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LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, July 17, 2002
5:30 p.m.

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

A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

Wylie _____ Ban _____ Gaydos _____ Hocken _____

Kleger _____ Lauritsen _____ Melnick _____

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT

IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 04

V. WORK SESSION

A. LTD Ordinance No. 36, Regulations Governing Conduct on District Property 05

B. RideSource Facility Site Selection 06

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

VI. EMPLOYEES OF THE MONTH – July and August 2002 07

VII. AUDIENCE PARTICIPATION

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

VIII. ITEMS FOR ACTION AT THIS MEETING

- | | | |
|----|---------------------------------------------------------------------------------|----|
| A. | Consent Calendar | 09 |
| 1. | Minutes of June 17, 2002, Joint Meeting with Springfield City Council (Page 10) | |
| 2. | Minutes of June 17, 2002, Special Board Meeting/Work Session (Page 14) | |
| 3. | Minutes of June 19, 2002, Regular Board Meeting (Page 17) | |
| 4. | Purchasing Policy Update (Page 27, plus separate document) | |
| B. | West Eugene Parkway TransPlan Amendments | 28 |
| C. | BRT Name | 58 |
| D. | BRT Station Design | 59 |

IX. ITEMS FOR INFORMATION AT THIS MEETING

- | | | |
|-----|------------------------------------------------------------------------------------|----|
| A. | Current Activities | |
| 1. | Board Member Reports | 60 |
| (a) | Metropolitan Policy Committee – July 11 meeting | |
| (b) | BRT Steering Committee and Board BRT Committee – July 2 Steering Committee meeting | |
| (c) | Statewide Livability Forum – No report | |
| (d) | Springfield Station Design Review Committee – no report (next meeting July 23) | |
| 2. | General Manager’s Report | 62 |
| 3. | Monthly Financial Report | 64 |
| 4. | Bus Rapid Transit Update | 65 |
| 5. | Springfield Station Update | 66 |
| B. | Monthly Department Reports | 67 |
| C. | Monthly Performance Reports (June 2002) | 73 |

X. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

74

- A. Authorize Purchase of Articulated Buses
- B. Springfield Station Design and Budget
- C. Accessible Services Report
- D. Commuter Solutions Report
- E. Annual Two-Day Strategic Planning Work Session
- F. BRT Updates

XI. ADJOURNMENT

Alternative formats of printed material (Braille, cassette tapes, or large print) are available upon request. A sign language interpreter will be made available with 48 hours' notice. The facility used for this meeting is wheelchair accessible. For more information, please call 682-6100 (voice) or 1-800-735-2900 (TTY, through Oregon Relay, for persons with hearing impairments).

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2002

ITEM TITLE: JUNE FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: None

BACKGROUND: Because Lane Transit District's fiscal year ends on June 30, the preliminary June financial report traditionally has been mailed to Board members on or before July 31, a deadline specified by statute. Fiscal year-end closing processes require more time than is available before a regular July Board meeting.

Staff will be available at the July meeting to provide a general overview, and to respond to questions. Year-end projections remain as previously reported, and there are no new areas of concern.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 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: July 17, 2002

ITEM TITLE: PURCHASE OF FIVE ARTICULATED BUSES

PREPARED BY: Ron Berkshire, Fleet Services Manager

ACTION REQUESTED: Authorize the general manager to purchase five articulated buses through _____ (Tri-Met purchase)

BACKGROUND: ~~At the June 20, 2001, meeting, the Board directed staff to prepare a proposal to purchase 18 low-floor buses to replace buses that have exceeded their life expectancy. As discussed at that meeting, although hybrid-electric technology is preferred by staff, availability is lacking and there is an urgency in replacing aging vehicles to maintain reliability of service. Therefore, staff recommended exercising an option on the existing contract between LTD and Gillig for 18 diesel-powered, low-floor buses.~~

~~Included in the Capital Improvements Program for fiscal year 2001-2002 are planned expenditures of \$9.8 million for the purchase of revenue vehicles. Funding for revenue vehicles would be acquired through debt financing, as approved at the June 20, 2001, Board meeting.~~

~~Staff recommend purchase of 18 Gillig low-floor buses as specified in the contract, with the following additions:~~

RESULTS OF RECOMMENDED ACTION:

ATTACHMENT: None

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2002-030: The LTD Board of Directors hereby gives approval for staff to proceed with the purchase of five articulated buses as programmed in the Capital Improvements Program, and authorizes the general manager to _____

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AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2002

ITEM TITLE: PURCHASE OF FIVE ARTICULATED BUSES

PREPARED BY: Ron Berkshire, Director of Maintenance

ACTION REQUESTED: Authorize the general manager to purchase five articulated buses from New Flyer Industries, on an option from Tri-Met contract.

