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LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, April 17, 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

Kleger _____ Lauritsen _____ Melnick _____ Wylie _____

Gaydos _____ Hocken _____ (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

A. Executive Session Pursuant to ORS 192.660(1)(h) and ORS 40.225 05

B. Items for Information at this Meeting (beginning on page 37) 37

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

VI. EMPLOYEE OF THE MONTH – May 2002 06

VII. AUDIENCE PARTICIPATION

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

VIII. ITEMS FOR ACTION AT THIS MEETING

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(b)	BRT Steering Committee and Board BRT Committee – April 2 Steering Committee meeting canceled	
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(d)	Board HR Committee – April 2 and 15 meetings	
(e)	Springfield Station Design Review Committee – April 9 meeting canceled	
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| A. | Budget Committee Meetings | |
| B. | Springfield Station Design Review Committee Recommendation | |
| C. | Springfield Station Capital Grant Approval | |
| D. | General Manager's Performance Evaluation | |
| E. | Fiscal Year 2002-03 Budget Adoption | |
| F. | Resolution Reaffirming District Boundaries | |
| G. | BRT Updates | |
| H. | Annual Two-Day Strategic Planning Work Session | |
| XI. | 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: April 17, 2002

ITEM TITLE: MARCH FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: None

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

Passenger fare receipts softened in March after a strong February. Nine-month results are now approximately \$20,000 below budget and are about equal to results for the same period last fiscal year. Group pass receipts caught up to budget in March but still lag last year's results slightly due to the closure of technology businesses over the summer. Rate increases for most group pass participants went into effect on January 1, 2002, which contributed to the recovery once all of the quarterly billings were completed.

As reported at the March Board meeting, the Oregon Department of Revenue (DOR) disbursed nearly \$250,000 to LTD in February that belonged to other jurisdictions. That error has been corrected. Payroll tax receipts now lag annual budget by \$215,000. Year-to-date revenue from this resource is 1.4 percent below those of the same period last fiscal year. Best estimate at this point in time is that revenues for the year will be 2 percent below those of last year, a number to which staff have been managing since last fall. Therefore, no additional budget correction measures are recommended at this time.

Although 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, more than \$246,000 was received in March this year, substantially more than in the same period last year. This result is not necessarily significant. Since self-employment tax reports are filed with state income tax returns, the early payments may be linked to earlier filing in anticipation of state income tax refunds.

State-in-lieu receipts are reported at almost \$68,000 ahead of plan for the first nine months. However, an error was noted immediately after disbursement reports were released for the January through March 2002 quarter, and the Department of Administrative Services (DAS) was notified. DAS acknowledged the error but was not able to correct it in time for inclusion in this report. However, the correction was subsequently made,

and, unlike the ongoing problem with DOR, the DAS error was in LTD's favor. LTD will collect an additional \$18,900 for the quarter just ended. Receipts are strong due to high enrollment, and therefore employment, at the University of Oregon.

Interest income for March 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. LTD has issued two debt-related Requests for Proposal (RFPs): one for bond counsel services and one for financial advisor services. Rates continue to be favorable.

All other General Fund revenue sources are generally as anticipated through March. As previously reported, Obie Communications, which is LTD's bus advertising contractor, has requested renegotiation of its contract in order to reduce the revenue guarantee to LTD. In December, Obie proposed new terms, which are still under discussion. 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, and the addition of post-season women's events.

Personnel services expenses for administration employees remain on track to finish the fiscal year under budget due to restructuring implemented in November. Administrative wage growth has slowed to 3.7 percent. Contract employee wages are likely to finish the current year slightly over budget. After three months of declining contract expense growth rates, the March rate climbed back to 11.4 percent. The revised 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 Summer 2002 and Fall 2002 service.

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 current-year reorganization has moved some programs to new

departments and may temporarily result in reporting anomalies that invalidate year-to-year comparisons.

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.

Overall, nine-month financial results confirm the effectiveness of the expense reduction measures taken in November, and also the need for service reduction measures planned for June and September.

Special Transportation Fund expenses are as anticipated through March. 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.

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

Citizen members of the Budget Committee were briefed on Wednesday, April 3, as part of preparation for budget hearings that begin on April 24. Several members of the Budget Committee have already reported conflicts that will prevent attendance at the hearings this year. Therefore, it will be important for other members to make an effort to attend or to report planned absences as soon as possible. Budget hearings require a minimum of eight committee members in order to conduct business. Absence of a quorum would require additional budget meetings.

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

LANE TRANSIT DISTRICT

ELEVENTH AMENDED ORDINANCE NO. 35

An Ordinance Setting Fares for Use of District Services

Deleted: TENTH

The Board of Directors of Lane Transit District does hereby ordain that Ordinance No. 35 of said District is hereby amended to read as follows:

1.01 Definitions. As used in this ordinance, unless the context requires otherwise:

- (1) "District" means Lane Transit District.
- (2) "Service Area" means the area designated in Ordinance No. 24 of Lane Transit District entitled "An Ordinance Altering the Territorial Boundaries for Lane Transit District," adopted November 17, 1999, as such area is now constituted and as it may be altered from time to time hereafter by ordinance of this District.

1.02 Fares.

- (1) Fares on the District transit system shall vary according to the status of the rider and method of payment and shall be in accordance with the following schedule:

(a) Cash Fare (Effective 7/01/01).

Monday-Sunday

Adult (ages 19 – 61)	_____ \$1.25
Youth (ages 5-18)	\$.60
Reduced Fare**	\$.60
Senior (ages 62 and older)	\$.60

(b) Monthly or 3-Month Passes (Effective ~~6/24/02~~, except as noted).

Deleted: 9/01/00

<u>Pass Type</u>	<u>Monthly</u>	<u>3-Month</u>
Adult (19-61)	\$ 35.00	85.00
Youth (5-18)*	17.50	42.50
Senior, Reduced	17.50	42.50

Deleted: 28.00

Deleted: \$65.00

Deleted: \$14.00

Deleted: \$32.50

Deleted: \$14.00

Deleted: \$32.50

Deleted: 7/01/01

(c) Day Pass (Effective 9/01/00).

The Day Pass rate is 2 times the cash fare.

(d) Tokens (Effective ~~7/01/02~~).

Regular (large) tokens are worth \$1.25 toward any LTD ride. Tokens are sold in lots of 5 for ~~\$5.00~~. Small tokens are worth 60¢ toward any LTD ride. Small tokens are sold in lots of 5 for ~~\$2.50~~.

Deleted: 4.25

Deleted: \$2.10

* Youth pass fares are effective 6/01/00. Youth fare applies to ages 5-18. Up to two children under age five ride free with parent or guardian. All additional children pay child fare.

** Reduced fare applies to all persons who meet the Federal Transit Administration-approved definition of persons with disabilities.

- (2) Group Pass Program. The General Manager, or his designated representative, is authorized to sign contracts on behalf of the District to provide transit service to groups of riders at reduced rates pursuant to policies established by the Board at its May 2, 1990, meeting, as amended, or pursuant to such policies as the Board may hereafter adopt by resolution or ordinance.
- (3) Special Event Discounts. The promotional distribution of free tickets from time to time is necessary or convenient for the provision of a public transit system. The General Manager, or his designated representative, is authorized to reduce or eliminate fares, or to approve the distribution of free tickets for use of District facilities during special events, or at specified times, on a finding by the General Manager, or his designated representative, that the fare reduction or elimination will promote increased use of the District's public transit system or will otherwise further the provision of a public transit system.
- (4) Reduced Fares for Low-Income Persons. The General Manager, or his designated representative, is authorized to sign contracts with local nonprofit agencies whereunder the District may agree to provide transit fare instruments at reduced prices to such agencies, for distribution to low-income persons within the service area who need transportation assistance. Definitions of those who are "low-income persons" and "who need transportation assistance" shall be part of such contracts, verbatim or by reference.
- (5) Paratransit. Fare structure (*Effective 7/01/01*):

RideSource \$ ~~2.50~~ one way

Deleted: 2.00

Escort \$ ~~2.50~~ one way

Deleted: 2.00

RideSource Shopper** \$2.00 round trip

Social Service Agencies*** 100 percent

Book of Ten Tickets \$ ~~20.00~~

Deleted: 15.00

* Escort is limited door-to-door transportation for medical rides.

** **RideSource** Shopper is specialized transportation service for grocery shopping. **RideSource** Shopper fares are based on round-trip rides. All other fares are one-way rides.

*** Social service agencies will contract for service and pay 100 percent of the marginal cost of service.

- 2.01 Large-quantity Token and Pass Purchases. The District will provide a discount to individuals or organizations who have been authorized by the District to sell tokens and passes to the general public of ~~5%~~. Tokens are sold in packages of five.

Deleted: 10%

- 3.01 Effective Date. This ordinance shall take effect 30 days after adoption, at which time this Tenth Amended Ordinance will stand in the stead of

Ordinance No. 35 in all particulars and all previous amendments, and will govern all fares charged by the District.

ADOPTED this _____ day of _____, 200~~2~~

Deleted: 1

President and Presiding Officer

ATTEST:

Recording Secretary

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[Q:\Reference\Board Packet\2002\03\Regular Mtg\11THORD35.doc](#)

MONTHLY FINANCIAL REPORT COMMENTS

April 17, 2002

Revenue:

- **Passenger fares**, not including group pass receipts, declined in March after a strong February and are now \$20,000 below budget for the year. Group pass receipts have recovered year to date, despite a downturn in the local high technology economic sector and high unemployment. Recovery has been aided by rate increases implemented January 1, 2002.
- **Special service** receipts caught up in December and are strong through March. Ridership was up significantly for the Lane County Fair and was strong through all six University of Oregon home football games. March receipts reflect special service for both men's and women's home basketball games, and the addition of women's post-season events.
- **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. An additional \$250,000 was erroneously paid in February and repaid in March. Total receipts are 1.4 percent below those of the previous years, a result that was anticipated by the Long-Range Financial Plan.

Expense:

- **Administration personnel** dropped in December after a November increase and remains below budget through March. 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. Growth has slowed to 3.7 percent.
- **Contract personnel** expenses are over budget year to date and show a 11.4 percent increase over the previous year due to contract changes, net service additions, and increased overtime.
- **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: April 17, 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: April 17, 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 are Board members Hillary Wylie and Gerry Gaydos, with Pat Hocken as an alternate. Mr. Gaydos attended the April 11 MPC meeting and can provide a brief report at the April Board meeting. MPC is scheduled to meet again on May 9, 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 Board committee meets on an as-needed basis. The full Steering Committee generally meets on the first Tuesday of each month; however, the April 2 meeting was canceled. The Steering Committee is scheduled to meet again on May 7, 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 was scheduled to

meet again in April 2002. However, since Ms. Lauritsen will be absent from the April Board meeting, there is no report this month.

