

(This packet was printed on recycled paper.)

Public notice was given to *The Register-Guard* for publication on August 13, 1998.

LANE TRANSIT DISTRICT REGULAR BOARD MEETING

August 19, 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

Wylie _____ Bailey _____ Bennett _____ Hocken _____
Kleger _____ Kortge _____ (Vacancy, Subdistrict #2) _____

III. INTRODUCTORY REMARKS BY BOARD PRESIDENT

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

IV. EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(1)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

V. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Board Member Reports

a. Metropolitan Policy Committee

b. Statewide Livability Forum

c. BRT Steering Committee

d. Springfield Station Steering Committee

2. Monthly Financial Report—Preliminary June Financial Statements

3. Addition of Two Full-time Field Supervisors
4. Bus Rapid Transit (BRT) Project Update
5. District Boundary Update
6. Board Development Proposal
7. Springfield Station Update
8. Seneca Station Update
9. LTD Deferred Compensation Quarterly Report
10. Correspondence
 - ◆ Suggestion form from Dolly Fisher regarding Springfield routing and placement of smoking section at Eugene Station, with staff response
 - ◆ Letter from Kim Krichbaum regarding Bikes on Buses program, with staff response

B. Monthly Staff Report

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

VI. EMPLOYEES OF THE MONTH—August and September, 1998

VII. AUDIENCE PARTICIPATION

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

VIII. ITEMS FOR ACTION AT THIS MEETING

A. Consent Calendar

- ◆ Minutes of the June 24, 1998, Special Board Meeting

B. Highway 126 Interim Corridor Strategies

C. First Reading, Eighth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services

D. Board Committee Appointments

IX. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

A. Special Transportation Fund Advisory Committee Membership

B. Proposed LTD Boundary Changes

- C. Medical Reimbursement Account
- D. LTD Strategic Business Plan
- E. Fall Board Strategic Planning Work Session
- F. Board Review of Tobacco Use at District Facilities
- G. BRT Updates
- H. Quarterly Performance Reporting/Year-End Performance Report
- X. ADJOURNMENT

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

AGENDA ITEM SUMMARY

DATE OF MEETING: August 19, 1998

ITEM TITLE: PRELIMINARY JUNE FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: None

BACKGROUND: Preliminary year-end financial results for the 1997-98 fiscal year are summarized in the attached reports. Total General Fund revenue was \$744,882 ahead of budget for the twelve-month period and 10.1 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 \$721,654 less than budgeted through June and 9.1 percent over those of the previous year. No adverse financial conditions exist at this time. The General Fund, as well as the Special Transportation and Capital Funds, will finish FY 1997-98 within legal budget constraints when all remaining year-end adjustments have been completed. Remaining adjustments include the posting of accrued, but unused, paid staff leave; June administrative fees charged by the Oregon Department of Revenue for the payroll and self-employment tax programs; and the depreciation of fixed assets.

Total passenger fares for the year showed an increase of \$208,800 over the previous 12-month period. However, total fares fell short of annual budget by \$37,425. This shortfall is not the result of ridership declines. After the flattening trend was reported to the Board in June for the period through April 1998, ridership has shown increases in both May and June. Rather, the modest budget shortfall is the result of a switch from cash fares to other less-expensive fare instruments. Farebox cash has declined by 3.6 percent in the past year, while the use of passes (other than day passes) and tokens has increased significantly.

Year-to-date receipts from all tax sources finished the year strongly. The payroll tax, self-employment tax, and state-in-lieu payments were collectively ahead of the same twelve-month period in the last fiscal year by 8.6 percent.

Wages and other operating expenses were within acceptable parameters for the year. Capital expenses were under budget due to the deferral of several projects from FY 1997-98 to FY 1998-99. These projects include completion of the new radio programming and installation, the development of the Seneca Station Park & Ride, and postponement of the development of two additional Park & Ride facilities.

Preliminary work on the independent audit for FY 1997-98 began in June, and fieldwork will be complete by mid-September. The Comprehensive Annual Financial Report for the year ended June 30, 1998, which will include audited statements, is scheduled for presentation to the Board at the regular November meeting.

ATTACHMENTS:

Attached are the following financial reports for Board review:

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

PROPOSED MOTION:

None

MINUTES OF THE DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, June 24, 1998

Pursuant to notice given to *The Register-Guard* for publication on June 18, 1998, and distributed to persons on the mailing list of the District, a special meeting of the Board of Directors of the Lane Transit District was held on Wednesday, June 24, 1998, at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Kirk Bailey, Vice President
Patricia Hocken, President, presiding
Dave Kleger, Treasurer
Dean Kortge
Mary Murphy, Secretary
Hillary Wylie
Phyllis Loobey, General Manager
Susan Hekimoglu, Recording Secretary

CALL TO ORDER: Board President Pat Hocken called the special meeting to order at 5:38 p.m.

WORK SESSION -- CRESWELL AND COTTAGE GROVE SERVICE:
Ms. Hocken recognized that there were members of the audience who were interested in this issue, and even though there was no public testimony planned during this work session, she asked if anyone wished to address the Board.

Cottage Grove resident Don Nordin stated that he had addressed the Lane County Board of Commissioners earlier that day. In the process of considering service to Cottage Grove, the Cottage Grove City Council had reviewed an option to form its own district, and contract with LTD for its bus service. There was concern from other entities, such as Oakridge and Florence, which were in need of transportation services as well. Mr. Nordin had suggested to the Lane County Commissioners that all the rural communities in Lane County form a unified rural transit district that could, in turn, form a relationship with LTD.

No one else from the audience wished to speak. Ms. Hocken introduced Service Planning and Marketing Manager Andy Vobora, who would provide an update on the Cottage Grove service issue.

Prior to discussing Cottage Grove service, Mr. Vobora passed around a plaque that LTD had received from *The Register-Guard*, which recognized LTD's participation in the Partners in Education program, in which organizations sponsored the distribution of newspapers to area classrooms for teachers to use.

Mr. Vobora discussed the history of LTD's service to Cottage Grove and the options that the Cottage Grove City Council had considered. He reported that on Monday, June 22, 1998, the Cottage Grove City Council met and elected to refer a ballot measure to the voters requesting annexation into the LTD District boundaries, using the modified boundary that had been presented to the LTD Board in May. The ballot measure would be read at the council meetings in July and August. LTD would wait to see the outcome of the election in November. In addition, an amendment to the current contract with Cottage Grove would be made before September to continue the service through the November election.

If the ballot measure passed, the service package would continue through the fall bid. Modifications to service would be considered for the winter bid, and the taxing issues would be resolved during that period. Additionally, staff would present the redefined boundary ordinance to the LTD Board for approval in November.

Mr. Kortge asked if the voters would be asked only to vote on whether or not to join LTD, or also on the modified boundary. Mr. Vobora replied that they would be asked whether or not to join LTD.

Mr. Vobora also mentioned that the Friends of LTD group who had initiated the petition for the test project also had gathered signatures and had a ballot measure ready to submit, if the City Council changed its current stance.

The Creswell City Council voted to request annexation into LTD, within the narrower boundary definition, and wanted direction from the LTD Board as to what its stand was with respect to that request. Staff did not believe the Board needed to make a decision right away because of the interrelationship between the Creswell and Cottage Grove service. If the vote in Cottage Grove was negative, there would be some further considerations for Creswell service, such as the tax base and productivity standards. Staff planned to present the various options with associated costs to the Board in August.

Ms. Wylie asked if the Board had developed a rural (outside the urban area) service policy. Mr. Vobora replied that the rural service policy was contained within the overall service policy.

Ms. Hocken asked if there had ever been a situation where a rural area had requested annexation but was turned down. Ms. Loobey responded that Marcola had requested annexation, but was turned down because neither the taxing base nor the productivity standards were met.

Mr. Kortge asked if LTD would be precluded from using the standard 2.5-mile boundary application in Cottage Grove. Mr. Vobora responded that the modified boundary was preferred by the Cottage Grove City Council, and it was the only option the Council would have governance over, but LTD was not limited to imposing that modified boundary.

Ms. Wylie asked if there had been any federal programs for rural application issues. Ms. Loobey responded that the federal Section 18 program provided funds for rural areas both for capital and for operating expenses. The Intermodal Surface Transportation Efficiency Act (ISTEA) was being re-written and was now called the Transportation Equity Act for the 21st Century (TEA-21). Funding for rural areas had been increased in the current TEA-21. Creswell would have to become a district, or constitute itself as an acceptable entity, to use those funds.

Mr. Kortge asked if a unified rural district, as Mr. Nordin had discussed, would qualify for TEA-21 funding. Ms. Loobey responded that it would, but that it would have to meet other strict requirements, such as the Americans with Disabilities Act (ADA) and labor requirements.

Ms. Wylie asked if LTD could put together a rural package and apply for rural funding if Cottage Grove and Creswell joined the LTD District. Ms. Loobey responded that LTD had qualified and used Section 18 funds to support its rural routes. Ms. Wylie asked if LTD put a rural package together that included all of rural Lane County, as Mr. Nordin discussed, whether LTD could then realize more money in rural funding to pay for service to those areas. Ms. Loobey responded that she did not believe that there would be a sufficient amount of money available to LTD to buy adequate fleet to provide an acceptable level of service. There also were the operating and maintenance costs to consider.

