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LANE TRANSIT DISTRICT REGULAR BOARD MEETING

January 19, 2000
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

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

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--Springfield Station Site 05

- Executive Session pursuant to ORS 192.660(1)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions

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

VI. EMPLOYEE OF THE MONTH--February 2000 27

VII. AUDIENCE PARTICIPATION

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

VIII. ITEMS FOR ACTION AT THIS MEETING

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- A. Special Board Meetings During General Manager Interview Process
 - B. Amendment to LTD Ordinance No. 36, 1999 Revision, Regulations Governing Conduct on District Property
 - C. Section 5307 and Section 5309 Grant Applications and Public Hearings
 - D. Fiscal Year 2000-2001 Service Recommendations
 - E. Fiscal Year 2000-2001 Pricing Plan and Fare Ordinance
 - F. Fiscal Year 2000-2001 Capital Improvements Program
 - G. Long-Range Financial Plan
 - H. Federal Triennial Review Report
 - I. Position on Gas Tax Ballot Measure
 - J. Service Boundary Policy
 - K. LTD Drug and Alcohol Policy Revisions
 - L. LTD Fingerprinting Policy
 - M. Budget Committee Nominations
 - N. Budget Committee Meetings
 - O. TransPlan Draft Plan Approval
 - P. BRT Updates
 - Q. Quarterly Performance Reporting/Year-end Performance Report
- XI. ADJOURNMENT

Alternative formats of printed material (Braille, cassette tapes, or large print) are available upon request. A sign language interpreter will be 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: January 19, 2000

ITEM TITLE: DECEMBER FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: None

BACKGROUND: Financial results for the first six months of the fiscal year are summarized in the attached reports. Total General Fund revenue was \$611,328 below budget for December, due to the timing of payroll tax receipts and state-in-lieu revenue. Year-to-date payroll tax revenue is nearly \$700,000 ahead of forecast. State-in-lieu revenue, for which a catch-up distribution was made at the end of November, is \$78,000 ahead of budget year-to-date. (The October payment was made as part of this special distribution in November. The October payment normally would be part of the quarterly distribution made in early January.)

Passenger fare receipts are below budget for the month, but on schedule for the year-to-date. Six-month receipts from this source are 5.6 percent ahead of the same period last year. Combined revenue from passenger fares and group pass receipts exceeds the same six-month period last year by 5.4 percent. All major General Fund revenue sources are expected to meet budget expectations for the current fiscal year.

Total General Fund expenses (before transfers) are \$754,388 less than budgeted through December. Non-payroll expenses (including transfers) are 12.7 percent lower than those of the previous year, primarily due to a decrease in non-bus rapid transit (BRT) capital project activity. (The transfer of operating funds to the Capital Fund as grant match is lower in the current fiscal year. It is customary to transfer the balance of the budgeted amount for Capital Transfers, regardless of current year match required, at fiscal year end to reserve local capital funds for future use.) Personnel services expenses are as anticipated by the current-year budget. No adverse financial conditions exist at this time.

Special Transportation Fund expenses are as anticipated through six months. An analysis has been completed of possible uses of revenue set aside in the most recent legislative session for capital expenses and service enhancements for the elderly and disabled. LTD's share of this new revenue source is expected to be approximately \$287,000 during the current biennium. A portion of this allocation will be required in the current fiscal year. (The action required to amend the current-year budget is contained in a separate agenda item.) The balance of the new state funds

will be budgeted in FY 2000-2001 and will be covered in the budget development process.

Year-to-date Capital Fund expenses are as anticipated. Because the entire amount of the federal earmark for BRT in the current fiscal year was appropriated for the BRT Phase I build-out, but the project is not expected to require all funds 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 was incurred last year and was reimbursed this year.

Final resolution of the radio project is still pending. It is expected that LTD will accept the equipment and software by the end of January. The final contract payment of up to \$231,500 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 February meeting.

The Finance Committee of the Board is scheduled to meet on January 26th to discuss revised Long-Range Financial Plan assumptions and issues. Included in that discussion will be an analysis of alternative funding options for future capital purchases and projects. The proposed budget development calendar is now available and will be distributed to Board members separately. If there are no concerns, the calendar will be distributed to citizen members of the Budget Committee.

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

LANE TRANSIT DISTRICT BOARD OF DIRECTORS

FY 2000-01 BUDGET DEVELOPMENT CALENDAR*

- DECEMBER 15:** Regular monthly Board meeting. CAFR review.
- JANUARY 19:** Regular monthly Board meeting.
- JANUARY 26:** Finance Committee meeting. Long-range financial plan issues
- JANUARY 31:** Mid year financial report, budget calendar mailed to citizen Budget Committee members.
- FEBRUARY 1:** BRT Steering Committee meeting.
- FEBRUARY ?:** Human Resources Committee meeting.
- FEBRUARY 18:** Regular monthly Board meeting. Capital Improvement Program review. Fare policy discussion.
- MARCH 15:** Regular monthly Board meeting. Long Range Financial Plan presented.
- MARCH 20 - 24:** Spring Break week.
- APRIL 11:** Citizen members of Budget Committee meet to review Strategic Plan, CIP, and LRFP.
- APRIL 12:** Budget materials go to A-Team for final production.
- APRIL 19:** Regular monthly Board meeting.
- APRIL 22:** Second notice of Budget Meetings published in Register Guard.
- APRIL 21:** Budget packet delivered to Budget Committee.
- APRIL 26:** First Budget Committee meeting.
- APRIL 27:** Second Budget Committee meeting.
- MAY 3:** Third Budget Committee meeting (if required).
- MAY 17:** Regular monthly Board meeting. (No budget discussion.)
- JUNE 21:** Budget is adopted at regular monthly Board meeting.
- JULY 15:** **Budget forms and documents are due to State.**

1/18/99

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 19, 2000

ITEM TITLE: NEW LTD TELEVISION ADVERTISING CAMPAIGN

PREPARED BY: Ed Bergeron, Public Affairs Manager

ACTION REQUESTED: None – Information only

BACKGROUND: Three new LTD television advertisements have been introduced in the past month. At the January 19 Board meeting, staff will make a brief presentation regarding the campaign's objectives and execution, and will provide an opportunity for the Board to view the new ads.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: January 19, 2000

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

AGENDA ITEM SUMMARY

DATE OF MEETING: January 19, 2000

ITEM TITLE: ANNUAL ROUTE REVIEW

PREPARED BY: Andy Vobora, Service Planning & Marketing Manager

ACTION REQUESTED: None

BACKGROUND: The annual route review process provides the District an opportunity to assess the needs of the transit system from several viewpoints. First, areas of growth in the community are reviewed for service expansion. Second, operational concerns are addressed through route and schedule restructuring to allow schedules to be maintained. Third, routes that are not meeting productivity standards are modified or discontinued.

The annual route review process culminates in the implementation of service changes each September. September is chosen due to the significant number of children and adults who return to school during this month, which results in increased ridership for the District. More than 50 percent of trips taken on LTD are for school commuting purposes.

The 2000 annual route review presents the Board with a challenging decision. Because the comprehensive service redesign will dramatically change the nature of the transit system by increasing service along high-productivity corridors and reducing neighborhood coverage, there are a number of routes that could be eliminated during the 2000 annual route review. Staff organized these routes into the following categories:

1. Neighborhood routes that likely will not be a part of the recommended comprehensive service redesign.
2. Routes that are at or below current productivity standards and likely will not be a part of the recommended comprehensive service redesign.
3. Routes that are below productivity standards, but support organizations that have group pass contracts with the District.

Elimination of any routes for the 2000 service year will result in reductions in costs for this year only. The Board will recall that the comprehensive service redesign (CSR) assumes the current level of operating hours as its base.

