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LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, December 19, 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

Melnick _____ Wylie _____ Bennett _____ Gaydos _____

Hocken _____ Kleger _____ Lauritsen _____

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT

IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 04

V. WORK SESSION 05

□ Special Transportation Program – Metro Paratransit Service Review

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

VI. EMPLOYEE OF THE MONTH – JANUARY 2001 09

VII. SPECIAL PRESENTATION – Community Service

VIII. AUDIENCE PARTICIPATION

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

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December 4 meeting | |
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| E. | Supplemental Budget | |
| F. | FY 2002-03 Service Recommendation | |
| G. | FY 2002-03 Fare Recommendation | |
| H. | General Manager's Performance Evaluation | |
| I. | Budget Committee Appointments | |
| J. | BRT Updates | |
| XII. | ADJOURNMENT | |

Alternative formats of printed material (Braille, cassette tapes, or large print) are available upon request. A sign language interpreter will be made 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: December 19, 2001

ITEM TITLE: NOVEMBER FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: None

BACKGROUND: Financial results for the fifth month of the fiscal year are summarized in the attached reports.

Passenger fare receipts were below budget in November, and continue to lag expectations year-to-date. Five-month results are now more than \$19,000 below budget expectation. Ridership is flat versus last November's results, and up 4 percent in the last twelve-month period. Group pass receipts had a strong month and made up some ground in November, but still lag the budget goal year-to-date by about \$7,000 due to the closure of technology businesses over the summer. Year-to-date revenue from this source is 5 percent ahead of the same period last year, however.

After receiving an unprecedented payroll tax disbursement in late November, LTD staff requested an internal Oregon Department of Revenue (ODOR) audit of year-to-date disbursements. While modest growth or even level receipts versus last year would have been good news, the current year total seemed unlikely, particularly given that Tri-Met has seen a 14 percent drop in tax receipts in the same period. ODOR reported back that LTD has received \$1,019,649 since the beginning of the fiscal year in error. Instead of a 5 percent year-to-year increase in receipts, LTD actually has realized a 1.4 percent decline versus budget, and .5 percent reduction versus the same period last year. Most of the erroneous payments occurred in November, so the entire adjustment is reflected in the November financial reports. Anticipated monthly revenue is down more than \$318,000, which erases a previously positive variance and creates a year-to-date negative variance of about \$110,000. If the revenue trend does not improve, this important resource could show a shortfall of up to \$300,000 by fiscal year end.

Interest income for November was down as compared with both budget and prior year. The year-to-year comparison shows the effect of rate reductions that have reduced earning potential substantially in the last several months. In addition, the current-year budget anticipated the investment of bond or other debt sale proceeds, with earnings spread over the entire fiscal year. No action has been taken on debt financing to date,

so debt expense savings offset lower interest earnings to some extent. Debt research continues. Rates continue to be very favorable. It originally was anticipated that the debt for the entire current vehicle need would be financed as a package. However, the delay in determining the articulated vehicle and alternatively-fueled vehicle specifications has led staff to consider financing the \$5.3 million for 18 Gillig buses separately. The Gillig buses have been ordered, and are scheduled for delivery in late spring of 2003. Placing the Gillig vehicle debt before current fiscal year end will help mitigate the revenue shortfall in interest. The Finance Committee will consider this proposal at its January 7 meeting.

All other General Fund revenue sources are generally as anticipated through November. However, it should be noted that Obie Communications, which is LTD's bus advertising contractor, has requested renegotiation of its contract in order to reduce the revenue guarantee to LTD. LTD has requested detailed financial reports in order to determine the effect of the economic slowdown on local and national advertising revenues. Obie Communications has continued to meet its contractual obligations to LTD while the discussion continues. Obie recently lost its largest contract with Chicago.

Personnel services expenses for both administration and represented employees increased in November for several reasons. There was an increase in operator overtime, and ATU employees had three holidays (Veterans Day, which is given to ATU-represented employees only, Thanksgiving, on which there is no service, and the day after Thanksgiving). Also, administrative position terminations resulted in payouts of accrued leave and severance based on longevity.

Growth of this largest component of the operating budget has slowed from over 12 percent to less than 11 percent over last year. However, as expected, tax receipts are down. It will therefore be necessary to significantly slow the growth of personnel services expenses in order to make sure that the General Fund remains self-supporting. Reductions in force and other course-correction actions were implemented in November as part of a long-term plan to balance the General Fund and provide sufficient local funding for high-priority capital projects.

Year-to-date materials and services expenditures are down versus budget and prior period due in part to lower fuel costs, but primarily because a significant transfer of excess operating reserves was made to the Capital Fund last year, which was a one-time event. The current-year budget pared planned non-personnel expenses as part of the effort to trim operating costs in anticipation of the slower economy. Additional reductions in this expense category are anticipated. Please note that the recent reorganization has moved some programs to new departments, and may temporarily result in reporting anomalies. These anomalies will be

corrected when the new financial systems go live in early February, and as time permits prior activity restatement.

Expense reductions implemented to date and the deferral of about \$2.4 million of a budgeted transfer from the General Fund to the Capital Fund should be sufficient to sustain financial health through the current fiscal year. However, the FY 2002-03 budget will need to further trim operating expenses, primarily personnel costs. The Long-range Financial Plan, which will be presented to the Board in January, also will require that transfers from operations to capital resume in the future, which will be challenging, given the current revenue and expense trends.

Special Transportation Fund expenses are as anticipated through November. As previously noted, a supplemental budget will be required to complete the transition of this program. This action is anticipated as part of the January Board meeting agenda.

November Capital Fund expenses also are as anticipated. Progress on individual capital projects will be reported to the Board as separate items.

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

MONTHLY FINANCIAL REPORT COMMENTS

December 19, 2001

Revenue:

- **Passenger fares** remain below budget for the year. Ridership is essentially flat compared with the same period last year. The group pass program has been affected by downsizing on the part of major participants. However, Hynix has recalled employees ahead of schedule, which is a positive indicator.
- **Special service** receipts are as expected. Ridership was up significantly for the Lane County Fair and has been strong for the first five University of Oregon home football games.
- **Payroll and self-employment tax revenue** has been reported on the cash basis, as in prior years. After LTD staff questioned the amounts and patterns of year-to-date disbursements from ODOR, it was determined that \$1,019,649 has been paid to LTD in error through November. Payroll tax year-to-date receipts are now 1.4 percent below budget and .5 percent less than the same period of the prior year. If the local economy does not show improvement, a payroll tax shortfall of \$300,000 could be realized by fiscal year end.

Expense:

- **Administration personnel** expenses are slightly over budget through November and show 11.7 percent growth over the previous year. The November jump in growth was due to the termination of ten administrative positions, which resulted in payments for accrued leave and severance.
- **Contract personnel** expenses are also over budget year-to-date, and show a 10.2 percent increase over the previous year due to contract changes, net service additions, increased overtime, and November holidays.
- **Materials and services** expenses generally are as anticipated by the budget. There were some timing anomalies in how the budget anticipated expenses by month, and expenses have not been restated for organizational structure changes made in November.
- **Capital** expenses also are as anticipated by the budget. Phase 1 BRT grant funds were obligated before the September 30 deadline.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 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: December 19, 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 December 13 MPC meeting. The next MPC meeting is scheduled for January 10, 2002.
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. Since Mr. Bennett's term on the LTD Board will be expiring in January 2002, the Board president has been asked to name a Board member to replace him on these two committees. The full Steering Committee last met on December 4, and is scheduled to meet again on January 2, 2002.
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. **Board Finance Committee**: The Board Finance Committee (Chair Pat Hocken, Gerry Gaydos, and Virginia Lauritsen) met on December 4 and will have a report for the full Board at the December 19 meeting.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2001

ITEM TITLE: WORK SESSION: SPECIAL TRANSPORTATION PROGRAM – METRO PARATRANSIT SERVICE REVIEW

PREPARED BY: Terry Parker, Special Transportation Program Administrator

BACKGROUND: Lane Transit District was awarded a grant through the Oregon Public Transit Division to conduct a number of activities focused on planning and development of the RideSource Program. The objectives of the project fell into four main categories:

- (1) Evaluate and prepare for the relocation or the siting and construction of a RideSource facility
- (2) Evaluate the administrative structure of the special transportation program within Lane County paratransit services and implement changes, as indicated
- (3) Conduct an assessment of the strengths and weaknesses of the RideSource services; assess alternative methods to improve service delivery and meet future challenges
- (4) Identify data collection and reporting needs

Preliminary site selection for a new RideSource facility is in progress and being conducted by WBGs Architecture and Planning. Parametrix will complete the site selection by working with LTD through the federally-required National Environmental Policy Act (NEPA) review process. LTD was awarded a \$140,000 grant to conduct site selection and other preliminary work. For construction, the Oregon Department of Transportation (ODOT) has awarded LTD a \$1.28 million grant.

Evaluation of the administrative arrangement for the Special Transportation Program was conducted through staff meetings and preparation of position papers. LTD elected to bring the administrative function for the program in-house. That change went into effect July 1, 2001.

David Norstrom of DMN Enterprises in Worthington, Ohio, conducted a review of the RideSource program. His work is outlined in the *Assessment and Review of the Lane Transit District ADA Mandated Paratransit Services & Associated RideSource Services*.

A Geographic Information Systems (GIS) mapping layer of the RideSource service has been created as a planning and scheduling tool.

ACTION REQUESTED: None

ATTACHMENTS: (1) Summary description of Special Transportation Program
(2) Copy of the *Assessment and Review of the Lane Transit District ADA Mandated Paratransit Services & Associated RideSource Services*, dated November 2001, prepared by David Norstrom, DMN Enterprises (included as a separate document for Board members)

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2001

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None

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

- ◆ December 6, 2001, letter from Connie Schwartz regarding the removal of U.S.A. flags from LTD buses

At the December 19, 2001, meeting, staff will respond to any questions the Board members may have about this correspondence.

PROPOSED MOTION: None

MINUTES OF DIRECTORS
STRATEGIC PLANNING WORK SESSION

LANE TRANSIT DISTRICT

SPECIAL MEETING

Friday and Saturday, November 16-17, 2001

Pursuant to notice given to *The Register-Guard* for publication on November 15, 2001, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a strategic planning work session on Friday and Saturday, November 16 and 17, 2001, beginning at 8:30 a.m. both days, at the Eugene Hilton and Conference Center at 66 East 6th Avenue, Eugene.

Present:

Board

Rob Bennett, Vice President
Patricia Hocken
Dave Kleger, Treasurer
Virginia Lauritsen, Secretary
Robert Melnick
Hillary Wylie, President, presiding

Staff

Ron Berkshire, Maintenance Manager
Dave Dickman, Human Resources Manager
Ken Hamm, General Manager
Diane Hellekson, Finance Manager
Mark Johnson, Transit Operations Manager
Linda Lynch, Government Relations Manager
Mark Pangborn, Assistant General Manager
Jo Sullivan, Executive Assistant/Clerk of the Board
(Recording Secretary)
Stefano Viggiano, Development Services Manager
Andy Vobora, Service Planning & Marketing
Administrator

Absent:

Gerry Gaydos

CALL TO ORDER: The meeting was called to order both days by Board President Hillary Wylie.

STRATEGIC PLANNING WORK SESSION: During the course of the two-day work session, the Board and staff discussed the following topics and their strategic impact on the District:

- ❑ Budget – Financial plan issues FY 2001-02 through FY 2004-05; long-term financial forecast assumptions; financial scenarios based on revenue assumptions; three options for budget adjustments (reduce operating expenses, reduce capital project expenses, increase revenue)
- ❑ Capital Project Expenses – Capital project priorities; proposed timelines and funding; funding gaps
- ❑ Bus Rapid Transit – BRT components, construction, and vehicles; national BRT policy paper
- ❑ Immediate Capital Projects/Operational Costs – Springfield Station; additional buses; maintenance building expansion; RideSource facility and fixed-route satellite facility; automated passenger counter/automatic vehicle location system (APC/AVL); bus shelters

- ❑ Comprehensive Service Redesign – ridership; revenues; productivity; coverage; complaints; impact on service standards; potential service reduction standards driven by budget changes

As a result of their discussions, the Board directed staff to:

- ❑ Review current financial policies on reserve levels
- ❑ Develop financial scenarios for additional discussion by the Board
- ❑ Consider pursuing funding from additional sources and prepare an analysis of revenue options for Board consideration
- ❑ Determine whether LTD can use State money for projects that already receive a 50 percent federal match
- ❑ Prepare an analysis of different levels of service adjustments for further Board consideration
- ❑ Provide additional information on ridership and productivity resulting from the fall 2001 comprehensive service redesign, after more experience with the service
- ❑ Continue to develop additional route design, run cutting, and operating efficiencies
- ❑ Explore new technologies for bus cleaning
- ❑ Maintain the current bus maintenance and cleaning standards
- ❑ Prepare an analysis of options to hire additional operators for special services
- ❑ Consider the purchase of retrofitted and new articulated buses to reduce operating expenses
- ❑ Develop proposals for labor and employee event cost reductions that do not unduly jeopardize the current positive working environment at LTD
- ❑ Consider long-term capital needs versus current operational needs during the early stages of project development
- ❑ Include operational costs as part of capital deliberations
- ❑ Consider joint development opportunities to assist with cost and security at the Springfield Station
- ❑ Provide additional options to address the need to expand the Maintenance facility
- ❑ Add a statement in the CIP policy about “willingness to look at innovation in system delivery,” and a statement about the link between capital and operations
- ❑ Further consider BRT projected fares and their impact on service and ridership
- ❑ Refine the potential dollar savings from the items discussed during the retreat, to determine whether the options would result in the target savings of \$600,000 for the next budget year

The Board also asked the Board Finance Committee to review the policy on discounting group pass prices.

ADJOURNMENT: The work session was adjourned at 12:05 p.m. on Saturday.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING

Monday, November 19, 2001

Pursuant to notice given to *The Register-Guard* for publication on November 15, 2001, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting on Monday, November 19, 2001, at 5:30 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Rob Bennett, Vice President/President pro tempore, presiding
Patricia Hocken
Dave Kleger, Treasurer
Virginia Lauritsen, Secretary
Robert Melnick
Ken Hamm, General Manager
Jo Sullivan, Recording Secretary

Absent: Gerry Gaydos
Hillary Wylie, President

CALL TO ORDER: The meeting was called to order at 5:35 p.m. by Board Vice President Rob Bennett. Mr. Melnick was not yet present.

WORK SESSION

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Bennett informed the Board that Ms. Wylie was not feeling well and would not be at the meeting.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA: Mr. Bennett stated that an executive session needed to be added to the beginning of the work session agenda. Staff had received an opinion letter from District counsel and needed to discuss it with the Board. Ms. Lauritsen 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, and pursuant to ORS 40.224, lawyer-client privilege. The motion was seconded by Mr. Kleger and carried by unanimous vote.

Executive Session: Mr. Melnick arrived near the beginning the executive session, at 5:43 p.m.

Return to Regular Session: Ms. Hocken moved that the Board return to public session. The motion was seconded and carried by unanimous vote. The Board returned to regular session at 6:05 p.m.

