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Public notice was given to *The Register-Guard* for publication on October 11, 2001.

LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, October 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

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

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT

IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA

V. WORK SESSION

1. ???

2. ???

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

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

VI. EMPLOYEE OF THE MONTH – NOVEMBER 2001

VII. AUDIENCE PARTICIPATION

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

VIII. ITEMS FOR ACTION AT THIS MEETING

A. Consent Calendar

1. Minutes of September 17, 2001, Special Board meeting
2. Minutes of September 19, 2001, canceled Regular Board Meeting (Page 15)
3. ?

B. ???

C. ???

IX. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Board Member Reports
 - (a) Metropolitan Policy Committee – October 11 meeting
 - (b) BRT Steering Committee and Board BRT Committee – October 2 meeting
 - (c) Statewide Livability Forum – No meeting
 - (d) ???
2. General Manager's Report
3. Monthly Financial Report – September 2001
4. Springfield Station Update
5. Correspondence

B. Monthly Performance Group Reports

C. Monthly Performance Reports (September 2001)

X. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Acceptance of Annual Independent Audit
- B. Commuter Solutions Report
- 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).

\\LTD-GLN-FILES\WORKGROUP\Reference\Board Packet\2001\10\Regular Mtg\bdagenda.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: October 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

AGENDA ITEM SUMMARY

DATE OF MEETING: October 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 Gerry Gaydos and Rob Bennett as alternates. At the Board meeting, they can provide a brief report on the October 11, 2001, MPC meetings. The next MPC meeting is scheduled for November 8.
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 October 2, and is scheduled to meet again on November 6.
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. **Other meetings/events???:**

5. **And others?**

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: October 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:

- ◆ ?

At the October 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, September 19, 2001

The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, September 19, 2001, at 5:30 p.m., was canceled because of a conflict with an Oregon Transportation Commission meeting in Eugene. A special meeting was held on Monday, September 17, 2001, instead.

Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: October 17, 2001

ITEM TITLE: BRT UPDATE

PREPARED BY: Mark Pangborn, Assistant General Manager
Stefano Viggiano, Planning and Development Manager

ACTION REQUESTED: None. Information and discussion only.

BACKGROUND:

Grant: The federal grant for the Bus Rapid Transit Phase 1 project received final approval and was released on September 25, 2001.

Intergovernmental Agreements (IGAs): Staff have been working with Eugene, Springfield, and the Oregon Department of Transportation (ODOT) on IGAs that will guide the interjurisdictional coordination of the Phase 1 design. The IGA with Eugene is in final draft form and will be signed shortly. The IGA with Springfield is also in final draft form and will be reviewed by the Springfield City Council on October 15, 2001. The IGA with ODOT is still in development.

Design Team: Contract negotiations continue 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 very soon.

Next BRT Corridors
The Springfield City Council is scheduled to take action on October 22, 2001 on the selection of the preferred corridor for the next BRT line in Springfield. The BRT Steering Committee has endorsed the Pioneer Parkway corridor.

Work continues on the more detailed investigation of the "short list" of options for the next corridor in Eugene. A final selection for the general alignment likely will not be made until late this fall. At last month's meeting, Board members had asked for the data collected for the Eugene corridor selection. It is attached.

ATTACHMENTS: Packet of data for Eugene BRT corridor selection.

PROPOSED MOTION: None

Memorandum

Date: October 9, 2001
To: INTERESTED PERSONS AND MEDIA
one page – sent via fax
From: Susan Hekimoglu, Administrative Office Supervisor
RE: CANCELED BOARD MEETING – October 17, 2001

NOTICE OF CANCELED BOARD MEETING

The regular monthly meeting of the Lane Transit District Board of Directors scheduled for Wednesday, October 17, 2001, has been canceled for lack of agenda items requiring action. Further information can be obtained by calling LTD during regular business hours at 682-6100 (voice) or 1-800-735-2900 (TTY, through Oregon Relay, for persons with hearing disabilities).



Lane Transit District

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E-mail: ltd@ltd.lane.or.us
Internet: www.ltd.org*

AGENDA ITEM SUMMARY

DATE OF MEETING: October 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 October 17, 2001:

- ◆ Approval of minutes: September 17, 2001, special Board meeting
- ◆ Approval of minutes: September 19, 2001, canceled regular Board meeting

ATTACHMENTS:

- (1) Minutes of the September 17, 2001, special Board meeting
- (2) Minutes of the September 19, 2001, canceled regular Board meeting

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

LTD Resolution No. 2001-0__: It is hereby resolved that the Consent Calendar for October 17, 2001, is approved as presented.

AGENDA ITEM SUMMARY

DATE OF MEETING: October 17, 2001

ITEM TITLE: NOVEMBER 2001 EMPLOYEE OF THE MONTH

PREPARED BY: Jo Sullivan, Executive Assistant

ACTION REQUESTED: None

BACKGROUND: **NOVEMBER 2001 EMPLOYEE OF THE MONTH:** _____ was selected as the November 2001 Employee of the Month. _____ was hired by the District on _____. _____ was nominated for this award by

When asked to provide an additional statement about what makes ____ a good employee, _____ said:

anyone could have on staff. I am proud he is on LTD's and mine!

Our congratulations to ____ on ____ selection as the November Employee of the Month!

AWARD: _____ will attend the October 17, 2001, meeting to be introduced to the Board and receive ____ award.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** October 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. **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.
 - B. **Capital Improvements Program:** November?
 - C. **Commuter Solutions Report:** Staff will prepare a report on the Commuter Solutions program for the Board's information at the November or December Board meeting.
 - D. **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.
 - E. **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.
 - F. **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

October 2001 Board Meeting

Future Dates to Remember in 2001-2001

October 18-19 LTD Leadership Council retreat
October 29-30 Oregon Transit Association Conference, Seaside

External Activities of General Manager

September 28 –
October 4 APTA Annual Meeting in Philadelphia

Internal Activities

Legal Notices

Date: October 8, 2001
To: Debbie Buzalsky, Legal Publications
The Register-Guard; Fax #687-6668
From: Susan Hekimoglu, Administrative Office Supervisor
RE: LTD PO #07585

**PLEASE PUBLISH THE FOLLOWING LEGAL PUBLICATION ON
THURSDAY, OCTOBER 11, 2001**

NOTICE OF CANCELED LTD BOARD MEETING

The regular meeting of the Board of Directors of the Lane Transit District, scheduled for 5:30 p.m., on Wednesday, October 17, 2001, has been canceled for lack of agenda items requiring action. The next regular monthly meeting of the Board of Directors will be held on Wednesday, November 21, 2001. For more information, call 682-6100 (voice) or 1-800-735-2900 (TTY, through Oregon Relay, for persons with hearing impairments).



Lane Transit District

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MONTHLY PERFORMANCE GROUP REPORTS

October 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

IN SALEM

DEVELOPMENT SERVICES GROUP

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

**TRANSPORTATION SERVICES
GROUP**

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

**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.