Elimination of routes would provide the Board an opportunity to hear from affected customers, and would provide a forum to introduce the Board's service policy direction.

The disadvantage of eliminating routes during this annual route review revolves around the issue of where the Board is in its decision-making regarding the new service policy. Since the Board has not had an opportunity to see the first draft of the 75 percent productivity system, there may be uncertainty around whether 75 percent is the final number the Board desires.

The following list of routes is under consideration for elimination as part of the 2000 annual route review:

- 4X Willow Creek Express
- 5X Willow Creek Express
- 8X Thurston Express
- 11X Express
- 38/39 Bailey Hill/City View Loop
- 77 UO/Seneca
- 83 LCC

Staff would like to address questions and seek direction from the Board in preparation for the annual route review recommendation.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: January 19, 2000

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: None

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

- December 8, 1999, letter from Mary Tegel and Whitey Lueck of the Amazon Neighbors Association's Transportation Advisory Group

At the January 19 meeting, staff will respond to any questions the Board members may have about this correspondence.

PROPOSED MOTION: None



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MONTHLY STAFF REPORT

January 19, 2000

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

STATE

Legislative and initiative campaigns are in the about-to-happen stage. Locally, there will be new state representatives from Districts 39 and 40 (currently Rep. Kitty Piercy and Rep. Floyd Prozanski), as they are both term limited. Those who have either filed and paid a fee or filed for a prospective petition are:

- ❑ Bob Ackerman and Harriett Merrick in District 39, although Merrick has announced she will withdraw. Ackerman, a Democrat, is currently on the LCC Board.
- ❑ In District 40, Phil Barnhart and Alan Tauber, both Democrats, have filed for the position. Barnhart serves on the 4J school board and chairs the local Democratic Central Committee. Tauber is a UO student.

The May ballot also includes the referral of the legislatively-enacted gas tax increase. The Automobile Association successfully referred the measure because of their opposition to the repeal of the heavy vehicle weight-mile tax. However, their referral was not limited to that part of the measure and includes the proposed tax increase. The Transit District Board has been asked to take a position on this measure, and staff will bring a recommendation to the February Board meeting.

State agencies are beginning work on FY 2001-03 budgets, with departmental requests due to be completed in April. The first goal is to have funding for elderly and disabled transportation services that the 1999 Legislature enacted be included in Governor Kitzhaber's base budget. This does not guarantee passage, but can help significantly in the 2001 session to continue the funding. Advocates of the issue in the 1999 session are lobbying both the Department of Transportation and the Governor.

Oregon Transit Association efforts to form a statewide consortium for a federal funding request for vehicles and facilities have led to the beginnings of discussions about next legislative session. While a lot will depend on what happens with various initiatives, transit officials believe it is time to make a case for state participation in fixed-route service.

FEDERAL

Work to consolidate diverse local initiatives into a “united front” for federal officials is underway. Written material is being prepared and negotiated among the agencies. Briefly, the “united front” partners’ list is as follows:

Lane County

- ❑ Stabilize timber payments to the counties. A measure has passed the House, and passage must be secured in the Senate during the next calendar year, or the process must begin again in 2001, as that is when a new Congress convenes.
- ❑ Secure balance of funding for new National Guard Armory, most likely in the Navy budget.
- ❑ Seek \$1 million for telecommunications projects that would assist communities in developing the physical facilities and applications to utilize a publicly-owned fiber system. This new regional fiber optic backbone would serve agencies that provide distance learning, public safety, health, public facility management, training, job creation, and economic diversification through use of broadband, digital video, data, and voice communications.

Springfield

- ❑ I-5/Beltline update and estimate of future needs (\$50 million). Springfield will describe progress to-date, issues that have arisen in redesign of interchange.
- ❑ \$3.4 million Corps of Engineers appropriation for work on Springfield Millrace project. The project was authorized in last year’s Water Resources Development Act.
- ❑ Metropolitan Wastewater Management Commission biosolids disposal project. Led by Springfield, MWMC is seeking \$3 million for development of a biosolids recycling and poplar production project.
- ❑ Springfield Station

Eugene

- ❑ Balance of funding (\$2.5 million) to complete land acquisition in west Eugene wetlands study area.
- ❑ Funding (\$150,000) to begin development of a West Eugene Wetlands Education Center. These funds would purchase an architectural design team to produce drawings and models that are needed for private fundraising.
- ❑ Funding for projects authorized in last year’s Water Resources Development Act: a restoration project for Upper Amazon Creek and a Corps of Engineers’ study of the south bank of the Willamette River in the Skinner Butte Park area. The goal is to stabilize the bank and restore habitat, using a combination of structural and bioengineering techniques.
- ❑ Youth programs: Seek national-level funding for after-school and intercession programs and specifically for the local child advocacy center. Springfield School District Superintendent Jamon Kent and Board President Fred McDaniel will provide technical expertise in this area.

Springfield Schools

- ❑ Springfield Schools seek follow-up to the grants made by a combination of federal agencies after the school shootings last year. There was to be a follow-up meeting of the recipients to discuss findings, but lack of a lead agency is impeding this.
- ❑ Springfield Schools also are working with Lane County on sustaining programs funded through youth violence prevention grants.

Lane Transit District

LTD is seeking \$11.9 million in appropriations as follows:

- ❑ BRT: \$2.5 million for BRT vehicles
\$1.3 million for planning, Phase 2, Downtown Eugene west
- ❑ Springfield Station: \$5 million
- ❑ Fleet replacement: \$2.5 million
- ❑ AVL/APC: \$600,000

There are many outstanding issues. For LTD, the principal issue is whether to participate in a statewide request for vehicle funding. In addition to being unable to determine if this would be helpful, it is assumed that all BRT requests are exempt from the group’s request; that is, LTD is free to seek other funding. Whatever the Oregon Transit Association’s final decision, LTD’s entire package of requests will be presented as part of the “united front.” The partners all have asked about LTD’s intention to pursue funding for BRT vehicles when the local governments have yet to grant approvals for the project.

The Federal Courthouse is not on the list because the two cities and the county are at odds about location. Both Springfield and Lane County wish to pursue funding for open space acquisition but have not formulated specific requests. There are a variety of juvenile justice and school issues not listed here, some of which are problematic because there is no likely source of funds or because there is no Congressional interest. Crime legislation is generally unlikely in a presidential election year, for example.

A meeting of all united front participants will be needed to work out differences.

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. Informational fliers were mailed to residents in December and an additional flier 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 are that the new south-side station will be 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 likely will include a consolidation of Park & Ride sites to enable better resource allocation. This may include a large downtown Eugene Park & Ride in conjunction with pre-game opportunities for downtown businesses and restaurants.

JOYRIDE

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

By all accounts, this was a very smooth year. In addition to the JoyRide being a sell-out, LTD received great publicity, the customers were very pleased, and the bus 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 the District's special events are, for the most part, limited to basketball games.

FIRST NIGHT

Y2K caused no problems, and smaller-than-expected crowds provided for a quiet New Year's Eve celebration in downtown Eugene. LTD's late departure was well used, and 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 the ads during January, February, April, and May. Newspaper ads will complement the messages seen in the TV ads, and LTD's radio ads also will 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 its 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 2,000 passes were sold. Winter term sales have begun quickly and it is likely that sales will exceed last year's levels. ASLCC members, LCC staff, and LTD staff have started discussions regarding the future of the program. The initial meeting was very positive, with all members agreeing that 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

1999 ACCIDENT RECORD

1999 was another excellent year for safety. The year ended on an excellent note, with only six accidents in December, and 161 total accidents, which equaled nineteen fewer than in 1998. This was a 10.5 percent reduction in total accidents. The final numbers for preventable accidents are not yet available, but it appears that there were fewer than fifty preventable accidents for the year, the lowest number in recent history. LTD's operators, trainers, safety and risk specialist, and training coordinator all deserve congratulations on an outstanding year. The final results will be reported in February.

