processes that will be under the purview of the Executive Search Committee. The next meeting, Tuesday, October 12, will be an executive session to discuss labor negotiations.
4. **Executive Search Committee**: The Board Executive Search Committee is composed of Board President Mike Eyster and Board members Mike Dubick, Greg Evans, Gary Gillespie, and Doris Towery. The Committee met on September 30 and discussed the general manager recruitment process. The next meeting has not yet been scheduled.
5. **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 Mike Eyster serving as the alternate. The LCOG Board meets every other month. At the September 30 meeting, the Board received updates on the LCOG Communications Strategy, the Human Services Coordination, and the Four-County Comprehensive Economic Development Strategy. The next meeting is scheduled to be held on December 9.

NO MEETINGS HELD

1. **Finance Committee**: The Board Finance Committee is composed of Chair Dean Kortge and Board members Mike Dubick and Ed Necker. Pension funding will be the focus of the next Committee meeting, which is scheduled to be held on Tuesday, October 12.
2. **Long-Range Transit Plan Project Advisory Committee**: This 18-member committee is composed of members of local units of government and community representatives. Board Member Ed Necker serves on this committee, which will meet five times during the next twelve months. The next meeting is scheduled to be held on Wednesday, October 13, at the Next Stop Center.
3. **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. The next Committee meeting is scheduled to be held on Thursday, October 14, in Springfield.
4. **Joint Locally Preferred Alternative Committee**: This committee is composed of members from three bodies: LTD, MPC, and the Eugene City Council. Board members Mike Eyster, Gary Gillespie, and Greg Evans serve on this committee, which will meet five times during the next three months. The first meeting is in the process of being scheduled.

5. **West Eugene EmX Extension Corridor Committee (WEEEC):** The WEEEC is a subcommittee of the EmX Steering Committee and is composed of Board members Greg Evans, Dean Kortge, and Ed Necker, along with members of local government and community representatives. The Committee generally meets on the first Wednesday of the month. The October 6 meeting was canceled because the draft Alternatives Analysis (AA) Report is still under review by the Federal Transit Administration. The WEEEC and EmX Steering committees agreed to meet approximately one week after the FTA's review was complete, the date of which is undefined at this time. However, LTD staff were available to answer questions and record comments from the public on October 6 at the Next Stop Center. The next meeting of the WEEEC will be scheduled following public distribution of the AA report and will be a joint meeting with the EmX Steering Committee to review and discuss the WEEEC AA Report.
6. **EmX Steering Committee:** The EmX Steering Committee generally meets quarterly and is composed of Chair Greg Evans, Board members Doris Towery and Gary Gillespie, and members of local units of government and community representatives. The next regularly scheduled meeting of the EmX Steering Committee will be held on December 7. A joint meeting with the West Eugene EmX Extension Corridor Committee (WEEEC) to review and discuss the final WEEEC Alternatives Analysis (AA) Report will be scheduled soon.
7. **Eugene Department Advisory Committee (DAC):** The DAC is in the process of being formed; and the list of participants is still being finalized, but will include 15-20 community members that have interest in the broad public welfare. Gary Gillespie represents the District on the Eugene Department Advisory Committee for the development of the Eugene Transportation System Plan. The Committee's first meeting is in the process of being scheduled to be held in November.
8. **Lane County Area Commission on Transportation:** The State Legislature in 2009 directed Lane County to develop an Area Commission on Transportation (ACT). Committee membership includes representatives from the County, cities within the County, LCOG, and LTD. Board President Mike Eyster represents LTD on this committee. Formation of the ACT is pending further action by the Lane County Board of Commissioners and the Oregon Transportation Commission.
9. **Service Committee:** The Board Service Committee is composed of Chair Greg Evans and Board members Ed Necker and Doris Towery. The next meeting has not been scheduled.

AGENDA ITEM SUMMARY

DATE OF MEETING: October 11, 2010

ITEM TITLE: SEPTEMBER FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Because the October Board meeting date is so early in the month, it is not possible to close September transactions and prepare the financial reports in time for inclusion in the Board meeting packet. Every effort will be made to have the reports available as handouts for the October 11 meeting. In the event that reports are not available on October 11, the reports will be mailed to Board members as soon thereafter as possible. Staff regret any inconvenience that this distribution method may cause.

