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LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, March 20, 2002
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

Hocken _____ Kleger _____ Lauritsen _____ Melnick _____
Wylie _____ Gaydos _____ (one vacancy)

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

- Employee of the Month – April 2002 (5 minutes) 05
- Springfield Station Site Plan (30 minutes) 06
- Continue with Items for Information beginning on page 66 66

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

VI. AUDIENCE PARTICIPATION

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

VII. ITEMS FOR ACTION AT THIS MEETING

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(d)	Board Finance Committee—March 12 meeting	

(e)	Springfield Station Design Review Committee— February 26 meeting	
(f)	Eugene City Council—February 25 meeting	
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F.	Fiscal Year 2002-03 Budget Adoption	
G.	Resolution Reaffirming District Boundaries	
H.	BRT Updates	
X.	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).

LANE TRANSIT DISTRICT

Pricing Proposal Summary

Effective 7/01/02

TYPE OF FARE:

Cash Fare

	Current:	Proposed:
Adult	\$1.25	\$1.25
Youth	\$0.60	\$0.60
Child	\$0.60	\$0.60
Reduced	\$0.60	\$0.60
Senior	\$0.60	\$0.60

Passes

Adult		
1-Month:	\$28.00	\$35.00
3-Month:	\$65.00	\$85.00
Youth		
1-Month:	\$14.00	\$17.50
3-Month:	\$32.50	\$42.50
Child, Senior, Reduced		
1-Month:	\$14.00	\$17.50
3-Month:	\$32.50	\$42.50
Day Pass	\$2.50	\$2.50
Tokens		
Adult	\$0.85	\$1.00
Other	\$0.42	\$0.50
Group Pass	4.1%	6%
LCC Term Pass	\$43.00	\$54.00

RideSource (Staff Proposal)

	Current:	Proposed:
Regular	\$2.00	\$2.50
Escort	\$2.00	\$2.50
Shopper	\$2.00	\$2.00 *
<i>10 Tickets</i>	\$15.00	\$20.00

RideSource (STAC Proposal)

Regular	\$2.00	\$2.50
Escort	\$2.00	\$2.50
Shopper	\$2.00	\$2.00 *
<i>10 Tickets</i>	\$15.00	\$20.00

*Round-trip fare

Sales Outlets

Passes	Discount	Discount
0-500+	10.0%	5.0%
Token Packets		
0-500+	10.0%	5.0%

Projected Revenues Based on Proposed 2002/2003 Fare Changes

	Annual Sales	Current Price	Revenue	Projected Sales	Proposed Price	Projected Revenue	Difference
Adult Monthly	32515	\$28	\$910,420	29264	\$35	\$1,024,223	\$113,803
Youth Monthly	18092	\$14	\$253,288	16283	\$17.50	\$284,949	\$31,661
Reduced Fare Monthly	5984	\$14	\$83,776	5386	\$17.50	\$94,248	\$10,472
Senior/Child Monthly	2113	\$14	\$29,582	1902	\$17.50	\$33,280	\$3,698
Adult 3 Month	1287	\$65	\$83,655	1158	\$85	\$98,456	\$14,801
Youth 3 Month	2392	\$32.50	\$77,740	2153	\$42.50	\$91,494	\$13,754
Reduced Fare 3 Month	1153	\$32.50	\$37,473	1038	\$42.50	\$44,102	\$6,630
Senior/Child 3 Month	628	\$32.50	\$20,410	565	\$42.50	\$24,021	\$3,611
Adult Tokens	152804	\$0.85	\$129,883	143636	\$1	\$143,636	\$13,752
Reduced Tokens	66696	\$0.42	\$28,012	62694	\$0.50	\$31,347	\$3,335
LCC Term Pass	7200	\$43	\$309,600	6048	\$54	\$326,592	\$16,992
Group Pass Revenue			\$375,000			\$535,800	\$160,800
Estimated Additional Revenue							\$393,308

Media Type	Adult Price	Cost per Trip*	Monthly Cost	Percent Discount
Cash	\$1.25	\$1.25	\$50.00	0%
Tokens	\$1.00	\$1.00	\$40.00	20%
Monthly Pass	\$35.00	\$0.88	\$35.00	30%
3 Month Pass	\$85.00	\$0.71	\$28.33	43%

* Based on 40 trips per month

Fare Media Relationships

Media Type	Adult Price	Cost per Trip*	Monthly Cost*	Percent Discount
Cash	\$1.25	\$1.25	\$50.00	0%
Tokens	\$1.00	\$1.00	\$40.00	20%
Monthly Pass	\$35.00	\$0.88	\$35.00	30%
3 Month Pass	\$85.00	\$0.71	\$28.33	43%

* Based on 40 trips per month

AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2002

ITEM TITLE: FEBRUARY FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: None

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

Passenger fare receipts recovered strength in February. Eight-month results are now \$11,271 below budget, versus \$37,300 last month, and are slightly ahead of the same period last fiscal year. Group pass receipts also recovered somewhat in February but still lag the budget goal year-to-date by more than \$46,000 due to the closure of technology businesses over the summer. Rate increases for most group pass participants went into effect on January 1, 2002. However, the largest group pass contract, Associated Students of the University of Oregon (ASUO), will not see a rate increase until next fall. At that time, the rate will increase 25 percent.

Payroll tax receipts were unexpectedly strong again in February, although year-to-date totals still lag budget by \$4,300. This continued, unexplained boon keeps current-year revenue from this source about equal to receipts in the same period last fiscal year. It is positive news, suggesting that the major construction projects in the Eugene-Springfield area employing out-of-area contractors may be generating new revenue that is partially mitigating the effects of the local recession. Oregon continues to have the highest unemployment rate in the nation.

Self-employment tax funds are generally received in May each year, with late filing payments stretched out over the summer months and into the fall. The total received to date is \$5,700 below budget year-to-date but is not necessarily indicative of an annual shortfall in this resource. A more accurate annual estimate will not be possible until late May. State-in-lieu receipts are more than \$35,000 ahead of plan for the first eight months due to strong enrollment, and therefore employment, at the University of Oregon.

Interest income for February remains down as compared with both budget and prior year. The year-to-year comparison continues to show the effect of rate reductions that have substantially reduced earning potential 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 and analysis continue. Rates continue to be favorable.

All other General Fund revenue sources are generally as anticipated through February. As previously reported, Obie Communications, which is LTD's bus advertising contractor, has requested re-negotiation of its contract in order to reduce the revenue guarantee to LTD. In December, Obie proposed new terms, which are still under discussion. 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. Special services revenue has been strong due to the success of the shuttle services provided for University of Oregon football and basketball games.

