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## LANE TRANSIT DISTRICT SPECIAL BOARD MEETING

June 24, 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

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

III. INTRODUCTORY REMARKS BY BOARD PRESIDENT

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

IV. WORK SESSION: CRESWELL AND COTTAGE GROVE SERVICE

V. WORK SESSION: RIDERSHIP REVIEW

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

VI. EMPLOYEE OF THE MONTH—July 1998

VII. AUDIENCE PARTICIPATION

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

VIII. ITEMS FOR ACTION 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 (3) 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

IX. 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
    - d. Springfield Station Steering Committee
  - 2. Monthly Financial Report—May Financial Statements
  - 3. TransPlan Comments from Eugene Chamber of Commerce
  - 4. Transportation Planning Rule Amendments
  - 5. Eugene Station Budget Summary
  - 6. Bus Rapid Transit (BRT) Project Update
  - 7. Seneca Station Update

8. Correspondence

- ◆ May 15, 1998, letter from Mayor Torrey regarding Bus Rapid Transit, with attached letter from Congressman Peter DeFazio
- ◆ June 1, 1998, letter from District Counsel Robert Fraser regarding Oregon Supreme Court Opinion in Lane Transit District v. Lane County and The Citizens for Responsible Public Transit, with attached Supreme Court opinion
- ◆ June 3, 1998, letter from Theodore W. Palmer, Chair, Riverfront Research Park Review Committee, with attached letter from LTD Board President Pat Hocken

B. Monthly Staff Report

X. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Work Session on BRT and Springfield Station
- B. Highway 126 Strategic Plan
- C. Medical Reimbursement Account
- D. Special Transportation Fund Advisory Committee Membership
- E. Board Committee Appointments
- F. Proposed LTD Boundary Changes
- G. LTD Strategic Business Plan
- H. Fall Board Strategic Planning Retreat
- I. Board Review of Tobacco Use 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).**

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 24, 1998

**ITEM TITLE:** MAY 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 \$715,491 ahead of budget for the eleven-month period and 9 percent ahead of receipts for the same period in the previous fiscal year. Payroll and self-employment tax receipts continue to account for the majority of the increase. Total General Fund expenses are \$1,192,979 less than budgeted through May of the current fiscal year and 9.7 percent over those of the previous year. No adverse financial conditions exist at this time.

Total passenger fares for May showed improvement over the previous month, and exceeded the monthly budget by more than \$15,000. However, total year-to-date passenger fares continue to be less than budgeted. The eleven-month budget shortfall is \$33,685. Ridership continues to be monitored closely, and updates will be provided to the Board periodically. (A work session on ridership, which was postponed from the May meeting, is scheduled for this June meeting.)

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 eleven-month period in the last fiscal year by 8.7 percent.

Wages and other operating expenses are within acceptable parameters through May. It is expected that the General Fund will finish the year within budget. Therefore, no Board-approved budget transfers will be requested for the current fiscal year.

The Special Transportation Fund and Capital Fund both meet financial plan expectations through the first eleven months of the current fiscal year. As noted in the FY 1998-99 budget adoption agenda item, four capital projects budgeted in the current year have been reprogrammed into the new year's budget. The deferral of these projects, which total \$410,000, will help guarantee that the Capital Fund will finish the current fiscal year well below the expenditure limits set by the FY 1997-98 budget.

**ATTACHMENTS:**

Attached are the following financial reports for Board review:

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

## RESOLUTION

BE IT RESOLVED that the Board of Directors of Lane Transit District hereby adopts the budget for the Fiscal Year 1998-99 in the total combined fund sum of \$47,897,187 now on file at Lane Transit District offices.

BE IT FURTHER RESOLVED that the amounts for the Fiscal Year beginning July 1, 1998, and for the purposes shown below are hereby appropriated as follows:

### GENERAL FUND - OPERATING BUDGET

Personnel Services	\$ 14,269,162
Materials & Services	4,685,375
Total Operating	<u>18,954,537</u>

### GENERAL FUND - NON-OPERATING

Transfer to Special Transportation	742,500
Transfer to Capital Fund	2,500,000
Self-Insurance Contingency	1,000,000
Operating Contingency	500,000
Payroll Tax Fluctuation Contingency	<u>4,500,000</u>
Total Non-operating	<u>9,242,500</u>
Total General Fund	\$ 28,197,037

### SPECIAL TRANSPORTATION FUND

Total Subcontracting Costs	\$ <u>1,392,500</u>
Fund Total	\$ 1,392,500

### CAPITAL FUND

Capital Outlay	\$ <u>18,307,650</u>
Total Capital Fund	\$ 18,307,650

\_\_\_\_\_  
Date

Board President

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 24, 1998

**ITEM TITLE:** ADOPTION OF FISCAL YEAR 1998-99 BUDGET

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

**ACTION REQUESTED:** (1) Hold public hearing on Fiscal Year 1998-99 budget  
(2) Adopt Fiscal Year 1998-99 budget by resolution

**BACKGROUND:** The Budget Committee approved the budget for Fiscal Year 1998-99 on April 23, 1998. The operating budget is \$18,954,537. The grand legal total of all combined funds plus reserves and transfers is \$47,897,187. A public hearing on the budget must be held, and a final budget must be adopted by the Board of Directors before July 1, 1998.