RADIO SYSTEM

The bonding company for the radio system, along with GMSI, has largely completed the project as specified. Staff are still working on some outstanding issues, but it appears that the District has a working system that will serve our needs, at least for the near future. Staff will perform an overall system evaluation in the next month to determine how the system fits into the District's planned future technological advancements.

PROMOTIONS AND NEW HIRES

A class of six new operators began on January 3, 2000, and another class of four new operators began on January 18, 2000. These positions are largely to replace operators who have resigned or retired during the last few months.

Bus Operator Ralph Dinnell was promoted to system supervisor effective January 10. Ralph has served the District well in many capacities. He was an instructor and a temporary supervisor, coordinated the LTD Roadeo, and helped on several committees and projects. We are excited to have Ralph on board as a system supervisor and are confident that he will be an excellent addition to the team.

SUPERVISOR TRAINING

Three field supervisors attended an in-depth accident investigation class presented by the Transportation Safety Institute at Tri-Met in Portland. This class is an integral part of the knowledge base that field supervisors need in order to assure that the District's interests are protected at accident scenes. Thorough investigations by trained professionals will help minimize risk and reduce claims.

UNIVERSITY OF OREGON PASS CHECKS

During the next two months, LTD will be performing spot checks on UO passes to determine the rate of fraudulent use. We will collect data and make a determination whether to pursue this issue as a major source of revenue loss or if the District's resources are better spent elsewhere. Two buses equipped with a bar code reader will be rotated through the system. Pass users will be asked to "swipe" their passes across the bar code reader, and the information collected will be analyzed to determine LTD's future course of action.

HUMAN RESOURCES

Dave Dickman, Human Resources Manager

There is no Human Resources Department staff report this month.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 19, 2000

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. However, the January 13, 2000, MPC meeting was canceled. At the Board meeting, LTD's MPC representatives Pat Hocken and Rob Bennett answer any questions the Board may have about MPC meetings in general.
- b **Statewide Livability Forum:** Board member Pat Hocken has been 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. Ms. Hocken 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 generally meets on the first Tuesday of the month; however, the January 4, 2000, meeting was canceled. At the January 19 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. This committee may reconvene on a limited basis to discuss additional aspects of the Springfield Station site selection process.

- e **Executive Search Committee**: The Board Executive Search Committee (Dean Kortge, chair; Pat Hocken; and Hillary Wylie) last met on Monday, January 10, to discuss final plans for the general manager selection process activities scheduled for January 20-22. Mr. Kortge and the other members will provide a report for the full Board at the January 19 Board meeting.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: January 19, 2000

ITEM TITLE: REVISED BOARD CALENDARS; BUDGET COMMITTEE SCHEDULE

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: Attached are new Board Activities Calendars for January through July 2000. Board members are asked to discard all previous calendars. The changes are as follows:

- January 26 – Board Finance Committee added
- February – Board meetings were listed on the wrong days on the previous calendar; Board Human Resources Committee meeting is yet to be scheduled
- April 26 and 27 – Budget Committee meetings added
- May 3 – Third Budget Committee meeting added
- June and July – New calendars

It is not too early to begin thinking about vacations and your availability for meetings during the spring and summer months. The June 21 Board meeting is an important meeting, because the Board is required to adopt the Fiscal Year 2000-20001 budget before the end of June. Board members who find they will not be able to attend any of the scheduled meetings should let staff know as soon as possible.

ATTACHMENTS: Board Activities Calendars, January through July 2000

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: January 19, 2000

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: Approval of Consent Calendar Items

BACKGROUND: Issues that can be explained clearly in the written materials for each meeting, and that are not expected to draw public testimony or controversy, are included in the Consent Calendar for approval as a group. Board members can remove any items from the Consent Calendar for discussion before the Consent Calendar is approved each month.

The Consent Calendar for January 19, 2000:

1. Approval of minutes: December 15, 1999, regular Board meeting

ATTACHMENTS: Minutes of the December 15, 1999, regular Board meeting

PROPOSED MOTION: I move that the Board adopt the following resolution: It is hereby resolved that the Consent Calendar for January 19, 2000, is approved as presented.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 19, 2000

ITEM TITLE: FEBRUARY 2000 EMPLOYEE OF THE MONTH

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: **FEBRUARY 2000 EMPLOYEE OF THE MONTH:** Marketing Representative Michelle Geschke has been selected as the February 2000 Employee of the Month. She was hired on February 18, 1999. She was nominated by a co-worker for being innovative, accommodating, and "on top of the task" in managing LTD's Springfield Filbert Festival activities, including the parade and Kidspace sponsorship. Additionally, the co-worker said, Michelle has great ideas and a positive attitude, enjoys what she is doing, and brings freshness wherever she goes.

When asked what makes Michelle a good employee, Service Planning & Marketing Manager Andy Vobora said:

During the past year, Michelle has brought enthusiasm and a fresh perspective to the Service Planning and Marketing Department. She brings a smile to work every day! Her relationships with co-workers, community contacts, and LTD customers always are professional, but with an added personal touch. She takes great pride in her work, which is evidenced by the level of detail she brings to her projects. Michelle has been charged with overseeing the marketing aspects of LTD's special event services. I feel confident that these critical services are in very good hands. I speak for all Service Planning and Marketing staff when I say that Michelle strengthens our team.

AWARD: Michelle will attend the January 19 meeting to be introduced to the Board and receive her award.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** January 19, 2000
- ITEM TITLE:** EXECUTIVE SEARCH COMMITTEE RECOMMENDATIONS
- PREPARED BY:** Dean Kortge, Chair, Board Executive Search Committee
- ACTION REQUESTED:** The Executive Search Committee met on January 10, 2000, and recommends the following actions:
- (1) Accept the resignation of the general manager and approve a severance package as recommended by the Committee.
 - (2) Briefly discuss the January 20-23 interview process for the finalist candidates for the LTD general manager position.
- BACKGROUND:** The Board Executive Search Committee met on January 10, 2000, to confirm the finalists for the general manager interviews, and to consider the resignation of the current general manager and her request for a severance package. The Board Executive Search Committee received recommendations for four finalists for the position of general manager for Lane Transit District. (The summary of the Oldani Group recommendations will be distributed January 19, 2000, during the Lane Transit District meeting of the Board of Directors.)
- ATTACHMENT:** Letter of Resignation/Retirement and Severance Package Request from General Manager Phyllis Loobey
- PROPOSED MOTION:** I move the following resolution: It is hereby resolved that the LTD Board of Directors accepts the resignation of General Manager Phyllis Loobey and approves the requests identified in numbers 1, 2, 3, and 4 of her January 10, 2000, letter to the LTD Board Executive Search Committee, and authorizes LTD personnel to carry out these provisions on behalf of Phyllis Loobey.

