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**LANE TRANSIT DISTRICT  
SPECIAL BOARD MEETING**

**Monday, October 19, 1998  
5:30 p.m.**

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

**A G E N D A**

Page No.

I. ROLL CALL

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

II. CALL TO ORDER (5:30 p.m.)

III. AUDIENCE PARTICIPATION

IV. WORK SESSION: MARKET RESEARCH PRESENTATION

V. EMPLOYEE OF THE MONTH

VI. ITEMS FOR ACTION AT THIS MEETING

A. Proposed LTD Service Boundary Changes (6:30 p.m.)

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

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

4. Closing of Public Hearing
5. Board Discussion

B. Committee Appointments

VII. ITEMS FOR INFORMATION

- A. Board Member Reports
- B. Monthly Financial Report
- C. Bus Rapid Transit Update
- D. Springfield Station Update
- E. Oregon Lobbying Rules
- F. LTD Deferred Compensation Quarterly Report
- G. New LTD Telephone Prefix
- H. Monthly Staff Report
- I. Correspondence

VIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

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 682-6100 (voice) or 1-800-735-2900 (TTY, through Oregon Relay, for persons with hearing impairments).**

## AGENDA ITEM SUMMARY

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

**ITEM TITLE:** 1998 MARKET AREA SURVEY

**PREPARED BY:** Dan Tutt, Marketing Specialist, Planning & Development

**ACTION REQUESTED:** None

**BACKGROUND:** The 1998 Market Area Survey was distributed to the Board in September. This survey is a follow-up to the 1995 Market Area Survey conducted by Northwest Research Group. For the 1998 survey, 607 adults aged sixteen years and older were interviewed within LTD's primary service area. Interviews were conducted between May 25 and June 10, 1998.

Specific objectives of the research include:

- Measure awareness of Lane Transit and the services it offers, as well as awareness and recall of promotional efforts
- Identify attitudes and opinions concerning the transit system, its routes and schedules, its perceived performance, and its value to the community
- Assess attitudes toward transit that affect transportation choices
- Profile riders and nonriders, including demographic characteristics, frequency of riding, dependence on transit, former ridership, and potential ridership
- Profile commuters, including preferred travel mode, travel patterns, barriers to the use of public transportation, and importance of specific service factors
- Assess support for and likelihood of using proposed transit services
- Measure changes in key measures from the February 1995 study

A detailed presentation will be given to the Board by Northwest Research Group at the October 19 work session. Board members will have the opportunity to ask questions about the study, as well.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** October 19, 1998
- ITEM TITLE:** BOARD BOUNDARY COMMITTEE RECOMMENDATION: PROPOSED LTD SERVICE BOUNDARY CHANGES
- PREPARED BY:** Pat Hocken, Board Boundary Committee Chair
- ACTION REQUESTED:** Hold public hearing on recommended boundary changes
- BACKGROUND:** Oregon Revised Statutes 167.207(3)(a) mandates that the boards of directors of transit districts annually determine the territory in which the system will operate. No changes have been made to the District's boundaries since 1983, so each year the Board has approved a resolution reaffirming that the District will operate within the current boundaries. The Board approved the last such resolution in June 1998, with the understanding that staff would bring back to the Board a revised ordinance to correct some inconsistencies in the current boundaries.
- A number of factors prompted staff to consider revising the boundaries this year. First, an oversight in the initial boundary development created a situation where regular urban bus service was being provided outside the boundary. A change to incorporate this territory in south Eugene will result in the addition of six to ten payroll taxpayers and likely will include a number of self-employed taxpayers not identified in the maps provided by Lane Council of Governments. The urban growth boundary in this area will be used as the new LTD boundary.
- Second, in reviewing the boundaries, staff discovered small pockets where the boundary is more than 2.5 miles from the nearest bus route. It is difficult to say why particular roads or tax lot lines were chosen when the boundary was established; however, a review of existing boundaries shows that they do meet either the 2.5-mile criteria or the census tract criteria allowed under ORS 267. The committee recommends a minor change along the western boundary to create a boundary more closely aligned with the 2.5-mile criteria. It appears no businesses in the area will be eliminated from the current territory because of this change.
- Third, new service added in September 1998 has created a situation in which the current boundary and the bus route follow the same roadway. This has occurred along Highway 99 between Prairie Road and Junction City. The committee recommends revising this boundary to extend west approximately 1.5 miles to create a new boundary that is more consistent with the existing boundary relationships throughout the service area. A boundary approximately 1.5 miles from service is proposed because it is definable by existing roads, rather than a 2.5-mile boundary line through

