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LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, June 19, 2002
5:30 p.m.

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

A G E N D A

- | | <u>Page No.</u> |
|--|-----------------|
| I. CALL TO ORDER | |
| II. ROLL CALL | |
| Melnick _____ Wylie _____ Ban _____ Gaydos _____ | |
| Hocken _____ Kleger _____ Lauritsen _____ | |
| <u>The following agenda items will begin at 5:30 p.m.</u> | |
| III. PRELIMINARY REMARKS BY BOARD PRESIDENT | |
| IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA | 05 |
| V. WORK SESSION | |
| A. Executive Session Pursuant to ORS 192.660(1)(i) | 06 |
| <u>The following agenda items will begin at 6:30 p.m.</u> | |
| VI. EMPLOYEE OF THE MONTH – July 2002 | 07 |
| VII. AUDIENCE PARTICIPATION | |
| ♦ Each speaker is limited to three (3) minutes. | |

VIII. ITEMS FOR ACTION AT THIS MEETING

- | | | |
|----|--|----|
| A. | Consent Calendar | 08 |
| | 1. Minutes of May 15, 2002, Regular Board Meeting (Page 09) | |
| | 2. Automated Passenger Counter Contract Approval (Page 14) | |
| | 3. Resolution Reaffirming District Boundaries (Page 15) | |
| B. | Adoption of Fiscal Year 2002-03 LTD Budget | 17 |
| | 1. Staff Presentation | |
| | 2. Opening of Public Hearing by Board President | |
| | 3. Public Testimony on Proposed Fiscal Year 2002-03 Budget | |
| | <input type="checkbox"/> Each speaker is limited to three (3) minutes. | |
| | 4. Closure of Public Hearing | |
| | 5. Board Discussion and Decision | |
| C. | FY 2002 Section 5309 Federal Grant Application | 25 |
| | 1. Staff Presentation | |
| | 2. Opening of Public Hearing by Board President | |
| | 3. Public Testimony on Proposed Section 5309 Grant Application | |
| | <input type="checkbox"/> Each speaker is limited to three (3) minutes. | |
| | 4. Closure of Public Hearing | |
| | 5. Board Discussion and Decision | |
| D. | FY 2002 Special Grant for Emergency Preparedness Drills Funding | 26 |
| | 1. Staff Presentation | |
| | 2. Opening of Public Hearing by Board President | |
| | 3. Public Testimony on Proposed Emergency Preparedness Grant | |
| | <input type="checkbox"/> Each speaker is limited to three (3) minutes. | |

4.	Closure of Public Hearing	
5.	Board Discussion and Decision	
E.	Region 2050 Committee Appointment	27
F.	Construction Manager/General Contractor for BRT Phase I	39
G.	Group Pass Pricing Adjustment	42
H.	FY 2002-03 Lane Community College Term Pass	45
I.	Bus Rapid Transit Goals and Performance Objectives	47
J.	HR Committee Recommendation	51
K.	Election of Officers	53
IX.	ITEMS FOR INFORMATION AT THIS MEETING	
A.	Current Activities	
1.	Board Member Reports	54
	(a) Metropolitan Policy Committee – June 13 meeting	
	(b) BRT Steering Committee and Board BRT Committee – Steering Committee meeting on May 21; June 4 meeting canceled	
	(c) Statewide Livability Forum – No report	
	(d) Board HR Committee – May 20 and June 19 meetings	
	(e) Board Finance Committee – May 16 meeting	
	(f) Springfield Station Design Review Committee – June 4 meeting	
2.	General Manager’s Report	56
3.	Monthly Financial Report	57
4.	Bus Rapid Transit Update	68
B.	Monthly Department Reports	69
C.	Monthly Performance Reports (May 2002)	74

X. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

79

- A. Authorize Purchase of Articulated Buses
- B. BRT Stop Design
- C. TransPlan Amendments
- D. Springfield Station Design and Budget
- E. BRT Updates
- F. 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).

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RESOLUTION

LANE TRANSIT DISTRICT

LTD Resolution No. 2002-20

A RESOLUTION REAFFIRMING THE TERRITORY IN THE DISTRICT
WITHIN WHICH THE TRANSIT SYSTEM WILL OPERATE IN
ACCORDANCE WITH OREGON REVISED STATUTES 267.207(3)(a)

WHEREAS, ORS 267.207(3)(a) requires that the Board of Directors of the Lane Transit District annually determine the territory in the District within which the transit system will operate;

THEREFORE, HEREBY BE IT RESOLVED, that for Fiscal Year 2002 – 2003, the Lane Transit District will continue to operate service within the boundaries specified in Lane Transit District Ordinance Number 24 (2000 Revision).

Date Adopted

Board President

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2002

ITEM TITLE: MAY FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: None

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

Passenger fare receipts were strong in May and eleven-month results are now slightly ahead of budget and 1.1 percent ahead of results for the same period last fiscal year. Group pass receipts remained ahead of budget through May but still lag last year's results by 2 percent 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 remains up very slightly over the previous rolling twelve-month period, although the number of May trips is down versus May 2001.

Payroll tax receipts now lag annual budget by more than \$426,000, which is a \$6,000 improvement over last month. Year-to-date revenue from this resource is 1.7 percent below that of the same period last fiscal year. The best estimate continues to be 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 are expected to meet budget expectations for the fiscal year. State-in-lieu receipts remain at almost \$68,000 ahead of plan for the first eleven months. This revenue is received quarterly, so there were no receipts in May. Receipts to date are strong due to high enrollment, and therefore employment, at the University of Oregon.

Interest income for May 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 reduced earning potential substantially in the last several months. In addition, the current-year budget anticipated the investment of bond or other debt sale proceeds, with earnings spread over the entire fiscal year. It is now expected that the debt to fund buses with planned deliveries in FY 2002-03 will be placed by early 2003. Staff have met with both bond counsel and financial advisor representatives. A

timeline will be presented to the Board Finance Committee at its next meeting. LTD is on schedule to have all necessary advance work completed and the debt financing for 18 Gillig buses and 5 articulated buses placed before the Gillig buses are delivered. The plan is to do the advance work for all of the anticipated debt in the long-range financial plan now while LTD's balance sheet is very strong. The program will then allow future debt to be placed relatively quickly and advantageously.

All other General Fund revenue sources are generally as anticipated through May. 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. New terms were finalized in May that will result in a cash payment reduction of \$28,269 in the current fiscal year, with an offset by advertising placement. Cash payments will be reduced through the balance of the contract, which has a December 1 renewal date. Discussions on restructuring future agreements have been deferred until fall to determine if local advertising market conditions have changed. Next year's advertising budget anticipates a reduction in cash payments from this source.

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. Contract employee wages now are expected to finish the year at or near budget due to efforts to improve efficiency. 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 year-to-year growth slowed to 11.5 percent in May and will drop significantly when service reductions are fully realized. Service reductions were considered and approved as a last resort when it was determined that the growth of operating expense could not be slowed significantly 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.

As previously reported, due to unanticipated premium expense and unusually high current-year claims, insurance will be over budget by almost \$400,000 by fiscal year-end. This line item will increase next year due to the effect of September 11 events. In addition, the collapse of Enron and the downturn in perceived integrity of auditors and financial information are expected to add to certain insurance premium expenses in the future.

Overall, eleven-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 May. May Capital Fund expenses also are as anticipated. Progress on individual capital projects will be reported to the Board as separate items.

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

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

Fiscal Year 2002-2003 Approved Budget

June 19, 2002

Lane Transit District

General Fund Resources Summary

	<u>FY 2000-2001 Actual</u>	<u>FY 2001-2002 Budget</u>	<u>FY 2001-2002 Estimated</u>	<u>FY 2002-2003 Proposed</u>
Beginning Working Capital	9,023,585	5,941,660	5,971,289	5,009,300
Passenger Fares	4,030,148	4,015,500	4,015,500	4,417,050
Other Operating Revenues	688,306	687,990	467,450	533,000
Interest	1,305,627	1,500,000	700,000	750,000
Payroll Taxes	16,409,144	16,530,000	16,081,000	16,081,000
Self-Employment Taxes	972,902	989,800	972,900	972,900
Other Governmental Aid	1,323,447	1,455,670	1,496,700	1,496,700
TOTAL RESOURCES	33,753,159	31,120,620	29,704,839	29,259,950
			-12.0%	-6.0%

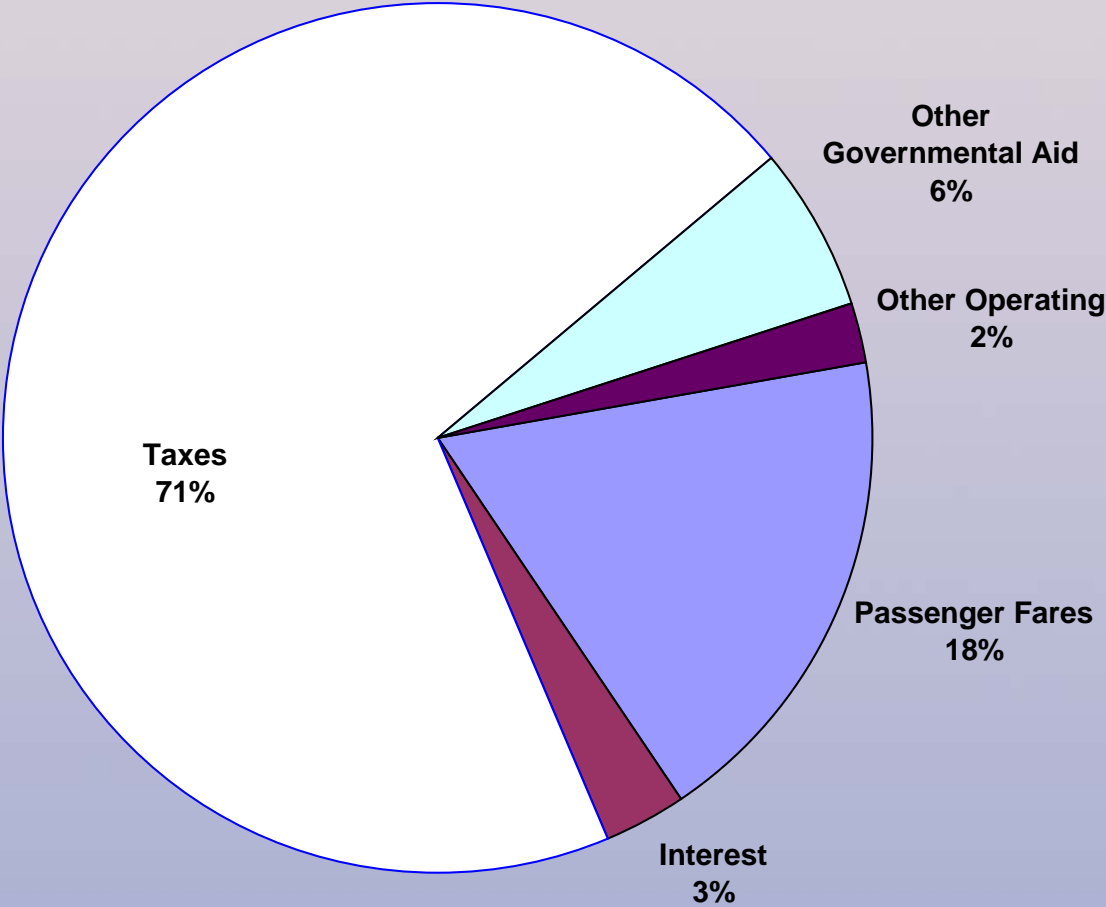


Revenue Projections

FY 2002-2003

Passenger Fares	
10% increase	\$ 4,417,050
Payroll Taxes	
remains flat	\$16,081,000
Self-Employment Taxes	
growth at 1%	\$ 972,900
State-in-Lieu	
growth at 1%	\$ 1,051,000

