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Public notice was given to *The Register-Guard* for publication on March 11, 1999.

## LANE TRANSIT DISTRICT REGULAR BOARD MEETING

March 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

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

III. INTRODUCTORY REMARKS BY BOARD PRESIDENT

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

IV. WORK SESSION:

- A. Transit Modal Split
- B. Bus Rapid Transit (BRT) Project Update
- C. Springfield Station Update
- D. Update on Meetings with Local Area's Congressional Delegation

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

V. EMPLOYEE OF THE MONTH—April 1999

VI. AUDIENCE PARTICIPATION

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

VII. ITEMS FOR ACTION AT THIS MEETING

A. Consent Calendar

1. Minutes of the February 17, 1999, Regular Board Meeting

B. Approval of Fiscal Year 1999-2000 Service Recommendations

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. Fiscal Year 1999-2000 Pricing Plan and Fare Policy

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

D. Capital Improvements Program (CIP)

E. Board Human Resources Committee Recommendation

F. 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 Input
- d. Springfield Station Steering Committee
- e. North End Scoping Group
- f. BRT Presentation to Lane County Commissioners
- 2. Monthly Financial Report
- 3. TransPlan Update
- 4. Legislative Update (to be handed out)
- 5. LTD Accident Record
- 6. Oregon Public Purchasing Association Award
- 7. Seminar: Oregon's Transportation Strategy
- 8. Correspondence

B. Monthly Staff Report

IX. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Budget Committee Appointments
- B. Board HR Committee Recommendation for Administrative Compensation
- C. FY 1999-2000 Fare Ordinance
- D. Budget Committee Meetings
- E. Long-range Financial Plan
- F. Meetings with Springfield and Eugene City Councils
- G. Origin & Destination Study Results
- H. Special Service Policy Update
- I. Springfield Station Finalist Sites
- J. Supplemental Budget Requests
- K. Adoption of Fiscal Year 1999-2000 Budget
- L. TransPlan Work Session and Draft Plan Approval

- M. Review of Bus Designs
- N. Follow-up Work Sessions
- O. Medical Reimbursement Account
- P. Board Review of Tobacco Use at District Facilities
- Q. BRT Updates
- R. Quarterly Performance Reporting/Year-End Performance Report
- X. ADJOURNMENT

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

**Lane Transit District  
Capital Improvements Program**

Type	Title	FISCAL YEAR				
		1999/2000	2000/2001	2001/2002	2002/2003	2003/2004
<b>AUTOMATED DATA PROCESSING HARDWARE / SOFTWARE</b>	Automated passenger counter equipment - replacement	12,250	3,500	3,500	3,500	3,500
	Automated passenger counter equipment - expansion	25,050	25,050	-	-	-
	Computer hardware replacement	74,400	56,750	62,650	84,900	71,900
	Computer hardware expansion	16,700	9,500	2,700	5,300	7,400
	Software replacement / upgrade	721,400	189,200	12,760	25,286	51,785
	Software expansion	15,250	8,513	9,288	8,078	7,381
	<b>ADP Hardware/Software Total</b>		<b>865,050</b>	<b>292,513</b>	<b>90,898</b>	<b>127,064</b>
<b>AUTOMATED FARE SYSTEMS</b>	Automated fare systems	-	1,400,000	-	-	21,000
<b>Automated Fare Systems Total</b>		<b>-</b>	<b>1,400,000</b>	<b>-</b>	<b>-</b>	<b>21,000</b>
<b>AUTOMATED VEHICLE LOCATOR SYSTEM</b>	Automated vehicle locator system	-	1,100,000	-	-	125,000
<b>AVL System Total</b>		<b>-</b>	<b>1,100,000</b>	<b>-</b>	<b>-</b>	<b>125,000</b>
<b>BUS - RELATED EQUIPMENT</b>	Automated fueling system	30,000	-	-	-	-
<b>Bus - Related Equipment Total</b>		<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>BUS RAPID TRANSIT</b>	Bus Rapid Transit	5,500,000	5,500,000	1,250,000	1,200,000	3,100,000
<b>Bus Rapid Transit Total</b>		<b>5,500,000</b>	<b>5,500,000</b>	<b>1,250,000</b>	<b>1,200,000</b>	<b>3,100,000</b>
<b>FACILITIES</b>	Glenwood facility improvements	300,000	100,000	100,000	100,000	100,000
<b>Facilities Total</b>		<b>300,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>MISCELLANEOUS EQUIPMENT</b>	Copiers	5,000	15,000	30,000	15,000	15,000
	Miscellaneous facility tools	5,000	2,500	2,500	2,500	2,500
	Miscellaneous office equipment	15,000	10,000	10,000	10,000	10,000
	Ergonomic equipment	9,000	-	-	-	-
	Fare collection vault system	45,000	-	-	-	-
	Security cameras - buses	50,000	100,000	-	-	-
<b>Miscellaneous Equipment Total</b>		<b>129,000</b>	<b>127,500</b>	<b>42,500</b>	<b>27,500</b>	<b>27,500</b>

**Lane Transit District  
Capital Improvements Program**

Type	Title	FISCAL YEAR				
		1999/2000	2000/2001	2001/2002	2002/2003	2003/2004
<b>PASSENGER</b>	Passenger boarding improvements	237,000	245,000	250,000	255,000	-
	Bus stop security	28,000	-	7,000	5,000	7,000
	Eugene Station	30,000	25,000	20,000	20,000	20,000
	Remote passenger info system	15,000	-	7,500	-	7,500
	LCC Station expansion	20,000	130,000	-	-	-
	River Road Station	-	-	350,000	-	-
	Thurston Station parking	-	350,000	-	-	-
	Springfield Station project	2,600,000	2,500,000	-	-	-
	BRT Park & Ride	-	-	1,250,000	-	-
<b>Passenger Boarding Improvements Total</b>		<b>2,930,000</b>	<b>3,250,000</b>	<b>1,884,500</b>	<b>280,000</b>	<b>34,500</b>
<b>RADIO/COMMUNICATIONS</b>	Radio system	-	1,500,000	50,000	-	50,000
	Radios for new buses	20,000	-	-	-	-
	Telephone equipment	1,260	580	10,600	980	-
	Call distribution system	-	40,000	-	-	-
<b>Radio/Communications Total</b>		<b>21,260</b>	<b>1,540,580</b>	<b>60,600</b>	<b>980</b>	<b>50,000</b>
<b>REVENUE VEHICLES</b>	Replacement/expansion buses	-	7,500,000	2,600,000	-	4,000,000
<b>Revenue Vehicles Total</b>		<b>-</b>	<b>7,500,000</b>	<b>2,600,000</b>	<b>-</b>	<b>4,000,000</b>
<b>SHOP EQUIPMENT</b>	Shop tools/equipment - new	-	30,000	-	-	30,000
	Shop tools/equipment - replacement	2,500	2,500	2,500	2,500	2,500
<b>Shop Equipment Total</b>		<b>2,500</b>	<b>32,500</b>	<b>2,500</b>	<b>2,500</b>	<b>32,500</b>
<b>SUPPORT VEHICLES</b>	Service vehicle	-	25,000	-	-	-
	Administration vehicle	36,000 (2)	36,000 (2)	18,000	18,000	18,000
	Operator Shuttle	-	18,000	18,000	18,000	25,000
	Transit Operations vehicle	25,000	-	25,000	-	25,000
<b>Support Vehicles Total</b>		<b>61,000</b>	<b>79,000</b>	<b>61,000</b>	<b>36,000</b>	<b>68,000</b>
<b>Unallocated Contingency Total</b>		<b>200,000</b>				
<b>GRAND TOTAL CAPITAL IMPROVEMENTS</b>		<b>10,038,810</b>	<b>20,922,093</b>	<b>6,091,998</b>	<b>1,774,044</b>	<b>7,700,466</b>

Capital Grant Funding To Operations:

Engine/transmission kits & tires	168,000	135,000	135,000	135,000	135,000
Commuter Solutions Program	298,086	188,000	178,000	173,000	173,000
<b>Total</b>	<b>10,504,896</b>	<b>21,245,093</b>	<b>6,404,998</b>	<b>2,082,044</b>	<b>8,008,466</b>

**Lane Transit District  
Capital Improvement Program  
Funding Sources**

Type	Funding Source	Fiscal Year 1999/2000		Fiscal Year			
		Federal	Local	2000-2001	2001-2002	2002-2003	2003-2004
<b>ADP HARDWARE/SOFTWARE</b>	Proposed CIP	865,050		292,513	90,898	127,064	141,966
	Federal section 5307 - 80%	692,040	173,010				
<b><i>ADP Hardware/Software Unfunded Balance</i></b>		-	-	<b>292,513</b>	<b>90,898</b>	<b>127,064</b>	<b>141,966</b>
<b>AUTOMATED FARE SYSTEMS</b>	Proposed CIP	-		1,400,000	-	-	21,000
		-		-			
<b><i>Automated Fare Systems Unfunded Balance</i></b>		-	-	<b>1,400,000</b>	-	-	<b>21,000</b>
<b>AVL SYSTEM</b>	Proposed CIP	-		1,100,000	-	-	125,000
		-		-	-	-	-
<b><i>AVL System Unfunded Balance</i></b>		-	-	<b>1,100,000</b>	-	-	<b>125,000</b>
<b>BUS-RELATED EQUIPMENT Including parts &amp; shop equipment</b>	Proposed CIP	30,000		-	-	-	-
	Federal section 5307 - 80%	24,000	6,000				
<b><i>Bus-Related Equipment Unfunded Balance</i></b>		-	-	-	-	-	-
<b>BUS RAPID TRANSIT</b>	Proposed CIP	5,500,000		5,500,000	1,250,000	1,200,000	3,100,000
	Federal section 5309 - 80%	4,400,000	1,100,000	-			
	OTIB			-			
	TGM Grant			-	-	-	-
<b><i>Bus Rapid Transit Unfunded Balance</i></b>		-	-	<b>5,500,000</b>	<b>1,250,000</b>	<b>1,200,000</b>	<b>3,100,000</b>
<b>ENGINE/TRANSMISSION KITS</b>	Proposed CIP	168,000		5,500,000	1,250,000	1,200,000	3,100,000
	Federal section 5307 - 80%	134,400	33,600				
<b><i>Engine Rebuild Kits Unfunded Balance</i></b>		-	-	<b>5,500,000</b>	<b>1,250,000</b>	<b>1,200,000</b>	<b>3,100,000</b>
<b>FACILITIES</b>	Proposed CIP	300,000		100,000	100,000	100,000	100,000
	Federal section 5307 - 80%	240,000	60,000				
<b><i>Facilities Unfunded Balance</i></b>		-	-	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

**Lane Transit District  
Capital Improvement Program  
Funding Sources**

Type	Funding Source	Fiscal Year 1999/2000		Fiscal Year			
		Federal	Local	2000-2001	2001-2002	2002-2003	2003-2004
<b>MISCELLANEOUS EQUIPMENT</b>	Proposed CIP	129,000		127,500	42,500	27,500	27,500
	Federal section 5307 - 80%	103,200	25,800				
	<b>Miscellaneous Equipment Unfunded Balance</b>	-	-	<b>127,500</b>	<b>42,500</b>	<b>27,500</b>	<b>27,500</b>
<b>PASSENGER BOARDING IMPROVEMENTS</b>	Proposed CIP	330,000		750,000	1,884,500	280,000	34,500
	Federal section 5307 - 80%	74,400	18,600				
	Federal section 5307 - 89.73% (STP)	212,660	24,340				
	Local Funds	-					
<b>Passenger Boarding Improvements Unfunded Balance</b>	-	-	<b>750,000</b>	<b>1,884,500</b>	<b>280,000</b>	<b>34,500</b>	
<b>RADIO/COMMUNICATIONS</b>	Proposed CIP	21,260		1,540,580	60,600	980	50,000
	Federal section 5307 - 80%	17,008	4,252				
	Federal section 5309 - 80%	-					
<b>Radio System Unfunded Balance</b>	-	-	<b>1,540,580</b>	<b>60,600</b>	<b>980</b>	<b>50,000</b>	
<b>REVENUE VEHICLES</b>	Proposed CIP	-		7,500,000	2,600,000	-	4,000,000
		-		-			
<b>Revenue Vehicles Unfunded Balance</b>	-	-	<b>7,500,000</b>	<b>2,600,000</b>	-	<b>4,000,000</b>	
<b>SHOP EQUIPMENT</b>	Proposed CIP	2,500		750,000	1,884,500	280,000	34,500
	Federal section 5307 - 80%	2,000	500				
<b>Shop Equipment Unfunded Balance</b>	-	-	<b>750,000</b>	<b>1,884,500</b>	<b>280,000</b>	<b>34,500</b>	
<b>SPRINGFIELD STATION PROJECT</b>	Proposed CIP	2,600,000		2,500,000	-	-	-
	Federal section 5309 - 80%	-	-				
	Federal section 5307 - 89.73% (STP)	600,000	61,620				
	Local Funds	-					
<b>Springfield Station Unfunded Balance</b>	<b>1,938,380</b>	-	<b>2,500,000</b>	-	-	-	
<b>SUPPORT VEHICLES</b>	Proposed CIP	61,000		79,000	61,000	36,000	68,000
	Federal section 5307 - 80%	48,800	12,200				
<b>Support Vehicles Unfunded Balance</b>	-	-	<b>79,000</b>	<b>61,000</b>	<b>36,000</b>	<b>68,000</b>	



**Lane Transit District  
Capital Improvement Program  
Funding Sources**

Type	Funding Source	Fiscal Year 1999/2000		Fiscal Year			
		Federal	Local	2000-2001	2001-2002	2002-2003	2003-2004
<b>TDM - COMMUTER SOLUTIONS</b>	Proposed CIP	298,086		188,000	178,000	173,000	173,000
	Federal section 5307 - 89.73% (STP)	267,472.57	30,613.43				
<b>TDM - Commuter Solutions Unfunded Balance</b>		-	-	<b>188,000</b>	<b>178,000</b>	<b>173,000</b>	<b>173,000</b>
<b>Unallocated Contingency Total</b>	Local funds	-	<b>200,000</b>				

**TOTAL FUNDED CAPITAL IMPROVEMENTS      6,815,981      1,750,535**

**GRAND TOTAL CAPITAL IMPROVEMENTS      10,504,896                      18,577,593      6,267,498      1,944,544      7,840,966**

**FUNDING SUMMARY**

<b>TOTAL FEDERAL SECTION 5307 - 80% FUNDING</b>	<b>1,335,848</b>
<b>TOTAL FEDERAL SECTION 5307 - 89.73% (STP) FUNDING</b>	<b>1,080,133</b>
<b>TOTAL FEDERAL SECTION 5309 - 80% FUNDING</b>	<b>4,400,000</b>
<b>TOTAL FEDERAL SECTION 5309 (UNITED FRONT REQUEST)</b>	<b>-</b>
<b>DEMONSTRATION GRANT (TGM) FUNDED</b>	<b>-</b>
<b>OTIB LOAN FUNDED</b>	<b>-</b>
<b>TOTAL LOCAL PROJECT FUNDING</b>	<b>1,750,535</b>
<b>Total Funding</b>	<b>8,566,516</b>
<b>GRAND TOTAL CAPITAL IMPROVEMENTS</b>	<b>10,504,896</b>
<b>TOTAL PROJECT FUNDING</b>	<b>8,566,516</b>
<b>TOTAL UNFUNDED CAPITAL IMPROVEMENTS</b>	<b>1,938,380</b>

FY 99/00	REQUEST AMOUNT #	ROLLING STOCK			BUS RELATED	BUS RAPID TRANSIT			PASSENGER BOARDING IMPROVEMENTS				AUXILIARY VEHICLES	COMPUTER HARDWARE
		5307	5309	LOCAL	5307	5309	OTIB	TGM	5307	5309	STP	LOCAL	5307	5307
Administration vehicle	36,000													
APC - Expansion	25,050													
APC - Replacement	12,250													
Automated fuel system	30,000													
Bus Rapid Transit	5,500,000													
Bus stop security	28,000													
Coburg Road Park & Ride	1,250,000													
Commuter Solutions Program	258,500													
Computer Hardware expansion	16,700													
Computer Hardware replacement	74,400													
Copiers	5,000													
Engine rebuild kits & tires	174,000													
Ergonomic equipment	9,000													
Eugene Station	30,000													
Fare collection vault system	45,000													
Glenwood facility improvements	300,000													
LCC Station expansion	20,000													
Miscellaneous facility tools	5,000													
Miscellaneous office equipment	15,000													
Passenger boarding improvement	237,000													
Radios for new buses	20,000													
Remote passenger info system	15,000													
Security cameras - buses	50,000													
Service vehicle	25,000													
Shop tools/equipment - replace	2,500													
Software expansion	15,250													
Software replacement/upgrade	430,900													
Springfield station project	2,601,124													
Telephone equipment	1,260													
Transit Operations vehicle	25,000													
<b>Totals</b>	<b>11,256,934</b>	-	-	-	-	-	-	-	-	-	-	-	-	-

FUNDING SUMMARY		grant funding		
		existing funds	availability +/-	
5307	-	-	2,556,126	2,556,126 carry forward
STP	-		570,000	570,000
5309	-	-	4,883,560	4,883,560 united front request
OTIB	-		231,000	231,000
TGM	-		45,000	45,000
LOCAL - contingency	-		304,700	304,700
	-			
<b>STP - TDM</b>	<b>110,000</b>		110,000	-
<b>LOCAL - contingency</b>	<b>200,000</b>		200,000	-
	<b>310,000</b>			

COMPUTER SOFTWARE	FACILITY IMPRVMENTS	FACILITY IMPRVMENTS	AUTOMATED FARE SYSTEM	VEHICLE LOCATOR SYSTEM	RADIOS COMMUNIC.	RADIOS COMMUNIC.	OFFICE MISC
5307	5307	LOCAL	5309	5309	5307	5309	5307

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**Lane Transit District  
Proposed Capital Improvements Program**

