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LANE TRANSIT DISTRICT REGULAR BOARD MEETING

January 20, 1999
5:30 p.m.

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

A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

Kleger _____ Kortge _____ Lauritsen _____ Wylie _____
Bailey _____ Bennett _____ Hocken _____

III. INTRODUCTORY REMARKS BY BOARD PRESIDENT

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

IV. WORK SESSION ON:

- A. 1999 ANNUAL ROUTE REVIEW
- B. EUGENE DOWNTOWN SHUTTLE STUDY TIME LINE
- C. SPRINGFIELD STATION

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

V. EMPLOYEE OF THE MONTH—February 1999

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 December 14, 1998, Special Board Meeting/Work Session
 - 2. Minutes of the December 16, 1998, Regular Board Meeting
- B. 1999 Federal Agenda
- C. Appointment of Legal Counsel to the LTD Board of Directors
- D. Smoking at Eugene Station
- E. Request for Continuation of .5 FTE Secretary in General Administration

VIII. 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
 - e. Participation at Springfield City Council Meeting
 - f. Governor's Inaugural Hoe-Down
 - g. Board Finance Committee Meeting
 - 2. Lane Community College (LCC) Term Pass Program Update
 - 3. Nodal Development Update
 - 4. Monthly Financial Report
 - 5. Bus Rapid Transit (BRT) Project Update
 - 6. Boundary Change Update
 - 7. Ridership Update
 - 8. Correspondence

B. Monthly Staff Report

IX. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

A. FY 1999-2000 Service Recommendations

B. FY 1999-2000 Pricing Plan and Fare Ordinance

C. FY 1999-2000 Capital Improvements Program

D. Long-range Financial Plan

E. Special Service Policy Update

F. TransPlan Draft Approval

G. Supplemental Budget Requests

H. Follow-up Work Sessions

I. Medical Reimbursement Account

J. Board Review of Tobacco Use at District Facilities

K. BRT Updates

L. Quarterly Performance Reporting/Year-End Performance Report

X. ADJOURNMENT

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

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING

Monday, December 14, 1998

Pursuant to notice given to *The Register-Guard* for publication on December 10, 1998, and distributed to persons on the mailing list of the District, a special meeting of the Board of Directors of the Lane Transit District was held on Monday, December 14, 1998, at 5:30 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

I. ROLL CALL

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

Absent: None

II. CALL TO ORDER

Board President Kirk Bailey called the meeting to order at 5:41 p.m.

III. INTRODUCTIONS

Mr. Bailey welcomed local-area legislators to the meeting. Legislators in attendance included District 43 State Representative Jim Welsh; District 40 State Representative Floyd Prozanski; District 41 State Representative-elect Vicki Walker; and District 44 State Representative-elect Al King.

Mr. Bailey stated that the Board wanted to discuss 1999 legislative issues with the legislators, such as bus rapid transit and some of the funding issues

related to transit that might be discussed during the 1999 legislative session. In addition, the Board wanted to hear from the legislators about any issues or topics that they were working on and that they believed LTD should be working on.

Bus Rapid Transit: Mr. Bennett stated that he appreciated the opportunity to speak on the bus rapid transit (BRT) issue. He said that more than two years ago, the Board of Directors decided that while there were a number of things that LTD was doing well, and while it appeared that LTD was keeping up with population increases, and when viewed independently LTD received good marks, LTD was not reaching a level that would allow the District to play a larger role in terms of the overall balance of transportation in the community. The reason LTD was not reaching that level was that under the existing format of LTD's operating procedure, it could not compete effectively with other modes of transportation, such as the automobile. What evolved was the concept of bus rapid transit.

Mr. Bennett stated that the concept was not a new one. There had been many discussions of a rapid transit system. In this community, a light-rail feasibility study was conducted that determined that light rail would be too expensive for a community of this size.

Bus rapid transit most extensively had been used outside of the United States, but recently, it was a new concept that was being considered by a number of communities. The concept had received strong support from the federal government. Several government officials had visited LTD and the community, and LTD staff had been involved in various nationwide work sessions where the concept and its future were discussed.

LTD was aggressively pursuing the BRT concept. LTD had lobbied heavily at all levels, but particularly at the federal level in terms of funding and had received a significant amount of money for research, engineering, and analysis, as well as for some implementation. The funding was contingent upon gaining sufficient support from the community and particularly from elected local and state officials.

The concept was particularly appealing to LTD because it would be one-tenth of the cost of a light-rail system,. It was a new concept because it envisioned a different kind of vehicle, a pre-paid fare system, low-floor buses, more speed, and fewer stops.

For example, five years from now, when people are trying to get home from work on Franklin Boulevard, the BRT vehicle will go right by cars stopped in heavy traffic. If LTD could not compete for business in that way, it would have a difficult time getting people to choose transit over driving their own vehicles. LTD did not expect to get everyone out of their cars, but vehicle miles traveled (VMTs) were increasing at about 10 percent per year, and LTD was carrying only 2

percent of the trips. From a business point of view, LTD needed to be in a better competitive position.

In five or ten years, with the concept of compact urban growth, mixed-use development, increased density, and increased land value within the urban growth boundary, etc., LTD would not be able to achieve a rapid transit system because right-of-way would be difficult to obtain. Exclusive right-of-way was a key element of BRT.

Mr. Bennett then provided an overview of the BRT activities to date. It was an extensive process. LTD was interested in obtaining the support of the local state legislators, and the Board was anxious to answer questions and hear suggestions from the legislators.

Mr. Bailey added that each of the legislators had been given a packet of information about LTD. In that packet was background information about the kinds of services LTD offered, ridership statistics, and budget information. A BRT brochure was included that could provide additional information.

Representative-elect Walker asked how BRT was different than regular LTD service. Planning and Development Manager Stefano Viggiano responded that when LTD asked people why they did not use the bus, one of the main reasons was inconvenience and slow travel time. BRT would address both of those issues.

BRT would provide fast and frequent service along major corridors complemented by small bus service that operated within the neighborhoods. When discussing BRT within the community, people generally liked the neighborhood service concept. The neighborhood service not only would provide a connection to the faster service along major corridors, but also would make connections within the neighborhood to stores and schools, etc.

The reason the major corridor service was faster was that much like a rail system, people would have pre-paid their fares and not have to wait for boarding. Station stops would be spaced farther apart, and exclusive bus lanes and signal priority features at traffic lights would be used. All these features combined would increase the speed by which the buses could travel.

Mr. Viggiano further explained that modeling showed that by the year 2015, LTD should be able to provide faster service along the corridors than traveling by car.

Mr. Kleger added that the Board knew that if LTD continued its current style of operation, it would not be able to make any impact upon the people-moving patterns in the community. The community would not be able to afford to pave enough area to meet the increased driving demands of this community.

Something would need to be done, and the Board believed that BRT was the best alternative.

Representative Welsh asked about the dedicated lanes for transit. Ms. Loobey replied that exclusive lanes were a principal feature of BRT in order to achieve the speed. The design would mimic what was being done with light rail, except that LTD would continue to operate at street level with rubber-tired vehicles, avoiding the capital investment of a light-rail system. However, by using a guideway, an exclusive lane would take up much less space than a travel lane and would allow a bus to move independently of regular traffic.

Mr. Bailey added that the exclusive lane was the heart and soul of the concept. He likened the BRT concept to a metro or subway system on rubber tires in terms of the architecture of the routing system. In some areas, an exclusive bus lane could be accommodated within the existing right-of-way; however, in other areas, it might mean acquiring land or taking an existing lane. Also, there could be existing right-of-way that was insufficient and would need to be widened somewhat.

Currently, preliminary design work was underway to determine what that preferred alternative would look like in terms of the actual design of the pilot route. Without that preliminary design work, travel time requirements would not be known.

Representative Welsh asked what other cities in the United States had a BRT system or were considering one. Mr. Bailey responded that he believed that there were no other cities within the United States that were actively operating a BRT system. LTD was first or early with the project, which explained the high level of interest in the project from the federal government. There were several larger U.S. cities that were investigating the concept. Eugene/Springfield was the only community of its size considering the BRT concept. He believed that was one of the reasons that the federal government was interested, because small- to medium- sized communities could not afford light rail but would develop congestion problems in the near future.

Representative Welsh asked if Seattle had something similar. Ms. Loobey responded that Seattle had high-occupancy vehicle (HOV) lanes and other methods, such as changing direction of travel lanes on the freeways to match the commute direction. Mr. Bailey added that there were several international communities that had BRT programs; most notably, Curitiba, Brazil, where the entire bus system was a bus rapid transit type of system. About 70 percent of the population in Curitiba used transit on a regular basis.

Representative-elect Walker stated that she had just returned from Washington, D.C., and had found the Metro system to be very convenient. It was easy and painless. She believed that the current LTD bus system was

somewhat antiquated and very difficult to use because delays were long and bus service was further reduced during the evening and weekend hours. In addition, delays were further caused by having to go to the transfer station to catch another bus. She believed that ridership could be increased if LTD addressed the issues that had been discussed, such as speed.

Representative Prozanski asked if BRT would be a two-way system. Mr. Viggiano responded that, ideally, BRT would operate on a guideway in each direction; however, for the foreseeable future, BRT could operate, at least in sections, with only a single lane, much like a train with a single track with a signaling system. If a bus approached from the opposite direction, one of the buses would have to wait, and priority would be given to the peak-direction bus. In the sections that had been designed to date, there were some one-lane sections. Staff were attempting to fit in two-lane guideways where ever possible, without having a significant impact on property acquisition or traffic congestion.

Representative Prozanski asked what, with that in mind, was the goal for 2015 as it related to existing bus service and BRT. Mr. Viggiano responded that the goal for the year 2015, with the BRT system entirely in place, was primarily to have a system with small buses in the neighborhoods and the BRT system in operation on the major corridors. Some regular bus service still could exist to serve areas that would not easily be served by the BRT system.

Representative Welsh asked how much communication had been accomplished with the business community. Mr. Bailey stated that it had been quite extensive. During the last several years, each of the Board members had been involved in one-on-one meetings with local business leaders in both Eugene and Springfield to talk about where LTD was and what the vision was for the future of LTD, including the BRT project. Also, during the past several months, through an extensive outreach process, each of the businesses within specific segments, on or close to the proposed route, had been met with and also had been invited to design workshops. LTD was attempting to get the local business community to be active participants in the process. So far, that segment included the UO and Franklin Boulevard area from West 11th Avenue to Walnut Street. Currently, the Board and staff were in the same process for the Glenwood area, and next would approach the downtown Springfield area.

Mr. Bennett stated that within the first segment, the UO/Franklin area, there already was a median located on Franklin Boulevard, which made it somewhat easier to place exclusive guideways within the public right-of-way. There was not much controversy, and the University was very supportive of the concept.

However, the Glenwood area was primarily industrial. The right-of-way in Glenwood was very narrow, and there were a number of industrial uses along Franklin Boulevard. There was more skepticism in the Glenwood area, and it

was possible that LTD would make more compromises to find reasonable ways to travel through the Glenwood area.

In downtown Springfield, LTD also was considering a relocation of the current downtown station. The strategy there would be to try to coordinate the BRT system with the station location. It appeared that downtown Springfield business people were willing to carefully consider the entire approach to transit services.

