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## LANE TRANSIT DISTRICT REGULAR BOARD MEETING

September 16, 1998  
5:30 p.m.

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

### A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

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

III. INTRODUCTORY REMARKS BY BOARD PRESIDENT

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

IV. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Board Member Reports
  - a. Metropolitan Policy Committee
  - b. Statewide Livability Forum
  - c. BRT Steering Committee / Public Design Workshops / Walkabout Input
  - d. Springfield Station Steering Committee

- 2. Monthly Financial Report
- 3. Seneca Station Update
- B. Monthly Staff Report

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

- V. EMPLOYEE OF THE MONTH—October 1998
- VI. AUDIENCE PARTICIPATION
  - ◆ Each speaker is limited to three (3) minutes.
- VII. ITEMS FOR ACTION AT THIS MEETING
  - A. Consent Calendar
    - 1. Minutes of the August 19, 1998, Regular Board Meeting
    - 2. Appointment to Special Transportation Fund (STF) Advisory Committee
  - B. Employee Association Proposal
  - C. Permanent Funding of Two Full-time Field Supervisors
  - D. Statewide Transportation Improvement Program Priority List for Transit Projects
  - E. Statewide Transportation Improvement Program Priority List for the Transportation Demand Management Program
  - F. Bus Rapid Transit Policy Change
- VIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING
  - A. Proposed LTD Boundary Changes
  - B. Board Committee Appointments
  - 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

IX. 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:** September 16, 1998

**ITEM TITLE:** JULY FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

**BACKGROUND:** Financial results for the first month of the new fiscal year are summarized in the attached reports. Total General Fund revenue was \$232,050 ahead of budget for July, and 9.9 percent ahead of receipts for the same period in the previous fiscal year. Payroll tax receipts account for virtually all of the increase. Total General Fund expenses are \$979,523 less than budgeted through July, and 2.4 percent over those of the previous year. No adverse financial conditions exist at this time.

Total passenger fares for the month showed an increase of \$20,677 over July 1997. However, total fares fell short of monthly budget by \$3,173. This shortfall is not considered significant. As previously reported, modest fare budget shortfalls are not the result of ridership declines. July ridership increased by 8 percent over that of the previous year. Modest budget shortfalls in the last two months are the result of a switch from cash fares to other less-expensive fare instruments.

Personnel expenses increased in July due to the addition of new administration positions; an 8 percent increase in health insurance costs; merit increases for administrative staff who had been at 100 percent of their authorized ranges prior to the implementation of a new salary schedule last year; and the implementation of cost of living wage increases for both administrative and contract employees. Materials and services expenses were generally lower than in July 1997 due to a change in the timing of advertising projects and other activities.

A new page has been added to the standard reports that are provided to the Board each month. The page follows the Operating Fund report and includes comments that may help explain year-to-year changes in expenses. This page will be amended each month to include current information. It is hoped that this new page will help remind Board members

of information that was previously provided in a monthly Board report, but may not be repeated each month in the Agenda Item Summary.

Representatives of Grove, Mueller, Hall and Swank began the fieldwork phase of the annual independent audit on September 14, 1998, and the work is proceeding well. The Comprehensive Annual Financial Report will be presented to the Board of Directors at the November meeting.

**ATTACHMENTS:**

Attached are the following financial reports for Board review:

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

**PROPOSED MOTION:**

None

## 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 boundary definitions. The first is a 1.75 mile boundary and the second is the maximum 2.5 mile boundary. Deviations occur around natural barriers and county boundaries to maintain legality and offer a more logical boundary. By using these boundaries, staff believes that the District's taxing boundary will be seen as more consistent in application.

Payroll tax and self-employment tax revenues will be affected in both cases. The amount of revenue gained or lost will be reviewed during the staff presentation.

Another option is to address the problem areas without conducting a comprehensive boundary revision. This would address boundary lines outside the 2.5 mile limit and rectify the South Eugene issue of having the boundary inside the service area. All other lines would remain as they are currently. This gives the Board greater flexibility in cases such as extending the service area to Creswell and Cottage Grove.

A revised ordinance process will follow this time line:

September Revised boundaries are presented to the Board.

October First ordinance reading takes place.

November Second ordinance reading takes place; ordinance is adopted.

January 1999 Ordinance takes effect.

**RESULTS OF RECOMMENDED ACTION:**

Using the 1.75 mile boundary the changes will benefit individual taxpayers in nearly all cases. These people obviously will be happy with the revision. The 2.5 mile boundary will create a new group of taxpayers who will not be happy about this change. This will be especially true in the rural areas. If minor revisions are made the same result will likely occur. Some taxpayers will be happy to be excluded, while the newly added taxpayers will be unhappy.

**ATTACHMENT:**

A wall map will be on display.

**PROPOSED MOTION:**

None

## AGENDA ITEM SUMMARY

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

**ITEM TITLE:** CORRESPONDENCE

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

**ACTION REQUESTED:** None

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

\*

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

**PROPOSED MOTION:** None



MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, August 19, 1998

Pursuant to notice given to *The Register-Guard* for publication on August 13, 1998, and distributed to persons on the mailing list of the District, the regular monthly meeting of the Board of Directors of the Lane Transit District was held on Wednesday, August 19, 1998, at 5:30 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Kirk Bailey, President, presiding  
Rob Bennett, Vice President  
Patricia Hocken,  
Dave Kleger, Treasurer  
Dean Kortge  
Hillary Wylie, Secretary  
Phyllis Loobey, General Manager  
Jo Sullivan, Recording Secretary

Absent: (One Vacancy, Subdistrict #2)

**CALL TO ORDER:** The meeting was called to order at 5:35 p.m. by Board President Kirk Bailey. Ms. Wylie was out of the room but re-entered shortly.

MOTION **EXECUTIVE SESSION:** It was moved and seconded that the Board move into  
VOTE Executive Session pursuant to ORS 192.660(1)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. The motion carried by unanimous vote, 6 to 0, with Bailey, Bennett, Hocken, Kleger, Kortge, and Wylie voting in favor and none opposed. The Executive Session began at 5:36 p.m. District counsel Joe Richards was present for this conversation with the Board.

**RETURN TO REGULAR SESSION:** The Board unanimously returned to regular session at 6:15 p.m.

**ITEMS FOR INFORMATION AT THIS MEETING:**

**Board Member Reports:** MPC--MPC had not met in July or August, so there was no report. Springfield Station Steering Committee--The Springfield Station Steering Committee had a walking tour of possible station sites. The Steering Committee appeared to be interested in considering a multiple-use facility, and was very supportive of Springfield. BRT Steering Committee--Mr. Bennett reported that this committee had met three times, and also was a very good group, representative of the community as a whole. He was pleased that there were interested Springfield and Lane County participants as well as those from Eugene. He stated that Ms. Hocken and Mr. Bailey were valuable in terms of their LTD representation. He thought the committee had made significant progress. The first BRT corridor would be

fairly long, and would be divided into eight segments for public processes. He said the committee had held a test design workshop with some people who were familiar with the issues, so might have been more critical than the general public. He thought it went very well, and interesting ideas were presented. The process for gathering public information at a design workshop was tested and critiqued. In the future, the committee would be holding committee meetings as well as working through the corridor segments and setting the direction for each new segment. He said the District should work very hard to keep the project in front of the people, to make the case aggressively. He said he was encouraged about where the project was at that time. Mr. Kleger asked if people were accepting the idea that LTD had to do something different. Mr. Bennett said that the District had to be cognizant that there was no way to accomplish this project without negatively affecting some people, so the committee was doing everything possible to mitigate that. He said it was important to make the case that there would be more congestion in the future, and the case for convenience, how the vehicles would look, routing, etc. Ms. Hocken said she thought the test design workshop was very successful, but it was important to note that many of the people there were planners and knew about transit issues. Even those who did not, however, seemed to recognize the need to do something different. When the committee offered the first real workshop, it would know more about the community feeling. Mr. Bailey added that a lot of time was spent looking at maps at the workshop, and he saw people come to an understanding of the project. He did not hear negative critical comments, but heard critical comments that were very helpful.