Type	Major Projects	FISCAL YEAR				
		1999/2000	2000/2001	2001/2002	2002/2003	2003/2004
<b>AUTOMATED DATA PROCESSING HARDWARE / SOFTWARE</b>	Ongoing hardware/software expenses	\$ 328,650	\$ 103,313	\$ 90,898	\$ 127,064	\$ 141,966
	Operations scheduling project	421,400	189,200	-	-	-
	Point-of-sale system improvements	15,000	-	-	-	-
	Financial systems conversion project	100,000	-	-	-	-
<b>ADP Hardware/Software Total</b>		<b>865,050</b>	<b>292,513</b>	<b>90,898</b>	<b>127,064</b>	<b>141,966</b>
<b>AUTOMATED FARE SYSTEMS</b>	Automated fare systems	-	1,400,000	-	-	21,000
<b>Automated Fare Systems Total</b>		<b>-</b>	<b>1,400,000</b>	<b>-</b>	<b>-</b>	<b>21,000</b>
<b>AUTOMATED VEHICLE LOCATOR SYSTEM</b>	Automated vehicle locator system	-	1,100,000	-	-	125,000
<b>AVL System Total</b>		<b>-</b>	<b>1,100,000</b>	<b>-</b>	<b>-</b>	<b>125,000</b>
<b>BUS - RELATED EQUIPMENT</b>	Automated fueling system	30,000	-	-	-	-
<b>Bus - Related Equipment Total</b>		<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>BUS RAPID TRANSIT</b>	Bus rapid transit	5,500,000	5,500,000	1,250,000	1,200,000	3,100,000
<b>Bus Rapid Transit Total</b>		<b>5,500,000</b>	<b>5,500,000</b>	<b>1,250,000</b>	<b>1,200,000</b>	<b>3,100,000</b>
<b>FACILITIES</b>	Glenwood facility improvements	300,000	100,000	100,000	100,000	100,000
<b>Facilities Total</b>		<b>300,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>MISCELLANEOUS EQUIPMENT</b>	Misc. tools, furniture, and equipment	34,000	27,500	42,500	27,500	27,500
	Fare collection vault system	45,000	-	-	-	-
	Security cameras - buses	50,000	100,000	-	-	-
<b>Miscellaneous Equipment Total</b>		<b>129,000</b>	<b>127,500</b>	<b>42,500</b>	<b>27,500</b>	<b>27,500</b>
<b>PASSENGER BOARDING IMPROVEMENTS</b>	Passenger boarding improvements	237,000	245,000	250,000	255,000	-
	Bus stop security	28,000	-	7,000	5,000	7,000
	Eugene Station	30,000	25,000	20,000	20,000	20,000
	Remote passenger info system	15,000	-	7,500	-	7,500
	LCC Station relocation	20,000	130,000	-	-	-
	River Road Station	-	-	350,000	-	-
	Thurston Station parking	-	350,000	-	-	-
	Springfield Station project	2,600,000	2,500,000	-	-	-
	BRT Park & Ride	-	-	1,250,000	-	-
<b>Passenger Boarding Improvements Total</b>		<b>2,930,000</b>	<b>3,250,000</b>	<b>1,884,500</b>	<b>280,000</b>	<b>34,500</b>

**Lane Transit District  
Proposed Capital Improvements Program**

Type	Major Projects	FISCAL YEAR				
		1999/2000	2000/2001	2001/2002	2002/2003	2003/2004
<b>RADIO/COMMUNICATIONS</b>	Radio system	\$ 20,000	\$ 1,500,000	\$ 50,000	- \$	50,000
	Telephone equipment	1,260	40,580	10,600	980	-
<b>Radio/Communications Total</b>		<b>21,260</b>	<b>1,540,580</b>	<b>60,600</b>	<b>980</b>	<b>50,000</b>
<b>REVENUE VEHICLES</b>	Replacement/expansion buses	-	7,500,000	2,600,000	-	4,000,000
<b>Revenue Vehicles Total</b>		<b>-</b>	<b>7,500,000</b>	<b>2,600,000</b>	<b>-</b>	<b>4,000,000</b>
<b>SHOP EQUIPMENT</b>	Fleet shop tools/equipment	2,500	32,500	2,500	2,500	32,500
<b>Shop Equipment Total</b>		<b>2,500</b>	<b>32,500</b>	<b>2,500</b>	<b>2,500</b>	<b>32,500</b>
<b>SUPPORT VEHICLES</b>	Service vehicle	-	25,000	-	-	-
	Administration vehicle	36,000 (2)	36,000 (2)	18,000	18,000	18,000
	Operator shuttle	-	18,000	18,000	18,000	25,000
	Transit Operations vehicle	25,000	-	25,000	-	25,000
<b>Support Vehicles Total</b>		<b>61,000</b>	<b>79,000</b>	<b>61,000</b>	<b>36,000</b>	<b>68,000</b>
<b>Unallocated Local Contingency</b>		<b>200,000</b>				
<b>GRAND TOTAL CAPITAL IMPROVEMENTS</b>		<b>10,038,810</b>	<b>20,922,093</b>	<b>6,091,998</b>	<b>1,774,044</b>	<b>7,700,466</b>
Capital Grant Funding To Operations:						
	Engine/transmission kits & tires	168,000	135,000	135,000	135,000	135,000
	Commuter Solutions program	298,086	188,000	178,000	173,000	173,000
<b>Total</b>		<b>\$ 10,504,896</b>	<b>\$ 21,245,093</b>	<b>\$ 6,404,998</b>	<b>\$ 2,082,044</b>	<b>\$ 8,008,466</b>

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 17, 1999

**ITEM TITLE:** CAPITAL IMPROVEMENTS PROGRAM

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

**ACTION REQUESTED:** Approval of the Capital Improvements Program

**BACKGROUND:** The Capital Improvements Program (CIP) is reviewed and revised each year as part of the budget development process. The five-year plan forms the foundation for the proposed Long-range Financial Plan. The first year of the rolling CIP becomes the proposed capital budget for the next fiscal year.

The proposed capital budget for FY 1999-2000 totals \$10,204,396. More than half of this total (\$5,500,000) represents the grant-supported bus rapid transit project. The Board of Directors already has approved the project expense that was included in the grant application, and the federal grant funds already have been appropriated.

The next largest contributor to the FY 1999-2000 capital plan is the category of Passenger Boarding Improvements. Of the \$2.93 million total proposal in this category, \$2.6 million is for the Springfield Station project. The location, scope, timing, and expense for this project have not yet been determined, but it is expected that up to \$5.1 million may be spent over a two-year period. (Please note that this amount is a placeholder, and does not reflect either a staff recommendation or a commitment of funds at this time.) Most of the remainder of the Passenger Boarding Improvements proposed for next year will fund shelters, benches, other bus stop improvements, and automated fare vending machines for the Eugene Station platform.

Included under Passenger Boarding Improvements is a project line for the relocation of the Lane Community College Station. Late into the CIP planning process this year, LTD staff were informed that the \$35 million construction project about to begin at LCC would require the relocation of the bus station on the LCC campus. At this time, discussions are underway with LCC facility staff to determine the timing of the station move and the phases required, if any. LTD has proposed that the new station be added to the larger LCC project, and that LTD will propose and approve the

station specifications that are required to meet the needs of vehicles and passengers. In return, LTD will contribute a yet unspecified amount to the incremental cost of building the new station. (It should be noted that the current LCC Station is inadequate for current passenger volume and poorly situated for efficient campus bus service, so it is mutually beneficial that this project be considered sooner rather than later.) An additional benefit of the shared investment in improved public transportation facilities on campus is hoped to be a long-term commitment to the Fast Pass program.

The Automated Data Processing program category includes two major system projects. The larger is the continuation of the operations scheduling conversion project begun in FY 1998-99. The second is a long-overdue replacement of LTD's financial systems. Current systems are extremely labor-intensive, inflexible and limited as to reporting and analysis capabilities, and inefficient.

The only project proposed in the category of Glenwood Facility Improvements is the continuation of the Glenwood remodeling project begun this fiscal year. This two-year project will allow for more efficient use of existing facility space.

Although relatively small in budget, the two projects listed under Miscellaneous Equipment potentially have significant impact on overall operations. The new fare collection vault system will replace an antiquated cart that transports individual fare boxes from Fleet Services to Finance. The new equipment will result in the reduction of the personnel expense of farebox processing by 50 percent by eliminating the need for a second farebox data clerk and reducing the hours spent handling fareboxes in Fleet Services.

The second project is the continuation of the security cameras on buses experiment. This pilot project will allow LTD to determine the effect of the cameras on behavior and vandalism, and may increase the likelihood that vandals can be identified and prosecuted.

Projects funded by grants that are passed through to the Operating Fund are noted separately at the end of the project list. They include fleet maintenance parts and the Commuter Solutions program expenses. The Draft State Transportation Improvement Plan (STIP) currently includes a significant increase in Commuter Solutions funding, and that increase has been built into the proposal. (The STIP is a four-year plan. A fifth year at level funding has been assumed in the proposed CIP.) The total cost of the pass-through activities is proposed to be \$456,086 in FY 1999-2000.

While future federal funding for major projects and purchases is uncertain, funding for all activities identified in the proposed FY 1999-2000 capital plan has been identified, with the exception of the Springfield Station project. At this time, the Springfield Station project has no certain grant

funding. Staff are exploring the possibility of reprogramming Park & Ride funding in the STIP to Springfield Station support. The estimated amount that might be available is \$600,000.

A list of proposed projects and expenditures by expense category is attached. Included is a locally-funded contingency of \$200,000, which is included, as it was in the current year, as a hedge against the uncertainties of major projects that have not yet been designed and fully estimated. Additional project information will be available at the Board meeting.

**ATTACHMENT:** Proposed Capital Improvements Program Project List by Category

**PROPOSED MOTION:** I move that the Board approve the following resolution: It is hereby resolved that the proposed Capital Improvements Program for fiscal years 1999-2000 through 2003-2004 is approved as presented.



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 17, 1999

**ITEM TITLE:** FEBRUARY FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

**BACKGROUND:** Financial results for the first eight 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 4 percent ahead of the same eight-month period for last year, and on budget for the year-to-date. All sources of earned income show positive results through February, with the exception of advertising receipts. As previously reported to the Board, this revenue source should show a negative variance of approximately \$20,000 by the end of the year.

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 continue to reflect the slightly lower rates currently in effect. As previously reported, 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 on budget for the first eight months of the current fiscal year. Materials and services expenses also are 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, and one of the BRT approved grants has not yet been executed by the Federal

Transit Administration. Approximately \$400,000 in year-to-date BRT expenses are eligible for grant reimbursement, and another \$600,000 in facilities project expenses also are eligible. It has been LTD's policy to not accrue grant revenue until a contract with FTA has been executed. FTA has assured staff that the paperwork should be completed in the near future. Staff are monitoring the progress of the paperwork, and will immediately process the draw down for all eligible expenses as soon as possible. The Special Transportation Fund is as anticipated for the first eight months of this fiscal year.

The Board Finance Committee met on March 10, 1999, to review Long-range Financial Plan assumptions and the related shorter-term budget assumptions for FY 1999-00. The Long-range Financial Plan will be presented to the Board at the regular April meeting. The citizen members of the Budget Committee will meet for a briefing in early April.

**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

REGULAR MEETING

Wednesday, February 17, 1999

Pursuant to notice given to *The Register-Guard* for publication on February 11, 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, February 17, 1999, at 5:30 p.m. in the LTD Board Room at 3500 East 17<sup>th</sup> Avenue, Eugene.

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

Absent: Hillary Wylie, Board Secretary

**INTRODUCTORY REMARKS BY BOARD PRESIDENT:** Board President Kirk Bailey called the meeting to order at 5:35 p.m. Ms. Lauritsen was not yet present.

**WORK SESSION**

**INTRODUCTORY MEETING WITH BOARD'S LEGAL COUNSEL:** Mr. Bailey welcomed John Arnold and Roger Saydack, representing the local law firm of Arnold Gallagher Saydack Percell and Roberts, P.C., which was the newly appointed legal counsel to the LTD Board of Directors. Mr. Saydack said that the firm was pleased to have been selected as legal counsel to the Board. The firm believed in the mission of LTD. Mr. Saydack stated that his firm had a good combination of resources that he thought would be attractive to LTD. The firm combined an extensive business practice with a lot of experience in municipal law. Mr. Saydack thought that combination would be very beneficial to the District during the weeks and months ahead as it embarked upon one of the largest public/private partnership developments the community had ever experienced.

Mr. Saydack stated that his firm had met with staff to discuss the protocols for providing service, the expectations that staff would have of legal counsel, and the type of work the firm initially would be encountering. The firm also wanted to meet with the Board to hear what the Board's expectations of counsel would be. Mr. Saydack stated that it also was important for the Board to hear counsel's philosophy of representing a municipal body.

Mr. Arnold stated that he appreciated the opportunity to represent the District. The District had a number of exciting projects coming up that would present some interesting

legal issues both for the District and the community. It was exciting to be on the cutting edge of progress, and the firm looked forward to working with LTD on issues as they came up.

Mr. Arnold said that the philosophy of the firm was that service was key, and the key to providing good service was to understand the mission of its clients, how they worked, and what they expected of counsel. In terms of representing a public agency, there were some similarities to representing a business enterprise, because in many ways LTD was a business. The difference was that LTD was doing the public's business and that mission was first.

Counsel would endeavor to provide concise and clear advice and to help the District meet its mission so that the public's business could be done in an orderly way.

Ms. Lauritsen arrived at 5:45 p.m.

Mr. Saydack added that the firm was very mindful that the Board set policy and counsel's job was to assist the Board with implementing its policy and not to interfere with the setting of policy.

Mr. Kleger stated that he always had some resistance to spending money on lawyer's bills, even though he knew how unavoidable it was in this day and age. He believed that a critical role of counsel was to ensure that its clients were kept well informed. Mr. Saydack stated that counsel would review each Board agenda packet and would be proactive in notifying the Board members of possible issues. Also, the firm would be in frequent contact with staff to be aware of potential issues. In addition, the partners were very involved in the community in many different ways, so they also would pay attention to things they saw or heard concerning LTD.

Ms. Hocken stated that because of the large capital projects the District was involved in, most likely there would be issues around land use and property acquisition. She asked if counsel planned to work on these issues or if outside help would be brought in. Mr. Saydack stated that counsel had thought about that in the abstract because no specific situations had come up. The role of general counsel was to know its limitations and to obtain outside help when needed.

Mr. Saydack added that his firm had been in contact with the general counsel for Tri-Met in Portland to learn more about some of the issues that came up for Tri-Met as it planned and implemented the MAX light-rail system.

Mr. Bennett stated that Mr. Saydack's firm represented his company, and because of that, he had remained out of the decision-making process. He had a lot of confidence in the firm, and in particular, Mr. Arnold's experience with municipal government. He expressed a high regard for both Mr. Saydack and Mr. Arnold, and was pleased to welcome them to LTD.

Mr. Bailey stated that it was important for the firm and LTD to have clear communication and a commitment to a proactive approach to legal counseling. The Board used that approach in its public policymaking, and Mr. Bailey hoped that it could be fostered in dealing with legal issues as well.

Mr. Arnold stated that the firm worked closely with its clients to ensure that issues were addressed proactively rather than reactively. A collaborative relationship was what the firm was looking forward to with LTD. LTD had some big issues on the horizon, and it would be important to remain ahead of those issues.

Mr. Bailey asked if counsel had expectations of LTD. Mr. Saydack requested that the Board never hesitate to ask for help when needed and to not hesitate to let counsel know if they were not meeting the expectations of the Board. He asked that the Board give some consideration to how it would present issues to counsel; i.e., funneling issues through staff or a more direct approach. For instance, matters relating to individual situations as Board members might be brought to counsel on an individual, direct contact basis.

Mr. Bailey stated that it was his understanding that the Board typically channeled issues through the general manager, and meetings were arranged between the Board and counsel according to circumstances.

Mr. Kortge thought it was inappropriate for a Board member to have direct contact with the firm. Mr. Kleger added that he could only think of one instance where it would be appropriate for a Board member to have direct contact with counsel, and that was a if there was a possibility of conflict of interest.

Ms. Lauritsen stated that even though the firm would act as legal counsel to the Board, the client was Lane Transit District.

Mr. Bailey again welcomed the law firm and thanked Mr. Saydack and Mr. Arnold for attending the meeting.

**Glenwood Design Alternative for BRT Pilot Corridor:** Mr. Bennett stated that the Glenwood segment was the second segment of the bus rapid transit (BRT) pilot corridor design process. This segment presented some particularly difficult issues. A good job had been done so far in addressing those issues and the public process. The Glenwood segment design was now ready for Board deliberation and a decision.

Mr. Bennett explained that the Glenwood segment had two significant problems in terms of LTD achieving its objectives. Franklin Boulevard, the main corridor through the segment, had a very narrow right-of-way. Also, there was a very unusual mix of businesses along the corridor. Many were industrial, with large equipment that would be impeded by a center lane right-of-way, which became a major obstacle in terms of the various options of where the BRT route could go.

Mr. Bennett thought that the alternatives prepared by staff were good ones, and while there was not a solution to all the problems, considerable progress had been made.

Project Engineer Graham Carey presented the three design alternatives. Alternative A1/A2 was a one-lane guideway in the median of Franklin Boulevard, with bus passing opportunities at stations. Alternative A1 would implement the median guideway right away, while alternative A2 would phase the guideway in over time, allowing turn access across the center bus lane in the short term.

Alternative B was a two-lane bus guideway on 14<sup>th</sup> Avenue. There were two options at each end of the segment for connection points with Franklin Boulevard.

Alternative C was a two-lane bus guideway on 15<sup>th</sup> Avenue. There were two options at each end of the segment for connection points with Franklin Boulevard.

Planning and Development Manager Stefano Viggiano stated that there had been an extensive public process with this segment of the corridor. He reviewed for the Board the steps that staff had taken, including one-on-one meetings with everyone along the corridor, direct mailing of informational pieces, and the open houses and design workshops. In addition, a small working group was formed that included residents and business owners and a third workshop was held that was well attended.

There was no support for alternative A1/A2, and there were objections to alternative C because it operated through the middle of a neighborhood. Alternative B generally was supported by residents and business owners in Glenwood.

Mr. Viggiano then reviewed the Glenwood Alternatives Evaluation of the various options that was included in the agenda packet. He explained that a new section was added to the spreadsheet that evaluated business and neighborhood impacts. He noted that traffic impacts did not change much among the three options. Currently there were 25,000 vehicles per day traveling on Franklin Boulevard, and by the year 2015, 38,000 vehicles per day were projected.

The projected travel speed along 14<sup>th</sup> Avenue was 25 miles per hour, but staff determined that this speed still would be faster than traveling on Franklin. Running time on 14<sup>th</sup> Avenue was guaranteed with a two-lane guideway.

Mr. Viggiano noted that staff were committed to holding a fourth workshop to report the findings to the community.

The BRT Steering Committee considered this issue at its meeting on February 10, 1999, and voted unanimously to recommend Alternative B to the Board as the preferred alignment for the BRT corridor through Glenwood. Staff would continue to work on the issues of the east- and west-end alignments as well as gaining approval for the design of 14<sup>th</sup> Street from the County and/or the City of Springfield.

## **REGULAR MEETING**

**AUDIENCE PARTICIPATION:** (1) Tom Lester of Eugene spoke to the Board about the federal BRT Demonstration Program. He urged the LTD Board to withdraw its request for participation in the federal BRT Demonstration Program. Instead, he believed the Board could prove public support for the BRT project by asking local citizens to "pony up" the money for the project rather than relying on handouts from Washington, D.C. There had been a lot of talk that this project only would go through if there was public support. How could you measure public support if you did not put it before a vote of the local citizens?