4. **Board HR Committee**: The Board HR Committee (Chair Gerry Gaydos, Dave Kleger, and Robert Melnick) met on April 2 and April 15, and will have a report for the full Board at the April 17 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 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 SSDRC's April 9 meeting was canceled, and the committee is scheduled to meet again on May 7, 2002.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: April 17, 2002

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None

BACKGROUND: The District has continued to receive some mail addressed to the Board regarding the FY 2002-03 service package. That correspondence is being compiled as a separate document for the Board. At the April 17, 2002, meeting, staff will respond to any questions the Board members may have about this correspondence.

ATTACHMENTS: (distributed as a separate document)

PROPOSED MOTION: None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING

Monday, March 18, 2002

Pursuant to notice given to *The Register-Guard* for publication on March 15, 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 on Monday, March 18, 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 5:35 p.m. by Board President Hillary Wylie. Mr. Melnick was not yet present.

WORK SESSION

Commuter Solutions Strategic Planning Goals: Commuter Solutions Program Manager Connie Bloom Williams called attention to the 2000-2005 Commuter Solutions Planning Goals on page 3 of the agenda packet. She noted that the Board had reviewed these goals at the December 19, 2001, meeting. At that time, there was some discussion about the wording used in Goal 2, which stated that LTD advocated parking management strategies. The local TDM Advisory Committee, which had been adopted as a formal advisory group to the Transportation Planning Committee (TPC), met in January 2002 and reworded Goal 2 to reflect the language used in TransPlan, which said that LTD would consider the use of parking management strategies in selected areas. The committee also made a minor language change to Goal 6, Objective 6A.

Ms. Wylie asked if there was a measurement system. Ms. Williams explained that the Lane Council of Governments (LCOG) would determine the TDM performance measurement strategies for TransPlan, and the local TDM Advisory Committee would work together with them. There also were a couple of aspects that LTD would want to measure aside from those listed in TransPlan, such as the impact of the group pass program on LTD ridership. The planning goals were to be taken to the Lane County Commissioners and the Eugene and Springfield City Councilors as an information item, and eventually the goals would be incorporated into the next TransPlan update.

Ms. Hocken asked a series of questions. She wondered who the regional jurisdictions were who were referred to in the document; what mobile transportation information centers were; why there would be a need for yearly symposiums on parking management strategies; and whether the

money for Commuter Solutions staff being reallocated in Goal 5 was TDM money from the State. Ms. Williams replied that the jurisdictional entities were the Cities, the County, and the Oregon Department of Transportation (ODOT). The mobile transportation information centers were described as anything from a static display that could be at the Amtrak station or the airport, to a more sophisticated, interactive system. Also, the local group was working with the State on a statewide trip-planning project that could provide a system that would let riders find out the timing of multimodal connections throughout the state. The purpose of hosting more than one symposium on parking management would be to have different audiences. There was some local interest in providing a fairly neutral ground for discussing parking management issues with various groups. However, it could be that after several were held, that goal would be considered completed and the group would move on to other goals. Regarding the Commuter Solutions support staff, Ms. Williams said that State TDM money would be used, as well as any new funding sources that could be found. Additionally, the local group was setting up an intergovernmental agreement (IGA) with the Cities of Springfield and Eugene and with Lane County, for those groups to help pay the local match for the program, recognizing that TDM was a regional program and the responsibility should not fall entirely to LTD.

APTA Public Awareness Campaign Television Commercials: Service Planning & Marketing Manager Andy Vobora showed the Board a 30-second commercial that would begin airing locally in March. It was part of an American Public Transportation Association (APTA) marketing program called PT² or Public Transportation Partnership for Tomorrow. The past year, LTD had dedicated some resources to the national campaign, which would appear in national newsmagazines and in national broadcasts on cable television stations. Part of the emphasis was on reauthorization of transit funding at the national level. The hope was for transit systems to fill in at the local level. LTD had added its logo to the end of the nationally-produced commercial.

Fiscal Year 2002-03 Fare Recommendation: Mr. Vobora explained that staff wanted to touch bases with the Board one more time about the fare recommendation, to see if the Board had any final concerns about the recommendation before being asked to make a decision the following Wednesday. He used a PowerPoint presentation to show the results of a peer group ranking showing that LTD was in the top 40 percent in terms of fares charged. The amount of estimated ridership loss had been factored in, based on a standard of a 4 percent ridership decrease for each 10 percent increase in fares. However, the 4 percent decrease would not last forever.

Mr. Vobora said that it appeared that Lane Community College (LCC) would be instituting a parking fee program. Staff would discuss that with the Board at a later date.

Mr. Kleger thought that LTD's public information on the fare structure should include the chart that showed that discounts were still available. He said he was not thrilled about the increases in fares, but thought that was better than even larger reductions in service.

Mr. Vobora discussed the specific service recommendations. Staff had used a rider survey to determine the occupations of the 10:40 p.m. and 11:40 p.m. riders, and how those compared with the occupations of riders throughout the day. The survey also asked about trip purpose, or why each person was riding at that time of the day. It showed that 43 percent were riding for work. Ridership frequency was very high, as nearly 80 percent of riders rode five to seven days per week. Additionally, 62 percent of respondents indicated that they had taken a trip earlier in the day.

Mr. Vobora said that staff were reviewing and categorizing all the input that had been received. Frequency seemed to be the highest priority for the riders, by about two to one. He discussed the average boardings expected with the loss of midday frequency, as well as the impact of a reduction in span of service. He said that the last trips at 11:40 p.m. involved approximately 150 boardings across the system. Mr. Kleger said that the second-to-last bus always had the biggest load, no matter what time the last bus was.

Mr. Vobora stated that the recommendation was for a 10.2 percent reduction in service, affecting span, coverage, and frequency, for a savings of approximately \$1 million in the next fiscal year. He called the Board's attention to the Tier 1 system fixes on page 13 of the packet.

Ms. Lauritsen asked about the average cost of fuel per hour, which for the current year cost 93 cents per gallon, and the number of gallons burned per hour. Mr. Vobora said that he would ask Maintenance Manager Ron Berkshire, who was not present, but that \$15.05 per hour included all vehicle costs. He added that Tier 2 cuts were not being recommended at that time, but could be the starting point if additional cuts were needed the following fiscal year.

Mr. Vobora then discussed specific recommendations that had changed following the testimony and Board discussion at the February meeting. Staff had settled on a plan to add some service back in to match the connections for the 41 and 43 routes. It had reduced the savings somewhat, but was a better configuration of service. Although a large number of boardings would be affected, the riders would be able to transfer to other routes and would not lose service; in fact, some would have better service. It was assumed that the connectivity from Barger to West 11th would increase ridership, because people wanted to go to Fred Meyer. Mr. Kleger said that there was a lot of ridership between Bethel and West 11th, and anything that made that connection easier would increase ridership. Mr. Vobora explained that the dilemma came in the evening, when service would be curtailed at Terry Street beginning at 7:40 p.m., so would not travel to the Meadowview neighborhood.

Mr. Melnick arrived at approximately 6:30 p.m.

Mr. Vobora said that the route 8X proposal had changed quite a bit. Staff were no longer proposing to eliminate any trips, but the east campus section of the route would be cut.

Mr. Melnick said that service needs could change once the University of Oregon began giving discounts to students who took earlier classes, and that it was clear that the morning classes were becoming much more popular. Desired class times used to be 10 a.m. to 2 p.m.; that had changed to 8 a.m. to 2 p.m. and was expected to change again to 8 a.m. to 5 p.m. He thought that there would be extra pressure on all routes during those hours beginning in September. Transit Planner Paul Zvonkovic said that staff could look at that again. He thought that the routes to the University still had a lot of capacity early in the morning. Mr. Melnick added that if classes ended at 5 p.m., people would be catching buses at 5:20 or 5:30 p.m. Mr. Zvonkovic noted that this was one area where an articulated vehicle would work very well, so the District would not have to add another bus and driver.

Staff also recommended that the #11 go back to 15 minutes all day long rather than after the a.m. peak. Ms. Hocken asked if the Sunday service on route 1 had been added back in. Mr. Vobora said that it had.

Ms. Hocken asked when LTD expected to receive the new articulated buses. Mr. Vobora stated that they had not yet been ordered, but that Maintenance Manager Ron Berkshire expected to tag onto another transit system's order. Mr. Hamm explained that Tri-Met in Portland was negotiating a sale with New Flyer, which included an option for other transit districts to tag onto their purchase, so the delivery date should be less than a year. New Flyer knew that LTD would tag onto the purchase and planned to put LTD in the production queue. Mr. Hamm said that staff also were looking for used lift-equipped articulated buses. He explained that the Duck Express buses were not lift-equipped and were old enough that day-to-day use would be hard on them. If staff were able to find used, lift-equipped articulated buses at a reasonable price, they would approach the Board about that. Ms Hocken said it sounded like LTD would have to have the pain of overloads for about a year before larger buses arrived.

Ms. Wylie asked about Tier 2 cuts. Mr. Vobora said they were not being recommended for FY 2002-03 but could be a starting point for the following year. If another 10 percent cut were needed in FY 2003-04, the District would have to talk about a more major reconfiguration of service, because piecemeal cuts could be made only for so long.

Ms. Wylie asked what might happen if an economic upturn occurred. Finance Manager Diane Hellekson said that the financial plan currently planned for two years of cuts. In the event of an economic upturn, the District would not proceed with the second year of cuts, but would not likely be able to restore service cuts from FY 2002-03 until sometime in the future.

ATU Issues: Ms. Hocken stated that she had read in the *Labor Press* that the Amalgamated Transit Union (ATU) had a plan to save money by moving paratransit in-house. Ms. Hellekson stated that LTD had in-house paratransit services 17 or so years ago, and at that time it cost LTD \$1 million per year more than it cost last year to outsource the service. She explained that it did not save money because the operator wages were much higher under the ATU contract. Mr. Hamm noted that his experience at two other transit properties was that the costs for in-house paratransit services were much higher there, too. Mr. Kleger said that *RideSource* used between \$30,000 and \$50,000 in volunteer services, as well, which would not be available with in-house services. He added that he knew that Mr. Hamm had asked for details about this ATU suggestion but had not received an answer.