ATTACHMENTS: None

PROPOSED MOTION: None

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MONTHLY DEPARTMENT REPORTS

October 11, 2010

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

PROJECT DEVELOPMENT

West Eugene EmX Extension (WEEE):

During the past month, staff work on the WEEE project included the following activities:

- The Coordinated Land Use and Transportation Action Committee met on September 28 to review the WEEE project against the triple bottom line, which consists of environmental, economic, and equity issues.
- The Federal Transit Administration is reviewing the Alternatives Analysis Report, and comments are expected soon.
- Meetings were held with consultants and the City of Eugene staff to review potential mitigation measures.
- Multiple meetings with property owners were scheduled to review potential property impacts and mitigation options.
- The Next Stop Center continues to be open on Tuesdays between 1:00 p.m. and 5:00 p.m. so that staff are there to provide opportunities for informing the public about the West Eugene EmX Extension project.

Regional Planning:

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

- Staff members participated in the Oregon Planning Institute conference and led a panel of transportation professionals for a session on transportation legislation.
- Long-Range Transit Plan (LRTP) project manager meetings were held on September 20 and September 29 to plan for the 2½-day scenario planning workshop that will take place on October 11, 12, and 13.
- The first draft of LRTP Memorandum #2, which covers existing conditions, was submitted for review. Completion is anticipated in time for the October 13 Long-Range Transit Plan Project Advisory Committee meeting.
- Staff attended the SB 1059 (Oregon Transportation GHG Emission Reduction Planning bill) All Committee Kickoff Meeting in Salem on September 13.

- The Regional Transportation Options Plan project management team set up bi-weekly meetings to complete tasks in the work plan.
- The Project Management Team for the Beltline Facility Plan met to review next steps in seeking approval to move forward with National Environmental Policy Act review.
- LTD staff met with other regional partners to discuss development of a streetcar feasibility study for downtown Eugene.
- The Springfield Transportation System Plan Technical Advisory Committee met on September 22 to review the project purpose, timeline, and agency roles.
- Staff attended the American Public Transportation Association conference in San Antonio, Texas, on October 3-6.
- Staff attended a one-day training in Systematic Development of Informed Consent on October 5.
- LTD staff delivered a presentation to the Tri-City Sustainable Forum on October 7.

Point2point Solutions

Jody Cline, Interim Program Manager

School Solutions:

Point2point Solutions staff are assisting K-12 families form groups to carpool, walk, or bike to school as the new academic year begins. Grade 6-12 students are utilizing LTD buses as the Student Transit Pass Program resumes for the school year.

Point2point Solutions has offered mini grants for schools to conduct Walk and Bike to School campaigns in October. The \$5,000 cap has already been reached with requests from 13 local schools.

Work Solutions:

Six new commuters were added to the Rideshare database for a total of 712 registered commuters.

Education and Outreach:

Marcia Maffei and Tracy Smith attended five sessions of the Oregon Planning Institute Conference at the University of Oregon. Ms. Maffei attended the Transit Agencies and Climate Action Webinar that was given by ICF International.

Point2point Solutions staffed the Lane Community College faculty and staff benefit fair, which had more than 250 attendees.

Ms. Smith staffed a booth at Royal Caribbean Cruise Line Health & Wellness Fair and attended the International Association for Commuter Transportation Conference in September.

Ms. Smith and consultant, Chris Watchie, began outreach efforts on the carpool2save incentive program and the October closure/detour for northbound I-5 exit 195A.

On-the-go Solutions:

Dave Brook and Patty Fink, consultants hired by Point2point Solutions, presented their findings from the Lane Carshare Market Study at the Transportation Options Advisory Committee meeting. The next steps will be to create a steering committee to develop a process for bringing more carsharing opportunities to the Eugene-Springfield area.