MOTION

Mr. Kortge then moved that the Board direct staff to develop a menu of service and boundary options for Creswell service for future Board consideration. Mr. Kleger seconded the motion.

Ms. Hocken asked Mr. Vobora for clarification about the service cost for Creswell service. Mr. Vobora responded that he developed the cost of \$120,000 based on the total trip time, average number of trips, and total number of service hours.

Ms. Murphy asked about the number of boardings that were made by group pass participants from Cottage Grove and Creswell. Mr. Vobora replied that a large number of riders held group passes. Token use, which made up 5 percent to 6 percent of the ridership in the metro area, was 12 percent to 15 percent on the Cottage Grove route. Pass use, which constituted a high percentage of the ridership in the metro area, also was high on the Cottage Grove route, with group passes making up an even higher percentage.

Ms. Murphy asked that staff include a consideration that people in Cottage Grove could park and ride from Creswell, and obtain a firm count of group pass participants from that area. Mr. Vobora stated that the Park & Ride lot in Creswell was temporary, and a new site would need to be located.

VOTE

There being no further discussion, Ms. Hocken called for a vote on the motion to direct staff to develop a menu of service and boundary options for Creswell service, which passed by unanimous vote of 6 to 0, with Bailey, Hocken, Kleger, Kortge, Murphy, and Wylie voting in favor, and none opposed.

Ms. Hocken added that the issue was not so much rural versus metro, but one of setting up a different funding mechanism and a different way for LTD to do business. The Board was attempting to move slowly in order to explore all the options.

WORK SESSION -- RIDERSHIP REVIEW: Mr. Vobora discussed the trends in ridership, the analysis of those trends, and a direction for growth. He reviewed the ridership, service, and service area population statistics between 1970 and 1997. During the last three years, LTD had increased service by 8.25 percent, but half of that increase went into service fixes, rather than new service.

Mr. Bailey asked about the decline in ridership that occurred in late 1994. Mr. Vobora was not sure what it was related to, but said that staff would research that decline and provide an answer to the Board. Mr. Kleger stated that he thought it could have been due to the unpleasant labor relationship at that time.

Mr. Vobora discussed the current trend of flat ridership. External influences could include lower fuel prices, parking availability and pricing, car ownership, weather, and development patterns. He discussed each of the influences. He noted that LTD fares had kept pace with inflation, while fuel prices had not. There was a net increase in available downtown parking spaces during the last three to five years; however, there was an overall decrease in downtown parking spaces per downtown employee. Parking prices were averaging \$32.00 to \$50.00 per month. Car ownership had increased per capita. Households without cars had dropped to fewer than 9 percent nationwide. Financing rates were low, and the economy was strong. As for development patterns, employers were moving to the fringes of the city, where adequate bus service was not available to employees.

Internal factors included price increases. The #80-series routes serving LCC had experienced a significant drop in ridership during the past four years following the phasing out of the term pass. Weekend fare was increased to regular fare in September of 1996, and a 16 percent drop in ridership occurred almost immediately. In the fall of 1997, when LTD increased cash fare from \$.80 to \$1.00, there was a 30 percent decrease in Saturday ridership, and weekend ridership had been down each month. The drop in weekend ridership fueled the overall decline in ridership. Weekend ridership generally was made up of discriminate riders, who chose to ride

the bus and pay cash fare. During the weekday, ridership was made up mainly of pass holders commuting to and from work and school.

Another internal factor was the Eugene Station. There were a number of problems with the old station along 10th Avenue, and during construction, ridership dropped off even more. There were several service quality issues, such as missed transfers and trips and, at times, a poor telephone response time. In addition, Mr. Vobora stated that the marketing focus had been fragmented since the staff reorganization two years ago.

In response to the decline in ridership, staff planned to focus on a number of different target markets, such as LCC, where a subsidized pass program had been developed.

Ms. Hocken added a clarification to the LCC subsidized pass program. She stated that in some recent materials, it was not clear that LTD was not subsidizing the pass. LTD was offering LCC a cost of \$54.00 per three-month pass, a 10 percent discount, and LCC was contributing the other \$25.00 per pass to enable the students to purchase a three-month term pass for \$29.00.

Mr. Vobora stated that another target market would be the downtown employees. Staff would concentrate on current group pass organizations and adding new ones. In addition, staff would concentrate more closely on the youth and senior markets.

Staff planned to be more aggressive in service quality marketing; in particular, the Eugene Station, on-time performance, and telephone service response.

Ms. Murphy asked how LTD's web site had been used. Mr. Vobora responded that staff were having discussions about using the web site more as a marketing tool. The addition of routes and schedules was expected to be completed before the fall bid.

Another service quality issue was the Comprehensive Service Redesign (CSR). The research for that would begin during the fall of 1998. Also, staff were developing a strategic marketing plan, which would be a unified long-term plan for more research, such as an origin and destination (O&D) study, a non-rider survey, and a market-area study.

Over the long term, staff had observed the variations in ridership and were able to determine what some of the causes of increases or decreases were. Staff would continue to monitor ridership and hold discussions with the Board.

Mr. Kortge asked if staff could pinpoint the big ridership increases. Mr. Vobora replied that staff could account for ridership increases, but decreases were harder to pinpoint. Staff always worked to retain riders, but, in actuality,

because of the University population, about one-third of the ridership was replaced each year.

Mr. Bailey asked if staff had considered ways to influence the outside factors more positively. Mr. Vobora replied that intergovernmental partnerships and the TransPlan were critical in encouraging people to use transit. For instance, in regard to public parking pricing, Mr. Vobora thought there were some opportunities there to raise those prices to encourage bus ridership. Mr. Kleger stated that he thought the \$50.00 cap was for public parking, while the private lots had no cap. He had conversations with people who thought parking costs were too high, and others who thought the parking costs were too low.

EMPLOYEE OF THE MONTH: Ms. Hocken introduced the July 1998 Employee of the Month, General Service Worker Larry Stavros. Mr. Stavros was hired on August 1, 1993, and had received awards for three years' no time loss and exceptional attendance. As a general service worker, Mr. Stavros was responsible for fueling the buses and checking fluid levels. He also checked tires and looked for and reported any potential problems.

Mr. Stavros was nominated by a co-worker who said that Mr. Stavros was always willing to do his work to the best of his abilities, and got high ratings as a worker and person and received a great deal of respect from his peers. He willingly did more than expected of him and helped with special events, such as the JoyRide or shuttling the downtown hot bus. Mr. Stavros always had a positive approach to his job and displayed that image while performing his tasks. Mr. Stavros was a very pleasant person to be around and work with.

Mr. Stavros attended the meeting, and Ms. Hocken presented him with a certificate of appreciation, a letter of congratulations, and a monetary award. Mr. Stavros thanked the Board and stated that he was very honored and that LTD was a great place to work.

AUDIENCE PARTICIPATION: Steve Leppenen of Eugene addressed the Board about Ordinance 36. He stated one of the special places that Oregon held in U.S. history was the invention of the initiative, referendum, and recall. He, personally, spent a lot of his time and energy working on two initiatives. He had been informed by the LTD management and counsel that he could not do it at the downtown station. The primary concern that had been given to him was safety of the passengers and easy access to boarding and off-loading the buses.

He stated that the station at its narrowest was 35 feet wide. That was wider than most houses. By standing on the platform with a board in his hand, he did not think that he was a liability to the safety of LTD passengers. He had talked with Assistant General manager Mark Pangborn and Executive Secretary Jo Sullivan to try to get his issue on the agenda for the meeting, but met with little luck. He asked the Board to take emergency action to amend Ordinance 36, Section 1.5, 23(b), which currently read that 'no persons shall seek signatures on any petition, collect

monies, solicit sales, or distribute anything of commercial or non-commercial value on any District vehicle, or within 5 feet of any vehicle doorway, or within 5 feet of any District station doorway, kiosk, ticket counter, boarding platform, bus stop, or shelter, nor otherwise to interfere with passenger safety.’ He asked the Board to drop the part about boarding platforms, bus stops, or shelters. He stated that if the Board did not take this action, he guessed he would get arrested, if that was what it took to secure the right to petition.

He stated that he was sure LTD’s lawyer was smug and confident in the idea that this statute would stand up in any court. But, he reminded the Board that the City of Eugene’s lawyers were smugly confident about one of its ordinances, and they spent \$45,000 in an effort to keep the streets of Eugene safe from “Frog” jokes, and they failed. He said he really did not want to go through with getting ticketed and/or arrested, but if that was what it took, he would. Again, he strongly urged the Board to take emergency action to suspend enforcement of boarding platform, bus stop, or shelter solicitations, in section 1.5, 23(b). If not, he said, everyone would be in for a long series of hassles. He said he was sorry, but that was the way it would be.

Ms. Hocken thanked Mr. Leppenen for his comments. She stated that the Board had Ordinance 36 on the agenda for discussion later in the meeting, and she thought the Board should wait until that item came up before discussing it.

No one else wished to speak to the Board, so Ms. Hocken closed the audience participation portion of the meeting.

MOTION**VOTE**

CONSENT: Mr. Kleger moved that the Board adopt the following resolution: “It is hereby resolved that the Consent Calendar for June 24, 1998, is approved as presented.” Mr. Bailey seconded the motion, which passed by a unanimous vote of 6 to 0, with Bailey, Hocken, Kleger, Kortge, Murphy, and Wylie voting in favor, and none opposed.