ADJOURNMENT: There was no further discussion. Ms. Wylie adjourned the meeting at 7 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, March 20, 2002

Pursuant to notice given to *The Register-Guard* for publication on March 14, 2002, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held its regular monthly meeting on Wednesday, March 20, 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 5:35 p.m. by Board President Hillary Wylie. Mr. Gaydos was not yet present.

MOTION **EXECUTIVE SESSION:** Ms. Lauritsen moved that the Board move into executive (non-public) session pursuant to ORS 192.660(1)(h), to consult with legal counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and
VOTE pursuant to ORS 40.225, lawyer-client privilege. Mr. Kleger seconded, and the motion passed by a vote of 5 to 0, with Hocken, Kleger, Lauritsen, Melnick, and Wylie voting in favor, none opposed, and Mr. Gaydos not yet present. District counsel Roger Saydack and Rohn Roberts were present for the executive session, and Mr. Gaydos arrived during the executive session.

MOTION **Return to Regular Session:** The Board returned to regular (open) session at 6:10 p.m.
Ms. Hocken moved that the Board direct the general manager to work with District legal counsel to take appropriate action to oppose the initiative petition filed that day in the Lane County Elections
VOTE Division. The motion was seconded by Mr. Gaydos and carried by unanimous vote, 6 to 0, with Gaydos, Hocken, Kleger, Lauritsen, Melnick, and Wylie voting in favor and none opposed.

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Metropolitan Policy Committee—Ms. Hocken reported that she attended the March MPC meeting as an alternate, since Ms. Wylie and Mr. Gaydos could not. One transportation item on the agenda was that MPC needed to send a tentative list to the State of Oregon on the region's priorities for 2004-07 for the State Transportation Improvement Program (STIP), which they did. The major discussion there was that the adopted TransPlan did not include the West Eugene Parkway (WEP) as a project. The adopting agencies had scheduled a public hearing for the end of May to consider adopting the WEP as a project, which would shift around other projects in the TransPlan. Additionally, MPC heard a report from a committee appointed by

the governor, on which Mayor Torrey was serving, to look at highway funding and options to the gas tax. BRT Steering Committee—the March 5 steering committee meeting was canceled. Statewide Livability Forum—The committee did not meet; the next meeting will be held in April. Board Finance Committee—Ms. Hocken reported that the committee met on March 12 and continued to review the Long-range Financial Plan and the other financial documents being discussed by the Board. They also had a report from staff about how the Board suggestions to cut spending were handled. Springfield Station Design Review Committee—Ms. Lauritsen said that the committee was moving right along, and noted that there would be a report from staff later in the meeting.

General Manager's Report: Mr. Hamm reported on the local area's "United Front" trip to Washington, D.C., to talk to the Oregon delegation on the priority requests for the region as a whole. The participants included the Cities of Eugene and Springfield, the school districts, and Willamalane, as well as LTD. Mr. Hamm also reported on the American Public Transportation Association (APTA) Legislative Conference, held after the United Front trip in Washington, D.C., which he and Ms. Lynch attended. He participated in the APTA Reauthorization Committee, which was working on consideration for a BRT-type application across the nation for reauthorization of TEA-21 (the Transportation Equity Act for the 21st Century). Mr. Hamm noted also that LTD was waiting to hear from the Federal Transit Administration (FTA), possibly within a month, regarding the District's proposal for a BRT vehicle demonstration project.

Ms. Hocken noted that she had participated in the United Front trip and had met with Congressman DeFazio and the FTA and thought the meetings were productive. Ms. Wylie also had participated and had met with White House staff and discussed bus rapid transit. She thought that the President's staff would be very interested in ways to provide less expensive transit.

Bus Rapid Transit (BRT) Update: Planning & Development Manager Stefano Viggiano said that the Board would be asked to decide on the next Eugene corridor that evening. He briefly discussed the proposed BRT vehicle demonstration project, and noted that the Pioneer Parkway project held its first stakeholder meeting, with the next one scheduled for April 11.

Break: Ms. Wylie ended the work session at 6:20 p.m. and called a break until 6:30 p.m.

Employee of the Month: Transit Operations Manager Mark Johnson introduced the April Employee of the Month, Bus Operator Dick Ellis, amidst a great deal of enthusiasm from the bus riders present in the audience. Mr. Johnson said that Mr. Ellis truly treated his riders like guests and was concerned about their well-being, very often going the extra mile for them. Mr. Ellis had been with LTD since 1988 and had just celebrated his 14th anniversary with the District, and had earned 13 years' safe driving and correct schedule operations awards. He also had received 12 Employee of the Month nominations in recent months. Mr. Hamm added that he had ridden to UO Duck games frequently with Mr. Ellis, who was great on the public address system and explained all about the shuttles to his guests. Mr. Hamm said that Mr. Ellis was a model of how to do this well.

Ms. Wylie presented Mr. Ellis with his certificate, pin, and monetary award. Mr. Ellis then thanked everyone for the honor and said that he loved his job, and was amazed and humbled by how small acts of kindness were responded to by others.

AUDIENCE PARTICIPATION: Ms. Wylie explained to those present the guidelines for the public hearings to be held that evening, including a three-minute limit for speaking. She then opened the meeting for comments of a general nature. (1) Fred Simmons of Springfield said that

he started to look at the paratransit process when there was some discussion about bringing it in-house, and noted that some staff analysis was being done on a non-responsive proposal submitted during the request for proposals process for a paratransit provider. He asked that the Board look at those numbers to see if there might be some differential that was beneficial to the District. (2) Misha Seymour of Eugene said that some of the people he had seen smoking at the edges of the Eugene Station were the people providing security at the station, and that people working for LTD should not be smoking in their uniforms while they worked. (3) Bruce Miller of Eugene said he attended University of Oregon (UO) student senate meetings and student budget meetings. His concern was that the budget numbers for LTD service were set before the bus cuts were announced, and that the students had allocated \$120,000 to Oregon Student Public Interest Research Group (OSPIRG) in Portland. He advocated to the UO student leadership that they take emergency action to rebudget a significant amount of that money to LTD, with careful study and debate. He added that he would like to see the Board go to a room at the UO to meet, since no UO leadership was present at the Board meeting. He also called the Board's attention to LTD ads in the *Register-Guard* and the *Eugene Weekly*, and noted that one ad in the UO student paper had been paid for by the student leadership.

MOTION **CONSENT CALENDAR:** Mr. Kleger moved adoption of LTD Resolution No. 2002-007, "It is hereby resolved that the Consent Calendar for March 20, 2002, is approved as presented."

VOTE Ms. Hocken seconded and the motion carried by unanimous voice vote, 6 to 0, with Gaydos, Hocken, Kleger, Lauritsen, Melnick, and Wylie voting in favor and none opposed. The Consent Calendar consisted of the minutes of the February 19, 2002, special Board meeting/work session and the February 20, 2002, regular Board meeting.

FISCAL YEAR 2002-03 SERVICE RECOMMENDATION: Mr. Vobora discussed the service proposals found on page 35 of the agenda packet for that evening. He called attention to the changes made as a result of the Board's direction at the February meeting. This included a reconfiguration of Bethel/Danebo area service; a revision to the #8X to keep both the a.m. and p.m. commuter trips; a change to the frequency but not the routing of the #78; no changes to the #36; continuation of the school-oriented trips on the #22; keeping 15-minute service all day on weekdays on the Breeze but reducing weekend frequency; reducing route #11 to 15-minute frequency all day until the evening change; and not offering the #13 on Centennial between 21st and 28th Streets because the City of Springfield staff rejected LTD's request to run buses there. He discussed the 10 percent cut in service hours, and said that the run cut would be complete in six to eight weeks. He said that the June changes were different than in the past but would result in significant savings.

Mr. Hamm wanted to remind the Board and say to the public that LTD had gone through a number of changes to try to manage the impacts on the riders. Last year, when staff saw the separation in operating expenses and revenues, the organization was restructured to eliminate 13 positions from management-level to entry-level, which saved between \$600,000 and \$650,000. Staff also reviewed the materials and services budget, and those things that LTD had control of (unlike health care, utilities, and gasoline costs) were reduced or eliminated. Staff and the Board recognized that they would have to make some service cuts, but did not want to go there first, so everything possible was done to streamline the organization and its expenses first. He stated that this had been very difficult for the Board and staff. As people retired from or left bus operator positions, those positions were being kept open. He said that the employees were LTD's number one resource; he did not know yet if any operators would be affected, but there might be a few. He noted that the cities, the county, Lane Community College, and other public agencies all had the same financial issues.

Public Hearing on FY 2002-03 Service Recommendations: Ms. Wylie wanted everyone to understand that most of LTD's operating funds came from a payroll tax, so that when the local economy was hurting, LTD did not have the money to provide the same level of service. She agreed that cutting service was very difficult for the District, and said that the riders' and public's input and interest were very much appreciated. She then opened the public hearing on service.

(1) Fred Simmons of Springfield's comments focused on routes 11, 19, and 24, which affected employees at Sacred Heart. He thought that LTD's problems would be compounded by people going back and forth to work who would start to use old cars and negatively affect the TransPlan goals. He thought that a 90- to 100-minute route time on the #24 would cause problems with transfers downtown. He also thought that some of the lost revenue would come back as the economy turned back upward, so he asked the Board to try to meet people's needs in terms of cycle times, especially for Thurston service, which was important to him as a Springfield resident.

(2) David Guisado of Eugene said he had handed out fliers in the Bethel area after the last meeting. He said that cutting late night service would affect a lot of people, especially the mall workers, UO students, and Sacred Heart Hospital employees. He said that LTD would alienate its customers who bought monthly passes but could no longer get home.

(3) Brenda Holman of Eugene said that the previous speaker said what she wanted to say. She added that cutting service on Sunday was a hardship, and asked the Board not to cut it.

(4) Danny Rushton of Eugene said he was a disabled veteran on a fixed-income who worked Friday through Sunday. He had counted at least 20 people on the #41 and #42 and said that the Thurston bus was standing-room-only every night. He was concerned that eliminating Sunday service on the #41 and #42 would hurt a lot of people who needed the bus to go to work.

