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## LANE TRANSIT DISTRICT REGULAR BOARD MEETING

December 16, 1998  
5:30 p.m.

LTD BOARD ROOM  
3500 E. 17th Avenue, Eugene  
(off Glenwood Blvd.)

### A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

Hocken \_\_\_\_\_ Kleger \_\_\_\_\_ Kortge \_\_\_\_\_ Lauritsen \_\_\_\_\_  
Wylie \_\_\_\_\_ Bailey \_\_\_\_\_ Bennett \_\_\_\_\_

III. INTRODUCTORY REMARKS BY BOARD PRESIDENT

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

IV. WORK SESSION ON 1999 LEGISLATIVE ISSUES

V. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Board Member Reports
  - a. Metropolitan Policy Committee
  - b. Statewide Livability Forum
  - c. BRT Steering Committee / Public Design Workshops / Walkabout Input
  - d. Springfield Station Steering Committee
  - e. Participation in Springfield Chamber Holly Days Celebration
2. Monthly Financial Report

3. University of North Carolina, Charlotte (UNCC) Study Preliminary Results
4. Year 2000 (Y2K) Compliance
5. Update on City of Eugene Nodal Development Project
6. Radio System Update
7. Bus Rapid Transit Project Update
8. Springfield Station Update
9. Correspondence

B. Monthly Staff Report

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

VI. EMPLOYEE OF THE MONTH—January 1999

VII. AUDIENCE PARTICIPATION

- ◆ Each speaker is limited to three (3) minutes.

VIII. ITEMS FOR ACTION AT THIS MEETING

A. Consent Calendar

- Minutes of the November 18, 1998, Regular Board Meeting

B. Application for Federal Section 5307 Capital Funding

1. Staff Presentation
2. Opening of Public Hearing by Board President
3. Public Testimony
4. Closing of Public Hearing
5. Board Discussion and Decision

C. Application for Joint Partnership Program for Deployment of Innovation Funding

1. Staff Presentation
2. Opening of Public Hearing by Board President
3. Public Testimony

- 4. Closing of Public Hearing
- 5. Board Discussion and Decision
- D. Franklin/UO Bus Rapid Transit Segment Design Alternative
- E. Comprehensive Service Redesign (CSR) Schedule
- IX. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING
  - A. 1999 Legislative Issues
  - B. Supplemental Budget Requests
  - C. Use of Tobacco at the Eugene Station
  - D. FY 1999-2000 Service Recommendations
  - E. FY 1999-2000 Pricing Plan and Fare Ordinance
  - F. TransPlan Draft Approval
  - G. FY 1999-2000 Capital Improvements Program
  - H. Long-range Financial Plan
  - I. Follow-up Work Sessions
  - J. Medical Reimbursement Account
  - K. Board Review of Tobacco Use at District Facilities
  - L. BRT Updates
  - M. Quarterly Performance Reporting/Year-End Performance Report
- X. ADJOURNMENT

**Alternative formats of printed material (Braille, cassette tapes, or large print) are available upon request. A sign language interpreter will be made available with 48 hours' notice. The facility used for this meeting is wheelchair accessible. For more information, please call 741-6100 (voice) or 1-800-735-2900 (TTY, for persons with hearing impairments).**

LANE TRANSIT DISTRICT  
 COMPARATIVE BALANCE SHEET  
 SPECIAL TRANSPORTATION FUND  
 October 31, 1998

	CURRENT BALANCES	BALANCE 6/30/1998
<b>ASSETS</b>		
Cash & short-term investments	\$260,151	\$4,066
Receivables	0	0
Prepaid expenses	117,555	0
Total Assets	\$377,706	\$4,066
<b>LIABILITIES</b>		
Accounts payable	\$377,706	\$4,066
Total Liabilities	\$377,706	\$4,066
<b>RESERVES &amp; BALANCES</b>		
Fund balance	\$0	\$0
Change in fund balance	0	0
Ending fund balance	\$0	\$0
Total Liabilities & Fund Balances	\$377,706	\$4,066

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 16, 1998

**ITEM TITLE:** OCTOBER FINANCIAL STATEMENTS

**PREPARED BY:** Diane Hellekson, Finance Manager

**ACTION REQUESTED:** None

**BACKGROUND:** Financial results for the first four months of the current fiscal year are summarized in the attached reports. Overall year-to-date performance is satisfactory at this time.

Passenger fare revenue is 1.9 percent ahead of the same four-month period last year, which is less than budget and less than might be expected, considering the price increase that went into effect in the fall of 1997. Group Pass revenue is on target for the year, and 8.4 percent ahead of last year. This increase reflects both the price increase of last year and modest growth in employer participation.

For the first time in a very long time, total year-to-date payroll tax revenue fell behind budget plan. However, this temporary negative budget variance is due to a slight deviation in the timing of expected receipts. Revenue expected in October was received in November. The November financial report will show that the comparison of actual receipts to budget for payroll tax remains positive. Self-employment tax revenues are budgeted for one-time receipt in April of each year (but are collected in modest amounts throughout the rest of the year due to filing extensions and the collection efforts of the Oregon Department of Revenue). It is interesting to note that year-to-date self-employment tax receipts lag behind those of last year after two years of growth. It is likely that taxpayers have become used to the tax requirements, and we are seeing fewer late payments.

Year-to-date expenses are generally as anticipated by the current-year budget. Both administrative and contract employee wages are as budgeted through the first four months of the current fiscal year. Materials and services expenses are, also, on budget year-to date. Additional information about the General Fund appears in the comment page that is now part of the standard monthly report.

Transactions in the Capital Fund have been brought current now that Finance Department staffing is at 100 percent. There are two areas of concern in this fund, both of which will be brought to the Board's attention by other department staff when appropriate. The radio contract has been terminated effective December 7, 1998, due to contractor failure to achieve project specifications. Also, there is a tentative proposal to acquire new scheduling software in order to have installation complete in time for the Comprehensive Service Redesign project next year. Should staff propose the capital expenditure during the current year, the proposal will be presented to the Finance Committee of the Board in early 1999. In addition, the group will review current performance as compared to budget in more detail, and discuss the FY 1999-2000 budget development process.

**ATTACHMENTS:**

Attached are the following financial reports for Board review:

1. Analysis Report - comparison to prior year
2. Monthly Financial Report Comments
3. Comparative Balance Sheets
  - a. General Fund
  - b. Special Transportation Fund
  - c. Capital Fund
4. Income Statements
  - a. General Fund
  - b. Special Transportation Fund
  - c. Capital Fund

**PROPOSED MOTION:**

None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 16, 1998

**ITEM TITLE:** 1999 SECTION 5307 FEDERAL GRANT APPLICATION

**PREPARED BY:** Lisa Gardner, Transit Planner

**ACTION REQUESTED:** (1) Hold public hearing on grant application  
(2) Approve grant application

**BACKGROUND:** LTD applies for funding through a variety of federal funding sources. In addition to discretionary funds that are appropriated through Congress, LTD also receives formula funds that are authorized as part of the federal transportation funding package. These funds are referred to as Section 5307 funds, and are awarded through the Federal Transit Administration (FTA). Section 5307 projects are funded at 80 percent, with a 20 percent match provided by LTD. LTD also receives Surface Transportation Program (STP) Flexible funds, which are allocated to LTD on a formula basis through the Statewide Transportation Improvement Program. STP projects are funded at 89.73 percent.

This grant request is for \$1,741,600, which includes \$99,000 in 1999 STP funds, and \$257,833 in 5307 funds carried over from the 1998 allocation. The grant application funds the 5307 portion of the 1999 Capital Improvement Program, and includes spare parts for bus maintenance, passenger boarding improvements, computer hardware and software, facility improvements, radio equipment, and the Transportation Demand Management Program.

**ATTACHMENT:** Program of Projects and Budgets for the grant

**PROPOSED MOTION:** I move the following resolution: It is hereby resolved that the LTD Board of Directors approves the proposed 1998 Section 5307 federal grant application for \$1,741,600 in federal funds and authorizes the General Manager to submit this application to the Federal Transit Administration for approval.