Mr. Bennett thought that there would be some segments that would be easier to design, engineer, and obtain support for, while other segments would be more difficult. When Mr. Bennett spoke with business people, he asked them to take a hard look at how BRT would affect them personally and to consider BRT from a community point of view and how they wanted to see transportation in the future. The Glenwood area currently had 18,000 automobiles per day passing through on Franklin Boulevard, and it was projected to go to 38,000 cars per day by the year 2015. Franklin Boulevard in front of the University was expected to reach gridlock.

Most of the business people with whom Mr. Bennett had met were willing to give careful consideration to the project.

LTD Budget: Ms. Hocken provided an overview of the LTD budget. She discussed the various funding sources, including the cigarette tax, which was earmarked for special transportation and was shrinking due to a lower demand for cigarettes. At the same time, the demand for special transportation services, such as RideSource, was increasing because the population was aging and the Americans with Disabilities Act (ADA) had certain requirements for providing services to people who had various disabilities. For instance, LTD was required to provide equivalent service to people with disabilities, which meant during the same hours that regular bus service was in operation and the ability for people to get to the same places that the bus traveled. Therefore, costs were increasing while the revenue was decreasing, resulting in LTD providing more of a subsidy from its general fund.

Ms. Hocken then described the special transportation services that LTD provided. The fixed-route service was 100 percent accessible, and training programs were in place for people with disabilities and the elderly to learn how to access the bus and use the system. In addition, a paratransit system was in place, RideSource, which provided demand-response bus service to people who were unable to access the fixed-route system. RideSource was a very expensive system to operate.

The cigarette tax generated \$370,000, which equaled 37 percent of the cost of operating the paratransit service, and none of that money was used for the fixed-route accessible features. In addition, LTD received very little in capital

funding for special transportation, so if one of the paratransit vans was put out of service, there was little support to replace it. In Fiscal Year 1997-98, LTD contributed \$650,000 from its general fund just to the paratransit service. That contribution was expected to be more than \$700,000 during the Fiscal Year 1998-99. The good news was that LTD had other operating money that could be used to subsidize the service; however, other communities that did not have those resources could not provide those services.

During the last session of the legislature, the Governor's budget included a new source of funding for elderly and disabled transportation, which unfortunately did not get through the legislature. There had been intense lobbying by seniors and other transit groups, which gave the budget bill some momentum, but not enough. Ms. Hocken believed that the senior lobby would be strong again during the next session, and even though there was no proposal in the Governor's budget, she believed a proposal would be brought forward.

The last proposal would have resulted in LTD receiving approximately \$1.5 million, which was determined to be about what it cost to provide incremental service to elderly and disabled individuals. Ms. Hocken was hopeful that it would come up again in the 1999 legislature.

Representative-elect King asked Ms. Hocken to characterize what typically was received from federal sources for special transportation. Ms. Hocken responded that federal funding primarily was used for capital expenses. Very little federal money was used for operating expenses. LTD received approximately \$2.8 million in federal formula funds, and provided the local match of 20 percent for those funds.

She mentioned that in addition to requesting state assistance for operating special transportation services, LTD also was interested in pursuing state assistance with local match requirements.

Special Transportation: Mr. Kleger discussed the special transportation services in Lane County, which were divided into two pieces: in-District and out-of-District. In-District services were administered by the Lane Council of Governments (LCOG) under contract with LTD. LCOG, in turn, contracted the service out to Special Mobility Services as the operating entity. When the cigarette tax was first instituted, the local match was provided by a sinking fund that was created when LTD was unable to expend the first year's operating fund. That sinking fund was almost gone, and LTD would be required to provide that local match from its operating fund. In addition, the State of Oregon Department of Transportation administered any federal funding for special transportation. The contract operation at LCOG had done remarkably well considering an extremely small staff.

Out-of-District special transportation was one of the best examples of shoestring operations that Mr. Kleger had ever seen. However, it did not work everywhere in the county. For instance, there was no special transportation service in the McKenzie valley. There was extremely marginal service in Veneta, Elmira, and Junction City, which strictly was shopper service. In the Florence area, there was a taxi subsidy program that was so marginal that it only was used for extreme need situations. However, there was an effective paratransit service in the south Lane County area. In Oakridge, there was a van that operated within the city limits.

Mr. Kleger further stated that for every person in Lane County whose needs were met by special transportation accommodations, there were another six to eight people whose needs were not being met. He added that 80 percent of the special transportation users were senior citizens. Most of the providers in the rural areas used volunteers and volunteer vehicles to provide the service.

The situation was not good in the rural areas, and Mr. Kleger said that it would not get better without some significant improvements in funding.

LTD was a world-class operation in service to people with special transportation needs; however, much of the funding was being taken away from the fixed-route service, which was much more efficient. The cost per trip on the fixed-route service was approximately \$2.50, while it was \$12 to \$14 for paratransit service.

Eligibility for paratransit services periodically was reviewed in an attempt to ensure that those who could use the fixed-route service were using it. In addition, Mr. Kleger mentioned that the fixed-route service provided much more independence. People who used the paratransit service had to make their travel plans at least 24 hours in advance. Within the District, people used RideSource for any purpose that they could use any other form of transportation for.

The fact that people who needed special transportation services often could not use a regular vehicle, such as a sedan, decreased the ability to use volunteers and volunteer vehicles.

Mr. Kleger stated that any help the legislators could give in improving the special transportation facilities in Oregon would be appreciated.

Mr. Bailey added that the packets that had been given to the legislators contained more information about the RideSource program and the Bus Buddies program, which involved individuals who volunteered as "bus buddies" to assist the elderly and people with disabilities to access the fixed-route bus system.

Mr. Bailey asked the legislators what the likelihood was of a transportation funding package during the 1999 legislative session. Representative Prozanski

stated that he thought it would be important for the LTD Board members to begin lobbying as soon as possible. Representative Welsh added that transportation would be a big part of the legislative agenda, and he had noticed that the Association of Oregon Industries had played into the process. He believed that there would be a number of people within his caucus who would want to make sure there was a segment for senior and disabled transportation during the session, and he had the notion that it would be a strong subject.

Mr. Kleger noted that any enhancements to the fixed-route service also would benefit special transportation. Ms. Hocken added that BRT buses would be easier to board for the elderly and disabled. Mr. Kleger said that pre-paid fares also would enhance services to people with special needs.

Representative-elect King asked what the state funding portion was last year. Ms. Hocken replied that the state contributed \$370,000 last year, and it was not expected to increase. LTD expected to contribute in excess of \$700,000 next year. Mr. Kleger noted that based on projections, there would be a miniscule increase in funding for the out-of-district services. Federal law mandated that the paratransit services within the LTD service district match the fixed-route service.

Representative-elect King noted that the state's contribution to special transportation within the LTD service district was less than 2 percent of LTD's total budget.

Willamette Valley Train: Mr. Bailey noted that this issue was one that most likely would be on the legislative agenda. The Governor already had included the train in his budget proposal. He urged the legislators to fund, at some level, the Willamette Valley train.

Representative-elect Walker stated that she had requested to serve on the transportation committee. She was very interested in pursuing mass transit and rail issues. Representative Prozanski added that he used the train service daily to Salem and used his bicycle while in Salem. He stated that he believed that \$14 million, as proposed in the budget, was below the threshold of where the state should be.

Mr. Bennett asked what the legislators thought would happen with a transportation budget during the next session. Representative Welsh stated that he thought it would be similar in priority to last session. He believed there was strong support, but that other priorities superceded the transportation issue.

Representative Welsh stated that the rail problems were caused by the infrastructure in Portland, and the time it took to pass through the Portland area by train. Trains were required to travel 15 miles per hour through Portland, where they were switched on and off the main line. Oregon was so far behind in

rail technology that it was unable to bring in a commercial rail shipper. Moving goods and products by rail needed to be improved in order to secure more funding.

Partnership: Mr. Bailey asked how the Board could work together with the legislators with regard to transportation services. Representative-elect Walker stated that one issue of concern to her was the outlying communities not having access to rail or bus service. She thought that in order to generate rural support for the Willamette Valley rail issue, bus service needed to be enhanced in order to get people from those areas to the train.

Mr. Kleger stated that he was raised in a rural area of Oregon, and he noted that transportation services actually had declined in that area. There once was regular bus service that was fully self-supporting that transported people to train services; however, today, there was STF-supported service that was inconsistent and that did not provide the same level of service. He thought it was important to identify what was being done in the public policy side that was making these things not fit together when clearly there was a demand.

Representative Prozanski suggested that the LTD Board outreach to other transit boards across the state regarding the transportation package. He thought it was important, on a statewide basis, that transportation providers join together to lobby. He also thought it was important to demonstrate the statewide need where rural and urban services met. He noted that representatives who were in the position of chairing the Ways and Means Committee typically were able to secure funding for special projects within their own district. He hoped that at least one representative and one senator from the Lane County area would be appointed to a transportation committee. He thought it was a just a matter of time before the corridor between Salem and Portland became one long series of communities, much like the Seattle to Olympia, Washington, corridor. Now was the time to get the infrastructure in place. He reiterated that the connections between the rural services and urban services should be emphasized, because he believed that improvements on either side would benefit the other.

Representative-elect Walker noted that Senator Susan Castillo had been appointed to the Senate Transportation Committee.

Ms. Loobey stated that it was her understanding that currently there was no way to subsidize passenger service on private carriers as a way to connect people in rural areas to the urban areas. She thought the legislators should consider a subsidy for private providers. She was aware that RAZ Transportation, for instance, had attempted to provide service from Seaside to Astoria that was not profitable. She thought the domestic providers should be subsidized so as not to leave communities stranded with no public transportation alternatives.

Ms. Loobey added that the Oregon Transit Association, which was the lobbyist for providers in the state, had worked with transportation providers prior to the statewide transportation conference in Seaside regarding special transportation needs. She noted that there was concern that the Tri-Met and Tri-County solution would be applied to the rest of the state. She noted, as an example, the "Elders in Action" in the Tri-County area, which had developed a \$25 million proposal for transportation for the frail elderly that included very expensive door-through-door service. That type of service, while it might work in the Tri-County area, most likely would not be feasible for the rest of the state.

Representative Welsh stated that he was pleased to hear about the BRT proposal. He encouraged the Board to talk with other representatives and senators.

Representative-elect King asked the Board to comment on the Cottage Grove transportation circumstances. He noted that it was a close election in Cottage Grove, and he wondered if there was a funding structure that took into account the needs of the satellite communities.

Mr. Bennett responded that LTD primarily was funded through a tax on local payroll. And while not everyone favored the payroll tax, they generally understood that in order to keep the roads efficient to benefit their own companies, public transit services were needed. He stated that the people in the Cottage Grove area needed to make the case for transit services.

Representative-elect King stated that he realized the payroll tax was less than perfect but was the best option available. He thought that the use pattern in a market like Cottage Grove was different primarily because people rode the bus to commute to and from work, so the same arguments that applied within the urban area did not apply to Cottage Grove, such as easing the gridlock on the city streets. He was not sure if legislators had addressed those considerations on a statewide basis.