Presentation of Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2000-2001: Finance Manager Diane Hellekson presented the CAFR and introduced the auditors and Assistant Finance Manager Carol James. She handed out a revised Executive Summary for the CAFR, in which one number had been corrected.

Ms. Hellekson discussed the District's current financial situation and the downturn in the local economy. She said that the good news was that LTD was not in a crisis situation; the District had weathered this particular challenge just fine so far and had plans to correct the course for the future. Depending on where the economy bottomed out, LTD could be in very good shape to recover quickly. She encouraged the Board to read the entire Comprehensive Annual Financial Report for additional information about LTD's performance during the year. She explained that the farebox recovery rate remained down because the District's revenues flattened out and expenses continued to increase. However, it was still in the acceptable range for properties of the same size. The last page of the executive summary of the CAFR showed that system productivity had increased for the first time in three years, before the comprehensive service redesign (CSR), which was designed to improve system productivity. Staff were encouraged by the fact that productivity had increased and likely would increase even more with the new service that was in place.

Mr. Melnick asked about the 8 percent increase in fuel prices, and whether LTD was seeing any benefit from the recent drop in fuel prices. Ms. Hellekson said that if current fuel prices remained the same or lower for the rest of the fiscal year, there would be a \$186,000 positive variance in the current-year budget. That was not put on the table as part of the budget balancing exercise because staff did not want to bank on something that could change, given how volatile fuel prices had been in the last few years.

Monthly Financial Report: Ms. Hellekson next discussed the financial report on page 60 of the agenda packet. Payroll taxes were ahead of the previous year, primarily due to the Oregon Department of Revenue's aggressive past-due collection effort. Interest income was still down. The corrective actions that had been taken year-to-date on budget would produce a large part of the savings staff were looking for in future years, but personnel services were still too high, so staff would be looking at opportunities to improve efficiency. She said that there was quite a bit of room to move in service efficiency, that there were negative variances in liability insurance coverage, and that any secondary insurance seemed to have double-digit increases after September 11. Mr. Bennett asked what LTD did with its reserve money relative to interest, and whether LTD could buy bonds. Ms. Hellekson said that there was a long list of approved investments that the State Treasurer's office managed. LTD essentially could invest in a large number of things, including government issues. For a long time, the Local Government Investment Pool's (LGIP) interest earnings were so good that it made the most sense to invest there. Mr. Bennett wondered if, because government bonds were guaranteed, that was one of the options. Accounting Supervisor Carol James said that because the LGIP had done so well in the past, LTD had not expanded its investment portfolio as well as it could. LTD was limited by state statute as to what it could invest in and, other than T-bills, LTD was not eligible to go out more than 18 months without a state-approved plan. Ms. Hellekson said that the Board Finance Committee would be meeting on December 4 to review the pricing policy and proposed fare changes, debt issues, and a preliminary Capital Improvements Program (CIP).

Mr. Melnick said that someone high in administration at the UO commented to him that LTD should not be losing any money on the sports shuttle, so staff might want to pursue that issue.

Ms. Hocken asked about the Special Transportation Fund (STF) monies from the Lane Council of Governments that were higher than LTD expected to receive. Ms. Hellekson said that staff were waiting until all the out-of-district special transportation services contracts had been transferred to LTD and then would take a supplemental budget to the Board for approval in December or January. Ms. Hocken asked if all those extra funds were for service outside the District. Ms. James explained that the funds that had been accumulated from the cigarette tax (Special Transportation Fund revenues) were pass-through funds that had gone through LTD to LCOG. LCOG then distributed them to programs. These extra funds were carryovers and some were dedicated to capital, with specific plans as matches for capital, and some were for operating programs. It was about the same split as the in-district money (80/20). Ms. Hellekson said that the transition had been challenging and that LTD had not had any idea what some of those contracts had entailed but now had the opportunity to professionalize the program, clean up all of the contracts, and know exactly what the service cost, where it was going, and what it was doing.

Mr. Kleger commented that when the Special Transportation Fund was first established, the first year's amount of STF money arrived in Lane County and did not get spent right away. The Special Transportation Fund Advisory Committee (STFAC) established that money as a capital sinking fund for capital match. Most of that original money was gone. Because of the way the State required things to be done, some was in an out-of-district pot, some was in-district, and some in the last year was moving between the two for South Lane Wheels. The committee strongly recommended that additional local resources be added to the capital match fund and it looked like that would continue.

Items for Information: This concluded the scheduled work session items. The Board began discussing the items for information for this meeting.

Metropolitan Policy Committee (MPC): Ms. Hocken reported that Region 2 (the southern Willamette Valley) was expected to receive modernization (new construction) money of about \$68 million. Of that amount, the Eugene/Springfield area would receive \$18 million, subject to approval by the Oregon Transportation Commission (OTC). The local area's project for partial funding with this money would be the I-5/Beltline interchange revisions. MPC also was asked to approve the prioritization of projects in the Statewide Transportation Improvement Program (STIP) for 2004-07. Ms. Hocken commented that a lot of the budget numbers in that list were placeholders because they were so far out into the future. **Bus Rapid Transit Steering Committee:** Planning & Development Manager Stefano Viggiano reported on the November 6 BRT Steering Committee meeting. He provided an update on LTD's intergovernmental agreements (IGAs) with the local governments. Eugene and Springfield IGAs were ready to be signed. The Steering Committee also had discussed the next BRT corridor, and the Board would be asked that evening to select the next corridor in Springfield. At the last meeting, the Board had requested some information on the Eugene corridor, which was included in the agenda packet, in response to the direction of the City Council to focus on two alternatives—Highway 99 and Coburg Road—eliminating the West 11th/13th option. Those issues were discussed at the last Steering Committee meeting, but most of the time at was spent discussing the BRT vehicle issue. It seemed best to bring that discussion to the full Board after Mr. Hamm and Maintenance Manager Ron Berkshire viewed vehicles in Europe, so staff were considering a possible January Board work session on vehicles. Mr. Bennett said he had been the chair of the Steering

Committee and his term on the Board was expiring, so the Board needed to select a new member and a new chair. This was scheduled as an action item for that evening, including the question whether the chair of the committee should be a Board member or a community representative. Board Finance Committee: Ms. Hocken reported that at the November 6 Finance Committee meeting, the committee discussed mostly the issues discussed by the Board at the November 16-17 work session/retreat. The Committee did spend a little time with the format of the monthly financial statements. Statewide Livability Forum: No meeting was held. Oregon Transportation Conference: Ms. Lauritsen reported that it was an excellent conference and asked Mr. Hamm to report in more detail. He stated that LTD received the award for Transit System of the Year. He participated on a panel with Congressman Earl Blumenauer, ODOT Director Bruce Warner, and Salem Area Transit General Manager Jeff Hamm, who was the chair of the Oregon Transit Association (OTA) strategic planning committee. Representative Blumenauer had been the advocate at the capitol not only for bicycles but for growth management and nodal development, as well, and talked about his perspective on those issues. Overall, there were a number of tracks and sessions for both rural and larger systems. Tri-Met's General Manager Fred Hansen participated and said that the larger bus systems had the resources to be an incubator for technology and training, and that there may be opportunities to participate with Tri-Met in these kinds of things, to provide an economy of scale and a partnership.

The Board took a short break, from 6:32 p.m. to 6:39 p.m.

EMPLOYEES OF THE MONTH – NOVEMBER AND DECEMBER 2001: Mr. Bennett said that the Board was fortunate to meet two Employees of the Month that evening. November Employee of the Month – Finance Manager Diane Hellekson introduced Payroll Specialist Jeff Hoss. She said that he was an outstanding employee who worked very hard and was very giving and did his job really, really well. She was thrilled that he was nominated by a bus operator, and said that he had received commendation letters from LTD's deferred compensation providers and members of the public. Mr. Bennett presented a letter, plaque, and pin to Mr. Hoss, who had received his monetary award earlier. Mr. Hoss said that it was a great honor to be given an award like this when he considered the company he was in: He said he worked with some of the brightest people he had ever known. He added that as a company, LTD employees strove for excellence in everything they did and that he had always wanted to be part of a group like that.

December Employee of the Month – Transit Operations Manager Mark Johnson introduced Bus Operator Roxi Moore, who had been an LTD employee since 1995. He said that her safety and on-time performance records were excellent and that she recently became an instructor, and that only the best, in both skills and attitudes, got to be instructors. He said that she had the best attitude and lots of enthusiasm, and that she cared about the job and the welfare of LTD and its guests, which showed in the kind of service she provided. Ms. Moore would be taking vacation in order to drive buses the entire three weeks of the Olympics. Mr. Bennett presented Ms. Moore with her letter, plaque, pin, and monetary award. Ms. Moore stated that she really never dreamed that driving public transportation would make her become a better person inside, but she had grown in dealing with the public every day, and had learned to understand, respect, and care about people. She stated, "Just solving a transportation or communication problem gets me misty

sometimes. We all are a big community and family out there and it's a big part of my heart. It's a blast and, like I tell my riders, 'If you can't go to a party, be one.'"

AUDIENCE PARTICIPATION: Mr. Bennett opened the meeting for audience participation. (1) Dan Fromhertz of Springfield spoke first. He said he was trying to make the bus service better. He was a veteran of Viet Nam and Desert Storm and had ridden public transportation in all parts of the world. He started riding LTD and had not missed one month since 1994. He said that he pretty much knew all the drivers and they knew him, and that Ms. Moore did make a party on her bus. He said that his issue was trying to get around town faster and better. For example, traveling from Thurston Station to Bailey Hill used to take three hours, and now it took 1.5 hours on a good day. He stated that a huge retirement community was starting in the Thurston area, and that several multiplex condominiums were being built. He thought that there should be a bus traveling on Highway 105, leaving the Thurston station and going to Mohawk, where people could go to Wal-Mart, Winco, and Albertsons, then traveling down Olympic to Fred Meyer and Safeway, then on I-105 to Coburg Road and somehow to Greenhill. He commented on the policy to reimburse guests for taxi rides when bus service is down completely and said that to go from his home on 15th Street to where he worked cost \$13 with a 10 percent discount, and he would have to do that twice on Thanksgiving. He said that his cost would be \$26 out of his pocket. He was grateful that LTD would reimburse him \$10, but it seemed that it would be helpful if he were reimbursed for a two-way trip with a bus pass. He added that on Sunday nights he had to go to work two hours early because LTD was closed down.

(2) The second speaker was Laura Jack of Eugene. She said that she worked for Peace Health in the business office, and was at the meeting to ask the transit system of the year to reinstate service way out W 18th Avenue in Eugene. She took her job because there was bus service and she didn't want to drive a car. She wanted to know what she needed to do to get bus service back. She offered to supply staff with numbers of people who had taken the bus from other businesses, and said that a new telemarketing business was going in, which she described as a lower-wage business that would generate a lot of riders. She wondered if an existing route could add a loop out there, and what kind of ridership that would require. Mr. Bennett said that the Board could not really have that kind of discussion with her that evening, but that staff could get back to her. He explained that normally the Board heard testimony and then later got back to the person testifying. He said that LTD had just gone through a comprehensive service redesign and that a lot of effort went into which routes were established. He said that LTD would run routes that could generate the minimum amount necessary to help the District with its budgeting. Ms. Jack said that she had been e-mailing with staff and was not sure where to go as the next recourse. She added that before Hyundai buses used to turn around at Molecular Probes. Mr. Bennett asked staff to help respond.

Service Planning & Marketing Administrator Andy Vobora stated that he had received copies of some of the e-mail messages Ms. Jack referred to. He mentioned other routes that also fell below the standards and did not meet the criteria for the CSR. He acknowledged that the area she referred to was one where things continued to happen and said that new companies had contacted LTD. However, 70 people per shift were not enough to support bus service. Those employees might have to form a partnership with bigger businesses and share in the costs, so LTD could design service for them. He explained that

deviating other routes was not as simple as it seemed. Staff were trying to keep the lines of communication open with other companies, similar to Gateway Street and Coburg Road. Ms. Jack asked if 21 riders per trip would be a good starting point, and Mr. Vobora replied that it would.

(3) Mamie Arnold of Eugene explained that she had been in a *Register-Guard* article about LTD's former holiday lights tour service (JoyRide) over the weekend. She talked about calls she received from others and explained the importance of the JoyRide. She said that it was a tradition for many families, and that LTD needed to realize that the older people in the community enjoyed this so much because they did not drive and some did not have families. The JoyRide was an avenue for them to get out and enjoy the songs and festivities on the bus. She said that with the current world of turmoil and people feeling very tense, it was a time to bring peace and tranquility in our community. She stated that people who go to all the work to trim their homes liked to share what they did. Just to watch the faces of the people going by made her realize that this was a wonderful season of the year. She enjoyed being out on the porch watching the buses go by completely filled. She recommended raising prices if LTD did not break even on the costs; she thought that people would pay more. She said that she could help get volunteers to help with the singing and in other capacities and offered to go to firms and help do whatever was necessary. She asked the Board to really consider this—to make Eugene a community that could stand for the people and give them the joy and friendship and fun during this holiday season.

Mr. Bennett thanked Ms. Arnold for addressing the Board. He explained that the fare portion of bus service was a very small part of the cost, and amounted to somewhere in the 20 percent range for all of LTD's service. He said that even a significant increase in fares would not make a significant dent in the substantial cost for this service. He said that the corporate sponsorships were the key to successful service in the past, and if LTD had those back, it would provide the service because LTD loved doing it. However, the District was faced with declining revenue and the Board and staff were working really hard to hang onto the main service. The Board did not want to offer anything extra at the expense of regular service. Ms. Arnold said that if LTD would give her a list of sponsors, she would be willing to go out and see if she could get them back. Ms. Hocken said that there obviously wasn't time to do that this year so any efforts would have to be for the next year. Mr. Vobora explained that there were a number of issues. A year ago, LTD had decided not to offer the JoyRide because staff resources were needed on the CSR. This year there were budget restraints. If LTD were offering the JoyRide, tickets would have been printed, there would be a place to operate from, etc. There were a number of logistical problems, especially since the District just lost three of its marketing staff during the budget cutbacks. Basketball shuttles, requiring 10 buses, typically conflicted with JoyRide service. He said he was not sure that offering JoyRide service was LTD's highest priority at that time.

Mr. Bennett stated that Ms. Arnold had made a strong case for JoyRide service, but that he had a hard time with anything even as popular as this when LTD was not meeting its regular service needs. Mr. Vobora said that two years ago, the JoyRide required 60 hours of staff time and \$15,000 to \$16,000. Last year Laidlaw stepped up to provide some of this service, and LTD had printed the route for people to drive. Ms. Arnold asked if LTD would run JoyRide if she were to get \$15,000. Mr. Bennett replied that he could not tell her at that point because of the organizational effort that would have to be substituted for other duties.

LTD had just eliminated 13 administrative staff positions, and its revenue numbers were not very good at that point because LTD's success depended on everyone else doing well. He said he would listen to other members of the Board and they would talk about this with staff.

