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## LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, May 15, 2002  
5:30 p.m.

LTD BOARD ROOM  
3500 E. 17<sup>th</sup> Avenue, Eugene  
(off Glenwood Blvd. In Glenwood)

### A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

Lauritsen \_\_\_\_\_ Melnick \_\_\_\_\_ Wylie \_\_\_\_\_ Ban \_\_\_\_\_

Gaydos \_\_\_\_\_ Hocken \_\_\_\_\_ Kleger \_\_\_\_\_

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT

IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 04

V. WORK SESSION

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

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

VI. EMPLOYEE OF THE MONTH – June 2002 06

VII. AUDIENCE PARTICIPATION

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

VIII. ITEMS FOR ACTION AT THIS MEETING

A. Consent Calendar 07

1. Minutes of April 17, 2002, Regular Board Meeting (Page 08)

2. Minutes of April 25, 2002, Special Board Meeting (Page 16)

IX.	ITEMS FOR INFORMATION AT THIS MEETING	
A.	West Eugene Parkway TransPlan Amendments (30 minutes)	18
B.	APC/AVL Status Report (30 minutes)	35
C.	Current Activities	
1.	Board Member Reports	36
(a)	Metropolitan Policy Committee – May 9 meeting canceled; joint TransPlan hearing planning meeting held on May 9	
(b)	BRT Steering Committee and Board BRT Committee – Board BRT Committee meeting on May 13; Steering Committee meeting postponed to May 21	
(c)	Statewide Livability Forum – No report	
(d)	Board HR Committee – Evaluation process update	
(e)	Board Finance Committee – No meeting; next meeting May 16	
(f)	Springfield Station Design Review Committee – May 7 meeting	
2.	General Manager’s Report	38
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A.	Joint Meeting with Springfield City Council	
B.	Fiscal Year 2002-03 Budget Adoption	
C.	CM/GC Selection	
D.	Articulated Buses	

- E. APC/AVL Contract Approval
  - F. Bus Rapid Transit Goals and Performance Objectives
  - G. Group Pass Pricing Adjustment
  - H. Springfield Station Capital Grant Approval
  - I. General Manager's Performance Evaluation
  - J. Resolution Reaffirming District Boundaries
  - K. Region 2050 Committee
  - L. TransPlan Amendments
  - M. Springfield Station Design and Budget
  - N. BRT Updates
  - O. 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:** May 15, 2002

**ITEM TITLE:** APRIL FINANCIAL STATEMENTS

**PREPARED BY:** Diane Hellekson, Finance Manager

**ACTION REQUESTED:** None

**BACKGROUND:** Financial results for the tenth month of the fiscal year will be distributed before the Board work session on May 15 and discussed during the regular Board meeting that evening.

**ATTACHMENTS:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2002

**ITEM TITLE:** APRIL FINANCIAL STATEMENTS

**PREPARED BY:** Diane Hellekson, Finance Manager

**ACTION REQUESTED:** None

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

Passenger fare receipts rebounded in April after a somewhat weak March. Ten-month results are now approximately \$7,600 below budget and are about 1 percent ahead of results for the same period last fiscal year. Group pass receipts remain on target through April 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. Fixed-route system ridership is up slightly over the previous rolling twelve-month period.

Payroll tax receipts now lag annual budget by more than \$432,500, and year-to-date revenue from this resource is 2.4 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 approximately 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.

Year-to-date self-employment tax funds show a positive variance of \$50,000 with more receipts expected through the remainder of May. This resource is expected to meet budget expectations for the fiscal year.

State-in-lieu receipts remain at almost \$68,000 ahead of plan for the first ten months. This revenue is received quarterly, so there were no receipts in April. Receipts to date are strong due to high enrollment, and therefore employment, at the University of Oregon.

Interest income for April 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. It is now expected that the debt to fund buses with

planned deliveries in FY 2002-03 will be placed as early as possible in the new fiscal year. Contracts are in process for bond counsel and financial advisor services, which are required for next steps in this process. Rates continue to be favorable.

All other General Fund revenue sources are generally as anticipated through April. As previously reported, Obie Communications, which is LTD's bus advertising contractor, has requested renegotiation of its contract in order to restructure 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. New contract terms are expected to be finalized by the end of May. There will be no fiscal impact in this fiscal year or the next.

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. New rates will apply to the University of Oregon service contract for the next school year that will assure full cost recovery. Eight home football games in the fall will increase this resource in the next fiscal year.

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 3.4 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 and April increased to 12.3 percent. The revised Long-Range Financial Plan (LRFP) anticipates this negative variance, and that the first significant opportunity to make reductions in operating schedules will be with Summer 2002 and Fall 2002 service. Service reductions were considered and approved as a last resort when it was determined that the growth of operating expense could not be significantly slowed by administrative expenditure reductions alone.

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.

As previously reported 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, ten-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 April. 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 in the Capital Fund, existing appropriations are sufficient for the current fiscal year. Revenues in this fund are higher than annual budget due to pass-through funds not anticipated during the budget development process. All of the additional funds are earmarked for out-of-district programs or future capital needs, and, therefore, are not available to offset in-district service costs.

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

The Finance Committee will meet on May 16, 2002, to discuss group pass pricing policy and the debt financing process. Group pass pricing is expected to be on the action item list for the June Board meeting. The FY 2002-03 budget public hearing and adoption will also be on the June agenda.

**ATTACHMENTS:**

Attached are the following financial reports for Board review:

1. Operating Financial Report - comparison to prior year
2. Monthly Financial Report Comments
3. Comparative Balance Sheets
  - a. General Fund
  - b. Special Transportation Fund
  - c. Capital Projects Fund
4. Income Statements
  - a. General Fund
  - b. Special Transportation Fund
  - c. Capital Projects Fund

**PROPOSED MOTION:**

None

## MONTHLY FINANCIAL REPORT COMMENTS

May 15, 2002

### Revenue:

- **Passenger fares**, not including group pass receipts, improved in April after a weak March and are now \$7,600 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 April. Ridership was up significantly for the Lane County Fair and was strong through all six University of Oregon home football games. Year-to-date 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 2.4 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 April. 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 3.4 percent aided in part by an increase in grant funded project activity that allows some wages to be charged to capital expense.
- **Contract personnel** expenses are over budget year to date and show a 12.3 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:** May 15, 2002