**ITEMS FOR ACTION AT THIS MEETING:** At 6:30 p.m., Mr. Bailey began the regular business portion of the meeting.

**INTRODUCTORY REMARKS BY BOARD PRESIDENT:** Mr. Bailey said he had some comments to make as the new Board President. He said he appreciated the confidence the Board had shown in him in electing him to the position. He outlined four areas the Board needed to concentrate on during the next couple of years. First and foremost, he said, was bus rapid transit (BRT): LTD had been working very hard to put the pieces into place to make this a viable project for the community, and that would need to continue. Second were the group pass and other programs of that nature. Mr. Bailey said he would do everything he could to make an LCC group pass happen. Third, he saw the need to further develop the role with the District's various partners--the cities, state, federal partners, etc., to see transit as a TransPlan entity and not just another bus company. He thought the District had come a long way in a few years, and people were expecting LTD to show leadership. Fourth, he mentioned the recruitment of a successor for LTD's general manager who would do the organization and Ms. Loobey justice. He said the Board would need to be thinking about how to replace someone of Ms. Loobey's caliber.

**EMPLOYEES OF THE MONTH:** Mr. Bailey introduced Transit Operations Administrative Assistant Jill Howard as the August Employee of the Month. She was hired in April 1991, and also had been the July 1993 Employee of the Month. She was nominated by a co-worker who said that Ms. Howard deserved recognition for her many job duties that benefited LTD, such as organizing, preparing, and running the operator bids. The co-worker thought that without Ms. Howard'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, Ms. Howard had risen to the occasion and taken on

extra responsibilities. When asked what made Ms. Howard a good employee, Transit Services Administrator Rob Montgomery said that Ms. Howard was one of the most hard-working, dedicated employees in the Transit Operations department, with a general knowledge of all department staff's duties and responsibilities; she often was called upon for assistance beyond general expectations; and the extra she gave was tremendously appreciated by all.

Mr. Bailey presented Ms. Howard with a letter, certificate, and monetary award. Ms. Howard said that she was proud to work for LTD, loved her job, and looked forward to many more years of doing her best.

Mr. Bailey then introduced the September Employee of the Month, Diane Petersen, who was LTD's new customer service area custodian. Ms. Petersen was hired in August 1986 as an inside cleaner. In February 1995 she became the lead cleaner, and had received many awards for her attendance and safe work (no time loss). In March 1998, she was selected for the new position of customer service area custodian at the new Eugene Station. She was nominated for the Employee of the Month award by several LTD employees, who said that Ms. Petersen was very hard-working and conscientious, and that her courtesy to customers had been reported by many bus riders. One co-worker stated that Ms. Petersen 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 made Ms. Petersen a good employee, Facility Services Manager Charlie Simmons said that Ms. Petersen was an excellent ambassador for LTD, not only with customers, but also with LTD employees. Mr. Simmons said that she took 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 was friendly and professional, knew and interacted well with the customers, provided the first line of customer information, and was assertive but not aggressive when she had 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.

Mr. Bailey presented Ms. Petersen with her certificate, letter, and monetary award. Ms. Petersen said that Mr. Simmons and his crew were great to work with, and that she enjoyed all the people and she was making a lot of friends there. She said that every day was a different experience, and she was finding it challenging, and that she was proud to work for LTD.

**RECOGNITION OF PAST PRESIDENT:** Mr. Bailey said he wanted to recognize Ms. Hocken for her role as Board president from 1994 to June 1998. He described her many activities at the state and local levels, including her participation on the Metropolitan Policy Committee (MPC) and LTD Board committees, and working toward an LCC group pass program. He presented Ms. Hocken with a plaque thanking her for her leadership and service as Board president.

Mr. Bennett said that having served on a number of different boards, commissions, and advisory groups, he wanted to second what Mr. Bailey had said. He thought Ms. Hocken was one of the strongest leaders he had had the privilege to work with. She gave him the

opportunity to present his agenda and opinions and led the charge for important things for LTD. He had appreciated her leadership, and commended her for an excellent job.

Ms. Hocken thanked the Board for allowing her to serve as president for four and a half years. She said it just took too much time, so she did not feel she could continue in that role. She said she appreciated the comments and the opportunity to hold that leadership position, and that she thought Mr. Bailey would carry forward and do a good job for the District.

**FINANCIAL ACCOUNTING AWARD:** Ms. Hocken asked to recognize Finance Manager Diane Hellekson, saying that several years ago Ms. Hellekson had undertaken a project to get the District's financial reporting in accordance with the Government Financial Officers Association guidelines. This was the second year in a row that LTD had received an award for Excellence in Financial Accounting. Ms. Hocken commented that it took a lot of effort on the part of the entire Finance department, and especially Ms. Hellekson. She presented Ms. Hellekson with a plaque from the Government Finance Officers Association.

**AUDIENCE PARTICIPATION:** Mr. Bailey asked for comments from any member of the audience. There were none.

**CONSENT CALENDAR:** Mr. Kleger moved that the Board adopt the Consent Calendar. The motion was seconded, and Mr. Bennett stated that he would abstain from voting because he had not attended the last meeting. The Consent Calendar was then adopted by a vote of 5 to 0, with Bailey, Hocken, Kleger, Kortge, and Wylie voting in favor and Bennett abstaining. The Consent Calendar for this meeting consisted of the minutes of the June 24, 1998, special Board meeting.

**HIGHWAY 126 INTERIM CORRIDOR STRATEGIES:** Planning & Development Manager Stefano Viggiano said that staff were asking the Board to adopt Highway 126 East and West interim corridor strategies. He introduced Carol Heinkel and Larry Schaffner of the Lane Council of Governments (LCOG) and John Detar and Nick Arnis of the Oregon Department of Transportation (ODOT). Mr. Viggiano explained that LTD staff had been involved on the steering committees for both the West and East plans, and there had been a fairly extensive public involvement process. He described LTD's current service along the west and east corridors, and stated that the growth in Veneta presented some opportunities for transit. The highway between Veneta and the metro area was the most critical for improvement, because it was the most congested, but would be difficult to expand for environmental reasons. Mr. Viggiano said that in preparation for a plan from the Oregon Transportation Commission (OTC), there needed to be a Board discussion of the priorities for rural service. He suggested that the Board should think that through carefully so LTD could participate effectively at the next step.

Mr. Schaffner, the project manager for the Highway 126 East development effort, spoke about the corridor planning process and the issues involved in providing safe and efficient highway use while protecting the corridor, which passed through the Deschutes National Forest. Consideration was being given to providing bus pullouts, shelters, and other amenities to provide safe passenger loading for school buses and LTD. He suggested that perhaps

transit could serve seasonal recreational needs that occurred, to help with congestion in traffic and parking for increasing tourism and recreational use along the corridor.

Ms. Loobey commented that she would be interested in continuing to explore how to improve the access and driveway problems in rural and urban areas.

Ms. Heinkel talked about the Highway 126 West corridor, which included 67 miles from Interstate 5 in Eugene to Highway 101 in Florence. The total population of the corridor was over 22,000, including two small cities and four small communities, and more than 14,000 residents in unincorporated areas. Population growth in Florence, Veneta, and the metro growth area were expected to increase the demands on the corridor. It also was the primary route for commuters from Veneta and Eugene for work, and there was increased residential growth in Veneta because of the employment growth in the West Eugene area. She highlighted some of the transit strategies that were being investigated, and noted that transit service played into all eight strategies.

Ms. Loobey asked if consideration had been given to using the rail corridor as an alternative relief valve. Ms. Heinkel said that passenger rail had been discussed. The rail corridor currently was used primarily for freight, and the discussion was about how to integrate rail service without putting more freight on the highway. Passenger service was limited and could not compete with other modes in travel time, but was recommended for further study.

Ms. Wylie asked if there would be an opportunity to give input regarding additional passing lanes. Ms. Heinkel said that the strategy would address that question.