MONTHLY FINANCIAL REPORT COMMENTS

January 19, 2000

Revenue:

- **Special service revenue** is lower than for the first six 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 on 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 separate expenses charged to federally grant-funded projects. Gross expenses have increased due to the following:
 - 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 also are overstated in the current-year budget, which will contribute to a yearlong positive variance.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** January 19, 2000
- 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. **Special Board Meetings During General Manager Interview Process:** The Board will meet at the Hilton at 6:30 p.m. on Friday, January 21, 2000, to prepare for Saturday interviews. The Board will meet in executive (non-public) session beginning at 9:00 a.m. on Saturday, January 22, 2000, in the LTD Board Room to consider the employment of a replacement general manager.
 - B. **LTD Ordinance 36:** LTD Ordinance 36, 2000 Revision, Regulations Governing Conduct on District Property, will be brought to the Board for the second reading and adoption at the February 16, 2000, regular Board meeting.
 - C. **Section 5307 and Section 5309 Grant Applications and Public Hearings:** At the February 16, 2000, meeting, the Board will be asked to approve applications for Section 5307 and 5309 grant funding. Public hearings on the grant applications will be held at that time, as well.
 - D. **Fiscal Year 2000-2001 Service Recommendations:** 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.
 - E. **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.
 - F. **Capital Improvements Program:** The Fiscal Year 2000-2001 Capital Improvements Program (CIP) will be on the agenda for approval at the February 16, 2000, regular Board meeting.

- G. **Long-Range Financial Plan**: The Long-Range Financial Plan will be discussed with the Board at the February 16, 2000, meeting.
- H. **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 February 16, 2000, Board meeting.
- I. **Position on Gas Tax Ballot Measure**: At the February 16, 2000, meeting, staff will ask the Board to take a formal position regarding the statewide gas tax initiative.
- J. **Service Boundary Policy**: A new service boundary policy will be brought to the Board for discussion at the February 16, 2000, meeting.
- K. **LTD Drug and Alcohol Policy Revisions**: At the February 16, 2000, Board meeting, staff will ask the Board to approve revisions to LTD's Drug and Alcohol Policy to conform with new federal regulations.
- L. **LTD Fingerprinting Policy**: A new fingerprinting policy, required by federal regulations, will be on the agenda for the February 16, 2000, Board meeting.
- M. **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.
- N. **Budget Committee Meetings**: LTD Budget Committee meetings are scheduled for Wednesday, April 26; Thursday, April 27; and Wednesday, May 3, 2000.
- O. **TransPlan Draft Plan Approval**: It is anticipated that approval of the Draft TransPlan could occur during late winter or the spring of 2000.
- P. **BRT Updates**: Various action and information items will be placed on Board meeting agendas during the design and implementation phases of the bus rapid transit project.
- Q. **Quarterly Performance Reporting**: Staff will provide quarterly performance reports for the Board's information in February, May, August, and November each year.

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, December 15, 1999

Pursuant to notice given to *The Register-Guard* for publication on December 9, 1999, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District met in regular session on Wednesday, December 15, 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
Gerry Gaydos
Pat Hocken
Virginia Lauritsen
Phyllis Loobey, General Manager
Susan Hekimoglu, Recording Secretary

Absent: None

CALL TO ORDER: The meeting was called to order at 5:35 p.m. by Board President Hillary Wylie.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Ms. Wylie introduced and welcomed Gerry Gaydos, who was appointed to the LTD Board by Oregon Governor John Kitzhaber to fill the vacant Subdistrict 5 position. Ms. Wylie noted that Mr. Gaydos was a local attorney, who not only was very active with the Oregon State Bar, but who also had been extremely active in the community. She also noted that Mr. Gaydos had been a member of the LTD Budget Committee for several years.

Mr. Gaydos said he was excited about and appreciated having been appointed to the Board. He said that one of the things that he enjoyed was working with a good team, and the Board and staff at LTD were a good team.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA: Ms. Wylie noted that an executive session had been added to the agenda and would be held later in the meeting following the arrival of counsel, Roger Saydack.

WORK SESSION - "FREE SERVICE" ANALYSIS: Planning and Development Manager Stefano Viggiano said that in October, the Board had directed staff to conduct an analysis and present alternatives for free or reduced fares. Staff had prepared four options, and Mr. Viggiano asked the Board to provide direction to staff with regard to the various options.

Under Option A, all routes at all times would operate without charge to any user. Group pass programs would cease to exist. Under Option B, the systemwide fare would be reduced to 25 cents, and free transfers would be eliminated. Other fare instruments would be reduced proportionally. Under Option C, systemwide free fare would apply to youths ages 18 and under or ages 14 and under. Under Option D, neighborhood connectors, including the downtown shuttle, would be fare free or fare reduced. The free service on those routes would be implemented over time as they were developed.

Other options that were mentioned at the TransPlan public hearing that could be considered were free fare during certain periods of the day, such as during off-peak hours, and a "fareless square" in downtown Eugene.

Each of the options presented included information about the potential impact on ridership, revenue, operations, and paratransit as well as the potential benefits and disadvantages and a staff recommendation. Staff also included information about community support.

Mr. Viggiano reviewed Option A. Mr. Kleger was concerned about Option A because currently, the higher RideSource fare was an incentive for people to use regular bus service, and if that fare were eliminated, paratransit usage would increase, which would increase the already high operational cost. Ms. Lauritsen expressed her concerns about the revenue replacement, particularly the option of increasing the payroll tax rate. Ms. Wylie said that she was concerned about the loss of farebox revenue, particularly if it were being used as local match.

Mr. Kleger asked what percentage of current service would be cut back to fund the loss in revenue. Mr. Viggiano said that he did not have the percentage, but a \$3.1 million cut in service would be substantial.

Finance Manager Diane Hellekson added that the Finance Committee had met in November and had discussed the projected reduction in federal funding for major capital projects and bus purchases. Staff would be exploring options for more local funds to replace those federal funds, either as a greater local match or for outright local purchases. The consensus of the committee was to not consider an option that would dramatically reduce local funds at a time when more local funds would be needed to divert to capital projects.

Mr. Gaydos asked how much it would cost to further research the "free fare" issue, as he thought it was an opportunity to educate people. Ms. Hellekson added that staff had received a proposal from the University of North Carolina at Charlotte (UNCC) to research fares and productivity vs. coverage.

Mr. Bennett said that while there may be political reasons to continue the research of Option A, doing so would suggest that the Board thought free service could be fruitful in terms of meeting objectives. However, one objective was to facilitate a more balanced transportation system, which included competing for people who were now driving their automobiles. If more people rode the bus, but there was no impact on congestion, then he did not think Option A merited further consideration. He thought LTD would need more capital

funding in order to compete directly for those choice riders to achieve a better balanced transportation system.

Ms. Hocken asked if further research of Option A would produce better information than what staff had presented. Ms. Hellekson said that further research might result in more information and better projections.

Mr. Viggiano said that staff were responding in a written document to questions that were submitted from the TransPlan adopting officials, including questions about free service. The free service analysis could be included in that response, which could begin to educate both the other adopting officials and the public about the free service. If the public comment period for TransPlan were reopened after this information was distributed, some people who earlier had requested free fares might understand the ramifications of doing so and respond to the new information.

Ms. Lauritsen asked if the proposed research by UNCC would have any other benefit to LTD. Ms. Hellekson said that the research could be structured to provide other benefits.

Mr. Gaydos said that he had been persuaded by the comments, and he would support the staff recommendation, which was to not pursue this option further.

Mr. Viggiano then reviewed Option B. Ms. Hocken asked why staff had researched a 25-cent fare without free transfers rather than a 50-cent fare with a free transfer option. Mr. Viggiano thought that might be a better option, because currently many riders were required to use two buses to get to their destinations, and under the 25-cent fare scenario, those riders also would be required to pay twice. Mr. Viggiano said that staff also were recommending that this option not be pursued further at this time.

Staff were recommending that Option C, free fare for youths, be further researched. Mr. Bennett said that the projected increase in ridership seemed very high, and he asked how staff had arrived at those figures. Mr. Viggiano replied that they were educated guesses based on current student ridership and the fact that youths tended to be more fare sensitive than the general population.