Ms. Loobey added that there were many issues to address. For instance, for most of the people who used the bus to commute to work in the urban area, the payroll tax already was being paid on their wages. In addition, the people who worked at UO or Sacred Heart, for instance, already had a subsidized bus pass through the Group Pass Program. She believed that a community needed to mature to a certain level in order to more fully support issues like public transportation. For instance, it was not true, in her opinion, that Cottage Grove was an economic entity within itself. There were many people who earned a living in the urban area who then supported their cities, schools, business, etc., within their rural community. The economy was two-way. Bus service to Cottage Grove had been considered several times during the past 20 years. During this last consideration, the City Council and staff in Creswell had made the decision to institute the service regardless of the election results in Cottage Grove.

Ms. Loobey added that LTD was continuing discussions with Cottage Grove. One issue that had yet to be settled was a definition of the metropolitan area, and if areas outside the metropolitan area should be considered differently and how to accomplish that.

Representative-elect King stated that he sensed that the business community in Cottage Grove that fought the payroll tax issue knew that they would have to contribute some, but not all, of the revenue for the service.

Mr. Bennett stated that he had considered a way to transition into the Cottage Grove area by making more of a contribution now, knowing that it would be valuable in the future. However, he did not think LTD could do that because it would end up treating the various rural communities differently. Representative-elect King stated that any subsidy would need to come from the state, and this was an example of an issue that occurred throughout the state.

Mr. Kleger added that a subsidy to private operators for inter-city operations could apply to the Cottage Grove connection. He believed that a private operator marginally could get by running a commuter service between Cottage Grove and the metropolitan area; however, it probably would not make enough money to justify it. It was a good investment for the state to make and a lot cheaper than building another lane of freeway.

ADJOURNMENT: There being no further discussion with the legislators, Mr. Bailey adjourned this portion of the special meeting at 7:03 p.m.

WORK SESSION: Following a short break, the Board reconvened for the work session portion of this meeting.

FRANKLIN BOULEVARD / UO SEGMENT BRT REVIEW AND APPROVAL PROCESS: Planning and Development Manager Stefano Viggiano stated that this was an action item scheduled for the regular Board meeting on December 16, 1998. However, the Board would begin discussions of the segment alignment at this work session, then continue discussions and select the preferred design alternative for the Franklin/UO segment of the BRT pilot corridor on December 16.

Mr. Viggiano provided a brief background of the process of selecting the preferred design alternative. He stated that the BRT Steering Committee had reviewed the same information that the Board was reviewing at this session. He directed the Board's attention to the Franklin/UO Alternatives Evaluation Chart on page 23 of the agenda packet, which showed the projected impacts of each design alternative. The Steering Committee had selected a preferred design for the Franklin/UO segment and would request Board action at the regular meeting.

Following the selection of the preferred design alternative, a technical review would take place, so Mr. Viggiano assured the Board that this would not be the final decision for the Franklin/UO segment. It would be combined with the Glenwood, downtown Springfield, and downtown Eugene segments as Phase I, which would then be forwarded for further study and review and approval by the partner agencies.

Mr. Viggiano then reviewed the four design alternatives: A-1, A-2, B, and C. Alternative A-1 featured a single-lane guideway throughout the entire segment with passing opportunities at stations. Alternative A-2 featured a combination of single- and double-lane guideways. Alternatives B and C operated two-way guideways throughout the entire segment and would result in the taking of one or two existing lanes from Franklin Boulevard.

Ms. Wylie asked why ridership was expected to be higher in alternatives B and C than in A-1 and A-2. Mr. Viggiano replied that automobile travel times would be significantly impacted with alternatives B and C, which both took existing travel lanes from Franklin Boulevard.

The Steering Committee recommended Alternative A-2 as the preferred alternative because it achieved the best mix of benefits. It provided much of the transit benefit needed for BRT, but it did not create some of the problems in terms of car travel times, congestion, and air quality that were shown in alternatives B and C.

Ms. Wylie noted that there were more trees to be removed under alternative A-2. Mr. Viggiano stated that an arborist had taken a look at the trees, and they were found to be fairly healthy, but were not necessarily the best trees for a traffic median. The arborist suggested a tree that would form more of a canopy and be bigger. Mr. Kleger asked if there was a possibility of moving some of the trees. Mr. Viggiano stated that staff had not asked that specific question, and if it could be done, it most likely would be an expensive process. Mr. Kleger stated that he recalled when those trees were planted, and if he remembered correctly, there was not a lot of room for root expansion. He thought they were planted in the early 1970s. He suggested that staff have the arborist check into the root situation.

Adjournment: There being no further discussion, Mr. Bailey thanked Mr. Viggiano for his presentation, and he reminded the Board that the discussion would be continued at the regular Board meeting on December 16. He then adjourned the meeting at 7:52 p.m.

BOARD SECRETARY

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, December 16, 1998

Pursuant to notice given to *The Register-Guard* for publication on December 10, 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, December 16, 1998, at 5:30 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Kirk Bailey, President, presiding
Pat Hocken
Dave Kleger, Treasurer
Dean Kortge
Virginia Lauritsen
Hillary Wylie, Secretary
Phyllis Loobey, General Manager
Susan Hekimoglu, Recording Secretary

Absent: Rob Bennett, Vice President

II. CALL TO ORDER

Board President Kirk Bailey called the meeting to order at 5:35 p.m. Ms. Hocken was not yet present.

III. WORK SESSION ON 1999 LEGISLATIVE ISSUES

Government Relations Manager Linda Lynch was present to discuss the meeting with local legislators that took place on Monday, December 14, 1998. She stated that the legislative session would begin on Monday, January 11, 1999. Following the discussion with legislators, Ms. Lynch had prepared additional information to provide the legislators in terms of the Willamette Valley train service and the budgeted money that LTD contributed to Special Transportation.

Mr. Kortge stated that the whole idea of gaining support for the train via a feeder bus system seemed to be a very complicated legislative issue, and he asked how realistic it was. Ms. Lynch responded that the current train service already was complemented by throughway motor coaches that provided service between Eugene and Portland. What was proposed were similar systems that would operate from the Medford / Grants Pass area, the Burns area, and one or two locations from the coast. Those throughway buses would not operate daily, but several days each week. That proposal was more of a budget proposal that

could be administratively accomplished. Amtrak operated the throughway motor coaches between Eugene and Portland, and it had not cost the state anything.

Mr. Kortge also mentioned Representative Prozanski's comment about how important it would be to have all transit districts lobby with a unified voice. He asked if that were even possible. Ms. Loobey responded that it had been done for about 20 years under the umbrella of the Oregon Transit Association (OTA). The OTA was an active association that met monthly. Ms. Loobey currently was the president of the OTA. During the legislative session, the OTA offices were moved to Salem. The most active OTA participants for the ongoing lobbying efforts on behalf of transit in the state had been Dick Feeney and Bernie Bottomly of Tri-Met and Ms. Loobey.

Ms. Lynch added that she believed that more was better during legislative sessions, and it would be nice to get 20 different transit districts to lobby; however, realistically, that was very difficult to accomplish. That was the reason for the formation of the OTA – to represent all the interests. She thought that Representative Prozanski might prefer to see each transit district represented, but that would be difficult to accomplish.

Ms. Loobey stated that in the state of Oregon, transit districts could take multiple forms. There were elderly and handicapped operations in every county that typically were either non-profit or volunteer driven. Except for Tri-Met and LTD, all other transit districts in the state were funded by property taxes, Special Transportation Fund (STF) cigarette tax money, or fundraisers.

Mr. Kleger suggested that he and Ms. Lynch get together to discuss ways in which passenger and freight rail could work together.

Ms. Hocken arrived at the meeting at 5:45 p.m.

Ms. Lynch stated that she would be turning her attention to Salem and would be working out of the OTA office. She would be in the capital most days. She would have a computer with a modem and a cell phone. She was developing a good bill tracking system that would list bills that the District was working on and what the impact of those bills might be. She anticipated a couple dozen bills to track, and she would write regular briefings for the Board agenda packets. She also would welcome direction or suggestions from the Board.

Mr. Kortge asked what Ms. Lynch meant by tracking bills that might have an impact on the District. He wondered if that would be a comprehensive list, such as OSHA regulations, etc. Ms. Lynch responded that she would track all bills, including operation and administrative bills.

Ms. Lauritsen suggested that a debriefing be provided in each month's Board packet. Ms. Wylie suggested an occasional verbal report as well as an update in the agenda packets, and other communications as needed.

Ms. Lynch stated that she would be back before the Board in January to discuss the federal agenda.

V. ITEMS FOR INFORMATION AT THIS MEETING

A. CURRENT ACTIVITIES

1. Board Member Reports: Metropolitan Policy Committee (MPC):
Ms. Hocken reported that the MPC had not met during the month of December.

Statewide Livability Forum: Ms. Hocken stated that this committee meets on a six-month schedule, and there was nothing new to report since the November Board meeting.

BRT Steering Committee / Public Design Workshops / Walkabout Input:
Ms. Hocken stated that a BRT Steering Committee meeting was held during the past week. The Steering Committee recommended to the LTD Board a preferred design alternative for the Franklin / UO Segment of the pilot corridor. The LTD Board would be making a decision on that recommendation during this meeting.

Ms. Hocken added that she believed that the Steering Committee members represented a good cross-section of the community. Both City Councils were represented, as was the Lane County Planning Commission. In addition, there were representatives of the business community on the Steering Committee.

Mr. Bailey asked staff to provide an update about the Lane County Planning Commission and the requested change in the wording of the BRT policy statement in TransPlan. Planning and Development Manager Stefano Viggiano responded that staff had been meeting with the three planning commissions as part of the TransPlan update to discuss the BRT policy. The discussions had gone well, and each one of those groups had agreed that the policy wording change made sense.

Staff had learned, however, that at a meeting on December 15, 1998, the Lane County Planning Commission had further discussions about BRT in general and the policy, even though it was not on the meeting agenda. Steve Moe, who was a Glenwood resident as well as a member of the Lane County Planning Commission, brought up the issue. Mr. Moe had been very actively involved in the BRT corridor design work for the Glenwood segment. He participated in the Glenwood design workshops during the past several weeks. The Glenwood segment was controversial because some of the alternatives that were being considered would restrict access to some of the Glenwood businesses that now had unrestricted access into their driveways.

As a result, staff were considering other options that had developed during the public planning process that might achieve LTD's goals of exclusive right-of-way through Glenwood as well as to address the access concerns.

Springfield Station Steering Committee: Ms. Wylie reported that this Steering Committee did not meet in December. However, it had met since the last Board

meeting. On page 31 of the Board packet, there was a map indicating the eight possible sites that had been selected for further study. All were on "A" Street or Main, with the exception of the current site.

Participation in Springfield Chamber Depot Holly Days Event: Ms. Wylie reported that the event was well attended. The bus was decorated with lights, and people appreciated LTD's involvement.

2. Monthly Financial Report: Finance Manager Diane Hellekson reported that the first four months of the fiscal year were summarized in her report on page 8 of the agenda packet.

Fare revenues were slightly lower than expected. Customers were shifting from paying cash fares to purchasing pass instruments, which indicated a loyal ridership base and repeat riders. That fit in with the long-term plan, but not so well with the short-term budget plan; however, it was close to projected fare revenues, and Ms. Hellekson was not concerned at this time.

