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Public notice was given to *The Register-Guard* for publication on February 10, 2000

LANE TRANSIT DISTRICT REGULAR BOARD MEETING

February 16, 2000
5:30 p.m.

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

A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

Gaydos _____ Hocken _____ Kleger _____ Kortge _____

Lauritsen _____ Wylie _____ Bennett _____

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT

IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 05

V. WORK SESSION--TransPlan 06

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

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

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K.	Quarterly Performance Reporting/Year-end Performance Report	
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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

DATE OF MEETING: February 16, 2000

ITEM TITLE: CAPITAL IMPROVEMENTS PROGRAM

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: Approval of the Capital Improvements Program

BACKGROUND: The Capital Improvements Program (CIP) is reviewed and revised each year as part of the budget development process. The five-year plan forms the foundation for the proposed Long-range Financial Plan. The first year of the rolling CIP becomes the proposed capital budget for the next fiscal year. The proposed CIP and a contingency plan were reviewed with the Board Finance Committee on January 26, 2000. A contingency plan would be required in the event that all or any part of Lane Transit District's United Front request for federal discretionary funds is unsuccessful.

The proposed capital budget for FY 2000-2001 totals \$20,137,700. Nearly one-half of this total (\$9,200,000) represents the bus rapid transit (BRT) project. Of the project funding, \$3.5 million will roll forward as unexpended appropriations from the current fiscal year. Another \$4.4 million is available from currently approved discretionary federal project funds. The remaining \$1.3 million will be included in this year's United Front proposal.

The next largest contributor to the FY 2000-2001 capital plan is the category for buses (termed Revenue Vehicles by the Federal Transit Administration). Of the \$5 million total proposed in this category, \$2.5 million is for BRT vehicles and \$2.5 million is for regular fleet replacement vehicles. A radio system software upgrade of \$1.5 million is proposed. (If the United Front request is under-funded, this project will be postponed one to two years.)

Included under Passenger Boarding Improvements is a project line for the relocation of the Lane Community College Station. LTD staff have reached an agreement with LCC officials that positions a new station in front of the College's main entrance. The construction costs will be split between LTD and LCC, and LCC will be responsible for on-going maintenance of the new facility. The station project will be added to the major construction work currently underway at LCC. Because the larger LCC project is funded entirely by local money, it is proposed that LTD also fund its share of the

station project with local money. In this way, the station can be constructed in the most cost-effective manner, and the entire project will be exempt from federal regulation. LTD's share of the station project is expected to be \$400,000 or less.

Because of site uncertainties for the Springfield Station project, it is not expected that construction will begin until FY 2001-2002. However, site selection, acquisition, and preparation are budgeted for FY 2000-2001. The United Front request will contain the full \$5 million estimated to be required for construction, because the identification of full funding is necessary before the project can proceed to the construction phase.

Finally, as in the last three CIP plans, a \$200,000 local contingency is proposed to allow for minor cost overruns on important projects and to cover any unforeseen requirements that may occur as the next fiscal year progresses.

The proposed CIP project list will be reviewed with the Board at the regular February meeting. Full funding and contingency plan funding also will be discussed. Project managers will be available at the meeting to respond to specific questions.

ATTACHMENT: Proposed Capital Improvements Program Project List

PROPOSED MOTION: I move that the Board approve the following resolution: It is hereby resolved that the proposed Capital Improvements Program for fiscal years 2000-2001 through 2003-2004 is approved as presented.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** February 16, 2000
- ITEM TITLE:** FY 2000-2001 PRICING PLAN AND FARE POLICY
- PREPARED BY:** Diane Hellekson, Finance Manager
- ACTION REQUESTED:**
- (1) Conduct a preliminary public hearing on the proposed changes to fares.
 - (2) Direct staff to prepare an amendment to Ordinance #35, An Ordinance Setting Fares for Use of District Services.

BACKGROUND: Every year at this time, staff develop recommendations for changes in the District's fares to be implemented the following fiscal year. Attached is a report that provides preliminary recommendations for changes to the fare structure that would occur primarily during the 2000-2001 fiscal year. (There is one component recommended to be effective June 1, 2000.)

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

LTD staff members are aware that some Board members are interested in a rewrite of current LTD fare policy. Over the last year, extensive research and analysis have been done to determine what changes might be made to fare policy that would significantly improve the farebox recovery ratio and overall system productivity. That research and analysis resulted in the conclusion that it would not be productive to raise cash fares above \$1 **at this time** for the following reasons:

- The payment of cash fares on the bus already contributes to service slowing and system inefficiency. Any increment above \$1 would further add to service inefficiency through the operator's visual enforcement of correct fare payment.
- Zone fares, a method of pricing a trip in part by its length, have been tried in the past without success. There are no distinct geographic zones that would allow for effective enforcement. In addition, any policy that penalizes low-income areas, even unintentionally, could be challenged successfully in court.
- LTD's current farebox technology is low end. Until the fleet replacement plan takes the 700- and 800-series buses out of service, 28 percent of active fleet buses have fareboxes that can accept currency only if it is tightly folded and stuffed into a small slot. Even on

the newer buses, fareboxes cannot count fares or accept magnetic media or “smart cards.” It is expected that new fare technology will be introduced with the implementation of BRT, one or more years in the future. A complete overhaul of the fare policy would be appropriate at that time.

- Increasing the amount of cash in fare boxes will result in additional processing hours. The cost increase could, if accompanied by a ridership reduction, eliminate any net gain from the fare increase.

The current Fare Policy is attached. Until a new policy is developed and adopted, this Fare Policy provides direction for staff to use in developing recommendations for fare changes. However, one proposed change in the fare structure for FY 2000-2001 is a departure from current fare policy. In response to a Board discussion of “free” fare possibilities, staff have analyzed various reduced-fare proposals and the service and economic consequences. Based on this analysis, a one-year experiment with youth fares is proposed. During this one year, youth fares for riders through age 18 would be half the adult fare. The program would be promoted through local schools, sports organizations, and through LTD’s other partner jurisdictions, and would be responsive to both Lane County’s and the City of Eugene’s agendas, both of which include services to youth as high priorities.

In order to maximize the opportunity for community comment, a second public hearing has been scheduled for the March Board meeting. If the Board approves the youth fare experiment, staff propose that the start date be June 1, 2000 (which will allow for the elimination of the Freedom Pass). Therefore, both readings of the revised ordinance will have to be completed by May 1, 2000.

RESULTS OF RECOMMENDED ACTION:

Staff will prepare amendments to Ordinance #35, An Ordinance Setting Fares for Use of District Services. The first reading of the revised ordinance and a second public hearing will be scheduled for the March 15 regular Board meeting. The second reading and adoption will be scheduled for the April 19 regular meeting.

ATTACHMENTS:

Draft FY 2000-2001 Pricing Plan
Fare Policy

PROPOSED MOTION:

I move the following resolution: It is hereby resolved that the Board direct staff to prepare amendments to Ordinance #35, An Ordinance Setting Fares for Use of District Services, consistent with the recommendations of the Draft FY 2000-2001 Pricing Plan included in the February 16, 2000, agenda packet.

AGENDA ITEM SUMMARY

2

DATE OF MEETING: February 16, 2000

ITEM TITLE: JANUARY FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: None

BACKGROUND: Financial results for the first seven months of the fiscal year are summarized in the attached reports. Total General Fund revenue was \$441,358 below budget for January, due to the timing of payroll tax receipts. Year-to-date payroll tax revenue is approximately \$222,000 ahead of forecast, and 3 percent ahead of the same period last year. As anticipated, the rate of growth of this revenue source is starting to slow. State-in-lieu revenue, for which a catch-up distribution was made at the end of November, remains \$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 February.) Self-employment tax receipts are not expected until early May, at which time this resource will be analyzed.

Passenger fare receipts were strong for January and on schedule for the year-to-date. Seven-month receipts from this source are 5.7 percent ahead of the same period last year. Combined revenue from passenger fares and group pass receipts exceeds the same seven-month period for last year by 5.7 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 \$817,997 less than budgeted through January. Non-payroll expenses (including transfers) are 5.8 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.

A source of concern in recent months has been the sharp increase in diesel fuel costs. This expense typically has been difficult to predict due to market volatility. For the past two years, the expense has come in under budget. This year, current per-gallon prices are in the low-to-mid 80 cents range. The budget anticipated an average cost of 77 cents per gallon. For

this reason, the Fleet Services budget shows a negative budget variance of approximately \$55,000 year-to-date. Unless fuel prices decrease, the variance will continue to be negative and will increase to \$80,000 by year-end. However, at this time it appears very likely that savings in other areas (e.g., utilities, which had been overestimated for this year) will compensate for higher fuel costs. In general, no adverse financial circumstances exist at this time.

Special Transportation Fund expenses are as anticipated through seven months. Year-to-date Capital Fund expenses also are as anticipated given that the BRT project expense was overappropriated in the current fiscal 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 were incurred last year and reimbursed this year.

The Finance Committee of the Board is scheduled to meet on February 15 to discuss the Lane Community College term pass program, personnel services expenses, and the Operating Fund reserve policy. The Committee chair may have a report to share at the February 16 Board meeting. The budget development process is underway. Both the Finance Committee and the full Board will be regularly apprised of its progress.

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

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, January 19, 2000

Pursuant to notice given to *The Register-Guard* for publication on January 13, 2000, 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, January 19, 2000, 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: Board President Hillary Wylie called the meeting to order at 5:30 p.m.

WORK SESSION – Springfield Station Site: Transit Planner Micki Kaplan said that staff were reviewing a new site option, which was located just west of Site I (Les' Service Center and Canopies). It was on the south side of South A Street, between Pioneer Parkway (3rd Street) and 4th Streets.

MOTION
VOTE
Executive Session: Ms. Hocken moved that the Board move into executive session pursuant to ORS 192.660(1)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions. Mr. Lauritsen seconded the motion, which passed by unanimous vote, 7-0, with Bennett, Gaydos, Hoken, Kleger, Kortge, Lauritsen, and Wylie voting in favor, and none opposed.

MOTION
VOTE
Following the executive session, Mr. Bennett moved that the Board move back into public session. The motion was seconded by Mr. Kortge, a vote was taken, and the motion passed by unanimous vote, 7-0, with Bennett, Gaydos, Hoken, Kleger, Kortge, Lauritsen, and Wylie voting in favor, and none opposed.

Board Deliberations: Ms. Kaplan said that the railroad site previously had been considered by the Springfield Station Steering Committee as part of a larger site I, but because Site I was a very large site, LTD staff had focused the station on the eastern end

away from the railroad property. Union Pacific Railroad and the Swaggarts, own most of Site I.

Ms. Kaplan then introduced Eric Gunderson of WBGS Architects, who presented conceptual drawings of a station on the railroad site.

Ms. Hocken asked if adding parking spaces on South A would restrict travel lanes on South A. Bus rapid transit (BRT) engineer Graham Carey replied that the travel lanes on South A would be restricted.

Mr. Carey was present to discuss pedestrian crossing issues with Site I. He displayed a drawing of options to create a traffic calming environment using curb returns that would make the pedestrian crossing shorter, bulbouts (corner curbs brought out into a lane to make parking recessed), and pork chops (strips of cement that separate the right turn lane).

Ms. Wylie asked how BRT would operate if lanes were removed for parking, and if the options presented had been discussed with the Oregon Department of Transportation (ODOT). Mr. Carey said that BRT would travel on South A to Pioneer Parkway, where it would enter the station site. It would leave the station site on Pioneer Parkway East to cross over to the westbound Main Street. LTD and City of Springfield staff were preparing a joint presentation for ODOT. Results of a preliminary discussion with ODOT staff were included in the table on Page 7 of the agenda packet.

Ms. Hocken said she was pleased to see parking away from Main Street so the pedestrians would not have to walk so far.

Ms. Kaplan said that if the Board were interested in the railroad site, the Springfield Station Steering Committee would be reconvened to review the site. Also, a Level 1 Environmental Site Assessment would be conducted, and the current Environmental Assessment would be amended to include the railroad site. Ms. Kaplan also said that staff would present the information to the Springfield City Council.

Ms. Wylie said that she was happy to recommend that staff further pursue the railroad site as an option for the Springfield Station location. Other Board members concurred.

Mr. Kleger expressed his appreciation to staff for the in-depth study of the pedestrian crossing issues surrounding the South A site options.

Planning and Development Manager Stefano Viggiano commented that there were many strategies for traffic calming that were included in the table on Page 7 of the agenda packet. Those strategies were reviewed both by City of Springfield and ODOT staff. It essentially was a joint proposal of the City of Springfield and LTD staff to incorporate those strategies. One strategy that Springfield City staff wanted to further evaluate was the loss of a lane on South A Street. The City staff were comfortable with proposing and moving forward with the other strategies.

Ms. Wylie announced that Ms. Kaplan had accepted a position in Boulder, Colorado, and would be leaving LTD at the end of January. She said that Ms. Kaplan had been a

wonderful employee and someone she enjoyed working with. In addition, she was grateful for the hard work and dedication that Ms. Kaplan had devoted to the Springfield Station project. The Board members wished Ms. Kaplan the best.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA: (1) Ms. Wylie asked for volunteers from the Board to assist in the planning of retirement event(s) honoring Ms. Loobey. Ms. Hocken, Ms. Lauritsen, and Ms. Wylie volunteered to work with staff.

(2) Mr. Viggiano introduced Eric Gunderson of WBGS Architects and John Lawless of TBG Architects. Mr. Gunderson said that both he and Mr. Lawless were members of the American Institute of Architects. One of the Institute's primary missions was to encourage quality design in communities throughout the country. Each year, the Southwestern Oregon Chapter had a design awards program, which served to promulgate discussion of quality design work and to grant awards to design projects that were found to be of particular merit in a community.