ITEMS FOR ACTION AT THIS MEETING:

Consent Calendar: The consent calendar consisted of the minutes of the September 17, 2001, special Board meeting; minutes of the September 19, 2001, canceled regular Board meeting; minutes of the October 17, 2001, canceled regular Board meeting; and Special Transportation Advisory Committee name and bylaws changes.

MOTION Mr. Kleger moved that the Board adopt LTD Resolution No. 2001-039: "It is hereby resolved that the Consent Calendar for November 19, 2001, is approved as presented." Mr. Melnick seconded. Ms. Hocken asked about inconsistencies in some of the sections of the special transportation bylaws. Mr. Hamm explained that the only changes made so far were to reflect the integration of RideSource into the LTD structure and Special Transportation Program Administrator Terry Parker's move from the Lane Council of Governments (LCOG) to LTD. A subcommittee was scheduled to meet to go through the bylaws more thoroughly. The current update was only to reflect the transition to LTD and change the committee name. The committee would ask the Board to adopt the bylaws again after a review in more detail. Mr. Kleger stated that the bylaws had been evolving for just under 20 years and that the committee was well aware that the bylaws needed a major review. Ms. Hocken said she was comfortable with that explanation and leaving the item on the consent calendar.

VOTE Mr. Bennett asked for a show of hands in favor of the motion to approve the consent calendar. The motion carried by unanimous vote, 5 to 0, with Bennett, Hocken, Kleger, Lauritsen, and Melnick voting in favor and none opposed.

ACCEPTANCE OF INDEPENDENT AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2001: Finance Manager Diane Hellekson stated that LTD was required by law to have an independent audit annually, and that the results of the audit were reported to the State. For the past several years, LTD had submitted its Comprehensive Annual Financial Report to the Government Finance Officers Association of the United States and Canada as part of a competition for awards of excellence. She informed the Board that LTD received its fifth-in-a-row award the previous spring. The City of Eugene held the state record, with 22 or so in a row.

Ms. Hellekson reminded the Board that it had three direct reports: the general manager, the District's attorney, and the District's independent auditor. She then introduced Chuck Swank of Grove, Mueller & Swank, P.C. Mr. Swank said that Ms. Hellekson had covered most of this topic already that evening. He told the Board that they had a financial report they could be proud of, that Ms. James did an excellent job of putting the financial statements together, and that the audit procedures went very well. In explaining why there was no management letter, he said that the auditors had not found a point that they felt they needed to bring to the Board's attention. They had discussed some smaller issues with Ms. James and Ms. Hellekson.

Mr. Swank said that governments were facing a whole new realm of accounting pronouncements, in GASB 34. Ms. James already was working to make sure LTD was prepared to implement GASB 34 in June 2003. He said it would be a lot different for the accounting staff to put together the first time, but should result in a more useful document.

Mr. Swank told the Board that they had a staff they could be proud of, and that he was giving LTD a clean report. The independent auditor's report was unqualified; there were no findings in the federal requirements under the single audit act; and the State of Oregon reporting requirements also resulted in a clean report. He thanked the Board and said he appreciated the opportunity to work for them.

Mr. Kleger asked if there was anything that needed or would be beneficial to be done at the Board level to make the record keeping and reporting more effective. Mr. Swank replied that there was nothing that he was aware of that they had discussed. He said that LTD's accounting system was an evolving system, like any other system. The auditors looked fairly hard at the changes each year. Because LTD was a recipient of federal funds, the auditors were required to look at how the District processed financial information, both from the financial side and the federal requirements side. He said that they had given LTD management letter points in the past and those had been addressed expediently.

Ms. Lauritsen asked about the reason for GASB 34. Mr. Swank said that LTD's financials would change least of any entity that the auditors were associated with. LTD already reported in a single column, which allowed the reader a better idea of how to compare a public entity to a business. The idea was to have a set of financials that more closely resembled the business world. He said that this was a tough objective, because often what the governmental sector used financial statements for was quite different than what they were used for in the business sector.

MOTION Ms. Lauritsen moved the following resolution: "LTD Resolution No. 2001-040:
VOTE Resolved, that the LTD Board of Directors accepts the Independent Audit Report for the fiscal year ending June 30, 2001." Ms. Hocken seconded, and the passed unanimously on a roll call vote, 5 to 0, with Bennett, Hocken, Kleger, Lauritsen, and Melnick voting in favor and no one opposed.

BUS RAPID TRANSIT: SPRINGFIELD CORRIDOR SELECTION: Mr. Viggiano said that the recommendation was to select the Pioneer Parkway corridor in Springfield. In the agenda packet was material that went to the BRT Steering Committee in September. The Steering Committee unanimously supported this recommendation, as did the Springfield City Council. He said that there was considerable enthusiasm on the part of Springfield for this particular corridor.

MOTION Mr. Kleger moved LTD Resolution No. 2001-041: "Resolved, that the LTD Board of Directors selects the Pioneer Parkway corridor as the next bus rapid transit corridor to be developed in Springfield." Mr. Melnick seconded the motion. Ms. Hocken commented that even though the City of Springfield and the Steering Committee were very enthusiastic about this, she did not think the Board should therefore feel that it would be a "slam dunk" to get the whole corridor in the form LTD wanted it to be in, because LTD still did not have complete commitment from the City of Springfield for as much exclusive right-of-way as the

District might want to have. The Pioneer Parkway extension basically was a new development so there was an opportunity for lots of exclusive right-of-way, but there were some troublesome spots where LTD may need more than the City was currently thinking that it might need to give.

VOTE The motion then passed unanimously on a roll call vote, 5 to 0, with Bennett, Hocken, Kleger, Lauritsen, and Melnick voting in favor and no one opposed.

FISCAL YEARS 2004-07 STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) PRIORITY SETTING: Capital Grants Administrator Lisa Gardner called the Board's attention to the materials in the agenda packet, which included materials reviewed by the Metropolitan Policy Committee (MPC) on October 11. She said that it was very early in the priority-setting process. Because MPC took action to approve it as a preliminary priority list, staff wanted to take it to the Board for consideration and to take action to endorse what MPC had approved. She said that there would be other opportunities to discuss priority projects and make any changes, and it would be 2003 before the list was finalized. She thought that the TDM project list would come up for discussion by the Board as a result of the budget constraints being considered at LTD. Ms. Hocken said that the Board had talked about some of this at the Board retreat, regarding trying to get support from partner agencies for TDM and the fact that this was a TransPlan goal, and the area was expecting some increased STP money, which was federal money that flowed through the State, and whether it would be appropriate to earmark some of that increased funding for TransPlan proposals. She also wanted to point out that she had been told that this list of TDM proposals was fairly tentative. For several years, LTD had received on the order of \$200,000, and had requested around \$500,00 this time. This time, the State was saying that LTD may receive about \$100,000 of that, so appeared that there would be a real shortfall between what had been done in the past and what the District hoped to do in the future, based on the money that would be available. Ms. Gardner said that it was worth pointing out that Tom Schwetz's memo to MPC stated that with the update of the census and the transportation management area, this region would receive more money, and that would be reflected in the 2004-07 STIP for the first time. It was not yet known how much those funds would be, so the project list was not being based on an assumed amount of money. She said that the TDM program had not been optimistic of an increase in funding, but LTD never had a sense in advance what the funding would be. Still it made sense to generate the list of projects. The key would be how the projects were prioritized and how the top priorities were funded. Ms. Lauritsen asked if Ms. Hocken, as one of LTD's MPC representatives, was in favor of the way the priorities were listed on pages 49-51 of the packet. Ms. Hocken said that what she understood in conversations with LTD staff was that the list was not necessarily in priority order. If LTD received the requested \$500,000, these would be things that LTD would consider doing; however, it was hard to predict things that were so far out, because what was going on in the local economy affected what was done for TDM. However, she said that she would support this list and the fact that these projects were included even though they might not be in the final approved priority list.

MOTION Ms. Lauritsen moved LTD Resolution No. 2001-042: "It is hereby resolved that the LTD Board of Directors recommends to the Metropolitan Policy Committee the proposed project priority list for inclusion in the 2004-2007 Statewide Transportation Improvement Program." Ms. Hocken seconded the motion. There were no further comments, and the

VOTE motion carried unanimously, 5 to 0, with Bennett, Hocken, Kleger, Lauritsen, and Melnick voting in favor and no one opposed.

APPOINTMENT TO BUS RAPID TRANSIT ADVISORY COMMITTEE AND BOARD BRT COMMITTEE: Mr. Bennett said it would be inappropriate for him to make this appointment, since he was the one who was retiring. This issue was deferred to the Board Chair. Mr. Bennett asked if Ms. Hocken was willing to continue on the BRT Steering Committee. She said that she was, and that she and Ms. Wylie had discussed briefly the fact that, up to this point, the chair of the Board BRT committee had been the chair of the BRT Steering Committee. Ms. Wylie was not sure that this model should be continued; there were pros and cons. There were non-LTD Board members on the Steering Committee who would be good chairs, but there was a continuity question, because when Board committee met separately from the Steering Committee, it was good to have the chair of the BRT Steering Committee as part of the conversation. Ms. Hocken was not sure what Ms. Wylie decided. Mr. Kleger said that the Board had a precedent with Springfield Station Steering Committee: When Mary Murphy went off the Board, she continued as chair of the Steering Committee. He was not aware that there were any problems as a result. Mr. Bennett said he thought there was an argument for having someone on the larger BRT steering committee who that committee feels will be most effective as the chair, as opposed to having to be an LTD Board member. There was some argument for changing the chair representation a little. He thought that the continued presence and active participation by the three elected officials was extremely important. The liaison between their bodies and LTD and how that was orchestrated was fairly important. He thought that it could be an LTD Board member but may not necessarily have to be. The Board BRT committee was internal and it was not necessary to have anyone there who was not very close to LTD.

This action was deferred to December when Ms. Wylie would be present.

Breeze Service Issues: Mr. Hamm brought up another issue as a follow-up from the Board workshop. He wanted to be sure that staff and the Board were on the same page regarding the Breeze shuttle service, to give staff some guidance for the winter bid that would occur in February. Staff wanted to be sure they understood the Board's priorities. Staff were planning to put the AVS buses into service, and thought that they had heard a clear message about getting the graphics done and packaging and promoting that service. He also understood that the Board understood the issue of overcrowding between the University of Oregon (UO) and downtown, and that staff would look at when those peaks occurred to determine the cost of increasing service with a different frequency or capacity on the Breeze or on Route 28.

Mr. Melnick thought that the issue was to keep the Breeze intact as originally planned, and that if the piece from the UO to downtown was where the heavy load was, add extra service for that piece only, and to not add it as a shuttle that only went part-way on the Breeze route. Mr. Hamm said that LTD had 30-foot Gillig buses on that route; those could be packaged with AVS buses so that there was more wheelchair capacity on some trips. He thought that was an important piece of the quality of service. He thought that Ms. Wylie had made a good point that as part of the branding exercise that the Board talked about, the Board had identified in her words a different mode, although it was not really a different mode. LTD had created a package of service that it wanted to market differently, to clearly

and visually communicate that and operate it that way. Mr. Kleger felt strongly that the 250-series buses (the Gillig 30-foot buses) should be kept in that rotation for the Americans with Disabilities Act (ADA) requirements purpose, but he also thought the District needed to keep the Breeze brand identity on vehicles in that service, so that there was no brand confusion.

Mr. Hamm said he was suggesting that the Gillig buses be painted in the package and rotated through the Breeze service, in order to maintain ADA capacity. Mr. Bennett asked Mr. Kleger why that helped people who needed the ADA protection, and how that would fit into anyone's schedule on a regular basis. Mr. Kleger said people very quickly would pick up on what the rotation would be. Mr. Hamm said that the schedule would indicate that every so many trips, the Gillig bus would come through. Mr. Bennett said that he deferred to them on the ADA issues, but that this was the wrong reason to be running those buses. LTD should be using only buses that were acceptable. Mr. Kleger said he also would like it to be that way, but it wasn't, and it would be awhile before it was. He had no doubt that LTD would make progress to bring the AVS buses up to the District's standards. He thought that there were some expensive things that could be done, such as replacing the ramp with a lift and modifying the entryway accordingly. He did not want to have to do that, and suggested that maybe there was a chance to modify the floor at the front to reduce the pitch of the ramp. Mr. Bennett asked if the newer buses met the federal standards, but not in the same way LTD expected. Mr. Kleger that there was some argument about whether they met the standard or not. The federal ADA regulations did not specify the maximum pitch of a ramp. The only specification was in architectural standards, where it was 1 in 12; the bus ramp was a little over 1 in 4. Mr. Hamm said that the buses met the specifications in door width, etc., but LTD had set a culture of high standards for its disabled community. Mr. Bennett thought it was a shame that LTD spent a lot of time putting together something that had great potential for the community, in broadening LTD's base, reaching a broader market, and making the District more competitive, but could not get the right vehicle. He said he wanted to be on the record as saying that the 250-series Gilligs were not the answer.

Ms. Hocken said she was hearing that Mr. Melnick was supporting the idea of adding non-Breeze service on an existing UO route segment to handle existing overloads. That would be one strategy. In addition, the Board also was talking about running 30-foot buses as part of the Breeze service, possibly two 30-footers and three AVS buses. Any buses in Breeze service would be painted to carry out the Breeze appearance. Mr. Kleger said that this was where he was. However, he noted that the access issue extended to the entire length of the Breeze route, because LTD dropped off some regular service between downtown Eugene and Valley River Center (VRC) with the advent of Breeze, so that without the Breeze service there was a substantial reduction in wheelchair capacity out to VRC. It was important to keep that service accessible. He said that LTD had not been reducing capacity in planning the Breeze service, because it was increasing frequency. However, between two-thirds and three-fourths of the wheelchair users would have difficulty boarding, so LTD needed to do something to offset that, and he wanted to do that in a way that took the least possible away from branding the service.

Mr. Melnick asked if the AVS buses were ADA-compliant. Mr. Vobora said that this was Maintenance Manager Ron Berkshire's question after looking at this issue again and talking with the manufacturer. Mr. Kleger said that the manufacturer insisted that they were, but he did not think that they were. Mr. Melnick then asked if there was an independent

audit that LTD could do. The buses had been accepted on the basis that they were ADA-compliant, and LTD could not and should not legally run a vehicle that was not ADA-compliant, and if LTD was sold something that was not ADA-complaint, there should be some recourse. Mr. Hamm said that Mr. Berkshire had measured those spaces and that they met the minimum standards; however, in reality, the larger, more automated chairs presented more of a challenge. They were longer, wider, and heavier, and the original standards did not address that. LTD tried to move the chairs that the regular service could not accommodate onto RideSource, but would like to accommodate them all. With the bigger buses in the fleet, the District was able to accommodate almost all of the larger chairs. Mr. Vobora added that both of the segments from the UO to downtown and from downtown to VRC were covered by regular buses; the part that was not covered by regular buses was Country Club Road.