The payroll tax was paid quarterly, and the District normally could expect to receive the first quarter of its fiscal year revenue during the month of October. However, this year, the payment was not received from the Department of Revenue until November. More than \$2.6 million was received in November, which meant that for the end of the first five months of the year, LTD had collected 50 percent of its budgeted payroll tax revenue.

Ms. Hellekson would provide reports for both November and December to the Board at the January Board meeting.

Ms. Hocken asked how LTD recorded the revenue from the state and payroll taxes. Ms. Hellekson replied that the State in-lieu-of taxes were accrued on a quarterly basis, but the payroll tax transfers were not as easily assigned to a particular collection period. The tax accrual policies will be reviewed, and a report provided at a later date.

3. University of North Carolina, Charlotte (UNCC) Study Preliminary Results: Ms. Hellekson said that there was a transportation studies group at the UNCC that studied performance of transit districts nationwide. The sample pool grew larger each year, and LTD had been included in the study in all five years of its existence.

The initial results were received, and LTD was ranked 18th in this latest study. During previous years, LTD had been ranked as high as 17th and as low as 25th in the national pool, and always had been in the top 20 percent. Remaining in the top 20 percent was a goal of LTD's long-term strategic plan.

Staff intended to provide the full report to the Board as part of a comprehensive review on the overall performance of the District.

Ms. Hocken asked if staff knew anything about the rankings of the peer group districts. Ms. Hellekson replied that information had not been included in the preliminary results that were received.

Mr. Bailey asked if it was known how two other districts -- Newport News and Las Vegas -- had jumped so high in the ratings. Ms. Hellekson said that there were differences in how statistics were reported to the FTA on the part of other transit properties. In some cases, a district would make a reporting change that could temporarily increase or decrease relative performance. In most cases, dramatic changes in relative performance were the result of rapid growth, major service reductions, or some other significant change in service occurring during a relatively short period of time.

Las Vegas had a massive expansion during the last year, which included operating multi-passenger, articulated buses up and down the "strip." Las Vegas was experiencing high ridership on those buses.

The study results favored high ridership, low cost per ride, and a low fare per ride, but it did not favor subsidies. So, if a transit property had a very productive run, such as in Las Vegas, it was rated more favorably.

4. Year 2000 (Y2K) Compliance: Information Services Manager Joe Janda was present to answer questions that the Board might have. He said that LTD did not have too many internal Y2K issues. The Federal Transit Administration (FTA) had required transit properties nationwide to review their mission-critical systems and were asking the transit district to send a letter of compliance to the FTA. The letter was due by June 1999.

The biggest concern to staff was the external environment in the community, such as power, contractors, and LTD's banking institution. Staff were reviewing LTD's emergency plan. The Glenwood site had its own power generator and 30 days worth of stored fuel. The Eugene Station was part of the first priority area of the Eugene City emergency grid. Staff were making arrangements for portable power that could be brought in to the high-use shelters.

Ms. Lauritsen asked, in addition to fuel and power, what else might be unavailable in the event of a Y2K emergency. Mr. Janda responded that LTD had a 30-day supply of fuel, but that in the event there were disruptions to the fuel delivery system, the State had an emergency plan that prioritized the fuel delivery mechanism, and transit was a high priority on that list.

Ms. Lauritsen asked about telephone communications. Mr. Janda replied that locally, it was not expected to be a problem. LTD's own telephone system was 100 percent compliant, and the regional telephone system appeared to be in good order.

Mr. Bailey asked if the FTA was in compliance. Mr. Janda replied that he did not know.

Mr. Kleger asked to what degree LTD's medium- to high-tech equipment had old-style embedded chips with calendars. Mr. Janda replied that none of the equipment on the buses was calendar based. However, in the fueling system, those chips were being replaced. The radio system was in compliance. The mechanical systems for the facilities were in compliance as well.

Ms. Hocken noted that in the letter from the FTA, it was mentioned that there could be funding available to ensure that transit properties were compliant with Y2K. Mr. Janda responded that he interpreted that as applying to the large-scale Intelligent Transportation Systems and applications where code was written.

There being no further discussion about the Y2K problem, Ms. Loobey announced Mr. Janda's resignation from LTD. After his many years of exemplary service, he would be moving to Washington with his family. Mr. Janda assured the District that he would maintain contact, and he would continue to work as needed on a contracted basis. Mr. Bailey thanked Mr. Janda for his years of service to the District.

5. Update on City of Eugene Nodal Development Project: Mr. Bailey stated that this item would be forwarded to the January Board meeting.

6. Radio System Update: Transit Operations Manager Mark Johnson provided a brief history of the project for the design and installation of a new mobile data radio system. Due to ongoing problems with the implementation of the new system, staff had decided to terminate the contract with GMSI, the contractor for the project, and look to the United Pacific Insurance company for relief.

The system would be evaluated during the next few weeks to determine what the next step would be, and staff would continue to provide updates to the Board. LTD now had a voice system that was in good working order. New, good, and useable equipment had been installed in the buses; however, the data system was unsatisfactory.

Mr. Kortge asked about the number of purveyors of radio systems. Mr. Johnson replied that there were more and more available; however, four years ago, there really were just a few.

Ms. Lauritsen asked who would be evaluating the current system. Mr. Johnson responded that an industry specialist and someone with whom LTD previously had worked on the project would provide a full evaluation and recommendations about what could be done to rectify the situation.

Mr. Johnson also reported that staff had been in contact with the FTA, the funding source for the radio system, and had kept them apprised of the situation. The FTA had assured staff that the funding was not in jeopardy. Mr. Johnson would provide another update to the Board in February.

VI. EMPLOYEE OF THE MONTH: Mr. Bailey introduced Customer Service Representatives Lanier Lobdell and Pam Wick, who had been selected as the

January 1999 co-Employees of the Month. They were nominated by someone who witnessed them assisting an elderly gentleman who was unaware of his situation and unable to ride the bus because of his physical condition. The nominator said that Ms. Lobdell and Ms. Wick "epitomized what humanity really was when dealing with some of our most difficult customer relations," and described the situation she witnessed as "a genuine act of selfless compassion and professionalism."

Mr. Bailey then presented both Ms. Lobdell and Ms. Wick with a letter of congratulations, a certificate of achievement, and a monetary award. Ms. Wick stated that she was quite honored and expressed her gratitude to the Board. Ms. Lobdell thanked the Board for the recognition for customer service.

VII. AUDIENCE PARTICIPATION: Tom Lester of 1826 Lincoln Street in Eugene was present to discuss the UO/Franklin segment of the bus rapid transit (BRT) system. He asked the Board to give consideration to rerouting the transit line through the University Campus on 13th Avenue via Kincaid Street. The University was one of the oldest density nodes in the whole metropolitan area, and next to downtown Springfield and downtown Eugene, it probably was the biggest. The idea that the major permanent transit line between our two cities would not go through the heart of the University ran counter to nodal development theory. He urged the Board to take a good hard look at doing that despite its immediate problems that might be perceived. He thought it was important for the Board to look at that prior to endorsing a preferred alternative design.

VIII. ITEMS FOR ACTION AT THIS MEETING

**MOTION
VOTE**

A. Consent Calendar: Mr. Kortge moved that the Board adopt the following resolution: "It is hereby resolved that the Consent Calendar for December 16, 1998, is approved as presented." Ms. Lauritsen seconded the motion, which passed by unanimous vote, with Bailey, Hocken, Kleger, Kortge, Lauritsen, and Wylie voting in favor, and none opposed. The Consent Calendar consisted of the Minutes of the November 18, 1998, regular Board meeting.

E. Comprehensive Service Redesign (CSR) Schedule: Mr. Bailey stated that this item was being brought forward on the agenda to accommodate staff availability. Service Planning and Marketing Manager Andy Vobora was present to discuss the time line for implementation of the CSR. Staff were not asking for the Board to take formal action at this time; however, comments on the timing and process were being sought.

Mr. Vobora provided a brief history of the CSR process as well as an overview of the elements of the CSR and the time line. He stated that while staff would begin the CSR process now, changes would not be made until the year 2000.

Ms. Hocken asked how the CSR fit into the BRT pilot corridor schedule, and if the first segment of BRT would be in place by the time the CSR was implemented. Mr. Vobora replied that the CSR would precede BRT by a full year and would encompass the downtown shuttle study, the Autzen Stadium planning, and how regular service related to BRT. Once the segments of the BRT pilot corridor were in

place, the Annual Route Review (ARR) would address the service redesigns in the BRT segment area.

Ms. Wylie asked if staff used software to plan routes. Mr. Vobora replied that was another project that was underway at LTD. Staff were reviewing scheduling software packaging to replace the older system that had been used. Ms. Wylie thought that once it was all programmed, staff should be able to see how a change impacted the rest of the area. Mr. Vobora agreed, and said that this new scheduling software would computerize several pieces of work that now took weeks to do by hand.

Mr. Bailey asked how the CSR related to the ARR. Mr. Vobora replied that the ARR would address service adjustments in September 1999. Staff would present the ARR to the Board in January and were anticipating only providing service fixes this year. There were no major additions or deletions planned.

Mr. Kleger asked if staff were doing any pre-development of feeder services to BRT during the CSR work. Mr. Vobora replied that the only experience with feeder service was the #38/39 Bailey Hill service. It had not been particularly successful because it was not feeding into a BRT line, but rather a regular trunk line. There could be a case where feeder service would be implemented, but most likely only to an area that had no previous service.

B. Application for Federal Section 5307 Capital Funding: Transit Planner Lisa Gardner was present to discuss two grant applications with the Board. Ms. Gardner explained that the 5307 Grant application was a formula grant, which paid for the annual capital expenses that were approved through the Capital Improvements Program (CIP). The application was for \$1.7 million, which included 5307 funds and Surface Transportation Program funds.

Mr. Kortge asked if this was part of the radio funding. Mr. Johnson responded that these funds were used to purchase the hardware and software for the new radio system.

Mr. Pangborn added that the entire radio project cost \$1.6 million, of which 80 percent was federally funded. The equipment was the smaller portion of the total system, and LTD remained obligated for the \$1.6 million. The contractor had defaulted, so LTD was pursuing satisfaction through the bonding company. If the specifications were met, LTD would remain obligated to pay, so the funds needed to remain available to LTD. However, if the contractor and bonding company did not meet the specifications, then another series of negotiations would take place.

Mr. Kortge asked if more money would be spent to replace the hardware. Mr. Pangborn replied that a good portion of the equipment was universal; however, there also was a portion that was proprietary to the contractor. Ms. Gardner stated that if there were a need for new radio equipment, that request would be included in the CIP process next year.

Public Hearing: Mr. Bailey opened the public hearing on the District's federal section 5307 capital grant application. There being no comment from the audience, he then closed the public hearing.

MOTION

Board Discussion and Decision: Mr. Kleger moved the following resolution: "It is hereby resolved that the LTD Board of Directors approves the proposed 1998 Section 5307 federal grant application for \$1,741,600 in federal funds and authorizes the General Manager to submit this application to the Federal Transit Administration for approval." Mr. Kortge seconded the motion.