The attached total budget for the General Fund is exactly the same as the authorized spending in the approved budget for FY 1998-99. However, the appropriations by general category recommended for budget adoption are slightly different than what was approved by the Budget Committee. The Personnel Services category has been reduced by \$50,633 in order to remove appropriations for the weekend cleaning of the Eugene Station that had originally been budgeted for an employee, but will now be contracted from an outside service provider (\$15,000); and to eliminate the inadvertent double-budgeting of a Transit Operations training position (net \$35,633). The Materials and Services category has been increased by the same net \$50,633 to provide for the additional Eugene Station contracted cleaning (\$15,000) and to adequately provide for the net debt service that will be required after December 31, 1998, for the loan from the Oregon Transportation Infrastructure Bank (OTIB). At the time the proposed budget was prepared and presented, the OTIB loan appeared to be stalled indefinitely at the State level. It now appears that the loan may close by June 30. (The paperwork was completed in May.) Public budget law requires that principal payments be appropriated, as well as net interest payments.

The Special Transportation Fund has no change from the fund budget that was proposed to and approved by the Budget Committee.

The total appropriation for the Capital Fund has been increased by \$410,000. Four projects account for this total. In all four cases, the projects were originally budgeted to be completed in FY 1997-98, and could not be completed as planned. Therefore, this \$410,000 does not represent an increase in spending, but rather a reprogramming of project expenditures from the current fiscal year to FY 1998-99. The four projects are: financial system software replacement (\$30,000, delayed by a decision to replace the payroll/human resources systems before the financial systems instead of after); Glenwood parking lot resealing (\$100,000, delayed by inclement weather); Eugene Station final details (\$45,000, delayed by the "punch list" process); and the radio system replacement project (\$235,000, delayed by technical difficulties). Of this \$410,000 total, \$330,000 will be covered by grant funds that will be expended in FY 1998-99 instead of FY 1997-98, and the remaining \$80,000 by the matching funds that will be transferred in the current year (as originally planned). These matching funds will appear as an increase to beginning fund net working capital.

All of the changes proposed for the General Fund and Capital Fund are well within the scope of what can be legally approved by the Board without referral back to the Budget Committee. A description of the changes (if approved) will be reported to the citizen members of the Budget Committee, and a copy of the final budget document will be provided to each member as soon as a FY 1998-99 budget is adopted.

**ATTACHMENTS:**

- Resolution
- General Fund Budget
- Special Transportation Fund Budget
- Capital Fund Budget

**PROPOSED MOTION:**

I move approval of the attached Resolution adopting the Fiscal Year 1998-99 budget and appropriating \$47,897,187 as represented in the Resolution.



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 24, 1998

**ITEM TITLE:** WORK SESSION: RIDERSHIP REVIEW

**PREPARED BY:** Andy Vobora, Service Planning & Marketing Manager

**ACTION REQUESTED:** None

**BACKGROUND:** This work session was scheduled for the May 20 Board meeting but was not held because of time constraints.

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:** June 24, 1998

**ITEM TITLE:** COTTAGE GROVE CITY COUNCIL REQUEST

**PREPARED BY:** Andy Vobora, Service Planning & Marketing Manager

**ACTION REQUESTED:** At their June 8<sup>th</sup> meeting, the Cottage Grove City Council requested an LTD Board decision on the willingness of LTD to act as a contractor for service to Cottage Grove. The contract would be between LTD and a yet to be formed Cottage Grove transportation district.

**BACKGROUND:** The District began service to Cottage Grove in 1997. This service is part of a one-year test project that is scheduled to end in September 1998. Ridership goals have been met and an availability of funding has been identified. The discussion has moved to focus on the issue of Cottage Grove joining the LTD service area or having a separate transportation district formed to provide service between the communities.

At the May 1998 LTD Board meeting, the Board discussed the idea of contracting services. No action was taken with respect to contracting; however, the Board did vote in favor of defining a more restricted service area boundary. The Board's discussion left the topic of contracting open. It was felt that Cottage Grove's decision to move forward with the establishment of a new transportation district would not be restricted by the LTD Board's timing of a contracting discussion.