Mr. Melnick asked Mr. Vobora what he thought was the best way to handle this problem. Mr. Vobora replied that the plan that made sense to staff at that point was to cover the capacity issues, not only for the people in wheelchairs but for other riders, as well. It was not acceptable for someone to be passed by more than once. The current logistics on the Country Club segment were that the driver of the second bus to pass someone in a wheelchair by would have to call in for someone to pick up that person, so that was why staff thought it would be good to alternate in buses with higher capacity. Mr. Melnick said he would have less trouble with that as long as the District stuck by the Breeze branding and did not run those buses on other routes. That was not his first choice but, given the circumstances, he thought it might need to be done. He also thought it would be worth it at some point for the general manager to write a letter to the manufacturer to say that the buses may meet letter of the law, but not spirit, based on the ramp alone, and that LTD would not buy any more of those buses unless the problem was rectified.

Mr. Bennett said he did not buy the capacity problem at all. He said that LTD knew the AVS buses would be this size and have only one bay. He would rather run regular buses that were not painted instead of trying to make them look like Breeze buses, because they were not. Mr. Vobora said that the other alternative was to put the whole package out and monitor it to see how many issues came up, and address the overload issues at the UO. He said that the District needed to have a plan prepared to avoid playing catch-up later. Ms. Lauritsen said she agreed with Mr. Kleger, to do what needed to be done operationally to fix the overload problem. She said that LTD has to meet its own standards for people in wheelchairs and not leave them out in the rain, so that sounded like alternating 30-foot buses.

ADJOURNMENT: There was no other discussion, and the meeting was adjourned at 7:55 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING

Monday, November 19, 2001

Pursuant to notice given to *The Register-Guard* for publication on November 15, 2001, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting on Monday, November 19, 2001, at 5:30 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Rob Bennett, Vice President/President pro tempore, presiding
Patricia Hocken
Dave Kleger, Treasurer
Virginia Lauritsen, Secretary
Robert Melnick
Ken Hamm, General Manager
Jo Sullivan, Recording Secretary

Absent: Gerry Gaydos
Hillary Wylie, President

CALL TO ORDER: The meeting was called to order at 5:35 p.m. by Board Vice President Rob Bennett. Mr. Melnick was not yet present.

WORK SESSION

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Bennett informed the Board that Ms. Wylie was not feeling well and would not be at the meeting.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA: Mr. Bennett stated that an executive session needed to be added to the beginning of the work session agenda. Staff had received an opinion letter from District counsel and needed to discuss it with the Board. Ms. Lauritsen 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, and pursuant to ORS 40.224, lawyer-client privilege. The motion was seconded by Mr. Kleger and carried by unanimous vote.

Executive Session: Mr. Melnick arrived near the beginning the executive session, at 5:43 p.m.

Return to Regular Session: Ms. Hocken moved that the Board return to public session. The motion was seconded and carried by unanimous vote. The Board returned to regular session at 6:05 p.m.

Presentation of Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2000-2001: Finance Manager Diane Hellekson presented the CAFR and introduced the auditors and Assistant Finance Manager Carol James. She handed out a revised Executive Summary for the CAFR, in which one number had been corrected.

Ms. Hellekson discussed the District's current financial situation and the downturn in the local economy. She said that the good news was that LTD was not in a crisis situation; the District had weathered this particular challenge just fine so far and had plans to correct the course for the future. Depending on where the economy bottomed out, LTD could be in very good shape to recover quickly. She encouraged the Board to read the entire Comprehensive Annual Financial Report for additional information about LTD's performance during the year. She explained that the farebox recovery rate remained down because the District's revenues flattened out and expenses continued to increase. However, it was still in the acceptable range for properties of the same size. The last page of the executive summary of the CAFR showed that system productivity had increased for the first time in three years, before the comprehensive service redesign (CSR), which was designed to improve system productivity. Staff were encouraged by the fact that productivity had increased and likely would increase even more with the new service that was in place.

Mr. Melnick asked about the 8 percent increase in fuel prices, and whether LTD was seeing any benefit from the recent drop in fuel prices. Ms. Hellekson said that if current fuel prices remained the same or lower for the rest of the fiscal year, there would be a \$186,000 positive variance in the current-year budget. That was not put on the table as part of the budget balancing exercise because staff did not want to bank on something that could change, given how volatile fuel prices had been in the last few years.

Monthly Financial Report: Ms. Hellekson next discussed the financial report on page 60 of the agenda packet. Payroll taxes were ahead of the previous year, primarily due to the Oregon Department of Revenue's aggressive past-due collection effort. Interest income was still down. The corrective actions that had been taken year-to-date on budget would produce a large part of the savings staff were looking for in future years, but personnel services were still too high, so staff would be looking at opportunities to improve efficiency. She said that there was quite a bit of room to move in service efficiency, that there were negative variances in liability insurance coverage, and that any secondary insurance seemed to have double-digit increases after September 11. Mr. Bennett asked what LTD did with its reserve money relative to interest, and whether LTD could buy bonds. Ms. Hellekson said that there was a long list of approved investments that the State Treasurer's office managed. LTD essentially could invest in a large number of things, including government issues. For a long time, the Local Government Investment Pool's (LGIP) interest earnings were so good that it made the most sense to invest there. Mr. Bennett wondered if, because government bonds were guaranteed, that was one of the options. Accounting Supervisor Carol James said that because the LGIP had done so well in the past, LTD had not expanded its investment portfolio as well as it could. LTD was limited by state statute as to what it could invest in and, other than T-bills, LTD was not eligible to go out more than 18 months without a state-approved plan. Ms. Hellekson said that the Board Finance Committee would be meeting on December 4 to review the pricing policy and proposed fare changes, debt issues, and a preliminary Capital Improvements Program (CIP).

Mr. Melnick said that someone high in administration at the UO commented to him that LTD should not be losing any money on the sports shuttle, so staff might want to pursue that issue.

Ms. Hocken asked about the Special Transportation Fund (STF) monies from the Lane Council of Governments that were higher than LTD expected to receive. Ms. Hellekson said that staff were waiting until all the out-of-district special transportation services contracts had been transferred to LTD and then would take a supplemental budget to the Board for approval in December or January. Ms. Hocken asked if all those extra funds were for service outside the District. Ms. James explained that the funds that had been accumulated from the cigarette tax (Special Transportation Fund revenues) were pass-through funds that had gone through LTD to LCOG. LCOG then distributed them to programs. These extra funds were carryovers and some were dedicated to capital, with specific plans as matches for capital, and some were for operating programs. It was about the same split as the in-district money (80/20). Ms. Hellekson said that the transition had been challenging and that LTD had not had any idea what some of those contracts had entailed but now had the opportunity to professionalize the program, clean up all of the contracts, and know exactly what the service cost, where it was going, and what it was doing.

Mr. Kleger commented that when the Special Transportation Fund was first established, the first year's amount of STF money arrived in Lane County and did not get spent right away. The Special Transportation Fund Advisory Committee (STFAC) established that money as a capital sinking fund for capital match. Most of that original money was gone. Because of the way the State required things to be done, some was in an out-of-district pot, some was in-district, and some in the last year was moving between the two for South Lane Wheels. The committee strongly recommended that additional local resources be added to the capital match fund and it looked like that would continue.

Items for Information: This concluded the scheduled work session items. The Board began discussing the items for information for this meeting.

Metropolitan Policy Committee (MPC): Ms. Hocken reported that Region 2 (the southern Willamette Valley) was expected to receive modernization (new construction) money of about \$68 million. Of that amount, the Eugene/Springfield area would receive \$18 million, subject to approval by the Oregon Transportation Commission (OTC). The local area's project for partial funding with this money would be the I-5/Beltline interchange revisions. MPC also was asked to approve the prioritization of projects in the Statewide Transportation Improvement Program (STIP) for 2004-07. Ms. Hocken commented that a lot of the budget numbers in that list were placeholders because they were so far out into the future. **Bus Rapid Transit Steering Committee:** Planning & Development Manager Stefano Viggiano reported on the November 6 BRT Steering Committee meeting. He provided an update on LTD's intergovernmental agreements (IGAs) with the local governments. Eugene and Springfield IGAs were ready to be signed. The Steering Committee also had discussed the next BRT corridor, and the Board would be asked that evening to select the next corridor in Springfield. At the last meeting, the Board had requested some information on the Eugene corridor, which was included in the agenda packet, in response to the direction of the City Council to focus on two alternatives—Highway 99 and Coburg Road—eliminating the West 11th/13th option. Those issues were discussed at the last Steering Committee meeting, but most of the time at was spent discussing the BRT vehicle issue. It seemed best to bring that discussion to the full Board after Mr. Hamm and Maintenance Manager Ron Berkshire viewed vehicles in Europe, so staff were considering a possible January Board work session on vehicles. Mr. Bennett said he had been the chair of the Steering

Committee and his term on the Board was expiring, so the Board needed to select a new member and a new chair. This was scheduled as an action item for that evening, including the question whether the chair of the committee should be a Board member or a community representative. Board Finance Committee: Ms. Hocken reported that at the November 6 Finance Committee meeting, the committee discussed mostly the issues discussed by the Board at the November 16-17 work session/retreat. The Committee did spend a little time with the format of the monthly financial statements. Statewide Livability Forum: No meeting was held. Oregon Transportation Conference: Ms. Lauritsen reported that it was an excellent conference and asked Mr. Hamm to report in more detail. He stated that LTD received the award for Transit System of the Year. He participated on a panel with Congressman Earl Blumenauer, ODOT Director Bruce Warner, and Salem Area Transit General Manager Jeff Hamm, who was the chair of the Oregon Transit Association (OTA) strategic planning committee. Representative Blumenauer had been the advocate at the capitol not only for bicycles but for growth management and nodal development, as well, and talked about his perspective on those issues. Overall, there were a number of tracks and sessions for both rural and larger systems. Tri-Met's General Manager Fred Hansen participated and said that the larger bus systems had the resources to be an incubator for technology and training, and that there may be opportunities to participate with Tri-Met in these kinds of things, to provide an economy of scale and a partnership.

The Board took a short break, from 6:32 p.m. to 6:39 p.m.

EMPLOYEES OF THE MONTH – NOVEMBER AND DECEMBER 2001: Mr. Bennett said that the Board was fortunate to meet two Employees of the Month that evening. November Employee of the Month – Finance Manager Diane Hellekson introduced Payroll Specialist Jeff Hoss. She said that he was an outstanding employee who worked very hard and was very giving and did his job really, really well. She was thrilled that he was nominated by a bus operator, and said that he had received commendation letters from LTD's deferred compensation providers and members of the public. Mr. Bennett presented a letter, plaque, and pin to Mr. Hoss, who had received his monetary award earlier. Mr. Hoss said that it was a great honor to be given an award like this when he considered the company he was in: He said he worked with some of the brightest people he had ever known. He added that as a company, LTD employees strove for excellence in everything they did and that he had always wanted to be part of a group like that.

December Employee of the Month – Transit Operations Manager Mark Johnson introduced Bus Operator Roxi Moore, who had been an LTD employee since 1995. He said that her safety and on-time performance records were excellent and that she recently became an instructor, and that only the best, in both skills and attitudes, got to be instructors. He said that she had the best attitude and lots of enthusiasm, and that she cared about the job and the welfare of LTD and its guests, which showed in the kind of service she provided. Ms. Moore would be taking vacation in order to drive buses the entire three weeks of the Olympics. Mr. Bennett presented Ms. Moore with her letter, plaque, pin, and monetary award. Ms. Moore stated that she really never dreamed that driving public transportation would make her become a better person inside, but she had grown in dealing with the public every day, and had learned to understand, respect, and care about people. She stated, "Just solving a transportation or communication problem gets me misty

sometimes. We all are a big community and family out there and it's a big part of my heart. It's a blast and, like I tell my riders, 'If you can't go to a party, be one.'

AUDIENCE PARTICIPATION: Mr. Bennett opened the meeting for audience participation. (1) Dan Fromhertz of Springfield spoke first. He said he was trying to make the bus service better. He was a veteran of Viet Nam and Desert Storm and had ridden public transportation in all parts of the world. He started riding LTD and had not missed one month since 1994. He said that he pretty much knew all the drivers and they knew him, and that Ms. Moore did make a party on her bus. He said that his issue was trying to get around town faster and better. For example, traveling from Thurston Station to Bailey Hill used to take three hours, and now it took 1.5 hours on a good day. He stated that a huge retirement community was starting in the Thurston area, and that several multiplex condominiums were being built. He thought that there should be a bus traveling on Highway 105, leaving the Thurston station and going to Mohawk, where people could go to Wal-Mart, Winco, and Albertsons, then traveling down Olympic to Fred Meyer and Safeway, then on I-105 to Coburg Road and somehow to Greenhill. He commented on the policy to reimburse guests for taxi rides when bus service is down completely and said that to go from his home on 15th Street to where he worked cost \$13 with a 10 percent discount, and he would have to do that twice on Thanksgiving. He said that his cost would be \$26 out of his pocket. He was grateful that LTD would reimburse him \$10, but it seemed that it would be helpful if he were reimbursed for a two-way trip with a bus pass. He added that on Sunday nights he had to go to work two hours early because LTD was closed down.

(2) The second speaker was Laura Jack of Eugene. She said that she worked for Peace Health in the business office, and was at the meeting to ask the transit system of the year to reinstate service way out W 18th Avenue in Eugene. She took her job because there was bus service and she didn't want to drive a car. She wanted to know what she needed to do to get bus service back. She offered to supply staff with numbers of people who had taken the bus from other businesses, and said that a new telemarketing business was going in, which she described as a lower-wage business that would generate a lot of riders. She wondered if an existing route could add a loop out there, and what kind of ridership that would require. Mr. Bennett said that the Board could not really have that kind of discussion with her that evening, but that staff could get back to her. He explained that normally the Board heard testimony and then later got back to the person testifying. He said that LTD had just gone through a comprehensive service redesign and that a lot of effort went into which routes were established. He said that LTD would run routes that could generate the minimum amount necessary to help the District with its budgeting. Ms. Jack said that she had been e-mailing with staff and was not sure where to go as the next recourse. She added that before Hyundai buses used to turn around at Molecular Probes. Mr. Bennett asked staff to help respond.

Service Planning & Marketing Administrator Andy Vobora stated that he had received copies of some of the e-mail messages Ms. Jack referred to. He mentioned other routes that also fell below the standards and did not meet the criteria for the CSR. He acknowledged that the area she referred to was one where things continued to happen and said that new companies had contacted LTD. However, 70 people per shift were not enough to support bus service. Those employees might have to form a partnership with bigger businesses and share in the costs, so LTD could design service for them. He explained that

deviating other routes was not as simple as it seemed. Staff were trying to keep the lines of communication open with other companies, similar to Gateway Street and Coburg Road. Ms. Jack asked if 21 riders per trip would be a good starting point, and Mr. Vobora replied that it would.