Personnel services expenses for administration employees remain on track to finish the fiscal year under budget due to restructuring implemented in November. Contract employee wages are over budget year-to-date and are likely to finish the current year over budget, although February continued a modest slowing of growth in the last three months. The Long-Range Financial Plan (LRFP) anticipates this negative variance, and that the first significant opportunity to make improvements to operating efficiency and any changes to operating schedules will be with Fall 2002 service. Minor adjustments that could occur sooner are under consideration and will be included in service change discussions with the Board.

The Finance Committee met on March 12 to review service change proposals required as part of budget restructuring for next year and to discuss the Proposed Budget process and products. The citizen members of the Budget Committee will be briefed on Wednesday, April 3, as part of preparation for budget hearings that begin on April 24. This year's citizen briefing will include members of the Joint Eugene-Springfield Chambers of Commerce current leadership class. The class seeks knowledge of the public budgeting process, and LTD staff will have an opportunity to share BRT information and service change challenges with a broad representation of the local public and private sector business community.

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 that invalidate year-to-year comparisons. LTD successfully went live with most of the components of new financial systems the week of February 4, 2002. The remaining components were converted the week of March 11.

Also please note that due to unanticipated premium expense and unusually high current-year claims, insurance will be over budget by up to \$300,000 by fiscal year-end. This line item will increase significantly next year due to the effect of September 11 events. In addition, the collapse of Enron and the collapse in perceived integrity of auditors and financial information are expected to add to certain insurance premium expenses in the future.

Special Transportation Fund expenses are as anticipated through February. It was previously noted that a supplemental budget might be required to complete the transition of this program. It has since been determined that, because all of the additional activity is in the Capital Fund, existing appropriations are sufficient for the current fiscal year.

February 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

AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2002

ITEM TITLE: SPRINGFIELD STATION SITE PLAN

PREPARED BY: Charlie Simmons, Facilities Services Manager

ACTION REQUESTED: No action is requested during the work session portion of this meeting

BACKGROUND: The recommended Springfield Station site plan is summarized as an agenda action item for the March 20 Board meeting.

At the work session, staff will present the design charrette site plans and the process that led to the recommended plan. Approval of the site plan will be requested during the action items section of the meeting.

ATTACHMENTS:

1. Springfield Station site plans from the design charrette (A, B, C)
2. Recommended site plan (Master Plan)

PROPOSED MOTION: None at this time

MONTHLY FINANCIAL REPORT COMMENTS

March 20, 2002

Revenue:

- **Passenger fares**, not including group pass receipts, improved in February after a weak January and are now \$11,271 below budget for the year. Ridership is up 2.8 percent in the most recent twelve months, up slightly from 2.7 percent through January 2002. The group pass program has been affected by downsizing on the part of major participants. Although Hynix has recalled some employees ahead of schedule and may recall additional employees, the company is not expected to resume group pass program participation.
- **Special service** receipts caught up in December and are strong through February. Ridership was up significantly for the Lane County Fair and was strong through all six University of Oregon home football games. February receipts reflect special service for both men's and women's home basketball games.
- **Payroll and self-employment tax revenue** has been reported on a cash basis, as in prior years. After LTD staff questioned the amounts and patterns of year-to-date disbursements from the Oregon Department of Revenue (ODOR), it was determined that \$1,019,649 has been paid to LTD in error through November. This amount has been fully repaid to ODOR. Strong payroll tax receipts in January and February keep this resource about equal with the same year-to-date period last year and only slightly below year-to-date budget, which is positive news.

Expense:

- **Administration personnel** dropped in December after a November increase and remains below budget through February. The November jump in growth was due to the termination of ten administrative positions, which resulted in payments for accrued leave and severance. This expense category is expected to show a positive budget variance through fiscal year-end.
- **Contract personnel** expenses are over budget year to date and show a 9.8 percent increase over the previous year due to contract changes, net service additions, and increased overtime. The rate of growth has slowed from a high of 11.3 percent through December due to reductions in overtime and other efficiency efforts.
- **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: March 20, 2002

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:** March 20, 2002
- ITEM TITLE:** 2002-03 ANNUAL ROUTE REVIEW RECOMMENDATION
- PREPARED BY:** Andy Vobora, Service Planning and Marketing Manager
- ACTION REQUESTED:**
- (1) Hold a final public hearing on the proposed service package
 - (2) Approve service package for FY 2002-03
- BACKGROUND:**
- The primary goal of the 2002-03 Annual Route Review has been to identify one million dollars in service cuts. Two public open houses and one public hearing have resulted in many customer comments. Unfortunately, these comments do not provide clear direction. LTD service is seen as very valuable to the many people using it and therefore it is difficult to develop a package of service that impacts one group less than another.
- In January staff presented a list of potential cuts that affected both span of service and frequency of service. This list was to serve as the basis for developing two options to present to the Board; however, it was discovered that the cost associated with the service change had been overestimated. Using the sum of direct costs (\$49.05 per service hour) resulted in greater estimated savings than actually could be realized from the level of service cuts planned. This was due to the fact that employee positions in Maintenance and Operations could not be cut in direct proportion to the cut in service hours. Direct costs include factors that can be attributed directly to a reduction of service hours, including fuel and parts, and these costs are shown as cost savings. To accurately account for savings directly related to the service hour cuts, staff have used a rate of \$34.00 per service hour. This rate accounts for all associated operator costs. After making this adjustment, it was necessary to expand the level of service cuts from approximately 7 percent to more than 10 percent. The attached spreadsheet summarizes the staff's recommendation, which includes both frequency and span of service cuts.
- RESULTS OF RECOMMENDED ACTION:** Staff will complete final scheduling and run cuts to implement the service package on September 22, 2002.
- ATTACHMENT:** ARR 2002-03 spreadsheet.
- PROPOSED MOTION:** I move the following resolution: LTD Resolution No. 2002-008: It is hereby resolved that the LTD Board of Directors approves the Fiscal Year 2002-03 service recommendations as presented on March 20, 2002, as shown on the Summary Table for Annual Route Review 2002-03.

AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2002

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Jo Sullivan, Executive Assistant/Clerk of the Board

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 Board members Hillary Wylie and Gerry Gaydos were unable to attend the March MPC meeting. Alternate Pat Hocken did attend and can report on the March 14, 2020, MPC meeting. MPC is scheduled to meet again on April 11, 2002.
2. **BRT Steering Committee and Board BRT Committee:** Board members Gerry Gaydos, Pat Hocken, 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. Ms. Hocken chairs both committees. The Steering Committee generally meets on the first Tuesday of each month; however, the March 5 meeting was canceled. The Steering Committee is scheduled to meet again on April 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 is scheduled to meet again in April 2002. There is no report this month.

4. **Board Finance Committee**: The Board Finance Committee (Chair Pat Hocken, Gerry Gaydos, and Virginia Lauritsen) met on March 12 and will have a report for the full Board at the March 20 meeting.
5. **Springfield Station Design Review Committee**: Board members Virginia Lauritsen, Robert Melnick, and Hillary Wylie are participating as the Board's representatives on the new Springfield Station Design Review Committee (SSDRC), and also make up the Board's three-member Springfield Station Committee. Ms. Wylie is chair of the Board Committee, and a community member is chair of the full SSDRC. The full SSDRC last met on February 26. The Board's representatives can provide a report on that meeting at the March 20 Board meeting.
6. **Eugene City Council Meeting**: The Eugene City Council met on February 25 to determine the next Eugene corridor for bus rapid transit. Ms. Hocken testified before the Council at that meeting and can report to the Board on March 20.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2002

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None

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

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At the March 20, 2002, meeting, staff will respond to any questions the Board members may have about this correspondence.

PROPOSED MOTION: None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING/WORK SESSION

Tuesday, February 19, 2002

Pursuant to notice given to *The Register-Guard* for publication on February 14, 2002, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting/work session on Tuesday, February 19, 2002, at 5:30 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

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

Absent: (one vacant position)

CALL TO ORDER: The meeting was called to order at 5:40 p.m. by Board President Hillary Wylie. Ms. Lauritsen was not yet present.

WORK SESSION

Long-range Financial Plan: Finance Manager Diane Hellekson introduced the Long-range Financial Plan with a PowerPoint presentation. She discussed the purpose and the goals of the financial plan. She discussed the plan assumptions, which were included in the packet for the February 20 regular meeting in two pieces: the Capital Improvements Program (CIP) and the Long-range Financial Plan.

In discussing revenue enhancement opportunities, Ms. Wylie asked if any jurisdictions other than transportation used the payroll tax. Government Relations Manager Linda Lynch explained that the City of Portland and Multnomah County used a business income tax. Rogue Valley Transportation District was putting a measure on the ballot to give up its property tax base in order to have a payroll tax. Mr. Pangborn added that only LTD and Tri-Met in Portland were authorized under Oregon law to have a payroll tax that can be unilaterally applied by the Board. The transportation districts in the state would have to go to a vote to use a payroll tax. Ms. Hellekson then briefly discussed other possible revenue sources, such as an increased share of Surface Transportation Program (STP) funds or asking the legislature to allow LTD to expand the state in-lieu-of-payroll tax to other public agencies.

Ms. Hellekson talked about the measures LTD had taken to reduce the anticipated revenue shortfall, including fare increases, special service fare increases, service efficiencies, elimination of 13 administrative positions, and reduced employee events. The last category left for cost savings

was service reductions, and the Board had been discussing this issue. The plan assumed a \$1 million reduction in service in each of the next two years.

Ms. Hellekson discussed the components of the LRFP, including bus rapid transit (BRT), the Springfield Station, and a new RideSource facility. The plan assumed that a new segment of BRT would be ready every four years, and new stations would be added to anchor the additional segments. She used a PowerPoint chart to discuss operating revenue and expense trends and projections, and LTD's history of setting aside any surplus revenues for capital. Payroll tax revenues were assumed to be flat, so any modest growth would be very good news. Ms. Hellekson also called the Board's attention to a five-year summary for capital and operations found on page 45 of the February 20 agenda packet, and said that the Finance Committee had been working from that chart during its meetings.

Ms. Wylie asked where the additional \$2 million in additional revenue expected as a result of the local population growth to over 200,000 would be used. Ms. Hellekson said that money would be part of LTD's formula funds and designated for capital.

Ms. Hellekson said that the plan did balance; there was enough in this plan coming out of the operating fund to make the plan work. It was a fiscally-constrained plan for the 20-year period. Ms. Hellekson said that LTD would have had this challenge even without the recession, and was fairly well prepared for the recession because of the effort put into the plan over the years.

Ms. Lauritsen arrived at 6:15 p.m.

Ms. Hellekson said that community support for LTD's agenda had never been more important. In addition to project approvals, LTD now needed other agencies to contribute resources, and the local partners were in the same financial situation that LTD was. Mr. Melnick said that the first item regarding community support was about better delivery of the message about LTD to the general public. He was curious about the strategy for doing that—whether that was accomplished, or if the strategy still had to be developed. Ms. Hellekson said that the issue was to be proactive in telling people about the reasons for the BRT project on one hand and service cuts on the other. Ms. Lynch explained that a group of staff met with Jenny Ulum when her firm was under contract with LTD, and Andy Vobora had developed a good message strategy, and staff were working on that. The message about taking advantage of capital and being smart about operations was being included at every opportunity, including City Council meetings. Mr. Melnick thought that it would be interesting to have more of a public discussion regarding whether LTD was a public service agency or not, which was more a quality-of-life issue than a budget issue. Ms. Wylie said that she and Mr. Hamm and talked to the Springfield mayor with the message that BRT needed to be a community goal, and that BRT was the transportation strategy for the community, not just for LTD. Mr. Melnick said what he was looking for was that agenda for building the community support, because if LTD did not build it, it would not happen.

Mr. Pangborn said that this was one of the topics the staff tried to come back to each year at the Board retreat. He said that would be a good topic for the following fall because there would be more information about how the community was reacting to the things that LTD was doing. Mr. Gaydos said he would like the Board members to have a copy of Ms. Hellekson's presentation to help in talking to the public about being efficient and a good steward with the public funds.

Capital Improvements Program: Assistant General Manager Mark Pangborn called the Board's attention to pages 37 and 38 of the February 20 agenda packet. He discussed expenditures and revenues for capital projects, and talked a little more about why LTD was spending money on capital while cutting service. He explained that the majority of capital funds were from federal funds, with about a 20 percent local match. He said that the federal government was not interested in supporting the operations of transportation, especially for communities with a population over 200,000, which the Eugene/Springfield area now was. Federal capital money was people's tax dollars coming back to the community, and had to be spent on capital if the District wanted to spend it.