fields in the area, and there is no urban growth boundary to follow in this area. With the proposed change, a number of businesses would be added as payroll taxpayers; however, few, if any, self-employed taxpayers should be affected, due to the agricultural and industrial nature of this area.

The committee reviewed an option to revise the entire boundary in accordance with the 2.5-mile criteria. While this option provided a very consistent boundary, the committee was concerned that the net result would not be beneficial to LTD. The data indicated that a greater number of taxpayers would be included within the new boundary in some areas, but that payroll and the resulting payroll tax would be less than with the existing boundary. The committee concluded that affecting a significantly greater number of new taxpayers for no greater revenue was not prudent at this time. The committee would recommend that the Board consider this option in the future as a way to achieve consistency and provide a template for adding new territory to the District.

The committee also discussed boundary issues surrounding the Cottage Grove and Creswell service areas. The committee recommends that a boundary following I-5 and encompassing the urban growth boundary of each city be established. The committee also recommends that no action be taken on this item until the general election is held in November and a decision about Cottage Grove is known. Revisions to the boundary map and ordinance will be necessary in order to include Creswell in the service area and make the changes to the southern and western boundaries explained above. If the Cottage Grove election outcome is positive, revisions to the boundary map and ordinance to include Cottage Grove can be made at the same time as these other changes.

Boundary changes must be implemented by ordinance, with two readings at meetings at least six days apart. Staff suggest holding a special meeting on November 9 to hold the first reading of the revised ordinance. The second reading and adoption would be scheduled for the November 18 regular meeting, and the ordinance would take effect on January 1, 1999.

**PROPOSED MOTION:**

None at this time

**PUBLIC HEARING:**

1. Staff presentation
2. Opening of Public Hearing by Board President
3. Public Hearing
  - ◆ Each speaker is limited to three (3) minutes.
4. Closing of Public Hearing
5. Board Discussion

## AGENDA ITEM SUMMARY

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

**ITEM TITLE:** BOARD COMMITTEE APPOINTMENTS

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

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

**BACKGROUND:** At the August 19 meeting, Board President Kirk Bailey made appointments to some of the Board's committees, but wanted to wait until the vacancy on the Board had been filled before naming the members of the final two committees.

A copy of the most recent committee membership list is attached for the Board's information. The remaining committee appointments will be made to the Human Resources (formerly Compensation) Committee and the Finance Committee at the October 19 meeting.

**ATTACHMENT:** Board Committee Membership List

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

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

**ITEM TITLE:** CORRESPONDENCE

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

**ACTION REQUESTED:** None

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

- \* Letter to Rob Bennett from Nick Arnis, Oregon Department of Transportation, in response to question Mr. Bennett asked about the Highway 126 Interim Strategies.

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

**PROPOSED MOTION:** None





**Lane Transit District**  
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(541) 741-6100  
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## **MONTHLY STAFF REPORT**

October 19, 1998

### **SERVICE PLANNING & MARKETING**

*Andy Vobora, Service Planning & Marketing Manager*

#### **LANE COUNTY FAIR**

Service to the fair and throughout the regular system was well used during fair week. Shuttle ridership was 23,160, which is 8.6 percent over 1997. Regular system ridership was 130,186, which is 6.2 percent over 1997 and nearly 26 percent over the prior week in August.

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

Ridership remained strong throughout the summer and has increased with the return to school at LCC and UO. Community debate about the vote to include Cottage Grove in LTD's service area continues.