LANE TRANSIT DISTRICT  
SPECIAL TRANSPORTATION FUND INCOME STATEMENT  
For the period 10/1/98 to 10/31/98

	ORIGINAL BUDGET	Y-T-D ACTUAL	CURRENT MONTH ACTUAL	Percent of year BALANCE	33% YTD% BUDGET
<b>Revenues &amp; Other Sources:</b>					
State Special Transp Funds	\$ 370,000	\$ 201,374	\$ 201,374	\$ (168,627)	54.4%
STF - contingency & capital	280,000	99,815	-	(180,185)	35.6%
LCOG flowthrough	-	9,000	-	9,000	-
Transfer from general fund	<u>742,500</u>	<u>235,110</u>	<u>58,778</u>	<u>(507,390)</u>	<u>31.7%</u>
<b>Total Revenues</b>	<u>\$ 1,392,500</u>	<u>\$ 545,299</u>	<u>\$ 260,151</u>	<u>\$ (847,201)</u>	<u>39.2%</u>
<b>Expenses and Other Uses:</b>					
STF - flow-through transfer	\$ 650,000	\$ 310,189	\$ 201,374	\$ 339,811	47.7%
Direct support - Ridesource	664,500	210,443	52,611	454,057	31.7%
LTD - Capital match	4,000	-	-	-	-
Direct support - LCOG admin	<u>74,000</u>	<u>24,667</u>	<u>6,167</u>	<u>49,333</u>	<u>33.3%</u>
<b>Total Expenses</b>	<u>\$ 1,392,500</u>	<u>\$ 545,299</u>	<u>\$ 260,151</u>	<u>\$ 843,201</u>	<u>39.2%</u>
<b>Unreserved Fund Balance</b>					
Change to fund balance	\$ -	\$ -			
Beginning balance	<u>-</u>	<u>-</u>			
<b>Ending balance</b>	<u>\$ -</u>	<u>\$ -</u>			



LANE TRANSIT DISTRICT  
GENERAL FUND INCOME STATEMENT  
For the period 10/01/98 to 10/31/98

	CURRENT MONTH			YEAR TO DATE			ANNUAL
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	BUDGET
<b>REVENUES</b>							
Passenger Fares	\$ 241,462	\$ 250,000	\$ (8,538)	\$ 927,644	\$ 955,000	\$ (27,356)	\$ 3,137,320
Group Pass Payments	69,404	70,000	(596)	198,801	198,000	801	744,000
Special Services	2,237	5,000	(2,763)	84,774	85,000	(226)	121,000
Advertising	29,279	30,833	(1,555)	117,115	122,832	(5,717)	370,000
Miscellaneous Income	1,482	1,000	482	84,656	33,000	51,656	77,150
Payroll Tax Revenue	853,145	1,350,000	(496,855)	4,603,177	4,650,000	(46,823)	14,500,000
Self-employment Tax	37,177	-	37,177	91,360	-	91,360	820,000
State In-Lieu-of-Tax	-	-	-	210,746	210,000	746	902,700
Operating Grants	12,880	19,775	(6,895)	12,880	79,100	(66,220)	237,300
Interest Income	57,921	72,000	(14,079)	285,669	275,810	9,859	850,000
<b>Total General Fund Revenues</b>	<b>\$ 1,304,987</b>	<b>\$ 1,798,608</b>	<b>\$ (493,621)</b>	<b>\$ 6,616,822</b>	<b>\$ 6,608,742</b>	<b>\$ 8,080</b>	<b>\$ 21,759,470</b>
<b>EXPENSES/TRANSFERS/RESERVES</b>							
General Administration	\$ 55,894	\$ 57,510	\$ 1,616	\$ 208,267	\$ 249,275	\$ 41,008	\$ 732,670
Public Affairs	10,245	13,210	2,965	71,777	114,520	42,743	225,427
Finance	46,978	47,785	807	191,338	194,600	3,262	558,500
Information Services	20,089	25,372	5,283	103,705	107,389	3,684	317,370
Human Resources	40,775	40,126	(649)	120,041	169,964	49,923	468,630
Planning & Development	(637)	12,965	13,602	60,627	57,890	(2,737)	162,470
Commuter Solutions Program	6,917	4,480	(2,437)	29,676	104,910	75,234	168,100
Service Planning & Marketing	124,515	120,000	(4,515)	504,059	754,385	250,326	1,237,270
Customer Service Center	35,525	38,000	2,475	136,842	156,690	19,848	430,470
Transit Operations	791,976	770,000	(21,976)	3,085,123	3,102,474	17,351	9,224,884
Fleet Services	277,681	300,000	22,319	1,114,787	1,287,619	172,832	3,836,708
Facility Services	58,150	64,790	6,640	236,770	305,800	69,030	878,005
Debt Service	-	-	-	-	42,633		42,633
Insurance/ Liability Costs	36,663	40,000	3,337	446,779	444,500	(2,279)	671,400
<b>Total before transfers</b>	<b>1,504,769</b>	<b>1,534,238</b>	<b>29,469</b>	<b>6,309,792</b>	<b>7,092,649</b>	<b>740,224</b>	<b>18,954,537</b>
STF Transfer	58,778	-	(58,778)	235,110	185,625	(49,485)	742,500
Capital Transfer	864,892	625,000	(239,892)	963,096	833,000	(130,096)	2,500,000
<b>Total General Fund Expenses</b>	<b>\$ 2,428,439</b>	<b>\$ 2,159,238</b>	<b>\$ (269,201)</b>	<b>\$ 7,507,998</b>	<b>\$ 8,111,274</b>	<b>\$ 560,643</b>	<b>\$ 22,197,037</b>
<b>Unreserved Fund Balance</b>							
Change to fund balance				(891,176)	(1,502,532)		
Beginning balance				7,195,704	6,347,567		
<b>Ending balance</b>				<b>\$ 6,304,528</b>	<b>\$ 4,845,035</b>		

LANE TRANSIT DISTRICT  
 OPERATING FINANCIAL REPORT  
 FOR THE FISCAL PERIOD ENDING 10/31/98 WITH COMPARISONS TO PRIOR YEAR-TO-DATE  
 Current year: 1998-99

	Prior YTD 97-98	Adopted Budget	YTD Actual	% budget	% over last year
<b>REVENUE</b>					
Passenger fares	\$910,328	\$3,137,316	\$927,644	29.6%	1.9%
Group pass	183,348	744,000	198,801	26.7%	8.4%
Special service	68,946	121,000	84,774	70.1%	23.0%
Advertising	113,704	370,000	117,115	31.7%	3.0%
Miscellaneous	83,051	77,150	84,656	109.7%	1.9%
Total operating	1,359,377	4,449,466	1,412,990	31.8%	3.9%
Payroll tax	4,688,762	14,500,000	4,603,177	31.7%	-1.8%
Self-employment tax	137,067	820,000	91,360	11.1%	-33.3%
FTA operating grant	43,171	237,300	12,880	5.4%	-70.2%
State-in-lieu	200,551	902,700	210,746	23.3%	0.0%
Total taxes & grants	5,069,551	16,460,000	4,918,163	29.9%	-3.0%
Interest income	276,371	850,000	285,669	33.6%	3.4%
Sale of assets	-	-	-	0.0%	0.0%
Total revenue	6,705,299	21,759,466	6,616,822	30.4%	-1.3%
<b>EXPENSES</b>					
<b>Personnel Costs</b>					
Administration	\$1,198,349	\$4,261,502	\$1,412,252	33.1%	17.8%
Contract	3,134,227	10,007,660	3,326,526	33.2%	6.1%
Total personnel	4,332,576	14,269,162	4,738,778	33.2%	9.4%
<b>Materials &amp; Services</b>					
Administration	46,941	171,960	36,357	21.1%	-22.5%
Public Affairs	41,629	93,500	26,615	28.5%	-36.1%
Finance	26,813	54,260	22,908	42.2%	-14.6%
Information Services	21,304	101,200	27,090	26.8%	27.2%
Human Resources	39,780	203,000	41,886	20.6%	5.3%
Planning & Development	10,237	12,870	5,153	40.0%	-49.7%
Commuter Solutions	5,490	113,100	13,843	12.2%	152.1%
Service Planning & Marketing	321,595	669,600	325,655	48.6%	1.3%
Customer Service	14,783	22,740	7,905	34.8%	-46.5%
Transit Operations	50,386	205,519	39,805	19.4%	-21.0%
Fleet Services	443,619	1,716,248	427,469	24.9%	-3.6%
Facility Services	104,982	607,345	149,550	24.6%	42.5%
Insurance/ Liability Costs	461,110	671,400	446,779	66.5%	-3.1%
Debt Service	-	42,633	-	0.0%	
Transfer - STF	214,333	742,500	235,110	31.7%	9.7%
Total materials & services	1,803,002	5,427,875	1,806,125	33.3%	0.2%
Total expenses	6,135,578	19,697,037	6,544,903	33.2%	6.7%
Revenue less expenses	569,721	2,062,429	71,919		-87.4%
Transfer to capital	(1,026,453)	(2,500,000)	(963,096)		
Net to fund	(456,732)	(437,571)	(891,176)		<u>-95.1%</u>

August      FY 98      FY 99

<b>Operating Classification</b>	<b>Expr1001</b>	<b>Expr1002</b>	<b>Expr1003</b>
01-Passenger Fares	(224,350)	(377,954)	(430,015)
02-Group Pass	(42,851)	(78,434)	(86,013)
03-Special Services	(28,560)	(44,685)	(72,696)
04-Advertising	(29,279)	(56,852)	(58,557)
05-Miscellaneous	(17,096)	(999)	(18,514)
06-Payroll Tax	(2,397,721)	(3,395,744)	(3,629,249)
07-Self Employment tax	(44,136)	(54,597)	(54,183)
08-FTA operating grant	-	(8,241)	-
09-Interest	(81,949)	(144,380)	(156,181)
10-Admin Personnel	341,484	593,353	713,148
11-Contract	752,798	1,486,645	1,608,476
12-Admin Materials	5,422	24,879	14,224
13-Public Affairs Materials	95	25,949	21,164
14-Finance Materials	1,264	11,609	7,268
15-Info services materials	628	8,588	5,220
16-HR materials	4,541	25,088	8,703
17-P&D materials	511	1,724	593
18-Commuter materials	1,744	3,995	5,144
19-SP&M materials	112,285	162,798	137,043
20-CSC materials	2,084	5,779	3,162
21-Trans Ops Materials	522	26,290	18,255
22-Fleet Materials	55,381	189,089	128,669
23-Facilities materials	2,695	55,889	33,975
24-Insurance	43,501	431,866	403,952
25-Transfer to STF	58,778	107,167	117,555
26-Transfer to Capital	-	716,722	98,204

