

(This packet was printed on recycled paper.)

Public notice was given to *The Register-Guard* for publication on May 14, 1998.

LANE TRANSIT DISTRICT REGULAR BOARD MEETING

May 20, 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

Kleger _____ Kortge _____ Murphy _____ Wylie _____
Bailey _____ Bennett _____ Hocken _____

III. INTRODUCTORY REMARKS BY BOARD PRESIDENT

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

IV. WORK SESSION: DISCUSSION OF COTTAGE GROVE/CRESWELL PILOT PROJECT

V. WORK SESSION: RIDERSHIP REVIEW

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

VI. EMPLOYEES OF THE MONTH—May and June 1998

VII. AUDIENCE PARTICIPATION

Each speaker is limited to three (3) minutes.

VIII. ITEMS FOR ACTION AT THIS MEETING

- A. Consent Calendar No Action Taken
1. Minutes of the March 18, 1998, regular Board meeting
 2. Minutes of the April 15, 1998, canceled meeting
 3. Fiscal Year 1998-99 Disadvantaged Business Enterprise (DBE) Goals
- B. First Reading: Seventh Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services
- C. First Reading: Ordinance No. 36 - Second 1998 Revision, Regulations Governing Conduct on District Property
- D. Voluntary Recognition Issue

IX. ITEMS FOR INFORMATION AT THIS MEETING

- A. Current Activities
1. Board Member Reports
 - a. Metropolitan Policy Committee
 - b. Statewide Livability Forum
 - c. Springfield Station Steering Committee
 - d. BRT Steering Committee
 2. Monthly Financial Report—March and April Financial Statements
 3. Presentation: Transit Lessons from South America
 4. Commuter Solutions Update
 5. Eugene Station Operational Update
 6. BRT Project Update
 7. Seneca Station Update
 8. LTD Deferred Compensation Quarterly Report

- 9. Correspondence
 - ◆ Letter from Board President Pat Hocken to Eugene City Council regarding Eugene urban renewal districts
 - ◆ Letter from Darrell Berens regarding self-employment tax
- B. Monthly Staff Report
- C. Quarterly Performance Report
- X. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING
 - A. Fiscal Year 1998-99 Pricing Plan/Fare Ordinance
 - B. Ordinance 36, Second 1998 Revision
 - C. Budget Transfers
 - D. Adoption of Fiscal Year 1998-99 LTD Budget
 - E. Boundary Resolution
 - F. Board Officer Elections
 - G. LTD Strategic Business Plan
 - H. Fall Board Strategic Planning Retreat
 - I. Board Review of Smoking at District Facilities
 - J. BRT Updates
 - K. Quarterly Performance Reporting/Year-End Performance Report
- XI. 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 687-4265 (TTY, for persons with hearing impairments).

Actions – June 24th, 1998

Items For Actions At This Meeting

A. Consent Calendar

1. Minutes of the May 20, 1998, regular Board Meeting
2. Minutes of the June 17, 1998, canceled meeting

B. Adoption of Fiscal Year 1998-99 LTD Budget

1. Staff Presentation
2. Opening of Public Hearing by Board President
3. Public Testimony on Proposed FY 1998-99 LTD Budget
 - Each Speaker is limited to Three Minutes
4. Closing of Public Hearing
5. Board Discussion and Decision

C. South Willamette Street Service Request

D. Second Reading And Adoption: Seventh Amended Ordinance No. 35, An Ordinance

Setting Fares for Use Of District services

E. Second Reading and Adoption: Ordinance No. 36- Second 1998 Revision,

Regulations Governing Conduct on District Property

F. Resolution Reaffirming District Boundaries

G. Election of Board Officers

AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 1998

ITEM TITLE: MARCH AND APRIL FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: None

BACKGROUND: Year-to-date financial results for the 1997-98 fiscal year are summarized in the attached reports. Total General Fund revenue is \$958,609 ahead of budget for the ten-month period and 15 percent ahead of receipts for the same period in the previous fiscal year. Payroll and self-employment tax receipts account for the majority of the increase. Total General Fund expenses are \$1,354,327 less than budgeted through April of the current fiscal year and 9.6 percent over those of the previous year. No adverse financial conditions exist at this time.

Total year-to-date passenger fares are less than budgeted for the first time in more than two years. A slowdown in the increase of cash fares has resulted in a ten-month budget shortfall of \$41,853, a financial indication that trip-making by cash riders has declined in the current fiscal year. Group pass receipts exceed expectations by \$22,242 through April. Until April, group pass revenue was sufficient to offset cash fare shortfalls. Special Services revenue continues to be behind plan by \$66,321, but is still more than double what was received in the same period last year. The budget plan anticipated Cottage Grove contract revenue that has not been realized as budgeted.

As suggested earlier, year-to-date receipts from all tax sources continue to be strong. The payroll tax, self-employment tax, and state-in-lieu payment are collectively ahead of the same ten-month period in the last fiscal year by 15.9 percent. The comparative increase is somewhat misleading, because last year at this time, the Oregon Department of Revenue was experiencing severe tax processing problems and the posting and disbursement of tax receipts were delayed by more than six weeks. The magnitude of the year-to-year difference should decrease by the end of the current fiscal year.

Wages and other operating expenses are within acceptable parameters through April. The possibility still exists that a modest Board-approved transfer in June may be necessary to cover additional personnel expenses that were incurred as the result of the implementation of a new administrative salary schedule. However, at this time, that possibility appears to be unlikely.