(3) Mamie Arnold of Eugene explained that she had been in a *Register-Guard* article about LTD's former holiday lights tour service (JoyRide) over the weekend. She talked about calls she received from others and explained the importance of the JoyRide. She said that it was a tradition for many families, and that LTD needed to realize that the older people in the community enjoyed this so much because they did not drive and some did not have families. The JoyRide was an avenue for them to get out and enjoy the songs and festivities on the bus. She said that with the current world of turmoil and people feeling very tense, it was a time to bring peace and tranquility in our community. She stated that people who go to all the work to trim their homes liked to share what they did. Just to watch the faces of the people going by made her realize that this was a wonderful season of the year. She enjoyed being out on the porch watching the buses go by completely filled. She recommended raising prices if LTD did not break even on the costs; she thought that people would pay more. She said that she could help get volunteers to help with the singing and in other capacities and offered to go to firms and help do whatever was necessary. She asked the Board to really consider this—to make Eugene a community that could stand for the people and give them the joy and friendship and fun during this holiday season.

Mr. Bennett thanked Ms. Arnold for addressing the Board. He explained that the fare portion of bus service was a very small part of the cost, and amounted to somewhere in the 20 percent range for all of LTD's service. He said that even a significant increase in fares would not make a significant dent in the substantial cost for this service. He said that the corporate sponsorships were the key to successful service in the past, and if LTD had those back, it would provide the service because LTD loved doing it. However, the District was faced with declining revenue and the Board and staff were working really hard to hang onto the main service. The Board did not want to offer anything extra at the expense of regular service. Ms. Arnold said that if LTD would give her a list of sponsors, she would be willing to go out and see if she could get them back. Ms. Hocken said that there obviously wasn't time to do that this year so any efforts would have to be for the next year. Mr. Vobora explained that there were a number of issues. A year ago, LTD had decided not to offer the JoyRide because staff resources were needed on the CSR. This year there were budget restraints. If LTD were offering the JoyRide, tickets would have been printed, there would be a place to operate from, etc. There were a number of logistical problems, especially since the District just lost three of its marketing staff during the budget cutbacks. Basketball shuttles, requiring 10 buses, typically conflicted with JoyRide service. He said he was not sure that offering JoyRide service was LTD's highest priority at that time.

Mr. Bennett stated that Ms. Arnold had made a strong case for JoyRide service, but that he had a hard time with anything even as popular as this when LTD was not meeting its regular service needs. Mr. Vobora said that two years ago, the JoyRide required 60 hours of staff time and \$15,000 to \$16,000. Last year Laidlaw stepped up to provide some of this service, and LTD had printed the route for people to drive. Ms. Arnold asked if LTD would run JoyRide if she were to get \$15,000. Mr. Bennett replied that he could not tell her at that point because of the organizational effort that would have to be substituted for other duties.

LTD had just eliminated 13 administrative staff positions, and its revenue numbers were not very good at that point because LTD's success depended on everyone else doing well. He said he would listen to other members of the Board and they would talk about this with staff.

ITEMS FOR ACTION AT THIS MEETING:

Consent Calendar: The consent calendar consisted of the minutes of the September 17, 2001, special Board meeting; minutes of the September 19, 2001, canceled regular Board meeting; minutes of the October 17, 2001, canceled regular Board meeting; and Special Transportation Advisory Committee name and bylaws changes.

MOTION Mr. Kleger moved that the Board adopt LTD Resolution No. 2001-039: "It is hereby resolved that the Consent Calendar for November 19, 2001, is approved as presented." Mr. Melnick seconded. Ms. Hocken asked about inconsistencies in some of the sections of the special transportation bylaws. Mr. Hamm explained that the only changes made so far were to reflect the integration of RideSource into the LTD structure and Special Transportation Program Administrator Terry Parker's move from the Lane Council of Governments (LCOG) to LTD. A subcommittee was scheduled to meet to go through the bylaws more thoroughly. The current update was only to reflect the transition to LTD and change the committee name. The committee would ask the Board to adopt the bylaws again after a review in more detail. Mr. Kleger stated that the bylaws had been evolving for just under 20 years and that the committee was well aware that the bylaws needed a major review. Ms. Hocken said she was comfortable with that explanation and leaving the item on the consent calendar.

VOTE Mr. Bennett asked for a show of hands in favor of the motion to approve the consent calendar. The motion carried by unanimous vote, 5 to 0, with Bennett, Hocken, Kleger, Lauritsen, and Melnick voting in favor and none opposed.

ACCEPTANCE OF INDEPENDENT AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2001: Finance Manager Diane Hellekson stated that LTD was required by law to have an independent audit annually, and that the results of the audit were reported to the State. For the past several years, LTD had submitted its Comprehensive Annual Financial Report to the Government Finance Officers Association of the United States and Canada as part of a competition for awards of excellence. She informed the Board that LTD received its fifth-in-a-row award the previous spring. The City of Eugene held the state record, with 22 or so in a row.

Ms. Hellekson reminded the Board that it had three direct reports: the general manager, the District's attorney, and the District's independent auditor. She then introduced Chuck Swank of Grove, Mueller & Swank, P.C. Mr. Swank said that Ms. Hellekson had covered most of this topic already that evening. He told the Board that they had a financial report they could be proud of, that Ms. James did an excellent job of putting the financial statements together, and that the audit procedures went very well. In explaining why there was no management letter, he said that the auditors had not found a point that they felt they needed to bring to the Board's attention. They had discussed some smaller issues with Ms. James and Ms. Hellekson.

Mr. Swank said that governments were facing a whole new realm of accounting pronouncements, in GASB 34. Ms. James already was working to make sure LTD was prepared to implement GASB 34 in June 2003. He said it would be a lot different for the accounting staff to put together the first time, but should result in a more useful document.

Mr. Swank told the Board that they had a staff they could be proud of, and that he was giving LTD a clean report. The independent auditor's report was unqualified; there were no findings in the federal requirements under the single audit act; and the State of Oregon reporting requirements also resulted in a clean report. He thanked the Board and said he appreciated the opportunity to work for them.

Mr. Kleger asked if there was anything that needed or would be beneficial to be done at the Board level to make the record keeping and reporting more effective. Mr. Swank replied that there was nothing that he was aware of that they had discussed. He said that LTD's accounting system was an evolving system, like any other system. The auditors looked fairly hard at the changes each year. Because LTD was a recipient of federal funds, the auditors were required to look at how the District processed financial information, both from the financial side and the federal requirements side. He said that they had given LTD management letter points in the past and those had been addressed expediently.

Ms. Lauritsen asked about the reason for GASB 34. Mr. Swank said that LTD's financials would change least of any entity that the auditors were associated with. LTD already reported in a single column, which allowed the reader a better idea of how to compare a public entity to a business. The idea was to have a set of financials that more closely resembled the business world. He said that this was a tough objective, because often what the governmental sector used financial statements for was quite different than what they were used for in the business sector.

MOTION Ms. Lauritsen moved the following resolution: "LTD Resolution No. 2001-040:
VOTE Resolved, that the LTD Board of Directors accepts the Independent Audit Report for the fiscal year ending June 30, 2001." Ms. Hocken seconded, and the passed unanimously on a roll call vote, 5 to 0, with Bennett, Hocken, Kleger, Lauritsen, and Melnick voting in favor and no one opposed.

BUS RAPID TRANSIT: SPRINGFIELD CORRIDOR SELECTION: Mr. Viggiano said that the recommendation was to select the Pioneer Parkway corridor in Springfield. In the agenda packet was material that went to the BRT Steering Committee in September. The Steering Committee unanimously supported this recommendation, as did the Springfield City Council. He said that there was considerable enthusiasm on the part of Springfield for this particular corridor.

MOTION Mr. Kleger moved LTD Resolution No. 2001-041: "Resolved, that the LTD Board of Directors selects the Pioneer Parkway corridor as the next bus rapid transit corridor to be developed in Springfield." Mr. Melnick seconded the motion. Ms. Hocken commented that even though the City of Springfield and the Steering Committee were very enthusiastic about this, she did not think the Board should therefore feel that it would be a "slam dunk" to get the whole corridor in the form LTD wanted it to be in, because LTD still did not have complete commitment from the City of Springfield for as much exclusive right-of-way as the

District might want to have. The Pioneer Parkway extension basically was a new development so there was an opportunity for lots of exclusive right-of-way, but there were some troublesome spots where LTD may need more than the City was currently thinking that it might need to give.

VOTE The motion then passed unanimously on a roll call vote, 5 to 0, with Bennett, Hocken, Kleger, Lauritsen, and Melnick voting in favor and no one opposed.

FISCAL YEARS 2004-07 STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) PRIORITY SETTING: Capital Grants Administrator Lisa Gardner called the Board's attention to the materials in the agenda packet, which included materials reviewed by the Metropolitan Policy Committee (MPC) on October 11. She said that it was very early in the priority-setting process. Because MPC took action to approve it as a preliminary priority list, staff wanted to take it to the Board for consideration and to take action to endorse what MPC had approved. She said that there would be other opportunities to discuss priority projects and make any changes, and it would be 2003 before the list was finalized. She thought that the TDM project list would come up for discussion by the Board as a result of the budget constraints being considered at LTD. Ms. Hocken said that the Board had talked about some of this at the Board retreat, regarding trying to get support from partner agencies for TDM and the fact that this was a TransPlan goal, and the area was expecting some increased STP money, which was federal money that flowed through the State, and whether it would be appropriate to earmark some of that increased funding for TransPlan proposals. She also wanted to point out that she had been told that this list of TDM proposals was fairly tentative. For several years, LTD had received on the order of \$200,000, and had requested around \$500,00 this time. This time, the State was saying that LTD may receive about \$100,000 of that, so appeared that there would be a real shortfall between what had been done in the past and what the District hoped to do in the future, based on the money that would be available. Ms. Gardner said that it was worth pointing out that Tom Schwetz's memo to MPC stated that with the update of the census and the transportation management area, this region would receive more money, and that would be reflected in the 2004-07 STIP for the first time. It was not yet known how much those funds would be, so the project list was not being based on an assumed amount of money. She said that the TDM program had not been optimistic of an increase in funding, but LTD never had a sense in advance what the funding would be. Still it made sense to generate the list of projects. The key would be how the projects were prioritized and how the top priorities were funded. Ms. Lauritsen asked if Ms. Hocken, as one of LTD's MPC representatives, was in favor of the way the priorities were listed on pages 49-51 of the packet. Ms. Hocken said that what she understood in conversations with LTD staff was that the list was not necessarily in priority order. If LTD received the requested \$500,000, these would be things that LTD would consider doing; however, it was hard to predict things that were so far out, because what was going on in the local economy affected what was done for TDM. However, she said that she would support this list and the fact that these projects were included even though they might not be in the final approved priority list.

MOTION Ms. Lauritsen moved LTD Resolution No. 2001-042: "It is hereby resolved that the LTD Board of Directors recommends to the Metropolitan Policy Committee the proposed project priority list for inclusion in the 2004-2007 Statewide Transportation Improvement Program." Ms. Hocken seconded the motion. There were no further comments, and the

VOTE motion carried unanimously, 5 to 0, with Bennett, Hocken, Kleger, Lauritsen, and Melnick voting in favor and no one opposed.

APPOINTMENT TO BUS RAPID TRANSIT ADVISORY COMMITTEE AND BOARD BRT COMMITTEE: Mr. Bennett said it would be inappropriate for him to make this appointment, since he was the one who was retiring. This issue was deferred to the Board Chair. Mr. Bennett asked if Ms. Hocken was willing to continue on the BRT Steering Committee. She said that she was, and that she and Ms. Wylie had discussed briefly the fact that, up to this point, the chair of the Board BRT committee had been the chair of the BRT Steering Committee. Ms. Wylie was not sure that this model should be continued; there were pros and cons. There were non-LTD Board members on the Steering Committee who would be good chairs, but there was a continuity question, because when Board committee met separately from the Steering Committee, it was good to have the chair of the BRT Steering Committee as part of the conversation. Ms. Hocken was not sure what Ms. Wylie decided. Mr. Kleger said that the Board had a precedent with Springfield Station Steering Committee: When Mary Murphy went off the Board, she continued as chair of the Steering Committee. He was not aware that there were any problems as a result. Mr. Bennett said he thought there was an argument for having someone on the larger BRT steering committee who that committee feels will be most effective as the chair, as opposed to having to be an LTD Board member. There was some argument for changing the chair representation a little. He thought that the continued presence and active participation by the three elected officials was extremely important. The liaison between their bodies and LTD and how that was orchestrated was fairly important. He thought that it could be an LTD Board member but may not necessarily have to be. The Board BRT committee was internal and it was not necessary to have anyone there who was not very close to LTD.

This action was deferred to December when Ms. Wylie would be present.

Breeze Service Issues: Mr. Hamm brought up another issue as a follow-up from the Board workshop. He wanted to be sure that staff and the Board were on the same page regarding the Breeze shuttle service, to give staff some guidance for the winter bid that would occur in February. Staff wanted to be sure they understood the Board's priorities. Staff were planning to put the AVS buses into service, and thought that they had heard a clear message about getting the graphics done and packaging and promoting that service. He also understood that the Board understood the issue of overcrowding between the University of Oregon (UO) and downtown, and that staff would look at when those peaks occurred to determine the cost of increasing service with a different frequency or capacity on the Breeze or on Route 28.

Mr. Melnick thought that the issue was to keep the Breeze intact as originally planned, and that if the piece from the UO to downtown was where the heavy load was, add extra service for that piece only, and to not add it as a shuttle that only went part-way on the Breeze route. Mr. Hamm said that LTD had 30-foot Gillig buses on that route; those could be packaged with AVS buses so that there was more wheelchair capacity on some trips. He thought that was an important piece of the quality of service. He thought that Ms. Wylie had made a good point that as part of the branding exercise that the Board talked about, the Board had identified in her words a different mode, although it was not really a different mode. LTD had created a package of service that it wanted to market differently, to clearly

and visually communicate that and operate it that way. Mr. Kleger felt strongly that the 250-series buses (the Gillig 30-foot buses) should be kept in that rotation for the Americans with Disabilities Act (ADA) requirements purpose, but he also thought the District needed to keep the Breeze brand identity on vehicles in that service, so that there was no brand confusion.

Mr. Hamm said he was suggesting that the Gillig buses be painted in the package and rotated through the Breeze service, in order to maintain ADA capacity. Mr. Bennett asked Mr. Kleger why that helped people who needed the ADA protection, and how that would fit into anyone's schedule on a regular basis. Mr. Kleger said people very quickly would pick up on what the rotation would be. Mr. Hamm said that the schedule would indicate that every so many trips, the Gillig bus would come through. Mr. Bennett said that he deferred to them on the ADA issues, but that this was the wrong reason to be running those buses. LTD should be using only buses that were acceptable. Mr. Kleger said he also would like it to be that way, but it wasn't, and it would be awhile before it was. He had no doubt that LTD would make progress to bring the AVS buses up to the District's standards. He thought that there were some expensive things that could be done, such as replacing the ramp with a lift and modifying the entryway accordingly. He did not want to have to do that, and suggested that maybe there was a chance to modify the floor at the front to reduce the pitch of the ramp. Mr. Bennett asked if the newer buses met the federal standards, but not in the same way LTD expected. Mr. Kleger that there was some argument about whether they met the standard or not. The federal ADA regulations did not specify the maximum pitch of a ramp. The only specification was in architectural standards, where it was 1 in 12; the bus ramp was a little over 1 in 4. Mr. Hamm said that the buses met the specifications in door width, etc., but LTD had set a culture of high standards for its disabled community. Mr. Bennett thought it was a shame that LTD spent a lot of time putting together something that had great potential for the community, in broadening LTD's base, reaching a broader market, and making the District more competitive, but could not get the right vehicle. He said he wanted to be on the record as saying that the 250-series Gilligs were not the answer.