Ms. Smith and Ms. Maffei attended the dedication event for the Delta Ponds Bike/Ped Bridge.

CAPITAL PROJECTS

Joe McCormack, Project Manager

Gateway EmX:

Construction activities are slowly coming to a close. Outstanding items left to complete include signage, installation of furniture, and touch up/punch list items. Operational staff have begun testing and timing runs along the corridor. Operator training will begin in November. The Gateway EmX Extension will begin revenue service on January 9, 2011.

UO Transit Station:

A schematic design has been developed to consolidate the current station on Kincaid north of 13th Street. An open house to review the proposed station design is scheduled to be held on October 12 from 4:00 p.m. to 6:00 p.m. at the Wesley Center, which is located at 1236 Kincaid Avenue in Eugene.

Veneta Park & Ride:

Construction began in mid-September and is schedule to be complete by mid-December.

**SERVICE PLANNING, ACCESSIBILITY,
AND MARKETING**

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

Media:

Most media accounts have focused on West Eugene EmX and the changes in service that were implemented on September 19, and a recent article also appeared in *The Register Guard* that outlined the general manager selection process.

Paid media in September featured LTD receptionist Jonnie Myers and her volunteer work with Fiesta Latina. These employee ads continue to be well received.

A great deal of effort is going toward the West Eugene communications plan. Media elements will begin showing up in mid-October.

Event Services:

Football service is going well, and riders are adjusting to the new Park & Ride format. The University of Oregon (UO) has contracted with Starline Tours to provide the football service on Thursday, October 21. LTD staff will provide the ground support and will provide five articulated buses for post-game pick up. The District can't support more service because of potential impacts on Friday's regular service. These five buses will be dedicated to the Valley River Center location with the hope that long waits like those experienced last year will be reduced.

The UO is working with private carriers to provide basketball service. LTD has consulted on how the service might operate, and LTD will allow the UO's contractor to use the Springfield Station in order to provide service. The UO also is interested in seeing how much it would cost to add extra EmX service on game days to encourage the use of downtown parking opportunities.

Service Planning:

All efforts continue to focus on the implementation of Gateway EmX service in January. Final changes are being processed, and EmX scheduling is nearly complete. A number of regular system changes are necessary as traffic and ridership have wreaked havoc on some schedules. Dysfunctional trips are the focus, and changes will help get these buses to arrive at the scheduled time. Overloads continue to be monitored, but no resources are available to address these situations. Customers are being encouraged to ride early when possible. Lane Community College (LCC) administration is discussing purchasing additional trips to accommodate the huge enrollment increase they've experienced.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

Accessible Services has been notified of budget cuts by the Oregon Department of Human Services, Lane County Developmental Disabilities Services, and Public Transit Division. Because of these budget cuts, less money will be available for transportation for older adults and people with disabilities who live in a community-based residence rather than a nursing home. Transportation is one of several support services that keep qualified individuals in their own homes or in other less restrictive, less expensive residential environments. Fewer resources will be available to help cover the costs of work transportation for people with developmental disabilities. In addition, LTD will experience a reduction in Special Transportation Operating funds that are used to support RideSource and other transportation services for older adults and people with disabilities within Lane County.

LTD's RideSource Call Center handled more than 18,628 incoming telephone calls and arranged for 26,966 one-way trips using 23 provider agencies during the month of August. Transportation Coordinators from Senior and Disabled Services and Alternative Work Concepts conducted 148 in-person interviews on LTD's behalf to help people receive needed transportation.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

Fall Bid:

The fall bid recently began, and buses are very full taking riders to key destinations around the system. Overloads have been reported on buses serving the UO, LCC, and the River Road areas. Service reductions seem to have impacted the ability to accommodate the ridership demand.

Training:

Training is underway for the annual Fall Operator Training. This year, training covers a wide variety of topics to help the bus operators be safer and more professional on the job. Topics include defensive driving, personal protection, security, and diversity.

Gateway EmX:

Training staff have been busy testing and developing operational policies for the Gateway EmX line. There have been some minor issues identified, and they are working with staff to fix them prior to formal training. Formal bus operator training will begin in November.