#### **UO SHUTTLES**

Ridership to University of Oregon football games is up approximately 30 percent over last year. Service went very well for the first two games, but was a bit slow for the third game. Staff continue to work on keeping wait time as brief as possible; however, the running time for buses returning to the stadium continues to create difficulties.

Basketball season is coming quickly. LTD will offer shuttles beginning with the first women's and men's games this year, which occur the week of November 8. Basketball fares will remain at \$1 per round trip, and the \$15 season pass will again be available.

## **LCC PROGRAM**

Sales of the term pass have exceeded our expectations. More than 1,400 have been sold at the LCC main campus alone. No figures are known for the downtown campus at this time. Operators are reporting overloads, and we have responded by providing trippers on several of the morning trips. We are surveying the evening trips to determine which nights are experiencing the heaviest loads. Trippers will be added as necessary. A staff meeting to determine appropriate data for collection will occur the week of October 19.

## **JOYRIDE LIGHTS TOURS**

LTD's partners have indicated an interest in sponsoring the holiday lights tours one more year. This will be the tenth anniversary of the program, and we are hoping to enliven the promotion by including a stop by the new Eugene Station. More details will be provided as they are developed.

## **FALL SERVICE**

Implementation went fairly smoothly this year. Staff resources were strained to provide trip planning at LCC, Sacred Heart, and the UO. Distribution of maps and Rider's Digests to businesses and schools, along with the posting of new information at stations and bus stops, took a great deal of effort. As minor errors are discovered in the publications, revisions are being made.

The opening of the Seneca Station was well received. A live radio remote by KZEL radio and three days of welcoming activities were held. Eight to twelve cars have been parked daily at the station.

## **BIKE CAGES AT TRANSIT STATIONS**

Construction of secure bike cages at Thurston, Amazon, and River Road stations will occur during October. The cages will provide greater opportunities for cyclists to use the bus, and should relieve some of the pressure on the bike racks on the buses. Funding for these improvements came through TDM State Transportation Improvement Program (STIP) funds.

## **BUSES ON WILLAMETTE STREET**

Staff visited merchants along Willamette Street to discuss the first six months of buses operating along Willamette Street between 8th and 10th Avenues. Responses were overwhelmingly positive. A report was presented to the DEI executive board at a meeting on October 6. The feedback from both the walkabout and the DEI meeting was compiled

and forwarded to Eugene City Manager Jim Johnson in accordance with LTD's agreement to report back to the City following the first six months of operations. There are no plans for increasing the number of buses scheduled on Willamette Street, which currently stands at four per hour on weekdays.

### **GROUP PASS ADDITIONS**

Pioneer Youth Corp of Oregon and Wellsprings School, both small private schools, were added to the Group Pass Program during the last several months.

### **EUGENE CELEBRATION**

LTD partnered with the Eugene Celebration by sponsoring the performance stage adjacent to the station, by selling Celebration entry necklaces (at a discount to LTD pass holders), and by offering a 25-cent system fare. The weekend was not without its challenges, as when we realized that the parade route prevented us from reaching two of our station entrances. System ridership was flat on Friday, but was up 28 percent on Saturday and 29 percent on Sunday, when compared with the previous week in August. We were a bit disappointed, however, that ridership was lower than the ridership during last year's celebration.

## **TRANSIT OPERATIONS**

*Mark Johnson, Transit Operations Manager*

### **RADIO SYSTEM UPDATE**

The radio system has been operating since September 13; however, there are still problems with the system. GMSI representatives came to LTD on October 15 to follow up on those problems, with the expectation that the system would be functioning reliably before they left.

### **TRAINING**

Instructional Program Coordinator Vern Rodgers worked hard to develop the fall bus operator training. The focus for this training is BRT, defensive driving, and accident prevention. Vern has also been attending "train the trainer" sessions for a Service in America class that will be offered to all employees in the spring. This is an outstanding eight-hour class that focuses on customer service and our role in providing top-notch

service. Board members are welcome to attend a session. Specific dates for the training sessions have not yet been scheduled.