Mr. Gunderson said that LTD previously received awards for the Glenwood facility, Amazon Parkway, and the UO transit station. Tonight, he was honored to present a design award for the Eugene Station. Mr. Gunderson said that there were many people to acknowledge for the hard work and dedication to making the Eugene Station a reality, including past and present Board members, Ms. Loobey, and Mr. Viggiano. He presented the Board with a Merit Award for Excellence in Architectural Design for the Eugene Station. Ms. Hocken noted that the architectural firm that worked on the project had been WBGS Architects.

Mr. Lawless said that Eugene was privileged to have an organization like LTD that had made a strong commitment to good design and perpetuating excellence in its facilities, not just because it was the right thing to do, but also because it illustrated LTD's dedication to elevating transit in a community that was seeking ways to enhance the quality of life for its citizens. On behalf of TBG Architects and J.F. Alberson, the lead designer on the project, Mr. Lawless presented the Board with an Honor Award in Design Architecture for the Thurston Station. Mr. Lawless thanked the staff and the Board for their courage and commitment to the community.

Mr. Lawless noted that these two projects had been recognized for the highest awards by the Southwestern Oregon Chapter of the American Institute of Architects.

Ms. Wylie thanked both Mr. Gunderson and Mr. Lawless for honoring LTD with the awards. She also thanked staff for having the insight, energy, and courage to move ahead with the building of such high-quality facilities.

EMPLOYEE OF THE MONTH: Ms. Wylie introduced Marketing Representative Michelle Geschke, who was selected as the February 2000 Employee of the Month. Ms. Geschke 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, Ms. Geschke had great ideas and a positive attitude, enjoyed what she was doing, and brought freshness wherever she went.

Ms. Geschke's supervisor, Service Planning & Marketing Manager Andy Vobora, added that during the past year, Ms. Geschke had brought enthusiasm and a fresh perspective to the department. She brought a smile to work every day. Her relationships with co-workers, community contacts, and LTD customers always were professional, but with an added personal touch.

Ms. Wylie presented Ms. Geschke with a letter of congratulations, a certificate, and a monetary award.

Ms. Geschke thanked the Board and Ms. Loobey for the honor. She said that she felt very fortunate to be employed at LTD during Ms. Loobey's last year as General Manager and would be sad to see her retire. Ms. Geschke also said that she was truly enjoying her work at LTD.

AUDIENCE PARTICIPATION: 1) Walter Hill of Glenwood spoke to the Board about the rerouting of the #11 Thurston bus through the Glenwood area. For some time LTD had routed the #11 Thurston bus through the upper Glenwood area by using the Glenwood Boulevard loop instead of traveling east on Franklin Boulevard as it entered the Glenwood area. He said that he did not use an automobile, but relied on the bus and his bicycle for his transportation. He asked the Board to reconsider the routing of the #11 Thurston on Glenwood Boulevard rather than on Franklin through the Glenwood area.

Mr. Hill said that he was a home owner, and he also was speaking for the working people in the area, which consisted of Farwest Steel, Pape' Cat, Motel 6, Denny's Restaurant, two gas stations, the Pepsi Cola Plant, and the SaniPac area. Many of the area employees had not been aware that the bus had, for a short time, been traveling on Glenwood Boulevard, but most of those he spoke with were willing to give the bus a try. Mr. Hill was using the bus frequently and had enjoyed it. Also, there were more than 30 homes in the immediate area whose residents would benefit by the routing on Glenwood Boulevard, and the #11 would better serve the LTD employees as well.

Mr. Hill said that he was told that the Glenwood loop was discontinued because the bus could not arrive at the Springfield Station on time. He said that LTD would be doing a great service to those who lived and worked in the upper Glenwood area by continuing to route the #11 along Glenwood Boulevard. He asked the Board to revamp the bus schedule to include time for the bus to make the Glenwood loop.

Ms. Wylie noted that staff currently were in the process of reviewing the entire bus schedule for modifications that would occur in September 2000. She thanked Mr. Hill for his comments.

CONSENT CALENDAR: Mr. Kleger moved that the Board adopt the following resolution: "It is hereby resolved that the Consent Calendar for January 19, 2000, is approved as presented." Ms. Hocken seconded the motion, which passed by unanimous vote, 7-0, with Bennett, Gaydos, Hocken, Kleger, Kortge, Lauritsen, and Wylie voting in favor, and none opposed. The Consent Calendar consisted of the minutes of the December 15, 1999, regular Board meeting.

MOTION

VOTE

SPRINGFIELD STATION PREFERRED SITE: Ms. Wylie said that the Board would delay a decision until staff had the time to further pursue the option of the railroad site, which was located just west of Site I.

SPECIAL TRANSPORTATION FUND INCREASE: Service Planning and Marketing Manager Andy Vobora said that the 1999 Oregon State Legislature had approved funding programmed in the Governor’s budget for transportation services for the elderly and persons with disabilities. He explained that the money would be used for projects that could be enhanced as well as for some proposed new projects.

Ms. Lauritsen asked how programs would be enhanced. Mr. Vobora said that new areas could be served, operating hours could be increased, and reimbursements could be expanded.

MOTION
VOTE

Mr. Bennett moved approval of the resolution authorizing an increase of \$98,052 to the Special Transportation Fund for new and enhanced programs for the elderly and persons with disabilities. Mr. Kleger seconded the motion, which passed by unanimous vote, 7-0, with Bennett, Gaydos, Hocken, Kleger, Kortge, Lauritsen, and Wylie voting in favor, and none opposed.

TRANSPLAN: Mr. Viggiano explained that the Metropolitan Policy Committee (MPC) had agreed to proceed with the TransPlan review and adoption using the “Adopting Officials” process. In addition, they agreed to reopen the TransPlan public comment record to accept written testimony from January 25 to March 31, 2000. Each of the four adopting agencies needed to take action to reopen the comment record.

MOTION
VOTE

Ms. Hocken moved that the Board adopt the following resolution: “It is hereby resolved that the Board concurs with the December 9, 1999, Metropolitan Policy Committee consensus regarding further processing of the TransPlan Update/Metro Plan amendments and reopens the record to accept written testimony on the TransPlan Update/Metro Plan amendments from January 25 through March 31, 2000. Mr. Bennett seconded the motion, which passed by unanimous vote, 7-0, with Bennett, Gaydos, Hocken, Kleger, Kortge, Lauritsen, and Wylie voting in favor, and none opposed.

EXECUTIVE SEARCH COMMITTEE RECOMMENDATION: Mr. Kortge reported that the Executive Search Committee was recommending that the Board accept the written resignation of Ms. Loobey as contained in the LTD Board packet with the exception that item 1 regarding flight bonus miles be stricken from consideration at this time.

MOTION
VOTE

Mr. Kortge then moved 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 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.” Ms. Hocken seconded the motion, which passed by unanimous vote, 7-0, with Bennett, Gaydos, Hocken, Kleger, Kortge, Lauritsen, and Wylie voting in favor, and none opposed.

**MOTION
VOTE**

Executive Session: Mr. Kortge moved that the Board move into executive session pursuant to ORS 192.660(1)(f), to consider records that are exempt by law from public inspection. Ms. Hocken seconded the motion, which passed by unanimous vote, 7-0, with Bennett, Gaydos, Hocken, Kleger, Kortge, Lauritsen, and Wylie voting in favor, and none opposed. The Board then moved into executive session at 7:05 p.m.

**MOTION
VOTE**

Following the executive session, Ms. Hocken moved that the Board return to public session. Mr. Kortge seconded the motion, which passed by unanimous vote, 7-0, with Bennett, Gaydos, Hocken, Kleger, Kortge, Lauritsen, and Wylie voting in favor, and none opposed. The Board returned to public session at 7:15 p.m.

Mr. Kortge reviewed the general manager selection interview process that was to take place on January 21 and 22.

BOARD MEMBER REPORTS: a) Metropolitan Policy Committee. Ms. Hocken reported that the MPC meeting had been canceled for January. b) Statewide Livability Forum: Ms. Hocken reported that there also had been no meeting held in January. c) BRT Steering Committee/Public Design Workshops/Walkabout Input: Ms. Hocken said that Mr. Viggiano would report later in the meeting about the recent design workshop for the Phase 2, West Eugene corridor. She said that she had attended the workshop, which had been very worthwhile. There were approximately 50 people in attendance, and there were some very constructive suggestions. Ms. Wylie added that she, Mr. Gaydos, and Government Relations Manager Linda Lynch had met with Senator Ron Wyden and his aide to discuss BRT and other federal projects. d) Springfield Station Steering Committee: The Committee would reconvene to reconsider the railroad site option. With Ms. Kaplan's departure, Mr. Viggiano would assume the staff support position for the committee.

MONTHLY FINANCIAL REPORT – DECEMBER FINANCIAL STATEMENTS: Finance Manager Diane Hellekson said that the budget for the first half of the fiscal year was on schedule, and she had nothing significant to report. She noted that the Finance Committee would meet on Wednesday, January 26, to hold a preliminary discussion of the fare policy and to discuss budget development issues and the final version of the Capital Improvements Program (CIP). She displayed the new \$1 coins the U.S. Mint was preparing to launch into circulation. It was very important that the coin be successful, as it had a much longer life span than the paper dollar bill. The U.S. Mint had recognized that vending companies and transit agencies would play a big role in the success of the coin and had released samples to those companies and agencies to ensure that machines were calibrated to accept the coin. Ms. Hellekson was pleased to report that the new coins worked fine in LTD's fareboxes and coin counting machines.

ANNUAL ROUTE REVIEW: Mr. Vobora reported that this year, staff had been concentrating on service fixes rather than any redesign issues because the Comprehensive Service Redesign (CSR) was underway for implementation in September 2001. However, some of the CSR issues already were becoming apparent, and staff would be making some service recommendations based on CSR research that had been conducted to date. The final list of route modifications would be presented to the Board in February and a public hearing would be held at that time.

Ms. Hocken noted that people in the community already were noticing that LTD might be reducing service, and she expected that the public hearing would draw a crowd.

Mr. Kleger asked if the dropped service hours would be replaced. Mr. Vobora said that staff were attempting to accomplish the annual route review without any addition in service hours. The cut service hours would be used as service fixes elsewhere in the system.

NEW LTD TELEVISION ADVERTISING CAMPAIGN: Mr. Vobora displayed the new television ads that had been introduced during the month of January. He explained the purpose of the ads and said that they would be shown during the months of January and February and again in April and May. Ms. Wylie stated that she liked the ads and was proud to be associated with LTD. Mr. Kleger said that he also was very pleased with the advertisements.

BRT UPDATE: Mr. Viggiano discussed the workshop that had been held on January 18 at the Lane County Fairgrounds. The purpose of the workshop was to gather comments on the general alignment of the Phase 2 BRT project before staff began to gather design ideas at the later workshops. There were approximately 50 people at the open house and approximately 60 people who attended the workshop. It was the best-attended event to date.

Two basic questions were asked of the participants: whether to locate the west Eugene terminus at Westmoreland or at the Seneca Station and which alignment to use. The majority of the people who attended the workshop preferred the Seneca Station location. There were three alignments considered for the Seneca Station: using 6th and 7th, 11th and 13th, or two ways on 13th Avenue. There was less agreement in this area. One of the groups preferred the two-way alignment on 13th Avenue, while another group preferred the 11th/13th Avenues couplet alignment. Staff were planning to forward two alignments to the BRT Steering Committee for consideration.

Mr. Bennett discussed the issue of the BRT vehicle. He was concerned about the possibility of Phase 1 being implemented using a substitute vehicle since there currently was no vehicle design that was acceptable as the BRT vehicle. He did not think Phase 1 should be implemented until an acceptable vehicle was ready. Mr. Viggiano said that staff continued to research an attractive bus design and were contacting vehicle manufactures to determine what might be available within the current timeline for Phase 1. Staff also were working to obtain permission to purchase a European-design bus. Mr. Bennett asked what the delay was in getting that permission.

Mr. Viggiano responded that it was a lengthy process that included demonstrating that what was desired was not available in the United States. Mr. Bennett asked if staff were considering using the existing fleet in the interim. He also asked if the Board would be willing to introduce BRT with the current LTD buses. Mr. Viggiano did not think that decision had to be made at this time. There was a possibility that existing buses could be painted differently to be used in the beginning, or an interim bus could be purchased. Mr. Bennett preferred that an existing bus not be painted, but rather that the community be made very aware that the bus in use for BRT service was temporary until a more desirable bus was available.

Ms. Wylie said that she was very interested to find out from legal counsel what process was necessary to obtain a Buy America waiver. Mr. Viggiano replied that a written process already existed, and staff could provide that information.

Mr. Viggiano reported that Public Affairs Manager Ed Bergeron and BRT Marketing Representative Dan Tutt would be attending the BRT Consortium meeting in February. More information would be available following that meeting.

REVISED BOARD ACTIVITIES CALENDARS; BUDGET COMMITTEE SCHEDULE:

Ms. Wylie said that with the appointment of Gerry Gaydos to the Board, she had been working on Board committee assignments. The assignments were as follows:

- Finance Committee: Pat Hocken, Chair; Virginia Lauritsen, and Gerry Gaydos
- Boundary Committee: On hold
- MPC: Pat Hocken and Hillary Wylie
- Springfield Station Steering Committee: Hillary Wylie, Dave Kleger, and Virginia Lauritsen
- Statewide Livability: Pat Hocken
- BRT Steering Committee: Hillary Wylie, Pat Hocken, Rob Bennett
- Executive Search Committee: Disbanded
- Human Resources Committee: Dean Kortge, Chair; Gerry Gaydos, Hillary Wylie

CORRESPONDENCE: Ms. Hocken said that she had read the letter from the Amazon Neighbor Association's Transportation Advisory Group. She thought that LTD ought to take a greater leadership role in safety issues, not only with regard to bus service, but also with regard to the other alternative modes. Transit Operations Manager Mark Johnson said that he was in touch with the group and was working with them.

