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LANE TRANSIT DISTRICT REGULAR BOARD MEETING

September 15, 1999
5:30 p.m.

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

A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

Kleger _____ Kortge _____ Lauritsen _____ Wylie _____
Bennett _____ Hocken _____ (vacancy, subdistrict 5) _____

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT

IV. DISCUSSION WITH FTA REGION 10 ADMINISTRATOR HELEN KNOLL

V. WORK SESSION--CONTINUE TRANSPLAN DISCUSSION

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

VI. EMPLOYEE OF THE MONTH--October 1999

VII. AUDIENCE PARTICIPATION

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

VIII. ITEMS FOR ACTION AT THIS MEETING

A. Consent Calendar

1. Minutes of the July 21, 1999, Regular Board Meeting (canceled)
2. Minutes of the August 18, 1999, Regular Board Meeting
3. Resolution appointing Board President Hillary Wylie as employee pension plan and retirement plan trustee

- B. Eugene Downtown Shuttle Feasibility Study
- C. LTD Salaried Employees Retirement Plan Revisions

IX. 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 – Final Report
 - f. APTA Board Member Seminar
 - 2. Monthly Financial Report—Preliminary June Financial Statements
 - 3. Legislative Report
 - 4. Bus Rapid Transit Update
 - 5. Talk Radio
 - 6. Springfield Station Update
 - 7. Correspondence
- B. Monthly Staff Report

X. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Travel Attendant and Transit Training Program Update
- B. LTD Boundary Ordinance
- C. Final Legislative Summary
- D. BRT Phase 1 Approval
- E. TransPlan Draft Plan Approval

- F. Public Hearing on Springfield Station Environmental Assessment
- G. Long-Range Financial Plan
- H. Fall Board Strategic Planning Work Session
- I. BRT Updates
- J. Quarterly Performance Reporting/Year-end Performance Report
- XI. ADJOURNMENT

Alternative formats of printed material (Braille, cassette tapes, or large print) are available upon request. A sign language interpreter will be made available with 48 hours' notice. The facility used for this meeting is wheelchair accessible. For more information, please call 682-6100 (voice) or 1-800-735-2900 (TTY, through Oregon Relay, for persons with hearing impairments).

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AGENDA ITEM SUMMARY

DATE OF MEETING: August 18, 1999

ITEM TITLE: PRELIMINARY JUNE FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: None

BACKGROUND: Preliminary year-end financial results for the 1998-1999 fiscal year are summarized in the attached reports. Total General Fund revenue was \$861,484 ahead of budget for the twelve-month period and 5.4 percent ahead of receipts for the same period in the previous fiscal year. Payroll and self-employment tax receipts accounted for the majority of the increase. Total General Fund expenses were \$651,242 less than budgeted through June and 9.4 percent over those of the previous year. No adverse financial conditions exist at this time. The General Fund, as well as the Special Transportation and Capital Funds, will finish FY 1998-1999 within legal budget constraints when all remaining year-end adjustments have been completed. Remaining adjustments include the posting of accrued, but unused, paid staff leave; June administrative fees charged by the Oregon Department of Revenue for the payroll and self-employment tax programs; and the depreciation of fixed assets.

Total passenger fares for the year showed an increase of \$152,703 over the previous 12-month period. However, total fares fell short of annual budget by \$89,737. Ridership in the same period increased by 4.6 percent. The average cash fare paid decreased by 2.1 percent. The implementation of the term pass at LCC was a major contributor to both increased ridership and decreased average fare.

Year-to-date receipts from all tax sources finished the year strongly. The payroll tax, self-employment tax, and state-in-lieu payments were collectively ahead of the same twelve-month period in the last fiscal year by 6.3 percent.

Wages and other operating expenses were within acceptable parameters for the year. Capital expenses were under budget due to the deferral of several projects from FY 1998-1999 to FY 1999-2000. These projects

include postponement of the operations scheduling system software and postponement of the development of two additional Park & Ride facilities.

Preliminary work on the independent audit for FY 1998-1999 began in June, and fieldwork will be complete by mid-September. Preliminary material for the Triennial Review was completed and shipped to the contractor in July, and additional materials for the September site visit are in preparation. The Comprehensive Annual Financial Report for the year ended June 30, 1999, which will include audited statements, is scheduled for presentation to the Board at the regular November meeting.

ATTACHMENTS:

Attached are the following financial reports for Board review:

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

PROPOSED MOTION:

None

AGENDA ITEM SUMMARY

DATE OF MEETING: August 18, 1999

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: None

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

1. June 4, 1999, letter from Fall Creek Farm and Nursery regarding the LTD service boundary, with staff response
2. June 15, 1999, letter from Glenwood Business Association regarding BRT, with response from Board President Kirk Bailey
3. July 19, 1999, letter from Board President Kirk Bailey to Congressman Peter DeFazio, regarding July 16 meeting at LTD
4. August 6, 1999, letter from Don French regarding Eugene Station tree

At the August 18 meeting, staff will respond to any questions the Board members may have about this correspondence.

PROPOSED MOTION: None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, June 16, 1999

Pursuant to notice given to *The Register-Guard* for publication on June 10, 1999, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held its regular monthly meeting on Wednesday, June 16, 1999, at 5:30 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

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

Absent: Dean Kortge

CALL TO ORDER: The meeting was called to order at 5:35 p.m. by Board President Kirk Bailey. Ms. Lauritsen was not yet present. She arrived at 5:45 p.m., during the work session.

WORK SESSION—PRESENTATION ON ORIGIN & DESTINATION STUDY (ON-BOARD RIDER SURVEY): Mr. Vobora introduced Selena Barlow, the consultant who performed the on-board survey. The draft report had been mailed to the Board, and a final report would be prepared later. Ms. Barlow described the methodology of the survey and how it was different from past surveys. She also discussed some of the key findings and some of the implications of those findings. She explained that the survey had yielded a large amount of information, from questions about the riders and the kinds of trips they made. She had prepared a summary analysis, which summarized the overall sample, ridership, trends, and relationships. The Lane Council of Governments (LCOG) would perform the second step of the analysis, when they geo-coded the specific origin and destination information for travel planning purposes. The third analysis would continue during the next year, with LTD staff studying discrete portions of the sample, such as what happens on a specific route or on weekends versus weekdays.

Ms. Barlow used numerous charts to show the implications and key findings of the survey:

- ◆LTD has a large segment of riders who rely on the service and use it extensively;
- ◆Everyday riders make up 30 percent of LTD's ridership and account for 46 percent of all the trips made in the system;
- ◆LTD riders are younger and lower income than the general population;
- ◆The primary segments are students preparing for the workforce and young workers early in their careers;
- ◆The vast majority of LTD riders, 81 percent, are employed and/or students (50 percent are students and 51 percent are employed);
- ◆Most LTD riders are using the bus to commute to work and school--each week, LTD transports 50,000 people to work and 49,000 to school;
- ◆Commute trips account for 63 percent of the system ridership, indicating that LTD has a major impact on the business and educational community
- ◆Twenty-nine percent of riders are new to the system within the past year,

indicating a high level of turnover, which calls for ongoing communication and marketing; ♦If LTD buses were not available, 13 percent of riders would drive alone and 22 percent would get a ride with someone else, so 35 percent would become car trips; 14 percent would ride a bike; and 48 percent would walk or not make the trip at all; ♦Most riders are satisfied with LTD service-- 88 percent rated the system as 5 to 7 on a 7-point scale; 26 percent give it the highest rating of "very good," and the very highest ratings are given to interactions with LTD personnel; ♦The most desired service improvements related to increased frequency and later service; this is consistent with past on-board surveys. However, there is a significant minority who highly value improved amenities, such as shelters and Park & Ride lots; ♦LTD continues to have an extremely high level of fare prepayment, 80 percent. Only 19 percent of riders continue to pay cash, and 37 percent use a monthly pass (up from 31 percent in 1994); and, ♦The Rider's Digest is the primary information source for two-thirds of the current riders. The other primary sources are telephone information and the Eugene Station Customer Service Center, although telephone information and information at the Station have been found to be most relevant for potential riders.

After summarizing the data, Ms. Barlow asked for questions from the Board.

Mr. Kleger noticed that in the list of things people like, the second-to-lowest ranking went to speed of travel, but in the list of things people want to change, the second-to-lowest ranking went to speed of travel. He asked Ms. Barlow about that. She said that in transit, particularly with a transit-dependent population, riders generally were appreciative to have service and were more concerned that it would come frequently. Discretionary ridership groups were more concerned about time comparisons with the automobile.

Ms. Hocken said it appeared that a lot of the destinations, because they were to schools, were in Eugene as opposed to Springfield (University of Oregon, Lane Community College, Eugene School District). Given also that the population of Eugene was larger than Springfield, it seemed significant to her that 20 percent of the origins and destinations were in Springfield, which she thought would have been lower. Ms. Barlow said that the origins and destinations included home, which could be the beginning or end of those trips, since approximately 22 percent had said they lived within Springfield zip codes.

Ms. Wylie asked if Ms. Barlow had researched use of the bus system by minorities. Ms. Barlow said that they had not, although survey had been printed both in English and in Spanish. However, only 1.2 percent of the surveys were completed in Spanish. Ms. Wylie also asked about the percentages that did not add up to 100. Ms. Barlow explained that in all of the seven-point scales, the charts showed the people in each category who gave the highest rating, so those numbers were independent of each other. Third, Ms. Wylie said she was somewhat concerned about the rating of excellence of service, which had declined steadily over the last four years. Ms. Barlow said that part of the reason for the big dip in the current survey was that the survey went from a five-point scale in the previous survey to a seven-point scale. She was comparing fives to sevens, so it was harder to look at the very top end of responses, and the scales were not completely comparable. Part of the reason could be that people were becoming more demanding about service, as well.

Mr. Kleger was concerned that Valley River Center had no numbers for origin or destination. Ms. Barlow said that people probably just wrote in "shopping" rather than the destination, because the question was for trip purpose rather than destination.

Mr. Bailey mentioned the trip purposes for current riders, and asked if the market survey determined for what purposes people ordinarily traveled regardless of their choice of mode. Service Planning and Marketing Manager Andy Vobora replied that the market area survey asked that question of the small portion of the respondents who were riders, but not of the general population. However, he thought that LCOG would have that information.