### **FOOTBALL SERVICE CONTINUES**

Operators have once again stepped up to the task of providing the service for Duck football. Nearly sixty operators worked on their regular Saturday off for the Stanford game. This is almost twice as many operators as on a normal Saturday. We are halfway through the season, and the next home game will be on October 24.

### **EUGENE CELEBRATION**

The Eugene Celebration presented some challenges for our service at the new Eugene Station, where the parade route created some interesting dilemmas and some creative routing. The Operations staff did an excellent job of planning and reacting as needed to keep service moving.

### **FALL BID**

The fall operator bid was completed and implemented with minimal problems. Administrative Assistant Jill Howard did an excellent job of planning and overseeing the bid process. The new bid was implemented during the same weekend as the Eugene Celebration. Along with the routing changes, there were many operators who were new to their schedules, but they managed well and provided good service for our customers.

## **HUMAN RESOURCES**

*Dave Dickman, Human Resources Manager*

### **RECRUITMENT AND SELECTION**

During the month of September, the District began recruiting for two field supervisor positions. In addition, interviews were held for the positions of administrative secretary I, general ledger/grant accountant, payroll technician, and accounting technician.

### **TRAINING**

Human Resources Specialist Joyce Ziemplak conducted the training for the new bus operators and the new employees in the Fleet Services Department regarding the District's Drug and Alcohol Policy and its testing program.

## **LABOR RELATIONS**

The District's Management Team and administrative employees met at various times in order to address the issue of AFSCME Council 75's petition to represent all of the regular full-time and part-time employees of Lane Transit District, excluding the confidential and supervisory employees and those employees represented in another bargaining unit. On September 11, 1998, employees who were eligible to be represented by AFSCME participated in a meeting facilitated by Joe Janda, information services manager; Charlie Simmons, facilities services manager; and Stefano Viggiano, planning and development Manager. They discussed alternatives to forming a union, including the formation of an informal employee association.

The employees who were eligible to vote in the representation election decided to request that AFSCME withdraw its petition for representation. On September 18, 1998, Eileen O'Connell, council representative, Oregon AFSCME Council 75, wrote to the Employment Relations Board (ERB) withdrawing the petition for representation. The ERB canceled the election and the case has been closed. The ERB will not accept a representation petition filed by AFSCME Council 75 for this group of District employees for a period of six months from September 18, 1998, pursuant to OAR 115-25-060(3).

All administrative staff members were encouraged to attend meetings on September 23, 1998, in order to discuss the formation of an informal employee association. The Employee Association Founding Committee was formed and developed draft Bylaws for the employee association.

## **SAFETY**

Chris Park, an occupational therapist at McKenzie-Willamette Hospital, conducted a job analysis of the customer service representative position. This analysis updated a previous job analysis to reflect changes in the physical requirements of this position due to changes in the physical work environment (the move to the Eugene Transit Station) and technology used by the customer service representatives.

## **BENEFITS**

Deferred Compensation carrier VALIC representatives gave their third and final presentation on Retirement Planning. This last session covered the various programs that are available to employees to build their retirement income and how to determine which ones are best for them. The classes were appreciated by all attendees.

## **TRAINING**

Two new operator training sessions requiring Emergency and Accident Procedures classes were held on September 9 and September 24.

## **RISK**

The risk/safety/benefits specialist has had only two small items to report in the risk area this month. The first was working with LTD's claims adjuster and an operator regarding an accident. The second was a report that SAIF settled with an employee on his claims and the employee is scheduled to retire in October.

## **SAFETY**

This month all three of LTD's safety committees held meetings. The following are the results of these meetings.

### **Risk Management Team**

The Risk Management team met on September 30<sup>th</sup> and welcomed the two new members, Dave Dickman and Mark Johnson. The committee heard a brief review of the different methods available to LTD for paying our Worker's Compensation premium to SAIF Corporation. A SAIF Loss Control Consultant reviewed LTD's payment and on-the-job injuries history with SAIF and brought to the committee's attention a new direction taken by OR-OSHA regarding injuries that may be caused by ergonomic problems in an employee's work station. It was suggested that LTD be proactive by having an ergonomic specialist evaluate the operator's compartment in the buses for possible problems.

