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Public notice was given to *The Register-Guard* for publication on December 9, 1999.

LANE TRANSIT DISTRICT REGULAR BOARD MEETING

December 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

Wylie _____ Bennett _____ Gaydos _____ Hocken _____
Kleger _____ Kortge _____ Lauritsen _____

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT

IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 04

V. WORK SESSION—"Free Service" Analysis 05

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

VI. EMPLOYEE OF THE MONTH—January 2000 17

VII. AUDIENCE PARTICIPATION

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

VIII. PUBLIC HEARING ON LTD ORDINANCE NO. 36, REGULATIONS GOVERNING CONDUCT ON DISTRICT PROPERTY 18

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

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| C. | Budget Transfer—Capital Projects | |
| D. | Long-Range Financial Plan | |
| E. | Federal Triennial Review Report | |
| F. | Service Boundary Policy | |
| G. | LTD Drug and Alcohol Policy Revisions | |
| H. | LTD Fingerprinting Policy | |
| I. | Budget Committee Nominations | |
| J. | Fiscal Year 2000-2001 Service Recommendations | |
| K. | Fiscal Year 2000-2001 Pricing Plan and Fare Ordinance | |
| L. | Fiscal Year 2000-2001 Capital Improvements Program | |
| M. | TransPlan Draft Plan Approval | |
| N. | BRT Updates | |
| O. | Quarterly Performance Reporting/Year-end Performance Report | |
| XII. | ADJOURNMENT | |

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

AGENDA ITEM SUMMARY

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DATE OF MEETING: December 15, 1999

ITEM TITLE: NOVEMBER FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: None

BACKGROUND: Financial results for the first five months of the fiscal year are summarized in the attached reports. Total General Fund revenue was \$1,817,220 ahead of budget for November, due to a catch-up in payroll tax receipts, and also in state-in-lieu revenue. Payroll tax revenue for the year is expected to be slightly higher than the \$15,000,000 budgeted. State-in-lieu revenue will exceed budget for the year by more than \$100,000, due to an unexpected payment of revenue that had accrued in one or more prior years, but had not been previously reported or paid to LTD.

On November 30, LTD received \$278,548.39 in retroactive state-in-lieu revenue. Of this amount, \$166,524.82 should have been received with the quarterly payment in October for the first quarter of the new biennium. An additional \$112,023.57 was due but not paid for the eighth quarter of the last biennium. The Oregon Department of Administrative Services has assured LTD that the problem (a new higher education payroll system) has been corrected, and future payments will be accurate.

Passenger fare and group pass receipts are ahead of budget for the month and year to date. Combined revenue from these two sources exceeds the same five-month period last year by a healthy 10.3 percent.

Total General Fund expenses (before transfers) are \$544,368 less than budgeted through November. Non-payroll expenses (including transfers) are 14.2 percent lower than those of the previous year, primarily due to a slowdown in non-BRT capital project activity. Personnel services expenses are almost exactly as anticipated by the current year budget. No adverse financial conditions exist at this time.

Special Transportation Fund expenses are as anticipated through five months. An analysis of possible uses of revenue set aside in the most recent legislative session for capital expenses and service enhancements for the elderly and disabled is still underway. LTD's share of this new revenue source is expected to be approximately \$287,000 during the current fiscal year. This allocation has not been included in the FY 1999-2000 budget to date. When a proposed use for the new revenue has been developed, it will be reviewed with the Board, and appropriate budget

amendments will be recommended. This review is expected to occur in January when the proposed Capital Improvement Program will be presented.

Year-to-date Capital Fund expenses are as anticipated. Because the entire amount of the federal earmark for bus rapid transit (BRT) in the current fiscal year was appropriated for the BRT Phase I build-out, but the project is not expected to progress to the point where all funds will be required in the current year, this line-item will show a large positive variance throughout the year and at year-end. Year-to-date revenues continue to exceed expenses, because of a large grant contract that was delayed until after the beginning of the current fiscal year. Approximately \$800,000 in expenses occurred last year and were reimbursed this year.

Final resolution of the radio project is still pending. In the event that matters are satisfactorily resolved before mid-January, the final contract payment of up to \$236,500 can be made from existing (and, as yet, unused) appropriations for other projects using local funds. If necessary, a general realignment of capital fund allocations will be recommended to the Board at the January meeting.

The Finance Committee of the Board is tentatively scheduled to meet in January to review the proposed revised Long-Range Financial Plan. Included in that discussion will be an analysis of alternative funding options for future capital purchases and projects. The proposed budget development calendar will also be reviewed by the Committee at its next meeting, and subsequently forwarded to the full Board and Budget Committee members.

ATTACHMENTS:

Attached are the following financial reports for Board review:

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

PROPOSED MOTION:

None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 1999

ITEM TITLE: PRESENTATION OF COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR 1998-1999

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: None

BACKGROUND: The Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 1999, was distributed to the Board of Directors on November 15. This report includes audited statements and the opinions of the independent audit firm of Grove, Mueller, Hall and Swank. Charles Swank, representing LTD's auditors, attended the November 17 meeting to discuss the audit results. Due to staff illness, an overview of Lane Transit District's financial position at June 30, 1999, was postponed from the November 17 Board meeting to the December 15 meeting.

If it is convenient to do so, it would be helpful if Board members can bring their CAFR copies to the December meeting. Additional copies will be available in the Board Room.

ATTACHMENTS: None

PROPOSED MOTION: None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, November 17, 1999

Pursuant to notice given to *The Register-Guard* for publication on November 11, 1999, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held the regular Board of Directors meeting on Wednesday, November 17, 1999, at 5:30 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

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

Absent: (Vacancy, subdistrict 5)

CALL TO ORDER: The meeting was called to order at 5:38 p.m. by Board President Hillary Wylie.

WORK SESSION

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: a) Ms. Wylie reminded the Board members that the UO Alumni / Springfield Chamber Auction would be held on Friday, November 19, 1999, and LTD had reserved a table for the event. Several Board members were planning to attend. b) Ms. Wylie also announced that she was continuing to work with staff to hold a special Board Holiday Lights JoyRide event on December 16. She asked Board members to please hold that date open. c) Due to staff illness, Ms. Wylie announced that agenda items number 2 and 3 under Current Activities would be postponed to another date.

TRANSPLAN UPDATE: Planning and Development Manager Stefano Viggiano was present to discuss the review process for the Draft TransPlan now that the public comment period had closed. He stated that each of the adopting jurisdictions were to provide input to the Metropolitan Policy Committee (MPC) about the review process in order to reach agreement about that process. In addition, if there was time at this work session, the Board could begin discussion on the substantive issues in the Draft TransPlan.

Mr. Viggiano reported that staff continued to prepare responses to the 160 questions that were received by the four jurisdictions, and it was expected that those responses would be complete in early December. In addition, each Board member was provided a notebook

that contained all of the written public testimony and a summary of the oral testimony received during the Draft TransPlan public comment period. Also available was a video tape of the testimony that was taken during the public hearings on the Draft TransPlan.

Mr. Viggiano introduced Lane Council of Governments (LCOG) TransPlan Project Manager Tom Schwetz to discuss the Draft TransPlan review process. A memo from Mr. Schwetz, included in the agenda packet, compared what might be a normal review process with a process that was suggested by the Friends of Eugene. Mr. Viggiano stated that the Board could advocate for either process or even a third process of its own design.

Mr. Bennett asked if someone other than the Friends of Eugene had made a suggestion for the review process, would that suggestion have been included as well, and how alternate process proposals were being decided. Mr. Schwetz said that any time alternatives were requested in the course of a public hearing, those requests needed to be addressed. If other alternative suggestions had come forth, those also would have been included in a discussion of the process. Mr. Viggiano added that the proposal from the Friends of Eugene was supported by many of the speakers at the public hearing as well as by some of the adopting officials.

Mr. Schwetz said that typically, following the public hearings, each adopting jurisdiction might meet to discuss the testimony and identify the issues that the individual members might have. At some point, a joint meeting might be held to determine what the common issues were. Basically, the focus was to get to a point where each jurisdiction was comfortable with the adoption of the plan.

The Friends of Eugene proposed a new process to form a citizen's advisory committee to take input from the community at large. The committee then would draft a set of strategies to be included in the new Draft TransPlan, which then would be presented to the four jurisdictions for adoption. Staff determined that this process would take longer than the six months that was suggested by the Friends of Eugene, possibly by four to six months, which would push the adoption out to the spring of 2001.

Staff were recommending that the jurisdictions agree to the typical process for the review and adoption of the Draft TransPlan. There had been extensive public involvement throughout the drafting period, and this process would have flexibility and would provide an opportunity to revise the Draft TransPlan.

Mr. Bennett asked if this recommendation was felt strongly by staff as a whole. Mr. Schwetz said that he believed that to be true. Mr. Bennett said that he had recalled reading some of Mr. Schwetz's comments on the Transportation Demand Management (TDM) recommendation in the Draft TransPlan, and he found those comments to be somewhat confusing. He asked Mr. Schwetz to clarify his position regarding the TDM recommendations.

Mr. Schwetz said that his comments were based on previous decision modeling and studies that had been conducted. In the decision modeling, local officials had indicated that they were not yet ready for mandatory TDM or pricing. During the pricing study that had been conducted, the consultants determined that the area was not yet ready for mandatory

TDM, but most likely would be ready to implement some form of mandatory TDM in the next 20 years.

Mr. Bennett then asked if Mr. Schwetz had read and considered the TransPlan Issues List that had been prepared by LTD staff and included in the agenda packet. Mr. Bennett wondered if Mr. Schwetz would be willing to support any of the issues, and particularly the suggestion for a stronger and earlier LTD role in development review issues. Mr. Schwetz said that he had read it, and he was in favor of further consideration of that suggestion. In areas where transit agencies were more involved in development review, Mr. Schwetz had heard that it could make a difference and was helpful. There was a good development review process in place that could be the framework in which LTD could do more.