(5) Danielle Savou of Eugene said she saw no cuts in administrative costs, salaries, bus drivers, and selected costs like sports shuttles. She thought that LTD should be like larger corporations and wait out the bad times, and was concerned about the current huge impact as well as the future impacts of the service cuts, since so many people rely on the bus and come to the Eugene area because of the bus service.

(6) Deanna Huber of Springfield seconded the comments that had been made before.

(7) Stanley Adin of Eugene wanted to know how people were going to get around if service was cut at 8:30 p.m.

(8) Beverly Gay of Eugene said she took the bus to go everywhere and did not get off work until late. She was opposed to the cut in late-night service.

(9) Tom Nye of Eugene said he agreed with what had been said before, and asked the Board to keep the 8:30 p.m. buses.

(10) Rick Coolman of Eugene said he was a pediatrician and bike rider, and was there as the LTD liaison with the Crest Drive neighborhood. He said last year LTD staff had attended a meeting and said that service to Crest would be maintained for two years. However, the current service proposal basically was not any better. He was dismayed to see that service would be falling back to a

“school bus” for South Eugene High School. He said that if LTD had contacted the neighbors, they could have worked together to form a better proposal. His purpose was to ask the Board to run the #22 and honor the commitment made to the neighborhood the previous year.

(11) Jacqueline King of Eugene said she was concerned about the seniors at the 5th Avenue residence and the fact that the Breeze was running every 10 minutes for two or three people, but LTD would not run the #1 for two or three people. She said she had a disability and could not lift her belongings onto the bus, but many drivers did not want to deploy the lift for her. She reiterated her request for the Board to think about parity when it came to seniors.

(12) Christanthy Martian of Eugene said that service was cut through her neighborhood last year and only the #41 was left. She said that many people relied on Sunday service in her neighborhood and asked the Board not to cut it.

(13) Lourdes Marte of Eugene said that LTD would have a better outcome if it had people who rode the routes everyday planning the routes.

(14) Misha Seymour of Eugene asked why the Board was meeting at that location at 6:30 p.m. and said that the hearing should be downtown and televised. He repeated that the District's revenue problems were not the riders' problems, that moving operating reserves to capital was a bad decision, and that LTD should cut administrators. He was concerned about the #25 and #28 running only one time per hour.

(15) Annetta Plummer of the Riverview apartments in Eugene was concerned with the continuing reductions in service and worried about the day when their service would be cut entirely. She did not have a car and although she understood the District had financial hardships, she wanted the Board to understand the hardship of the people who needed the bus. She said that taking away the 9:10 p.m. would hurt a lot of people trying to get home from work, that having a 6:30 p.m. time for the last #27 was a problem, and that even one more hour would help people get home.

(16) Bruce Miller of Eugene agreed with Fred Simmons about the problems that reducing frequency on the #11 would cause. He also was concerned that five or six months a year there was a lot of cold, wet, and windy weather and a lot of people were at stops where there were no shelters, and that a lot of the shelters did not hold very many people. Regarding items 18 and 19 on the list, he said that in some cities riders had to pay more if they took the bus after a certain time in the evening. He noted that the UO library was open until 1 a.m., so a loss in evening service was an even greater hardship.

(17) Ken Rivernighter said that extending the bus service even later would decrease the amount of drunk drivers. He thought that LTD should look toward Eugene tavern owners or a partnership with MADD, the Sheriff's office, etc., for funding, and that this kind of arrangement might decrease their insurance rates.

(18) Rand Stamm of Eugene said that he was the parking and transportation manager for the University of Oregon. He asked the Board to consider the broader aspect of a broader, more stable funding source that was not so economically dependent. He said that his and LTD's job was to sell mass transit to the public and get people out of their cars, and that much of that relied on the functionality of the system and the ability of people to rely on it being there. He said that receiving such positive feedback on the Breeze and then cutting back its frequency was eroding the public's

confidence. He was concerned that when schedules and routes were cut, people would drive their cars, and it would be harder to sell other modes of transportation to the public. He suggested that in the long run the District needed to creatively explore large-scale alternative funding methods that may not be popular.

(19) Kathy Richard of Eugene said that the #52X and #52 both had been overcrowded and then the 52X was dropped the past fall and the #52 was taking longer to go through a larger residential area for not that many more riders. She suggested that the bus travel down Irving after the River Road Transit Station rather than through the neighborhood.

(20) David Logosz of Springfield introduced himself as a bus operator who drove the 10:40 p.m. and 11:40 p.m. runs. He said that there were a lot of students, at least 15 to 20, on the #73 going to the UO at 11:20 p.m. and 11:30 p.m. each evening. A lot of them were gone after finals and had asked him to speak for them in a request not to eliminate the late-night service.

(21) Kathleen Colson of Eugene said she appreciated and agreed with a lot of the comments that had been made. She expressed her concerns about the impact of the elimination of the #27 on the residents of the Laurel Hill Valley and the Northwest Youth Corps. She said that both students and staff of the Northwest Youth Corps were dependent on the bus and would be significantly impacted by the loss of service. She noted that some written testimony was included in the packet given to the Board. She also lived in the Laurel Hill Valley and her children rode the bus to school. She said that the Laurel Hill Valley was in an isolated location and needed to retain that bus service. She appreciated that it had not been cut for the current year and asked LTD to work with the Youth Corps and residents for next year's service.

(22) Jan Sullivan of Eugene was a student who rode the #22 from Crest Drive to South Eugene High School, and said she would have no transportation without the bus. She said it was ludicrous to drive to the hearing at 6:30 p.m. and appreciated others' being there. She said she came from another country and grew up riding the bus. During the day when there was low ridership, there were alternative routes, and everyone knew that the routes were different throughout the day. She asked the Board to consider working with the Crest neighborhood to find a solution.

(23) Beth Rivers of Eugene said she had been riding the bus everywhere for 14 years and did not own a car. She said that other people had long waits for the one-time-per-hour bus that had been running since September, that the current service was unacceptable, and that increasing rates and cutting routes was unacceptable. She was concerned about what would happen to the local economy when people could not make it to work and lost their jobs, and that LTD needed to broaden its funding base. She said that Tri-Met was working out its problems without cutting service and it was frustrating to hear LTD say it had to cut service. She thought the payroll tax should be restructured to increase the higher-paid people's rate, and that maybe LTD could find a bigger revenue source by talking to bigger merchants and the malls. She said that the proposed service cuts would make it more difficult for people to get around.

(24) Deb Simpson of Springfield said she wished that the Board would listen to LTD's drivers, who knew that the riders needed a dependable system that they could rely on, especially since people planned their residences along bus routes.

(25) Garry Fulton of Eugene said he was the only youth present, partly because of the time and partly because of youth activities in the evening. He said that a lot of people could not attend

because of the time and the bus service, so he was speaking for them. He stated his concerns about items 15, 19, and 18 regarding the 8:30 p.m. Sunday and 11:40 p.m. weekday and Saturday departures, because people depended on those for work. He said that LTD would alienate a lot of people with the planned evening service cuts and should find another way to make other cuts.

(26) Christopher Phillips of Eugene said he appreciated the decisions the Board had to make. He said that some people were complaining about hourly bus service, but the worst service was when the service disappeared entirely. He said that Copenhagen had night buses that cost twice as much as regular daytime buses, and they were infrequent, convoluted routes to serve a larger area. He hoped that this comment would lead someone to think about something that could be done by LTD.

(27) John Schultz of Springfield said he used to be able to get to work in 40 minutes and home in 50 minutes, but now it took him two and a half hours to get home, which was unacceptable. He said that LTD needed to get the buses to the station at the same time so people could transfer. He explained how his bus missed the next bus at the Springfield Station by one minute and he then had an hour wait for the next bus. He was talking specifically about the waits between the #41, the #11, and the #12.

(28) Cheryle-Lynn Churchfield of Springfield said she had lived in the area for seven years. She depended on the bus service both in Eugene and Springfield, and thought that an hour wait, especially in the winter, was too long. She asked the Board to consider a shorter wait for the #11, and wondered if there was a way LTD could receive some lottery money.

(29) John Summers said he was new in town. He rode buses in Los Angeles years ago and thought that LTD was a pretty good system for the size of the city. Since the service cuts the past fall, he had found the service to be unacceptable. He said that the service cuts to the poorer parts and the farthest reaches of town seemed unworkable, and he hoped the Board could find a way to stop the erosion in service.

Board Deliberation and Decision: There was no one else who wished to testify. Ms. Wylie closed the public hearing. She reminded the audience that the Board members were all volunteers who worked at their own jobs during the day and volunteered their time to the District.

Mr. Kleger wanted to respond to some comments and make some statements for the record. He said he had been on the Board for 8½ years and active with the District since it was formed. He said he did all his in-town travel by bus and understood what the public was saying. He stated that he had been coming to LTD meetings in Glenwood since before there were sidewalks, and there was frequent service along Franklin. Board meetings were held at LTD because it was the District's headquarters and staff could access information on short notice. He also stated that LTD was created by the State of Oregon constitution and laws that put limits on what LTD could do in terms of raising money. LTD currently was at the maximum payroll tax rate allowed by law. He said that LTD could levy a property tax or income tax if the voters approved, but voters had turned those down in the past by a large margin. LTD was not allowed to operate in a deficit, and Board members could be charge with crimes if it did.

Mr. Kleger said he knew that a number of people were concerned about the route restructuring the previous fall, but there actually had been an increase in ridership; if not, he said, LTD would be looking at even more cuts. He said that the District was living off its current reserves

and those would not last forever. He stated that LTD had made substantial cuts in administration, and asked Mr. Hamm if more cuts would have meant offsetting costs in some areas. Mr. Hamm replied that staff had reprioritized and shifted a number of things organizationally. With more administrative cuts, LTD would run the risk of eliminating pieces of the normal business of the District, or a drop in productivity. He said that the District was running the risk of wearing out its employees. Some were working far more than 40 hours but being paid for 40 hours, because they took over the work of the 11 administrative employees whose positions were eliminated.

Mr. Kleger asked if the reduced manpower could result in the loss of income to the organization. Mr. Hamm said that probably was true; for bus replacement and some bus services to elderly and disabled, the funding came from grants. If staff were unable to pursue those grants, there would be a loss of revenue. There also was less training, etc., and there could be breakdowns in communication or qualifications to do the job. He was concerned about where that all broke down.