Department	Class	Aug-97	Aug-98		Fy 97 YTD	Fy 99 YTD	
110000 - GENERAL ADMINISTRATION	5100 - SALARIES - ADMIN	24,843.00	22,246.69	-10.5%	53,303.20	52,291.93	-1.9%
115000 - Public Affairs	5100 - SALARIES - ADMIN	4,645.77	6,735.00	45.0%	9,969.93	16,645.00	67.0%
120000 - FINANCE	5100 - SALARIES - ADMIN	24,126.43	24,000.90	-0.5%	51,319.39	58,164.63	13.3%
130000 - INFORMATION SERVICES	5100 - SALARIES - ADMIN	7,593.69	11,227.38	47.9%	18,783.66	25,816.58	37.4%
140000 - HUMAN RESOURCES	5100 - SALARIES - ADMIN	14,365.04	7,906.00	-45.0%	30,472.84	29,100.75	-4.5%
210000 - PLANNING AND DEVELOPMENT	5100 - SALARIES - ADMIN	14,278.65	5,429.80	-62.0%	30,890.69	18,285.85	-40.8%
210200 - COMMUTER SOLUTIONS PROGRAM	5100 - SALARIES - ADMIN	3,171.77	2,515.00	-20.7%	6,756.61	6,104.20	-9.7%
220000 - SERVICE PLANNING AND MARKETIN	5100 - SALARIES - ADMIN	27,252.36	23,557.15	-13.6%	55,442.70	55,231.69	-0.4%
230000 - CUSTOMER SERVICE CENTER	5100 - SALARIES - ADMIN	3,516.00	3,075.56	-12.5%	7,664.88	7,300.96	-4.7%
310000 - TRANSIT OPERATIONS	5100 - SALARIES - ADMIN	54,616.40	53,738.47	-1.6%	117,240.72	131,567.50	12.2%
410000 - FLEET SERVICES	5100 - SALARIES - ADMIN	22,318.61	17,807.00	-20.2%	47,707.49	43,212.40	-9.4%
420410 - FACILITY SERVICES	5100 - SALARIES - ADMIN	9,208.17	10,441.40	13.4%	19,618.20	26,278.44	33.9%
230000 - CUSTOMER SERVICE CENTER	5300 - WAGES - CONTRACT EMPLOYEE	17,389.75	12,531.73	-27.9%	38,931.73	30,904.87	-20.6%
310000 - TRANSIT OPERATIONS	5300 - WAGES - CONTRACT EMPLOYEE	418,924.83	336,592.92	-19.7%	908,323.62	860,939.20	-5.2%
410000 - FLEET SERVICES	5300 - WAGES - CONTRACT EMPLOYEE	85,276.35	72,215.14	-15.3%	194,107.47	187,783.74	-3.3%
420410 - FACILITY SERVICES	5300 - WAGES - CONTRACT EMPLOYEE	-	1,190.40	100.0%	-	2,137.58	100.0%
110000 - GENERAL ADMINISTRATION	5800 - FRINGE BENEFITS - ADMIN	9,858.32	7,665.99	-22.2%	17,816.36	18,642.50	4.6%
115000 - Public Affairs	5800 - FRINGE BENEFITS - ADMIN	1,655.47	1,614.45	-2.5%	2,996.11	4,952.42	65.3%
120000 - FINANCE	5800 - FRINGE BENEFITS - ADMIN	8,991.71	8,225.24	-8.5%	16,800.53	19,500.25	16.1%
130000 - INFORMATION SERVICES	5800 - FRINGE BENEFITS - ADMIN	2,456.85	3,090.35	25.8%	5,025.27	7,161.61	42.5%
140000 - HUMAN RESOURCES	5800 - FRINGE BENEFITS - ADMIN	5,139.15	2,595.50	-49.5%	9,719.29	8,066.48	-17.0%
210000 - PLANNING AND DEVELOPMENT	5800 - FRINGE BENEFITS - ADMIN	4,984.71	3,971.57	-20.3%	9,601.40	9,622.93	0.2%
210200 - COMMUTER SOLUTIONS PROGRAM	5800 - FRINGE BENEFITS - ADMIN	1,392.67	704.24	-49.4%	2,427.92	1,202.05	-50.5%
220000 - SERVICE PLANNING AND MARKETIN	5800 - FRINGE BENEFITS - ADMIN	9,290.62	8,065.02	-13.2%	16,489.12	18,519.69	12.3%
230000 - CUSTOMER SERVICE CENTER	5800 - FRINGE BENEFITS - ADMIN	1,123.85	1,508.18	34.2%	2,326.02	3,017.31	29.7%
310000 - TRANSIT OPERATIONS	5800 - FRINGE BENEFITS - ADMIN	20,674.28	15,022.21	-27.3%	37,879.22	37,857.54	-0.1%
410000 - FLEET SERVICES	5800 - FRINGE BENEFITS - ADMIN	8,982.15	5,384.81	-40.0%	15,914.85	14,467.69	-9.1%
420410 - FACILITY SERVICES	5800 - FRINGE BENEFITS - ADMIN	4,132.39	3,307.15	-20.0%	7,186.55	8,488.92	18.1%
230000 - CUSTOMER SERVICE CENTER	5810 - FRINGE - CONTRACT EMPLOYEES	6,832.69	6,049.48	-11.5%	13,685.91	13,624.83	-0.4%
310000 - TRANSIT OPERATIONS	5810 - FRINGE - CONTRACT EMPLOYEES	134,258.23	127,381.37	-5.1%	272,173.00	283,469.57	4.2%
410000 - FLEET SERVICES	5810 - FRINGE - CONTRACT EMPLOYEES	28,288.73	25,282.14	-10.6%	59,423.47	57,265.36	-3.6%
420410 - FACILITY SERVICES	5810 - FRINGE - CONTRACT EMPLOYEES	-	668.12	100.0%	-	1,464.18	100.0%
		<u>979,588.64</u>	<u>831,746.36</u>	-15.1%	<u>2,079,998.15</u>	<u>2,059,088.65</u>	-1.0%

LANE TRANSIT DISTRICT  
 COMPARATIVE BALANCE SHEET  
 GENERAL FUND  
 August 31, 1998

	CURRENT BALANCES	BALANCE 6/30/1998
<b>ASSETS</b>		
Cash & short-term investments	\$9,274,161	\$8,431,397
Receivables	217,853	472,948
Inventory	619,398	619,398
Prepaid expenses	1,620	32,406
Deferred compensation	0	0
VRC lease	70,833	70,833
Property, plant and equipment	35,446,292	35,446,292
Total Assets	\$45,630,157	\$45,073,274
<b>LIABILITIES</b>		
Accounts payable	\$14,019	\$423,088
Payroll payable	40,657	515,121
Unearned income	159,851	96,332
Liability claims/other payable	125,100	126,906
CAL/sick accrual	1,198,998	1,198,998
Deferred compensation	0	0
Total Liabilities	\$1,538,626	\$2,360,445
<b>FUND BALANCE</b>		
Reserved for long-term lease	\$70,833	\$70,833
Property, plant and equipment	35,446,292	35,446,292
Fund Balance restricted to assets	\$35,517,125	\$35,517,125
Fund balance 6/30/98	\$7,195,704	\$7,195,704
Change in fund balance	1,378,702	
Ending fund balance	\$8,574,406	\$7,195,704
Total Reserves and Fund Balances	44,091,531	42,712,829
Total Liabilities & Fund Balances	\$45,630,157	\$45,073,274

LANE TRANSIT DISTRICT  
CAPITAL FUND INCOME STATEMENT  
For the period 10/01/98 to 10/31/98

	ORIGINAL BUDGET	Y-T-D ACTUAL	CURRENT MONTH ACTUAL	Percent of year BALANCE	33% Y-T-D % BUDGET
<b>Revenues</b>					
Grant income	\$ 7,436,000	\$ 2,848,886	\$ 38,470	\$ (4,587,114)	38.3%
Other income	-	-	-	-	0.0%
Transfer from General Fund	<u>2,500,000</u>	<u>963,096</u>	<u>864,892</u>	<u>(1,536,904)</u>	38.5%
<b>Total resources</b>	<u>\$ 9,936,000</u>	<u>\$ 3,811,982</u>	<u>\$ 903,362</u>	<u>\$ (6,124,018)</u>	38.4%
<b>Expenditures</b>					
Grant Paid Capital					
Bus related equipment	42,250	4,366	-	37,884	
Bus stations, stops, & terminals	2,029,500	194,438	75,914	1,835,062	9.6%
Signal & communication projects	576,500	56,548	-	519,952	9.8%
Facilities	1,008,000	643,792	113,597	364,208	63.9%
Revenue rolling stock	4,754,970	3,514,490	-	1,240,480	73.9%
Support vehicles	57,000	-	-	57,000	0.0%
ADP hardware & software	230,600	76,193	11,420	154,407	33.0%
Shop equipment	97,130	-	-	97,130	0.0%
Miscellaneous equipment	95,000	47,155	1,838	47,845	49.6%
Budgeted for capital contingency	<u>200,000</u>	<u>-</u>	<u>-</u>	<u>200,000</u>	<u>0.0%</u>
<b>Total federal capital purchases</b>	<u>9,090,950</u>	<u>4,536,982</u>	<u>202,769</u>	<u>4,553,968</u>	<u>49.9%</u>
Locally Funded Capital					
Facilities	290,000	156,223	85	133,777	0.0%
Other local only	<u>14,700</u>	<u>8,747</u>	<u>-</u>	<u>5,953</u>	<u>59.5%</u>
<b>Total Locally Funded Capital</b>	<u>304,700</u>	<u>164,970</u>	<u>85</u>	<u>139,730</u>	<u>54.1%</u>
<b>Total expenditures</b>	<u>9,395,650</u>	<u>4,701,952</u>	<u>202,854</u>	<u>4,693,698</u>	<u>50.0%</u>
Change to fund balance	540,350	(889,970)			-164.7%
Beginning fund balance	<u>8,090,161</u>	<u>8,090,161</u>			
<b>Ending Fund Balance</b>	<u>\$ 8,630,511</u>	<u>\$ 7,200,191</u>			

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 16, 1998

**ITEM TITLE:** CORRESPONDENCE

**PREPARED BY:** Phyllis Loobey, General Manager

**ACTION REQUESTED:** None

**ATTACHMENTS:** The attached correspondence is included for the Board's information:

- \* November 22, 1998, letter to Board from Cheri Smith, commending an LTD bus operator
- \* December 1, 1998, letter from Helen Knoll of the Federal Transit Administration, responding to letter from Board President Kirk Bailey (attached)

At the December 16 meeting, staff will respond to any questions the Board members may have about this correspondence.

