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LANE TRANSIT DISTRICT REGULAR BOARD MEETING

February 17, 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

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

III. INTRODUCTORY REMARKS BY BOARD PRESIDENT

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

IV. WORK SESSION:

- A. Introductory Meeting with Board's Legal Counsel
- B. Glenwood Design Alternative for BRT Pilot Corridor

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

V. EMPLOYEE OF THE MONTH—March 1999

VI. AUDIENCE PARTICIPATION

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

VII. ANNUAL ROUTE REVIEW—FISCAL YEAR 1999-2000 SERVICE PLAN

- A. Staff Presentation
- B. Public Testimony

Each speaker is limited to three (3) minutes

- C. Board Discussion

VIII. FISCAL YEAR 1999-2000 PRICING PLAN REVISION PROPOSAL

- A. Staff Presentation
- B. Public Testimony

Each speaker is limited to three (3) minutes

- C. Board Discussion

IX. ITEMS FOR ACTION AT THIS MEETING

- A. Consent Calendar
 - 1. Minutes of the January 20, 1999, Regular Board Meeting
- B. Participation in Federal Transit Administration Bus Rapid Transit Demonstration Program
 - 1. Staff Presentation
 - 2. Opening of Public Hearing by Board President
 - 3. Public Testimony
 - Each speaker is limited to three (3) minutes.
 - 4. Closing of Public Hearing
 - 5. Board Discussion and Decision
- C. Comprehensive Service Redesign (CSR) Design Guidelines
- D. Scheduling and Operations Software Purchase
- E. Glenwood Design Alternative for Bus Rapid Transit Pilot Corridor
- F. Smoking at the Eugene Station

X. 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. North End Scoping Group
 - f. Meeting with Creswell Chamber of Commerce
2. Monthly Financial Report
3. Joint Meetings with Eugene and Springfield City Councils
4. Legislative Update
5. Review of Bus Designs
6. Bus Rapid Transit (BRT) Project Update
7. United Front Meetings with Local Area's Congressional Delegation
8. Annual Employee Awards Banquet
9. Correspondence
 - a. January 28, 1999, letter from Bruce Berg
 - b. February 11, 1999, letter to Commissioner Peter Sorenson

B. Monthly Staff Report

XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Budget Committee Appointments
- B. Board HR Committee Recommendation for Administrative Compensation
- C. FY 1999-2000 Capital Improvements Program
- D. FY 1999-2000 Service Recommendations

- E. FY 1999-2000 Pricing Plan and Fare Ordinance
 - F. Budget Committee Meetings
 - G. Long-range Financial Plan
 - H. Meetings with Springfield and Eugene City Councils
 - I. Origin & Destination Study Results
 - J. Special Service Policy Update
 - K. TransPlan Draft Approval
 - L. Supplemental Budget Requests
 - M. Follow-up Work Sessions
 - N. Medical Reimbursement Account
 - O. Board Review of Tobacco Use at District Facilities
 - P. BRT Updates
 - Q. Quarterly Performance Reporting/Year-End Performance Report
- XII. 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).

**LANE TRANSIT DISTRICT
RESOLUTION**

WHEREAS, the Board of Directors has approved the purchase of scheduling software during the current fiscal year that has generated expenses not anticipated by the FY 1998-99 budget; and

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

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

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

REDUCTION IN APPROPRIATIONS

Contingency	\$105,000
Total Reduction	<u>\$105,000</u>

INCREASE IN APPROPRIATIONS

Capital	\$105,000
Total Increase	<u>\$105,000</u>

Date Adopted

Board President

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 1999

ITEM TITLE: JANUARY FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: None

BACKGROUND: Financial results for the first seven months of the current fiscal year are summarized in the attached reports. Overall year-to-date performance is satisfactory at this time.

Passenger fare revenue is 7.4 percent ahead of the same seven-month period for last year. Strong January fare receipts have put this revenue category ahead of budget for the year-to-date. All sources of earned income show positive results through January, with the exception of advertising receipts. As reported to the Board at the January meeting, there has been a move away from full-wrap bus advertising. At the same time, the new low-floor buses, which are replacing older fleet equipment, have smaller advertising space available. The result is a reduction in advertising revenue versus the amount anticipated by the budget of approximately \$13,000 year-to-date. This negative variance should grow to approximately \$20,000 by the end of the year. Next year's budget for advertising revenue will take the smaller advertising space available into consideration.

Payroll tax revenues continue to be ahead of budget for the year-to-date. All other major non-operating revenues are as anticipated, with the exception of interest earnings, which reflect the slightly lower rates currently in effect. Operating grant revenue appears to be low, but is a function of operating grant expenses and, therefore, does not have a material impact on the net General Fund position. (Grant funds are drawn down as expenses are incurred.)

Year-to-date expenses are generally as anticipated by the current-year budget. Both administrative and contract employee wages are approximately as budgeted through the first seven 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. It should be noted that there are grant amendments that are pending FTA approval for programs in which expenditures already have been made. The amendment approvals are expected; however, past practice has been not to accrue a grant receivable for charges against amendments until formal approval has been granted. Therefore, Capital Fund revenue currently is behind the year-to-date plan. It is expected that revenue drawdowns will be current by the end of the present fiscal quarter. The Special Transportation Fund is as anticipated for the first seven months of this fiscal year.

The Board Finance Committee will meet again before the proposed budget is completed (date and time to be determined) to consider both short- and long-term budget assumptions, the radio project status, and other issues that the group chose to include in the committee's areas of consideration. The Capital Improvements Program presentation has been postponed until the March Board meeting due to the length of the February agenda. The Long-Range Financial Plan also will be presented in March. The citizen members of the Budget Committee will meet for a briefing in early April. It should be noted that three citizen positions on this committee are unfilled at this time.

ATTACHMENTS:

Attached are the following financial reports:

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

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
Wednesday, January 20, 1999

Pursuant to notice given to *The Register-Guard* for publication on January 15, 1999, and distributed to persons on the mailing list of the District, the regular meeting of the Board of Directors of the Lane Transit District was held on Wednesday, January 20, 1999, at 5:30 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

I. CALL TO ORDER

Board President Kirk Bailey called the meeting to order at 5:35 p.m.

II. ROLL CALL

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

Absent: Rob Bennett, Vice President
Pat Hocken

III. INTRODUCTORY REMARKS BY BOARD PRESIDENT

IV. WORK SESSION

- A. 1999 Annual Route Review
- B. Eugene Downtown Shuttle Study Time Line
- C. Springfield Station

V. EMPLOYEE OF THE MONTH – February 1999

VI. AUDIENCE PARTICIPATION

VII. ITEMS FOR ACTION AT THIS MEETING

A. Consent Calendar: The Consent Calendar consisted of the Minutes of the December 14, 1998, Special Board Meeting/Work Session and the Minutes of the December 16, 1998, Regular Board Meeting.

- B. 1999 Federal Agenda**
- C. FY 1998-99 Adjustment to General Manager's Compensation**
- D. Request for Continuation of .5 FTE Secretary in General Administration**
- E. Budget Committee Nominations**

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
- d. Springfield Station Steering Committee:
- e. Participation at Springfield City Council Meeting:
- f. Governor's Inaugural Hoe-Down:

Input:

- 2. Monthly financial Report**
- 3. Bus Rapid Transit (BRT) Project Update**
- 4. Boundary Change Update**
- 5. Ridership Update**
- 6. Lane Community College (LCC) Group Pass Update**
- 7. Correspondence**

B. Monthly Staff Report

C. Quarterly Performance Report

IX. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING:

X. ADJOURNMENT: Mr. Bailey adjourned the meeting at _____ p.m.

Board Secretary

AGENDA ITEM SUMMARY

- DATE OF MEETING:** February 17, 1999
- ITEM TITLE:** SCHEDULING AND OPERATIONS SOFTWARE PURCHASE
- PREPARED BY:** Mark Johnson, Transit Operations Manager
- ACTION REQUESTED:**
1. Approve the capital expenditure for new scheduling and operations software.
 2. Approve the transfer of funds to finance the purchase.
- BACKGROUND:**
- The Service Planning & Marketing and Transit Operations departments have been looking at options for updating their current computer systems to more efficiently create, maintain, and operate service. The service scheduling system currently in use is high maintenance and inefficient. The original plan was to update the current system, as reflected in the FY 98-99 budget. Through our research it became apparent that since the system operates on a DOS-based platform, it would be obsolete even with an upgrade. Our strategy changed to installing a new system that would include an operations module as well as a customer service and trip planning module.
- This change in strategy resulted in an increase in expected cost. Staff believe that the additional cost is justified, since a new system would offer improved efficiency and integration with systems in other departments, including operations, payroll, and customer service.
- The importance of moving ahead with the project now is to have the scheduling system in place for the Comprehensive Service Redesign next year.
- RESULTS OF RECOMMENDED ACTION:** Approval of the recommendation would allow LTD to move forward with the process to buy new scheduling and operations software.
- ATTACHMENT:**
- (1) Computer Upgrade of Service Planning/Operations
 - (2) Resolution
- PROPOSED MOTION:** I move that the Board adopt the resolution approving the purchase of new scheduling and operations software, including the transfer of \$105,000 from contingency.