The second issue Mr. Lester addressed was the Glenwood segment of the BRT pilot corridor. He urged the Board to not approve the 14<sup>th</sup> Avenue alignment for the Glenwood segment of the BRT. That alignment would set serious negative development forces in motion that would prevent 14<sup>th</sup> Avenue from evolving into a viable urban street. Instead he asked the Board to order LTD staff and the design team to fully develop plans for a split BRT alignment between 14<sup>th</sup> and 15<sup>th</sup> Avenues, with the 15<sup>th</sup> Avenue leg routed between LTD's Maintenance and Administration buildings. He asked the Board to instruct staff and the design team to not skimp on right-of-way acquisition. Both streets would need to have a vehicular travel lane, a parking lane, a couple of 4-foot bicycle lanes, and adequate sidewalks for an urban street, for an overall minimum width of 61 feet.

In addition, he urged the Board to order staff and the design team to develop a set of plans for routing the BRT line over the Willamette River on a new bridge to be located between the Springfield bridge and the Union Pacific Railroad bridge. He noted that this idea actually was suggested by one of the participants in the downtown Springfield segment of the project. He urged the Board to set a deadline for the completion of these plans, and to not let staff miss that deadline.

Lastly, Mr. Lester thought that urban design considerations should be incorporated into the planning process both for the BRT and the downtown Springfield Station. He believed that LTD needed to put in the time and the money to ensure that LTD's efforts contributed to rather than detracted from the quality of urban development now and into the future.

(2) Mr. Fred Simmons of Springfield stated that he had comments that he would make during the public hearing process of the meeting; however, he did ask if he could get more information about the process for public notification about pricing changes, route review changes, and the BRT project. He realized that these were federally driven, but wanted to get copies of the regulations related to those specific processes.

(3) Mr. Douglas Moorhead, Project Manager at Gainsborough, a manufactured home community in Eugene, spoke to the Board about adding bus service on Irving Road west of Arrowhead. He stated that he had contacted LTD requesting this bus service last year, and was told he was too late for that process. There was a resident who had a signed petition for service that would be turned in. There was a lot of housing going up in that area, and he suggested that LTD add a bus on Irving that would turn around at the Eagles golf course. The manager at the golf course was very much in favor of having the bus travel there, and the bus could serve an existing bus stop on Irving. There were many people who were over 55 in the area who were interested in the bus service.

There were no others in the audience who wished to address the Board at this time.

**EMPLOYEE OF THE MONTH:** Mr. Bailey introduced bus operator Peggy Gordon, who had been selected as the March 1999 Employee of the Month. Ms. Gordon was hired on January 12, 1998. A co-worker and six customers nominated her both for excellence in service and job accomplishments and for excellence in providing accessible bus service to customers with disabilities. Her nominators said that in addition to being a careful driver, Ms. Gordon was special: always cheerful, with a big smile to share

with everyone; always helpful and considerate; and a person who consistently went out of her way to make her riders happy and comfortable.

Her supervisor said that Ms. Gordon brought a wonderful quality to LTD. She had the ability to connect with her customers, and they felt special when riding with her. In addition, it was pointed out that Ms. Gordon held the record for the most Employee of the Month nominations received by any employee during the first year of employment. Her supervisor also stated that Ms. Gordon's understanding and appreciation of the true meaning of public service would win her many more accolades throughout her career at LTD.

Mr. Bailey presented Ms. Gordon with a plaque, a letter of congratulations, and a monetary reward. Ms. Gordon thanked the Board for the honor.

**ANNUAL ROUTE REVIEW – Fiscal Year 1999-2000 Service Plan:** Service Planning and Marketing Manager Andy Vobora stated that this was a preliminary public hearing, but not the official public hearing for this issue. The official public hearing would be held in March with adoption by the Board.

Mr. Vobora stated that this year's plan included minor changes to the system. Staff had not planned to make major changes to service this year because a Comprehensive Service Redesign (CSR) was in progress that would result in major changes in September 2000. He noted that the FY 1999-2000 proposal was the smallest increase in service since 1985. Typically, the Annual Route Review (ARR) resulted in service increases of about 3 percent. This year, staff were requesting a 1.19 percent increase in service.

Mr. Vobora reviewed the eight service adjustments that were being requested, including adding peak timepoints to route 13, weekend service to route 32, Saturday service to routes 11 and 15, and a Creswell circulator service for route 98.

Mr. Bennett asked if the predicted productivity represented the standard. Mr. Vobora responded that the system average was 30 rides per hour, and the minimum standard set by the Board was 20 rides per hour. Creswell was the only route that dropped below the minimum standard; however, the rural service standard was lower than the urban service standard.

Mr. Bennett asked what the reason was for the changes. Mr. Vobora responded that the route 13 request was driven by congestion, ridership, and bus operator comments. Route 32 changes were being requested because it mainly was industrial service and it was being redesigned to better meet the nature of work shifts in the area. The requested changes to route 26c was to accommodate school children who rode south on Willamette Street. The addition of Saturday service on route 11 was based on ridership statistics. There also were contingency categories that staff were requesting in order to accommodate possible growth areas during the next year.

Mr. Bennett asked if staff had made a firm decision about implementing the contingency recommendations. Mr. Vobora replied that contingencies were based on anticipated growth, but would not be implemented unless that growth was realized.



Mr. Bennett asked if staff were concerned about the contingency plans in conjunction with the CSR review. Mr. Vobora stated that the contingency recommendations were not for service to new areas, but rather were additions to existing service, such as the request for contingency service to accommodate anticipated LCC ridership growth.

Mr. Vobora explained that increased service frequency and expansion of service on the weekend were the two more frequently requested service issues.

Mr. Vobora reviewed the evaluation of service implemented in the fall of 1997. Mr. Bennett asked why the Willow Creek express service still was being operated when its productivity level was so much lower than the standard. Mr. Vobora responded that staff continued to work with Hyundai, a major employer in the area, which just recently had reached its full employment level. Hyundai had agreed to work with LTD once it reached full employment to encourage its employees to use the bus. In addition, that area was developing rapidly, with several large industries planned.

Ms. Hocken asked at what point staff would pull the route 38/39 service if it did not reach expectations. Mr. Vobora replied that at this time, staff planned to leave the service in operation and address it during the CSR process. Staff believed that pulling service for one year during the CSR process would leave large gaps in service coverage. Ms. Hocken responded that she was not sure where those gaps would be. The particular route did not appear to accomplish much. Mr. Vobora stated that staff were planning to do additional marketing in that area. Ms. Hocken asked staff to take another look at eliminating those routes.

Mr. Bennett asked about the Comprehensive Service Redesign process and if the Board would be involved early in that process in terms of establishing the criteria. Mr. Vobora replied that the Board would review and take action on the guidelines later in the meeting. At the March meeting, the Board would decide how it wanted to allocate resources in terms of coverage, equity, or productivity.

**Public Testimony on Annual Route Review:** (1) Fred Simmons of Springfield stated that he appreciated the work the planners did to attempt to balance the needs. He had a suggestion regarding the bridge of regular service to the BRT service. Expanding route 32 was a valid idea because there were 1,000 people working in the serviced area with a large amount of growth expected. He suggested that staff consider a transitional BRT-type of route that would operate from 1<sup>st</sup> and Bertelsen along the West 11<sup>th</sup> Corridor that would correlate with routes 38/39 and 32. This would increase the velocity of travel from the west side, which could impact the people at Hyundai and others in the Willow Creek area.

Mr. Simmons thought that a transitional route that traveled the West 11<sup>th</sup> Avenue corridor to the Eugene Station and followed the 11x routing out to Thurston Station could be implemented quickly, and travel time could be reduced by 20 minutes if it used the express bus stops. He also believed that this suggestion would begin to build the desire in the community for BRT and would begin to develop the patterns around BRT that would give some good ideas as to what was needed to make the BRT system most effective.

He believed that this service could trim out 20 minutes from this high-velocity corridor, continue to serve the Sacred Heart/UO area, and show the potential success of the future BRT service.

(2) Douglas Moorhead of Eugene asked which route currently served the Irving area. Mr. Vobora responded that route 52 served that area. Mr. Vobora added that Irving was a growth area that would be considered carefully during the CSR process. Mr. Moorhead asked if staff would consider adding the service he requested previously during this year's ARR process. He knew of 5 people in the housing development who did not drive. There was a lot of traffic to the golf course, and the golf course management was willing to allow LTD to use its parking lot as a turn-around.

(3) Jack Koderer of Eugene stated that he used routes 41 and 42 and found them to be very convenient. However, he had a friend who lived in Southeast Eugene near 43<sup>rd</sup> and Donald. His friend would appreciate having regular route 24 service after 6:00 p.m.

(4) Chris Phillips of Eugene commented that for the first time in several years, he thought the bus service during the recent snow was very good. He had concerns about routes 35 and 39. He had argued against the route 39 proposal several years ago because he believed it was not likely to attract many riders. Most people who lived in the City View area were not likely to use the bus to go shopping because it was not very convenient, and they all had cars. If LTD wanted to attract the area's residents to use the bus to commute to and from work, then the service needed to be more convenient. Transfers interfered with working or reading while on the bus, and people would choose to drive rather than wait in the rain for 10 minutes for that transfer. One of the advantages to riding the bus was that he could work on the bus, and it was not wasted time.

Route 39 had produced very few riders and he knew staff were considering deleting it entirely. However, deleting the route would leave him with service only during commute trips. He said that being on a bus route with direct service to the university that operated conveniently throughout the day had been a very important factor when he purchased his home.

No one else wished to address the Board, and Mr. Bailey closed the public testimony portion of this agenda item.

**Board Discussion:** Mr. Kleger relayed a message from another rider about the gap between the route 11x service and the transition to the next regular route 11 trip. The first trip of route 11 following the last route 6x trip always was full. The rider had asked Mr. Kleger to request staff to consider an extra bus during those transitional periods.

Mr. Vobora stated that during the March meeting, staff would provide an analysis to the Board of the service requests and comments that had been received during the ARR process. Mr. Bailey thanked those who testified and stated that another public hearing would be held during the March meeting.

**FISCAL YEAR 1999-2000 PRICING PLAN REVISION PROPOSAL:** Finance Manager Diane Hellekson stated that each year in February staff reviewed the current fare pricing plan with the Board and proposed fare changes. The prices for various fare

instruments that the District used were set in LTD Ordinance No. 35; therefore, changes in the pricing plan required a change to the ordinance, which required formal readings at two separate meetings prior to adoption. A preliminary public hearing would be held at this meeting, a formal public hearing would be held during the March meeting, and the two readings of the ordinance would be held at the April and May regular Board meetings.

Ms. Hellekson stated that there were two separate policies regarding fares. One addressed the fixed-route fares, and the other addressed the demand-response fares. Staff would present the fixed-route fare recommendations at this meeting, then in March, would present the demand-response fare recommendations. Ultimately, both policies would be combined into the proposed revision to Ordinance No. 35.

Staff were proposing to increase the price 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; and possible discontinuation of the evening fare reduction (after a review of the Origin and Destination study results). No changes to the price of tokens and cash fares were being proposed at this time.

Ms. Hellekson stated that, typically, the Board had considered cash fares and pass fares in alternating years. This year, staff were considering a proposal to eliminate the evening fare reduction, which would raise evening fares to the current \$1.00 standard daytime fare. Staff would review the results of the Origin and Destination study, which surveyed bus riders, before making a final recommendation on the evening fare.

Staff were recommending an increase in the adult monthly pass price from \$26.00 to \$28.00 and the adult three-month pass from \$60.00 to \$65.00. Youth monthly pass prices were proposed to increase from \$19.50 to \$21.00, with the three-month youth pass increasing from \$45.00 to \$49.00. Child, Senior, and Reduced pass prices were proposed to increase from \$13.00 to \$14.00 for the monthly pass and from \$30.00 to \$33.00 for the three-month pass. Staff also proposed an increase from \$29.95 to \$33.00 for the summer youth Freedom Pass, effective in May of 2000.

The elimination of the day pass was being proposed because it mostly was being used by social service agency clients, it was expensive to produce, and it was not selling well. Staff would consider halting sales of the day pass with the implementation of the September service changes, but would plan to honor day passes through the end of 1999.

These recommendations would simplify the fare structure and reduce costs. Ms. Hellekson explained that the token was infinitely reusable, and the day pass was used once, then thrown away.

Mr. Bennett asked how many Freedom Passes were sold. Mr. Vobora replied that 2,800 Freedom Passes were sold last year.

Mr. Kortge asked who besides the social service agencies would be affected by the elimination of the day pass. Mr. Vobora responded that mostly it would affect low-income families and those who rode the bus more than twice daily. Ms. Hellekson added that the day pass sales made up less than one-half of one percent of the total fare revenue.

Ms. Hocken asked how the low-income program related to the day passes. Mr. Vobora stated that the low-income program was for private, non-profit agencies. LTD donated a very small number of tokens and day passes to the Catholic Community Services on a monthly basis. Other private, non-profit agencies could apply for and purchase up to \$115 worth of fare instruments per month at one-half the price. It was a very limited number of instruments that were sold under this program.

Mr. Kortge asked who bought day passes. Mr. Vobora responded that often it was repeat customers who bought several day passes at one time. Those people would need to make a transition to the cash fare, tokens, or the monthly pass.

Ms. Lauritsen asked about the increase to the group pass fare that was included in the pricing proposal summary and why the percentage increase was higher to the group than to the individual. Ms. Hellekson replied that there was a different policy that addressed group pass pricing. Group pass rates were adjusted according to the average increase in operating expenses over the three most recent fiscal years. LTD recovered the actual increase in operating costs. Group pass prices were adjusted on an annual basis. In three years, the group pass participants would experience a larger increase than the single pass holders would on a per-year average.

Mr. Bennett stated that he was interested in a comprehensive review of pricing policies. He was concerned about making a decision to increase the adult pass price just because it was the year to do so, and he did not know what the basis of the actual pricing was. He did not think it was reasonable pricing policy. He thought there was a serious responsibility of the Board to take a fiscal responsibility in terms of time to consider what might occur if the fare system was a higher percentage of the budget. He thought that the decisions that the Board was making and the policy that the Board operated under needed to be reviewed. He was hopeful that the Board could discuss the policy criteria along with the Comprehensive Service Redesign.

Ms. Hellekson stated that staff shared Mr. Bennett's concerns. The proposal was meant to keep LTD moving in the right direction while staff and the Board took the time to research the balance between projected ridership, community goals, serving those with low income, and appropriate farebox recovery.

**Public Testimony on Pricing Plan Revision Proposal:** (1) Mr. Shawn Westcott of Eugene stated that his wife and he rode exclusively with LTD. They had used many transit systems throughout the United States, and they trusted LTD the most. They had no problem with the evening price increase.

He thought that while it may be fiscally sound for LTD to eliminate the day pass, it was not socially responsible. The people who used the day pass were homeless children and social service organizations. It was more difficult to get a bus token from the social service agency, and often the transfer expired before it could be used. The day pass gave a low-income person the freedom to move around and do more than one errand in a day.

(2) Fred Simmons of Springfield concurred with what Mr. Westcott said. Some of the passengers used their day passes many times throughout the day until the pass became

nearly worn out. He saw many well-used day passes on a daily basis in his capacity as a bus operator.

Mr. Simmons thought that in accordance with state law, the three-month price for the reduced fare pass should be \$32.50, or one-half the regular adult fare, rather than \$33.00.

In addition, Mr. Simmons suggested a universal bus pass. He believed it was time for LTD to begin researching a universal bus pass that included a photo and was not transferable. People could purchase their transportation for the year, and that system could transition into the BRT process in the future. It was cheaper to produce the universal pass, and it encouraged long-term ridership.

There were no others who wished to address the Board.

**Board Discussion:** Mr. Kleger stated that when he had made the transition from exclusive car use to dominant bus use, he used the day pass. It was approximately 2.5 years later that he decided he was making enough trips to warrant his purchasing a monthly pass. He thought that while it might not be a major fare instrument in terms of utilization, the day pass was a good sales tool to encourage people to try the bus.

Mr. Kortge asked staff to re-evaluate the elimination of the day pass. Unless it was a real burden, he thought it should not be eliminated.

Ms. Lauritsen concurred with Mr. Bennett's comments about a more in-depth Board review of policy. She stated that she would like to see some of the research that staff used to make pricing proposals.

Ms. Hocken asked if the Board would receive some comparative data at the March meeting prior to making a decision on the pricing plan.

Mr. Bailey endorsed Mr. Bennett's comments about holding a pricing policy discussion. It was his assumption, based on discussions from the Board retreat in October, that the Board would continue to discuss the service and pricing standards and policies. He thought the Board would get to that process very soon, and the CSR guidelines were later on the agenda, which would set the stage for beginning these discussions.

### **ITEMS FOR ACTION AT THIS MEETING**

**MOTION** **Consent Calendar:** Mr. Kleger moved that the Board adopt the following resolution: "It is hereby resolved that the Consent Calendar for February 17, 1999, is approved as presented." Mr. Kortge seconded the motion. Ms. Hocken asked if it was appropriate for a Board member to vote on the Consent Calendar if he or she was not present at the previous meeting. Ms. Loobey replied that it was not appropriate. Mr. Bailey called for the vote on the motion to approve the Consent Calendar, which passed by unanimous vote, 4-0, with Mr. Kleger, Mr. Bailey, Mr. Bennett, and Mr. Kortge voting in favor; none opposed.

**VOTE** Ms. Lauritsen and Ms. Hocken abstained from voting because neither had been present at the January Board meeting.

The Consent Calendar consisted of the minutes of the January 20, 1999, regular Board meeting.

**Request for Participation in the Federal Transit Administration Bus Rapid Transit Demonstration Program:** Transit Planner Lisa Gardner was present to discuss this item with the Board. In January 1999, the Federal Transit Administration (FTA) published a Request for Participation in its Bus Rapid Transit (BRT) Demonstration Program.

Ms. Gardner stated that the FTA had been extremely supportive of LTD's bus rapid transit project and had recognized LTD for having, in large part, developed the concept of BRT as a new program in the 1990s. LTD had uniquely packaged a set of innovative strategies, and the FTA recognized LTD for this extremely innovative program.

This demonstration program attempted to further BRT not only as a concept, but as a project that could be implemented nationwide. It was designed to encourage transit agencies, local and state governments, and metropolitan planning organizations engaged in coordinating infrastructure improvements to consider the benefits of BRT. The desired outcome of this demonstration program was to improve mobility and accessibility, advance economic growth and trade, and enhance environmental quality.

Ms. Gardner emphasized that this program was not a capital funding program, but rather an administrative and technology support program. Those selected to participate in the program would receive administrative support from the FTA in terms of possible funding for an administrative position; regulatory benefits, such as waivers of requirements that FTA had control over, such as a waiver for the Buy America requirement for bus purchases; and as much technological assistance as the FTA could provide, directly from the FTA or through consultants who could assist the districts in researching vehicle design, fuel technologies, signal priority technologies, etc.