**ITEM TITLE:** ANNOUNCEMENTS AND ADDITIONS TO AGENDA

**PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board

**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

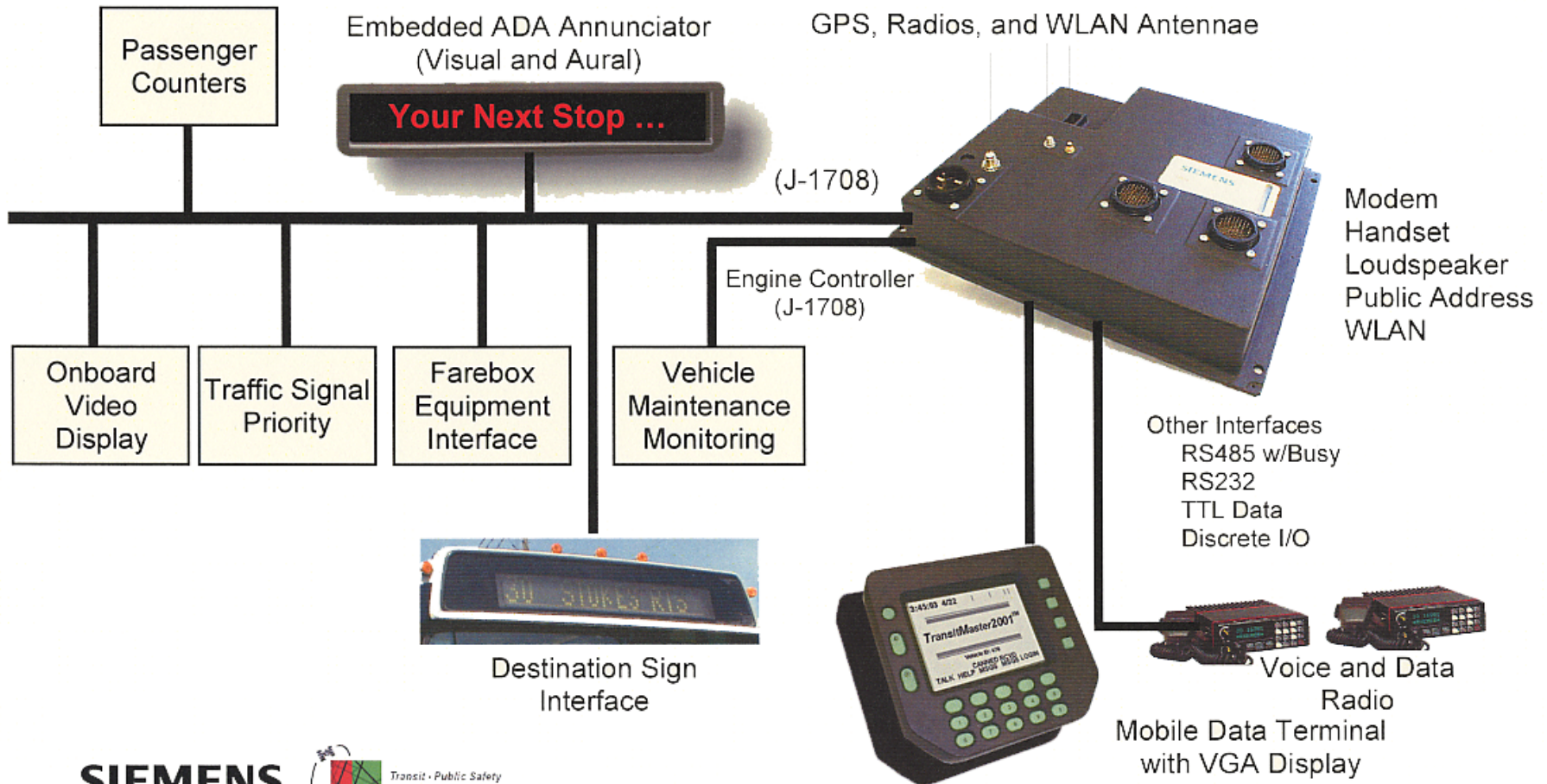
# Automated Passenger Counting

## Project Status

Board Briefing

May 15, 2002

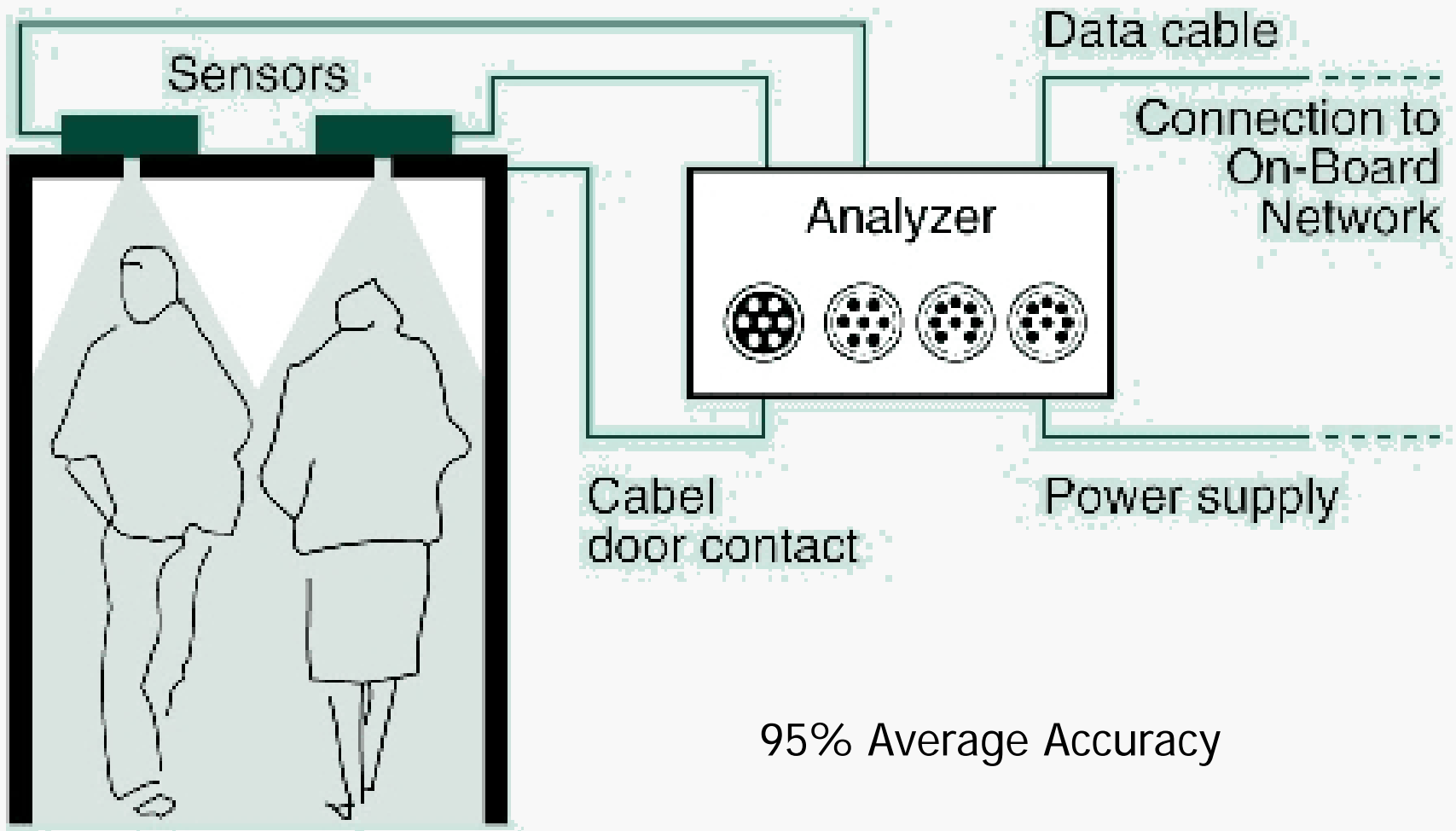
# Intelligent Vehicles



**SIEMENS**



# Infrared Motion Analyzer (IRMA)



# The Deliverables

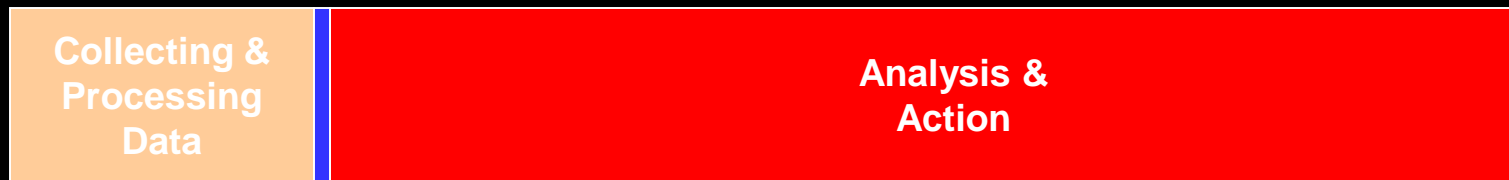
- Measurement of Planning Effectiveness
- Monitoring of Operations Performance
- Information for Strategic Planning