Mr. Kortge asked if research had indicated that behavioral change might be hoped for among youths resulting in bus riding by choice. Mr. Viggiano said that research indicated that often, just getting a person on the bus for the first time was important. The bus was an uncertainty for many people. Introducing bus service to youths could result in their choosing to ride the bus as adults. Research also indicated that people would choose to ride the bus if the service met their individual needs in travel time, frequency, and comfort.

Ms. Lauritsen thought this option would be very attractive to the school districts. Ms. Wylie thought that staff also should research other options for youth, such as 25-cent fares, etc.

Ms. Hocken said that she liked the option for those ages 18 and under. She thought that this could be a way to address the school travel issues that were raised at the TransPlan public hearing.

Mr. Viggiano said that Option D, if pursued, would be implemented over time to coincide with the bus rapid transit (BRT) implementation. Staff were recommending that this option be pursued further.

Mr. Bennett said that he did not support free fares. He was not convinced that it would affect enough youths to get as close to a 35-percent increase in ridership as the staff had projected. He thought that the Board needed to be effective and accountable in its choices, and those choices should be able to withstand the test of time. If free fares had been tested and found to be overwhelmingly successful, then he could be supportive. However, \$600,000 was a lot of money, and he would want to see that it would be replaced before he would support losing it. Mr. Bennett said that he wanted the opportunity to vote against free fares.

Mr. Kleger said that he thought paratransit usage might just decrease under Option D, as more of those riders would choose to ride the regular service to get to their neighborhood services, such as the grocery store. He also was in favor of further researching the expansion of the reduced fare policy before looking into free fares for youths. At this time, he was not in favor of a systemwide free fare arrangement without a revenue replacement plan.

Ms. Wylie suggested that staff further research the 25-cent fare both for Options C and D.

Ms. Lauritsen said that there were security concerns for youths in Springfield, and she asked staff to take security issues into consideration.

Mr. Bennett thought that there would come a time when the Board would need to address an increase to the payroll tax percentage because the federal government would play a smaller role in transit funding and because the transportation plan suggested that LTD have a more aggressive role in traffic congestion management. LTD would need more resources to address those issues. He thought that LTD should begin positioning itself to get out into the community and make the case for reduced congestion. LTD would not be successful in this area if it were giving away its revenue. The people who supported free fares did so because they believed it would create a more efficient transportation system by providing more trips. If LTD stayed on track and demonstrated that those also were its objectives, a case could be made for more capital and resources. He was concerned about an environment where LTD was giving away any revenue.

Ms. Hocken said that since there was a lot of interest in the community regarding the fare issue, she was not prepared to drop it at this point. She agreed that Options A and B were financially unfeasible and should not be pursued. However, she thought that Options C and D had potential, but she also was not in favor of a free fare, but a reduced fare for youths and/or neighborhood connectors. She thought the neighborhood service had the potential to support nodal development if it were focused in a location that had nodal development. The other Board members agreed with Ms. Hocken.

Ms. Wylie asked staff to include projected BRT fares. Mr. Viggiano said that staff could do that, but the thought was that BRT would not affect the normal fare.

Mr. Viggiano stated that staff would further research Options C and D and would include various options of reduced fare service.

REGULAR MEETING - JANUARY 2000 EMPLOYEE OF THE MONTH: Ms. Wylie introduced Bus Operator Ray Robb as the January 2000 Employee of the Month. Mr. Robb was hired on April 11, 1994, and had achieved five consecutive years of Safe Driving and four years of Correct Schedule Operation. In addition, Mr. Robb had maintained an excellent attendance record. Mr. Robb was selected, in part, because of his overall accumulation of Employee of the Month nominations. He recently was nominated by a customer who appreciated his politeness and the fact that he was a "nice guy." Another customer wanted Mr. Robb to be acknowledged for his good driving, friendliness, and helpfulness. Mr. Robb's supervisor supported the nomination for several reasons, including Mr. Robb's professionalism and his wonderful sense of humor.

Ms. Wylie presented Mr. Robb with a certificate of award, a letter of congratulations, and a monetary reward. Mr. Robb said that he appreciated the award. He enjoyed his job and was proud to be an employee of LTD.

AUDIENCE PARTICIPATION: Mr. Rob Zako of Eugene, representing the Friends of Eugene, thanked the Board for considering the possibility of reduced or free fares. He said that the perception in the community was that LTD was funded in large part by community dollars, and people observed many empty or nearly empty buses operating throughout the community. Free or reduced fares might be a way to fill up those buses. He said that LTD was not in the business of moving buses, but in the business of moving people, and he challenged the Board to find better ways to do that.

PUBLIC HEARING ON LTD ORDINANCE NO 36, REGULATIONS GOVERNING CONDUCT ON DISTRICT PROPERTY: No one was present to speak on this topic.

MOTION

CONSENT CALENDAR: Mr. Kleger moved that the Consent Calendar for December 15, 1999, be approved as presented. Mr. Kortge seconded the motion, which passed by unanimous vote. Ms. Wylie, Mr. Bennett, Ms. Hocken, Mr. Kleger, Mr. Kortge, and Ms. Lauritsen voted in favor of the motion. Mr. Gaydos abstained from voting.

VOTE

The December 15, 1999, Consent Calendar consisted of the minutes of the November 17, 1999, regular Board meeting and a revised Administrative Retirement Plan.

SPRINGFIELD STATION SITE DECISION: Transit Planner Micki Kaplan said that after an extensive process, which included reviewing a significant amount of information, considering more than 40 sites for the station, conducting two station tours, collecting public input, and completing an Environmental Assessment on three possible station sites, the Springfield Station Steering Committee had been unable to make a recommendation for a new Springfield Station site. However, the Committee unanimously had agreed that the station should be moved from its current location. The Steering Committee had selected a representative in favor of each of the two possible sites to present their reasons for support to the LTD Board of Directors.

The Springfield City Council met in December following the Steering Committee meeting and unanimously preferred Site I. The Council indicated support for exploring a multi-modal concept with Greyhound.

Steering Committee member Dan Egan represented the Site I supporters. Mr. Egan complimented the LTD staff for the assistance provided to the Steering Committee. He said that the Steering Committee had met many times during the last 1.5 years and had come to an inconclusive end regarding the selection of the site. Mr. Egan thought that the exercise of selecting a site had been very valuable.

Mr. Egan said that there were five members of the Steering Committee who had supported Site I (Hillary Wylie, Anne Ballew, Darlene Fisher, Cindy Watson, and Mr. Egan). Those who favored Site I believed it had an enormous advantage over Site G in terms of future development and partnerships and thought that potential could not be ignored in a project with such long-range implications for both the transit system and the city. Site G did not offer similar opportunities due to its restrictive size.

Site I would continue the redevelopment of the South A part of downtown Springfield. During the past 15 years, South A had continued to evolve through projects such as the relocation and restoration of the historic Springfield Depot, Millrace Park, Dorris Ranch, and the relocation of Willamalane's Administration component on the Millrace.

It was hoped that Site G would be needed for a higher use as the downtown renaissance was realized in Springfield. The members of the Steering Committee who voted for Site I were strongly opposed to 'locking in' the LTD project on a block that would someday be crucial for downtown development.

There had been much talk of a park and ride feature to accompany the LTD Springfield Station project, which had been supported by many of the Steering Committee members as well as other leaders in Springfield. Site G would not allow for an on-site park and ride facility.

Those who supported Site I believed that steps could be taken to make the Springfield Station at Site I a safe, effective, and pleasant place for all. Traffic, noise, and safety issues could be mitigated.

Finally, the BRT project supported Site I. It was in the right position, had more size, could make multi-modal connections in the future, and had a much higher potential to become a destination point in the future.