Ms. Hocken asked about the possibility of a high-occupancy vehicle (HOV) lane between Eugene and Veneta, and whether there was enough room to add a lane. Ms. Heinkel said more design work needed to be done before it could be known whether that would work.

Mr. Bennett asked if Ms. Heinkel could give some sense of the amount of right-of-way available along the corridor within the urban services boundaries. The response was that there were different rights-of-way in different places, but no information was available at that time. It would be improved with the West Eugene Parkway, and state right-of-way would be on a different route. Mr. Arnis promised to find out for Mr. Bennett.

Mr. Kleger asked if there was anything in the strategies for either section that would preclude separate bus lanes for bus rapid transit (BRT). The response was that there was not; strategies on both sides would support BRT, and BRT was seen as an opportunity. Mr. Viggiano added that it was good that the strategies supported BRT, but the guiding document would be TransPlan because that would take precedence in the urban area.

MOTION            Ms. Hocken moved that the Board adopt the resolutions endorsing the Highway 126 East and Highway 126 West Interim Corridor Strategies. Ms. Wylie seconded, and the motion  
VOTE                carried unanimously, 6 to 0, with Bailey, Bennett, Hocken, Kleger, Kortge, and Wylie voting in favor and none against.

Mr. Bailey thanked the guests for their presentations.

**CHANGES TO THE AGENDA:** Mr. Bailey noted two changes to the agenda: staff introductions, and a resolution regarding a pension trustee to be added after Board committee appointments.

**INTRODUCTIONS:** Ms. Loobey introduced Mark Johnson, LTD's new transit operations manager, and Linda Lynch, LTD's new intergovernmental relations manager, a new position for the District. Mr. Bailey welcomed both staff members to the District.

**FIRST READING: EIGHTH AMENDED ORDINANCE NO. 35, AN ORDINANCE SETTING FARES FOR USE OF DISTRICT SERVICES:** Service Planning & Marketing Manger Andy Vobora stated that he was somewhat uncomfortable with some of the calculations in the agenda packet, so he would not ask for a first reading of the amended ordinance that evening. Staff would bring this issue back to the Board in September.

**BOARD COMMITTEE APPOINTMENTS:** Mr. Bailey stated that the Eugene Station Committee, the Labor Relations Committee, and the Community Outreach Committee had finished their assignments. He had decided to disband the Community Outreach Committee for the time being, although it could be called into existence if needed later. He stated that representation on the Metropolitan Policy Committee (Ms. Hocken and Mr. Bennett); the Bus Rapid Transit Steering Committee (Mr. Bailey, Mr. Bennett, and Ms. Hocken); the Springfield Station Steering Committee (Mr. Kleger and Ms. Wylie); and the Statewide Livability Forum (Ms. Hocken) would remain the same. Mr. Bailey decided to wait until the Board was at full complement before naming the Compensation Committee and the Finance Committee.

**PENSION TRUSTEE:** Ms. Loobey stated that in Ms. Hocken's role as Board president, she had served as a trustee for the LTD Salaried Trust and the ATU Pension Plan. The Board needed to adopt a resolution changing that trustee to the new Board president.

MOTION            Ms. Hocken moved the following resolution: "Resolved, that Kirk A. Bailey, President of the LTD Board of Directors, is hereby appointed as successor trustee under the Lane Transit District/Amalgamated Transit Union Local 757 Pension Trust and the Lane Transit District Salaried Employees Retirement Plan, as a successor to Patricia R. Hocken, effective  
VOTE                August 20, 1998." Mr. Bennett seconded the motion, which then passed by unanimous vote, 6 to 0, with Bailey, Bennett, Hocken, Kleger, Kortge, and Wylie voting in favor, and none opposed.

**CONTINUE ITEMS FOR INFORMATION:** Following the Action Items, the Board continued with the rest of the Items for Information for this meeting.

**Preliminary June Financial Statements:** Finance Manager Diane Hellekson stated that LTD was undergoing its independent audit, and staff would bring the Comprehensive Annual Financial Report to the Board in the fall. Preliminary year-end materials were included in the August Board packet, but staff would wait for the audited report before making a formal presentation.

Mr. Bennett said that he thought the financial information the Board received was being presented as well as he had ever seen it, so he appreciated that. One of the difficulties he

continued to have, he said, was the lack of an explanation, or footnote, about why LTD was spending more money over some prior period, so he was curious about why administrative wages were up 12 percent and benefits up 24 percent. Ms. Hellekson explained that this was due to the reversal of Measure 8 shifting money between the two categories. Mr. Bennett suggested that staff give more explanation quarterly, such as a footnote, to explain instances such as this one in more detail. Ms. Hellekson said she would begin a page of footnotes that could remain with the report throughout the year.

**Addition of Two Full-time Field Supervisors:** Mr. Johnson presented this item as an informational item for the Board, and asked to hear the Board's questions and concerns. In September, he planned to make a formal proposal. He reviewed that in December the Board approved two positions with the opening of the Eugene Station because of some uncertainties regarding security at the station. The six-month trial period for those positions was almost finished, and he believed that the experiment had been successful: there was a high level of security, and the station was in good condition. He stated that the additional supervisors provided more benefit than just security, including customer service and operator support. Supervisors were able to deal with issues on the spot, including operator concerns, operational issues, and customer problems and issues. The level of service that the supervisors could provide was much higher than that of the Mall Guides, because supervisors could deny service and make decisions specific to LTD. They also could be more responsive to problems in the field. Their main focus was on the platform at the station, but they also were able to respond if needed in the field, so operators and customers were not left in serious or dangerous situations. They also could respond to detours better and keep operators from having to make up detour routing as they went along.

Another consideration mentioned by Mr. Johnson was the growth of LTD's service, which meant that the need for field supervision was expanding. He stated that the District's current total of five permanent field supervisors was not adequate for the service level. Each supervisor was responsible for 40 operator evaluations each year, which were too many for the level of performance management needed. Increasing to seven permanent, full-time supervisors would reduce that evaluation total to 28 each, which would be much more manageable. Additionally, the Springfield Station and BRT would add to the need for field supervision. He stated that the two field supervisor positions would head LTD in the right direction.

Mr. Johnson discussed the cost. The two temporary positions were funded through September. The added cost for the two positions and benefits until the end of the fiscal year would be approximately \$90,000. The annual cost would be \$120,000. For that, the public would receive a better-managed system and better facilities.

Mr. Kleger thought this proposal was timely. He wondered if the Board could receive a projection of when the next increase would occur, with projected growth. Mr. Johnson said he had been at LTD only for a month, and already was asking for two positions, but he saw the need for additional supervision as LTD expanded. There were some incidents lately where LTD did not have coverage that made him fairly uncomfortable, such as one time when it took 20 minutes to get a field supervisor to the scene of an accident to assist the bus operator.

Mr. Bennett asked about the ratio at other transit districts. Mr. Johnson replied that it varied, but that a typical number was 20 to 25 operators to evaluate or coach. The 28-evaluation range was better, but Mr. Johnson was even more concerned about covering all the safety issues on the street.

Mr. Bailey asked about specific safety issues at the station that were driving the request. Mr. Johnson replied that the station was one piece of the puzzle. There currently was good control at the station, and pulling supervisors away from the station for short periods would not have a serious impact. The Mall Guides could fill in, and the police substation was on the property. The station itself was not as big an issue as having enough field supervisors to cover the entire system.

**Bus Rapid Transit Project Update:** Mr. Viggiano invited the Board members to participate in coming BRT events, as listed on page 18 of the agenda packet. Staff believed that the test design workshop had been successful, and they had learned things to make the public session even better. Mr. Viggiano said that staff had been going door-to-door to visit business owners along the corridor. So far, 15 to 20 contacts had been made, and staff believed that those contacts had been valuable and that a number of those people would continue to participate in the process.