Mr. Vobora stated that the District had been presented with a lot of information, and staff needed time for additional review. He thought the survey information would be discussed again in preparation for the Board's strategic planning work session in the fall. This information would be valuable as the Board and staff talked about the mission of the District, who the current riders were, and who the District would want to serve in the future.

Mr. Bailey thanked Ms. Barlow for the presentation. He then called a ten-minute break at 6:20 p.m. The Board reconvened at 6:30 p.m.

EMPLOYEE OF THE MONTH: Mr. Bailey said that he was excited about this opportunity because the July Employee of the Month was Executive Secretary Jo Sullivan. He read the nomination form from the Board agenda packet, and said he wanted to call attention to her attention to detail and to her commitment to excellence and to add some personal notes. In the time he had been at LTD, he said, Ms. Sullivan had been very patient and committed to making sure that the Board achieved the highest standards it could as a Board, which was not an easy thing to do in terms of keeping the Board on track in a very supportive fashion. He then opened the floor to other Board members, who commented positively about Ms. Sullivan's skills and her interactions with them as Board members.

Mr. Bailey presented Ms. Sullivan with a plaque, a letter of appreciation, and a monetary award. Ms. Sullivan said that she very much appreciated the honor because she knew the quality of the employees who had been selected before. She said that she had been a little embarrassed about being selected because she did not see what she did as being extraordinary in any way, but deeply appreciated the kind words of the Board. She had greatly enjoyed her job for 18-plus years, partly because of the enthusiasm and dedication of LTD's employees, and partly because Ms. Loobey had not only allowed but encouraged the executive secretary position and Ms. Sullivan, both, to grow in terms of responsibility and variety of tasks. She said it had been a wonderful job for all those years, and as much as she would like to retire with Ms. Loobey next year, she would be happy to remain at LTD.

AUDIENCE PARTICIPATION: Mr. Bailey opened the floor for audience participation, reminding speakers that three minutes were allowed for their individual comments.

- (1) Tom Lester of 1826 Lincoln, Eugene, said that the east downtown Eugene bus rapid transit (BRT) proposal called for a single-lane BRT down east 11th Avenue. He thought it was somewhat misleading to the public to put forward a single lane as the proposal when clearly the ultimate objective was to do two lanes. He thought the public had a right to know what they were in store for as far as where the second lane was going to go. Without the public knowing that, they could not comment on the impact of the project.
- (2) Robert White, business manager for Johnson Brothers Greenhouses, said he was present to appeal to the Board and ask for factfinding information. First, he said,

Johnson Brothers Greenhouses just found out that they were in the boundaries of LTD and were required to pay nine years back taxes. He said they had never been notified and wanted to know who was in charge of notification and what exclusions there were to the LTD tax, noting that agricultural employees were exempt. He said he was in the process of having to reconcile nine years of payroll records to satisfy the Oregon Department of Revenue. He also wanted to know if there were any exclusions to the LTD tax regarding penalties, interest, waivers, anything. He said he understood that the Board did not have any authority in that. Third, he said he was appealing to the Board because a bus did not even go by his place of business, which was a mile away. He said he talked with Mr. Vobora about changing the bus route and was told that it was too expensive but possibly could be done next year. Mr. White said that his company was forced to pay off close to \$3,000, \$4,000, or \$5,000, with no bus service. He said this was a complete discredit to the organization that it did not properly notify the public that they were in the boundaries and at the same time provide the service. He said he would not be upset at having to pay the tax if the service came right to them.

Mr. White said that the main thing was why they paid for the bus when they did not get the bus near their residence or area of business. He wanted to know about ORS regulations in order to address his legislator about this issue. He said this affected a lot of business people in the area. He said his company did not do this fraudulently; it just happened. He said that Fall Creek Nursery had paid the tax for a number of years, but was limited to three years to go back for refunds. The statute of limitations said that now it went indefinitely, which was quite an unfair hardship on businesses if they filed their returns in what they thought was a timely manner, but if it was not in a little category, it did not apply. He said that this was his main concern on this issue, and wondered if he needed a formal request in writing to get this information.

Mr. Bailey said that he thought this constituted his request and that he appreciated Mr. White bringing these issues to the Board's attention. The Board was not equipped to answer at that time, but would have staff work with Mr. White to answer his questions. He said that the Board would be talking about boundary issues later in the meeting, and that it had received requests similar to Mr. White's in terms of boundary and taxation issues. Mr. Bailey said that the staff would get back to Mr. White soon.

Ms. Wylie asked Mr. White how he was notified that he was nine years in arrears. Mr. White said he had been with the Greenhouses only about six months. The Employment Department did an audit and discovered that the company was in the boundary and sent him a notice of taxes due. Mr. White said he had talked with a number of people at the Department of Revenue and LTD's finance person. He thought LTD should provide a certified letter telling people when they are now in the boundaries, for that kind of money, such as for payroll in the nature of \$16,000 for non-agricultural employees, or total payroll of \$40,000 to \$60,000. He was upset because the company had done everything it needed to do, and there was a statute that limited refunds to three years but they (Department of Revenue) could go back indefinitely for taxes, even though Johnson Brothers had been filing every year.

Ms. Hocken said she used to work for the Oregon Department of Revenue. In general, she said, with both the Oregon Department of Revenue and the Internal Revenue Service, if someone did not actually file a return for a specific tax, the statute of

limitations was open forever. Once it was filed, the three-year statute of limitations began. She assumed that whoever he talked with must have been interpreting the fact that there was no information about LTD payroll on the payroll report he was filing as the fact that he did not file a payroll report for LTD. She said that would be her guess.

Mr. White said that his problem was that no one noticed that Johnson Brothers was in the boundary but not paying the tax for nine years, in order to send him a letter notifying him, or when a boundary change was made, no one did a blanket mailing to people.

Ms. Hocken said it probably was the case that this business had been in the boundary for the last 20 years. LTD did not change anything recently. Those affected by recent changes had been sent letters. What may have happened was that when the business was started and sent in the first form, the error was not noted at that point. Mr. White said he understood that there was a boundary change in 1991 and he had no record of being notified, not even to his CPA. Mr. Vobora said that in his records, the rural areas were incorporated into the District in 1974, and he was not aware of any changes to the boundary around Coburg until the one the Board would be considering that evening. That boundary had always gone all the way north of Coburg, eight or ten miles, to the county line.

Mr. Bailey said again that the Board and staff would work with Mr. White to try to clear up any problems or inconsistencies.

ACTION ITEMS FOR THIS MEETING:

MOTION **CONSENT CALENDAR:** Mr. Kleger moved that the Board approve the Consent Calendar for June 16, 1999. Ms. Hocken seconded the motion. There were no proposed changes, and the VOTE Consent Calendar was approved by unanimous vote, 6 to 0, with Bailey, Bennett, Hocken, Kleger, Lauritsen, and Wylie voting in favor and none opposed. The Consent Calendar consisted of the May 19, 1999, regular Board meeting.

ADOPTION OF FISCAL YEAR 1999-2000 BUDGET:

Staff Presentation: Finance Manager Diane Hellekson explained some changes and corrections to the budget. There were two changes to the Capital Fund that were incorporated between Budget Committee approval and what staff were proposing for adoption. Both projects were related to Information Services: (1) \$150,500 was for a piece of a project that was scheduled for the current year that would not be completed by June 30, so would be rolled forward to next fiscal year; and \$140,000 in the Capital Improvement Plan for future years that staff brought forward because the Information Services agenda had intensified, and software that would be important to the efficiency of the District's operations would require higher levels of equipment than currently were available in the general inventory. The third change had not been included in the Board agenda materials. Replacement pages were distributed for pages 21, 22, and 23. This change involved a new Commuter Solutions grant-funded position. Since the grant would begin on October 1, 1999, staff had budgeted the position for nine months. However, in order to accelerate the Commuter Solutions program, it was desirable to fill the position in July. Staff had determined that there would be unexpended funds in the grant-funded portion of Commuter Solutions for Fiscal Year 1998-1999 that could be reprogrammed for FY 1999-2000.

Public Hearing on FY 1999-2000 LTD Budget: Mr. Bailey opened the public hearing on the Fiscal Year 1999-2000 proposed budget. There was no public testimony, and Mr. Bailey closed the hearing.

MOTION Board Deliberation: Mr. Kleger moved adoption of the Resolution adopting the Fiscal Year 1999-2000 budget and appropriating \$53,388,329 as represented in the Resolution. Ms. Wylie seconded the motion. There was no further discussion, and the Fiscal Year 1999-2000 budget was approved by unanimous vote, 6 to 0, with Bailey, Bennett, Hocken, Kleger, Lauritsen, and Wylie voting in favor and none opposed.

VOTE

DOWNTOWN EUGENE EAST DESIGN ALTERNATIVE FOR BRT PILOT CORRIDOR:
BRT Steering Committee Chair Rob Bennett explained that the Steering Committee held a lengthy discussion of the alternatives in this segment, and essentially agreed with the staff recommendation and what the Committee believed were the results of the public discussions, testimony, and input for the Alternative A-1. He said a lot of information was included in the agenda packet, but asked BRT Project Engineer Graham Carey to summarize the pertinent issues. Mr. Carey stated that this was the third section of the pilot corridor to go before the Board. It covered from Franklin Boulevard around the Dad's Gate area to the Eugene Station. He discussed the three alternatives, A-1, A-2, and B, which were discussed in the agenda materials; the public involvement process; and the results of the workshops that were held to discuss the alternatives with the public. The public liked alternatives A-1 and A-2 because they were more direct than alternative B, which seemed to bypass an important service area. Alternative A-1 was most favorably received, with the largest drawback seen as the loss of parking on East 11th Avenue.

Mr. Bennett asked Mr. Carey to discuss mitigation of the parking issue in alternative A-1. Mr. Carey explained that there were 72 parking bays along the section through 10th & Mill and 11th Avenue. Staff had spoken with all the property owners, and there were two proprietors who were most concerned (the Minit Market on 11th near Ferry Street, and the Alder Street Market). Loss of on-street parking was not a key concern for the other property owners such as Sacred Heart, the University of Oregon, and Northwest Christian College. Both markets were happy with the solutions developed by staff. The public was more concerned about losing parking on 11th near the downtown area, which would be required by alternative A-2, and proposed using a traffic lane instead, but that was not seen as a viable solution. Mr. Carey referred to a more complete analysis discussed in the agenda packet.