Ms. Hocken asked about item #2 in the Friends of Eugene review process proposal, in which the proposal called for a two-month period in which citizens would have an opportunity to submit proposals for specific revisions for TransPlan, and the new Draft TransPlan would have specific written responses to proposals that were not included in the revision, including the reason they were not included. She asked if the proposed typical review process would include responses to public testimony. Mr. Schwetz said that staff were beginning to review the public testimony and would provide a fairly detailed response that the jurisdictions could use during deliberations. Issues would be grouped together. Responses most likely would not address each and every piece of testimony, but would cover the common themes and issues to the extent that staff could provide a common response. Specific suggestions would be forwarded to the jurisdictions, as well, for possible further review.

Ms. Wylie said that she was concerned that each jurisdiction provide a response explaining changes that were made to the Draft TransPlan as well as to the public testimony that was received. She thought it would be helpful for staff to develop a grid of key issues, and, to achieve continuity, that each jurisdiction be given a copy of the same grid. Mr. Schwetz said that staff were preparing to do that by using the structure of the TransPlan as a basis for categorizing the testimony.

Ms. Wylie said that she would like to see it refined even more so that each jurisdiction could vote on the same set of TransPlan revisions. She said that the fact that so many people provided testimony reflecting a great deal of interest in the community was of great importance to her. As a public body, the Board needed to respond to that. Mr. Schwetz said that once each jurisdiction had the opportunity to discuss and deliberate on the Draft TransPlan, staff hoped to organize a joint meeting to establish common issues and suggested revisions. It was important for staff to hear the issues of each of the adopting agencies.

Mr. Kleger said that he liked the idea of an issues grid, but he asked that staff include any statutory adjustments that may need to take place to respond to particular suggestions.

Ms. Hocken said that she did not believe that another round of public input would be useful at this point. Now it was time for the four jurisdictions to consider all that had been heard and read. This was a political process, and even though the public comment period had closed, all of the jurisdictions allowed time for public testimony at their regular meetings.

Mr. Kortge, Ms. Lauritsen, and Mr. Kleger agreed. Ms. Wylie agreed as well, but emphasized the need to respond to the public input. Ms. Wylie added that a huge effort would need to be made to ensure continuity during the process.

Mr. Viggiano added that some people may have the opinion that after seven years, it was time to move on and get the TransPlan adopted very quickly; however, now that the TransPlan finally was at the jurisdictional level for review and adoption, he thought it was important for the adopting officials to take the time to carefully consider all of the issues in order to make the best decision. Ms. Wylie added that she wanted to take the time to deliberate over the proposed changes, and if the process were not rushed, staff would have time to prepare the necessary materials.

Mr. Viggiano said that he was surprised by the December 2000 adoption date, but he believed the reason for that was the difficulty in scheduling work sessions for the Eugene City Council. MPC could decide that this issue should become a high priority for discussion by the four adopting jurisdictions at regularly scheduled work sessions.

Ms. Wylie asked about the funding for nodal development, and what role public funding would play in nodal development. Mr. Schwetz said that public funding could be used as "focused public investment," where infrastructure investment could be focused to encourage private developers to pursue nodal development, or as funding for a certain level of transit services to ensure that the nodal development worked.

Ms. Hocken said that what was needed at this meeting was an opinion from the Board about the TransPlan review and decision process, which she thought the Board had given. She said that she liked Ms. Wylie's suggestion about the issues grid, and she thought it would be appropriate to share with the other jurisdictions the Board's understanding of the information that would assist in the decision-making process. She also thought the Board's opinion of the level of response to the public input should be shared as well.

Mr. Schwetz said that staff thought that by the next MPC meeting, the four jurisdictions would have held at least one work session, and staff planned to share the results of those work sessions at the MPC meeting. Mr. Schwetz also thought it might be a good idea for the jurisdictions to begin sharing their issues lists. Ms. Wylie thought it was too early for that, as the Board had not yet had an opportunity to discuss its issues. Mr. Bennett and Ms. Hocken agreed.

Mr. Schwetz said that Tom Stinchfield of Lane County was preparing materials for the Board of Commissioners' discussion on December 1, and he was attaching to his agenda item the preliminary lists of issues from both LTD and the City of Eugene. Ms. Hocken reiterated that LTD's list was at a staff discussion level at this time, and the Board had not had the opportunity to discuss those issues.

Mr. Bennett asked that it be made very clear that the list was very preliminary, and the Board had not yet discussed the issues. Mr. Viggiano added that the list should not even be considered a staff recommendation at this point, but rather a preliminary list of possible issues that was written as a result of staff discussion.

Mr. Kleger said that some of the items on the list had extremely significant fiscal impacts, such as committing to alternatively-fueled buses, which would double the cost of each bus. Ms. Hocken added that the Board Finance Committee also was considering staff work on free or reduced transit fares.

Mr. Viggiano asked the Board to provide feedback about the issues list and provide direction to staff about the types of issues the Board wanted to review, such as only transit related issues. Ms. Wylie said that the issues grid would assist the Board in responding to all the various issues. Mr. Bennett said that he hoped the Board would discuss nodal development issues. Ms. Hocken added that the Board needed to be concerned about issues that would impact pedestrians and bicycles, because she believed that the community had expectations of LTD to be involved in all forms of transportation decisions.

Mr. Bennett said that he wanted to address the issue of alternative fuels as the ramifications could be very serious, but the issue needed careful consideration. Ms. Hocken added that the Board needed to provide direction toward the level that alternative-fuel buses might be included in TransPlan and suggest ways that a policy could be implemented.

Mr. Schwetz said that regardless of which direction the issue of alternative-fuel buses took, if the Board were to decide to commit to alternative-fuel buses, the TransPlan could be viewed as supportive of that effort.

Ms. Loobey said that she was hopeful that the Board would believe in the premise that it was as much an actor around TransPlan as any of the jurisdictions were, and that any transportation system investment that was being made by virtue of TransPlan was LTD's business because resources were scarce. While LTD's main focus of business was transit-related, LTD also had a large role in transportation systems management, as did the other jurisdictions, and the LTD Board was a leader in the transportation field.

Mr. Bennett said he was interested in LTD's role in development review. He wanted to see the results of the survey of other communities about transit's role in that area. Mr. Schwetz said that he would provide that information to staff for sharing. Ms. Loobey added that nearby examples included the westside light-rail nodal development in Portland, where development was occurring along both sides of the light rail line. Mr. Bennett said that his particular interest was in community examples and how development really worked. There were certain fundamentals in development that could not be ignored, and he wondered if those fundamentals got in the way of what otherwise would enhance the transportation system in a community.

Mr. Kleger said that the issue of location requirements for certain new development, such as social service agencies, was of concern to him. He cited the recent example in Eugene where a state land use goal virtually was ignored by a state agency that located its offices both outside of nodal development and in an area not directly served by transit. He thought it was important to try to create and enforce local policies in response to the state's expectations that would encourage compact development.

There being no further discussion, Ms. Wylie adjourned the work session at 6:32 p.m.

REGULAR BUSINESS: The regular business portion of the meeting was called to order at 6:40 p.m.

DECEMBER 1999 EMPLOYEE OF THE MONTH: Ms. Wylie introduced Bus Operator Ronda Murray, who had been selected as the December 1999 Employee of the Month. Ms. Murray was hired in August 1996, and already had ten Employee of the Month nominations in her file. She also had earned awards for three years of Correct Schedule Operation and two years of Safe Driving.

One of Ms. Murray's most recent nominators had praised her in glowing terms, saying that she had "personality plus," and that the ride was absolutely fun because of Ms. Murray and her interactions with the other riders. Another customer said that Ms. Murray always was pleasant, no matter what, and treated all passengers fairly. A co-worker stated that Ms. Murray was an extremely loyal and dedicated employee who knew what customer service meant. Her supervisor added that Ms. Murray's work ethic could not go without mention and that she demonstrated pride in LTD each and every day.

Ms. Murray said that she really enjoyed working at LTD. She was a people person, and she loved her job. LTD was a good company to work for, and she appreciated the award.

AUDIENCE PARTICIPATION: 1) Charles Biggs of Eugene stated that he had given testimony during the Draft TransPlan hearing, in which he advocated for subsidized bus service to the nodes. He thought it made a lot of sense because that was where the majority of the transit lines were, and that was where the densest population was. Subsidized bus service would encourage further development in those nodes, and getting people in the nodes out of the congested corridors would free up space for those people who lived outside the nodes.

Mr. Biggs said that he had conducted a very quick study of the Coburg Road area. He used 1993-94 average daily traffic volumes, and made an estimate based on the density of nodes, how many nodes there were, and the different node types. His conclusion was that subsidized bus service would relieve congestion by 45.6 percent. He thought that would be a big plus for the community.

Mr Biggs further stated that investing \$30 million in bus rapid transit (BRT) to alleviate the commuter problem, which was 30 percent of the problem, seemed rather extravagant. He said that if the Board were to go forward with the BRT on the east-west corridor, he would ask that LTD also perform a one- to two-year pilot study of the north-south corridor with a subsidized node program to determine how viable that would be.

In addition, Mr. Biggs said that he had telephoned LTD to ask what the dollar value was of getting a person out of his or her car and onto the bus, and he was unable to get an answer. He thought that would be a real important factor to stress as LTD advocated for increased ridership.

2) Mr. Rob Zako of Eugene had signed up to speak, but had left the Board meeting prior to this portion of the meeting.

There being no further audience participation, Ms. Wylie closed this portion of the meeting.

CONSENT CALENDAR: The Consent Calendar for November included approval of the minutes of the October 27, 1999, special Board meeting, and the revised FY 1999-2000 Disadvantaged Business Enterprise (DBE) Program.