MONTHLY STAFF REPORT: Ms. Hocken asked if LTD would support the gas tax referral. She thought that Board members should be aware of LTD's position. Ms. Loobey said that LTD would be directly affected by the gas tax. A portion of the gas tax would be distributed to the cities and county to maintain the streets. LTD would be directly impacted by whether or not those streets were maintained. Ms. Lynch said that LTD had a vested interest in the transportation infrastructure, but, in the past, LTD did not take an official position. LTD could be called upon to address the issue.

Ms. Lynch further reported that an intergovernmental agreement had been signed that supported LTD's efforts to coordinate the United Front effort. Ms. Wylie and Mr. Kortge would be participating in the United Front effort in Washington, D.C.

ADJOURNMENT: There was no further discussion regarding any other informational items in the Board packet, and Ms. Wylie adjourned the meeting at 8:00 p.m.

Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: February 16, 2000

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: This agenda item provides a formal opportunity for Board members to make announcements or to suggest topics for current or future Board meetings.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: February 16, 2000

ITEM TITLE: EMPLOYEE APPRECIATION BANQUET

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: The annual LTD Employee Appreciation Banquet will be held at the Eugene Hilton on Sunday, February 27. The evening will begin with a social hour at 4 p.m., followed by an awards ceremony at 5 p.m., dinner at 5:30 p.m., and entertainment at 6:30 p.m. All Board members are invited to attend this evening honoring LTD's employees. Please call 682-6100 to let staff know whether you and your guest will be able to attend.

ATTACHMENT: None

PROPOSED MOTION: None



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CONSENT CALENDAR ITEM: BUDGET COMMITTEE NOMINATIONS

February 16, 2000

BACKGROUND

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

The terms of Gino Grimaldi, George Rode, and Russ Brink expired on January 1, 2000. Additionally, Gerry Gaydos' position on the Budget Committee became vacant when he was appointed to the Board. These positions all need to be filled before budget deliberations begin in April. Board members Ginny Lauritsen and Gerry Gaydos will be presenting nominations for the Board's consideration at the March 15, 2000, Board meeting.

NOMINATIONS

Board member Rob Bennett has nominated Russ Brink to serve a third term on the Budget Committee, beginning immediately and ending January 1, 2003. Additionally, Board member Dean Kortge has nominated George Rode for reappointment; he served the final two years of a three-year term beginning in February 1998. These two nominations are included as part of the Consent Calendar for approval on February 16, 2000.

ATTACHMENTS

- (1) Nomination form for Russ Brink
- (2) Nomination form for George Rode
- (3) Budget Committee Members List

AGENDA ITEM SUMMARY

- DATE OF MEETING:** February 16, 2000
- ITEM TITLE:** ANNUAL ROUTE REVIEW/ FISCAL YEAR 2000-2001 SERVICE PLAN
- PREPARED BY:** Andy Vobora, Service Planning & Marketing Manager
- ACTION REQUESTED:** Hold a preliminary public hearing on possible service changes
- BACKGROUND:** LTD's annual review of service is known as the Annual Route Review (ARR). This process involves the evaluation of existing service and the consideration of requested service changes. Service changes approved as part of the ARR process are budgeted for the ensuing fiscal year and are implemented in September.
- Staff have received many requests for service additions and changes to existing routes. The comprehensive service redesign (CSR) is targeted for a September 2001 implementation date. Thus, staff have developed a proposal that addresses the current operational issues faced in the system. Staff believe that it would not be prudent to implement any service addition that potentially would change under the CSR. Contingencies to meet additional demand from current programs are included. In order to accomplish these goals, staff propose a net annual service reduction of .77 percent for Fiscal Year 2000-2001.
- The preliminary hearing and discussion at this meeting are intended to solicit comments from the public and the Board regarding possible service changes. Approval of the service changes will be requested at the March 15 regular Board meeting, following a second public hearing. Staff will consider input from the public and the Board in preparing the service proposal for final approval.
- ATTACHMENTS:**
- (1) Summary of service changes for 2000
 - (2) Written public testimony
- PROPOSED MOTION:** None

AGENDA ITEM SUMMARY

DATE OF MEETING: February 16, 2000

ITEM TITLE: LANE COMMUNITY COLLEGE TERM PASS PRICE

PREPARED BY: Andy Vobora, Service Planning & Marketing Manager

ACTION REQUESTED: None

BACKGROUND: Lane Transit District and Lane Community College teamed up more than two years ago to develop a two-year term pass pilot project. This project has exceeded all expectations of the planning team. Sales remain very strong and there is no indication that the program has saturated the demand. Fall term 1999 marked the first term that all 2,000 passes allocated sold out. Winter term sales show continued growth over winter term 1999.

Considering these positive results, the LCC/LTD planning team met in January to review options for the future. Discussions concluded with the following observations:

1. The complexity of establishing a group-pass program for students at LCC remains an issue. Therefore, a subsidized term pass seems the best program to meet the needs of this group.
2. The pass price of \$29.00 (price paid by students, faculty, and staff) has captured a new market of riders.
3. The pass has met the goals of the program by increasing access to the College. Students surveyed indicated that they would not have attended or would have taken fewer classes had the term pass not been available.
4. The pass program should become a part of the LCC package of services and the College should regularly budget to subsidize the pass program.
5. Summer term should be added to the program.

LCC staff have requested that the LTD Board consider a reduction in the price of the pass charged to the College. (LTD has charged the College \$54.00 per pass during the past two years.) The College would then pass a price reduction along to pass purchasers at LCC. The College believes that a price reduction for LCC pass users from \$29.00 to \$25.00 would create additional pass sales.

LTD staff agree that a price reduction would create greater demand; however, the demand would exceed the availability of passes and would result in unhappy customers.

The LTD Board Finance Committee will meet on February 15, 2000, after Board meeting agenda packet production, to review the price reduction proposal. Staff believe that a price reduction plan could result in a pass program where additional passes were made available at a lower price to students. The structure of this program would enable the College to maintain its level of subsidy and LTD would retain the level of fare revenue currently being generated.

It is hoped that a recommendation from the Board Finance Committee regarding the LCC Term Pass price will be brought to the Board for consideration at its February 16 meeting. Because the LCC Term Pass is a pilot program, it is not included as part of the pricing plan or the fare ordinance.

ATTACHMENTS: None

PROPOSED MOTION: None at this time

AGENDA ITEM SUMMARY

DATE OF MEETING: February 16, 2000

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: None

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

- January 31, 2000, letter from Susan Simmons, Executive Director of the Lane County Chapter of the American Red Cross regarding bus service to the Chapter's new location on Bethel Drive, with response from Board President Hillary Wylie
- February 2, 2000, letter from Teresa Chala regarding big, empty buses, with General Manager's response

At the February 16 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

February 16, 2000

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

FEDERAL/STATE

The focus this past month has been primarily in preparing for the “united front’s” annual lobbying trip to Washington, D. C. This includes the annual attempt to make the disparate pieces of five local agencies’ agendas into a cohesive whole through the written Federal Priorities booklet. It also includes arranging for presentations in Washington, determining what appointments are needed there, and working with Congressional staff to advance the agenda.

Staff have agreed to participate in a request from Oregon transit properties for a statewide Congressional appropriation, primarily for vehicles. A Memorandum of Understanding (MOU) will be signed by participants to the request. The MOU commits participating agencies to any required local match; assumes agencies will not lobby for projects not on the list—with the exception of bus rapid transit, Springfield Station, and Tri-Met light rail; and details amounts and percentages of any appropriation to the transit properties. Every possible effort has been made to assure that the list of ready-to-go projects is accurate and complete. The total amount requested is \$16,481,000, with LTD’s \$3.1 million fleet replacement and AVL/APC technology request representing 21.4 percent of that amount. Tri-Met and Oregon Transit Association representatives will visit Oregon members of Congress to assess Congressional support for the idea.

Hopes are always high at the beginning of the appropriations process. There is a possibility that the Congress will consider amendments to TEA-21, allowing new projects to be funded. This would be the most-likely-to-succeed approach to fund the Springfield Station. More people are trying new strategies. The statewide strategy described above is a new approach that is mirrored at the national level by the American Public Transportation Association’s proposed image campaign. The goal of the campaign is to create more public support for transit before TEA-21 is reauthorized in 2003. Another example is that the Oregon Department of Transportation has included information about bus rapid transit in its federal book.

Documenting a statewide request and a rapidly-approaching state agency deadline for requesting funding in the Governor's proposed budget has forced an early consideration of legislative priorities and strategies for 2001. It is hoped that any success in the Congress this year can be leveraged next year at the Legislature.

SERVICE PLANNING & MARKETING

Andy Vobora, Service Planning & Marketing Manager

There is no Service Planning & Marketing staff report this month.

TRANSIT OPERATIONS

Mark Johnson, Transit Operations Manager

1999 ACCIDENT STATISTICS

Last month staff reported a reduction in total accidents for 1999 when compared with 1998. The final numbers are in and show that LTD had a very good year. Total accidents were down 8.3 percent. This is impressive alone, but taking into account that LTD has more bus operators, who drove 23,300 more miles than in 1998 makes it particularly significant. Even more impressive than total accidents is the number of accidents that were ruled to be preventable. Of 165 total accidents, only 52 were ruled preventable, as opposed to 71 preventable accidents in 1998. LTD averaged nearly 26,000 miles between all accidents and 82,460 miles between preventable accidents. LTD operators have once again proven that not only are they professional; they also maintain safety as their top priority.

PERSONAL PROTECTION TRAINING

Personal protection training was completed for operators in early February. All operators attended the class, which consisted of eight hours of training in security and self-protection. The purpose of the class was to provide operators with tools that they can use to defuse conflict before it begins, resolve conflict that cannot be avoided, and protect themselves if

assaulted by violent people. The class promoted this approach through self-analysis, information, and hands-on training. The class was very successful, based on the class evaluations.

OPERATOR MEETINGS

In January, two operator meetings were held to discuss running time issues as well as other concerns that operators had about the day-to-day operation. Representatives from Service Planning & Marketing and Transit Operations were on hand to discuss and address issues that were making it hard for operators to perform their daily work in a safe and professional manner. The operators' concerns and suggestions are being discussed, and follow-up meetings will focus on issues to be sure that they are addressed adequately.

EXPANDED SECURITY AT THE GLENWOOD FACILITY

There have been a series of vehicle break-ins and vandalism recently in the employee parking lot at the Glenwood facility. An employee's vehicle also was stolen from the employee lot in late January. To better protect the District's employees and their property, LTD began providing security patrols of the Glenwood facility, provided by the Mall Guides, who patrol for LTD at the Eugene Station. There are eight hours a day of security patrols on the Glenwood property. The time is split between late evening and early morning, when most of the criminal activity has taken place. Staff will monitor the effectiveness of the security patrol and consider other cost-effective ways to provide a safe and secure environment for LTD's employees.

HUMAN RESOURCES

David Dickman, Human Resources Manager

The Human Resource Department concluded the search for the next general manager for Lane Transit District. The Board of Directors worked many long and diligent hours in the selection process with staff and the executive search consultant, Jerry Oldani of The Oldani Group. The Board of Directors selected Mr. Ken Hamm, the current general manager of LINK, Wenatchee Washington's Public Transit System. He will commence full-time work at LTD on March 27, 2000.

The Human Resources department has been busy with recruitment activities during December and January. Fourteen new bus operators have started training. Turnover is increasing in Transit Operations due to many factors. The continuing strong economy has

presented some employees with what they may view as more attractive alternatives, and some employees are making retirement decisions. It is anticipated that this increased turnover rate will continue in the near term.

Employee Appreciation Banquet preparations with an employee organizing committee and staff support have made December and January busy as well. The theme for the banquet this year is "An Evening Under the Stars." Board members should have received tickets to the banquet, which is on February 27, 2000. Staff hope for a robust turnout and look forward to seeing Board members at the banquet.

On January 1, 2000, LTD changed insurance providers for General Liability and Auto Liability coverage. This decision was made after receiving competitive bids from the District's insurance consultant, Ron Cramer of Cramer and Giles. Northland Insurance was selected, with a guaranteed rate for 18 months. As a result of this action, the District is changing coverage from a risk pool to a straight individually-rated indemnity plan of coverage. As a condition of the policy, LTD agreed to have claims administration performed by Northland claims, located in Eugene.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 16, 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. At the Board meeting, LTD's MPC representatives Pat Hocken and Hillary Wylie will provide a brief report on the February 10, 2000, MPC meeting.
- 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. The last meeting was held on February 1. Additionally, an open house/workshop for Phase 2 was held on January 18. At the February 16 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 has continued to meet to consider an additional site for the Station. 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 January Board meeting, Board President Hillary Wylie named Board member Ginny Lauritsen to participate on the Steering Committee, as well. At the February 16 Board meeting, the LTD representatives can provide an update on this committee's activities.

- e **Executive Search Committee:** The Board Executive Search Committee (Dean Kortge, chair; Pat Hocken; and Hillary Wylie) last met before the selection of LTD's new general manager in January. This committee may reconvene to assist the new general manager during his introduction to the community this spring.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: February 16, 2000

ITEM TITLE: GUIDELINES FOR MODIFYING LTD SERVICE AREA BOUNDARIES

PREPARED BY: Andy Vobora, Service Planning & Marketing Manager

ACTION REQUESTED: None

BACKGROUND: During the past two years, the District has modified the District service area boundary through an update of Lane Transit District Ordinance 24. Ordinance 24 describes the territorial boundaries of Lane Transit District and is used to determine the area within which LTD may operate bus service and levy payroll and self-employment taxes.