Mr. Kleger noted that the District had postponed or canceled much of the following year's capital plan. Mr. Hamm explained that LTD used to transfer \$3 million annually as Board policy from operating revenue to capital to match the grants for bus replacement, facility development, etc., but could no longer do that because there was no excess to be transferred.

Mr. Kleger commented that capital expenditures to improve facilities and service increases to cope with rapid growth in the community probably would not happen as timely in the future. He stated that a number of things were mandated by state and federal government reporting requirements, the Americans with Disabilities Act (ADA), etc., but that no corresponding funding was attached, so the District had to pull the money to accomplish those things from the funds normally used for operating expenses.

Mr. Kleger said that he was distressed at the whole situation, but did not see a lot of other options within the Board's authority. He said he had heard some service suggestions that might be worth looking into. He asked also if administrative pay had been frozen. Mr. Hamm said that it had not, and that freezing the pay of the administrative employees alone would not make a large difference, but freezing the pay of both union and administrative employees probably could result in substantial savings.

Ms. Hocken said she was intrigued by the proposal from the Crest Drive neighborhood association. She understood that staff just heard the proposal, too, but she thought it had a certain amount of appeal. Even though an extra afternoon trip would cost more, she was interested in having staff consider it. She asked Mr. Vobora about Bethel Sunday service. Mr. Vobora said that it would not be eliminated, and that the #41/43 combination would be enhanced on Saturday and Sunday.

Ms. Hocken noted that some service on the #1 had been added back. She said that the service she was most concerned about was the last trip of the day on weekdays because of the ability of people to get home from work. She realized it was a large amount of money at \$120,000, and wondered if not eliminating that service would fall too short of the goal the Board set out to accomplish.

Mr. Vobora noted that fares made up only 20 percent of the money needed to provide those trips. If a premium were charged, that would make up a small amount of the revenue needed for the cost of the service.

Mr. Gaydos agreed with Ms. Hocken about building item #19 back into the service. Mr. Vobora said that it was clearly a Board decision. He explained that staff were looking at a two-year deficit reduction plan of \$2 million, and this was only the first step. If the economy did not turn around, the District might have to make deeper cuts the following year.

Mr. Gaydos said that Fred Simmons had talked about items 19 and 24 and the cycle becoming more inefficient. Mr. Vobora explained that the plan would give more time to the routes because of anticipated larger crowds on the bus. This was done with the #11 on Saturday running every 20 minutes, but that had been changed to 15 minutes on clocked headways. As the system diversified and there were more congestion and higher ridership, more buses would meet at some of the off-times. He said he would consider the testimony, but that not every connection would be seamless.

Mr. Gaydos stated that the people who did the planning at LTD had been disparaged, but he believed they had been compassionate in talking with the public and that they were people of goodwill trying to do good work. He said he knew that the public was frustrated when things did not work well, but he believed that the people working at LTD truly were trying to make the system the best it could be.

Ms. Hocken commented that LTD used to be able to hold buses for people who were going to miss their connections by a minute, but that wasn't done anymore. She wondered if there were some way to manage the transfers better. Mr. Vobora said he would take a look at this gentleman's situation in particular to see where the problems were, because even though the #11 traveled frequently, maybe it was missing connections at some times and not at others. Mr. Zvonkovic said that in this particular case, the connection was supposed to be made, so this was good information to have, and staff would look into it.

Mr. Melnick commended staff for dealing with an incredibly difficult charge to find money, and said that the Board sometimes had the responsibility to make a statement about funding. He stated that Glenwood was not in the "middle of nowhere," as one person had testified, but in the middle of the two major cities for which LTD provided service. He noted that each Board member represented a separate subdistrict and was responsible for his or her own jurisdiction. He thought that there was the larger issue of stable funding, noting that LTD could see each month when the economy made a dip that LTD's budget felt it right away, and that put LTD and its riders in a difficult situation. He said he joined the Board 15 months before because he grew up in a city, where he had greatly used public transit, and because he believed that LTD was providing a very necessary service to the public.

Ms. Lauritsen said she appreciated the comments that were made, and that the highest-impact cuts definitely had the discretion of the Board. She commended the planning staff because she knew this was a difficult situation.

Ms. Wylie noted that in the service changes the previous fall, the District was working toward greater efficiency in bus service, and then was hit by the economy. She stated that LTD normally would not have that many changes in that amount of time. She summarized the main messages

she had heard during testimony: (1) eliminate item 19 (retain the 11:40 p.m. departures); and (2) explore Crest Drive service suggestions (item 10).

Ms. Hocken thought that item 10 would result in a relatively small savings if approved, but wondered how that fit with other service in that area. Ms. Wylie wondered if the Board could approve all but items 10 and 19 and have staff review those. Mr. Hamm said it was critical to have a final decision as soon as possible because there was a lot of work left to implement the final service package.

MOTION VOTE Ms. Hocken moved that the Board adopt the staff recommendation, except to delete Item 19 from the staff recommendation and ask staff to take a look at the Crest Drive situation in time for the fall bid. Mr. Kleger seconded the motion. The motion then carried by a vote of 5 to 1, with Gaydos, Hocken, Kleger, Lauritsen, and Wylie voting in favor and Melnick opposed. The staff recommendation referred to was the Annual Route Review (ARR) 2002-03 Recommendation found on pages 35 through 37 of the March 20, 2002, agenda packet

FISCAL YEAR 2002-2003 PRICING PLAN AND FIRST READING OF AMENDED FARE ORDINANCE: Mr. Vobora referred to page 38 of the agenda packet, which listed the recommended changes to the fare structure. The Board had discussed most of these items at several meetings, and there was a preliminary public hearing at the February meeting. He noted item 9, which was a discount for sales outlets. Staff proposed to reduce that discount from 10 percent to 5 percent, to help with additional revenues. He had sent a letter to ask if it would affect the participation of those outlets. Only the 7-Eleven corporate office had responded to say that they probably would not continue, but that was not unexpected because they operated on a high profit margin and LTD's discount had decreased over the years. He thought LTD would be able to fill in the gaps if some of the independent 7-Eleven stores stopped participating.

Public Hearing: Ms. Wylie opened the public hearing on fares for FY 2002-03. Many of the people who had signed up to speak had left after the service discussion.

(1) Bruce Miller of Eugene noted that Seattle had zone bus fees, so that people paid another 25 cents or 50 cents to ride from the perimeter. Since the outlying areas required more gas and driver time, he thought those extra fares might be appropriate. He also thought the Breeze fare could be increased, that the area's shopping malls should contribute more for all the ridership they received, and that LTD could charge 25 cents or so for its Rider's Digest so people would not be careless about losing it. He also said that LTD needed high-profile security when the schedules were scarce at night.

(2) John Schultz of Springfield said that it was not fair that he was subsidizing riders from the UO and Valley River Center. He thought that everyone should be charged equally.

(3) Cheryle-Lynn Churchfield of Springfield said that she did not mind the increase in the pass price, and thought that LTD could charge more for extended service.

(4) Syd Jacobson introduced himself as a bus operator who had been at LTD for three years. He said that there were young people over 18 who were getting away with using the youth pass, and he would like the age to drop to 17. He also thought that the youth pass should be called a kiddy pass, with clowns and balloons, to humiliate the older youth from using it, which he thought might generate some revenue. He also said that in working the evening shift he saw that 25

percent to 50 percent of riders were using some kind of subsidized pass. He was concerned that LTD was not charging the people riding in the evening their fair share, because a seat on the bus was worth a certain amount and everyone should pay his or her fair share.

There was no further testimony, and Ms. Wylie closed the public hearing on fares.

Board Deliberation and Decision: Ms. Hocken noted that the Breeze fare was a promotional fare and was not affected by the ordinance, so she thought the Board could consider that later. Mr. Vobora explained that the original plan was for the promotional fare to last 18 months and then be reconsidered next year during the fare discussions.

MOTION
VOTE

Ms. Hocken moved that Eleventh Amended Ordinance No. 35 be read by title only. Mr. Melnick seconded the motion, which then carried by unanimous vote, 6 to 0, with Gaydos, Hocken, Kleger, Lauritsen, Melnick, and Wylie voting in favor and none opposed. Mr. Kleger then read the title: "Eleventh Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services."

SELECTION OF NEXT EUGENE CORRIDOR: Mr. Viggiano called the Board's attention to the materials beginning on page 44 of the agenda packet. He explained that the recommendation from the Eugene City Council was to select the Coburg Road corridor for the next Eugene bus rapid transit (BRT) corridor. If the Board approved the corridor, the next step would be to develop a design and take that back to the Board for approval.

Mr. Melnick asked if this corridor was entirely within the city of Eugene. Mr. Viggiano said that it was, but the recommendation was to link it with the Gateway corridor in Springfield. Ms. Hocken had attended the Eugene City Council meeting when this was discussed. She said that the recommendation was for a potential link, but the councilors thought it would be very important, and she had said she did not think LTD would have a problem with approving something that said it would link. She added that on the United Front trip, it was wonderful to be able to show that link. Mr. Kleger asked if this committed LTD to any particular implementation schedule. Mr. Viggiano said that it did not, and that staff would prepare a schedule for the Board.

MOTION
VOTE

Mr. Melnick moved that the Board adopt 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. Mr. Kleger seconded, and the resolution was adopted by unanimous vote, 6 to 0, with Gaydos, Hocken, Kleger, Lauritsen, Melnick, and Wylie voting in favor and none opposed.

SPRINGFIELD STATION SITE PLAN APPROVAL: Facilities Services Manager Charlie Simmons referred to page 63 of the agenda packet. He used charts to show site plans A, B, and C. He explained that the Springfield Station Design Review Committee (DRC) had liked portions of A and C and made a recommendation for a "master plan," or a combination of A and C. They liked the presence of the station on the south side of "A" Street, the single platform, and the security of having the station open to South "A." A cost plan and a menu of items were being developed in order to see what was doable with the available funding.

Ms. Wylie said that in Washington, D.C., the United Front participants asked for an additional \$2.8 million for the Springfield Station, and that the Springfield staff were very supportive.

Mr. Simmons said that the original cost estimate for the total budget was \$6.8 million, including a 3,000 square foot guest services center. A key component was a connector to 5th Street, and that would add additional costs. The next steps would be to develop the basic plan and a cost estimate, and then to make refinements.

Mr. Melnick, a DRC member, said he thought that the master plan was a good combination of A and C and spoke to the interests of the DRC. Ms. Hocken said that Springfield representatives on the United Front trip looked at the station as a catalyst for development and public/private partnerships.