Ms. Hocken asked about the state's involvement in the grant process and if the \$1.7 million were formula money. Ms. Gardner replied that this year's 1998 allocation was \$1.83 million. This application included \$1.3 million of the 1999 allocation and \$250,000 that were carried over from last year's allocation, so a balance of about \$350,000 would be carried over to next year's Section 5307 application.

Ms. Loobey added that the Section 5307 monies were formula monies. Congress appropriated an amount of money each year for the Section 5307 program, and then a formula, based on population density, applied to every transit district in the country. LTD's allocation also was determined by how much was appropriated by Congress. There also was money that was earmarked specifically to LTD for capital projects under the Section 5309 funding program, such as for the Eugene Station and BRT. No one else could touch those funds, and the allocation was not built on any formula. It had to do with the efforts that were made during the United Front lobbying effort to Washington, D.C.

Ms. Hocken asked about the Surface Transportation Program (STP) money, which had a higher federal participation. She asked if the 89.73 percent was entirely federal money, or if the state contributed. Ms. Gardner responded that it was entirely federal money that was transferred through the state. The local match varied according to the project. Mr. Pangborn added that the state received highway money at a lower match rate.

Ms. Hocken asked if the 89.73 percent rate was unique to Oregon. Mr. Pangborn replied that it was an Oregon rate, and different rates applied to different states. Ms. Loobey added that there were no state general funds included.

VOTE

There being no further discussion, Mr. Bailey called for a vote on the motion to approve the grant application. The motion passed by unanimous vote, with Bailey, Hocken, Kleger, Kortge, Lauritsen, and Wylie voting in favor, and none opposed.

Ms. Loobey added that if the population of Eugene was more than 200,000, the STP funds would come directly to LTD and would not be passed through the state.

C. Application for Joint Partnership Program for Deployment of Innovation Funding: Ms. Gardner stated that the FTA recently established a new public/private Joint Partnership Program for Deployment of Innovation (JPP). The purpose of the JPP was to encourage the development of innovative programs and technology in

the mass transportation industry. LTD had submitted a letter of interest to the FTA to request funding for the development of a bus rapid transit concept vehicle.

The BRT vehicle design would be developed in partnership with the Gillig Corporation. There was not a dedicated funding source for this program, and it was not yet clear what the time frame was, but staff were aware that the FTA was very interested.

Public Hearing: Mr. Bailey opened the public hearing on the District's proposal for funding through the Joint Partnership Program for Deployment of Innovation. Hearing no public comment, he closed the public hearing.

Board Discussion and Decision: Mr. Kleger stated that Mr. Bennett had rightly identified a significant marketing issue. If the bus did not look new and innovative, it would not attract people to ride it.

Mr. Bailey noticed that in the proposed motion, there was no reference to the actual dollar amount. However, it was noted in the actual grant proposal at an amount of \$130,000. Mr. Bailey stated that it could be made a part of the motion. He commented that he was very pleased to see this project. During his trip to the American Public Transit Association (APTA) annual meeting, this was one of the two issues that came up during the BRT discussions. He thought it was another opportunity for LTD to be a national leader and assist the FTA.

Ms. Loobey added that there was another benefit to this partnership with Gillig. The president of Gillig was the Chair of the vendor element of APTA. As more competition for these buses occurred in the future, the long-standing good relationship with Gillig would benefit LTD.

Ms. Lauritsen asked Ms. Gardner to further explain the 50 percent funding aspect. Ms. Gardner explained that if this proposal were to be funded, the FTA would provide 50 percent of the total cost. How the other 50 percent was divided among LTD and Gillig had not yet been determined. It could be cash or in-kind match.

Ms. Lauritsen noted If LTD were to allocate \$1,000 in in-kind contributions, for instance, there still would be cash involved in paying the salaries of the staff in-kind time. Ms. Gardner stated that staff time allocation for vehicle development was included in the BRT grant. Mr. Viggiano added that LTD could not use federal funds as local match; however, the staff time was allocated.

MOTION

There being no further discussion, Mr. Kleger moved the following resolution: "It is hereby resolved that the LTD Board of Directors approves the submittal of the attached project proposal for the Joint Partnership Program for Deployment of Innovation for a BRT Concept Vehicle." Ms. Wylie seconded the motion.

Mr. Kortge asked if the Board typically approved applications after they were submitted. Ms. Gardner clarified that this was not an application; however, due to timing, the letter of interest had to be submitted prior to the Board meeting.

VOTE

There being no further discussion, Mr. Bailey called for a vote on the motion, which passed unanimously, with Bailey, Hocken, Kleger, Kortge, Lauritsen, and Wylie voting in favor; none opposed.

Mr. Viggiano added that vehicle development most likely would take five to six years, so a decision would still need to be made as to what vehicle would be used for the BRT pilot corridor implementation.

D. Franklin/UO Bus Rapid Transit Segment Design Alternative:

Mr. Viggiano asked if the Board had any questions or comments from the discussion that was held at the December 14, 1998, work session.

Mr. Viggiano discussed the question raised by Mr. Lester earlier in the meeting about directing service through campus. He said that it was an option that staff had considered. As Mr. Lester had said, it would serve a major market and provide excellent access to the University. The drawback was that traveling on 13th Avenue would be slow going since it was highly congested with pedestrians and bicycles. At the east end of campus, 13th and Kincaid was the most congested block in the community. Buses now took several minutes just traveling from 13th and Alder to 13th and Kincaid. Operators often complained about how difficult it was to get through that area.

In addition, Mr. Viggiano noted that the University was not receptive to the idea, and the University was a very important partner for LTD. Also, when the concept was mentioned at the design workshop, it did not generate much support. For those reasons, none of the alternatives provided for bus service on 13th Avenue.

Ms. Wylie asked how many blocks it was from 13th and Agate to Franklin and Agate. Mr. Viggiano replied that it was one short block. If BRT were to travel through campus, a stop most likely would be placed at 13th and University streets.

Mr. Kleger recalled that this issue had been discussed during the rail feasibility study. Mr. Viggiano added that it had been shown on one of the maps, and the University had voiced its opposition to it at that time. An option that currently was being considered was operating a shuttle through the University area that would link the east side of campus with the west side of campus, connecting to downtown and the Valley River Center. It would use a smaller vehicle, and time would not be such a strong factor.

Ms. Hocken stated that the Steering Committee had been reluctant to give up the two-way guideway. It appeared that the regulatory and community support would not materialize; however, some community members on the Committee believed that it could come in the future as gridlock occurred. The Steering Committee was convinced that option A-2 was the best LTD could do at this time.

Mr. Bailey stated that the Steering Committee had come a long way, and he commended Mr. Viggiano and staff for the hard work.

Mr. Kleger suggested that since option A-2 called for more tree removal, staff should take a great deal of effort to scope out the options for the trees well in advance. Mr. Viggiano stated that staff would look into relocating the trees rather than removing them.

MOTION

Mr. Kortge moved approval of the following resolution: "It is hereby resolved that Alternative A-2 is selected as the preferred BRT alignment for the Franklin/VO segment of the pilot corridor." Mr. Kleger seconded the motion.

Mr. Kortge stated that he liked the Franklin/VO Alternative Evaluation matrix. Ms. Hocken added that there were several members of the Steering Committee who had recommended ways of presenting this information.

Ms. Hocken said that she had attended both of the design workshops, and Mr. Viggiano had been accurate in stating that there was not much support for the routing on 13th through the University.

VOTE

There being no further discussion, Mr. Bailey called for a vote on the motion, which passed unanimously, with Bailey, Hocken, Kleger, Kortge, Lauritsen, and Wylie voting in favor, and none opposed.

Adjournment: There being no further discussion, Mr. Bailey adjourned the meeting at 7:45 p.m.

BOARD SECRETARY

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 1999

ITEM TITLE: DECEMBER FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: None

BACKGROUND: Financial results for the first six months of the current fiscal year are summarized in the attached reports. (Also included as attachments are results for November.) Overall year-to-date performance is satisfactory at this time.

Passenger fare revenue is 6.6 percent ahead of the same six-month period last year. While the growth is encouraging, receipts through December are slightly behind what was anticipated in the budget. Staff currently are analyzing ridership and fare payment trends, and will present additional information to the Board as a separate agenda item. All sources of operating revenue have posted modest increases over the prior year, with the exception of special service, which is 13 percent ahead due to the success of sports shuttle services.

Payroll tax revenues are slightly ahead of budget for the year-to-date. All other non-operating revenues are as anticipated.

Year-to-date expenses are generally as anticipated by the current-year budget. Both administrative and contract employee wages are as budgeted through the first six months of the current fiscal year. Materials and services expenses are, also, on budget year-to date. Additional information about the General Fund appears in the comment page that is now part of the standard monthly report.

Transactions in the Capital Fund are well within the annual budget plan. The Special Transportation Fund is also as anticipated for the first six months of this fiscal year.

The Finance Committee met on January 15, 1999, to select a chair, discuss the scope of the Committee's work, review legislative issues

related to funding, preview a capital project proposal for a new scheduling system, and review the FY 1999-2000 budget development calendar. The Committee members may wish to make a report at the January 20 meeting. Preliminary budget development work is underway. The Capital Improvement Plan proposal will be presented to the Board at the February meeting.

ATTACHMENTS:

Attached are the following financial reports (covering both November and December) for Board review:

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

PROPOSED MOTION:

None

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 1999

ITEM TITLE: 1999 ANNUAL ROUTE REVIEW

PREPARED BY: Andy Vobora, Service Planning & Marketing Manager

ACTION REQUESTED: None

BACKGROUND: The annual route review (ARR) process allows staff an opportunity to review requests for service additions, deletions, and modifications. LTD has maintained an annual process for a number of reasons. First, making significant system changes one time per year provides consistency for customers and allows the educational process regarding the changes to occur at a time when students are settling into their back-to-school routines. Considering that half of all LTD riders are students, it makes sense to make system changes prior to school beginning each fall. Second, routes need time to mature. Implementing service changes in the fall allows routes to operate for 15 months and then be evaluated during a subsequent ARR process. Third, an annual process allows LTD to respond to growth in the community. As development occurs, the District can adapt routes and schedules to accommodate the needs of these areas.

The annual route review typically has one or two main focus areas. These areas have been identified due to operating issues or the potential for new markets. As years pass and changes are made throughout the system, problems arise. Coordination with other parts of the system becomes complicated and overall scheduling conflicts can occur. At some point, a more comprehensive review is necessary. The Comprehensive Service Redesign (CSR) is a more thorough ARR. The last CSR was completed in 1991-92, and the next one will be implemented in 2000. Because of the time and resources necessary to complete the CSR, this year's annual route review has not included extensive solicitation of route and schedule ideas from the public. It is necessary for staff to be working on the bigger CSR issues during the next twelve months; therefore, the ARR primarily will include operational changes identified by staff and bus operators.

These changes will fall into the service "fix" and contingency categories, with the exception of adding an additional departure on weekends to the

#11 Thurston. No other additions or deletions are being recommended for the 1999 ARR. The following is a list of items being considered for funding:

- Route 11 Saturday/Sunday addition
- Peak hour timepoints on route 13
- Contingency for Chad Drive service
- Contingency for LCC service
- Contingency for west Eugene industrial area service

Staff will review these items with the Board on January 20, and will return with a specific recommendation and cost estimates in February.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 1999

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: None

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

- * January 13, 1999, letter from Board President Kirk Bailey to Lane County Board of Commissioners

At the January 20 meeting, staff will respond to any questions the Board members may have about this correspondence.