MAINTENANCE

George Trauger, Director of Maintenance

Articulated Bus Purchase:

All five of the new hybrid articulated buses have arrived on site. The first four buses are in service. The fifth bus will soon be in service as well.

7100-Series Buses:

Bus 7102 is still at Brattain International Trucks for fire damage repair.

EmX:

All of the 9100-series EmX buses are now in service. The original 6100-series BRT's are in various stages of having radio antennas relocated and having GPS traffic priority signal antennas added in preparation for operation of all BRT buses in both segments of EmX service. Three of the 6100's radio and antenna work have been completed, and there are three remaining. Bus 6101 is in Berkeley, CA, for installation of a test vehicle guidance system.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Todd Lipkin, Finance Manager

Grants Management:

- Monthly ARRA reporting to the Transportation and Infrastructure Committee of the House of Representatives was submitted.
- Grant amendment OR-90-X152-03 was executed. This amendment funds preventive maintenance, computer hardware and software, security improvements, bus stop signage replacement, and miscellaneous equipment purchases.
- Federal Transit Administration grant application OR-04-0030 was executed. This grant funds the purchase of Accessible Services vehicles and passenger boarding improvements.
- In response to the Board of Directors' request, development began on a monthly grant report to be included in the LTD Board packet. This report will be included starting with the November 2010 Board packet.
- A new supervisor review system was implemented for time entries within the system used to record time spent on capital and other projects. Supervisors will review their employees' time entries for each pay period and approve them prior to costs being recorded towards grants.

Payroll Processing:

- Sixty (60) payroll checks and 544 payroll direct deposits totaling \$866,575 were made in September 2010 (two pay dates).

Accounts Payable:

- Two hundred seventy-seven (277) vendor paper and electronic checks totaling \$4,667,002 were processed during the month of September 2010. This included a total of \$987,567 to Wildish Building Company for Gateway EmX Extension-related construction and \$1.4 million to New Flyer of America towards the purchase of five new hybrid-electric articulated buses.

Accounts Receivable:

- Ten (10) cash fare deposits totaling \$128,970 were processed in September 2010.
- New accounts receivable reconciliation procedures were implemented so that reconciliations could occur on a weekly basis.

ACCOUNTING/INTERNAL AUDIT

Carol James, Chief Accountant/Internal Auditor

Due to Carol James' absence, there will not be an Accounting/Internal Audit Department report this month.

PURCHASING

Jeanette Bailor, Purchasing Manager

Bids were received, and a contract was awarded to Brattain International, a local vendor, for Cummins engine parts. Work is proceeding on an order of fifteen 40-foot vehicles from Gillig Corporation on a newly awarded contract.

A procurement system review occurred in September, and minor updates are being made to the purchasing policy to integrate the changes made at the federal level in the last year. These changes and a summary of the review will be presented to the Board in November.

HUMAN RESOURCES AND RISK MANAGEMENT

Mary Adams, Director of Human Resources and Risk Management

Labor Negotiations:

The District and union representatives met on September 15 and 16. Additional items were discussed. The next session is scheduled for October 13.

HUMAN RESOURCES/TRAINING

David Collier, Senior Human Resources Analyst

Diversity:

LTD hosted the First Friday's Communities of Color Network on October 1 in the Board Room.

Terminations:

Bus Operator Ray Robb retired after 16 years of service, and Bus Operator Sandy Howell resigned her position.

SAFETY AND RISK MANAGEMENT

David Lindelien, Risk Manager

During fall training, bus operators are receiving instruction on body mechanics, with a focus on improving techniques used when assisting customers in mobility devices. Historically, injuries related to assisting with mobility devices are the District's most costly injuries.

Q:\Reference\Board Packet\2010\10\Joint SCC 10-11-10\Dept Report.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: October 11, 2010

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Mark Pangborn, General Manager

ACTION REQUESTED: None

BACKGROUND: In response to a request by the Board for regular reporting on the District's performance in several areas, monthly performance reports are provided for the Board's information.