Description	Annual Hours	Net Annual Cost	Annual Ridership	Predicted Productivity*	Percent Increase	Cumulative % Increase
Add peak timepoints to route 13	193	\$7,300	0	N/A	0.06%	0.06%
Add weekend service to route 32	131	\$5,000	3,500	27	0.04%	0.11%
Add Saturday service to route 11& route 15	1,206	\$25,000	38,220	35	0.39%	0.50%
Add Creswell circulator service for route 98	321	\$9,500	5,500	17	0.10%	0.60%
Expand two trips for route 26C to accommodate student customers	86	\$2,000	2,600	30	0.03%	0.63%
Contingency service -- Capstone Development, route 79	740	\$27,800	37,000	50	0.24%	0.87%
Contingency service -- LCC ridership growth	555	\$20,900	16,650	30	0.18%	1.05%
Contingency service -- Chad Drive ridership growth	428	\$16,100	10,700	25	0.14%	1.19%

* measured in rides / hour

Hours	Cost	Annual Ridership	Avg. Cost*** per Psgr Trip	TOTAL Increase
3,660	\$113,600	114,170	\$1.24	1.19%
			*** Service Additions Only	

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 1999

ITEM TITLE: 1999 EMPLOYEE AWARDS BANQUET

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: None

BACKGROUND: The District's annual employee awards banquet will be held on Sunday, March 14, 1999, at the Springfield DoubleTree, beginning with a social hour at 5:30 p.m., dinner at 6:30 p.m., and award presentations at 7:30 p.m. This year's banquet will have a "South of the Border" theme, and promises to be a fun evening. Board members will receive an invitation with more specific information, but for now are asked to mark this date on your calendars and plan to attend this important employee event. Please call 682-6100 to let us know if you and your guest will attend.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** February 17, 1999
- ITEM TITLE:** ANNUAL ROUTE REVIEW/FISCAL YEAR 1999-2000 SERVICE PLAN
- PREPARED BY:** Andy Vobora, Service Planning & Marketing Manager
- ACTION REQUESTED:** Hold a preliminary public hearing on possible service changes
- BACKGROUND:** LTD's annual review of service is known as the Annual Route Review (ARR). This process involves the evaluation of existing service and the consideration of requested service changes. Service changes approved as part of the ARR process are budgeted in the ensuing fiscal year and are implemented in September.
- Staff have received more than 25 requests for changes in service to existing routes. While detailed cost analysis has not been conducted, staff estimate that these costs would exceed a 5 percent service change. A 5 percent change in service represents an annual operating cost of nearly \$600,000. Costs for service to areas not currently served by the District are not included in this total.
- This meeting is intended to solicit comments from the public and the Board regarding possible service changes. Typically, there are many more requests for new service than can be accommodated. The focus of this year's ARR has been to restructure and enhance existing service. Contingencies to meet additional demand from current programs and high-growth areas are included. In order to accomplish these goals, staff are proposing a net annual service addition of 1.19 percent for Fiscal Year 1999-2000.
- Approval of the service changes will be requested at the March 17 regular Board meeting. Staff will consider input from the public and the Board in preparing the service proposal for final approval.
- ATTACHMENTS:**
- (1) Summary of service changes for 1999
 - (2) Evaluation of service implemented in September 1997
- PROPOSED MOTION:** None



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

(541) 682-6100
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EVALUATION OF SERVICE IMPLEMENTED IN FALL 1997

#4X & #5X Willow Creek Express

As construction proceeded on the Hyundai complex, LTD began daily commuter service from temporary housing for Hyundai employees. This service operated from the Goodpasture Island Road area to Hyundai. As operations began at the plant, this service developed into route #4X. Additionally, route #5X was put in place to offer connections to employees transferring at the Eugene Station. Subsequently, routing has been modified to include service to HMT Corporation. Although estimated ridership was 28 rides per hour, productivity for the 4X and 5X stands at 3 trips per hour. HMT employees have chosen other industrial area service, while Hyundai employees have not utilized either route. Staff continue to work with Hyundai personnel to determine the best service for employees. Modifications to trip times for the 4X route may occur with the 1999 ARR; however, the 5X timing is set based upon Eugene Station connections and therefore cannot be modified.

#8X Thurston Express

The 8X Thurston Express began operating in conjunction with the opening of the Thurston Station. The 8X offers four weekday commuter trips and provides customers a competitive alternative to driving their cars. Total trip time from the station to the University is 21 minutes. Ridership was predicted to be 25 rides per vehicle hour, but has produced only 18 rides per hour.

#11 Thurston

Saturday ridership on the 11 Thurston had been creating running time problems for the service. To alleviate this pressure, short-line 11 Thurston trips were added between the Springfield Station and 42nd and Main Streets. The addition of this service has proven successful in terms of productivity (28 rides per hour) and has enabled the full 11 Thurston trips to maintain their schedules. Continuing ridership has led to the 1999 ARR recommendation of increasing the 11 Thurston to three trips per hour on Saturdays.

#32 West 1st Avenue

This new route was designed to meet the needs of those employed at HMT and other employers on 1st Avenue, and those at Pearl Buck Productions. There are two morning trips to HMT and two evening trips from HMT to the Eugene Station. This route also serves 11th Avenue, including Goodwill Industries. Productivity was estimated at 39 rides per service hour. Actual ridership is slightly lower than estimated, at 33 rides per service hour.

#34/35 UO/Bailey Hill, UO/City View

The changes to #34/35 were two-fold:

1. A new route was designed to replace much of the service along the 18th Avenue corridor that the previous #34/35 route served. This new route is called the #37. The Sunday schedule was eliminated, but the Saturday service continued. The #37 provides service every 30 minutes from Bertelsen to the University. Predicted productivity was 30 rides per service hour. The actual ridership from the 1997 fall bid shows that the route has been successful, with 36 rides per service hour.

2. While the #34/35 routing to the Bailey Hill and City View neighborhoods remained the same, the frequency of service was reduced to serve only the typical commuter's schedule. Also, the neighborhood portion of the #34/35 became the new #38/39 routes. These new routes serve the Bailey Hill and City View neighborhoods, but they now loop to the new Seneca Station. This was designed to test a feeder-loop route, giving customers connections to high-frequency trunk service on 18th that also included shopping and commercial areas at Seneca. Predicted productivity was 18 rides per service hour. Actual ridership was considerably less, at 11 rides per service hour for the #38 and 6 for the #39. The poor productivity may be due to three factors:
 - (a) The Seneca area is not a major destination for most residents, whereby not enough riders need transportation to work or shop in the Seneca area.
 - (b) The two-way connections at Seneca Station for transfers were not effective because the connections were not as frequent as desired.
 - (c) Although there is frequent trunk service on 18th Avenue, people are reluctant to transfer because of the approximate 15- to 30-minute wait.

#77 UO/Westmoreland

The #77 route has been a favorite of University of Oregon (UO) and Sacred Heart riders since its inception. Productivity of all #77 trips is 75 rides per hour on the morning trips and 44 rides per hour on the afternoon/evening trips. The name and routing of the #77 were changed in fall 1998 to provide direct UO service from the new Seneca Station. Ridership and productivity will decrease, since a large group of #77 riders were shifted to other UO service from the Westmoreland housing area. Staff are hopeful that the new Park & Ride service will grow over time and meet the needs of riders coming from the west.

#79 UO/Gateway

The 79 UO/Gateway provides commuter service between Gateway and the UO/Sacred Heart area. Routing follows Garden Way past a number of high-density housing complexes that cater to UO students. A few of the trips continue east to the Mohawk Marketplace. By far the most productive segment of this route is between Centennial Boulevard and the University. Service began with seven trips a few years ago and had grown to 42 trips in 1997. In September 1997, seven trips were added to provide afternoon service to the University. Service had been coordinated in the peak direction (mornings to the University and afternoons/evenings away from the University); however, customers were interested in afternoon/evening trips to the University. Overall productivity for all #79 trips stands at 56 rides per vehicle hour. The seven trips added in 1997 show a productivity rating of 69 rides per vehicle hour.

#83 LCC/Willow Creek

The 83 LCC route has operated direct service to LCC from 18th Avenue and Bertelsen Road for many years. In fall 1997, two additional trips were added to provide new connections to the Willow Creek complex. The added trips leaving LCC provide Park & Ride service from LCC, from the Amazon Station, and along 18th Avenue. In addition to serving the Willow Creek area, these trips provide additional service to LCC students, faculty, and staff. It appears that the morning trip is not attracting riders to Willow Creek. Trip totals indicate a productivity of 6 rides per hour. The evening trip is attracting LCC riders and shows productivity of 33 rides per hour.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 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 28, 1999, letter from Bruce Berg regarding the Springfield BRT corridor alternatives and an elected Board. Staff will hold a one-on-one meeting with Mr. Berg to respond to his concerns.
- * February 11, 1999, letter from Planning & Development Manager Stefano Viggiano to Lane County Commissioner Peter Sorenson, in response to questions asked by Commissioner Sorenson

At the February 17 meeting, staff will respond to any questions the Board members may have about this correspondence.

PROPOSED MOTION: None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, January 20, 1999

Pursuant to notice given to *The Register-Guard* for publication on January 15, 1999, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held its regular monthly meeting on Wednesday, January 20, 1999, at 5:30 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

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

Absent: Patricia Hocken
Virginia Lauritsen

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Board President Kirk Bailey.

WORK SESSION: The first hour of the meeting was scheduled as a work session on three topics—Springfield Station, 1999 Annual Route Review, and Eugene Downtown Shuttle Study Time Line.

Springfield Station: Ms. Wylie reported that the previous Monday she had spoken to the Springfield City Council at a work session on bus rapid transit (BRT) and the Springfield Station. Most of the Springfield Station Steering Committee members were in attendance, as well as Board members Dave Kleger and Ginny Lauritsen. Ms. Wylie introduced herself as a liaison between the Council and the Board and told them that Springfield was represented by two out of the seven positions on the Board. She stressed that LTD and the Council were partners in the planning and implementation of BRT and the Springfield Station study, and that she would be available to the Council members, City staff, and community members who had questions or wanted to discuss Springfield issues. Ms. Wylie thought that the feedback at the end of the presentations was positive. Each person had his or her own issues or concerns, but the overall tenor was one of support. The Council did want to be sure that LTD took its time and did the right thing, but no one appeared hesitant about supporting these projects.

Mr. Kleger added that there had been an additional suggestion about site location for the Springfield Station from one new councilor. He asked Mr. Viggiano to discuss that during his presentation.

Planning and Development Manager Stefano Viggiano updated the Board about the Springfield Station study process, what the major issues were, and what staff and the steering

committee had learned as they went through the process. He discussed the vision statement and ten objectives for site selection agreed upon by the steering committee, as well as the site selection process to date. He said that LTD had learned during site selection for the Eugene Station that it was important not to ignore any potential site. Therefore, all sites within a selected study area had been reviewed, and eight sites, including the current station site, were selected for more detailed study. Except for the current site, the remaining sites were along Main Street or North "A" Street. Staff were developing better cost estimates and operational issues for further discussion. Public workshops would be held as part of a public input process on those eight sites. The workshops were being combined with BRT open houses and workshops, because the two projects were closely related in the Springfield BRT segment.

Mr. Viggiano also discussed the Springfield Station project time line, noting that probably two or three preferred sites would be taken to the steering committee and Board for a decision in March or April.