# Improving Effectiveness of Staff Time

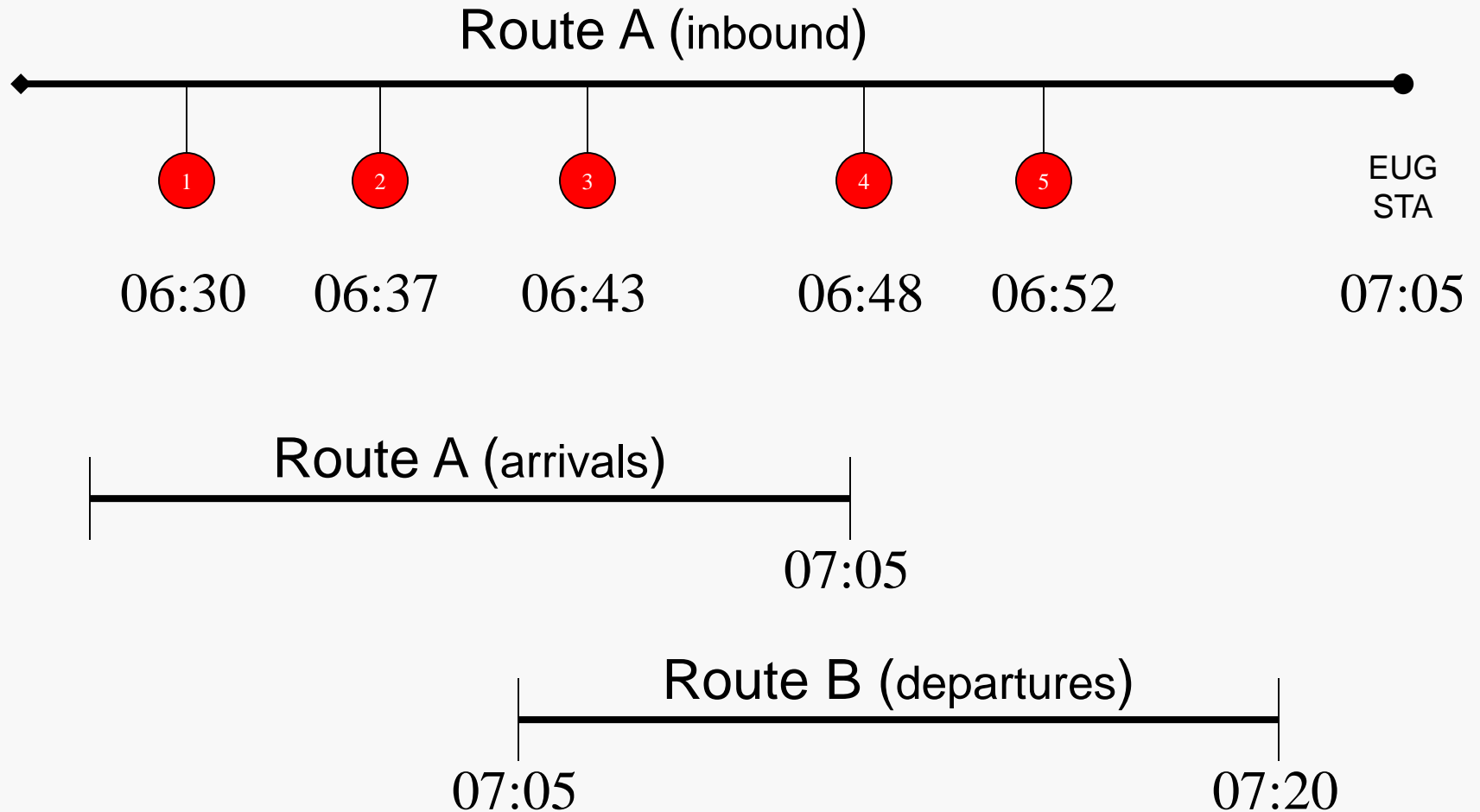
Manual Passenger Counting - more time on logistics



Automated Passenger Counting - more time on results



# Recovery Time



# RFP 2002-07

- Focused efforts on APC functions
- ADA announcements as an option
- Project is part of a big picture plan
- Specifications considered all of LTD's current and proposed services
- Established vendor & product performance criteria



# Summary

- RFP 2002-07 issued Feb. 13, 2002
- Proposals received March 13, 2002
- Evaluation team reviewed 7 proposals
- Finalists were selected (Siemens & Init)
- Arranging vendor & client interviews
- Board, management & staff presentations
- Notice of Award mid-June

# Product Evaluation

- Vendor qualifications
- Product features and scalability
- Level of effort to sustain operations
- Ability to integrate with existing systems
- Purchase costs vs. sustaining/upgrade costs

# Estimated Purchase Costs

- Project budget \$1.99 million
- Siemens proposal \$1.50 million
- Init proposal \$1.90 million

# Estimated Sustaining Costs

- Software maintenance - \$25,000 per year
- Component repairs after one-year warranty

# Additional Opportunities

- Both finalists offer a CAD solution as part of their product
- Additional cost, if completed with APC project, is \$0.6 million to \$0.7 million
- Approved LTD funds are \$1.99 million
- Adjusted proposal costs are \$2.1 million to \$2.6 million



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2002

**ITEM TITLE:** APC/AVL STATUS REPORT

**PREPARED BY:** Steve Parrott, Information Technology Manager

**ACTION REQUESTED:** None at this time

**BACKGROUND:** LTD's management team is pursuing technology tools to improve its understanding of the factors influencing service demand, cost of operations, and quality of service within the District. Some manual systems currently used by staff are no longer capable of fulfilling the information needs of management for effective strategic and tactical decisions.

In February of this year, LTD issued RFP 2002-07 requesting proposals for an Automated Passenger Counting (APC) System with the optional feature of Automated Passenger Notifications (APN). The project will equip the District's revenue vehicles with technology to electronically tabulate boarding and alighting events and provide audible and visual on-board passenger announcements, such as approaching intersections, bus stops, points of interest, public service messages, and possibly advertising in the future.

The automated passenger counting feature of this project is intended to supply more accurate data to LTD staff and management for measuring planning effectiveness, monitoring operations performance, and developing information for strategic planning. The automated passenger notification feature of this project is intended to improve LTD's compliance with the federal Americans with Disabilities Act (ADA) requirements for passenger information.

As LTD's evaluation team enters the final phase of the vendor selection process, we want to inform the Board of Directors as to our progress and discuss the relationship of this project with LTD's ITS plan. Staff will be present at the May Board meeting to present this information to the Board.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2002

**ITEM TITLE:** BOARD MEMBER REPORTS

**PREPARED BY:** Jo Sullivan, Administrative Services Manager/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. The May 9 MPC meeting was canceled. In its place, a planning meeting for the May 29 joint hearing on TransPlan amendments was held. Gerry Gaydos attended this meeting and can provide a brief report for the Board. MPC is scheduled to meet again on June 13, 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 met on May 13. The full Steering Committee generally meets on the first Tuesday of each month; however, the May 7 meeting was postponed to May 21.
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 commit-



tee has been meeting once every six months. There is no report this month.

4. **Board HR Committee**: The Board HR Committee (Chair Gerry Gaydos, Dave Kleger, and Robert Melnick) will meet again on May 20 to continue the general manager evaluation process.
5. **Board Finance Committee**: The Board Finance Committee will meet again on Thursday, May 16, 2002.
6. **Springfield Station Design and Budget**: 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 last met on May 7, and is scheduled to meet again on June 4, 2002.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2002

**ITEM TITLE:** CORRESPONDENCE

**PREPARED BY:** Ken Hamm, General Manager

**ACTION REQUESTED:** None

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

♦

At the May 15, 2002, meeting, staff will respond to any questions the Board members may have about this correspondence.