BACKGROUND: At the June 20, 2001, meeting, the Board directed staff to prepare a proposal to purchase five articulated buses to meet service demands on routes serving the University of Oregon and Lane Community College campuses. Staff also recommended using Federal Transit Administration (FTA) regulations allowing agencies to use existing contracts between other agencies and manufacturers, provided certain criteria are met. Staff prefer this method of procurement for small numbers of vehicles, because of efficiency and expedience.

Staff have obtained authorization from Tri-Met to exercise an option to purchase five articulated buses from their procurement document. Tri-Met currently is finalizing a contract with New Flyer Industries with completion of pre-contract audit and contract signing anticipated within the next two weeks.

Included in the Capital Improvements Program for fiscal year 2002-2003 are planned expenditures of \$8,245,000 for the purchase of revenue vehicles. Funding for revenue vehicles would be acquired through debt financing, as approved at the June 20, 2001, Board meeting.

ATTACHMENT: None

PROPOSED MOTION: I move the following resolution:

LTD Resolution 2002-030: Resolved, the LTD Board of Directors hereby gives approval for staff to proceed with the purchase of five articulated buses as programmed in the Capital Improvements Program, and authorizes the general manager to contract with New Flyer Industries for purchase of five low-floor articulated buses.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2002

ITEM TITLE: BOARD MEMBER REPORTS

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

ACTION REQUESTED: None

BACKGROUND: Board members have been appointed to the Metropolitan Policy Committee (MPC), and on occasion are appointed to other local or regional committees. Board members also will present testimony at public hearings on specific issues as the need arises. After meetings, public hearings, or other activities attended by individual Board members on behalf of LTD, time will be scheduled on the next Board meeting agenda for an oral report by the Board member. The following activities have occurred since the last Board meeting:

1. **Metropolitan Policy Committee:** MPC meetings are held on the second Thursday of each month. LTD's MPC representatives are Board members Hillary Wylie and Gerry Gaydos, with Pat Hocken as an alternate. The July 17 meeting was attended by Gerry Gaydos and Pat Hocken. At the July 17 Board meeting, they can provide a brief report. MPC is scheduled to meet again on August 8, 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, and last met on July 2. The next meeting is scheduled for August 6, 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. **Springfield Station Design Review Committee:** Board members Virginia Lauritsen, Robert Melnick, and Hillary Wylie are participating as the Board's representatives on the Springfield Station Design Review Committee (SSDRC), and also make up the Board's three-member Springfield Station Committee. Ms. Wylie is chair of the Board Committee, and a community member is chair of the full SSDRC. The SSDRC last met on June 4, and is scheduled to meet again on July 23, 2002.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** July 17, 2002
- ITEM TITLE:** PURCHASING POLICY RULES UPDATE
- PREPARED BY:** Jeanette Bailor, Purchasing Manager
- ACTION REQUESTED:** Approve and adopt the updated Purchasing Policy and Rules
- BACKGROUND:** A revised Purchasing Policy was distributed as part of the Consent Calendar for the July 17 Board meeting. Since that time, the LTD attorney has informed staff that, according to a recent change in Oregon Statutes, a public hearing must be held for part of the purchasing policy that staff are requesting be revised—specifically, the bid threshold. All references to the change in the bid threshold have been removed from the policy being presented for the Board’s approval. The specific references were removed from paragraphs 5.8.5 (a) and (b) and 5.9 on pages 7 and 8 of the policy. Replacement pages 7 and 8 are attached for insertion in the policy distributed to Board members on July 12.
- It is important that the Board move forward with the rest of the policy, which has many minor changes that bring LTD current with state and federal rule changes. The public hearing and approval of the requested changes to the bid threshold will be scheduled for the September 18 Board meeting.
- RESULTS OF RECOMMENDED ACTION:** The LTD Purchasing Policy and Rules will meet current federal and state regulations. Revisions to the bid threshold will be scheduled for the September Board meeting.
- ATTACHMENT:** Revised Purchasing Policy and Rules pages 7 and 8, paragraphs 5.8.5 (a) and (b) and 5.9
- PROPOSED MOTION:** I move the following resolution:
- LTD Resolution No. 2002-031: Resolved, the LTD Board of Directors hereby adopts the Purchasing Policy and Rules, as revised July 17, 2002.