### **Facility Safety Committee**

The Facilities Safety Committee met on September 10<sup>th</sup> for the monthly meeting. The committee discussed the injury and SAIF claims reported and a comparison with the three previous years.

### **The Accident Safety & Route Committee**

The Accident and Route Review Safety Committee met on September 11<sup>th</sup> to discuss the accidents and incidents that occurred during the month of August 1998.

## AGENDA ITEM SUMMARY

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

**ITEM TITLE:** BOARD MEMBER REPORTS

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

**ACTION REQUESTED:** None

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

- a. **MPC:** MPC meetings generally are held on the second Thursday of each month. At the Board meeting, LTD's MPC representatives Pat Hocken and Rob Bennett will report on the October 8 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 29.
- c. **BRT Steering Committee / Public Design Workshops / Walkabout Input:** Board members Pat Hocken, Rob Bennett, and Kirk Bailey are participating on the BRT Steering Committee with members of local units of government and community representatives. The Steering Committee last met on October 14. At the October 19 Board meeting, Committee Chair Rob Bennett and the other representatives can report to the Board about this committee's activities.
- d. **Springfield Station Steering Committee:** The Springfield Station Steering Committee last met on September 17 and October 15. 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 October 19 Board meeting, Mr. Kleger and Ms. Wylie can provide a brief report and respond to any questions about this committee's activities to date.

**ATTACHMENT:** None

**PROPOSED MOTION:** None



## AGENDA ITEM SUMMARY

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

**ITEM TITLE:** SPRINGFIELD STATION UPDATE

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

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

**BACKGROUND:** Recent work on the Springfield Station Study included:

- ◆ Developed criteria for evaluating sites
- ◆ Completed preliminary programming
- ◆ Determined size of site needed for the Station
- ◆ Developed two site layouts for the existing station at 5<sup>th</sup> & North "B" Street

At the Thursday, October 15, Springfield station Steering Committee meeting, the Committee began to review potential sites. The objective of the first round of site selection is to eliminate "fatal flaw" sites. During the next several months, the Committee will be reviewing sites with the objective of narrowing the selection to a few preferred sites. A Board work session on the Springfield Station will occur at a future meeting.

**ATTACHMENTS:**

- (1) Springfield Station Preliminary Space Program
- (2) Conceptual design layout for 5<sup>th</sup> & North "B" Street

**PROPOSED MOTION:** None

October 16, 1998

MEMORANDUM

TO: Board of Directors

FROM: Jo Sullivan, Executive Secretary

RE: Attached Letter Regarding Proposed Boundary Changes

*Attached is a copy of the correspondence LTD sent to businesses and residences located in two specific areas where changes in the service boundary are proposed. These changes, which would add businesses and self-employed taxpayers to the District in South Eugene and west of Highway 99 between Prairie Road and Junction City, are outlined in more detail in the agenda item summary in the October 19 agenda materials. A public hearing on these proposed boundary changes will be held at 6:30 p.m. on October 19, following a staff presentation.*

Jo Sullivan  
Executive Secretary

JS:ms

Attachment

## 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 August 19, 1996. He recently achieved two years of correct schedule operation (CSO) and two years of safe driving, as well as achieving exceptional attendance in 1997. He currently is a training instructor, working with the fall training for the operators as well as the new operator training. He also is a member of the BRT Employee Advisory Committee and this year's United Way Committee. Greg was nominated by a customer both for excellence in service and job accomplishments and excellence in providing accessible bus service to customers with disabilities. The customer stated that he was very polite and helpful to seniors and people with disabilities, and a credit to the LTD service.

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:** October 19, 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 October 19 Board meeting.