**PROPOSED MOTION:** None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, April 17, 2002

Pursuant to notice given to *The Register-Guard* for publication on April 11, 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, April 17, 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  
Robert Melnick  
Hillary Wylie, President, presiding  
Ken Hamm, General Manager  
Jo Sullivan, Recording Secretary

Absent: Virginia Lauritsen, Secretary  
(one vacant position)

**CALL TO ORDER:** The meeting was called to order at 5:38 p.m. by Board President Hillary Wylie. Mr. Melnick was not yet present.

**ANNOUNCEMENTS AND ADDITIONS TO AGENDA:** Ms. Wylie announced that Governor Kitzhaber had appointed Susan Ban to fill the position vacated by former Board member Rob Bennett. Ms. Ban had not yet been confirmed by the Senate; her confirmation hearing was scheduled for the next day. Ms. Wylie said she had known Ms. Ban for a long time and was impressed by her work in the community, and Mr. Kleger said he had enjoyed working with Ms. Ban on the City Club board. Ms. Wylie added a special presentation of the Government Finance Achievement Award to the agenda for 6:30 p.m.

Mr. Melnick arrived at this time.

MOTION **EXECUTIVE SESSION:** Mr. Kleger moved 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. Mr. Melnick seconded, and the VOTE motion passed unanimously by voice vote, 5 to 0, with Gaydos, Hocken, Kleger, Melnick, and Wylie voting in favor and none opposed. The Executive Session began at 5:40 p.m. District Counsel Roger Saydack was present for this discussion with the Board.

**RETURN TO REGULAR SESSION:** Following a motion and seconding by Mr. Kleger and Mr. Melnick, the Board unanimously returned to regular session at 6:20 p.m. The Board took a break from 6:20 p.m. to 6:30 p.m.

**MOTION**      **DIRECTION TO STAFF:** Mr. Kleger moved that the Board authorize the general manager to work with Board counsel and District counsel to take such steps as are necessary, including any appropriate litigation, to protect the Board and District management's prerogatives to administer and manage the District. Mr. Gaydos seconded. Ms. Hocken asked if the motion should have any specifics, as well, because it was not limited to the current initiatives and referendums. Mr. Kleger said that was why he made the motion very broad, so it would cover just about anything that could be done. By saying "litigation," he meant current or future, because new litigation could occur on short notice, and he wanted the attorneys and the manager to have the capacity to respond in a timely way. The motion carried by unanimous vote, 5 to 0, with Gaydos, Hocken, Kleger, Melnick, and Wylie voting in favor and none opposed.

**VOTE**

Mr. Kleger stated for the record that the he was not thrilled by the need to do what he had just moved that the Board do, but he thought that to preserve the District against the rather high likelihood of finding itself in conflict with the Oregon constitution and existing statewide law, the Board had to do whatever it could to prevent that. He thought that if LTD ended up in such a conflict, it could end with the demise of the District, and he was not willing to take that risk.

**GOVERNMENT FINANCE OFFICERS ASSOCIATION AWARD:** Ms. Wylie noted that the District had received this award for achievement in excellence for the sixth year. She wanted to publicly thank Finance Manager Diane Hellekson for getting the finance department to a place where this award could be achieved. She said it made her very pleased to be a Board member of an agency where this was done. Ms. Hocken said that many municipal governments received the certificate, and in many cases it was because their auditors did all the work to make the report eligible for the certificate. She said that LTD's staff did the work for this award, which showed a real accomplishment.

**EMPLOYEE OF THE MONTH:** Director of Transit Operations Mark Johnson introduced Bus Operator Kay Christopher as the May 2002 Employee of the Month. He said that she went out of her way to help others, and talked about her achievements of 11 years' safe driving and correct schedule operation, and as an instructor who had helped build LTD's training program, which was reflected in the excellent performance of the operators. He also read the comments about her from the agenda packet. Ms. Wylie presented Ms. Christopher with her plaque, pin, letter, and monetary award. Ms. Christopher said that she appreciated the award; that she had worked hard in a sometimes thankless job. She said that when people got on her bus grumpy or with an attitude, she looked for ways to think about their behavior in a more positive way, so she could find compassion for them. She added that there were a lot of drivers who appreciated the Board and Mr. Hamm tremendously and loved the team spirit at LTD.

**AUDIENCE PARTICIPATION:** There was no one present who wished to speak to the Board.

**MOTION**      **CONSENT CALENDAR:** Mr. Kleger moved that the Board adopt LTD Resolution No. 2002-011: "It is hereby resolved that the Consent Calendar for April 20, 2002, is approved as presented."

**VOTE**      Mr. Gaydos seconded, and the resolution passed by unanimous vote, 5 to 0, with Gaydos, Hocken, Kleger, Melnick, and Wylie voting in favor and none opposed. The Consent Calendar consisted of the minutes of the March 18, 2002, special Board meeting/work session, and the March 20, 2002, regular Board meeting.

**AMENDED FARE ORDINANCE:** Mr. Vobora called the Board's attention to page 24 of the agenda packet. The Board was being asked to hold the second reading and adopt the ordinance,

which then would go into effect in thirty days. He noted that none of the outlets had pulled out of the program so far as a result of the reduction in the discount.

MOTION Mr. Kleger moved that the Eleventh Amended Ordinance No. 35 be read by title only.  
VOTE Mr. Gaydos seconded and the motion carried by unanimous vote, 5 to 0, with Gaydos, Hocken, Kleger, Melnick, and Wylie voting in favor and none opposed. Ms. Wylie then read the title, "Lane Transit District Eleventh Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services." Copies of the full ordinance were available for anyone who wished to have one.

MOTION Mr. Kleger then moved LTD Resolution No. 2002012: "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." Mr. Gaydos seconded and the resolution carried by unanimous vote, 5 to 0, with Gaydos, Hocken, Kleger, Melnick, and Wylie voting in favor and none opposed. Ms. Wylie stated that the amended ordinance had been adopted.

**GROUP PASS PRICING ADJUSTMENT:** Mr. Vobora noted that the group pass price was separate from the fare ordinance. Staff were recommending an increase of 6 percent in the rate for the following calendar year. He said it was figured on a rolling rate of increases in the cost to the District. He called attention to the Group Pass Program on page 30 of the agenda packet, and section one on page 31, concerning base rates. Last year the Board had increased base rates 4 percent. The base rate had a large impact on some organizations that had been below the base rate; for instance, PeaceHealth actually had increased 17.5 percent in its per-participant price, to get to the base rate. The ASUO contract was negotiated separately, and their rates went up 10 percent for the current school year and probably would increase significantly over the next five years to cover some of their direct service costs. The other organizations' rates mostly had been standardized following the Board's action the previous year. The recommendation was for a 6 percent increase beginning in January 2003. That was slightly higher than the increase in LTD's operating costs over the last year. Ms. Hellekson explained that LTD had been using a rolling average over the years in an attempt to keep the fares revenue-neutral. Last year the revenue-neutral requirement had been removed from the policy so the District could begin recovering more of its costs, based on anticipated inflation rates. This was the next phase in standardizing rates and renewal dates. Ms. Hocken said that the policy still said that the District was using the rolling average of operating costs, so that should be changed if that was not what was still being done. Ms. Hellekson said she thought that had been removed from the policy.

Ms. Wylie asked if the increase in the group pass program matched the increase in other fares. Mr. Vobora said that it was difficult to compare the two, and explained the differences in the programs.