**PROPOSED MOTION:** None

**ITEMS FOR ACTION  
AT THIS MEETING**

**6:30 p.m.**





**Lane Transit District**  
 P. O. Box 7070  
 Eugene, Oregon 97401

(541) 741-6100  
 Fax (541) 741-6111

## MONTHLY STAFF REPORT

December 16, 1998

<b>SERVICE PLANNING &amp; MARKETING</b>
---

*Andy Vobora, Service Planning & Marketing Manager*

### CRESWELL SERVICE

Ridership on the commuter runs remains strong. Recent counts indicate that the 8:00 a.m. arrival in Eugene is carrying 25 to 40 customers. Revised timetables have been prepared and the winter bid schedules will reflect this service package.

#### Route 98 Creswell

	LEAVE Eugene Station	UO Sta. Kincaid at 13th	LCC Station	ARRIVE CRESWELL		LEAVE CRESWELL	LCC Station	Sacred Heart 11th at Alder	ARRIVE Eugene Station
	[H]	[1]	[2]	[3]		[3]	[2]	[10]	
AM	06:00	06:05	-----	06:23		06:23	-----	06:35	06:45
	06:40	06:45	-----	07:03		07:08	07:23	07:35	07:45
	07:10	07:15	07:30	07:43		07:48	08:03	08:15	08:25
PM	<b>15:30</b>	<b>15:35</b>	<b>15:50</b>	<b>16:03</b>		<b>16:13</b>	-----	<b>16:25</b>	<b>16:35</b>
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	<b>17:30</b>	<b>17:35</b>	<b>17:50</b>	<b>17:53</b>	*	-----	-----	-----	-----

The City of Cottage Grove has contracted with South Lane Wheels to provide connections to Creswell that will meet the first two trips in the morning and the last two trips in the afternoon. Fourteen-passenger vehicles will be used: one vehicle for the first trip and two vehicles for the second trip. South Lane Wheels is researching leasing a higher-capacity vehicle. The service will begin on December 14, 1998. A fifty-cent fare will be charged.

## **UO SHUTTLES**

Football shuttle ridership increased 26 percent in 1998, to an average of 11,237 rides per game, which is nearly double the shuttle ridership only three years ago. Discussions regarding how an even greater number of riders can be accommodated by transit will occur with the University during the next six months. The University plans to add stadium capacity, and the only realistic way to transport the additional fans to and from the game is by bus. Discussions will include access, boarding area, circulation, and pricing.

Basketball shuttle ridership is off to a good start this year. Ridership to the men's games has been relatively flat; however, this is the first year we have served the exhibition games, so the comparison is not completely consistent. The December 5 game showed a strong increase in ridership and modal split as attendance rose for this game. Women's shuttle ridership has increased over last year, and we are discussing adding the Springfield Station as a Park & Ride site for the PAC 10 schedule.

## **STUFF THE BUS**

This event was highly successful in meeting the goals of our partners (Bi-Mart and KDUK) and the local community. Giving of food items decreased this year, reflecting a general trend in the community. Apparently the giving of items for hurricane victims tapped the local supplies of food, and giving to replenish the supplies needed has not occurred. Clothing items and toys collected increased this year

## **LCC TERM PASS**

Winter term sales will begin this month. If sales are as successful as they were in fall, LCC's budget for subsidizing the pass will be used in full. The college will face a decision regarding what to do for spring term. Data on who purchased the passes, where they live, how many classes they are taking, and main campus ridership is being generated. This information will be reviewed by the LTD/LCC task and a report will be submitted to the LCC Board in January or February. It is our hope that the success of the program will sway the LCC Board and administration toward a group pass program.

## **DELAY STUDY CONDUCTED**

The study is now available for review. Overall results indicate that the system is experiencing fewer delays at both the Springfield and Eugene stations. Individual routes will be evaluated as part of the annual route review. Significant delays were noted at the University Station, which is not a surprise. Staff have had a number of discussions with City and University staff regarding the congestion around this station. We will continue to seek ways to improve traffic flow and reduce vehicle and pedestrian conflicts in this area.

## **ORIGIN AND DESTINATION STUDY**

A consultant has been selected to oversee the origin and destination study. This study examines who our current riders are and where they are going. Fieldwork will occur in January 1999 and a final report will be available in February or March.

## **YIELD LAW**

Prototype lights are scheduled to be installed on LTD buses in mid-December. Following field testing, an order will be placed to retrofit the entire fleet. Educational information will be released through the media in early January, to coincide with the first buses being equipped with the lights. Information to motorists will focus on the requirement to yield when they see the light flash, while our public relations campaign will highlight the benefits of the new law. Tri-Met and other Oregon transit providers will be given the opportunity to use our marketing materials to spread the word in their communities. Tri-Met intends to have its fleet equipped by March 1999. An operator training video is also in the works. It will be used to train bus operators, as well as law enforcement agents, about the specifics of the law.

## **DOWNTOWN SHUTTLE STUDY**

A request for proposals is being drafted to seek a consultant who can study the feasibility of a downtown shuttle system. We hope to address the concerns of the Convention and Visitors Association of Lane County, Oregon (CVALCO) with respect to connecting the area hotels to the Lane County Fairgrounds, as well as examine other opportunities to connect major trip generators such as the University, 5<sup>th</sup> Street Market, and Valley River Center.

## **TRANSIT OPERATIONS**

*Mark Johnson, Transit Operations Manager*

## **MEDIA ATTENTION**

There have been a couple of high profile incidents recently in the transit industry that brought some media attention to LTD. The Seattle bus tragedy brought the media out on Monday, November 30, to do stories on the security at LTD. That evening, one of our buses was hit by a projectile that may have been fired from a gun. Not much evidence

was available and no witnesses to the incident came forward. The object hit the driver's side window frame and shattered the window. There were no injuries to the operator or the two passengers who were on board at the time. We are continuing to take the security of our system seriously and are moving forward with on-board video surveillance and other security measures.

## **NEW OPERATORS**

Six new operators began their careers at LTD on November 23. These operators are replacements and will offer relief for open work that is having to be filled through the extra board. The Instructors are leading them through training, and they will be ready for service in January.

## **SAFETY**

The Operations department has been focusing on safety and reducing accidents. We have instituted a monthly safety focus based on real hazards on the road. This program involves posters that are posted around the District to raise the awareness of given situations and pointers on how to avoid problems. We are continuing to closely monitor accidents, and also are evaluating preventable accidents and retraining operators who have two accidents during a year. These programs have been well received by employees.

## **1998 DUCK FOOTBALL**

Football service was completed for the year, and the Operations staff did an excellent job of making the service run as smoothly as possible. Field Supervisor Marylee Bohrer coordinated service for most of the games and did an outstanding job. The UO staff was impressed with all who were involved. It is truly a team effort between planning, supervision, and the operators. This service has significant community impact, and our employees made LTD look good.

## **HUMAN RESOURCES**

*Dave Dickman, Human Resources Manager*

## **RECRUITMENT AND SELECTION**

During the month of November, the District began recruiting to increase the pool of available temporary supervisors for the Transit Operations Department. In addition,

interviews were held for the positions of customer service representative, journeyman mechanic, and inside cleaner. A decision was made to not fill the temporary opening for a part-time receptionist.

## **EMPLOYEE RELATIONS**

The 1999 Employee Awards Banquet Committee held its first meeting in November to start preparations for the 1999 Employee Awards Banquet. The Committee expects that the Banquet will be held on Sunday, March 14, 1999. The Committee members are: Doris Dioszeghy, fleet services secretary; Arline Link, bus operator; Esther Wells, Bus operator; Vern Wells, bus operator; and Joyce Ziemplak, human resources specialist.

The Take Care Committee met and reviewed its current status. Decisions were made to recruit additional members for the Committee and to invite the new human resources manager, Dave Dickman, to meet with the Committee and assist in clarifying the Committee's role and authority.

Human Resources Manager Dave Dickman, together with a Committee from the Management Team (Ron Berkshire and Mark Johnson) has been meeting with a committee from the Lane Transit District Employee Council (LTDEC). This Task Team has been having good discussions concerning issues raised by the administrative employees.