Q:\Reference\Board Packet\2002\07\Regular Mtg\Bd summary purch pol.doc

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:

♦

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, June 19, 2002

Pursuant to notice given to *The Register-Guard* for publication on June 13, 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, June 19, 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
Patricia Hocken
Dave Kleger, Treasurer
Robert Melnick
Hillary Wylie, President, presiding
Ken Hamm, General Manager
Jo Sullivan, Recording Secretary

Absent: Virginia Lauritsen, Secretary

CALL TO ORDER: The meeting was called to order at 5:35 p.m. by Board President Hillary Wylie. She noted that the Board had a long agenda that evening and asked the Board's assistance in keeping the meeting moving along, although that did not mean that they should limit discussion if more discussion was warranted.

EXECUTIVE SESSION: Mr. Kleger moved and Mr. Gaydos seconded 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. The motion carried by unanimous vote, with Ban, Gaydos, Hocken, Kleger, Melnick, and Wylie voting in favor, and none opposed. The executive session began at 5:37 p.m. with General Manager Ken Hamm.

REGULAR SESSION: The Board returned to regular session at 6:27 p.m. and took a brief recess until 6:35 p.m.

EMPLOYEE OF THE MONTH: The July Employee of the Month was unable to attend this meeting and would be introduced to the Board in July.

AUDIENCE PARTICIPATION: No one present wished to address the Board.

MOTION **CONSENT CALENDAR:** Mr. Kleger moved that the Board adopt LTD Resolution No. 2002-018: "It is hereby resolved that the Consent Calendar for June 19, 2002, is approved as presented." Ms. Hocken seconded, and then commented that she had asked for the dollar amount being approved in the automatic passenger counter (APC) system contract award to be written and available for the Board, since it had not been included in the agenda packet. That was in front of

VOTE the Board members. There was no further discussion, and the resolution passed by a vote of 5 to 0, with one abstention, with Ban, Gaydos, Hocken, Kleger, and Wylie voting in favor, none opposed, and Mr. Melnick abstaining because he had not been present for the APC presentation the previous Monday. The Consent Calendar consisted of the minutes of the May 15, 2002, regular Board meeting, the automatic passenger counter system contract award, and a Resolution Reaffirming District Boundaries.

ADOPTION OF FISCAL YEAR 2002-2003 BUDGET: Director of Finance Diane Hellekson handed out a corrected Resolution, noting that two numbers on the original had been transposed, although the total amount did not change. Because the Board members were well prepared on the budget issues, she had decided not to use the PowerPoint presentation she had prepared and to make only a brief presentation on the budget that had been approved by the LTD Budget Committee. She called attention to the information beginning on page 17 of the agenda packet. She noted that the major issues for LTD were that the payroll tax was flat and the personal services costs were increasing. The budget essentially controlled personnel services expenses in two ways: the elimination of 13 positions in November 2001, and the service cuts that would be effective in the summer and fall of 2002. She explained that one change had occurred that afternoon, which Ms. Wylie was aware of. The LTD/Amalgamated Transit Union (ATU) pension plan trustees had met that day, and the actuary had announced that due to poor investment earnings, there would need to be an increase in the ATU contribution. The administrative plan anticipated that and was calculated differently. The ATU plan contributions were based on an hourly rate, and because LTD front-loaded a very high rate at the beginning of the new contract, it had been mistakenly assumed that the rate would be valid for more than two years. There also was another modest change that affected employees transferring between plans. The bottom line was that the plan was \$100,000 short in terms of budgeting the contribution LTD would make the next year. There were two ways the Board could correct this. First, as part of the budget adopting resolution, the Board could direct staff to transfer \$100,000 from contingency to personnel services to effect this change. However, Ms. Hellekson did not recommend doing that. She said there were a number of uncertainties looming in the next year—some of them would be in LTD's favor and would be resolved in the next few months. Also, the appropriations before the Board were fully adequate to accommodate all of the contingencies. She thought the District could wait six months to see what happened with the budget during the next year, and then could make the transfer from materials & services instead of from contingency. She said it was her preference that LTD not touch contingency unless there were really good reasons, and usually for a one-time need, not for something that would be an ongoing expense.