ADOPTION OF FISCAL YEAR 1998-99 BUDGET: Staff Presentation: Finance Manager Diane Hellekson reported that the Budget Committee approved the budget for Fiscal Year 1998-99 on April 23, 1998. The operating budget was \$18,954,537, which represented an 8.4 percent increase. The grand total of all combined funds plus reserves and transfers was \$47,897,187, or 1.3 percent more than the current year.

Ms. Hellekson noted a change to the appropriations by general category. The Personnel Services category was reduced by \$50,633 in order to remove appropriations for the weekend cleaning of the Eugene Station that originally had been budgeted for an employee, but now would be contracted from an outside service provider, and to eliminate the inadvertently double-budgeted amount for a Transit Operations training position. The Materials and Services category had been increased by the same amount to provide for the additional Eugene Station contracted cleaning and to adequately provide for the net debt service that would be

required after December 31, 1998, for the loan from the Oregon Transportation Infrastructure Bank (OTIB).

The total appropriation for the Capital Fund had been increased by \$410,000. Four projects that originally were scheduled for completion in FY 1997-98 accounted for this increase. The \$410,000 did not represent an increase in spending, but rather a reprogramming of project expenditures from the current fiscal year to FY 1998-99.

Ms. Hellekson explained that all of the changes proposed for the General Fund and Capital Fund were well within the scope of what legally could be approved by the Board without referral back to the Budget Committee. However, a description of those changes, if approved, would be reported to the non-Board members of the Budget Committee.

Public Hearing: Ms. Hocken opened a public hearing on the proposed Fiscal Year 1998-99 budget. No one wished to address the Board, and Ms. Hocken closed the public hearing.

MOTION

Board Deliberation: Mr. Kleger moved approval of a Resolution adopting the Fiscal Year 1998-99 budget and appropriating \$47,897,187 as represented in the Resolution. Mr. Bailey seconded the motion, which passed by unanimous vote of 6 to 0, with Bailey, Hocken, Kleger, Kortge, Murphy, and Wylie voting in favor, and none opposed. Mr. Kleger thanked Ms. Hellekson for a job well done.

VOTE

SOUTH WILLAMETTE STREET SERVICE REQUEST: A request for service south of 46th Avenue on Willamette Street was made at the May Board meeting by a resident of that neighborhood, and the Board had requested a staff response at the June meeting. Mr. Vobora reported that staff had reviewed previously considered service options and completed an on-site visit of the area to examine changes that had occurred. Staff had several concerns regarding the adding of service to the FY 1998-99 service package, which already had been approved, and recommended that this request for service be included in the FY 1999-00 annual route review process, in which all service requests would be considered.

Mr. Bailey asked if staff had talked with the proponents. Mr. Vobora responded that he had sent a summary of findings. Mr. Hocken suggested sending a time line for the annual route review.

MOTION

There being no further discussion, Mr. Kortge moved that staff include this request for service in the 1999 annual route review. Ms. Murphy seconded the motion, which passed by unanimous vote, 6-0, with Bailey, Hocken, Kleger, Kortge, Murphy, and Wylie voting in favor, and none against. Mr. Bailey commented that he appreciated that people came to the Board outside the annual route review process.

VOTE

SECOND READING AND ADOPTION: SEVENTH AMENDED ORDINANCE NO. 35, AN ORDINANCE SETTING FARES FOR USE OF DISTRICT SERVICES: Planning and Development Manager Stefano Viggiano was present to answer any

further questions the Board might have regarding the ordinance, but stated that the Board previously had received information about it. There were no questions from the Board.

**MOTION
VOTE**

Mr. Bailey moved that Seventh Amended Ordinance No. 35 be read by title only. Mr. Kleger seconded the motion, which passed by unanimous vote, 6-0, with Bailey, Hocken, Kleger, Kortge, Murphy, and Wylie voting in favor, and none against.

Ms. Hocken then read the ordinance by title only, "Seventh Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services." This was the seconded reading of the Ordinance, and Ms. Hocken stated that the Board now could adopt the Ordinance.

**MOTION
VOTE**

Mr. Bailey moved 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. Ms. Wylie seconded the motion, which passed by unanimous vote, 6-0, with Bailey, Hocken, Kleger, Kortge, Murphy, and Wylie voting in favor, and none against.

SECOND READING AND ADOPTION: ORDINANCE NO. 36 – SECOND 1998 REVISION, REGULATIONS GOVERNING CONDUCT ON DISTRICT PROPERTY: Ms. Hocken stated that this was the ordinance that Mr. Leppenen had referred to in his earlier testimony to the Board. She asked if staff had a response to Mr. Leppenen's concerns. Ms. Loobey stated that staff had carefully looked at the issue of safety and security at the station. One-third of the square footage in the two plazas was available for other activities, such as collecting signatures for initiative petitions, which were not allowed on the platforms proper for safety and operational reasons. Staff believed that the growing body of case law allowed transit districts latitude to protect the use of their properties, and staff had carefully crafted and done the research around this issue. Staff also recognized that this was a sensitive issue.

Assistant General Manager Mark Pangborn added that the Board had held this discussion when Roger Saydack was a member of the Board. Mr. Saydack had stated that LTD would want to be very careful about the legal precedent in terms of limited use. The most significant issue was that LTD was not disallowing the use of the station for other activities, but those activities were limited to those areas, such as the plazas, that were not specifically designed for the purpose of boarding, deboarding, and transferring passengers. He stated that if someone wished to challenge the ordinance, LTD would work through that challenge in a judicious way. However, Mr. Pangborn thought that the Board had been very mindful of the issue and concern.

In response to the issue that Mr. Lepennen raised about one person on the platform with a clipboard taking up little space, Mr. Pangborn stated that LTD could not limit the use to one person or one activity. If it were opened to activities at all, it

would be to the full range of activities, which could result in many people using the platforms for those other activities.

Mr. Kleger stated that he had seen many occasions where people encountered friends on the platform, which tended to cause a traffic jam. He also had watched petition gatherers, and he believed that LTD needed to craft ordinances to meet the general pattern, and not to what an individual would do. He has experienced petition gatherers who were blocking his entrance into a grocery store, and he believed that the same thing would happen on the platform. He believed it would be dangerous on the platform, particularly during peak pulse times. He noted that the plaza areas were available, and he thought the traffic flow was good in those areas, and while friendly encounters were not lasting long, people already were stepping off the platform to avoid those groups.

Ms. Murphy stated that she had issue with the captive audience issue, and that was as the Board dealt with setting policy and giving direction, LTD was about the business of transportation. She believed in the free speech in the forum of petition-seeking instruments, but she also believed in the northeast corner being available for the free flow of public and the public plaza area. She was concerned about the captive audience issue, and the fact that people were unable to remove themselves from that environment or that situation, where they were about the business of transportation, whether for boarding, transferring, or meeting someone there. She stated that she believed the captive audience issue was one that needed to be considered in addition to the activities that could take place.

Mr. Bailey stated that he thought this was an important issue. The Board had not been unmindful of the free speech issues, and in fact, because there had been concern about it, the Board had attempted to design an ordinance that would have the least amount of impact, yet still accommodate the safety issues. The "Frog" case, which Mr. Leppenen had mentioned, was a very interesting one. The key thing about that case was not that the ordinance that was impacting that situation was wrong on its face, but was applied inappropriately. Mr. Bailey thought that in a democracy in the great state of Oregon, all ordinances should be vigilantly applied in a fashion that was fair and equitable for everyone. It was the intent of the Board that this ordinance be applied appropriately, and staff and the Board would be vigilant to make sure that, in fact, it was applied as it was intended, fairly and equitably for all. Mr. Bailey repeated that the Board was not unmindful of the first amendment concern, while still trying to protect the safety of LTD passengers and the citizens of Eugene and Springfield.

Mr. Kortge stated that while he had not been a member of the Board during Mr. Saydack's term, but having been mindful of individual rights, he could appreciate the petition. Although it could seem from the vantage point of one petitioner to be the sole person allowed to conduct business on the platform, the Board should be mindful of what that would open. Not only would LTD have one petitioner on the platform, but the possibility of the platform becoming crowded with similar activities.

He was in favor of keeping the boundaries as they were in Ordinance 36, to protect the transit users. He believed it was a fair application of the ordinance.

Ms. Hocken asked the other members of the Board if they wished to take any other action regarding Ordinance 36 than what was proposed by staff in the agenda packet. They did not.

MOTION

There being no further discussion, Mr. Bailey moved that Ordinance 36, Second 1998 Revision, be read by title only. Mr. Kortge seconded the motion, which passed by unanimous vote, 6-0, with Bailey, Hocken, Kleger, Kortge, Murphy, and Wylie voting in favor, and none against. Copies of the full ordinance were available to the audience.

VOTE

Ms. Hocken read the Ordinance by title only: "Lane Transit District Ordinance 36, Second 1998 Revision, Regulations Governing Conduct on District Property." She explained that this had been the second reading of the ordinance, and the Board could now adopt the ordinance if it wished to do so.

MOTION

Mr. Bailey then moved that the Board adopt 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. Mr. Kortge seconded the motion.

Mr. Kleger stated that the Board had been working on this ordinance primarily because of the smoking issues, and he had noticed that some of the no-smoking signs had disappeared. Mr. Vobora stated that staff were working on permanent signage that would be attached to trash receptacles. The signs would address more than just the smoking issue.