ATTACHMENTS: September 2010 Performance Reports (*to be handouts at Board meeting*)
August 2010 RideSource Activity and Productivity Report

PROPOSED MOTION: None

Q:\Reference\Board Packet\2010\10\Joint SCC 10-11-10\performance summary.docx

Special Mobility Services: RideSource Activity and Productivity Information

	Current		Prior		Current YTD	Previous YTD	%		Current 12 Month	Prior 12 Month	%
	Month	Month	Year's Month	Month			Change	Change			
August-10											
RideSource Ridership	15,014	13,610	13,610	30,471	28,442	176,835	163,341	7.1%	176,835	163,341	8.3%
RideSource(All Modes)	12,642	11,450	11,450	25,165	23,608	146,150	133,966	6.6%	146,150	133,966	9.1%
Shopper	429	448	448	867	908	5,221	5,608	-4.5%	5,221	5,608	-6.9%
Escort Volunteers-Metro	831	711	711	1,766	1,512	9,840	8,069	16.8%	9,840	8,069	21.9%
Escort Volunteers-Rural	1,112	1,001	1,001	2,673	2,414	15,624	15,698	10.7%	15,624	15,698	-0.5%
RideSource Cost per Ride	\$ 25.12	\$ 24.13	\$ 24.13	\$ 25.15	\$ 23.06	\$ 23.75	\$ 22.29	9.1%	\$ 23.75	\$ 22.29	6.6%
RideSource(All Modes)	\$ 29.37	\$ 28.18	\$ 28.18	\$ 29.92	\$ 27.65	\$ 28.18	\$ 26.62	8.2%	\$ 28.18	\$ 26.62	5.9%
RideSource Shopper	\$ 12.53	\$ 12.53	\$ 12.53	\$ 12.53	\$ 12.53	\$ 12.53	\$ 12.53	0.0%	\$ 12.53	\$ 12.53	0.0%
RideSource Escort	\$ 3.05	\$ 3.30	\$ 3.30	\$ 3.05	\$ 3.31	\$ 3.22	\$ 3.15	-7.8%	\$ 3.22	\$ 3.15	2.0%
Ride Reservations	13,054	12,024	12,024	26,317	24,904	154,446	143,228	5.7%	154,446	143,228	7.8%
Cancelled Number	1,125	1,058	1,058	2,494	2,316	15,033	13,564	7.7%	15,033	13,564	10.8%
Cancelled % of Total	8.62%	8.80%	8.80%	9.48%	9.30%	9.73%	9.47%		9.73%	9.47%	
No-Show Number	121	107	107	254	239	1,616	1,470	6.3%	1,616	1,470	9.9%
No-Show % of Total	0.93%	0.89%	0.89%	0.97%	0.96%	1.05%	1.03%		1.05%	1.03%	
Ride Refusals Number	0	1	1	2	1	3	12	100.0%	3	12	-75.0%
Ride Refusals % of Total	0.00%	0.01%	0.01%	0.01%	0.00%	0.00%	0.01%		0.00%	0.01%	
Service Hours	6,655	5,947	5,947	13,467	12,261	77,882	70,750	9.8%	77,882	70,750	10.1%
Agency Staff	6,424	5,692	5,692	12,956	11,744	74,606	67,609	10.3%	74,606	67,609	10.3%
Agency SMS Volunteer	231	255	255	511	517	3,276	3,141	-1.2%	3,276	3,141	4.3%
Avg. Trips/Service Hr.	1.96	2.00	2.00	1.93	2.00	1.94	1.97	-3.5%	1.94	1.97	-1.5%
RideSource System Miles	92,146	82,421	82,421	186,657	168,765	1,059,732	974,181	10.6%	1,059,732	974,181	8.8%
Avg. Miles/Trip	7.05	6.93	6.93	7.17	6.88	7.00	6.98	4.2%	7.00	6.98	0.3%
Miles/Vehicle Hour	13.85	13.86	13.86	13.86	13.76	13.61	13.77	0.7%	13.61	13.77	-1.2%