Staff continue to believe that a unified transportation system best meets the long-term transit needs of the entire region and that this system should be funded in a consistent manner for the following reasons:

1. Contracting for service creates a distinctly different treatment of one part of the service area versus another part. Some could argue that a new service area that receives service through a contract is obtaining this service at a lower tax rate.
2. Other rural areas may choose to establish their own districts. This may be good for an individual community, but not necessarily for the region. Coordinating informational and operational needs with private providers would create a more complicated system of public transportation for residents and visitors. Examples of the difficulty in

this coordination can be seen in a number of metro areas around the country. Los Angeles is a prime example, and in Seattle efforts to coordinate are improving, but have not been resolved.

3. Some rural areas, including the Highway 58 and 126 corridors, would lose transit services if we moved to a system where an area paid its own way. For some there is no incorporated city to establish a transportation district and for others the funding base is insufficient.

**RESULTS OF RECOMMENDED ACTION:**

Cottage Grove will move ahead with their discussion of establishing a transportation district or becoming a part of the LTD system. Staff recommend that LTD decline an offer to contract for services and that additions to services provided by LTD be made consistent with the boundary process and taxing structure currently used throughout the District

**ATTACHMENT:**

Cottage Grove request.

**PROPOSED MOTION:**

None. The Board has taken a position on this matter.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 24, 1998

**ITEM TITLE:** COTTAGE GROVE CITY COUNCIL REQUEST

**PREPARED BY:** Andy Vobora, Service Planning & Marketing Manager

**ACTION REQUESTED:** None at this time.

**BACKGROUND:** At its June 8 meeting, the Cottage Grove City Council requested an LTD Board decision on the willingness of LTD to act as a contractor for service to Cottage Grove. Attached is a copy of the letter from Cottage Grove City Manager Richard Meyers that explains the request in more detail. The contract would be between LTD and a yet to be formed Cottage Grove transportation district. However, the City Council is meeting again on Monday, June 22, before the June 24 Board meeting. Staff have written to Mr. Meyers, letting him know that the Council will not have a Board response on June 22.

In the absence of a Board response to its June 10 letter, the City Council will continue its discussion about joining the LTD service area versus forming its own transportation district. At the June 24 Board meeting, staff will discuss the Council's decision and present any issues requiring further discussion by the Board

**ATTACHMENT:** Cottage Grove request  
Letter to Cottage Grove City Manager

**PROPOSED MOTION:** None at this time.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 24, 1998

**ITEM TITLE:** COTTAGE GROVE CITY COUNCIL REQUEST

**PREPARED BY:** Andy Vobora, Service Planning & Marketing Manager

**ACTION REQUESTED:** None at this time.

**BACKGROUND:** The Cottage Grove City Council is meeting again on Monday, June 22, before the June 24 Board meeting, to continue its discussion about joining the LTD service area versus forming its own transportation district. At the June 24 Board meeting, staff will discuss the Council's decision and present any issues requiring further discussion by the Board

**ATTACHMENT:** None

**PROPOSED MOTION:** None at this time.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 24, 1998

**ITEM TITLE:** CORRESPONDENCE

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

**ACTION REQUESTED:** None

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

- \* May 13, 1998, letter from Eugene Mayor Torrey regarding Bus Rapid Transit, with attached letter from Congressman Peter DeFazio
- \* June 1, 1998, letter from District Counsel Robert Fraser regarding Oregon Supreme Court Opinion in Lane Transit District v. Lane County and the Citizens for Responsible Public Transit, with attached opinion
- \* June 3, 1998, letter from Theodore W. Palmer, Chair, Riverfront Research Park Review Committee, with attached letter from Board President Pat Hocken to Eugene City Council regarding Eugene urban renewal districts
- \* Letter of resignation from Board member Mary Murphy to Governor Kitzhaber

At the June 24 meeting, staff will respond to any questions the Board members may have about this correspondence.