Ms. Wylie asked about a clause in the ordinance that read, ". . . the General Manager or his or her designee may designate appropriate areas where smoking is permitted . . ." She wondered if something had changed, and why non-smoking areas were not designated in the ordinance. Ms. Loobey stated that the ordinance addressed all District property, and not just the Eugene Station.

VOTE

There being no further questions, Ms. Hocken called for a vote on the motion, which passed unanimously, 6-0, with Bailey, Hocken, Kleger, Kortge, Murphy, and Wylie voting in favor, and none against.

RESOLUTION REAFFIRMING DISTRICT BOUNDARIES: Ms. Loobey stated that the Board was required to reaffirm the District's boundaries on an annual basis. Ms. Hocken asked about the time line that was listed in the agenda packet for future boundary action. There was a comprehensive review of the boundaries to ensure that they were in compliance, and the Board would hold two readings of the boundary ordinance in October, then the Cottage Grove service issue would be decided by election in November.

Mr. Pangborn responded that state law required that prior to the end of the fiscal year, the Board must reaffirm the boundaries. Ms. Hellekson stated that she had received communications from several self-employed taxpayers, who had inquired as to why the boundaries were drawn where they were. When it was just the payroll tax being assessed, the boundary lines were relatively immaterial, because most of the major businesses fell within the 2.5 mile limit, and most were within the urban growth boundary. Once the self-employment tax was imposed, there were a number of rural taxpayers who were well beyond 2.5 miles of the nearest service. As she had investigated those individual cases, she determined that when the boundary was originally drawn, LTD had not been considering a potential self-employment tax. She was working with Mr. Vobora on a project to come up with a rationale for a new boundary that would be more equitable, primarily for self-employment taxpayers, but also for all taxpayers. There was a formula that defined where the boundary should be.

Mr. Vobora added that with respect to the addition of Cottage Grove and Creswell to the boundaries, staff wanted to keep that issue separate, since it would have no impact on the rest of the District boundary. Notifications would need to be sent to people who would be affected by the boundary change. Staff would propose that the original boundary modifications go forward irrespective of the Cottage Grove/Creswell issue.

Ms. Hellekson added that there was a correction to the time line found on page 69 of the Board packet. There were some restrictions to making changes in an election year. LTD could not make changes to the boundaries within 90 days of a primary or general election. The attorney recommended, and staff agreed, that the application of the ordinance change be prospective to January 1, 1999, and not November, 1998, as indicated in the agenda packet.

Mr. Bailey asked if the law stated that a vote on the District boundary ordinance or implementation of modifications to the boundaries could not be held within 90 days of an election. Ms. Hellekson responded that it addressed implementation, and the Board would, in fact, hold two readings of the ordinance prior to the election, but the effective date would occur 30 days after the second reading or on a date specified by the Board. Ms. Hellekson added that the effective date could be longer, but not shorter than 30 days after the second reading. By setting the effective date to January 1, 1999, the paperwork involved for the taxpayers would be simplified.

MOTION

There being no further discussion, Mr. Kleger moved 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. Mr. Kortge seconded the motion, which passed by unanimous vote of 6 to 0, with Bailey, Hocken, Kleger, Kortge, Murphy, and Wylie voting in favor, and none opposed.

VOTE

ELECTION OF BOARD OFFICERS: Ms. Hocken stated that the Board would elect four officers, President, Vice President, Secretary, and Treasurer, to

each serve two years. She stated that she was stepping down as President of the Board, and she thanked everyone for her opportunity to serve as President for the past four and one-half years. She said it had been a lot of fun, a lot of work, and she was looking forward to just being a member. Mr. Kleger stated that he had enjoyed her presidency. Mr. Bailey echoed Mr. Kleger's sentiment and thanked Ms. Hocken for serving as President.

VOTE Ms. Hocken then called for nominations for the office of President of the Board for a two-year term. Mr. Kleger nominated Mr. Bailey, and Mr. Kortge seconded the nomination. There being no other nominations, a vote was taken, and Mr. Bailey was elected Board President by a vote of 6-0, with Bailey, Hocken, Kleger, Kortge, Murphy, and Wylie voting in favor, and none opposed.

VOTE Ms. Hocken then called for nominations for the office of Vice President of the Board for a two-year term. Mr. Bailey nominated Mr. Bennett, and Mr. Kleger seconded the nomination. There being no other nominations, a vote was taken, and Mr. Bennett was elected Vice President of the Board by a vote of 6-0, with Bailey, Hocken, Kleger, Kortge, Murphy, and Wylie voting in favor, and none opposed.

VOTE Ms. Hocken then called for nominations for the office of Secretary of the Board for a two-year term. Ms. Murphy nominated Ms. Wylie, and Mr. Kortge seconded the nomination. There being no other nominations, a vote was taken, and Ms. Wylie was elected Secretary of the Board by a vote of 6-0, with Bailey, Hocken, Kleger, Kortge, Murphy, and Wylie voting in favor, and none opposed.

VOTE Ms. Hocken then called for nominations for the office of Treasurer of the Board for a two-year term. Mr. Kortge nominated incumbent Dave Kleger, and Mr. Bailey seconded the nomination. There being no other nominations, a vote was taken, and Mr. Kleger was re-elected Treasurer of the Board by a vote of 6-0, with Bailey, Hocken, Kleger, Kortge, Murphy, and Wylie voting in favor, and none opposed.

TRANSIT INFORMATION EXCHANGE: Ms. Hocken mentioned that the Board had been given information regarding the Transit Information Exchange conference that LTD would be hosting in Eugene at the Valley River Inn. If Board members were interested in attending any of the sessions, they were to let Executive Secretary Jo Sullivan know.

BOARD MEMBER REPORTS: a) MPC. Ms. Hocken reported that TransPlan issues were moving forward. She thought the key issue was the Transportation Planning Rule and the VMT reduction. There would be more information later from Planning and Development Manager Stefano Viggiano. b) STATEWIDE LIVABILITY FORUM. Ms. Hocken reported that the last meeting had been held in April, and there were no more meetings scheduled until October. c) BRT STEERING COMMITTEE. Mr. Bailey reported that the last meeting was held on June 10, 1998. The community outreach plan was discussed, and committee members wanted more information. A public design workshop was being planned for September. Ms.

Hocken stated that she thought the community members and other agency members would be great on that committee. Mr. Viggiano stated that one of the key elements in the public involvement process was to divide the BRT corridor into segments. Each segment would have a fairly intensive public involvement process, such as a design workshop, and staff/Board walkabouts. The first segment to be worked on was the Franklin Blvd segment. d) SPRINGFIELD STATION STEERING COMMITTEE. Ms. Murphy reported that the committee met recently to discuss public involvement, whom to involve, how, and when. Also, the committee debriefed the walking tour that had taken place in May. A mission statement and objectives for the project were developed. The committee will meet again in July. Ms. Hocken noted that Ms. Murphy would continue to chair the steering committee following her departure from the Board of Directors.

MAY FINANCIAL STATEMENTS: Ms. Hellekson stated that there were no adverse conditions to report. The good news was that there was a slowing of the ridership decline that had been experienced, and for the month of May a fairly good rebound was experienced in fare collection. Staff expected to be close to budget by year-end. The firm of Grove, Mueller, Hall, & Swank had been selected as the new auditors for LTD.

TRANSPLAN COMMENTS FROM EUGENE CHAMBER OF COMMERCE: Several letters from the Eugene Chamber of Commerce related to TransPlan were included in the agenda packet. Mr. Viggiano stated that the reason for several letters was that the Chamber reviewed the TransPlan in sections and had commented on each section. In general, Mr. Viggiano believed that with regard to the projects and strategies that most interested LTD, and BRT, in particular, the Chamber had expressed cautious support. The Chamber acknowledged the need to make transit service more attractive, and suggested that LTD go ahead with the pilot corridor, but reserved judgement on full implementation based on the experience with that corridor. Ms. Hocken noted that there was repeated mention of the Chamber's desire for LTD not to increase the payroll tax rate, and she did not believe that LTD could legally increase that rate. Mr. Bailey stated that he had attended the Chamber meeting, and had pointed out that the payroll tax currently was at the legal limit, and the Board had no intention of going to the legislature to try to change that rate. He thought the Chamber was fairly supportive of the BRT concept.

TRANSPORTATION PLANNING RULE AMENDMENTS: Mr. Viggiano stated that there had been an ongoing concern about the vehicle miles traveled (VMT) requirement that was in the Transportation Planning Rule (TPR). The current requirement in the TPR was that VMTs per capita be reduced by 10 percent in 20 years and 20 percent in 30 years. The concerns were that it was difficult to measure VMTs and that it was one measure of how effective the transportation policies were, but that there were several other potential measures that should be considered as well. Relying on one measure to determine whether the plan successfully met the community's goal could be inaccurate. The draft TransPlan actually showed an

increase in VMTs over the 20-year period, instead of the required 10 percent decrease.

Other communities were in similar situations, where their planning showed that they would not reach those goals. As a result, the Department of Land Conservation and Development (LCDC) was considering amendments to the TPR. The LCDC proposal would reduce the requirement, but would leave VMTs as the only measure to gauge success. The Lane Council of Governments (LCOG) had proposed a broader set of measures. For example, VMTs throughout the community might not be as important as what actually happened along a particular congested corridor, and if car use could be reduced along that corridor without having to widen the street, there was a very significant benefit in that, which may not be reflected in total VMT per capita measures. LTD supported the concept of increasing the range of performance measures that would be used to evaluate the plan.