Special Mobility Services: RideSource Activity and Productivity Information

	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
August-10	84.6%	85.9%	-1.5%	83.8%	85.0%	-1.4%	83.4%	85.9%	-2.9%
On-Time Performance %	11,341	10,202		22,600	20,939		131,238	132,790	
Sample	9,593	8,760		18,933	17,794		109,458	114,024	
On-Time									

- RideSource (All Modes) includes rides done by taxi and SMS volunteers.
- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.
- Escort Volunteers-Rural is out of district volunteer rides.
- RideSource cost per Ride (All Modes) does not include volunteer mileage reimbursement.
- Shopper cost per ride is from the most recent quarterly cost model.
- Escort cost per ride is mileage reimbursement to all volunteers.
- RideSource System Miles includes miles by volunteers in agency vehicles.
- On-Time Performance reflects a 100% sample of all rides with scheduled pickup times, plus will-call rides. The standard is +/- 10 minutes for scheduled pickups and within 30 minutes of will-call request.

AGENDA ITEM SUMMARY

DATE OF MEETING: October 11, 2010

ITEM TITLE: ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

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

ACTION REQUESTED: None

BACKGROUND: The action or information items listed below will be included on the agenda for future Board meetings:

- A. **Special Board Meeting/Luncheon:** At the October 12 luncheon, the Board will receive an update on the scenario development for the Long-Range Transit Plan.
- B. **Regional Voice:** At a recent meeting, the LCOG Board discussed a “Regional Voice” as a concept to advance a regional position on issues to the State Legislature. This concept will be discussed with the LTD Board at its November Board meeting.
- C. **Joint Locally Preferred Alternatives Analysis Committee (JLPAC):** The first meeting of the JLPAC was canceled and is in the process of being rescheduled. An update on the progress of the Committee is planned for the November Board meeting.
- D. **LTD on Facebook:** Social media is being used more and more to communicate with riders and community members. At the November Board meeting, staff will provide an overview of how Facebook works and how this tool allows targeted messaging to be delivered in a timely and cost-effective manner.
- E. **Executive Session: Labor Negotiations:** The existing labor contract expired on June 30, 2010, and the first three negotiations meetings have taken place. An executive session will be held at the November Board meeting to update Board members on the process and to discuss strategy.
- F. **EmX Fare Analysis:** At the November meeting, the Board will receive a report on the first year of charging fares to ride EmX.
- G. **Gateway EmX Roundabout:** Members of the Disabled Services Advisory Committee have expressed concerns about pedestrian safety at the Pioneer Parkway Roundabout along Gateway EmX. The Committee has requested that LTD keep members apprised of

progress related to the issue, and an update to the Board will be provided at the November Board meeting.

- H. **FY 2009-10 Annual Performance Report:** Staff will prepare a performance report for FY 2009-10 for presentation to the Board at the November Board meeting.
- I. **Veneta Park & Ride:** Construction is scheduled to be completed later this fall. An update will be provided to the Board at the November or December meeting.
- J. **Board Strategic Planning Work Session:** A joint work session, which may include the Budget Committee, has been scheduled for December 10. The session will discuss LTD budget and service, Board accessibility, leadership succession planning/general manager recruitment, and the scenario framework for the Long-Range Transit Plan.
- K. **Independent Audit Report:** The annual audit findings will be presented at the December meeting.
- L. **Joint Meeting with Eugene City Council:** A joint meeting is in the process of being scheduled. The topics of discussion will include an update on future LTD budget and service issues that may impact Eugene and an update and public hearing on the West Eugene EmX Locally Preferred Alternative process.
- M. **Joint Meeting with Lane County Board of Commissioners:** Staff are in the process of rescheduling a joint meeting of the LTD Board and the Lane County Board of Commissioners for sometime in January after completion of the West Eugene EmX Extension Draft Environmental Impact Statement. Work session items will include a discussion of transit funding options; updates on Franklin EmX ridership, the Gateway EmX project, West Eugene EmX project status and the selection of the locally preferred alternative; and a discussion of the Long-Range Transit Plan.