Steering Committee member Ken Guzowski spoke next in support of Site G. He said that five of the Steering Committee members had voted in support of Site G (Mary Murphy, Don Lutes, Dave Kleger, Sean Wilson, and Mr. Guzowski). Mr. Guzowski also complimented staff and the committee. Those who supported Site G also saw the potential for a park and ride facility and/or joint development opportunities at Site I.

Mr. Guzowski said that he was a regular bus user, and, as such, was very aware of the activities associated with a bus station. The blind community, for instance, had voiced its

preference for Site G, as had people with disabilities and senior citizens. One of the biggest concerns with Site I was the need to cross South A Street in order to access the downtown shopping area and city services.

Site G would enhance downtown Springfield and be a catalyst for urban revitalization and economic development. While the size of Site G limited large joint development proposals, it could allow for some joint development for commercial and office use that might be compatible with the bus station use. Because it was located on Main Street, joint development might be easier to promote.

Site I could function effectively on its own as a park and ride location because typically, park and ride users would not be as concerned about pedestrian crossings on South A.

Public Testimony: (1) Vaughn Roser of Springfield represented the business owners located at the proposed Site I. He spoke about the economics of relocating a successful, tax-paying business from its current location. The only true dollar amount that had been discussed was an off-set to moving expenses, which was a fairly small piece of the whole picture. There also had been discussions about fair compensation, but as business owners, they did not want to rely on and hope that the City of Springfield and LTD would fairly compensate them. There had been no discussion about what fair compensation might be.

Mr. Roser said that the owners had researched their customer base, where they were located, how customers located the business, the amount of repeat business, etc., and had conservatively estimated a \$750,000 loss in business during the first year following relocation, which was a significant amount. In addition, the owners would lose the option to buy real property that currently was in place.

Mr. Roser said that if relocation occurred without significant compensation, the business would fail. Failure of the business would put seven family-wage positions out of work. Failure of this business also would take away revenue for several taxing authorities. Lastly, if fair compensation was not given, the personal life savings of the business owner would be wiped out. Those factors were very scary not only to the business owners, but also to the employees.

Mr. Roser urged the Board to strongly consider Site G for the downtown Springfield Station.

(2) Mr. Tom Draggoo of Springfield spoke as a representative of the Springfield Renaissance Development Corporation (SRDC), which supported Site I. The SRDC was a group of both private and public citizens, including business owners, managers, and non-profit and public agency representatives, who had researched Springfield as a whole and had decided that opportunities for redevelopment, development, and enhancement ought to be centered in downtown Springfield. One of the goals of the SRDC was to change the public's perception of Springfield.

There were some underlying assumptions about the site. Some people thought that downtown Springfield was not going to change any time soon, when, in fact, changes already were occurring. The job of the SRDC was to influence change in a positive direction.

The SRDC acknowledged that Main Street and South A had traffic problems, but believed that with the appropriate mitigation and investment, the traffic and pedestrian problems on South A could be overcome.

The SRDC appreciated the investment that LTD was about to make in downtown Springfield. Springfield would benefit from a bus station at either location, but the SRDC believed that Site I, in the long term, offered the best scenario. Mr. Draggoo urged the Board, on behalf of the SRDC to select Site I.

(3) Marylee Turner of Eugene, a field instructor with the Oregon Commission for the Blind, spoke in support of Site G. She said that she had an office in Eugene and lived in Eugene, but she spent a lot of time with clients in Springfield and a lot of time on the bus. She had submitted information supporting Site G, which was included in the public comments submitted for the Environmental Assessment. Visually impaired residents in Springfield and Eugene urged the Board to select Site G.

Board Deliberation and Decision: Ms. Lauritsen stated that she had been persuaded by the discussion of the long-term benefits on Site I, but only with the further review of the safety issues and the concerns expressed by the business owners.

Mr. Kleger stated that as a bus user, he had mixed feelings about the location. He had crossed South A frequently, and he did not think it was that difficult; however, people who had slower mobility, such as those who used walkers or those who could not walk quickly, could not cross South A in its present condition, safely and on time. The proponents of Site I had recognized that the crossing time had to be changed in order to make Site I a viable selection.

Mr. Kleger stated that he had three concerns about the selection of a station location. 1) LTD was committed to a partnership with the Springfield City Council, which had made known an overwhelming preference for Site I. 2) LTD was committed to serving the customers, who had made known an overwhelming preference for Site G. 3) If Site I were selected, some significant changes would need to be made to the intersection configuration of 5th Street and South A. The Oregon Department of Transportation (ODOT) had jurisdiction over South A Street, and ODOT typically made its decisions based on fairly rigid formulas. Mr. Kleger was concerned about what could be done to mitigate the intersection configuration. He thought those decisions should be made prior to making a commitment to build at the Site I location.

In addition, Mr. Kleger's other concerns included distance from City Hall and the core of downtown, contribution to future development, and relocating a business. He said that those concerns were not the major issues. The major issue was what would best serve the customer.

Ms. Hocken said that she had questions about the mitigation of the intersection and the strategies to reduce the speed limit on South A Street. She was concerned about the business relocation of Les' Canopies. She would need more information about fair compensation. She said that one of the positive components of Site I was the potential for a

multi-modal facility, but it was not yet known if Greyhound would be interested. Ms. Hocken said that she would like more information about Greyhound's relocation plans. In addition, Ms. Hocken said that she previously had not realized the joint development potential of Site G, and she wanted to learn more about that possibility. She said that in light of the fact that she had many unanswered questions, she did not believe she was ready to make a selection.

Ms. Wylie said that this was a very important decision to the communities. She was very supportive of the Springfield City Council's action to support the selection of Site I and the long-term development of downtown Springfield. It was important that the LTD Board respect the relationship with the Springfield City Council. She also had respect for the comments of the other Board members. She was somewhat alarmed by the comments Mr. Kleger had made about the mitigation of the 5th and South A intersection, and she thought it was important that the Board have that information before making a decision. She recommended that the Board defer its decision until January in order to gather more information.

Mr. Kortge asked if LTD would be able to get an answer from ODOT about the intersection and traffic on South A. Ms. Kaplan said that staff had been working with ODOT staff, but no commitments had been made. Ms. Wylie asked if there was new information about Greyhound's plans. Ms. Kaplan said that she had received information from Greyhound about two other multi-modal facilities that currently were in operation. She would be talking with staff from Greyhound again within the next week.

Ms. Wylie reiterated the issues that staff should further research, including intersection and traffic flow mitigation, Greyhound relocation, compensation of business owners, and joint development and park and ride options for Site G. She asked that staff keep the Springfield City staff informed as information was gathered. Mr. Kleger said that participating on the Steering Committee had been a pleasant experience. He complimented the committee and appreciated the effort. Ms. Wylie agreed.

GLENWOOD SEGMENT ALIGNMENT FOR BRT PILOT CORRIDOR: Mr. Bennett moved the following resolution: "It is hereby resolved that LTD staff are directed to include the Franklin Boulevard alignment recommended by the BRT Steering Committee for the Glenwood segment in the Environmental Assessment for Phase 1 of the BRT pilot corridor. Mr. Kortge seconded the motion.

MOTION

Mr. Bennett said that he supported the motion. Originally, Franklin Boulevard was not going to be considered for the Glenwood alignment because of traffic issues, the limited right-of-way, and the many issues with the business community. The LTD Board had intended to keep that commitment. Since then, the Springfield City Council asked LTD to reconsider Franklin with a phased-in approach as the properties along Franklin could redevelop over time.

Mr. Bennett thought that the Springfield Council had presented a sincere and well-thought-out suggestion, but one that would defeat the purpose of BRT due to the fact that it would be implemented over a long period of time. He did not think the Board could be accountable without achieving certain efficiencies and higher ridership. The BRT Steering

Committee recommendation included an immediate implementation option on Franklin in the environmental assessment primarily because the Springfield City Council requested the phased-in Franklin alternative.