**ATTACHMENT:** None at this time

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** October 19, 1998
- ITEM TITLE:** ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING
- PREPARED BY:** Jo Sullivan, Executive Secretary
- ACTION REQUESTED:** None at this time
- BACKGROUND:** The action or information items listed below will be included on the agenda for future Board meetings:
- A. **Proposed LTD Boundary Changes:** An ordinance is being prepared to correct inconsistencies in the service boundary and add Creswell to the service district. The first reading of the ordinance will be held on November 9, and the second reading and adoption will be scheduled for November 18. If boundary changes are made necessary by the addition of Cottage Grove to the District, those changes also will be accomplished by ordinance at that time.
  - B. **Audit Report:** The Comprehensive Annual Financial Report for the year ending June 30, 1998, will be presented to the Board at the November 18, 1998, meeting.
  - C. **Federal Capital Grant Application:** At the December 16, 1998, Board meeting, staff will present a federal capital grant application for the Board's approval.
  - D. **FY 1999-2000 Service Recommendations:** A presentation on preliminary annual route review findings will be scheduled for a work session in January 1999. A public hearing on proposed service changes for FY 1999-2000 will be scheduled for the February 17 regular Board meeting. Board approval of the final service change proposal will be scheduled for the March 17 regular Board meeting.
  - E. **FY 1999-2000 Pricing Plan and Fare Ordinance:** A public hearing and approval of the pricing structure for FY 1999-2000 will be scheduled for the February 17, 1999, regular Board meeting. The first reading of an ordinance setting the fares for FY 1999-2000 will be scheduled for March 17, and the second reading and adoption will be held on April 21, 1999.
  - F. **1999 Legislative Issues:** At the December 16, 1998, and the January 20, 1999, regular meetings, the Board and staff will discuss transit-related legislative issues for the 1999 Oregon Legislative

Session and the 1999 local-agency visit to the area's Congressional delegation in Washington, D.C.

- G. **TransPlan Draft Approval:** Approval of the Draft TransPlan is scheduled to occur during February 1999.
- H. **FY 1999-2000 Capital Improvements Program:** Discussion and approval of the District's Capital Improvements Program (CIP) for FY 1999-2000 will be scheduled for the February 17, 1999, regular Board meeting.
- I. **Long-Range Financial Plan:** Discussion and approval of the Long-Range Financial Plan for fiscal years 1999-2000 through 2018-2019 will be scheduled for the March 17, 1999, regular Board meeting.
- J. **Follow-up Work Sessions:** Various work sessions to discuss pending issues as a result of the Board's October 10-11 strategic planning work session will be scheduled throughout the coming year.
- K. **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.
- L. **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.
- M. **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.
- N. **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.
- O. **Quarterly Performance Reporting:** Staff will provide quarterly performance reports for the Board's information in February, May, August, and November each year.

## **STAFF REPORT: OREGON LOBBYING RULES**

Prepared by Linda Lynch, Government Relations Manager  
October 19, 1998

At the September 14 work session, Board members asked about the rules governing lobbying in Oregon. The following is an outline of reporting requirements:

### Who must register

In Oregon persons who exceed 24 hours in lobbying activities or who spend \$100 during a calendar quarter are required to register with the Government Standards and Practices Commission, whether or not they are paid to lobby. This includes public officials, public employees, and those who work or volunteer for non-profit organizations. Such registration requires disclosing the topics to be lobbied and for whom the lobbyist is working.

### What and When to Report

Registration with the Commission lasts two years and requires the lobbyist to report expenditures twice in even-numbered years and three times in odd-numbered years. Expenses that must be reported include food, entertainment, printing, postage, telephone, education, and research. Lobbyists' employers report once annually. The employer's annual report would include all of the lobbying expenses of the organization; i.e., all that the government relations manager reports, plus any other expenses incurred by the organization—most likely meals to which the Board has invited legislators, printing costs, or other expenses. It is not required that general overhead costs be reported or that personal travel and meals be reported.

People who do not spend either 24 hours lobbying or \$100 in any one quarter or who only testify in formal, registered public testimony are not required to register with the Standards and Practices Commission and do not have to file reports. LTD Board members would normally fall into this category.