Mr. Pangborn also discussed the capital projects summary and provided some detail about projects that were planned and those that were postponed. Mr. Melnick asked about two projects that were not funded in the plan: right-of-way acquisition and a BRT guideway sweeper. Mr. Pangborn said that staff's research showed that the District should be able to operate without the guideway sweeper. Mr. Hamm stated that LTD could contract for some periodic services, if needed. Mr. Pangborn stated that right-of-way was different, and the guidance system chosen for BRT would make a difference in the kind of right-of-way that would be needed.

Mr. Melnick asked Mr. Viggiano to comment on the fact that right-of-way was an issue for Eugene City Councilors. Mr. Viggiano said that Councilor David Kelly had said that right-of-way would be nice to have if the opportunity existed, and Councilor Scott Meisner had suggested that there be a line-item for Glenwood right-of-way. Mr. Viggiano said that if there were some right-of-way that seemed important, staff would bring that to the Board with a plan for how to finance it. Mr. Pangborn added that LTD would be forced to use federal funding for this right-of-way, so would need to reprioritize and reallocate funds from other projects. Mr. Hamm added that in some cases, if other businesses provided right-of-way, LTD could use that as the in-kind match. This kind of agreement could be reached with businesses such as Peace Health.

Mr. Gaydos said that the Board had said that it wanted exclusive right-of-way whenever possible. He was concerned that this capital plan was sending the message that right-of-way was not important. Second, he said, there were other ways to get that acquisition. LTD needed to be flexible but also to be convincing other entities and businesses to find creative ways to do this. He said that LTD needed to find a way to talk about this so it did not appear that it was not a concern to LTD. He said he agreed with Councilor Meisner. Mr. Pangborn said that staff clearly understood that right-of-way was important, and that they would find a way to make it happen. He said it would be helpful to have even a small amount (\$100,000 or \$200,000) the budget, and Mr. Kleger, Mr. Melnick, and Mr. Gaydos all agreed that LTD needed a placeholder for right-of-way. Ms. Hellekson said that this would have to be in local funds because LTD could not acquire property with federal funds just because it was available. She explained that staff had showed \$100,000 per year for right-of-way in the past and could do that again. Mr. Pangborn said it was useful to show the money for right-of-way because it got other people thinking about the concept in coordination with other projects. Mr. Viggiano added that there were right-of-way costs built into the BRT costs. This additional right-of-way would be for speculative costs, so it was suggested that it be labeled something "right-of-way for unspecified future segments."

Mr. Kleger asked about the automated traveler information system, and said he had been asked how a sight-impaired person could find out about bus service when Guest Services was closed. Mr. Pangborn said that there currently was no way other than by telephone during Guest Services hours. Staff hoped to have interactive kiosks at the larger stations, but were not sure how

far those had been perfected. He said that Seattle had an automated telephone system. LTD did not plan to start such a system until 2003-04, after the automated vehicle locator (AVL) system would be in place. Mr. Melnick said he agreed with Mr. Kleger, and thought that staff should contact the vendor to see what could be worked on for four or five years in the future. Ms. Wylie thought there could be an answering system like the one at movie theatres to tell callers what times movies began. And Mr. Kleger said that this was a service equivalency issue for the Americans with Disabilities Act (ADA).

Mr. Pangborn continued with a discussion of the elements of the CIP, including the Springfield Station project, revenue vehicles, passenger boarding improvements, and facilities. He said that on Wednesday staff would hand out a revised CIP showing the additional right-of-way acquisition.

Mr. Melnick noted that dollar amounts often were best estimates, and asked about staff's level of confidence in the \$102 million amount. Assistant Finance Manager Carol James said that she had asked department managers for their estimates, and Mr. Pangborn said that they were able to use the actual price of some items. Ms. James said that the numbers for the following year were solid numbers, and that nothing was built in for inflation, design changes, etc., in future years, except for the inclusion of a substantial contingency fund for BRT. Mr. Hamm said that staff looked at what the District was anticipating and what the industry was experiencing, but the farther out in the CIP, the numbers became placeholder numbers that were somewhere in the ballpark. Mr. Pangborn stated that he thought these CIP budget numbers were the most accurate staff had ever been, and were based on staff's projections and experiences.

Ms. Hocken said that LTD had had a lot of public press about reducing operating expenses. She asked what had been cut out of the capital budget, and thought that would be a good number to put before the public, to show people how that compared with the reductions in service. Mr. Melnick suggested looking at this retrospectively and seeing what had been projected three years before.

Bus Rapid Transit Vehicles: Mr. Hamm and Maintenance Manager Ron Berkshire used a PowerPoint presentation to discuss the vehicles they had seen in France (the CiViS) and The Netherlands (the Phileas), and to discuss the key attributes of those vehicles and the desired attributes for BRT. They discussed the features of both buses, and said that both manufacturers were working with American manufacturers. Mr. Hamm discussed the possibility of a waiver of the federal Buy American and Altoona testing regulations. He said that Las Vegas had received a waiver to purchase five CiViS vehicles, which had been extended to ten vehicles and designated as a demonstration project. He said that the CiViS had been the only one of these two vehicles available at that time.

Mr. Hamm stated that staff believed that the Phileas met most of LTD's requirements and that there was a window of opportunity to become a demonstration project with that bus. He said that these two manufacturers were the only two who could deliver a vehicle on LTD's time schedule.

Mr. Hamm said that the local "united front" lobbying trip to Washington, D.C., would be held the first week of March, and the American Public Transportation Association (APTA) Legislative Conference would be held the following week in D.C. LTD was setting up a meeting to make the pitch for this demonstration project. Staff were assembling the background materials and both

domestic and foreign agreements. He stated that he was asking the Board whether they supported this process, which he said would help keep the District on schedule with the BRT project. He was not asking for formal action at that time.

Ms. Lauritsen asked about the price of the buses. Mr. Hamm said that CiViS said that 10 buses would cost approximately \$900,000 each. Phileas buses were estimated at a top price of \$1 million each. He said that he believed that the life cost of the Phileas would be substantially less for maintenance, fuel, and standard parts.

Ms. Hocken asked, if LTD obtained a waiver to purchase these buses and they did not go through the Altoona testing required of American-made buses, what the risks would be for LTD and how they would be mitigated. Mr. Hamm said he thought there were some risks with both vehicles. The waiver would affect LTD's initial buses, but future vehicles purchased in the U.S. would have to meet testing or safety standards. He said that the reality was that they would have to meet testing and Buy American requirements at some point, or coordinate European testing with American requirements.

