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LANE TRANSIT DISTRICT SPECIAL BOARD MEETING

Monday, September 17, 2001
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

Kleger _____ Lauritsen _____ Melnick _____ Wylie _____
Bennett _____ Gaydos _____ Hocken _____

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT

IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 04

V. WORK SESSION

1. TransPlan 05

2. Bus Rapid Transit 07

3. Board Strategic Planning Retreat Agenda 08

4. If time remains before 6:30 p.m., the Board should consider some of the Items for Information for this meeting (beginning on page 25).

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

VI. EMPLOYEE OF THE MONTH – OCTOBER 2001 12

VII. AUDIENCE PARTICIPATION

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

VIII. ITEMS FOR ACTION AT THIS MEETING

- A. Consent Calendar 14
 - Minutes of August 15, 2001, Regular Board Meeting
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- B. Amended Fiscal Year 2001 Section 5307 Federal Grant Application 22
 - 1. Staff Presentation
 - 2. Opening of Public Hearing by Board President
 - 3. Public Testimony on Proposed Grant Application
 - Each speaker is limited to three (3) minutes.
 - 4. Closure of Public Hearing
 - 5. Board Discussion and Decision
- C. TransPlan Adoption 05

IX. ITEMS FOR INFORMATION AT THIS MEETING

- A. Current Activities
 - 1. Board Member Reports 25
 - (a) Metropolitan Policy Committee – August 16 and
September 13 meetings
 - (b) BRT Steering Committee and Board BRT Committee –
September 4 meeting
 - (c) Statewide Livability Forum – No meeting
 - (d) September 12, 2001, Eugene City Council Meeting
 - 2. General Manager's Report 27
 - 3. Monthly Financial Report 28
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A. Commuter Solutions Report	
B. Acceptance of Annual Independent Audit	
C. 2004-2007 Statewide Transportation Improvement Program (STIP)	
D. Fall Board Strategic Planning Work Session	
E. BRT Updates	
XI. ADJOURNMENT	

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

AGENDA ITEM SUMMARY

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DATE OF MEETING: September 17, 2001

ITEM TITLE: AUGUST FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: None

BACKGROUND: Financial results for the second month of the fiscal year are summarized in the attached reports. Passenger fares were almost 8 percent over monthly budget and 2 percent ahead of the previous August. Given that cash fares were raised on July 1, and the typical response is a short-term reduction in ridership, current results are satisfactory.

Group pass revenue was ahead of the previous fiscal year but remains below budget year to date, primarily due to the termination of programs at employers that have discontinued business operations in the last six months or significantly downsized. Hynix cancelled its group pass program after the layoff of 600 employees. The Hynix program previously accounted for about \$30,000 per year in group pass revenue.

Payroll and self-employment tax revenue have been restated for July, and the reports have been modified to comply with new financial reporting rules. Until the current fiscal year, payroll tax receipts were posted on a cash basis, and revenue was recognized as it was received. Effective with the close of the previous fiscal year, tax receipts will be accrued and recognized in the period in which they were owed. The effect of this change is to credit revenue received in July and August back to June, thereby making it appear that there have been minimal receipts to date. However, as was true for June 2001, receipts posted in June 2002 will be increased by the amount of July and August receipts. There will be no annual impact on the General Fund budget; the receipt report timing is the only change. Year-to-year comparisons will be out of sequence for all of FY 2001-02.

In fact, payroll tax receipts are as expected through August and remain slightly ahead of last year. The reduction in Hynix work force, and other work-force layoffs in Lane County, will have an impact on tax receipts. The first evidence will probably be noted when receipts from the first fiscal quarter are paid to LTD in November. Because tax receipts were very conservatively budgeted in light of a weaker economy, it is hoped that the tax appropriation in the current year budget is an attainable goal. This

important General Fund resource will continue to be closely watched, and more information will be provided in future reports.

Interest income for August was down as compared with both budget and prior year. The year-to-year comparison shows the effect of rate reductions that have substantially reduced earning potential in the last several months. The current-year budget anticipated the investment of bond sale proceeds, with earnings spread over the entire fiscal year. However, since there has been no action taken on debt financing to date, there have been no debt expenses, in addition to fewer funds available for investment. Therefore, there have been fewer funds with which to invest. The Board Finance Committee will meet on September 26 to review debt financing options for bus purchases and the results of staff research to date. Borrowing rates remain favorable.

Personnel services expenses are within budget parameters through August. General Fund materials and services expenses show some timing errors in how the current budget anticipated that they would occur (notably insurance). However, there are no General Fund expenditure concerns versus budget at this time.

Special Transportation Fund expenses are as anticipated through August. As previously noted, the transition of Special Transportation administrative services from Lane Council of Governments (LCOG) to LTD required time and created uncertainty for the budget process in that there were numbers that were not known by the end of the last fiscal year. One of those numbers, the cash balance to be carried forward, was higher than LCOG originally estimated. As a result, there is a cash balance in the Special Transportation Fund of nearly \$464,000. As the transition is completed, it will be necessary to do a supplemental budget to address program needs that were unknown at the time the budget was adopted. All of the changes required will be due to pass-through service contracts and will have no net effect on the LTD annual budget.

August Capital Fund expenses also are as anticipated. As will have been reported to the Board separately, the FTA Region 10 office in Seattle recently issued a Finding of No Significant Impact (FONSI) for LTD's BRT project, which cleared the way for processing of the grant application. It is expected that the Phase 1 project grant funds will be obligated before the September 30 deadline.

Fieldwork for the audit of the 2000-2001 fiscal year was completed the week of September 3. Additional work that will include the drafting of a management letter is scheduled in October. The Comprehensive Annual Financial Report (CAFR), including auditors' statements, will be distributed before the November Board meeting. A representative of the audit firm

Grove, Mueller & Swank will attend the November meeting to present audit findings and answer any questions that Board members may have.

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 Projects Fund
4. Income Statements
 - a. General Fund
 - b. Special Transportation Fund
 - c. Capital Projects Fund

PROPOSED MOTION:

None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2001

ITEM TITLE: REVISED FY 2001 SECTION 5307 FEDERAL GRANT APPLICATION

PREPARED BY: Lisa Gardner, Capital Grants Administrator

ACTION REQUESTED:

- (1) Hold a public hearing on the grant application
- (2) Approve grant application

BACKGROUND: At the August Board meeting the Board approved the proposed FY 2001 Section 5307 Federal Grant Application. As noted at that meeting, the Automated Vehicle Locator/Automatic Passenger Counter (AVL/APC) project was omitted from the Program of Projects prepared for the Board. The project list has been revised to include the funding request for AVL/APC equipment, as well as a request for the 2002 Transportation Demand Management (TDM) Surface Transportation Program (STP) funds. These funds will be available for award beginning October 1, 2002, and typically would be applied for in a future grant. Given the circumstances requiring the Board to take additional action on a revised application, staff are recommending that TDM be included in this application to avoid additional action in October.