Ms. Hocken expressed concern about a proposed jog at 12th and Alder, which moved a left-turn movement back to Kincaid. Mr. Carey explained the reasons for that jog, which had been developed following discussions with Northwest Christian College about their use of the property at that location, and which improved the safety of the intersection. This change had been well received by the City.

Mr. Kleger referred to Mr. Lester's comments, made earlier in the meeting, about a two-way lane, and asked how many passing points there were along the two-way lane. Mr. Carey replied that there were a few passing lanes and that the one-lane sections were at most about three blocks long. He said that, ideally, LTD would like a lane in each direction, and if the headways were reduced to below four minutes, delays would occur. However, staff believed that the proposed system would work for the next twenty years. He was not sure what would happen after that.

Mr. Bennett added that the Steering Committee was making this recommendation to the Board. Ideally, he said, the Committee would like to have two lanes everywhere, if there were enough right-of-way and if it were not so expensive. He said the Committee members were not under the illusion that two lanes would be available during their lifetimes, if ever. They were basing the recommendation on the fact that they could get enough efficiency out of one lane, especially if four- or five-minute headways would work. He did not believe that anyone was expecting two lanes, ever. He said that fifty years out there may be such a dense population that it might be necessary to buy some property in order to have two lanes, but the Committee was accepting that it may be one lane for ever. Mr. Kleger thought that if there were passing points every three blocks, there was a lot of capacity before LTD would run out of room.

Mr. Carey said that the proposed alternative should reduce LTD's travel time by half in the eastbound (p.m. peak) direction. Westbound travel time would not improve significantly, since the single-lane would mean that there were times when a bus would have to wait. However, current westbound travel time was fairly good.

Ms. Hocken said that when the Steering Committee approved the Franklin routing, she had some concerns because some of that was only one lane. The sense of the Committee at that point was that, given the need to accommodate motorists and other reasons, one lane probably was the best that could be accomplished. They had conversations about how it could operate efficiently for a while. However, at the point at which it would become necessary to have two lanes, it also would be the case that the congestion would be a lot worse and the community might be more accepting of expanding the system by adding the lane. It was hoped that by that point LTD would have shown the community the benefits of the BRT system in alleviating congestion. She said that this was one of the reasons that the Committee was not as concerned about a one-lane segment. Mr. Carey added that either the modal split would be so great that it would justify two lanes, or the modal split would be the same but traffic would be much more congested.

Mr. Bennett said he wanted to be very clear that in the Steering Committee recommendation there was no sense that it was being made with the idea that more than one lane would be requested sometime soon. He stated that the current recommendation was the solution. He thought that Ms. Hocken's and Mr. Lester's points were important, but it was not the case that the Committee was going to change to ask for two lanes.

Mr. Lester said that his concern was not that LTD was going to drop the second lane on the public anytime soon, but that the one lane might not be one of the two lanes eventually needed, so LTD would have thrown resources into a scenario that it might have to throw away in 15 to 20 years. He thought LTD should plan for two lanes, and if it had to build one at this time, then go ahead and build one, rather than wasting resources at this time.

Mr. Kleger said that this was a legitimate issue, and that there were well-tried strategies for adding a second lane elsewhere if that location would not work, as in the rail industry, for example, where a second track sometimes was as far as five miles away, but worked well. He thought it technically would be possible to add a second lane, possibly along the alternative B routing, where there was considerably more room. The off-peak travel could be run there, with the peak travel handled through the primary corridor along A-1. He thought this kind of addition could be made at a later date without forfeiting any existing resources. This might not be the most desirable solution, but since the public and political support were not present to build two lanes now in the desired location, this could be a solution in the future.

MOTION Ms. Hocken moved the following resolution: That the LTD Board of Directors hereby selects Alternative A-1 as the preferred BRT alignment for the Downtown Eugene East segment of the bus rapid transit pilot corridor. Mr. Bennett seconded the motion.

Mr. Bailey commented for the record, since this section was in his Board subdistrict. He thought that there had been good discussion about this particular alignment during the open houses, and it was clear that the public in those sessions believed that this was the preferred alternative, that this was what was going to work for the downtown area. He thought this was the best compromise for the corridor, and it was one that seemed to have the support of the members of the public who participated. He thought LTD had a pretty clear direction for this particular segment.

VOTE The resolution to select Alternative A-1 passed by unanimous vote, 6 to 0, with Bailey, Bennett, Hocken, Kleger, Lauritsen, and Wylie voting in favor and none opposed.

REVISION OF ORDINANCE 24 GOVERNING DISTRICT BOUNDARIES: Mr. Bailey noted that LTD had received some commentary during the public participation section, as well as some correspondence from Fall Creek Farm and Nursery. His understanding was that the timeline for this was fairly lengthy, since the boundary change would not go into effect until January 2000. He wondered if LTD needed time for more research and discussion at a later Board meeting. Mr. Vobora agreed that Mr. Bailey's suggestion would be the staff recommendation. He said that this item had been prepared for the time of the year when the Board normally would reaffirm the District's boundaries, but there was time to review this issue before any changes would take effect. The recommendation addressed two issues where the boundary was outside the 2.5-mile limit. The Fall Creek issue was that they were outside the town of Lowell, which used to receive service on the #92 route, but no longer did. Their request was to be removed from the boundary because they were not receiving service. Mr. Vobora said that this was a concern of businesses, as Mr. White had expressed, especially in the rural areas, where service often was not frequent and did not match the needs of particular businesses. He thought there was an opportunity to reconsider those particular areas and what opportunities there might be to refine service along the rural routes.

Ms. Hocken asked where Johnson Brothers Greenhouses was located. Mr. Vobora said that it was 1.2 miles outside of downtown Coburg and from the route itself. It was within the 2.5-mile limit being recommended, but he said it was valid to consider whether the 2.5-mile standard was appropriate for the rural areas or for areas with natural boundaries, such as the Willamette River in the Lowell area.

Mr. Kleger said he had received a communication from Fall Creek Market, similar to the one from Fall Creek Farm and Nursery, and had given that to Ms. Sullivan for the District's records.

Mr. Bennett said that the position the Board had taken during the time he had been on the Board was that the idea of having public transit service for the community, whether rural or urban, had to do with how it benefited the community as a whole—how people could reasonably get around; whether there was more than one alternative, etc. A lot of people who lived in rural communities worked in metropolitan communities and needed to be able to get to work in a reasonable way, in terms of either a Park & Ride or other means. While LTD would like to be able

to serve every employment center or business, it was not possible to do that and still operate under some reasonable criteria.

Ms. Lauritsen said she understood that LTD's boundaries were set "as the crow flies," and wanted to clarify that Mr. Vobora was saying that in some of the rural areas, since people had to take roads to get to a bus, they might be five miles out even though they might be right across the river. She wondered if this occurred only in that one area or in other areas, also. Mr. Vobora replied that the original boundaries followed the geography of the McKenzie River rather than going 2.5 miles from service. This meant that on the north side of Springfield and on the way out to Coburg, the boundary was right up against the urban growth boundary because it did not go on the other side of the river.

Ms. Hocken said she did not want LTD to be in the position of having to change boundaries every time it wanted to modify a bus route. She was not sure how to fit that into special circumstances, but it did not seem to be good public policy.

Mr. Kleger asked about the prospects of returning service to that portion of the old Lowell route. Mr. Vobora said the District's analysis of service had not changed since that time, and he was not aware of anything that would produce a change in the near future, other than along the Highway 58 corridor or in the town of Lowell.

Ms. Loobey said that this issue went back to the role of public transit in the community and people not understanding what that was. She agreed with Mr. Bennett's comments about being part of the total transportation infrastructure of the community and being for the good of the community. She said there was a comment in one letter to the District that the bus service was too far away from Fall Creek for its residents to benefit from the service, but that simply was not the case. Someone could be 2.75 miles away from service, but that did not mean that he/she could not get to the service. She stated that she was on the committee that had written these standards, and the idea had been to use them as a guide, not as an absolute. This was one of the reasons that the District had decided to add the census tract data to the LTD boundaries, because the Secretary of State's office did not like it when census tracts were split, making it more difficult for them to draw the subdistrict boundaries. She suggested that the District needed to be careful about the choices it made regarding the boundaries, so it would be good to take the time to go through another review of how this issue was to be approached. She said that staff were prepared to review the two requests before the Board and provide additional analysis. In the meantime, the District had an obligation under ORS 267 to annually affirm its boundaries. This did not mean that the boundaries could not be changed later on. A new resolution reaffirming the boundaries was distributed to the Board members. Mr. Bailey said this resolution needed to be adopted that evening, and he directed staff to conduct further analysis of the boundary requests and staff proposal and return to the Board with a recommendation for changes.

MOTION Mr. Kleger moved adoption of the Resolution Reaffirming the Territory in the District within which the Transit System will Operate in Accordance with Oregon Revised Statutes 267.207(3)(a), for 1999-2000. Ms. Hocken seconded the motion. Ms. Hocken noted that the version of the LTD Ordinance No. 24 that was referred to in the resolution was the 1998 Revision, which went into effect in January of 1999.

VOTE The resolution was adopted by unanimous vote, 6 to 0, with Bailey, Bennett, Hocken, Kleger, Lauritsen, and Wylie voting in favor and none opposed.

Ms. Hocken commented about the Johnson Brothers issue. She wanted to clarify that the District contracted with the Oregon Department of Revenue to administer the payroll and self-employment tax. She thought that meant that as a general rule the District did not become involved in any specific cases in terms of whether it waived the law or penalties, etc. She wanted to make it clear on the record that the District turned over the implementation of the law to the Oregon Department of Revenue, so it would not be appropriate for the LTD Board to take action on any specific appeal. Ms. Hellekson added that the delegation of the administration of this program to the Oregon Department of Revenue was included in the ordinance that created the tax, so it was part of the law.

REVISED SPECIAL SERVICE POLICY: Mr. Vobora explained that this was clarification of a Board discussion on policy language under the definition of certain community events. The original language had a threshold of 1,000 participants and the Board had not wanted to lock into that number. Staff had drafted language to leave it wide open for LTD to work with a group of any size where that group's impact on the transportation infrastructure of the neighborhood would be significant. The new language would give the District greater flexibility.

MOTION

Mr. Kleger moved the following resolution: The LTD Board of Directors hereby approves the Lane Transit District's Special Service Policy as presented on June 16, 1999. Ms. Lauritsen

VOTE

seconded the motion. The motion carried by unanimous vote, 6 to 0, with Bailey, Bennett, Hocken, Kleger, Lauritsen, and Wylie voting in favor and none opposed.