Mr. Viggiano outlined Springfield City Councilor Fred Simmons' suggestion for a site south of Main Street, and noted staff's and the steering committee's concerns about riders having to cross Main Street to reach the main activity centers in downtown Springfield. Mr. Bennett added that in Portland, the West Side Light Rail project's strategy was to travel through some undeveloped areas to reach developed areas, but in Springfield, Mr. Simmons' suggestion would mean BRT traveling through undeveloped areas to reach more undeveloped areas. He was concerned about this suggestion for that reason.

Ms. Wylie cautioned that LTD and the steering committee should not lose sight of the site selection criteria if they began considering additional sites. She was concerned about the operational cost of deviating from the main service line. Mr. Viggiano stated that the busy Thurston route was part of the justification for moving the station closer to Main Street, and this would be an even more important consideration for BRT.

Regarding BRT, Ms. Wylie reported that the City Council seemed to be interested in a BRT line from downtown Springfield out to the Gateway area, so she thought LTD would need to respond to them about this idea at some point. Mr. Viggiano said that there was considerable right-of-way in the median along Pioneer Parkway, and that this type of BRT line seemed likely at some point in the future. It was included in the year 2015 BRT Plan.

Mr. Viggiano outlined for the Board some of the considerations for a new Springfield Station. Those included whether there should be public restrooms and a staffed customer service center, which also entailed ongoing operational considerations. Other considerations were possible joint development, either public or private, relocation of existing businesses or homes on certain sites, and obtaining funding for construction.

Ms. Wylie thought it would be very important to include restrooms and maybe a customer service center. She relayed that the steering committee wanted for Springfield what Eugene had in the Eugene Station, although they knew it would be on a smaller scale. The steering committee wanted to use this opportunity to "spruce up" downtown Springfield, and LTD needed to respect that desire and work with them on that.

Mr. Bailey endorsed what Ms. Wylie said about taking steps to plan for the long term with amenities such as those at the Eugene Station, and possibly a joint development opportunity. He

thought that the District might miss an opportunity if the Springfield Station were not planned correctly.

Annual Route Review: Service Planning & Marketing Manager Andy Vobora briefly outlined the FY 1999-2000 service recommendations that staff planned to take to the Board for discussion in February. Staff were not planning major changes for 1999-2000 because a comprehensive service redesign (CSR) was planned for study during that year and implementation in 2000.

The suggested changes were to add peak timepoints on the #13 Centennial route; add weekend industrial service for HMT; increase the frequency of the weekend #11 route; add a loop in Creswell to the #98 Creswell route; add trips to the #26C for school trips; and allow contingency funding for service to the Capstone development, LCC growth, and the Chad Drive area.

Eugene Downtown Shuttle Study Time Line: Mr. Vobora discussed a 1993 study that examined the feasibility of downtown Eugene shuttle service. That study concluded that a circulating shuttle most likely would have below-average ridership, but because many factors could not be predicted accurately, the study suggested that a pilot project of one to two years in length would be the best way to test the concept. Staff believed that considering the feasibility of a downtown shuttle again in 1999 made sense because the downtown area, including the Fifth Street Market district, the University of Oregon, and the Lane County Fairgrounds, had increased in density and intensity of use. Those changes, along with LTD's plan to implement a BRT system, needed to be examined with respect to how people could benefit from a well-designed, frequent, and distinctive shuttle system.

Mr. Vobora stated that staff had begun a process to conduct a more in-depth shuttle feasibility study. He outlined the components of the study, and said that the consultant would be required to work with staff and a local advisory committee representing key markets that would be impacted or served by a shuttle. The time line called for study completion by April 30, 1999, and implementation could be possible as early as September 1999, should the Board find the study results favorable. The cost for the study was estimated at \$20,000 to \$25,000. Because a downtown shuttle would be part of the BRT feeder system, funding for the study would be part of the BRT grant.

Mr. Bennett asked if it were possible for staff to look at this issue based on some of the previous shuttle study data and get some sense of how the shuttle might have a chance to succeed this time. Mr. Vobora said that staff believed that there were some benefits to providing a shuttle, and that some of the old study results were ambiguous, based on the District's needs at the time.

Mr. Bennett said that the type of vehicle was critical. He reiterated his belief that it would be better not to purchase the same type of vehicles currently in service for any future service, but he said he knew that was not practical. He hoped LTD would be able to figure out quickly what was possible and how to get there. Mr. Vobora stated that the biggest ridership changes for other transit providers had been when they changed to different propulsion systems in their vehicles, such as electric-hybrid vehicles. He said it would be important for LTD's shuttle vehicles to be quieter than diesel in order to run through campus. It should be simpler to provide a different type of shuttle vehicle than for regular service buses. Smaller alternative vehicles already were available, but it still would take approximately 18 months to two years to purchase the right type of vehicle and have it available for use.

Mr. Bennett said he was interested in knowing what was possible in terms of design, especially something a little unique from a marketing standpoint. He wondered what would be allowed in terms of window design, seat placement, open versus closed design, etc., to see what might provide new opportunities for LTD. Ms. Wylie asked staff to bring pictures of what was available on the market to show the Board. Mr. Vobora said that staff could bring pictures to show the Board, and could ask the shuttle study consultant to consider the best vehicle options to include in the study.

Ms. Loobey commented that one of the major differences about the current shuttle study was that the community was entertaining new concepts of what a shuttle could be. Community members were interested in having a different type of service that would take care of their particular needs, such as the Gateway hotels being interested in tying their hotels with the downtown areas and the rest of the community. Also, Sacred Heart Hospital and the University of Oregon did not want to build more parking garages. Ms. Loobey also suggested that LTD needed to do some market research about what appealed to people in Eugene/Springfield.

Break: This concluded the work session portion of the meeting. Mr. Bailey called a five-minute break at 6:40 p.m., and called the meeting back to order at 6:45 p.m.

ITEMS FOR ACTION AT THIS MEETING

EMPLOYEE OF THE MONTH: Mr. Bailey introduced Field Supervisor David Thulstrup, who was hired as a field supervisor in August 1997, as the February 1999 Employee of the Month. He was nominated by a bus operator, who said that customers were very impressed with the way Mr. Thulstrup handled a situation in which he had to awaken a young man to have him leave the bus. The customers said they thought Mr. Thulstrup needed to be recognized for the patience and care he showed for the young man, who seemed to be very sick. When asked what made Mr. Thulstrup a good employee, Transit Projects Administrator Rick Bailor responded that Mr. Thulstrup had done an outstanding job since being hired; that he was a team player and a dedicated employee who wanted to make LTD the number one transit district in the nation; and that he had a genuine desire to make things better and help his employees better themselves.

Mr. Bailey presented Mr. Thulstrup with a certificate and monetary award. Mr. Thulstrup said it was good to be at LTD; there was a lot going on and he was excited about the future. He hoped that LTD would make a big impact during the next year and beyond.

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

MOTION

CONSENT CALENDAR: Mr. Kleger moved that the Board adopt the following resolution: "It is hereby resolved that the Consent Calendar for January 20, 1999, is approved as presented."

VOTE

Mr. Bennett seconded, and the resolution passed by unanimous vote, 5 to 0, with Bailey, Bennett, Kleger, Kortge, and Wylie voting in favor and none opposed. The Consent Calendar consisted of minutes of the December 14, 1998, special Board meeting/work session and the December 16, 1998, regular Board meeting. Mr. Kleger noted that Ms. Hocken was referred to as "he" a couple places in the minutes. Mr. Bailey stated that those typographical changes could be made in the minutes without reapproval.

1999 FEDERAL AGENDA: Government Relations Manager Linda Lynch told the Board that the local area's United Front federal funding priorities book was being prepared and the group's trip to Washington, D.C., was being arranged for the first week in March. The group's Washington, D.C., lobbyists had been in Eugene/Springfield meeting with United Front. In addition to presenting requests for federal funding, the trip provides an opportunity to update the area's congressional delegation and staff about the status of current projects.

Ms. Lynch stated that she was not optimistic that LTD would receive earmarked funds for new buses. Transit did very well in the Transportation Efficiency Act for the 21st Century (TEA-21). The authorizing committee protected that by earmarking a lot of that money, so the appropriations committee was only appropriating monies for transit that had been authorized. LTD received half of its earmarked \$8.8 million, and expected the other \$4.4 million to be appropriated during this session of Congress.

MOTION

Mr. Kortge moved 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." Ms. Wylie seconded the motion.

Mr. Bennett asked what Ms. Lynch might do or pursue that might be reasonable this year if the political climate had been better. Ms. Lynch replied that it was unfortunate that tying BRT in with the Springfield Station was not ready in time for earmarking in TEA-21. If it were ready in 2001, it could be an appropriated project instead of an authorized project.

Mr. Bennett thought that LTD might need to make a stronger case for BRT funding even in the first phase of the project. Ms. Lynch thought that should be possible. She added that there were some parts of BRT for which LTD might be able to begin spending some of the \$8.8 million because they had system-wide benefits. She thought that the FTA and others understood that LTD would need to request additional funding toward the end of the initial BRT project.

Mr. Bailey asked about the funding issues for the other jurisdictions participating in the United Front effort. Ms. Lynch thought that because the Willamette River Chinook was to be named an endangered species, some of the natural resources and water issues requests would be packaged around that issue. TEA-21 also earmarked money for the I-5/Beltline Road exchange, and there were some issues about power lines that Springfield would be talking with the congressional staff about. The United Front group also would be continuing the discussions of juvenile-related issues.

VOTE

The resolution to approve LTD's federal lobbying request passed by unanimous vote, 5 to 0, with Bailey, Bennett, Kleger, Kortge, and Wylie voting in favor, and none opposed.

Ms. Lynch asked Board members about their interest in participating on this trip, and said that the decisions about lodging and airline reservations would have to be made rather quickly. The United Front group had said in the past that more participants were not necessarily an advantage, but there were a lot of new people on the city councils, etc., so there probably would be more participants this time. The same amount of work would be divided among more participants, so people would not attend as many meetings as in the past. Mr. Bailey said he would poll Board members about their interest and let staff know. He expressed an interest in participating, but said that LTD may want an additional Board member involved because of the scope of the issues to be discussed. Ms. Wylie wanted more information, but was interested in participating. Mr. Kleger said

he would not be able to participate, and Mr. Kortge thought that Board members with more experience than he had should be the ones to participate.

Ms. Loobey explained that the entire United Front delegation worked as a team, attending meetings with the congressional delegation, their staffs, and certain federal agencies in support of each other's issues. Ms. Lynch added that there would be 40 to 50 meetings during a two- to three-day period.