The revised grant request is for \$1,770,280 in Federal Section 5307 funds, which includes \$190,617 in 2000 Section 5307 funds, \$1,579,663 in 2001 Section 5307 funds, and \$177,665 in 2002 STP state funds, for a total of \$1,947,945 federal funds being requested. STP funds are matched at a ratio of 89.73:10.27, and 5307 funds are matched at a ratio of 80:20. The local match for this grant request is \$462,905. The matched total for projects included in this grant request is \$2,410,850.

ATTACHMENT: Revised Program of Projects and Budgets for Section 5307 Grant

PROPOSED MOTION: I move the following resolution: LTD Resolution No. 2001-037: It is hereby resolved that the LTD Board of Directors approves the revised FY 2001 Section 5307 federal grant application for \$1,947,945 in federal funds, and authorizes the general manager to submit this application to the Federal Transit Administration for approval.

**FY 2001 PROGRAM OF PROJECTS AND BUDGET
 SECTION 5307**

GRANTEE: Lane Transit District
 Eugene, Oregon

GRANT NO.: FY 2001

	FEDERAL AMOUNT	TOTAL AMOUNT
<u>SCOPE</u>		
111-00 BUS ROLLING STOCK		
<u>ACTIVITY</u>		
11.12.40 BUS REPLACEMENT SPARE PARTS/ASSOC. CAPITAL STIP KEY # 09467 5307 (80% / 20%)	420,000	525,000
11.13.12 BUS EXPANSION-USED 5 ARTICULATED BUSES STIP KEY # 09467 5307 (80/20%)	<u>76,800</u>	<u>96,000</u>
<u>TOTAL SCOPE</u>	496,800	621,000

<u>SCOPE</u>		
112-00 BUS TRANSITWAYS/LINES		
<u>ACTIVITY</u>		
11.21.01 ENGINEERING/DESIGN (BRT Phase 2) STIP KEY # 11362 5307 (80% / 20%)	<u>196,000</u>	<u>245,000</u>
<u>TOTAL SCOPE</u>	196,000	245,000

	FEDERAL AMOUNT	TOTAL AMOUNT
SCOPE		
114-01 BUS : SUPPORT EQUIP AND FACILITIES STIP KEY # 09469		
ACTIVITY		
11.42.08 COMPUTER SOFTWARE IMPROVEMENTS 5307 (80/20%)	232,800	291,000
11.42.11 SUPPORT VEHICLES 5307 (80/20%)	3,760	4,700
11.42.20 OFFICE/MISC. EQUIPMENT (Includes \$746,920 for AVL/APC equipment) 5307 (80/20%)	840,920	1,051,150
TOTAL SCOPE	1,077,480	1,346,850

SCOPE		
117-01 BUS - OTHER CAPITAL ITEMS		
ACTIVITY		
11.72.11 TRANSPORTATION DEMAND MANAGEMENT (Program & Projects) STP FUNDS (89.73% / 10.27%)	<u>177,665</u>	<u>198,000</u>
TOTAL SCOPE	177,665	198,000
TOTAL	\$1,947,945	\$2,410,850

SOURCES OF FEDERAL ASSISTANCE

FUNDING UZA: 411440

FUNDING UZA NAME: EUGENE-SPRINGFIELD, OREGON

FY 2000, SECTION 5307 CAPITAL (CARRYOVER)	\$ 190,617
FY 2001, SECTION 5307 CAPITAL	1,579,663
FY 2002, STP STATE	<u>177,665</u>

TOTAL **\$1,947,945**

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2001

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

PREPARED BY: Jo Sullivan, Executive Assistant

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

LTD General Manager's Report

September 2001 Board Meeting



Future Dates to Remember in 2001-2001

September 19	Oregon Transportation Commission meeting and dinner
September 30	APTA Annual Meeting in Philadelphia
October 18-19	LTD Leadership Council retreat
October 29-30	Oregon Transit Association Conference, Seaside

External Activities of General Manager

August 17	Staff booth at the Lane County fair
August 22	Meeting with Tony baker re: 2001 united Way Campaign
August 23	Duck Football Dinner at Town Club
August 24	Eugene/Springfield leadership meeting
August 25-26	Participate on LTD Team in Transit Softball Tournament in Tacoma, WA.
August 27	! Golf game with Kerry Tymchuk, Chief of Staff for Senator Gordon Smith, Kevin Fromer, Chief of Staff for Congressman Rogers, Chair of the House Sub-Committee on Transportation Appropriations, and Roger Martin, Executive Director of the Oregon Transit Association. ! Hosted dinner at Hamm's house with reps from Safety Vision, American Seating, Clever Devices, and New Flyer Buses
August 31	Five hour meeting with the new ODOT Region II Director, Jeff Scheik, re: LTD services, BRT plans, specific issues with ODOT on BRT
September 4	Half day meeting with consultant on project management and oversight
September 5	Meeting with Julie Huff, Goodwill Industries re: their services and our needs
September 12	! Conference call with FTA re: LTD leading BRT Consortium meeting at APTA ! Eugene City Council meeting re: selection of two BRT corridors to study
September 16	Staff display on new Hybrid bus with Breeze paint scheme at Eugene Station

Internal Activities

September 4	Begin presentations to Coach Operator refresher training groups focused on their roles in LTD's vision, mission, and objectives; and on teamwork
September 6	BRT Strategy Team meeting
September 10	Oregon Club luncheon
September 20	Meeting with Andy and Mark on new service costs and focus on efficiency
September 21	BRT Strategy meeting, dividing the management responsibilities
September 30	Meeting on RideSource facility development

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AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2001

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Jo Sullivan, Executive Assistant

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:

1. **Metropolitan Policy Committee:** MPC meetings are held on the second Thursday of each month. LTD's MPC representatives are Board members Pat Hocken and Hillary Wylie, with Rob Bennett and Gerry Gaydos as alternates. At the Board meeting, they can provide a brief report on the, August 16 and the September 13, 2001, MPC meetings. The next MPC meeting is scheduled for October 11.
2. **BRT Steering Committee and Board BRT Committee:** 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 three LTD Board members also meet separately as the Board BRT Committee, and last met on May 1. The full Steering Committee last met on September 4, and is scheduled to meet again on October 2.
3. **Statewide Livability Forum:** Board member Virginia Lauritsen is participating on a statewide committee called the Livability Forum, as one of 12 participants from the Eugene/Springfield area. The committee has been meeting once every six months, and last met in April 2001. There is no report this month.

4. **Eugene City Council Meeting**: The Eugene City Council discussed bus rapid transit on September 12. Board member Gerry Gaydos attended that meeting and can make a brief report to the Board.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2001

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None

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

- ◆ September 10, 2001, letter from General Manager Ken Hamm to Eugene City Council, regarding the BRT project schedule
- ◆ Summary of telephone comments made by John Griffin regarding service changes

At the September 17, 2001, meeting, staff will respond to any questions the Board members may have about this correspondence.