Public Hearing on Fiscal Year 2002-2003 Budget: Ms. Wylie opened the public hearing on the proposed budget. There was no one present who wished to testify, and Ms. Wylie closed the public hearing.

Board Discussion and Decision: Mr. Melnick commented that compared with his one other experience with the LTD budget process the previous year, this one was a clear, fresh budget process. Even though there was only a brief presentation that evening, months of work and preparation had made the Board's job easy. Ms. Wylie asked if everyone felt comfortable with his or her knowledge of the budget. Mr. Kleger said that it had been an excellent budget process and thanked Ms. Hellekson for continued improvement.

MOTION Ms. Hocken moved approval of Resolution No. 2002-021 adopting the LTD Fiscal Year 2002-2003 budget and appropriating \$82,252,370 as represented in the Resolution. Mr. Melnick

VOTE seconded, and the Resolution adopting the budget passed by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Kleger, Melnick, and Wylie voting in favor, and none opposed.

FY 2002 SECTION 5309 FEDERAL GRANT APPLICATION: Senior Strategic Planner Lisa Gardner introduced this item, explaining that Section 5309 funds were congressional appropriations funds. This appropriation was for \$2 million already appropriated for the Springfield Station, and LTD would be asking for an additional \$2.8 million to be appropriated later in the year.

Public Hearing on FY 2002 Section 5309 Federal Grant Application: Ms. Wylie opened the public hearing. No one wished to testify, and Ms. Wylie closed the public hearing.

MOTION **Board Discussion and Decision:** Mr. Kleger said that this grant was an absolute necessity in order to build the station. He moved approval of LTD Resolution No. 202-022: "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." Ms. Ban seconded, and the resolution carried by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Kleger, Melnick, and Wylie voting in favor, and none opposed.

VOTE

FY 2002 SPECIAL GRANT FOR EMERGENCY PREPAREDNESS DRILLS FUNDING: Ms. Gardner explained that this was a one-time grant from the Federal Transit Administration (FTA) so that transit systems could prepare emergency preparedness plans for operations. It was not capital funding, and was a grant of \$50,000, with no match required.

Ms. Hocken asked if LTD would be doing the activities covered by this grant if the grant were not available, and if the \$50,000 would cover what LTD needed to do. Director of Transportation Mark Johnson replied that the funding should be adequate, and that LTD had begun working on its emergency preparedness issues previously, especially after the windstorm that winter and FTA's "pushing" of emergency preparedness after September 11. Ms. Gardner added that some of the procedures already were in place and had been put into use previously, such as in moving people after the shooting at Thurston High School.

Public Hearing on Special Grant for Emergency Preparedness Drills Funding: Ms. Wylie opened the public hearing. No one testified, and she closed the public hearing.

MOTION **Board Discussion and Decision:** Mr. Gaydos moved 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." Mr. Kleger seconded, and the resolution passed by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Kleger, Melnick, and Wylie voting in favor, and none opposed.

VOTE

REGION 2050: SUSTAINING QUALITY OF LIFE IN THE SOUTHERN WILLAMETTE VALLEY: Ms. Gardner called attention to the background material included in the agenda packet. LTD was being included as part of the regional policy advisory committee and would have a Board member on the committee. Ms. Wylie appointed Ms. Ban to the 2050 Committee. Ms. Hocken commented that LTD needed to participate and having a place on the committee was appropriate.

SELECTION OF CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC) FOR BRT PHASE 1: Facilities Services Manager Charlie Simmons called attention to the agenda item summary on page 39 of the agenda packet and said that selection of a CM/GC was an exciting milestone for the project. He described the Request for Proposals (RFP) process and the selection committee, comprised of three LTD staff, Robert Melnick as a Board representative, and City of Eugene and Springfield staff. The committee agreed on two excellent finalists, and chose Wildish Building Company to recommend to the Board for a number of reasons, including the fact that Wildish had worked with LTD on the Eugene Station and had built a good team and provided excellent service. Mr. Simmons said that BRT was innovative as a transportation project, but each piece when dissected was not anything new; rather, it involved curbs and gutters, utilities in the right-of-way, etc. Wildish had a history of working with these issues in the BRT corridor, and this had become the tiebreaker between two excellent companies.