## **BENEFITS**

The open enrollment period for the District's Section 125 plan occurred on November 11, 1998. Manley Services, Qual -Med, and Johnson Benefit planning were available to answer employee questions and assist them in their selections.



**Lane Transit District**  
 P. O. Box 7070  
 Eugene, Oregon 97401

(541) 741-6100  
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## MONTHLY STAFF REPORT

December 16, 1998

### SERVICE PLANNING & MARKETING

*Andy Vobora, Service Planning & Marketing Manager*

#### CRESWELL SERVICE

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## **DELAY STUDY CONDUCTED**

The study is now available for review. Overall results indicate the system is experiencing fewer delays at both the Springfield and Eugene stations. Individual routes will be evaluated as part of the annual route review. Significant delays were noted at the University Station, which is not a surprise. Staff have had a number of discussions with City and University staff regarding the congestion around this station. We will continue to seek ways to improve traffic flow and reduce vehicle and pedestrian conflicts in this area.

### **ORIGIN AND DESTINATION STUDY**

Selena Barlow has been selected to oversee the origin and destination study. This study examines who are current riders are and looks at where the riders are going. Field-work will occur in January and a final report will be available in February or March.

### **YIELD LAW**

Proto-type lights are scheduled to be installed on LTD buses in Mid-December. Following field testing an order will be placed to outfit the entire fleet. Educational information will go out through the media in early January. This will coincide with the first buses being equipped with the lights. Information to motorists will focus on the requirement to yield when they see the light flash, while our public relations campaign will highlight the benefits of the new law. Tri-Met and other Oregon transit providers will be given the opportunity to use our marketing materials to spread the word in their communities. Tri-Met intends to have their fleet equipped by March 1999. An operator training video is also in the works. It will be used to train bus operators, as well as law enforcement agents, about the specifics of the law.

### **DOWNTOWN SHUTTLE STUDY**

A request for proposal is being drafted to seek a consultant who can look at the feasibility of a downtown shuttle system. We hope to address the concerns of CVALCO with respect to connecting the area hotels to the Lane County Fairgrounds, as well as examine other opportunities to connect major trip generators such as the University, 5<sup>th</sup> Street Market, and Valley River Center.



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 16, 1998

**ITEM TITLE:** BOARD MEMBER REPORTS

**PREPARED BY:** Jo Sullivan, Executive Secretary

**ACTION REQUESTED:** None

**BACKGROUND:** Board members have been appointed to the Metropolitan Policy Committee (MPC), and on occasion are appointed to other local or regional committees. Board members also will 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:

- a. **MPC:** MPC meetings generally are held on the second Thursday of each month. However, the December 10 MPC meeting was canceled for lack of action items. At the Board meeting, LTD's MPC representatives Pat Hocken and Rob Bennett can answer any questions the Board may have about MPC activities in general.
- b. **Statewide Livability Forum:** Board President Pat Hocken has been asked to participate on a statewide committee called the Livability Forum as one of 12 participants from the Eugene/Springfield area. This committee has been meeting once every six months. Ms. Hocken can report to the Board on the Forum's activities as they occur.
- c. **BRT Steering Committee / Public Design Workshops / Walkabout Input:** Board members Pat Hocken, Rob Bennett, and Kirk Bailey are participating on the BRT Steering Committee with members of local units of government and community representatives. The Steering Committee last met and held a public workshop on December 3. Committee Chair Rob Bennett spoke at the workshop. At the December 16 Board meeting, he and the other representatives can report to the Board about this committee's activities.
- d. **Springfield Station Steering Committee:** The Springfield Station Steering Committee last met on November 19, and will not meet again

until January 1999. LTD Board members Dave Kleger and Hillary Wylie are participating on this committee with representatives of other local units of government and the community, and former Board member Mary Murphy as committee chair. At the December 16 Board meeting, Mr. Kleger and Ms. Wylie can provide a brief report and respond to any questions about this committee's activities to date.

- e. **Participation in Springfield Chamber Depot Holly Days Event:** Board member Hillary Wylie represented the Board and spoke at the December 4 Springfield Chamber Holly Days event. At the December Board meeting, she can provide a brief report on this activity.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 16, 1998

**ITEM TITLE:** BUS RAPID TRANSIT (BRT) PROJECT UPDATE

**PREPARED BY:** Stefano Viggiano, Planning and Development Manager

**ACTION REQUESTED:** None. Information only.

**BACKGROUND:** **Franklin/UO Segment:** Alignment options for this segment have been reviewed by the public, the Technical Advisory Committee, and the BRT Steering Committee. The Board is asked to select the preferred alignment at the December 16, 1998, meeting as a separate agenda item.

**Glenwood Segment:** Staff met with almost all property owners and businesses along this segment. Open houses and workshops for the Glenwood segment were held on December 3, 1998, and December 9, 1998. The December 3, 1998, open house/workshop was very well attended. A total of about 45 citizens (mostly business owners) took part in the three-hour workshop. Many of these workshop participants expressed a strong concern over loss of access if a median busway were constructed. Optional approaches were suggested and are being investigated.

**Downtown Springfield Segment:** The dates for the open houses and design workshops for the downtown Springfield segment have been set. All events will be held at Springfield City Hall. The dates are:

- **Open House:** January 26, 1999; 4:00 p.m. to 7:00 p.m.
- **Design Workshop #1:** February 6, 1999; 10:00 a.m. to 2:00 p.m.
- **Design Workshop #2:** February 11, 1999; 5:30 p.m. to 8:30 p.m.
- **Open House:** March 9, 1999; 4:00 p.m. to 7:00 p.m.

The open houses and workshops will allow for public involvement in the Springfield Station site selection as well as the BRT corridor planning.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 16, 1998

**ITEM TITLE:** CONSENT CALENDAR

**PREPARED BY:** Jo Sullivan, Executive Secretary

**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 December 16, 1998:

1. Approval of minutes: November 18, 1998, regular Board meeting

**ATTACHMENTS:**

1. Minutes of the December 18, 1998, regular Board meeting

**PROPOSED MOTION:** I move that the Board adopt the following resolution: It is hereby resolved that the Consent Calendar for December 16, 1998, is approved as presented.

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 16, 1998
- ITEM TITLE:** TIME LINE FOR IMPLEMENTATION OF THE COMPREHENSIVE SERVICE REDESIGN
- PREPARED BY:** Andy Vobora, Service Planning & Marketing Manager
- ACTION REQUESTED:** No formal action is necessary at this time. Staff would like the Board's comments on the timing and process for implementing the changes that will result from the CSR.
- BACKGROUND:**
- The last CSR was implemented in 1992, when a six-pulse system was established to provide greater frequencies along major corridors and to give more flexibility in scheduling routes. Since 1992 the District has expanded service at an average rate of approximately 3 percent per year. This means that the system is now operating nearly 25 percent more service hours. Approximately one-half of these hours have been needed to keep the system operating at its present level. These additions have come in the form of peak-hour time points designed to provide expanded running time for routes that could no longer meet the headways they were designed to operate within. Additionally, end-of-the-line switches, requiring extensive deadheading and layover times, have increasingly been needed to maintain major pulse connections at the Eugene Station. These extra costs have done nothing to increase ridership, but have drastically reduced the District's productivity.
- Traffic congestion and ridership continue to grow. This growth adds pressure to schedules that are already straining to maintain running times. Our options include following the practices implemented during the past seven years or looking at the entire system on a sector-by-sector basis and making wholesale changes to address the inefficiencies that have crept into the system design.
- The following is the list of design guidelines used to guide the last CSR. Staff will review and modify these guidelines for the year 2000 CSR. The Board will be asked to approve the new guidelines early in the process.
1. We should continue to operate a timed-meet (or pulse) system at the Eugene Station.

2. Service should be designed to minimize the amount of transferring required to complete trips.
3. Frequency of service on individual routes or corridors should be appropriate to the level of demand.
4. Efforts should be made to provide direct connections between common origin/destination pairs.
5. Routing should be as direct as possible, using arterials and neighborhood collector streets to provide the shortest travel time. Deviations should occur only to:
  - Serve a major trip generator;
  - Serve an area with a high population of senior and disabled persons; or
  - Remedy a significant coverage deficiency.
6. Routes should be structured, when possible, as two-way line routes. Loops on the ends of routes should be minimized.
7. Consistency between weekday, Saturday, and Sunday routing should be maintained.
8. Scheduling of routes should stagger service along major arterials to improve service frequency along major corridors. It is the District's goal to achieve ten-minute service along major corridors.
9. Scheduling of service should take into consideration starting and ending times of classes at the UO, LCC, and area schools, as well as major work destinations.
10. Routes should operate on streets that meet the District's operational needs in terms of width, traffic, turning radius, and condition of the roadbed.
11. Running time on routes should accurately reflect average customer loads and traffic conditions, and will include an adequate amount of recovery time for each route to compensate for variations in running time and operator restroom breaks.
12. Service should be designed in such a way that it can be communicated to the public in a clear and concise manner.

The time line for the project appears to be very long; however, when the components are broken down it becomes more evident that implementing any sooner would be very difficult.