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 24, 1998
- ITEM TITLE:** CRESWELL REQUEST FOR INCLUSION IN LTD SERVICE AREA
- PREPARED BY:** Andy Vobora, Service Planning & Marketing Manager
- ACTION REQUESTED:** That the Board review Creswell's request for inclusion in the LTD service area, but that specific definition of the boundary and the service package be delayed until Cottage Grove makes a decision regarding inclusion in the District.
- BACKGROUND:** In 1997, the Creswell City Council voted to use City general fund dollars to participate, along with Cottage Grove, in a bus service pilot project. The one-year project concludes in September 1998. The Creswell City Council took action to formally request inclusion in the LTD service area at their June 8, 1998 meeting.
- At the May 1998 LTD Board meeting, staff reviewed the Board's criteria for considering the inclusion of new service areas. These include:
- A. A demonstrated public need.
  - B. Availability of funds.
  - C. A formal request from the elected officials representing the new area.
- These criteria are supplemented by the Board's adopted mission statement and vision statements, which outline a regional perspective with respect to transportation services. Additionally, the regional perspective of TransPlan and the State's Transportation Planning Rule support a direction of providing service where needs exist and where a reduction in vehicle miles traveled can be realized in the most effective way. The 1997 Oregon Public Transportation Plan, which outlines a plan for meeting the State's growing transportation over a 20-year period, suggests minimum standards for service to rural areas. For communities of 2,500 that are within 20 miles of the urban central city, daily peak-hour commute trips via transit are suggested.
- The following information addresses the specifics surrounding service to Creswell.
1. Boundary definition – Two boundary options have been examined by staff. The first option uses the standard two and one-half mile boundary application, while the second option narrows the boundary to follow the I-5 corridor and encompasses the Creswell urban growth boundary.

Option one revenue estimate: \$137,580

Option two revenue estimate: \$ 62,675

2. Service package – The current service package includes Park & Ride service only. Five trips per day are provided weekdays and two trips per day on Saturdays. A number of new service options should be considered for service to Creswell, if Cottage Grove is not part of the service package. Potential changes include:
  - a. Current level of service. Estimated fully-allocated cost is \$121,000 annually. Estimated direct cost is \$72,000.
  - b. Two weekday commuter trips. Estimated cost is \$ 45,000 annually.
  - c. LCC shuttle service (four weekday round-trips). Estimated cost is \$ 63,500 annually.
  - d. Vanpool subsidies. LTD pays lease cost for a 15-passenger van. Users pay operating cost. Estimated cost is \$ annually.
  - e. Sub-contract service to Special Mobility Services or another qualified provider. Cost is unknown. There will be labor issues accompanying this option.
  
3. Productivity – Based upon ridership statistics gathered during the test period, it is unlikely that service to Creswell alone would meet the minimum standard of 30 boardings per round-trip. The number of boardings may be influenced by riders from Cottage Grove driving to Creswell and using a park and ride. If a different service package was used, a new standard could be considered.

**RESULTS OF RECOMMENDED ACTION:**

Staff will develop service options for Creswell, while Cottage Grove considers options for service. Should Cottage Grove choose to join the LTD district, the service package would be very different. At the point LTD knows the status of Cottage Grove, decisions can be made with respect to Creswell’s service package. The timing of boundary ordinance adoption would be the same in the case of considering Creswell independently, as it will be if both Cottage Grove and Creswell are included.

**ATTACHMENT:**

Creswell City Council request.

**PROPOSED MOTION:**

I move that staff develop a menu of service and boundary options for Creswell service for future Board consideration.



MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, June 17, 1998

Pursuant to notice given to *The Register-Guard* for publication on June 11, 1998, the regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, June 17, 1998, was canceled for lack of a quorum. A special meeting was scheduled for June 24, 1998, when a quorum would be available.

Board Secretary



**Lane Transit District**  
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## **MONTHLY STAFF REPORT**

June 24, 1998

### **HUMAN RESOURCES**

*Ed Rutledge, Human Resources Manager*

#### **RECRUITMENT AND SELECTION**

HR has been engaged in some of the most aggressive recruitment efforts in LTD's history. Positions filled recently or presently in the recruitment process include the following:

- Bus Operators (multiple positions)
- Customer Area Custodian
- Computer Systems Analyst
- Customer Service Representative
- General Service Worker
- Graphic Artist
- Inside Cleaner
- Instructional Program Coordinator/Trainee Evaluator
- Intergovernmental Relations Officer
- Marketing Representative
- Mechanic
- Transit Operations Manager
- Transit Planner

#### **RISK**

The Risk Management Team (RMT) met in March and May to continue its review of injury statistics and workers' compensation claims. The RMT has discussed ways to get first-level supervisors more involved in developing a culture, which is attentive to workplace safety. It has been noted that some supervisors are better at safety issues than others. It also has been learned that most supervisors have not had an opportunity to attend the injury prevention training that is now provided to all new employees. The RMT has

recommended that all first-level supervisors attend this training during the next six months.

The human resources manager and the risk/safety/benefits specialist met with representatives of the SAIF Corporation to review current workers' compensation claims with potential high cost or protracted case management possibilities. Strategies were developed for each such case.