Ms. Hocken said she was hearing that Mr. Melnick was supporting the idea of adding non-Breeze service on an existing UO route segment to handle existing overloads. That would be one strategy. In addition, the Board also was talking about running 30-foot buses as part of the Breeze service, possibly two 30-footers and three AVS buses. Any buses in Breeze service would be painted to carry out the Breeze appearance. Mr. Kleger said that this was where he was. However, he noted that the access issue extended to the entire length of the Breeze route, because LTD dropped off some regular service between downtown Eugene and Valley River Center (VRC) with the advent of Breeze, so that without the Breeze service there was a substantial reduction in wheelchair capacity out to VRC. It was important to keep that service accessible. He said that LTD had not been reducing capacity in planning the Breeze service, because it was increasing frequency. However, between two-thirds and three-fourths of the wheelchair users would have difficulty boarding, so LTD needed to do something to offset that, and he wanted to do that in a way that took the least possible away from branding the service.

Mr. Melnick asked if the AVS buses were ADA-compliant. Mr. Vobora said that this was Maintenance Manager Ron Berkshire's question after looking at this issue again and talking with the manufacturer. Mr. Kleger said that the manufacturer insisted that they were, but he did not think that they were. Mr. Melnick then asked if there was an independent

audit that LTD could do. The buses had been accepted on the basis that they were ADA-compliant, and LTD could not and should not legally run a vehicle that was not ADA-compliant, and if LTD was sold something that was not ADA-complaint, there should be some recourse. Mr. Hamm said that Mr. Berkshire had measured those spaces and that they met the minimum standards; however, in reality, the larger, more automated chairs presented more of a challenge. They were longer, wider, and heavier, and the original standards did not address that. LTD tried to move the chairs that the regular service could not accommodate onto RideSource, but would like to accommodate them all. With the bigger buses in the fleet, the District was able to accommodate almost all of the larger chairs. Mr. Vobora added that both of the segments from the UO to downtown and from downtown to VRC were covered by regular buses; the part that was not covered by regular buses was Country Club Road.

Mr. Melnick asked Mr. Vobora what he thought was the best way to handle this problem. Mr. Vobora replied that the plan that made sense to staff at that point was to cover the capacity issues, not only for the people in wheelchairs but for other riders, as well. It was not acceptable for someone to be passed by more than once. The current logistics on the Country Club segment were that the driver of the second bus to pass someone in a wheelchair by would have to call in for someone to pick up that person, so that was why staff thought it would be good to alternate in buses with higher capacity. Mr. Melnick said he would have less trouble with that as long as the District stuck by the Breeze branding and did not run those buses on other routes. That was not his first choice but, given the circumstances, he thought it might need to be done. He also thought it would be worth it at some point for the general manager to write a letter to the manufacturer to say that the buses may meet letter of the law, but not spirit, based on the ramp alone, and that LTD would not buy any more of those buses unless the problem was rectified.

Mr. Bennett said he did not buy the capacity problem at all. He said that LTD knew the AVS buses would be this size and have only one bay. He would rather run regular buses that were not painted instead of trying to make them look like Breeze buses, because they were not. Mr. Vobora said that the other alternative was to put the whole package out and monitor it to see how many issues came up, and address the overload issues at the UO. He said that the District needed to have a plan prepared to avoid playing catch-up later. Ms. Lauritsen said she agreed with Mr. Kleger, to do what needed to be done operationally to fix the overload problem. She said that LTD has to meet its own standards for people in wheelchairs and not leave them out in the rain, so that sounded like alternating 30-foot buses.

ADJOURNMENT: There was no other discussion, and the meeting was adjourned at 7:55 p.m.

Board Secretary

BRT PHASE 1
Draft Budget

	<u>Proposed Budget</u>	<u>Cumulative Budget</u>
Design Services (Parsons/Brinker)	\$ 1,523,260	
Design Contingency – 5% of Contract	152,326	\$1,575,586
Construction Estimate	8,394,990	10,070,576

AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 19, 2001
- ITEM TITLE:** BRT CORRIDOR PLANNING UPDATE
- PREPARED BY:** Stefano Viggiano, Planning and Development Manager
- ACTION REQUESTED:** None. Information and discussion only.
- BACKGROUND:**
- Springfield Corridor**
- LTD staff have been working with City of Springfield staff on a work plan for the development of the Pioneer Parkway BRT corridor. The plan briefly describes a project management approach and a public involvement strategy. A copy of the plan is attached for the Board's review and discussion. The Springfield City Council reviewed the project plan and supported it without changes.
- Eugene Corridor**
- The Eugene Planning Commission held a public forum to solicit comments on the Highway 99 and Coburg Road corridors, the two remaining options for the next BRT corridor in Eugene. A copy of the material that was prepared for the public comment session is attached. The Planning Commission is scheduled to make a recommendation on a preferred corridor on January 7, 2002. The Eugene City Council is scheduled to take action to select a preferred corridor on February 25, 2002 (delayed from January 26, 2002, due to Council agenda conflicts).
- ATTACHMENTS:**
1. Project Management Plan for the Pioneer Parkway BRT Corridor
 2. Data on the two finalist Eugene BRT corridors
- PROPOSED MOTION:** None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2001

ITEM TITLE: BRT PHASE 1 AND SPRINGFIELD STATION

PREPARED BY: Mark Pangborn, Assistant General Manager
Charlie Simmons, Facility Services Manager

ACTION REQUESTED: None. Information and discussion only.

BACKGROUND: Contracts for design services are about to be signed with Parsons Brinkerhoff for BRT Phase 1 and with WBGS for the Springfield Station. The design firms have completed some preliminary estimates for construction cost and project schedules. There also has been a decision on the federal funding for the Springfield Station. Congress appropriated \$2 million for the station (\$4 million had been requested.)

Staff are interested in engaging the Board in a discussion of issues related to the budget, schedule, and design process for the two projects.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 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 December 19, 2001:

- ◆ Approval of minutes: November 16-17, 2001, special Board meeting/strategic planning work session
- ◆ Approval of minutes: November 19, 2001, special Board meeting
- ◆ Approval of minutes: November 21, 2001, canceled regular Board meeting

ATTACHMENTS:

- (1) Minutes of the November 16-17, 2001, special Board meeting/strategic planning work session
- (2) Minutes of the November 19, 2001, special Board meeting
- (3) Minutes of the November 21, 2001, canceled regular Board meeting

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

LTD Resolution No. 2001-043: It is hereby resolved that the Consent Calendar for December 19, 2001, is approved as presented.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2001

ITEM TITLE: BRT CONSTRUCTION METHOD SELECTION

PREPARED BY: Mark Pangborn, Assistant General Manager
Jeanette Bailor, Purchasing Administrator

ACTION REQUESTED: None. Information and discussion only.

BACKGROUND: Construction manager/general contractor (CM/GC) is a project delivery method for construction projects. A single firm, referred to as a CM/GC, is selected during the design process by a competitive procurement that is primarily qualifications-based. This firm is a general contractor and will give input during the design process to enhance the design work. The CM/GC works as part of a collaborative team with Lane Transit District and the design team during the design process, providing value engineering, constructability review, scheduling, estimating, and other related services.

An additional administrative process is required to use the CM/GC method of contracting. The Oregon Public Improvements Statute, ORS 279.015, requires all public improvement projects to be procured by competitive bid. As a result, all CM/GC projects require the public agency to develop findings that the alternative procurement process is unlikely to encourage favoritism or substantially diminish competition and will meet the findings requirements of ORS 279.011(5). These findings will have to be given at a public hearing and a resolution must be passed by the LTD Contract Review Board to allow a Request for Proposal (RFP) for this method of construction.

ATTACHMENTS: None. A summary of CM/GC information will be given in a PowerPoint presentation

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 19, 2001
- ITEM TITLE:** COMMUTER SOLUTIONS PROGRAM REPORT
- PREPARED BY:** Connie Bloom Williams, Commuter Solutions Program Manager
- ACTION REQUESTED:** None. Information only.
- BACKGROUND:** Commuter Solutions Program staff continue to be active in local metropolitan planning issues and in providing transportation programs and services to the community. Staff will review activities, accomplishments, and changes that have occurred over the year.
- In May 2000, the Board was presented with the draft version of the Commuter Solutions Strategic Plan. Since that time many of the action items have been completed. New opportunities and changes led the TDM Advisory Committee to update the Planning Goals. Actions within the plan fall into four main categories:
- Technical Assistance and Services
 - Education and Awareness
 - Research
 - Policy
- A copy of the draft goals is attached for the Board's review.
- One of the changes recommended by the TDM Advisory Committee is to split the cost of the local match for the grant among LTD, Lane County, Eugene, and Springfield. Up to this point, LTD has been paying the entire local match (currently approximately \$20,000 per year). Another recommended change is to reallocate the grant funding to allow for the hiring of a TDM assistant. This position would be entirely grant-funded (except the local match), and at a lower pay scale than the previous assistant position. These recommendations were to be considered by the Transportation Planning Committee on December 13, 2001.
- ATTACHMENTS:**
- (1) Commuter Solutions Planning Goals 2000-2005 (December 2001 revision)
 - (2) Commuter Solutions Program Planning and Funding chart
 - (3) Commuter Solutions Record of Inquiries January 2000 - December 2001
 - (4) Commuter Solutions Planning Matrix
- PROPOSED MOTION:** None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2001

ITEM TITLE: COMMUTER SOLUTIONS PROGRAM REPORT

PREPARED BY: Connie Bloom Williams, Commuter Solutions Program Manager

ACTION REQUESTED: None

BACKGROUND: Commuter Solutions Program staff continue to be active in local metropolitan planning issues and in providing transportation programs and services to the community. Staff will review activities, accomplishments, and changes that have occurred over the year.

In May 2000, the board was presented with the draft version of the Commuter Solution Strategic Plan. Since that time, many of the action items have been completed and new opportunities and changes led the TDM Advisory Committee to update the Planning Goals. Actions within the plan fall into four main categories:

- Technical Assistance and Services
- Education and Awareness
- Research
- Policy

A copy of the draft goals is attached for your review.

Planning goals, the Commuter Solution's Program relationship with LTD and other jurisdictions, and staff and budget changes will be discussed with board members

ATTACHMENT: Commuter Solutions Planning Goals 2000-2005 (December 2001 revision)
Commuter Solutions Program Planning and Funding chart
Commuter Solutions Planning Matrix
Commuter Solutions Record of Inquiries January 2000- December 2001

PROPOSED MOTION: None



Lane Transit District
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MONTHLY DEPARTMENT REPORTS

December 19, 2001

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

IN CONGRESS

The FY 02 Transportation Appropriations Act has yet to be signed by the President, but having passed both houses of Congress and with no veto threat, it is reasonable to conclude that the bill will become law on signing. As Board members know, the bill contains \$2 million for Springfield Station, less than the anticipated federal share for this project. The balance of needed funding will continue to be Lane Transit District's highest federal priority in the coming year.

It is unfortunate that it will require multiple years to acquire the funds necessary for Springfield Station, as this compromises our ability to begin new projects. However, the likelihood of securing the needed funds for the Station project is very high.

When the House first marked up this measure in June, it included language that would reprogram LTD's bus rapid transit (BRT) funding. Staff at both LTD and the Federal Transit Administration (FTA) understood the tight calendar required to obligate BRT funds before the end of the last federal fiscal year. Because we were successful in meeting that deadline, and due to the persistence of Congressman DeFazio and his staff, the final measure included language directing the FTA **not** to reprogram those funds. It is a moot point since the funds are now obligated, but somewhat reassuring nonetheless.

The House Committee received over 9,000 requests for transportation earmarks from House members. While these were not all for transit projects, obviously, it remains clear that competition for funds is fierce. Hopefully, LTD is better positioned for next year's appropriations cycle.

For 2002, government relations staff will continue to prepare a coordinated federal agenda for Eugene-Springfield local governments. It is expected that LTD will request funding for:

- The balance needed for Springfield station
- The intelligent transportation system components needed for BRT
- Additional funding needed for buses and for modifications to the maintenance facility required by the addition of articulated vehicles to LTD's fleet

These needs total about \$9.8 million, depending on a more exact amount still needed for Springfield Station.

IN SALEM

Redistricting. The last act of the redistricting staff of the Secretary of State's office prior to their closing of the redistricting office was to complete the redrawing of the boundaries of LTD's subdistricts. Lane Council of Governments will need to prepare individual subdistrict maps for District use, but it was interesting to note that the population imbalance among LTD subdistricts was far less than was reported for Eugene City Council wards, for example. This has the effect of making the changes to the subdistricts relatively minor.

Recruitment to fill Board vacancies. Because the Governor's office did not want to begin recruiting for new Board members until redistricting was completed, no appointments will be made before February or March, with Senate confirmation at the end of March or beginning of April. Board members with terms expiring may continue to serve until a new person is named by the Governor. This is clearly stated in ORS 267.090 (3):

The term of office of a director is four years, but each director shall serve at the pleasure of the Governor. Before the expiration of the term of a director, the director's successor shall be appointed. A director is eligible for reappointment. In case of a vacancy for any cause, the Governor shall appoint a person to serve for the unexpired term. A director whose term has expired shall continue to serve until the appointment of a successor unless discharged by the Governor.

Budget shortfall. The Oregon Department of Transportation (ODOT), like every other state agency, was required to submit a list of proposed budget cuts, up to 10 percent of its general fund budget, in 2 percent increments. Because most of ODOT's budget is either from federal funds or debt service, the 10 percent proposals fell primarily in the divisions using state general funds, the Public Transit Division and the Rail Division. On the table for legislative and executive consideration for cuts are \$500,000 awarded to LTD as part of the funding necessary for a new RideSource administrative and dispatch facility and one run of the Willamette Valley train between Eugene and Portland.

During the week of December 10, special committees in both the state House and Senate are hearing what the proposed cuts are for each state agency. It is unclear how this information will be used as the Ways and Means co-chairs are not part of that process. It is expected that in January the governor will meet with leaders from both chambers to work out a budget reduction (or, less likely, a revenue enhancement) plan, to be followed by a February special session. Past experience indicates that the total biennial shortfall will be larger than what legislators are currently targeting. This may increase the likelihood that some revenue measures will occur, but they are unlikely to be permanent.

DEVELOPMENT SERVICES

Stefano Viggiano, Planning & Development Manager

BREEZE UPDATE

Schedule changes implemented in early November appear to have resolved the running time issues being experienced during the p.m. peak. One additional trip will be increased to sixty minutes when winter bid starts in February. These changes resulted in ten-minute frequency through 11 a.m. and twelve-minute frequency until 6:30 p.m., when the evening frequency of twenty minutes begins. Guest information was updated to reflect the changes and it appears that riders are getting used to having general information that tells them that the shuttle operates every ten to twelve minutes. We will continue to monitor this issue and re-visit it if necessary.