Ms. Hocken requested that approval be postponed until the written policy was updated, since the changes would not take effect until the following January. Mr. Kleger agreed, noting that on page 2 of the policy, in item number 1, it looked like the rolling average reference was included, and he thought that had been removed the previous year. He said he would rather not act on this that evening and restore something that had been removed before. Mr. Vobora thought that maybe the wrong version of the policy had been printed in the packet, so he would check that before the next meeting.

Ms. Hocken said she remembered taking out the revenue-neutral requirement, but did not remember what was in the policy as to how the increases were to be calculated. She thought there should be some method or some choice of methods in the policy.

There was no action by the Board on this item. The Board asked staff to put it on the agenda again in May.

Update on Lane Community College Fares: Mr. Vobora discussed one other issue related to fares. The LCC Board had seen a couple of options, weaving in a pass program and a parking transportation fee program for the College. LCC had established a working group to consider how to institute a transportation program college-wide, so that everyone who signed up for a class would pay a transportation fee. The group would decide whether the fee would remove the subsidy for the term pass program, enhance it and buy out the cost, or move LCC to a group pass program. LTD staff felt confident that at a minimum the current pass program would be maintained and possibly enhanced, and that LCC might move to a group pass program. If that happened, it might require some tripper buses to carry the additional riders.

Ms. Gaydos suggested that the Board Finance Committee look at the group pass pricing structure at its next meeting and bring that back to the Board.

**BUS RAPID TRANSIT GOALS AND PERFORMANCE OBJECTIVES:** Director of Development Services Stefano Viggiano discussed the five goals found in Bus Rapid Transit Goals and Performance Objectives, April 2002, beginning on page 33 of the agenda packet. These goals were an update of the goals used for Phase 1 of the BRT project. Some wording had been changed so they could be used for the entire BRT project.

Ms. Hocken caught one place, under design elements, where "pilot corridor" still was used. She also suggested saying something about wheelchair accessibility. Mr. Viggiano explained that since LTD was required by the federal Americans with Disabilities Act (ADA) to do certain things, staff had stopped stating them in individual policies. However, if the Board members wanted to include that wording, staff would add it. Mr. Kleger said he was not sure he wanted to, and Ms. Hocken said that LTD did not need a higher standard than the ADA.

Ms. Hocken asked about bullet six under Goal 1, on page 34 of the agenda packet ("Reduce vehicle emissions along BRT corridors compared with levels that would have occurred without BRT"). Mr. Viggiano explained that the objective was just to say that vehicle emissions would be less than without BRT, without trying to quantify it. The more important part would be done by reducing automobile travel and even improving traffic flow.

Mr. Melnick asked if this was achieved by some kind of modeling. Mr. Viggiano said that it was. It was difficult to assess how accurate it was. It was based primarily on the number of vehicles on the road and what the delay was.

Ms. Hocken asked about goal 5 and bike parking at the BRT stops. She wondered if LTD should add that the District wanted to move bikes on its vehicles. Mr. Viggiano said that could be added to the first bullet on the last page, with vehicle capacity. Mr. Gaydos suggested adding "where feasible." Ms. Hocken wanted to be sure that "utility upgrades" included the undergrounding issue. She also had a philosophical comment about the bullet to "minimize right-of-way acquisition." She said that this was stated in many other ways, so maybe this one should be

removed. Mr. Gaydos said he thought all the "minimizes" in that section were stronger than they should be. It was agreed that the modifiers in each statement would be removed. Mr. Viggiano said that the document as amended by the Board would be taken to the BRT Steering Committee for approval, and would be brought back to the Board after that.

**BOARD HUMAN RESOURCES COMMITTEE RECOMMENDATION:** Mr. Gaydos, chair of the Board HR Committee, explained that the American Public Transportation Association (APTA) had developed a form for evaluation of the general manager, which the committee had decided to use for the annual performance review. He said that although the Board had an excellent relationship with the current general manager, it was important to have long-term procedures that could be used over time. He explained some of the elements of the evaluation tool, and said that Mr. Hamm and Ms. Wylie had agreed on some goals for the current year, with which the Board had informally agreed, but there was no formal action on annual goals for the general manager. Therefore, the committee was recommending that the Board and general manager formally set annual goals. The committee also wanted to develop a committee charge. Mr. Gaydos said that the committee was recommending that the senior LTD staff fill out the evaluation tool, and the goal for future years would be for others to participate, as well. The committee had talked with Ms. Hellekson and determined that there was some room in the budget for a salary adjustment. The committee was asking the Board to approve the process as outlined in the agenda item summary handed out that evening.

Mr. Gaydos added that the committee believed that the Board also should consider setting annual goals for LTD in general, not just for the general manager, which could be done at the annual strategic planning retreat. That was not part of the recommendation that evening.

Mr. Melnick added that the committee also talked about completing the evaluation now and then in the fall of 2003, in order to begin the process early enough in the year to have a recommendation for the following year's budget. It also seemed to be a logical task for the Board to do in the fall, when it was not involved in a lot of other budget issues and route and fare adjustments. Ms. Wylie had concerns about completing the evaluation in the fall, which did not coincide with a salary adjustment effective July 1. Mr. Melnick said that the committee agreed with the fiscal year adjustment, and the evaluation possibly could be done in the winter; the committee just wanted to finish it early enough to be part of the budgeting process. Mr. Gaydos said that with the committee's recommendation there would be a gap until the fall of 2003, so the Board possibly could do an abbreviated process earlier, with just the Board and senior management staff again, and a fuller evaluation in the fall. The committee's real goal was to have other participants in a fuller evaluation. Ms. Hocken suggested that the Board could just make an inflationary adjustment earlier and hold the full evaluation in the fall.

Mr. Melnick stated that part of the committee's goal was to regularize the process and timeline, so that the process was clear to everyone.

Mr. Hamm expressed a concern that there needed to be a transitional plan that the Board and general manager would agree to that took into consideration the evaluation and financial consideration. He noted that his hiring anniversary date was the first of March. He liked the idea of a consistent process and timeline, as well as correlation with the budget. Mr. Kleger said that the committee wanted the Board to start a process it would stick with, and their assessment was that if it were done in the fall, it would be more likely to be done consistently. Ms. Wylie proposed that when the Board completed the process, they look at the timelines Mr. Hamm referred to and make

an appropriate compensation adjustment through the current fiscal year and the following, until the next evaluation in the fall of 2003. She thought this would be appropriate since the District had union contracts that went two years, and that could be negotiated after the evaluation. Mr. Melnick said that another important consideration was that the Board would change in the future, and the general manager also could change in the future, so the committee wanted to put something in place for a long time.

MOTION Mr. Gaydos said that the recommended motion did not prohibit what the Board had been discussing. He moved approval of LTD Resolution No. 2002-015: "It is hereby resolved that the LTD Board of Directors accepts the proposal of the Board HR Committee for the recommended general manager evaluation and compensation process, development of goals and objectives for the general manager for the next year, and development of a committee charge." Mr. Melnick

VOTE seconded. There was no further discussion, and the resolution was adopted by unanimous vote, 5 to 0, with Gaydos, Hocken, Kleger, Melnick, and Wylie voting in favor and none opposed.

#### **ITEMS FOR INFORMATION AT THIS MEETING:**

**Board Member Reports:** Mr. Gaydos reported that the Metropolitan Policy Committee had discussed the bypass policy. No action had been taken, and he and staff would work on a letter to submit something in writing about allowing buses to be in the high-occupancy vehicle (HOV) lanes, and several other smaller points. LTD would pay attention to this issue, but nothing had been discussed that would hurt or benefit LTD. Ms. Wylie noted that the BRT Steering Committee did not meet in April; there was no Statewide Livability Forum report; and the April Springfield Station Design Review Committee meeting had been canceled.