Mr. Melnick said that his own concern had been about new technology in signal priority, but since there was only one subcontractor doing that work, that subcontractor would be working on the project no matter which contractor LTD selected. He thought this would be a real test case for LTD, and that it could make or break the rest of the BRT system. That was stressed to the candidates, and that this was not just a matter of getting the job done, but that they needed to do it with a smile on their faces, because everyone, including the flaggers, would be representing LTD as well as Wildish in a major, disruptive project. From what Wildish said, it seemed to Mr. Melnick and the rest of the committee that Wildish would be very committed to this. Mr. Melnick added that he thought staff had done an excellent job in this process.

MOTION

Mr. Melnick moved 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." Ms. Ban seconded, and said she was pleased that the CM/GC would be a local firm. Ms. Hocken asked if LTD would be using an owner's representative, as it had when constructing the Eugene Station. Mr. Simmons said that he would be managing part of that project, and staff were not sure yet if they would hire a consultant or an employee to perform this function. Mr. Melnick said he also was glad that LTD was using a local contractor, but wanted to stress that this occurred only because the committee was convinced that this contractor would do an excellent job. Mr. Simmons agreed and stressed that the decision was based on the qualifications of the firm.

VOTE

There was no further discussion, and the motion carried by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Kleger, Melnick, and Wylie voting in favor, and none opposed.

GROUP PASS PRICING ADJUSTMENT: Service Planning and Marketing Manager Andy Vobora called the Board's attention to the information on page 42 of the agenda packet. He stated that the Board had discussed an adjustment at the April 2002 meeting, and the Board Finance Committee had discussed it in May. The Finance Committee recommended new language in the Pricing section of the Group Pass Program document, to say: "The base rate will be increased annually, **not to exceed** by the three-year rolling average of operating costs realized by the District." The committee thought that this would give the Board more flexibility in establishing rates.

Mr. Melnick asked about the difference between taxpayers and non-taxpayers. Mr. Vobora explained that this referred to employers who were or were not payroll taxpayers in the District.

Ms. Wylie suggested that at a future meeting Mr. Vobora show LTD's boundaries and where the employers were in the District, as had been done a few years before.

MOTION Ms. Hocken moved 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." Mr. Kleger seconded the motion. The motion then carried by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Kleger, Melnick, and Wylie voting in favor, and none opposed.

MOTION Ms. Hocken then wondered about the need to change the language in the Group Pass Policy in addition to setting the rate for the next year. She moved that the Board change the Group Pass Program policy to make the change indicated on page 44 of the agenda packet to add the words "not to exceed" to item 1 on that page. Mr. Melnick seconded, and the motion carried by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Kleger, Melnick, and Wylie voting in favor, and none opposed.

2002-03 LANE COMMUNITY COLLEGE TERM PASS: Mr. Vobora referred to the agenda item summary on page 45 of the agenda packet. He briefly explained the history of the term pass at Lane Community College (LCC) and the subsidy provided by the school administration to lower the cost to students. LTD staff were recommending a rate of \$54 for each term pass, an increase from \$43, which was on par with other pass pricing increases. Mr. Vobora said that staff had just learned that the LCC Board had decided not to implement a parking fee program that year, so would not have that revenue to apply to the term pass subsidy. This meant that LTD would have \$150,000 from the college to subsidize the passes the next year. There also was pressure on LCC to keep the student price at \$33. Staff felt strongly that LTD should keep the price at \$54 and if a limited quantity of the subsidized passes sold out, LCC would hear from the students and maybe at that time would be able to make some additional money available for this program. LTD could help meet the demand by offering additional passes to the students at the \$54 rate if the 2,500 passes available for that term were sold out. If the students were asked to pay just a little more for the passes, more passes could be made available during the year. He thought this was LCC's decision to make in discussion with their student leaders.

Mr. Kleger thought that since the price of a regular three-month pass was \$85, the students still would be receiving quite a savings. Ms. Hocken thought that LTD should make this 25 percent increase to \$54 because other passes had been increased 25 percent. Mr. Kleger agreed.