### **SAFETY**

The risk/safety/benefits specialist hosted a visit by an Oregon Occupational Safety and Health Administration (OrOSHA) inspector who reviewed LTD's computerized OrOSHA reporting system.

### **COMPENSATION STUDY**

The consultant from the vendor contracted to complete this study returned to review positions wherein appeals had been submitted by the incumbents in the positions or the department managers for the involved departments. Thereafter the consultant contacted comparator employers to review the positions with updated information. The consultant submitted a draft report to the human resources manager in late May. Copies of this draft report were distributed to the members of the Management Team, whereupon the Management Team expressed a desire to form a task team to review options with regard to the consultant's report. This task team will submit its findings and conclusions to the full Management Team. The Management Team will then craft a recommendation for review and consideration by the General Manager.

### **PERFORMANCE MANAGEMENT PROJECT**

Interim evaluation procedures for non-manager positions were developed with the intention that the Management Team would assist in the design of the new system during the forthcoming year.

### **EMPLOYEE RELATIONS**

The human resources manager met with an employee to review her rights under FMLA/OFLA (family leave laws). While this employee has a challenging family care problem, it was determined that she is not eligible for extended family leave.

## LABOR RELATIONS

The human resources manager attended the reception honoring Ms. Nancy Brown in her retirement from the position of State Conciliator.

Meetings of the Labor Management Committee (LMC) have addressed the following matters:

- Developments in the Yield-to-Bus law. ATU expects that Tri-Met will be ready to implement this law in January of next year.
- Smoking areas at the new Eugene Station. The Local was not pleased with the idea of making the entire station a smoke-free site. However, before the LMC meeting was adjourned, members of the LMC were informed that two small areas would be designated as smoking areas. This development appeared to resolve the issue.
- The Local informed the District that it was seeking to represent the position of Facilities Custodians for the Eugene Station. District representatives asked the Local to submit a formal letter requesting voluntary recognition from the District for these two positions. The Local indicated that it would prepare such a letter. This matter was resolved through a specifically targeted "voluntary recognition" by the LTD Board.
- The Local's concern that Field Supervisors were going to do some mechanical work (bargaining unit work) at the Eugene Station. After a review of the Local's concerns, this issue was resolved.
- The vacation bid schedule for the new employee at the Customer Service Center (CSC) and for an employee returning to the Fleet Services Department.
- The issue of whether the "four-ten" schedule for certain employees in the Fleet Services Department would be continued beyond the "sunset date" that had been built into a *Letter of Agreement* between the parties. Discussions were begun on this matter.
- The Local's request for a separate shift bid for the "cleaning department." The District declined this request because the cleaning crew is not a separate department, and the District expressed concern over the precedent that could be set by stipulating to this request.
- The Local's concern over what it termed to be the "contracting out" of certain bargaining unit work associated with engine rebuilding. The District responded that this matter may be best attended to through the dispute resolution process provided in the grievance procedure. The Local then advised the District that it may be submitting a grievance on the matter.
- The impact on work schedules owing to the increased service that has been implemented for holidays.
- The design of extra board shifts. Owing to discussions in the LMC, the Operations Department studied the design of extra board shifts. The Local was concerned that some of these shifts had been poorly assembled causing reduced work hours with large splits. It was determined that some work had been "inconvenient," but that the work had been scheduled as best as the circumstances permitted.

## **SERVICE PLANNING & MARKETING**

*Andy Vobora, Service Planning & Marketing Manager*

There is no Service Planning & Marketing report this month.

## **TRANSIT OPERATIONS**

*Rob Montgomery, Acting Transit Operations Manager*

There is no Transit Operations report this month.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** August 19, 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 July and August MPC meetings were canceled. At the Board meeting, LTD's MPC representatives Pat Hocken and Rob Bennett 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. The last meeting was held in \_\_\_\_\_, and the next meeting is scheduled for **September?**
- c. **BRT Steering Committee:** The BRT Steering Committee last met on \_\_\_\_\_. Board member Pat Hocken took the place of former member Mary Murphy, and will participate with Rob Bennett, Kirk Bailey, members of local units of government, and community representatives. Committee Chair Rob Bennett can report to the Board at the August 19 Board meeting.
- d. **Springfield Station Steering Committee:** The Springfield Station Steering Committee met most recently on \_\_\_\_\_. LTD Board members Dave Kleger and Hillary Wylie are participating on this committee with representatives of other local units of government and

the community. Former Board member Mary Murphy agreed to continue as Committee Chair. Mr. Kleger and Ms. Wylie will report on this committee's activities at the August 19 Board meeting.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 24, 1998

**ITEM TITLE:** SOUTH WILLAMETTE STREET SERVICE REQUEST

**PREPARED BY:** Andy Vobora, Service Planning & Marketing Manager

**ACTION REQUESTED:** That the Board direct staff to include this service request in the 1998 Annual Route Review.

**BACKGROUND:**

A request for service south of 46<sup>th</sup> Avenue on Willamette Street was made by a resident of this neighborhood. Staff reviewed what service options had been processed for this area in the past and completed an on-site visit of the area to examine changes that had occurred. Development patterns have not increased the accessibility within the area.