Ms. Hocken asked who adopted the TPR. Mr. Viggiano stated that the LCDC made the recommendation to the Oregon Transportation Commission for adoption.

EUGENE STATION BUDGET SUMMARY: This was an informational item, and no staff presentation was made.

BUS RAPID TRANSIT PROJECT UPDATE: This was an informational item, and no staff presentation was made.

SENECA STATION: This was an information item, and no staff presentation was made.

CORRESPONDENCE: There was correspondence from Mayor Jim Torrey, Congressman Peter DeFazio, and District counsel.

Ms. Hocken stated that the good news was that \$8.8 million was earmarked in the TEA-21 legislation for LTD, which should be enough for the pilot BRT corridor. Congressman DeFazio requested that LTD make some crucial decisions about where the elements of BRT would be used prior to spending any of the money. Mr. Bailey asked if Congressman DeFazio had received a summary of efforts to date. Ms. Loobey said that staff were keeping the Congressman and his staff well informed.

Ms. Hocken noted the correspondence from District counsel regarding the initiative petition on the General Manager's salary. The case had been decided by the Oregon Supreme Court, which ruled that setting the General Manger's salary was an administrative matter and not subject to the initiative petition process. Mr. Bailey noted that there had been excellent representation on this matter by counsel. Ms. Loobey noted the value to the District and the Board in that LTD would not have to shoulder the cost to pay for an election. Mr. Kleger stated that another implication was that if this initiative had been approved for an election process, it would have

opened the door for a much larger attack on public employees' pay rates, and not just at the executive level.

MONTHLY STAFF REPORT: Ms. Loobey reported that Mark Johnson had been hired as Transit Operations Manager. Mr. Johnson previously worked in operations at Pierce Transit in Tacoma, Washington. Ms. Wylie asked about the progress in hiring the Intergovernmental Relations Manager. Ms. Loobey responded that the application process had closed and interviews were being scheduled.

Ms. Loobey announced that Human Resources Manager Ed Ruttledge had accepted a position with the Springfield School District. Ms. Hocken stated that Mr. Ruttledge had done many good things for LTD, such as setting up the Labor-Management Council (LMC). Ms. Loobey stated that Mr. Ruttledge was a person of considerable talent, who had accomplished a lot for the District, most significantly, the turn around in labor/management relations.

PRESENTATION TO BOARD MEMBER MARY MURPHY: Ms. Hocken stated that Ms. Murphy was leaving the Board. She said that Ms. Murphy had provided excellent Springfield representation on the Board. She presented Ms. Murphy with a wooden bus.

Ms. Murphy stated that the support and encouragement had been tremendous. It had been exciting to be a part of the Thurston Station Park & Ride facility, the Eugene Station, and Bus Rapid Transit, and she looked forward to her continued work on the Springfield Station project. She said it had been great to share the common sense of purpose as the Board led a direction in policy and working with the talented group of people that Ms. Loobey had on board at LTD. It had been her honor to be associated with LTD. When she spoke to people in the community, she spoke with pride of her association with LTD. LTD was not just about providing buses and transportation, it also was about providing family-wage jobs for people who lived in our community. One of the new roles she had taken on was with the blue-ribbon campaign, "Let it End Here," following the Thurston shooting. Springfield Fire Chief Dennis Murphy had taken her on board as the educator and communicator, and in that role she had met and talked with President Clinton and had given him a blue ribbon.

Mr. Bailey said that it had been a pleasure serving on the Board with Ms. Murphy. Mr. Kleger echoed Mr. Bailey's sentiments, and said that it had been a delight. Ms. Wylie stated that Ms. Murphy had laid down a hard road to follow, and Ms. Hocken stated that she was glad that Ms. Murphy had agreed to remain on the Springfield Station Steering Committee.

MISCELLANEOUS: a) There would be no July Board meeting. b) The Fall Board Strategic Planning retreat was being planned for October 10 and 11, 1998. Ms. Loobey asked the Board members to let staff know their ideas about where to hold the retreat, whether in or out of the metropolitan area, and any topics they would like to see included on the agenda.

Staff were considering using a facilitator to assist with the dialogue, Susan Phillips, who previously had worked with the Board.

The following is a list of possible topics the Board might wish to discuss:

- Tension between fare increases and ridership growth
- How to handle service requests, particularly from outlying areas
- The impact of a rural transit district
- If other in-county transit districts were formed, what role would LTD play
- How to go about hiring a new general manager
- Political issues for next year
- Year 2000 Comprehensive Service Redesign (CSR) and how to serve areas newly developed on the fringes.

Ms. Loobey noted that there not only was new development on the fringes, but also a redevelopment of older industrial areas. Annually, approximately \$2 million in service requests were made that LTD could not fill.

Ms. Murphy asked if staff were addressing the year 2000 in computers and how it might impact the District. Ms. Hellekson responded that the Information Services Manager had reported that internal software at LTD was cleared for the changeover in the year 2000, but staff were concerned about outside vendors, such as banks and other outside agencies. A state task force was working on tax issues, and the banks also were working on it. Staff were checking on the vendors one by one in an attempt to be ready.

Ms. Wylie asked about the political issues for next year and what the Intergovernmental Relations Manager would be working on. Ms. Loobey responded that the political agenda usually was set in September and October. Elderly and handicapped funding is an ongoing issue.

ADJOURNMENT: There being no further discussion, Ms. Hocken adjourned the meeting at 8:40 p.m.

Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: August 19, 1998

ITEM TITLE: DISTRICT BOUNDARY UPDATE

PREPARED BY: Andy Vobora, Service Planning & Marketing Manager

ACTION REQUESTED: None; information only.

BACKGROUND: Annually, the District affirms its external boundary. This housekeeping action was last accomplished at the June 1998 Board meeting. Over time, influenced by legislative acts, the standards for establishing the boundary have changed. As part of the determination of the potential inclusion of the Cottage Grove/Creswell area, staff discovered that segments of the present boundary are inconsistent with current standards. To create greater consistency, staff have developed a new boundary description. The Lane Council of Governments (LCOG) has produced a map that is based upon two criteria. First, boundary lines will be drawn along rural corridors using a standard buffer of one mile on either side of the bus route, unless natural barriers or county boundaries offer a more logical boundary. Second, boundary lines will follow urban growth boundaries (UGB) around cities where the one-mile buffer does not exceed the UGB. By using these criteria, staff believe that the District's taxing boundary will be seen as more consistent in application.

These revisions will result in some loss of payroll tax and self-employment tax revenue. While it is difficult to sacrifice revenue, staff believe that the District would benefit by having fewer taxpayers a significant distance from bus service and where bus service frequency is very low.

A revised ordinance process will follow this time line:

August	Revised boundaries are presented to the Board.
September	First ordinance reading takes place.
October	Second ordinance reading takes place; ordinance is adopted.
November	Ordinance takes effect.

RESULTS OF RECOMMENDED ACTION:

In nearly all cases, the changes will benefit individual taxpayers. These people obviously will 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 payroll tax, and possibly some who will be subject to the self-employment tax. The boundary on the south side of our service area was established well short of the standard used throughout the rest of the service area.

ATTACHMENT:

A wall map will be on display.

PROPOSED MOTION:

None

AGENDA ITEM SUMMARY

DATE OF MEETING: August 19, 1998

ITEM TITLE: BOARD COMMITTEE APPOINTMENTS

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: Appointment of Board members to various Board committees.

BACKGROUND: Since appointments were last made to several of the Board committees, two Board members have left the Board and one new member has been appointed. At the August 19 meeting, Board President Kirk Bailey will make appointments to the various committees from among the current Board members.

A copy of the most recent committee membership list is attached for the Board's information. New Board officers were elected in June. They are:

President:	Kirk Bailey
Vice President:	Rob Bennett
Secretary:	Hillary Wylie
Treasurer:	Dave Kleger

ATTACHMENT: Board Committee Membership List

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: August 19, 1998

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: None

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

- * Suggestion form from Dolly Fisher regarding Springfield routing and placement of smoking section at Eugene Station, with staff response
- * Letter from Kim Krichbaum regarding Bikes on Buses program, with staff response

At the August 19 meeting, staff will respond to any questions the Board members may have about this correspondence.