Project Engineer Graham Carey shared with the Board some of the ideas that were shown to the design group. Four ideas that were workable for LTD, some to a lesser or greater extent, were discussed. Those were: (1) taking away a traffic lane to provide a curbside bus lane; (2) constructing a curbside lane; (3) constructing a two-lane guideway in the median; and (4) constructing a one-lane guideway in the median. Mr. Carey explained that a curbside lane had to end 150 feet before an intersection to allow right turns by other traffic. Adding a lane would eliminate the median, so the street would be all asphalt. Business owners also tend to think there is a psychological barrier from cars getting to their businesses when there is a curbside bus lane. A two-way guideway in the middle would avoid access problems across the guideway, and would leave a narrow median between the two guideway lanes. A single-lane guideway would mean that the buses would operate on one side of the median and cross to the other side, and that buses going opposite directions might have to wait and go by each other at the intersection. The workshop participants also came up with some interesting ideas, which staff would be examining further. He thought that people who participated had a better understanding of what LTD had been trying to tell them after they had worked through the process themselves. Mr. Viggiano added that one of the ideas from the workshop was to look at a combination of two-way and one-way guideways along the corridor, because using a two-way guideway where possible would mean fewer delays for buses.

Ms. Hocken stated that there was a certain amount of interest in touting the section as a gateway for Eugene, so they would want to make it attractive, with green where possible, possibly not only in the median.

**District Boundary Update:** Mr. Vobora stated that the District's boundaries were set by Oregon Revised Statutes. LTD could set boundaries up to 2.5 miles from existing bus routes, or take an entire census tract where bus routes existed. In June, the Board had reaffirmed the District's boundaries, which was required on an annual basis when changes were not made.



As staff considered how to define boundaries for possible Cottage Grove and Creswell service, they also looked more closely at existing District boundaries.

Mr. Vobora showed proposed boundary lines on a map with Lane County and current LTD boundaries. In the eastern portion of the service area, LTD had used the census tract because there were vast amounts of forestland and not too many businesses. Closer to the metropolitan area, the boundary was set along some natural boundaries, such as the McKenzie River. On the north, some section lines matched the county boundary. In the Junction City area, the District boundary was closer to 2.5 miles from existing routes, and in Veneta, it ranged from one mile to more than 2.5 miles. In one South Eugene area, the boundary actually was inside the urban growth boundary and service area. Therefore, he said, the current boundary was not applied consistently, and some people who were farther than 2.5 miles from service were being taxed.

The proposed boundary as shown on the map used a criterion of a one-mile buffer, but included the urban growth boundary if that was farther than one mile from service. It proposed maintaining the McKenzie River as the boundary, as well. Staff believed that this proposed boundary accomplished a number of goals: (1) It would appear more logical to area residents; (2) It would correct the situation for people outside the 2.5-mile limit who currently were paying taxes; and (3) It would provide a framework for how to extend the boundary in the future.

Mr. Vobora discussed the revenue impact of the proposed change. It appeared that the change would mean a loss of about \$140,000 in tax revenue a year (\$10,000 in self-employment taxes, and \$130,000 in payroll taxes).

Mr. Bennett asked why the District should use a one-mile limit if it legally could use 2.5 miles. Mr. Vobora explained that the biggest complaint was from people who were farther away from service. Mr. Bennett stated that when the Board set out to implement the self-employment tax, they made the argument that the taxpayers were a part of the transportation system even if they did not use it, and that the self-employment tax was an effort to balance the system so that there were alternatives to the fare--their customers came from somewhere and drove on the same highway as the transit system. He stated that people make conscious choices to live farther out where LTD did not have operating efficiency. He said he did not want to lose the revenue, and he would make the case with that argument. He said the District took a lot of heat to have what it now had in place, and it needed the revenue. He said he would think very carefully about this issue and changing something that did not need to be changed--maybe \$140,000 was not a big percentage of the total budget, but it was important when the District was trying to grow. He stated that if the Board approved the recommendation for two field supervisor positions and lost \$140,000 in revenue, those numbers got pretty big pretty fast.

Mr. Bennett said that one of his greatest concerns was that LTD had important things it wanted to do, and needed to be careful about presenting its initiatives, since other governments were in cost-cutting situations. He said the boundary proposal might make some sense, but losing that kind of revenue worried him.

Mr. Kleger said he was not excited about losing that much income on an annual basis, but, on the other hand, he had heard from people in those areas that LTD should serve them better, so he also was not thrilled about the existing boundaries.

Mr. Bennett likened this issue to saying that if a person did not have children in school, there was no need to pay school taxes. He said the community was either in this together or not--that was an important argument to make, and it needed to be made successfully.

Ms. Hocken said she was not sure if the border should be one mile or 2.5 miles, but \$140,000 was approximately one-half of what LTD received each year from transit advertising. She said that LTD went to a lot of trouble to receive \$300,000 in transit advertising revenue, and to reduce revenues by \$140,000 was a real number. She commented that Park & Ride facilities were available for people in those areas. She also thought that LTD would have to change its boundary a lot more frequently if the boundary were tied more closely to current bus routes.

Ms. Wylie requested that staff examine the 2.5-mile boundary for consistency and see how that would impact revenues. Mr. Vobora stated that going to a consistent 2.5-mile boundary would affect more businesses and self-employed people in rural areas who had not been paying the tax.

Mr. Bailey said he had not been aware of some of these issues, and noted that this was the first pass at revising the boundary. He suggested looking at a couple of different options and the revenue impact of those.

Mr. Kleger did not want to continue providing service outside District boundaries, so thought those should be changed. He suggested looking at a 1.5-mile boundary.

Mr. Kortge stated that he was not anxious to throw away \$140,000 in revenue. He wondered if LTD would gain income in South Eugene by extending the boundary to include existing service and the urban growth boundary. He seconded Mr. Bennett in saying that the District should look at this issue carefully. Mr. Vobora said there were a few businesses or self-employed people in the South Eugene area, and explained that some people or businesses outside the boundary did business within the boundary, and therefore paid the tax. He said that the new boundary policy would apply to Cottage Grove, also, and that at the last meeting with Cottage Grove officials, they had discussed using the I-5 corridor as the boundary along the area between Eugene and Cottage Grove. He said staff would need to have very good communication with Cottage Grove to explain LTD's direction with the rest of the District boundary.

Ms. Hocken asked about having additional discussion at the September Board meeting and putting of the ordinance for another month. Mr. Vobora said that would be fine; at this point, staff were just trying to keep this issue separate from the Cottage Grove boundary issue.

Mr. Bennett asked to make a general comment. He said that people had treated the self-employment tax as if it were a new tax, and LTD had been tracking it separately. In reality, he said, LTD was successful in selling the self-employment tax because the District made the case that this tax would level the playing field. No matter what a person thought about transit

service, if everyone else paid, that person should, too. He thought the District needed to figure out some way to present the taxes together or characterize them so that people tied them together and did not think of the self-employment tax as LTD dreaming up a new tax.

Ms. Hocken explained that some people were converting their businesses to limited liability corporations and were no longer subject to the payroll tax for the same type of business they had before the change, but were subject to the self-employment tax.

Mr. Bailey wondered if there might be some way to talk about self-employment tax revenues and payroll tax revenues together, but still follow them separately.

**Board Development Proposal:** Ms. Hellekson stated that the next Board strategic planning work session would be at the Hilton on October 10 and 11. Staff had identified several possible areas for Board discussion, and had broken them into day-long blocks, shown on page 23 of the agenda packet, for a total of five possible days. Ms. Hellekson suggested starting with the first two days as building blocks and then add the rest of the issues in evening work session, half-day sessions, or full days, to be determined later.

Mr. Kortge said he had not seen a lot of disagreement with management, so would suggest going immediately to block 2. Ms. Hellekson explained that the Board would be entering into a new phase, in which the Board would be in the middle of controversy as it worked through the BRT agenda, where there may be controversy between the Board and staff or the Board and constituents.

Ms. Hocken saw block 1 as process and block 2 as substantive. She shared Mr. Kortge's enthusiasm for getting into the substance. She added that she had never been on a board that dealt with disagreements as well as the LTD Board.

Ms. Wylie agreed with Mr. Kortge and Ms. Hocken. She was very interested in blocks 2 and 3, and said a lot of the Board members probably had had some training in block 1. She thought the issues in block 1 might be important, but not to spend so much time on, and said she would like to get to block 4 issues at some point in the future, also.