Proposed General Fund Revenues



General Fund Requirements Summary

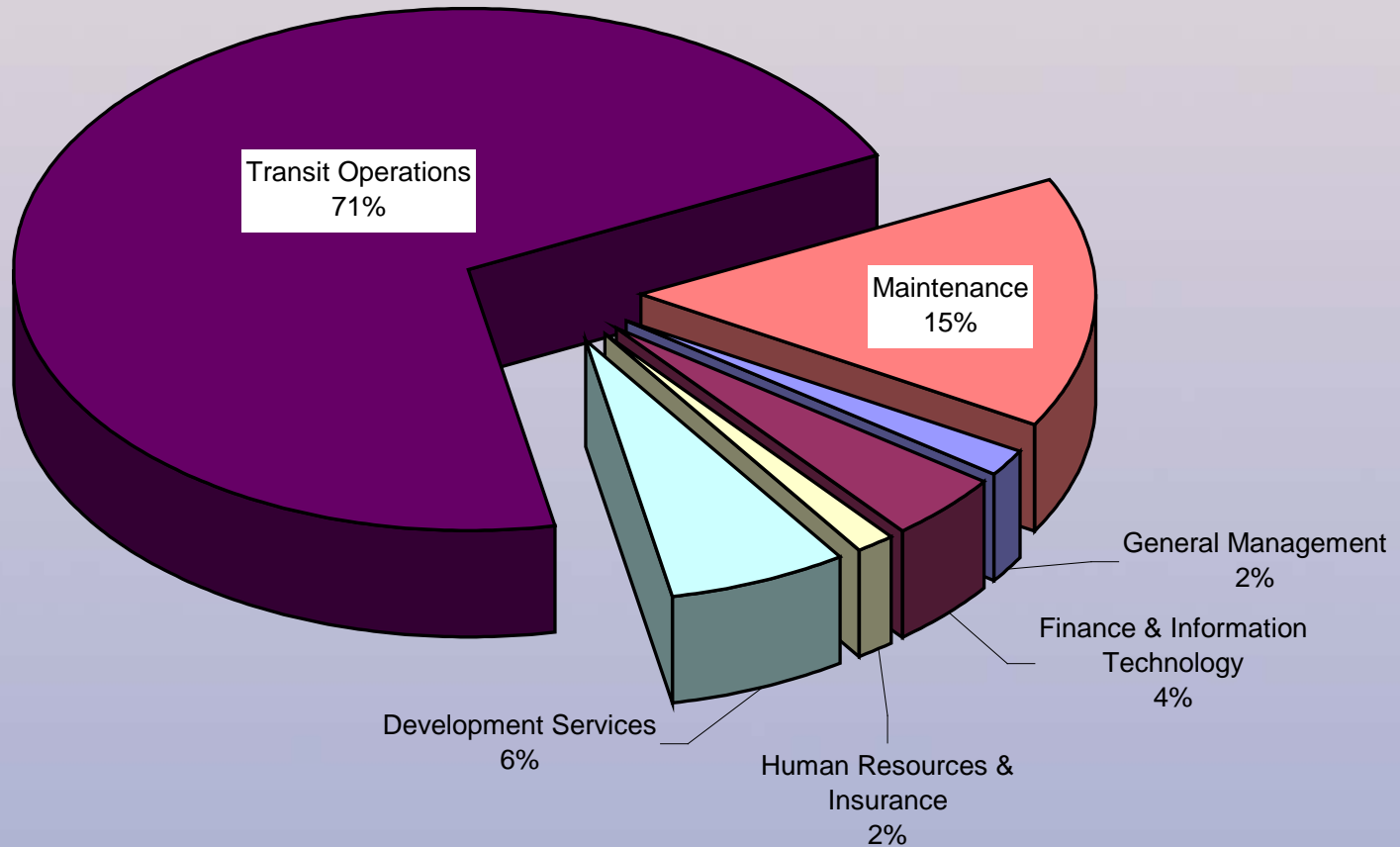
	FY 2000-2001 Actual	FY 2001-2002 Budget	FY 2001-2002 Estimated	FY 2002-2003 Proposed
Personnel Services	16,161,336	18,020,400	18,080,900	17,979,750
Materials & Services	4,456,895	4,981,210	4,339,600	4,530,800
Insurance & Risk Services	788,466	637,320	903,400	784,800
Operating Appropriations	21,406,697	23,638,930	23,323,900	23,295,350
Transfer to Capital Fund - current projects	1,409,764	3,000,000	623,052	-
Transfer to Capital Fund - capital reserves	4,254,817	-	-	-
Transfer to Special Transportation	710,592	930,540	748,540	955,300
Reserves	-	3,551,150	-	5,009,300
TOTAL REQUIREMENTS	27,781,870	31,120,620	24,695,492	29,259,950
			-11.1%	-6.0%



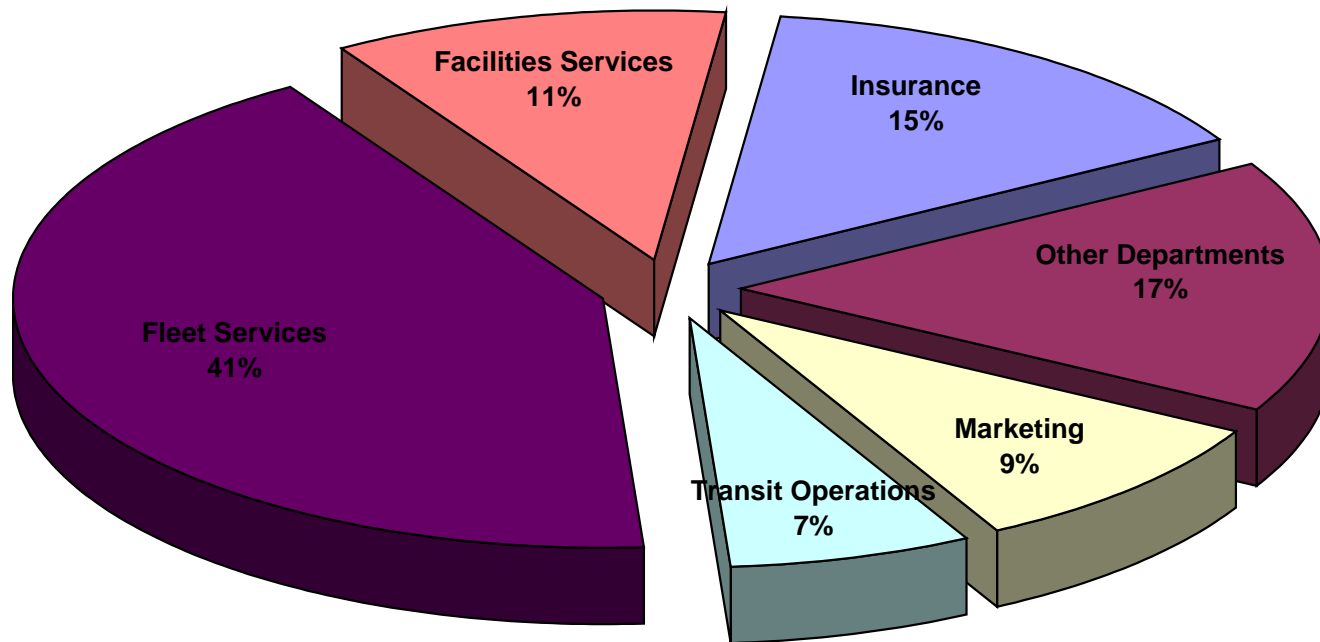
Changes from Last Year

- Reduction in fixed-route service
 - ▷ Approximately 10%
 - ▷ Approximately 12 bus operator positions eliminated
- Reduction of 11 administrative positions
- Reduction of 2 contract positions in Fleet Services

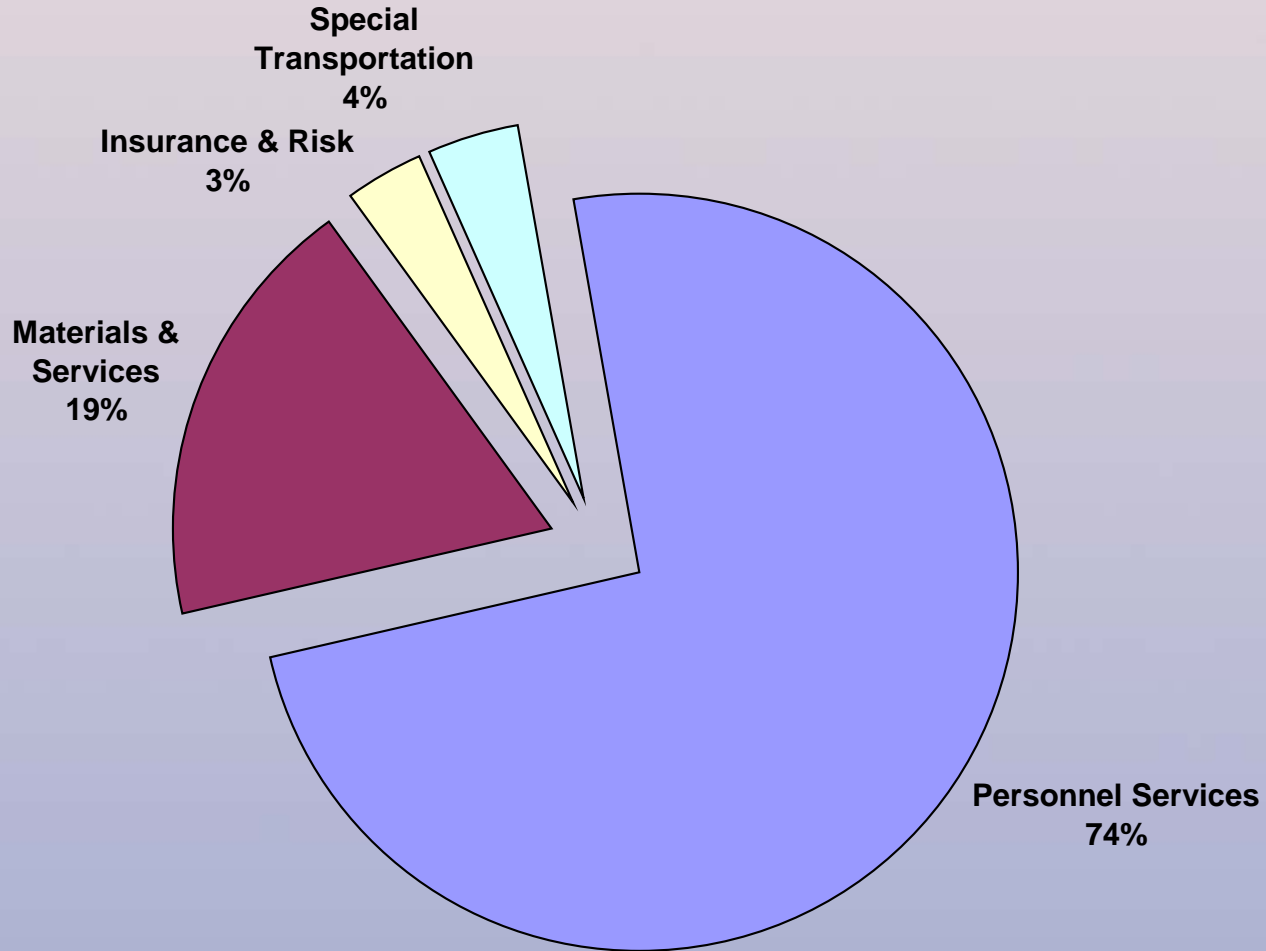
Personnel Allocation by Department



Materials & Services Appropriations



General Fund Appropriations



Special Transportation Fund Resources

	<u>FY 1999-2000 Actual</u>	<u>FY 2000-2001 Actual</u>	<u>FY 2001-2002 Budget</u>	<u>FY 2001-2002 Estimated</u>	<u>FY 2002-2003 Proposed</u>
Beginning Working Capital	-	121,660	119,200	126,194	448,800
State Special Transportation Fund (STF)					
Operating	500,262	814,181	642,880	731,580	595,820
Supplemental Allocation	98,052	-	-	-	-
Contingency & Capital	27,489	117,165	-	-	-
Carryover from LCOG	-	-	119,000	405,560	-
Federal Pass-Through Grants - 5311	-	-	77,950	80,350	92,700
Other Grants	-	-	12,500	22,000	22,000
Miscellaneous Income	-	-	2,400	2,000	2,000
Interest Income	2,451	6,985	-	-	-
Transfer from General Fund	789,000	710,592	930,540	748,540	955,300
Total Resources	1,417,254	1,770,583	1,904,470	2,116,224	2,116,620