Current system analysis and design guideline adoption	January/February 1999
Origin and destination survey completed	
Sector One outreach, preliminary design, and Board review	March/April 1999
Sector Two outreach, preliminary design, and Board review	May/June 1999
Sector Three outreach, preliminary design, and Board review	July/August 1999
Sector Four outreach, preliminary design, and Board review	September/October 1999
Public comment on complete service package	November 1999
Board review of new service package	December 1999
Budget for service implementation, systems communication, and promotional campaign developed and approved	January – March 2000
Public hearings held	
Scheduling and run cutting of new service	March – May 2000
Systems communications and marketing materials produced	May – August 2000
Service communication pieces delivered	August 2000
Service begins	September 2000

**RESULTS OF RECOMMENDED ACTION:**

Staff will begin the first steps in the time line. An analysis of the current system and a recommendation regarding the CSR design guidelines will be prepared for Board review in January or February 1999.

**ATTACHMENT:**

None

**PROPOSED MOTION:**

None



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 16, 1998

**ITEM TITLE:** JANUARY 1999 EMPLOYEES OF THE MONTH

**PREPARED BY:** Jo Sullivan, Executive Secretary

**ACTION REQUESTED:** None

**BACKGROUND:** **JANUARY 1999 EMPLOYEES OF THE MONTH:** Customer Service Representatives Lanier Lobdell and Pam Wick have been selected as the January 1999 co-Employees of the Month. They were nominated by someone who witnessed them assisting an elderly gentleman who was unaware of his situation and unable to ride the bus because of his physical condition. The nominator said that Pam and Lanier were kind and patient as they explained to him what he needed to do and how he needed to get home. She added that Pam and Lanier “epitomize what humanity really is when dealing with some of our most difficult customer relations,” and described the situation she witnessed as “a genuine act of selfless compassion and professionalism.”

**Lanier** was hired as a bus operator on May 30, 1985, and transferred to her current position on April 17, 1998. Prior to her transfer to Customer Service, Lanier frequently worked as a temporary system supervisor, and served on the Accident and Route Review Safety Advisory Committee for three years. She also had achieved twelve years of correct schedule operation (CSO) and ten years of safe driving. During the past year, she has worked as a volunteer for Mobility International USA (MIUSA), compiling transportation information for international exchange delegates. Lanier previously received nominations for Employee of the Month from a customer who appreciated her extra help when he was stranded, and from a new operator who appreciated her professionalism, advice, and encouragement as a temporary system supervisor, saying that Lanier helped her build her confidence and respect for LTD.

**Pam** was hired as a customer service representative on August 16, 1996. She also has received previous Employee of the Month nominations, for her kind and professional manner; her helpfulness; her caring for all people, including people with disabilities; her “awesome attitude”; and the way she jumps into action to respond to emergencies at the CSC and goes the extra mile for customers and co-workers.

Customer Service Supervisor Angie Sifuentez said that it was a pleasure to hear that both Lanier and Pam were selected as Employees of the Month. In describing what makes them good employees, she said that Lanier's knowledge of the system, after serving as a bus operator for 13 years, is an added benefit, and her customer service skills are commendable. She recalled that one new customer had written the following about Lanier: "I knew no one here. Until I met her, I felt completely alone. I know God has guardian angels. I know that day she was mine." Angie also commended the way that Pam has excelled at customer service since she began at LTD, noting that Pam's knowledge of the system and her professionalism shine through in her work. Angie described the situation for which Pam and Lanier were nominated as a very difficult and delicate customer situation, and agreed with the customer who described them as epitomizing what humanity really is when dealing with difficult customer relations.

**AWARD:**

Lanier and Pam will attend the December 16 meeting to be introduced to the Board and receive their awards.

## MONTHLY FINANCIAL REPORT COMMENTS

December 16, 1998

### Revenue:

- **Passenger fares** are generally lower during the summer months when school is not in session. Revenue to date is as expected.
- **Group pass revenue** is driven by the two major participants: the University of Oregon and Sacred Heart Hospital. Both of these contracts are billed quarterly, so revenue is received four times per year, not monthly.
- **Operating revenue** overall is modestly ahead of the prior year for the first three months.

### Expense:

- **Administration personnel** expenses have increased over the prior year for several reasons:
  - ◆ The implementation of a new salary schedule last year resulted in the opportunity for all but two administrative employees to earn merit increases that became effective in July. Last year, the majority of administrative employees were at 100 percent of their authorized pay ranges.
  - ◆ Administrative employees were given a 1.7 percent cost of living adjustment in July. In addition, the cost of health insurance coverage increased 8 percent.
  - ◆ Three new positions funded by the General Fund were added in July. These positions were among those approved in the FY 1998-1999 adopted budget. In addition, one position vacancy was filled at a higher rate of pay than the previous incumbent earned. Additional planned positions were added in August.

Although administrative wage expense is higher than last year, expenses year-to-date are nearly exactly as planned and approved in the current-year budget. Wage expense is watched closely through the year.

- **Contract personnel** expenses increased due to the increase in the cost of health insurance, and the implementation of a 3 percent wage increase in accordance with the current ATU contract. Additional bus operators approved in the current-year budget were added in August.
- **Materials and services** expenses are generally as budget for year-to-date.

**Capital revenue** has been brought current for year-to-date, as have transfers from the General Fund. The transfers due from the General Fund will be brought current in November.

**Capital expense** totals nearly half of the annual budget, due to the purchase of new buses that were delivered at the end of the summer. The timing of these expenses is as anticipated.

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## AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 16, 1998
- ITEM TITLE:** ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING
- PREPARED BY:** Jo Sullivan, Executive Secretary
- ACTION REQUESTED:** None at this time
- BACKGROUND:** The action or information items listed below will be included on the agenda for future Board meetings:
- A. **1999 Legislative Issues:** At the January 20, 1999, regular meeting, the Board will be asked to approve transit-related legislative issues for the 1999 Oregon Legislative Session and the 1999 local-agency visit to the area's Congressional delegation in Washington, D.C.
  - B. **Supplemental Budget Requests:** At the January 20, 1999, regular meeting, staff will present a request for supplemental funding to accomplish the additional work plans of the District during the current fiscal year.
  - C. **Use of Tobacco at Eugene Station:** In November 1999, staff talked with the Board about problems associated with tobacco use at the Eugene Station. At the January 20, 1999, regular meeting, the Board will be asked to approve a change to the current policy.
  - D. **FY 1999-2000 Service Recommendations:** A presentation on preliminary annual route review findings will be scheduled for a work session in January 1999. A public hearing on proposed service changes for FY 1999-2000 will be scheduled for the February 17 regular Board meeting. Board approval of the final service change proposal will be scheduled for the March 17 regular Board meeting.
  - E. **FY 1999-2000 Pricing Plan and Fare Ordinance:** A public hearing and approval of the pricing structure for FY 1999-2000 will be scheduled for the February 17, 1999, regular Board meeting. The first reading of an ordinance setting the fares for FY 1999-2000 will be scheduled for March 17, and the second reading and adoption will be held on April 21, 1999.
  - F. **TransPlan Draft Approval:** Approval of the Draft TransPlan is scheduled to occur during February 1999.
  - G. **FY 1999-2000 Capital Improvements Program:** Discussion and approval of the District's Capital Improvements Program (CIP) for FY

1999-2000 will be scheduled for the February 17, 1999, regular Board meeting.

- H. **Long-Range Financial Plan**: Discussion and approval of the Long-Range Financial Plan for fiscal years 1999-2000 through 2018-2019 will be scheduled for the March 17, 1999, regular Board meeting.
- I. **Follow-up Work Sessions**: Various work sessions to discuss pending issues as a result of the Board's October 10-11 strategic planning work session will be scheduled throughout the coming year.
- J. **Medical Reimbursement Account**: At a future Board meeting, staff will discuss a proposal for administrative employees to use accumulated sick leave toward payment of medical benefits between ages 62 and 65. This is similar to an agreement reached with the District's union employees during the most recent contract negotiations.
- K. **Board Review of Tobacco Use at District Facilities**: At its March 18, 1998, meeting, the Board elected to provide specific smoking areas at the new Eugene Station and requested that staff place the issue of smoking at District facilities on the agenda for a future meeting. Issues of smoking at other District facilities will be brought to the Board at a future meeting.
- L. **BRT Updates**: Various action and information items will be placed on Board meeting agendas during the design and implementation phases of the bus rapid transit project.
- M. **Quarterly Performance Reporting**: Staff will provide quarterly performance reports for the Board's information in February, May, August, and November each year.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 16, 1998

**ITEM TITLE:** JOINT PARTNERSHIP PROGRAM FOR DEPLOYMENT OF INNOVATION GRANT

**PREPARED BY:** Lisa Gardner, Transit Planner

**ACTION REQUESTED:**

- (1) Hold public hearing on grant application
- (2) Approve grant application

**BACKGROUND:** The Federal Transit Administration (FTA) recently established a new public/private Joint Partnership Program for Deployment of Innovation (JPP). The purpose of the JPP is to encourage the development of innovative programs and technology in the mass transportation industry. The program provides 50 percent of the funding for an approved project, with the 50 percent match to be provided by direct payment or an "in-kind" contribution.

LTD has submitted a letter of interest to the FTA to request funding for the development of a Bus Rapid Transit concept vehicle. The BRT vehicle design would be developed in partnership with the Gillig Corporation. Gillig Corporation is a U.S. bus manufacturer that has built a large number of the buses currently in operation in the LTD fleet.

The letter of interest is not a grant application, but represents a request for funding based on a project proposal. Additional information or grant application material will be provided to the FTA on request.