Ms. Hocken then asked about safety features and durability. She wondered how LTD could get some of the information on these buses that was a valuable result of Altoona testing. Mr. Berkshire said that there were some European testing requirements, and that the buses would have to meet all U.S. federal safety standards before they could be sold in the U.S. or before LTD could put them on the street. The manufacturer was working on those, and any differences were fairly minor. Mr. Hamm said that LTD would be able to obtain information on their test results.

Mr. Kleger expressed an interest in the vehicle frame life span experience. Mr. Berkshire said that the Phileas buses were 20-year vehicles, which compared favorably with the 12-year life span of the standard American model.

Mr. Melnick raised a note of caution regarding standards. He said that LTD had just gone through this experience with the Breeze bus, where it met certain standards but did not meet what he described as local expectations. He wanted to be sure that whatever bus LTD bought not only met the base, or federal, standards, but also local standards in general, including local expectations regarding accessibility. Mr. Hamm said that he believed the Phileas would be a step up in product, because of features such as its unique docking system and the wide doors at any place in the vehicle.

Mr. Gaydos said that one of the things LTD had been talking with downtown people about, regarding 10th Avenue, was saving capital costs if able to have doors on both sides, to avoid having two stations at a stop. He said that the Phileas obviously would allow that, but he was not sure what that would do to the configuration inside the bus, especially the ability to have passengers in the bus. One thing he wanted staff to think about was the ability to save capital money without giving up much passenger room. He thought that if saving substantial capital, that was a true benefit to the second choice, too. Mr. Hamm said that both the CiViS and the Phileas had the ability to have doors on both sides; however, CiViS did not have the same flexibility as the modular system of the Phileas, which could be built basically any way LTD wanted. Phileas representatives had told Mr. Hamm that they needed to know by September at the latest, for delivery early in 2004. Staff planned to discuss the floor plan with members of the disabled community, the bike community, and other community groups who had an interest in the bus. He said that some seating space would be lost when incorporating different interests into the floor plan, but this typically was a

route that would have a lot of on-and-off activity and would run faster in terms of timing, so people would spend less time on these vehicles. Staff believed that people would not mind standing for these kinds of distances.

Ms. Hocken asked when some operators would be able to be in these vehicles. Mr. Hamm replied that the only way to do that would be to send them to the manufacturer. Ms. Hocken thought that would be a good idea; it had been seen from the viewpoint of repairs and maintenance, so now it seemed like a good idea to have a couple of the operators go look at it, also. Mr. Hamm, who had been a bus operator during his career, said that LTD would be looking at some standard equipment and amenities, such as seats already used in the U.S. Mr. Melnick said he was thinking of a simulation of driving the vehicle. Mr. Kleger also suggested a simulation to test various entryways and floor plan options to test negotiation by people with disabilities, possibly by laying out floor plans and surface patterns.

The Board members agreed that they had reached consensus to pursue the waiver and demonstration project with the Phileas bus.

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

Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2002

ITEM TITLE: BUS RAPID TRANSIT (BRT) UPDATE

PREPARED BY: Graham Carey, BRT Project Engineer

ACTION REQUESTED: None

BACKGROUND: **Vehicle Selection**

At the Board work session in February, staff reported on two potential BRT vehicles: the Phileas, built by Advanced Public Transport Systems in the Netherlands, and the CiViS, built by IrisBus in France. Staff believe that the Phileas best meets the needs of LTD's BRT system. As mentioned last month, LTD has submitted a Vehicle Demonstration Program proposal to the Federal Transit Administration (FTA) for the purchase of the Phileas bus. If granted, the demonstration program would allow LTD to purchase the Phileas vehicles without the request for proposal process, and also would waive other purchase and testing requirements.

Pioneer Parkway Corridor

The Pioneer Parkway corridor has been divided into three planning segments. The first planning segment is the southern section between downtown Springfield and Harlow Road. A stakeholder group, consisting of business and residential property owners and school board staff from along this segment of the corridor, met for the first time on Thursday, February 21, 2002. At this meeting, stakeholders were given an update on BRT and discussed some of the issues that the project is likely to encounter along the corridor. Their next meeting, scheduled for April 11, will be to review potential BRT designs along the corridor.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2002

ITEM TITLE: BOARD ACTIVITY CALENDARS – CONSIDER DATE FOR FALL TWO-DAY STRATEGIC PLANNING WORK SESSION

PREPARED BY: Jo Sullivan, Executive Assistant/Clerk of the Board

ACTION REQUESTED: That the Board select a date in November for the Board’s annual strategic planning “retreat”

BACKGROUND: Board Activity Calendars have been provided for Board members to track LTD-related meetings and activities. There are several items to call to the Board’s attention in the coming months.

First, staff would like the Board to select a date in November for a two-day strategic planning work session, so that those dates can be reserved on the Board members’ calendars as early as possible. Several options are suggested on the attached November calendar. It has been suggested that this work session be held in the District offices. Staff would need to know soon if Board members would prefer a different location.

Second, it is important to have a quorum for the June 19 Board meeting, so that the Board can adopt the budget for Fiscal Year 2002-03. Budget law requires that the District’s budget be adopted before the end of the current fiscal year on June 30, 2002.

Additionally, as Board members schedule business or vacations out of town, staff would like to add that information to the Board Activity Calendars. Please contact Jo Sullivan with that information.

RESULTS OF RECOMMENDED ACTION: Once a date is selected for the fall strategic planning work session, staff will begin working with the Board on agenda development.

ATTACHMENTS: November 2002 Board Activity Calendar

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2002

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 March 20, 2002

1. Approval of minutes: February 19, 2002, special Board meeting/work session
2. Approval of minutes: February 20, 2002, regular Board meeting

ATTACHMENTS:

- (1) Minutes of the February 19, 2002, special Board meeting
- (2) Minutes of the February 20, 2002, regular Board meeting