APPOINTMENT OF LEGAL COUNSEL TO THE LTD BOARD OF DIRECTORS: Mr. Bailey stated that a Board Legal Services Committee (Mr. Bailey, Mr. Kortge, and Ms. Lauritsen) met after receiving letters of qualification from three firms and interviewing all three firms. The committee's decision was to recommend retaining the firm of Arnold Gallagher Saydack Percell & Roberts, P.C., as the Board's counsel, and retaining Luvaas Cobb Richards & Fraser, P.C., for administrative legal work. He noted that the Board members had received letters from Luvaas Cobb for consideration.

Mr. Bailey said that he thought the attorneys from Arnold Gallagher did a wonderful job of representing their abilities, interest, perspective on public law matters, and the benefits that they would bring to the Board as Board counsel. He also complimented their creative thinking and problem-solving abilities. Mr. Kortge agreed with Mr. Bailey and noted another of Arnold Gallagher's strengths, which was their depth in representing the business community and their knowledge of condemnation procedures.

Mr. Bennett stated that he had a significant conflict of interest so would not be taking part in the discussion or voting on this issue. He said that the firm of Arnold Gallagher represented his firm, and one of Arnold Gallagher's members was a very good friend of his. Also, his company did business with several partners of Luvaas Cobb, as building managers.

Ms. Loobey explained how LTD would implement the change, should the Board approve the committee's recommendation. She said that staff would draw up a letter of agreement with Arnold Gallagher, et al., and a new letter of agreement with Luvaas Cobb, et al., reflecting the change caused by bifurcating the legal work (Board policy issues and administrative legal implementation work).

Mr. Kleger asked if staff anticipated any difficulties in this new system. Ms. Loobey said they did not anticipate difficulties, but there would be some gray areas that would have to be worked out. She stated that these were two highly-qualified firms with very honorable people. She noted that Luvaas Cobb was disappointed to lose the Board policy aspect of the work, but excited about continuing to work with staff. She expected that there would be a productive working relationship between the two firms, when needed.

MOTION

Mr. Kortge moved 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." Ms. Wylie seconded the motion.

Mr. Kortge noted that he had been very impressed with the firms' presentations, and that it was not a simple decision. He thought it was very rewarding to have such competent people in our community. Mr. Bailey agreed that it was fortunate to have such a wide range of good legal expertise in the Springfield/Eugene community.

VOTE The resolution to appoint Arnold Gallagher Saydack Percell and Roberts, P.C., as legal counsel to the LTD Board passed by a vote of 4 to 0, with one abstention (Bailey, Kleger, Kortge, and Wylie voting in favor, and Mr. Bennett abstaining).

SMOKING AT EUGENE STATION: Ms. Loobey stated that Board member Virginia Lauritsen had requested that this issue be deferred so she could be present for the discussion. Ms. Loobey noted that the idea had been to implement a non-smoking policy for the entire Eugene Station with the new bid on February 7. Although that would be convenient, it was not absolutely necessary to make a change at that time.

Mr. Bailey asked if there were other downsides to putting off this discussion. Transit Operations Manager Mark Johnson said that there were not, other than continuing with the problems that LTD had been having at the station.

Mr. Kortge asked if this was a contract issue. Mr. Johnson replied that it was not. Staff had wanted time to talk with the contract employees about the issue, but it was not governed by the bargaining unit contract. Ms. Loobey added that the union could have made this a contract issue as a change in working conditions, but chose not to. Mr. Johnson noted that staff had received a good amount of input from affected employees.

Mr. Bennett said that he would like to wait for this discussion if possible, since one other Board member did wish to contribute to the discussion. Mr. Kleger voiced his agreement, and Mr. Bailey stated that since this was a non-urgent issue, it would be postponed until February 17. Mr. Bennett asked Mr. Johnson to remind the Board again the following month about the discussions with the bus operators.

REQUEST FOR CONTINUATION OF .5 FTE SECRETARY IN GENERAL ADMINISTRATION: Mr. Pangborn reminded the Board that when staff requested a temporary .5 FTE secretary position for the first six months of the fiscal year, they had been bringing BRT on full bore, and were not sure what the workload would be. Additionally, the government relations manager position was brand new, and had an impact on the need for secretarial support. Compacting the BRT time line also had quite an impact. Mr. Pangborn stated that staff needed authorization from the Board to continue the position for the rest of the fiscal year, but would not need a budget transfer. He explained that if staff determined the need to continue the position next year, they would include it in the Fiscal Year 1999-2000 budget, for the Board's approval.

MOTION Mr. Kleger moved 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." Mr. Bennett seconded the motion.

Mr. Bennett said that LTD kept ramping up for BRT responsibilities and for implementation and construction, and that if the District had any success, the need would not go away. He asked if staff were running into operating problems that they did not anticipate. Mr. Pangborn replied that they probably were not, but as they pushed forward, it was a new experience for LTD staff. For example, the second BRT segment, in Glenwood, provided a new set of challenges, so there were more meetings with the community, etc., which were pushing staff resources. He explained that staff were considering moving the funding for staff working on BRT to grant funds, which would free up some resources for general operating expenses. However, they wanted to be careful about that,

so that LTD would not have too many staff if the BRT project collapsed. They did not want to overstaff and expend money unnecessarily, so they had been moving slowly and carefully in this regard.

Mr. Pangborn stated that if LTD pushed forward with BRT funding in some parts of the project, it was likely that LTD would need more funding to finish the pilot corridor. The District could start building with the funding it already had, unless something extraordinary happened. The \$8.8 million in federal funding and the local match of 20 percent brought the total for the pilot corridor to approximately \$11 million. Staff thought the District could come pretty close to finishing the first corridor with that amount, but that would not include funding for the Springfield Station or BRT vehicles.

Mr. Bennett asked if there would be a point at which LTD would have enough information about the segments to put together an estimate for the entire first phase. Mr. Pangborn said that staff currently had a Franklin segment cost estimate. Mr. Bennett thought it would be important for the District to do that, to have a better understanding of where things stood vis-à-vis a cost estimate, and then to be able to plan a strategy with respect to funding needs. Mr. Pangborn said that this would be the agenda for the 2000 United Front lobbying trip to Washington, D.C.

VOTE There was no further discussion, and the resolution to continue the .5 FTE secretary position through the rest of the fiscal year carried by unanimous vote, 5 to 0, with Bailey, Bennett, Kleger, Kortge, and Wylie voting in favor, and none opposed.

ITEMS FOR INFORMATION AT THIS MEETING

Lane Community College Term Pass Program Update: Mr. Vobora explained that for the current school year, LTD and LCC had put in place a term pass program subsidized by the college. LCC had allocated \$100,000 for three terms; however, 2,000 passes were sold during the first term, which depleted half of the subsidy. That was an increase of 1,300 passes over the previous year, when there had been no subsidy to lower the cost to the students. Additionally, 82 staff were using passes and 224 passes were sold at the downtown center, so not only main campus students were using the passes.

Mr. Vobora introduced Lloyd Rain, the director of purchasing at LCC. Mr. Rain noted that LCC had been negotiating with LTD for a pass program for ten years. Part of the negotiations resulted from the issues at LCC that were different than at the University of Oregon, such as in travel patterns, organization, student numbers, etc., and how to service all of the conflicting interests. He acknowledged Ms. Hocken for her suggestion for a two-year trial program with a 10 percent reduction in term pass costs. Then LCC decided to contribute something to reduce the cost for the students even more. LCC President Jerry Moskus had dedicated \$100,000 in bookstore revenues to subsidize term passes for the year. The LCC and LTD team working to establish a pass program agreed that this would be an information-gathering exercise. Sales of the subsidized passes were two times higher than anticipated, and showed that such a program could reduce by a considerable amount the traffic on McVey Highway and in the parking area, and reduce costs for parking upkeep. It also showed that there was interest among all student groups, so there was no group that the college could cut from the program as a result of disinterest. Therefore, it would not be possible to assess student fees for this program, since those fees would apply to only about one-half of the bus riders.

Mr. Rain said that the LCC Board had agreed to spend another \$50,000 to subsidize the program during spring term, hoping that some funding would be left for summer term, as well. Mr. Rain said he believed, but could not guarantee, that the LCC Board wanted this program continued, with the implication that they would find \$150,000 within the budget process for next year.

Mr. Rain stated that LTD staff had been outstanding to work with. He said that Mr. Vobora had worked hard to provide extra buses when needed. He complimented Commuter Solutions Specialist Connie Bloom Williams for the advertising of the program. He said that the program was very professionally handled and well done, and he complimented LTD for making this program happen.

Mr. Kleger said he was gratified with the cooperation that LTD received from LCC. Mr. Bailey added that it was a pleasure working together with LCC to find a solution, and exciting to see the response to the project. He added that Ms. Hocken and Ms. Williams deserved a lot of the credit and thanks, and he celebrated Ms. Hocken's contribution to this project.

Nodal Development Update: Allen Lowe, a land use planner in the City of Eugene planning department, provided the Board with an update on nodal development planning. He handed out an updated nodal development map and recommended plan diagrams and text amendments. He said that the Eugene Planning Commission had held meetings on TransPlan, but the focus had not been on nodal development. To the extent that they had talked about it, nodal development was represented in the memorandum he handed out. There was agreement among the planning commissioners regarding the objectives to try to achieve with nodal development. Those were: mixed use; seeking to increase employment and development; providing transit access within one-fourth mile; encouraging alternative modes use; having mixed uses and services available within walking distance; having parks and open spaces available within walking distance; and allowing twelve units per net residential acre.

The City had recommended a grant-funded pilot project for nodal development at Royal near Greenhill and at Chambers and West 11th Avenue, to test the application on an actual site. The Chambers site was selected because it was on a potential BRT route. The City had until June to develop an implementation recommendation plan. Zone changes and whatever else it would take to put nodal development on the sites were to be included in that plan. There was no blanket nodal development concept for all areas. Mr. Lowe thought the areas would have to be individually crafted and developed, so it might take longer. In fact, a long-term effort could take 50 years to play out. On the other hand, some nodal developments could be accomplished fairly soon, especially with BRT development. Mr. Lowe stated that the City was not a developer, and that the nodal development concept would be successful as long as it worked with the market. In general, people seemed to embrace the idea if they thought it would enhance the quality of their neighborhoods, but not if they did not believe that or if they misunderstood the intentions of the program.