PROPOSED MOTION: None



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MONTHLY STAFF REPORT

January 20, 1999

SERVICE PLANNING & MARKETING

Andy Vobora, Service Planning & Marketing Manager

BOUNDARY CHANGE

On December 28, 1998, letters were mailed to residents who live within the newly incorporated tax boundaries. The information explained the changes and stated that the Department of Revenue would be providing detailed information on the payment process. A number of calls were received from business owners requesting information about the change process.

UO BASKETBALL SHUTTLES

Basketball shuttle ridership continues to be strong. The PAC 10 seasons began in January. With both the men's and women's teams playing well, we expect big crowds, and that means good shuttle ridership. LTD and the University decided to begin service from Springfield for women's games. Adding River Road Station last year proved successful and, with growing interest in the women's games, it made sense to expand the service to include a Springfield option. Ridership from Springfield began slowly with only 18 people riding to the California game on January 2, but ridership increased to 29 for the Stanford game on January 4. We hope to see this growth continue as word of the service spreads.

ORIGIN AND DESTINATION STUDY

The survey instrument has been finalized and field testing is complete. Surveyors will be on the buses the last week of January.

YIELD LAW

The prototype yield light for the back of the buses did not meet staff's expectations; however, a second manufacturer has submitted a light for consideration. Testing began during the week of January 11. This delays implementation slightly, but it is our hope that any flaws can be worked out quickly and that installation will proceed quickly in February.

JOYRIDE

Several thousand area residents and visitors took part in the 10th annual JoyRide Holiday Lights Tour. This year tours were provided in several ways. The traditional light tour offered four nights of departures from Valley River Center. On two nights, LTD partnered with OASIS (Older Adults & Senior Information Services) to provide tours to members of this growing organization. Throughout the two weeks prior to Christmas, LTD chartered buses to organizations and groups with large numbers of people who wanted to see the lights. All reports are that participants really enjoyed the show and that the event has become a part of their holiday tradition. LTD has been informed that long-time sponsor Oregon Eye Associates will not continue in 1999. Valley River Center has expressed an interest in continuing its sponsorship, so LTD will discuss the event and new sponsor opportunities, and then make a decision for next year.

FIRST NIGHT EUGENE

In partnership with First Night Eugene, LTD assisted in the successful non-alcoholic New Year's Eve celebration in downtown Eugene. First Night subsidized the fares to provide free rides on all routes beginning at 4 p.m. on New Year's Eve. LTD extended service by one hour to accommodate the midnight fireworks display. The extra departure was well used, as all but one route left with full loads. LTD provided two performance venues as a part of this year's festivities. The traditional "story bus" was parked on Willamette Street and provided a space for storytellers to entertain folks of all ages. The lobby of the LTD Center building featured musicians starting at 4 p.m. and continuing throughout the evening.

SPRINGFIELD HOLLY DAYS

On Friday evening, December 4, LTD sponsored the Holly Days' Tree Lighting Ceremony at the Springfield Depot. The ceremony is a part of a three-day annual holiday festival coordinated by the Springfield Chamber of Commerce.

The event is considered the opening of the holiday season in Springfield, and is attended by approximately 250 residents. In addition to the tree lighting, the ceremony included various speakers, youth reading peace poems, choirs, instrumentals, and a ballet performance.

LTD identified this event as an opportunity to provide information to, and feedback from, residents about the Springfield Station Project. Board member Hillary Wiley spoke about the project on behalf of LTD, and LTD staffed a display at the event providing background and an update of the project, complemented by a new low-floor bus decorated with lights and staffed by Thurston High's High Energy choir, who sang holiday carols. LTD also provided a shuttle to the site from the Springfield Station, since parking is at a premium around the site.

This was a great event to be a part of. The comments about the display and LTD's involvement were very positive from the people attending the event, and the opportunity to work with the Chamber also was very rewarding.

LTD will evaluate the advantages of involvement in the event next year. For 1998, staff view LTD's involvement as a success!

DOWNTOWN SHUTTLE STUDY

A request for proposals has been sent to a number of consultants. Proposals are due at the end of January. LTD has received a verbal commitment for financial assistance from Fairgrounds manager Mike Gleason. Both the Fairgrounds and the Convention and Visitors Association are interested in the shuttle concept.

TRANSIT OPERATIONS

Mark Johnson, Transit Operations Manager

THE SAFEST MONTH SINCE AUGUST 1994

I reported last month that we have been taking steps to increase safety awareness in Transit Operations. I would like to think that the effort has paid off immediately, but, coincidental or planned, this is quite an achievement. The LTD operators had only four accidents in December, including both passenger and vehicle accidents. This is significant in that in 1994 we traveled many fewer miles and transported fewer passengers. This is a great tribute to our operators and their professionalism.

OPERATIONS OFFICE REMODEL

Our system supervisors are in a transition period. We are proceeding with a scheduled remodel of their office, and their temporary quarters are a little tight but functional. The supervisors have shown great flexibility and patience so far, and I am confident that they will handle the transition period with good grace and good humor.

DOT RANDOM DRUG AND ALCOHOL TESTING

We completed another year of drug and alcohol testing. Of 108 employees tested in 1998, there were no positive tests. This is an excellent indicator of the quality of the employees we have, and should give the public confidence in our ability to provide safe service.

SPRING TRAINING

The focus of spring training this year will be customer service. We will be offering a class entitled Service in America. This program was developed by another transit agency and is a top-notch program for helping bus operators and other employees understand that our service is not that much different than other services when it comes to pleasing customers. It also will help raise the awareness and expectations for providing excellent customer service. This training will be offered to all employees, and Board members are welcome to attend this eight-hour class. If interested, let staff know and we will provide a training schedule.

HUMAN RESOURCES

Dave Dickman, Human Resources Manager

RECRUITMENT AND SELECTION

The selection process for the Transit Operations Department's temporary supervisor positions was delayed until January. The District did not begin recruitment processes for any positions during December.

The District's new Interest Card system was implemented. The Interest Cards are a more efficient and cost-effective method for maintaining information regarding individuals who are interested in employment opportunities at the District and notifying them when LTD is accepting employment applications.

EMPLOYEE RELATIONS

The 1999 Employee Appreciation Banquet will be held on Sunday, March 14, 1999, at the DoubleTree Hotel. The theme for the Banquet is "South of the Border." More information will be forthcoming as the Banquet Committee continues its planning of this "fiesta."

The Take Care Committee met and selected four additional members. The new Committee members are: Jeff Hoss, accounting technician; Lanier Lobdell, customer service representative; Marcia Maffei, bus operator; and Chuck Palmer, bus operator. The new members will be joining the current Committee members: Tom Benfatti, bus operator; Chris Thrasher, administrative secretary; Esther Wells, bus operator; and Joyce Ziemplak, human resources specialist.

RISK AND SAFETY

Benefits -- The work in transferring the administration of the benefits program to the human resources secretary has continued.

Training ---- On December 11, Bus Operator Del Allred; Journeyman Mechanic Don Swearingen; and Risk, Safety, & Benefits Specialist Gayle Howard were trained in the Smith System of Defensive Driving. This is a seven-hour course that combines classroom training and actual driving training while using the techniques that were discussed in the class. This system is being taught to all new bus operators at the beginning of their training. Instructional Program Coordinator Vern Rogers is planning to train all bus operators in the Smith System, beginning with operators who have had two accidents within the last two years.

Training in First Aid and CPR will be offered to employees. The purchase of Automated External Defibrillation Equipment to be used at the Eugene Station is being considered. Physicians who have been consulted, including Dr. Richard Abraham, who is in charge of the Emergency Services at McKenzie Willamette Hospital, believe that this equipment would be safe for a lay person to use after being trained. Staff will continue to research the desirability and cost of providing an Automated External Defibrillation machine.

Safety -- The Facilities Safety Committee met on December 10. The use of the new safety kits for the Eugene Station was discussed. These are not normal safety kits; they are containers to hold space blankets and large gauze bandages that are sometimes needed. The committee also reviewed all reported on-the-job injuries.

The Accident and Route Review Safety Committee met on December 11th to review the November accidents and incidents.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 1999

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

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

- a. **MPC:** MPC meetings generally are held on the second Thursday of each month. However, the January 14, 1999, MPC meeting was canceled for lack of action items. At the Board meeting, LTD's MPC representatives Pat Hocken and Rob Bennett can answer any questions the Board may have about MPC activities in general.
- b. **Statewide Livability Forum:** Board member 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. This committee has been meeting once every six months. Ms. Hocken can report to the Board on the Forum's activities as they occur.
- c. **BRT Steering Committee / Public Design Workshops / Walkabout Input:** Board members Pat Hocken, Rob Bennett, and Kirk Bailey are participating on LTD's BRT Steering Committee with members of local units of government and community representatives. The Steering Committee last met on January 13, following several public input meetings in the Glenwood area. At the January 20 Board meeting, Committee Chair Rob Bennett and the other LTD Board representatives can report to the Board about this committee's activities.
- d. **Springfield Station Steering Committee:** The Springfield Station Steering Committee last met on November 19, and will meet again on

January 21, 1999. LTD Board members Dave Kleger and Hillary Wylie are participating on this committee with representatives of other local units of government and the community, and former Board member Mary Murphy as committee chair. At the January 20 Board meeting, Mr. Kleger and Ms. Wylie can provide a brief report and respond to any questions about this committee's activities to date.

- e. **Participation at January 11, 1999, Springfield City Council Meeting:** Board member Hillary Wylie represented the Board and spoke briefly at the January 11, 1999, Springfield City Council meeting, to introduce the BRT and Springfield Station projects to the new Council. Board member Ginny Lauritsen also attended this Council meeting. At the January Board meeting, Ms. Wylie and Ms. Lauritsen can provide a brief report on this activity.
- f. **January 16, 1999, Governor's Inaugural Hoe-Down:** Board members Hillary Wylie and Ginny Lauritsen attended the Governor's "hoe-down" on January 16. They can provide a brief update about this event at the January 20 Board meeting.
- g. **Board Finance Committee:** The Board Finance Committee met on January 15 to review revenues and federal funding for the first half of the current fiscal year, and to discuss a proposal to begin the scheduling software project a year earlier than planned. At the January 20 Board meeting, the three committee members (Pat Hocken, Dave Kleger, and Ginny Lauritsen) can provide a brief report about this meeting.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 1999

ITEM TITLE: BOUNDARY CHANGE UPDATE

PREPARED BY: Andy Vobora, Service Planning & Marketing Manager

ACTION REQUESTED: None

BACKGROUND: On December 28, 1998, letters were mailed to residents who live within the newly incorporated tax boundaries. This information explained the changes and that the Department of Revenue would be providing detailed information on the payment process. A number of calls have been received from business owners requesting information about the change process.