Mr. Kleger said his preference also was for getting into the issues. He thought block 1 issues might be useful as a refresher, but not for so long. He was interested in the practical issues of blocks 2 and 3, and the legislative issues in block 4, however those could be most practically scheduled.

Mr. Bennett thought he understood what Ms. Hellekson was talking about in terms of increased Board involvement. He noted that on the BRT Steering Committee he was chairing, the committee would get into a lot of those areas suggested for discussion, and would have to represent LTD with respect to its initiative when a lot of different people would be looking at different ideas. He thought the Board could get some good advice about how to handle that and how to be more effective when under pressure. He was looking at the proposed agenda more that way, not as dealing with controversy among the Board members themselves. At the same time, he thought that this could be done in two or three hours, or the morning session, since time was valuable. He suggested trying to handle part of blocks 1, 2, and 3 in two days,

and block 4 in a series of sessions or on another day. He thought the issues to be addressed in blocks 2 and 3 were very important in terms of how the Board saw where it was going and how to balance its priorities. He said there were some issues that were important to him on the proposed agenda.

Mr. Bailey agreed with Mr. Bennett. He was looking toward blocks 2 and 3, but thought it would be helpful to discuss how to work together the best in a strategic environment. He said that the Board had been talking a lot about defining productivity standards and he wasn't sure they were finished.

Mr. Kortge asked if it would be possible to incorporate block 1 in the process of discussing blocks 2 and 3, and suggested that there were some skilled consultants in town who could do that.

Ms. Hocken said she never felt that having staff present had been inhibiting, and Mr. Kleger said it was not an issue for him.

Ms. Hellekson agreed that staff would craft a two-day agenda leading off with block 1, and splitting blocks 2 and 3 in 1.5 days. She planned to review the revised agenda with the Board in September and then make the work session materials available to the Board. Block 4 would be considered for a Monday evening work session in the future.

In response to a question about how the Hilton was selected, Ms. Loobey said it was a combination of bids, costs, and accessibility.

**ADJOURNMENT:** There was no further discussion, and the meeting was adjourned at 8:30 p.m.

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Board Secretary



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## **MONTHLY STAFF REPORT**

September 16, 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 4<sup>th</sup> 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.



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## **MONTHLY STAFF REPORT**

September 16, 1998

### **SERVICE PLANNING & MARKETING**

*Andy Vobora, Service Planning & Marketing Manager*

#### **FALL BID**

Much work has culminated in the publishing of the Rider's Digest and System Map for this coming fall. These materials came back from the printer on time and were forwarded to the mail house for assembling. Distribution began during the first week of September, with many households receiving their commuter packs by September 5. This gives our customers plenty of time to study the changes and new additions to our service package.

The media campaign to support LTD activities this year began with a series of radio ads and outdoor advertising. The slogan "take a break, take a bus" is being used to encourage people to leave the driving to LTD. The major advertising focus will involve intensive radio and outdoor advertising to gain a high level of impressions amongst our target markets. The radio ads will feature a common theme, but will be tagged with specific information on events, such as UO football, the Eugene Celebration, and back-to-school. A major push will be made at LCC, where the \$29 Fast Pass will be marketed to students, faculty, and staff. Advertising and face-to-face trip planning will lay the groundwork for the sales period beginning in late September. School District 4J students received LTD information in their back-to-school packets in early August.

#### **FREEDOM PASS**

Sales of Freedom Passes were nearly identical to 1997, with more than 2,800 passes sold. This year's campaign included advertising directed to parents of youth, and no visits were made to the schools. The 1999 campaign will include a return to the schools, which seems to have boosted sales in past years. Staff are considering a plan to visit half the area middle and high schools each year to maintain an active presence in the schools.

### **EUGENE STATION CONSTRUCTION**

When the City of Eugene repaired the 11<sup>th</sup> Avenue roadway in front of the entrance to the Eugene Station, it gave LTD the opportunity to see how operations would work if we had to temporarily move out of the station. Temporary boarding areas were established on 10th Avenue and on Olive Street during the three days of repair work. Information was posted for customers, and platform personnel assisted customers in finding their buses. This worked effectively and has given us a good test for future events that may necessitate moving out the station on a temporary basis.

### **NIKE WORLD GAMES SERVICE**

Far fewer participants attended the Nike World Games in Eugene than projected by Games organizers. Service levels were reduced greatly because the majority of participants stayed on or near the UO campus. Shuttles to and from Valley River Inn, the Hilton, and the Red Lion were provided on hourly headways. Ridership on these shuttles was very low; however, many participants took advantage of the regular LTD system to see the area. Airport shuttles also were provided. The Masters Games Committee paid for the service through a contractual arrangement with RAZ Transportation out of Portland.

### **SCANDINAVIAN FESTIVAL**

The festival organizers chose to provide a Park & Ride shuttle to the event from the River Road Station. This is the third year LTD has provided service. The hourly shuttles provided nearly 1,800 rides during the event. This is slightly lower than the 1997 total; however, the organizers are pleased and believe the lower ridership could be due to lower attendance.

### **COTTAGE GROVE/CRESWELL SERVICE**

A summary of the one-year pilot project is being compiled in a public information advertisement. This ad will be published in the *Register-Guard* and the *Cottage Grove Sentinel* during September and October. The ad will feature a question-and-answer format, and will review funding issues, ridership, and the future of the service. Staff from Cottage Grove and Creswell, as well as LTD legal staff, will review the contents of the ad prior to publication.

## **TRANSIT OPERATIONS**

*Mark Johnson, Transit Operations Manager*

### **FALL BID**

The bid is complete and we are ready to start fall service changes on September 20. New operators have been hired and will complete their training in time for the new bid.

### **RADIO SYSTEM UPDATE**

Transit Operations staff have been involved in preparations for the start of the new radio system on September 13. GMSI technicians were here on September 9 to install radios on the new low-floor buses. Our expectation is that the system will be fully operational on September 13. If not, we will have further discussions about the next step.

### **UNIVERSITY OF OREGON (UO) FOOTBALL SERVICE**

UO football kicked off on September 5. This year LTD is providing more service than ever before, with 41 buses for pre-game service and 50 buses post-game. That is a lot of service, and our appreciation goes out to all of the operators who were willing to give up a Saturday during a three-day weekend to make it happen.

### **TRAINING**

Instructional Program Coordinator Vern Rogers is assessing training needs based on District trends and will be developing training programs accordingly.

### **EUGENE POLICE DEPARTMENT PARTNERSHIP AWARD**

Rick Bailor, the Operations projects administrator, received a Partnership Award from the Eugene Police Department for the pivotal role that he played in developing the substation at the Eugene Station and for his work in creating the LTD-EPD partnership.

## **SAIF CLAIMS**

Currently our SAIF claims for time loss are at zero. We have no one out on a job-related injury or illness. This is the first time in recent memory that we have had no one out on time loss. This is a huge accomplishment for an organization this size and I attribute this, in part, to the excellent handling of claims and claim management by Transit Services Administrator Rob Montgomery. It seems that there is a better awareness of safety issues among the employees, as well, and they are taking some responsibility for their own safety.

## **HUMAN RESOURCES**

*Mark Pangborn, Acting Human Resources Manager*  
*Joyce Ziemiak, Human Resources Specialist*

## **RECRUITMENT AND SELECTION**

During the month of August, the District began recruiting for the positions of accounting technician, payroll technician, general ledger/grant accountant, and administrative secretary I. In addition, interviews were held for the positions of human resources manager, community relations representative, journeyman mechanic, and administrative secretary I.

The candidate selected for the human resources manager position, David Dickman, is expected to begin his employment with the District on September 14, 1998. Mr. Dickman brings with him extensive experience in human resources management and labor relations. He comes to the District from Josephine County, where he has been the personnel officer/risk manager for the past nine years. Prior to his position at Josephine County, Mr. Dickman was the director of employment and training for the Utah State AFL-CIO.