The most easily implemented service would be scheduled around school times, which does not offer convenient service for work commuters or discretionary riders.

Street patterns in the area did not offer good alternatives for turning the bus around. An examination of a gravel lot used by school buses was completed. This lot has an acceptable base of gravel and drainage capacity; however, the turning radius available would necessitate the assignment of a 30- or 35-foot bus. The lot also provides some concern because it is not monitored. If someone were to park a vehicle on the lot, turning around could require backing up or might not be possible.

The cost of service for extending one morning and one afternoon trip would be approximately \$2,500 annually. If we were successful in attracting an average of five daily riders, the cost per trip would be \$2.45.

Other costs would include the staff time to reconfigure schedules that have been finalized for fall service, staff time to locate new bus stops, facilities costs to install new bus stops (up to 12 stops could be needed), and any future maintenance of the turnaround.

**RESULTS OF RECOMMENDED ACTION:** The request for service would be included in the coming annual route review process for reconsideration next year.

**ATTACHMENT:** None

**PROPOSED MOTION:** I move that staff include this request for service in the 1999 annual route review.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 24, 1998

**ITEM TITLE:** RESOLUTION REAFFIRMING DISTRICT BOUNDARIES

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

**ACTION REQUESTED:** Approval of resolution reaffirming District boundaries

**BACKGROUND :** Oregon Revised Statutes 167.207(3)(a) mandates that the boards of directors of transit districts annually determine the territory in which the system will operate. No changes have been made to the District's boundaries since 1983, so each year the Board has approved a resolution reaffirming that the District will operate within the current boundaries. Until now, this process has not involved a review of the consistency with which the boundaries were established. While the boundaries fell within the legal description of what is allowable, the practical application and the consistency with which the boundary lines were drawn were not equitable in some limited areas. In an effort to create greater consistency, staff have begun work with the Lane Council of Governments (LCOG) to produce new boundary lines. This will lead to a revised ordinance process that will follow the following time line:

June - July	Staff work with LCOG to finalize the boundary maps and to create a new taxpayer address list.
	Staff work with legal counsel to revise ordinance language.
	Letters sent to taxpayers affected by the proposed changes.
August	Revised boundaries presented to the Board and a public hearing held.
September	First reading of ordinance takes place.
October	Second reading and adoption of ordinance take place.
November	Ordinance takes effect.

In nearly all cases the changes will benefit individual taxpayers. These people will obviously be happy with the revision. Others may not be as happy. There will be a small number of taxpayers in South Eugene who will now be subject to the tax. The boundary on the south side of our service area was established well short of the two and one-half mile standard used throughout the rest of the service area. Staff propose to correct this boundary to make it consistent with the rest of the service area.

**CONSEQUENCES OF  
REQUESTED ACTION:**

The District will operate within its current boundaries until a public hearing is held and a new boundary ordinance is adopted.

**ATTACHMENT:**

Resolution reaffirming LTD's boundaries

**PROPOSED MOTION:**

I move that the Board adopt the resolution reaffirming that Lane Transit District will continue to operate service within the boundaries specified in Lane Transit District Ordinance No. 24.

## RESOLUTION

### LANE TRANSIT DISTRICT

A RESOLUTION REAFFIRMING THE TERRITORY IN THE DISTRICT WITHIN WHICH THE TRANSIT SYSTEM WILL OPERATE IN ACCORDANCE WITH OREGON REVISED STATUTES 267.207(3)(a).

WHEREAS, ORS 267.207(3)(a) requires that the Board of Directors of the Lane Transit District annually determine the territory in the District within which the transit system will operate;

THEREFORE, HEREBY BE IT RESOLVED, that for Fiscal Year 1998-99, the Lane Transit District will continue to operate service within the boundaries specified in Lane Transit District Ordinance Number 24.

\_\_\_\_\_  
Date Adopted

\_\_\_\_\_  
Board President

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 24, 1998

**ITEM TITLE:** BUS RAPID TRANSIT PROJECT UPDATE

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

**ACTION REQUESTED:** Information only.

**BACKGROUND:**

**Funding:** The reauthorization of ISTEA has been titled the Transportation Equity Act for the 21<sup>st</sup> Century, or TEA-21. It has been approved by Congress and signed by the President. Included in TEA-21 is \$8.8 million for the implementation of BRT along a pilot corridor. These funds will become available if community agreement is reached to implement the BRT project.