Throughout this process there was a great deal of discussion with the Board. It had been staff's intent to have the Board adopt a policy to guide future changes to the service area boundary. However, District legal counsel Roger Saydack has suggested that the District use a set of guidelines by which to determine District boundaries, rather than a formal policy.

Staff agree with Mr. Saydack and, unless directed otherwise by the Board, intend to address future boundary issues using the attached guidelines.

ATTACHMENT: Guidelines for Modifying District Service Area Boundaries

PROPOSED MOTION: None

GUIDELINES FOR MODIFYING LANE TRANSIT DISTRICT SERVICE AREA BOUNDARIES

February 16, 2000

OBJECTIVE

To guide staff in developing recommendations regarding the modification of the LTD service area boundary. The service area boundary establishes the area within which LTD services are operated, and in which businesses and self-employed taxpayers are required to pay the LTD payroll and self-employment tax.

APPLICATION

The LTD service area boundary is applicable within Lane County, Oregon, and is based upon Oregon Revised Statutes 267.207.

GUIDELINES

To comply with ORS 267.207, the existing LTD service area boundary is affirmed on an annual basis each June. Modifications, expansions to incorporate new areas, and/or deletions to eliminate existing areas will be reviewed annually each September. Modifications to the service area boundary will be completed by the LTD Board by ordinance.

Requests for boundary modifications should be made to the LTD Board no later than August 1 of each year. The first reading of the revised Ordinance 24 will occur in October, followed by the second reading and adoption in November. The effective date of the revised Ordinance 24 will be January 1 of the subsequent year. The LTD Board will review requests for service area boundary modifications using the following guidelines:

Boundaries will be based upon an area

1. Extending out from each side of a bus route at a distance of 2.5 miles or less, except in cases where a non-contiguous area would be created; or
2. Along natural or man-made barriers that prohibit direct access to the bus route; or
3. Along urban growth boundaries in rural areas served by rural levels of bus service; or
4. Along county lines; or
5. Along existing LTD service area boundaries in areas served by rural levels of bus service.

MAINTENANCE

The Service Planning and Marketing Manager is responsible for monitoring compliance with these guidelines and for proposing revisions when appropriate.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 16, 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 February 16, 2000:

1. Approval of minutes: January 19, 2000, regular Board meeting
2. Approval of minutes: January 21, 2000, special Board meeting
3. Approval of minutes: January 22, 2000, special Board meeting
4. Approval of minutes: January 25, 2000, adjourned Board meeting
5. Budget Committee Nominations

ATTACHMENTS:

1. Minutes of the January 19, 2000, regular Board meeting
2. Minutes of the January 21, 2000, special Board meeting
3. Minutes of the January 22, 2000, special Board meeting
4. Minutes of the January 25, 2000, adjourned Board meeting
5. Budget Committee Nomination: Russ Brink
6. Budget Committee Nomination: George Rode

PROPOSED MOTION: I move that the Board adopt the following resolution: It is hereby resolved that the Consent Calendar for February 16, 2000, is approved as presented.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 16, 2000

ITEM TITLE: COMMUTER SOLUTIONS PROGRAM UPDATE

PREPARED BY: Connie B. Williams, Commuter Resources Coordinator,
Commuter Solutions Program

ACTION REQUESTED: None

BACKGROUND: Recent activities and accomplishments for the Commuter Solutions Program include:

- Added Taylor Nelson/Sofres (TNS) Intersearch to the Group Bus Pass Program. TNS conducts telephone research and employs 90 people
- Began steadily building ridership on the new shuttle bus to Monaco in Coburg
- Completed an information program detailing the services and success of the Commuter Solutions Program
- Printed a booklet describing the services offered through LTD's Commuter Solutions Program
- Worked on a strategic plan for a comprehensive TDM Program
- Completed an employee transportation survey project for City of Eugene employees
- Sponsored the first quarterly Employee Transportation Coordinator luncheon for Group Pass Program participants
- Coordinated the 2000 Winter Transportation Workshop for February 22-24 in Portland
- Began first Eugene-to-Corvallis vanpool on January 31, 2000 (see separate information item from Holly Bogle, Commuter Solutions Program Associate)

ATTACHMENT: None

PROPOSED MOTION: None

LANE TRANSIT DISTRICT DRUG AND ALCOHOL POLICY

OBJECTIVE

Lane Transit District is committed to providing and maintaining a safe and healthy work environment for its employees and a safe and dependable transportation system for the public. It is the intent of this policy to provide and maintain a drug- and alcohol-free workplace, in the interest of the health and safety of the District's employees and the public, and to maintain compliance with applicable federal and state regulations.

APPLICATION

This policy applies to all District employees and employees of the District's contractors who perform a safety-sensitive function for the District. Compliance with this policy is a condition of employment. Under District authority, any violation of this policy may subject the employee to discipline, up to and including suspension and/or discharge.

POLICY

Prohibited Conduct

The District expects and requires all employees to report to work in an appropriate mental and physical condition to work safely and effectively. No employee shall report to work or engage in work while having the presence of alcohol, illegal drugs, or any other disabling or controlled substance in their system. A breath alcohol concentration level of 0.02 or greater, or a verified positive result on a drug test will be considered to be evidence of the presence of alcohol or a prohibited drug in the employee's system.

In accordance with the Drug-Free Workplace Act of 1988, the District prohibits all employees from engaging in the possession, sale, transporting, distribution, manufacture or use of alcohol, illegal drugs or any other disabling or controlled substance at any time while on duty and/or on District premises, which include buses, or other LTD owned or operated vehicle(s), or facilities. An employee who is off duty and is a passenger on a District owned mass transit vehicle may possess alcohol in sealed containers to the extent that is allowed by State law. Employees may possess or exchange alcohol within the employee parking lot of the Glenwood Facility for legitimate personal use off duty and off premises.

In accordance with Federal Transit Administration (FTA) regulation 49 CFR part 654, "Prevention of Alcohol Misuse in Transit Operations," employees are prohibited from performing a safety-sensitive function with a breath alcohol concentration level of 0.02 or greater. In addition, employees must not consume alcohol while performing a safety-sensitive function and must not consume alcohol four hours prior to performing a safety-sensitive function and up to eight hours following an accident or until the employee undergoes a post-accident drug and/or alcohol test, whichever occurs first.

In accordance with FTA regulation 49 CFR part 653, "Prevention of Prohibited Drug Use in Transit Operations," the use and ingestion of prohibited drugs (marijuana, cocaine, opiates, amphetamines, or phencyclidine) by employees who perform a safety-sensitive function, is prohibited at all times.

FTA regulations require the District to test all District employees who perform a safety-sensitive function for prohibited drug use and alcohol misuse. In accordance with FTA regulations, participation in the District's drug and alcohol testing program is a condition of employment for all employees who perform a safety-sensitive function. An employee who performs a safety-sensitive function who refuses to submit to a drug or alcohol test will be in violation of this policy and under District authority may be subject to discipline, up to and including suspension and/or discharge.

Employee Assistance Program

All employees are encouraged to voluntarily seek assistance in dealing with emotional, physical, or mental health problems, including drug use and/or alcohol misuse, that may adversely affect their job performance. Confidential professional assistance, treatment planning, and rehabilitation services are available by directly contacting the District's employee assistance program (EAP) provider, Access Employee Assistance Program (344-6929 or 1-800-922-7009).

An employee who requests assistance from the District for a drug and/or alcohol problem, before the problem affects job performance, will not jeopardize their employment solely by requesting assistance to deal with a drug and/or alcohol problem. If an employee does not seek treatment for a drug and/or alcohol problem, and it is found that their performance is being affected, under District authority, the employee may be subject to discipline, up to and including suspension and/or discharge.

Prescription/Over-the Counter Drug Use

District employees may possess and use medically authorized prescription or over-the-counter drugs at work as long as the prescription or over-the-counter drugs do not have disabling effects or otherwise affect the covered employee's fitness for duty or job performance. Employees must report the use of prescription or over-the-counter drugs that could have a disabling effect or otherwise adversely affect the employee's fitness for duty or job performance to their immediate supervisor. It is the employee's responsibility to determine from the physician, pharmacist, or other health care professional whether or not the prescribed or over-the-counter drugs could adversely affect the employee's fitness for duty or job performance. The District may require employees to provide written medical authorization to work from a physician, upon the reporting of the use of prescription or over-the-counter drugs. Under District authority, an employee's failure to report the use of prescription or over-the-counter drugs which have disabling effects or otherwise affect the employee's fitness for duty while at work or failure to provide proper evidence of medical authorization to work may result in discipline, up to and including suspension and/or discharge.

Employee Responsibility

The District expects and requires the support of all employees in meeting its commitment to providing a drug- and alcohol-free work environment. An employee who observes or has knowledge of another employee in a condition which impairs their ability to perform their job duties or who poses a serious hazard to the safety and welfare of others, has an assertive responsibility to report the information to their immediate supervisor, the employee's supervisor, the Human Resources Manager or the Drug and Alcohol Program Administrator.

Workplace Drug Related Convictions

In accordance with the Drug Free Workplace Act of 1988, the District requires all District employees to report, in writing, to the District, any criminal conviction for a violation of a criminal drug statute occurring in the workplace no later than five days after the conviction. Within ten (10) calendar days of receiving notification of the conviction the District will provide written notification to its federal contracting agencies

Under its own authority, the District may subject employees convicted of workplace drug-related crimes to disciplinary action up to and including suspension and/or discharge. Disciplinary action will be imposed within 30 days of the District being notified of the conviction.

Employees convicted of workplace drug-related crimes may be required by the District to participate satisfactorily in a drug abuse assistance or rehabilitation program.

Right to Inspection

When the District has reasonable suspicion to believe an employee is in improper possession of drugs and/or alcohol on District property, the employee may be requested to permit an inspection of their person, personal property, clothing, or personal vehicle. The District will have at least one witness present when conducting an inspection of an employee or the employee's personal property, clothing, or personal vehicle. Under its own authority, the District may subject employees who refuse to submit to such an inspection to disciplinary action, up to and including suspension and/or discharge. The District reserves the right to search District property (i.e. desks, file cabinets, lockers) at any time.

Training

In accordance with FTA regulations, all employees who perform a safety-sensitive function will be required to attend a minimum of one hour of training regarding the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and the manifestations and behavioral cues that may indicate prohibited drug use. In addition, the District will require all employees who perform a safety-sensitive function to attend training regarding the District 's Drug and Alcohol Policy and its testing program.

In accordance with FTA regulations, all supervisors who are responsible for determining when it is appropriate to administer reasonable suspicion drug and/or alcohol tests will be required to attend a minimum of two hours of training regarding the physical, behavioral, and performance indicators of probable drug use and alcohol misuse.

Under its own authority, the District may require or permit all employees to attend training or educational programs regarding drug and/or alcohol abuse.

Testing

As mandated by Federal regulations and authorized by the FTA, applicants for employment in a safety-sensitive position, employees requesting transfer into a safety-sensitive position, and employees in a position that requires the performance of a safety-sensitive function are required to submit to drug and alcohol testing (pre-

employment, reasonable suspicion, post-accident, random, return to duty, and follow-up testing) as a condition of employment with the District. The Department of Transportation (DOT) regulation 49 CFR part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs," prescribes the testing methods that will be used.

Under District authority, all other employees may be required to submit to drug and alcohol testing (pre-employment, reasonable suspicion, and return to duty testing) as a condition of employment with the District. Testing methods comparable to the testing methods prescribed in the Department of Transportation (DOT) regulation 49 CFR part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs," will be used.

All drug and alcohol testing that is authorized by the FTA regulations will be conducted in a manner which assures a high degree of accuracy and reliability by using the techniques, chain of custody procedures, and equipment and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS) and the DOT. All drug and alcohol testing that is conducted under District authority will also be conducted in a manner which assures a high degree of accuracy and reliability by using techniques, chain of custody procedures, and equipment and laboratory facilities which are the same as or comparable to those approved by the U.S. Department of Health and Human Services (DHHS) and the DOT.

All drug and alcohol testing will be conducted in an environment that affords the maximum privacy practicable for the employee being tested. The District will strictly adhere to all standards of confidentiality, maintaining the confidentiality of the employee throughout the drug and/or alcohol testing process.

Except as otherwise stated by this policy, the District will be responsible for all costs directly associated with the drug and alcohol tests specified in this policy.

Types of Testing

Pre-employment:

As authorized by the FTA, all applicants who have been selected for employment in a safety-sensitive position must submit to and pass urine testing for drugs prior to being hired for a safety-sensitive position. In addition, current employees who are being transferred or promoted into a safety-sensitive position from a non-safety-sensitive position must submit to and pass urine testing for drugs prior to performing any safety-sensitive function.

Under District authority, all applicants who have been selected for employment in a non-safety-sensitive position and employees who have been selected to be promoted into a position with an increased level of responsibility must submit to and pass urine testing for drugs prior to being hired or assigned to the position.

Failure of a pre-employment drug test will disqualify an applicant for employment in or transfer to a safety-sensitive position. A verified positive result on a drug test or the inability to provide an adequate specimen for a pre-employment drug is considered to be a failure of the drug test. The applicant will not be eligible for a referral to the District's Medical Review Officer (MRO) for a medical evaluation to determine if the inability to provide an adequate specimen is for a valid medical reason. An applicant who has failed a pre-employment drug test will not be eligible for evaluation by the District's Substance Abuse Professional (SAP). Unless otherwise provided by law, an applicant who has failed a pre-employment drug test will be ineligible to submit another application for employment with the District for a period of 6 months.

Reasonable Suspicion:

As authorized by the FTA, employees who perform a safety-sensitive function will be required to submit to urine testing for drugs and/or alcohol breath testing when there is a reasonable suspicion to believe that the employee is under the influence of a prohibited drug or has misused alcohol.

Under District authority, all other District employees will be required to submit to urine testing for drugs and/or alcohol breath testing when there is a reasonable suspicion to believe that the employee is under the influence of a prohibited drug or has misused alcohol.