Throughout the Cottage Grove pilot project, there was considerable discussion about how an area becomes part of the District and how an area would withdraw from the District. Staff explained that the LTD Board would respond to a direct request from the elected officials representing the affected area or a vote of the people located within the affected area. In the case of Creswell, the Creswell City Council made a request and the LTD Board responded by extending the boundary. In Cottage Grove, the City Council decided to put the issue before the residents, and the ballot measure failed. Following this defeat, Cottage Grove established a work group to examine the transportation alternatives available for their area. One alternative involved joining the District on a short-term basis. This would allow them an opportunity to maintain LTD bus service while investigating formation of their own transportation district. LTD responded by saying that a request for inclusion in the District, from the City Council, very likely would be accepted by the LTD Board. Cottage Grove would then be brought into the District through the ordinance process. This resolved how Cottage Grove would come into the District, but did not answer how they could withdraw in the future. ORS 267 provides two processes for an area wishing to withdraw. The first process would be similar to how the area joined the District. The City Council would make a formal request of the LTD Board for withdrawal. The LTD Board could then use its legal authority to draft an ordinance to modify the boundary and exclude the affected area. In the Cottage Grove case, or any other area within the service area, the District cannot guarantee withdrawal because there is no legal way to bind a future LTD Board. A future Board may

decide, for a variety of reasons, that service should continue and that the boundary would remain unchanged. With this information, Cottage Grove decided not to pursue joining the District at this time. The second option for withdrawal involves a petition process started by electors who reside within the affected area. This process is very involved and ultimately requires a vote of all electors within the entire LTD service area. The process also has timing elements that allow withdrawal to occur once every five years.

A review of these processes has been communicated to the Cottage Grove city manager and the Creswell city manager.

The next time the Board will visit the boundary issue will occur in June 1999, when the boundaries are affirmed as part of the annual review process.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 1999

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 January 20, 1999:

1. Approval of minutes: December 14, 1998, special Board meeting/work session
2. Approval of minutes: December 16, 1998, regular Board meeting

ATTACHMENTS:

1. Minutes of the December 14, 1998, special meeting/work session
2. Minutes of the December 16, 1998, regular Board meeting

PROPOSED MOTION: I move that the Board adopt the following resolution: It is hereby resolved that the Consent Calendar for January 20, 1999, is approved as presented.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 1999

ITEM TITLE: FEBRUARY 1999 EMPLOYEE OF THE MONTH

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: **FEBRUARY 1999 EMPLOYEE OF THE MONTH:** Field Supervisor David Thulstrup has been selected as the February 1999 Employee of the Month. Dave was hired on August 18, 1997, as a field supervisor. Prior to his employment with LTD, he worked for the Champaign-Urbana Mass Transit District in Urbana, Illinois, for 22 years. He was nominated by a bus operator, who said that customers were very impressed with the way Dave handled a situation in which he had to awaken a young man to have him leave the bus. The customers said they thought Dave needed to be recognized for the patience and care he showed for the young man, who seemed to be very sick, even helping him to another bus. The nominator noted that Dave should be recognized for both "excellence in service and job accomplishments" and "excellence in providing accessible bus service to customers with disabilities."

When asked what makes Dave a good employee, Transit Projects Administrator Rick Bailor said that Dave has done an outstanding job since being hired. Dave is a team player and a dedicated employee who wants to make LTD the #1 transit district in the nation. He puts in as much time as it takes to get the job done, even coming in on his days off. He has a genuine desire to make things better and wants to help his employees better themselves. To this end, he is working on a project to standardize operator performance measures, to assist the operators in knowing what is expected of them, and to help the field supervisors provide more consistent operator evaluations.

AWARD: Dave will attend the January 20 meeting to be introduced to the Board and receive his award.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 1999

ITEM TITLE: 1999 FEDERAL AGENDA

PREPARED BY: Linda Lynch, Government Relations Manager

ACTION REQUESTED: Approve staff recommendation

BACKGROUND: Each calendar year Lane Transit District, the cities of Eugene and Springfield, and Lane County create a list of federal priorities specific to the local area. The projects and priorities may be ones that could benefit from federal attention, might not happen without federal assistance, are improved because of federal funding, or represent an opportunity to secure federal funds. They are projects that usually are not part of a grant application. In addition, these local agencies will sometimes comment on issues of national interest, such as policies in the federal Transportation Act for the 21st Century (TEA-21), but the locally-organized federal effort will focus on locally-needed infrastructure investment.

In 1997, LTD requested approximately \$10 million in federal funds for new buses and Intelligent Vehicle and Highway Systems equipment. We received a \$1 million earmark for such a purchase. In 1998, the same request was made, in addition to BRT funding in TEA-21, and \$1.4 million for a new fare collection system. In 1998, \$8.8 million in federal funds for BRT were authorized for LTD in TEA-21, and \$4.4 million of that was appropriated in the Federal FY 1999 Transportation Appropriations Bill. No special appropriation to LTD for buses was made in 1998, and the prospects for 1999 (Federal FY 2000) do not appear to be bright, as the other \$4.4 million of authorized funds will be appropriated.

While the stated intention of the Appropriations Committees may change from last year, I am recommending that we limit our request this year to the base amount needed for the buses - \$7.772 million. This should put us, and Congressman DeFazio, in a better position to be successful in 2000.

RESULTS OF RECOMMENDED ACTION:

At the Congress, the outcome is unknown. Making this funding request specific and over time should help us succeed even if it is not until next

year. Operationally, failure each year contributes to the overall aging of the fleet and limits our ability to implement new service.

ATTACHMENT: None

PROPOSED MOTION: I move the following resolution: It is hereby resolved that the LTD Board of Directors approves the staff recommendation to limit LTD's federal lobbying request to the base amount needed for buses, \$7.772 million.

MONTHLY FINANCIAL REPORT COMMENTS January 20, 1999

Revenue:

- **Passenger fares** are generally lower during the summer months when school is not in session. However, even with this consideration, revenue to date is slightly less than expected.
- **Group pass revenue** is driven by the two major participants: the University of Oregon and Sacred Heart Hospital. Both of these contracts are billed quarterly, so revenue is received four times per year, not monthly. Revenue through six months is on track.
- **Operating revenue** overall is modestly ahead of the prior year for the first six months due to the success of special services (such as sports shuttles).

Expense:

- **Administration personnel** expenses have increased over the prior year for several reasons:
 - ◆ 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 1998-1999 adopted budget. In addition, one position vacancy was filled at a higher rate of pay than the previous incumbent earned. Additional planned positions were added in August.

Although administrative wage expense is higher than last year, expenses year-to-date are nearly exactly as planned and approved in the current-year budget. Wage expense is watched closely through the year.

- **Contract personnel** (employees represented by ATU) 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. Additional bus operators approved in the current-year budget were added in August.
- **Materials and services** expenses are generally as budgeted for the year-to-date.

Capital revenue has been brought current for year-to-date, as have transfers from the General Fund. The Oregon Transportation Infrastructure Fund loan, which was intended to fund a signal prioritization project, has been terminated due to a change in project timing. (The project has been merged with the BRT corridor project.) No funds were ever drawn against this loan.

Capital expense through the first half of the fiscal year are as planned. The bus purchase in the first half of this year is the major contributor to total expenses.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** January 20, 1999
- 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. **FY 1999-2000 Service Recommendations:** 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.
 - B. **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.
 - C. **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.
 - D. **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.
 - E. **Special Service Policy Update:** Staff will bring an update of the District's Special Service Policy to the Board for approval at the March 17, 1999, meeting or the April 21, 1999, meeting.
 - F. **TransPlan Draft Approval:** The Draft TransPlan will be brought to the Board as an information item at the March 17, 1999, meeting. Approval of the Draft TransPlan is anticipated to occur during April or May, 1999.
 - G. **Supplemental Budget Requests:** If supplemental budget requests become necessary, staff will present a request at a future meeting

for supplemental funding to accomplish the additional work plans of the District during the current fiscal year.

- H. **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.
- I. **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.
- J. **Board Review of Tobacco Use at District Facilities:** At its March 18, 1998, meeting, the Board requested that staff place the issue of smoking at District facilities on the agenda for a future meeting. Issues of smoking at District facilities other than the Eugene Station will be brought to the Board at a future meeting.
- K. **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.
- L. **Quarterly Performance Reporting:** Staff will provide quarterly performance reports for the Board's information in February, May, August, and November each year.

RECRUITMENT AND SELECTION

The selection process for the Transit Operations Department's temporary supervisors positions was delayed until January. The District did not start the recruitment process for any positions during December.

The District's new Interest Card system was implemented. The Interest Cards are a more efficient and cost effective method for maintaining information regarding individuals who are interested in employment opportunities at the District and notifying them when it is accepting employment applications. Interest Cards will be available at the Board meeting.

EMPLOYEE RELATIONS

The 1999 Employee Appreciation Banquet will be held on Sunday, March 14, 1999 at the Double Tree Hotel. The theme for the Banquet is "South of the Border." More information will be forthcoming as the Banquet Committee continues its planning of this "fiesta."

The Take Care Committee met and selected four additional members. The new Committee members are: Jeff Hoss, accounting technician; Lanier Lobdell, customer service representative; Marcia Maffei, bus operator; and Chuck Palmer, bus operator. The new members will be joining the current Committee members: Tom Benfatti, bus operator; Chris Thrasher, administrative secretary; Esther Wells, bus operator; and Joyce Ziemplak, human resources specialist.

Risk and Safety Specialist

Monthly Report ---- December 1998

Benefits ---- The work in transferring the Benefits to Holly's control has continued. Holly and I had some time together on the December 1st and 9th in order to discuss the benefits topics. I believe she has a very good grasp on the subject and should not have a difficult time in dealing with the everyday problems as they occur. With this change in responsibilities, I may drop the benefits section from my future monthly reports.

Training ---- On December 11th, bus operator, Del Allred; Journeyman Mechanic, Don Swearingen; and I were trained in the Smith System of Defensive Driving. This is a 7-hour course that combines the classroom training and actual driving training while using the techniques that were discussed in the class. This system is being given to all new bus operators at the beginning of their training. Vern Rogers is planning on having all of the operators trained in the Smith

System and is beginning with drivers that have had two accidents within the last two years.

I am in the process of offering training to employees in First Aid, CPR. I also am considering to recommend the purchase of the Automated External Defibrillation Equipment to be used at the Eugene Station. I have spoken with my doctor, George Larson, and Dr. Richard Abraham who is in charge of the Emergency Services at McKenzie Willamette Hospital. Dr. Larson and Dr. Abraham were familiar with this equipment and believe it would be safe for a lay person to use after being trained. Now, I am researching the cost of an Automated External Defibrillation machine. I have been told it is in the range of \$3,000.

Risk ---- The two areas of risk addressed this month was “ Tiles at the Eugene Station” and “ Additional information from Dale Allore for Roy Burling”.

On December 1st Charlie Simmons and I inspected the decorative tiles placed in the concrete walking surface at the new station. Charlie has been testing products that will keep these tiles from becoming very slippery when they are wet. Additional applications of the present product had been applied the night before. When we tested these tiles the next morning they were still slick and may cause a person to fall when stepping on them. Charlie said he was he would change to a different product and continues testing.

On December 29th Roy Burling and I met with Dale Allore to discuss the information that Roy requested. Dale talked with us and the system to report this material was put in place.