Ms. Loobey referred to page 6 of the October 27, 1999, minutes of the LTD Board meeting, under audience participation, in which Mr. Nordin of Cottage Grove had addressed the Board about service to Cottage Grove. Mr. Nordin had thanked various members of the staff by name for securing bus service to Cottage Grove. Ms. Loobey thought it left an inaccurate impression. In fact, staff did not secure bus service to Cottage Grove, but provided assistance and advice as needed and responded to questions as they were asked. Staff maintained a professional distance from the entire political process having to do with service to Cottage Grove. She did not want someone to read the minutes and gather the wrong impression.

Ms. Hocken suggested that "in securing bus service to Cottage Grove" be deleted from the sentence. Staff thought it was okay to revise the minutes in this way since the minutes reflected a summary or paraphrase of what was said at the meetings.

MOTION

Mr. Kortge moved that the Board adopt the following resolution: "It is hereby resolved that the Consent Calendar for November 17, 1999, is approved as presented and amended."

VOTE

Mr. Bennett seconded the motion, which passed by unanimous vote, with Lauritsen, Wylie, Bennett, Hocken, Kleger, and Kortge voting in favor, and none opposed.

ACCEPTANCE OF INDEPENDENT AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 1999: Finance Manager Diane Hellekson was present to introduce Charles Swank of Grove Mueller and Swank, P.C., who would present the audit report and answer questions. The audit report was distributed earlier to the Board members.

Mr. Swank said that the independent audit report met the requirements not only of generally accepted auditing standards, but also of the State of Oregon and the federal government. He then reviewed the highlights of the Comprehensive Annual Financial Report (CAFR).

Mr. Swank said that at the completion of the audit procedures, the auditors did not have recommendations that they felt were necessary to bring to the Board. The auditors believed that LTD staff did a very good job, and he commended staff for their efforts and assistance to the auditors.

MOTION

Ms. Lauritsen moved the following resolution: "Resolved, that the LTD Board of Directors accepts the Independent Audit Report for the fiscal year ending June 30, 1999." Mr. Kleger seconded the motion.

Mr. Bennett said that he was proud of the effort LTD made. One of the most important responsibilities the Board had in its oversight status was to make some judgement about whether LTD was using its resources carefully and accounting for them carefully. He thought

that Ms. Hellekson did a very fine job and helped create a better understanding of the issues for him and others. He was very pleased with the audit results.

Ms. Hocken brought attention to the Schedule of Findings and Questioned Costs that was contained in the audit report. There were no findings or questioned costs, but the page was required to be in the report.

VOTE There being no further discussion, a vote was taken on the motion, which passed unanimously, with Lauritsen, Wylie, Bennett, Hocken, Kleger, and Kortge voting in favor and none against.

REVISION OF ORDINANCE 24 GOVERNING DISTRICT BOUNDARIES: Service Planning and Marketing Manager Andy Vobora stated a second reading and adoption of LTD Ordinance 24, which described the territorial boundaries of Lane Transit District were required in order to change the District's service boundary.

MOTION Mr. Bennett moved that the Lane Transit District Ordinance 24, an ordinance describing the territorial boundaries of the District, be read by title only. Mr. Kleger seconded the motion, which passed by unanimous vote, with Lauritsen, Wylie, Bennett, Hocken, Kleger, and Kortge voting in favor and none against.

VOTE

Ms. Wylie then read Ordinance 24 by title only: "Lane Transit District Ordinance 24 (1999 Revision), Describing the Territorial Boundaries of Lane Transit District." Additional copies of the Ordinance were available to those present.

MOTION Mr. Kleger then moved the following resolution: "It is hereby resolved that the LTD Board of Directors adopts Lane Transit District Ordinance 24 (1999 Revision), Describing the Territorial Boundaries of Lane Transit District." Mr. Kortge seconded the motion, which passed by unanimous vote, with Lauritsen, Wylie, Bennett, Hocken, Kleger, and Kortge voting in favor and none against.

VOTE

BUDGET TRANSFER – COTTAGE GROVE SERVICE EXPENSE: Assistant General Manager Mark Pangborn stated that this had been an anticipated transfer pending the outcome of the election in Cottage Grove. Staff were proposing to begin limited shuttle service between Cottage Grove and Creswell on January 3, 2000, and regular service between Cottage Grove and Eugene on February 6, 2000, to coincide with the implementation of winter bid service. Cottage Grove businesses and self-employed persons earning income within the Urban Growth Boundary would become subject to LTD's tax on January 1, 2000.

A transfer from Contingency to Transit Operations was proposed while staff worked to incorporate the addition of Cottage Grove into the FY 2000-2001 budget and the Long-range Financial Plan. There would be two sources of revenue during this period – fares and payroll and self-employment taxes. The payroll taxes would be one quarter off, while the self-employment taxes would not be collected until April 15, 2001. Cash fares were not expected to be significant.

Mr. Bennett asked if the Contingency fund would be reimbursed. Mr. Pangborn said that those funds would be built back into the Contingency fund over time as the revenues were collected.

Ms. Lauritsen asked if those expenses covered the entire cost of operations. Mr. Pangborn replied that the total cost of service was being calculated at \$72.00 per hour. These would be additional operating hours using current part-time bus operators and existing equipment.

Ms. Hocken said that by law, LTD had to consider spending in terms of accuracy in the budget, but if LTD collected more than what was budgeted for revenues, it did not have to be concerned. Mr. Pangborn further explained that, typically, staff made a conservative estimate of expected payroll and self-employment tax revenues in the current-year budget, and made corrections after the exact amount was known.

MOTION

Mr. Kortge moved approval of a Resolution authorizing the transfer of \$86,000 from General Fund Contingency to Transit Operations in order to begin service to Cottage Grove. Mr. Bennett seconded the motion, which passed by unanimous vote, with Lauritsen, Wylie, Bennett, Hocken, Kleger, and Kortge voting in favor and none against.

VOTE

BOARD MEMBER REPORTS: A) Metropolitan Policy Committee. Ms. Hocken said that the November meeting had been canceled, and she had nothing to report at this time. B) Statewide Livability Forum. Ms. Lauritsen was unable to attend the November 4 meeting, and therefore, had no report. C) BRT Steering Committee / Public Design Workshops / Walkabout Input. Mr. Viggiano reported that two focus groups for Phase II, West Eugene, were being held and were useful to assist staff with preparation for the public workshops that would begin in January. The intent of the focus groups was to identify some of the key issues for discussion at the public workshops. The next BRT Steering Committee would be held on December 7, 1999. D) Springfield Station Steering Committee. Ms. Wylie reported that the Steering Committee would meet on November 18 to make a recommendation to the Board on a preferred site. E) Meeting in Cottage Grove. Ms. Hocken reported that she and Mr. Kortge had attended a meeting with interested citizens in Cottage Grove on November 10, 1999. She thought that the meeting went very well. There was much interest in the bus routing, and there were some questions about the payroll and self-employment taxes.

Ms. Wylie asked if there was any further information about the property that Mr. Nordin had suggested the Board consider for a possible bus station in Cottage Grove. Mr. Vobora said that he had made an inquiry, but did not yet have an answer. Mr. Kortge added that it was quite premature to think about that yet.

Mr. Vobora stated that not many people from the business community had attended the meeting, and staff would look for more opportunities, such as the Cottage Grove Chamber Board meeting that was scheduled in early December, to provide information to the community.

Items F and G were postponed to later in the meeting in order to accommodate the schedules of several people in attendance.

SPRINGFIELD STATION: GREYHOUND CO-LOCATION: Transit Planner Micki Kaplan was present to discuss the concept of partnering with Greyhound for a multi-modal facility at the Springfield Station. Ms. Kaplan reported that she had discussed the issue both with Greyhound and with Springfield City staff. The Springfield City Council had not yet formed an opinion.

Greyhound staff had indicated that it was uncertain if Greyhound would move to Springfield. They had commissioned a market study to determine the demographics of their ridership, which should be complete by the end of November. If the study concluded that a large portion of Greyhound riders originated in Springfield, Greyhound may further pursue discussion a possible shared facility with LTD. If most passengers originated in Eugene, the possibility of relocating to Springfield likely would not be considered further.

Ms. Kaplan reported that Greyhound would need approximately 2,500 square feet of building space and a total of 15,000 square feet for the entire operation. She said that there was room at the Les' Service Center and Canopy site, but not at the U.S. Bank site.

Ms. Lauritsen asked if there was anything available nearer to the Eugene Station, if Eugene was the site destination that Greyhound was considering. Ms. Kaplan said that she did not have an answer to that question, but she was aware that Greyhound also was considering sites in Eugene. Mr. Kortge asked if Greyhound might consider a Glenwood site, and possibly a shared site with BRT facilities. Ms. Kaplan said that she had mentioned to Greyhound staff that there could be other opportunities for LTD to partner with Greyhound.

Ms. Lauritsen asked if Greyhound would share the results of its market study. Ms. Kaplan said that Greyhound planned to share the results with LTD, and she would share that information with the Board.

Mr. Bennett asked Ms. Lauritsen if she had heard if a multi-modal facility had support in Springfield. Ms. Lauritsen said that people were talking about it, but that there were many other issues currently under consideration, and the entire issue of a multi-modal facility would need to be explored further. She was in favor of it, and she believed that the community would be in favor of it as well.

Ms. Kaplan said that staff would be presenting information about the Springfield Station at the December 6 Springfield City Council meeting, and there could be an opportunity to discuss the concept of a multi-modal facility at that time.

Mr. Kleger stated that very early in the Springfield Station Steering Committee process, there was much interest expressed in providing a multi-modal transit/rail facility that shifted as decisions were made about the rail corridor. However, there were no objections at that time to the multi-modal concept.