**BRT Steering Committee:** The Springfield City Council appointed Tammy Fitch, City Councilor-elect, to the BRT Steering Committee. In addition, Pat Hocken has replaced Mary Murphy on the committee. The Steering Committee met on June 10, 1998, to review the Public Involvement Plan for the project. Public involvement is an extremely important element to the success of the project. The Steering Committee will meet again on July 8, 1998, to review additional details of the plan.

**Design Charrette:** One key element of the Public Involvement Plan is to hold a series of design charrettes (public input brainstorming sessions) along the pilot corridor. These charrettes would be multi-day events that integrate public involvement into the corridor design process, allowing interested citizens to work with LTD staff and design consultants on design options for a segment of the corridor. The first corridor segment to be designed is the section along Franklin Boulevard between Interstate 5 and East 11<sup>th</sup> Avenue. The charrette for that segment is tentatively scheduled for August 15<sup>th</sup> and 17<sup>th</sup> (a Saturday during the day and a Monday evening). Additional information about the charrette will be provided. All Board members are invited to participate.

**Pilot Corridor Planning and Preliminary Engineering:** Various consultants have been selected to participate in the pilot corridor design development. These consultants provide expertise in a variety of specific areas that will be used as needed on the project.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 24, 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 June 24, 1998:

1. Approval of minutes: May 20, 1998, regular Board meeting
2. Approval of minutes: June 17, 1998, canceled Board meeting

**ATTACHMENTS:**

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

**PROPOSED MOTION:** I move that the Board adopt the following resolution: It is hereby resolved that the Consent Calendar for June 24, 1998, is approved as presented.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 20, 1998

**ITEM TITLE:** ELECTION OF BOARD OFFICERS

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

**ACTION REQUESTED:** That the Board elect a President, Vice President, Secretary, and Treasurer to fill two-year terms beginning July 1, 1998

**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. Because there often is Board turnover at that time, LTD's Ordinance No. 1 was rewritten to provide for new officer terms in July rather than January. The current officers are Pat Hocken, President; Kirk Bailey, Vice President; Mary Murphy, Secretary; and Dave Kleger, Treasurer.

**ATTACHMENT:** None

**PROPOSED MOTION:** I nominate \_\_\_\_\_ as the LTD Board \_\_\_\_ (office) \_\_\_\_, for a two-year term beginning July 1, 1998.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 24, 1998

**ITEM TITLE:** JULY EMPLOYEE OF THE MONTH

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

**ACTION REQUESTED:** None

**BACKGROUND:** **JULY 1998 EMPLOYEE OF THE MONTH:** General Service Worker Larry Stavros has been selected as the July 1998 Employee of the Month. Larry was hired on August 1, 1993, and has received awards for three years' no time loss and exceptional attendance. His duties presently include fueling all of the District vehicles. While fueling he also checks all the fluid levels, adding as needed; checks tires; and looks for and reports any potential problems such as oil leaks, odd engine noises, etc., that would prevent the bus from going into service. Larry also lubricates the buses. He greases the vehicle chassis and changes the engine, transmission, and differential fluids and associated filters. He also reports any potential vehicle defects noticed while under the vehicle.

Larry was nominated by a co-worker who said that Larry is always willing to do his work to the best of his abilities, and gets high ratings as a worker and person and receives a great deal of respect from his peers. He willingly does more than expected of him and helps with special events, such as the JoyRide or shuttling the downtown hot bus. Larry always has a positive approach to his job and displays that image while performing his tasks. Larry is a very pleasant person to be around and work with.

When asked what makes Larry a good employee, Fleet Services Supervisor George Trauger says, "Larry is a good person and team player. He is always willing to help out whenever and wherever he is needed. I feel very confident that, when I assign Larry his duties for the night, he will get right to work and get the tasks done efficiently and to the best of his abilities. Larry is a very self-motivated worker, who performs very well with minimal supervision. Larry also has an outstanding attendance record and is always on time. I am very pleased to have Larry on the Fleet Services team."