All six AVS buses are being rotated into service on the route, to allow the Maintenance Services staff to make adjustments to the operating parameters and for bus operators to be trained. A small number of mechanical issues have arisen, but overall the buses are operating well and should meet the demands of being in service throughout the day. These buses will be incorporated into regular service following the completion of painting and logo application later this month.

Promotion of the service, beyond public relations coverage, had been on hold through the fall. During December the District has implemented three small promotional efforts. The first involved a television campaign sponsored by Downtown Eugene Incorporated and is airing on KEZI television. The ads show participating downtown businesses and encourage residents to visit downtown during the holidays. The second effort involves a 30-second radio ad encouraging residents to think of the Breeze as a holiday shopping alternative to driving. These commercials are airing on a number of stations during a two-week period ending December 22, 2001. The final effort involved a service buy-out by the new wireless phone service company Cricket. On Saturday December 15, Cricket paid LTD to run the Breeze at no charge to the guests. This additional exposure was free to LTD. Additional targeted Breeze promotions are planned for early 2002.

Ridership has remained strong. Counts during the University of Oregon (UO) holiday period will be gathered in an effort to examine the impact the UO is having on ridership.

UO BASKETBALL SHUTTLES

The 40-game home basketball schedule is well under way! Service has been operating effectively from three locations: River Road Station, Springfield Station, and Civic Stadium. The ridership has been fairly light during the pre-season games; however, staff anticipate that it will grow with the start of the Pac-10 schedule. In January a report on ridership and modal split will be included in the monthly report.

WINTER BID

Service Planning staff have completed an analysis of the immediate changes necessary to relieve pressure on the new system. These changes primarily address running times on trips that are unable to make transfer connections. All costs associated with these changes were budgeted as contingency for this fiscal year. The contingency budget was allocated for the system, as well as specifically for the Breeze. Additional hours remain in both of these categories, which will allow LTD to respond to issues that may arise during the remainder of the year. Winter bid is implemented on February 4, 2002.

SYMANTEC BUS SERVICE

In addition to a package of TDM services for the Symantec employees, two express bus trips have been designed to offer employees an alternative to driving to the new site. These trips begin at the Lane County Fairgrounds Park & Ride, serve the Eugene Station, and then express to the new building. These trips target the 7 a.m. and 8 a.m. shift times. Eighty percent of the employees start work at 8 a.m. This service is funded through a group pass contract that includes payment for the express service.

STUFF THE BUS

LTD participated with KDUK radio for the sixth time in the Stuff the Bus campaign by donating a bus for gathering food and toys during a three-day period. This year a total of 7,079 pounds of food was gathered for Food for Lane County, and three truckloads of toys were delivered to Toys for Tots. Both were records!

SNOW AND ICE DETOURS READY

A complete update of the District's snow and ice detours was compiled and distributed. This information guides District operations when conditions affect the ability to operate along hilly sections of routes.

FIRST NIGHT EXTENDED SERVICE

The annual New Year's Eve celebration, First Night, will again take place in downtown Eugene. Event organizers are purchasing an additional departure (12:40 a.m.) in order to allow attendees an opportunity to stay for the midnight fireworks show. Traditionally these late departures have been very well utilized.

SPECIAL TRANSPORTATION PROGRAM

The Special Transportation Advisory Committee received copies of David Norstrom's final report evaluating the RideSource program. STAC members assisted with the review of

three responses to the RideSource operations Request for Proposal (RFP). Special Mobility Services (SMS), the current contractor, was given notification of LTD's intent to award the contract to SMS. STAC members have been sending communications to legislators asking for continued support for special transportation funding.

RideSource provided a total of 27,680 rides during the first quarter of FY 2001-02 (July 1 through Sept. 30). While this is a 5 percent increase over last year, it is a more moderate increase than the 14 percent growth experienced during the previous year. There also has been a change in the makeup of the mode mix. The number of rides taken on RideSource vehicles remained essentially the same, while less costly rides provided by volunteers increased by 1,500 rides. Charges to the Special Transportation and LTD General Fund resources increased by \$7,000, or 2.5 percent over last year. During the corresponding period between FY 2000-01, charges to STF and the LTD General Fund increased by 19.6 percent. The change can be attributed to a slowing in the demand for RideSource and, to a greater extent, LTD's negotiations with the Department of Human Services to attain a larger percentage of reimbursement for trips provided to agency participants.

ACCESSIBLE ISSUES COMMITTEE (AIC)

The AIC met on December 3 with discussions about:

- ◆ Web site accessibility (i.e., compatibility with software used by people with visual impairments or blindness or physical limitations)
- ◆ Draft service animal policy
- ◆ Using RideSource to travel to the nearest LTD station (for individuals who are prevented from getting to the bus stop nearest home but can otherwise use LTD)
- ◆ LCC station signage
- ◆ Braille maps for LTD stations
- ◆ Update about the *Breeze* shuttle service
- ◆ New "way finding" innovation for the visually impaired using tactile strips

TRANSIT OPERATIONS

Mark Johnson, Transit Operations Manager

EMERGENCY RESPONSE SUMMIT

Mark Johnson and Rick Bailor attended the Emergency Response Summit sponsored by the Lane County Sheriff's Department. The purpose of the summit was to evaluate on a countywide basis our preparedness for a disaster, whether it is a natural disaster or a terrorist attack. Representatives from every Fire District and Police Department, along with LTD and representatives from cities and the county, attended the Summit. It was a

worthwhile event that identified some gaps in the response mechanism that will be followed up on. LTD plays an important role in being a part of the command center and evacuation process for any disaster.

MURDER SUSPECT APPREHENDED WITH LTD'S HELP

Recently there was a stabbing on West 11th Street. The suspect had fled and the police could not find him. The Eugene Police Department (EPD) asked LTD to broadcast a description to bus operators to see if they might have seen the suspect. The supervisors put out the description and within minutes an operator reported that he saw an individual meeting that description, and the location. The police responded and apprehended the person, who was indeed the suspect they were looking for. The police sent their appreciation for our operator's alertness. This is just one more example of the excellent relationship that LTD has built with EPD.

MAINTENANCE SERVICES

Ron Berkshire, Maintenance Manager

A Maintenance Services report is attached.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Finance Manager

The monthly finance and performance reports are included elsewhere in the packet.

HUMAN RESOURCES

David Dickman, Human Resources Manager

There is no Human Resources report this month.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2001

ITEM TITLE: JANUARY 2002 EMPLOYEE OF THE MONTH

PREPARED BY: Jo Sullivan, Executive Assistant

ACTION REQUESTED: None

BACKGROUND: JANUARY 2002 EMPLOYEE OF THE MONTH:

Bus Operator Richard Williams has been selected as the January 2002 Employee of the Month. Rich was hired by the District on November 23, 1998. He came to the District from Santa Clara Valley Transit Authority in California, where he had worked for 19 years as a bus operator, line instructor, and dispatcher. During his time with LTD, Rich has received several nominations for Employee of the Month from guests who appreciate the excellent service he provides. His most recent nomination came from a guest who appreciated Rich's extra efforts. When the guest boarded, she left a tote bag on the bench at the bus stop. Rich got off the bus and retrieved her tote bag for her.

When asked to provide an additional statement about what makes Rich a good employee, Transit Services Administrator Rob Montgomery stated that Rich's attendance regarding late reports to work has been nothing less than outstanding. With the exception of a very few days ill, he has never missed a report, which is especially impressive because he commutes from Corvallis daily. Additionally, Transit Supervisor Marylee Bohrer said:

Rich really likes the team spirit at LTD. It makes him feel good about coming to work, and he likes the people here—and we sure like him. Rich loves playing music in his spare time, and he played guitar with LTD's band, Running Hot, during last year's Employee Awards Banquet. Overall, Rich is a great employee.

Our congratulations to Rich on his selection as the January 2002 Employee of the Month!

AWARD: Rich will attend the December 19, 2001, meeting to be introduced to the Board and receive his award.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 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. **Capital Improvements Program:** The Fiscal Year 2002-03 CIP will be brought to the Board for approval at the January 16, 2002, Board meeting.
- B. **Long-range Financial Plan:** The Fiscal Year 2001-02 Long-range Financial Plan also will be on the agenda for the January 16, 2002, Board meeting.
- C. **BRT Construction Method Selection:** A staff presentation on the construction manager/general contractor project delivery method for construction projects will be scheduled for a work session on either January 14 or January 16, 2002. This discussion originally was scheduled for the November 16-17 Board strategic planning retreat and was postponed due to time limitations.
- D. **Work Session on BRT Vehicles:** A work session on bus rapid transit vehicles will be scheduled for January 14 or 16, 2002.
- E. **Supplemental Budget:** A supplemental budget to complete the transition of the Special Transportation Program to LTD will be presented to the Board for approval at the January 16, 2002, regular meeting.
- F. **FY 2002-03 Service Recommendations:** A review of the proposed FY 2002-03 service adjustments will be scheduled for January 16, 2002. Public hearings on proposed service adjustments will be scheduled for the February 20 and March 20, 2002, regular Board meetings. The Board will be asked to approve the final service package at the March 20, 2002, Board meeting.

- G. **FY 2002-03 Fare Recommendation:** A review of the recommended FY 2002-03 pricing plan will be scheduled for the January 16, 2002, regular Board meeting. A public hearing and approval of the recommended pricing plan will be scheduled for the February 20, 2002, regular Board meeting. The first reading of the amended fare ordinance will be scheduled for the March 20, 2002, meeting, and the second reading and adoption will be scheduled for April 17, 2002.
- H. **General Manager's Evaluation:** The Board Human Resources Committee will develop a recommendation for evaluation of the General Manager's performance in early 2002.
- I. **Budget Committee Appointments:** The terms of three LTD Budget Committee members will expire on January 1, 2002. Their nominating Board members will be asked to make nominations to fill those positions before LTD budget deliberations begin in the spring of 2002.
- 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.



LTD General Manager's Report

December 2001

Future Dates to Remember

January 14, 2002 Possible Board Work Session
January 16, 2002 Regular Board Meeting

LTD and The Community

LTD is a partner in the communities we serve. Besides delivering first-class transportation services, LTD employees deliver in other ways.

Recently, there was a stabbing incident that took place at 11th and Jackson in Eugene. The Eugene Police department (EPD) asked LTD Dispatch to notify our operators to be on the alert for a suspect. Gary Bennett spotted the suspect and notified Dispatch. EPD was contacted and the suspect was apprehended. EPD called to say thank you; this was the person they were looking for. That is community support and teamwork at its best.

There are other community responses that happen routinely. Those include operators and guest service staff who help lost people get where they want to go or help find lost people on the buses, especially children and people with developmental disabilities. Since LTD has buses out all day in many areas, we have alerted the police to burglars and fires, helped people when their cars were broken down, found runaways, returned lost items, and been good Samaritans in many other ways.

Additionally, LTD employees are involved in community service organizations, public committees, youth activities, and much, much more.

Reauthorization

I attended the APTA Legislative, Reauthorization, and Funding Committee meetings in Washington, D.C., last week. Bus rapid transit (BRT) is now significantly included in all funding discussions. The LTD white paper on BRT was presented by APTA at every meeting. Other BRT Consortium members now are stepping up and helping carry the message. It isn't over, but BRT has come a long way in these discussions since the first meetings last year.

BRT Vehicles

Maintenance Manager Ron Berkshire, Jack Gonzalves of Parsons Brinkerhoff, and I will visit manufacturers in the Netherlands and France in January. The staff BRT Strategy Team has

been meeting to develop all the questions that we need answered to help us make a vehicle recommendation to the Board. FTA representatives plan to be in Europe at the same time, and we are working to coordinate our trip with them. FTA is looking at testing standards used for equipment in Europe and how European standards compare with those used in our country. FTA Administrator Jenna Dorn has a lot of energy around solving the purchasing needs for BRT properties.

On another front, Neoplan, USA, is developing a BRT vehicle. Neoplan is willing to engineer a vehicle that meets most, if not all, of our requirements. We are talking with FTA about the feasibility of LTD being a demonstration project for this vehicle and whether FTA could assist Neoplan and LTD with the costs. This is very preliminary. I will keep you informed as new information is available.

Greyhound Update

Cathy Briner, deputy director of the City of Eugene Planning and Development Department, continues to work with Amtrak, Greyhound, and other interested parties on conceptual ideas for including a Greyhound presence at the current Amtrak station site. The parties plan to meet again in mid-January to continue these discussions.

Fuel Costs

On a positive note, Ron reports that fuel prices have fallen to 50 cents a gallon for bulk diesel purchases. This is good news for our budget for the time being. Fuel was budgeted at \$1.10 per gallon.

Thank you to Rob Bennett

This will be Rob Bennett's last LTD Board meeting. The Board members and staff at LTD want to thank you, Rob, for eight very energetic and committed years to our organization and its programs. We wish you the best in all that you do.

Happy Holidays

LTD wishes our Board members the happiest of holiday seasons. We will be closed for service on Christmas Day and New Year's Day.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 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 November 2001 Performance Reports are attached.

Staff will be available at the December 19 meeting to answer any questions the Board may have about this information.

ATTACHMENTS: November 2001 Performance Reports

PROPOSED MOTION: None



DRAFT

Pioneer Parkway BRT Corridor Study Management Plan

November 12, 2001

Project Management Team

The Project Management Team will consist of representatives of LTD, City of Springfield, Lane County, and Oregon Department of Transportation (ODOT). The team will create the scope of work, define issues, set direction, and review alignment alternatives.

Team members:

Stefano Viggiano –LTD
Graham Carey – LTD
Nick Arnis – Springfield
Greg Mott – Springfield
Al Peroutka – Springfield
ODOT
Lane County

Technical Team

Springfield, ODOT, Lane County, and LTD staff as needed.

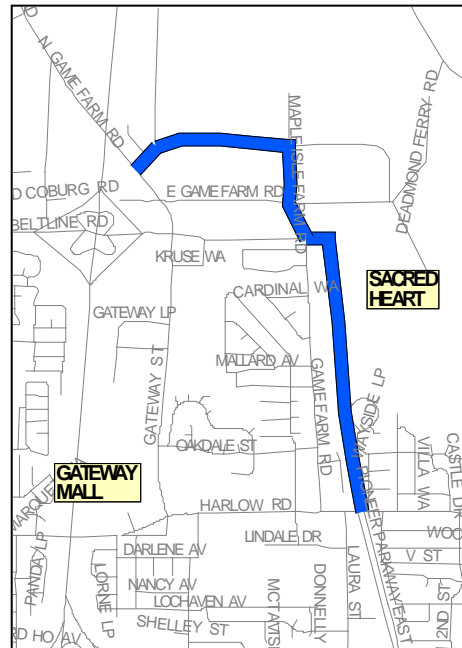
Public Participation Strategy

The proposed public participation strategy will have three main elements.