The determination to require a reasonable suspicion drug and/or alcohol test will be made by a supervisor or manager trained to identify the signs and symptoms of drug use and alcohol misuse. The determination will be based on the supervisor's or manager's specific observations concerning the appearance, behavior, speech, or body odor of the employee and concurrence by a second supervisor or manager trained to identify the signs and symptoms of drug use and alcohol misuse.

Whenever possible, the determination to require a reasonable suspicion drug and/or alcohol test should be made by the employee's supervisor or manager. If the employee's supervisor or manager is not immediately available, the determination to require a reasonable suspicion drug and/or alcohol test may be made by another supervisor or manager within the employee's department, a supervisor or manager in another department, or by the Drug and Alcohol Program Administrator.

When an employee has been notified that he/she will be required to submit to reasonable suspicion drug and/or alcohol testing, he/she must report immediately to the collection site designated by the District. The employee will be transported to and from the collection site by the District. The employee will not be permitted to use rest room facilities, consume beverages, or smoke until specimen collection is completed.

Post-accident:

As authorized by the FTA, drug and alcohol testing is required of all employees who perform a safety sensitive function who are involved in an accident, as defined by FTA regulations, where there is a loss of life. In other nonfatal accidents, drug and alcohol testing is required of employees who perform a safety sensitive function unless the employees' performance can be completely discounted as a causative or contributing factor.

FTA regulations define an accident as an occurrence associated with the operation of a vehicle in which:

- An individual dies, or
- An individual suffers a bodily injury and immediately receives medical treatment away from the scene of an accident, or
- One or more of the vehicles involved incurs disabling damage as a result of the occurrence and is transported away from the scene by a tow truck or other vehicle

Following a fatal accident, each surviving safety-sensitive employee on duty in the mass transit vehicle at the time of the accident will be subject to drug and alcohol testing. All safety-sensitive employees not on the vehicle whose performance could have contributed to the accident, as determined by the District using the best information available at the time of the accident, will also be tested.

Following a nonfatal accident, each safety-sensitive employee on duty in the mass transit vehicle at the time of the accident will be subject to drug and/or alcohol testing unless the District determines, using the best available information at the time of the decision, that the employee's performance can be completely discounted as a contributing factor to the accident. Employees not on the vehicle, whose performance could have contributed to the accident, as determined by the District using the best information available at the time of the accident, will be subject to drug and alcohol testing unless their behavior can be completely discounted as a contributing factor to the accident.

Post-accident drug and alcohol tests will be performed as soon as possible following an accident. Drug tests will be performed within 32 hours following the accident. Alcohol tests should be performed within 2 hours following the accident and will be performed within 8 hours following the accident. If the employee to be tested was injured in the accident, the requirement to test for drugs and/or alcohol should not delay necessary medical attention, and testing may be administered simultaneously with the employee receiving necessary medical attention.

Any safety-sensitive employee involved in an accident must remain readily available for drug and/or alcohol testing for up to eight hours after the accident. The employee is responsible for notifying the District of his or her location if he or she leaves the scene of the accident prior to submitting to testing. Failure by the employee to remain readily available may be determined to be a refusal to submit to testing.

When an employee has been notified that they will be required to submit to post-accident drug and/or alcohol testing, they must report immediately to the collection site designated by the District. The employee will be transported to and from the collection site by the District. The employee will not be permitted to use rest room facilities, consume beverages, or smoke until specimen collection is completed.

Post-accident drug and alcohol tests required by this policy are in addition to and/or separate from any tests conducted for law enforcement purposes. The District may use the results of a blood or urine test for the use of prohibited drugs and/or the results of a blood or breath test for the misuse of alcohol, conducted by Federal, State, or local officials having independent authority for the test, to meet the testing requirements of the Federal regulations and this policy, provided such tests conform to the applicable Federal, State, or local testing requirements, and that the results of the tests are obtained by the District.

Random:

As authorized by the FTA, all employees who perform a safety sensitive function will be subject to random and unannounced drug and/or alcohol testing. District positions that require the performance of a safety sensitive function are listed in Appendix B of this policy. In addition, employees in other positions, not listed in Appendix B, who perform a safety-sensitive function will be subject to random testing as authorized by the FTA.

Under District authority, employees in the following positions will also be subject to random and unannounced drug and/or alcohol testing: general manager, assistant

general manager, human resources manager, and human resources specialist (drug and alcohol program administrator).

The random selection rate will be the rate determined by the FTA and published in the Federal Register. All employees subject to random selection will have an equal chance of being selected for testing and will remain in the random selection pool even after being tested. The selection pool for random drug and/or alcohol testing of employees who perform a safety-sensitive function will be separate from the selection pool for employees subject to random drug and/or alcohol testing under District authority.

Employees who are subject to random testing will remain subject to random testing throughout their work shift. If an employee is initially notified that they have been selected for random testing prior to the end of their work shift, the test(s) must be completed, even when such completion has the incidental effect of causing the employee to stay overtime. When an employee has been notified that they have been selected for testing, they must report immediately to the collection site designated by the District. Transportation to and from the collection site will be provided by the District. The employee will not be permitted to use rest room facilities, consume beverages, or smoke until specimen collection is completed.

Return to Duty:

As authorized by the FTA, all employees who perform a safety-sensitive function and who have previously had a verified positive drug test, an alcohol test result of 0.04 or greater, have refused to submit to a test, or engaged in any activity that violates the FTA regulations, must pass a return-to-duty drug test and/or submit to a breath alcohol test with a result showing an alcohol concentration level of less than 0.02 prior to being permitted to return to duty.

The District, under its own authority, may require employees returning to work from a leave of absence, illness, or layoff of a duration of more than 180 days, or from a voluntary drug and /or alcohol treatment program to undergo a physical evaluation, by a physician of the District's choice and to pass a return to duty drug test and/or submit to a breath alcohol test with a result showing an alcohol concentration level of less than 0.02, prior to returning to work.

Follow-up:

In accordance with FTA regulations, a safety-sensitive employee who has been permitted to return to duty, following a verified positive drug test, an alcohol test result of 0.04 or greater, or a refusal to submit to a test will be subject to unannounced follow-

up drug and/or alcohol testing for a least 12 but not more than 60 months. The frequency and duration of the follow-up testing will be determined by the SAP, with a minimum of six tests during the first 12 months after the covered employee has returned to duty.

Under District authority, an employee who has been permitted to return to duty, following voluntary treatment for a drug and/or alcohol problem may be required to submit to follow-up drug and/or alcohol testing.

When an employee is notified to submit to a follow-up test, they must report immediately to the collection site designated by the District. Transportation to and from the collection site will be provided by the District. The employee will not be permitted to use rest room facilities, consume beverages, or smoke until specimen collection is completed.

Follow-up testing is separate from and in addition to the regular random testing program.

On-Call employees:

In accordance with FTA regulations, any safety-sensitive employee who is requested to report for duty when he or she is not regularly scheduled to work is considered an on-call safety-sensitive employee. An on-call safety-sensitive employee who is requested to report for duty less than four hours prior to the requested report time must inform the District if they have consumed alcohol within four hours of the requested report time.

If an on-call safety-sensitive employee informs the District of their use of alcohol and claims they have the ability to safely perform their safety-sensitive function, the employee will be allowed to submit to a breath alcohol test. If the employee's breathe alcohol concentration level measures less than 0.02, the employee will be allowed to perform his/her safety-sensitive function.

An on-call safety-sensitive employee who informs the District of their use of alcohol and fails the breath alcohol test will not be permitted to report for duty and will not be considered to be in violation of this policy. If an on-call safety-sensitive employee does not inform the District of his/her use of alcohol and exhibits signs of alcohol misuse, they may be subject to reasonable suspicion testing. If the test indicates a breath alcohol concentration level of 0.02 or greater, the employee will be in violation of this policy.

A regularly scheduled employee or an employee who is given more than four hours notice of the requirement to report for duty must not consume alcohol four hours prior to performing a safety-sensitive function. The option of claiming ability to perform a safety-sensitive function and being tested to prove the ability does not apply.

Blind Performance Testing:

In accordance with FTA regulations, the District will conduct ongoing blind sample proficiency testing, using blind quality control specimens that are not distinguishable from covered employee specimens, as a quality assurance measure of the testing laboratory.

Drug Testing Procedures

In accordance with FTA regulations, drug testing will be conducted using laboratory testing of urine specimens for the following drugs:

- Marijuana
- Cocaine
- Opiates
- Phencyclidine
- Amphetamines

All urine specimens will be collected at a collection site, designated by the District, which meets the guidelines established by the Department of Transportation. The collection site personnel will be responsible for maintaining the integrity of the specimen collection and transfer process and for protecting the dignity and privacy of the employee providing the sample.

In accordance with FTA regulations, all drug tests for employees who perform a safety-sensitive function will follow chain of custody procedures, using DOT urine custody and control forms, throughout the collection and analysis process to ensure that test results will be attributed to the correct employee. The DOT "Urine Custody and Control Form" documents the chain of custody and is legal evidence that the reported test results apply to the donor.

All drug tests conducted under District authority for all other employees will follow chain of custody procedures, using non-DOT urine custody and control forms, throughout the collection and analysis process to ensure that test results will be attributed to the correct employee. The non-DOT "Urine Custody and Control Form" documents the chain of custody and is legal evidence that the reported test results apply to the donor.

The employee will be required to urinate into a collection cup or specimen bottle, supplied by the collection site, providing at least 45 milliliters of urine.

The collection site personnel will be responsible for recording the temperature of the specimen and obtaining the body temperature of the donor employee if the temperature of the specimen is not between 90.5 and 99.8. In addition, the collection site technician will visually examine the specimen for any unusual color or sediment and note the results on the custody and control form.

Collection site personnel will also be responsible for separating the specimen, in the presence of the employee, into two specimen bottles. One bottle shall contain thirty (30) ml of urine and will be used as the primary specimen. The second bottle shall contain at least fifteen (15) ml of urine and shall be used as the split specimen.

Both bottles must be sealed and labeled in the presence of the donor employee. The labels must be printed with the same specimen identification number as the custody and control form. The donor employee will initial the labels verifying that the specimen is his/hers.

If the employee is unable to provide at least 45 ml of urine for a split specimen collection, the specimen shall be discarded. The collection site personnel shall direct the employee to drink up to 40 ounces of fluid, distributed reasonably through a period of up to three hours, or until the employee has provided a new urine specimen, whichever occurs first. If the employee refuses to drink fluids as directed or to provide a new urine specimen, the District will be notified that the employee has refused to submit to testing. If the employee is unable to provide an adequate specimen within three hours of the first unsuccessful attempt to provide a specimen, the testing will be discontinued and the District will be notified. The District will refer the employee to a physician approved by the District for a medical evaluation regarding the employee's ability to provide an adequate amount of urine. The physician will provide to the MRO a brief written report setting forth his/her conclusion and the basis for it. Upon receipt of this report, the MRO shall report to the District in writing his/her conclusion determining whether the employee's inability to provide a specimen is due to the employee's medical condition or constitutes a refusal to submit to a drug test.

Observed Collections:

In accordance with FTA regulations, with regards to a drug test conducted for a safety-sensitive employee, in the following circumstances, collection site personnel must observe a second urine collection immediately after the first collection:

- The employee has presented a urine sample that falls outside the normal temperature range (90.5 to 99.8), and
- The employee declines to provide a measurement of oral body temperature, or
- Oral body temperature varies by more than 1 C/1.8 F from the temperature of the specimen, or
- Collection site personnel observe conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample.

A supervisor of the collection site person or a representative of the District will review and concur in advance with any decision by a collection site person to obtain a specimen under direct observation. Collection site personnel will notify the District of the decision to conduct an observed collection.

In the following circumstances, with regards to drug test conducted for a safety-sensitive employee, as permitted by the Federal regulations, the District may authorize an observed collection:

- The most recent urine specimen provided by the employee (i.e., on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below 0.2 g/l, or
- The employee has previously been determined to have used a controlled substance without medical authorization and the particular test is being conducted under the FTA regulation as a return-to-duty or follow-up test.

In accordance with Federal regulations, the direct observation of specimen collection must be by a collection site person of the same gender as the employee being tested.

Return to Duty After Specimen Collection

Under District authority, a safety-sensitive employee who is required to submit to random or follow-up drug testing may be returned to duty immediately following specimen collection. If the employee is also subject to random or follow-up alcohol testing, the employee's return to duty will be dependent upon the outcome of the breath alcohol testing.

Under District authority, a safety-sensitive employee who is required to submit to a reasonable suspicion or post-accident drug test will not be permitted to return to duty and will be placed on a paid leave pending the receipt by the District of a verified test result.

Under District authority, a non-safety-sensitive employee who is required to submit to a reasonable suspicion drug test will not be permitted to return to duty and will be placed on a paid leave pending the receipt by the District of a verified test result.

Drug Testing Laboratories

All drug testing will be completed in a laboratory certified by the Department of Health and Human Services (DHHS). Immunoassay screening will be used as the initial test for the testing of the primary specimen. If any prohibited drug registers above the cutoff level, as designated in the Federal regulations, a confirmation test using gas chromatography/mass spectrometry (GC/MS) will be conducted.

Drug Test Results

All drug test results will be reported by the testing laboratory to a qualified MRO designated by the District. The MRO will be responsible for verifying and validating drug test results. The MRO will review and interpret the employee's confirmed positive drug test result by reviewing the individual's medical history and affording the employee an opportunity to offer any clarifying information that would explain a positive test result. The MRO will report each verified test result to the District and will notify each employee who has a verified positive test result. The MRO may verify a test as positive without having communicated directly with the employee if: the employee expressly declines the opportunity to discuss the test; neither the MRO nor the District has been able to contact the employee within 14 days of the date on which the MRO receives the confirmed positive test result from the laboratory; or the District has contacted the employee and directed the employee to contact the MRO and more than five days have passed since the date the employee was contacted by the District.