Safety ---- The Facilities Safety Committee met this month on December the 10th. During the meeting we discussed the use of the new safety kits to be used at the Eugene Station. These are not normal safety kits but are containers to hold space blankets and large gauze bandages that are sometimes needed. We were informed by Wylie McKinnon that he would be retiring in June 1999. Wylie is the Fleet Services Representative on the safety committee. Wylie is a valuable member of the committee and it will be hard to replace him. I will be talking with Ron Berkshire in the near future about a replacement for Wylie. During the meeting we reviewed all reported on the job injuries and recorded the types and numbers in the tables below.

December 1998

Total injuries reported were 12. The total SAIF Claims that were reported as well as the Time Loss situations were 3.

On the Job Injuries History from January 1995 to YTD

	1995:	1996:	1997:	1998:
Total Injuries reported:	48	73	95	102
Total Number of SAIF Claims:	17	35	38	36

Total Number SAIF Time Loss: 10 17 15 19

The Accident and Route Review Safety Committee met on December 11th to review the November accidents and incidents. The table below contains totals for the month and the YTD 1998. The second table compares the same time period from 1997

In November 1998, there were 12 accidents and 2 incidents. Of those 14 cases, 12 used the defensive driving techniques and 2 did not. For the year-to-date, there were 148 accidents and 24 incidents. Of those 172 cases, 103 used the defensive driving techniques and 69 did not.

For the first eleven months of 1997, there were 199 accidents and 19 incidents.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 1999

ITEM TITLE: LANE COMMUNITY COLLEGE TERM PASS PROGRAM UPDATE

PREPARED BY: Andy Vobora, Service Planning & Marketing Manager
Connie Bloom Williams, Commuter Solutions Coordinator

ACTION REQUESTED: None

BACKGROUND: LTD and LCC discussed a group bus pass program for many years. When these efforts fell short, a subsidized term pass for LCC students, faculty, and staff was agreed upon for the 1998-99 school year. Fall term sales exceeded all predictions and virtually used up all available passes. A memo reviewing statistical information gathered during fall term is included for the Board's review. This memo was forwarded to LCC President Jerry Moskus by the program task team, and was included in the January 13, 1999, LCC board packet as an information item. Lloyd Rain, LCC director of purchasing and lead staff on this project, will make a brief presentation on the results of the January 13 LCC board meeting.

The task team will continue to meet to formalize an on-going bus pass program to meet the needs of LCC commuters.

ATTACHMENT: December 30, 1998, LCC Memorandum

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** January 20, 1999
- ITEM TITLE:** APPOINTMENT OF LEGAL COUNSEL TO THE LTD BOARD OF DIRECTORS
- PREPARED BY:** Kirk Bailey, Chair, Legal Services Committee
- ACTION REQUESTED:** Appoint legal counsel to the LTD Board of Directors
- BACKGROUND:** According to federal funding requirements, LTD is obligated to periodically select certain ongoing professional services through a competitive process. One of those services is legal counsel to the LTD Board of Directors. LTD has now reached the maximum contract period, five years, for Board legal counsel, and has completed the competitively-bid process for selecting Board legal counsel. The process consisted of mailing a "Request for Letters of Qualifications" to all of the Eugene/Springfield law firms with a significant practice in public law. Three firms—Arnold Gallagher Saydack Percell & Roberts, P.C.; Thorp Purdy Jewett Urness & Wilkinson, PC; and Luvaas Cobb Richards & Fraser, P.C.—all submitted Letters of Qualifications. All three firms met the minimum qualifications for providing legal counsel to the Board and were individually interviewed by a committee of the LTD Board consisting of Kirk Bailey, as chair; Dean Kortge; and Ginny Lauritsen. It is the recommendation of this committee that the firm of Arnold Gallagher Saydack Percell & Roberts be appointed by the LTD Board, as counsel to the Board.
- RESULTS OF RECOMMENDED ACTION:** Staff will meet with the appointed law firm to draw up a contract outlining services and compensation. In addition, staff will develop a formal process with the selected firm on how legal issues are identified, communicated, and resolved. Staff will also inform the two law firms that were not selected. The selected law firm may well have additional requirements that staff will address.
- ATTACHMENT:** None
- PROPOSED MOTION:** I move the following resolution: The LTD Board of Directors hereby approves the appointment of the law firm of Arnold Gallagher Saydack Percell and Roberts, P.C., as legal counsel to the LTD Board for a contract term of three years, with a permissible two-year contract extension.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 1999

ITEM TITLE: NODAL DEVELOPMENT UPDATE

PREPARED BY: Stefano Viggiano, Planning and Development Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: The Board has requested information on the City of Eugene's plans for nodal development. Allen Lowe, planner with the City of Eugene, will attend the meeting and provide information and answer the Board's questions about Eugene's plans for nodal development.

ATTACHMENT: None

PROPOSED MOTION: None.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 1999

ITEM TITLE: RIDERSHIP UPDATE

PREPARED BY: Andy Vobora, Service Planning & Marketing Manager

ACTION REQUESTED: None

BACKGROUND: Ridership has increased nearly 5 percent for the fiscal year and more than 2 percent over the previous 12 months. This is encouraging because the increase follows approximately two years of no ridership growth, and because it comes at a time when the competition is in a very strong position.

At the Board meeting, staff will present a look back over the prior five years and then focus on the last year to give the Board an opportunity to see how ridership is rebounding.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 1999

ITEM TITLE: EUGENE DOWNTOWN SHUTTLE STUDY TIME LINE

PREPARED BY: Andy Vobora, Service Planning & Marketing Manager

ACTION REQUESTED: None

BACKGROUND: In 1993 the LTD Board commissioned a study examining the feasibility of a downtown shuttle. The research included analysis of local opportunities for shuttle service, as well as shuttle services provided at a number of transit properties throughout the United States. Two types of shuttle systems were investigated in this study. The first type considered was a circulator shuttle connecting a number of trip generators within the greater downtown Eugene area. The second type was a park and ride shuttle, linking downtown with a nearby parking facility at the Fairgrounds or Autzen Stadium. The study looked at routing, potential users, frequency of service, vehicle type, ridership projections, cost estimates, and financing methods. The study concluded that a circulating shuttle most likely would have below-average ridership, but that many factors could not be predicted accurately and, therefore, there was a possibility that ridership would be higher. It was suggested that a pilot project of one to two years in length would be the best way to test the concept and determine viability. The park and ride shuttle was limited by the lack of access to the most viable parking area located at Autzen Stadium. If a better connection become available, then this type of shuttle should be re-considered.

Revisiting the feasibility of a downtown shuttle makes good sense at this time. The downtown area has increased in its density and intensity of use, thereby creating additional ridership opportunities. Fifth Street Market is expanding and so has adjacent development. The Lane County Fairgrounds is experiencing greater levels of use and has plans for re-development and expanded use. The University of Oregon is building a new law school, creating greater east campus demand for transit service. The University's use of the Autzen Stadium area has expanded and plans call for greater use of this area. The new library will be built nearer to the downtown core. The federal government is planning for an expanded courthouse. These changes, along with LTD's plan to implement a BRT system, need to be examined with respect to how people could benefit from a well-designed, frequent, and distinctive shuttle system.

Staff have begun a process to select a consultant to conduct a more in-depth shuttle feasibility study. This study will consider the following components:

1. Trip generators within a 1.5-mile distance of downtown
2. Routing and scheduling to maximize ridership
3. Fare pricing recommendations
4. Inter-modal facility connections
5. Consistency with area transportation plans
6. Impacts on current system and BRT connectivity
7. Vehicle alternatives, including electric or hybrid electric
8. Facility changes to distinguish the shuttle route
9. Convention and event activities
10. Comprehensive financial analysis, including capital and operating cost estimates
11. Funding opportunities

The consultant will be required to work with staff and a local advisory committee. This committee will represent key markets that would be impacted or served by the shuttle system. This group could include the University of Oregon, the Lane County Fairgrounds, the Convention and Visitors Association of Lane County, the 5th Street Market, Downtown Eugene Inc., Valley River Center, and the City of Eugene.

The time line calls for study completion by April 30, 1999. If the Board finds the results to be positive, implementation may be possible in September 1999. This implementation schedule would include using current LTD vehicles, because the time line for purchasing new vehicles would be eighteen months to two years.

The cost for this study is projected to be \$20,000 to \$25,000. Because the shuttle would be part of the BRT feeder system, funding for the study will come from the BRT grant.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 1999

ITEM TITLE: SMOKING AT THE EUGENE STATION

PREPARED BY: Mark Johnson, Transit Operations Manager

ACTION REQUESTED: Approval of the policy change making the Eugene Station a non-smoking facility

BACKGROUND: When the new Eugene Station opened in April of 1998, it was decided that LTD would provide designated smoking areas for the public and LTD employees. This situation has created problems at the station.

The main source of the problem comes from the congregation of people in the designated areas. The people who collect there may or may not be bus riders. The designated smoking areas have become collection places for underage smokers. This sends the wrong message to our other customers and the general public about the safety and security at our facility.

We work hard to enforce the smoking policy and spend an unreasonable amount of time trying to maintain the smoking areas. It has become very difficult for our supervisors to enforce the current smoking policy. Maintaining the cleanliness of the smoking areas also is a problem. One-third of the custodian's time is spent cleaning the smoking areas.

I am recommending that the Eugene Station be designated as a non-smoking facility. This most likely would push smokers out to the perimeter right-of-way, which is city property. We would still assist in cleaning the areas and most likely provide ashtrays, but people who are not there to catch the bus will no longer loiter inside the station.

This change is to take effect on February 7, 1999, with the new bid.

RESULTS OF RECOMMENDED ACTION: Smoking would no longer be allowed at the Eugene Station

ATTACHMENT: None

PROPOSED MOTION: I move that the Board adopt the following resolution: It is hereby resolved that the entire Eugene Station shall become a non-smoking area as of February 7, 1999.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 1999

ITEM TITLE: REQUEST FOR CONTINUATION OF .5 FTE SECRETARY POSITION IN GENERAL ADMINISTRATION

PREPARED BY: Mark Pangborn, Assistant General Manager

ACTION REQUESTED: Staff are requesting that the Board authorize the continuation of a half-time secretary position in the Administration department for the balance of the current fiscal year (six months).

BACKGROUND: As part of the current fiscal year budget, the LTD Budget Committee and Board authorized additional secretarial staff for General Administration. The addition was a full-time secretary for the full year, and a half-time secretary from July to December, 1998. Staff knew that the increased workload of BRT and a governmental relations staff member would require additional support, but it was not clear how much support was needed. What we have found is that the increased workload has been compounded by some unanticipated staff absences due to turnover and family leave. At this point in the year, it is clear that the current half-time secretary position is needed at least until June 1999. Continuation of the position beyond that point will be reviewed as part of the next year's budget deliberations. Due to savings in other parts of the budget, we should be able to absorb the expense of extending this position within the current budget.

RESULTS OF RECOMMENDED ACTION: The current half-time position in General Administration will be extended until June 30, 1999. Continuation of this position beyond June will be considered as part of the deliberations for next year's budget.

ATTACHMENT: None

PROPOSED MOTION: I move the following resolution: It is hereby resolved that the LTD Board of Directors approves the addition of a .5 FTE Administrative I Secretary position from January to June 30, 1999, to the approved LTD 1998-1999 budget.