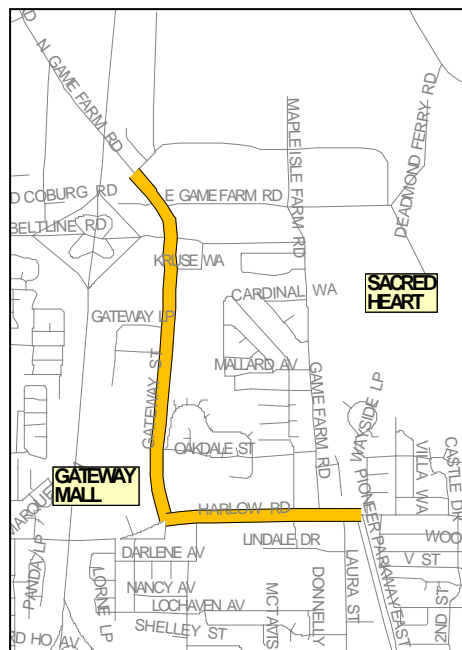
- 1) **One-on-One Contacts.** LTD staff will contact and visit all properties immediately adjacent to the corridor prior to beginning preliminary design. This procedure was used in the development of the first corridor between downtown Eugene and downtown Springfield. LTD staff will inform property and business owners of the process and timeline for developing preliminary design and engineering solutions. This is an opportunity to establish a working relationship with business and property owners and recruit members for the stakeholder groups.

2) **Stakeholder groups.** It is proposed that three stakeholder groups be formed to participate in the corridor design process. The groups will be composed of interested and/or affected property and business owners along the corridor as well as staff from LTD, City of Springfield, Lane County, and ODOT. Stakeholders will be recruited during one-on-one contacts and from personal recommendations.

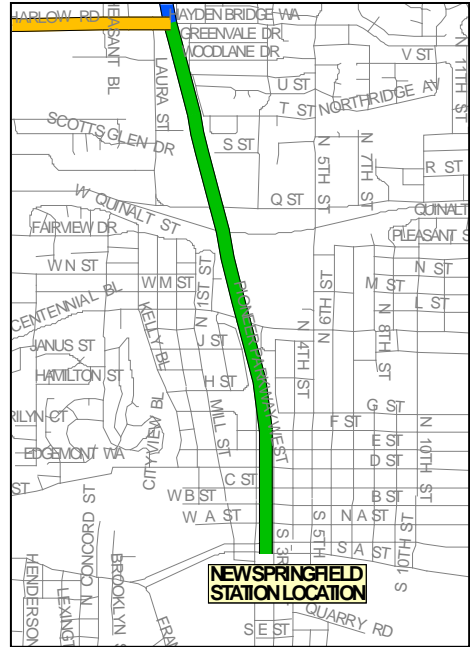
- **Pioneer Parkway extension group.** Representatives of Peace Health and the Arlie Group, selected neighbors, Symantec, Sony, and others



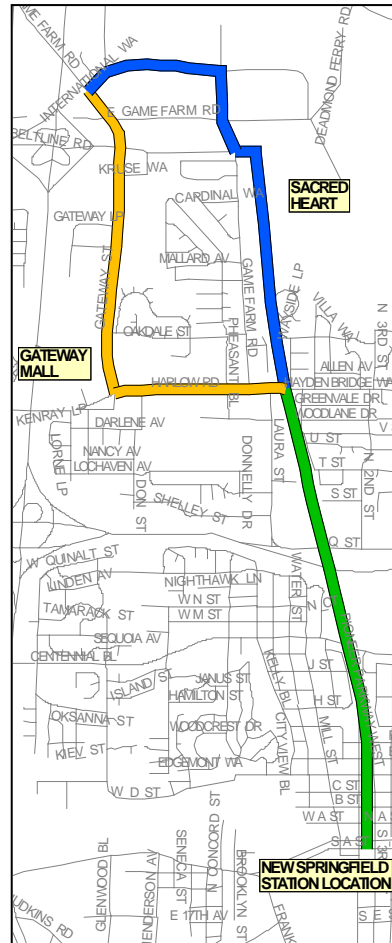
- **Harlow Rd./Gateway Blvd group.** Representatives from businesses, property owners, residents, and institutions along Harlow Road and Gateway Blvd



- **Pioneer Parkway south of Harlow Road group.** Representatives from businesses, property owners, and residents from downtown to Harlow Road



- **Pioneer Parkway Corridor – All Segments**



- 3) Open House.** One or more open houses will be held after the completion of preliminary design and internal review for the three corridor segments. The Open Houses will allow the community to review and comment on the alignment(s) for the entire corridor. Public hearings for the Planning Commission and City Council could be held prior to final corridor design approval by Springfield.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2001

ITEM TITLE: APPOINTMENT TO BRT STEERING COMMITTEE AND BOARD BRT COMMITTEE

PREPARED BY: Stefano Viggiano, Planning and Development Manager

ACTION REQUESTED: That the Board President name a replacement for Rob Bennett to the BRT Steering Committee and to the Board BRT Committee

BACKGROUND: The BRT Steering Committee includes three representatives from the LTD Board. The current representatives are Rob Bennett, Pat Hocken, and Hillary Wylie. These three Board members also constitute the Board BRT Committee. Rob Bennett's term on the Board will expire in January 2002. The Board President is requested to appoint a replacement for Mr. Bennett on the Steering Committee and the Board BRT Committee.

Mr. Bennett currently is the chair of the BRT Steering Committee, having been appointed to that position by the Board President. The Board may wish to discuss whether it is appropriate for the Board President to designate a new Steering Committee chair from among the Board member representatives, or whether the committee should be asked to elect a chair.

This item was discussed briefly at the November Board meeting. Because the Board President was absent, action was deferred to the December meeting.

ATTACHMENT: None

PROPOSED MOTION: None

**LANE TRANSIT DISTRICT
APPRECIATION AWARD**

Gary Bennett

In appreciation for your attention to duty, outstanding teamwork, and service to the community for your role in apprehending a suspect wanted by the Eugene Police Department on December 10, 2001.

President of the Board

General Manager

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2001

ITEM TITLE: SPECIAL SERVICE POLICY REVISION

PREPARED BY: Andy Vobora, Service Planning & Marketing Administrator

ACTION REQUESTED: Approve revised Special Service policy

BACKGROUND: The District's Special Service Policy governs the provision of community event services such as University of Oregon (UO) football shuttles and Oregon Country Fair shuttles. The policy most recently was modified to create a more unified pricing structure. The "community service rate" was established and has been the basis for pricing of all special event service in recent years. This rate is the sum of direct variable and direct fixed costs.

The changes, reflected in the attached document, seek to recognize that some events require a great deal more effort to implement and that the additional costs associated with these efforts should be borne by the event organizer. The policy change establishes a base, the current "community service rate," and then provides an opportunity for additional costs to be factored into the final price. Each community event service will be analyzed to determine if additional costs should be added to the base price. The final rate will develop from a negotiation between LTD and the event organizer.

RESULTS OF RECOMMENDED ACTION: Staff will evaluate costs associated with each event. The results of this analysis will be shared with event organizers as the District develops its work plan for the coming year. It is possible that the final price may be judged too high to be accommodated within the budget of the event and that the event organizer will seek another provider for bus service.

ATTACHMENT: Special Service Policy

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2001-44: It is hereby resolved that the Lane Transit District Special Service Policy be amended to reflect a pricing structure that establishes the Community Service rate as a base and that additional costs be charged for events exceeding this rate.

Special Service Policy

Service to Community Events

Definition

Public transit service that is organized, by LTD or an event organizer, to address transportation needs arising from an event with a sufficient number of participants to cause negative impacts on the community's transportation network or on the neighborhood adjacent to the event site.

Access

Access to the community event transit service must be open to all persons.

Restrictions

1. Operating service for community events should not have a negative impact on regular service. There should not be a reduction in scheduled regular service levels. There also should not be a significant degradation in service capacity or scheduled timing of regular service.
2. Consideration will be given to the availability of buses and the type of bus appropriate for the event.
3. Consideration will be given to the availability of staff.
4. Consideration will be given to the availability of bus operators.
 - a. Service expected to use ten (10) or more bus operators must be scheduled in advance and accounted for in the bus operator vacation bid.
 - b. Service Planning & Marketing staff shall produce a service analysis for proposed special events not accounted for in the bus operator vacation bid. Transit Operations and Fleet Services must agree to the proposed service package before the District contracts with the event organizer.

Fees

~~The District will charge fees equaling the sum of all direct variable and fixed operating costs (measured as a rate per schedule hour of service), as outlined in the District's Fully-allocated Cost Plan.~~

The District will charge a base fee equaling the sum of all direct variable and direct fixed operating costs (measured as a rate per schedule hour of service), as outlined in the District's Fully-allocated Cost Plan. Events requiring extensive service planning, service marketing, and operational oversight will be assessed the base fee plus an additional fee to cover these supplementary services.

The event organizer will determine the fare charged.

Service Provided Through Charter Agreements

Definition

Transit service that is organized to meet a transportation need of a private party or organization.

Access

The contracting party or organization will determine access to chartered service.

Restrictions

Charter service will be directed to local private providers to determine the availability and willingness of these providers to provide the desired service. The District will consider contracting, through subcontracting agreements with private providers, when service on fixed routes is not compromised and when bus operators are available.

The only exception will be for organizations that are exempted in FTA 49 CFR Part 604, which allows the District to contract directly with a government entity that is a qualified social service agency, or a private, non-profit organization serving seniors or people with disabilities.

Fees

The District will charge fees equaling the sum of all direct variable and fixed operating costs, as well as indirect fixed costs (measured as a rate per schedule hour of service), rounded up to the nearest whole dollar, as outlined in the District's Fully-allocated Cost Plan.

The event organizer will determine the fare charged.

Maintenance of the Charter and Community Events Service Policy

The **Development Services Department** is responsible for maintaining this policy and recommending changes to the policy as necessary.



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SPECIAL TRANSPORTATION PROGRAM SUMMARY

Prepared by Terry Parker, Special Transportation Program Administrator
December 19, 2001

The Special Transportation Program is a network of services aimed at serving the elderly and people with disabilities. The program is responsible for compliance with the Americans with Disabilities Act (ADA). LTD uses state cigarette tax revenues, federal grants, and general fund monies—the latter for RideSource and Transit Training only. Services are designated as In-District and Out-of-District depending on whether the area served lies within or outside LTD's service boundary in Lane County.

In-District

The Special Transportation Program offers a range of services that complement accessible fixed-route service:

RideSource. Provides curb-to-curb service for people who are unable to use regular bus service because of a disabling condition and who need to travel within LTD's service area (excluding rural-route areas). This service is required under the Americans with Disabilities Act (ADA) civil rights legislation passed in 1990. RideSource vehicles, taxis, and volunteers provide coverage for this service. Special Mobility Services is LTD's contractor for all RideSource services.

RideSource Escort. Door-through-door service for people who are in need of more assistance than just being picked-up at the curb. LTD has cooperative agreements with the RideSource contractor, Senior & Disabled Services (S&DS), and the Lane Community College Senior Companion Program to provide mileage reimbursement to volunteers who provide rides to and from medical appointments. This service is authorized through S&DS, a division of the Lane Council of Governments. This service has been around as long as LTD.

RideSource Shopper. Anyone remember the Lane County Maxi Taxi of the 1970's? RideSource Shopper is today's version...with very few changes from the original service. The Shopper is a once-a-week neighborhood shopping service. The driver assists people with their groceries and packages. Mostly RideSource-eligible riders use the service, but it is open to others on a space-available basis. The Shopper operates in Eugene, Springfield, and Coburg.

Transit Training and Transit Hosts. LTD contracts with Alternative Work Concepts (AWC) to provide one-on-one travel training to people with disabilities who have the desire to learn to use LTD bus service. For those riders who find it hard to manage the complexity of the Eugene Station, Transit Hosts Kevin and Kathy provide personal assistance out on the platform.

White Bird Clinic Special Transport. LTD contracts with White Bird Clinic to provide rides to treatment for people with mental and emotional difficulties. White Bird uses local taxi service to make these connections or uses an agency vehicle with a staff team to provide assistance, if needed. (This a great service for people who have periodic episodes that require some extra attention.)

South Lane Wheels. LTD provides support to South Lane Wheels by securing state and federal grant funding for both operations and capital. South Lane Wheels provides local service in Cottage Grove, Creswell, and rural environs, and also brings people into Eugene and Springfield for medical appointments. This non-profit agency has a long tradition of local support and using volunteers to deliver services.

Out-of-District

In the Out-of-District areas of Lane County, LTD contracts for these services using funds specifically designated for service to older people and those who experience disabilities:

Rhody Express. In Florence, the Rhody Express is operated by the local taxicab company, which has a deviated-route shopping service with taxi service as back-up.

Florence Medical Taxi. For people who cannot use the Rhody Express, S&DS' Florence outreach worker oversees the distribution of taxi trip vouchers to get people to local medical appointments.

Oakridge Van Service. In Oakridge, there is a two-van service for people who are older or live with disabilities. Local trips as well as trips into Eugene-Springfield are arranged.

Rural Escort. Throughout rural Lane County, volunteers working with S&DS and the Senior Companion Program receive mileage reimbursements paid through the Special Transportation Program.

Fixed-Route Accessibility

With these elements of fixed-route accessibility, the range of service available to people with disabilities is quite impressive:

- ◆ lift use orientation with driver/trainers for people using wheelchairs
- ◆ key stop announcements
- ◆ innovative tie-down system
- ◆ LTD Bus Buddies program for seniors

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2001

ITEM TITLE: SPRINGFIELD STATION DESIGN REVIEW COMMITTEE

PREPARED BY: Charlie Simmons, Project Manager

ACTION REQUESTED: Appoint members to the Springfield Station Design Review Committee

BACKGROUND: At the August Board meeting, staff recommended and the Board approved, by Resolution No. 2001-035, the formation of a Springfield Station Design Review Committee. The Springfield Station Design Review Committee (DRC) is charged with providing guidance to the Lane Transit District Board of Directors on key design issues for the new Springfield Station. The DRC will be provided background material and research on specific issues and asked to formulate recommendations to the LTD Board. Staff have developed a list of recommended members to serve on the Design Review Committee.

Committee Membership

- Chamber of Commerce Representative
Dan Egan
- City Councilor
Tammy Fitch
- Design/Architectural Representative
Don Lutes
- Downtown Business Representatives (2)
Norm Dahlquist
Rob Scherer
- Downtown Resident
Bruce Berg
- Historic Commission Representative
John Tuttle
- LTD Board Representatives (3)
Hillary Wylie
Virginia Lauritsen
Robert Melnick
Dave Kleger (alternate)
- Planning Commissioner
Sean Wilson
- Springfield Renaissance Development Corporation (SRDC)
Representative
Tom Dragoo

ATTACHMENT: None

MOTION: I move the approval of the following resolution:

LTD Resolution No. 2001-045: The LTD Board of Directors hereby approves the recommended list of persons for membership on the Springfield Station Design Review Committee.