PROPOSED MOTION: None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, August 15, 2001

Pursuant to notice given to *The Register-Guard* for publication on August 9, 2001, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held its regular monthly meeting on Wednesday, August 15, 2001, at 5:30 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Hillary Wylie, President, presiding
Patricia Hocken
Dave Kleger, Treasurer
Virginia Lauritsen, Secretary
Ken Hamm, General Manager
Jo Sullivan, Recording Secretary

Absent: Rob Bennett, Vice President
Gerry Gaydos
Robert Melnick

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

ANNOUNCEMENTS AND ADDITIONS TO AGENDA: Autzen Pedestrian Bridge—Mr. Hamm noted that staff had an engineering firm look at the Autzen pedestrian bridge that went from the Riverfront Research Park across the river to Alton Baker Park. The purpose was to evaluate the bridge's potential to carry heavy vehicles and to possibly add additional capacity. Assistant General Manager Mark Pangborn explained that the idea originally was proposed as part of the Ferry Street Bridge expansion project, to not extend the Ferry Street Bridge but to add a bus-only bridge. The Board and staff had never discussed the study because the idea had been dropped. Mr. Hamm said staff were bringing this study to the Board because the potential for that bridge recently had generated some interest in the Eugene Mayor's office as a possible consideration for bus rapid transit (BRT). The Mayor's office had requested the information from that report and although there had been no major discussions about it, Mr. Hamm wanted the Board to be aware that it could be discussed at some point.

Mr. Kleger thought that the bridge was built to carry emergency vehicles on an occasional basis. Mr. Hamm explained that the report actually said that the bridge was engineered and constructed in such a way that it could carry heavy vehicles, and that additional space could be cantilevered off it for pedestrian use and to run one-directional vehicle service across it. The potential use LTD was considering was connecting to a Park & Ride at Autzen Stadium for the University of Oregon (UO) and the housing district northeast of there. The District provided a substantial amount of service from the campus housing a little east of Autzen Stadium, and it would cost less to go directly over the river than it did to go around.

Ms. Lauritsen asked who would pay for this. Mr. Hamm said there had been no discussion yet about how it would be financed or who would pay for it. Ms. Hocken said the idea of using the

bridge for BRT started when Fair Manager Mike Gleason suggested that LTD look at that bridge as a river crossing because it would support fire trucks.

MPC Representative: Ms. Wylie stated that Ms. Hocken wanted to rotate off the Metropolitan Policy Committee (MPC) when TransPlan was adopted. That was scheduled to occur in September, so Ms. Wylie appointed Mr. Gaydos to take Ms. Hocken's place as soon as TransPlan was officially adopted.

WORK SESSION

Plan for November 16-17 Strategic Planning Work Session: Mr. Hamm asked for the Board's input regarding the focus for the two-day strategic planning retreat scheduled for November 2001. He asked the Board members to begin thinking about topics they would like to discuss with the LTD leadership group, and whether they would like to engage a facilitator to lead the discussion. Ms. Wylie said she thought that Assistant General Manager Mark Pangborn did a wonderful job of facilitation, but that meant he was not able to participate as much. She thought that sometimes discussions bogged down a little with an outside facilitator who did not know the participants or the subjects as well as staff did. Mr. Kleger thought that last year's discussions were very effective. Mr. Hamm said that if the Board did not have an outside facilitator this year, he and Mr. Pangborn would trade off, so that each would have an opportunity to participate with the Board.

Ms. Lauritsen said that this was a Board retreat, so she would appreciate having time for Board members to discuss issues among themselves, without staff present. She said she would like to know better some of the underlying concepts that were important to some of the Board members.

Ms. Hocken said she would like to take a fairly broad and long-range view of the financial issues before the District, in order to prepare for debt financing, New Starts funding, and maybe other funding sources, such as the state funding for light rail in Portland. This discussion should include the expenditures the District was faced with.

Ms. Wylie thought that the work session was a wonderful opportunity to have the Board and staff together with a lot of good brainpower and energy. She suggested that part of the work session be used for team building and brainstorming, if there was some way to incorporate that, as well as Ms. Lauritsen's suggestion for Board discussion.

Mr. Kleger suggested discussing strategies to communicate to the public—all the District's customers, not just those who rode the bus—LTD's long-term agenda for BRT (why, how the transition would be made, the relationship of the new fall service to the long-term service goals, etc.). Ms. Wylie built on that idea by adding a discussion of the vision of transit in the community, and how that was changing.

Ms. Hocken asked if there would be enough data available to revisit the productivity versus coverage discussion following the implementation of the Comprehensive Service Redesign (CSR). There would be only about two months' data, so a comprehensive discussion would be premature.

Staff said they would check with the missing Board members, and asked the Board to call with additional ideas for agenda topics.

BRT Update: Mr. Hamm reviewed the topics on the Agenda Item Summary on page 6 of the agenda packet, including Environmental Assessment, Intergovernmental Agreements, Design Team Selection, and Next BRT Corridors. He also informed the Board that he and Fleet Services Manager Ron Berkshire would be going to Amsterdam and France at the end of September to evaluate two of the buses that could be used for BRT.

Ms. Hocken said she would like to have a conversation about how LTD was going to handle the schedule for development of the additional corridor with the City of Eugene. She suggested that LTD could give the Council a list every month of what had been done to move the schedule along, and maybe schedule future times on the Council's agenda for the next year or so. She wanted to be sure the timeline was managed better than it had been. Mr. Pangborn said that LTD was scheduled to go before the Eugene City Council on September 10, and staff had written a draft letter to the Mayor stating that the schedule had slipped and looking for a buy-in from the Council at the beginning of the process.

Mr. Hamm explained what had occurred with the public process in Phase 1. He said that the stakeholder group, the BRT Advisory Committee, believed that its participation could continue to be a productive process in Phase 2. Staff were not recommending changing to a different group.

Ms. Hocken supported Mr. Hamm's comments and said she thought that the charrette process had been amazing and very positive. Discussions were added as necessary with certain groups, such as Friends of Eugene and Glenwood businesses. She thought a new stakeholder process could slow the process down.

Items for Information:

Board Reports: (1) MPC – There was no meeting in July and the August meeting was postponed until August 16. (2) BRT Steering Committee – Discussed earlier during the work session. (3) Statewide Livability Meeting – No meeting was held. (4) LTD/ATU Pension Trust – The Trustees met on July 30. Mr. Hamm reported that the Trustees considered Requests for Proposals for Trust services, and determined that the current structure would remain the same, except that they would interview two firms to provide auditing services. They also discussed benefits for domestic partners of retirees and for rehired retirees. (5) Bus Rodeo – Ms. Hocken and Mr. Kleger had attended the Bus Rodeo on July 22. Some bus operators from Salem Area Transit had participated with LTD's operators. LTD's winning operator was scheduled to participate in the national rodeo in Philadelphia in September. (6) Picnic – Ms. Wylie reported that the annual employee picnic was a great success, with wonderful music provided by LTD employees. She had the opportunity, with ATU Local 757 Executive Board Officer Paul Headley, an LTD bus operator, to place the first sticker that said, "This bus is driven and maintained by ATU employees" on one of the buses. Mr. Hamm added that the Union and LTD had a good partnership and were working together for fair and consistent ways to treat all employees throughout the organization. Ms. Wylie said that she was very proud of that relationship.