The Steering Committee discussed a potential compromise in which BRT could be established on Franklin while allowing cross-movement for some period of time.

Ms. Wylie said that she appreciated the recommendation and alignment option. This alignment option kept Franklin in as a possibility and had a minimum impact on Franklin access. She thought it was a good compromise solution.

Ms. Hocken said that the phased-in Franklin alternative still would be included in the Environmental Assessment. There now were four alternatives to be assessed: the 14th Avenue alignment; the phased-in alignment on Franklin; the immediate implementation on Franklin, which was this proposal; and the no-build option. She did not get the sense that the Springfield City Council meant this to be a replacement of the previous proposal.

Mr. Kleger said that at some point, the Board would select an alignment. He said that he would like to know the travel times for each of the options.

VOTE

There being no further discussion, a vote was taken on the motion directing staff to include the Franklin Boulevard alignment in the Environmental Assessment for Phase 1 of the BRT pilot corridor. The motion passed by unanimous vote with Wylie, Bennett, Gaydos, Hocken, Kleger, Kortge, and Lauritsen voting in favor and none opposed.

MOTION

EXECUTIVE SESSION: Ms. Hocken moved that the Board move into executive session pursuant to ORS 192.660(1)(f), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Ms. Lauritsen seconded the motion, which passed by unanimous vote. The Board then moved into executive session at 7:43 p.m.

VOTE

MOTION

Following the executive session, Mr. Gaydos moved that the Board return to regular session, and Ms. Hocken seconded the motion, which passed by unanimous vote. The Board then returned to regular session at 8:05 p.m.

VOTE

BOARD MEMBER REPORTS: Metropolitan Policy Committee (MPC): Ms. Hocken reported that all four of the TransPlan adopting jurisdictions had agreed to the staff-recommended process for approving TransPlan. The City of Eugene requested that the hearing record be reopened to allow people to comment on the staff response to the initial testimony. The representatives at MPC were willing to go along with the suggestion provided that the open period be a fairly short time period. The period that was suggested was January 31, 2000, to March 31, 2000, because by the end of January, it was expected that all the staff responses to public comment and the questions of the adopting officials would have been answered. Written comments would be allowed, but it was not suggested that another public hearing be held. The LTD Board would be asked to ratify that decision in January.

BRT: Mr. Viggiano said that focus groups had been held on Phase 2 of the BRT pilot corridor. Staff had refined the alternatives, and the first public workshop would be held on January 18, 2000.

Executive Search Committee: Mr. Kortge reminded the Board members that the candidates for the general manager position would be interviewed by staff groups on Friday, January 21, 2000, and the Board would host an informal reception with local invited guests to meet the candidates on that Friday evening from 5:30 to 6:30 p.m. The Board would then meet for dinner to prepare for their interviews and discuss questions for the candidates. On Saturday, January 22, 2000, beginning at 8:30 a.m., the Board would interview the candidates. Following the interviews, the Board would again meet to deliberate and select the finalist.

At the January Board meeting, an executive session would be held to discuss the contract perimeters with counsel, who would be the final contract negotiator.

Board members would act as hosts at the reception on Friday evening to ensure that the candidates had an opportunity to meet all of the invited guests. Comment cards would be available for staff and others to fill out to be seen after the interview sessions were complete. Ulum and Associates had been hired to assist with the community relations aspect of the hiring of a new general manager.

Ms. Lauritsen asked if the community reception had been discussed with counsel. Staff would check with counsel.

Human Resources Manager David Dickman asked the Board members to convey interview questions or concerns to him or Mr. Kortge. Also, Mr. Dickman asked the Board members to consider the issues to be negotiated in the employment contract. He mentioned that Ulum and Associates would be involved when the candidates were announced as well.

PRESENTATION OF COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR 1998-1999: Ms. Hellekson highlighted several components of the Comprehensive Annual Financial Report (CAFR). She said that the table on page 40 compared what was budgeted with what actually happened. LTD took in more revenue than expected and spent less than projected. Passenger fares came in under budget, which was somewhat disappointing. Ridership had been fairly stable through the end of the year.

Ms. Wylie asked what was included in miscellaneous revenues. Ms. Hellekson said that it included such things as the SAIF dividend and miscellaneous payments.

Ms. Hellekson then discussed the comparison tables on pages 7 and 8. Total operating revenue increased by 5.5 percent over the previous year, while operating expenses increased by 12.1 percent. Ms. Hellekson said that the trend had been expected due to the decline in federal funding and the increase in operating costs. Staff would be researching ways to enhance revenue and opportunities to reduce expenses or to be more efficient in how those expenses were allocated. Expenses could not continue to increase faster than the revenue and ways would need to be found to get more from the operating revenues to

support capital expenses. One of the ways to do that was to leverage those revenues in some form of debt, which the Finance Committee was considering.

Mr. Kortge said that it would be helpful to know how much of the increase was due to added staff and how much was due to operational expenses. Ms. Hellekson said that the largest component of operating expenses was wages and benefits. LTD did not add a significant number of positions in the FY 1999-2000 budget; however, during the previous year, staffing levels were significantly increased both in support of additional service and in support of technology projects. Ms. Hellekson said that administration as a percent of total operations had grown. She noted that transportation and maintenance costs had remained steady throughout the years, while insurance and risk had decreased due to effective management of those programs. Special transportation costs had increased.

Ms. Wylie asked if productivity versus services would be factored into the budget planning. Ms. Hellekson said that staff would carefully review service costs for this budget. Staff already knew, for instance, that health insurance costs were going to increase dramatically and that the union contract negotiations would result in increased costs. Staff also knew that revenues likely would not increase by more than 3 to 5 percent. Staff would be seeking ways to hold the growth in personnel services expenses to single digit. In order to do that, service costs would be reviewed carefully, since it was the single largest component of operating costs.

Ms. Wylie said that she hoped Mr. Gaydos would have an opportunity to listen to the recording of the productivity discussion that was held at a special meeting in October as productivity versus service would have a large impact on LTD. The Board was hoping to reduce costs while increasing ridership by being more productive.

Ms. Hellekson said that LTD had received a favorable audit and federal Triennial Review, and staff were good at carrying out the budget. The calendar of budget meetings would be available in January, and the Finance Committee would meet again in January as well.

NOVEMBER FINANCIAL STATEMENTS: Ms. Hellekson said that LTD was on track with the budget for the year. In November, LTD received retroactive state-in-lieu revenue that was due but had not been paid. The Oregon Department of Administrative Services had assured LTD that the problem had been corrected, and future payments would be accurate.

Ms. Hocken asked if there was any way to track the state-in-lieu funds. Ms. Hellekson said that LTD received detailed reports, and it would be prudent to more closely review those reports on a regular basis.

DOWNTOWN SHUTTLE / CSR: Service Planning and Marketing Manager Andy Vobora said that the downtown shuttle plans and the Comprehensive Service Redesign (CSR) would be linked.

Mr. Bennett asked how expensive the shuttle service would be to operate. Mr. Vobora said that staff were projecting an annual cost of \$540,000. Mr. Vobora added that the vehicle purchase for the downtown shuttle was included in the capital budget. Mr. Bennett asked if

the downtown business community was involved. Mr. Vobora said that a partnership was being pursued in terms of funding, such as for sponsoring a shelter site near their places of business. The downtown shuttle also would enhance opportunities to market the group pass.

Ms. Lauritsen asked if the cost of operating the downtown shuttle would be different than the cost of operating the regular system. Mr. Vobora said the per-hour cost was the same; however, by providing frequent service, there were many hours of service being factored in.