Mr. Bennett was concerned about confusing issues, the number of issues, and seeking support in Springfield before LTD considered the issue further. Ms. Wylie thought this issue was in tune with other thinking about downtown Springfield development. Ms. Lauritsen added that while there was much support for the concept in Springfield, there also was concern about the financing of such a project. People also were concerned that Greyhound

should improve service to other towns in the area and not just to those along the I-5 corridor. Ms. Wylie said that there also was the possibility that a multi-modal facility with Greyhound would further support locating a café or coffee shop inside the station.

Ms. Kaplan then displayed photographs of and discussed an existing multi-modal facility in Wenatchee, Washington, and planned facilities in Everett and Tacoma, Washington.

Ms. Kaplan reviewed a list of possible advantages and disadvantages of a multi-modal facility. Government Relations Manager Linda Lynch had researched the issue of possible new funding opportunities for the Springfield Station if it were multi-modal, and determined that there were no significant special funds set aside for multi-modal facilities.

Ms. Wylie asked if the South A site could be expanded in either direction if it were selected. Ms. Kaplan replied that there were two tax lots, and LTD could purchase a second tax lot for expansion purposes.

**MOTION
VOTE**

EXECUTIVE SESSION: Mr. Kortge moved that the Board move into Executive Session pursuant to ORS 40.225, lawyer-client privilege. Ms. Hocken seconded the motion, which passed unanimously with Lauritsen, Wylie, Bennett, Hocken, Kleger, and Kortge voting in favor and none against. The Board entered Executive Session at 7:40 p.m.

**MOTION
VOTE**

Upon motion by Ms. Hocken and seconded by Ms. Lauritsen, the Board unanimously returned to regular session at 8:25 p.m.

BOARD MEMBER REPORTS, CONTINUED: F) Finance Committee Meeting. Ms. Hocken reported that the Finance Committee had met just prior to the Board meeting, and the Committee discussed the free or reduced fare concept that had been raised at the TransPlan hearings as well as capital funding issues for the next few years. Ms. Hocken said a staff presentation would be made at the December Board meeting on the fare issue, and, following further research, staff also would present more information about the capital funding issue to the Board. G) Executive Search. Mr. Kortge reported that five candidates would be interviewed on January 21 and 22, 2000. Each candidate would be invited to bring his or her spouse or significant other. A schedule of interview events for each candidate had been distributed to Board members. The schedule for Friday, January 21, included orientation panel discussions with various staff groups, a BRT presentation, a tour of the LTD facilities, and a Board reception with the candidates in the evening. On Saturday, January 22, the Board would interview each of the five candidates, then conclude with a Board dinner and deliberations period. The Board liked the schedule grid that had been presented, and further logistics of the schedule would be discussed at the December Board meeting.

ADJOURNMENT: There was no further discussion regarding any other informational items in the Board packet, and Ms. Wylie adjourned the meeting at 8:50 p.m.

Board Secretary



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**CONSENT CALENDAR ITEM:
AMENDMENT TO THE SALARIED EMPLOYEES' RETIREMENT PLAN**

Prepared by David Dickman, Human Resources Manager
December 15, 1999

ACTION REQUESTED

The Salaried Employees' Retirement Plan Trustees request that the Board approve the attached amendment to the Restated Lane Transit District Salaried Employees' Retirement Plan.

BACKGROUND

The recommended amendment, prepared by Retirement Plan Counsel Everett Moreland of Hershner, Hunter, Andrews, Neill & Smith, will correct an oversight in calculating the effect of unused Consolidated Annual Leave on the minimum retirement benefit. The amendment also will relieve Plan Trustees of fiduciary duty to determine investment of defined contribution accounts.

RESULTS OF RECOMMENDED ACTION

The amendment would make the following changes:

1. The minimum retirement benefit would be based on the highest 36 months of salary to determine the employee's final average annual salary. Final average annual salary will include one-third of the Member's unused CAL paid on termination, if qualifying criteria are met.
2. Members would be required to direct the investment of the 6 percent LTD contributions. The current plan allows, but does not require, Members to direct the investment of these contributions.

ATTACHMENTS:

1. Cover letter from Everett Moreland
2. Amendment to the Restated Lane Transit District Salaried Employees' Retirement Plan

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 1999

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: Board President Hillary Wylie has asked that a formal opportunity be provided for Board members to make announcements or to suggest topics for current or future Board meetings. This will be a routine addition to the monthly Board agenda.

ATTACHMENT: None

PROPOSED MOTION: None

Attachment 1

Public Comments Submitted to LTD for the Environmental Assessment

(This material is included separately for Board members only at this time.
Additional copies will be available at the Board meeting and to those who request them.)

Attachment 2

**Technical Advisory Committee Pro/Con
Evaluation of Station Sites**

Attachment 3

**Memorandums from Ken Guzowski and Dan Egan,
Springfield Station Steering Committee Members**

Attachment 4

**Letters from Richard and Debbie Roser to the
Springfield City Council at the
December 6, 1999, City Council Meeting**

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 1999

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: None

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

- November 11, 1999, letter from Dan Egan, President of the Springfield Renaissance group (this letter will be included as part of the public testimony on the Springfield Station Environmental Assessment)

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

PROPOSED MOTION: None



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MONTHLY STAFF REPORT

December 15, 1999

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

FEDERAL

Without the Legislature in session and because there are still four months before Oregon's deadline to file for elective office, it has been a relatively quiet month, politically. This has allowed time for staff representatives from the cities of Eugene and Springfield, Lane County, Lane Transit District, and Springfield Schools to work on next year's regional federal agenda. Original wish lists were long and need to be shortened. Strategies seem to change weekly.

Most difficult of all this year is proving the true test of the idea that agreement is reached locally before issues are taken to Washington. For example, there are differences between the City of Eugene and Lane County on the siting of the proposed Federal Courthouse. No one wants those differences to imperil the funding, but resolution remains elusive. All the partners have raised questions (which can be answered) about LTD's bus purchase plans and timing. The point is that people going to Washington will need to be fully briefed before traveling so that everyone is comfortable with the total agenda.

Uncertainty about next year's Congressional schedule has forced a change in travel dates, from early to late February.

There have been several discussions among Oregon's transit districts to bundle all federal bus and/or bus facilities requests together to pursue a single state earmark. The principle advantage to this strategy is that the likelihood of success is dramatically increased if the entire Congressional delegation is asked to work on the identical issue. The disadvantage is that the total amount likely to be appropriated will not meet LTD's determined funding needs, but even an LTD-specific appropriation probably would be less than what is requested. A decision about a recommended strategy has not yet been made and will be discussed at the next Oregon Transit Association meeting on December 14.

STATE

At the state level, the Senate confirmed Gerry Gaydos to the District Board on Thursday, December 9.

SERVICE PLANNING & MARKETING

Andy Vobora, Service Planning & Marketing Manager

WINTER BID

Service planners and marketing staff are working on the service changes for winter bid. This bid typically has few changes to service; however, the addition of service to Cottage Grove has created a much higher level of work this year. Implementation of service will occur on February 6, 2000. Marketing staff are preparing a Rider's Digest Update that will be distributed to customers through LTD's standard distribution channels.

SPECIAL EVENT SHUTTLES

With a successful University of Oregon (UO) football season behind us, basketball now consumes LTD's special service efforts. UO shuttles began with the exhibition season and will continue through the league's schedule ending in February. Service is provided to both men's and women's games from three Park & Ride locations. A change in pricing, from \$1 to \$2, has not seemed to impact ridership dramatically. Ridership tends to build slowly in the preseason and peak during the league season. While transit's modal split for basketball does not approach the football numbers, the service is certainly seen as beneficial to those who use it.

SCHEDULING SYSTEM IMPLEMENTATION

Service planners recently completed a second week of training in how to use the new scheduling system. The group feels a bit overwhelmed with the massive amount of learning that needs to take place, but the project continues to move on schedule for a parallel test during summer bid and a solo flight this fall.

JOYRIDE

More than 80 percent of the 1999 JoyRide tickets were sold by December 7th and staff are confident that many of the remaining tickets will sell before the service starts on December 17.

LTD's new partnership with the Lane County Fairgrounds appears to be successful at this point and staff are looking forward to gauging the customer's responses when the service operates.

FIRST NIGHT

LTD has partnered with Downtown Events Management, Inc., to provide free service during the afternoon and evening of New Year's Eve. First Night attendees can leave their cars at home and take LTD to "party central" in downtown Eugene. LTD contributes an extra departure at 12:40 a.m. to provide an opportunity for all attendees to stay through the fireworks finale at midnight. Additionally, an LTD bus is used as a venue for storytelling. The bus is located in the closed section of Willamette Street adjacent to the Downtown Athletic Club.

With a concern to being prepared for Y2K issues, LTD will also have buses and operators available to respond to community needs.

TELEVISION ADVERTISING

LTD's newest campaign will air on television stations beginning in January. Three ads are in production at this time. The ads focus on LTD ridership, LTD partnerships, and LTD's ability to positively affect our community. The footage uses scenes of LTD riders using the bus in the community, going to work, school, football games, etc., and uses graphics to represent the many accomplishments the District has achieved in the three areas outlined. Stay tuned!

TRANSIT OPERATIONS

Mark Johnson, Transit Operations Manager

YEAR 2000 (Y2K)

Since this is the last Board meeting before the new millennium, it is appropriate to provide a final update on what LTD has done to prepare for glitches that may occur with the arrival of the New Year. As previously reported, LTD's internal computer systems are in good shape and the District has received assurances from major vendors that their systems also are Y2K compliant. Included in the Board packet is a memorandum that was distributed to all employees. It outlines what each department is doing in and around the New Year to ensure that LTD can provide regular service and respond to community needs, if necessary. LTD is prepared and staff are working with other community organizations to provide a smooth transition to 2000.

TRAINING UPDATE

Currently five instructors are in training to become certified to teach the National Safety Council Defensive Driving Course. LTD has been teaching elements of this course for some time, but this certifies the District to teach all elements of the course and affords an official means to provide operators with a completion certificate. This certificate is a record of knowledge and status for the professional operator. The objective is for LTD to prevent accidents by building on the professional training of our operators to ensure the safety and comfort of our riders and the traveling public.