Mr. Simmons said that the cost estimate for the connection to 5th Street would be a separate item, and that the Board would have a menu of different items to consider for the design of the station.

MOTION Mr. Melnick moved 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. Ms. Hocken seconded, and the VOTE resolution was adopted by unanimous vote, 6 to 0, with Gaydos, Hocken, Kleger, Lauritsen, Melnick, and Wylie voting in favor and none opposed.

BUDGET COMMITTEE NOMINATION: A Budget Committee nomination form had been MOTION handed out to the Board that evening. Ms. Hocken moved that the Board appoint Dean Kortge to serve as a lay member of LTD's Budget Committee. Mr. Kleger seconded the motion, and VOTE Mr. Kortge was appointed by unanimous vote, 6 to 0, with Gaydos, Hocken, Kleger, Lauritsen, Melnick, and Wylie voting in favor and none opposed. Ms. Hocken noted that Mr. Kortge, who had been a member of the LTD Board before he moved away from his subdistrict, would be a good spokesperson for LTD, and that she was happy to have him back.

SET DATE FOR FALL TWO-DAY STRATEGIC PLANNING WORK SESSION: After MOTION considering three dates in November, Ms. Lauritsen moved that the Board hold its annual strategic planning retreat on November 8 and 9, 2002. Ms. Hocken seconded, and the motion VOTE passed by unanimous vote, 6 to 0, with Gaydos, Hocken, Kleger, Lauritsen, Melnick, and Wylie voting in favor and none opposed.

Monthly Financial Report: Finance Manager Diane Hellekson told the Board that the Oregon Department of Revenue again gave LTD payroll tax revenues belonging to other jurisdictions—this time in the amount of \$250,000. She said that the District had been managing to a 2 percent deficit in that line item, and the financial report now showed that. She briefly discussed the rest of the financial report as included in the agenda packet. Mr. Hamm noted that Tri-Met staff reported that week that Tri-Met would be laying off 17 full-time administrative positions as a first step to correct its budget deficits.

Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: April 17, 2002

ITEM TITLE: BUS RAPID TRANSIT (BRT) UPDATE

PREPARED BY: Graham Carey, BRT Project Engineer

ACTION REQUESTED: None

BACKGROUND: **Pioneer Parkway Corridor**

LTD and Springfield staff have been developing design options for Segment 1 (downtown Springfield to Harlow Road) of the Pioneer Parkway corridor. The stakeholder group met on April 11, 2002, to review and comment on the designs.

Staff also have initiated an environmental screening of the corridor in order to identify any environment issues that could affect the design of the corridor.

The BRT Steering Committee will review the design options and the stakeholder comments at the May 7, 2002, meeting.

Coburg Road Corridor

LTD staff are working closely with City of Eugene staff to develop a plan and schedule for the design of the Coburg Road corridor. The BRT Steering Committee will review the plan at the May 7, 2002, meeting.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: April 17, 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 April 17, 2002:

1. Approval of minutes: March 18, 2002, special Board meeting/work session
2. Approval of minutes: March 20, 2002, regular Board meeting

ATTACHMENTS:

- (1) Minutes of the March 18, 2002, special Board meeting
- (2) Minutes of the March 20, 2002, regular Board meeting

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

LTD Resolution No. 2002-011: It is hereby resolved that the Consent Calendar for April 20, 2002, is approved as presented.

AGENDA ITEM SUMMARY

DATE OF MEETING: April 17, 2002

ITEM TITLE: UPDATE ON BRT CONSTRUCTION MANAGEMENT
GENERAL CONTRACTOR (CMGC) SELECTION PROCESS

PREPARED BY: Mark Pangborn, Assistant General Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: Because of the complexity of Phase 1 BRT construction, LTD has chosen to use the CMGC form of construction management. This is the only method used by Tri-Met for their light rail projects. The next step in this process is the selection of the CMGC contractor. Attached is a chart showing the proposed steps and timeline for the selection process. A selection committee composed of Mark Pangborn, Charlie Simmons, a representative from Springfield and Eugene, and Jack Gonsalves of Parsons Brinckerhoff will review the applications and formulate a recommendation to the LTD Board for the June 19th Board meeting. Staff would suggest the participation of at least one Board member in the final interview process, if any Board member is interested in doing so.

ATTACHMENT: CM/GC Steps and Timeline

PROPOSED MOTION: None

**BRT CONSTRUCTION MANAGEMENT/GENERAL CONTRACTOR
STEPS AND TIMELINE
April 2002**

Date	Activity	Review
April 3	Distribute RFQ to contractors; copy to selection committee	LTD
April 24	Completed RFQs due to LTD	Selection committee reviews submittals and selects no more than three companies for further consideration and provides input on content of RFP
May 3	Distribute RFP to 2 to 3 finalists for Phase 1 CM/GC for BRT	Selection committee review of RFP
May 28	Completed RFPs due to LTD	Selection committee reviews and selects one, two, or all of the finalists for an interview
June 3-7	Interviews of CM/GC candidates	Selection committee recommends one company to be CM/GC
June 19	LTD Board selects CM/GC	



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MONTHLY DEPARTMENT REPORTS

April 17, 2002

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

FEDERAL

Since their return from Washington, D.C., representatives of the five "united front" partners have met to discuss how their unified priority list could be shorter. It is a moot point for this year as the appropriations requests all have been submitted to relevant committees, and the questions Oregon senators ask about appropriations requests have been answered for each priority. The discussion, however, has led to a wider conversation about the utility of the local coalition and changes that could improve it.

At the same time as these conversations have begun locally, the person who provided the day-to-day contact for Eugene and Springfield local governments, Sherri Powar, is leaving the Smith Dawson and Andrews firm to pursue a long-time interest in international education. Sherri will be assistant director and senior policy specialist at the Alliance for International Educational and Cultural Exchange, a small organization that represents the exchange community in the U.S. It is a small office, and she will be the principal spokesperson on Capitol Hill for this Association.

Kirk Bailey, former LTD Board president now living in Washington, D.C., has been hired by Smith Dawson and Andrews to replace Sherri. Jim Smith and Kirk will be in Eugene later this month to meet with people regarding the future of the coalition and to bring Kirk up to speed on local issues.

Kirk is an attorney with expertise in education, constitutional, and public law and a background in public affairs, lobbying, and community outreach. He has worked at the federal level with Smith Dawson & Andrews for the past two years. Kirk worked with a number of SDA clients including the George Washington University (Hamilton Fish Institute on School and Community Violence), where he advised the Institute on legal issues involving school safety, youth violence, student constitutional rights, and federal administrative issues. He also worked with Mothers Against Drunk Driving and the

municipalities of Carolina and Barceloneta, Puerto Rico. In these capacities, Kirk lobbied Congress, worked directly with a number of federal agencies, and was heavily involved in the congressional appropriations process. On behalf of MADD, Kirk spearheaded a successful effort to secure federal appropriations for a national media campaign on underage drinking and was actively involved in the legislative effort to adopt the tougher .08 BAC driving standards.

DEVELOPMENT SERVICES

Stefano Viggiano, Planning & Development Manager

COMMUTER SOLUTIONS

Four transportation open house sessions were held in the Gateway area in March. Attendance was very poor. The stakeholders' group in Gateway will be meeting on April 17 to review the open houses and define strategies to increase involvement and interest in implementing some transportation services for employees.

An Open House for businesses in the Coburg Industrial Area is scheduled for April 17 at Marathon Coach offices.

Work continues on finalizing the IGA between Lane Transit District, City of Eugene, City of Springfield, and Lane County for equal contributions to the local grant match for the Commuter Solutions program.

UO BASKETBALL SHUTTLES

LTD provided service to 49 University of Oregon (UO) men's and women's basketball games this year! A total of 28,054 rides were taken, which translates into an average of nearly 300 riders per game. The modal split, based on attendance figures from the UO, finished at 5.7 percent. LTD operated a total of 1,322 schedule hours for these games.

SPRING TERM

Spring term has caused the usual number of overloads as many students adjust to their new class schedules. Most of these issues have now smoothed out. A number of bus assignment changes helped alleviate the worst situations.

COMMUNITY EVENT SEASON RAPIDLY APPROACHES

LTD will be providing shuttles for the following community events in the months ahead:

Fiesta Latina
Oregon Department of Fish and Wildlife Free Fishing Day
Butte to Butte road race
Oregon Country Fair
Filbert Festival
Lane County Fair
UO football
Eugene Celebration (extended regular system departures)

SPECIAL TRANSPORTATION PROGRAM

The Special Transportation Advisory Committee (STAC) met to review the annual funding allocation from the Special Transportation Fund (STF) formula distribution for FY 2003. STF operations funding dropped by approximately 8 percent. The STAC will forward recommendations for metro and rural service contracts to the Board through the budget process. Staff have been pursuing a collaborative agreement with Willamalane Adult Activity Center to transition rides from RideSource to the Center's Van Service for those trips that are being provided to Willamalane District residents who are traveling to and from the Center. The Rhody Express service in Florence has experienced ridership growth. Services for Oakridge will be undergoing some restructuring to try to respond to increased needs for medical and commuter trips. (For more information, please call Terry Parker at 682-3245.)

TRANSIT OPERATIONS

Mark Johnson, Transit Operations Manager

LTD SAFETY RECORD

LTD is off to a good start in 2002, with 24 accidents during the first three months, compared with 34 for the same period in 2001. Of the 24 accidents, 15 were ruled as non-preventable for the operator and 8 were preventable, compared with 12 last year. It is hoped that the department's focus on safety will continue to pay off. The operators are to be commended for this safety record.

LTD's safety record has been improving, especially since 1998. In 2001, the District experienced the lowest number of total accidents since 1996. The 2001 safety record was achieved despite several factors having a negative impact, such as:

- ✓ Fleet mileage increased one-half million miles since 1996.
- ✓ LTD has more operators on the road (currently more than 200).
- ✓ The work force is less experienced.
- ✓ The metropolitan area is growing, which contributes to increased traffic congestion.

In spite of those negative factors, several other factors influenced the improvement in our safety record:

- ✓ The Smith System of Driving training was introduced.
- ✓ Emphasis was placed on defensive driving the first year.
- ✓ A mentoring program was implemented.
- ✓ A full-time training oversight position was created.
- ✓ Training and evaluation of instructors were improved.
- ✓ Personal training for those operators with driving problems was improved.
- ✓ The Safety Committee was strengthened.
- ✓ More recognition was given for good performance.