The candidates selected for the positions of journeyman mechanic and community relations representative began their employment with the District on August 31, 1998, and September 1, 1998, respectively. In addition, eight of the applicants in the bus operator selection pool were selected for bus operator positions and started training in August. These operators will replace some operators who have recently retired, as well as help meet expanded service needs.

## **TRAINING**

Human Resources Specialist Joyce Ziemiak conducted new bus operator training regarding the District's Drug and Alcohol Policy and testing program.

## **EMPLOYEE RELATIONS**

One of the new bus operators who started training on August 17, 1998, resigned on August 27, 1998, due to the uniform requirement for bus operators. The District has received considerable publicity regarding the resignation of this former employee.



## AGENDA ITEM SUMMARY

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

**ITEM TITLE:** BOARD MEMBER REPORTS

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

**ACTION REQUESTED:** None

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

- a. **MPC:** MPC meetings generally are held on the second Thursday of each month. At the Board meeting, LTD's MPC representatives Pat Hocken and Rob Bennett will report on the September 10 MPC meeting and answer any questions the Board may have about MPC activities in general.
- b. **Statewide Livability Forum:** Board President Pat Hocken has been asked to participate on a statewide committee called the Livability Forum as one of 12 participants from the Eugene/Springfield area. The last meeting was held in April, and the next meeting is scheduled for October.
- c. **BRT Steering Committee / Public Design Workshops / Walkabout Input:** Board members Pat Hocken, Rob Bennett, and Kirk Bailey are participating on the BRT Steering Committee with members of local units of government and community representatives. The Steering Committee held two public design workshops on September 12 and 15. At the September 16 Board meeting, staff and the Board representatives will spend some time discussing the results of the public design workshops and BRT Walkabout input with the Board. Committee Chair Rob Bennett also can report to the Board about this committee's other activities.

- d. **Springfield Station Steering Committee**: The Springfield Station Steering Committee last met on July 16, and the next meeting will be held on September 17, the evening following the September Board meeting. 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. At the September 16 Board meeting, Mr. Kleger and Ms. Wylie can respond to any questions about this committee's activities to date.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

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

**ITEM TITLE:** BUS RAPID TRANSIT POLICY CHANGE

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

**ACTION REQUESTED:** Recommend change in the Bus Rapid Transit Policy in the draft TransPlan

**BACKGROUND:** The draft TransPlan contains the following policy:

***Establish a Bus Rapid Transit (BRT) system, composed of frequent, fast transit service along major corridors and neighborhood feeder service that connects with the corridor service and with activity centers, if the system is shown to materially reduce existing or projected traffic congestion, if local governments demonstrate support, and if financing for the system is feasible.***

There was considerable discussion during the preparation of the plan regarding the phrase “materially reduce existing or projected traffic congestion.” There are two concerns with this phrase. First, the term “materially reduce” is difficult to define, to measure, and to prove, since traffic congestion is affected by so many different variables. This is complicated by the fact that traffic congestion will increase substantially in the future, no matter what actions are taken. As a result, the term invites litigation as a means to resolve potential differences of interpretation and definition. That is clearly not the preferred method of addressing the question.

The second concern with the phrase is that it does not take into account other potential benefits of a BRT system, such as increased transit ridership, shorter travel times for bus users, improved LTD operational efficiency, reduced parking demand, and environmental benefits.

It is suggested that the phrase “materially reduce existing or projected traffic congestion” be replaced by the phrase “increase transit ridership.” While this phrase does not take into account all the potential benefits of BRT, transit ridership is good surrogate for many of them. It is also easy to measure. The revised policy would read as follows:

***Establish a Bus Rapid Transit (BRT) system, composed of frequent, fast transit service along major corridors and neighborhood feeder service that connects with the corridor service and with activity centers, if the system is shown to increase transit ridership, if local governments demonstrate support, and if financing for the system is feasible.***

It should be noted that the BRT system would be implemented only if all three conditions mentioned in the policy are satisfied. This means that, for BRT to proceed, local governments will need to be convinced of the value of the BRT system, regardless of whether it can be proven to “materially reduce traffic congestion” or “increase transit ridership” or any other qualifier. This required support by local government provides a measure of control over the BRT decision process that should eliminate concerns that an ineffective system will be implemented.

**RESULTS OF RECOMMENDED ACTION:**

If the Board endorses this wording change, staff will propose that the staff Transportation Planning Committee approve the change. The next step would be a review by the Planning Commissions. Elected officials will be asked to adopt the draft TransPlan in January or February of 1999.

**ATTACHMENT:**

None

**PROPOSED MOTION:**

I move that the Board direct staff to pursue the suggested wording change to the BRT policy in the draft TransPlan.

## AGENDA ITEM SUMMARY

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

**ITEM TITLE:** CONSENT CALENDAR

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

**ACTION REQUESTED:** Approval of Consent Calendar Items

**BACKGROUND:** Issues that can be explained clearly in the written materials for each meeting, and that are not expected to draw public testimony or controversy, are included in the Consent Calendar for approval as a group. Board members can remove any items from the Consent Calendar for discussion before the Consent Calendar is approved each month.

The Consent Calendar for September 16, 1998:

1. Approval of minutes: August 19, 1998, regular Board meeting
2. Appointments to Special Transportation Fund (STF) Advisory Committee

**ATTACHMENTS:**

1. Minutes of the August 19, 1998, regular Board meeting
2. Staff Report: Appointment to STF Advisory Committee

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

## **AMENDED AGENDA ITEM SUMMARY**

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

**ITEM TITLE:** EMPLOYEE ASSOCIATION CONCEPT

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

**ACTION REQUESTED:** Declare LTD's willingness to work with an informal employee association

**BACKGROUND:** As part of an ongoing discussion with non-union employees at LTD, the concept of an informal employee association has surfaced. Staff believe that the creation of an association could be extremely beneficial. The association would provide additional opportunities for creative problem solving, increased communications with employees, and a more productive work environment. Staff will discuss this concept in more detail at the Board meeting.

**RESULTS OF RECOMMENDED ACTION:** With the Board's declaration, some staff will move forward with the creation of an association if that is the employees' choice. This would include development of written procedures addressing membership, operating rules, communication linkages, etc. Administrative employees would always have the option of choosing union representation, in which case LTD would, of course, recognize the union and bargain in good faith.

**ATTACHMENT:** None

**PROPOSED MOTION:** I move that the Board declare LTD's willingness to work with an informal employee association at LTD.

H:\Board Packet\1998\09\Regular Mtg\employassoc.doc

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 19, 1998

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

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

**ACTION REQUESTED:** None

**BACKGROUND:** **NOVEMBER 1998 EMPLOYEE OF THE MONTH:** Bus Operator Greg Stock has been selected as the November 1998 Employee of the Month. Greg was hired on \_\_\_\_\_ He was nominated by \_\_\_\_\_

When asked what makes Greg a good employee, Field Supervisor Mike Marsh said,

Greg has impressed everyone since he first came on board as a new operator in August 1996. He has always been willing to learn, apply himself in whatever he does, and become involved in as many other areas of LTD's operations as he possibly can. In two years, he has been on the Radio Acquisition Team, the United Way Committee, two BRT groups, the Employee Advisory Committee, the Service Planning Team, and the New Operator Selection Committee. In addition, he is an operator instructor and provides lift training for our customers who need that service. Although it might sound like we're talking about more than one person, we're talking about one employee who takes his job seriously and is willing to give more of himself than we ask. To make it ever better, he does all this while keeping an excellent attitude toward his job and anyone he works with. Greg is always cheerful, upbeat, and willing to help out, and a very deserving Employee of the Month.

**AWARD:** Greg will attend the October 19 meeting to be introduced to the Board and receive his award.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 16, 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.



## MONTHLY FINANCIAL REPORT COMMENTS

### Revenue:

- **Special service revenue** includes payments from Cottage Grove this year that did not occur in last year. The Cottage Grove pilot project began in September 1997.
- **Self-employment tax** is due on April 15<sup>th</sup> of each year. In the early years of the program, tax payments continued for several months after the due date, as taxpayers became familiar with the requirements. It is expected that these late payments are declining in the third year of the program.