The funding for this program, \$2 million per year for a total of \$12 million, would come from the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21), which was the new legislation for transportation funding. Because it was not a capital-funding program, it would not assist in the implementation of BRT, the purchase of buses, etc. LTD would continue to seek capital funds as it had in the past, through appropriated Congressional funds and through urbanized area formula funds.

Participants in this program would be in the best possible position to receive the Congressional earmarked funds in the future. It was critically important that LTD be a part of this demonstration program. Staff had developed a proposal that met the requirements of the program, and Ms. Gardner provided an overview of the proposal. She said that this was the most comprehensive document prepared to date regarding LTD's BRT proposal, and it would be an excellent reference piece for Board members.

**Public Hearing on FTA BRT Demonstration Program:** (1) Tom Lester of Eugene stated that he believed this was a way for LTD to get a foot in the door to a federal handout for the BRT project. He thought that we needed to show local support by going to the local taxpayers and selling BRT to those taxpayers.

(2) Douglas Moorhead of Eugene asked how much LTD was asking for. Ms. Gardner stated that LTD was not asking for money, but to be a participant in a consortium that the FTA would oversee to ensure that resources were dedicated nationally to research particular technologies that LTD already was researching. It was not a capital project that would provide funds to LTD for the purchase of buses, right-of-way, etc. However, if selected, LTD would be in a position to receive administrative funds to pay for an administrative staff person to oversee the project implementation and some specific dedicated technical expertise.

(3) Fred Simmons of Springfield stated that he thought it was an excellent program; however, the optimism about the speed with which this project could be done was effervescent. He thought the issue was that TransPlan, as currently adopted, did not have BRT in it, and the update that included BRT most likely would not be adopted until late in the year. The only document that Mr. Simmons saw in the plan that had been negotiated was the prioritized signal project, which had a great deal of merit in moving forward.

Mr. Simmons believed there were many problems to solve, and he thought staff would have successes and challenges in the future. He thought LTD should be careful because it was not operating in an environment that was interjurisdictional. It would be difficult to move as quickly as the timeline called for.

Mr. Simmons also thought that with the issue of the BRT stops being placed in one-half-mile increments, LTD would not be able to "peel off" local service to the degree projected in the proposal. One of the reasons he was at this meeting was to discuss the issue of the 300-series buses. The operator compartments in the 300-series buses were flawed in many ways, and Mr. Simmons wanted to ensure that before any equipment was purchased for the BRT project, there would be an ergonomic study to delineate and successfully design a compartment that would meet 95 percent of the operators' needs.

His mechanisms included complaining to the FTA and the LTD Board. He also talked with Jimmy LaScalla from the Transit Union, who would be making comments to this process. The Union would provide input prior to funding for capital equipment for the buses that would be used in this project.

Mr. Simmons said that he thought BRT was a wonderful idea, and he was very pleased with the way staff responded to the Glenwood people, and he hoped the same thing would happen during the Springfield segments of the project.

He asked the Board to remember his pitch, which was to follow the old Booth-Kelly Hall Road out to 58th Street; and to cooperate with Weyerhaeuser. The city already owned 28th to 48th Streets, and he thought LTD could establish a system not too unlike what was observed in Brazil, in that what happened out of that system was a community built around it, and he thought it was a wonderful process. He assured the Board that there would be some "peeking" at the issues and there would be objections to certain things.

(4) Shawn Westcott of Eugene asked if there would be a process for acquiring the new technology. He had designed a bus-stop technology and wanted to get in on the process. Mr. Viggiano explained that LTD had a competitive bid purchasing process. He asked Mr. Westcott to please make sure that staff were aware of his product.

There being no further testimony, Mr. Bailey closed the public hearing.

**Board Discussion:** Ms. Hocken assured Mr. Simmons that the Board was very aware that the BRT schedule was ambitious and that there would be many successes and challenges along the way.

Mr. Bennett stated that he supported the effort to be part of the demonstration project. It would be nice to address funding issues locally and allow local citizens to indicate their support or lack of support. The problem was that the automobile was many years ahead of transit in terms of support, and many federal programs had gone into and continued to go into the highway system and state and regional transportation systems. He did not see how LTD could get into a competitive position for alternative transportation unless it took advantage of all resources that might be available. Federal money was LTD's money too, and he believed that LTD was entitled on the basis of that. Since this demonstration project was being offered, and since bus rapid transit was getting a strong hearing throughout the country, and since LTD had taken the initiative ahead of many communities, then LTD should compete for the funding that was available.

Mr. Bennett said that he also believed that BRT would never succeed unless it had strong local support. It may appear that local support was not being shown necessarily by all the local taxes; however, there was a local share, and a substantial amount of research and development was being done using local funds, so in a sense, the local taxpayer was involved.

LTD was in a position to act now to be competitive, and some might argue that the project was moving along too rapidly, but without the effort now to put alternative modes in a competitive position, such as with exclusive rights-of-way, the transit system in place now would never reach the next level. Mr. Bennett thought LTD should have the chance to do that, and he believed that transit ought to be able to compete with the automobile for funds, maybe not at the same level, but at a much stronger level than before.

Mr. Bennett said that the routing could be debated by many, but his sense was that it had to be close to the center of the city, and while it may not be Main Street in Springfield, it had to be close enough to take advantage of the utilization that might occur at the city center. He felt the same way about Eugene. He hoped that point of view received serious consideration in Springfield. The major point was that now was the time to establish the right-of-way.

If a person who believed in compact urban growth or in finding a way to hang onto the urban services boundary, and as a result of that belief, was willing to accept the fact that prices of existing property would increase, then LTD had to start now. LTD had an aggressive calendar, and Mr. Bennett did not apologize for that. He believed that the information had to get to people, and staff and the Board had to work harder on the project in order to have a reasonable chance of moving forward.

Ms. Lauritsen supported Mr. Bennett's statement. In regard to the consortium idea of being involved with other districts that were considering a BRT project, she thought it would be synergistic and would far outweigh any negative aspects.



Mr. Bailey added that one thing he had noticed happening both at the state and federal level was a coalescing around an agenda that described urban livability. Generally that conversation concerned cities the size of Portland or Seattle, but LTD was at the forefront for mid-sized and smaller communities, which were the bulk of communities around the country. He believed it was incumbent on LTD to continue leadership or attempt to be a leader in this area. So far, LTD had been lucky and had bright people who were keeping it at the forefront. It would be a betrayal to the community if LTD did not attempt to maintain that effort now. Just because LTD supported the demonstration project did not mean that all the questions and concerns had been addressed and all the decisions had been made. However, he agreed with Mr. Bennett that LTD needed to begin now in order to have a good answer in the years to come.

In regard to the public support aspect of the BRT project, Mr. Bailey stated that LTD had worked very hard to get the BRT project involved in the TransPlan conversation. To use another mechanism to demonstrate public support at this time would circumvent the community conversation that occurred during the TransPlan process.

Mr. Kleger added that the entire planning process for the pilot corridor currently was, in truth, an extremely detailed feasibility study. He thought it would be good to be involved with partner agencies around the country, particularly when the time came to make some hard decisions. On the technical side, this project was one that coordinated the investigative efforts of many transit entities at many different levels of government. He thought it would be good to have access to that pool of knowledge.

**MOTION** There being no further comments from the Board members, Mr. Kortge moved the following resolution: "It is hereby resolved that the LTD Board of Directors approves the submittal of a Request for Proposal for the Federal Transit Administration Bus Rapid Transit Demonstration Program. Ms. Hocken seconded the motion, which passed unanimously, 6-0, with Bailey, Bennett, Hocken, Kleger, Kortge, and Lauritsen voting in favor, and none opposed.

**VOTE**

Mr. Bailey thanked those who were present to testify on this and other topics.

**COMPREHENSIVE SERVICE REDESIGN:** Mr. Bailey stated that the Board had discussed the Comprehensive Service Redesign (CSR) at the Board's weekend work session in October 1998, and how important it would be, particularly in regard to issues related to the level of service and farebox recovery. At the retreat, service consultant Jarrett Walker had led the Board in a very interesting discussion.

Mr. Vobora presented the timeline for the CSR. The Origin and Destination survey had been conducted. Following the approval of the CSR Design Guidelines, the outreach process would begin in April for sectors 1 through 4, which were the Bethel/Danebo area, River Road area, Ferry Street Bridge area, and the Springfield/Gateway area. The remaining sectors would follow throughout the summer. Staff currently were working out the details of that outreach process. Other issues also would be studied, including the airport service, the downtown shuttle service, etc. In November, staff would present the findings to the Board prior to making budgetary recommendations.

Mr. Bennett stated that he was concerned about the public outreach process occurring prior to the Board's review and discussion about service and pricing policies. He was interested in an in-depth discussion about the goals, criteria, and productivity versus the social service contract and how it related to prices, as well as what role fares played in the total budget.

Ms. Hocken thought that community outreach could occur at the same time as the Board discussions Mr. Bennett described. She was not sure how much time would be spent on matching frequency of service to the density, which was the core of how LTD allocated its resources. She shared Mr. Bennett's concern that the CSR process not get too far along before the Board had that general discussion. There was nothing on the schedule that concerned her if the Board could begin those discussions in March.

Mr. Bennett thought that if staff began the public outreach in the Bethel/Danebo area before the Board had that discussion, those issues of productivity and pricing would come up, and staff would not have the direction from the Board.

Mr. Vobora agreed that staff would want to have good clear direction from the Board before the public outreach process began. The Board discussion was scheduled to begin during the work session in March.

Mr. Bailey thought the Board actually could begin the conversation at this meeting with the Design Guidelines.

Mr. Kleger stated that each time he had been involved in a local comment session about LTD service, the only comment he heard about fares was about a "fareless square," with no two persons agreeing about what that meant. Another comment he heard repeatedly was from people who wanted the bus on their street. The third thing he heard was about things that people thought LTD did not do, but in fact were things that LTD was doing. He believed that it was necessary to gather information from the community both for political and service purposes. However, without an overriding philosophy from the Board, the information would not be very helpful.

Mr. Kleger added that the design guidelines were acceptable; however, he did not see anything addressing fare structure coordinated with the service redesign, and he thought it should be addressed in the design guidelines.

Mr. Vobora stated that the design guidelines were revised from the previous CSR, and addressed the issues that would assist LTD in streamlining service and making it as productive as possible.

Ms. Hocken asked how the guidelines fit in with the whole BRT system. Mr. Vobora responded that these guidelines were geared toward the current system, with the last guideline addressing future convertibility to the BRT system. The fixed-route system would operate throughout the community during the next 20 years while BRT was being built. These guidelines would allow LTD to create a system that was more effective and efficient and would accommodate the future BRT system.

Mr. Bennett stated that he wanted to discuss changing the Board's policy criteria. If the policy criteria were to materially change, then the attitude in which staff approached the public, even under the guidelines, would significantly change. He wanted the opportunity to review the criteria and standards. That was why he thought the Board policy discussion should occur first in order to drive the guidelines. He was concerned that if the Board set the criteria, for instance, 90 percent of the service would meet productivity and 10 percent would go to coverage, then the guideline that addressed matching frequency of service to level of density might need to be changed.

Mr. Vobora responded that Mr. Bennett's example would not change the overall statement, but would alter the detail, which was how the Board would decide to allocate the resources. Staff would bring a specific recommendation to the Board for change to the productivity standards in March and would provide analysis on it.

Ms. Lauritsen stated that the overriding philosophy, as Mr. Kleger had referred to, would drive the process. She supported staff providing more background and analysis.

Mr. Kortge thought that the guidelines were quite technical, and he did not feel qualified to vote on whether or not, for example, the bus stops should be spaced two or three blocks apart.

Mr. Vobora stated that stop spacing referred to the overall guideline or goal of reducing total travel time. The overall guideline statement needed the Board's support.

Ms. Lauritsen asked how it would affect the process if the Board deferred a vote on guidelines for one month until after the Board policy discussion. Mr. Vobora responded that it would not adversely affect the timeline for the process.

Mr. Bailey asked if there was any objection to deferring the vote to the March meeting. There was none.

Mr. Bennett stated that he would support the motion based on the conversation and by relying on the overall guideline statements, which he believed were within the goal.

Ms. Hocken asked if, other than the stop spacing, any information had been changed since the discussion with Mr. Walker. Mr. Vobora replied that Mr. Walker had reviewed the guidelines, and no substantial changes were made, but the information was repackaged following Mr. Walker's review.

Mr. Bailey proposed to defer the decision to next month. Mr. Vobora asked the Board members to think about how they would like to be involved in the process; i.e., by direct contact, by regular staff updates, or by forming a Board committee.

Ms. Hocken stated that she had some policy-level concerns about some of the technical information contained in the guidelines, and while she did not particularly need an answer at this meeting, she did want these issues addressed at some point in future discussions. Under the first guideline, there was a statement about minimizing loops to reduce travel time, and Ms. Hocken asked how that statement related to the BRT neighborhood feeder concept. Under the second guideline that addressed minimizing the

inconvenience of transfers, one of the issues with the timed-meet system was how to coordinate the timed meet with the bus bunching that often occurred at the station. For instance, when a large number of buses were scheduled to leave the station at the same time, and several traveled down the same street, such as 8<sup>th</sup> or 11<sup>th</sup>, she wondered if there was a better way to spread that service out. In addition, she asked about the three-transfer issue and if that meant a person was taking four buses to get somewhere. Mr. Vobora thought that the occurrence of a person using three transfers for one trip was rare, but it could happen, particularly with feeder service. Staff would provide more detail to the Board in March, and Ms. Hocken's questions would be answered.

Mr. Bailey stated that the Board would defer a decision on the guidelines to the March meeting.

**SCHEDULING AND OPERATIONS SOFTWARE PURCHASE:** Transit Operations Manager Mark Johnson stated that this proposal had been presented to the Board Finance Committee in January. He would provide an overview of the total package and the costs involved, and Mr. Vobora would provide specifics about the scheduling portion of the software and the benefits to the District. Currently, there were some, but not all, of the needed funds available for this proposal. The software package had been included in the Capital Improvements Plan, with a portion of the package slated for purchase in 1999.

Staff were proposing to purchase the scheduling and run cut portion of the software during the current fiscal year, which would require an additional \$105,000 to be transferred from Contingency to the General Fund.

Mr. Vobora described to the Board the process that the Service Planning and Marketing department went through to prepare the fall bid service package. It was a labor-intensive process that took a great deal of staff time. This software would be much more efficient and effective and would free up a great deal of staff time.

Mr. Kortge asked how long the software had been available on the market. Mr. Johnson responded that it had been available for approximately four years. Mr. Kortge asked why the District had not previously purchased the software. Mr. Vobora replied that staff had always thought that the current DOS-based software that was in use could easily be converted to the Windows environment, but had discovered that it would be a costly and time-consuming endeavor and the end product would not have the capabilities of the software currently available on the market.

**MOTION** Mr. Bennett moved that the Board adopt the resolution approving the purchase of new scheduling and operations software, including the transfer of \$105,000 from contingency. Mr. Kleger seconded the motion.

Mr. Bailey asked if Mr. Johnson had prior experience with the software. Mr. Johnson responded that he had used the software while at Pierce Transit. There were four vendors, two of whom were proven and ahead of the others. Those two vendors had visited LTD to demonstrate the software.

**VOTE**

There being no further Board discussion, Mr. Bailey called for a vote on the motion, which passed unanimously, 6-0, with Bailey, Bennett, Hocken, Kleger, Kortge, and Lauritsen voting in favor; none opposed.

**APPROVAL OF GLENWOOD DESIGN ALTERNATIVE FOR BRT PILOT CORRIDOR:** Mr. Viggiano stated that this was the action item that was associated with the earlier discussion. Mr. Viggiano had nothing further to present, but he addressed some of Mr. Lester's questions. In regard to the issue of maintaining through traffic on 14<sup>th</sup> Avenue, he said that currently, only 3 blocks of 14<sup>th</sup> Avenue were a public street. The design called for two BRT lanes, some landscaping, and a travel lane or two. Local access for the residents would be maintained, but it would not be designed as a thoroughfare. The final design of the street would be worked out with the County and with the City of Springfield.

The suggestion of putting one-half of the BRT line on 14<sup>th</sup> and the other half on 15<sup>th</sup> Street was different in that the impacts to the neighborhood would be duplicated. The residents of the neighborhood strongly opposed the BRT line on 15<sup>th</sup> Avenue.

Ms. Hocken added that one of the big issues was fire truck access, so those design standards would need to be met to ensure emergency vehicle access. Mr. Viggiano said that staff had met with the fire and police chiefs in Springfield and shown them the design. They both thought it would work for them. Staff also met with the emergency services technician in Springfield, who agreed that the design could work. He said that emergency vehicles typically would travel on Franklin and turn into the nearest cross street of the emergency call. Thus, they would not use 14<sup>th</sup> Avenue unless the emergency was on that street.

Mr. Bailey asked what the Steering Committee recommendation was. Ms. Hocken responded that after extensive conversation, the Steering Committee had voted unanimously for option B, with the realization that there were still issues at both ends of the segment. The Steering Committee had agreed to support one option and have staff work out the segment end details.

Mr. Kleger asked about the consideration of the bridge into Springfield. Mr. Viggiano replied that staff had received preliminary cost estimates of building a new bridge. Without the approaches, the preliminary cost was estimated at \$3.7 million.

**MOTION**

Ms. Hocken moved the following resolution: "The LTD Board hereby selects Alternative B (14<sup>th</sup> 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." Mr. Kortge seconded the motion.

Mr. Bennett stated that he would support a bridge right now. It was his belief that LTD had to be competitive from the beginning, and unless the money could not be raised, why not include it in the plan. Mr. Kleger agreed, but thought it should be a lower priority. If LTD did not begin reserving corridor space now, there would not be any way BRT could succeed.

Mr. Bennett added that the spreadsheet could not show that having an alternate, competitive system would increase the level of service and reduce the level of congestion.

An alternative system may not impact traffic, but it could move twice as many people through the corridor in a convenient and competitive way.

**VOTE**

There being no further Board discussion, Mr. Bailey called for a vote on the motion, which passed unanimously, 6-0, with Bailey, Bennett, Hocken, Kleger, Kortge, and Lauritsen voting in favor, and none opposed.

**SMOKING AT THE EUGENE STATION:** Mr. Johnson stated that the staff and the Board began discussing this issue in December. Currently, Bays A and C were designated smoking areas. Staff were requesting a policy change to make the Eugene Station a no-smoking facility. The issues were the cost of maintenance and cleanup, customer complaints, and operator complaints. Customers who smoked were not necessarily using the designated smoking area, but rather were smoking on their way to the designated area, or stepping away from other bays to smoke. People who smoked would need to go to the perimeter of the station along the sidewalks to smoke.