This information will be presented at the National Transit Institute (NTI) Trainers' workshop in Miami on April 14-16. That also is the event at which LTD's training supervisor, Vern Rogers, will receive his NTI Training Professional of the Year award, as reported in the March 2002 Operations Department report.

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.

AGENDA ITEM SUMMARY

DATE OF MEETING: April 17, 2002

ITEM TITLE: MAY 2002 EMPLOYEE OF THE MONTH

PREPARED BY: Jo Sullivan, Executive Assistant

ACTION REQUESTED: None

BACKGROUND: **MAY 2002 EMPLOYEE OF THE MONTH:** Bus Operator Kay Christopher has been selected as the May 2002 Employee of the Month. She was hired as a bus operator on December 6, 1989, and selected as an instructor in May of 1992. Kay has earned awards for 11 years of safe driving and 11 years of correct schedule operation (CSO). She has received numerous Employee of the Month nominations over the years. In one recent nomination, a guest commended Kay for her special care and support of the guest's sister, whom the guest described as emotionally and mentally challenged. The guest praised Kay's patience and compassion, especially, as an important part of the process of helping her sister become self-sufficient and secure.

When asked for additional comments on what makes Kay a good employee, Training Supervisor Vern Rogers said:

Kay was selected as an instructor in 1992 and has played a key role in the training program since then. She has shown a willing spirit and worked hard at any assignment given. I have appreciated the personal adjustments she made to meet the instructor standards and make herself a more effective instructor. Kay also has made a fine contribution to updating and refining the training. She wrote a summary of the on-route procedures that has been an important guide for new instructors. She has a caring attitude for new operators, wanting to help them succeed, and she reflects the team spirit encouraged at LTD. A side note – she was one of LTD's representatives as a bus operator for the 2002 Olympics.

Our congratulations to Kay on her selection as the May Employee of the Month!

AWARD: Kay will attend the April 17, 2002, meeting to be introduced to the Board and receive her award.

AGENDA ITEM SUMMARY

DATE OF MEETING: April 17, 2002

ITEM TITLE: EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(h) and ORS 40.225

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: That the Board move into Executive Session pursuant to ORS 192.660(1)(h), regarding current or possible litigation, and ORS 40.225, lawyer-client privilege, to hear an opinion of counsel

ATTACHMENT: None

PROPOSED MOTION: I move that the Board meet in Executive Session pursuant to ORS 192.660(1)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and pursuant to ORS 40.225, lawyer-client privilege, to hear an opinion of counsel.

FARE DISCOUNTS PRIVATE NON-PROFIT AGENCY PROGRAM

OBJECTIVE

The District offers private, non-profit agencies the opportunity to purchase LTD fare media at a 50 percent discount. This discount is granted in recognition of a community need for transportation services for individuals and families who are working with these agencies to seek employment, housing, and medical services.

APPLICATION

This policy applies to any private, non-profit (501-3-c) agency that wishes to purchase fare media from LTD.

PROGRAM GUIDELINES

Eligibility determination is conducted through the United Way of Lane County. Agencies wishing to participate may complete the necessary application from LTD Guest Services. Upon successful certification, agency staff may call LTD Guest Services to place a fare media order.

Agencies are eligible for a 50 percent discount toward the purchase of \$375 of fare media per month. In order to maintain the purchasing power of the agencies, the \$375 maximum will adjust annually as LTD increases fares.

In order to fill the gap for individuals and families who are not connected with a local agency, LTD will donate \$300 of fare media per month to Catholic Community Services. This amount is set and will not be adjusted annually.

MAINTENANCE

The Guest Services supervisor is responsible for monitoring and making recommendations for modifications to this policy. A semiannual report of program use will be produced by the Guest Services supervisor and will be forwarded to the LTD general manager for review.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** April 17, 2002
- ITEM TITLE:** SECOND READING AND ADOPTION OF AMENDED FARE ORDINANCE
- PREPARED BY:** Andy Vobora, Service Planning and Marketing Manager
- ACTION REQUESTED:** Hold the second reading of Eleventh Amended Ordinance No. 35, and then adopt the revised ordinance.
- BACKGROUND:** Public hearings on the proposed fare structure for FY 2002-03 were held at the February and March 2002 Board meetings. The Board did not direct staff to change any part of the fare structure following these meetings.
- The fare changes must be implemented by ordinance. The first such ordinance, Ordinance No. 35, was adopted in June 1992. The first reading of Eleventh Amended Ordinance No. 35 was held on March 20, 2002. The second reading and adoption of the ordinance are scheduled for the April 17, 2002, 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.
- Following adoption, a copy of Eleventh Amended Ordinance No. 35 will be filed with the County Clerk and made available for public inspection. Fare information will be updated in the District's information materials.
- ATTACHMENT:** Eleventh Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services
- PROPOSED MOTION:**
- (1) I move that Eleventh Amended Ordinance No. 35 be read by title only.

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

LTD resolution No. 2002-012: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Eleventh Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services.

AGENDA ITEM SUMMARY

DATE OF MEETING: April 17, 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. **Budget Committee Meetings:** An informational meeting for the seven non-Board members of the LTD Budget Committee was 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., in the LTD Board Room.
- B. **Springfield Station Design Review Committee Recommendation:** At the May 15, 2002, meeting, the Board will be asked to approve a site plan and budget for the new Springfield Station.
- C. **Springfield Station Capital Grant Approval:** Approval of the capital grant for construction of the Springfield Station will be scheduled for the May 15, 2002, Board meeting.
- D. **General Manager's Evaluation:** The Board will be asked to meet in executive session at the May 15, 2002, meeting to discuss the work-related performance of the General Manager.
- E. **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.
- F. **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.

- G. **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.
- H. **Two-Day Strategic Planning Work Session**: The Board has scheduled its annual two-day strategic planning work session for Friday and Saturday, November 8 and 9, 2002.

AGENDA ITEM SUMMARY

DATE OF MEETING: April 17, 2002

ITEM TITLE: BUS RAPID TRANSIT GOALS AND PERFORMANCE OBJECTIVES

PREPARED BY: Stefano Viggiano, Director of Development Services

ACTION REQUESTED: Approve Bus Rapid Transit Goals and Performance Objectives

BACKGROUND: In 1999, the Board approved a list of Goals and Performance Objectives for the BRT Pilot Corridor. The document was very useful in communicating to elected officials and the general public the purpose and expected benefits of the BRT project. Since those goals were limited to the Phase 1 Pilot Corridor, staff believe that it is important for the Board to take action on Goals and Performance Objectives that would apply to all BRT corridors.

ATTACHMENT: Proposed BRT Goals and Performance Objectives

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

LTD Resolution No. 2002-014: It is hereby resolved that the Bus Rapid Transit Goals and Performance Objectives be approved as presented at the April 17, 2002, LTD Board meeting.



LTD General Manager's Report

April 2002

Prepared by Ken Hamm, General Manager

Future Dates to Remember

April 24	First Budget Committee Meeting
April 25	Second Budget Committee Meeting
May 1	Third Budget Committee Meeting
May 13 (Tentative)	LTD Board Work Session
May 15, 2002	Regular Board Meeting
May 29, 2002	Joint Adopting Officials Meeting on WEP Additions to TransPlan
June 18, 2002	Budget Adoption at Regular Board Meeting
July 21-24	APTA Transit Board & Support Workshop
September 22-25	APTA Annual meeting & Expo
November 8-9, 2002	Fall Strategic Planning Work Session

Two Board Educational Opportunities

1. The APTA Transit Board Members Seminar & Board Support Workshop (July 21-24 in San Diego) is targeted at newer board members. Program focuses include the role and responsibilities of transit board members/policy makers and board support personnel. The relationship between the board and the CEO is a focus, as well. Discussions include current issues in transportation, skill building for board members, and more.

2. From my perspective, the best educational opportunity in our industry comes along every three years. That is the International Equipment Expo. This is the year, and it will be held in Las Vegas, September 22-25. This show features approximately three football fields of space filled with buses, light rail, and rail applications. It includes software applications, engine demonstrations, and the latest and greatest in almost every bus product imaginable.

Staff are working on identifying reasonably-priced accommodations and airfare. This is an opportunity for board members to kick tires with staff, understand why some products are better than others, ask manufacturers questions, learn about emerging technologies, etc. I encourage each and every one of you to give this opportunity serious consideration.

Vehicle Demonstration Project

LTD has not received word on the outcome of our proposal to have FTA approve the District as a demonstration project for the Phileas bus. We expect to hear in the next few weeks.

Reauthorization of TEA-21

APTA's Legislative Committee has asked LTD to prepare a final definition of BRT for the APTA reauthorization language. LTD has continued to develop the definition with the other BRT Consortium members. I will make the case for the definition at a committee meeting in Chicago later this month. Primarily, the Consortium wants the definition to be less stringent, so that systems can build incrementally. The rail systems are concerned that some non-rail/non-BRT projects will get their foot in the door on New Start money. We have tightened up the definition with our interests in mind.

Upward Trend in Operations Performance

Operations costs are trending downward somewhat. Scheduled and unscheduled overtime were down 3.2 percent in January as a result of reduced absenteeism and a focus on productive work assigning/dispatching. Preventable accidents remain reasonably low for a system our size, averaging about three per month. Overall mark-off time (use of operators for non-driving tasks) is down 50 percent. Driver stand time is down 10 percent. These are good trends. Staff will keep the Board informed about future progress.

GROUP PASS PROGRAM

OBJECTIVES

A Group Pass Program is one in which the cost of transit fares is shared by a group. All persons within the group receive the transit benefit whether or not they actually use the service. The employer enters into an annual contract for services with LTD. In this way, the cost per person for the service is significantly reduced, and ridership within the group can be expected to increase significantly.

Group pass programs attempt to:

1. Increase ridership and ridership productivity (rides per service hour);
2. Maintain or increase the farebox to operating cost ratio; and
3. Decrease the cost per trip.

The establishment of these programs is based on the premise that increased use of transit, as a replacement to the single-occupancy vehicle, is a goal established by our community because it will provide numerous benefits. In order to meet that goal, LTD should aggressively pursue fiscally responsible programs that increase use of the bus, particularly in areas with traffic congestion, parking or air quality problems, or where there is a transportation need that can be effectively addressed with public transit.

APPLICATION

The following guidelines apply to all group pass programs established by the District.