SPECIAL EVENT SERVICE

Transit Operations continues to provide resources for special event services. Now that football is over, operators are driving UO men's and women's basketball shuttles. Other special event services that LTD is accommodating include the JoyRide and miscellaneous parades and holiday events. LTD and our operators have been very visible this fall and winter.

POLICE PARTNERSHIP

Because safety is Transit Operations' top priority, taking steps to keep safety awareness at the forefront for the operators is important. Staff have been working with the Eugene Police Department (EPD) on many fronts. For example, LTD is using the EPD radar trailer at the Eugene Station. This allows operators to read their speed and reminds them of the importance of driving safely while traversing the station.

HUMAN RESOURCES

Dave Dickman, Human Resources Manager

The Human Resources report is being revised to provide better statistical information regarding LTD's employment- and employee-related activities. It is anticipated that a report in the new format will be included in the January Monthly Staff Report.



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MONTHLY STAFF REPORT

December 15, 1999

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

SERVICE PLANNING & MARKETING

Andy Vobora, Service Planning & Marketing Manager

COTTAGE GROVE SERVICE

Connector service between Cottage Grove and Creswell began on January 3, 2000. This service will continue until February 6, 2000 when winter bid service changes take effect. At that time the route will begin new weekday and weekend service levels. Information flyers were mailed to residents in December and an additional flyer will be mailed later this month.

Information was sent to businesses in Cottage Grove reminding them that they became subject to the payroll tax beginning January 1, 2000.

SPECIAL EVENT SHUTTLES

The PAC 10 season begins in January and typically signals increased shuttle ridership. Operations during the pre-season have gone well.

Plans continue to develop a new bus boarding area at Autzen Stadium. Current timelines will have the new south-side station constructed this coming summer. Final designs will be approved later this spring with construction beginning in April or May if the University obtains its building permits on schedule. Changes to LTD's service package will likely include a consolidation of park and ride sites to enable better resource allocation. This may include a

large downtown Eugene park and ride in conjunction with pre-game opportunities for downtown businesses and restaurants.

JOYRIDE

1999 was our eleventh year of sponsoring this event, and the first sell-out in four years. We ran 64 trips on our public event over four nights. This year we partnered with, and staged our service from, the Lane County Fairgrounds. Our customers liked it, and it was operationally well situated. In addition to the staging area, Lane County Fair provided food and beverages, event advertising, and was a sales outlet for the tickets.

By all accounts, this was a very smooth year. In addition to it being a sell-out, we received great publicity, the customers were very pleased, and our operators seemed to have fun. It gave LTD an opportunity to be involved in an event during a warm & fuzzy time of year, and a time of year when our special events are, for the most part, limited to basketball games.

FIRST NIGHT

Y2K was no problem and smaller than expected crowds provided for a quiet New Year's eve celebration in downtown Eugene. LTD's late departure was well used as several routes had additional bus assigned to cover the customer loads.

TELEVISION ADVERTISING

The new ads are running and early responses have been positive. The media plan includes a schedule running during January, February, April, and May. Newspaper ads will compliment the messages seen in the TV ads, and LTD's radio ads will also run this spring giving the District great visibility.

SERVICE CHANGES

LTD began offering a.m. and p.m. express trips to and from the Monaco Motorhome plant in Coburg. Monaco opened a second production facility and has split their 800 employees between the two facilities. At the same time the company staggered the shift times, making it impossible for second shift employees to use the regular #96 service. LTD will offer the second shift express service through the spring and evaluate its productivity to determine whether the service will continue past winter bid. Employees were offered free rides to try the new service.

LCC TERM PASS PROGRAM

Fall term was another success for LTD and LCC. All 2000 passes were sold. Winter term sales have begun quickly and it is likely sales will exceed last years levels. ASLCC members, LCC staff, and LTD staff have started discussions around the future of the program. The initial meeting was very positive, with all members agreeing the program should become institutionalized. A proposal will be drafted for group review later this month. Both the LTD and LCC Boards will have an opportunity to review proposals in February.

TRANSIT OPERATIONS

Mark Johnson, Transit Operations Manager

HUMAN RESOURCES

Dave Dickman, Human Resources Manager

The Human Resources report is being revised to provide better statistical information regarding LTD's employment- and employee-related activities. It is anticipated that a report in the new format will be included in the January Monthly Staff Report.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 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 are held on the second Thursday of each month. At the Board meeting, LTD's MPC representatives Pat Hocken and Rob Bennett can report on the December 9, 1999, MPC meeting and answer any questions the Board may have about MPC meetings in general.
- b **Statewide Livability Forum:** Board member Pat Hocken has been participating 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 November 4, 1999; however, Ms. Hocken was unable to attend. She will report to the Board on future Forum activities as they occur.
- c **BRT Steering Committee / Public Design Workshops / Walkabout Input:** Board members Pat Hocken, Rob Bennett, and Hillary Wylie are participating on LTD's BRT Steering Committee with members of local units of government and community representatives. The Steering Committee last met on December 7. At the December 15 Board meeting, Committee Chair Rob Bennett and the other LTD Board representatives can respond to any questions the Board may have about this committee's activities.
- d **Springfield Station Steering Committee:** The Springfield Station Steering Committee held its final meeting on December 1, 1999. LTD Board members Dave Kleger and Hillary Wylie participated 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 December 15 Board meeting, Mr. Kleger and Ms. Wylie can respond to any questions about this committee's activities to date.

- e **Executive Search Committee:** The Board Executive Search Committee (Dean Kortge, chair; Pat Hocken; and Hillary Wylie) last met on Monday, December 13, to discuss final plans for the general manager selection process activities scheduled for January 20-22. Mr. Kortge and the other members can provide a report for the full Board at the December 15 Board meeting.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 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 December 15, 1999:

1. Approval of minutes: November 17, 1999, regular Board meeting
2. Approval of Revised Administrative Retirement Plan

ATTACHMENTS:

1. Minutes of the November 17, 1999, regular Board meeting
2. Revised Administrative Retirement Plan
 - a. Staff Background Paper
 - b. Letter from Retirement Plan Attorney Everett R. Moreland
 - c. Amendment to the Restated Lane Transit District Salaried Employees' Retirement Plan

PROPOSED MOTION: I move that the Board adopt the following resolution: It is hereby resolved that the Consent Calendar for December 15, 1999, is approved as presented.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 1999

ITEM TITLE: COMMUTER SOLUTIONS UPDATE

PREPARED BY: Connie B. Williams, Commuter Resources Coordinator

ACTION REQUESTED: None. Information only.

BACKGROUND: The Commuter Solutions Program has been in full operation for four years. The attached document is an update on activities and programs that have occurred since the Board received its last update.

ATTACHMENTS: Commuter Solutions Update
Commuter Solutions Web Pages

PROPOSED MOTION: None



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COMMUTER SOLUTIONS STAFF REPORT AND UPDATE

Prepared by Connie Bloom Williams, Commuter Resources Coordinator
December 15, 1999

Several events and projects have taken place since the Board last received an update on the Commuter Solutions program last year. Shown below is a list of projects and events either completed or in progress:

New Staff: Holly Bogle was hired in 1999 to manage the rideshare program and to assist in the increasing workload Commuter Solutions had experienced. Ms. Bogle has a Bachelor of Arts degree from the University of New Hampshire and a Master of Science degree in Environmental Studies from the University of Massachusetts.

Rideshare Program: Due largely to the addition of Ms. Bogle to the Commuter Solutions program, software upgrades and rideshare programs have been evaluated and updated. Commuter Solutions staff anticipate conducting carpool campaigns at group pass program locations this winter and spring. Data collection on numbers of carpools and reductions on vehicle miles traveled (VMT) and single-occupancy vehicles (SOV) will begin.

Group Pass Inquiries: More than 100 inquiries into LTD's transportation programs have been received during the last eighteen months. New group pass program participants include Oasis Fine Foods, Surata Soy Foods, and West Brothers BBQ. Three additional group pass contracts have been issued, but not returned. Monaco Motor Homes; Levi-Strauss; Bethel School District's Meadowview School; Mobility International USA; Accutel, Inc.; Smith Family Books; and TNS Research are groups actively discussing a group pass program.

Education & Awareness: Programs completed during the last fiscal year included:

- Clean Air Campaign, held in partnership with the Lane Regional Air Pollution Authority (LRAPA)
- Marketing materials (Carpool Cost Savings, Park & Ride location/use, etc.) updated and distributed
- CD-ROM Interactive Software Program updated
- Communications plan for group pass programs improved
- Commuter Solutions Resource Guide book designed, produced, and distributed
- New "quick reference card" promoting LTD employer programs produced and distributed
- Web site information updated
- Training with LTD Customer Services updated

- Employee photo ID process streamlined
- VIP luncheon held
- Interview held with A & E Network for Top 10 Cities television program
- Transportation Fairs and personal visits held at several work sites

A Commuter Solutions Presentation Program using PowerPoint software is nearing completion and will be shared with the Board. A high school video project, to be used at orientation sessions for incoming high school students, is nearing completion. The main theme of the video project is built around messages about responsible transportation choices.

A transportation information center that will be placed inside Hyundai's cafeteria is being designed for installation at the first of the year.

The LTD Web site was updated to include a Carpool Application Form. Once a user completes the application, the information is sent to LTD via email and can be entered into LTD's database. (See attachment of Employer Programs and Other Transportation Options from LTD's Web site.)

Strategic Plan: A draft Commuter Solutions Strategic Plan was produced. Comments were gathered from LTD's Management Team members and members of the local TDM team, comprised of staff from local jurisdictions and LRAPA. Once revisions are made, the Strategic Plan will be presented to the Board for review and discussion.