ITEMS FOR INFORMATION AT THIS MEETING:

Anticipated Anarchists' Gathering at Eugene Station: Mr. Vobora noted an article in that day's *Register-Guard* regarding a group of people who were going to gather in downtown Eugene to march and demonstrate in the downtown area. The march route was undisclosed at that time, but the group had chosen the clock tower at the LTD Eugene Station as a meeting place to begin its activities. LTD's operations staff had been meeting with City of Eugene staff and police to discuss what might occur and how to respond should the crowd size become too large and cause bus detours or other impacts on the Station. LTD's goal was to ensure that bus operations continue as smoothly as possible.

Board Member Reports: **MPC:** The June Metropolitan Policy Committee meeting was canceled. **Statewide Livability Forum:** Ms. Hocken reported that no meeting had been held since the May meeting. **BRT Steering Committee:** Mr. Bennett had nothing to add to the evening's BRT discussion. **Springfield Station Steering Committee:** Mr. Kleger reported that the Springfield Station Steering Committee would meet the following evening to review the environmental assessment process and hear a report from the Springfield Renaissance Development Corporation. **North End Scoping Group:** Mr. Kortge was not present to provide a report. **FTA Conference Call:** Mr. Bailey reported that this call was related to the announcement of the BRT demonstration project, as explained in the letter from FTA Administrator Gordon Linton in the Board packet. LTD was selected to be one among ten demonstration sites. In addition to Mr. Bailey, Ms. Wylie, and Ms. Hocken, also present during the call were representatives from the union, Congressman DeFazio's office, Senator Wyden's office, and Senator Smith's office, as well as Eugene Councilor Scott Meisner, Springfield Mayor Maureen Maine, and an Oregon Department of Transportation representative. Most of the other demonstration project sites around the country also participated in the call, and Administrator Linton again recognized LTD for coining the term "BRT." There was a

larger consortium involving all the cities that would be sharing information about the projects and various operational issues. Overall, Mr. Bailey thought it was a successful beginning to the demonstration project. Ms. Wylie wanted to publicly commend the staff and Ms. Loobey for bringing LTD to that point. She thought it was a tremendous accomplishment and should be recognized that because of Ms. Loobey's guidance and leadership that the staff had taken the District to being one of the top ten in the country and ready to embark on that journey. She thought it might be a whole new form of transportation across the country, and LTD was a major player in that. She said she was very proud of the District's leadership and staff. Ms. Lauritsen noted that the other demonstration project participants were large properties, including Dulles Airport in Washington, D.C. Ms. Loobey thanked the Board for their kind comments and said that the credit really should go to staff, and noted that Mr. Carey was working on bus rapid transit in Johannesburg, South Africa, long before LTD, so she wanted to note his contribution, especially.

Monthly Financial Report: Ms. Hellekson provided a brief update to the monthly financial report included in the agenda packet.

Review of Bus Designs: Fleet Services Manager Ron Berkshire provided an overview of current bus designs and their suitability to LTD service, in order to provide the Board with some information to help them make decisions regarding future purchases. He reviewed six basic types of service, either current or anticipated: current fixed-route service (the system as currently known); special service (such as the University of Oregon football shuttles); accessible services; downtown shuttle service; BRT mainline service; and BRT neighborhood connector or feeder routes. Bus size and design, type of fuel, and life-cycle costing all were important considerations for those services.

Mr. Berkshire provided a snapshot in time regarding the bus industry's view of fuel and energy for buses; the parameters LTD works within when using federal funds; and current bus designs available from both American and European manufacturers.

Government Relations Report—Legislative Update: Government Relations Manager Linda Lynch provided an update regarding state legislative and federal congressional activities to date.

Bus Rapid Transit Update: Public Affairs Manager Ed Bergeron provided a brief update on the Glenwood segment of the bus rapid transit (BRT) pilot corridor project, based on feedback received at a public workshop the previous evening.

Fall Board Strategic Planning Work Session: After some discussion of Board schedules, it was decided to hold the Board's annual strategic planning work session on October 29, all day, and October 30, in the morning, in the Eugene/Springfield area.

ADJOURNMENT: There was no further discussion, and Mr. Bailey adjourned the meeting at 8:55 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING/WORK SESSION

Wednesday, June 23, 1999

Pursuant to notice given to *The Register-Guard* for publication on June 21, 1999, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting/work session on Wednesday, June 23, 1999, at 5:30 p.m. at the Waterfront Restaurant at 2210 Centennial Blvd., Eugene.

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

Absent: Virginia Lauritsen

CALL TO ORDER: The meeting was called to order at 5:40 p.m. by Board President Kirk Bailey.

RESPONSE TO GLENWOOD BUSINESS ASSOCIATION REGARDING BUS RAPID TRANSIT: Mr. Bailey noted that as an addition to the agenda, General Manager Phyllis Loobey was present to discuss a response to a letter received from the Glenwood Business Association and an Op-Ed article by the Glenwood Business Association (GBA) that had appeared that day in the *Springfield News*. Board members concurred that it would be valuable for all or some of the Board members to meet with the GBA to discuss the Association's issues regarding the Glenwood segment of bus rapid transit (BRT). The GBA's main issue seemed to be a perception that LTD was unwilling to negotiate in good faith, which the Board members thought was important to dispel based on more factual information. There was some discussion about the proposed alignment of the Glenwood segment of BRT, and Board members asked for a briefing on the current status of the project before meeting with the GBA.

Ms. Loobey left the meeting at 6:00 p.m.

APPOINTMENT TO BOARD EXECUTIVE SEARCH COMMITTEE: Board President Kirk Bailey asked Dean Kortge to replace him on the Board's Executive Search Committee as of July 1999. Mr. Kortge agreed.

BREAK: The Board members took a brief break and reconvened at 6:06 p.m.

WORK SESSION—GENERAL MANAGER SUCCESSION PLAN—RETIREMENT AND REPLACEMENT DISCUSSION:

Mr. Dickman introduced the work session discussion and explained that the Board Executive Search Committee had been meeting with members of the community to gather input on the community members' desired skills and leadership attributes for a new general manager. The Executive Search Committee was at the initial stages of implementing the Board's adopted Executive Search Plan in order to replace Ms. Loobey when she retired in June of 2000. The Board members were being asked to discuss the four questions that the community representatives had discussed.

Leadership Qualities: It was noted that one community member had said that it would be important for the Board to identify its shared values about this leader. Some important leadership qualities expressed by the Board included the ability to hear important messages without driving away the messenger; the ability to hear bad news as well as good; to be open to information from all sources; to be principled (living life acknowledging and following some deep principles); having the ability to listen and understand what is being said; smart enough to think on his/her feet; the ability to interact with people; having a broad base rather than a narrow range; and being knowledgeable about transit but also having varied experiences, rather than being a "transit junkie." Other desirable attributes included being a good manager of the District's employees; being able to accept information from staff and work collaboratively; having a management style to get the most out of the District's employees. Also mentioned was the ability to communicate his/her vision to inspire people and motivate them to strive to achieve, including the ability to conceptualize an issue and relate it to current events and the social milieu. The leader also needed to be able to deliver bad news in a way that would not turn people off or destroy his/her own credibility. Another desirable trait was to be "street smart," with a direct approach that was not mean, vicious, or vindictive in delivering a message.

Mr. Bailey offered observations on what he thought the current Board's values were and that he hoped the new general manager would share. This included doing the job right the first time and making sure it was a quality job; valuing people, including their needs and the working environment; valuing mistakes for what they teach and being willing to make a few mistakes, learn from them, and still go forward.

Ms. Wylie said the leader should not waffle, or try to please everyone with each decision. She offered the following list of traits: integrity; openness; honesty; flexibility; vision; support and collaboration with staff and the Board; ability to work with staff, the Board, the union, and the community; and wisdom. Mr. Kleger added that the leader should be able to adjust the form of delivery to each audience's needs.

The Board members briefly discussed LTD's future, which Ms. Hocken thought would be challenging for the near term.

Mr. Kortge used the term "compassionate passion," which he thought was a significant near-term value. He thought that staying to the vision with flexibility would take passion, and how the vision was carried out could be a delicate matter.

Mr. Bailey agreed with Mr. Kortge and added that moving from a bus company to a transportation entity would take someone who was patient and steadfast, who did not waver from the core belief, and who found a way to bring out that belief in others.

Ms. Hocken reminded the Board that the general manager's relationship with the Board was a very high priority. This would include the ability to understand the direction of the Board and carry it out. Mr. Kortge added that the general manager would have to believe in the role of the Board and not have conflicts with role definition. Mr. Bailey thought that the Board had been discussing values, and that everything described reflected what the Board hoped for in its relationship with the general manager.

Vision: Mr. Kleger thought that if the candidate had the character traits the Board had been discussing and was successful in other areas, he/she should be able to develop a vision through forward thinking and being able to think outside the box. Mr. Kortge cautioned against a visionary empire builder or a caretaker manager.

Mr. Bailey said that vision was paramount to the endeavor and that he could not imagine LTD being successful without it. He added that the current general manager did a good job of hiring people who were good stewards of the public resources so that she could be free to do the visionary thinking. Ms. Wylie thought it would be important for the Board to hire a general manager who shared the Board's vision. Mr. Bennett agreed, or the general manager should be able to show the Board why its vision should change.

Ms. Hocken reported that she had told one group that the Board was leading the general manager and staff on BRT, not the other way around. Mr. Bailey agreed that the Board had been driving the BRT vision, and needed a meeting of the minds with a new general manager. Mr. Dickman suggested considering how well a new general manager would do if a future Board went back to a more passive role.

Community Fit: The Board discussed the skills and attributes needed to work well within the community and what the Board could do to help a new general manager assimilate into the community. Ms. Hocken said that the Executive Search Committee heard two messages from the community participants: a person is considered successful until he/she "screws up," and it is hard to break into this community.

Mr. Bennett thought that the Committee would need to listen to candidates present themselves. He suggested that the Board could make introductions for the new general manager, and that person would begin to make contacts. Mr. Bennett thought that involvement with the business community—people who were directly or indirectly paying for transit—would be important. He thought it would not take an extrovert, just someone who was able to make and maintain those contacts effectively. This would include knowing that he/she did not have all the answers, and understanding that there is more than one effective way to accomplish something. He thought the new general manager would need to know how to listen to the Board, use good timing in making a case for something, and making carefully thought out presentations.