Mr. Melnick asked about the difference between the LCC and University of Oregon (UO) programs and if there was any way to compare them. Mr. Vobora stated that if all the available LCC passes were sold at \$54, it would generate \$385,000 for LTD. During the current year, selling all available passes at \$43 would generate \$411,000 in revenue for the District. At a \$37 student rate with a \$17 subsidy and all passes were sold, that would generate \$476,000 in revenue for LTD, which was more than the UO program. The total amount depended on the subsidy amount, how many passes were made available to the students, and how many passes actually were sold. Ms. Hocken noted that the UO program was much different, with a lower cost per student, but all students paid the fee, whether they rode the bus or not. At LCC, only the students who were riding the bus were paying. She thought they were very difficult to compare.

MOTION Mr. Melnick moved approval of 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."

VOTE Ms. Hocken seconded, and the motion carried by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Kleger, Melnick, and Wylie voting in favor, and none opposed.

BRT NAMING: Mr. Hamm introduced David Funk of Funk/Levis, who with Kathy Wiltz of Cappelli Miles Wiltz Kelly (CMWK) had taken a wide range of LTD staff and Gerry Gaydos as the Board's representative through a naming process for BRT. A presentation had been made to the Board on Monday evening, but since only four Board members were present, they asked to have this issue brought back to the Board when more members were present.

Mr. Funk said that he had been hired by LTD's ad agency, CMWK, for this process. He stated that the biggest challenge was to find a name that would be strong enough to build a brand on in future years. The Board was being asked to give its blessing to a name that was not quite in context at that point. He explained the process that the Naming Committee had gone through, and defined the specific and general criteria used to select a recommended name. After a quick review of hundreds of suggestions, the Committee narrowed the list to four possible names, which the consultants then looked at carefully using specific criteria and took back to the Committee for further consideration. The group applied all criteria one at a time to each name and came to an almost unanimous decision to recommend the letter "Q" as the name for the BRT system. Mr. Funk unveiled the recommended name with several possible individual route names (Green Q, Red Q, etc.), which were seen as very easy to use and remember. He handed out a sheet listing the rationale for "Q," which included familiarity, ease of pronunciation, non-corruptible, positive connotation, associative ("Q" could stand for Quick, Quality, Quiet, uniQue, etc.), and memorable. Specific criteria applied to "Q" were timeless (unique and futuristic sounding), catchy (hip, fun, sophisticated, European), unique in the industry, short, and fun (easy to say and remember; lighthearted without being funny).

Mr. Funk said that the Naming Committee was hoping that the Board would give its blessing to move forward to the next step, and to find the best way to introduce the name to the public to get them excited. The consultants would begin developing a logo and the details of the application, such as color, usage on vehicles, etc. Mr. Viggiano added that another element in the next step was a more thorough legal review to make sure LTD was not infringing on anyone's copyright.

Mr. Melnick asked how many BRT routes there would be at full build-out. Mr. Viggiano replied that the TransPlan showed five routes.

Mr. Gaydos said he thought the process was a good one; BRT staff were involved, and people worked hard and created 345 potential names. He was eager to see the name as a logo, and encouraged the Board to accept this name.

Ms. Hocken was concerned that no one outside LTD was involved in the process. She also wondered about people drawing faces on the "Q," to which Mr. Funk replied that every name would be corruptible if people drew on it.

Mr. Kleger said he liked the extreme simplicity of the name. He thought that it would be fairly complicated to corrupt this name.

MOTION Mr. Kleger moved approval of LTD Resolution No 2002-017: "Resolved, that the LTD Board of Directors approves "Q" for the BRT system as recommended by the BRT Naming Committee, subject to copyright review." Mr. Gaydos seconded.

Mr. Melnick said he worried that "Q" had no inherent meaning, but other than that, he really liked it. Ms. Wylie noted that a lot of things had to happen yet to create this as the official name, and said she was impressed with the process. Ms. Hocken said that she was, too, except for the fact that no one outside LTD was involved. She said she would feel better if the BRT Steering Committee looked at this name, and added that she would like a few days to think about it. Mr. Melnick agreed with Ms. Hocken, saying that he would like more time to reflect on it and vet it with others, such as the BRT Steering Committee, which included bus users, City Councilors, and other interested persons and groups. Ms. Hocken said that she did not want to taint their review with the other finalist names, and Ms. Ban said it would be important for the Steering Committee to know what the process had been.