Mr. Lowe said that the City was about halfway through this project. There still were a lot of questions, and compatibility issues still were being worked out.

Mr. Bennett asked about the residential density range. Mr. Lowe replied that in TransPlan, density was discussed without being defined as gross or net. Now it was being discussed in more specific terms, as 12 residential units per net residential acre, or nine dwelling units per gross acre. The Chambers site had fewer than 11 overall, so 100 more units would have to be brought onto that

70 acres, which the people who lived there found somewhat threatening. In the Bethel area, the people wanted more services, so nodal development was viewed as positive in terms of creating more demand for development as the area grew.

Mr. Bailey thanked Mr. Lowe for providing this update for the Board.

Board Member Reports: Metropolitan Policy Committee—The January MPC meeting was canceled, so there was no report. BRT Steering Committee—Mr. Bailey reported that the Steering Committee recently had discussed the current status of plans in the Glenwood area. A Glenwood working group also was discussing some of the alignments. A public workshop was scheduled for the following week, and then a proposal would be brought to the Board. Mr. Viggiano explained that the working group was formed as a way for a smaller group to get into some of the details and narrow the options for the larger group to discuss on January 26. There was a preliminary discussion about the Springfield Sector and how that tied in with possible sites for the Springfield Station. Springfield Station Steering Committee: Ms. Wylie reported that the Steering Committee would meet the following evening to look at how individual sites would work with specific layouts. Governor's Inaugural Hoe-Down—Ms. Wylie, Ms. Lauritsen, and Mr. Bailey all attended the Governor's inaugural hoe-down. They reported that it was crowded and fun, with everyone dressed in jeans and Western wear, and the Governor playing guitar with a Western band. Mr. Bailey noted that no shuttle transit service had been arranged to serve the site. Board Finance Committee—Ms. Loobey stated that the Board Finance Committee had met, and Ms. Hocken had been selected chair of the committee. The committee discussed key planning documents for development of the budget document for Budget Committee review during the spring.

Monthly Financial Report: Finance Manager Diane Hellekson called the Board's attention to the operating fund income statement on page 64 of the agenda packet, noting that the operating fund drove what went on in the rest of the organization. She stated that everything looked fine at that point. The contract for advertising revenue would come in somewhat under budget, basically because the low-flow buses had a smaller number of square feet for advertising.

Mr. Bennett asked for an explanation of why passenger fares were not what the District had expected, even though they had increased over the previous year. Ms. Hellekson replied that the budget had anticipated a continuation of the trend and the same number of people paying cash fares, but that had not happened. She added that in February staff would bring to the Board a recommendation regarding fares for the next fiscal year. She also noted that expenditures were on schedule for the first half of the fiscal year.

Bus Rapid Transit Update: Mr. Viggiano discussed a BRT demonstration program for which the Federal Transit Administration (FTA) was ready to select transit districts to participate. LTD staff had been told that LTD would be an obvious selection. Staff were developing a formal proposal to submit to the FTA.

Mr. Bennett said he was excited about being part of a demonstration project. He appreciated that fact that staff were not taking selection for granted and were working on a professional proposal. Mr. Viggiano added that at a recent meeting, FTA Administrator Gordon Linton mentioned LTD early in his remarks.

Boundary Change Update: Mr. Vobora said that he wanted to clarify for the Board, Creswell, and Cottage Grove what the process would be for leaving the District, so there would be

no surprises. As explained in his agenda item summary of page 79 of the agenda packet for that evening, the simplest way would be to ask to be let out of the District. If the Board did not agree with that request, there was a lengthier process to follow.

Ridership Update: Mr. Vobora used charts and graphs to try to explain why there currently was ridership growth, following a year of little to no growth. He provided some background on fuel pricing and the fact that the expense of driving virtually was unchanged during the last 20 years. Ms. Wylie and Mr. Bennett thought that traffic congestion had increased greatly during the past year. Mr. Vobora agreed and said that there had been little change in other external factors, such as weather and gasoline prices or availability, during the past year, but there had been changes in service and population. He thought the Eugene Station had a lot to do with the growth in trips, and said that ridership had been increasing ever since the new station opened.

Ms. Loobey said that an interesting piece of the demographics and ridership was that the percentage of riders with cars available for their trips was rising, as was the number of higher-income people using the system. She said that about one-third of LTD's riders now had a car available for the trip, which was a major change from past experience. Mr. Vobora added that after the next origin and destination (O&D) study, staff would know more about trips that generated vehicle miles traveled (VMTs) and choice riders (riders who had other options available but chose to ride the bus).

Mr. Vobora noted that LTD was carrying more people for the number of hours of service, which was a positive change. Pass sales had increased, and the LCC term pass and other group pass programs were having a positive impact on ridership.

Mr. Vobora said that target markets for 1998-99 were LCC, senior programs, group pass organizations, youth (4J students; summer pass riders), and downtown Eugene employees. He added that the District would celebrate the first year of operation from the Eugene Station during the spring.

Board Correspondence: Ms. Loobey informed the Board that County Administrator Bill VanVactor had called in response to the letter to the County Commissioners from LTD Board President Kirk Bailey. The Commissioners had invited LTD to provide an update on BRT at the Commissioners' February 24 meeting, at 9:00 a.m. Ms. Loobey hoped that a Board member or two would be able to attend. Mr. Kortge said he would be out of town. Ms. Wylie and Mr. Kleger said they would try to attend.

ADJOURNMENT: There was no further business, and Mr. Bailey adjourned the meeting at 8:35 p.m.

Board Secretary



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MONTHLY STAFF REPORT

February 17, 1999

SERVICE PLANNING & MARKETING

Andy Vobora, Service Planning & Marketing Manager

There is no Service Planning & Marketing report this month.

TRANSIT OPERATIONS

Mark Johnson, Transit Operations Manager

ACCIDENTS

For the second month in a row, there were a lower than usual number of accidents. After their stellar performance in December, with only four fixed-route accidents, LTD's operators came back in January with only six fixed-route accidents. The average for 1998 was more than 15 per month. It is too early to establish a trend for 1999, but the single-month accomplishments are cause for recognition. A celebration was held in the operators' lounge in appreciation for an outstanding safety record.

RADIO SYSTEM

Since last reported that the contract was in default for the new radio system, LTD has had an assessment of the system and staff are working with District counsel to draft a response to the bonding company. It is hoped that by the March Board meeting, negotiations with the bonding company will have begun and there will be more to report.

RETIREMENTS

Two long-term bus operators, Bobby Osborne and Dexter Kuykendall, will be retiring this month. Dexter has been at LTD for 27 years and Bobby for 16 years. We wish them well in their retirement.

PROMOTIONS AND NEW HIRES

A new operator class of four will begin on February 22. This is to cover positions left open due to attrition. Bus operators Bob Younger and Darryl Beito have been promoted to temporary supervisor positions. We look forward to all of their success in their new positions.

SERVICE AUDITS

The District has been auditing the system for Americans with Disabilities Act (ADA) compliance. January's report indicated a 95 percent compliance rate, which is a great improvement over past audits. While an important goal, 100 percent compliance is difficult to achieve because of interfering circumstances. Operators are doing a much better job over-all, which is appreciated by the District and its customers.

HUMAN RESOURCES

Dave Dickman, Human Resources Manager

HUMAN RESOURCES REPORT

Benefit administration has been reassigned and the department is taking a larger role in assisting employees with benefit issues. Holly Tomlin met with each department during January to introduce her new role as liaison to employees on benefit matters.

A comprehensive training program is under development for the Human Resource Information System (ABRA). It is expected that in March trainers from Florida will conduct on-site training, thus saving the expense of sending employees to regional training sites or to Florida.

RECRUITMENT AND SELECTION

The selection process for the Transit Operations Department's temporary supervisor positions was completed during January. The District began the recruitment process for the positions of information services manager, fleet services supervisor, and marketing representative.

The District participated in the University of Oregon's Career Fair held on January 27 and 28, 1999. In addition, Human Resource Specialist Joyce Ziemplak served on a panel discussion presentation for students regarding resume writing and interviewing.

RISK AND SAFETY

Risk—This year began with the receipt of an OSHA complaint letter concerning bus #306. From January 4th through January 14th a major portion of the risk and safety specialist's time was spent researching and conducting tests on Bus #306. Each issue raised in the complaint was answered in writing, along with photographs and outside expert opinions. LTD's response to the complaint was mailed to OSHA on January 20, 1999. LTD has yet to receive a reply from OSHA.

On January 21, 1999, the Risk Management Team conducted its bimonthly meeting. SAIF's Early Return to Work Consultant Betty Berry presented information on two programs available from SAIF to assist injured workers to return to their jobs. The titles of the two programs are Employer-at-Injury Program, and Preferred Worker Program.

Safety—The District IPC training evaluator and the risk and safety specialist are in the initial stages of developing training to cover safety issues and possible small awards for injury-free work. They have discussed ways to achieve our goals of reducing the on-the-job injury rate and severity.

There was no meeting of the Accident and Route Review Safety Committee during January. This meeting was canceled due to the low number of reported bus accidents occurring in December 1998. Only four bus accidents occurred in December, the lowest number since August 1994. The Facilities Safety Committee held their monthly meeting on January 14. The Committee reviewed all reported on-the-job injuries during the meeting.



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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: February 17, 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. At the Board meeting, LTD's MPC representatives Pat Hocken and Rob Bennett can provide a brief summary of the February 11, 1999, MPC meeting.
- 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 February 10, following several public input meetings in the Glenwood and Springfield areas. Ms. Wylie gave the welcoming remarks at the February 6 Springfield segment BRT design workshop; Ms. Hocken and Mr. Kleger also attended. At the February 17 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 January 21, and will meet again on February 18, 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 February 17 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. **North End Scoping Group:** The mayor of Eugene is forming a group called the North End Scoping Group, to bring together the major stakeholders in the north downtown Eugene area to discuss what could be done to improve the area that includes the train station, 5th Street Market, and the new federal courthouse. Board member Dean Kortge has agreed to participate as LTD's Board representative. As meetings are scheduled, he can report to the Board about this group's discussions.