Special Transportation Fund Requirements

	<u>FY 1999-2000 Actual</u>	<u>FY 2000-2001 Actual</u>	<u>FY 2001-2002 Budget</u>	<u>FY 2001-2002 Estimated</u>	<u>FY 2002-2003 Proposed</u>
STF Flow-Through					
Operating	500,262	816,632	642,880	672,400	621,500
Supplemental Allocation	98,052	-	-	-	-
Contingency & Capital	27,489	117,165	-	-	-
Federal 5311 Grants	-	-	90,450	90,450	100,500
Other Federal Grants	-	-	-	9,500	9,500
LTD General Fund					
RideSource	606,791	610,342	842,390	734,480	865,120
LCOG Administration	63,000	100,250			
LTD Administration			90,550	90,600	97,800
Transfer to Capital Fund (STF Capital Grant Match)		-	138,200	70,000	162,200
Contingency	-	-	100,000	-	260,000
Total Requirements	<u>1,295,594</u>	<u>1,644,389</u>	<u>1,904,470</u>	<u>1,667,430</u>	<u>2,116,620</u>
		26.9%		1.4%	11.1%

Major Capital Projects

BRT	\$20.6 million
Springfield Station	\$ 6.8 million
Fleet Replacement	\$ 8.2 million
Ride <i>Source</i> Facility	<u>\$ 1.4 million</u>
	\$37.0 million

Capital Projects Fund

	FY 1999-2000 Actual	FY 2000-2001 Actual	FY 2001-2002 Budget	FY 2001-2002 Estimated	FY 2002-2003 Proposed
Bus Rapid Transit					
BRT Planning	1,030,748	1,013,966	1,000,000	696,000	1,000,000
Right-of-Way Acquisition	-	-	100,000	-	200,000
BRT Construction - Initial Corridor	-	-	11,000,000	650,000	10,350,000
BRT Buses	-	-	-	-	6,000,000
Facility Expansion - Fleet	-	-	100,000	141,000	1,200,000
Automated Fare Sales & Collection	-	-	-	-	150,000
AVL/APC	-	-	971,150	-	1,649,330
Shop Equipment - Six-Post Hoist	-	-	-	-	50,000
Total Bus Rapid Transit	1,030,748	1,013,966	13,171,150	1,487,000	20,599,330



Capital Projects Fund

	FY 1999-2000	FY 2000-2001	FY 2001-2002	FY 2001-2002	FY 2002-2003
	Actual	Actual	Budget	Estimated	Proposed
Bus Rapid Transit	1,030,748	1,013,966	13,171,150	1,487,000	20,599,330
Springfield Station	132,357	9,510	5,796,000	250,000	6,800,000
Revenue Vehicles	-	10,705	11,410,000	1,610,000	8,245,000
PBI/Facilities	289,436	850,285	2,915,000	805,450	2,922,000
STF Vehicles & Projects	-	-	538,610	608,160	428,300
Other Grant Funded Projects	1,017,877	863,521	869,600	1,021,300	480,220
Total Capital Projects	2,470,418	2,747,987	34,700,360	5,781,910	39,474,850
Debt Financing Costs	-	-	200,000	-	500,000
Transfer to Debt Service Fund	-	-	-	-	1,378,700
Total Requirements	2,470,418	2,747,987	34,900,360	5,781,910	41,353,550

Capital Projects Fund

Resource Summary

	FY 1999-2000	FY 2000-2001	FY 2001-2002	FY 2001-2002	FY 2002-2003
	Actual	Actual	Budget	Estimated	Proposed
Beginning Working Capital	8,584,833	11,073,762	17,118,600	15,774,245	15,283,200
Total Federal Grants	1,998,928	1,784,889	16,820,940	3,753,040	20,243,600
Total State Grants	60,419	-	1,200,410	502,730	1,163,100
Proceeds from Bond Sales	-	-	10,000,000	-	12,645,000
Transfer from					
Special Transportation Fund	-	-	138,200	70,000	162,200
Transfer from General Fund					
For Current Projects	2,900,000	1,409,764	3,000,000	623,050	-
For Capital Reserves	-	4,254,817	-	-	-
Total Resources	13,544,180	18,523,232	48,278,150	20,723,065	49,497,100

Capital Projects Fund Reserves

	<u>FY 1999-2000 Actual</u>	<u>FY 2000-2001 Actual</u>	<u>FY 2001-2002 Budget</u>	<u>FY 2001-2002 Estimated</u>	<u>FY 2002-2003 Proposed</u>
Fund Balance Reserves					
Beginning Balance	8,584,833	11,073,762	17,118,600	15,774,245	15,283,200
Increase (decrease) for Period	<u>2,488,929</u>	<u>4,700,483</u>	<u>(3,740,810)</u>	<u>(491,090)</u>	<u>(7,139,650)</u>
Total Fund Balance Reserves	<u>11,073,762</u>	<u>15,774,245</u>	<u>13,377,790</u>	<u>15,283,155</u>	<u>8,143,550</u>



Debt Service Fund

	FY 1999-2000	FY 2000-2001	FY 2001-2002	FY 2001-2002	FY 2002-2003
	Actual	Actual	Budget	Estimated	Proposed
Resources					
Transfer from Capital Projects Fund					<u>\$1,378,700</u>
Total Resources					<u><u>\$1,378,700</u></u>
Requirements					
Debt Service for Satellite Facility Bonds					\$87,700
Debt Service for Revenue Buses Bonds					938,800
Debt Service for BRT Buses Bonds					<u>352,200</u>
Total Requirements					<u><u>\$1,378,700</u></u>

General Fund Resources Summary

	FY 2000-2001 Actual	FY 2001-2002 Budget	FY 2001-2002 Estimated	FY 2002-2003 Proposed
Beginning Working Capital	9,023,585	5,941,660	5,971,289	5,009,300
Passenger Fares	4,030,148	4,015,500	4,015,500	4,417,050
Other Operating Revenues	688,306	687,990	467,450	533,000
Interest	1,305,627	1,500,000	700,000	750,000
Payroll Taxes	16,409,144	16,530,000	16,081,000	16,081,000
Self-Employment Taxes	972,902	989,800	972,900	972,900
Other Governmental Aid	1,323,447	1,455,670	1,496,700	1,496,700
TOTAL RESOURCES	33,753,159	31,120,620	29,704,839	29,259,950
			-12.0%	-6.0%



General Fund Requirements Summary

	FY 2000-2001 Actual	FY 2001-2002 Budget	FY 2001-2002 Estimated	FY 2002-2003 Proposed
Personnel Services	16,161,336	18,020,400	18,080,900	17,979,750
Materials & Services	4,456,895	4,981,210	4,339,600	4,530,800
Insurance & Risk Services	788,466	637,320	903,400	784,800
Operating Appropriations	21,406,697	23,638,930	23,323,900	23,295,350
Transfer to Capital Fund - current projects	1,409,764	3,000,000	623,052	-
Transfer to Capital Fund - capital reserves	4,254,817	-	-	-
Transfer to Special Transportation	710,592	930,540	748,540	955,300
Reserves	-	3,551,150	-	5,009,300
TOTAL REQUIREMENTS	27,781,870	31,120,620	24,695,492	29,259,950
			-11.1%	-6.0%



General Fund Obligations Summary

Transfers and Reserves

	FY 2000-2001 Actual	FY 2001-2002 Budget	FY 2001-2002 Estimated	FY 2002-2003 Proposed
Transfer to Special Transportation	710,592	930,540	745,540	955,300
Transfer to Capital Fund - current projects	1,409,764	3,000,000	623,052	-
Transfer to Capital Fund - capital reserves	4,254,817	-	-	-
Reserves	-	3,551,150	-	5,009,300
Total Transfers and Reserves	6,375,173	7,481,690	1,368,592	5,964,600
			-78.5%	-32.2%



General Fund Summary

	FY 1999-2000 Actual	FY 2000-2001 Actual	<i>FY 2001-2002 Budget</i>	FY 2001-2002 Estimated	<i>FY 2002-2003 Proposed</i>
Total Resources	\$32,426,786	\$33,753,159	\$31,120,620	\$29,704,839	\$29,259,950
		4.1%		-12.0%	-6.0%
Total Obligations	\$23,403,201	\$27,781,871	\$31,120,620	\$24,695,492	\$29,259,950
		18.7%		-11.1%	-6.0%
Personnel - FTE	327.75	332.30	339.00	334.30	321.50
		1.4%		0.6%	-5.2%

Personnel (cont'd)

Summary of FY 2002-2003 Changes

- Reductions included in proposed budget
 - Bus Operators 12.0 FTE
 - Training Specialist 1.0 FTE
-

Total employees: 321.5 FTE

Change in FTE from current year: -13 FTE

Impact on budget from current year: -0.2%

Materials and Services

Summary of FY 2002-2003 Changes

- Reduction in fuel expense related to service cuts and price changes
- Reduction in advertising expense
- Reduction in employee programs and events
- Increase in Insurance expense

Decrease from current year: -5.4%

General Fund

Operating Budget

Personnel Services	\$17,979,750
Materials & Services	4,530,800
Insurance & Risk Services	<u>784,800</u>

TOTAL	\$23,295,350
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Decrease from current year: 1.5%

General Fund

Non-Operating Budget

Transfer to Special Transportation	\$ 955,300
Transfer to Capital Projects Fund	-
Operating Contingency	1,500,000
Self-Insurance Contingency	1,000,000
Other Contingency	<u>2,509,300</u>

TOTAL	\$ 5,964,600
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Decrease from current year: 20.3%

Special Transportation Fund

RideSource	\$865,120
STF and Federal Grants Flow-Through	991,500
Program Administration	97,800
Capital Match Transfer	<u>162,200</u>

Total STF	\$2,116,620
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Increase in total budget: 11.1%
Increase in General Fund transfer: 2.7%

Capital Projects Fund

Capital Projects	\$39,474,850
Debt Financing Costs	500,000
Transfer to Debt Service Fund	1,378,700
Reserves	<u>8,143,550</u>
Total Capital Projects Fund	\$49,497,100

Increase over previous year: +2.5%

Debt Service Fund

Debt Service for Satellite Facility Bonds	\$87,700
Debt Service for Revenue Buses Bonds	938,800
Debt Service for BRT Buses Bonds	<u>352,200</u>

Total Debt Service Fund	\$1,378,700
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Increase over previous year: n/a