**General Manager's Report:** Mr. Hamm added an item to the list of future dates on page 39, saying that it was highly likely that the LTD Board and Springfield City Council would have a joint meeting on June 17, to try to solidify the Springfield Council's commitment to or interest in some projects, such as joint development at the Springfield Station, the Parkway corridor, etc. He also called attention to some opportunities for Board educational opportunities. One was the APTA Board and Support workshop in San Diego in July. Another opportunity, which he saw as an even greater opportunity for the Board because it was more industry specific rather than board specific, was the APTA International Expo and Annual Meeting in Las Vegas in September. He described it as an opportunity to walk the floor and kick tires with the staff; to look at the positives and negatives of equipment, software, and other technology; and to participate in a board member track of workshops. Mr. Hamm said that staff had cut some other things from the budget in order to focus on getting staff to this Expo, because it was a good opportunity for staff as well as for the Board. Staff were looking for special rates on hotels and travel well in advance, to try to maximize participation among staff and the Board. He asked Board members to let staff know if they were interested in one or both of these events.

Ms. Wylie said she had gone to an APTA Expo and an Annual Meeting, and had learned a lot about transit and transportation issues. She encouraged the Board members to participate if they could. Ms. Hocken noted that Las Vegas was doing a BRT project and wondered if their system or buses would be available to see. Mr. Hamm said that their buses would not be on the road until sometime next year, but there would be one CiViS bus on the floor at the show. Mr. Gaydos commented that it was an interesting mass transit town, with a monorail and other types of transportation.



Mr. Hamm also drew attention to the second page of his report, where he had written about the positive trends in the operations department.

**Monthly Financial Report:** Ms. Hellekson called attention to the report on page 41 of the agenda packet. She noted that the District had not seen a worsening of the payroll tax condition because LTD did not normally expect to receive any revenues in March, and in fact had to return some revenues that were distributed to LTD in error. She stated that administrative wages were growing below 4 percent per year, which was the goal of the adjustments made in November. There was an increase in operator wage growth, which was attributed to the need for increased overtime. Vacant positions were not being filled, and schedules had not yet been reduced. She commented that this growth was indicative of the problem LTD faced in balancing the budget—when administrative wages were growing at less than 4 percent per year and operator wages were growing in excess of 11 percent per year, there was not much opportunity to find the additional money needed from the 4 percent growth group, which was a very small percentage of the total.

M. Hocken asked if LTD had received a large Special Transportation Fund payment that month, noting that LTD was way over budget; LTD had budgeted \$650,000 and had collected about \$900,000. Ms. Hellekson explained that the District received the entire first nine months of revenue at one time, and that at the time of the transition of the program from LCOG to LTD, staff had not been sure what would go to LTD and what would go to LCOG and had been wrong about some of the pass-through money. Special Transportation Program Manager Terry Parker said she thought that the state actually had sent the entire annual budget for the STF funds in one payment, so that might start to balance out a little. Ms. Hellekson said that LTD would end up with slightly more money than budgeted, although it was pass-through money for out-of-district activities, so LTD would not have more money to spend.

**Update on BRT Construction Management/General Contractor CM/GC Process:** Assistant General Manager Mark Pangborn called the Board's attention to a schedule for selecting the CM/GC for Phase 1 of BRT, found on page 53 of the agenda packet. He explained the process and asked if any Board members were interested in participating on the committee to select the contractor. Mr. Melnick expressed an interest.

**Fare Policy Update—Private Non-Profit Agency Program:** Mr. Pangborn explained the program, which was described beginning on page 54 of the agenda packet. He stated that it was indexed to increases in the normal cash fare. It did not result in cash out of LTD's pocket; rather, LTD would receive approximately \$4,800 and the agencies received half-price fares. Ms. Wylie noted that her agency participated for its indigent clients. Her agency did fundraising to pay for the half-fares, and bought tokens so clients could get to treatment. Mr. Melnick thought it was a very good program. Mr. Pangborn said it allowed discount fares for people who really needed them, through an accredited agency. That way, LTD did not have to screen people for need, and United Way screened new agencies for the District.

**Springfield Station Update:** Mr. Pangborn said that the Springfield Station project was moving ahead, and the budget estimate was right on target. If LTD received the additional \$2.8 million in federal funding, it would be able to build the basic package, without joint development. If LTD did not receive the full funding, a couple of other options would be brought to the Board for discussion. Staff were working with the City of Springfield's community development and economic development staff to put together a package for joint development.

**Bus Rapid Transit (BRT) Update:** Mr. Pangborn reported that the design of Franklin from the University of Oregon east was moving along. Staff were working on Pioneer Parkway, as well, and had held the second workshop along one section, where the participants looked at some designs and made some excellent constructive comments. The project was going through preliminary environmental screening. The bike path was not put in as a “rails to trails” program, but might be considered parks space, so a 4F process might need to be done, and LTD would need to demonstrate that there were not other viable options to taking parks space. Also, this corridor would go through the Washburne historic district, and there were some waterways to be crossed, so staff were looking at those impacts.

Ms. Hocken wondered if LTD periodically should be giving Senator Smith’s office a heads-up because of his staff’s concerns about the trees in Eugene. Government Relations Manager Linda Lynch said that it was not time yet to talk about the issues, but staff had discussed how to communicate with local and federal elected officials, and this was an important point.

**ADJOURNMENT:** There was no further discussion and the meeting was adjourned at 7:45 p.m.

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Board Secretary

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2002

**ITEM TITLE:** BRT UPDATE

**PREPARED BY:** Mark Pangborn, Assistant General Manager  
Stefano Viggiano, Director of Development Services

**ACTION REQUESTED:** None. Information and discussion only.

**BACKGROUND:**

**Phase 1 Corridor Design:** Detailed engineering drawings for the downtown Eugene section of the corridor have been completed and staff will now start the permit review process (Privately Engineered Public Improvements, or PEPI) for the City of Eugene. Plans for the UO/Franklin section are nearing completion. The Glenwood and downtown Springfield sections will be started soon.

**Phase 1 Construction:** Proposals for Construction Management/General Contractor (CMGC) services have been received and are under review. Interviews with the most qualified firms will be held in June. Board member Robert Melnick has agreed to participate in the selection process.

**Phase 1 Vehicles:** As reported earlier, LTD has submitted a request to the Federal Transit Administration for waivers associated with the purchase of the Phileas vehicle. There has been no formal response to that request. As part of "due diligence" for the possible purchase, LTD intends to initiate an analysis of the financial stability of APTS, the maker of the Phileas.

**Springfield Corridor:** Possible design options for the southern segment of the Pioneer Parkway corridor have been developed and reviewed by the Pioneer Parkway Stakeholder Group. The BRT Steering Committee will review these on May 21, 2002. Staff are investigating possible environmental restrictions on the development of the median of Pioneer Parkway.

**Eugene Corridor:** A proposal for the Coburg Road BRT planning process has been developed by LTD and City of Eugene staff and will be reviewed by the BRT Steering Committee on May 21, 2002. The Board will review the plan at the June 19, 2002, meeting.

**ATTACHMENTS:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 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 May 15, 2002:

1. Approval of minutes: April 17, 2002, regular Board meeting
2. Approval of minutes: April 25, 2002, special Board meeting

**ATTACHMENTS:**

- (1) Minutes of the April 17, 2002, regular Board meeting
- (2) Minutes of the April 25, 2002, special Board meeting

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

LTD Resolution No. 2002-016: It is hereby resolved that the Consent Calendar for May 15, 2002, is approved as presented.



**Lane Transit District**  
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## **MONTHLY DEPARTMENT REPORTS**

May 15, 2002

### **GOVERNMENT RELATIONS**

*Linda Lynch, Government Relations Manager*

There is no Government Relations report this month.