- f. **Meeting with Creswell Chamber of Commerce:** On February 9, Board members Pat Hocken and Dean Kortge attended a meeting of the Creswell Chamber of Commerce meeting. Ms. Hocken provided information about LTD's formation, the reasons for selection of the payroll tax, and how the tax is administered. Mr. Kortge was introduced as the Creswell area's Board representative. At the February Board meeting, they can provide a brief report on this activity.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 1999

ITEM TITLE: REVIEW OF BUS DESIGNS

PREPARED BY: Ron Berkshire, Fleet Services Manager

ACTION REQUESTED: None

BACKGROUND: In response to the Board's request, I will be preparing a comprehensive review of current bus designs. I plan to attend the International Association of Public Transport, City Transport Exhibition in Toronto, Canada, the latter part of May, to see firsthand what the world market has to offer in buses. Because information obtained at the exhibition has the potential to greatly enhance the content of the review, I am proposing to make a presentation to the Board in June or July.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 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 February 17, 1999:

1. Approval of minutes: January 20, 1999, regular Board meeting

ATTACHMENTS:

1. Minutes of the January 20, 1999, regular Board meeting

PROPOSED MOTION: I move that the Board adopt the following resolution: It is hereby resolved that the Consent Calendar for February 17, 1999, is approved as presented.



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

(541) 682-6100
Fax (541) 682-6111

COMPUTER UPGRADE OF SERVICE PLANNING/ OPERATIONS

February 1999

	<u>Software</u>	<u>Staffing</u>	<u>Hardware</u>	<u>Total</u>
February 1999				
1. Scheduling /Run Cut	<u>\$140,000</u>	\$20,000	\$15,000	\$175,000
SUBTOTAL	<u>\$140,000</u>			
July 1999				
2. Dispatch & Timekeeping	\$145,000			
Geographic Mapping	40,000	\$40,000	0	\$285,000
Bus Stop Schedule	23,000			
Bid Roster Analysis	<u>37,000</u>			
SUBTOTAL	<u>\$245,000</u>			
July 2000				
3. Trip Planning	\$ 63,000			
System Analysis	<u>45,000</u>	<u>\$20,000</u>	<u>0</u>	<u>\$128,000</u>
SUBTOTAL	<u>\$108,000</u>			
TOTAL	<u>\$493,000</u>	<u>\$80,000</u>	<u>\$15,000</u>	<u>\$588,000</u>

Additional Expense (FY 1998-1999)	\$175,000
Available IS Funds (FY 1998-1999)	<u>(70,000)</u>
Balance	\$105,000
Operating Fund Contingency (FY 1998-1999)	\$410,000
Remaining Balance Contingency	<u>(105,000)</u>
	\$305,000

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 1999

ITEM TITLE: COMPREHENSIVE SERVICE REDESIGN – DESIGN GUIDELINES

PREPARED BY: Andy Vobora, Service Planning & Marketing Manager

ACTION REQUESTED: Approval of guidelines

BACKGROUND: The comprehensive service redesign will involve changes in service to virtually every LTD route. In order to make the best planning decisions, guidelines have been established to assist the planning staff and Board as service changes are developed and evaluated. Staff have attempted to establish guidelines that accomplish the District's objectives for increasing ridership and ridership productivity, and which make the process of decision making easier to understand.

ATTACHMENT: CSR Design Guidelines

PROPOSED MOTION: I move the following resolution: The proposed Comprehensive Service Redesign Guidelines are hereby approved by the LTD Board of Directors.



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CSR Design Guidelines

Reduce Total Travel Time

- Routing should be as direct as possible:
 - Efforts should be made to provide direct connections between common origin/destination pairs via direct service and through-routing to major destinations.
 - Routes should be structured, when possible, as two-way line routes. Loops on the end of routes should be minimized.
 - Deviations should occur only when a standard of an average of one boarding per minute is achieved.
- Bus stop spacing should reflect the characteristics of the area being served:
 - Three-block spacing should be provided along high-frequency corridors.
 - Two-block spacing should be provided along lower-frequency portions of routes.
 - Factors to be considered in stop spacing also include terrain, pedestrian access, safety and security, connectivity to bus routes, proximity to activity centers, and population demographics.

Minimize the Inconvenience of Transfers

- LTD should continue to operate a modified timed-meet (or pulse) system. Transfers at timed-meet locations should require no more than an average wait of five minutes for 90 percent of transferring passengers.
- Amenities should be provided at planned transfer points. These amenities should include bus stop benches and shelters where boarding activity meets standards.
- The number of necessary transfers should be limited:
 - No transfers to one regional transit/activity centers
 - One transfer to downtown Eugene
 - Two-transfer service to any regional transit/activity center
 - Three-transfer service to anywhere in the service area

Match Frequency of Service to Level of Density

Frequency of service on individual routes or corridors should be appropriate to the level of density as determined by the division of resources among the productivity, equity, and coverage rules for the relationship between service and development.

Schedule Service to Meet Peak Demand

Scheduling of service should take into consideration starting and ending times of classes at area schools, the University of Oregon and Lane Community College, as well as major work destinations.

Make the Service Simple to Understand

- Consistency between weekday, Saturday, and Sunday routing and scheduling should be provided.
- Service should be designed in such a way that it can be communicated to the public in a clear and concise manner:
 - Naming and numbering should convey route characteristics and should take into consideration current thinking on BRT route naming and numbering.

Ensure Operational Safety and Reliability

- Routes should operate on streets on which the District can operate safely and reliably.
- Running time on routes should accurately reflect average customer loads and traffic conditions, and will include an adequate amount of recovery time for each route to compensate for variations in running time.

Ensure Convertibility to BRT System

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 1999

ITEM TITLE: MARCH 1999 EMPLOYEE OF THE MONTH

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: **MARCH 1999 EMPLOYEE OF THE MONTH:** Bus Operator Peggy Gordon has been selected as the March 1999 Employee of the Month. Peggy was hired on January 12, 1998. She was nominated by a co-worker and six customers, for both excellence in service and job accomplishments and excellence in providing accessible bus service to customers with disabilities. Her nominators said that in addition to being a careful driver, Peggy is special: always cheerful, with a big smile to share with everyone; always helpful and considerate; and a person who consistently goes out of her way to make her riders happy and comfortable. One customer said that she looks forward to riding the bus because of Peggy. Another said that Peggy did everything possible to make sure the rider did not miss her transfer when the bus broke down. Another appreciated Peggy for her helpfulness with seniors and people with disabilities and for giving information and answering questions in such a friendly and polite manner. Several commented that Peggy is a credit to the LTD bus system and an excellent example of what LTD stands for.

When asked what makes Peggy a good employee, Field Supervisor David Thulstrup said that Peggy brings a wonderful quality to LTD. She has the ability to connect with her customers, and they feel special when riding with her. She routinely goes out of her way to assist her customers (and anyone else she meets). In fact, she holds the record for the most Employee of the Month nominations received by any employee during the first year of employment. Mr. Thulstrup thought that Peggy's understanding and appreciation of the true meaning of public service would win her many more accolades throughout her career at LTD.

AWARD: Peggy will attend the February 17 meeting to be introduced to the Board and receive her award.

LANE TRANSIT DISTRICT

Pricing Proposal Summary

<u>Cash Fare</u>	<u>Daytime</u>		<u>Evenings*</u>	
	Current:	Proposed:	Current:	Proposed:
Adult	\$1.00	NC	\$0.50	\$1.00
Child	\$0.50	NC	\$0.25	\$0.50
Reduced	\$0.50	NC	\$0.25	\$0.50
Senior	\$0.50	NC	\$0.25	\$0.50

Passes

Adult

1-Month:	\$26.00	\$28.00
3-Month:	\$60.00	\$65.00

Youth

1-Month:	\$19.50	\$21.00
3-Month:	\$45.00	\$49.00

Child, Senior, Reduced

1-Month:	\$13.00	\$14.00
3-Month:	\$30.00	\$33.00

Day Pass \$2.50 Eliminate

Freedom Pass** \$29.95 \$33.00

Group Pass 2.8% Increase

Tokens

Adult	5@\$3.75	NC
Child, etc.	5@\$1.85	NC

* Recommendation to be reviewed when O & D results are available.

** Freedom pass price effective 5/2000.

LANE TRANSIT DISTRICT
Pricing Proposal Summary

TYPE OF FARE:

<u>Cash Fare</u>	<u>Daytime</u>		<u>Evenings*</u>	
	Current:	Proposed:	Current:	Proposed:
Adult	\$1.00	NC	\$0.50	\$1.00
Child	\$0.50	NC	\$0.25	\$0.50
Reduced	\$0.50	NC	\$0.25	\$0.50
Senior	\$0.50	NC	\$0.25	\$0.50

<u>Passes</u>	<u>Tokens</u>		NC
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Adult			
	1-Month:	\$26.00	\$28.00
	3-Month:	\$60.00	\$65.00

Youth			
	1-Month:	\$19.50	\$21.00
	3-Month:	\$45.00	\$49.00

Child, Senior, Reduced			
	1-Month:	\$13.00	\$14.00
	3-Month:	\$30.00	\$33.00

Day Pass	\$2.50	Eliminate	
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Freedom Pass**	\$29.95	\$33.00	
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Group Pass		2.8% Increase	
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* Recommendation to be reviewed when O & D results are available.

** Freedom pass price effective 5/2000.

MONTHLY FINANCIAL REPORT COMMENTS

February 17, 1999

Revenue:

- **Passenger fares** are slightly ahead of plan year-to-date, and ahead of the previous year by 7.4 percent.
-
- **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 seven months is on track.
- **Operating revenue** overall is strong, with the minor exception of advertising (down slightly due to the reduction in advertising space on buses).

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 lags expenses due to pending approval of grant amendments. 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 seven months 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:** February 17, 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. **Budget Committee Appointments:** Nominations to fill vacancies on the LTD Budget Committee will be presented to the Board for approval at the March 17, 1999, regular meeting.
 - B. **Board HR Committee Recommendation for Administrative Compensation:** At the March 17, 1999, regular meeting, the Board will be asked to approve a recommendation regarding administrative compensation for FY 1999-2000. The committee also may have a recommendation regarding the general manager's compensation at that time.
 - 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 March 17, 1999, regular Board meeting.
 - D. **FY 1999-2000 Service Recommendations:** A public hearing on proposed service changes for FY 1999-2000 and Board approval of the final service change proposal will be scheduled for the March 17 regular Board meeting.
 - E. **FY 1999-2000 Pricing Plan and Fare Ordinance:** A public hearing and approval of the pricing structure for FY 1999-2000 will be scheduled for the March 17, 1999, regular Board meeting. The first reading of an ordinance setting the fares for FY 1999-2000 will be scheduled for April 21, and the second reading and adoption will be held May 19, 1999.
 - F. **Budget Committee Meetings:** Budget Committee meetings have been scheduled for Wednesday, April 28; Thursday, April 29; and Wednesday, May 5. An information meeting for the seven non-Board members of the Budget Committee will be held during the first week of April.
 - G. **Meetings with Eugene and Springfield City Councils:** The LTD Board and Eugene City Council are scheduled to hold a joint work session at LTD on Monday, April 12, from 5:30 to 7:15 p.m. The

Board and Springfield City Council will hold a joint work session in Springfield on Monday, May 17, from 6:00 to 7:00 p.m.