Positive Drug Test Results

An employee who has a verified positive drug test result will be immediately removed from their safety-sensitive position, advised of resources available to evaluate and resolve problems associated with drug abuse, and be evaluated by a SAP. The employee will be placed on an unpaid leave of absence pending the results of the evaluation by the SAP and under District authority may be subject to discipline, up to and including suspension and/or discharge.

An employee who has a verified positive drug test result will have 72 hours, including holidays and weekends, from the time of notification by the MRO or the District, whichever occurs first, in which to request that the split specimen be analyzed at a different DHHS-approved laboratory. The split specimen will be analyzed, using GC/MS technology, to determine the presence, or absence, of the drug(s) for which a positive result was obtained in the test of the primary sample, without regard to the cutoff levels specified in the Federal regulations for analysis of the primary sample. The employee will be responsible for paying the cost of the split sample testing.

If the result of the test of the split specimen fails to confirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the MRO will cancel the test, and report the cancellation and the reasons for it to the District, the employee, and the DOT. The employee will be returned to duty and will be compensated for time or benefits lost as a result of being placed on an unpaid leave of absence.

The request by an employee for an analysis of the split specimen will not delay the removal of the employee from their safety-sensitive position.

Breath Alcohol Testing Procedures

All breath specimen collection must be collected through the use of an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration (NHTSA). The breath alcohol tests will be conducted by a trained breath alcohol technician (BAT) at a site that provides visual and aural privacy to the covered employee being tested to the greatest extent practicable. Prior to specimen collection, the employee and the BAT must complete, date, and sign a breath alcohol testing form indicating that the employee is present and providing a breath specimen.

The BAT will conduct an initial screening test, requiring the employee to blow forcefully into a disposable mouthpiece, attached to the EBT, for at least six seconds or until an adequate amount of breath has been obtained. Following the initial screening test, the BAT will show the employee the result displayed on the EBT or the printed result.

If the result of the initial screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be conducted. The confirmation test will be conducted at least 15 minutes, but not more than 20 minutes, after the completion of the initial screening test. The employee must remain in the presence of the BAT during the waiting period.

The confirmation test will be conducted using the same procedures as the initial screening test. A new mouthpiece will be used. Before the confirmation test is administered, the BAT will conduct an air blank test on the EBT. If a BAT other than the one who conducted the screening test is to conduct the confirmation test, the new BAT and the employee will be required to sign and date a new breath alcohol testing form.

If the results of the initial screening test and the confirmation test are not identical, the confirmation test result will be deemed to be the final result.

Following the completion of a breath alcohol test, the BAT and the employee will be required to sign and date the breath alcohol testing form certifying that the results shown belong to the employee being tested. The BAT will be responsible for transmitting all test results to the District in a confidential manner.

If an employee attempts and fails to provide an adequate amount of breath, the BAT will note this on the alcohol testing form and notify the District. The employee will be required to submit to a medical evaluation, by a physician of the District's choice, concerning the employee's medical ability to provide an adequate amount of breath. If no valid medical reason is determined, then the employee's inability to provide an adequate amount of breath will be considered to be a refusal to submit to a test.

Breath Alcohol Test Results

If the results of the breath alcohol test are below 0.02, the employee may be returned to work immediately.

A confirmed alcohol concentration of 0.02 or greater will be considered a positive breath alcohol test result and a violation of this policy.

If the results of the breath alcohol test are 0.02 or greater, but less than 0.04, the employee will not be permitted to return to duty until the start of his/her next regularly scheduled shift and not less than eight hours following the test. The employee may be subject to discipline, up to and including suspension and/or discharge.

If the results of the breath alcohol test are 0.04 or greater, the employee will be immediately removed from his/her safety-sensitive position, advised of the resources available to evaluate and resolve problems associated with alcohol misuse, and be

evaluated by an SAP. The employee will be placed on an unpaid leave of absence pending the results of the evaluation by the SAP and may be subject to discipline, up to and including suspension and/or discharge.

An employee with a breath alcohol concentration level of 0.02 or greater will be provided transportation to his/her residence. If the employee insists on driving, law enforcement will be notified.

Refusal to Submit to a Test

Any employee who refuses to submit to a drug or alcohol test must be evaluated by a SAP. An employee who refuses to submit to a drug or alcohol test will be placed on an unpaid leave of absence pending the results of the evaluation by the SAP and may be subject to discipline, up to and including suspension and/or discharge. A determination of an employee's refusal to submit to a test includes the following:

- Refusal to take the test
- Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation
- Tampering with or attempting to adulterate the specimen or collection procedure
- Not reporting to the collection site in the time allotted
- Not cooperating with the collection process
- Leaving the scene of an accident without a valid reason before the tests have been conducted

Discipline

Compliance with the District's Drug and Alcohol Policy is a condition of employment for all employees. For employees who are represented by ATU 757, a violation of any part of the District's Drug and Alcohol Policy may result in discipline as provided in Article 20 of the labor Agreement. For all other employees, a violation of any part of the District's Drug and Alcohol Policy may result in discipline, up to and including suspension and/or discharge. Factors which the District may consider regarding the severity of disciplinary action include, but are not necessarily limited to, the covered employee's conduct which prompted the application of this policy, the covered

employee's work record, the degree of impairment, the potential for consequences arising from the covered employee's actions, and the drug and/or alcohol test results.

Employees who are discharged as a result of violating this Drug and Alcohol policy will be provided with a list of the resources available in evaluating and resolving problems associated with the use of illicit drugs and/or misuse of alcohol and will have access to the District's current EAP. Access to the EAP program will be limited to treatment directly related to the drug and/or alcohol problem, and is available for a time period not to exceed sixty days.

Required Treatment

In the event that an employee is referred for treatment by an SAP, the employee may be required to satisfactorily complete an approved drug or alcohol treatment program and aftercare as a condition of continuing employment.

Work absences for treatment purposes may qualify for available sick leave benefits and/or personal medical leave, provided the employee is following the prescribed treatment program. If sick leave and personal medical leave have been exhausted, the employee may be placed on a medical leave of absence without pay. Employees working under an agreement that they satisfactorily complete an approved program of drug and/or alcohol dependency treatment will be required to submit to follow-up drug and/or alcohol testing to verify continued abstinence from drugs and/or alcohol for at least 12 but not more than 60 months. The frequency and duration of the follow-up testing will be recommended by the SAP, with a minimum of six tests during the first 12 months after the covered employee has returned to duty.

Working Conditions

The presence or treatment of a substance abuse problem does not excuse an employee from meeting performance, safety, or attendance standards or following other District instructions. In no circumstances may an employee invoke protection under this policy as a means to avoid disciplinary actions resulting from poor work performance or misconduct at work. A voluntary request for assistance will not shield an employee from disciplinary action resulting from on-the-job conduct or work performance. Employees remain responsible for their on-the-job conduct and work performance.

Return to Work Agreement

Under District authority, employees who test positive on a drug test, have a confirmed breath alcohol concentration level of 0.04 or greater, or who are referred to drug and/or alcohol treatment which requires them to be away from work, will be required to sign a return to work agreement prior to being permitted to return to duty. The agreement may include, but is not limited to the following requirements:

- A release to work statement from an approved treatment specialist
- A negative test for drugs and/or alcohol
- An agreement to follow-up testing
- A statement of expected work-related behaviors
- An agreement to follow specified aftercare requirements
- An expressed understanding that violation of the return to work agreement may result in discipline, up to and including suspension and/or discharge

The return to work agreement is not a guarantee of continued employment. Employees working under a return to work agreement must also follow all other District policies and procedures.

Confidentiality

The District will maintain all records regarding the drug and/or alcohol testing of employees in a secure manner so that the disclosure of information to unauthorized persons does not occur. In Accordance with FTA regulations, drug and/or alcohol test results will be released only under the following circumstances:

- Upon written request, employees will be provided access and/or copies of any records relating to his/her test(s).
- Upon specific, written request of an employee, information and/or copies of records regarding an employee's test results will be released to a third party.

- Information related to a test result may be disclosed to a decision maker in a lawsuit, grievance, or other proceeding, initiated by or on behalf of the employee tested.

Program Administration

The District's Drug and Alcohol Testing Policy and program are administered by the designated Drug and Alcohol Program Administrator, the Human Resources Specialist. Additional information regarding this policy or the program is available by contacting the Drug and Alcohol Program Administrator in the Human Resources Department at (541)682-6180.

MAINTENANCE

The Human Resources Manager is responsible for monitoring the application and revision of this policy.

Adopted by the Board of Directors, September 20, 1995.
Revised, February 16, 2000

APPENDIXES

Appendix A. Terms and definitions

Appendix B. Safety sensitive positions

APPENDIX A

**LANE TRANSIT DISTRICT
DRUG AND ALCOHOL POLICY****Terms and Definitions**

Alcohol As defined by the FTA, the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl or isopropyl alcohol.

As agreed upon by the District and the Amalgamated Transit Union, Local 757, alcohol means any alcoholic beverage containing more than one half of one percent alcohol by volume, and every liquid or solid, patented or not, containing alcohol, and capable of being consumed by a human being.

Alcohol Use The consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Blind Sample A urine specimen submitted to a laboratory for quality control testing purposes, with a fictitious identifier, so that the laboratory cannot distinguish it from covered employee specimens, and which is spiked with known quantities of specific drugs or which is blank, containing no drugs.

Breath Alcohol Technician (BAT) An individual who instructs and assists individuals in the alcohol testing process and operates an EBT.

Chain of Custody Procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition. These procedures require that an appropriate drug testing custody form be used at the time of collection to receipt by the laboratory and that upon receipt by the laboratory (an) appropriate chain of custody form(s) account(s) for the sample within the laboratory.

Controlled Substance As agreed upon by the District and the Amalgamated Transit Union, Local 757, controlled substance means any drug or its immediate precursor classified in Schedules I through V under the Federal Controlled Substances Act, 21 USC Sections 811 to 812, as modified under ORS 475.035. The use of the term "precursor" in this subsection does not control and is not controlled by the use of the term "precursor" in ORS 475.940, 475.950, and 475.955. In addition, manufactured drugs recognized by health and law enforcement agencies that are not included in Schedules I through V under the Federal Controlled Substances Act, 21 USC Sections

811 to 812, as modified under ORS 475.035 are considered to be controlled substances.

Medical Review Officer A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test results together with his/her medical history and any other relevant biomedical information.

Over-The-Counter-Drugs/Medications Those drugs/medications which are legally available without a prescription.

Performing a Safety-Sensitive Function An employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Prescription Drugs/Medications Those drugs/medications which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

Safety-Sensitive Function Any of the following duties:

- Operating a revenue service vehicle, including when not in revenue service
- Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License
- Controlling dispatch or movement of a revenue service vehicle
- Maintaining (including repairs, overhaul, and rebuilding) a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

Safety-sensitive Positions A position or job category that requires the performance of a safety-sensitive function. A list of safety-sensitive positions at Lane Transit District, as defined by the Federal regulations, is attached to this policy.

Substance Abuse Professional A licensed physician (medical doctor or doctor of osteopathy); or a licensed or certified psychologist, social worker, employee assistance professional; or addiction counselor (certified by the National Association of Alcoholism

and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol & Other Drug Abuse); with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

APPENDIX B

**LANE TRANSIT DISTRICT
DRUG AND ALCOHOL POLICY**

Safety-Sensitive Positions

Employees in the following positions are required to perform safety-sensitive functions as defined in the Federal Drug and Alcohol regulations:

Bus Operator
Field Supervisor
Fleet Services Manager
Fleet Services Supervisor
General Service Worker
Inside Bus Cleaner
Journeyman Mechanic
Risk & Safety Specialist
System Supervisor
Tire Specialist
Transit Operations Manager
Transit Projects Administrator
Transit Services Administrator

AGENDA ITEM SUMMARY

DATE OF MEETING: February 16, 2000

ITEM TITLE: DRUG & ALCOHOL PROGRAM POLICY

PREPARED BY: Joyce Ziemplak, Human Resources Specialist

ACTION REQUESTED: Adoption of Drug and Alcohol Program Policy

BACKGROUND: The Board adopted the District's current Drug and Alcohol Policy (Drug and Alcohol Testing), III-I-B, in September 1995 and the Drug/Alcohol Policy (Drug-Free Work Place), III-I-A, in October 1983. The proposed Drug and Alcohol Program Policy replaces both of these policies, addressing corrective actions that were specified in the Draft Report of the FY 1999 Triennial Review, incorporating changes in and interpretations of federal regulations regarding Drug and Alcohol Testing and Drug Free Workplace programs. The adoption of this comprehensive drug and alcohol program policy will:

- ❑ Clarify that this policy applies to all District employees and employees of the District's contractors who perform a safety-sensitive function for the District
- ❑ Differentiate the requirements of the FTA's drug and alcohol regulations from optional provisions that are included in this policy
- ❑ Clarify that all District employees are subject to pre-employment, reasonable suspicion, and return-to-duty drug and alcohol testing, and change the testing procedures for non-safety-sensitive employees to be comparable to DOT testing procedures
- ❑ Clarify who has the authority to require an employee to submit to a reasonable suspicion drug and alcohol test
- ❑ Amend the section regarding post-accident drug and alcohol testing to reflect an amendment to the federal regulations allowing the District to use the results of a blood or urine test for the use of prohibited drugs and/or the results of a blood or breath test for the misuse of alcohol, conducted by federal, state, or local officials

- ❑ Amend the section regarding drug testing procedures to reflect an amendment to the federal regulations allowing employees who are unable to provide the required amount of urine for a split specimen collection to drink up to 40 ounces of fluid, distributed reasonably though a period of up to three hours
- ❑ Specify the circumstances that must exist in order for drug and/or alcohol test results to be released
- ❑ Identify the person responsible for responding to questions regarding the District's drug- and alcohol-free program
- ❑ Amend the definition of Substance Abuse Professional in Attachment A of the Policy to reflect an amendment to the federal regulations professionals who are certified by the International Certification Reciprocity Consortium/ Alcohol & Other Drug Abuse
- ❑ Update Attachment B of the Policy to reflect current job titles
- ❑ Assure compliance with the draft Triennial Review recommendations

ATTACHMENT: Drug and Alcohol Program Policy

PROPOSED MOTION: I move the following resolution: It is hereby resolved that the LTD Board of Directors adopts the proposed Drug and Alcohol Program Policy, replacing policies III-I-A, Drug-Free Work Place, and III-I-B, Drug and Alcohol Testing, as presented on February 16, 2000.