General Manager's Report: Mr. Hamm noted the summary of his recent activities on page 69 of the agenda packet.

2001 Legislative Report: Government Relations Manager Linda Lynch called attention to the Legislative Report distributed to Board members with the agenda packet. A table showed more than 200 bills reviewed by staff. She noted that almost everyone felt good about the 2001 Oregon legislative session, even though it had been panned by some as a "do nothing" session.

Representative Bruce Starr (R-Hillsboro), who chaired the House Transportation Committee, proved to be a great friend of transit, and services for the elderly and people with disabilities were fairly safe in his hands. She said he deserved a lot of credit for being creative about funding issues.

Ms. Hocken said that the \$35 million that Washington County would receive for commuter rail got her thinking about how to get money for bus rapid transit (BRT). Ms. Lynch said that this probably would be a 2005 legislative agenda item, since BRT would be on the ground, or possibly 2003. It also would be a good message to the Oregon Transportation Commission at its meeting in Eugene in September.

Ms. Wylie asked what happened to Springfield Station in the U.S. Congress. Ms. Lynch replied that the House version contained no mention of the Springfield Station, but the Senate version fully funded the appropriation. She did not know yet what would happen in conference committee, and said that staff might call on the Board to contact senators before then.

Monthly Financial Report: Finance Manager Diane Hellekson handed out the financial statements and noted that year-end-close work was being done. She said that ridership and revenue were quite strong, with no shift from cash fares even after an increase in that fare. The payroll tax slightly exceeded budget, but there would be a better test in August when the second-quarter tax revenue would be distributed to LTD. Ms. Hellekson said that she hoped to have the Board Finance Committee meet in September to discuss debt financing, and in October, in order to take the Capital Improvements Program (CIP) to the Board in November this year, to help begin the budget process earlier than usual. She said also that no action had been taken on debt financing. One of the reasons for this was that staff were waiting for a formal ruling from the Federal Transit Administration (FTA) to see if LTD could use federal funds to repay some forms of the debt that LTD was considering. Staff knew they could use federal funds to pay for capital leasing, but wanted permission to use other forms in writing before beginning.

Ms. Hellekson stated that the Oregon Transportation Infrastructure Bank (OTIB) had approached staff about LTD borrowing money, now that the transit side of the bank had \$3.6 million to loan. Staff were considering the option of using OTIB money for a portion of the bus purchase, and would be discussing this with the Board Finance Committee.

Springfield Station Update: Nothing was added to the discussion held already that evening.

TransPlan Update: Final approval was expected to be on the Board agenda in September.

Recess: Ms. Wylie called a brief recess at 6:40 p.m. and called the meeting back to order at 6:50 p.m.

EMPLOYEES OF THE MONTH:

AUDIENCE PARTICIPATION: There was no one in the audience who wished to address the Board.

MOTION **CONSENT CALENDAR:** Mr. Kleger moved the following resolution: "LTD Resolution No. 2001-030: It is hereby resolved that the Consent Calendar for August 15, 2001, is approved as presented." The motion was seconded by Ms. Lauritsen and unanimously approved by voice vote, with Hocken, Kleger, Lauritsen, and Wylie voting in favor, and none opposed. The Consent Calendar consisted of the minutes of the May 16, 2001, regular board meeting, the June 20, 2001,

VOTE

regular Board meeting, and the July 18, 2001, canceled Board meeting, as well as LTD Resolution No. 2001-031, adopting the Revised Fiscal Year 2001-02 Disadvantaged Business Enterprise (DBE) Program.

FISCAL YEAR 2001 SECTION 5307 FEDERAL GRANT APPLICATION: Staff Presentation: Mr. Pangborn explained that this request was part of an annual grant application process for capital grants. All of the money being requested would fund a portion of the 2001-02 capital program. A total of \$1,241,700 was being requested for bus replacement, articulated buses, BRT Phase 2 engineering and design, computer software improvements, support vehicles, and office and miscellaneous equipment. Ms. Hocken noted that the summary said LTD would be purchasing automatic vehicle locators/automatic passenger counters, but those were not included in the grant detail. Mr. Pangborn thought that the summary sheet was wrong and that was a separate grant.

Ms. Wylie wondered if LTD had to notify the FTA formally when Eugene/Springfield reached a new population level. Mr. Pangborn said that the FTA had a person who was analyzing census status, and that LTD would be changing from under 200,000 to over 200,000 in population designation. This would mean a different funding formula, which staff hoped would result in additional funding for the District.

Public Hearing on FY 2001 Section 5307 Federal Grant Application: Ms. Wylie opened the public hearing on the grant application. There was no public testimony, and Ms. Wylie closed the public hearing.

MOTION Board Discussion and Decision: Ms. Hocken moved the following resolution: LTD Resolution No. 2001-032: It is hereby resolved that the LTD Board of Directors approves the proposed FY 2001 Section 5307 federal grant application for \$993,360 in federal funds, and authorizes the general manager to submit this application to the Federal Transit Administration for approval. Mr. Kleger seconded, and the motion carried by unanimous voice vote.

VOTE

NEW LOW-FLOOR BUS PURCHASE: Fleet Services Manager Ron Berkshire stated that since the June 2001 Board meeting, staff had worked with Gillig to determine the price of additional buses ordered under the existing contract. Staff also were proposing to install the latest in LED signs and security cameras. The total price per bus would be \$268,542. For 18 buses, the cost would be \$4,833, 756. He considered this a reasonable price, since the average price of a low-floor bus was \$270,000. Mr. Berkshire explained that staff were asking for authority to proceed with a change notice and authorize the general manager to purchase the 18 buses.

The Board briefly discussed the safety and efficiency of Gillig buses as they compared with other manufacturers, and the process for determining the specifications for each bus purchase. Mr. Berkshire stated that all the buses were made about the same in terms of physical dimensions, and that manufacturers constantly were making small changes to improve the buses.

MOTION Mr. Kleger moved that the Board adopt "LTD Resolution No. 2001-033: The LTD Board of Directors hereby gives approval for staff to proceed with a change notice to the existing contract with Gillig and authorizes the general manager to purchase 18 new low-floor buses from Gillig Corporation." Ms. Hocken seconded, and the motion carried by a vote of 3 to 0, with Ms. Lauritsen abstaining.

VOTE

Ms. Hocken asked Ms. Lauritsen why she abstained from voting. Ms. Lauritsen said that when spending this kind of money, it seemed that LTD was going down the same old track too many times. She said that 18 buses were a sizeable percentage of what was in the fleet, and the District was having to lock itself into the same buses. Ms. Wylie responded that LTD did have some issues with the buses, but that they were the District's workhorses, and LTD was saving \$20,000 per bus, so she thought that was good business.