The Special Transportation Fund and Capital Fund both meet financial plan expectations through the first ten months of the current fiscal year. Notable is that the Oregon Transportation Infrastructure Bank (OTIB) loan, which was expected to close in January, was not finalized until May 15th, and therefore does not appear in the year-to-date financial statements. The delay was due to protracted review processes within the Oregon Department of Transportation (ODOT) and the Oregon Attorney General's office. As a gesture of good faith on ODOT's part, and in response to the change in the bond market that has occurred since the loan's interest rate was calculated last fall, the rate has been reduced from 4.63 percent to 4.18 percent

The approved budget for FY 1998-99 will be brought to the Board at the regular June meeting for public hearing and adoption. It is expected that, with the exception of minor adjustments to the capital budget to account for projects originally budgeted for this spring that have now been delayed until summer, the budget will be presented as approved by the Budget Committee. The two capital projects affected by delays are the radio project, which has experienced technical difficulties, and the parking lot sealing project, which has been delayed by unsuitable weather.

ATTACHMENTS:

Attached are the following financial reports for both April and March for Board review (April, as the most current, appears first):

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

PROPOSED MOTION:

None

AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 1998

ITEM TITLE: WORK SESSION: DISCUSSION OF COTTAGE GROVE/CRESWELL PILOT PROJECT

PREPARED BY: Andy Vobora, Service Planning & Marketing Manager

ACTION REQUESTED: Direct staff to amend the service boundary line should LTD receive a request from the city of Cottage Grove and/or Creswell to be included within the District. This boundary would depart from the 2.5-mile standard used by the District by being established along the I-5 right-of-way and the urban growth boundaries of these cities.

BACKGROUND: During the work session, staff will review the pilot project and discuss boundary establishment, potential tax revenues, and the possibility of other options for service.

The pilot bus service project is past the halfway point. Ridership continues to be strong and there has been general agreement that the service has met the needs of the riders and that public transportation should be provided past the pilot period.

The debate now centers on how to provide continuing service. Some citizens believe that the communities should join the LTD service district. Others believe that the disparity between payroll and self-employment taxes paid versus services received is too great, and that the communities should establish their own funding base to provide a contracted bus service.

LTD's current policy is that a new LTD service area must be subject to the same tax requirements as the rest of the LTD service district in order to receive LTD services. This policy has been consistent since LTD's creation in 1970. Oregon Revised Statue 267 does allow LTD to enter into intergovernmental agreements for the provision of bus services; this is the agreement that LTD used in establishing this original test with the cities of Cottage Grove and Creswell. The City of Cottage Grove has suggested this contracting option as an alternative to joining the LTD service district and has asked the LTD Board to consider a change of policy to allow for an intergovernmental agreement between Cottage Grove and LTD for the provision of bus services on a contracted basis.

A change to this type of policy raises a number of questions. If this type of arrangement is approved for Cottage Grove, will other rural communities also request similar treatment? What should LTD do about service to McKenzie Bridge, Lowell, and Veneta? Would those routes also be subject to intergovernmental agreements, and if those communities were not willing to fund those services, would LTD be forced to eliminate the services? Conversely, an intergovernmental agreement is an attractive alternative for Cottage Grove and may be the only option that they are willing to consider if LTD service is to be provided to their community.

RESULTS OF RECOMMENDED ACTION:

A more narrowly defined boundary will result in fewer payroll and self-employment tax revenues collected. This amount will more closely match the level of service provided.

ATTACHMENT:

None

PROPOSED MOTION:

I move the following resolution: It is hereby resolved that, upon formal request of the elected officials of Cottage Grove and/or Creswell, LTD staff will work with Lane Council of Governments to produce a new service boundary that follows the I-5 right-of-way and encompasses the urban growth boundaries of Cottage Grove and/or Creswell.

AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 1998

ITEM TITLE: WORK SESSION: RIDERSHIP REVIEW

PREPARED BY: Andy Vobora, Service Planning & Marketing Manager

ACTION REQUESTED: None

BACKGROUND: Following a decade of steady ridership growth, the District is experiencing no ridership growth on weekdays and declines in ridership on weekends.

Staff will present information on current ridership levels, examine factors that may be influencing this decrease, and discuss how the District plans to use resources in the coming year to reverse this trend.

ATTACHMENT: Ridership graphs:

1. Ridership, Service, and Service Area Population--January 1970 through June 1997
2. Average Monthly Passenger Trips—June 1986 - February 1998
3. Average Weekly Passenger Trips—June 1986 - February 1998
4. Average Saturday Passenger Trips—June 1986 - February 1998
5. Average Sunday Passenger Trips—June 1986 - February 1998

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 1998

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: None

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

- * Letter from Board President Pat Hocken to Eugene City Council regarding Eugene urban renewal districts
- * Letter from Darrell Berens regarding self-employment tax, with staff response

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

PROPOSED MOTION: None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, April 15, 1998

Pursuant to notice given to *The Register-Guard* for publication on April 9, 1998, the regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, April 15, 1998, was canceled for lack of agenda items.

Board Secretary



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

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

MONTHLY STAFF REPORT

March 18, 1998

TRANSIT OPERATIONS

Prepared by Rob Montgomery, Acting Transit Operations Manager

There is no Transit Operations report this month.

HUMAN RESOURCES

Prepared by Ed Rutledge, Human Resources Manager

RECRUITMENT AND SELECTION

During the month of February, the District continued its recruitment efforts for the position of transit operations manager. S. Brooks & Associates, Inc., of Portland, Oregon, was selected to assist with recruitment. Margaret Brooks, executive vice president of employment services, met with staff to discuss the District's needs for the position. Applications will be accepted through March 20, 1998.

During February, the District conducted interviews for the position of transit planner. The first round of interviews concluded in March, and several finalists were selected for second interviews. The final interviews are expected to be conducted the second week in March.

The District received more than 200 applications for its facilities custodian positions. Interviews will be held in March.