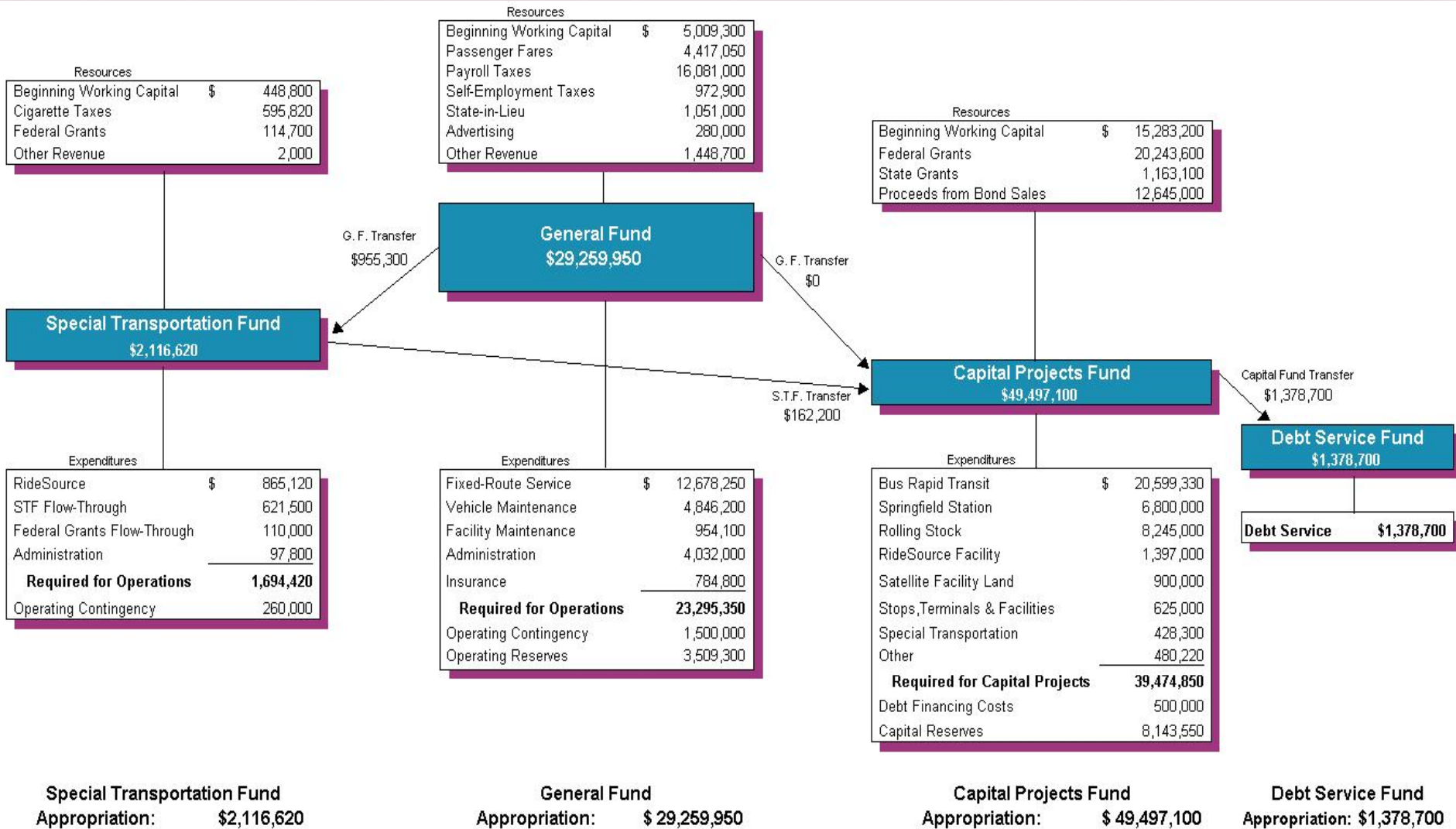
Proposed Appropriations

General Fund (-6.0%)	\$29,259,950
Special Transportation Fund (+11.1%)	2,116,620
Capital Projects Fund (+2.5%)	49,497,100
Debt Service Fund (n/a)	<u>1,378,700</u>

TOTAL FY 2002-2003

Proposed Appropriation (+3.6%)	\$ 82,252,370
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FY 2002-2003 Proposed Budget



Total FY 2002-2003 Appropriation

\$82,252,370

LTD RESOLUTION NO. 2002- 021

BE IT RESOLVED that the Board of Directors of Lane Transit District hereby adopts the budget for the Fiscal Year 2002-2003 in the total combined fund sum of \$82,252,370 now on file at Lane Transit District offices.

BE IT FURTHER RESOLVED that the amounts for the Fiscal Year beginning July 1, 2002, and for the purposes shown below are hereby appropriated as follows:

<u>GENERAL FUND - OPERATING BUDGET</u>	
Personnel Services	\$ 17,979,750
Materials & Services	<u>5,315,600</u>
Total Operating	23,295,350
<u>GENERAL FUND - NON-OPERATING</u>	
Transfer to Special Transportation	955,300
Transfer to Capital Fund	0
Self-Insurance Contingency	1,000,000
Operating Contingency	1,500,000
Working Capital Contingency	<u>2,509,300</u>
Total Non-operating	<u>5,964,600</u>
Total General Fund	\$ <u>29,259,950</u>
<u>SPECIAL TRANSPORTATION FUND</u>	
Materials & Services	\$ 1,694,420
Transfer to Capital	162,200
Operating Contingency	<u>260,000</u>
Total Special Transportation Fund	\$ <u>2,116,620</u>
<u>CAPITAL PROJECTS FUND</u>	
Capital Outlay	\$ 39,474,850
Debt Service	500,000
Transfer to Debt Service Fund	1,378,700
Capital Reserve	<u>8,143,550</u>
Total Capital Projects Fund	\$ <u>49,497,100</u>
<u>DEBT SERVICE FUND</u>	
Debt Service	\$ <u>1,378,700</u>
Total Debt Service Fund	\$ <u>1,378,700</u>

June 19, 2002

Date

Board President

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2002

ITEM TITLE: ADOPTION OF FISCAL YEAR 2002-2003 BUDGET

PREPARED BY: Diane Hellekson, Finance Director

ACTION REQUESTED: (1) Hold public hearing on Fiscal Year 2002-2003 budget
(2) Adopt Fiscal Year 2002-2003 budget by resolution attached

BACKGROUND: The Budget Committee approved the budget for Fiscal Year 2002-2003 on April 25, 2002. The fixed-route operating budget is \$23,295,350. The grand legal total of all combined funds plus reserves and transfers is \$82,252,370. A public hearing on the budget must be held, and budget law requires that the Board of Directors must adopt a final budget before July 1, 2002.

The budget described in the attached resolution for all Lane Transit District funds is exactly the same as the authorized spending in the budget for FY 2002-2003 approved by the LTD Budget Committee on April 25. None of the four funds that comprise LTD's budget for the next fiscal year required modification before adoption by the Board of Directors.

A copy of the final budget document will be provided to each non-Board member of the Budget Committee as soon as a FY 2002-2003 budget is adopted. Budget highlights and a brief overview will be presented at the June 19 Board meeting.

ATTACHMENTS:

1. Resolution
2. General Fund Budget
3. Special Transportation Fund Budget
4. Capital Fund Budget
5. Debt Service Fund Budget

PROPOSED MOTION: I move approval of Resolution No. 2002-021 adopting the LTD Fiscal Year 2002-2003 budget and appropriating \$82,252,370 as represented in the Resolution.

MONTHLY FINANCIAL REPORT COMMENTS

June 19, 2002

Revenue:

- **Passenger fares**, not including group pass receipts, continued to improve in May and are now \$3,000 over 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 will finish the fiscal year at nearly double the budgeted amount. 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 had 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 1.7 percent below those of the previous year, a result that was anticipated by the Long-Range Financial Plan.

Expense:

- **Administration personnel** expenses dropped in December after a November increase and remains below budget through May. The November jump in growth was due to the termination of ten administrative positions, which resulted in payments for accrued leave and severance. This expense category is expected to show a positive budget variance through fiscal year-end.
- **Contract personnel** expenses are over budget year to date and show an 11.5 percent increase over the previous year due to contract changes, net service additions, and increased overtime. Growth will slow as service reductions are implemented in June and September.
- **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.

MONTHLY FINANCIAL REPORT COMMENTS

September 18, 2002

Revenue:

- **Passenger fares**, not including group pass receipts, continued to improve in July and are now \$3,000 over 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 will finish the fiscal year at nearly double the budgeted amount. 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.
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- **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: June 19, 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

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 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. Because of schedule conflicts for Gerry Gaydos and Pat Hocken, the June 13 meeting was attended by Hillary Wylie and Dave Kleger. At the June 19 Board meeting, they can provide a brief report. MPC is scheduled to meet again on July 11, 2002.
2. **BRT Steering Committee and Board BRT Committee:** Board members Gerry Gaydos, Pat Hocken, and Hillary Wylie are participating on LTD's BRT Steering Committee with members of local units of government and community representatives. The three LTD Board members also meet separately as the Board BRT Committee. Ms. Hocken chairs both committees. The Board committee last met on May 13, 2002. The full Steering Committee generally meets on the first Tuesday of each month; however, because the May 7 meeting had been postponed until May 21, the June 4 meeting was canceled. The next meeting is scheduled for July 2, 2002.
3. **Statewide Livability Forum:** Board member Virginia Lauritsen is participating on a statewide committee called the Livability Forum, as one of 12 participants from the Eugene/Springfield area. The committee has been meeting once every six months. There is no report this month.

4. **Board HR Committee**: The Board HR Committee (Chair Gerry Gaydos, Dave Kleger, and Robert Melnick) met on May 20 and June 19 to continue the general manager evaluation process.
5. **Board Finance Committee**: The Board Finance Committee met on Thursday, May 16, 2002. The members (Pat Hocken, Gerry Gaydos, and Virginia Lauritsen) can provide a brief report at the Board meeting.
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 June 4, and is scheduled to meet again on July 2, 2002.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2002

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None

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

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At the June 19, 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, May 15, 2002

Pursuant to notice given to *The Register-Guard* for publication on May 9, 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, May 15, 2002, beginning at 5:30 p.m., in the LTD Board Room at 3500 E. 17th Avenue, Eugene.

Present: Susan Ban
Gerry Gaydos, Vice President, presiding
Patricia Hocken
Dave Kleger, Treasurer
Virginia Lauritsen, Secretary
Ken Hamm, General Manager
Jo Sullivan, Recording Secretary

Absent: Robert Melnick
Hillary Wylie, President

CALL TO ORDER: The meeting was called to order at 5:35 p.m. by Board Treasurer Dave Kleger. Board Vice President Gerry Gaydos was not yet present.

MOTION **EXECUTIVE SESSION:** Ms. Lauritsen 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. Ms. Hocken seconded, and the VOTE motion passed by unanimous vote, 4 to 0, with Ban, Hocken, Kleger, and Lauritsen voting in favor and none opposed. District Counsel Roger Saydack was present for this discussion with the Board, and Mr. Gaydos arrived at 5:42 p.m. during the Executive Session.

MOTION **RETURN TO REGULAR SESSION:** Following a motion to return to regular session made VOTE by Ms. Hocken and seconded by Ms. Lauritsen, the Board unanimously returned to regular session at 6:25 p.m. and took a break until 6:30 p.m.

EMPLOYEE OF THE MONTH: Transit Operations Manager Mark Johnson introduced Bus Operator Nat Brown, the June 2002 Employee of the Month. Mr. Brown had worked for the District since November 1977 and had a 22-year safe driving record. This was the third time he had been selected as Employee of the Month, and in 1993 he was the LTD Employee of the Year. Mr. Johnson described Mr. Brown as "the nicest guy you'd ever want to know," and said that Mr. Brown treated people the way people wanted to be treated. He did a very professional job, and would be greatly missed when he retired later in the year.

Mr. Gaydos presented Mr. Brown with a pin, a certificate, and a monetary award. Mr. Brown said that he truly appreciated the award. He said that he was told 24 years ago that he would not always have the same attitude about the public, but he told them he would never change. Mr. Hamm added that Mr. Brown personified the team concept, as anyone who worked with him would know.

MOTION **CONSENT CALENDAR:** Ms. Hocken moved LTD: Resolution No. 16: "It is hereby resolved that the Consent Calendar for May 15, 2002, be approved as presented." Mr. Kleger seconded, VOTE and the resolution passed by unanimous vote, 5 to 0, with Ban, Gaydos, Hocken, Kleger, and Lauritsen voting in favor and none opposed. The Consent Calendar consisted of the minutes of the April 17, 2002, regular Board meeting and the April 25, 2002, special Board meeting.