### Prohibited Conduct, Other Restrictions

Lobbyists are prohibited from:

- Instigating legislative action in order to obtain employment lobbying against the action
- Attempting to influence votes with the promise of financial support or threat of financial opposition to a legislator's candidacy
- Lobbying or offering to lobby for consideration contingent on the success of the lobbying effort
- Making false statements to legislative or executive officials or submit documents that the lobbyist knows contains false statements

Gifts to public officials or their families valued over \$100 during a calendar year are not permitted under most circumstances. Food and beverage in the presence of the purchaser are exempt from this limitation. Tickets to events (such as Trailblazers games) are allowed only if the event is experienced in the presence of the purchaser (lobbyist) and only if the value does not exceed \$100 per event or \$250 per person per year.

Other Protocols

Other rules exist about lobbying, primarily through House or Senate Rules or professional standards of the Capitol Club. These generally describe where lobbyists can or cannot go (e.g., Members' Lounge; in either Chamber when Chamber doors are closed). Generally, it is considered unprofessional to interrupt a conversation between a legislator and another lobbyist. Capitol Club members never **ask** to use state telephones or state copying machines. They may do so if authorized.

If Board members have additional questions, I would be pleased to respond to them, either by telephone or at the November 18 regular Board meeting.



## AGENDA ITEM SUMMARY

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

**ITEM TITLE:** OREGON LOBBYING RULES

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

**ACTION REQUESTED:** None

**BACKGROUND:** At the September 14, 1998, work session, Board members asked about the rules regarding lobbying in Oregon. Attached is a report written in response to those questions that outlines reporting requirements. If Board members have additional questions, staff would be happy to answer them at the November 18, 1998, regular Board meeting.

**ATTACHMENT:** Staff Report: Oregon Lobbying Rules

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

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

**ITEM TITLE:** NEW LTD TELEPHONE PREFIX

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

**ACTION REQUESTED:** None

**BACKGROUND:** Because of changes being made in LTD's telephone lines, the 741 prefix will change to 682 sometime within the next year (741 will be a Springfield prefix for the local government telephone consortium and 682 will be used in Eugene). Thus, the District's main telephone number will be 682-6100.

Both 741 and 682 currently are working prefixes for LTD, and LTD's written publications are beginning to list 682 as the District's prefix. When the time draws nearer to the cutoff of 741, we will communicate with the public and our partners about the change. The 682 prefix will affect all numbers except the 687-5555 customer service number, the 1-800 customer service number, and the 1-800 TTY number, which will remain the same.

**ATTACHMENT:** None

**PROPOSED MOTION:** None



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

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

**LANE TRANSIT DISTRICT  
RESOLUTION**

WHEREAS, Mayor Bill Morrisette has a long history of distinguished service to this community, most recently as Mayor of Springfield; and

WHEREAS, he will continue to service this community as a member of the Oregon House of Representatives; and

WHEREAS, he has been a supporter of transportation for people with disabilities, attending special RideSource events and Americans with Disabilities Act celebrations; and

WHEREAS, he has supported transit services in the community, including construction of the Thurston Station and expansion of services and facilities in Springfield; and

WHEREAS, he is known for his innovative and colorful tie collection;

NOW, THEREFORE, BE IT RESOLVED that Mayor Bill Morrisette is thanked for his service to the community and shall hereafter be recognized as a "friend of public transportation";

AND LTD DOES HEREBY BESTOW ON THE HONORABLE MAYOR BILL MORRISETTE this wooden bus to remind him of his friends in the transportation community and to thank him for his partnership with Lane Transit District.

DATED this 19<sup>th</sup> day of October, 1998.