**ATTACHMENT:** Letter of Interest and BRT Concept Vehicle Project Proposal

**PROPOSED MOTION:** I move the following resolution: It is hereby resolved that the LTD Board of Directors approves the submittal of a project proposal for the Joint Partnership Program for Deployment of Innovation for a BRT Concept Vehicle.



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## **JPP Grant Proposal**

### **Bus Rapid Transit Concept Bus**

#### **Background Information**

Lane Transit District (LTD) in Eugene, Oregon, has been working on the development of a bus rapid transit (BRT) project. BRT has been identified as an innovative, low-cost transit strategy that can meet the needs of the Eugene-Springfield metropolitan area. BRT is envisioned most easily as using buses to emulate the speed, comfort, and convenience of rail systems. The proposed BRT system is composed of high-frequency, fast transit service along major corridors, with smaller buses providing access from neighborhoods to the BRT lines, as well as to nearby shopping and employment. At a much lower per-mile cost than rail-based systems, BRT is being proposed as an appropriate and cost-effective solution for medium-sized cities that offers elements of the appeal of its light-rail transit counterpart.

#### **About Lane Transit District**

Lane Transit District (LTD) is a public transportation agency that operates 110 buses and provides other alternative transportation services in metropolitan Eugene-Springfield, as well as portions of rural Lane County. LTD currently provides approximately 6,000,000 trips per year. The past decade has been marked by consistent growth in ridership and in the demand for the District's services, resulting in corresponding additions to routes, facilities, and the fleet. The District's goal is to provide safe, convenient, and efficient transit service that is competitive with the automobile through quick travel time and direct routing.

LTD has had a history of innovation and forward thinking. LTD's fixed-route bus system has been 100 percent wheelchair accessible since 1985, well before the passage of the Americans with Disabilities Act. LTD currently provides more than 6,000 lift rides per month and has developed a reputation for creating a positive partnership with the disabled community. LTD has received State of Oregon and Federal Department of Energy awards for its successful Group Pass Program partnership with the University of Oregon. Two years ago, LTD installed bike racks on 100 percent of the bus fleet and now provides more than 7,000 bike rides per month.

LTD consistently has been ranked among the nation's top public transit systems. A national study conducted by the University of North Carolina at Charlotte has ranked LTD third in the nation among its peer group of transit systems and twenty-first among all of the nation's transit systems that were represented in the study. LTD's recognition in the transit industry is largely due to its innovation in developing new programs and its efforts to provide better service. BRT represents LTD's newest strategy for innovative transit service.



**Proposed Concept**

LTD and Gillig Corporation propose a partnership to design a bus rapid transit concept vehicle. The vehicle is an essential component of the BRT system and is integral to its success. The design and function of the vehicle must meet operational requirements of the system, such as quick boarding and deboarding of all passengers, including people in wheelchairs and people boarding bicycles. There are no vehicles available in the domestic or foreign market specifically designed for bus rapid transit. In partnering with a U.S. manufacturer to develop the BRT concept vehicle, we can increase the ability of transit districts to meet the FTA's Buy America requirement.

The BRT concept is gaining national momentum as an alternative to expensive light rail projects. Future demand for a BRT vehicle could be significant. LTD's pioneering effort in developing a BRT system in the United States identified the following possible design features for a BRT concept bus:

- ◆ New image conveying the bus as modern, fast, more "rail like"
- ◆ Wider doors
- ◆ Multiple doors
- ◆ Left side doors and/or doors on both sides of vehicle
- ◆ Complete low-floor design
- ◆ On-board bicycle parking in rear of vehicle
- ◆ Faster mobility restraint system (not dependent on the bus operator)

This proposal would fund the research, design, and cost estimate to construct a BRT concept vehicle. The BRT concept vehicle would be developed by Gillig Corporation in partnership with Lane Transit District. In developing the concept bus, and reviewing design options, LTD proposes working with a consortium comprised of transit agencies currently developing BRT systems in North America. The consortium will represent those transit districts most likely to be purchasing BRT vehicles and will be able to provide key input regarding their design ideas for the vehicle.

**Schedule**

- Month 1: Develop list of design features for BRT vehicle
- Month 2: Review (by FTA-sponsored, BRT vehicle consortium group)
- Months 3 - 4: Engineering Phase: Design Feasibility
- Months 5 - 7: Develop drawing of BRT concept vehicle
- Month 8: Review
- Months 9 -10: Develop market price estimate for BRT concept vehicle
- Month 11: Review

**Project Output**

- ◆ BRT vehicle design
- ◆ Drawing of a BRT concept vehicle
- ◆ Establishment of a market price range for BRT concept vehicle

**Proposed Cost**

\$100,000 – Gillig engineering staff (2 engineers)  
Design and research

\$ 20,000 – LTD staff

\$ 10,000 – Support, travel, miscellaneous

**\$130,000 – Total JPP Grant Request**

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 16, 1998

**ITEM TITLE:** WORK SESSION ON 1999 LTD LEGISLATIVE ISSUES

**PREPARED BY:** Linda Lynch, Government Relations Manager

**ACTION REQUESTED:** None. Discussion only

**BACKGROUND:** Time has been allowed at the December 16 Board meeting to discuss any issues that may have arisen during dinner with state legislators and to provide other direction to staff in preparation for the 1999 legislative session, if necessary.

In September, the Board provided direction to staff as follows:

"It is hereby resolved that the LTD Board of Directors:

- (1) Directs staff to schedule meetings with legislators, staff, and Board members between now and the end of November;
- (2) Directs staff to work with the Oregon Department of Transportation, Oregon Transit Association, and other interested parties to prepare a legislative strategy to secure funding for elderly and disabled services;
- (3) Directs staff to work with Oregon Department of Transportation, Willamette Valley local governments, Tri-Met, and other interested parties to prepare a legislative strategy to secure funding for Willamette Valley passenger rail service; and
- (4) Directs staff to work with Department of Transportation, Oregon Transit Association, and others to investigate and prepare strategies for other legislative issues."

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 16, 1998

**ITEM TITLE:** UPDATE ON CITY OF EUGENE NODAL DEVELOPMENT PROJECT

**PREPARED BY:** Stefano Viggiano, Planning and Development Manager

**ACTION REQUESTED:** None. Information only.

**BACKGROUND:** Last month, the Board requested that additional information be provided on the City of Eugene's plans for nodal development. At the time this packet was prepared, we have been unable to confirm that the appropriate City of Eugene staff could attend the Board meeting in December to explain nodal development plans. If this person cannot attend the December meeting, the discussion will be rescheduled for the January 1999 meeting.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 16, 1998

**ITEM TITLE:** RADIO SYSTEM UPDATE

**PREPARED BY:** Mark Johnson, Transit Operations Manager

**ACTION REQUESTED:** None, Information Only

**BACKGROUND:** For the past several months, I have been keeping the Board updated on the progress of the project for the design and installation of a new mobile data radio system. Last month, the Board was informed that GMSI, the contractor for the project, was put on notice that they would have one last opportunity to provide a radio system that could, at the minimum, keep continuous contact with our vehicles in the field. This is to inform you that GMSI failed to meet our expectations and we have terminated our contract with them.

The system was restarted on Sunday, November 29. There were minor problems during the first three days of operation, while the system was being maintained by GMSI personnel. The project manager and programmer left LTD on Thursday, December 3. There was a total system failure by Thursday evening. The system was reverted to voice fallback and Friday morning the system was restarted. Several problems were encountered with the system on Friday and eventually the system had to be reverted to voice fallback once again.

The LTD employees involved with the project met on Friday evening and decided to terminate the contract and go to the United Pacific Insurance company for relief. A letter was prepared and sent on Tuesday, December 8, informing GMSI and the insurance company of our decision.

We will have the system evaluated over the next few weeks to determine what we have and what our next step will be. You will continue to be updated as we proceed.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 16, 1998

**ITEM TITLE:** RADIO SYSTEM UPDATE

**PREPARED BY:** Mark Johnson, Transit Operations Manager

**ACTION REQUESTED:** None, Information Only

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**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 16, 1998

**ITEM TITLE:** SPRINGFIELD STATION UPDATE

**PREPARED BY:** Micki Kaplan, Transit Planner

**ACTION REQUESTED:** None. Information only.

**BACKGROUND:** During the first round of site selection earlier this fall, the Springfield Station Steering Committee eliminated sites that included historic buildings; sites that buffer the residential neighborhood; residential sites; sites with significant current investment (improvements over \$750,000); and sites in close proximity to the existing station.

At their November 19, 1998, meeting, the Committee completed a second round of site selection. They evaluated information on 16 different sites and selected eight on which to conduct more extensive analysis. The current station at 5<sup>th</sup> & North B Streets is included in the eight sites selected for further study. (See the attached map.)

Springfield Station public involvement activities are underway. Displays about the study are at Springfield City Hall and the Chamber of Commerce. Also, LTD sponsored the Springfield Chamber of Commerce Holly Days Celebration and provided information about the Springfield Station project at the event. Articles about the project have appeared in the *Springfield News* and the Washburn Historic District newsletter. A Springfield Station newsletter was developed and distributed to all property owners, residences, and businesses in the study area.

An LTD Board of Directors work session on the Springfield Station Study is planned for January. There will be an opportunity for more in-depth discussion of the project at that time.