PROGRAM GUIDELINES

Qualifying Organizations

The District will consider any organization, public or private, for a group pass program if it:

1. Includes at least 10 individuals
2. Is financially capable and legally empowered to enter into a contract with LTD and meet the financial obligations dictated by that contract. The group pass program will apply to all members in the organization.
3. LTD will consider qualifying organizations on a first-come/first-served basis, only if LTD has the service and equipment capacity to serve that organization.

Pricing

Revenue from organizations that participate in the group pass programs will be computed according to whether or not an organization contributes to the LTD payroll tax and to group size.

All organizations participating in the group pass program will provide revenue that meets the following two criteria:

1. A base rate per employee per month will be levied on individuals within the organization. The base rate will be increased annually, not to exceed, the three-year rolling average of operating costs realized by the District. The base rates are:

Taxpayers - \$3.00 per employee per month

Non Taxpayers - \$3.50 per employee per month

Rates effective January 1, 2002

2. The cost of additional service that is instituted by the District to directly respond to increased ridership resulting from the group pass program

Term of the Contract

Contracts will normally be for a one-year period, with annual renewals. Yearly evaluation, at a level appropriate for the size of the organization, is to be conducted of each group pass program prior to renewing the contract to determine if the pricing criteria are still being satisfied.

Whenever possible, the District will seek to have the group pass programs institutionalized in order to reduce the possibility of programs becoming discontinued from one year to the next. This is obviously of greatest concern with the larger group pass programs, which require significant capital and operational investment and expenditures.

Operational Issues

Group pass participants are to have photo identification that is easily verified by the bus driver. The photo identification may be either the organization's, in which case it must have an LTD validating sticker, or issued by the District. In either case, the cost of issuing the photo identification will be borne by the organization. Participating organizations will be responsible for administering the program within their organizations.

Marketing

The District will provide trip planning assistance for the individuals of a group pass organization. Marketing of the service to individuals of a group pass organization will be conducted where it is determined to have a significant impact on ridership.

MAINTENANCE

The Service Planning Manager is responsible for monitoring and making recommendations for modifications to this program.

AGENDA ITEM SUMMARY

DATE OF MEETING: April 17, 2002

ITEM TITLE: GROUP PASS PRICING ADJUSTMENT

PREPARED BY: Andy Vobora, Service Planning and Marketing Manager

ACTION REQUESTED: Approve staff recommendation to increase group pass contract rates by 6 percent in 2003

BACKGROUND: For many years, group pass pricing has increased by a rate equal to the three-year rolling average of LTD cost increases, in accordance with existing policy. The prior policy specified that the group pass program in general had to be revenue neutral.

Last year the Board revised the group pass policy in order to bring greater consistency to pricing and to allow flexibility in pricing. The policy change allowed group pass pricing to be revenue positive, also. The Board established a base rate for all participating organizations, which created the greater consistency desired. This change also resulted in increased fare revenue, and some significant rate increases, as some large organizations were still below the base rate. The increases were not easy for the organizations to absorb during these difficult economic times; however, all contracts were renewed.

This year's group pass rate increase recommendation is 6 percent. The increase is higher than our historical averages of 3 or 4 percent, and reflects the need for higher farebox recovery due to increases in the cost of doing business at LTD. Rate increases are applied when contracts are renewed annually. For most organizations, that occurs on January 1.

Please note that this rate increase recommendation does not apply to the largest group pass contract with the Associated Students of the University of Oregon (ASUO). That contract is negotiated separately and uses the standard school year as its term. A 10 percent rate increase for that contract goes into effect in September 2002.

RESULTS OF RECOMMENDED ACTION: New rates will be calculated and applied when group pass contract renewals are sent out in December 2002.

ATTACHMENT: Group Pass Policy

PROPOSED MOTION: I move the following resolution: LTD Resolution No. 2002-013: It is hereby resolved that the LTD Board of Directors approves a 6 percent increase in the Group Pass pricing structure effective January 1, 2003.

AGENDA ITEM SUMMARY

DATE OF MEETING: April 17, 2002

ITEM TITLE: FARE POLICY UPDATE - PRIVATE NON-PROFIT AGENCY PROGRAM

PREPARED BY: Andy Vobora, Service Planning and Marketing Manager

ACTION REQUESTED: None

BACKGROUND: The Private Non-profit Agency program was established in 1992 as a way to assist local agencies in meeting the transportation needs of their clients. These individuals often use the bus system to look for work, perform housing searches, or attend medical appointments.

Agencies are required to complete an application that outlines their programs. This application is screened by United Way of Lane County staff. Once approved, the agency may order fare media directly from LTD Guest Services.

The maximum allowable purchase currently is \$300 monthly, which means that the agency uses \$150 of its funds and LTD matches this amount. By policy, the maximum will move from \$300 to \$375 in July 2002.

Based on the current number of agencies participating, if purchasing habits remain the same for the coming year, the total match by the District will be approximately \$48,000.

ATTACHMENT: Private Non-profit Agency Program

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: April 17, 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 March 2002 Performance Reports are attached.

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

ATTACHMENTS: March 2002 Performance Reports

PROPOSED MOTION: None



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Bus Rapid Transit Goals and Performance Objectives April 2002

Bus Rapid Transit Overview

Bus rapid transit (BRT) is a concept that uses rubber-tired vehicles to emulate the positive service characteristics and image of a rail system. The system is intended as a cost-effective major upgrade in transit service that is appropriate for the size and characteristics of the Eugene/Springfield community. BRT adds capacity to the transportation system, works well with the community's other transportation and land use strategies, and will provide increasingly important benefits into the future.

The system is composed of high-frequency, fast transit service along the major corridors, and small-bus neighborhood service that connects with the corridor service at neighborhood activity centers. The BRT corridor service, as proposed, eventually would be implemented on many major arterials within the community.

Bus Rapid Transit Design Elements

Corridor Service

- ❑ Use exclusive bus lanes or bus guideways.
- ❑ Provide transit signal priority at signalized intersections.
- ❑ Use wider stop spacing (approximately every half-mile).
- ❑ Improve stops and stations and provide a higher level of passenger amenities.
- ❑ Use prepaid fares.
- ❑ Provide 10-minute service during the daytime on weekdays.
- ❑ Use vehicles for the pilot corridor service that convey a "rail-like" image, are environmentally friendly, and facilitate fast and efficient passenger boarding and deboarding.

Neighborhood Service

- ❑ Provide convenient neighborhood service that connects with the corridor service at neighborhood activity centers.
- ❑ Use small, environmentally-friendly vehicles for the neighborhood connector service.

- Continue to provide direct access to major activity centers (such as downtown Eugene) from nearby neighborhoods.

Goals and Performance Objectives

Goal 1: Improve vehicle travel time, service reliability, rider comfort and convenience, and the image of the service in order to achieve an increase in the transit market share of trips along BRT corridors.

- Increase peak-hour, peak-direction transit mode split (the percentage of trips taken by transit) along BRT corridors by at least 30 percent within ten years of implementation (e.g., from 10 percent to 13 percent of all person trips along the corridor), and by an additional 10 percent during the following ten years.
- Reduce peak-hour bus travel time along BRT corridors by at least 20 percent within ten years of implementation and by an additional 10 percent within the following ten years, compared with running times that would have occurred without BRT.
- Show no significant increase in vehicle travel times from year to year.
- Improve vehicle travel times to at least match car travel times along BRT corridors within 20 years of BRT implementation.
- Provide convenient neighborhood connector service that links neighborhood residents with the BRT line and nearby activity centers.
- Reduce vehicle emissions along BRT corridors compared with levels that would have occurred without BRT.
- Achieve 99 percent on-time performance for BRT service.
- Improve LTD approval ratings of “excellent” in community surveys by at least 10 percent within five years of BRT implementation.

Goal 2: Reduce the operating cost for transit service along BRT corridors.

- Reduce the annual direct operating cost for service along BRT corridors by at least 10 percent during the first ten years and by 15 percent thereafter, compared with costs that would have been required for an equivalent level of non-BRT service.

Goal 3: Increase the person-carrying capacity of BRT corridors.

- Increase the carrying capacity of BRT corridors by an average of 30 percent with the implementation of BRT.
- Develop a system that will facilitate future conversion to rail or another higher-capacity transit mode, if and when such a change becomes feasible.

Goal 4: Design the BRT service to support planned land use patterns.

- Provide convenient service to land use nodes along BRT corridors.
- Provide neighborhood connector service to link nearby residential, commercial, and employment areas with the BRT corridor service.
- Provide convenient access to major activity centers along BRT corridors.

Goal 5: Where feasible, incorporate “non-transit” enhancements as part of BRT projects, including improvements in traffic safety, traffic flow, bicycle and pedestrian facilities, and aesthetics.

- Consider improvements to bicycle facilities along BRT corridors.
- Provide bicycle parking at BRT stops.
- Consider the addition of sidewalks adjacent to the BRT service where they now do not exist.
- Work with state and traffic engineers to identify possible improvements to traffic safety and traffic flow along BRT corridors.
- Add landscaping along the BRT line, where appropriate.
- Consider including fiber optics or other communication and utility upgrades as part of BRT corridor construction.

Implementation Guidelines

In meeting the project goals, the design for BRT corridors should carefully consider the following guidelines:

- Minimize costs.
- Minimize right-of-way acquisition.
- Do not create unacceptable pedestrian, bicycle, or traffic safety hazards.
- Minimize adverse impact on businesses.
- Minimize adverse impacts on residences.
- Do not create substandard traffic congestion where it otherwise would have not occurred.
- Minimize loss of parking.
- Minimize impact on movement of freight.
- Do not reduce needed auto capacity.
- Do not decrease access for persons with disabilities.

AGENDA ITEM SUMMARY

DATE OF MEETING: April 17, 2002

ITEM TITLE: SPRINGFIELD STATION UPDATE

PREPARED BY: Charlie Simmons, Springfield Station Project Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: The project cost estimates, which were based upon the Board-approved (March 2002) Master Plans, recently have been obtained from WBGS. LTD staff will work closely with the City of Springfield to develop a viable plan for each level of design. Particular emphasis will be placed upon joint development and potential viable partnerships. Staff will formally present a development recommendation to the LTD Board of Directors at the May 2002 Board meeting.

The Springfield Station Design Review Committee (DRC) is scheduled to meet on May 7 to review the cost estimates and options.

ATTACHMENT: None

MOTION: None