- H. **Origin & Destination Study Results**: Results of the District's Origin & Destination Study will be discussed with the Board in April 1999.
- I. **Long-Range Financial Plan**: Discussion and approval of the Long-Range Financial Plan for fiscal years 1999-2000 through 2018-2019 will be scheduled for the March 17, 1999, regular Board meeting.
- J. **Special Service Policy Update**: Staff will bring an update of the District's Special Service Policy to the Board for approval at the April 21, 1999, meeting.
- K. **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.
- L. **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.
- M. **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.
- N. **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.
- O. **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.
- P. **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.
- Q. **Quarterly Performance Reporting**: Staff will provide quarterly performance reports for the Board's information in February, May, August, and November each year.



Lane Transit District
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Bus Rapid Transit Glenwood Segment

Summary of Public Comments

Public Involvement Process

The public involvement process for the Glenwood segment of the BRT pilot corridor included the following elements:

- ❑ One-on-one meetings with businesses along Franklin Boulevard to provide information about the project
- ❑ Mailing to all addresses in the Glenwood area with information about BRT, the pilot corridor, and opportunities for involvement
- ❑ An open house/design workshop on December 3, 1998
- ❑ A second open house/design workshop on December 9, 1998
- ❑ A follow-up mailing to all addresses and business owners in the Glenwood area providing information on the alignment alternatives that emerged from the first two workshops
- ❑ Telephone calls with Glenwood residents regarding alignment options that travel through the neighborhood
- ❑ Meetings with Glenwood residents regarding alignment options that travel through the neighborhood
- ❑ Two meetings with a “Glenwood Advisory Group,” composed of business owners, property owners, and residents
- ❑ A third public design workshop on January 26, 1999, to review the data gathered on the alignment alternatives
- ❑ News media reports and coverage

“No-Build” Option

Several people at the workshops supported the no-build option.

- ❑ The no-build option was supported by several members of the public who suggested that the BRT improvements wait until traffic problems along this stretch of Franklin Boulevard became more extreme.
- ❑ It was recommended that signal priority, greater stop spacing, improved stations, and other BRT elements, short of exclusive busways, be incorporated into the no-build option.

Alternatives A1 and A2 (Franklin Boulevard)

The Franklin Boulevard alternatives were strongly opposed by the businesses along Franklin Boulevard.

- ❑ There were very strong concerns regarding the loss of left-turn access to businesses along Franklin Boulevard.
- ❑ Large-truck access to businesses was viewed as a major concern, since trucks would not be able to make a U-turn at the signalized intersections.
- ❑ It was suggested that the median on Franklin Boulevard would cause these large vehicles to circle through the neighborhood to reach the opposite side of the street.
- ❑ Loss of access was a strong concern even with the phased approach of Alternative A2, since the businesses did not want the prospect of lost access in the future.
- ❑ Neighborhood residents did not voice support for the Franklin Boulevard alternatives.

Alternative B (14th Avenue)

Alternative B was supported by a significant number of both business representatives and neighborhood residents.

- ❑ Some neighborhood residents liked the fact that this alternative would create a visual barrier between the residential area to the south and the industrial/commercial area to the north.
- ❑ Some neighborhood residents expressed concern about the safety and noise impacts of buses traveling on a residential street.
- ❑ The possible combination of a bicycle route with this alignment drew widespread support, both because it would provide a needed bicycle connection and because it likely would eliminate the future need to widen Franklin Boulevard to accommodate bicycle lanes.
- ❑ Business representatives supported this alternative due to its reduced impact on Franklin Boulevard access.
- ❑ There were concerns about specific property impacts at both the east and west ends of this alignment.
- ❑ Of the east-end options, there was more support for the Brooklyn Avenue access point than the Mississippi Avenue access point.

Alternative C (15th Avenue)

No one spoke in favor of this alternative at the third workshop.

- ❑ Neighborhood residents did not like this alternative because it would bisect the neighborhood.
- ❑ Business representatives liked the fact that this alternative would not impact Franklin Boulevard access, but also expressed support for the resident's objections.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** February 17, 1998
- ITEM TITLE:** APPROVAL OF GLENWOOD DESIGN ALTERNATIVE FOR BRT PILOT CORRIDOR
- PREPARED BY:** Rob Bennett, Chair, BRT Steering Committee
- ACTION REQUESTED:** Select a preferred design alternative for the Glenwood segment of the bus rapid transit (BRT) pilot corridor
- BACKGROUND:** Discussion of the design alternatives was scheduled during the 5:30 p.m. work session portion of the Board meeting. Now staff request that the Board make any final comments and take action to approve a preferred design alternative for the Glenwood segment of the BRT pilot corridor.
- As noted earlier in the agenda packet, the BRT Steering Committee considered this issue at their meeting on February 10, 1999, and voted unanimously to recommend to the Board that Alternative B (14th Avenue) be selected as the preferred alignment for the BRT corridor through Glenwood. Alternative B achieves the goals of improving bus travel time (by about 20 percent over the no-build option for the year 2015), reducing operating costs, and increasing transit ridership. Also, this option provides for a two-lane guideway through Glenwood, which will better meet future transit capacity needs and would be easier to convert to a possible future light rail line. This alternative also was the only alternative that garnered some public support. Its primary drawbacks are that it requires some property acquisition and may have an adverse impact on some businesses and houses. Alternative B is higher in cost than Alternative A, but lower than Alternative C.
- There are corridor alignment questions at both the east and west end of the 14th Avenue alignment option that need to be resolved. In addition, the design of 14th Avenue will require approval by the county and/or the City of Springfield. Staff are working on these issues and can report back to the Board on the results of these discussions at a later meeting. Board identification of 14th Avenue as the preferred alignment will allow staff to focus on this alternative and address these remaining issues.
- ATTACHMENT:** None (see work session item on Glenwood recommendation)
- PROPOSED MOTION:** I move the following resolution: The LTD Board of Directors hereby selects Alternative B (14th Avenue) as the preferred BRT alignment for the Glenwood segment of the bus rapid transit pilot corridor, and directs staff to continue work on remaining alignment details.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** February 17, 1998
- ITEM TITLE:** WORK SESSION: GLENWOOD DESIGN ALTERNATIVE FOR BRT PILOT CORRIDOR
- PREPARED BY:** Rob Bennett, Chair, BRT Steering Committee
- ACTION REQUESTED:** Hold work session on design alternatives for the Glenwood segment of the bus rapid transit (BRT) pilot corridor; select preferred alternative during regular monthly business portion of the meeting

BACKGROUND: **Design Alternatives**

The design and public involvement process has identified three alternative design options for the Glenwood segment of the BRT pilot corridor:

- Alternative A1 and A2: A one-lane BRT guideway in the median of Franklin Boulevard, with bus passing opportunities at stations. Alternative A1 would implement the median guideway right away. Alternative A2 would phase the guideway in over time, allowing turn access across the center bus lane in the short term.
- Alternative B: A two-lane bus guideway on 14th Avenue. There are two options at each end of the segment for connection points with Franklin Boulevard.
- Alternative C: A two-lane bus guideway on 15th Avenue (the old trolley alignment). There are two options at each end of the segment for connection points with Franklin Boulevard.

The attached table provides a summary of performance measures for each of the alternatives as well as the “no-build” option.

Public Comment

The public involvement process for this segment included meetings with almost all the businesses fronting Franklin Boulevard; two mailings to all residents, businesses, and property owners in Glenwood; and a series of three public workshops. In addition, several smaller meetings with individual citizens or groups of citizens were held. Attached is a summary of public comments received about the Glenwood alternatives.

Steering Committee Recommendation

The BRT Steering Committee considered this issue at their meeting on February 10, 1999, and voted unanimously to recommend to the Board that Alternative B (14th Avenue) be selected as the preferred alignment for the BRT corridor through Glenwood. Alternative B achieves the goals of improving bus travel time (by about 20 percent over the no-build option for the year 2015), reducing operating costs, and increasing transit ridership. Also, this option provides for a two-lane guideway through Glenwood, which will better meet future transit capacity needs and would be easier to convert to a possible future light rail line. This alternative also was the only alternative that garnered some public support. Its primary drawbacks are that it requires some property acquisition and may have an adverse impact on some businesses and houses. Alternative B is higher in cost than Alternative A, but lower than Alternative C.

There are corridor alignment questions at both the east and west end of the 14th Avenue alignment option that need to be resolved. In addition, the design of 14th Avenue will require approval by the County and/or the City of Springfield. Staff are working on these issues and can report back to the Board on the results of these discussions at a later meeting. Board identification of 14th Avenue as the preferred alignment will allow staff to focus on this alternative and address these remaining issues.

ATTACHMENTS:

Table of Glenwood alternatives evaluation
Summary of public comments
Letter from Glenwood Business Association

PROPOSED MOTION:

None at this time (see action item found later in agenda packet)

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 1998

ITEM TITLE: GLENWOOD DESIGN ALTERNATIVE FOR BRT PILOT CORRIDOR

PREPARED BY: Rob Bennett, Chair, BRT Steering Committee

ACTION REQUESTED: Select a preferred design alternative for the Glenwood segment of the bus rapid transit (BRT) pilot corridor

BACKGROUND: **Design Alternatives**

The design and public involvement process has identified three alternative design options for the Glenwood segment of the BRT pilot corridor:

- Alternative A1 and A2: A one-lane BRT guideway in the median of Franklin Boulevard, with bus passing opportunities at stations. Alternative A1 would implement the median guideway right away. Alternative A2 would phase the guideway in over time, allowing turn access across the center bus lane in the short term.
- Alternative B: A two-lane bus guideway on 14th Avenue. There are two options at each end of the segment for connection points with Franklin Boulevard.
- Alternative C: A two-lane bus guideway on 15th Avenue (the old trolley alignment). There are two options at each end of the segment for connection points with Franklin Boulevard.