PROPOSED MOTION: None

**BOARD OF DIRECTORS'
STRATEGIC PLANNING WORK SESSION
OCTOBER 10-11, 1998**

Tentative Agenda Menu

BLOCK 1 (two days)

Group decision-making

- Managing disagreement
- Importance of consensus

Effective policy-making in the public spotlight

Leadership in the current political environment

Using staff effectively

*Possible participants: Day 1 - Board and staff
Day 2 - Board only*

Facilitation: outside specialist

BLOCK 2 (one day)

Strategic Plan review/assessment

- Defining LTD's core business
 - Resource allocation
 - Fare policy/farebox recovery
 - BRT vs. core business
 - District expansion policy/process
- Strategic marketing (short and long term)

Possible participants: Board and staff

Facilitation: to be determined

BLOCK 3 (one day)

Prioritizing LTD's activities

Defining/approving productivity standards

Possible participants: Board and staff

Facilitation: outside specialist

BLOCK 4 (one day)

Legislative strategy

Plan implementation (Board role)

- Local arena (TransPlan, BRT)
- State (1999 legislative session)
- Federal (BRT, 1999 United Front)
- Using APTA effectively

Possible participants: Board and staff

Facilitation: to be determined

AGENDA ITEM SUMMARY

- DATE OF MEETING:** August 19, 1998
- ITEM TITLE:** FIRST READING: EIGHTH AMENDED ORDINANCE NO. 35, AN ORDINANCE SETTING FARES FOR USE OF DISTRICT SERVICES
- PREPARED BY:** Andy Vobora, Service Planning & Marketing Manager
- ACTION REQUESTED:** Approval of new wholesale price discounts for public agencies and private retailers.
- BACKGROUND:**
- The District currently offers discounts to public agencies and private retailers who buy fare instruments in large quantities. The multi-tiered system was developed to assist the agency or retailer in covering their handling costs, as well as to provide an incentive to make a greater profit by selling more instruments. A number of years ago the District changed the discount method for private retailers when a number of the retailers began pulling out of the program. The change involved setting a discount floor of 10 percent. The retailers believed that this amount would ensure that their costs were covered, while those who wished greater returns could pursue the higher discount by selling more fare instruments. Public agencies do not sell fare instruments to the general public, but rather buy them for client use. Their interest is to stretch their budgets, and the discounts accomplished this goal.
- LTD benefits greatly by having both public and private organizations participating in fare instrument distribution. Without this participation LTD would be faced with a customer increase of more than 100 percent.
- By standardizing the discount structures, LTD will be able to take advantage of efficiencies provided through the new point-of-sale software. Staff project an annual revenue loss of approximately \$2,400 by offering this new discount structure; however, the savings of more than 10 staff hours monthly provides the District with a greater opportunity to focus resources on direct customer service.
- The fare changes must be implemented by ordinance. The first such ordinance, Ordinance No. 35, was adopted in June 1992. This will be the eighth amendment to Ordinance No. 35. The first reading of Eighth Amended Ordinance No. 35 is scheduled for this meeting, and the second reading and adoption will be scheduled for the September 16, 1998,

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.

ATTACHMENT: Eighth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services

PROPOSED MOTION: I move that Eighth Amended Ordinance No. 35 be read by title only.
(Following an affirmative vote, the ordinance title should be read: “**Eighth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services.**”)



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

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

MONTHLY STAFF REPORT

August 19, 1998

SERVICE PLANNING & MARKETING

Andy Vobora, Service Planning & Marketing Manager

DISTRICT BOUNDARY REVISION

Staff continue to work with LCOG on a proposal to update the current District boundaries. This update will allow LTD to provide consistency in its application of the boundaries. A recommendation will come to the Board at the September meeting.

OREGON COUNTRY FAIR

LTD operated 625 hours of service during the three-day Oregon County Fair. Ridership totaled 22,124 rides, representing a 29.4 percent modal split. This is the highest modal split since 1993. The use of Autzen Stadium as the Park & Ride worked very well.

COTTAGE GROVE/CRESWELL SERVICE

The Cottage Grove City Council passed a resolution authorizing a ballot measure for the November election. The measure will ask voters to approve a request for annexation into the LTD service district. If the measure passes, LTD boundaries will be updated. An amendment to the original intergovernmental agreement has been signed by the District and the City of Cottage Grove. This amendment provides funding for continuation of bus service through the election in November. Should the ballot measure fail, service will end on Saturday, November 7, 1998.

TRANSIT INFORMATION EXCHANGE

LTD hosted more than 80 people for the 1998 Transit Information Exchange. The three-day conference focuses on marketing, planning, and customer service topics. The

conference was well received by the participants, and kudos go out to all staff who played a role in making this a success.

JULY 4TH SERVICE

The District operated Saturday schedules on the Fourth of July. Traditionally, Sunday schedules are operated on the Fourth of July; however, this year's holiday fell on Saturday. Staff believed that a higher level of service was warranted when considering the many community events taking place. Ridership increased more than 37 percent over past years; however, when compared with a normal Saturday, this July 4th ridership was approximately 17 percent lower. The issue of holiday service levels will be included in the coming annual route review.

BUTTE TO BUTTE SHUTTLES

LTD contracted to provide pre-race shuttles for the Butte to Butte road race, and 1,040 riders took the shuttles to 40th and Donald. This represents approximately 120 rides per service hour!

STAFFING

New staff were selected to fill the vacant marketing representative and planner positions. Ken Augustson will begin as a planner on August 18, and Delynn Anderson began as a marketing representative on August 7. Ken comes to LTD from Colorado (he is a Duck, though—he received his Master's degree from the UO) and Delynn comes to LTD from Albany.

UO FOOTBALL SHUTTLES

Contracts have been signed and planning is underway for the 1998 football season. LTD is attempting to muster 50 post-game buses for service this year. UO ticket buyers received information about the shuttle locations and the season shuttle pass in mailings that went out earlier this summer. Staff will be at the Park & Rides locations, assisting customers and selling passes.

FREEDOM PASS

Through the end of July, 1,687 Freedom Passes have been sold. This total does not include a number of the sales outlets. We are hopeful that sales will continue into early August and that we will move closer to our goal of 3,000. A complete report will be generated in September.

OASIS/ST. VINCENT DE PAUL PROMOTION

LTD partnered with St. Vincent De Paul and Oasis Fine Foods to provide low-income and homeless individuals an opportunity to attend a Eugene EMS baseball game. People were encouraged to stop by Oasis and buy EMS tickets for the July 31 game. The price of the ticket was increased and a portion went to buy a ticket for a homeless or low-income person, while the remaining amount went to Food for Lane County. As a result of this promotion and the generosity of local residents, 496 tickets were purchased! LTD offered day passes to participants in order to ensure that transportation to and from the game was not an impediment to attendance at the game.

SHOP PARTNERSHIP

LTD will become a partner in the Springfield Home Ownership Program in August. This program helps establish low-income families in their first home. LTD will provide route and schedule information, as well as day passes for families to try service at no cost. Approximately three placements are made monthly.

TRANSIT OPERATIONS

Mark Johnson, Transit Operations Manager

NEW MANAGER ON BOARD

I officially began my duties as transit operations manager on July 13. I am excited to be here and look forward to helping the District continue down its successful path. I am impressed with the dedicated people who are employed here and have enjoyed spending time getting to know them. I am committed to running a safe and efficient system and will do my part to ensure that the taxpayers of the area get the best for their money. I am happy to be a part of LTD and am looking forward to a successful career here.

OPERATORS ACHIEVE SAFETY MILESTONE

We had five operators reach a most notable milestone—25 years of safe driving: Tim Dennis, Roy Hughes, Paul Headley, Hank Perry and Dick Butler. When you think about this achievement, it is most amazing. Congratulations to all of them, and we wish them continued success.

NEW INSTRUCTIONAL PROGRAM COORDINATOR

Vern Rogers has been selected as the new instructional programs coordinator. Vern has been with LTD since 1971 and has served as a lead instructor, operator instructor, and bus operator. Vern will report directly to the operations manager and is a welcome addition to the operations management team.

RADIO SYSTEM UPDATE

Implementation of the new radio system has been problematical. Those problems are continuing. Operators and supervisors were trained in preparation for an expected start-up date in mid-July. The system crashed at start-up, and LTD notified the contractor, GMSI, that they would have one more chance to get the system running properly, and that if they were not successful, LTD would contact the bonding company to recover damages because of GMSI's inability to fulfill their contractual obligations. LTD sent a letter of notice to the bonding company after a subsequent start-up failure. The District has received a final plan from GMSI stating how they will provide LTD with an operable system. September 13 is the proposed start-up date for a fully-tested and operable system. Should this not be successful, LTD will file a claim with the bonding company.

NEW OPERATORS

Two new bus operators were hired in July, and eight more are scheduled to start training soon to prepare for the September bid. The addition of the 10 operators will bring the total of operators to 195.

LOW-FLOOR BUS OPERATOR TRAINING

Vern Rogers has developed an operator orientation program for the new low-floor buses. The orientation will start on August 17 and the operators and buses should be ready to go for the Lane County Fair service.

SPECIAL EVENTS SERVICE

We continue to prepare for service to special events to ensure that we can meet the needs of the community for both operators and equipment. Coming events that will require service include: The Masters Track Meet, The Scandinavian Festival, The Football Dinner, The Lane County Fair, The Filbert Festival, UO football games, 4J school service, and the Eugene Celebration. It is a busy time of the year.

HUMAN RESOURCES

Mark Pangborn, Acting Human Resources Manager

Since the last Board meeting in June, there has been considerable HR activity at LTD. As reported to the Board in June, Ed Rutledge, the LTD Human Resources Manager, accepted a job with the Springfield School District. Interviews for a replacement have been conducted and a finalist for the position is now going through the final review. If this review is completed successfully, we could have a new HR Manager by September 14, 1998. In the interim, Mark Pangborn, the Assistant General Manager, is the Acting HR Manager.

RECRUITMENT AND SELECTION

Recent recruitment and selection activities have included filling the following positions:

- Computer Systems Analyst
- General Service Worker
- Graphic Artist
- Instructional Program Coordinator/Trainee Evaluator
- Intergovernmental Relations Manager
- Journeyman Mechanic (2)
- Marketing Representative
- Transit Operations Manager
- Transit Planner - SP&M

The new transit operations manager, Mark Johnson, began work on July 13, 1998, and the intergovernmental relations manager, Linda Lynch, began on August 14. (Short biographies for Mark and Linda are enclosed with the Board members' agenda packets.)