Research: Employee Transportation Surveys and Reports were completed for Molecular Probes, Lane Council of Governments (LCOG), West Eugene Department of Motor Vehicles, Emporium Distribution Center, *The Register-Guard*, City of Eugene, and Oregon Medical Group. Companies that have arranged for employee research but have not completed the surveys include General Growth/Gateway Mall, Rosen Products, and PSC/Spectra Physics, Inc.

A Park & Ride evaluation study recently was conducted. Staff from Facilities Services, Service Planning & Marketing, Commuter Solutions, and Planning & Development are reviewing the results and discussing the impacts of the research findings.

Vanpool Project: A proposal for subsidies for two vans for use in vanpools between Eugene and Corvallis will be presented to the Oregon Department of Transportation (ODOT) by the end of December. The Commuter Solutions rideshare database lists more than 20 people who have indicated that they would be interested in participating in a vanpool. ODOT has some funding set aside for vanpool projects outside the Portland metropolitan area.

TransPlan Transportation Demand Management (TDM) Strategies: LTD Commuter Solutions staff have been working with staff from LCOG, City of Eugene, City of Springfield, Lane County, and LRAPA on issues being raised by the public and board/council members about the TDM strategies in the draft TransPlan. It is expected that dialogues will continue throughout the winter and into the spring of 2000.

Regional/State/Local Activities: Staff represented LTD at the Oregon Transportation Conference by organizing six workshops on transportation options and legislative issues affecting TDM programs. Connie Williams is the acting president of TAGO (Transportation Alternatives Group of Oregon), is a member of the Partners Council overseeing Partners For Smart Commuting Projects for the western region, and is on the Board of Directors for the Cascade Chapter of the Association for Commuter Transportation.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 1999

ITEM TITLE: COMPREHENSIVE SERVICE REDESIGN

PREPARED BY: Andy Vobora, Service Planning & Marketing Manager

ACTION REQUESTED: None

BACKGROUND: The comprehensive service redesign has been in the planning stages during the past two years. The redesign originally was considered as a tool to address a number of problems facing the bus system. These problems include increasing pressure on running times, increasing inefficiency in scheduling service, and greater demands for route coverage in growing neighborhoods. The redesign also contained an opportunity to address the route complexity that had occurred as the system grew during the past ten years.

Staff have been following a work plan that involves a phased implementation approach. This phasing was seen as a way to spread workloads during this very busy period and minimize the impacts to current customers. Following the LTD Board's decision to allocate a greater number of service hours to high-productivity transit corridors, staff believe that a one-time implementation strategy is the only feasible approach. A one-time approach provides the most equitable way to allocate service hours and will ensure consistency in applying the criteria the Board has set.

The following timeline has been established to complete the redesign process by September 2001.

| 2000 | | |
|-------------|----------|---|
| | January | Service planning staff begin developing the first draft of the system using the 75% productivity, 20% coverage, and 5% discretionary standards. |
| | March | LTD Board reviews the first draft of the system |
| | April | Service planning staff incorporate changes from LTD Board. |
| | May | Outreach with jurisdictional staff and representatives occurs. LTD Board approves draft system design. |
| | June | Service planning staff begin detailed planning work. |
| | October | Public comment period begins. |
| | December | Public comment period ends. Service planning staff finalize redesign proposal. |
| 2001 | | |
| | January | LTD Board work session to review redesign proposal. |
| | February | Public hearing and plan discussion. |
| | March | Public hearing and plan approval. |
| | April | Service Planning and Marketing staff begin final production schedule. |

Staff believes that this schedule provides the best opportunity to develop a system that meets the Board’s expectations and can be implemented in a high-quality way.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 15, 1999
- ITEM TITLE:** DOWNTOWN SHUTTLE
- PREPARED BY:** Andy Vobora, Service Planning & Marketing Manager
- ACTION REQUESTED:** That the Board accept the staff recommendation to incorporate the downtown shuttle project into the Comprehensive Service Redesign and that the merits of the project be weighed against other service design options.
- BACKGROUND:** In August 1999 staff presented the findings of a shuttle feasibility study developed by BRW, Inc., of Portland, Oregon. The major conclusions of the study include:
- Shuttle service is technically feasible.
 - Many stakeholders are committed to the project.
 - An all-day route linking Valley River Center (VRC), downtown, and the University of Oregon (UO) provides the best route to connect the identified markets.
 - A 25-cent fare would encourage ridership.
 - The service would be expensive to operate, requiring approximately 3 to 5 percent of the current service operating hours.
- As staff have attempted to develop a more refined analysis of operating costs, it has become apparent that the service is highly integrated with other services and that it is difficult to treat the shuttle decision in isolation. The shuttle, as currently defined in the study, functions as both a downtown shuttle and an intra-city route. Operating the shuttle from the University thrusts the shuttle routing discussion into both the BRT planning and the CSR planning arenas. LTD operates a significant amount of service to and from the University Station, and plans to restructure this service as part of the integration of the BRT and CSR planning for this area of our service. Shuttle planning should be integrated into these discussions to ensure that the best planning decisions will be made.
- The decision on operating the downtown shuttle would be decided within the context of the CSR decision process. The Board will have an opportunity to see how the shuttle service fits into the larger redesign and how the shuttle route would fit with the productivity versus coverage discussion.
- ATTACHMENT:** None
- PROPOSED MOTION:** None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 1999

ITEM TITLE: JANUARY 2000 EMPLOYEE OF THE MONTH

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: **JANUARY 2000 EMPLOYEE OF THE MONTH:** Bus Operator Ray Robb has been selected as the January 2000 Employee of the Month. Ray was hired on April 11, 1994. He has achieved five consecutive years of Safe Driving and four years of Correct Schedule Operation, as well as maintaining an excellent attendance record. Ray was chosen, in part, because of his overall accumulation of Employee of the Month nominations. He recently was nominated by a customer who appreciated Ray's politeness and the fact that he is a "nice guy." Another customer wanted Ray to be acknowledged for his good driving, friendliness, and helpfulness.

When asked what makes Ray a good employee, Field Supervisor Shawn Mercer said that he was very happy to hear that Ray had been chosen as the Employee of the Month for many reasons, including Ray's professionalism and his wonderful sense of humor. Also, Ray has developed a tremendous rapport with his co-workers and the customers who ride his bus. His exceptional ability to show humor in any situation has helped make him a favorite among those who work and ride with him. This ability has led to several compliments and Employee of the Month nominations from customers who appreciate Ray's ability to get them safely to and from their destinations while providing a bright spot in what may have been an otherwise uneventful day.

AWARD: Ray will attend the December 15 meeting to be introduced to the Board and receive his award.

MONTHLY FINANCIAL REPORT COMMENTS

December 15, 1999

Revenue:

- **Special service revenue** is lower than for the first five months of last year, because last year included payments from the Cottage Grove pilot project that ended in November 1998.
- **State-in-lieu revenue** receipts that were missing from the first quarter of the current year and the fourth quarter of last year were received November 30. This \$278,548 special payment is a one-time correction.
- **Payroll tax receipts** were incorrectly anticipated by the monthly budget, but are expected to meet or slightly exceed projections for the fiscal year.

Expense:

- **Administration personnel** expenses have been restated to break out expenses charged to federally-grant-funded projects. Gross expenses have increased, because:
 - ◆ Staff positions have been added during the past two years to support bus rapid transit (BRT) and other capital projects. (All of the Planning & Development Department staff costs that previously were charged to the General Fund now are charged to the BRT project in the Capital Fund. Most of the Community Relations staff costs also have been charged to the project.)
 - ◆ A new administrative employee benefit plan resulted in increases in benefits expenses. All employee health benefit expenses increased by 8 percent by contract as of July 1, 1999.
- **Contract personnel** 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.
- **Materials and services** expenses generally are as anticipated by the budget.
- **Capital** expenses also are as anticipated by the budget. The long-awaited approval of the delayed new grant contract was finalized after July 1, 1999, and the grant receivable was posted in July. Since the expense occurred during last fiscal year, July capital revenue was significantly greater than expenses, and that surplus will carry through the current fiscal year. BRT project expenses are also overstated in the current year budget, which will contribute to a yearlong positive variance.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 1999

ITEM TITLE: WORK SESSION: "FREE SERVICE" ANALYSIS

PREPARED BY: Stefano Viggiano, Planning and Development Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: During the TransPlan public hearings, several speakers suggested the idea of offering free or reduced-fare transit service. The Board directed staff to provide information on possible free or reduced-fare options and to assess the impact of those on ridership, revenue, and operations.

Attached is a preliminary analysis of free or reduced-fare options. This analysis is intended to provide an overview of the impact of these options. Additional analysis will be needed before a complete assessment can be made. Staff seek the Board's direction on which of these options should be investigated further.

ATTACHMENTS: Summary of Free or Reduced-Fare Options

PROPOSED MOTION: None

Free Service Investigation

**Prepared by Stefano Viggiano, Planning & Development Manager
December 15, 1999**

Free Service Investigation

Options to be Considered

- Free system (all routes, all times)
- Reduced fare system-wide. The option to be considered is 25 cents for every ride (no transfers). Other fare instruments would need to be reduced proportionally.
- Free fare for youths. This option will look at defining youths as 18 or under or as 14 and under.
- Free or reduced fare for neighborhood connectors (including downtown shuttles). The free service on those routes would be implemented over time as they are developed.

Other Options Considered

- Free fare during certain periods of the day (such as free fare during off-peak hours). This approach is intended to increase bus use during times that demand is low. LTD offered a reduced fare during evenings and weekends for a number of years, and ridership during those times increased. However, due to high student use, ridership during the weekday daytime does not follow the traditional peak/off peak pattern. For this reason, this approach was not pursued.
- Free "fareless square" in downtown Eugene. Some cities, including Portland and Seattle, provide free service within a specified downtown area. This type of system requires a change in fare collection. While this is an option for LTD, the alternative of using a free or reduced-fare downtown shuttle is seen as a better option to accomplish essentially the same goal.