Applications were accepted and interviews held for the limited-duration field supervisor positions and for openings in the temporary supervisor pool in the Transit Operations

Department. Bus Operators Shawn Mercer and Kay Kinnish were selected for the limited-duration field supervisor positions. Bus Operators Don Herbison, Mel Morgan, Ralph Dinnel, and Grace Thurston have been selected for the temporary supervisor pool.

The District also began recruiting for a temporary position of computer systems analyst to assist with the final implementation of the new HRMS and payroll software.

TRAINING

The human resources specialist attended an executive briefing regarding "Recruiting on the Internet."

The risk/safety/benefits specialist attended PRIMA's Government Risk Management Seminar during the last week of February. Several new ideas and developing trends in the risk management field were discussed.

RISK

The Facilities Safety Committee met on February 12 to review nine reports of employee injuries.

SAFETY

The Accident and Route Review Safety Committee held its bi-monthly meeting on February 20. The committee did not have any outside safety concerns to investigate but it did review the accidents and incidents that had occurred since the last meeting.

Employees of the Fleet Services Department did an excellent job of working with a bus operator to find and remedy a problem in bus 915 after the bus operator complained about the power steering. An initial check of the pounds needed to turn the wheel found it to be in the same range as on other buses. Since this test did not reveal a problem, another bus operator drove the bus on the McKenzie River run, which takes three hours for a round trip. It was thought that this could reveal if there was a problem that arose over extended use. Indeed, after about an hour of use the other bus operator was able to describe a minor difference in the feel of the steering wheel, which led to driver fatigue over the period of a full shift. With this information, Fleet Services had the front end realigned and changed the steering mechanism.

COMPENSATION STUDY

The human resources manager met with the general manager and assistant general manager in preparation for conducting the appeal process in the compensation study. The appeals were reviewed and the compensation study consultant was contacted. A schedule was arranged wherein those employees who had submitted appeals would be able to confer with the consultant in March.

PERFORMANCE MANAGEMENT PROJECT

The human resources manager worked on a task team consisting of the general manager, assistant general manager, and a management consultant in the development of a performance management evaluation system. The task team identified goals for the project and a schedule of for implementation. The purpose of this project is to complement the new compensation schedule with an evaluation system with a stronger emphasis on performance and less on an employee's term of incumbency.

EMPLOYEE RELATIONS

Approximately 420 employees, retirees, guests, and Board members attended the 1998 Employee Awards Banquet. The Master of Ceremonies for the evening was Bus Operator Dick Ellis, and awards were presented by General Manager Phyllis Loobey and Board of Directors President Pat Hocken. Special recognition was given to the 1997 retirees: Arthur Hanson, Ronald Nunemaker, Ronald Smith, Sr., and John Tompkins. Three bus operators who have reached twenty-five consecutive years of safe driving--Tim Dennis, Paul Headley and Roy Hughes--were presented with timepieces in recognition of their exceptional achievement. The 1997 Employee of the Month recipients--Ray Chapman, January; Marcie Pope, February; Holly Tomlin, March; Bob Younger, April; Beatrice Landeros, May; Mary York, June; Mike Gilles and Jim Hurst, July; Chris Thrasher, August; Dick Ellis, September; Damion Grill, October; Carol Kaminski, November; and R.L. Montgomery, December--were recognized, and the 1997 Employee of the Year, Holly Tomlin, was announced.

Initial feedback indicates that the evening was a success. Special thanks go the 1998 Employee Awards Banquet Committee members for their hard work. Committee members were: Carol Allred, bus operator; Dick Ellis, bus operator; Kelly Perron, receptionist; Jesse Thomas, journeyman mechanic; and Joyce Ziemplak, human resources specialist.

LABOR RELATIONS

The human resources manager had multiple meetings with the local executive board officer for the union regarding procedures and certain details for the March bid. These meetings were necessitated by the unique terms of the new labor contract, which dismantled the segregated full-time and part-time classifications.

OTHER

The human resources manager met with the acting operations manager and a representative of McKenzie-Willamette Hospital to discuss progress and procedures in the District's mandated drug and alcohol testing program. Of special concern were the

procedures that must be followed during the late evening and early morning hours when the hospital's regular staff are not on duty.

SERVICE PLANNING & MARKETING

Prepared by Andy Vobora, Service Planning & Marketing Manager

UO SPORTS SHUTTLES

LTD provided service to 15 men's and 13 women's home basketball games this year. Ridership to the men's games averaged 763 one-way rides this year, down from 968 last season. However, game attendance and parking availability really determine our ridership level. Average attendance at the games declined more sharply than ridership. Lower attendance means more parking around Mac Court. Even so, the modal split was 5.3 percent, slightly higher than last season. For the second year in a row, the modal split has broken the 5.0 percent mark. Ridership was strong for the PAC-10 sellout games vs. OSU, UCLA, and Arizona (average ridership = 1,124; modal split = 6.2 percent). This year, we successfully used a new post-game contraflow bus lane leaving Mac Court that was set up by UO and the Eugene Police Department.

Ridership to the women's games was greatly increased by adding a second Park & Ride for the shuttle service. Ridership increased from 168 average one-way rides from South Eugene High School to 398 rides from both South Eugene High School and River Road Station. Game attendance increased from last year, but so did our modal split, from 2.4 percent to 5.1 percent. The last three PAC-10 games entailed the highest ridership since the service began two years ago. Ridership for the games vs. OSU, Stanford, and Cal averaged 711 one-way rides, with a modal split of 6.3 percent. The women's team has now gone on to play in the NCAA tournament.