Ms. Wylie said that the downtown shuttle was exciting, and she thought it would increase ridership.

Mr. Vobora said that following the Board's decision to allocate a greater number of service hours to high-productivity transit corridors, staff believed that a one-time implementation strategy was a feasible approach to the CSR. He then reviewed a new timeline that would result in implementation in September 2001.

Mr. Bennett asked if staff had prepared any scenarios of the reallocation of service hours. Mr. Vobora said that staff would begin preparing scenarios during the coming weeks. Route planning software that had been purchased was being implemented.

Mr. Bennett said that he was excited about the downtown shuttle, but was concerned about the productivity. Mr. Vobora responded that the definition of the shuttle had been expanded to include markets that staff believed would support higher ridership and provide a better chance of success.

COMMUTER SOLUTIONS UPDATE: Commuter Solutions Coordinator Connie Bloom Williams said that she had nothing to add to her written report, but would answer any questions the Board had. There were several handouts, including the Commuter Solutions card and samples of the Web pages that now included forms for requesting carpool matching. Ms. Hocken commented that the vanpool project between Eugene and Corvallis sounded exciting. There were many people who commuted between counties, and this seemed like a good solution for ridesharing for those people. Mr. Gaydos also thought that the vanpool concept might be helpful at the airport.

ADJOURNMENT: There was no further discussion regarding any other informational items in the Board packet, and Ms. Wylie adjourned the meeting at 8:55 p.m.

Board Secretary

Orientation Panel Instructions

AGENDA ITEM SUMMARY

- DATE OF MEETING:** January 19, 2000
- ITEM TITLE:** SPECIAL TRANSPORTATION FUND INCREASE
- PREPARED BY:** Andy Vobora, Service Planning & Marketing Manager
- ACTION REQUESTED:** Approve distribution of additional STF funds for projects selected.
- BACKGROUND:** The 1999 Oregon State Legislature approved additional funding for transportation services for the elderly and persons with disabilities. Oregon's Special Transportation Fund (STF) Program received \$19 million for senior and disabled transportation services. There will be \$9 million available in addition to existing Special Transportation Fund funds for this biennium. Seventy-five percent of the new STF money will be distributed by the statewide population formula. There also will be \$10 million in dedicated federal funds to improve the fleet of special transportation vehicles available in Oregon. A remaining portion of the STF (25 percent) and the federal funds will be distributed through ODOT's *Community Transportation Grant Program (CT)*, which utilizes a competitive grant application process. The approval of this funding signaled a significant step in the State's recognition of the need to enhance transportation services for these groups. The dilemma is that the funding is for the biennium and there are no guarantees that the funding will be renewed during the 2001 session.
- The Legislature made it clear that these funds needed to be implemented quickly and reach their intended market (50 percent being new customers), and that the programs show positive results. This created quite a challenge for local jurisdictions. Without a guarantee of future funding, there is a hesitancy to allocate funds to new programs. Locally, discussions centered on existing programs that easily could be enhanced to reach additional individuals and on capital needs that have been delayed due to a lack of funds. LTD was very interested in seeing if a portion of these funds could be allocated in a way that LTD's quickly increasing contribution to the RideSource program could be slowed. LTD has seen an increase in its contribution to RideSource go from zero in 1988 to \$789,000 this fiscal year. While the FY 1999-2000 funds will not address this issue, funding will be set aside to offset the growth in the LTD general fund contribution in FY 2000-2001.
- A coordinated effort among LTD, LCOG Senior and Disabled Services, and local representatives of the senior and disabled communities has worked together to develop the recommended list of projects. This list represents our best effort to meet the directives of the Legislature in using these funds. There are additional plans to request funding from the discretionary

allocation as well. Statewide, \$2 million in formula funds and \$10 million in discretionary funds are available.

At the January 19 Board meeting, staff will present a review of the Special Transportation Fund and how this new funding will be used for the remainder of this fiscal year. Allocation of funds for fiscal year 2000-2001 will be presented during the coming budget process.

RESULTS OF RECOMMENDED ACTION:

LCOG staff will complete necessary applications with the State of Oregon. Following distribution of funds, ongoing local programs will be enhanced to provide a higher level of services and new projects will be implemented.

ATTACHMENT:

None

PROPOSED MOTION:

I move approval of the attached Resolution authorizing an increase of \$98,052 to the Special Transportation Fund for new and enhanced programs for the elderly and persons with disabilities

**LANE TRANSIT DISTRICT
RESOLUTION**

WHEREAS, the State of Oregon has increased funding for seniors and persons with disabilities through the distribution of additional Special Transportation Fund monies, an event not anticipated by the current 1999-2000 fiscal year adopted budget; and

WHEREAS, it is necessary to increase Lane Transit District's Special Transportation Fund by an amount of \$98,052 for fiscal year 1999-2000 to fund enhanced and new programs for seniors and persons with disabilities, and

WHEREAS, the amount of new funds is less than 10 percent of the adopted Lane Transit District's total Special Transportation Fund, thereby allowing approval by the Board of Directors by resolution;

NOW, THEREFORE, BE IT RESOLVED that Special Transportation Fund budget appropriations for the Fiscal Year 1999-2000 hereby are supplemented as follows:

INCREASE IN APPROPRIATIONS

Additional STF monies from the State	\$98,052
Total Increase	<u>\$98,052</u>

INCREASE IN DISTRIBUTIONS

New and Enhanced Program Operations	\$98,052
Total Increase	<u>\$98,052</u>

January 19, 2000
Date Adopted

Board President

TRANSIT OPERATIONS

Mark Johnson, Transit Operations Manager

1999 ACCIDENT RECORD

1999 was another excellent year for safety. We ended the year with an excellent December where we had only six total accidents. We ended the year with 161 total accidents which nineteen less than 1998. This is a 10.5% reduction in total accidents. The final numbers for preventable accidents are not in yet but it appears that we will have less than fifty preventable accidents for the year. We have not had that few in recent history. Our operators, trainers, safety and risk specialist, and training coordinator all deserve a big congratulations on an outstanding year. Will report the final results next month.

RADIO SYSTEM

I am sure by this time that you are getting as tired of hearing about this project as I am about reporting it. The good news is that the reports appear to be coming to a close. The bonding company, along with GMSI, has largely completed the project as specified. There are still some outstanding issues that we will be working on but it appears that we have a working system that will serve our needs, at least for the near future. We will have an overall system evaluation in the next month to determine how the system fits into our future technological advancements.

PROMOTIONS AND NEW HIRES

We began a class of six new operators on January 3, 2000 and we will begin another class of four new operators on January 18, 2000. These positions are largely to cover operators who have resigned or retired over the last few months.

Ralph Dinnell was promoted from Bus Operator to System Supervisor effective January 10. Ralph has served the district well in many capacities. He was an Instructor, Temporary Supervisor, coordinated the LTD Roadeo, and helped on several committees and projects. We are excited to have Ralph on board as a system supervisor and are confident that he will be a great addition to the team.

SUPERVISOR TRAINING

Three field Supervisors attended an in depth accident investigation class presented by the Transportation Safety Institute at Tri-Met in Portland. This class is an integral part of the knowledge base that field supervisors need to assure that the District's interests are protected at accident scenes. Thorough investigations by trained professionals will help in minimize risk and reduce claims.

U of O PASS CHECKS

Over the next two months LTD will be doing spot checks on U of O passes to determine the rate of fraudulent use. We will collect data and make a determination whether to pursue it as a major source of revenue loss or if our resources are better spent elsewhere. We will have to buses equipped with a bar code reader and they will be rotated through the system. Pass users will be asked to swipe their pass and the information will be collected and analyzed to determine our future course of action.