Mr. Melnick wondered if the Board could give tentative approval. Ms. Wylie suggested that the Board ask staff to begin the copyright search and take the proposed name to the BRT Steering Committee, and then bring this issue back to the Board at the July meeting. The caution was made to keep this discussion from public consumption, because LTD wanted to control the unveiling of the name.

MOTION
WITH-
DRAWN

Mr. Kleger and Mr. Gaydos agreed to withdraw their motion and have staff do the things suggested by Ms. Wylie and the other Board members. Mr. Gaydos said he did not feel a sense of urgency, other than looking forward to people beginning to associate the name with the service.

BUS RAPID TRANSIT GOALS AND PERFORMANCE OBJECTIVES: Mr. Viggiano referred to page 47 of the agenda packet. He noted that the Board had discussed the proposed goals and performance objectives in April. The BRT Steering Committee had recommended approval, with one change clarifying that every design element would not necessarily apply all along the corridor.

MOTION
VOTE

Ms. Hocken moved that the Board adopt 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." Mr. Kleger seconded, and the resolution was unanimously approved, 6 to 0, with Ban, Gaydos, Hocken, Kleger, Melnick, and Wylie voting in favor, and none opposed.

BOARD HR COMMITTEE RECOMMENDATION: HR Committee Chair Gerry Gaydos said that the Board had the opportunity to review the performance of the general manager in private session, and that goal was to have a regular evaluation process as part of the Board's annual calendar. He said that this year the Board and all but one senior management staff had participated in the evaluation process. The tool used was recommended by the American Public Transportation Association (APTA), and the committee thought it was a very good tool. He thanked the Board and staff for participating and for doing so in a timely fashion.

Mr. Gaydos stated that the evaluation result was that Mr. Hamm had done an outstanding job in every category that was evaluated, and the Board was very pleased with Mr. Hamm's performance, and with LTD in general. He said that LTD was in hard times economically, and it was hard to make the reward match performance.

MOTION

Mr. Gaydos moved that the Board approve 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 compensation adjustments of 3 percent retroactive to March 1, 2002, plus .75 percent starting July 1, 2002, plus one additional week of Consolidated Annual Leave.” Mr. Melnick seconded the motion.

Mr. Hamm thanked the Board and staff who participated in his evaluation. He said he saw some good themes in the written evaluations and that he would be working on goals and objectives in those areas. He said he would communicate to the Leadership Council (management staff) and others regarding those goals, as appropriate. He also thanked those who participated for having the courage to be honest, which he said was integral to the success of the organization and to him.

Mr. Melnick stated that the Committee and the entire Board were very impressed with Mr. Hamm’s performance. He appreciated the willingness of the senior staff to propose some goals for the future. He wanted to be clear about the Board’s support for what Mr. Hamm was doing, and, by extension, everyone else.

Mr. Kleger also appreciated the willingness of staff to fill out the form. He noted that the differences between the Board’s and staff’s responses were not that great, and that staff’s responses were very useful and beneficial to the Board. He wanted to say directly to Mr. Hamm that Mr. Hamm had done a magnificent job under difficult circumstances in the last year, and that he appreciated the way Mr. Hamm came through for LTD. He also said that he hoped it would not be too long before the Board could match Mr. Hamm’s excellent performance with comparable compensation increases.

Mr. Hamm commented that he was like the coach and collaborator of the talent of the people in the room, and others. He said he did not deserve all the credit for this past year; he had to step up and play his role, but the team thought through all the pieces during a time that was agonizing for everyone. He said that he appreciated the team very much.

Ms. Hocken said she wanted to echo the comments about what an excellent job Mr. Hamm had done. She said she was looking forward to continuing to work with him and to the time when LTD would have more money and resources, and that she did not know if it was possible to have any more dedication on the part of the staff than they already had. She also stated that it was important to move forward with a new employment contract, which currently was being drafted by the HR Committee and District counsel.

Ms. Wylie agreed, and also thanked Mr. Hamm for the way he accepted his role in being responsible for the organization, noting that the “buck” did stop with Mr. Hamm.

VOTE The vote was taken on the Resolution before the Board. It passed by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Kleger, Melnick, and Wylie voting in favor, and none opposed.

ELECTION OF BOARD OFFICERS: The Board officers of president, vice president, secretary, and treasurer were elected for two-year terms that would expire at the end of June.