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

LTD Resolution No. 2002-007: It is hereby resolved that the Consent Calendar for March 20, 2002, is approved as presented.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** March 20, 2002
- ITEM TITLE:** BRT: SELECTION OF THE NEXT EUGENE CORRIDOR
- PREPARED BY:** Stefano Viggiano, Planning and Development Manager
- ACTION REQUESTED:** Select the Next BRT Corridor in Eugene
- BACKGROUND:** As part of the approval of the Phase 1 BRT project, both the Eugene and Springfield City Councils asked that LTD immediately consider development of the next BRT corridors. Staff have worked on the extension of the system at both the east and west ends of the Phase 1 corridor. The Board already has selected the Pioneer Parkway corridor as the next BRT line to be pursued in Springfield. The Board is now asked to select the next BRT line to be pursued in Eugene.
- The Eugene Planning Commission recommended the Coburg Road corridor as the next BRT line in Eugene. The BRT Steering Committee unanimously endorsed that selection. On February 25, 2002, the Eugene City Council discussed the BRT route selection. Board member and BRT Steering Committee Chair Pat Hocken represented LTD at the meeting. The Eugene City Council approved the following motion on a five to three vote:
- That the City Council's recommendation to LTD be that Coburg Road to the Chad/Crescent area, with a link to a BRT line connecting downtown Springfield to the Gateway area, be immediately considered for Bus Rapid Transit. The Eugene City Council encourages Lane Transit District to improve frequency and service options to northwest Eugene.*
- If the Board approves the selection of the Coburg Road corridor, staff will begin the route planning process. That process will include a high level of public participation, ongoing reviews by the BRT Steering Committee and the Board, and environmental analysis. After the completion of those tasks, the City Council and the Board will be asked to approve the project for final design and construction.
- ATTACHMENTS:** Information packet for February 25, 2002, Eugene City Council meeting
- PROPOSED MOTION:** I move the following resolution:
- LTD Resolution No. 2002-009: Resolved, that the LTD Board of Directors selects the Coburg Road corridor as the next bus rapid transit corridor to be developed in Eugene.



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

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

MONTHLY DEPARTMENT REPORTS

March 20, 2002

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

STATE

Oregon's deadline to file for elective office was Tuesday, March 12. In local legislative races, incumbent Democrats Al King and Phil Barnhart will face each other in a primary; Republican incumbents Cedric Hayden and Jeff Kruse will face each other. No challengers appeared for several local legislative seats, but it should be assumed that the parties will nominate someone by mid-summer, so that there are no free rides. Of some interest to Lane Transit District is the candidacy of Eugene City Councilor Pat Farr for the state House of Representatives. There is no incumbent in that seat, so at least one new candidate already is informed about LTD issues.

The Oregon Transit Association plans to meet with all gubernatorial candidates, although that may not be possible before the primary. In any event, transit agencies and their association are paying attention now to the messages needed for the next legislative session. The goal, of course, is to become part of all candidates' platforms.

FEDERAL

Eugene and Springfield local governments made their collective pitch to federal agencies and the Oregon Congressional delegation in Washington, D.C., March 4-7. Local officials had 45 meetings, one reception, and a dinner with Congressman DeFazio and his staff over the four days. Collectively, there are 12-18 appropriations requests, depending on how they are counted – or accounted for. The requests were made in the context of a difficult budget year for the Congress, with no promises about the end result. It is a difficult year because of the (however brief) national recession, the large tax relief package enacted last year, the costs related to heightened national security, and the war effort in Afghanistan.

Increased security measures were in place all over Washington. For example, metal detectors have been added to entrances at the Smithsonian and other visitor attractions;

the number of entrances to federal buildings has been reduced, and various other steps are in place to keep track of visitors to federal agencies. There are also new barriers around many buildings, which, ironically, could impair the ability of public safety agencies to respond to incidents within those buildings.

It is no surprise that the themes being emphasized in the president's recommended budget and by most members of Congress are: (1) win the war on terrorism; (2) ensure homeland security; and (3) get the economy moving again. Funding for local projects in general and LTD projects in particular also is influenced by reduced highway revenues, uncertainty – both financial and political – about Amtrak's future, and the huge cost of airport security, personified by the creation of a new agency, the Transportation Security Agency.

It has not previously been a huge concern of transit that highway spending was directly related to receipts to the national highway trust fund, primarily because transit had a guaranteed minimum level of funding. This year receipts to the national trust fund are down significantly, resulting in a FY 03 recommended budget for highways that is \$8 billion less than anticipated a year ago. The political reality is that if highway programs do not get their money, transit programs will not, either. Therefore, a high legislative priority for the American Public Transportation Association is the restoration to last year's spending level, approximately \$4 billion more than the president recommended, but still \$4 billion less than was expected.

While a vote to restore highway funding may become a litmus test for other budget issues and for reauthorization of TEA-21 next year, it is far too early in the year to expect results.

DEVELOPMENT SERVICES

Stefano Viggiano, Planning & Development Manager

BASKETBALL SERVICE

Just when we thought the basketball season was over, the Duck women were selected to host a WNIT game. The Women's Pac 10 Championship service operated very well, and a big thank you is due to the operations staff and bus operators for their great work all season. Statistics for the season will be compiled following the WNIT games and will be available in next month's department report.

BREEZE SERVICE

In late February LTD assembled a group of staff, guests who use a variety of different mobility devices, advocates for people with disabilities, and a technician from Advanced

Vehicle Systems (AVS). The purpose was to take a very close look at the difficulties that the interior ramp of the new AVS *Breeze* buses present for people who use mobility aids. LTD staff “sat in the seat” of those who use power and manual chairs. Maintenance staff and the AVS technician observed and talked with riders about their suggestions on how to make improvements. Comments about the session were quite positive. Since then, AVS’s president and CEO, in response to a letter sent by Senior & Disabled Services, has offered to meet with “Lane officials and members of your Advisory Council.” Mr. Hitchcock indicated that he was looking forward to reviewing ideas for improvement of accessibility to the AVS-22 bus. His visit is set for mid-April.

ENVIRONMENTAL SERVICES CONSULTANT

The District recently solicited proposals from firms to conduct environmental analysis for various capital projects. Parametrix, a firm based in Portland, was selected from among six firms that submitted proposals. Parametrix will be "on call" for environmental services for up to a five-year period. Anticipated to be completed under this contract are the environmental analyses for the Pioneer Parkway and Coburg Road BRT lines, and for the new RideSource facility.

GATEWAY TRANSPORTATION PARTNERSHIPS WORKSHOPS

Staff from the Commuter Solutions Program have been meeting with stakeholders in the Gateway area during the past 18 months. The stakeholders group, along with staff from local jurisdictions (ODOT, City of Springfield, LTD, and LCOG) have developed a mission statement, goals, and recommended transportation strategies to explore as a means to offset the increasing congestion and growth in businesses and employment in the Gateway area. Gateway business and property owners, along with members of the Springfield City Council and Springfield Planning Commission, have been invited to attend one or more Gateway Open Houses in March. The Open Houses are scheduled for March 13, 14, 19, and 20 in Gateway. A copy of the direct mail postcard and handouts provided at the Open Houses will be supplied to each Board member at the March 20 Board meeting.