### **DEVELOPMENT SERVICES**

*Stefano Viggiano, Planning & Development Manager*

#### **VISIT BY FORT COLLINS**

The general manager and two staff from TransFort, the transit system in Fort Collins, Colorado, visited LTD on April 25, 2002. TransFort is in the early planning stages for a possible BRT corridor, and was interested in learning about LTD's BRT planning and public involvement. The TransFort visitors also were interested in the Breeze shuttle.

#### **COMMUTER SOLUTIONS**

Intergovernmental Agreements to fund the local grant match for the TDM program are being produced by the cities of Eugene and Springfield and by Lane County. It is expected that they will be completed and signed within a few weeks.

## **SUMMER EVENT SCHEDULES**

Fiesta Latina – May 3, 4, and 5: LTD shuttles carried riders from the Eugene Station to this event.

Extreme Cycle Event – May 18: Sponsored by Cycle Sport and CVALCO. Shuttles will operate from 2 p.m. to 5 p.m., taking riders from River Road Station to the Cycle Sport parking lot on River Road, where 2,000 spectators are expected.

Free Fishing Day – June 8: Sponsored by the Oregon Department of Fish and Wildlife. The event is held at the Leaburg hatchery and draws 2,000 people. Shuttles will operate from Thurston Station and from the Leaburg Community Center.

Butte to Butte – July 4: LTD shuttles have become a regular part of this annual event. Ridership topped 1,500 last year and we anticipate more this year! Shuttles will depart from 5<sup>th</sup> Avenue and Pearl Street and deposit runners at 40<sup>th</sup> Avenue and Donald Street.

Oregon Country Fair – July 12, 13, and 14: Free rides to ticket holders are sponsored by the OCF committee. The event will draw thousands and LTD will carry approximately one-third of the attendees to the event. Shuttles will depart from the Eugene Station and from Valley River Center.

Bohemia Mining Days – July 20: This South Lane County event will provide a weekend of celebration. Shuttles from the Eugene Station will make it easy for Eugene-Springfield residents to take advantage of the sites and sounds in Cottage Grove. Shuttles will depart hourly.

Filbert Festival – August 2, 3, and 4: The festival kicks off in Island Park and everyone “goes nuts!” LTD shuttles will provide easy access to the park, with shuttles departing from the Booth-Kelly site and the Springfield Station.

Scandinavian Festival – August 8, 9, 10, and 12: Shuttle service to this Junction City event has yet to be confirmed. Shuttles normally depart from the River Road Station for Junction City hourly.

Lane County Fair – August 13–18: Free shuttles, sponsored by the Fair, will depart from the Eugene Station and from Valley River Center, providing frequent connections to the fairgrounds.

University of Oregon Football – August 31: The first game is only a few months away and the planning is in full swing. Additional buses and earlier pre-game service will greet fans when they attend the Mississippi State game.

## **SUMMER SERVICE CHANGES**

The planning work has come to a close for the summer service change scheduled for June 16. Approximately two-thirds of the service reductions will occur in June, while the remainder will take effect on September 23. Information to guests will be available through a Rider's Digest Update, which is due to be distributed the last part of May. A limited number of these updates will be made available to guests for the summer. The new Rider's Digest will be distributed in early September and will incorporate the remaining changes. Additional guest information materials, such as transit station graphics and bus stop information signs, will be updated the weekend before implementation. Administrative staff are planning shifts in Guest Services to assist with the anticipated increase in information calls.

## **BREEZE RIDERSHIP UPDATE**

Breeze ridership remains strong even after frequency was reduced in December. Weekday ridership, which was estimated in the BRW feasibility report to range from 2,000 to 4,500 trips per week, continues to surpass the staff goal of exceeding weekday system-wide ridership averages. The system-wide goal placed the bar at approximately 1,780 boardings per day, which the Breeze surpassed in the first month of service. Following the frequency reduction, from ten minutes to twelve minutes in December, ridership fell slightly. However, a review of weekday ridership in April shows an average of 1,932 boardings. Saturday ridership of 1,186 boardings is blowing the estimated 700 boardings figure right off the map! The most heavily used segment remains the UO to Eugene Station leg, which planning staff are addressing with re-routing of the 76 route in the fall. Target marketing along Country Club Road is planned for the coming year.

## **ACCESSIBLE SERVICES**

LTD has entered into an inter-governmental agreement with Willamalane Parks and Recreation District through their Senior Adult Activity Center. The intent of the agreement is to transition Willamalane-area residents from using RideSource to get to and from Center activities to the Center's local van service. Willamalane will receive a per ride reimbursement for transporting RideSource eligible riders. The RideSource program will gain some capacity and pay a lower cost per trip. Although the volume of trips is small, this will provide an opportunity to test the efficacy of this collaborative model.

Rick Hitchcock, president and CEO of Advanced Vehicle Systems (AVS), visited LTD along with AVS's Production Manager Reed Dills to talk to people with disabilities about the concerns that they had communicated to Mr. Hitchcock in writing. Most important is the need for a modification to the internal ramp on the Breeze vehicle that makes it very difficult, and in some cases impossible, for people who use mobility devices to use the bus. Ron Berkshire and his staff in Maintenance met throughout the day with Mr. Hitchcock. LTD was assured that AVS would cooperate in making further modifications to these vehicles.

LTD has adopted an expansion of our Service Animal Policy that protects the rights of people with disabilities to be accompanied by service animals. The policy outlines LTD's approach and includes expectations for animal behavior and grooming. LTD will have a volunteer Service Animal Registry with photo-ID of the owner and service animal.

## **TRANSIT OPERATIONS**

*Mark Johnson, Transit Operations Manager*

### **EMERGENCY PREPAREDNESS**

One thing that the recent windstorm, on top of the events of September 11, did for the region was to bring to light the importance of a comprehensive evaluation of our emergency preparedness systems. There have been some regional emergency preparedness forums that focus on each public entity's responsibility when it comes to a disaster, whether it is a natural disaster or a terrorist attack. LTD has been participating in these forums and will continue to work with the Lane County Sheriff's office of Emergency Services to evaluate and restructure the comprehensive emergency preparedness plan for the community. One recent meeting that Transit Service Manager Rob Montgomery attended was a regional storm debriefing. This was valuable because it brought together all of the regional emergency responders and evaluated the overall response to the storm. The group recommended changes in procedures to better respond next time.

Through this effort LTD also will update its current plan. Grant money is available to provide for these efforts, and LTD is in the process of applying. The grants would cover planning and setting up regional practice drills for disaster scenarios.

## **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:** May 15, 2002
- ITEM TITLE:** JUNE 2002 EMPLOYEE OF THE MONTH
- PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board
- BACKGROUND:** **JUNE 2002 EMPLOYEE OF THE MONTH:** Bus Operator Nathaniel "Nat" Brown has been selected as the June 2002 Employee of the Month. Nat has been an employee of the District since November 1977. He has earned awards for 22 years of safe driving and previously was a recipient of an Accessible Service Award. Nat's guests frequently comment on the friendly, courteous service he provides, and he has received numerous Employee of the Month nominations over the years. The most recent nomination commented on Nat's excellence in service and job accomplishments as well as his excellence in providing accessible bus service to customers with disabilities.
- When asked for additional comments on what makes Nat a good employee, Transit Operations Supervisor Shawn Mercer said:
- During the course of my employment with LTD I have had the extreme pleasure to work with Mr. Nat Brown as both an operator and as his evaluating supervisor. As an operator, I was impressed with the way he interacted with his peers and the guests, both young and old. Many times I was asked on duty and off if I knew Nat Brown. Upon answering yes, I was regaled with story after story about Nat and the good things he has done for so many people in our community. Nat also made an impression on me as a new operator with his professional appearance.
- As Nat's evaluating supervisor, I still observe these same qualities, and more. I have used Nat as a standard for other new operators to follow. His excellent attendance record, 22 years of safe driving, professional appearance, and outstanding customer service skills make Nat a natural role model for any new operator.
- I, along with many other LTD Team members and guests, am delighted to see Nat selected as LTD's Employee of the Month for June.
- Our congratulations to Nat on his selection as the June Employee of the Month!
- AWARD:** Nat will attend the May 15, 2002, meeting to be introduced to the Board and receive his award.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 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 (non-public) 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.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2002