**ATTACHMENTS:** Map of sites selected for further evaluation

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 16, 1998

**ITEM TITLE:** UNIVERSITY OF NORTH CAROLINA, CHARLOTTE (UNCC) REPORT UPDATE

**PREPARED BY:** Diane Hellekson, Finance Manager

**ACTION REQUESTED:** None

**BACKGROUND:** The University of North Carolina at Charlotte's Department of Transportation Studies conducts an annual analysis of public transit performance using the data that public agencies must provide to the National Transit Database. This analysis considers service area population, ridership, operating expense, subsidies, fare revenue, and service density, and develops ratios for each of twelve performance measures. The results for each agency are compared with those of agencies assigned to a "peer group." The composite results become the basis for ranking all the agencies included in the study from best to worst.

The most recent review of transit system performance was released on December 1, 1998. Professor David Hartgen, Coordinator of UNCC's Transportation Studies, provided Lane Transit District with a summary of the results. (The full report has been ordered, and should be available within a few weeks.) The two-page summary appears as an attachment to this cover memorandum.

Lane Transit District staff are pleased to note that LTD ranks 18<sup>th</sup> in this most recent national study, which included 135 transit agencies. This ranking puts LTD in the top 14 percent of the analyzed agencies, which is well within the Strategic Plan goal of the top 20 percent. LTD has fared well in this annual study in each of the five years that the report has been prepared.

Additional information on the most recent "Comparative Performance" UNCC report will be provided as it becomes available.

**ATTACHMENT:** Transit Company Rankings, 1996  
(Table 4 of the recently released UNCC Study)

**PROPOSED MOTION:** None



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 16, 1998

**ITEM TITLE:** YEAR 2000 (Y2K) COMPLIANCE

**PREPARED BY:** Joe Janda, Information Services (IS) Manager

**ACTION REQUESTED:** None

**BACKGROUND:** The Board will be required to submit a letter of compliance to the Federal Transit Administration (FTA) by June 1999, certifying that the District's mission-critical computerized systems are Y2K compliant. Compliance means that all computer hardware, software, and automated systems with imbedded microchips will correctly recognize the year 2000 and continue to function as designed. This compliance letter will serve as certification that the District is technically and financially capable of administering FTA funds under TEA-21 statutory requirements. Certification of compliance is required for continued FTA funding and support.

For the past three months, a District-wide Y2K task team has been working to identify and resolve issues related to the year 2000. In addition, District staff have participated on external committees whose focus is to coordinate efforts and to develop contingency plans that anticipate disruption to normal community activity at the turn of the century. It is expected that all of the District's mission-critical systems will be Y2K compliant well ahead of the June 1999 deadline. Staff are less certain of community-wide implications of Y2K that are beyond the District's control, and thus will be spending more time preparing contingency plans in anticipation of some level of community disruption.

Staff will be present to provide an overview of progress to date and to answer questions the Board may have.

**ATTACHMENT:** Staff report outlining issues and progress to date

**PROPOSED MOTION:** None



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## **STAFF REPORT: YEAR 2000 ISSUES AND PLANNING EFFORTS**

Prepared by Joe Janda, Information Services Manager

December 16, 1998

### **The Problem**

The Year 2000 problem (Y2K), or the Millennium Bug as it is also called, has received a lot of media attention during the past few months. It actually has been a looming problem since the early days of computing, when processing power and storage capacity were puny and programmers had to devise ways to reduce storage requirements. One storage-saving technique was to store dates by recording only the last two digits of the year. The immediate storage problem was solved, but long-term repercussions were discounted. Now that the new century is upon us, programs, and imbedded microchips that perform date calculations, won't know the difference between 1900 and 2000, and thus could malfunction. The Y2K issue is unique and unprecedented in history, and efforts to identify vulnerable systems and implement solutions are currently underway in every business and industry throughout the world. It is an issue that has sparked lively debate and solicits a wide spectrum of predictions on what the actual consequences will be.

### **District Efforts**

The District has been working on identifying and resolving its own Y2K issues for the past three months. A District-wide task team has been assembled to work on this issue. Its members include:

#### **Member**

Joe Janda  
Gery Sorg  
Ed Bergeron  
Ron Berkshire  
Jeanette Bailor  
Roy Burling  
Charlie Simmons  
Mark Johnson  
Jim Walline  
Diann Sheldon

#### **Focus**

Chair and IS technical issues  
Co-Chair and IS technical issues  
Community relations and internal communications  
Fleet control systems  
Vendor compliance  
Financial systems  
Facilities  
Operations and emergency planning  
Parts inventory  
Internal communications

Based on the work of the task team to date, it has been determined that the District is close to 100 percent compliance with the exception of the following systems:

- Automated fuel dispensing system. The vendor will be sending the District upgraded hardware and software after the first of the year that should be installed by the spring of 1999.
- Voice mail system. The vendor will be shipping a Y2K compliant release by the end of 1998.
- Microcomputers. The District has a few older 80486 computers in non-critical applications that are not Y2K compliant but are scheduled to be replaced in the summer of 1999.

All other District systems are deemed to be compliant at this time or able to be made compliant at any time with minimal effort and cost.

### **Contingency Planning**

Staff are more concerned about the external consequences of the Y2K problem and will be focusing most on developing internal and external contingency plans in anticipation of community-wide disruptions. Our biggest concern is that disruptions may occur in the delivery and distribution of power. EWEB has indicated that it can supply only about 10 percent of its own power, and in the event of a breakdown in the larger power distribution grid of its partner suppliers, EWEB may no longer be able to supply continuous power to residents in the District's service area. This can have broad repercussions, from the inability of gas stations to dispense fuel to the malfunction of traffic signalization throughout the area. The District must be prepared to step in and ensure that it is able to continue to provide service and meet any new demands that may arise in such an event. The District's Y2K task team has begun to revise the District's emergency plan to ensure that contingency measures account for prolonged periods of power outage, and that likely Y2K scenarios are addressed. Beginning in January 1999, District staff will participate on an EWEB committee with other community agency staff to assess likely scenarios and develop contingency plans. The Springfield Utility Board (SUB) will be a partner in those discussions. In addition, District staff will review and revise existing state and local emergency plans to ensure that procedures and protocols are appropriate and understood.

### **Facilities**

The Glenwood facility has a diesel generator capable of powering the entire site for as long as necessary. The Eugene Station is part of the downtown core of critical services that EWEB will supply with power as a first priority. We are working to identify other critical District facilities that will require power and are currently investigating alternative ways to provide it.

### **Service Delivery**

Service Planning and Marketing soon will begin working on contingency service plans in the event that additional service is required, or the opposite, in which a decrease in service is required in the face of diminished capacity to deliver.

## **Fuel**

A new fuel contract recently was awarded, and, as part of the award process, vendors were asked to submit a statement of Y2K compliance. Based on the information provided by the fuel vendors, the District should not expect disruptions in the supply and delivery of fuel. The District does plan to fill its storage tanks in December 1999 as a precautionary measure. The District is able to maintain a thirty-day fuel supply under normal operating circumstances. In the event of a wide-scale fuel shortage or delivery slow-downs, the State of Oregon's Department of Energy (ODOE) can control the distribution of fuel to essential services based on provisions set forth in the Governor's energy emergency contingency plan. Under that plan, the ODOE can determine that a significant supply reduction exists either on a regional or statewide basis, and/or that significant economic disruption or hardship may result, and thus notify the Governor of the situation and recommend action. Action can range from an alert, where the ODOE simply monitors the supply of diesel fuel, to declaring a serious situation in which a State Set-Aside Plan for diesel fuel is implemented. Public transportation services are among the grouping of first-priority users.

## **Vendor Compliance**

Purchasing currently is seeking a letter of Y2K compliance from all vendors who have contracts with the District. We would like to ascertain their state of preparedness in dealing with Y2K issues to ensure that they can continue to provide the services and supplies necessary for the District's on-going operation. If vendors are found to be at risk, then appropriate action will be taken.

## **Other Areas to be Addressed**

In addition to the critical areas listed above, the District's Y2K task team also will be focusing its efforts to identify issues and develop solutions in the following areas:

- Internal software applications and all computer hardware and peripherals
- Transit technologies including:
  - On-board bus systems
  - Radio system
  - Automated fueling system
  - Automated passenger counting system
  - Destination signs
- Telephone systems
- Issues relating to facilities for the following systems:
  - HVAC
  - Security

- Electronic key lock systems
  - Fire alarms
  - Elevators
  - Public utilities
  - Power
  - Any other equipment with embedded chip technology
- Finance, including banking issues, payroll, and grant funding and operating revenues
  - Community relations, including:
    - Handling general public concerns and media questions
    - Communication of information prior to and during emergency situations
    - Production of written materials
  - Internal communications, including:
    - Communication of issues to employees
    - Provisions that LTD may need to make to employees in the event of an emergency
    - The extent to which LTD helps its employees make their own plans for Y2K
  - Review of the District's internal decision-making and communication mechanisms to ensure that they are adequate in an emergency situation if present

### **FTA Compliance Letter**

FTA requires that the Board of Directors submit a letter of Y2K compliance ensuring that the District's mission-critical systems are ready for implementation by June 1999, and thereby certifying that the District is technically and financially capable of administering FTA funds under the TEA-21 statutory requirements (letter from Gordon Litton attached).

FTA recommends the following time line:

- |  |              |
|--|--------------|
| - Assess systems and identify solutions, costs and schedules | January 1999 |
| - Correct all non-compliant Y2K systems                      | March 1999   |
| - Implement compliant systems into production                | June 1999    |

Based on the work of the District's Y2K task team, all mission-critical systems will be Y2K compliant by June 1999, with all systems compliant by mid-summer 1999.