BUS RAPID TRANSIT (BRT) STEERING COMMITTEE APPOINTMENTS:

Mr. Pangborn referred to the staff memorandum on page 55 of the packet. He said that from the staff's and, he believed, the Steering Committee's perspective, the current BRT Steering Committee was a valuable tool to prepare materials and recommendations to bring back to the Board. Staff therefore were recommending continuing this committee through the next phase of BRT, and were asking the Board to approve a few changes to the committee. John Lively was leaving the committee, and Dan Egan of the Springfield Chamber was being recommended as his replacement. An additional member to represent more of the "green" community was proposed, as well, with Charlie Magee being recommended for that position. The committee would focus primarily on the next corridor, and would receive regular updates on the construction phase of the first corridor.

Ms. Hocken supported adding a "green" member. She said that the business view was well represented, so it would be good to add a different perspective and approach. Mr. Pangborn said that staff would be extra diligent in including discussions with the Friends of Eugene, Citizens for Public Accountability, and other groups in the process. Ms. Hocken asked if there would be a bus rider on the committee. Mr. Hamm said he thought Mr. Magee was a fairly frequent rider and committed to alternative transportation. Mr. Kleger said he believed that committee members Eugene City Councilor Scott Meisner and Lane County Commissioner Peter Sorenson rode frequently, and Springfield City Councilor Tammy Fitch also rode occasionally.

MOTION Ms. Lauritsen moved the following resolution: "LTD Resolution No. 2001-034: It is resolved that Charles Magee and Dan Egan be appointed to the BRT Steering Committee."
VOTE Ms. Hocken seconded, and the resolution passed by unanimous voice vote.

SPRINGFIELD STATION DESIGN REVIEW COMMITTEE: Mr. Pangborn called the Board's attention to the staff summary on page 58 of the agenda packet, which included a description of the committee's charge and membership. No specific membership recommendations were being made at that time. The three Board member positions also would participate as the Board Springfield Station Committee.

MOTION Ms. Hocken moved the following resolution: "LTD Resolution No. 2001-035: It is hereby resolved that a Springfield Station Design Review Committee will be formed to serve in an advisory capacity to the LTD Board on Springfield Station design issues." Mr. Kleger
VOTE seconded, and the resolution passed by unanimous voice vote.

Ms. Wylie named herself, Ms. Lauritsen, and Mr. Melnick as the Board's representatives on the Springfield Station Design Committee and the Board Springfield Station Committee, with Mr. Kleger as an alternate.

SEPTEMBER AND NOVEMBER BOARD MEETINGS: Ms. Wylie noted that a special dinner meeting with the Oregon Transportation Commission had been scheduled for September 19, the evening of the regular LTD Board meeting. The Board members present agreed to hold a special meeting on Monday, September 17, instead. Ms. Wylie also noted that the regular Board meeting in November would be on the evening before Thanksgiving Day, and proposed moving the meeting to November 14. Ms. Lauritsen had a conflict that evening, so those present agreed that the Board would meet on Monday, November 19, instead of the regular Wednesday meeting on November 21.

ADJOURNMENT: Ms. Lauritsen asked where the Board's two-day strategic work session would be held in November. Mr. Pangborn stated that since the Board preferred not to go out of town, the work session had been scheduled for the Eugene Hilton.

There was no further business. The meeting was adjourned at 7:43 p.m.

Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2001

ITEM TITLE: WORK SESSION: BRT UPDATE

PREPARED BY: Stefano Viggiano, Planning and Development Manager

ACTION REQUESTED: None. Information and discussion only.

BACKGROUND: A work session is scheduled to discuss the BRT Phase 1 project and the next BRT corridors in Eugene and Springfield.

Environmental Assessment (EA)/Grant: The review period for the final draft of the EA closed on August 21, 2001. A total of 10 comments were received. The Federal Transit Administration issued a Finding of No Significant Impact ("FONSI") on September 5, 2001. The FONSI has allowed for the final processing of the federal grant, which will be completed by the September 30, 2001, obligation deadline.

Intergovernmental Agreements (IGAs): Staff are working with Eugene, Springfield, and the Oregon Department of Transportation on IGAs that will guide the interjurisdictional coordination of the Phase 1 design. Both the Eugene and Springfield City Councils stipulated as part of project approval that the IGAs be developed.

Design Team: Staff are in contract negotiations with Parsons Brinkerhoff, the lead firm for the team selected as the top choice to provide engineering and architectural services for the BRT Phase 1 project. It is expected that a contract will be negotiated by the end of the month.

Next BRT Corridors
The Springfield Planning Commission and Springfield City Council are scheduled to take action by the end of October on the selection of the preferred corridor for the next BRT line in Springfield. The BRT Steering Committee has endorsed the Pioneer Parkway corridor.

The Eugene Planning Commission has recommended that the options for the next Eugene BRT corridor be narrowed to the 11th/13th, Coburg Road, and Highway 99 corridors. The Eugene City Council considered that recommendation on September 12, 2001. The results of that meeting can be reported at the Board meeting. A final selection for the general alignment likely will not be made until late this fall.

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2001

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Jo Sullivan, Executive Assistant

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 September 17, 2001:

- ◆ Approval of minutes: August 15, 2001, regular Board meeting

ATTACHMENTS: Minutes of the August 15, 2001, regular Board meeting

PROPOSED MOTION: I move that the Board adopt the following resolution:

LTD Resolution No. 2001-036: It is hereby resolved that the Consent Calendar for September 17, 2001, is approved as presented.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2001

ITEM TITLE: OCTOBER 2001 EMPLOYEE OF THE MONTH

PREPARED BY: Jo Sullivan, Executive Assistant

ACTION REQUESTED: None

BACKGROUND: **OCTOBER 2001 EMPLOYEE OF THE MONTH:** Transit Operations Supervisor Kay Kinnish was selected as the October 2001 Employee of the Month. Kay was hired by the District on December 7, 1993, as a bus operator. Beginning in March 1996, in addition to his duties as a bus operator, Kay began working as a temporary system supervisor. He was promoted to the position of field supervisor on a limited-duration basis on March 22, 1998. Kay was promoted to a regular supervisor position on October 20, 1998.

Kay was nominated for this award by two of his fellow transit operations supervisors who appreciate Kay's willingness to assist his co-workers, especially with regard to the recent reorganization that has occurred within the transit operations department. Previously, the system supervisors have worked in the transit operations office, assuming primary responsibility for dispatch and radio system operations, while field supervisors have worked primarily on the road, assisting bus operators and guests and responding to situations in the system. The Transit Operations Department reorganization has combined these two positions into one, transit operations supervisor, and requires the supervisors to be able to perform all duties. Kay's experience as a temporary system supervisor provided him with experience working in the office while his experience as a field supervisor provided him with experience working on the road. Kay's co-workers are appreciative of his willingness to share his experience in both of these positions and assist the other supervisors in learning their new duties. Kay is described as being a person who goes the extra mile to help his co-workers be successful in their jobs. They attribute the relatively smooth transition during the recent reorganization to his efforts.