### Expense:

- **Administration personnel** expenses have increased over July of last year for several reasons:
  - ◆ Administration employees received half of the annual supplemental benefit in July this year. The corresponding payment last year occurred in August.
  - ◆ The implementation of a new salary schedule last year resulted in the opportunity for all but two administrative employees to earn merit increases that became effective in July. Last year, the majority of administrative employees were at 100 percent of their authorized pay ranges.
  - ◆ Administrative employees were given a 1.7 percent cost of living adjustment in July. In addition, the cost of health insurance coverage increased 8 percent.
  - ◆ Three new positions funded by the General Fund were added in July. These positions were among those approved in the FY 1998-99 adopted budget. In addition, one position vacancy was filled at a higher rate of pay than the previous incumbent earned.
- **Contract personnel** expenses increased due to the increase in the cost of health insurance, and the implementation of a 3 percent wage increase in accordance with the current ATU contract. The additional bus operators approved in the current-year budget were not added until August and September.
- **Materials and services** expenses are generally lower than last year for July due to a change in timing of projects this year versus last year.

## AGENDA ITEM SUMMARY

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

**ITEM TITLE:** MONTHLY FINANCIAL REPORT

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

**ACTION REQUESTED:** None

**BACKGROUND:** The monthly financial report will be distributed at the September 16 Board meeting.

**ATTACHMENT:** None at this time

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

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

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

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

**ACTION REQUESTED:** None at this time

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

- A. **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 October 21, and the second reading and adoption on November 18. 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.
- B. **Board Committee Appointments:** Following the appointment of a community member to fill the vacant position in Subdistrict #2, Board President Kirk Bailey will make appointments to the Board Compensation Committee and the Board Finance Committee.
- 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 Board work session has been scheduled for the weekend of October 10-11 at the Eugene Hilton Hotel. Details about beginning and ending times and an 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:** September 14, 1998

**ITEM TITLE:** LABOR RELATIONS UPDATE

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

**ACTION REQUESTED:** Discussion and endorsement of processes

**BACKGROUND:** At the September 14 work session, staff will update the Board members on current labor relations issues.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

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

**ITEM TITLE:** PERMANENT FUNDING OF TWO FULL-TIME FIELD SUPERVISORS

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

**ACTION REQUESTED:**

1. Approve the funding for the positions
2. Approve the transfer of funds to finance the positions

**BACKGROUND:** At the August 1998 Board Meeting, I discussed the need to make the two temporary field supervisor positions permanent. These temporary positions had been approved by the Board for a six-month period to help with the security and control of the Eugene station.

The need for the positions has become clearer as we have reviewed what is happening in the system. Not only do we have the Eugene Station to oversee, but the system is growing and our field coverage needs to grow with it. Paying proper attention to detours, accidents, special events, and emergencies is drawing more time and the service area is expanding, so it is becoming more difficult to respond to incidents in a timely manner.

The District needs to be prepared to offer the best service possible to our customers, and responding to incidents that disrupt service is an important part of that. In addition, BRT and a new Springfield Station will draw on the resources of the field supervisors in the near future.

**RESULTS OF RECOMMENDED ACTION:** Funding the additional field supervisor positions would allow us to respond more efficiently to incidents in the field, allow supervisors more time for bus operator performance management, and provide better protection for facilities, customers, and employees.

**ATTACHMENT:** Resolution

**PROPOSED MOTION:** I move that the Board adopt the resolution approving the funding of two permanent, full-time field supervisor positions, including a transfer of funds from contingency.

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** September 16, 1998
- ITEM TITLE:** PERMANENT FUNDING OF TWO FULL-TIME FIELD SUPERVISORS
- PREPARED BY:** Mark Johnson, Transit Operations Manager
- ACTION REQUESTED:**
1. Approve the funding for the positions
  2. Approve the transfer of funds to finance the positions
- BACKGROUND:**
- At the August 1998 Board meeting, staff discussed with the Board the need to make the two temporary field supervisor positions permanent. These temporary positions had been approved by the Board for a six-month period to help with the security and control of the Eugene station.
- The need for the positions became clear as staff reviewed what is happening in the system. In addition to increased activities at the new Eugene Station, the need to pay proper attention to detours, accidents, special events, and emergencies is drawing more time and the service area is expanding, so it is becoming more difficult to respond to incidents in a timely manner. In addition, BRT and a new Springfield Station will draw on the resources of the field supervisors in the near future.
- The District needs to be prepared to offer the best service possible to its customers, and responding to incidents that disrupt service is an important element in delivering a complete service package. Therefore, staff recommend that these two temporary field supervisor positions become permanent positions.
- RESULTS OF RECOMMENDED ACTION:**
- Funding the additional field supervisor positions would allow the District to respond more efficiently to incidents in the field, allow supervisors more time for bus operator performance management, and provide better protection for facilities, customers, and employees.
- ATTACHMENT:** Resolution
- PROPOSED MOTION:** I move that the Board adopt the resolution approving the funding of two permanent, full-time field supervisor positions, including a transfer of funds from contingency.

**LANE TRANSIT DISTRICT  
RESOLUTION**

WHEREAS, the Board of Directors approves the addition of two full-time field supervisor positions during the current fiscal year not anticipated by the fiscal year 1998-99 budget; and

WHEREAS, it is necessary to transfer funds from contingency to cover the additional expenses; and

WHEREAS, there are funds available in Contingency to be transferred for this purpose;

NOW, THEREFORE, BE IT RESOLVED that General Fund budget appropriations for the Fiscal Year 1998-99 are hereby revised as follows:

REDUCTION IN APPROPRIATIONS

Contingency	\$90,000
Total Reduction	<u>\$90,000</u>

INCREASE IN APPROPRIATIONS

Personnel-Administration	\$90,000
Total Increase	<u>\$90,000</u>

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

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



**LANE TRANSIT DISTRICT  
RESOLUTION**

WHEREAS, the Board of Directors hereby approves the addition of two full-time field supervisor positions during the current fiscal year not anticipated by the fiscal year 1998-99 budget; and

WHEREAS, it is necessary to transfer funds from contingency to cover the additional expenses; and

WHEREAS, there are funds available in Contingency to be transferred for this purpose;

NOW, THEREFORE, BE IT RESOLVED that General Fund budget appropriations for the Fiscal Year 1998-99 are hereby revised as follows:

REDUCTION IN APPROPRIATIONS

Contingency	\$90,000
Total Reduction	<u>\$90,000</u>

INCREASE IN APPROPRIATIONS

Personnel-Transit Operations	\$90,000
Total Increase	<u>\$90,000</u>

September 16, 1998  
Date Adopted

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

## **Consent Calendar Item: Appointment To STF Advisory Committee**

Prepared by Patricia Hansen, Transit Planner  
September 16, 1998

You may recall that the LTD Board of Directors is responsible for appointments to the STF Advisory Committee (STFAC). The STFAC is comprised of 15 citizen volunteer positions. Nine of the positions are "in-district" and are appointed by the LTD Board of Directors. The L-COG Board of Directors will appoint five "out-of-district" positions for rural areas of Lane County located outside the LTD service area. One position is a "member at large", which also is to be appointed by LTD. Currently there are four vacancies on the STFAC: one for and In-District Provider and three for Out-of-District Representatives.

The procedure for filling a vacant position on the STF Advisory Committee includes a solicitation for applicants and review by an STF Advisory subcommittee, followed by a recommendation from the full STF Advisory Committee to the LTD or L-COG Board of Directors. The Services Review & Appeal subcommittee met on July 12, 1998 to review two applications for the In-District provider position.

**STF Advisory Committee Recommendation:** The STF Advisory Committee recommends Ms. Jan Lubbock for the In-District Service Provider position. Ms. Lubbock has worked with people with disabilities for 25 years and is currently employed at Pearl Buck Center. She is interested in ensuring adequate training for RideSource drivers, and keeping RideSource fares as low as possible to maximize access to those on very low, fixed incomes. Ms. Lubbock will be a well-qualified and welcome addition to the STFAC.