**ITEM TITLE:** ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

**PREPARED BY:** Jo Sullivan, Clerk of the Board

**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. **Joint Meeting with Springfield City Council:** It is anticipated that a joint meeting of the LTD Board and Springfield City Council will be held on Monday, June 15, 2002, to discuss issues of mutual interest.
- B. **Fiscal Year 2002-03 Budget Adoption:** In April, the LTD Budget Committee approved the proposed LTD budget for recommendation to the Board of Directors. 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.
- C. **CM/GC Selection:** The Construction Management/General Contractor selection committee will have a recommendation for the Board at the June 19, 2002, meeting.
- D. **Articulated Buses:** As soon as all necessary information is available, possibly at the June 19, 2002, meeting, the Board will be asked to approve the purchase of the articulated buses included in the Capital Improvements Plan.
- E. **APC/AVL Contract Approval:** Approval for the general manager to sign a contract for purchase of an automated passenger counting/automated vehicle locator system will be on the agenda for the June 19, 2002, regular Board meeting.
- F. **BRT Goals and Performance Objectives:** A decision on updated goals and performance objectives for the entire bus rapid transit (BRT) project was postponed following discussion at the April Board meeting. The goals and objectives will be discussed by the BRT Steering Committee on May 21 and brought back to the Board at its June 19, 2002, meeting.

- G. **Group Pass Pricing Adjustment**: At the April 17 Board meeting, the Board postponed a decision on the recommended group pass price adjustment. The recommendation and Group Pass Policy will be placed on the agenda for the June 19, 2002, Board meeting.
- H. **Springfield Station Capital Grant Approval**: A public hearing and approval of the capital grant for construction of the Springfield Station will be scheduled for the June 19, 2002, Board meeting.
- I. **General Manager's Performance Evaluation**: The Board will be asked to meet in executive session at the June 19, 2002, meeting to discuss the work-related performance of the general manager.
- J. **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.
- K. **Region 2050 Committee**: At the June 19 meeting, staff will discuss Region 2050 Committee participation with the Board.
- L. **TransPlan Amendments**: Following the joint adopting officials' hearing on TransPlan amendments on May 29, the Cities of Eugene and Springfield, Lane County, and LTD will be asked to adopt the amendments. It is anticipated that the LTD Board will need to do so at the July 17 regular Board meeting.
- M. **Springfield Station Design and Budget**: The Board approved a conceptual site plan at its March 20 Board meeting. A final project design and budget will be brought to the Board for approval at a future meeting.
- N. **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.
- O. **Annual 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.



# LTD General Manager's Report

## May 2002

Prepared by Ken Hamm, General Manager

### **Future Dates to Remember**

May 15, 2002	Regular Board Meeting
May 29, 2002	Joint Adopting Officials Meeting on TransPlan Amendments
June 17 (Tentative)	Joint LTD Board/Springfield Council Work Session
June 19, 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

### **Amalgamated Transit Union**

LTD received a list of efficiency suggestions from the ATU last May 3<sup>rd</sup>. I have extended my appreciation to the union officials. Staff are thoroughly evaluating every suggestion to see what the implications and benefits are. The ATU list is viewed as a positive effort by the ATU to participate with us in developing LTD's future. As soon as I have the information from staff, I will schedule a meeting with ATU leadership to discuss respective ideas thoroughly. These meetings are not negotiations; rather, they are planning sessions with our employees and their representatives.

### **Health Care**

The Health and Welfare Committee met recently to evaluate health insurance options. With the HMO costs rising substantially above those of the PPO, management is looking at costs being shared by the employees. The union contract provides that LTD can require employees to pay the difference when the HMO costs exceed the PPO costs. Right now that cost is \$70 per month per employee. All employees, administrative and union, are on the same plan.

Recognizing that self-paying for some employees is easier than for others, the committee voiced concerns about the \$0 or \$70 options. The committee asked the broker to look at a middle option that provides some of the limits of the HMO at a middle-of-the-road cost (approximately \$25). The general consensus of the committee supports this concept, but I must tell you that only management representatives and administrative representatives were present at the meeting. The union representatives were ordered by the Portland leadership to not attend this meeting. We expect a challenge to the concept of employees paying for the costlier service.

### **Federal Transit Administration**

The FTA has appointed Richard Krochalis as the new Region 10 administrator in Seattle.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 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 April 2002 Performance Reports were not ready for inclusion with the May agenda materials, so will be distributed at the beginning of the May 15 Board meeting.

Staff will be available at the May 15 meeting to answer any questions the Board may have about this information.

**ATTACHMENTS:** To be distributed on May 15: April 2002 Performance Reports

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2002

**ITEM TITLE:** SPRINGFIELD STATION DESIGN

**PREPARED BY:** Charlie Simmons, Facilities Services Manager

**ACTION REQUESTED:** Discuss cost estimates and development options

**BACKGROUND:** After the Board's approval of the concept site plan for the new Springfield Station, WBGS and LTD staff assembled cost estimates reflecting three different packages. The project packages range from a basic operational facility to a full build-out of the site incorporating a building that would house LTD Guest Services and tenant space. Also included in the full build-out would be 30+ parking stalls to support the tenants in the building, Park & Ride guests, and LTD operations.

Staff will debrief the Springfield Station Design Review Committee's (SSDRC) discussion on the cost estimate and their direction on their preferred option.

Staff would like guidance from the Board of Directors as to how to proceed with the joint development piece of the site. There are several ways Lane Transit District can pursue developing a joint-use building on site, all of which obligate LTD to some degree. Staff will elaborate on these options further during the meeting.

**ATTACHMENTS:** None

**PROPOSED MOTION:** None

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2002

**ITEM TITLE:** WEST EUGENE PARKWAY TRANSPLAN AMENDMENTS

**PREPARED BY:** Stefano Viggiano, Director of Development Services

**ACTION REQUESTED:** None. Information only

**BACKGROUND:** The LTD Board will be asked within the next few months to consider amendments to the Eugene-Springfield Metropolitan Area Transportation System Plan (TransPlan) that are required to allow for construction of the West Eugene Parkway (WEP). A public hearing before the LTD Board, Eugene and Springfield City Councils, and the Lane County Board of Commissioners on the proposed amendments is scheduled for May 29, 2002. The work session this evening is intended to provide background information on the amendments in preparation for the public hearing and subsequent Board deliberation and action.

Eugene Planning Director Jan Childs will attend the work session and provide the Board with information on the process for considering the amendments. It is inappropriate for the Board to deliberate on the possible amendments prior to the public hearing.

Included in this packet is a memorandum from Ms. Childs that provides background on the WEP project and explains the various plan amendments that would be required to allow the project to proceed. The memorandum refers to various attachments and exhibits. Those documents will be distributed at the work session.

Please note that proceeding with the WEP will require amendments to TransPlan, The Eugene Wetlands Plan, the Lane County Rural Comprehensive Plan, and the Eugene-Springfield Metropolitan Area General Plan. The LTD Board would only be required to take action on the TransPlan amendments, since the Board does not have a role in adopting the other three plans.

**ATTACHMENTS:** Memorandum from Eugene Planning Director Jan Childs dated April 29, 2002 regarding the West Eugene Parkway Plan Amendments.

**PROPOSED MOTION:** None at this time