**AWARD:** Larry will attend the June 24 meeting to be introduced to the Board and receive his award.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 24, 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. **Work Session on BRT and Springfield Station:** A work session to bring the Board up to date about the bus rapid transit project and the Springfield Station project will be scheduled for the August 19 regular meeting.
- B. **Highway 126 Strategic Plan:** At the August 19 meeting, the Board will be asked to endorse Oregon Department of Transportation (ODOT) corridor plans for Highway 126 East and Highway 126 West. These corridor studies are part of a statewide ODOT effort to develop plans for major corridors. LTD staff participated on steering committees for each study.
- C. **Medical Reimbursement Account:** At the August 19 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.
- D. **Special Transportation Fund Advisory Committee Membership:** Approval of changes in membership on the STF Advisory Committee will be scheduled for the August 19 Board meeting.
- E. **Board Committee Appointments:** After election of Board officers in June, the Board president will be asked to make appointments to the Board's various committees at the August 19 Board meeting.
- F. **Proposed LTD Boundary Changes:** An ordinance is being prepared to correct a misplaced service boundary in the South



Eugene area. A public hearing on the changes is planned for the August 19 Board meeting, with the first reading of the ordinance to follow on September 16 and the second reading and adoption on October 21. If boundary changes are made necessary by the addition of Creswell and Cottage Grove to the District, those changes also will be accomplished by ordinance.

- 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 has been scheduled for the weekend of October 10-11. Details about date, location, and agenda will available later this spring and summer. Board members are asked to let staff know of any preferences they may have for meeting location and agenda topics.
- I. **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. 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:** June 24, 1998
- ITEM TITLE:** LANE TRANSIT DISTRICT ORDINANCE 36, SECOND 1998 REVISION
- PREPARED BY:** Rick Bailor, Transit Projects Administrator
- ACTION REQUESTED:** Hold the second 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, and then adopt the ordinance as revised.
- 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 recommended a revision to LTD Ordinance 36, 1998 Revision, Section 1.15, Subsection (2). The change is found on page 3 of the attached ordinance. Before holding the first reading of the ordinance at the May 20 meeting, the Board struck the words "Eugene Station" from the title of section (22) on page 6, so that the title now reads "Boarding Platform."
- 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. This is the second reading, and the Board is asked to adopt the revised ordinance at this meeting.
- 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:** Ordinance 36, Second 1998 Revision, will become effective 30 days after adoption.
- ATTACHMENT:** Ordinance 36, Second 1998 Revision
- PROPOSED MOTION:** (1) 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.**")
- (2) I move the following resolution: It is hereby resolved that the LTD Board of Directors approves Lane Transit District Ordinance 36, Second 1998 Revision, Regulations Governing Conduct on District Property, as read.

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 24, 1998
- ITEM TITLE:** SECOND READING AND ADOPTION--SEVENTH AMENDED ORDINANCE NO. 35, AN ORDINANCE SETTING FARES FOR USE OF DISTRICT SERVICES
- PREPARED BY:** Stefano Viggiano, Planning and Development Manager
- ACTION REQUESTED:** Hold the second reading of Seventh Amended Ordinance No. 35, which sets fares for Fiscal Year 1998-99, and then adopt the ordinance as amended.
- BACKGROUND:** At the March 1998 Board meeting, following a public hearing, staff were directed to make the following changes to District fare system:
1. Increase the price of a five-token pack from \$3.25 to \$3.75 for regular (large) tokens and from \$1.60 to \$1.85 for small tokens;
  2. Increase the price charged for group pass programs by 4.1 percent;
  3. Increase the price of the RideSource and RideSource Escort fare from \$1.00 to \$1.30 per one-way trip; and
  4. Increase the price of the RideSource Shopper fare from \$1.00 to \$1.75 per round trip.
- The fare changes must be implemented by ordinance. The first such ordinance, Ordinance No. 35, was adopted in June 1992. This will be the seventh amendment to Ordinance No. 35. The first reading of Seventh Amended Ordinance No. 35 was held last month. The second reading and adoption of the ordinance are scheduled for this meeting. 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.
- CONSEQUENCES OF REQUESTED ACTION:** A copy of Seventh Amended Ordinance No. 35 will be filed with the County Clerk and made available for public inspection.
- ATTACHMENT:** Seventh Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services

- PROPOSED MOTIONS:**
1. I move that Seventh Amended Ordinance No. 35 be read by title only.  
  
(Following an affirmative vote, the ordinance title should be read:  
**Seventh Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services.**)
  2. I move that the Board adopt the following resolution:  
It is hereby resolved that the Board of Directors adopts Seventh Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services, effective 30 days after adoption.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 24, 1998

**ITEM TITLE:** SENECA STATION UPDATE

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

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

**BACKGROUND:** Work is underway on LTD's new Seneca Station. Brown Construction, the contractor hired to construct the station, has begun manufacturing the new shelter and plans to begin installing site utilities within a few weeks. The majority of the site work will occur in July and August. The station is expected to be completed in time for the start of fall service in September 1998.

**PROPOSED MOTION:** None