WEST EUGENE PARKWAY (WEP) TRANSPAN AMENDMENTS: Director of Development Services Stefano Viggiano introduced Eugene Planning Director Jan Childs. He noted that a large packet of information had been distributed to the Board members that evening, and that the discussion would focus on the process for the May 29, hearing on WEP amendments to the TransPlan. The Board was scheduled to take action on the amendments on July 17, after the City of Eugene. Ms. Childs first explained some logistical issues, including the procedures for the public hearing. She explained the sections of the packet, including supplemental information that came in after the advisory committees had completed their work; draft minutes from various committee meetings; a record of advisory committee meetings and their packets; supplemental information requested by advisory committee members; agenda item summaries and attachments from advisory committee work sessions; written testimony received by the advisory committees; and the draft Environmental Impact Statement (EIS) from the Oregon Department of Transportation (ODOT). Those sections were listed in an April 29, 2002, Eugene Planning & Development memorandum included in the agenda packet for the May 15 Board meeting. Ms. Childs said she expected that additional evidence would be submitted at the public hearing.

Ms. Childs explained that LTD's issue in the amendment discussion was the WEP transportation issue. The LTD Board would not have to adopt the other portions. She explained that a complicating factor in the TransPlan amendment discussion was the potential second round of OTIA funding, involving additional money for the local region. Without that funding, more projects would have to be moved to the "futures" list. She stated that if the amendments were not approved, no part of the West Eugene Parkway project would move forward. The response from ODOT would be available at the hearing and at the LTD meeting in July, and there would be clarity on whether the Oregon Transportation Commission was interested in providing additional funding for the Beltline project. Ms. Childs also stated that the Federal Highway Administration (FHWA) did not want to start the project without knowing that the entire project would be funded. She said that there was an assumption that all four phases would be built in 20 years, with the assumption that the funding for the other three phases would come later.

APC/AVL STATUS REPORT: Information Technology Manager Steve Parrott explained the District's Automated Passenger Counter (APC) and Automated Vehicle Location (AVL) project. He used a PowerPoint presentation to explain components of the project. He first discussed intelligent vehicles, also known as smart bus technology, which included passenger counters, onboard video displays, traffic signal priorities, farebox equipment interface, and vehicle maintenance monitoring. He described an Infrared Motion Analyzer (IRMA), which detected body heat moving in a direction in order to count passengers and was tied to time and location. In discussing why LTD was moving to this system, he listed the measurement of planning effectiveness, monitoring of operations performance, and information for strategic planning. It would improve the effectiveness of staff time, allowing staff to spend more time on results rather than on data collection and input.

Mr. Parrott explained that LTD had issued a request for proposals (RFP) that focused on APC functions, with the ability to make announcements required by the Americans with Disabilities Act (ADA) as an option. Staff were conducting site visits with the primary contender, in order to determine if that vendor would be the proper partner for this project. Notice of contract award was expected in mid-June.

Mr. Parrott explained what was involved in product evaluation, such as the ability to integrate with existing systems. He also discussed estimated purchase costs, and explained that the project was included in the budgets for the current year and the next fiscal year.

Mr. Parrott discussed an additional opportunity to include a computer-aided dispatch (CAD) system, which had been included in the long-term goals but had not been expected with this project. CAD would allow real-time reporting to operations. It would mean realigning capital projects for Fiscal Year 2002-03 to allow approximately \$110,000 additional for this project. Staff anticipated asking the Board in June for approval to enter into a contract, and intended to have the system in place for bus rapid transit.

Mr. Kleger expressed concern about the inconsistent reliability of the current radio system, and wondered if the new system would be able to work well with the radio system. Mr. Parrott explained that there actually was very little failure with the radios, but that a combination of hardware and software that controlled communications between LTD dispatch and buses failed regularly. The new system would replace those components of the communications system.

Ms. Hocken wanted to clarify what LTD would be getting in the base package and as alternatives. Mr. Parrott explained that the base system would include automated passenger counting, automated vehicle location, and automated passenger announcements. Staff recommended purchasing the base system and the computer-aided dispatch (CAD) option. Ms. Lauritsen asked how the system would recognize whether people were in wheelchairs. Staff explained that bus operators would have to press a manual button to record the number of riders in wheelchairs, but those numbers then would be electronically recorded, with reference to location and time.

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Board BRT Committee—The committee had a briefing from staff regarding the Coburg Road work plan and a proposal for a joint planning process with the City of Eugene. The BRT Steering Committee would discuss the proposal the following week, and then it was scheduled to go to the Board in June. Board HR Committee—The committee was scheduled to discuss the general manager evaluations the following week, and then the Board would discuss them in June.

Springfield Station Design and Budget: LTD Facilities Maintenance Manager Charlie Simmons and Springfield City Executive Development Manager John Tamulonis were present for this discussion with the Board.

Ms. Lauritsen commented about public restrooms and joint development. She suggested that the District go forward with what it could afford, and that one way or another the station would have public restrooms. Mr. Kleger said that the entire committee formally committed that joint development had to go forward, and no one wanted to delay building the station. He said he did not really want to phase the station, but practicality would have to prevail.

Mr. Simmons discussed three development scenarios with the Board. He said that the committee recommended that the District move forward with option number 3 and with joint development as soon as possible. Ms. Lauritsen thought the third option was the best plan, and was counting on staff to find the extra money needed for that option. Mr. Simmons explained that there could be a gap of \$500,000 for the additional square footage. The project was on a tight timeline in order to open in the spring of 2004. That would require the design to be ready in the fall

of 2002 in order to go out to bid and break ground in the spring of 2003. He said it might not be realistic that joint development would be completed at the same time as the main platform. The District could select option 3 and move ahead with the platform but hold the rest. This would mean that the station could be operational, but not with everyone's preferred elements at that point. A design charrette was scheduled for the following month, then different options within design option number 3 could be considered and costs could start being penciled out.

Mr. Tamulonis explained that one of the aspects of his job was to look for whether there were any reasons not to do a project, as a rough analysis rather than a detailed one. He said that a commercial developer would build to a little lower standard than LTD facilities, which were built for long-term use. He discussed the cost per square foot for different types of development and the requirements of different types of tenants. Other constraints included the fact that there were not enough parking spaces for the 10,000 to 12,000 square feet required for medical offices—they would want a minimum of 50 spaces, so the District probably would be limited to 7,000 or 8,000 square feet of joint development.

Mr. Tamulonis also mentioned other ways to reduce costs, such as reducing the interest rate on construction costs and long-term financing, and said that the City might be able to help find long-term tenants. There was discussion about the value of having a tenant who would be at the station in the evening, and the fact that there could be operational costs for LTD in the first years in order to do this.

Ms. Hocken asked about community reinvestment lending in order to reduce interest rates. Mr. Tamulonis said that four or five years ago would have been a good time for that. One bank was interested in a drive-through window, but that would create conflicts at the site. Wells Fargo Bank had done some community financing, but not many banks did. He knew of some people who were interested in doing some reinvestment downtown, so he was looking into that possibility. He said that LTD should look for fairly long-term tenants, so a restaurant was an unlikely candidate.

Ms. Hocken noted that one of the challenges was to have something there that bus riders would like to use. Mr. Tamulonis noted that there had been discussions about food to go, newspapers, etc.

Ms. Ban asked about grant funding or enterprise or incentive funding. Mr. Tamulonis said that there might be block grant funds through the City. That would mean that LTD could use the money it received this year and borrow against it in the next year for construction, to bring down the costs. However, he was not sure whether those funds could be used for this project.

Ms. Hocken asked about the potential of additional parking in the east. Mr. Simmons explained that this property belonged to Les' Canopies. They had talked about access and how to increase parking, and the design team had been instructed to look for more parking potential in order to increase the potential for a larger joint development. Ms. Hocken thought that visibility would be a design challenge if a larger building were built. Mr. Simmons said that staff could bring design ideas back to the Board at another meeting. Mr. Kleger noted that activity associated with joint development would accomplish some of the visibility purpose. Mr. Tamulonis said that there was a possibility of building a two-section first floor and a larger second floor, which would result in a sheltered space under the second floor and the ability to see through at street level.

Mr. Simmons said that operational efficiency with joint use was the key in this site after hours. On June 4, the Design Review Committee would visit the site to see how big of a challenge the site was. He added that he had talked with some other transit systems and would be receiving site

plans for one station in Watsonville, California. This station had a McDonald's restaurant and a station grocery store. In return for not paying for its lease, the store cleaned the restrooms and took care of the site, which actually saved the transit system money. He said that these were the kinds of questions staff were asking because the cost of maintaining public restrooms is a significant operational cost year after year.

Mr. Simmons said that he appreciated the City of Springfield for working with LTD on this project, because it was crucial to the city and to LTD's success with the project.

General Manager's Report: Mr. Hamm mentioned the City of Eugene Human Rights Commission agreement on accessibility, on which LTD had been a joint signer, and an article in the newspaper about a 2002 barrier awareness leadership award, which had been presented to the person coordinating an LTD program to provide help for persons with disabilities when transferring at the Eugene Station. He passed around an APTA brochure on "America Rides the Bus," which included a small photo of the Breeze bus. He reminded the Board that they would need to elect officers to two-year terms the following month. He also called attention to an article in *Passenger Transport*, published by APTA, regarding national safety awards, and acknowledged Director of Operations Mark Johnson and his staff, as well as other departments, for LTD's certificate of achievement in safety. The publication also contained an article on LTD's "toolbox" approach to services. Mr. Hamm also noted that he had received a letter from the Amalgamated Transit Union leadership in Portland containing a list of efficiency suggestions, and that staff would be responding to each suggestion.

Monthly Financial Report: Director of Finance Diane Hellekson had handed out the monthly report at the beginning of the meeting. She said that LTD had lost a little ground on payroll tax receipts, which were down approximately 2.3 percent compared with the previous year. The District had been managing to a 2 percent reduction, so no course correction was needed at that time. The Board Finance Committee would be meeting on May 16, and the Board would be asked to adopt the FY 2002-03 budget on June 19.

Bus Rapid Transit Update: Mr. Viggiano called the Board's attention to the staff summary in the agenda packet. Mr. Kleger said that there would be a meeting the next day, and there had been one that afternoon, about accessibility issues at the Springfield Station and BRT. He said he would be attending.

Department Reports: Ms. Lauritsen noted that she liked the monthly department reports.

ADJOURNMENT: There was no further discussion, and the meeting was adjourned at 8:25 p.m.

Board Secretary



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

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

**CONSENT CALENDAR ITEM:
RESOLUTION AUTHORIZING CONTRACT AWARD FOR
AUTOMATED PASSENGER COUNTER SYSTEM**

Prepared by Steve Parrott, Information Technology Manager
June 19, 2002

ACTION REQUESTED

Staff request that the Board approve the awarding of a contract for an Automated Passenger Counter System and authorize the general manager to sign a contract with Siemens Transportation Systems, Inc.

BACKGROUND

A briefing of this project was presented to the Board at the May 15, 2002, Board meeting. The Evaluation Team has completed its investigation of the proposal finalists and recommends to the Board that a contract for RFP 2002-07 be awarded to Siemens Transportation Systems, Inc. The contract would include the purchase of the vendor's optional computer-aided dispatch module.

CONSEQUENCES OF REQUESTED ACTION

Approval of this resolution allows the District to enter into a contract with Siemens Transportation Systems, Inc., for providing an ITS solution with the following initial functionality: automated passenger counting, automated passenger announcements, and computer-aided dispatching for LTD's entire fleet of revenue vehicles and selected support vehicles.

ATTACHMENT

None

RESOLUTION

LTD Resolution No. 2002-019: The LTD Board of Directors hereby gives approval for staff to proceed with award of the contract for Automated Passenger Counter Systems and authorizes the general manager to sign a contract with Siemens Transportation Systems, Inc.