Ms. Hocken added that just before the station opened, the Board Downtown Station Committee had recommended that the station be smoke free. There was some hesitation about implementing the recommendation because it was thought that there would be negative feedback both from the employees and customers. However, the feedback that LTD was getting was against the smoking allowance. Ms. Hocken supported the idea.

Ms. Lauritsen stated that since this issue had come up, she had spent time observing other public areas, and she was astounded that she had not seen maintenance people around other public areas where it looked like it was taking one-third of their time to empty a few ashtrays. On the other hand, she had seen this issue flip-flop several times. It started out that people were lighting their cigarettes as they were exiting the bus, and LTD asked them not to do it, and apparently they quit because she did not hear that issue brought up again. Then, the problem, which was stated somewhat vaguely in the agenda item summary, was a group of people that LTD did not want in its bus station, and if the ashtrays were moved out of the station, those particular people would move with them. She did not think that the resolution was appropriate because it made reference to the congregation of people in the designated smoking areas. And now, the problem seemed to be mostly about people complaining about their health and welfare.

If the problem was that there were underage people smoking at the station, then there was a social concern. If that was the group that LTD wanted moved out to the sidewalk, Ms. Lauritsen did not think LTD could do that to a public interest group. However, if the reason was public health and safety, then it would be viable. She thought the reason given in the agenda item summary could give a bad impression of LTD.

Mr. Kleger stated that a rather large number of people who were smoking in the designated areas were not using the ashtrays, but rather putting cigarette butts on the ground, which created the extra workload for the maintenance crew who had to sweep those butts away on a regular basis. This also was taking place on the sidewalks at the entrance to the station. It was less of a problem than when the station operated along 10<sup>th</sup> Avenue. Conduct rules would not apply outside of the station area. Many of the people who were abusing the designated area were not even using transit. There was overwhelming support

for making the station smoke free among those with whom Mr. Kleger had spoken. Also, he had seen the same people cautioned about abusing the area more than once.

Mr. Bennett stated that the issue had become so sensitive, it was difficult to manage any other way. He had been in the building management business for many years, and the degree of sensitivity had grown to the point that people who used to be able to just step outside the doorway to smoke outdoors now had to move completely away from the doorway. He had come to the conclusion that people who smoked would be subject to regulations, and LTD needed to impose regulations as well. He did not see any other way.

Mr. Bailey agreed with the concerns raised by Ms. Lauritsen, that if LTD was doing this for the purposes of public health, he could be supportive, but if it was because LTD did not happen to like the people who were smoking, then he would not support it. He thought it was very important for the record that the Board be very clear about what this policy was about. This policy was about public health, and it encouraged people to think about the impact on the people around them and the message it sent to young people about whether LTD encouraged them to smoke or not. He wanted it made very clear that LTD was concerned about public safety and health.

Mr. Kleger stated that when the Board first considered the design of the station, it was thought that this would be more than LTD would want to take on. After the canopies were constructed, it was noticed that smoke rose to the eaves level, but did not rise up through the roofing vents. It was at that point that the Board Committee began discussing the designated smoking area.

Ms. Lauritsen said that she thought there would be very serious problems if the second paragraph that addressed a congregation of people in the smoking area remained in the resolution. The resolution should be re-worded to state that LTD was concerned about public health and safety and not that LTD would like to exclude some people from the bus station.

Mr. Bailey stated that the resolution that the Board would vote on was included within the proposed motion. The remainder of the agenda item summary was the public record that supported the resolution. The resolution had to be viewed not only in the context of what was written in the summary, but also in the context of the Board's discussion of the topic at this particular meeting.

Mr. Bennett asked if the background could be amended to address the concerns of the Board members. Ms. Loobey responded that the resolution could be amended to include a statement about the interest of public health and safety; however, the agenda item summary already was published material and had been distributed. The minutes would reflect the disdain of the Board members.

Ms. Hocken added that the Ordinance clearly addressed behaviors that LTD was attempting to regulate and not the way people looked or what their attitudes were.

## **MOTION**

Mr. Bailey called for a motion on the issue. Mr. Kleger moved that the Board adopt the following resolution: "It is hereby resolved that for the maintenance of public health, the entire Eugene Station shall become a non-smoking area as of March 14, 1999." Mr. Kortge

**VOTE** seconded the motion, which passed unanimously, 6-0, with Bailey, Bennett, Hocken, Kleger, Kortge, and Lauritsen voting in favor; and none opposed.

The Board members unanimously requested that the minutes reflect the fact that the second paragraph in the background material for this topic that addressed congregations of people in the designated smoking areas was irrelevant to their decision and, in fact, the Board members did not agree with the statements in that particular paragraph (page 41 of the agenda packet for the February 17, 1999, regular meeting of the Board of Directors).

### **ITEMS FOR INFORMATION AT THIS MEETING**

Due to the late hour, Mr. Bailey pointed out several remaining items, without further Board discussion.

**MPC:** Ms. Hocken stated that the MPC had a presentation from Oregon Department of Transportation (ODOT) representative Dick Upton regarding how the State designated funds for the proposed Transportation Improvement Plan (TIP) for 2002 and 2003. One of the issues for LTD was that the MPC had forwarded the list of local priorities for projects that could be funded in the TIP. There was a confusion about the priorities of the LTD projects, and as a result, the Coburg Park & Ride was selected to receive funds and not the Springfield Station, which actually was a higher priority for LTD. ODOT staff would investigate the problem and respond to LTD and the MPC.

Ms. Hocken also reported that representation on the MPC had changed.

**NORTH-END SCOPING GROUP:** The Mayor of Eugene was forming this group to discuss the north downtown Eugene area. Mr. Kortge would represent LTD on that group.

**JOINT MEETING WITH EUGENE AND SPRINGFIELD CITY COUNCILS:** Mr. Bailey reminded the Board that a joint meeting with the Springfield City Council was scheduled for Monday, May 17, 1999, at Springfield City Hall from 6 to 7 p.m.

In addition, a joint meeting with the Eugene City Council was scheduled for April 12, 1999, at LTD, from 5:30 to 7:15 p.m.

**BRT UPDATE:** Mr. Bailey reminded the Board that a meeting with the Lane County Board of Commissioners to discuss the BRT project was scheduled for February 24, 1999, at 10:00 a.m., in the Commissioners' chambers. Ms. Hocken would attend to represent LTD, and she asked the other Board members to attend as well if they could. Mr. Kleger stated that he would attend.

**1999 EMPLOYEE AWARDS BANQUET:** Mr. Bailey asked the Board members to take note of the date, time, and place for the 1999 awards banquet. It would be held on Sunday, March 14, 1999, beginning at 5:30 p.m., at the Springfield DoubleTree Inn.

**MONTHLY STAFF REPORT:** Mr. Bailey pointed out that for the second month in a row, there were fewer accidents than usual. Mr. Bailey extended his congratulations to the LTD bus operators. Ms. Lauritsen asked what constituted an accident. Mr. Johnson replied



that accidents included anything from passengers tripping while boarding, to bumping a mirror, to the more serious accidents.

**Adjournment:** There being no further business, Mr. Bailey adjourned the meeting at 9:30 p.m.

---

Board Secretary

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 17, 1999

**ITEM TITLE:** FY 1999-2000 PRICING PLAN AND FARE POLICY

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

**ACTION REQUESTED:**

- (1) Conduct a public hearing on the proposed changes to fares.
- (2) Direct staff to prepare an amendment to Ordinance #35, An Ordinance Setting Fares for Use of District Services.

**BACKGROUND:** Every year at this time, staff develop recommendations for changes in the District's fares to be implemented the following fiscal year. Attached is a report that provides preliminary recommendations for changes to the fare structure that would occur during the 1999-2000 fiscal year.

Following a staff presentation and a public hearing, the Board is asked to direct staff on changes to be included in an amendment to Ordinance #35, An Ordinance Setting Fares for Use of District Services. The change in the ordinance requires two readings, which would occur at the April and May Board meetings.

The current Fare Policy also is attached. The Fare Policy provides direction for staff to use in developing recommendations for fare changes. The rationale for the current fare policy, factors that influence the development of fare policy, and the relationship between fare policy and service policy will be discussed as part of the comprehensive service redesign presentation at the March 15 Board work session and as part of the presentation for this action item.

**RESULTS OF RECOMMENDED ACTION:**

Staff will prepare amendments to Ordinance #35, An Ordinance Setting Fares for Use of District Services. The first reading of the revised ordinance will be scheduled for the April 21 regular Board meeting. The second reading and adoption will be scheduled for the May 19 regular meeting.

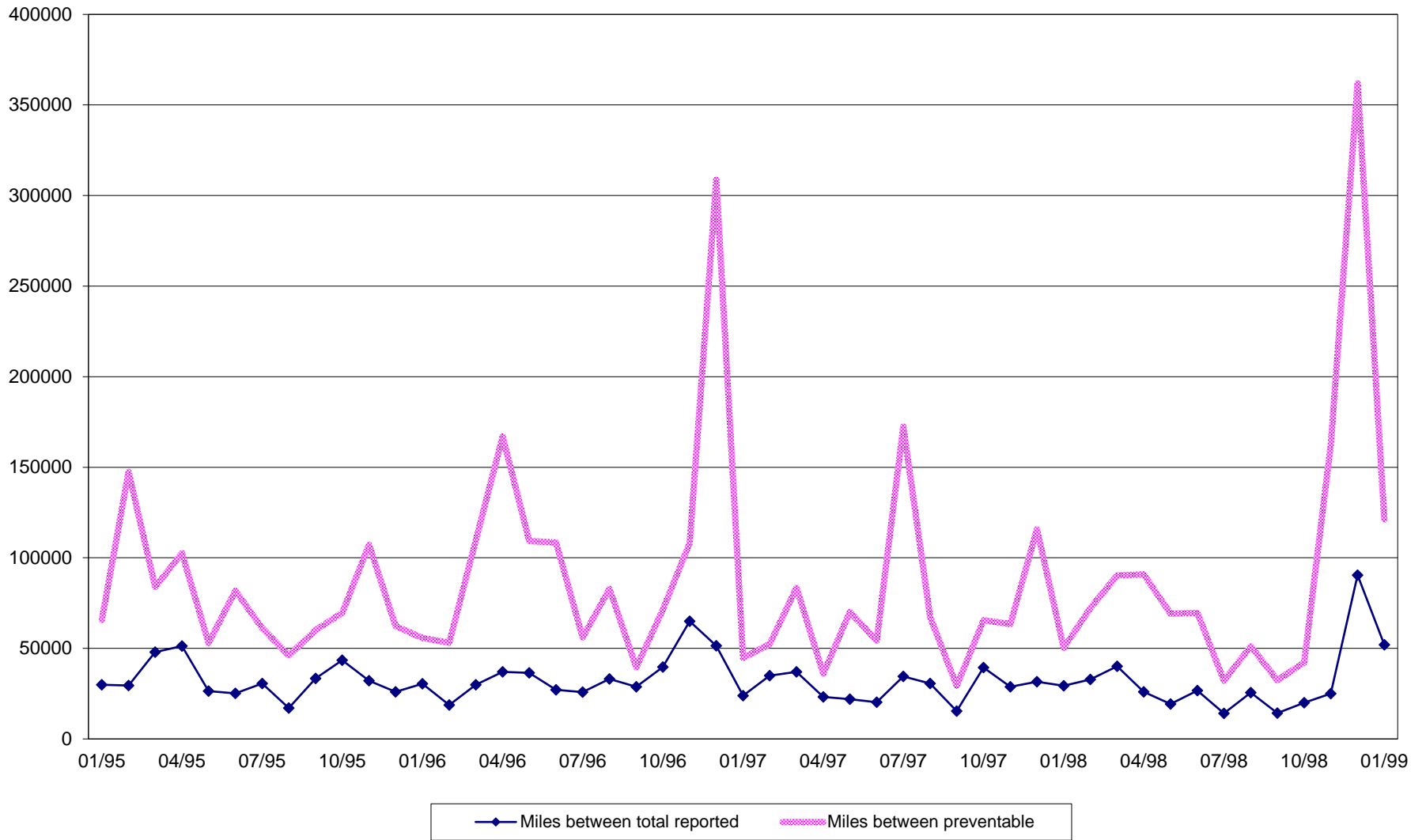
**ATTACHMENTS:** Draft FY 1999-2000 Pricing Plan  
Fare Policy

**PROPOSED MOTION:** I move the following resolution: It is hereby resolved that the Board direct staff to prepare amendments to Ordinance #35, An Ordinance Setting

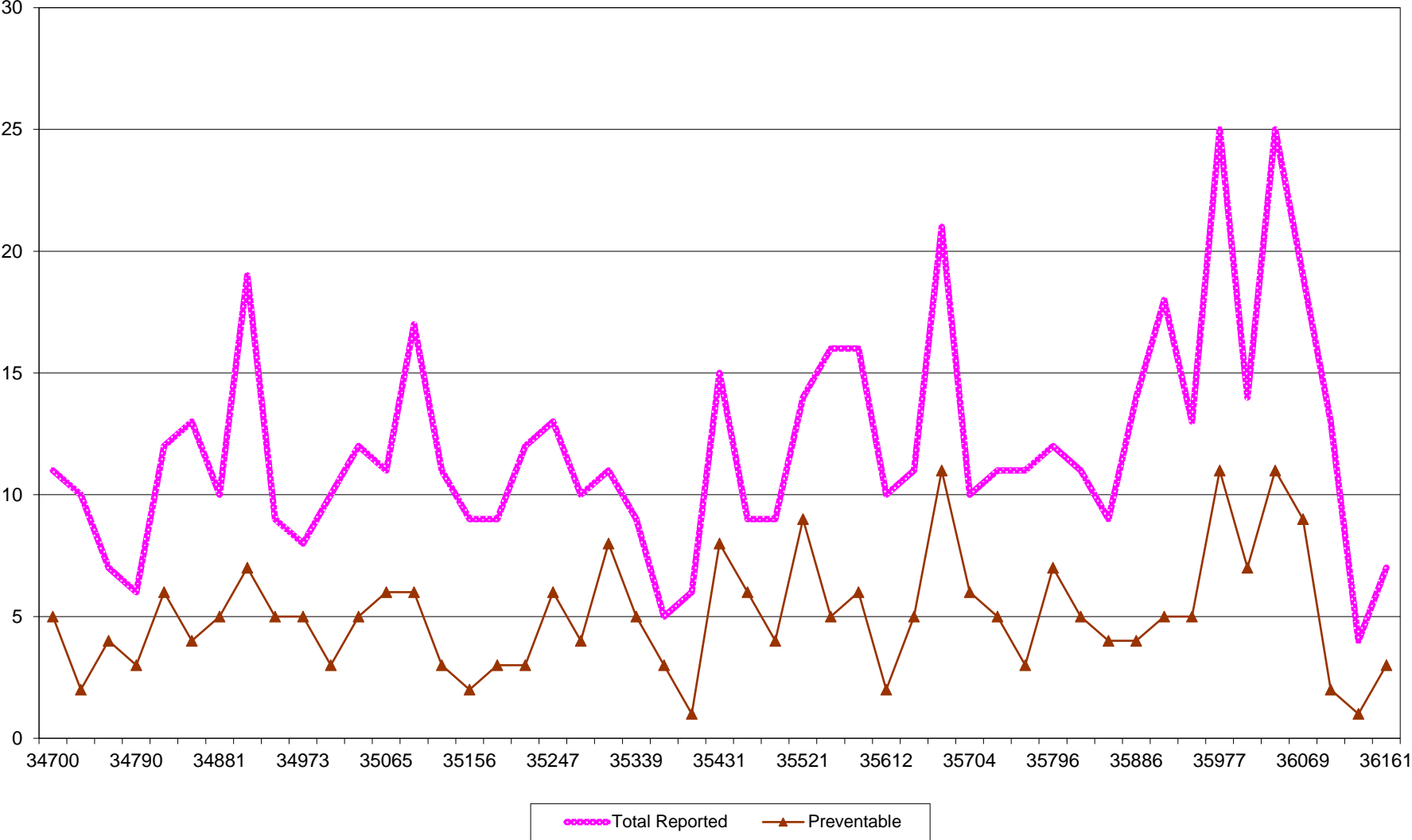
Fares for Use of District Services, consistent with the recommendations of the Draft FY 1999-2000 Pricing Plan included in the March 17, 1999, agenda packet.

H:\BOARD PACKET\1999\03\REGULAR MTG\1999-00 PRICING PLAN

Miles per accident and incident by month  
January 1995 - January 1999



Accidents and Incidents by Month  
January 1995 - January 1999





Lane Transit District  
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 Eugene, Oregon 97401

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## ACCIDENT RECORD INFORMATION

Prepared by Mark Johnson, Transit Operations Manager  
 March 17, 1999

From its beginning, Lane Transit District has maintained a high standard of professionalism for its bus operators. Safe driving is emphasized and defensive driving refresher courses are a regular part of the operator training program. LTD is proud of its safe driving record.

To better understand LTD's safety record, several factors need to be considered. LTD's service is provided by almost 200 operators, who spend about eight hours daily in traffic. The first bus out leaves the garage at about 4:30 a.m., and the last bus returns at about 12:40 a.m. During peak hours, 100 buses are in service. The fleet averages more than 350,000 vehicle miles a month.

The total miles driven increased by about 200,000 from the previous year. The average miles per accident were down in comparison with the previous year, as shown in the chart below. However, LTD concluded the year with a five-year low for the number of accidents in a month and averaged more than 90,000 miles between accidents.

### ACCIDENT COMPARISON CHART

*For 1997 and 1998*

MONTH	ACCIDENTS		TOTAL MILES		MILES PER ACCIDENT	
	1997	1998	1997	1998	1997	1998
January	14	12	358,015	351,672	25,573	29,306
February	9	11	314,449	361,064	34,939	32,824
March	9	9	333,526	361,088	37,058	40,121
April	14	14	324,317	363,256	23,166	25,947
May	15	18	350,452	346,071	23,363	19,226
June	15	12	325,232	347,664	21,682	28,972
July	10	26	344,934	353,175	34,493	13,584
August	11	14	336,639	358,115	30,604	25,580
September	22	25	322,681	356,538	14,667	14,262
October	10	21	393,568	379,510	39,357	18,072
November	9	14	316,915	324,636	35,213	23,188
December	13	4	347,012	361,897	26,693	90,474
<b>TOTAL</b>	151	180	4,067,740	4,264,686	26,939	23,693

An accident at LTD is defined as "an occurrence involving a District-owned and -operated vehicle that results in total property damage of more than two hundred fifty dollars (\$250), and/or any injuries of any kind. If the occurrence involves a District vehicle and another non-district vehicle and there is property damage of any kind, regardless of the amount, it is still considered an accident."