Evaluation Criteria

- Ridership impact
 - Total ridership increase
 - New riders
 - Change in ridership demographics
- Revenue impact
 - Reduction in fare revenue
 - Reduced direct operational costs
 - Revenue replacement options
- Operational Impacts
 - Quality of service
 - Need for additional service
 - Fare collection
- Impact on paratransit fares/costs
 - Impact on fare charged
 - Impact on rides taken
- Potential disadvantages
- Potential benefits
- Community support and concerns

Schedule

- Mid-November: Preliminary discussion with Board Finance Committee
- December 15, 1999: Board discussion of options (information only)
- January 19, 2000: Board direction on possible changes

Option A: Free Service System-wide

Description

Under this alternative, all routes at all times would operate without charge to any user. Group pass programs would, of course, cease to exist.

Ridership Impact

Information from other systems that have tried free-fare service indicates that ridership increases between 25 and 50 percent when the fare is eliminated. These figures are supported by LTD's past experiences with promotional free days and the free service during the Lane County Fair.

LTD's group pass programs include about 32,000 students and employees in the community. Although this service is paid for by the group, it has the same impact on the individual participant as free service. Thus, we would not expect to see increased ridership from current group pass participants if the service were to be free. In fact, this group may ride less because service quality would probably decrease as a result of more crowded and slower buses. For this reason, ridership increases are estimated at 25 percent, the low end of the range.

Estimated ridership increase: 1.5 million trips per year (25 percent of current ridership)

Revenue Impact

FY 1999-2000 farebox revenue is estimated at \$4.0 million. This includes revenues from cash fares, sales of fare instruments, and group pass payments.

Direct Cost Reductions

- The elimination of up to 13 positions, with a total savings of \$450,000/year.
- Coin Room equipment and maintenance: \$20,000/year.
- Advertising and ridership promotions: \$375,000/year
- Fare instruments: \$35,000/year

Estimated total reduction in cost: \$880,000/year

Net Cost

Approximately \$3.1 million per year

Impact on Paratransit Fares/Costs

Paratransit (RideSource) fares are required by law to be no more than twice the peak-hour adult cash fare. This means that the paratransit service must also operate without fares. This will eliminate \$62,000 of fare revenue and will increase the demand for the service. Each RideSource trip costs more than \$15. It is anticipated that RideSource costs will increase by about \$22,000. It would not be possible to deny trips on the system at a significantly higher rate than currently exists.

Revenue Replacement Options

There is the possibility of corporate sponsorship of a route, such as by Hyundai or Sony for service to their plants. However, it is likely that revenue replacement would require

increasing the taxes to support the system or having the cities and counties provide replacement revenue. Another alternative is to cut costs by eliminating some service, though that would be very difficult to do since the pressure from the increased ridership would be to add service.

Operational Impact

There would be demand to provide more service to meet new demand. The alternative would be to accept overloaded conditions and ride refusals. There also would be slowing of the bus as a result of more stops, although this would be offset somewhat by the elimination of fare collection.

Potential Disadvantages

The following potential disadvantages are taken from experiences of other communities with free service.

- The service may be used as a shelter for the homeless or as a baby-sitting service. The use of the service by homeless persons may be controlled by having some form of pass, similar to the public library card, which can be shown on demand.
- There may be a noticeable reduction in service quality.
- There may be an increase in disorderly riders, mostly related to school trips.
- Maintenance requirements increase somewhat due to increased vandalism.
- Schedule adherence will be reduced due to more frequent and longer stops. Additional service would be needed to correct the situation.
- Driver morale problems may occur due to the difficulty of keeping on schedule, the increase in patronage, and the increase in disorderly riders.
- There could be a change in the demographics of ridership. The system may be viewed as welfare type of transportation, which would not attract new riders, especially those who have a choice of using a car.
- There could be a reduction in ridership by some current riders as a result of an increased level of crowding and disorderly conduct.

Potential Benefits

- Increased ridership.
- Some improvement in traffic congestion, although research has shown that most of the additional ridership is not from those who currently drive.
- Reduced administrative overhead costs.

Community Support and Concerns

- Higher ridership would generate more public support for the system, especially from environmental groups.
- Some payroll taxpayers may be more supportive of paying the payroll and self-employment taxes when the service attracts greater ridership, while others would object strongly to a reduction of a user fee.
- There likely would be opposition to any increase in taxes to replace lost fare revenue.

Staff Recommendation

The free service is intended to generate greater usage of the transit system and reduce reliance on the automobile. It is questionable whether an entirely free system would achieve that goal. Research has shown that convenience and travel time are the most important factors cited by car users for not using transit. A free system would, if all other

operating characteristics and service levels are kept constant, result in slower and more crowded buses. These changes may actually create disincentives for choice riders (those who have the choice to use a car).

Lost fare revenue and increased demand for service would have a severe financial impact on the District. Solutions to these financial issues would have to be in place before this option is pursued. Finding these solutions would be very difficult.

Staff recommend that this option not be pursued further at this time.

Option B: Reduced Fare System-wide

Description

Under this alternative, all routes at all times would operate with a 25-cent fare. This fare would be charged whenever a person boarded a bus, regardless of whether it was the second leg of a trip or not (no transfers would be issued).

This option likely would require a reduction in the rates for group passes and monthly passes. It is suggested that the following rates apply:

Group Pass Programs: 25 percent cost reduction

Monthly passes: Adult pass price would be reduced from \$26/month to \$10, with similar reductions in other passes.

Tokens: Eliminated.

Ridership Impact

It was assumed that with free service, ridership would increase about 25 percent. With the reduced fare option, ridership is estimated to increase by about 15 percent.

Estimated ridership increase: 900,000 trips per year

Revenue Impact

Approximately \$2,000,000 of fare revenue would be lost.

Direct Cost Savings

There would be some savings in fare-counting costs for this alternative that would result from the reduction in the number of dollar bills to be counted. Dollar bills cannot be machine sorted, and thus are more labor-intensive to sort and count. It is estimated that annual savings would be about \$15,000.

Net Cost

Approximately \$2 million

Impact on Paratransit Fares/Costs

Paratransit (RideSource) fares are required by law to be no more than twice the peak-hour adult cash fare. This means that the paratransit fare must be reduced to 50 cents per ride. This fare reduction will reduce fare revenue by approximately \$45,000. In addition, the fare decrease will increase demand for the service. Each RideSource trip costs more than \$15. It is anticipated that RideSource costs for service will increase by \$11,000.

Revenue Replacement Options

Revenue replacement would require increasing the taxes to support the system or having the cities and counties provide replacement revenue. Another alternative is to cut costs by eliminating some service, though that would be very difficult to do since the pressure from the increased ridership would be to add service.

Operational Impact

There would be demand to provide more service to meet new demand. The alternative would be to accept overloaded conditions and ride refusals. There also would be slowing of the bus as a result of more passenger stops.

Potential Disadvantages

The following potential disadvantages are taken from the experiences of other communities with free and reduced-fare service.

- ❑ Some reduction in service quality may be associated with this option.
- ❑ Increase in disorderly riders, mostly related to school trips, may occur.
- ❑ Maintenance requirements may increase somewhat, due to increased vandalism.
- ❑ Schedule adherence will be reduced due to more frequent and longer stops. Additional service would be needed to correct the problem.
- ❑ Driver morale problems may occur due to the difficulty of keeping on schedule, the increase in patronage, and the increase in disorderly riders.
- ❑ A slight change in demographics could occur.

Community Support and Concerns

- ❑ Higher ridership would generate more public support for the system, especially from environmental groups.
- ❑ Some payroll taxpayers may be more supportive of paying the payroll and self-employment taxes when the service attracts greater ridership, while others would object strongly to a reduction of a user fee.
- ❑ There likely would be opposition to any increase in taxes to replace lost fare revenue.
- ❑ Riders who are required to transfer may object to paying twice for their trip relative to riders who don't need to transfer.

Potential Benefits

- ❑ Increased ridership.
- ❑ Some improvement in traffic congestion, though research has shown that most of the additional ridership is not from those who currently drive.

Staff Recommendation

The primary problem with this option is the financial impact on the District through reduced fare revenue and increased service demands. Resolution of this issue would be difficult. As with the free-fare option, it is unlikely that the reduced fare would attract very many new choice riders.

Staff recommend that this option not be pursued further at this time.

Option C: Free Fare for Youths

Description

This option would eliminate fares for youths on all LTD routes. Two different definitions of youth are considered: 15 years and under and 18 years and under. The 15-year cutoff would promote ridership for those who are too young to drive and now often rely on parents for "chauffeur" service. The 18-year limit would include youth through high school age.

This alternative is not expected to affect group pass rates or group pass participation.

Ridership Impact

Youth, many of whom have low incomes, can be expected to be more fare sensitive than the general population. That is, there would be a greater percentage increase in ridership resulting from free fare for youths than there would be for the community as a whole.

Estimated ridership increase: Expected to be about 35 percent. For "15 and under" this would be about 80,000 trips per year. For "18 and under" it would be about 390,000 trips per year.

Revenue Impact

The annual fare revenue loss using the "15 and under" cutoff would be about \$275,000. The annual fare revenue loss using the "18 and under" cutoff would be about \$600,000.

Direct Cost Savings

There would be some minor direct savings resulting from the elimination of printing youth passes and summer Freedom passes.

Net Cost

15 and under: \$275,000
18 and under: \$600,000

Impact on Paratransit Fares/Costs

Since the paratransit fare is legally tied only to the adult cash fare, there is no obligation to change the current fare. If the fare were not changed, there would be no adverse impact on fare revenue or operational cost of the paratransit service. There may be some pressure to reduce the fare for youth who use the paratransit service. Even if this were to occur, this would affect only a very small number of users.