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**CONSENT CALENDAR ITEM:
RESOLUTION REAFFIRMING DISTRICT BOUNDARIES**

Prepared by Andy Vobora, Service Planning and Marketing Manager
June 19, 2002

ACTION REQUESTED

Approval of resolution reaffirming District boundaries

BACKGROUND

Oregon Revised Statutes 167.207(3)(a) mandates that the boards of directors of transit districts annually determine the territory in which the system will operate. No changes are recommended to the LTD boundary for FY 2002-2003. Attached for the Board's approval as part of the Consent Calendar for June 19, 2002, is a Resolution reaffirming LTD's boundaries for the coming fiscal year.

CONSEQUENCES OF REQUESTED ACTION

The District will operate within the boundaries set forth in Ordinance No. 24 (2000 Revision).

ATTACHMENT

LTD Resolution No. 2002-20



Lane Transit District
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Bus Rapid Transit Goals and Performance Objectives June 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

The following are the preferred design elements for BRT service. While it is the goal of every BRT corridor plan to meet all of these design elements, it is recognized that it may not be possible to do so in all cases. For example, it may not be feasible in many corridors to achieve exclusive transit right-of-way along the entire length of the BRT corridor.

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 BRT service that convey a "rail-like" image, are environmentally friendly, can carry bicycles, 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, where feasible.
- 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:

- Cost
- Pedestrian, bicycle, and traffic safety
- Impact on businesses
- Impact on residences
- Traffic congestion
- Parking
- Movement of freight
- Auto capacity
- Access for persons with disabilities

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 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: The Board is asked to adopt Bus Rapid Transit Goals and Performance Objectives (BRT Goals). The BRT Goals are intended to communicate the purpose of BRT to the community and to form a basis on which to judge the success of BRT service. The BRT Goals that are proposed are very similar to the Phase 1 BRT Goals and Performance Objectives that the Board approved in 1999, which were specific to the Phase 1 corridor.

In April 2002 the Board reviewed a draft of BRT Goals. The Board suggested some changes to the draft and asked that the BRT Steering Committee review the proposed document. The BRT Steering Committee reviewed the draft BRT Goals at their meeting on May 21, 2002. The committee made one change to the document (the addition of a clarifying paragraph after the "BRT Design Elements" heading) and recommended approval by the LTD Board.

ATTACHMENT: Draft 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, dated June 2002, be approved as recommended by the BRT Steering Committee.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2002

ITEM TITLE: NAMING THE BRT SYSTEM

PREPARED BY: Sue Aufort, Public Relations Representative

ACTION REQUESTED: Approval of BRT System Name

BACKGROUND: The process to develop a name for the BRT system began in May 2002. A committee of 15 members was created. It consisted of an LTD Board member, the general manager, and staff from departments throughout the District. Selection criteria were developed at the first meeting. The criteria are as follows:

THE PRIMARY SPECIFIC CRITERIA

The name should be the following:

1. Timeless
2. Catchy
3. Unique In the industry
4. Short
5. Fun

GENERAL CRITERIA

1. Familiarity
2. Pronunciation ease
3. Non-corruptible
4. Positive connotation
5. Associative
6. Memorable

After setting the criteria, teams were formed and directed to brainstorm names in preparation for the next meeting. At the same time, creative teams at Funk/Levis and CMWK, consultants leading the naming process, also were brainstorming names to be considered. All lists were combined and shared with the committee at the second meeting. Using the criteria developed at the first meeting, 300 names were reviewed.

After much discussion and process, the list eventually was reduced to four names.

Rationale for each of the four names was developed by the consultants and shared with the committee. Using the rationale, the committee was directed to think about the names, consider pros and cons, list any concerns, and provide their comments to the consultants.

When the committee convened in June for the third time, the charge was to consider the rationale and recommend one name for the Board to consider. The name being recommended to the Board had overwhelming support from the committee. That name will be discussed with the Board at the June 17 special meeting, and the Board will be asked to approve the name at that time.

ATTACHMENT: None

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2002-017: Resolved, that the LTD Board of Directors approves [BRT_NAME] for the BRT system as recommended by the BRT Naming Committee.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2002

ITEM TITLE: BRT UPDATE

PREPARED BY: Mark Pangborn, Assistant General Manager
Graham Carey, Project Engineer, BRT Project

ACTION REQUESTED: None. Information and discussion only.

BACKGROUND: **Phase 1 Corridor Design:** Staff have started the permit review process (Privately Engineered Public Improvements, or PEPI) for the downtown Eugene section of the corridor. Plans for the UO/Franklin section have been completed, awaiting information from the tree investigation. The Glenwood and downtown Springfield sections are under development.

Phase 1 Construction: Interviews for the Construction Management/General Contractor (CM/GC) services were held with the two most qualified firms. The Board will select a firm at this Board meeting and staff will begin contract negotiations with the firm.

Phase 1 Vehicles: There has been no formal response to LTD's request to the Federal Transit Administration (FTA) for waivers for the purchase of the Phileas vehicle. The FTA has organized a workshop to define testing procedures for "special purpose vehicles," such as the Phileas, on the 20th and 21st of June in State College, Pennsylvania. Director of Maintenance Ron Berkshire will be attending.

Springfield Corridor: Staff have developed a number of possible design options for the southern segment of the Pioneer Parkway corridor. These design options have been evaluated and will be reviewed by FTA before proceeding with further environmental screening.

Preliminary investigations indicated that there may be environmental restrictions on the development of the median of Pioneer Parkway owing to its possible determination as a 4(f) resource. Staff have investigated this issue and believe that the median does not meet the requirements for consideration as a 4(f) resource.

Staffs from the City of Springfield and LTD currently are developing the public involvement process for the Harlow/Gateway section. Work on this section is scheduled to begin this summer.

ATTACHMENTS: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2002

ITEM TITLE: CONSENT CALENDAR

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

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 June 19, 2002:

- (1) Approval of minutes: May 15, 2002, regular Board meeting
- (2) Automatic Passenger Counter System Contract Award
- (3) Resolution Reaffirming District Boundaries

ATTACHMENTS:

- (1) Minutes of the May 15, 2002, regular Board meeting
- (2) Staff Recommendation for award of APC Contract to Siemens Transportation Systems, Inc. (LTD Resolution No. 2002-019)
- (3) LTD Resolution No. 2002-020, A Resolution Reaffirming the Territory in the District within which the transit System will Operate in Accordance with Oregon Revised Statutes 267.207(3)(a)

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

LTD Resolution No. 2002-018: It is hereby resolved that the Consent Calendar for June 19, 2002, is approved as presented.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2002

ITEM TITLE: SELECTION OF CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC) FOR BRT PHASE I

PREPARED BY: Charlie Simmons, Facilities Services Manager

ACTION REQUESTED: Resolution to award a contract for a Phase 1 BRT CM/GC

BACKGROUND: Phase 1 BRT has reached the point in design when a Construction Manager/General Contractor (CM/GC) needs to be brought into the process. Long linear projects such as light rail or BRT require the integration of a number of complex systems, and the industry experience is that CM/GC is the most effective method currently available for building successful systems.

A selection process was implemented more than two months ago that identified two firms as finalists. One firm, the Wildish Building Company, is local, and the other, Stacey & Witbeck (S&W), is a west coast firm with offices in Portland that specializes in nothing but transit projects. Both firms put together excellent submittals and made very professional presentations to the selection committee. The selection committee consisted of: Robert Melnick, LTD Board of Directors; Mark Pangborn and Charlie Simmons, LTD staff; Jack Gonsalves, Parsons Brinckerhoff; Al Peroutka, City of Springfield; and Tom Larsen, City of Eugene. It was the overall opinion of the selection committee that both of the firms were very qualified and experienced in performing this type of work. Each of the finalists demonstrated overall competence with excellent references from prior projects. It is the opinion of the selection committee that either firm would meet LTD's and the partner agency standards in constructing Phase 1.

The proposals reviewed by the selection committee indicated some monetary difference between the two proposals. This level of review suggests that the S&W proposal could be more expensive than the Wildish proposal on a magnitude of \$100,000 to \$300,000, due to differing management and supervisory hourly rates. I would add a caution to this estimate, however, in that once a firm is selected, the final costs will be negotiated and there are a number of places in both proposals where changes would reasonably be expected to occur.

The two firms are different, though, and ultimately these differences are what the selection committee used to decide the recommended finalist to the Board.

S&W, a large west coast firm, contracted for \$110 million worth of construction contracts in 2001. They have been in business for 20 years and specialize in transit projects. They have completed major light rail projects in San Francisco (Embarcadero), Salt Lake City (light rail lines for the Olympics), and Portland (Interstate Max and the Portland Streetcar). They have excellent references on these projects. Generally, light rail construction is more complicated than our BRT project, but what S&W demonstrated is that in large urban environments, they know how to build linear transit projects while keeping adjacent property owners satisfied. While their corporate headquarters are in San Francisco, they have a major operation in Portland, with the full complement of resources needed for this project. Moreover, it is the opinion of the selection committee that S&W, as a firm whose only line of business is transit construction, would bring a high level of commitment to this project. If selected, it would be very important to S&W to be known as the contractor of the first and, more importantly, highly successful BRT project in the U.S. As a large firm, S&W would be able to draw upon considerable resources to make the project succeed.

Wildish is a long-time local construction firm with a strong reputation for quality finished projects. LTD has direct experience with Wildish on the construction of the Eugene Station. Staff were very pleased with the working relationship and the final product. Wildish was a quality firm to work with and all of the references on more recent Wildish projects have indicated the same positive results. While S&W credentials include numerous transit projects of a similar nature, Wildish has previous site knowledge and experience within the Phase 1 corridor. Wildish was the contractor that completed major work on both E. 11th and Franklin Blvd for the City of Eugene. Moreover, Wildish has done paving projects throughout the metro area for all jurisdictions. Wildish knows the corridor operating systems and businesses, and knows and has worked with the staffs from ODOT, Eugene, and Springfield. Wildish knows the local contracting market, and in turn, is known by all the subcontractors who have provided bids to Wildish in the past and who likely would bid on this project. Wildish also is very committed to this project. When all is said and done, like LTD, Wildish owners and employees have to live here in the community with the results of their projects, whether it's the Eugene Station or the Autzen Stadium expansion, and they want a project they can be proud of.

Having reviewed all of the material, individual qualifications, and references, it is the recommendation of the selection committee that the contract be awarded to the Wildish Building Company.

Staff believe that the Wildish Building Company is the best applicant for the following reasons:

1. Wildish has successfully built similar facilities, roads, curbs/gutters, sidewalks, and traffic lights in this corridor and is intimately familiar with the property owners and businesses and what must be done to accommodate their needs. Prior Wildish projects in this corridor also have had successful traffic control components, so it is clear that Wildish knows and has met these kinds of project requirements.
2. Wildish has worked with all of the local partner agencies, the cities of Eugene and Springfield, ODOT, EWEB, other utilities, the University of Oregon, and others on numerous projects in the community. Wildish knows the local contacts for each of these agencies and their particular operating necessities. In all cases, Wildish has received positive recommendations on its final product, professional staff, and working relationships.
3. The particularly complex part of this contract, the software associated with the traffic signaling system, will be subcontracted out to a separate firm, Bi-Trans, regardless of the CM/GC firm selected. Bi-Trans is the only signal software used in both Eugene and Springfield, so it must be used in all the signals. Having worked on signals in both Eugene and Springfield, Wildish has worked with Bi-Trans in the past.
4. The project team proposed by Wildish is similar to the team that constructed the Eugene Station. The team provided the highest quality of professional service on the Eugene Station and LTD is confident that they will provide the same level of quality service on Phase 1 BRT.

The selection of a firm will trigger the next step in the process, which is the negotiation of the pre-construction services and costs contract. At the end of pre-construction services, LTD will determine if it is in LTD's best interest to continue on with the construction phase services of the CM/GC, at which time the guaranteed maximum price will be negotiated and an amendment to this contract signed for that amount.