Mr. Kortge suggested that someone with passion was more important than being an extrovert. Additionally, he or she would need to be able to fit into a wide variety of groups, from the opera to the loggers' convention.

Ms. Wylie thought the new general manager should be capable of interacting comfortably and with confidence.

Mr. Bailey suggested self-assurance that allowed the person to not worry about pleasing everyone in the community but being able to participate at a fairly extensive level—confidence but not arrogance. Other traits suggested were humility and personal strength.

Mr. Bailey said that it was incumbent on the Board to help the new general manager fit in, to give him or her the best start possible.

Mr. Kortge thought that a new person who rubbed staff the wrong way could make things very difficult.

Mr. Bailey raised the issue of bringing in someone new or looking at internal candidates. He said the Committee had heard from two groups that the Board should look strongly at internal candidates, and Ms. Wylie had heard that from people who called her. One caller said that LTD should meet internal candidates' needs to make it work. A comment at a Committee meeting was that LTD should perform a search so the community and the internal candidate would know that if an internal candidate were selected, he/she was the best for the job. Ms. Hocken thought that the process was harder on internal candidates because the Board would know their foibles as well as their strengths. Mr. Kortge said he believed strongly in internal promotions, but at this level, the Board also needed to look at all options. Mr. Bennett thought the search was extremely important, and said he hoped the Committee would consider that carefully.

Mr. Kleger thought that someone with a personality that had to change things right away would not fare well in the community; that would offend people even if the changes were good. He did not want someone who would want to change things just to prove he/she was the boss.

Mr. Kortge left the meeting at 7:15 p.m.

Warnings/Risks:

Ms. Hocken said that it would be important to do a thorough check on results, relationships, etc., in other places, and understand the candidate's relationship to his/her community.

Ms. Wylie reported that several people told the Committee to go to the candidate's town and talk to people he/she worked with, friends and neighbors, people in the community, etc., and find out what the candidate had accomplished. The relationship with staff was seen as important, also.

Mr. Bailey said that trouble with staff would be a red flag. The candidate needed to appreciate staff as well as have the management skills to work with a large and skilled staff, and to not be threatened by a highly skilled staff. Mr. Kleger thought the candidate should be one who could hire staff to fill the gaps in his/her own abilities. Mr. Bailey wanted to know that the candidate had a good understanding of the role of the general manager and the Board. He also wanted to find someone the Board and the District's employees would enjoy working with. The staff and the general manager would need to respect each other.

Mr. Kleger suggested checking local news stories in the area to see what the person had been working on for the past five years.

Ms. Hocken said that the Committee had been told by community members that the Board needed to prioritize what it wanted, because it wouldn't get everything it wanted, and that sometimes a failed search was okay.

ADJOURNMENT: Mr. Bailey said that the Committee would meet again to discuss the input received from community members and prepare a summary for discussion by the Board. The Committee also would be discussing the results of the Request for Proposals for executive search firms.

Board members thanked the Committee members and Mr. Dickman for a good process and well-facilitated sessions.

There was no further discussion, and the meeting was adjourned at 7:45 p.m.

Board Secretary



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MONTHLY STAFF REPORT

September 15, 1999

SERVICE PLANNING & MARKETING

Andy Vobora, Service Planning & Marketing Manager

AIRPORT STUDY UPDATE

Copies of the airport user survey, airport area employees survey, and LTD's update of research gathered by LTD planning intern Ben Williams will be delivered to the Board in September. Staff will review the materials at the October Board meeting. Service options will be developed and analyzed with other Annual Route Review service options during the 2000 ARR process.

FREEDOM PASS SALES

Final sales figures for 1999 totalled passes sold. Additionally, monthly youth pass sales remained strong throughout the summer.

DOWNTOWN ACTIVITIES

LTD participated in the Skinner Butte flag raising ceremony on Flag Day. Two shuttle buses were used to transport attendees to the top of the butte. The response was very positive.

BUTTE TO BUTTE SHUTTLES

Walkers and runners were delivered on time to the start line for the 1999 Butte to Butte. LTD transported 1,059 riders from 5th and Pearl to 40th and Donald. This translates into more than 75 rides per hour of service.

OREGON COUNTRY FAIR SHUTTLES

Lane Transit District provided shuttle service to the Oregon Country Fair (OCF) from Friday, July 9, through Sunday, July 11. The service to the fair site operated in the same manner as in the last few years: LTD provided non-stop shuttles between Autzen Stadium and the Oregon Country Fair site. This year upon returning to Autzen Stadium from the fair site, passengers could be dropped off at the Eugene Station, upon request, prior to arriving at Autzen Stadium.

The weather was hot (90+ degrees) and dry during all three days. The Oregon Country Fair was celebrating its 30th Anniversary, so large numbers of attendees were anticipated. None of the days sold out, but attendance each day was higher than last year.

One-way ridership increased 16.5 percent from 1998. This may have been because the OCF increased the parking fee from \$3 to \$5 for anyone parking at the fair site. Parking at Autzen Stadium continued to be free for anyone using the shuttle service. The largest ridership increase occurred on Saturday, even though this was the most expensive day to attend the fair (\$15 versus \$10 on Friday and Sunday).

Ridership Comparison by Year

Day	One-Way Rides in 1998	One-Way Rides in 1999	% change from 1998
FRIDAY	6,946	8,025	15.5%
SATURDAY	7,455	8,896	19.3%
SUNDAY	7,723	8,848	14.6%
TOTAL	22,124	25,769	16.5%

Attendance totals for the three days increased 12.4 percent above 1998 statistics. Daily attendance increased from just over 6 percent on Sunday to a high of 17.7 percent on Friday. The modal split also increased by one percentage point to show that with the increase in attendance there was almost an equal increase in attendees using the bus.

Attendance and Modal Split Comparisons

Day	1998 Attendance	1999 Attendance	% change from '98	1998 Modal Split	1999 Modal Split	Difference from 1998
FRI	10,914	12,844	17.7%	31.8%	31.2%	-0.6%
SAT	14,282	16,235	13.7%	26.1%	27.4%	1.3%
SUN	12,449	13,247	6.4%	31.0%	33.4%	2.4%
TOTAL	37,645	42,326	12.4%	29.4%	30.4%	1.1%

ART IN THE VINEYARD

LTD sponsored the children’s art area at this year’s Art in the Vineyard. A display bus featured a Poetry in Motion display, which combines local artists’ work with poetry provided through the National Poetry Society. An official launch of the Poetry in Motion program will occur later this fall.

CHILDREN’S CELEBRATION

The same Poetry in Motion display was utilized during the Children’s Celebration that took place in Springfield’s Day Island Park. Several thousand people attended the event and many children toured the bus to look at the art and poetry, and to sit in operator’s seat!

LANE COUNTY FAIR

August 17-22

The following excerpts from Cosette Rees’ “Bus Talk” article provide a good summary of this year’s service:

Catch a shuttle to the fair, or ride anywhere that LTD travels, for only 25¢ during Fair Week! (The fare is only 10¢ if you are under 12 years old or over 61 years old.) NO TRANSFERS WILL BE ISSUED.

Two New Fair Shuttle Locations. Although parking at the Lane County Fair is free, parking tends to be pretty scarce! Arrive at the front gate of the fair aboard an LTD fair shuttle. New, direct shuttles will leave from LTD’s Thurston Station at Main Street and Highway 126 in Springfield, or you can shop and shuttle from Valley River Center (behind the Bon Marche, along the bike path). Valley River Center will give away valuable back-to-school coupon books to fair-goers on their shuttles. Both locations have ample parking. Fair shuttles also will leave from LTD’s River Road Station, Eugene Station, and South Eugene High School.

Bus Rapid Transit. Before you hit the midway rides or indulge in cotton candy and corn dogs, make sure you tour LTD's mobile bus rapid transit display located outside the Hall of Technology. The 40-foot bus display will feature Phase 1 (downtown Eugene to downtown Springfield) of the bus rapid transit project. Enjoy another display inside the Convention Center that will take you on a tour of LTD and outlines some of the important public transportation events and milestones in our community during the past 30 years.

SCANDINAVIAN FESTIVAL

August 12 - 15

LTD shuttles to the annual Junction City Scandinavian Festival, which features food, crafts, art, music, and dancing, leave from LTD's Park & Ride at the River Road Station. The shuttle hours for the four-day event are Thursday through Saturday from 10:00 a.m. to 10:30 p.m., and Sunday from 10:00 a.m. to 8:30 p.m. Shuttles will depart from River Road Station every hour on the hour and will return from the festival every hour on the half-hour. Shuttle fare will be 50¢ each way for customers 6 years and older. Children under 6 ride free.

FILBERT FESTIVAL

The 1999 Springfield Filbert Festival begins Friday, August 27, and continues through Sunday, August 29, at Island Park along the banks of the Willamette River in West Springfield. LTD is the sponsor of the Mayor's ice cream social and the co-sponsor of the parade.

The annual event features fun for the entire family, including parades, cook-offs, art, exhibitions, fireworks, a food court, and more. Attendees can park their cars and ride free LTD shuttles to the event from the Booth Kelly parking lot or from the Springfield Station at 5th & "B" Streets near City Hall. Shuttles will operate every 15 minutes, on Friday from 4:00 p.m. until 1:00 a.m.; on Saturday from 11:00 a.m. until 11:00 p.m.; and on Sunday from 8:30 a.m. until 7:00 p.m.

FALL SERVICE

The LTD Commuter Pack, including the Rider's Digest, System Map, and BRT flyer, is on schedule for delivery in early September. There is still a lot of work to do before fall service takes effect; however, all projects are going well. SP&M staff are developing updates to customer information at bus stops and transit stations, all of which will be installed just prior to the service starting on September 19. The Board is familiar with the changes presented during the annual route review (ARR). Additionally, staff creativity in scheduling service will allow LTD to provide commute trips to the new UO law school, as well. These trips were designed to meet the most preferred trip times for students and

staff. The information was gathered through a survey conducted before school ended last spring.