A preventable accident/incident is "any occurrence involving an LTD-owned or -operated vehicle that results in damage and/or personal injury in which the driver in question failed to do everything he/she reasonably could have done to prevent the occurrence." The Accident Review Committee determines whether an operator used all defensive driving techniques regardless of legal responsibility for the accident/incident. For example, if the operator failed to honk the horn when this would be considered appropriate and advisable, the ruling would be 'preventable.' Thus, bus operators are held to a much higher standard than other drivers.

Listed below is a breakdown of accident statistics for the 12-month period from February 1998 through January 1999. Accidents and incidents are listed separately. An incident differs from an accident only in the dollar amount. It does not include injury or property damage and involves less than \$250 in repair costs to a company vehicle. The accident totals include passenger falls, occurrences involving lift use, occurrences on LTD property, and damage done to parked buses by other vehicles.

	ACCIDENTS		INCIDENTS	
	TOTAL	PREVENTABLE	TOTAL	PREVENTABLE
Feb 1998	11	5	0	0
Mar	9	4	0	0
Apr	14	9	0	0
May	18	5	0	0
Jun	12	3	0	0
Jul	23	10	3	2
Aug	11	5	3	1
Sep	22	6	3	3
Oct	20	8	1	1
Nov	12	1	2	1
Dec	4	1	0	0
Jan 1999	4	1	3	2
TOTAL	160	58	15	10
AVG.	13.3	4.8	1.25	.83

**TRANSIT OPERATIONS DEPARTMENT MISSION**

Transit Operations' mission is to implement planned transportation services in a dependable, safe, and courteous manner.

LTD is committed to safety, and compares favorably with other transit systems. We will continue to work toward improving system safety by:

Raising professional standards  
Providing appropriate training  
Providing support to operators

During the last year, we have accomplished the following:

- Three instructors were certified to teach the Smith System of Driving, which is used throughout the transit industry.
  - All instructors were trained using the Smith System during 1998.
  - All new operators receive this training when they start at LTD.
  - New operators now drive through an obstacle course before driving on the street.
  - Accidents are tracked, and experienced operators are trained when records indicate the need.
  - Instructors have become more consistent with basic safety guidelines.
- A monthly safety focus poster illustrates current safety issues.
- The Accident Review Committee is focusing more on what can be done to prevent accidents and ways to promote operators' safety awareness.
- A defensive driving segment was included in a fall 1998 operator refresher course.

LTD has employees to be proud of. Many of the operators receive safety awards each year, and they all take pride in their professionalism. Staff will continue to look for opportunities to help operators prevent accidents.

PLEASE SEE ATTACHMENTS:

Accidents and Incidents by Month (January 1995 - January 1999)  
Miles per Accident and Incident by Month (January 1995 - January 1999)



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 17, 1999

**ITEM TITLE:** LTD ACCIDENT RECORD

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

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

**BACKGROUND:** At the February Board meeting, there was a discussion about the accident record for operators. A Board member asked about the record and exactly what it meant. Staff thought that it would be beneficial to explain in more detail for the full Board how accidents are tracked and recorded. Attached is a report prepared by staff to explain how LTD defines an accident, how preventability is determined, and LTD's record in terms of reported accidents in relation to preventable accidents. Staff will be available to answer any further questions at the Board meeting.

**ATTACHMENT:** Accident Statistics Report

**PROPOSED MOTION:** None

## March 17, 1999, Regular Board Meeting

### **Changes to Agenda:**

- Pricing Plan discussion held over from Monday evening; add to 5:30 work session segment of meeting
- ?
- ?

### **Handouts**

- Revised Draft BRT Pilot Corridor Goals and Performance Objectives
- Additional packet from Board Human Resources Committee
- Two Budget Committee nomination forms (Papp and Guard)
- ?
- ?

### **For Signature**

- February meeting minutes
- General manager employment agreement
- ?

## Summary Table for Annual Route Review 1999 Service Changes

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%
Extend 2 trips for route 26C to accommodate student customers	86	\$2,000	2,600	30	0.03%	0.09%
Add weekend service to route 32	131	\$5,000	3,500	27	0.04%	0.13%
Add Saturday service to routes 11 & 15	1,206	\$27,000	38,200	35	0.39%	0.52%
Add weekday 5:40 p.m. trip to route 11	296	\$8,300	7,300	35	0.10%	0.62%
Add circulator service for current weekday service to route 98	321	\$9,500	5,500	17	0.10%	0.73%
Add weekday inbound trip from LCC at 6:37 p.m. to route 82	151	\$6,000	2,200	40	0.05%	0.78%
Delete 4 late afternoon trips each from routes 38 & 39	(1,097)	(\$43,200)	(4,000)	4	-0.36%	0.42%
Contingency service -- Capstone Development, route 79	740	\$27,800	37,000	50	0.24%	0.66%
Contingency service -- LCC ridership growth	500	\$18,800	16,700	30	0.16%	0.82%
Contingency service -- Chad Drive ridership growth	428	\$16,100	10,700	25	0.14%	0.96%

\* productivity = boarding rides / revenue hour

Hours	Cost	Annual Ridership	Avg. Cost*** per Psgr Trip	TOTAL Increase
<b>2,955</b>	<b>\$84,600</b>	<b>119,700</b>	<b>\$1.30</b>	<b>0.96%</b>

\*\*\* Service  
Additions Only

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 17, 1999

**ITEM TITLE:** APPROVAL OF FISCAL YEAR 1999-2000 SERVICE RECOMMENDATIONS

**PREPARED BY:** Andy Vobora, Service Planning & Marketing Manager

**ACTION REQUESTED:**

- (1) Hold a public hearing on recommended service changes for FY 1999-2000
- (2) Approve recommended service changes for implementation in September 1999.

**BACKGROUND:** On February 17, 1999, staff presented details of the FY 1999-00 recommended service package, and the Board heard public testimony. Responses to the public testimony are attached for your review.

In response to input from the public and the Board, staff have prepared a revised service recommendation. This recommendation includes:

Route 11 – Staff recommend the addition of a 5:40 p.m. trip of the #11 Thurston to provide a consistent transition from peak to off-peak service.

Route 24S – Staff recommend no changes to this route. The timing of the 24S is coordinated with other service operating in the evening. A conversion to full 24 Donald trips will add ten minutes of running time and create a costly layover for this route and the route it connects with at the Eugene Station.

Routes 38 & 39 – Staff recommend the deletion of four of the afternoon/evening trips. Daytime trip times will be adjusted to make connections with the 77 route at Seneca Station and an outreach program will be implemented in an attempt to boost overall ridership.

Route 52 – Staff recommend no changes to route 52. Extending current routing to serve new neighborhoods west of the existing service will add running time to the route, which results in route spacing problems on River Road and on 5<sup>th</sup> Avenue. The current route structure attempts to maintain a consistent route spacing to provide customers with ten-minute frequency along River Road during peak travel periods. A change in timing means that the route would duplicate service provided by routes 51 and 40. Staff

again toured the suggested turnaround at the Eagles on the Green. While it is possible to turn around in this area when there are no large vehicles in the lot, staff have concerns that necessary clearances cannot be maintained on a day-to-day basis. In the past, LTD has avoided routing through parking lots due to an increased risk of accidents, which certainly would be a concern in this situation. This area will be considered as part of the CSR review of the entire River Road sector.

Route 82 – Staff recommend adding a weekday 6:40 p.m. trip. Currently the inbound 92 route covers this trip; however, this creates a running-time problem for the route and customers cannot make transfers to the 7:00 p.m. departures at the Eugene Station. This new trip will provide better service to LCC riders and ensure that the 92 runs on schedule. The LCC contingency line item was reduced to accommodate this change.

New Industrial Service – There was a suggestion to create a new cross-town service from the west Eugene industrial area to east Springfield. This service currently is provided through a convenient transfer at the Eugene Station. Staff will examine the possibility of pairing route 5X with route 11 to make this service more seamless. Staff do not recommend making this a limited-stop service at this time.

**ATTACHMENT:** Summary of Fiscal Year 1999-2000 service proposal

**PROPOSED MOTION:** I move the following resolution: It is hereby resolved that the LTD Board of Directors approves the Fiscal Year 1999-2000 service recommendations as presented on March 17, 1999.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 17, 1999

**ITEM TITLE:** OREGON PUBLIC PURCHASING ASSOCIATION AWARD

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

**ACTION REQUESTED:** None

**BACKGROUND:** The Oregon Public Purchasing Association holds a seminar and trade show in late winter each year. As part of the three-day event, a "Purchasing Hero" award is given to an individual or group who has made an outstanding contribution to public purchasing during the past year. This year's Partnership in Public Purchasing Hero was Jeanette Bailor, LTD's Purchasing Administrator. Jeanette was honored for her outstanding and innovative work on the Eugene Station project.

The purchasing professional is a critically important member of every major project team, but generally goes unrecognized when ribbons are cut and grand openings are celebrated. Jeanette's colleagues at LTD are very pleased to see her excellent work recognized by her professional peers.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 17, 1999

**ITEM TITLE:** BUDGET COMMITTEE NOMINATIONS

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

**ACTION REQUESTED:** None

**BACKGROUND:** LTD Budget Committee members are nominated and approved by the Board members and serve for three-year terms. Budget Committee members must reside within the District's service boundaries, but are not required to live in the same subdistrict as the Board member making the appointment.

Board members Hillary Wylie, Dave Kleger, and Pat Hocken will be nominating community members to new three-year terms, beginning immediately and ending January 1, 2002, to replace Budget Committee members whose terms expired on January 1, 1999. If candidates have been identified before the March 17 Board meeting, nomination forms will be distributed at the meeting and the Board will be asked to approve the nominations at that time.

**ATTACHMENT:** List of Budget Committee Members and Terms

**PROPOSED MOTION:** I move the following resolution: It is hereby resolved that \_\_\_\_\_ is appointed to the LTD Budget Committee for a three-year term beginning immediately and ending January 1, 2002.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 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:

- \* February 17, 1999, letter from Creswell Chamber of Commerce, thanking Board member Pat Hocken and Service Planning and Marketing Manager Andy Vobora for their presentation to the Chamber on February 9, 1999.
- \* February 23, 1999, letter from Board President Kirk Bailey to Oregon Transportation Commission Chairman Henry Hewitt, with comments on the 2000-2003 Draft Statewide Transportation Improvement Program, and March 5, 1999, response from Chairman Hewitt.
- \* February 24, 1999, letter from the City of Springfield Development Services Department and legal notice describing the City's intention to rezone the Glenwood properties that would become part of Springfield.

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

**PROPOSED MOTION:** None





**Lane Transit District**  
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## MONTHLY STAFF REPORT

March 17, 1999

### SERVICE PLANNING & MARKETING

*Andy Vobora, Service Planning & Marketing Manager*

#### DOWNTOWN SHUTTLE STUDY

Interviews with three consulting firms will occur the week of March 15. Staff intend to select the consultant and begin work by the end of March.

#### UO BASKETBALL SHUTTLES

Basketball shuttle ridership continues to be strong. The winning records of both the men's and women's teams have resulted in large crowds, which translates into good shuttle ridership. Ridership to the women's games has been most gratifying. Attendance has broken all previous records and the modal split has grown dramatically. Following is a summary of ridership:

	<u>98/99</u>	<u>97/98</u>	<u>% Change</u>
<b>Men's</b>			
Average modal split whole season	6.1%	5.3%	0.8%
Average modal split PAC 10 only	6.7%	5.8%	0.9%
Highest modal split achieved	7.7%	7.4%	0.3%
Avg. one-way rides whole season	989	763	226
Avg. one-way rides PAC 10 only	1,191	956	235
<b>Women's</b>			
Avg. modal split whole season	7.1%	5.1%	2.0%
Avg. modal split PAC 10 only	8.4%	5.7%	2.7%
Highest modal split achieved	10.7%	6.6%	4.1%
Avg. one-way rides whole season	748	398	350
Avg. one-way rides PAC 10 only	1,036	505	531

### **MARKETING REPRESENTATIVE HIRED**

Michelle Geschke joined the LTD team in February. Michelle replaced DeLynn Anderson, who left the District. Michelle came to LTD from the Convention and Visitors Association of Lane County, where she worked for several years. SP&M staff are excited to have her aboard.

### **YIELD LAW**

Fleet Services staff have developed the wiring and switch mechanism for the yield light, so now all that is needed are the lights. The final prototype is working well and should be in production later this month. Staff are hopeful that installation can begin in April and be completed as soon as possible. If installation begins in April, it is staff's intention to begin the public information campaign in May.

### **WINTER BID IMPLEMENTATION**

Service changes were implemented on Sunday February 7, 1999. The winter bid typically involves minor timepoint adjustments and provides an opportunity to write trippers into schedules. This bid included these types of changes, but also included a new route. Route 15, 42<sup>nd</sup> & Jasper, began service in neighborhoods south of Main Street in Springfield. LTD had intended to begin this service last fall; however, the District was unable to reach an agreement with the City of Springfield to operate on several neighborhood streets. New routing was developed, but could not be implemented in September. We have received many calls from people interested in the new service. Residents will receive a brochure this month, offering information about the route and providing free ride tickets as an encouragement to try this new service.

### **POETRY IN MOTION**

LTD is close to the launch of its first year of participation in the Poetry In Motion program, coordinated by the Poetry Society of America (PSA). The program incorporates poems and art on posters for customers to enjoy while riding the bus. There will be two posters on each bus, with a new poem monthly. Although PSA oversees the project, the work is done on a volunteer basis closer to home. Poems were selected, including some by local poets, and local artists donated their time and talents to design art to complement the poems. Artwork has been submitted by an LCC art class, by a South Eugene High School art class, and by local professional artists. LTD's participation includes management of the project, and graphic design.

The final pieces will be approved by PSA, then printed and laminated at no cost by Obie Media. Once completed, the artwork will be displayed not only in the buses, but also at the Eugene Station and at other appropriate events this summer.

## **OASIS**

On April 17, LTD will take a group of seniors from OASIS (Older Adult & Senior Information Services) on a bird-watching expedition. The tour will be lead by a well-known area birder, and will take participants to areas located on LTD's regular bus routes. LTD is a sponsor of OASIS, a national senior organization with membership of more than 3,500 local seniors. As a sponsor, LTD coordinates field trips providing seniors an opportunity to become familiar with LTD and introduces seniors to the opportunities of using the bus.

## **SENIOR MOVIE DAY**

On March 31, LTD will take two busloads of seniors to visit area museums as part of our partnership in the Senior Movie Day in Springfield. The monthly program brings a classic film, such as "Casablanca," to the big screen for a special free, senior-only showing at the Springfield Quad. The following week, seniors are invited to participate in a workshop or field trip. Partners in the program include Liberty Federal Bank, Willamalane Senior Center, Springfield News, Bi-Mart, and Price Chopper.

The Museum Tour will take visitors to the University of Oregon Museum of Art and the Springfield Museum for guided tours and browsing.

## **TRANSIT OPERATIONS**

*Mark Johnson, Transit Operations Manager*

## **OPERATIONS OFFICE REMODEL**

The operations office remodel is nearly complete and the staff will be moving into their new area in on March 17. Transit Operations department staff would be glad to show Board members the renovated space. The system supervisors are looking forward to moving from their cramped, temporary office to their new, more efficient work area.

## **PERSONAL PROTECTION TRAINING**

LTD is sponsoring a seminar entitled "Living Safely in a Dangerous World." Training Coordinator Vern Rogers planned the course in order to offer this special training to our employees and their family members. The seminar provides personal protection tips and strategies on how not to become a victim. Two sessions will be offered, and more than sixty people have signed up so far.

## **FIELD SUPERVISOR COMES TO THE RESCUE**

Field Supervisor Shawn Mercer, while having lunch with fellow Field Supervisor Dave Thulstrup, heard a commotion at a nearby table. Realizing that someone was choking, Shawn immediately went to the neighboring table, lifted the frail, disabled man to his feet and performed the Heimlich maneuver on him. This dislodged a foreign object from the man's throat. Shawn sat the man back down and calmly went back to his meal. Shawn's fast and level-headed reaction to this emergency impressed all who were there. This is one more indication of the professionalism of the employees LTD has in the field. Certainly the man and his family appreciated the quick response. Good job, Shawn!

## **HUMAN RESOURCES**

*Dave Dickman, Human Resources Manager*

### **EMPLOYEE ASSOCIATION**

It appears that the District has made major improvements in employee relations through the Employee Association. Employee concerns among administrative staff are being heard and addressed and employee morale is improving. The human resources manager continues to meet with the Employee Council on an ongoing basis.

### **HR DEPARTMENT SECRETARY**

On February 16, 1999, Holly Tomlin, human resources secretary, resigned to accept employment with another local employer. Holly was very highly regarded by co-workers and supervisors and her contribution will be missed. The Human Resources Department has commenced recruitment for a replacement. Recent assignment of benefit administrative duties to Holly means that they now will be returned to Gayle Howard, risk and safety specialist.

### **RECRUITMENT AND SELECTION**

The selection processes for the positions of fleet services supervisor and marketing representative were completed in February. The search for an information systems manager is nearly complete. The District is reviewing finalists for selection and appointment by the general manager.

## **EMPLOYEE RELATIONS**

The Banquet Committee has continued its preparation for the 1999 Employee Appreciation Banquet to be held on Sunday, March 14, 1999, at the DoubleTree Hotel. The theme for the banquet is "South of the Border." Entertainment for the evening will include piñatas for the children and dancing to music of Caliente. Special awards will be presented to two bus operators, Hank Perry and Dick Butler, who earned awards in 1998 for Twenty-five Consecutive Years of Safe Driving. Five employees who retired in 1998, June Bell, Paul Burgett, Bob Evers, Gordon Smith, Jr., and Jack Sweet also will receive special awards. Employees who were selected for an Employee of the Month award during 1998 will be recognized and the 1998 Employee of the Year will be announced. In addition, ten employees will receive Accessible Service Awards. Other employees' achievements during 1998 will be mentioned in the program.

The Take Care Committee has drafted a revised program reimbursement policy with the goal of increasing employee participation in health-related activities and programs by offering financial reimbursement. The Committee expects that the District will benefit through improved employee health and fitness. The Committee has also been working with one of the District's graphic artists, Jeff Wilcox, to design a logo that will be used to promote the identity of the Take Care Program and its activities.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** April 21, 1999

**ITEM TITLE:** BOARD MEMBER REPORTS

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

**ACTION REQUESTED:** None

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

- a. **MPC:** MPC meetings generally are held on the second Thursday of each month. However, the April 8 MPC meeting was canceled for lack of agenda items. At the Board meeting, LTD's MPC representatives Pat Hocken and Rob Bennett can respond to any general questions the Board may have about MPC activities.
- 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; the next meeting is scheduled for May 11, 1999. Ms. Hocken will 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 April 6. At the April 21 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 March 18, and did not meet in April.