When asked to provide an additional statement about what makes Kay a good employee, Transit Services Administrator Rob Montgomery said:

Kay is very respected throughout the District, especially among the operators he directly supervises and his supervisory peers, as well as myself. His ability to resolve conflicts is amazing. He can walk into a potentially explosive situation and within moments he

will have the situation under control, and most often the result is a win-win for all affected. This ability is so very important for an Operations supervisor.

He represents LTD in a style and manner we can all learn from and be proud of, and he treats anyone and everyone with dignity and respect.

Kay is one of the most loyal and dedicated supervisors anyone could have on staff. I am proud he is on LTD's and mine!

Our congratulations to Kay on his selection as the October Employee of the Month!

AWARD:

Kay will attend the September 17, 2001, meeting to be introduced to the Board and receive his award.

MONTHLY FINANCIAL REPORT COMMENTS

September 17, 2001

Revenue:

- **Passenger fares** are healthy for the first two months, and ahead of the same period in the last fiscal year. The group pass program has been affected by downsizing on the part of major participants. The loss of Hynix's participation will have an estimated \$30,000 impact on annual revenue.
- **Special service** receipts are strong. Ridership was up significantly for the Lane County Fair and has been strong through the first two University of Oregon home football games.
- **Payroll and self-employment tax revenue** has been restated in accordance with new reporting rules. The change affects the timing of receipt reporting and will make year-to-year comparisons invalid for the current fiscal year. The change will have no net impact on the annual budget. Payroll tax year-to-date receipts are as anticipated through August. Local job losses in the high tech sector will have an impact on payroll tax receipts that will first be noted in November. However, it is expected that the General Fund tax appropriation for the current fiscal year is an attainable goal.

Expense:

- **Administration personnel** expenses are as expected through August.
- **Contract personnel** expenses are also as expected year to date. They will be monitored closely and analyzed following the implementation of service changes effective September 2, 2001.
- **Materials and services** expenses generally are as anticipated by the budget. There were some timing anomalies in how the budget anticipated expenses by month.
- **Capital** expenses also are as anticipated by the budget. LTD expects Phase 1 BRT grant funds to be obligated before the September 30 deadline.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** September 17, 2001
- ITEM TITLE:** ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING
- PREPARED BY:** Jo Sullivan, Executive Assistant
- 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. **Commuter Solutions Report**: Staff will prepare a report on the Commuter Solutions program for the Board's information at the October 17 Board meeting.
 - B. **Acceptance of Annual Independent Audit**: At the November 21, 2001, meeting, the Board will hear a presentation on the Comprehensive Annual Financial Report and be asked to approve the audit report for the year ending June 30, 2001.
 - C. **2004-2007 Statewide Transportation Improvement Program STIP**: The Oregon Department of Transportation has begun preliminary planning for the 2004-2007 STIP process. Following completion of a Statewide STIP Stakeholder Process commissioned by the Oregon Transportation Commission, programming direction will be set for the STIP process. Results of the Stakeholder process, and OTC direction for the 2004-2007 STIP process, will be discussed at a future Board meeting. The Stakeholder input on the STIP process is due to the Commission in September, hopefully providing direction for the Commission's October discussion on 2004-07 STIP goals.
 - D. **Fall Board Strategic Planning Work Session**: The Board will hold its annual two-day strategic planning work session on November 16 and 17, 2001, at the Eugene Hilton and Conference Center. Staff will continue to work with the Board to prepare the agenda.
 - E. **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.



LTD General Manager's Report

September 2001 Board Meeting

Future Dates to Remember in 2001-2001

- | | |
|---------------|---|
| September 19 | Oregon Transportation Commission meeting and dinner |
| September 30 | APTA Annual Meeting in Philadelphia |
| October 18-19 | LTD Leadership Council retreat |
| October 29-30 | Oregon Transit Association Conference, Seaside |

External Activities of General Manager

- | | |
|--------------|---|
| August 17 | Staff booth at the Lane County fair |
| August 22 | Meeting with Tony baker re: 2001 united Way Campaign |
| August 23 | Duck Football Dinner at Town Club |
| August 24 | Eugene/Springfield leadership meeting |
| August 25-26 | Participate on LTD Team in Transit Softball Tournament in Tacoma, WA. |
| August 27 | ! Golf game with Kerry Tymchuk, Chief of Staff for Senator Gordon Smith; Kevin Fromer, Chief of Staff for Congressman Rogers, Chair of the House Sub-Committee on Transportation Appropriations; and Roger Martin, Executive Director of the Oregon Transit Association.
! Hosted dinner at Hamm's house with reps from Safety Vision, American Seating, Clever Devices, and New Flyer Buses |
| August 31 | Five-hour meeting with the new ODOT Region II Director, Jeff Scheik, re: LTD services, BRT plans, specific issues with ODOT on BRT |
| September 4 | Half-day meeting with consultant on project management and oversight |
| September 5 | Meeting with Julie Huff, Goodwill Industries, re: their services and our needs |
| September 12 | ! Conference call with FTA re: LTD leading BRT Consortium meeting at APTA
! Eugene City Council meeting re: selection of two BRT corridors to study |
| September 16 | Staff display on new Hybrid bus with Breeze paint scheme at Eugene Station |

Internal Activities

- | | |
|--------------|--|
| September 4 | Begin presentations to Coach Operator refresher training groups focused on their roles in LTD's vision, mission, and objectives; and on teamwork |
| September 6 | BRT Strategy Team meeting |
| September 10 | Oregon Club luncheon |
| September 20 | Meeting with Andy and Mark on new service costs and focus on efficiency |
| September 21 | BRT Strategy meeting, dividing the management responsibilities |
| September 30 | Meeting on RideSource facility development |

**LEADERSHIP COUNCIL RETREAT TOPICS
OCTOBER 18-19, 2001**

- I. Budget
 - A. Long-range plans
 - 1. Service
 - 2. Capital
 - B. Setting priorities with declining revenues
 - C. New revenue sources
 - D. Performance measures/budget priorities
 - E. Assessing staff resources to meet goals
 - F. Guest services throughout the organization
- II. Organizational Structure
 - A. Review reorganization
 - 1. Has the reorganization addressed the issues and needs originally identified?
 - 2. What next?
 - B. Communications needs within the organization
- III. Human Resources
 - A. Employee performance evaluation and development
 - B. Compensation issues and solutions
 - C. Problems, goals, and process to solutions
- IV. Marketing
 - A. Image
 - B. Branding
 - C. Logo



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MONTHLY PERFORMANCE GROUP REPORTS

September 17, 2001

GENERAL MANAGEMENT GROUP

Ken Hamm, General Manager
Linda Lynch, Government Relations Manager
Mark Pangborn, Assistant General Manager
Terry Parker, Special Transportation Program Administrator
Jo Sullivan, Executive Assistant

IN CONGRESS

No date has been set for conference committee action on the differences between the House and Senate versions of the FY 2002 Transportation Appropriations Measure. At this writing, the measure is still held up over the safety of Mexican trucks. The Congress and the Administration need to agree on a plan to fund federal agencies in light of the declining national economy. It is expected that Transportation is less likely to see cuts than other appropriations measures, but because there is no agreement on a plan, the process remains unclear.