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: **MARCH 2000 EMPLOYEE OF THE MONTH:** Bus Operator Steve Dreyer has been selected as the March 2000 Employee of the Month. He was hired on August 24, 1995. He has received awards for four years of save driving and four years of Correct Schedule Operation (CSO). He has received numerous nominations for Employee of the Month, both for excellence in service and job accomplishments and for excellence in providing accessible bus service to customers with disabilities. Among his nominators were a number of youthful customers who all commented on how nice he is to them. They said he clearly enjoys his job and never fails to make riding the bus an enjoyable experience, always meeting his passengers with a smile. He was described as "the coolest bus driver in the world," understanding, upbeat, and really nice, with a good sense of humor. One group nomination added, "STEVE LOVES US!"

When asked what makes Steve a good employee, Field Supervisor Shawn Mercer said,

Steve has always shown a terrific sense of customer service; he has not only developed a wonderful rapport with the customers who ride his bus, but also is an advocate for their safety. Steve never hesitates to bring his concerns for customer issues to me or to other supervisors when he believes that something needs to be brought to the attention of the decision-makers at LTD. Steve brings a personal touch to his job, often learning the names of his customers, many of them young people whom he transports to and from school. His experience as a schoolteacher has allowed him to develop methods of providing guidance to these sometimes exuberant and boisterous groups. Many of these students have nominated Steve as the "favorite" by stating "Steve rocks" and "He's da BOMB"; if you know anything about young people these days, this is the highest of praise. We also think of Steve as "da BOMB" and congratulate him on his success and this award.

AWARD: Steve will attend the February 16 meeting to be introduced to the Board and receive his award.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 16, 2000

ITEM TITLE: EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(h)

PREPARED BY: Mark Johnson, Transit Operations Manager

ACTION REQUESTED: That the Board move into Executive Session pursuant to ORS 192.660(1)(h), to discuss current litigation or litigation likely to be filed.

ATTACHMENT: None

PROPOSED MOTION: I move that the Board meet in Executive Session pursuant to ORS 192.660(1)(h), to discuss current litigation or litigation likely to be filed.

Fare Policy

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

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

OBJECTIVES

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

APPLICATION

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

GUIDELINES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MAINTENANCE

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

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

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LANE TRANSIT DISTRICT

Pricing Proposal Summary

Effective 9/1/99

TYPE OF FARE:

Cash Fare

Daytime

Evenings

	Current:	Proposed:	Current:	Proposed:
Adult	\$1.00	NC	\$0.50	\$1.00
Child	\$0.50	NC	\$0.25	\$0.50
Reduced	\$0.50	NC	\$0.25	\$0.50
Senior	\$0.50	NC	\$0.25	\$0.50

Passes

RideSource

Adult			Regular	\$1.30	\$1.50	
	1-Month:	\$26.00	\$28.00	Escort	\$1.30	\$1.50
	3-Month:	\$60.00	\$65.00	Shopper	\$1.75	NC

Youth

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

Child, Senior, Reduced

1-Month:	\$13.00	\$14.00
3-Month:	\$30.00	\$32.50

Day Pass \$2.50 NC

Freedom Pass* \$29.95 \$33.00

Group Pass 2.8% Increase

* Freedom pass price effective 5/2000.

LANE TRANSIT DISTRICT

Table I

Pricing Proposal Summary

Effective 9/1/00

TYPE OF FARE:

Cash Fare

	Current:	Proposed:
Adult	\$1.00	\$1.00
Youth*	\$1.00	\$0.50
Child	\$0.50	\$0.50
Reduced	\$0.50	\$0.50
Senior	\$0.50	\$0.50

Passes

Adult

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

Youth*

1-Month:	\$21.00	\$14.00
3-Month:	\$49.00	\$32.50

Child, Senior, Reduced

1-Month:	\$14.00	\$14.00
3-Month:	\$32.50	\$32.50

Day Pass

\$2.50 **2 x Cash Fare**
(transfers discontinued)

Tokens

Adult	\$0.75	\$0.85
Other	\$0.37	\$0.42

Freedom Pass

\$33.00 **Discontinued****

Group Pass

3.2% Increase

LCC Term Pass

\$54.00 **\$50.00**

RideSource (Staff Proposal)

	Current:	Proposed:
Regular	\$1.50	\$1.75
Escort	\$1.50	\$1.75
Shopper	\$1.75	\$2.00
<i>10 Tickets</i>	\$14.00	\$16.50

RideSource (STFAC Proposal)

Regular	\$1.50	\$1.75
Escort	\$1.50	\$1.75
Shopper	\$1.75	\$1.75
<i>10 Tickets</i>	\$14.00	\$15.00

Sales Outlets

Passes

0-9	0.0%	10.0%
10-24	2.5%	10.0%
25-100	5.0%	10.0%
101-500	10.0%	10.0%
501+	20.0%	10.0%

Token

Packets

0-49	0.0%	10.0%
50-99	2.5%	10.0%
100-249	5.0%	10.0%
250+	10.0%	10.0%

Discount

Discount

* Price effective 6/1/2000.

** Replaced by 3-Month Youth Pass.



Pricing Plan 2000

***Written public testimony received by 5 p.m. on
Wednesday, February 16, 2000, for
February 16, 2000, Board meeting***

AGENDA ITEM SUMMARY

- DATE OF MEETING:** February 16, 2000
- ITEM TITLE:** FY 2000-2001 PRICING PLAN AND FARE POLICY
- PREPARED BY:** Diane Hellekson, Finance Manager
- ACTION REQUESTED:**
- (1) Conduct a preliminary public hearing on the proposed changes to fares.
 - (2) Direct staff to prepare an amendment to Ordinance #35, An Ordinance Setting Fares for Use of District Services.

BACKGROUND: Every year at this time, staff develop recommendations for changes in the District's fares to be implemented the following fiscal year. Attached is a report that provides preliminary recommendations for changes to the fare structure that would occur primarily during the 2000-2001 fiscal year. (There is one component recommended to be effective June 1, 2000.)

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

LTD staff members are aware that some Board members are interested in a rewrite of current LTD fare policy. Over the last year, extensive research and analysis have been done to determine what changes might be made to fare policy that would significantly improve the farebox recovery ratio and overall system productivity. That research and analysis resulted in the conclusion that it would not be productive to raise cash fares above \$1 **at this time** for the following reasons:

- The payment of cash fares on the bus already contributes to service slowing and system inefficiency. Any increment above \$1 would further add to service inefficiency through the operator's visual enforcement of correct fare payment.
- Zone fares, a method of pricing a trip in part by its length, have been tried in the past without success. There are no distinct geographic zones that would allow for effective enforcement. In addition, any policy that penalizes low-income areas, even unintentionally, could be challenged successfully in court.
- LTD's current farebox technology is low end. Until the fleet replacement plan takes the 700- and 800-series buses out of service, 28 percent of active fleet buses have fareboxes that can accept currency only if it is tightly folded and stuffed into a small slot. Even on

the newer buses, fareboxes cannot count fares or accept magnetic media or “smart cards.” It is expected that new fare technology will be introduced with the implementation of BRT, one or more years in the future. A complete overhaul of the fare policy would be appropriate at that time.

- Increasing the amount of cash in fare boxes will result in additional processing hours. The cost increase could, if accompanied by a ridership reduction, eliminate any net gain from the fare increase.

The current Fare Policy is attached. Until a new policy is developed and adopted, this Fare Policy provides direction for staff to use in developing recommendations for fare changes. However, one proposed change in the fare structure for FY 2000-2001 is a departure from current fare policy. In response to a Board discussion of “free” fare possibilities, staff have analyzed various reduced-fare proposals and the service and economic consequences. Based on this analysis, a one-year experiment with youth fares is proposed. During this one year, youth fares for riders through age 18 would be half the adult fare. The program would be promoted through local schools, sports organizations, and through LTD’s other partner jurisdictions, and would be responsive to both Lane County’s and the City of Eugene’s agendas, both of which include services to youth as high priorities.

In order to maximize the opportunity for community comment, a second public hearing has been scheduled for the March Board meeting. If the Board approves the youth fare experiment, staff propose that the start date be June 1, 2000 (which will allow for the elimination of the Freedom Pass). Therefore, both readings of the revised ordinance will have to be completed by May 1, 2000.

RESULTS OF RECOMMENDED ACTION:

Staff will prepare amendments to Ordinance #35, An Ordinance Setting Fares for Use of District Services. The first reading of the revised ordinance and a second public hearing will be scheduled for the March 15 regular Board meeting. The second reading and adoption will be scheduled for the April 19 regular meeting.

ATTACHMENTS:

Draft FY 2000-2001 Pricing Plan
Fare Policy

PROPOSED MOTION:

I move the following resolution: It is hereby resolved that the Board direct staff to prepare amendments to Ordinance #35, An Ordinance Setting Fares for Use of District Services, consistent with the recommendations of the Draft FY 2000-2001 Pricing Plan included in the February 16, 2000, agenda packet.

MONTHLY FINANCIAL REPORT COMMENTS

February 16, 2000

Revenue:

- **Special service revenue** is lower than for the first seven 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. A notable exception is diesel fuel expense, which will exceed budget for the year but will be offset by savings in other areas.
- **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: February 16, 2000

ITEM TITLE: RESOLUTION ESTABLISHING PROCEDURES TO REQUIRE, PROCESS, AND MANAGE CRIMINAL RECORDS CHECKS FOR CERTAIN INDIVIDUALS EMPLOYED BY OR WORKING UNDER CONTRACT WITH LANE TRANSIT DISTRICT

PREPARED BY: David Dickman, Human Resources Manager

ACTION REQUESTED: Adoption of recommended resolution

BACKGROUND: Senate Bill 1334 requires the Board to adopt a resolution to implement applicable provisions of a law enacted in 1999 that affords mass transit and transportation districts access to State Police and FBI criminal history information and requires districts to check criminal histories of operators in order to protect vulnerable Oregonians. This resolution complies with Senate Bill 1334. The resolution directs the general manager or her/his designee to consult with the State Police and affected provider groups as provided for by Senate Bill 1334, and delegates specific authority to the general manager in order to retain the flexibility to make appropriate changes to the District's internal administrative policies as appear warranted. The General Guidelines for Determining Fitness for Employment contained in the resolution are based on those in the administrative rules of the Mental Health and Development Disability Services Division (MHDDSD) of the Oregon Department of Human Services, and the provisions of Senate Bill 1334.

Senate Bill 1334 became effective on October 23, 1999. It was enacted during the 1999 regular session of the Oregon Legislative Assembly to protect vulnerable Oregonians, including children, the elderly, individuals with disabilities, and clients eligible for the State of Oregon's Office of Medical Assistance Programs (OMAP) by requiring more careful screening of individuals providing transportation to them. Senate Bill 1334 requires criminal records checks and fingerprinting of individuals who operate motor vehicles for the public transportation system of and who are employed by mass transit districts or transportation districts, or who provide transit service under a contract with OMAP. In order to comply with Oregon law, transit operators hired by the District since October 1, 1999, have been employed conditionally pending a criminal records background check authorized by the attached resolution.

Senate Bill 1334 requires the Board to approve a resolution that implements applicable provisions of the new law. The Board's discretion in this regard is very limited. The proposed resolution does provide general guidelines and authorizes the general manager to adopt, and to modify periodically, the District's internal policies that the general manager is directed by this resolution to adopt in accordance with the requirements of Oregon law. Changes in the procedures may evolve based on future experience or input from the Oregon State Police or affected provider groups.

The accompanying resolution meets the requirements of Senate Bill 1334, which specifies legislative action that must be taken by the Board. The delegation of authority by resolution to the general manager provides flexibility that will be needed in light of future experiences to adapt the scope, definitions, procedures, and processes relating to criminal records checks and fingerprints and maintaining a system of criminal history records. The policies and procedures and changes related thereto will be based on consultation with the State Police, other governmental entities, and affected provider groups. The District's legal counsel for employment matters recommends approval of the resolution.

Following Board adoption of the recommended resolution, the general manager, in consultation with the Human Resources Manager, employment counsel, and the Oregon State Police, will adopt specific policies implementing the resolution and Senate Bill 1334.

ATTACHMENT:

To be handed out at the February 16, 2000, Board meeting:

Resolution Establishing Procedures to Require, Process, and Manage Criminal Records Checks for Certain Individuals Employed By or Working Under Contract with Lane Transit District.