The next meeting is tentatively scheduled for May 20, 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 April 21 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 has formed 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, 5<sup>th</sup> 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. **Joint Meeting with Eugene City Council**: At the April 21 Board meeting, Board members will have an opportunity to discuss their April 12 joint meeting with the Eugene City Council.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 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 March 17, 1999:

1. Approval of minutes: February 17, 1999, regular Board meeting

**ATTACHMENTS:**

1. Minutes of the February 17, 1999, regular Board meeting

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



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 17, 1999

**ITEM TITLE:** COMPREHENSIVE SERVICE REDESIGN (CSR) DESIGN ELEMENTS

**PREPARED BY:** Andy Vobora, Service Planning & Marketing Manager

**ACTION REQUESTED:** None

**BACKGROUND:** The LTD route system has developed over many years. This development has been shaped by decision-making based upon the service policies adopted by the Board. These service policies, along with specific strategic goals and objectives, have allowed the LTD system to grow into one of the best systems in the nation.

In the late 1970s, LTD operated a basic coverage system utilizing one-way loop routes. This system served the basic transportation needs of the community; however, it lacked the frequency and directness that would appeal to the choice rider. In the fall of 1981, a redesign was implemented in order to eliminate a significant amount of service. The system that emerged formed the basic route system that exists today. More direct line routes were created, and customers benefited. As the years passed, service to new neighborhoods was added and deleted, but the primary component driving the increase in service hours was the addition of frequency and weekend service to routes. As frequency was added, new customers were attracted to the system. More residents saw the bus as a viable alternative. During the past decade, service growth also has occurred following demand created by the development of the group pass program. This service has taken the form of direct, cross-town, and express routes. In order to respond to the continuing customer requests for greater frequency, the District implemented another service redesign in 1991. This redesign focused on changing the timed-meet pulse system from four pulses per hour to six pulses per hour. Six pulses meant that major corridors could be served every ten minutes. In the early 1990s, the District met the goal of providing ten-minute frequency along major corridors during peak travel periods. The ridership response to these changes was very positive.

Since the last service redesign in 1991, a number of pressures have created the need to once again make comprehensive changes. Traffic congestion and ridership growth have placed heavy demands on the bus routes. Running times have slowed, resulting in additional schedule time being added to ensure that transfers are met at the Eugene Station. Creative planning and scheduling has allowed the District to maintain the major connections at the station, but the cost of this creativity continues to

grow. These costs primarily are driven by buses laying over or dead-heading (running out-of-service) to prepare for the next trip in the schedule. Additionally, large areas of the community have developed for residential and commercial uses. LTD service has not responded to this growth. The demand for new service and the strain due to traffic congestion and ridership growth necessitate the need for another service redesign.

Staff believe that the year 2000 service redesign should maintain many of the current system components. This includes both route structure and level of frequency. The existing system provides a base level of transit service necessary for our community to have mobility through public transit. The redesigned system also should accomplish this standard. This does not mean that all neighborhoods should receive a bus route within three blocks of all homes. Corridor service should be maintained, while neighborhood loops should be scrutinized. Neighborhoods with no service should be analyzed to determine if bus service should be extended. Current service to neighborhoods with poor ridership histories should be eliminated or restructured to increase productivity and efficiency.

Beyond a basic system that provides mobility, routing and frequency decisions should be based on ridership history and density analysis. Cross-town service and express trips must be available to address the needs of the choice rider. A reduction in the use of single-occupant vehicles, thereby reducing VMTs, is critical to accomplishing the District's goals.

The next level of service LTD should continue to provide is community event service. The value of this service is great in terms of social benefits and financial benefits. The event organizer benefits financially, and the community also benefits financially when these large events pump millions of dollars into the local economy. The social benefits are felt by anyone living near or traveling by an event site. Without transit services, entire areas of the community would see traffic congestion rise to unmanageable levels.

Staff will lead a discussion focusing on the effectiveness of the current route system, and examine what effect would occur if the system were modified to reflect a distribution of service hours into a coverage-, equity-, or productivity-only system.

**ATTACHMENTS:** ?????

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** April 21, 1999

**ITEM TITLE:** MAY 1999 EMPLOYEE OF THE MONTH

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

**ACTION REQUESTED:** None

**BACKGROUND:** **MAY 1999 EMPLOYEE OF THE MONTH:** Bus Operator Diann Sheldon has been selected as the May 1999 Employee of the Month. Diann was hired on August 19, 1996. In November 1997, she was selected for the position of bus operator instructor. She achieved excellent attendance in 1998 and currently has two years of safe driving and two years of correct schedule operation (CSO). She was nominated by

When asked what makes Larry a good employee, Field Supervisor Mike Marsh described Larry as being dependable and friendly, someone who treats his customers with respect, and a person who has a genuine concern for making sure that the job gets done, and gets done right. Mike thought it was just like Larry, who always has a friendly hello for everyone, to receive a nomination from a person who was not even a customer. Mike added that the nomination just confirms what we already know about Larry—he is a very good employee, and, better yet, a very good person.

**AWARD:** Larry will attend the March 17 meeting to be introduced to the Board and receive his award.

# ***Fare Policy***

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The fare policy is used to provide direction in making decisions about changes in the District's fare structure. The policy is composed of objectives and guidelines. The objectives indicate the general goals the District's fare structure should achieve. The guidelines provide more specific direction on the various aspects of a fare structure. The intent of each of the guidelines is further explained in a discussion section that follows each statement.

This Fare Policy applies to both the fixed-route and RideSource systems. Unless otherwise stated, objectives and guidelines apply to both systems.

## **OBJECTIVES**

1. To promote fixed-route ridership by making the fare structure attractive to users
2. To improve the farebox recovery ratio
3. To improve the efficiency of fare collection
4. To promote equity of fare payment among patrons

## **APPLICATION**

This policy applies to all recommendations for changes to the fare structure.

## **GUIDELINES**

1. *Recommendations for changes in the fare will be developed by LTD staff. Decisions on fare changes are made by the LTD Board of Directors, and require an amendment to an ordinance. A public hearing is required for any change in fares. Changes to the RideSource Fare also will include review by the Special Transportation Fund Advisory Committee.*

Typically, fare change decisions are made over the course of three board meetings. At the first meeting are an informational presentation to the Board, and a public hearing. The first reading of the ordinance is held at the second meeting, and the second reading and approval of the fare ordinance occur at the third meeting.

2. *Staff recommendations for changes to the fare will consider the inflation rate, ridership and revenue trends, local economic trends, trends in automobile-related costs such as gas, service changes, the value of the service to the rider, market conditions and opportunities, the District's financial situation, the District's goals and objectives, and Board policy.*

This policy statement lists the most important factors to be considered in making recommendations for changes to the fare structure. The list of factors to be evaluated is not meant to be exclusive; other factors will need to be considered from year to year. It is further

recommended that staff develop and maintain a ridership model in order to more accurately predict the effects of changes in the fare structure.

3. *Increases to the Group Pass rates will be based on the average increase in operating costs of the preceding three years.*

The initial group pass rate is based on a formula as dictated by the Group Pass Policy. Ongoing adjustments to the rate generally are determined by a rolling three-year average of increases in the District's operating costs. Should service be added for a particular group pass program, the marginal costs of that added service also should be included in an increase.

4. *The RideSource fare should exceed the fare of the fixed-route system to reflect the higher cost of a RideSource trip and to encourage use of the fixed-route system.*

RideSource, a demand-responsive, curbside-to-curbside service, has a much higher cost per trip than LTD's fixed-route service. Establishing a higher cash fare for RideSource than for the fixed-route system will help to compensate for the higher cost and encourage riders who may have a choice between systems to use the fixed-route service. By law, RideSource fares cannot exceed twice the fixed-route fare.

5. *Increases in the farebox recovery ratio should be pursued primarily by improving the ridership productivity of the system and by improving internal operating efficiency.*

There are three ways to improve farebox recovery ratio: by increasing the fare (in real terms); by improving internal operating efficiency; and by improving ridership productivity. Attempts on the LTD fixed route to improve the recovery ratio by increasing the fare by an amount substantially greater than the inflation rate have proven unsatisfactory. Ridership decreases have almost offset the increase in the average fare, yielding only small gains in revenue and significant ridership loss. Improvements in internal operating efficiency should be pursued whenever possible. Improvements in ridership productivity are likely to provide the greatest potential for a significant improvement to the farebox recovery ratio. If the average fare remains stable (in real terms), a 10 percent increase in ridership productivity would achieve a 10 percent improvement in the farebox recovery ratio.

Unlike the fixed-route system, significant increases in RideSource rides do not provide significant additional income to offset costs. Encouraging use of the RideSource Shopper and providing incentives for grouping trips may improve productivity but would not have a substantial impact on the farebox recovery ratio. Due to the significant fare subsidy on RideSource, efforts should be made to maintain a minimum farebox recovery ratio and maintain the Americans with Disabilities Act (ADA) maximum fare, once attained.

6. *Prepayment of fares on the fixed-route system shall be encouraged. Accordingly, passes and tokens should be priced below the cash fare.*

Prepayment of fares benefits the District in a number of ways: It improves the cash flow situation; it guarantees ridership and revenue by the customer; it reduces the chance of non-payment or underpayment; and it speeds boarding. Prepayment mechanisms also tend to encourage increased ridership by customers since the cost of the ride is not required at the time the decision to take the ride is made. It is recommended that monthly passes be priced

at 25 to 30 times the cash fare, and that tokens be priced at 75 percent to 90 percent of the cash fare. Passes should, on a per-ride basis, be discounted more than tokens, since they are more effective at increasing ridership and are a more efficient fare mechanism from an internal operating standpoint. It should be noted that RideSource does not use either passes or tokens since there should not be an incentive to ride RideSource more frequently. However, RideSource provides ticket books for riders, at the same per-ride price as the cash fare, to minimize underpayment of fares, to encourage ease of boarding for customers, and to offer a non-cash alternative to riders.

7. *Increases to the base fixed-route fare generally should not exceed 20 percent and no more than one increase in each fare type should be implemented within a year. Increases to the RideSource fare should not exceed 50 percent and no more than one increase should be implemented each year until reaching the allowable ADA maximum of twice the LTD adult cash fare.*

This policy directs that changes in the fare be incremental in nature to avoid large "catch-up" increases. The District's experience has been that large fare increases (even though occurring less often) have a substantially more negative impact on ridership than smaller, more frequent fare increases. However, more than one increase in any one fare instrument in a year would tend to discourage ridership.

Large fare increases on RideSource do not seem to have a significant impact on ridership. However, RideSource has a more "captive" ridership and fare increases should not be unduly burdensome, especially since many of the riders have low incomes. Once the ADA maximum fare of twice the fixed-route adult cash fare is attained, additional fare increases would occur only when the LTD adult cash fare increases, approximately once every three years.

8. *Recommendations for fare changes will be developed prior to the budget process each spring for the following fiscal year.*

Given the dynamic nature of ridership, budgets, and other factors that affect fares, it is necessary to consider changes in the fare on a yearly basis. This policy ties the recommendations on fare changes to the budget process, as well as to decisions on major changes in the service that result from the Annual Route Review. This policy does not preclude making unprogrammed changes to the fare in mid-year if unforeseen conditions warrant.

9. *The District should alternate increases in the cash fare with increases in the cost of tokens and passes.*

The District has had good success alternating increases in the cash fare with increases in the cost of tokens and passes. This method always gives riders the option of switching to a fare payment mechanism that has not been increased and therefore mitigates some of the negative impacts on fare increases.

10. *Changes in the fare structure should be implemented on the first day of a month, preferably in July or September.*

Since LTD ridership changes significantly at the start and end of summer, these are good times to implement changes to fares. Pass price increases during the school year when LTD ridership is highest are more visible and therefore may result in a greater loss of ridership.

11. *Fare promotions can be used to attract new riders to the fixed-route system.*

Fare promotions have been shown to be a cost-effective method of attracting new users to the system at a very low cost per trip. Surveys indicate that many of those attracted by free or reduced fares are not regular bus riders. The process to be followed in fare promotions includes an analysis of the proposal, a marketing plan for the promotion, and a post-project evaluation. The extent of the analysis, marketing plan, and evaluation would be based on the scale of the promotion. RideSource fare promotions shall be designed to switch riders to the LTD fixed route and to increase RideSource productivity.

12. *Discounted fares may be used to encourage ridership during traditionally low-demand periods.*

The District has had very good success in generating additional ridership in low-demand times through fare reductions. The cost per trip generated by the fare reductions has been much lower than for other options available to the District.

13. *Fare payment options that effectively attract a different market segment or encourage increased use of the bus by current riders shall be developed. The fare payment options should be made conveniently available to customers.*

The District currently offers customers the choice of paying cash or using tokens, monthly passes, or day passes. Each of these fare payment options is attractive to a different segment of the market. Other fare payment options that attract additional riders, increase bus use among current riders, or are more convenient forms of current options should be investigated and, if feasible, implemented. Convenient access to all fare payment options will tend to make the system more attractive to customers and thus will increase ridership.

14. *The design and number of fare payment instruments shall consider the ease of enforcement by bus operators and ease of understanding by customers.*

Bus operator enforcement of fares is necessary to ensure adherence by customers to the fare policies. The ease of enforcement is dependent upon the design of the fare payment instrument and the quantity of different fare payment options available. These two factors should be considered when making decisions on the implementation of a new fare option or the redesign of an existing fare instrument. Fare enforcement programs should be evaluated periodically to ensure that they are appropriate.

## **MAINTENANCE**

The Finance Department will monitor application of this policy and propose revisions as necessary.

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Adopted 2/85  
Revised 6/86  
Revised 6/87  
Revised 2/98

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# ***Pricing Plan 1999***

***Written public testimony for  
March 17, 1999, Board meeting***



## MONTHLY FINANCIAL REPORT COMMENTS

March 17, 1999

### Revenue:

- **Passenger fares** are slightly ahead of plan year-to-date, and ahead of the previous year by 4 percent.
- **Group pass revenue** is on track for the first eight months.
- **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 and a BRT grant contract with FTA for a grant that already has been approved. 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 eight 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:** March 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:** Any remaining nominations to fill vacancies on the LTD Budget Committee will be presented to the Board for approval at the April 21, 1999, regular meeting.
  - B. **Board HR Committee Recommendation for Administrative Compensation:** At the April 21, 1999, regular meeting, the Board will be asked to approve a committee recommendation regarding administrative compensation for FY 1999-2000.
  - C. **FY 1999-2000 Fare Ordinance:** 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.
  - D. **Budget Committee Meetings:** Budget Committee meetings have been scheduled for Wednesday, April 28; Thursday, April 29; and Wednesday, May 5. An informational meeting for the seven non-Board members of the Budget Committee will be held on April 6.
  - E. **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 April 21, 1999, regular Board meeting.
  - F. **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.
  - G. **Origin & Destination Study Results:** Results of the District's Origin & Destination Study will be discussed with the Board at the April 21, 1999, regular Board meeting.
  - H. **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.

- I. **Springfield Station Finalist Sites:** A request to conduct an environmental assessment on finalist sites for the Springfield Station will be brought to the Board at the April 21, 1999, meeting.
- J. **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.
- K. **Adoption of Fiscal Year 1999-2000 Budget:** Following approval of the proposed budget by the LTD Budget Committee, the FY 1999-2000 budget will be on the agenda for adoption by the Board at the June 16, 1999, regular meeting.
- L. **TransPlan Work Session and Draft Plan Approval:** The Draft TransPlan will be brought to the Board as an information item at the June 14, 1999, work session. Approval of the Draft TransPlan is anticipated to occur during October 1999.
- M. **Review of Bus Designs:** A comprehensive review of current bus designs will be scheduled for June or July.
- N. **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 continue to be scheduled throughout the coming year.
- O. **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.
- P. **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.
- Q. **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.
- R. **Quarterly Performance Reporting:** Staff will provide quarterly performance reports for the Board's information in February, May, August, and November each year.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 17, 1999

**ITEM TITLE:** BOARD HUMAN RESOURCES COMMITTEE RECOMMENDATION

**PREPARED BY:** Dave Dickman, Human Resources Manager

**ACTION REQUESTED:** Approval of Board Human Resources Committee recommendations

**BACKGROUND:** The Board's Human Resources Committee is scheduled to meet on Monday, March 15, before the March 17 Board meeting, but after the deadline for agenda packet delivery. The committee is scheduled to discuss and forward to the full Board recommendations regarding the general manager's compensation for both the current fiscal year, 1998-1999, and the 1999-2000 fiscal year, as well as a general manager succession plan.

Following the March 15 meeting, the committee's recommendations will be distributed to the Board.

**ATTACHMENT:** None

**PROPOSED MOTION:** To be determined

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 17, 1999

**ITEM TITLE:** LEGISLATIVE UPDATE

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

**ACTION REQUESTED:** None

**BACKGROUND:** This is the tenth week of the legislative session, which is probably a little over one-third of the session's length. Absolutely no issues have been resolved. In fact, for some issues, it is not yet clear who is on what side, or who has the most interest in any specific aspect of an issue.

Financing generally: A very clear example of this dynamic is the debate around transportation financing. The Associated Oregon Industries (AOI) has proposed a six-cent-per-gallon increase in the fuel tax, along with a \$10 per year increase in vehicle registration fees. Senate Republican leadership has countered with 4 cents, sunsetted after two years. The Governor supports 6 cents, and says that if the legislature enacts 4 cents, it should all go to cities and counties, because 4 cents does not raise enough money to do more than one state highway project. Some House Republicans are most interested in a proposal to allow so-called high-growth counties to levy an additional \$10 vehicle registration fee. House Democrats want to be sure funding for special transportation and valley rail is included in a financing package. Virtually every lobbying group (except the Oregon Truckers Association) is supporting the original AOI proposal. It is somewhat surprising on one hand that there is any debate about the topic. At the same time, it is surprising that the House Committee Chair believes his committee can act as early as this Friday on the bill.

Funding for elderly and disabled transportation services, valley rail: Last Friday advocates for senior and disabled transportation services lobbied in Salem by testifying at a special hearing, meeting with legislators, and holding a press conference, attended by the Governor and several legislators. The main purpose of the day was to lobby the Oregon Transportation Network, which includes both special transportation and funding for valley rail. The Friday effort kept the Network concept alive,

but more attention focused on the in-district or in-community needs of seniors and disabled people than any other part of the package.

The Washington legislature is completing its work on rail funding and has declared that if the Oregon legislature does not participate in funding the system, Washington state-owned equipment (i.e., Talgo trains) will turn around in Portland. This articulates the worst (and long-stated) fears of Eugene-area train advocates – that Portland would get the northbound service, and we would be left with the Coast Starlight.