TRANSIT OPERATIONS

Mark Johnson, Transit Operations Manager

BUS ROADEO

With the help of many staff volunteers and their families, LTD's local Bus Rodeo was held on Sunday, July 18. It was a lot of fun and a tremendous success as dozens of bus operators maneuvered the obstacle course set up in the bus parking lot. Designated judges awarded the participants points based on their performance in each sequence of the course. When the dust settled and the points were tallied, Mike Gutierrez had won the gold medal and first place prize--a trip to Orlando, Florida, in October to compete in the International Bus Rodeo sponsored by the American Public Transit Association (APTA). Ralph Dinnel earned the silver medal for his second place finish, and Ben Henry placed third for the bronze. There also was a greenhorn division, won by Bus Operator Lee Duncan.

OPS STAFF TO WSDOT

Mark Johnson and Field Supervisors Shawn Mercer and Kay Kinnish traveled to Spokane, Washington, to attend the Washington State Department of Transportation (WSDOT) conference the week of August 2 - 5. This conference is well attended by other transit districts and provides a good networking opportunity. The Washington State Bus Rodeo is a part of the conference activities, and LTD staff attended this event to gather ideas for LTD's bus rodeo. Additionally, LTD's bus rodeo winner, Mike Gutierrez, attended on rodeo day, in order to observe a big district competition before he participates in the Nationals in October.

MOBILE DATA ACQUISITIONS SYSTEM (AKA RADIO SYSTEM) UPDATE

The schedule is set for final implementation of the new data acquisition system. The contractors will be on-site for much of August, testing and preparing for a start-up date of September 12. The takeover agreement allows the contractor a set period of time to make the system perform to specifications. This period will end in October. At that time, a third party will evaluate the system and indicate whether the contract specifications have been fulfilled.

TRAINING FOR NEW OPERATORS AND FLEET SERVICES EMPLOYEES

A class of three new bus operator trainees will began training on August 17 and will be service-ready when the fall bid is implemented on September 19. A new Fleet Services employee was added to this group to take advantage of the off-route training before obtaining his CDL certification and moving on to his regular duties. Another new Fleet Service employee completed a special course designed for Fleet Services employees who need the type of training offered to new operators but are not able to take advantage of regular off-route training.

VIDEO CAMERAS ON BUSES

Six more video cameras were installed last week to bring the total to nine buses outfitted with the surveillance devices. The plan is to continue analyzing the results produced by the cameras. A decision about how many additional cameras will be purchased, and when, will be assessed after this initial period of use. So far, the cameras have worked as a deterrent; no problems have occurred on any of the buses equipped with the recording systems.

HUMAN RESOURCES

Dave Dickman, Human Resources Manager

There is no Human Resources Department report this month.

AGENDA ITEM SUMMARY

DATE OF MEETING: August 18, 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. **Metropolitan Policy Committee:** MPC meetings generally are held on the second Thursday of each month. However, the August 12, 1999, MPC meeting was canceled. At the Board meeting, LTD's MPC representatives Pat Hocken and Rob Bennett answer any questions the Board may have about MPC meetings in general.
- b. **Statewide Livability Forum:** Board member Pat Hocken has been asked to participate on a statewide committee called the Livability Forum as one of 12 participants from the Eugene/Springfield area. This committee has been meeting once every six months; the most recent meeting was held on 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 in June. At the August 18 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 in June, and the next meeting is

scheduled for August 19, 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 August 18 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 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, 5th Street Market, and the new federal courthouse. Board member Dean Kortge participated as the Board's representative. The group's final meeting was held on June 10, 1999. At the August 18 Board meeting, Mr. Kortge can provide a final report for the Board.
- f. **APTA Board Member Seminar**: Board members Hillary Wylie and Ginny Lauritsen attended the American Public Transit Association's Board Member Seminar in Seattle, Washington, on July 25-29, 1999. At the August 18 Board meeting, they will provide a brief report about the seminar.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: August 18, 1999

ITEM TITLE: DISCUSSION OF REVISED DISTRICT BOUNDARIES

PREPARED BY: Andy Vobora, Service Planning & Marketing Manager

ACTION REQUESTED: Direction to staff to proceed with the ordinance process to change the District's service area boundary

BACKGROUND: In May the Board reviewed a staff proposal to make two small changes to the District's service boundary. These changes would bring the service area boundary within the 2.5-mile limit outlined in ORS 267, with the exception of the eastern boundary area that was established along census tracts. An estimated \$28,000 reduction in payroll tax revenue would result from these changes.

In an effort to address this issue comprehensively, staff has gathered updated tax revenue information for two scenarios. The first scenario reduces the boundary to one mile along all rural corridors. The second scenario establishes a 2.5-mile boundary for the eastern portion of the service area (along the highway 58 and highway 126), which is currently covered by census tract boundaries. The table below summarizes the impact on payroll tax revenues.

Boundary Alignment	Current Boundary	One Mile	Two and One-half Miles
Approximate Annual Payroll	\$2,533,435,272	\$2,524,189,528	\$2,550,682,828
Approximate Annual Payroll Tax	\$15,200,612	\$15,145,137	\$15,304,097
Estimated Affect on Payroll Tax	NA	<\$55,475>	\$103,485

Creating a boundary at one mile, or two and one-half miles establishes a service area defined solely by the mileage method and provides the District with a more consistent service area. Taxpayers who are further than two and one-half miles from bus service will feel they are being treated equally with other taxpayers throughout the service area.

RESULTS OF RECOM-

MENDED ACTION: If the Board chooses to revise the boundaries, the District's service boundary ordinance will be updated and brought to the Board for a first reading in September. A second reading and adoption would occur in October. The effective date of the change would be January 1, 2000.

ATTACHMENT: None.

PROPOSED MOTION: I move that LTD staff prepare revisions to the service boundary ordinance, establishing the boundaries at the _____ mile(s) limit along the eastern portion of the service area and that changes to the boundary north of Coburg and in southwest Eugene be incorporated.

AGENDA ITEM SUMMARY

DATE OF MEETING: August 18, 1999

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Jeanette Bailor, Purchasing Administrator

ACTION REQUESTED: Approval of Fiscal Year 1999-2000 Disadvantaged Business Enterprise Policy and Affirmative Action Program

BACKGROUND: On October 20, 1981, the LTD Board of Directors established by resolution an affirmative action program for disadvantaged business enterprise participation in Department of Transportation or other federal agency financial assistance projects. Since that time, the Board has adopted revised Disadvantaged Business Enterprise (DBE) Policies and DBE Affirmative Action Programs on an annual basis. Effective March 4, 1999, based upon public comments and relevant court decisions, and the issues raised during the congressional debates, a new rule was developed by the Department of Transportation. This new rule streamlines the DBE programs and seeks to improve program administration. The District's program has been modified to reflect these changes. One of the major changes is that the DBE goals now are based upon the availability in Lane County of DBEs. It also puts emphases on obtaining as much as possible of the DBE participation on race-neutral measures, which are outlined in the attached program. DBEs are defined as women- and minority-owned enterprises.

LTD must update its DBE program annually to reflect the current-year budget. The program is based on the actual annual budget for the capital improvements program, with subtractions for non-eligible items, such as buses. The budget is then categorized by professional services, construction, and materials/supplies/equipment. These figures are shown in Attachments 1, 2, and 3, referenced below. LTD's overall goal for FY 1999-2000 is 5 percent DBE participation. While the overall goal remains at 5 percent, the dollar value of DBE participation is budget-driven.

LTD's Board of Directors is being asked to approve the FY 1999-2000 program. After Board approval, staff will distribute and publish the entire program, showing how LTD administers the program, program requirements, and ask for public comment. This entire packet will be submitted to the Federal Transit Administration (FTA) for final approval.

- ATTACHMENTS:**
- (1) Resolution Revising DBE Policies and DBE Affirmative Action Program
 - (2) Fiscal Year 1999-2000 Goals
 - (3) Revised DBE Policies and Programs

PROPOSED MOTION: I move that the Board adopt the attached Resolution Revising DBE Policies and DBE Affirmative Action Program.

AGENDA ITEM SUMMARY

DATE OF MEETING: August 18, 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 August 18, 1999:

1. Approval of minutes: June 16, 1999, regular Board meeting
2. Approval of minutes: June 23, 1999, special Board meeting/work session
3. Approval of minutes: July 21, 1999, canceled meeting
4. Approval of Fiscal Year 1999-2000 Disadvantaged Business Enterprise (DBE) Policy and Affirmative Action Program

ATTACHMENTS:

1. Minutes of the June 16, 1999, regular Board meeting
2. Minutes of the June 23, 1999, special Board meeting/work session
3. Minutes of the July 21, 1999, canceled meeting
4. Fiscal Year 1999-2000 Disadvantaged Business Enterprise (DBE) Policy and Affirmative Action Program

PROPOSED MOTION: I move that the Board adopt the following resolution: It is hereby resolved that the Consent Calendar for August 18, 1999, is approved as presented.

AGENDA ITEM SUMMARY

DATE OF MEETING: August 18, 1999

ITEM TITLE: ELECTION OF BOARD PRESIDENT

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: That the Board elect a president to complete the final year of the two-year term vacated by Kirk Bailey, beginning immediately

BACKGROUND: In accordance with ORS 267.120(1), the Board of Directors must elect from among its members, by majority vote, a president, vice president, secretary, and treasurer, to serve two-year terms. Elections were held in June 1998 for two-year terms ending July 1, 2000. The current officers are Rob Bennett, vice president; Hillary Wylie, secretary; and Dave Kleger, treasurer. With the resignation of Kirk Bailey from the Board, effective August 1, the Board needs to elect a president to fill the final year of his term in that position. Should a current officer be elected president, the Board will need to fill that officer's position for the coming year, as well.

ATTACHMENT: None

PROPOSED MOTION: I nominate _____ as the LTD Board President, beginning immediately and ending July 1, 2000.

AGENDA ITEM SUMMARY

DATE OF MEETING: August 18, 1999

ITEM TITLE: AUGUST AND SEPTEMBER 1999 EMPLOYEES OF THE MONTH

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: **AUGUST 1999 EMPLOYEE OF THE MONTH:** Bus Operator Richard Auckerman has been selected as the August 1999 Employee of the Month. Richard was hired on November 11, 1996. He has received awards for two years of safe driving, two years of correct schedule operation, and excellent attendance. Richard was selected for this award based on his excellent work record, his rapport with his customers, and the professional behavior that makes him an excellent ambassador for LTD. He was nominated by a customer who appreciates Richard's attentiveness to his driving and the needs of his customers. The customer called himself "time challenged" and said he usually ends up running for the bus stop; if he is not there on time, Richard stops and looks for him.