GATEWAY SENIOR DAY

Gateway Mall, Liberty Federal Bank, and Lane Transit District sponsored the first Senior Day at Gateway on February 24, in which 280 seniors took part. The activities included a free continental breakfast, free entry to the classic film "Singing in the Rain," prize drawings, and a concert in the food court during lunch. LTD staff were on hand to offer trip-planning information and promote the senior Bus Buddy program. In March, LTD will be including a direct shuttle to the Eugene Station for the Gateway Senior Day. LTD's senior training at the Eugene Station will fall on the same day, so we will be taking advantage of the opportunity to include more seniors in special training.

EUGENE STATION

Staff continue to work closely with City of Eugene staff to prepare for operations at the station. Agreements have been made to remove parking drop-off areas around the perimeter of the station, as well as to re-stripe travel lanes on Willamette Street and 8th Avenue to facilitate bus turn movements. Special materials have been produced for operators to become accustomed to the new routing and staging. Also, a special Rider's Digest booklet will be posted on the buses two weeks prior to opening. The booklet contains our regular route and schedule change information, plus a great deal of information on station amenities, policies, and procedures.

YIELD LAW IMPLEMENTATION

The media created a bit of attention by responding to a press release issued by ODOT. The reality for LTD is that implementation will not occur until later this calendar year. The administrative rules have not been adopted by the Oregon Transportation Commission, the yield light for the back of the buses has not been manufactured, a switching system needs to be developed, the signs need to be installed, and, finally, we intend to present a comprehensive public education campaign prior to any tickets being issued.

COMMUTER SOLUTIONS

Two new group pass contracts have recently been signed. The owner of multiple Taco Time restaurants has signed up his employees, and Lane Shelter Care will come on board in April.

Research with two of our existing group pass organizations will occur during the next couple of months. We hope to learn more about why some groups have higher ridership and what seem to be the key factors for employees not choosing to use the bus.



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

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

MONTHLY STAFF REPORT

March 18, 1998

SERVICE PLANNING & MARKETING

Prepared by Andy Vobora, Service Planning & Marketing Manager

EUGENE STATION

Opening activities and monitoring of station activities took a great deal of staff time during the month. Everyone is happy with the results from the employee open house, dedication ceremony, and public grand opening. Ridership increases during the free days of service had a very positive impact on overall ridership for the month. A detailed description of station issues is included under a separate item.

UO SPORTS SHUTTLES

An agreement was reached with UO for 1998 football shuttles. LTD will be operating 50 buses in this year's service package.

FIESTA LATINA

LTD has contracted with Fiesta Latina to provide free regular system service and shuttles from the Eugene Station. Service begins at 6:00 p.m. on Friday, May 15, and lasts throughout the day on Saturday, May 16. This will be the first special event service operated out of the new station. Shuttles will depart from bay A.

COTTAGE GROVE/CRESWELL SERVICE

This item will be covered in the work session.

SUMMER AND FALL SERVICE BIDS

Staff are working diligently and under deadline to put the finishing touches on the summer service changes. This primarily involves removing school-oriented service in response to lower student ridership in the summer. Fall schedules are being produced as well. One change from the adopted service package involves the new Springfield route south of Main Street. Springfield City staff have concerns about the road structure and have hired an engineer to prepare a report on the ability of the street to handle bus traffic. In order to meet our planning and printing time lines, LTD staff decided not to include the service for fall bid implementation. Our intention would be to add the service in winter bid.

FREEDOM PASS

Freedom passes for youth ages 17 and under went on sale May 11. An advertising campaign and flyers mailed to students will spread the word about the pass. Staff are hopeful that the price increase will not affect sales and that we can surpass the 3,000 mark in total sales.

GROUP PASS RESEARCH

Northwest Research Group will be on-site at HMT Corporation in May to survey employees regarding their transportation choices and habits. We will have the results in June. The information will help us better understand the needs of group pass riders, so our marketing can be more targeted.

STAFFING

We continue to recruit for a new service planner and have also begun a search for marketing representative. Marketing Representative Michael Schumacher is moving to Seattle and will be leaving the District at the end of May.

LANE COMMUNITY COLLEGE

The final recommendation for a subsidized term pass program has been presented to the LCC Board. Results will be known by the time of the LTD Board meeting; everyone involved is hopeful that the LCC Board will approve the program.

TRANSIT OPERATIONS

There is no Transit Operations report this month.

HUMAN RESOURCES

There is no Human Resources report this month.

AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 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. At the May 20 Board meeting, LTD's MPC representatives Pat Hocken and Rob Bennett will provide a brief update on the April 9 and May 14 MPC meetings. They also can answer any questions the Board may have about the 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. At the May 20 Board meeting, she can report to the Board about this committee.
- c. **Springfield Station Steering Committee:** The Springfield Station Steering Committee held its first meeting and toured the downtown Springfield study area. LTD Board members Mary Murphy, Dave Kleger, and Hillary Wylie are participating on this committee with representatives of other local units of government and the community. Attached is a brief report from Committee Chair Mary Murphy, who will report on the initial activities of the committee at the May 20 Board meeting.
- d. **BRT Steering Committee:** The BRT Steering Committee held its first meeting on May 14. Board members Rob Bennett, Kirk Bailey, and

Mary Murphy were named to participate on this committee with members of local units of government and community representatives. Committee Chair Rob Bennett had to miss the first meeting, but Ms. Murphy or Mr. Bailey can report to the Board at the May 20 Board meeting.