PROPOSED MOTION:

I move that the Lane Transit District Board of Directors adopt the Resolution Establishing Procedures to Require, Process, and Manage Criminal Records Checks for Certain Individuals Employed By or Working Under Contract with Lane Transit District.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 16, 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. **LTD Ordinance 36:** LTD Ordinance 36, 2000 Revision, Regulations Governing Conduct on District Property, may be brought to the Board for the second reading and adoption at the March 15, 2000, regular Board meeting.
- B. **Fiscal Year 2000-2001 Service Recommendations:** A public hearing on proposed service changes for FY 2000-2001 will be scheduled for the March 15, 2000, regular Board meeting. Board approval of the final service change proposal also will be scheduled for that meeting.
- C. **Fiscal Year 2000-2001 Pricing Plan and Fare Ordinance:** A public hearing and 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 scheduled for April 19, 2000.
- D. **Long-Range Financial Plan:** The Long-Range Financial Plan will be discussed with the Board at the March 15, 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 March 15, 2000, Board meeting.
- F. **Position on Gas Tax Ballot Measure:** At the March 15, 2000, meeting, staff will ask the Board to take a formal position regarding the statewide gas tax initiative.
- G. **Budget Committee Nominations:** Several Board members have been asked to submit nominations for vacant Budget Committee

positions at the March 15, 2000, Board meeting. Those positions need to be filled before the 2000-2001 budget deliberations begin in April 2000.

- H. **Budget Committee Meetings:** An informational meeting for the seven non-Board members of the LTD Budget Committee will be held in early April 2000. Meetings of the full Budget Committee are scheduled for Wednesday, April 26; Thursday, April 27; and Wednesday, May 3, 2000.
- I. **TransPlan Draft Plan Approval:** It is anticipated that approval of the Draft TransPlan could occur in December 2000.
- J. **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.
- K. **Quarterly Performance Reporting:** Staff will provide quarterly performance reports for the Board's information in February, May, August, and November each year.

LCC TERM PASS PROGRAM
February 16, 2000

PROPOSED MOTION:

I move the following resolution: Be it resolved that the LTD Board of Directors hereby directs staff to negotiate an agreement with Lane Community College to continue the term bus pass program. Staff are authorized to set the pass price at \$40 per pass and make available 2,500 passes per term for fall, winter, and spring terms, and 1,000 passes for summer term, for the 2000-2001 school year. Staff may, based on the success of the 2000-2001 pass sales, continue the program during the 2001-2002 school year. The price per pass and quantity made available for 2001-2002 will be determined by the LTD-LCC bus pass committee and shall not exceed 3,000 passes per term at a price of \$30 per pass. Lower numbers of passes will require a higher per-pass cost.

Q:\Reference\Board Packet\2000\02\Regular Mtg\LCC term pass motion.doc



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

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

DRAFT FISCAL YEAR 1999-2000 PRICING PLAN

Prepared by
Diane Hellekson, Finance Manager

February 16, 2000

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

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

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

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

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

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

- Service policy and fare policy must be coordinated to maximize productivity. LTD is about to begin a Comprehensive Service Redesign that will, among other goals, increase service in areas where productivity can be improved, and decrease service in areas that do not offer the same opportunities. The result of that effort will not produce a reallocation of service until the fall of 2001. It is logical to consider a new fare plan with the new service plan.
- BRT will require a new fare technology. Current plans include the use of prepaid fares to speed boarding and the elimination of fares paid or verified on the bus, at least on the BRT corridors. Until the new technology has been identified and implemented, LTD's fare processing remains labor intensive and costly. It is practical to consider delaying large fare increases until BRT provides value-added service, and new technology eliminates the cost increase that accompanies fare increases with current farebox technology.
- Nearly 28 percent of the current active bus fleet has fareboxes that are not even equipped to accept currency. The payment of cash fares on these buses already slows service and contributes to service inefficiency. Increasing fares above \$1.00 may compound the problem. In the next two years, most of the older buses are scheduled to be replaced. In the event that cash fares are still accepted on any part of LTD's bus routes, the new buses with new fareboxes will make the transition to higher fares much easier.

CURRENT ECONOMIC/RIDERSHIP TRENDS

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

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

Local gasoline prices have increased significantly in the last year, as have bus fuel prices. However, parking remains both available and affordable in many parts of the District. In the absence of congestion pricing programs, which can effectively encourage the use of alternative transportation modes, the combination of cost and time to ride the bus still does not currently compare favorably with the personal automobile. Of these two factors, time appears to be the one that most affects behavior. Until LTD offers a transportation alternative that competes with the trip time of the personal

automobile (such as BRT), it will be difficult to attract “choice” riders. Research has shown the transit-dependent riders are most likely to be students and from low-income brackets.

One category of riders that has shown strong growth over the past two years is that of passengers requiring lifts. Lift rides have increased more than 9 percent in the last twelve months. In the same period, demand-response rides generally have been flat, which suggests that the goal of moving as many people as possible onto fixed-route service is succeeding to some extent. The cost per ride for use of special transportation services can be four or five times the cost of a regular system ride, which is a strong incentive for encouraging the use of fixed-route services.

OTHER CONSIDERATIONS

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

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

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

- Improving mobility, air quality, and traffic congestion (and reducing vehicle miles traveled or VTMs)
- Contributing to the community’s economic prosperity
- Improving the community’s transportation infrastructure

- Maintaining a commitment by all employees to safety; on-time performance; courteous, customer-oriented service; and high-quality work products

EVALUATION OF 1999-2000 FARE CHANGES

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

As is typically the case when a price increase in any fare instrument is increased, ridership flattened in the subsequent months. However, the effect of the pass price increases was not as significant as that of the last cash fare increase in September 1997. *RideSource* rides posted modest increases. There were no formal complaints posted about the Group Pass rate increase. Overall, the price increases appear to have provided a deterrent to ridership growth, but did not result in significant ridership losses nor in significant revenue gains.

PROPOSED CHANGES TO FY 2000-2001 FARE STRUCTURE

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

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

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

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

the study body will not have to vote on the program again until spring of 2002. The two-year agreement would provide for a price increase in each year.

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

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

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

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

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

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

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

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

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

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

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

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

Currently, LTD offers a discount to public and private sector organizations that resell fare instruments. The discount structure has been based on quantities purchased, which has rewarded organizations financially able to afford large quantities, and penalized organizations, often non-profit service providers. The larger, private businesses sell the instruments as a customer service, but also as a source of profit. Private sector businesses often sell the instruments as a client service. Current fare policy contains discounts based on quantity that range from 0 percent to 20 percent for passes and 0 to 10 percent for tokens. If approved, the new policy would provide a flat 10 percent discount for all amounts for all instruments. The result is expected to be nominal on the amount of fare instruments sold by outlets, and on fare revenue. Sales administration will be simplified, and it will be easier to attract smaller new outlets.

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

LONG-RANGE PRICING PLAN

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

Attachments (3)

Pricing Plan Recommendation



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Attachments (3)

TRANSIT OPERATIONS

Mark Johnson, Transit Operations Manager

1999 ACCIDENT STATISTICS

Last month I reported that we had a reduction in total accidents for 1999 as compared to 1998. The final numbers are in and we had a very good year. Total accidents were down 8.3%. This is impressive alone but taking into account that we have more drivers and drove 23,300 more miles than in 1998 makes it particularly significant. Even more impressive than total accidents is the number of accidents that were ruled to be preventable. Out of 165 total accidents only 52 were ruled preventable as opposed to 71 preventable accidents in 1998. LTD averaged nearly 26,000 miles between all accidents and 82,460 miles between preventable accidents. LTD operators have once again proved that they are professional and keep safety as their top priority.

PERSONAL PROTECTION TRAINING

Personal protection training was completed for operators in early February. All operators attended the class, which consisted of eight hours of training in security and self-protection. The purpose of the class was to provide operators with tools that they can use to defuse conflict before it begins, resolve conflict that can't be avoided and to protect themselves if assaulted by violent people. The class promoted this approach through self-analysis, information and hands-on training. The class was very successful based on the class evaluations.

OPERATOR MEETINGS

In January, two operator meetings were held to discuss running time issues as well as other concerns that operators had about the day to day operation. Representatives from SP&M, and operations were on hand to discuss and address issues that were making it hard on operators to perform their daily work in a safe and professional manner. We are talking their concerns and suggestions and using follow up meetings to focus in on issues to be sure that they are addressed adequately.

EXPANDED SECURITY AT THE GLENWOOD FACILITY

There have been a series of vehicle break-ins and vandalism recently in the employee parking lot at the Glenwood facility. There was also an employee's vehicle stolen from our employee lot in late January. To better protect our employees and their property we began security patrols of the Glenwood facility. The Mall Guides, who patrol for LTD at the Eugene Station, provide the security patrols. There are eight hours a day of security patrols on the property. The time is split between late evening and early morning when most of the criminal activity has taken place. We will monitor the effectiveness of the security patrol and look at other cost-effective ways to provide a safe and secure environment for our employees.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 21, 2001

ITEM TITLE: TRANSPLAN UPDATE

PREPARED BY: Lisa Gardner, Capital Grants Administrator

ACTION REQUESTED: None. Information only.

BACKGROUND: At the February 8, 2001 Metropolitan Policy Committee meeting MPC discussed the remaining two unresolved TransPlan issues. The two unresolved issues discussed were 1) Willamette River Crossing Study and 2) New Finance Policy on Investment Priorities.

Following discussion on the Willamette River Crossing issue, a motion passed to approving the following option: "Do not include a study in the project list." This motion will be referred from MPC to the individual adopting agencies for approval.

A resolution could not be reached on the New Finance Policy on Investment Priorities, and a motion was approved to table the issue. In summary, Springfield remains opposed to this policy and supports Option 1. Eugene remains supportive of this policy, and was flexible regarding which option could be adopted. LTD expressed a preference for Option 5, but stated a willingness to be flexible in support of reaching agreement.

At the February meeting, MPC also began a discussion of the letter from Peter Sorensen that was distributed at the October Joint Adopting Officials TransPlan meeting. Discussion of the letter will continue at the March meeting. Also at the March meeting, MPC will begin discussion of TransPlan financial constraint issues.

It is anticipated that the financial constraint issues will require several meetings by the MPC to resolve. Following MPC action on financial constraint issues, the LTD Board will be asked to take action on the financial constraint issues as well as the two unresolved issues discussed above.

ATTACHMENT: February 8, 2001 MPC TransPlan Materials

Q:\Reference\Board Packet\2001\02\Regular Mtg\TransPlan Update 2-21-01.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: February 16, 2000

ITEM TITLE: VANPOOL PROJECT UPDATE

PREPARED BY: Holly Bogle, Commuter Solutions Program Associate

ACTION REQUESTED: None

BACKGROUND: A vanpool operating between Eugene and Corvallis began service on January 31, 2000. The 15-passenger van is proving to be a success. It is now in its third week of service and has only one seat left to fill. The key challenges in organizing a vanpool are accommodating 15 individual origin and destination points and 15 schedules. Much of the van's success is due to the enthusiasm of its driver, Tony Saxman. Tony is very conscientious and has worked hard to make the necessary coordination happen.

LTD took the following steps to present the idea to the public and begin soliciting vanpool participants:

- Worked with the Cascades West Council of Governments to identify commuters traveling from Eugene to Corvallis, using our local carpool databases
- Presented ODOT with a proposal for vanpool subsidies
- Coordinated and maintained a contact list of interested parties and agency contacts, and developed an e-mail distribution list
- Conducted an interview with the OSU Faculty/Staff Newsletter, resulting in a front-page article
- Coordinated a meeting with a group of potential riders on the OSU campus and a representative from Vanpool Services, Inc. (VPSI) to discuss feasibility and logistics
- Transported van to LTD's parking lot for storage until the vanpool's start date
- Installed a sign at River Road Station ("Vanpool Boarding Area")
- Produced a press release and made follow-up calls to the media, resulting in an article in *The Register-Guard* on Saturday, January 29

The next steps include:

- Following up with the Oregon Department of Transportation (ODOT) regarding a vanpool subsidy
- Organizing a vanpool that would serve Corvallis to Eugene commuters
- Researching the feasibility of a van to serve commuters who travel between Veneta and Eugene.

ATTACHMENTS:

- (1) *Register-Guard* Article
- (2) OSU Staff & Faculty Newsletter Article

PROPOSED MOTION:

none

AGENDA ITEM SUMMARY

DATE OF MEETING: February 16, 2000

ITEM TITLE: TRANSPLAN WORK SESSION

PREPARED BY: Stefano Viggiano, Planning and Development Manager

ACTION REQUESTED: None

BACKGROUND: The process suggested for the review and adoption of TransPlan calls for several individual work sessions by each of the adopting agencies (LTD, Springfield, Eugene, and Lane County) leading to a joint work session of those four agencies that tentatively has been scheduled for May 2000. It is further suggested that the discussion and deliberation by each agency be in the following order of topic areas:

1. General Issues
2. Land Use/Nodal Development
3. Transportation Demand Management
4. Transportation System Improvements: Road System
5. Transportation System Improvements: Transit System
6. Transportation System Improvements: Bicycle System
7. Transportation System Improvements: Pedestrian System
8. Finance
9. Plan Performance and Assumptions
10. Air Quality

It is recognized that both the quantity of discussion and the pace of the discussion will vary from agency to agency. Therefore, it is not expected that all agencies necessarily will be discussing a particular topic at the same time.

This LTD work session is scheduled for one hour. The General Issues topic area deals primarily with process questions that have largely been resolved and is not expected to require a great deal of Board discussion. The Land Use/Nodal Development area includes several issues that are likely to be of interest to the Board. Tom Schwetz from the Lane Council of Governments and Jan Childs, Planning Director with the City of Eugene, will attend the work session.

Attached to this summary sheet is a compilation of staff responses to questions asked by various adopting officials and memorandums on the

review process and on land use and nodal development issues. Staff are still working on responses to questions and comments from the public that are not addressed by the responses to the adopting officials. That document should be available by the end of the month.

ATTACHMENTS:

1. Staff Responses to Adopting Officials Questions on TransPlan (Included with the agenda packets for Board members only)
2. Memorandum from LCOG regarding TransPlan Issues
3. Memorandum from Jan Childs regarding Nodal Development

PROPOSED MOTION:

None