Staff review of legislative measures: Staff have reviewed approximately 200 legislative measures for potential impact on the District. While we may lack ultimate influence on many of them, we have commented on issues ranging from conflict of interest to securing the ability to regulate firearms on transit district property. Local Special Transportation Advisory Committee members participated in the lobbying activities last Friday, and we continue to work with the Willamette Valley Passenger Rail Advisory Committee, Amtrak, and others.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 20, 1996

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

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

**ACTION REQUESTED:** None

**BACKGROUND:** On February 21, 1993, the Board discussed the metro area's United Front lobbying effort scheduled for February 28 and 29 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 member Kirk Bailey and I participated in these meetings with the congressional delegation and their staff members. At the March 20 Board meeting, Kirk and I will provide a verbal report for the Board's information.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 17, 1999

**ITEM TITLE:** UPDATE ON MEETINGS WITH LOCAL AREA'S CONGRESSIONAL DELEGATION

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

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

**BACKGROUND:** Lane Transit District joined the cities of Eugene and Springfield, Lane County, and Springfield Public Schools in traveling to Washington, D.C., to present a "united front" on local federal priorities. Board members Kirk Bailey and Hillary Wylie will report to the rest of the Board on the meetings they attended. They were joined in Washington by General Manager Phyllis Loobey, Assistant General Manager Mark Pangborn, and Government Relations Manager Linda Lynch. LTD lobbied for a special appropriation to purchase 30 buses. We also provided an update on the progress of the bus rapid transit project and met with Federal Transit Administration officials to discuss this work. LTD was joined at the FTA by Springfield City Councilor Sid Leiken and Eugene City Manager Jim Johnson.

Over the two-day period, representatives of the five agencies had 35 meetings, including a breakfast presentation attended by Congressman Peter DeFazio and Senator Gordon Smith, as well as staff from most of the Oregon Congressional offices. Generally, the local delegation was slightly more encouraged about the possibility of an earmarked appropriation for replacement buses than it was before the trip.

**PROPOSED MOTION:** None



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 17, 1999

**ITEM TITLE:** MODAL SPLIT INFORMATION

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

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

**BACKGROUND:** As part of the TransPlan update, information has been provided on the percentage of trips taken by various modes. This percentage, called the modal split, includes all trips at all times. The percentage of trips taken by transit is approximately 2 percent.

LTD staff believe that this overall transit modal split figure does not accurately reflect the role transit plays in meeting the community's transportation needs. A more important measure is the percentage of trips taken by transit during the times and in the locations that have the most traffic congestion. Travel congestion along the major transportation corridors during peak periods causes the greatest impact on the public and creates the need for road projects. Shifting of a trip onto transit during those peak times is most important in meeting the community's transportation needs.

Attached is a table that shows the transit mode split along the community's major transportation corridors for an entire weekday and during the afternoon peak travel period (the afternoon peak period typically has the greatest traffic congestion). The table indicates that the percentage of trips taken by transit, particularly during the afternoon peak and in the peak traffic direction (shaded on the table), is much higher than the 2 percent figure for all trips. BRT service along these major corridors would increase these transit modal split figures.

**ATTACHMENT:** Transit Modal Split table

**PROPOSED MOTION:** None

## **FISCAL YEAR 1999-2000 PRICING PLAN**

Prepared by  
Diane Hellekson, Finance Manager

February 16, 2000

Each year, the District reviews its fare structure and determines appropriate changes in fares for the subsequent fiscal year. Fare changes are considered in accordance with approved Fare Policy, which outlines the District's pricing philosophy, operational goals, and long-term strategic goals. The objectives of the Fare Policy are to:

1. Promote fixed-route ridership by making the fare structure attractive to customers
2. Improve the farebox recovery ratio
3. Improve the efficiency of fare collection
4. Promote equity of fare payment among customers

Each of the fare policy objectives is important, and no single objective is intended to be the sole basis for decisions.

In the past year, fare policy's relationship to ridership, community goals, and farebox recovery have been considered by Board members, LTD staff members, partner agencies, taxpayers, and members of the community. There are compelling reasons for considering fare increases:

- Operating costs are increasing. It is reasonable to share increased costs, particularly those over which LTD has no control (such as fuel) with riders.
- Federal support for capital projects has diminished, and is expected to further decline in the future. The Operating Fund will have to contribute more to the Capital Fund in order to keep the Bus Rapid Transit project agenda on schedule.

At the same time, there are short-term, but equally compelling reasons for postponing major fare increases and fare policy restructuring at this time:

- Service policy and fare policy must be coordinated to maximize productivity. LTD is about to begin a Comprehensive Service Redesign that will, among other

goals, increase service in areas where productivity can be improved, and decrease service in areas that do not offer the same opportunities. The result of that effort will not produce a reallocation of service until the fall of 2001. It is logical to partner the new service plan with a new fare plan.

- BRT will require a new fare technology. Current plans include the use of prepaid fares to speed boarding, and the elimination of fares paid or verified on the bus, at least on the BRT corridors. Until the new technology has been identified and implemented, LTD's fare processing remains labor intensive and costly. It is practical to consider delaying large fare increases until BRT provides value-added service, and new technology eliminates the cost increase that accompanies fare increases with current farebox technology.
- Nearly 28 percent of the current active bus fleet has fareboxes that are not even equipped to accept currency. The payment of cash fares on these buses already slows service and contributes to service inefficiency. Increasing fares above \$1.00 will compound the problem. In the next two years, most of the older buses are scheduled to be replaced. In the event that cash fares are still accepted on any part of LTD's bus routes, the new buses will new fareboxes will make the transition to higher fares much easier.

## **CURRENT ECONOMIC/RIDERSHIP TRENDS**

After the increase in cash fares to \$1.00 in FY 1997-98, ridership decreased by approximately 2 percent. Ridership growth also was deterred by inconvenience caused by the Eugene Station construction project and the temporary relocation of station boarding and deboarding areas. Ridership stabilized in the months following the Eugene Station opening, and has posted modest overall gains in recent in the subsequent months. In recent months, the success of the LCC term pass program accounts for nearly all of the ridership increase, and also for an increase in total fare revenue.

The addition of Cottage Grove to LTD's service area should provide ridership growth opportunities. Regular service to Cottage Grove began February 6<sup>th</sup>.

Local gasoline prices have increased significantly in the last year, as have bus fuel prices. However, parking remains both available and affordable in many parts of the District. In the absence of congestion pricing programs, which can effectively encourage the use of alternative transportation modes, the combination of cost and time to ride the bus still does not currently compare favorably with the personal automobile. Of these two factors, time appears to be the one that most affects behavior. Until LTD offers a transportation alternative that competes with the trip time of the personal automobile (such as BRT), it will be difficult to attract "choice" riders. Research has shown the transit-dependent riders are most likely to be students and from low-income brackets.

One category of riders that has shown strong growth over the past two years is that of passengers requiring lifts. Lift rides have increased more than 9 percent in the last twelve months. In the same period, demand-response rides generally have been flat, which suggests that the goal of moving as many people as possible onto fixed-route service is

succeeding. The cost per ride for use of special transportation services can be four or five times the cost of a regular system ride, which is a strong incentive for encouraging the use of fixed-route services.

## **OTHER CONSIDERATIONS**

Fare policy cannot be considered in isolation. It is closely tied to service policy, and, together, the policies must support the larger goals of the organization. These goals are specified in Lane Transit District's Strategic Plan. According to the current Lane Transit District Mission Statement, LTD's mission is to enhance the community's quality of life by providing:

- Reliable public transportation services for those who have limited transportation options
- Innovative service that offers all residents of and visitors to the Eugene/Springfield metropolitan area an attractive transportation option, which reduces dependency on the automobile
- Progressive leadership in finding effective and efficient solutions to the community's transportation needs and integrating transportation and land use planning

Stated Guiding Principles include (but are not limited to):

- Improving mobility, air quality, and traffic congestion (and reducing vehicle miles traveled or VTMs)
- Contributing to the community's economic prosperity
- Improving the community's transportation infrastructure
- Maintaining a commitment by all employees to safety; on-time performance; courteous, customer-oriented service; and high-quality work products

## **EVALUATION OF 1999-2000 FARE CHANGES**

Changes that were implemented in FY 1999-2000 were: (1) an increase in monthly and three-month pass rates; (2) an increase in Group Pass rates of 2.8 percent; (3) an increase in the one-way *RideSource* and *RideSource* Escort fares from \$1.30 to \$1.50; and (4) the elimination of evening and weekend discounted fares.

As is typically the case when a price increase in any fare instrument is increased, ridership flattened in the subsequent months. However, the effect of the pass price increases was not as significant as that of the last cash fare increase in September 1997. *RideSource* rides posted modest increases. There were no formal complaints posted about the Group Pass rate increase.

## **PROPOSED CHANGES TO FY 2000-2001 FARE STRUCTURE**

### **1. Increase token prices from 75 percent to 85 percent of cash fare.**

Current fare policy requires that tokens be priced at 75 to 90 percent of cash fare. The cash fare increase in 1997 dropped this relationship to the lowest allowed under existing policy. This increase should have a nominal affect on token sales, and, therefore, on token fare revenue. (Token sales account for about 5 percent or less of total fare revenue.)

### **2. Increase the price of Group Passes by 3.2 percent.**

The District's Group Pass policy requires that the cost of group passes be adjusted annually. (Other fare instruments traditionally have been adjusted every two to three years, with cash fare increases alternating with passes and tokens.) The annual Group Pass rate change is the increase in total operating costs averaged over the previous three years. The 3.2 percent increase indicated by the current calculation is not expected to result in changes to program participation. Participating Group Pass organizations are aware of the cost increase formula. The University of Oregon ASUO pass program is attempting to approve a two-year extension of what has traditionally been an annual contract. If the measure is approved in the April election, the study body will not have to vote on the program again until spring of 2002. The two-year agreement would provide for a price increase in each year.

### **3. Replace the current Day Pass with a new instrument and eliminate transfers:**

One of the most common causes of disputes between a bus operator and a rider is the validity of a transfer. It is proposed that the traditional Day Pass, which has been priced at \$2.50 for all passengers and only sold through sales outlets be replaced with an instrument that is only sold on the bus. The price would be twice the cash fare that would apply for the category of rider. (An adult pass would be \$2.00, a child or senior pass would be \$1.00, for example.) A passenger anticipating a trip that would include more than one bus would buy the Day Pass at first boarding, and it would be valid for the entire day. Or, a passenger could deposit cash each time a bus is boarded.

This Day Pass policy has been successfully implemented in other transit districts. It has the advantage of eliminating an instrument (the transfer) that is unpopular with bus operators, while making a little-used instrument (at least to date) more affordable and easier to obtain. It also encourages riders who board more than four times per day to buy passes. The disadvantages include penalizing the one-way rider who boards two or more times. Under the current policy, that adult rider would pay \$1.00 for the trip. Under the new policy, the same trip will cost \$2.00. There are also minor concerns about having an instrument on the bus that has a cash value. However, Operations staff feel that the current "closed door" policy and other logical precautions should prevent theft. Implementation of the proposed Day Pass policy should result in a modest increase in Day Pass revenue as the result of increased sales.

### **4. Reduce fares to youth between the ages of 12 and 18 to half of adult cash, token and pass prices.**

Even before public testimony supported free or reduced fares to support public transportation use, there has been discussion of an incentive program targeted at youth. The majority of private vehicle trip growth is directly linked to extra curricular and youth sports activities in our community. To effectively reduce the explosive growth in Vehicle Miles Traveled from these sources, programs must be developed that do two things: make the bus a convenient way to get to and from youth sports activities, and make it affordable.

Accordingly, staff are proposing a one-year experiment aimed at attracting youth riders. In addition to providing fare incentives, LTD would partner with local youth and sports organizations, the school districts, the cities and the county to promote ridership and the coordination of youth activities and public transportation.

The current best guess estimate of the financial impact of this program is that it would break even. The increase in ridership would offset the fare loss. (Since most of our current regular youth riders use passes, this loss would be 33 percent of revenue if no ridership gains were realized.) If ridership were to increase by more than 33 percent, there could be a modest increase in fare revenue over status quo. The proposal is not without risk, however. If promotion and coordination efforts were unsuccessful in attracting new riders, the total maximum financial exposure would be about \$180,000.

**5. Increase the price of the RideSource and RideSource Escort fares from \$1.50 to \$1.75 per one-way ride.**

Per regulation, RideSource fares can be no more than twice the regular adult fare on the fixed-route system. In the past, demand-response fares have been the same as fares on the regular system. Three years ago, a policy was implemented to begin gradually increasing RideSource fares so that, over a multi-year period, the fare would reach the maximum allowed, after which it would be maintained at the legal maximum. This recommended increase is the next phase in the plan, which also is recommended by the Special Transportation Fund Advisory Committee. The RideSource farebox recovery ratio averages between 5.5 and 6.5 percent. This fare increase would maintain that average.

**6. Increase the price of the round-trip Shopper fare from \$1.75 to \$2.00.**

This fare was not increased last year, and was due to be revisited this year. This increase would not have an impact on farebox recovery.

**7. Change the outlet discount policy to a flat 10 percent, regardless of quantities purchased.**

Currently, LTD offers a discount to public and private sector organizations that resell fare instruments. The discount structure has been based on quantities purchased, which has rewarded organizations financially able to afford large quantities, and penalized organizations, often non-profit service providers. The larger, private businesses sell the instruments as a customer service, but also as a source of profit. Private sector businesses often sell the instruments as a client service. Current fare policy contains discounts based on quantity that range from 0 percent to 20 percent for passes and 0 to 10 percent for tokens. If approved, the new policy would provide a flat

10 percent discount for all amounts for all instruments. The result is expected to be a slight increase in the amount of fare instruments sold by outlets, with a nominally positive effect on fare revenue.

The fare policy changes recommended in this proposal are summarized in Table I.

### **LONG-RANGE PRICING PLAN**

Table II, which follows, shows historic changes in the inflation rate and fares, as well as the projected fares if the current pricing plan is continued through FY 2000-2001. Table III shows average monthly passenger trips since July 1994.

Attachments (3)

Pricing Plan Recommendation

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 17, 1999

**ITEM TITLE:** SEMINAR: OREGON'S TRANSPORTATION STRATEGY

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

**ACTION REQUESTED:** No Board action is requested. Individual Board members who wish to attend this seminar should contact staff as soon as possible.

**BACKGROUND:** The District has received an announcement of a Law Seminars International seminar on Oregon's Transportation Strategy—Who Wins, Who Loses, Who Pays? The two-day seminar will be held on April 15-16, 1999, at the Portland Marriott Downtown, in Portland, Oregon. Attached is the seminar brochure. Any Board members who might be interested in attending this seminar should contact Jo Sullivan at 682-6103 as soon as possible so transportation and lodging arrangements can be made.

**ATTACHMENT:** Seminar brochure

**PROPOSED MOTION:** None



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 17, 1999

**ITEM TITLE:** SPRINGFIELD STATION UPDATE

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

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

**BACKGROUND:** LTD hosted a series of public workshops on BRT and the Springfield Station on February 6, February 11, and March 9. One purpose of the workshops was to solicit public comment on possible sites for the Springfield Station (see attached map). Workshop participants included business owners, residents, and bus riders. Results from the workshops indicate that the public found the following sites most feasible:

**Site D: On Main and South "A" Streets, between Pioneer Parkway West and Mill Street**

**Site G: On Main and South "A" Streets, between 4th & 5th Streets**

**Site H: On Main and South "A" Streets, between 6th & 7th Streets**

**Site I: On the south side of South "A" Street, between Pioneer Parkway East and 5<sup>th</sup> Street**

Site G seemed to generate the most interest. Workshop participants indicated that they supported Site G due to its central location, proximity to downtown and the BRT corridors, opportunities for joint development, and economic revitalization. Despite the stated preference for Site G, concern also was expressed that Site G includes one of the last two remaining banks in downtown Springfield and that efforts should be made to retain the bank downtown. Sites D, H, and I also generated interest, but to a lesser degree. The existing station at 5<sup>th</sup> & "B" Streets generated very little public interest. Reasons cited included a location too far from the main corridor; no room for joint development; displacement of library parking; and increased travel time for buses and passengers. However, LTD has committed to carrying the existing station forward as an option.

At the February 18 Springfield Station Steering Committee meeting, the Committee reviewed results of the workshops. After considerable discussion, the Committee decided to accept the sites suggested by the public with the exception of Site D. Site D was eliminated primarily due to traffic issues, lack of opportunity for joint development, and distance from City Hall.

Staff anticipate that the Springfield Station Steering Committee may forward a recommendation to the LTD Board of Directors to conduct an environmental assessment on three or four of the above sites by the April LTD Board meeting.

**ATTACHMENTS:**

- (1) Map of 10 possible Springfield Station Sites
- (2) Plan view layouts of Sites A, G, H, and I

**PROPOSED MOTION:** None

## **OPERATIONS OFFICE REMODEL**

The operations office remodel is nearly complete and the staff will be moving in to their new area in on March 17. If you have time, stop by the operations department and we would be glad to show you our new space. The System Supervisors are looking forward to moving from their cramped, temporary office to their new home.

## **PERSONAL PROTECTION TRAINING**

LTD is sponsoring a seminar entitled "Living Safely in a Dangerous World." Vern Rogers, our Training Coordinator put the course together to offer to our employees and their family members. The seminar provides personal protection tips and strategies on how not to become a victim. There are two sessions offered and we have over sixty people signed up so far.

## **FIELD SUPERVISOR COMES TO THE RESCUE**

Field Supervisor, Shawn Mercer, while having lunch with fellow Field Supervisor Dave Thulstrup heard a commotion at a near by table. Realizing that someone was choking, Shawn immediately went to the neighboring table, lifted the frail, disabled man to his feet and performed the Heimlick maneuver on him. This dislodged the foreign object from the man's throat. Shawn sat the man back down and calmly went back to his meal. Shawn's fast and level headed reaction to this emergency impressed all who were there. This is one more indication of the professional folks we have in the field. I am sure the man and his family appreciated the quick response. Good job Shawn!

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 17, 1999

**ITEM TITLE:** TRANSPLAN UPDATE

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

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

**BACKGROUND:** The Eugene, Lane County, and Springfield Planning Commissions and the Lane County Roads Advisory Committee have completed their review of the Draft TransPlan. Each of these groups has taken action to recommend approval of the draft plan, with some changes, to their respective policy bodies. They all endorsed the change in the BRT policy recommended by LTD. Other recommendations include a revision of the Level of Service policy and a prioritization of major TransPlan roadway projects.

The next step is to revise and reprint the draft TransPlan with the changes. The new draft plan would then go to the policy bodies, including the LTD Board, this spring. It is expected that final approval would occur near the end of 1999.

The current schedule is to have a work session with the LTD Board on June 14, 1999 (the Board's regularly-scheduled work session). There would then be a joint public hearing before the LTD Board, Eugene and Springfield City Councils, and the Lane County Board of Commissioners. **Possible dates for that joint public hearing are the evenings of June 23 or June 30, 1999 (both Wednesdays). Please review your calendars for possible conflicts with either of these dates.**

**ATTACHMENTS:**

- (1) TransPlan Approval Schedule
- (2) Summary of Planning Commissions/ Roads Advisory Committee Action

**PROPOSED MOTION:** None