The attached table provides a summary of performance measures for each of the alternatives as well as the “no-build” option.

Public Comment

The public involvement process for this segment included meetings with almost all the businesses fronting Franklin Boulevard; two mailings to all residents, businesses, and property owners in Glenwood; and a series of three public workshops. In addition, several smaller meetings with individual citizens or groups of citizens were held. Attached is a summary of public comments received about the Glenwood alternatives.

Steering Committee Recommendation

The BRT Steering Committee considered this issue at their meeting on February 10, 1999, and voted unanimously to recommend to the Board that Alternative B (14th Avenue) be selected as the preferred alignment for the BRT corridor through Glenwood. Alternative B achieves the goals of improving bus travel time (by about 20 percent over the no-build option for the year 2015), reducing operating costs, and increasing transit ridership. Also, this option provides for a two-lane guideway through Glenwood, which will better meet future transit capacity needs and would be easier to

convert to a possible future light rail line. This alternative also was the only alternative that garnered some public support. Its primary drawbacks are that it requires some property acquisition and may have an adverse impact on some businesses and houses. Alternative B is higher in cost than Alternative A, but lower than Alternative C.

There are corridor alignment questions at both the east and west end of the 14th Avenue alignment option that need to be resolved. In addition, the design of 14th Avenue will require approval by the county and/or the City of Springfield. Staff are working on these issues and can report back to the Board on the results of these discussions at a later meeting. Board identification of 14th Avenue as the preferred alignment will allow staff to focus on this alternative and address these remaining issues.

ATTACHMENT:

Table of Glenwood alternatives evaluation

Summary of public comments

PROPOSED MOTION:

I move the following resolution: The LTD Board of Directors hereby selects Alternative B (14th Avenue) as the preferred BRT alignment for the Glenwood segment of the bus rapid transit pilot corridor, and directs staff to continue work on remaining alignment details.

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 1999

ITEM TITLE: JOINT MEETINGS WITH EUGENE AND SPRINGFIELD CITY COUNCILS

PREPARED BY: Linda Lynch, Government Relations Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: In May it will be two years since the Lane Transit District Board met in joint session with the Springfield mayor and City Council. It has been longer than that since the Board met in joint session with the Eugene mayor and City Council.

Following the BRT and Springfield Station presentations in Springfield in January, it was suggested that a joint meeting be scheduled to discuss the results of the Springfield public involvement processes for both projects. That meeting is scheduled for Monday, May 17, the date of the Board's regular work session. The joint meeting will be held at Springfield City Hall from 6 to 7 p.m. (The City already has advertised a public hearing at 7 p.m.)

The joint meeting with the City of Eugene Council will be held Monday evening, April 12, from 5:30 to 7:15 p.m. at LTD. The City has requested that a bus pick them up and return them to City Hall in time for their 7:30 p.m. work session. This is an extra meeting for LTD Board members, but it occurs close to the same time as the public involvement around the East Downtown Eugene BRT corridor.

In early March, staff will plan the agendas for these meetings. The draft agendas will be brought to the Board for review at the March 17 Board meeting.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: February 21, 1999

ITEM TITLE: LEGAL COUNSEL TO THE LTD BOARD OF DIRECTORS

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: None

BACKGROUND: At the January 20th Board meeting, the LTD Board appointed the local law firm of Arnold Gallagher Saydack Percell & Roberts, P.C., as legal counsel to the Board. Representatives from that firm will attend the February 17 Board meeting to introduce themselves to the Board. This introduction will afford Board members an opportunity to discuss their expectations of legal counsel.

RESULTS OF RECOMMENDED ACTION: Staff will follow up on any issues raised at the meeting.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 1999

ITEM TITLE: LEGISLATIVE UPDATE

PREPARED BY: Linda Lynch, Government Relations Manager

ACTION REQUESTED: None – Information Only

BACKGROUND: The Legislative session is in its fifth week, and work is underway on several fronts. Some themes or priorities already have emerged:

Work on charter schools is complete in the Senate. The House also is expected to act fairly quickly. In 1997 this topic was part of the “meltdown” between the governor and the legislature in the closing days of the session, and it is unclear at this time whether this measure will be acceptable to the governor.

Discussion over prison siting has been renewed. To date there is no agreement between the governor and the legislature on this matter.

Revenue forecasts and unexpected budget impacts continue to dominate most deliberations. Court decisions on federal retirees’ tax treatment, PERS costs, slower economic growth, and most recently a possible income tax “kicker,” for which neither the governor nor the legislative leadership budgeted, all have contributed to a pessimistic view about the future of anything beyond basic state programs, including Valley Rail and Special Transportation.

Most notable, however, has been the attention paid to the Department of Transportation. ODOT has been slow to implement an accounting system that is of interest to many legislators. In the House, Rep. Jane Lokan (R – Milwaukie) has led an effort to develop accountability measures for ODOT that will make it easier for legislators to track project costs and to determine priority projects. This has been the focus of hearings most days. In the Senate, “invited testimony” has covered interim audits and highway safety.

In addition to following more closely how ODOT spends its resources, there is a feeling that the department is too large and the Transportation Commission too powerful. The Senate already has

passed a bill to separate the Aeronautics Division into a Department of Aviation. Between this view and wondering just where all the money goes, there appears to be a growing reluctance on the part of legislators to consider a roads financing package introduced at the request of the Associated Oregon Industries (see attached *Register-Guard* editorial).

While there has been virtually no committee discussion of transit, there does seem to be a consensus developing that there will be increased funding for special transportation. How much and who would administer it are questions that are still unresolved.

At the staff level, a bill tracking system has been implemented and staff and legal counsel have reviewed dozens of measures for their potential impact on the District. A weekly update on legislative activity is provided to staff, who have circulated it among other interested groups.

ATTACHMENT: *Register- Guard* editorial: "Legislature ducks gas tax," February 6, 1999

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 1999

ITEM TITLE: UNITED FRONT MEETINGS WITH LOCAL AREA'S CONGRESSIONAL DELEGATION

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: None

BACKGROUND: On January 20, 1999, the Board discussed the metro area's United Front lobbying effort scheduled for March 2-4, 1999, in Washington, D.C. At that time, the Board approved LTD's funding requests to be discussed with the local area's congressional delegation. Board members Kirk Bailey and Hillary Wylie and LTD staff members Phyllis Loobey, Mark Pangborn, and Linda Lynch will participate in these meetings with the congressional delegation and their staff members. During my absence, Finance Manager Diane Hellekson will be acting general manager.

At the March 17 Board meeting, Kirk and Hillary will provide a verbal report for the Board's information.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** February 17, 1999
- ITEM TITLE:** PRICING PLAN REVISION PROPOSAL
- PREPARED BY:** Diane Hellekson, Finance Manager
- ACTION REQUESTED:** Hold a preliminary public hearing on the proposed fare changes
- BACKGROUND:** In February of each fiscal year, staff review the current fare pricing plan with the Board of Directors, and a proposal for fare changes is presented. Board discussion provides input to staff for a final recommendation on fare revisions that will go into effect during the next fiscal year. The prices for the various fare instruments that Lane Transit District uses are set in Ordinance No. 35. Therefore, changes in the pricing plan require ordinance changes, which require formal readings at two separate meetings.
- The attached proposal summary includes the following changes to current fare pricing:
- Increases in the prices of all pass instruments (except the day pass) in accordance with LTD fare policy
 - Possible elimination of the day pass, which would be phased out at the end of the calendar year 1999
 - Possible discontinuation of the evening fare reduction (after a review of the Origin & Destination study results)
- No change is proposed in the price of tokens, which was raised during the current fiscal year. The adult cash fare was raised by 25 percent in the fall of 1997. Given the relatively low price of gasoline and the magnitude of the last price increase, staff recommend no change in fixed-route cash fares for FY 1999-2000.
- Following a review of the pricing plan as an information item at this meeting, staff will prepare the materials for the next action required to make changes in fares, should the Board provide that direction. A formal public hearing to consider fare changes will be scheduled for the March Board meeting. The two readings of the ordinance setting fares for Fiscal Year 1999-2000 will be held at the April and May regular Board meetings.
- ATTACHMENT:** Current and proposed pricing plan summary
- MOTION:** None

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 1999

ITEM TITLE: SMOKING AT THE EUGENE STATION

PREPARED BY: Mark Johnson, Transit Operations Manager

ACTION REQUESTED: Approval of a 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 LTD's other customers and the general public about the safety and security at the Eugene Station.

Staff 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 LTD's 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.

Staff recommend 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. LTD would assist in cleaning the areas and most likely would provide ashtrays, but people who are not there to catch the bus would no longer loiter inside the station.

If approved, this change would take effect on Sunday, March 14, 1999, allowing approximately a month to notify riders and the public.

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 March 14, 1999.

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.

TRANSIT OPERATIONS

Mark Johnson, Transit Operations Manager

ACCIDENTS

For the second month in a row we had a lower than usual number of accidents. After the stellar performance in December where we had only four fixed route accidents, our operators came back in January with only six fixed route accidents. Our average for 1998 was more than 15 per month. It is too early to establish a trend but the single month accomplishments are cause for recognition. A celebration is planned in the operator's lounge in appreciation for an outstanding safety record.

RADIO SYSTEM

Since I last reported that the contract was in default for the new radio system, we have had an assessment of the system and are working with the District attorney to draft a response to the bonding company along with a copy of the assessment. It is my hope that by your March Board meeting, negotiations with the bonding company will have started and there will be more to report.

RETIREMENTS

Two long term Bus Operators, Bobby Osborne and Dexter Keikendahl will be retiring this month. Dexter has been at LTD for 27 years and Bobby for 16 years. We wish them well in their retirement.

PROMOTIONS AND NEW HIRES

We will be starting a new operator class of four on February 22. This is to cover positions left open due to attrition. Bus operators Bob Younger and Darrel Beito have been promoted to temporary Supervisors positions. We look forward to all of their success in their new positions.

SERVICE AUDITS

We have been auditing our system for ADA compliance and January's report indicated a 95% compliance rate, which is a great improvement over past audits. 100% compliance while a great goal is difficult to achieve because of circumstances that interfere with making it happen. Operators are doing a much better job over-all and we appreciate it.