In addition, two applicants for the position of bus operator started training and 34 other applicants were selected for the Bus Operator Selection Pool. The Bus Operator Selection Pool is the group of applicants the District considers when bus operators are being hired for training. Eight of the applicants in the Bus Operator Selection Pool are expected to begin training in August. These operators will replace some operators who have recently retired, as well as meet expanded service needs.

The District is in the process of selecting candidates for the positions of community relations representative and administrative secretary I.

BENEFITS

A new deferred compensation carrier, VALIC, was selected and began offering services to employees on July 1, 1998. The services provided by VALIC are in addition to the services offered by Hartford Insurance, so that employees now have two options for deferred compensation carriers. On July 30, representatives from VALIC conducted three presentations for employees on Retirement Needs Analysis.

Human Resources Department staff members met with representatives from QualMed and Johnson Benefits to clarify the rates charged for COBRA coverage and the process for referring employees who are in need of urgent care services.

RISK

In June, Richard Shook of Sedgwick Corporation in Portland conducted a visual review and measurement of District property to determine its current value. This appraisal will be used in setting the amounts of insurance needed for District property.

SAFETY

Alma Desaulniers, an OSHA consultant, met with the Facility Safety Committee and worked with Gayle Howard, the risk, safety, and benefits specialist, to discuss the reporting capabilities of the WCCMS (workers' compensation) software program.

The Facility Safety Committee attended two seminars conducted by OSHA regarding the topics of Accident Analysis and Injury Prevention.

The Accident and Route Review Safety Committee held its bimonthly meeting on June 12, 1998. Bus accidents occurring in April and May were reviewed.

TRAINING

The human resources specialist, Joyce Ziemplak, conducted new bus operator training regarding the District's Drug and Alcohol Policy and its testing program.

The risk, safety, and benefits specialist, attended an American Public Transit Association (APTA) seminar regarding risk and safety in public transit.

The risk, safety, and benefits specialist and Vern Rogers, the instructional coordinator/trainee evaluator, met with Tri-Met representatives in Portland to discuss training regarding low-floor buses.

EMPLOYEE RELATIONS

LTD received considerable publicity from a Don Bishop column about the LTD bus operator who wanted to work while wearing an eyebrow ring. After considerable internal review and a survey of practices at the Salem, TRI-MET, and Vancouver, Washington, transit systems, LTD concluded that a visible eyebrow ring was not appropriate. The public communication to LTD about this issue was divided between support and opposition to our policy.

Two members of the Take Care Committee, Esther Schaller and Tom Benfatti, attended the Seaside Health Promotion Conference. This conference provided them with an opportunity to network with others who have responsibility for promoting health and wellness in a work environment and to obtain assistance in developing an action plan for the Take Care Committee.

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 April, and the next meeting is scheduled for October.
- c. **BRT Steering Committee:** The BRT Steering Committee last met on July 8, and on August 17, the Committee held a test design workshop, to assess the design workshop process for future use with the public. 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 about this committee's activities at the August 19 Board meeting.
- d. **Springfield Station Steering Committee:** The Springfield Station Steering Committee met most recently on July 16. 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

**BOARD OF DIRECTORS' RETREAT
OCTOBER 10-11, 1998**

Tentative Agenda Menu

BLOCK 1 (two days)

Group decision-making
 Managing disagreement
 Importance of consensus
Controversy training
Effective policy-making in the public spotlight
Leadership in the current political environment
Using staff effectively

*Possible participants: Day 1 Board & staff
 Day 2 Board only
Facilitation: outside specialist*

BLOCK 2 (one day)

Strategic Plan review/assessment
 Defining LTD's core business
 Resource allocation
 Fare policy/farebox recovery
 BRT vs. core business
 District expansion policy/process
Strategic marketing (short and long term)

*Possible participants: Board & staff
Facilitation: TBD*

BLOCK 3 (one day)

Prioritizing LTD's activities
Defining/approving productivity standards

*Possible participants: Board & staff
Facilitation: outside specialist*

BLOCK 4 (one day)

Legislative strategy
Plan implementation (Board role)
 Local arena (TransPlan, BRT)
 State (1999 Legislative Session)
 Federal (BRT, 1999 United Front)
Using APTA effectively

*Possible participants: Board & staff
Facilitation: TBD*

AGENDA ITEM SUMMARY

DATE OF MEETING: August 19, 1998

ITEM TITLE: BOARD DEVELOPMENT PROPOSAL

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: Discussion; staff direction.

BACKGROUND: A Board of Directors strategic planning work session has been scheduled for October 10 and 11, 1998. The tentative location for this event is the Hilton Hotel in Eugene.

In order to prepare for this work session so that the time can be used most effectively, agenda suggestions were solicited from both Board and staff members. These suggestions were consolidated, expanded, and grouped into clusters or blocks of related topics that could allow for appropriate transitions from one subject to the next, and a cumulative effect for the work session as a whole. Finally, staff estimated how much time each block of agenda items might require, the logical order in which the material might be considered, and whether the work would best be served by an outside facilitator or staff facilitator.

The results of this staff discussion appear as an attachment to this summary. As can be noted, the estimate of total time needed to cover all of the listed material is approximately five days. At this time, only two days of work have been scheduled. It is possible to select any two of the days listed on the tentative agenda menu. However, staff believe that all of the proposed material is important and that additional time beyond the two days already scheduled would be well invested. Therefore, it is the staff recommendation that the material listed as Block 1 in the attachment be developed into an agenda for the October 10 and 11 Board strategic planning work session, and that the material listed in Blocks 2 - 4 be scheduled for consideration as soon as possible thereafter. Some of the material may be covered in evening work sessions, and other items may require the scheduling of additional time.

Board members will note on the attached agenda menu that it has been determined to use a facilitator for Blocks 1 and 3. It will be determined during scheduling of the other two blocks whether those will be conducted with the help of an outside facilitator, as well.

Board discussion of the options proposed and the staff recommendation to proceed with agenda development for the October sessions is requested. Formal action is not required, but it is hoped that the Board will give staff direction on the process preferred for Board development in the current fiscal year.

ATTACHMENT: Board of Directors Strategic Planning Work Session Tentative Agenda Menu

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: August 19, 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 August 19, 1998:

1. Approval of minutes: June 24, 1998, special Board meeting

ATTACHMENTS:

1. Minutes of the June 24, 1998, special Board meeting

PROPOSED MOTION: I move that the Board adopt the following resolution: It is hereby resolved that the Consent Calendar for August 19, 1998, is approved as presented.

AGENDA ITEM SUMMARY

DATE OF MEETING: August 19, 1998

ITEM TITLE: AUGUST AND SEPTEMBER EMPLOYEES OF THE MONTH

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: **AUGUST 1998 EMPLOYEE OF THE MONTH:** Jill Howard, administrative assistant in Transit Operations, has been selected as the August 1998 Employee of the Month. Jill was hired on April 27, 1991, and also was the July 1993 Employee of the Month. She was nominated by a co-worker who said that Jill deserves recognition for her many job duties that benefit LTD as a whole. As an example, she takes charge and does an excellent job of organizing, preparing, and running the operator bids, from pre-bid preparation to ensuring that the new bid materials are organized and ready for print and distribution. The co-worker thought that without Jill's expertise, dedication, and perseverance, the Transit Operations Department would not run nearly as smoothly, and said that as a result of the reorganization and recent changes in personnel in the department, Jill had risen to the occasion and taken on extra responsibilities with gusto.

When asked what makes Jill a good employee, Transit Services Administrator Rob Montgomery said that Jill is one of the most hard-working, dedicated employees in the Transit Operations Department. He said she has a general knowledge of all department staff's duties and responsibilities; she often is called upon for assistance beyond general expectations; and the extra she gives is tremendously appreciated by all. He added that Jill is a very active person who enjoys taking a bite out of every opportunity available, and, in reviewing her workload, he thought that she had taken several large bites and was not yet full. He described her as a necessity for the department, as well as an asset.

SEPTEMBER 1998 EMPLOYEE OF THE MONTH: The September 1998 Employee of the Month is Diane Petersen, LTD's new customer service area custodian. Diane was hired on August 12, 1986, as an inside cleaner. In February 1995, she became the lead cleaner, and has received many awards for her attendance and safe work (no time loss). In March 1998, Diane was selected for the new position of customer service area custodian and the new Eugene Station. She was nominated for the

Employee of the Month award by several LTD employees, who said that Diane is very hard-working and conscientious, and that her courtesy to customers had been reported by many of our riders. One co-worker stated that Diane had adapted to her new position with style and grace, and that her friendliness and positive attitude were a great help to her co-workers and the public, alike.

When asked what makes Diane a good employee, Facility Services Manager Charlie Simmons said that Diane is an excellent ambassador for LTD, not only with our customers, but also with LTD employees. He said that she takes pride in ownership of the new Eugene Station, and couldn't be a better match for all the demands of the job, including the mix of cleaning responsibilities and customer service. He stated that she is friendly and professional; knows and interacts well with the customers; provides the first line of customer information; and is assertive but not aggressive when she has to correct people's behaviors at the station. He commended her for her excellent people skills and said he was very pleased to have her fill this position so well for LTD.