ATTACHMENT: None

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2002-024: The LTD Board of Directors hereby gives approval for staff to proceed with the award of the contract for Construction Management and General Contractor services for Phase 1 BRT and authorizes the general manager to sign a contract with Wildish Building Company of Eugene, Oregon.



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MONTHLY DEPARTMENT REPORTS

June 19, 2002

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

No one who is actually IN politics would say that the past two months have been quiet ones, but for people who watch from the sidelines it has been a time to watch and wait. In Washington, the Congress was incredibly busy prior to the Memorial Day recess. This frenzy was matched in Oregon by the run-up to the primary, just days before the congressional recess.

The fights in Washington primarily have been over the debt ceiling. The House and Senate have taken different approaches to the need to increase the debt ceiling. The House has tried to avoid a stand-alone vote on the issue, so that members “would not have to address the political problem posed by a re-emerging and much-higher-than-expected deficit and the resulting spike in government borrowing.” (NationalJournal.com; June 4, 2002) The House combined the debt ceiling issue with the FY 02 supplemental appropriations measure, while the Senate separated them. As a result, the issue remains undecided and it is a debate that began again June 2.

It may appear that there is plenty of time left in this federal fiscal year to solve this problem and to deal with the 13 appropriations measures, but, in fact, there are a July 4 recess, a long August-Labor Day break, and many state primaries before November. Subtracting Mondays and Fridays, when significant votes are unlikely to be scheduled, there are about 30 legislative days left before the fiscal year ends. The bottom line is that there is no way all 13 appropriations measures will be passed before the end of the year, and it is highly likely that *none* of them will be. And, in the continuing war between the Administration, particularly the President’s Budget Director Mitch Daniels, and the Congress, it is likely that an early bill will face a veto if it has very many earmarks. An added pressure for congressional leadership will be to decide which measure to sacrifice.

Fiscal strife in Oregon in many ways faces the same complexities as those in Washington. However, in Oregon it is not possible merely to raise a debt ceiling, as states are required to have balanced budgets. The potential \$800 million shortfall in the state’s general fund—after

two special sessions already have cut more than \$200 million in programs—means that legislative leadership is looking at every program it funds, including transportation services for the elderly and people with disabilities. This would have serious repercussions for the District, as the FY 03 budget assumes that more than \$600,000 passes through from the state to the Special Transportation Fund. In addition, these funds already are under contract for the coming year. Lane County area legislators have been alerted to this issue, and Accessible Services Manager Terry Parker has provided details to the ODOT Public Transit Division.

While it is highly unlikely that any Oregon members of Congress will be replaced, the close partisan division in both the US Senate and in the Oregon Senate makes some races quite notable. Because Republican U.S. Senator Gordon Smith faces Democrat Secretary of State Bill Bradbury, Democratic Senator Ron Wyden is caught in the middle. Wyden and Smith have enjoyed such a good working relationship that they frequently are featured in national media, but Wyden's efforts on behalf of fellow Democrat Bill Bradbury may yet strain their relationship. Wyden and Smith have always collaborated on their transportation appropriations requests (and are known to work together on many other issues, such as gaining \$50 million in the Farm Bill for the Klamath River Basin). There is a strong likelihood that if Senator Smith is re-elected, such collaboration may be more difficult to achieve. It is not personal; Wyden is committed to retaining Democratic control of the Senate.

Against this backdrop, Ken Hamm and Linda Lynch were in Washington, D.C., on June 11 and 12 to advance LTD's appropriations agenda, and will report to the Board at the June 19 meeting.

DEVELOPMENT SERVICES

Stefano Viggiano, Director of Development Services

SUMMER EVENT UPDATE

Fiesta Latina – Ridership for the weekend totaled 304 trips.

Extreme Cycle Event – Ridership was very low; however, the event organizer was very pleased with the turnout and plans to make this an annual event. He indicated that bus service was important to him and that he planned to offer it again.

Free Fishing Day – June 8

Butte to Butte – July 4

Oregon Country Fair – July 12, 13, and 14

Bohemia Mining Days – July 20
Filbert Festival – August 2, 3, and 4
Lane County Fair – August 13–18
University of Oregon Football – August 31

FALL SERVICE CHANGES

Work is proceeding quickly on service reductions that will occur with the fall bid. Staff are currently behind schedule due to the magnitude of work related to summer bid; however, the timeline allows time to catch up.

FARE CHANGE ISSUES

An employee committee is reviewing several issues related to fare collection and fare enforcement. These include:

1. Developing a reduced fare version of the day pass.
2. Instituting an identification system for “youth” guests.
3. Developing a universal group pass identification system.

Following a period of input gathering, the committee will meet to develop final recommendations in each of these areas.

LTD will introduce a new adult fare token July 1. The changeover was precipitated by a continuing problem of arcade tokens being used as bus fare. LTD's current adult token is brass, as are the arcade tokens, and the size of each token is identical. The new tokens will be made of aluminum and have a silver appearance. Guests will be given six months to use any remaining inventory of brass LTD tokens. Beginning January 1, 2003, the current brass adult token will no longer be accepted. Trade-out arrangements are being coordinated with our sales outlets and agencies who are regular purchasers of LTD tokens.

AVL/APC PROJECT

Detailed work plans are under development for project start-up in July. Paul Zvonkovic will be the project lead from service planning, and will be assisted by LTD bus operator Bob Neis who will be re-assigned to the service planning area during the summer bid. Bob's role primarily will be to survey every LTD bus stop (more than 1,800) and log information using a global positioning instrument.

ACCESSIBLE SERVICES

In preparation for evaluating door placement questions for BRT vehicles Accessible Services staff, LTD Transit Host and Special Transportation Advisory Committee Chair Kathy Jenness, and Disabled Services Advisory Council Chair Ed Necker met up with their Tri-Met counterparts to travel on MAX light rail and Portland's new streetcar. Kathy, Ed, and other LTD guests who use mobility devices then met with Director of Maintenance Ron Berkshire and Maintenance staff to determine a preferred door placement on bus rapid transit vehicles. Vehicle dimensions were marked on the floor and a variety of seating and wheelchair bay configurations were "tested." Although the actual placement of wheelchair stations within the interior of the vehicle has yet to be finalized, the door location needed to be identified. Two groups working independently chose the same favored location.

The *Rhody Express* local shopping shuttle is completing its first full year of five-day-a-week service in Florence. Between July and October, ridership stayed under 200 trips per month. Since November, rides have increased steadily, with the service now averaging more than 300 trips per month. LTD is providing used shelters to be installed by City of Florence Public Works. Dedicated volunteers continue to work on promotion and marketing strategies.

Facilities Services personnel Jim Hurst and Kelly Staines supervised the application *Blind Signs*, a new "way finding" system that gives people tactile cues in the form of raised strips that can be detected by cane or foot. The signs are designed to help locate bus stops and street crossings and to give people the direction that they need to follow in order to get to the opposite side of a crossing. *Blind Signs* is the creation of Kevin Stockton of Roseburg, Oregon. Kevin was blinded in an accident five years ago and has since been inventing practical and low cost ways to make life easier for people who experience visual limitations and blindness. The four bus stops at the Amazon Parkway Station and curbs in that vicinity are marked as a test site, which LTD guests with visual impairments will be invited to test. Another test will be how well the signs hold up when wheelchair lifts are deployed on top of them and under Oregon weather conditions. This is a product that we would like to consider for other stations if the signs hold up well under actual use.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

OTA OPERATIONS COMMITTEE

The first meeting of the Oregon Transit Association Operations Committee took place on June 6 & 7. The meeting was hosted by LTD. The purpose of this committee is to get as many Oregon operations managers as possible together on a regular basis to discuss

operational issues. The value of this group became apparent very quickly. Large and small districts were able to offer input and discuss topics such as training and union issues. A significant amount of time was spent talking about how we can share resources, especially in the training area.

The OTA Board requested that a committee be formed and LTD General Manager Ken Hamm charged me with the task. The committee was formalized with the election of officers. I was elected chairman for the first year and Bob Nelson, the executive director of operations for Tri-Met, was elected vice-chair. I am excited about being a part of this committee and look forward to the networking opportunities and helping to improve transit service throughout the state.

MAINTENANCE

Ron Berkshire, Director of Maintenance

There is no Maintenance report this month.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance

The monthly Finance reports are included elsewhere in the agenda packet.

HUMAN RESOURCES

David Dickman, Director of Human Resources

There is no Human Resources report.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2002

ITEM TITLE: ELECTION OF BOARD OFFICERS

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

ACTION REQUESTED: That the Board elect a president, vice president, secretary, and treasurer to fill two-year terms beginning July 1, 2002.

BACKGROUND: In accordance with ORS 267.120(1), the Board of Directors must elect from among its members, by majority vote, a president, vice president, secretary, and treasurer, to serve two-year terms beginning and ending on July 1 of even-numbered years. Elections were held in June 2000 for terms ending July 1, 2002. Since that time, two Board resignations have required interim elections for the positions of vice president and secretary.

The current officers are Hillary Wylie, president; Gerry Gaydos, vice president; Virginia Lauritsen, secretary; and Dave Kleger, treasurer. A slate of candidates may be proposed at the meeting by the Board president, in lieu of a nominating committee; if so, additional nominations would be accepted, as well.

ATTACHMENT: None

NOMINATION: I nominate _____ as the LTD Board ___(office)___, for a two-year term beginning July 1, 2002. (Nominations do not require a second.)

After closing the nominations, the president will take the vote on each candidate or on a slate of candidates either by roll call or voice vote.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 19, 2002
- ITEM TITLE:** JULY 2002 EMPLOYEE OF THE MONTH
- PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board
- BACKGROUND:** **JULY 2002 EMPLOYEE OF THE MONTH:** GL/Grant Accountant Todd Lipkin has been selected as the July 2002 Employee of the Month. Todd was hired as a payroll technician on June 17, 1999, and promoted to his current position on July 12, 2000. He was nominated for this award by a co-worker who appreciates the huge difference Todd's dedicated hard work has made for so many people in the Finance & Information Technology Department, as well as other administrative staff members. Todd's co-worker stated, " My job is enjoyable because of his many fantastic accomplishments here at LTD!"
- When asked for additional comments on what makes Todd a good employee, Director of Finance and Information Technology Diane Hellekson said:
- Todd actually came to LTD in November 1998 as an Account Temp placement to cover General Ledger/Grant Accountant responsibilities. The Finance Department had just lost two long-time employees and was anticipating a twelve-week family leave on the part of a third. In making out the job description for Account Temp, I put in every essential skill needed to do any of the three jobs, hoping to get at least half of the skills and talent required to keep critical job functions covered. From Todd's first day on the job, it was obvious that our entire wish list had been filled.
- Todd has a passion for outstanding customer service, and is always ready to help out in any way. His co-workers in the Finance & Information Technology Department and throughout LTD appreciate his problem-solving skills, his commitment, and his sense of humor. He is one of those employees who is so good at what he does that he makes complex work seem simple. Todd's teammates celebrate this award, which is so well deserved.
- Our congratulations to Todd on his selection as the July Employee of the Month!
- AWARD:** Todd will attend the June 19, 2002, meeting to be introduced to the Board and receive his award.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2002

ITEM TITLE: EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(i)

PREPARED BY: Gerry Gaydos, Board HR Committee Chair

ACTION REQUESTED: That the Board move into Executive (non-public) Session pursuant to ORS 192.660(1)(i), to review and evaluate, pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the chief executive officer (general manager) of LTD

ATTACHMENT: None (Combined performance evaluation ratings will be distributed to Board members under separate cover.)