ATTACHMENT: Report on Springfield Station Steering Committee

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 1998

ITEM TITLE: BRT PROJECT UPDATE

PREPARED BY: Stefano Viggiano, Planning and Development Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: Staff work on the BRT project has been proceeding at a rapid pace. The following activities have occurred:

1. Task teams to address the various functional elements of BRT have been formed and have begun to conduct research and generate alternatives;
2. A draft Project Development Plan has been developed;
3. An initial project schedule has been prepared;
4. The selection of consultants to assist with the project has been completed;
5. The initial meeting of the BRT Steering Committee was held on May 14, 1998;
6. Community outreach activities continue; and
7. A draft Public Involvement Plan for the next phase of the project has been completed.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 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 May 20, 1998:

1. Approval of minutes: March 18, 1998, regular Board meeting
2. Approval of minutes: April 15, 1998, canceled Board meeting
3. FY 1998-99 Disadvantaged Business Enterprise (DBE) Goals

ATTACHMENTS:

1. Minutes of the March 18, 1998, regular Board meeting
2. Minutes of the April 15, 1998, canceled Board meeting
3. Fiscal Year 1998-99 Disadvantaged Business Enterprise (DBE) Goals

PROPOSED MOTION: I move that the Board adopt the following resolution: It is hereby resolved that the Consent Calendar for May 20, 1998, is approved as presented.

AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 1998

ITEM TITLE: COMMUTER SOLUTIONS UPDATE

PREPARED BY: Connie Bloom Williams, Commuter Resources Coordinator

ACTION REQUESTED: None. Information only.

BACKGROUND: The Commuter Solutions Program has been in full operation for nearly three years. The attached two lists show the interest level during the last year in Commuter Solutions within and out of the area. The first is a list of inquiries LTD has received from outside the service area about the Commuter Solutions Program. The second is a list of local contacts. These contacts were made through outreach efforts or by their inquiry about the Commuter Solutions program. The "Inquiry" column shows businesses that contacted LTD regarding the Commuter Solutions program, whether independently or in response to an initial contact from LTD (noted in the "Outreach" column). Businesses contacting LTD received follow-up calls and materials, to see what kinds of programs might be of interest to them. Discussions about possible programs are in progress with many of these businesses. Also attached is a current list of Group Pass Program participants and a copy of an article from *The Register-Guard*.

Group Pass Program contracts have been signed with the following groups since April 1997: Lane Shelter Care (101 employees), Nathaniel Sperry Tree Care Company (25 employees), Rainbow Optics – Campus (25 employees), SpecTech L.L.C. (15 employees), Taco Time International Corporate Stores (50 employees), WBGS Architects (22 employees), and Venture Data (50 employees).

Board members who have contacts at any of these businesses are encouraged to promote LTD's services or offer additional assistance.

ATTACHMENTS: Commuter Solutions Out-Of-Area Inquiries
Commuter Solutions Local Contacts
Current list of Group Pass participants
Register-Guard article

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: February 19, 1997

ITEM TITLE: ELECTION OF BOARD SECRETARY

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: That the Board elect a secretary to complete the final year of the two-year term vacated by Thom Montgomery, beginning immediately

BACKGROUND: In accordance with ORS 267.120(1), the Board of Directors must elect from among its members, by majority vote, a President, Vice President, Secretary, and Treasurer, to serve two-year terms. Elections were held in January 1996 for two-year terms ending January 1, 1998. The current officers are Pat Hocken, President; Kirk Bailey, Vice President; and Dave Kleger, Treasurer. The Board needs to elect a Secretary to fill the final year of Thom Montgomery's term as Secretary.

ATTACHMENT: None

PROPOSED MOTION: I nominate _____ as the LTD Board Secretary, beginning immediately and ending January 1, 1998.

AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 1998

ITEM TITLE: MAY AND JUNE EMPLOYEES OF THE MONTH

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: **MAY 1998 EMPLOYEE OF THE MONTH:** Bus Operator Richard Shrope has been selected as the May 1998 Employee of the Month. Richard was hired on August 24, 1995, and has achieved one year of safe driving, two years of correct schedule operation (CSO), and exceptional attendance. He was nominated by a customer for excellence in service and job accomplishments and excellence in providing accessible bus service to customers with disabilities. The customer reported that "Richard got out of the bus at Harlow and Gateway streets and wheeled a sick man in a wheelchair across the street, because he felt the man wouldn't make it across safely. He was very kind and caring."

When asked what makes Richard a good employee, Field Supervisor Marylee Bohrer said, "Richard says he is 'an OK guy.' As his evaluating supervisor, I agree with him. He is an OK guy. He not only has an excellent attendance record; he comes to work like he really enjoys it. His attitude about his job is extraordinary. He takes pride in his personal appearance. He has a GREAT rapport with our customers. He has excellent CSO (correct schedule operation) and safety records. He is an asset to the District. HE IS AN OK GUY."

JUNE 1998 EMPLOYEE OF THE MONTH: The June 1998 Employee of the Month is Bus Operator Rebecca (Becca) Emerson. She was nominated by a customer with a disability, who used to be a professional driver and admits to being extremely critical of other drivers and very nervous about trusting them. He described Becca as an exceptional, pleasant driver who watched her mirrors. He said he could "relax and unbrace his feet from the back of the seat in front of him." When he was asked if he now trusted our buses enough to become a regular rider, he said that he did and would ride regularly. Additionally Becca received praise from the Eugene Police Department in June 1997 for her "exemplary assistance," along with two Downtown Guides and LTD

System Supervisor Dennis Potter, in apprehending a person who had robbed someone at gunpoint.

When asked what makes Becca a good employee, Field Supervisor Gary Taylor said that Becca deserves this award because she has been an exceptional employee who has "given 125 percent." She is a person who always gives and never takes, and has received numerous compliments from people who ride with her. Gary further described the role Becca played in apprehending the robbery suspect. He said that the suspect was on Becca's bus and was apprehended after Becca pretended that her schedule was late, while actually waiting for the police vehicle to pull in behind her bus. The police were then able to board her bus and make the arrest without any problems. The officer stated that Becca did an exemplary job, and that he couldn't say enough about how inspired he was by the cooperation displayed during the incident.