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Board President

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Recording Secretary

October 16, 1998

MEMORANDUM

TO: Board of Directors  
FROM: Jo Sullivan, Executive Secretary  
RE: No Board Meeting on Wednesday, October 21

*Please note that you are receiving an agenda packet for Monday, October 19, only. There will be no Board meeting on Wednesday, October 21. There were no urgent action items, and we had scheduled the consultant to present the market research on Monday evening, so we have canceled the Wednesday meeting.*

*For those of you who are holding Tuesday, October 20, open for lunch with legislators, please cancel that meeting (Dean, Pat, Ginny, Dave). Linda has not yet been able to confirm any appointments with legislators, but will continue working to schedule times. At this point, we are holding Thursday, October 29, for a possible lunch meeting. Dave, Kirk, Hillary, and Rob have said that they could attend on that day.*

*Please call if you have any questions.*

*Jo Sullivan  
Executive Secretary*

*JS:ms*

# Transit Operations Report

Prepared by Mark Johnson

**Radio System Update-** The radio system has been running since September 13, There are still problems with the system and GMSI will be here on October 15 to follow up on those problems. It is our hope that the system will be reliable and able to function up to our expectations before they leave.

**Training-** Vern Rodgers has been working hard to pull the fall bus operator training together and it looks like it is ready to go. The focus for this training is BRT, defensive driving and accident prevention. Vern has also been busy attending train the trainer sessions for a Service in America class that we will offer to all employees in the spring. This is an outstanding eight-hour class that focuses on customer service and our role in providing top-notch service. Board members are welcome to attend a session. I will keep you posted as to days as the training approaches.

**Football Service Continues-** Operators have once again stepped up to the task of providing the service for Duck football. Nearly sixty operators worked their Saturday off for the Stanford game. This is almost twice as many operators than on a normal Saturday. We are half way through the season and they have a well deserved break until October 24.

**Eugene Celebration-** The Eugene Celebration presented some challenges for our service. This is the first year at the Eugene station and the parade route created some interesting dilemmas and some creative routing. The Operations staff did a great job of planning and reacting as needed to keep service moving.

**Fall Bid-** The fall bid came off with minimal problems. Jill Howard did a great job in planning and overseeing the bid process. The start of the bid was the same weekend as the Eugene Celebration. Along with the routing changes we had a lot of operators who were new to their schedules but they handled it well.

## AGENDA ITEM SUMMARY

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

**ITEM TITLE:** BUS RAPID TRANSIT UPDATE

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

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

**BACKGROUND:** In response to the discussion at the Board workshop earlier this month, staff have been investigating ways of proceeding more expeditiously with review and approval of the BRT pilot corridor segment planning. Attached to this summary are three options for proceeding with the pilot corridor planning.

Option A is a summary of the current work plan. Under this plan, preliminary engineering for all eight corridor segments would be completed before moving forward with the determination of the preferred alignment. Option B would allow for review and approval of some segments concurrently with preliminary engineering of later segments. Option B would not move up the actual construction schedule. Option C, like Option B, allows for the early review and approval of some segments. Option C also splits design and construction of the pilot corridor into two phases, with construction of a downtown Eugene to downtown Springfield segment possibly completed as early as the fall of 2001. It should be noted that the timing of some steps (particularly the agency review and approval and the environmental study) in all of these schedules are tentative, and could take longer than shown.

It is the staff's recommendation that we explore moving ahead with Option C. This option appears to best meet the Board's intent to move the project forward in a timely manner. If the Board agrees, staff will investigate the issues suggested by this option and report back to Board with more information next month.

Staff will discuss these options in more detail with the Board at the board meeting

**ATTACHMENT:** BRT Pilot Corridor Planning Options A, B, and C.

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

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

**ITEM TITLE:** LTD DEFERRED COMPENSATION QUARTERLY REPORT

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

**ACTION REQUESTED:** None

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

In accordance with Board policy, Hartford's rating was verified on October 6, 1998. No change was reported; Hartford maintains a B+ rating.

LTD's second deferred compensation services provider, VALIC, which began providing services July 1, 1998, is rated on an on-going basis by four companies: A. M. Best, Duff & Phelps, Standard & Poors Insurance Rating Services, and Moody's Investors Service. VALIC continues to be rated very highly by all four rating agencies. When the Finance Committee of the Board of Directors begins regular meetings, the question of whether an additional rating service is desirable will be considered.

**ATTACHMENTS:** None

**PROPOSED MOTION:** None