Springfield Station advocates continue to lobby for the Senate version of the transportation measure.

For sure, Congress will not meet its target adjournment date of October 5. It is highly likely that at least some agencies will enter the new federal fiscal year beginning October 1 on a continuing resolution, rather than with a new appropriations measure.

IN SALEM

Little action in state politics will occur until the state's appellate courts have ruled on a variety of issues and cases. These include whether the term limits measure passed by voters in 1994 is constitutional, whether the redistricting measure created by the Secretary of State is constitutional, and whether the 2000 voter-passed Measure 7, relating to land use, is constitutional. Also, there is some pressure for the Legislature to convene in special

session to address the shortfall in the projected revenue forecast. That is not likely to occur before some of the decisions of the courts have been made.

The Secretary of State has not yet begun the LTD Board redistricting process, but is gathering GIS and population data for the process. The Secretary of State’s staff expect to complete this work by the end of October or early November. Although not required by statute, they will require some public comment period and will solicit feedback and suggestions on subdistrict boundaries.

**DEVELOPMENT SERVICES
GROUP**

- Ed Bergeron, Marketing Manager*
- Charlie Simmons, Facilities Services Manager*
- Stefano Viggiano, Planning & Development Manager*
- Andy Vobora, Service Planning Manager*

SUMMER SPECIAL EVENTS

Summer 2001 was no different than past summers as LTD provided shuttle service for the Oregon Country Fair, the Butte to Butte, the Lane County Fair, the Scandinavian Festival, the Filbert Festival, and Duck football. The following list summarizes ridership for most of these events:

Oregon Country Fair	12,619	rides
Butte to Butte	1,559	rides (one-way rides)
Lane County Fair	26,764	rides
Scandinavian Festival	1,162	rides
Duck Football	14,300	rides (one-way rides for two games)

Duck football got off to a rocky start due to a combination of factors, including the new operating environment, nighttime conditions, a breakdown of staffing provided by the Eugene Police Department (EPD) and CMS, and a failure on our part to properly prepare routing information for our operators. These issues were not caused by a lack of effort, but rather an overwhelming number of changes related to the new stadium location. Through a series of discussions internally, with University of Oregon (UO) staff, and with EPD, the issues were identified and steps were taken to correct the problems. Operations for the second game went very well. Guests were transported in approximately 45 minutes, and the platform was completely clear of stragglers one hour after the end of the game. The operators, operations staff, and administrative staff deserve a lot of credit for their hard work. Ridership for the first two games averaged over 7,100 guests, which represents an increase of 14 percent over last season’s average ridership. The USC

game will again present us the challenge of working after sundown; however, we are confident that operations will again work smoothly.

CSR IMPLEMENTATION

The fall service implementation has gone as smoothly as can be expected. Extra staffing was on hand at the Eugene Station for the first five days of the bid to assist guests with questions about routes and schedules. No major issues were identified during this first week. Staff are compiling a list of issues, including timepoint issues and suggestions related to additional trips on specific routes. Several of the timepoint issues will be handled during the coming weeks and staff will continue to monitor service as both UO and Lane Community College (LCC) begin classes on the 24th of September. Monitoring and ridership surveying are occurring on routes identified with operational issues. This monitoring will be expanded in October to include a Route Segment Analysis, which will provide a trip-by-trip ridership snapshot.

Breeze service began on schedule and has shown strong ridership. LTD's thirty-foot Gillig buses are being used until the new AVS buses are available for service. The City of Eugene staff worked quickly to convert Pearl Street to accommodate the Breeze routing and all changes were in place five days prior to implementation. Breeze shelters will begin showing up along the route in mid- to late September, and all ten should be in place in early October. All Breeze bus stops and information were in place for the start of service, thanks to the great work of the Facilities Services staff.

Many staff have worked extremely hard to make this transition go smoothly, and all deserve a big thank you! The bus operators and Guest Service staff have handled the difficult questions and concerns expressed about the new service with great professionalism and a lot of patience.

COMMUTER SOLUTIONS UPDATE

Commuter Solutions Program Manager Connie Bloom Williams is on a leave of absence through the end of October; however, the Commuter Solutions work continues. Efforts with a group of business people from the Gateway area are continuing following an employer survey of area businesses. In light of the rapidly changing landscape in the Gateway area, these discussions most likely will change direction as the hospital and BRT projects take shape. New group pass contracts have gone into effect recently. New businesses include:

- ◆ Northwest Youth Corps OutDoor School (September 2001)
- ◆ EFN/Eugene Free Net
- ◆ Oregon State Trooper Magazine
- ◆ Prosperity Phone Service
- ◆ Oregon Eugene Mission

**TRANSPORTATION SERVICES
GROUP**

*Ron Berkshire, Fleet Services Manager
Mark Johnson, Transit Operations Manager
Rick Bailor, Eugene Station Administrator*

ARTICULATED BUS TRAINING

The Operations training staff worked hard to develop and schedule operator training for the five articulated buses that arrived this summer. The buses were first used for the Lane County Fair and have since been used for the first two football games. The operators seem to enjoy driving them. Overall, these buses are a welcome addition to the fleet and helpful on high-demand special service routes.

GUEST SERVICES MEETS THE CHALLENGE

All of the changes to the system have created a lot of questions from LTD guests. The Guest Services Center has been extremely busy trying to keep up with the demand for information. The Guest Service representatives have done an outstanding job. Even with the increased volume, they have been able to keep the lost call rate below 4.5 percent. That shows a remarkable improvement over the lost call average of 7.5 percent during the past several months.

**ADMINISTRATIVE SERVICES
GROUP**

*David Dickman, Human Resources Manager
Diane Hellekson, Finance Manager
Steve Parrott, Information Services Manager*

There is no Administrative Services Group report this month.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2001

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None

BACKGROUND: In response to a request by the Board for regular reporting on the District's performance in several areas, monthly performance reports are included in the Board agenda packets. The August 2001 Performance Report is attached.

Staff will be available at the September 17 meeting to answer any questions the Board may have about this information.

ATTACHMENTS: August 2001 Performance Report

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2001

ITEM TITLE: PLANNING FOR BOARD STRATEGIC PLANNING RETREAT

PREPARED BY: Mark Pangborn, Assistant General Manager

ACTION REQUESTED: Discussion of proposed topics for November 16-17 Board strategic planning work session

BACKGROUND: At the August 15 Board meeting, the four Board members present discussed a suggested list of topics for the Board's annual strategic planning work session. Attached is a memorandum sent to the Board after that meeting, listing the topics proposed by staff and by the members present on August 15. Since three members were absent that evening, staff would like to discuss the proposed topics with the Board again before preparing the final agenda.