AWARD:

Richard and Becca will attend the May 20 meeting to be introduced to the Board and receive their awards.

AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 1998

ITEM TITLE: EUGENE STATION OPERATIONAL UPDATE

PREPARED BY: Andy Vobora, Service Planning and Marketing Manager
Charlie Simmons, Facility Services Manager
Rick Bailor, Transit Projects Administrator

ACTION REQUESTED: None

BACKGROUND: **Operational Issues**

Overall, the operations at the Eugene Station could not have gone better for a major facility coming online. The hard work of staff and attention to detail by everyone have paid immediate dividends. The operators are to be commended for adapting to the new routing patterns and to traffic around the station. Below are comments related to specific areas that are being monitored:

Early and Late Arrivals. One of the big concerns is early arrival or late departure of buses at the station. When this occurs, buses are left waiting in the driveway or circling the block. Observations and operator comments have described this problem as minimal. Continuing education of operators and monitoring of performance will ensure that this does not become a larger problem.

Station Circulation. Issues related to the speed of buses within the station and pedestrians crossing the driveways were discussed. The conditional use permit requires a 5-mph speed limit; however, the District is in the process of asking for an amendment to change this to 10 mph. Supervisory staff believe that a speed of 10 mph is safe and more realistic. Pedestrians crossing in either marked crosswalks or unmarked areas are a concern; however, the operators are paying close attention to customer safety. We plan to continue education efforts with customers. Operators exiting the station are being reminded to stop before crossing the sidewalk, to ensure pedestrian safety and reduce conflicts with vehicular traffic on the street.

While the signal priority system has yet to become operational, potential concerns about delays for buses entering and exiting the station have not been realized. Staff continue to monitor the Willamette Street entrance,

where signs have been posted to request that vehicles yield to exiting buses. This signage and a stop line painted on the street have been somewhat effective; however, this area could become a bottleneck in the future. The implementation of the signal priority system should help keep this situation from worsening.

11th and Olive Intersection. The conditional use permit required that the number of buses turning from 11th Avenue onto Olive Street be restricted. This means that buses heading to the 10th Avenue station entrance need to pull through the 11th Avenue station entrance to reach Olive Street. As a result, up to 11 buses per hour move through the station to get to Olive Street. So far, this movement has not caused any problems, and the operators are being careful to watch for customers crossing to the Central Platform. An agreement has been reached with Olive Plaza to allow two buses per hour to turn from 11th to Olive to measure the ambient noise upon the residents. This will be instituted with the summer bid and will allow us to better schedule buses into Bays A - C.

Closed-Door Procedure. The "closed-door" procedure began with the opening of the station. This involves closing the bus doors when the operators leave the buses. The intent is to keep fare evaders from entering the bus while the operator is absent. An evaluation of cash fares will continue in order to determine whether there has been a positive effect on revenues.

Customer Training. Special orientation training for senior citizens and persons with disabilities was held prior to opening the station. Efforts to offer additional training for those who missed these opportunities are being planned.

10th Avenue Reconfiguration. 10th Avenue, between Lincoln and Charnelton, has been reconfigured to its former two-way traffic pattern. LTD's temporary station was vacated when the new station opened; however, a new bus stop (at the request of St. Mary's) and a bus layover area were established on the west end of the block.

Station Bay Assignments. A shift of assignments will affect four bus bays in September. This change will shift the heavily-used Bay D buses away from the 11th Avenue entrance. By keeping the entrance bays clear as often as possible, turning movements are easier, site lines are improved, and a better layover bay is created. These changes will be reflected in new printed materials and in station signage.

Hot Bus Use. A "hot bus" is positioned at the Eugene Station each weekday morning. Its sole purpose is to be available should an operating bus need to be replaced for mechanical or other reasons. This practice has proven beneficial on a number of occasions. The greatest benefit is that departures are not missed and customers are not inconvenienced by the breakdown.

Smoking and Security Issues

Since opening day, the field supervisors at the station have concentrated on customer contact. During the first week of operation, the number of their documented contacts regarding smoking was 482; this did not include other types of contacts or contacts made by the Downtown Guides and LTD administrative staff who worked “Ask Me” shifts at the station. There has been an average of 35 customer contacts for information per eight-hour shift. Other contacts occur for bicycle riding, skateboarding, vehicles driving through the station, spitting, and foul language, in addition to contacts with bus operators. Only a few people have been evicted from the station. These resulted from failure to follow smoking regulations, assault, drug dealing, consuming alcohol, and foul language. The two additional field supervisor positions assigned to the station have played an important role in maintaining station security and in explaining and enforcing station rules. The assignment of a supervisor to the station platform has been very beneficial in areas such as problem solving, customer information, operator supervision, and general security.

Design and Construction Issues

Police Substation. Construction of the improvements for the police substation will be completed in May and on schedule.

Eugene Station Punch List. Work continues to correct items identified as defective or that were not constructed according to specifications.

Coffee Shop (Cafeto). We have a signed lease with Alberto Miranda for the 300 square feet of vendor space in the Customer Service Center building. The tenant improvements have been reviewed by staff and approved. Alberto Miranda is progressing with his improvements and hopes to open soon.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 1998

ITEM TITLE: EXECUTIVE SESSION PURSUANT TO ORS 192.6601)(h) and ORS 40.225

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: That the Board meet in executive session with District Counsel to discuss current litigation or litigation likely to occur

BACKGROUND: Staff recommend that the Board meet in Executive Session at the May 20 meeting. District counsel will be present for this discussion with the Board.

ATTACHMENT: None

PROPOSED MOTION: I move that the Board meet in executive session pursuant to ORS 192.660(1)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and pursuant to ORS 40.225, lawyer-client privilege.

AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 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. **Fiscal Year 1998-99 Pricing Plan/Fare Ordinance:** The second reading and adoption of an ordinance setting the fares for FY 1998-99 will be held on June 17, 1998.
- B. **Ordinance 36:** The second reading and adoption of Ordinance 36, Second 1998 Revision, will be scheduled for the June 17, 1998, Board meeting.
- C. **Budget Transfers:** At the June 17, 1998, meeting, staff may ask for Board approval of budget transfers to accomplish the additional work plans of the District.
- D. **Adoption of Fiscal Year 1998-99 LTD Budget:** At the June 17, 1998, meeting, the Board will be asked to adopt the FY 1998-99 budget, as approved by the LTD Budget Committee on April 23, 1998.
- E. **Boundary Resolution:** State law requires that the District annually determine the territory in the District within which the transit system will operate. This resolution will be scheduled for the June 17 Board meeting. An ordinance is being prepared to correct a misplaced service boundary in the South Eugene area. If boundary changes are made necessary by the addition of Cottage Grove to the District, those changes also will be accomplished by ordinance.
- F. **Board Officer Elections:** In accordance with ORS 267.120(1), the Board of Directors must elect a President, Vice President, Secretary, and Treasurer, to serve two-year terms. Elections were last held in January 1996 for two-year terms ending January 1, 1998. Because

there often is Board turnover at the beginning of the calendar year, LTD's Ordinance No. 1 was rewritten to provide for new officer terms in July each year rather than January. Therefore, elections will be scheduled for the June 17, 1998, Board meeting.

- G. **LTD Strategic Business Plan**: Following a public comment period on the Draft Strategic Plan, the Board will be asked to approve the final LTD Strategic Plan document at a future meeting.
- H. **Fall Board Strategic Planning Retreat**: A two-day strategic planning retreat will be held during a weekend in October or November. Details about date, location, and agenda will available later this spring and summer.
- I. **Board Review of Smoking 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. After the District has gained more experience with the non-smoking area policy now in effect, this issue will be brought back to the Board.
- J. **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.
- K. **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: May 20, 1998

ITEM TITLE: LANE TRANSIT DISTRICT ORDINANCE 36, SECOND 1998 REVISION

PREPARED BY: Rick Bailor, Transit Projects Administrator

ACTION REQUESTED: Hold the first reading of LTD Ordinance 36, Second 1998 Revision, which includes new language to prohibit smoking at District facilities except where designated as a smoking area

BACKGROUND: At the March 18, 1998, regular meeting, the Board directed staff to include specific smoking areas as part of the operational plan of the new Eugene Station. In order to enforce the use of smoking and non-smoking areas, District counsel has recommended a revision to LTD Ordinance 36, 1998 Revision, Section 1.15, Subsection (2). The proposed change is found on page 3 of the attached ordinance.

This will be the first amendment to LTD Ordinance 36, 1998 Revision, which was approved by the Board on February 18, 1998. In order to approve the ordinance, it must be read at two separate meetings of the Board of Directors. The second reading and adoption will be scheduled for the June 18, 1998, regular meeting. The revised ordinance then will take effect 30 days after adoption.

The Board can elect to read the ordinance by title only. Staff will have additional copies of the ordinance available for anyone in the audience who desires a copy.

RESULTS OF RECOMMENDED ACTION: The second reading and adoption of Ordinance 36, Second 1998 Revision, will be scheduled for the June 18, 1998, Board meeting.

ATTACHMENT: Ordinance 36, Second 1998 Revision

PROPOSED MOTION: I move that Ordinance 36, Second 1998 Revision, be read by title only.

(Following an affirmative vote, the ordinance title should be read: "**Lane Transit District Ordinance 36, Second 1998 Revision, Regulations Governing Conduct on District Property.**")

AGENDA ITEM SUMMARY

- DATE OF MEETING:** May 20, 1998
- ITEM TITLE:** QUARTERLY PERFORMANCE REPORT
- PREPARED BY:** Roy Burling, Assistant Finance Manager
- ACTION REQUESTED:** None
- BACKGROUND:**
- Productivity, as measured by passenger boardings per service hour, slipped to an average of approximately 26 passenger boardings per service hour from 27 in the period ending December 31, 1997. While average monthly ridership has declined slightly to 340,000 passenger boardings per month, service hours increased by 6 percent. This drop in productivity is shown on chart 4, where the lines representing Monthly Hours of Service and Passenger Boardings per Hour cross in November 1997. Ridership in fiscal year 1997-98 has not keep pace with the service increases and adjustments. During the May 20 work session on ridership, Service Planning & Marketing Manager Andy Vobora will be discussing some of the factors that may be influencing the decrease in ridership. Lift-assisted ridership also has declined slightly since May 1997.
- Actual costs of providing the transit service over the last seven years are shown on a boarding, service hour, and mileage basis in the attached graphs. These costs adjusted for inflation are also shown. Costs, as measured on the per boarding, service hour, and fleet mileage basis, all have increased slightly more than inflation.
- There were more passengers boarding the system in April 1998 than April 1997. April 1998 ridership was greatly influenced by the days of free service offered during the grand opening of the new Eugene Station. Since the opening, daily ridership has returned to a fairly healthy 22,000 passenger boardings per weekday. Staff will continue to monitor Passenger Boardings per Hour and report back to the Board any significant changes in the performance indicators.
- ATTACHMENTS:**
- Performance Charts:
1. Monthly Passenger Boardings
 2. Lift Assists
 3. Service Hours
 4. Service Hours and Passenger Boardings per Hour
 5. Cost per Passenger Boarding
 6. Cost per Service Hour
 7. Cost per Fleet Mile
- PROPOSED MOTION:** None

AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 1998

ITEM TITLE: VOLUNTARY RECOGNITION ISSUE

PREPARED BY: Ed Rutledge, Human Resources Manager

ACTION REQUESTED: Voluntary recognition of ATU Local 757 as the Bargaining Agent for the Position of Customer Area Custodian as Occupied by Diane Peterson

BACKGROUND: Concomitant with the opening of the Eugene Station, a new position was created to provide customer-oriented custodial services at times when a high volume of passenger traffic is present. The services provided by this position are distinct from all other custodial work performed at the District inasmuch as the work is performed when the public is present in the work area, the incumbent is identifiable as an employee of the District, and the employee may be required to respond to occasional inquiries by customers and other members of the general public. Soon after the position was filled, ATU Local 757, which is currently the bargaining agent for a bargaining unit that includes certain employees in Customer Service, Fleet Services, and Transit Operations, requested "voluntary recognition" from the District. This request seeks to include the position of Customer Area Custodian in the bargaining unit.

The District's Board of Directors may grant "voluntary recognition" to the Local or the Local could seek a "unit clarification" (UC) under OAR 1115-25-005(2). After a review of the likely outcome of a UC petition if filed by the Local and lengthy discussion with representatives of the Local, staff recommend that the Board of Directors grant voluntary recognition as specifically defined in the proposed motion.

RESULTS OF RECOMMENDED ACTION: Local 757 of the Amalgamated Transit Union would become the bargaining agent for the position of Customer Service Custodian as occupied by Diane Peterson. Further, in the event that the residual work for such position is ever increased to thirty (30) or more regularly-scheduled hours per week, a second position of Customer Service Custodian would be created and would be included in the bargaining unit.

Once included in the bargaining unit, either by voluntary recognition or by a UC petition, the District and the Local would be obligated to negotiate the terms and conditions of employment for the position of Customer Area Custodian.

ATTACHMENT: None

PROPOSED MOTION: I move the following resolution: It is hereby resolved that the LTD Board of Directors voluntarily recognizes Local 757 of the Amalgamated Transit Union to be the bargaining agent for the position of Customer Service Custodian as occupied by Diane Petersen. Further, in the event that the residual work for such position is increased to thirty (30) or more regularly-scheduled hours per week, a second position of Customer Service Custodian shall be created and be included in the bargaining unit.

AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 1998

ITEM TITLE: SENECA STATION UPDATE

PREPARED BY: Micki Kaplan, Transit Planner

ACTION REQUESTED: None. Information only.

BACKGROUND: Property acquisition and design for the Seneca Station are complete and construction is about to begin. The Park & Ride facility was designed by a team comprised of Balzheizer & Hubbard Engineers; WBGS Architects; and Cameron, McCarthy & Gilbert Landscape Architects. The Station will consist of a new shelter that is larger in size than, but similar in design to, the Lane County Fairgrounds shelter. The Park & Ride lot will accommodate 43 cars and will include new landscaping around the parking lot perimeter, bicycle racks, and a shopping cart return area.

The construction contract has been awarded to Brown Construction for \$134,512, which is well below the construction cost estimate. Construction is planned to begin in July and be completed in time for the start of fall service in September 1998.

PROPOSED MOTION: None



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

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

**BOARD MEMBER REPORT:
SPRINGFIELD STATION STEERING COMMITTEE**

**Submitted by Mary Murphy, Committee Chair
May 20, 1998**

The Springfield Station Steering Committee held its first meeting on April 9, 1998. The committee was provided an overview of the project and information on bus rapid transit (BRT). The committee members agreed to meet on the third Thursday of each month from 5:30 p.m. to 7:30 p.m. in the Library Meeting Room at Springfield City Hall.

The Springfield Station Steering Committee members are:

Mary Murphy, Committee Chair, LTD Board of Directors
Dave Kleger, LTD Board of Directors
Hillary Wylie, LTD Board of Directors
Don Lutes, Springfield Planning Commission
Norm Dahlquist, Springfield City Council
Sean Wilson, Springfield Partners for Progress
Darlene Fisher, Downtown Business Owner
Cindy Watson, Downtown Business Owner
Ken Guzowski, Bus Rider and Resident
Dan Egan, Springfield Chamber of Commerce

On April 30, the committee viewed the Eugene Station and the University Stations North & South, and went on a walking tour of the Springfield Station study area. The next meeting is scheduled for Thursday, May 21, at which time vision and goals for the project will be established.

AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 1998

ITEM TITLE: LTD DEFERRED COMPENSATION QUARTERLY REPORT

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: None

BACKGROUND: Lane Transit District contracts with Hartford Life Insurance Company to administer the District's deferred compensation plan, which is a Section 457 Plan. Though each individual employee is in charge of personal investment decisions, the District selects the deferred compensation carrier. The District maintains a "watchdog" service from Weiss Ratings, Inc. If Weiss believes the insurance portion of Hartford deserves a higher or lower rating than previously given, the District is notified. In addition, staff telephone the rating service quarterly to inquire about the rating on Hartford.

In accordance with Board policy, Hartford's rating was verified on April 27, 1998. No change was reported; Hartford maintains a B+ rating.

A process was recently completed to identify a second deferred compensation service provider. Variable Annuity Life Insurance Company (VALIC) has been selected as the second provider, and will begin to offer services during the June open enrollment period. Employees who opt to deposit any or all of their 457 Plan contributions with VALIC will begin to do so effective July 1, 1998. In addition to offering traditional deferred compensation investment options, VALIC offers enhanced personal financial planning and education services to LTD employees, and the convenience of a Eugene office.

ATTACHMENTS: None

PROPOSED MOTION: None