When asked what makes Richard a good employee, Field Supervisor David Thulstrup said that Richard quickly became a valuable asset for the District. Dave related the following story as an example of Richard's excellent service to all his customers, all the time: A customer approached me one day in a very emotional state, pointing back at Richard's bus in an agitated way. I asked him if he needed any help. I was concerned that there might be a problem. After a long pause, he then said "That driver, he's the best one you have! He consistently goes out of his way to watch for me every day. I was running late today, thought I'd missed the bus and a very important meeting. Richard was at the stop as I ran around the corner, looking for me. I made the bus and the meeting! He really is the best!

September 1999 Employee of the Month: Instructional Program Coordinator Vern Rogers was selected as the September 1999 Employee of the Month. He was hired as a bus operator on September 17, 1971, and promoted to his current position effective June 28, 1998. Prior to his promotion, Vern had earned awards for 24 years of safe driving, 16 years of correct schedule operation, and numerous annual awards for excellent attendance. He previously was selected as the November 1983 Employee of the Month and the 1983 Employee of the Year. There currently are 35 nominations for Employee of the Month in his file. He was selected this time following a nomination based on the time, energy, and hard work he put into developing, organizing, and teaching the Service in America class. The nominator said that due to Vern's insight,

instinct, and dedication to the District, the class was “the best we’ve ever had.” And, this work ethic was not unique to this particular training; Vern approaches every situation that way, and is positive and problem-solving every minute of every day.

When asked what makes Vern a good employee, Transit Projects Administrator Rick Bailor said that Vern is a rock in the area of training curriculum. He has been at his current administrative position of Instructional Coordinator for a little over a year. Until that time, he was the backbone of the instructor program and the champion of new operator training, which he has nurtured along into an exemplary program. Vern is a proven leader as the chair to the Accident/Safety Committee and was responsible for the completion of the APTA application that earned LTD the 1999 Achievement Award in recognition of our safe service delivery.

Vern has brought his enthusiasm into the administrative ranks, too, and crafted a training calendar for this year that is very impressive. He was instrumental in the adaptation of the nationally recognized Service in America training provided to all District employees by a team of instructors and managers. He offered three extra-curricular classes: a Living Safely Seminar and First Aid and CPR classes for everyone, based on a survey of employees’ needs. There have been three groups of new operator training classes and an instructor workshop that focused on writing techniques. Currently, we are providing new radio system training and refresher classes to supervisors and operators alike. Still to come this year are the National Safety Council Defensive Driving Course certification for four instructors, three days of supervisor training provided by the National Transportation Institute and LCC, and a Bad Weather Driving Course for newer bus operators. And this is a brief recap.

AWARDS:

Richard and Vern will attend the August 18 meeting to be introduced to the Board and receive their awards.

APPENDIX E

FEDERAL FINANCIAL ASSISTANCE

AGREEMENT ASSURANCE

I, Phyllis Loobey, General Manager, hereby certify on behalf of Lane Transit District that:

The undersigned shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation, and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the undersigned of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

Executed this _____ day of _____, 1999.

By _____
Phyllis Loobey, General Manager
Lane Transit District

MONTHLY FINANCIAL REPORT COMMENTS—June 1999
August 18, 1999

Revenue:

- **Passenger fares** finished the year slightly behind budget, but ahead of the previous year by 5.3 percent.
- **Group pass revenue** was essentially as predicted by the FY 1998-1999 budget.
- **Operating revenue** in total for the year was generally satisfactory at 100.9 percent of budget.

Expense:

- **Administration personnel** expenses have increased over the prior year for several reasons:
 - ◆ The implementation of a new salary schedule resulted in the opportunity for all but two administrative employees to earn merit increases that became effective in July 1998. In 1997-98, 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 1998.

Although administrative wage expense was higher than last year, total expenses finished the year at 99.1 percent of plan.

- **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 1998. This expense category finished the year at 98.9 percent of budget.
- **Materials and services** expenses were generally as budgeted for the year.

Capital revenue lags expenses due to pending approval of a 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 for the fiscal year were generally as planned. The bus purchase in the first half of 1998-1999 is the major contributor to total expenses.

AGENDA ITEM SUMMARY

DATE OF MEETING: August 18, 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. **Travel Attendant and Transit Training Program Update:** Staff will provide a report on the District's Travel Attendant and Transit Training Program at the September 15, 1999, regular Board meeting.
- B. **LTD Boundary Ordinance:** A discussion of revised service boundaries will be held at the September 15, 1999, regular Board meeting. Should the Board approve boundary revisions, two readings of LTD Ordinance 24 (1999 Revision), Describing the Territorial Boundaries of Lane Transit District, will be scheduled for two separate Board meetings, with adoption at the second meeting.
- C. **Final Legislative Summary:** A final report on the 1999 Oregon legislative session will be scheduled for the September 15, 1999, regular Board meeting.
- D. **BRT Phase 1 Approval:** Approval of Phase 1 of the bus rapid transit (BRT) pilot corridor project is tentatively scheduled for the September 15, 1999, Board meeting.
- E. **TransPlan Draft Plan Approval:** The Joint Elected Officials' public hearing on TransPlan has been postponed until September 29, 1999. The LTD Board will be part of that public hearing. Approval of the Draft TransPlan is anticipated to occur during October 1999.
- F. **Public Hearing on Springfield Station Environmental Assessment:** The Board will need to conduct a public hearing on the Springfield Station Environmental Assessment at the September 15 or October 20, 1999, regular Board meeting.

- G. **Long-Range Financial Plan**: The Long-Range Financial Plan will be discussed with the Board during the fall of 1999.
- H. **Fall Board Strategic Planning Work Session**: The Board's annual fall strategic planning retreat has been scheduled for October 29-30, 1999. A work session on productivity standards and policies will be included as part of this two-day strategic planning session.
- I. **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.
- J. **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: August 18, 1999

ITEM TITLE: LEGISLATIVE REPORT

PREPARED BY: Linda Lynch, Government Relations Manager

ACTION REQUESTED: None

BACKGROUND: As the legislative session concluded on July 24, 1999, Lane Transit District achieved most of its legislative goals. This overall success was in spite of an anti-Oregon Department of Transportation (ODOT), anti-transit environment dominating this session of the Legislature.

The attached staff report provides an initial summary of legislation of importance to LTD. A more detailed staff report will be presented at the September Board meeting.

ATTACHMENT: Staff Report: Legislative Summary

PROPOSED MOTION: None



Lane Transit District
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STAFF REPORT: LEGISLATIVE SUMMARY

**Prepared by Linda Lynch, Government Relations Manager
August 18, 1999**

As the legislative session concluded on July 24, 1999, Lane Transit District achieved most of its legislative goals. This overall success was in spite of an anti-Oregon Department of Transportation (ODOT), anti-transit environment dominating this session of the Legislature.

The following report provides an initial summary of legislation of importance to LTD. A more detailed staff report will be presented at the September Board meeting.

Funding for elderly and disabled transportation services. LTD's primary legislative agenda for the session was to secure general fund money to expand statewide services for the elderly and disabled. This goal was met by a grouping of bills in the last week of the session that resulted in \$9 million from the state general fund for elderly and disabled transportation services, plus \$10 million in Federal Surface Transportation Program funds to be used for special transportation capital needs.

LTD's normal share of this money, based on the original population-based formula, is roughly 10 percent (or \$900,000 over two years). It is likely that the formula will soon be reevaluated to determine whether the same distribution will apply, and whether more will be available for capital for the small counties, or just what.

In the end, between \$19 million and \$21.3 million will be allocated to elderly and disabled transportation from a variety of sources: the general fund, the transportation reinvestment account, and the national tobacco settlement.

The components of the elderly and disabled (E&D) funding package are as follows:

- SB 1284: \$5 million. This bill establishes the Transportation Reinvestment Account (TRA) to capture a component of the state income tax revenues associated with increased spending on transportation as a result of the gas tax increase. The TRA sunsets after four years and is projected to generate approximately \$58 million during that time for both E&D and high-speed rail. By the time the TRA sunsets, the interest on the tobacco settlement funds (see HB 2007 below) is expected to replace these funds.

- SB 5511: \$4 million. The so-called “Easter Basket” (or “Christmas Tree”) Bill contains \$4 million for E&D transportation (one million less than hoped for). The other million—which was present in the bill less than 24 hours prior to adjournment—was allocated to migrant worker housing. The bill also contains an allocation of \$5 million that would go to E&D transportation, if the gas tax legislation is sent to the voters by the American Automobile Association (AAA) and defeated. This “hold harmless” provision is designed to ensure that E&D transportation receives funding even if the gas tax increase is not successful. The bill also contains \$1.5 million for the “smart jitney” program.
- HB 2007: \$1.3 million. This bill would place tobacco settlement funds in an escrow account and allocate the interest on the account to various programs. The legislation, which is referred to the May 2000 ballot, allocates 15 percent of the interest generated by the funds to E&D programs. Interest on the account will grow as funds are received. In addition, the E&D program could receive up to \$22 million over the next four biennia.
- HB 5053: \$10 million. The ODOT budget contained the Governor’s request for \$10 million of federal TEA-21 Special Transportation Program (STP) funds for E&D capital purchases. The funding allocation was approved as part of ODOT’s budget.

Together, these bills represent the largest allocation of funds to public transit since the 1991 lottery bond allocation to the Westside Light Rail project. The bills represent a resounding leap forward for the state’s elderly and disabled transportation programs.

STF program structure. An attempt to turn the entire program into a year-by-year grant program met resistance when the Senate twice defeated Senate Bill 764. Throughout the session LTD, Tri-Met, the Oregon Transit Association (OTA), and the Oregon Association of Area Agencies on Aging and Disability (O4AD) were fighting an attack on the current system of allocating E&D funds. The attack took the form of SB 764 that proposed to change the allocation of existing and new funds from a formula based on population to a competitive grant process.

The stated purpose of the legislation was to move resources away from the metropolitan area. The effect of the legislation, however, would have been to override the existing structure of local advisory committees by creation of a statewide commission and to remove predictability of funding for transit systems by requiring an annual competitive grant process.

SB 764 was introduced by Sen. Gary George (R-Newberg) and Sen. Bill Fisher (R-Roseburg) and strongly supported by Sen. Eileen Qutub (R-Beaverton). In addition, the bill had the initial support of the Governor’s Commission on Senior Services. During the session, the Governor’s Commission was convinced to drop its support for the bill, but certain members of the Commission continued to work actively for its passage. When the bill was amended, the Governor’s Commission again supported it.