Revenue Replacement Options

Revenue replacement may be through increased taxes or some other funding associated with youth services. It may also be possible to replace the revenue by reducing service levels or other costs.

Operational Impact

The additional riders would slow the system and create demand for additional service, primarily on routes that have high youth ridership. There may also be increased demand for additional service oriented toward youth activities.

Potential Disadvantages

- ❑ There may be some reduction in service quality associated with this option.
- ❑ There may be a significant increase in disorderly riders primarily related to school trips.
- ❑ Maintenance requirements may increase somewhat, due to increased vandalism.
- ❑ Schedule adherence will be reduced somewhat due to more frequent and longer stops. Additional service may be needed to correct the problem.
- ❑ Driver morale problems may occur due to the difficulty of keeping on schedule, the increase in patronage and the increase in disorderly riders.
- ❑ A change in demographics would occur.

Potential Benefits

- ❑ Increased ridership by youth.
- ❑ Reduced need for parent "chauffeuring" kids to school, sports, and other activities.

Community Support and Concerns

- ❑ Higher ridership among youths would generate more public support for the system, especially from groups who support increased opportunities and activities for youth.
- ❑ Some payroll taxpayers may be more supportive of paying the payroll and self-employment taxes when the service attracts greater ridership, while others would object strongly to a reduction of a user fee.
- ❑ There likely would be opposition to any increase in taxes to replace lost fare revenue.

Staff Recommendation

This option is attractive primarily in that it supports the community goal of providing increased opportunities and activities for youth. It also may create some transit use habits by youth that continue into adulthood. The biggest concern is replacement of the fare revenue. Although the amount is considerable lower than for the free or 25-cent options, it is still a significant amount of funds.

Of the two age groups, the "18 and under" option clearly has the greatest ridership benefit and also supports transit riding by youths who are old enough to drive. However, the revenue impact of the "15 and under" option is considerably lower.

Staff recommend that this option be considered further.

Option D: Free Neighborhood Connector Service

Description

This alternative would eliminate fares from designated "neighborhood connectors". Neighborhood connectors are envisioned as part of the BRT system. They operate within neighborhoods, and provide connections for neighborhood residents to nearby activity centers (schools, grocery stores, etc.) and to the main BRT line. They would be implemented as part of the development of the BRT system. Thus, the free neighborhood service would be implemented over many years.

A special application of the neighborhood connector may be the downtown shuttles. Staff are currently working on a downtown Eugene shuttle, and a downtown Springfield shuttle may also be implemented in the future. Under this alternative, those downtown shuttles may not charge a fare.

This alternative is not expected to affect group pass rates or group pass participation.

Ridership Impact

On each neighborhood route, it can be expected that ridership would be about 20 percent greater than if a fare were charged. (Since payment would be required on the mainline route, the free service would only benefit those who do not transfer from the neighborhood route.) Since the exact nature of the neighborhood connector service is not known, and since each neighborhood route has different use characteristics, a total ridership estimate cannot be easily provided. Also, since the routes are created as part of the BRT system, they are implemented over the course of many years. An estimate of increased ridership would be about 10,000 rides per route per year.

Revenue Impact

There would be some revenue loss as each neighborhood route is implemented, but it is expected to be relatively small. The loss would only be for those riders who do not use a prepaid fare (such as monthly passes or group passes) and who do not transfer to the mainline route. Each route would likely cost in the range of \$5,000 to \$10,000 per year.

Direct Cost Savings

Since some buses would not collect fares, the number of fareboxes to be counted would be reduced. This would result in negligible savings. If the change were made concurrent with a switch to some other form of fare collection (prepaid fares, electronic fare media), then it would be possible to reduce Coin Room operations with a potential savings of about \$40,000. This is a long-term savings, since it would only apply after a substantial number of neighborhood routes were implemented.

Impact on Paratransit Fares/Costs

Since the paratransit fare is legally tied to the adult cash fare on the regular system, there is no obligation to change the current fare. If the fare were not changed, there would be no adverse impact on fare revenue or operational cost of the paratransit service.

Revenue Replacement Options

Given the relatively gradual implementation of the neighborhood connector routes and the small cost for each one, the fare loss for each free neighborhood route can be absorbed within the annual operating budget.

Operational Impact

There are so significant adverse operational impacts as a result of this option.

Potential Disadvantages

- The service may be used as a shelter for the homeless or as a baby sitting service.
- There may be an increase in disorderly riders primarily related to school trips.
- Maintenance requirements may be increase somewhat, due to increased vandalism.
- A slight change in demographics would occur, which may depend on the neighborhood.

Potential Benefits

- Increased ridership within neighborhood and for short trips.
- Reduced need for parent "chauffeur" kids to school and other neighborhood activity centers.

Community Support and Concerns

- Higher ridership in neighborhoods would generate more public support for the system.
- Some payroll taxpayers may be more supportive of paying the payroll and self-employment taxes when the service attracts greater ridership, while others would object strongly to a reduction of a user fee.
- There would be support among those who are interested in better and easier neighborhood transit connections. This was mentioned several times in the TransPlan hearings.

Staff Recommendation

This option is attractive in that it encourages use of service that is typically underutilized and it also supports comments heard through the TransPlan process for improved neighborhood connections. Also, short trips are those that may be most fare sensitive, since the fare cost per mile for short trips is higher than for long trips. Another very attractive feature of this particular option is the opportunity to implement the fare reduction over time and to absorb the cost without the need for additional funding.

Staff recommend that this option be pursued further.

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AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 15, 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. **Executive Session with Executive Search Committee:** The Board will meet in Executive Session during the January 19, 2000, regular Board meeting.
 - B. **LTD Ordinance 36:** LTD Ordinance 36, 2000 Revision, Regulations Governing Conduct on District Property, will be brought to the Board for its first reading at the January 19, 2000, regular meeting, and for the second reading and adoption at the February 16, 2000, regular Board meeting.
 - C. **Budget Transfer—Capital Projects:** It is likely that approval of a budget transfer to accommodate mid-year expenditures in the capital budget will be brought to the Board for approval at the January 19, 2000, regular meeting.
 - D. **Long-Range Financial Plan:** The Long-Range Financial Plan will be discussed with the Board at the January 19, 2000, meeting.
 - E. **Federal Triennial Review Report:** Staff will place the final report on LTD's federal triennial review on the agenda for Board discussion after it is received from the Federal Transit Administration, possibly at the January 19, 2000, Board meeting.
 - F. **Service Boundary Policy:** A new service boundary policy will be brought to the Board for discussion at the January 19, 2000, meeting.
 - G. **LTD Drug and Alcohol Policy Revisions:** At the January 19, 2000, Board meeting, staff will ask the Board to approve revisions to LTD's Drug and Alcohol Policy to conform with new federal regulations.

- H. **LTD Fingerprinting Policy**: A new fingerprinting policy, required by federal regulations, will be on the agenda for the January 19, 2000, Board meeting.
- I. **Budget Committee Nominations**: Several Board members will be asked to submit nominations for vacant Budget Committee positions. Those positions will need to be filled before the 2000-2001 budget deliberations begin in the spring of 2000.
- J. **TransPlan Draft Plan Approval**: It is anticipated that approval of the Draft TransPlan could occur during late winter or the spring of 2000.
- K. **Fiscal Year 2000-2001 Service Recommendations**: A presentation on preliminary annual route review findings will be scheduled for a work session in January 2000. A public hearing on proposed service changes for FY 2000-2001 will be scheduled for the February 16, 2000, regular Board meeting. Board approval of the final service change proposal will be scheduled for the March 15, 2000, regular Board meeting.
- L. **Fiscal Year 2000-2001 Pricing Plan and Fare Ordinance**: A public hearing and approval of the pricing structure for FY 2000-2001 will be scheduled for the February 16, 2000, regular Board meeting. The first reading of an ordinance setting the fares for FY 2000-2001 will be scheduled for March 15, and the second reading and adoption will be held on April 19, 2000.
- M. **Fiscal Year 2000-2001 Capital Improvements Program**: Discussion and approval of the District's Capital Improvements Program (CIP) for FY 2000-2001 will be scheduled for the February 16, 2000, regular Board meeting.
- N. **BRT Updates**: Various action and information items will be placed on Board meeting agendas during the design and implementation phases of the bus rapid transit project.
- O. **Quarterly Performance Reporting**: Staff will provide quarterly performance reports for the Board's information in February, May, August, and November each year.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 1999

ITEM TITLE: PUBLIC HEARING ON PROPOSED ORDINANCE 36 REVISION

PREPARED BY: Mark Johnson, Transit Operations Manager

ACTION REQUESTED: That the Board hold a public hearing on the proposed revisions to LTD Ordinance No. 36, in preparation for the first reading of the revised ordinance in January 2000.

BACKGROUND: In order to ensure the safety, convenience, and comfort of passengers and the protection of LTD employees and preservation of District property, the LTD Board of Directors first approved Ordinance 36 in 1993 and subsequently revised the ordinance in 1998. Ordinance 36 regulates the use of transit property and the behavior of persons using LTD property and/or services.

Since the Eugene Station opened in 1998, persons have attempted to collect signatures on the boarding platform. LTD has excluded these persons from the platform under the provisions of Ordinance 36. One of those excluded has contacted the American Civil Liberties Union (ACLU) requesting the ACLU's assistance in presenting his case to LTD. Staff have discussed the issues with District counsel and believe that we can reasonably accommodate signature gathering and still maintain a safe and efficient environment at the Eugene Station.

The proposed changes allow free speech activities to take place in uncongested areas of the station and would be specifically detailed on a map available at the LTD Customer Service Center. Other revisions to the ordinance are wording changes for clarification. The amendments are outlined in the attached Ordinance 36 revisions.

ATTACHMENTS: LTD Ordinance 36, Proposed 2000 Revision
Map of the Eugene Station

PROPOSED MOTION: None