The STFAC also recommends Scott Whetham as a Community Representative of the committee. Mr. Whetham is a Program Coordinator for Alternative Work Concepts, an organization that works with supported employment for persons with developmental disabilities. His interests and concerns include continuing special transportation; over-crowding and scheduling difficulties on RideSource; maintenance of, and access to quality vehicles, and maintaining open lines of communication between RideSource staff and agencies that depend on the service. Mr. Whetham will also bring valuable experience and perspective to the committee.

**Consequences of Recommended Action:** Ms. Lubbock will fill a vacancy with a term ending June 30, 1999 and the opportunity to serve for up to two additional two-year terms.



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

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

**Consent Calendar Item:  
Appointment To STF Advisory Committee**

Prepared by Patricia Hansen, Transit Planner  
September 16, 1998

Board members may recall that the LTD Board of Directors is responsible for "in-district" appointments to the STF Advisory Committee (STFAC). The STFAC is comprised of 15 citizen volunteer positions. Nine of the positions are "in-district" and are appointed by the LTD Board of Directors. The L-COG Board of Directors appoints five "out-of-district" positions for rural areas of Lane County located outside the LTD service area. One position is a "member at large," who also is to be appointed by LTD. Currently there is one vacancy on the STFAC for an in-district provider.

The procedure for filling a vacant position on the STF Advisory Committee includes a solicitation for applicants and review by an STF Advisory subcommittee, followed by a recommendation from the full STF Advisory Committee to the LTD or L-COG Board of Directors. The Services Review & Appeal Subcommittee met on July 12, 1998, to review two applications that were received for the in-district provider position from Ms. Jan Lubbock and Mr. Scott Whetham.

**STF Advisory Committee Recommendation:** The STF Advisory Committee recommends that the LTD Board appoint Ms. Jan Lubbock to the in-district service provider position. Ms. Lubbock has worked with people with disabilities for 25 years and currently is employed at Pearl Buck Center. She is interested in ensuring adequate training for RideSource operators, and keeping RideSource fares as low as possible to maximize access to those on very low, fixed incomes. Ms. Lubbock will be a well-qualified and welcome addition to the STFAC.

The STFAC also approved applicant Scott Whetham as a non-voting community representative on the committee. This appointment does not require LTD Board approval. Mr. Whetham is a program coordinator for Alternative Work Concepts, an organization that works with supported employment for persons with developmental disabilities. His interests and concerns include continuing special transportation; over-crowding and scheduling difficulties on RideSource; maintenance of and access to quality vehicles; and maintaining open lines of communication between RideSource staff and agencies that depend on the service. Mr. Whetham also will bring valuable experience and perspective to the committee.

**Consequences of Recommended Action:** Ms. Lubbock will fill a vacancy with a term ending June 30, 1999, with the opportunity to serve for up to two additional two-year terms.

**Special Transportation Fund Advisory Committee**

<b>Term</b>	<b>Member</b>	<b>Representation</b>	<b>Affiliation</b>
6-30-99	Lucille Johnston	In-Dist./Elderly	RideSource Rider
6-30-00	Jane Boren	In-/Dist./Elderly	Advocate
6-30-00	Russ Matthews	In-Dist./Phys. Dis.	RideSource Rider
6-30-99	Grace Retford	In-Dist./DD	Goodwill Industries
6-30-00	David Zeiss	In-Dist./MED	White Bird Clinic (MED)
6-30-99	Wally Earle	In-Dist./Provider	Uhlhorn Apts. (Head Injuries)
6-30-99	Vicki Jack	In-Dist./Provider	Vision Northwest/LTD Bus Rider
6-30-00	David Braunschweiger	In-Dist./Provider	RideSource Provider
6-30-99	Jan Lubbock <b>pending</b>	In-Dist./Provider	Pearl Buck Center
6-30-99	Don Nordin	Out-Dist./Rider Rep.	Lane County Rural Coordinating Council
6-30-00	<i>Vacancy</i>	Out-Dist./Rider Rep.	Rural Area
6-30-99	Ed Walsh	Out-Dist./Rider Rep.	Florence
6-30-00	<i>Vacancy</i>	Out-Dist./Provider	Oakridge
6-30-00	<i>Vacancy</i>	Out-Dist./Provider	South Lane County
6-30-00	Ted Reams	Member-at-Large	RideSource Rider
<u>Others:</u>	Scott Whetham		Alternative Work Concepts
	Linda Reynolds		RideSource Rider
	Linda Thompsen		Lane Co. Developmental Disabilities
	Ed Necker		RideSource Rider
	Betty Bergman		RideSource "Parent"
	Dave Kleger		LTD Board of Directors
	Fred Stoffer		Special Mobility Services
<u>Program Mgrs:</u>	Aline Goddard		Oakridge
	Diana Gatchell		South Lane Wheels
	Sharon Porter		Florence
<u>Staff:</u>	Terry Parker		Lane Council of Governments
	Patricia Hansen		Lane Transit District

## AGENDA ITEM SUMMARY

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

**ITEM TITLE:** STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM  
PRIORITY LIST FOR TRANSIT PROJECTS

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

**ACTION REQUESTED:** Approval of Transit Projects Priority List

**BACKGROUND:** The Statewide Transportation Improvement Program (STIP) is the Oregon Department of Transportation's (ODOT) capital improvement program, providing project funding and scheduling information for the state and for the state's metropolitan planning organizations (MPOs). It is a four-year program that is updated every two years. In December 1997, ODOT adopted the STIP for the planning period 1998-2001. As part of the two-year update cycle, planning has begun for the 2000-2003 STIP.

LTD receives funding from a variety of sources for transit projects, all of which must be included in the STIP. Funding from the state includes State Transportation Program (STP) funds, which are federal funds allocated by ODOT statewide, and federal STP transfer funds, which are distributed at the MPO level to local agencies. As part of the 2000-2003 STIP development, the Eugene-Springfield MPO will submit separate funding priority lists for roadway projects, transit projects, and transportation demand management projects, each of which has dedicated STP transfer funding sources. The STP transfer funds are to be allocated as part of the STIP process. It is important, therefore, that priorities for requests for these funds be carefully considered so that the most important projects are funded. The attached table reflects staff's recommendation for priority for projects requesting STP transfer funds.

**ATTACHMENT:** LTD STIP Request Priority List

**PROPOSED MOTION:** I move the following resolution: It is hereby resolved that the LTD Board of Directors approves the proposed 2000-2003 Statewide Transportation Improvement Program priority list for transit projects, and recommends that it be approved by the Metropolitan Policy Committee.

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** September 16, 1998
- ITEM TITLE:** STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)  
PRIORITY LIST FOR THE TRANSPORTATION DEMAND  
MANAGEMENT PROGRAM
- PREPARED BY:** Connie B. Williams, Commuter Solutions Coordinator
- ACTION REQUESTED:** Approval of Transportation Demand Management (TDM) Priority List
- BACKGROUND:** Commuter Solutions is Lane Transit District's employer services program, offering a variety of alternative modes programs to businesses and organizations located within the LTD service boundaries. Commuter Solutions is funded in part from federal STP transfer funds, which are allocated on a regional basis and prioritized by the Metropolitan Planning Organization (MPO). A local group representing the cities of Eugene and Springfield, Lane County, the Lane Council of Governments, and the Lane Regional Air Pollution Authority developed a list of proposed TDM projects to be included in the 2000-2003 STIP.
- Commuter Solutions' program staff will review the list of proposed projects. Following approval by the LTD Board of Directors, the priority list will be forward to the Metropolitan Planning Commission for approval.
- ATTACHMENT:** TDM Priority List for 2000-2003 STIP
- PROPOSED MOTION:** I move the following resolution: It is hereby resolved that the LTD Board of Directors approves the proposed 2000-2003 Statewide Transportation Improvement Program priority list for TDM projects, and recommends that it be approved by the Metropolitan Policy Committee.