NEW COMMUTER SOLUTIONS EMPLOYEE

We are please to announce the selection of Marcia Maffei as the Commuter Solutions Assistant. Marcia has been with LTD as an operator for more than 14 years.

WINTER SERVICE CHANGE

Winter bid implementation has gone very well. All customer information was produced and installed on schedule, and there are no reports of operational issues related to the changes to routes and schedules.

TRANSIT OPERATIONS

Mark Johnson, Transit Operations Manager

VERN ROGERS NAMED NTI TRAINING PROFESSIONAL OF THE YEAR

Vern Rogers, LTD's Training Supervisor, has received notice that he was selected as the NTI training professional of the year. This is an annual award the National Transit Institute, based at Rutgers University, gives to deserving transit trainers. Vern was nominated by his manager, and his nomination was supported both by LTD employees and by people elsewhere in the industry. Several letters were sent supporting his nomination, and the selection committee agreed that Vern is a world-class trainer who deserves national recognition. We are all very proud of Vern and his accomplishment in winning this award. The award is well-deserved recognition for the excellent job he has done with LTD's training program. What makes this award even more exciting is that Vern is retiring in July after a nearly 30-year career in the Operations department. I can think of no better way for Vern to end his career than being at the top. Vern will travel to Miami next month to receive his award.

BUS MAN'S HOLIDAY COMES TO AN END

Bus Operator Dan Dreier, who kept us all entertained from the Olympics with his Bus Man's Holiday stories sent by e-mail, has returned. Dan has a wonderful talent for writing and the Olympic job afforded him plenty of time to write. He sent daily updates about his and the other LTD operators' adventures and misadventures while working at the Olympics. He was even featured in two articles in the *Register-Guard*. All of LTD's operators did a wonderful job at the Olympics, but they all are glad to be back. In the words of Walt Boynton upon his return, "LTD never looked so good." Welcome home to all of them, and our thanks for representing LTD in such an impressive way.

MAINTENANCE SERVICES

Ron Berkshire, Maintenance Manager

There is no Maintenance Services report this month.

**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.

February 2002 Employee of the Month

Jackie Cessna, bus operator

Jackie was hired by the District on June 22, 1992, as a bus operator. In February 2001, she was selected to be a bus operator instructor. Jackie was nominated for this award by a customer who appreciated the helpful directions that she provided and her courtesy to her passengers, especially seniors. The customer stated that Jackie "is a credit to the LTD."

AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2002

ITEM TITLE: APRIL 2002 EMPLOYEE OF THE MONTH

PREPARED BY: Jo Sullivan, Executive Assistant

ACTION REQUESTED: None

BACKGROUND: **MARCH 2002 EMPLOYEE OF THE MONTH:** Bus Operator Richard "Dick" Ellis was selected as the March 2002 Employee of the Month. Dick was hired on March 9, 1988, and has earned awards for 13 years of correct schedule operation (CSO) and 12 years of safe driving. During the past year, he has received 10 nominations for Employee of the Month.

When asked what makes Dick a good employee, Transit Operations Supervisor Sue Quick said:

Through the years I have observed Dick consistently demonstrate the ability to provide exceptional customer service in a manner we all can learn from. He makes every person feel as if he or she is an invited guest on his bus, and he does this with sincerity and compassion. Dick addresses many people each day by name; he knows not only their destination, but pays careful attention to timing of needed transfers within our system.

His extraordinary rapport has not gone unnoticed. Dick has had many nominations for Employee of the Month. Here are just a few comments that customers have made about Dick, "Excellent! Lowers the step for passengers when needed without being asked"; "Says hello, and Have a nice day"; "A credit to the LTD bus"; and "This driver helped a disabled person across the street!"

As you can see, Dick goes that extra mile for our guests and we appreciate his diligence in this. Thank you, Dick and congratulations!

Our congratulations to Dick on his selection as the April Employee of the Month!

AWARD: Dick will attend the March 20, 2002, meeting to be introduced to the Board and receive his award.

AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2002

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. **FY 2002-03 Fare Ordinance:** The second reading and adoption of the amended fare ordinance will be scheduled for April 17, 2002, regular Board meeting.
- B. **Budget Committee Appointment:** The terms of three LTD Budget Committee members expired on January 1, 2002. Two of those members have been reappointed, and the third nominating Board member will make a nomination to fill the last vacant position before LTD budget deliberations begin in April.
- C. **Springfield Station Design Review Committee Recommendation:** The Springfield Station Design Review Committee met on February 26 to review master plan options and public comments from a February 13 open house. The Board will be asked to approve a design master plan at the April 17, 2002, regular Board meeting.
- D. **General Manager's Evaluation:** The Board Human Resources Committee will develop a recommendation for evaluation of the General Manager's performance during the spring.
- E. **Budget Committee Meetings:** An informational meeting for the seven non-Board members of the LTD Budget Committee will be held on April 3. Budget deliberation meetings for the full Budget Committee have been scheduled for Wednesday, April 24; Thursday, April 25; and Wednesday, May 1 (if needed), all beginning at 6:30 p.m.
- F. **Fiscal Year 2002-03 Budget Adoption:** Following approval of the proposed LTD budget in April or May, the Fiscal Year 2002-03 budget will be on the agenda for adoption at the June 19, 2002, regular Board meeting. Budget law requires that the District's budget

be adopted before the end of the current fiscal year on June 30, 2002.

- G. **Resolution Reaffirming District Boundaries**: State law requires that the District annually determine the territory in the District within which the transit system will operate. If boundary changes were to be made, that would be done by ordinance. Since no changes are planned, a resolution reaffirming the current boundaries will be scheduled for approval at the June 19, 2002, Board meeting.
- H. **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

March 2002

Prepared by Ken Hamm, General Manager

Future Dates to Remember

April 15 (Tentative)	LTD Board Work Session
April 17, 2002	Regular Board Meeting
April 24	First Budget Committee Meeting
April 25	Second Budget Committee Meeting
May 1	Third Budget Committee Meeting
September 22-25	APTA Annual meeting & Expo

Lane County "United Front" Trip to Washington, D.C.

March 4-7 the United Front trip was completed in Washington, DC. Members of the participating jurisdictions met with issue specific Congressional members to deliver the requests of our region. All Oregon Senators and representatives were contacted.

The transit group was able to meet with John Horsley, AASHTO Executive Director, and a former board member of mine. He was very impressed with LTD's BRT project and the practical cost compared to light rail. He also was interested in our BRT reauthorization proposal, stating that he had organized a joint AASHTO/APTA Reauthorization Committee meeting and would share our paper with his members.