AWARD:

Jill and Diane will attend the August 19 meeting to be introduced to the Board and receive their awards.

AGENDA ITEM SUMMARY

DATE OF MEETING: August 19, 1998

ITEM TITLE: EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(1)(d)

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: Meet in Executive Session pursuant to ORS 192.660(1)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. District Counsel will be present for this discussion.

ATTACHMENT: None

PROPOSED MOTION: I move that the Board meet in Executive Session pursuant to ORS 192.660(1)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

AGENDA ITEM SUMMARY

DATE OF MEETING: August 19, 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. **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.
- B. **Proposed LTD Boundary Changes:** An ordinance is being prepared to correct inconsistencies in the service boundary. The first reading of the ordinance will be held 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.
- C. **Medical Reimbursement Account:** At a future Board meeting, staff will discuss a proposal for administrative employees to use accumulated sick leave toward payment of medical benefits between ages 62 and 65. This is similar to an agreement reached with the District's union employees during the most recent contract negotiations.
- D. **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.
- E. **Fall Board Strategic Planning Work Session:** A two-day strategic planning session has been scheduled for the Board during the weekend of October 10-11 at the Eugene Hilton Hotel. Details about beginning and ending times, location, and agenda will be available closer to the time of the work session.

- F. **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.
- G. **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.
- H. **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:** August 19, 1998
- ITEM TITLE:** HIGHWAY 126 INTERIM CORRIDOR STRATEGIES
- PREPARED BY:** Stefano Viggiano, Planning and Development Manager
- ACTION REQUESTED:** Adopt resolutions endorsing the Interim Corridor Strategies for Highway 126 East and Highway 126 West.
- BACKGROUND:** The Oregon Department of Transportation (ODOT) is conducting corridor planning statewide to facilitate long-range transportation planning. Interim Corridor Strategies for Highway 126 East and Highway 126 West have been prepared. The attached memorandum from ODOT and Lane Council of Governments (LCOG) staff explains the corridor planning process. Also attached are excerpts from the *Highway 126 East Interim Corridor Strategy* and the *Highway 126 West Interim Corridor Strategy*. The excerpts include the Executive Summary and Chapter Six for each study. The Executive Summary provides a brief overview of corridor planning, the Highway 126 East and West Corridors, and major findings and conclusions of each study. Chapter Six contains the proposed interim strategy for each Corridor.
- The Board is asked to adopt a resolution endorsing the interim corridor strategies. Endorsements have been obtained from the City of Springfield (for the Highway 126 East strategies), the Cities of Eugene, Veneta, and Florence (for the Highway 126 West strategies), and Lane County (both strategies).
- ODOT and LCOG staff will attend the meeting to provide additional information on the Strategies and answer any questions the Board may have.
- ATTACHMENTS:**
- Resolution endorsing the Highway 126 East Interim Corridor Strategy
 - Resolution endorsing the Highway 126 West Interim Corridor Strategy
 - Memorandum from ODOT and Lane Council of Governments staff
 - Executive Summary and Chapter Six of the *Highway 126 East Interim Corridor Strategy*
 - Executive Summary, Chapter Six of the *Highway 126 West Interim Corridor Strategy*, and *Figure 2-3*
- PROPOSED MOTION:** I move that the Board adopt the resolutions endorsing the Highway 126 East and Highway 126 West Interim Corridor Strategies.

LANE TRANSIT DISTRICT

**A RESOLUTION OF SUPPORT FOR THE HIGHWAY 126 EAST
INTERIM CORRIDOR PLAN STRATEGY
(INTERSTATE 5 TO OREGON HIGHWAY 22 AT SANTIAM JUNCTION)**

WHEREAS, the State of Oregon, acting by and through its Oregon Transportation Commission, has caused to be prepared an Interim Strategy for the Highway 126 East Corridor, and has requested a resolution of support from the Lane Transit District; and

WHEREAS, said document has been developed collaboratively with representatives of the cities and counties within the Corridor and regional, federal and state agencies with jurisdiction in the Corridor, and in consultation with key stakeholders and the general public in the Corridor; and

WHEREAS, said document proposed an interim strategy and objectives for the operation, preservation and enhancement of all transportation modes and facilities within the Oregon Highway 126 Corridor from Interstate 5 to Oregon Highway 22 at Santiam Junction; and

WHEREAS, the Interim Corridor Strategy and objectives were coordinated with and are consistent with local and regional transportation system plans in the Corridor and provide guidance for refinement plans for specific areas and issues in the Corridor, and for the development of a Final Corridor Plan and Strategy for the Corridor;

NOW, THEREFORE, BE IT RESOLVED by the Lane Transit District Board of Directors as follows:

That the Lane Transit District hereby supports this Interim Corridor Strategy document, urges its adoption by the Oregon Transportation Commission, and maintains that local transit service is or will be consistent with the Interim Corridor Strategy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS on this _____ day of _____, 1998.

Board President

ATTEST:

Recording Secretary

LANE TRANSIT DISTRICT

**A RESOLUTION OF SUPPORT FOR THE HIGHWAY 126 WEST
INTERIM CORRIDOR PLAN STRATEGY
(HIGHWAY 101 IN FLORENCE TO INTERSTATE 5 IN EUGENE)**

WHEREAS, the State of Oregon, acting by and through its Oregon Transportation Commission, has caused to be prepared an Interim Strategy for the Highway 126 West Corridor, and has requested a resolution of support from the Lane Transit District; and

WHEREAS, said document has been developed collaboratively with representatives of the cities and counties within the Corridor and regional, federal, and state agencies with jurisdiction in the Corridor, and in consultation with key stakeholders and the general public in the Corridor; and

WHEREAS, said document proposed an interim strategy and objectives for the operation, preservation and enhancement of all transportation modes and facilities along the corridor from Highway 101 in Florence to Interstate 5 in Eugene; and

WHEREAS, the Interim Corridor Strategy and objectives were coordinated with and are consistent with local and regional transportation system plans in the Corridor and provide guidance for refinement plans for specific areas and issues in the Corridor, and for the development of a Final Corridor Plan and Strategy for the Corridor;

NOW, THEREFORE, BE IT RESOLVED by the Lane Transit District Board of Directors as follows:

That the Lane Transit District hereby supports this Interim Corridor Strategy document, urges its adoption by the Oregon Transportation Commission, and maintains that local transit service is or will be consistent with the Interim Corridor Strategy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS on this _____ day of _____, 1998.

Board President

ATTEST:

Recording Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: August 19, 1998

ITEM TITLE: ADDITION OF TWO FULL-TIME FIELD SUPERVISORS

PREPARED BY: Mark Johnson, Transit Operations Manager

ACTION REQUESTED: None

BACKGROUND: The six-month experiment that was approved by the Board for two temporary Field Supervisors to assist with security and supervision at the new Eugene Station will be complete next month. This is to advise the Board that I will be recommending that these positions become permanently funded.

The amount of activity at the station, along with the additional need for road coverage, makes these positions necessary. We have provided a high standard of service and security to our customers and an adequate level of support to our operators during the six-month experiment. The additional supervisors have allowed us to deal with more than one incident at a time and offer a reasonable amount of backup to the other supervisors when necessary. The response to the additional supervisors from our customers as well as the drivers has been positive. The supervisors are able to deal with every aspect of operations in a timely and thorough manner. As the system grows, it is essential that the field support grows with it, or the quality of service will suffer.

We are heading into the future with BRT and a new Springfield Station. There will be additional demands to oversee and supervise the operations of the new facilities, along with the additional service and operators they will require. We will need to be ready for these additions to the system with the support to deal with issues promptly.

There is a substantial cost involved with this recommendation. The cost analysis is not complete at this time, but staff estimate approximately \$120,000 per year for both positions. What the public gets for this investment is a continued sense that security is important to the District and that we are taking measures to make sure that they can use the system safely. Additionally, we are reinforcing our message to the operators that we will be responsive to their needs and we value their safety. The extra coverage will ensure a more timely response to their needs and offer a higher level of support than we have been able to provide.

The experiment with the temporary supervisors indicated clearly that there is a serious need for continued coverage. Quality of service, customer safety, and adequate operator support are dependent on our ability to deal with LTD-related issues quickly. Many of these issues can be dealt with effectively only by someone with the experience and authority that a supervisor has.

At the August 19 meeting, staff would like to hear the Board members' initial input, concerns, or questions regarding the permanent funding of these positions. This topic will be placed on the September 16 Board meeting agenda as an action item, for further consideration by the Board.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: August 19, 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 July 31, 1998. No change was reported; Hartford maintains a B+ rating.

A Request for Proposal (RFP) process conducted last spring identified a second deferred compensation provider. The Variable Annuity Life Insurance Company (VALIC) began offering services to LTD employees during the June Open Enrollment period, and several employees added VALIC to their personal retirement savings plans effective July 1, 1998. One of the selection criteria for the second service provider was the ability and willingness to provide free, no obligation retirement planning workshops to employees. VALIC has scheduled a series of three such workshops during the first three months of the new contract. The first was held on July 30, 1998, and covered setting realistic retirement goals and understanding retirement savings needs. It was well received by participants. The second and third workshops will cover retirement planning; and, investing, understanding personal risk profiles, and portfolio diversification.

ATTACHMENTS: None

PROPOSED MOTION: None