Funding for Willamette Valley Passenger Rail. LTD’s other principal legislative agenda was to secure funding to continue operation and make improvements to Willamette Valley Passenger Rail service. The Governor’s recommended budget included \$14 million for the

program, and one feature of those last-minute transportation package elements was to provide \$10 million of that amount. While some of the original proposal will not be funded, the state now qualifies for federal funds and for continued interest and support from Amtrak.

A second run of the train will be added July 1, 2000, and many track improvements can be initiated. In addition, more thruway buses will be added to serve Southern and Eastern Oregon and the Oregon Coast, and to provide access to the train in Eugene.

This funding represents a major step in the current evolution of passenger rail.

Background checks of paratransit drivers and District newly-hired operators. In a significant legislative move, transit districts will now have access to FBI criminal background information regarding employees of contractors for the Oregon Medical Assistance Program and any other “vulnerable Oregonians” the Board determines by resolution. It is expected that a resolution will be ready for Board consideration at its October meeting.

Gas tax increase. A five-cent per gallon gas tax was agreed to on the last day of the session after three sessions of inaction on increased road funding. This otherwise landmark event, which will provide up to \$170 million more a year in road building funds, is marred by widespread opposition to the shift from the weight-mile taxing system for trucks to one based on registration fees and a diesel fuel tax.

The Oregon-Idaho AAA, 1,000 Friends of Oregon, and Oregon Taxpayers United likely will petition to refer this measure, House Bill 2082, to the voters. If they are successful, the referendum will be on the May 2000 ballot.

The gas tax package included:

- Three cents to cities and counties for any road use including modernization.
- One cent to ODOT, which the agency will use for maintenance and preservation.
- Two cents bonded for modernization projects (approximately \$600 million total).
- Repeal of the weight-mile tax and replacement with a \$0.29 diesel fuel tax and an extraordinary increase in registration fees. Diesel fuel tax sunsets in six years.
- Increase of \$10 per year on the vehicle registration fee for cars and light trucks, bringing the total to \$40 every two years.
- Local option vehicle registration fee of \$10 per year implemented by county resolution. (Statute requires that Multnomah County spend a majority of its funds under this provision on the Willamette River bridges).

Shift in cost responsibility calculation will reduce the revenue generated by the overall gas tax, registration fee, and diesel fuel tax by the equivalent of one cent. The loss of revenue is shared 60 percent by ODOT and 40 percent by cities and counties.

The Oregon Trucking Association has been working to change the weight-mile tax for the past three sessions. The Oregon chapter of the American Automobile Association has strongly opposed the change, arguing that it will end cost responsibility (where trucks pay for the specific damage they cause to the roads). AAA has threatened to put the measure on the May 2000 ballot by referral. Apparently, 1,000 Friends of Oregon and Bill Sizemore’s Oregon Taxpayers United might assist AAA in this effort.

ODOT reluctantly supported the package. The agency's support was tempered by the repeal of the weight-mile tax and the fact that the bill places more emphasis on new construction versus maintenance and preservation than the agency feels is prudent.

Other. Staff are still reviewing what passed and what did not pass, and are awaiting the Governor's decision on several bills.

House Bill 3397 exempts from public disclosure the addresses of employees of companies who seek LTD's assistance in matching rides to increase alternatives to single-occupancy vehicles. LTD's Commuter Solutions Program offers a free "geocoding" service to businesses whereby the business provides LTD a list of its employees' home addresses and the agency maps the location of each employee. The map is an important tool in the businesses' efforts to establish car pool, vanpool, or discounted pass programs. The bill was necessary to ensure that employee lists are not subject to the Oregon Public Records law disclosure requirements while in LTD's possession. The Oregon Newspaper Publishers Association, which normally opposes all such amendments to the public records statute, agreed not to oppose the bill after a modification to allow disclosure of more general information.

A significant failure was the refusal of the House to consider Senate Bill 59, a bill to restrict firearms on buses – including school buses. This bill passed the Senate in the week before adjournment after the defeat, by one vote, of the session's major gun-control bill, House Bill 2345. SB 59 was never expected to receive a hearing in the House Rules Committee, and an abortive attempt to discharge it from committee on the House Floor the day before the session ended virtually killed any chance of committee consideration.

Other bills that did not pass are:

- HB 3524: Would have exempted from payroll tax requirement any business more than one mile from service. Introduced by Rep. Karen Minnis (R-Troutdale), the bill was intended to motivate Tri-Met to respond to the needs of businesses in the north end of the Columbia Corridor. Tri-Met was able to respond to Rep. Minnis and win her agreement not to pursue the legislation.
- SB 757: Would have required all federal flexible transportation funds to go to highway construction. Introduced by Sen. George, the bill initially required that all flexible federal funds, such as STP dollars, be restricted to highway construction. The bill later was modified to require only the increase in funds under TEA-21 to be dedicated to highways. Tri-Met worked with other transportation interests to defeat the measure. The bill would have prevented any transit use of STP dollars.
- SB 859: Would have required that 20 percent of transit services be contracted out each year. Introduced by Sen. George, the bill would have required Tri-Met to place out to competitive bid at least 20 percent of its service each year.

SB 1090: Would have required that the LTD Board be elected. LTD Attorney Roger Saydack testified at the only hearing on this bill.

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AGENDA ITEM SUMMARY

- DATE OF MEETING:** August 18, 1999
- ITEM TITLE:** ADOPTION OF THE RESTATEMENT OF LANE TRANSIT DISTRICT SALARIED EMPLOYEES' RETIREMENT PLAN AND THE RESTATED LANE TRANSIT DISTRICT RETIREMENT PLAN TRUST AGREEMENT
- PREPARED BY:** David E. Dickman, Human Resources Manager
Everett Moreland, Pension Counsel, Hershner, Hunter, Neill & Smith, LLP
- ACTION REQUESTED:** That the Board adopt the restated plan and trust agreement for salaried employees' retirement.
- BACKGROUND:** During the budget process for Fiscal Year 1999-2000, the Board adopted expenditures reflecting retirement plan improvements. These improvements were the result of administrative employees having some other benefits reduced and the District increasing some expenditures for retirement. As a result of these changes in benefits, the pension trustees directed the pension counsel to prepare these changes. The attached memorandum specifically identifies the changes throughout the plan document.
- In February 1999 the pension trustees approved pension adjustments for cost-of-living increases. The restated plan includes the adjustments of 2 percent per year for pension cost of living for the period July 1, 1996, through June 30, 1998. The costs for these cost-of-living adjustments were included in the budget decision of the District 1999-2000 fiscal budget.
- The restated plan also includes changes that are required by law or provisions that are no longer required by law and which, by removal, increase the managerial capabilities of the District and the Board of Directors in operation of this retirement plan.
- The restated plan document will undergo further changes in the next few weeks to reflect provisions affecting the use of Extended Illness Bank hours (EIB) in the calculation or contributions to the plan as presented and agreed to with the Administrative Employee Association.

In addition, the Trust Agreement governing the retirement plan has been updated to reflect current conditions of the restated plan and the state of current laws.

ATTACHMENTS:

1. Memorandum to the Board of Directors from Everett Moreland of Hershner, Hunter, Neill & Smith, LLP
2. Restated Lane Transit District Salaried Employees' Retirement Plan (separate document for Board members)
3. Restated Lane Transit District Salaried Employees' Retirement Trust Agreement (separate document for Board members)

PROPOSED MOTION:

I move the following resolution: It is hereby resolved that the Lane Transit District Board of Directors adopts the Restated Lane Transit District Salaried Employees' Retirement Plan and Restated Lane Transit District Salaried Employees' Retirement Plan Trust Agreement. Upon adoption of this motion, the Board of Directors authorizes the General Manager to sign and implement the restated retirement plan.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** August 18, 1999
- ITEM TITLE:** EUGENE DOWNTOWN SHUTTLE FEASIBILITY STUDY
- PREPARED BY:** Andy Vobora, Service Planning & Marketing Manager
- ACTION REQUESTED:** Direction to staff regarding the Board's desire to take the next step in the shuttle feasibility analysis.
- BACKGROUND:** In 1993 the LTD Board commissioned a study examining the feasibility of a downtown shuttle. The research included analysis of local opportunities for shuttle service, as well as shuttle services provided at a number of transit properties throughout the United States. Two types of shuttle systems were investigated in this study. The first type considered was a circulator shuttle connecting a number of trip generators within the greater downtown Eugene area. The second type was a Park & Ride shuttle, linking downtown with a nearby parking facility at the Fairgrounds or Autzen Stadium. The study considered routing, potential users, frequency of service, vehicle type, ridership projections, cost estimates, and financing methods. The study concluded that a circulating shuttle most likely would have below-average ridership, but that many factors could not be accurately predicted and, therefore, there was a possibility that ridership would be higher. It was suggested that a pilot project of one to two years in length would be the best way to test the concept and determine viability. The Park & Ride shuttle was limited by the lack of access to the most viable parking area located at Autzen Stadium. If a better connection become available, then this type of shuttle should be reconsidered.
- Revisiting the feasibility of a downtown shuttle was initiated to determine if new opportunities existed that would make the shuttle a good investment at this time.
- BRW Consulting was selected to conduct the feasibility study. Included as a separate document for Board members is a copy of the Shuttle Feasibility Study Project Report, which outlines the process used to examine the potential for a successful shuttle service.
- At the August 18 meeting, LTD staff and BRW project manager Martin Hull will present a review of the study findings.

RESULTS OF RECOMMENDED ACTION:

Staff will prepare a detailed operating and capital cost analysis for Board review.

ATTACHMENT:

Feasibility report from BRW (included as a separate document)

PROPOSED MOTION:

I move that the LTD Board direct staff to prepare a detailed operating and capital plan for the recommended downtown shuttle route.

AGENDA ITEM SUMMARY

DATE OF MEETING: August 18, 1999

ITEM TITLE: TALK RADIO

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: LTD Community Relations Manager Ed Bergeron recently was a guest on the Victor Boc talk show on KUGN radio. For two hours, Ed answered questions about LTD from Mr. Boc and various callers. By all accounts, Ed acquitted himself very well, providing accurate, reasoned responses to a wide range of questions. Additional information on issues discussed on the show can be provided at the August Board meeting.

PROPOSED MOTION: None