We met with Kate Hallahan of the Senate Transportation Appropriations Committee staff on appropriations. Joyce Rose, from the House Transportation and Infrastructure Committee, was another person reached. She will play a major role in reauthorization of TEA 21. She was very interested in BRT and in the language we authored on funding BRT. She seems very supportive of BRT and hopes APTA will incorporate our proposal into their recommendation.

Linda Lynch will give a more complete report as part of her Government Affairs report.

Proposal to Federal Transit Administration (FTA)

LTD presented a proposal to FTA on Wednesday, March 6. The proposal asks FTA to grant LTD a "Vehicle Demonstration Project" status for our Phase I BRT Project, waiving the "Buy America" and Altoona Testing requirements on our first ten vehicles. The Phileas was proposed as our vehicle of choice. The FTA has already set precedent by granting a similar status to the Las Vegas project for the purchase of up to ten Civic vehicles.

The reception to the idea by the FTA staff was very positive. A subsequent conversation with Jenna Dorn, FTA's Administrator was equally as positive. She stated that it would be years

before the testing protocols for such vehicles are determined. Then there would be a separate debate about where to test. LTD's proposal is exactly what she was wanting to see happen. Demonstration projects that provide in-field testing granted on a case by case basis. We should have an answer from FTA by mid-April, if not sooner.

APTA Legislative Conference/Reauthorization Committee

The APTA Legislative Conference had numerous speakers. Most cautioned that these are difficult times and that the President's priorities are on national safety and world peace. It was noted by Senator Murray (WA) that the President's budget does not take away the guarantees for transit. But she cautioned that a lot would happen before anything is set in stone.

The APTA Reauthorization Committee met on funding. BRT is currently being considered in a small starts category for the New Start's pot for projects under \$50 million. LTD was asked to prepare a final definition of what qualifies for BRT to submit in April to the Reauthorization Committee. Other members had watered down the definition we had previously submitted. It is significant that they came to LTD for this final piece.

APTS Visit

Jos Jansen, from Advanced Public Transport Systems of the Netherlands, visited LTD March 14-16. LTD staff and design contractors were able to dialogue with him about specific applications related to his vehicle, the Phileas. LTD hosted a lunch of local business and government representatives on Friday. There was considerable excitement about this vehicle. Lots of good questions were asked and answered.

AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2002

ITEM TITLE: FISCAL YEAR 2002-2003 PRICING PLAN AND FIRST READING OF AMENDED FARE ORDINANCE

PREPARED BY: Andy Vobora, Service Planning and Marketing Manager

ACTION REQUESTED:

1. Hold a public hearing on fare changes for Fiscal Year 2002-2003
2. Hold the first reading of Eleventh Amended Ordinance No. 35, which sets fares for Fiscal Year 2002-2003.

BACKGROUND: Following a preliminary public hearing at the February 2002 Board meeting, staff were directed to make the following changes to District fare structure:

1. Increase the adult monthly pass fare from \$28.00 to \$35.00 effective June 24, 2002.
2. Increase the youth monthly pass fare, senior monthly pass fare and reduced price monthly pass fare from \$14.00 to \$17.50 effective June 24, 2002.
3. Increase the adult 3-month pass fare from \$65.00 to \$85.00 effective June 15, 2002.
4. Increase the youth 3-month pass fare, senior 3-month pass fare, and reduced price 3-month pass fare from \$32.50 to \$42.50 effective June 15, 2002.
5. Increase the adult token price from \$.85 to \$1.00 effective July 1, 2002.
6. Increase the youth, senior, and reduced fare token price from \$.425 to \$.50 effective July 1, 2002.
7. Increase the price of the RideSource and RideSource Escort fares from \$2.00 to \$2.50 per one-way trip effective July 1, 2002.
8. Increase the price of RideSource ten-ride ticket books from \$15.00 to \$20.00.
9. Decrease the wholesale discount offered to sales outlets and agencies from 10 percent to 5 percent.

The fare changes must be implemented by ordinance. The first such ordinance, Ordinance No. 35, was adopted in June 1992. This will be the eleventh amendment to Ordinance No. 35. The first reading of Eleventh

Amended Ordinance No. 35 will be held on March 20, 2002. The second reading and adoption of the ordinance are scheduled for the April 17 Board meeting. The Board can elect to read the ordinance by title only. Staff will have additional copies of the ordinance available for anyone in the audience who desires a copy.

CONSEQUENCES OF REQUESTED ACTION:

The second reading and adoption of the ordinance will be scheduled for the April 17, 2002, Board meeting. Following adoption, a copy of Eleventh Amended Ordinance No. 35 will be filed with the County Clerk and made available for public inspection.

ATTACHMENTS:

- (1) Pricing Proposal Summary
- (2) Eleventh Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services

PROPOSED MOTIONS:

I move that Eleventh Amended Ordinance No. 35 be read by title only.

(Following an affirmative vote, the ordinance title should be read: **Eleventh Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services.**)

AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2002

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 February 2002 Performance Reports are attached.

Staff will be available at the March 20 meeting to answer any questions the Board may have about this information.

ATTACHMENTS: February 2002 Performance Reports

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2002

ITEM TITLE: SPRINGFIELD STATION SITE PLAN APPROVAL

PREPARED BY: Charlie Simmons, Facilities Services Manager

ACTION REQUESTED: Approval of Springfield Station Site Plan

BACKGROUND: The Springfield Station Design Review Committee (DRC) held its first meeting on January 22, 2002. The committee provided input on the station program to be used for the master planning process. A two-day design charrette was held on January 28 and 29, 2002. Three preferred concept master plans emerged from the charrette.

The three options were refined by the design team and taken to the Springfield Station Technical Advisory Committee (SSTAC) for review and comment. The public provided input on the three site concepts at an open house held on February 13.

The Design Review Committee met again on February 26 to review the site plan options and public comments provided at the open house. The DRC discussed the options and chose a modified site plan comprised of the best components of both A and C site plans. The design team has continued to refine the plan and currently is producing a new cost estimate based on the recommended revisions.

ATTACHMENT Site Plan as recommended by the Design Review Committee (found on page 7 of this agenda packet)

PROPOSED MOTION: I move the following resolution: LTD Resolution No. 2002-010: It is hereby resolved that the LTD Board of Directors approves the Springfield Station site plan as described in the Springfield Station Master Plan included in the agenda packet for March 20, 2002.