PROPOSED MOTION: I move that the Board meet in Executive Session pursuant to ORS 192.660(1)(i), to review and evaluate, pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the chief executive officer (general manager) of LTD

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 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. **Authorize Purchase of Articulated Buses:** As soon as all necessary information is available, possibly at the July 17, 2002, meeting, the Board will be asked to approve the purchase of the articulated buses included in the Capital Improvements Plan.
- B. **BRT Stop Design:** At the July 17, 2002, meeting, staff will propose a design for BRT stations for discussion and approval by the Board.
- C. **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.
- D. **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.
- E. **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.
- F. **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

June 2002

Prepared by Ken Hamm, General Manager

Future Dates to Remember

July 17, 2002	Regular Board Meeting
August 21, 2002	Regular Board Meeting (cancel?)
September 22-25	APTA Annual Meeting & Expo
November 8-9, 2002	Fall Strategic Planning Work Session

APTA Executive Director Visit

Bill Millar, executive director of the American Public Transportation Association, will be visiting LTD on July 9. We are working with his staff to develop an agenda for his visit. APTA is an important player in the reauthorization of TEA-21. Bill is very interested in LTD's BRT project. We will keep the Board informed about this visit.

Team Building

Four Team LTD meetings were held with employees in May. Meetings are voluntary and were held at different times, over two days, in both the maintenance and operations buildings. At each meeting, information on key projects was shared, changes to the health care program were discussed, question and answer periods were held, and some prizes were raffled.

Your general manager has been out riding the buses to connect with operators, view services first-hand, and observe guest behavior. Days, routes, and times are randomly chosen. Many of the operators are eager to share perspectives and ask questions. Comments on this activity have been positive.

Reauthorization of TEA-21

As part of APTA's Reauthorization Committee, I have been pushing the consideration of BRT in the New Starts program. LTD has been asked to lead in creating an industry definition for BRT. Completion of that task is not easy because of all the divergent interests involved, but I think we are close. A priority with reauthorization is to increase the funds available for transit. Another priority is retaining the 80 percent federal/20 percent local grant match requirement, particularly for smaller systems.

Summer LTD Board Meetings

The LTD Board will need to meet in July. No meeting is recommended for August.

LANE TRANSIT DISTRICT 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 addressed effectively 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.

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 program 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 levied on individuals within the organization. The base rate will be increased annually, not to exceed, by 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 normally will 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 operator. 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: June 19, 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: In May the Board Finance Committee reviewed the pricing language contained in the District's Group Pass Policy. Staff presented several examples of how the Board's change to the group pass policy in 2001 had substantial financial impacts on the larger employers in the program. Considering the economic times these businesses are facing, the group discussed the value in retaining these contracts versus losing them by being too aggressive in applying the pricing formula.

The Finance Committee agreed on a language change that maintains the use of the three-year rolling average of District costs, but allows staff and the Board flexibility in responding to difficult economic times. The phrase, "not to exceed" is included in order to provide this flexibility.

The Finance Committee supports the staff recommendation to increase the 2003 group pass prices by 6 percent.

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:** June 19, 2002
- ITEM TITLE:** BOARD HR COMMITTEE RECOMMENDATION
- PREPARED BY:** Gerry Gaydos, Committee Chair
- ACTION REQUESTED:** In open session, set the compensation and goals for the general manager.
- BACKGROUND:** On April 17, 2002, the Board HR Committee recommended a process for evaluation and setting the compensation of the general manager. That process was approved by the full Board. Subsequently, performance evaluation forms were distributed to Board members and the LTD Leadership Council (senior management staff). The evaluation results have been compiled and reviewed briefly by the Board HR Committee and will be distributed to Board members under separate cover.
- Prior to the June 19 Board meeting, the Board president, the HR Committee chair, and the general manager will meet to discuss the evaluation results and to set goals for the general manager for the coming fiscal year. Parameters for the general manager's compensation also will be discussed at this meeting.
- At the June 19 Board meeting, the Board will meet in Executive Session with the general manager to discuss his performance evaluation. Then in open session, the Board will be asked to approve goals and compensation for the general manager for the next fiscal year. An employment contract between the Board and the general manager is being prepared by District counsel and may be ready for approval at this meeting.
- The Board HR Committee is committed to a process involving performance evaluations during the fall of each year, resulting in a salary recommendation to be included in the budget process for the following fiscal year budget. The Committee likely will recommend an abbreviated process for this coming fall, in order to bring the annual process onto this schedule. In future years, broader community and employee involvement will be a part of the evaluation process, on a schedule to be determined by the HR Committee. The general manager's compensation adjustments will be effective July 1 rather than on the general manager's

hire date anniversary. This year, an additional salary adjustment is being recommended to bridge the gap between the general manager's anniversary date (March 27) and the beginning of Fiscal Year 2002-03 on July 1.

RESULTS OF RECOMMENDED ACTION:

The compensation adjustments approved by the Board will be incorporated in the FY 2001-02 and FY 2002-03 budgets by the LTD Finance department. The Board HR Committee will meet again during the year to prepare a "committee charge" for approval by the full Board and to initiate the general manager performance evaluation process for the next fiscal year.

ATTACHMENTS:

- (1) Performance evaluation results to be distributed under separate cover.
- (1) Final salary recommendation and proposed goals to be available at the June 19, 2002, Board meeting.

PROPOSED MOTION:

I move the following resolution:

LTD Resolution No. 2002-026: It is hereby resolved that the LTD Board of Directors accepts the proposal of the Board HR Committee for the recommended general manager FY 2002-03 goals and compensation adjustments of _____ for the period March 27 through June 30, 2002, and _____ effective July 1, 2002.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2002

ITEM TITLE: 2002-03 LANE COMMUNITY COLLEGE TERM PASS

PREPARED BY: Andy Vobora, Service Planning & Marketing Manager

ACTION REQUESTED: Adopt revisions to the LCC term pass program, setting a price of \$54 for the 2002-03 school year.

BACKGROUND: As LTD's group pass program grew rapidly in the early 1990s, other pass programs were phased out. This happened with LCC in mid-1990, resulting in LCC students having only the LTD adult monthly and three-month passes as options. In 1997 LTD and LCC again began to discuss the option of an LCC group pass program. Due to many factors, a group pass program could not be fashioned; however, the discussions led to the establishment of a college-subsidized term pass program. The 1998-99 school year was the first year of this program, which has continued until the present.

The pricing of the pass has varied over the past four years. Beginning at \$54, the College subsidized the inaugural pass at \$20 per pass. Following the early success of the program, and a desire to make additional passes available, the price was lowered to \$40. This program change netted LTD the same level of revenue, while penetrating the market significantly by increasing sales from 4,000 to over 7,000.

During the current year, a price of \$43 (\$24 for the student and a subsidy of \$19) was used. It was clear that this configuration would place pressure on the College because the total quantity of passes available would be only 7,200 for the entire year. This pressure came and the program was changed for spring term. The price for the student was raised to \$34 and the LCC subsidy was dropped to \$10 per pass. This allowed additional passes to be made available. The result has been that student needs for spring term have been met and passes will be available for summer term.

Following a meeting with the LCC staff and student body president, staff have developed the following recommendation for the 2002-03 LCC Term Bus Pass program.

	<u>Proposed</u>	<u>Current</u>
Pass price	\$54.00	\$43.00

The student share and the LCC subsidy will be decided through discussions between the student government leadership and the College staff. Pass quantities will be determined based upon the final student price paid.

This proposal estimates that total revenues will increase 5.5 percent over estimated 2001-02 revenues; however, actual revenues for 2002-03 are dependent on the quantity of passes available for sale and on actual sales. LCC's total budget for subsidizing term passes will increase to \$189,000 for the 2002-03 school year. This increase is available due to a transportation fee program that is anticipated to provide additional revenues to support the bus program. LCC also is examining a parking permit program that will be priced on par with the term bus pass at \$33 per term.

RESULTS OF RECOMMENDED ACTION:

LTD will enter into an agreement with Lane Community College for the sale of term bus passes for students, faculty, and staff. The price paid to LTD will be \$54 per pass sold.

ATTACHMENT:

None

PROPOSED MOTION:

I move the following resolution:

LTD Resolution No. 2002-025: It is hereby resolved that the Lane Community College Term Bus Pass be priced at \$54 for the 2002-03 school year.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 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 May 2002 Performance Reports are attached.

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

ATTACHMENTS: May 2002 Performance Reports

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2002

ITEM TITLE: *REGION 2050: SUSTAINING QUALITY OF LIFE IN THE SOUTHERN WILLAMETTE VALLEY*

PREPARED BY: Lisa Gardner, Senior Strategic Planner

ACTION REQUESTED: That the Board President appoint a Board representative to serve on the *Region 2050* Regional Policy Advisory Board

BACKGROUND: *Region 2050* is a public-private effort to improve and sustain the quality of life in the Southern Willamette Valley by building consensus among public and private interests on goals, objectives, and actions in six interdependent quality of life categories: land use and development patterns; natural resources, open space, and the environment; community facilities and services; jobs and the economy; housing; and transportation.

This 50-year regional planning effort is being managed by the Lane Council of Governments. It includes a regional policy advisory board comprised of elected officials from Lane County and each of the ten cities in the region plus a representative of the Governor's Community Development Office, as well as a regional technical advisory committee and public-private stakeholders.

LTD has allocated \$5,000 from the LTD FY 2002-2003 budget to contribute to the *Region 2050* planning effort. As a contributing agency, LTD has requested LTD Board participation on the Regional Policy Advisory Board. The Regional Technical Advisory Committee has recommended approval of the inclusion of LTD on the Policy Board, and the Regional Policy Advisory Board is scheduled to formally endorse this recommendation at its next meeting in September.

ATTACHMENTS: *Region 2050* background materials

PROPOSED MOTION: None. Board President Hillary Wylie will appoint an LTD Board member to this committee at the June 19 meeting.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2002

ITEM TITLE: FY 2002 SPECIAL GRANT FOR EMERGENCY PREPAREDNESS DRILLS FUNDING

PREPARED BY: Lisa Gardner, Senior Strategic Planner

ACTION REQUESTED:

- (1) Hold a public hearing on the grant application
- (2) Approve grant application

BACKGROUND: The attacks of September 11, 2001, highlighted the potential vulnerability of the Nation's transit systems to terrorist threats and the need to expeditiously implement new security measures. As part of the Federal Transit Administration's (FTA) aggressive efforts to assist transit agencies in this regard, FTA has made available a special grant for transit agencies organizing and conducting full-scale Emergency Preparedness Drills. As one of the top 100 systems in the country, LTD is eligible to apply for \$50,000 in grant funds to implement emergency preparedness drills. The grant covers expenses related to materials, supplies, and operations necessary to carry out the drills, but does not include capital expenditures. There is no match required for this special funding category. LTD has developed an emergency preparedness drill plan to be implemented within 18 months following the award of the grant request.

ATTACHMENT: None

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2002-023: It is hereby resolved that the LTD Board of Directors approves the proposed FY 2002 Special Grant for Emergency Preparedness Drills Funding for \$50,000 and authorizes the general manager to submit this application to the Federal Transit Administration for approval.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2002

ITEM TITLE: FY 2002 SECTION 5309 FEDERAL GRANT APPLICATION

PREPARED BY: Lisa Gardner, Senior Strategic Planner

ACTION REQUESTED:

- (1) Hold a public hearing on the grant application
- (2) Approve grant application

BACKGROUND: LTD is moving forward with the final design and construction process for the Springfield Transit Station. Four million dollars in federal funding for the project was requested in 2001 as part of the United Front Federal Priorities request. LTD received an appropriation of \$1,980,058 in federal discretionary funds for FY 2002. As part of the 2002 United Front federal priorities request, LTD is seeking an additional \$2.8 million for this project.

This grant request is for \$1,980,058 in 2002 Federal 5309 funds. The request funds approximately half of the construction cost for the Springfield Station. With local grant match, the project funds being requested total \$2,475,072.

LTD is optimistic that the balance of the federal request will be appropriated in FY 2003. A grant amendment will be submitted following the appropriation for the balance of the funds.

ATTACHMENT: None

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2002-022: It is hereby resolved that the LTD Board of Directors approves the proposed FY 2002 Section 5309 federal grant application for \$1,980,058 in federal funds for the construction of the Springfield Station and authorizes the general manager to submit this application to the Federal Transit Administration for approval.