Also attached is a summary of the topics planned for the October LTD Leadership Council (management staff) retreat. The Board members may want to discuss how this agenda affects their desired outcomes for the Board's strategic planning retreat.

RESULTS OF RECOMMENDED ACTION: Staff will begin preparing background papers and the final agenda for the November 16-17 strategic planning work session.

ATTACHMENT:

- (1) August 21, 2001, Memorandum to Board
- (2) Leadership Council Retreat Topics

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2001

ITEM TITLE: SPRINGFIELD STATION UPDATE

PREPARED BY: Mark Pangborn, Assistant General Manager

ACTION REQUESTED: None. Information only.

BACKGROUND Facilities Services Manager Charlie Simmons is the project manager for construction of the Springfield Station. He will provide a brief update on this project at the September 17 Board meeting.

ATTACHMENT: None

MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2001

ITEM TITLE: STIP STAKEHOLDER GROUP AND PROCESS

PREPARED BY: Linda Lynch, Government Relations Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: At its December 2000 meeting, the Oregon Transportation Commission (OTC) requested a summary of the current Statewide Transportation Improvement Plan (STIP) process and an identification of policy decisions the Commission might need to address during a review of the STIP process.

To that end, ODOT staff suggested and the Commission approved creation of a stakeholder group to review the STIP process and to make recommendations about the process and policies. A group of more than 30 people has been meeting since March to discuss the process, how projects are prioritized, how information flows during any STIP preparation cycle, and how to make the process more transparent – including documentation of the process and public participation.

The STIP is basically a list of road projects. Transit was represented on the stakeholder group by Jeff Hamm, General Manager of Salem Area Mass Transit District. Lane Transit District staff provided Mr. Hamm with a history of local transit projects that were included in the STIP, funded from federal money that can be flexed to modes other than roads and highways.

No one from Lane County was named to the stakeholder group, but OTC Commissioner Randy Papé of Eugene was present at the last meeting as the group began to conclude its work. Lane County generally has had issues with the final STIP(s). Agencies here have felt underfunded and that their projects were underrepresented. This feeling (and the problem) was exacerbated by the Transportation Commission's directive to create multi-county Area Commissions on Transportation (ACTs).

The work product of the stakeholders' group reflects these same dynamics, asking questions about the relationship between the Metropolitan Planning Organizations (MPOs) and the ACTs, about the relationship between the ACTs and the regional offices, about the number of categories of STIP

spending, and about the process generally. It is of some interest that the group identified changes and improvements that would be necessary before modifying the STIP process itself, including:

- Decision making of the various ACTs
- Representation on the ACTs of various stakeholders
- Level of authority of the ACTS, especially relative to the MPOs
- Achieving statewide coverage of ACTs

The real issue to be decided is whether the STIP is basically the result of recommendations of the various ACTs or whether the Transportation Commission itself will make the final project selections.

The group's report will be presented to the Transportation Commission at its October meeting.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2001

ITEM TITLE: WORK SESSION AND ADOPTION OF TRANSPLAN

PREPARED BY: Stefano Viggiano, Planning and Development Manager

ACTION REQUESTED:

- (1) 5:30 p.m. – Work session on TransPlan, the Eugene-Springfield Metropolitan Area Regional Transportation Plan
- (2) 6:30 p.m. – Adopt TransPlan

BACKGROUND: TransPlan, the Eugene-Springfield Metropolitan Area Transportation Plan, is ready for adoption. Over the last several years, the LTD Board and the other three adopting agencies (Eugene, Springfield, and Lane County) have held several work sessions to discuss various TransPlan issues. All of the issues now appear to be resolved, and it appears that the plan, as proposed, will have majority support from each of the four adopting agencies.

Following adoption by the Eugene and Springfield City Councils, the Lane County Board of Commissioners, and the LTD Board, the Lane Council of Governments (LCOG) Board, which had adopted a slightly different version of the plan last June, will be asked to adopt the latest version.

The proposed plan is included as a separate document for Board members. Attached are two errata documents that correct errors in the printed document. Also attached is an amendment passed by the Eugene City Council that addresses the scope of a planned study of Interstate 5 interchanges. The Eugene Council amended the proposed TransPlan to expand the scope of the study to include the northern section of I-5, with the understanding that the study would not delay the I-5/Beltline project. The Metropolitan Policy Committee discussed this issue on September 13, 2001.

Staff from LCOG will be available at the meeting to respond to questions from the Board.

ATTACHMENTS:

(All attachments are delivered as a separate document to Board members.)

- (1) Proposed TransPlan
- (2) Errata to September 2001 TransPlan (September 5, 2001, memorandum from LCOG – referred to by City of Eugene as Exhibit B-1)
- (3) Errata #2 (Exhibit B-2)
- (4) City of Eugene Amendment (September 13, 2001, Memorandum from Eugene Planning Director Jan Childs)

PROPOSED MOTION:

A proposed LTD Resolution No. 2001-038 adopting TransPlan will be distributed to the Board at the September 17 meeting.



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**MOTION TO ADOPT TRANSPLAN
September 17, 2001**

PROPOSED MOTION: I move adoption of Lane Transit District Resolution No. 1002-038, A Resolution Adopting the Eugene-Springfield Transportation System Plan (TransPlan).

Q:\Reference\Board Packet\2001\09\Special Meeting\TransPlan motion.doc

**LTD SPECIAL BOARD MEETING
09/17/01 HANDOUT**

LANE TRANSIT DISTRICT RESOLUTION NO. 2001-038

A Resolution Adopting the Eugene-Springfield
Transportation System Plan (TransPlan)

WHEREAS, the TransPlan adopted in 1986 and amended in 1989 and 1992 is in need of modification to reflect changes in federal and state law and local transportation needs; and

WHEREAS, the Lane Transit District Board of Directors has participated in joint public hearings with officials of the cities of Eugene and Springfield and of Lane County in connection with the proposed TransPlan, and is now ready to take action with respect to TransPlan; and

WHEREAS, TransPlan satisfies state and federal requirements for coordination with LTD in the development of Regional Transportation System Plans; and

WHEREAS, TransPlan reflects federal requirements for a comprehensive transportation planning process that considers all transportation modes, supports metropolitan community development and social goals and is expected to result in the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods;

NOW, THEREFORE, BE IT RESOLVED:

That the Lane Transit Board of Directors hereby adopts TransPlan as set forth in Exhibit A with amendments listed in Exhibits B-1, B-2, and C, attached and incorporated herein by this reference.

Adopted by the Lane Transit Board of Directors on the 17th day of September, 2001.

September 17, 2001

Date

Board President

LTD SPECIAL BOARD MEETING
0917/01 HANDOUT