NOMINA- Mr. Gaydos nominated the following slate of candidates: Ms. Wylie to continue as president,
TION Mr. Gaydos to continue as vice president, Ms. Hocken as secretary, and Ms. Lauritsen as treasurer,
VOTE to two-year terms beginning July 1, 2002. Mr. Melnick seconded, and the four officers were elected
by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Kleger, Melnick, and Wylie voting in favor,
and none opposed.

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Metropolitan Policy Committee (MPC): Mr. Kleger had attended the June 13 meeting with Ms. Wylie. He thanked Ms. Gardner for a good briefing and said he had been able to reiterate the need to include transit access in bike path issues. He said that there was a lengthy discussion of the South 42nd Street issue, and that MPC placed it at the top of its priority list. BRT Steering Committee—Mr. Gaydos reported that the main discussion at the May 21 Steering Committee meeting had been about the BRT policy change approved that evening. Mr. Viggiano added that the committee also discussed the Coburg Road corridor, which was discussed by the Board at the June 17 Special meeting. Mr. Hamm said he had talked with FTA that day and learned that LTD might be receiving approval for the bus demonstration project very soon. Ms. Hocken asked about the designation of the Pioneer Parkway corridor as 4-F. Mr. Viggiano replied that it provided critical links to bikes, etc., and was primarily for transportation with some incidental usage. He said that staff would discuss this issue with the FTA on June 26 and stress that this was not a 4-F issue. Board HR Committee—Mr. Gaydos said that it was a real pleasure to work with Mr. Kleger and Mr. Melnick, and that he thought the Board would continue to get a good work product as the committee continued its work.

Board Finance Committee—Ms. Hocken reported that last month the Finance Committee discussed the group pass policy and information on how the debt policy process was going to work. She noted that there recently had been meetings with the bond counsel. Ms. Hellekson added that the Finance Committee would be actively involved in this process as it moved along. She said that the meeting with bond counsel had provided a good overview of the process and what projects were to be considered for this process. Staff also had met with financial advisors who worked with other transit districts, and felt good about that meeting. She said that the financial advisors would work behind the scenes on rating issues and other issues that would be difficult for staff to accomplish. She noted that it was a good time to receive a rating, because LTD had a very strong balance sheet with cash reserves. Staff explained that LTD would not have to go to a vote on revenue bonds, but would have to if the District wanted to use general obligation bonds or a new tax. Ms. Hocken asked if LTD needed to set up a sinking fund for setting aside money. Ms. Hellekson said that the committee would be discussing those details. Mr. Gaydos said he continued to hear some concerns in the community about LTD going into debt, so the District needed to prepare its messages for the community, such as explaining why this was a rational approach for capital, and that it was sound financially. Ms. Hellekson said that the committee would be discussing how that would happen, and that there would be a public campaign. Ms. Wylie noted that LTD no longer was receiving federal money for buses, even though the District had asked. Ms. Hellekson stated that the FTA suggested that LTD not ask anymore, because this was one of the capital projects that was the easiest to finance other ways. She said that the Finance Committee would see a timeline in September, and if everything were approved by November, the process would be in good shape. She stated that LTD would be placing debt after receiving the five articulated buses, so would reimburse itself. She said that this was not unlike pre-spending grant money, as LTD had done in the past.

Springfield Station Design Review Committee: Mr. Simmons had discussed the committee's activities at the special meeting Monday evening. The next meeting was scheduled for July 23. He said that staff had met with Oregon Department of Transportation (ODOT) staff that day and had some issues to work out regarding traffic signals and other permits at the new station, and would update the Board at the next meeting. Mr. Viggiano said that at the last committee meeting, there had been a lot of discussion about joint development and where it would be placed on the plaza.

He thought that the designers had been pointed in the right direction in order to go forward with the design process.

General Manager's Report: Mr. Hamm told the Board that the president of the American Public Transportation Association (APTA) would be in Eugene on July 9, partly because of LTD's national visibility and partly because he would be in Portland for a conference. He said that this would be a significant visit for LTD because APTA played a role on the Hill and in the reauthorization of transportation funding. Mr. Hamm said that Federal Transit Administrator Jenna Dorn might be visiting LTD in July, as well. Third, he said, staff were recommending a recess for the Board in August, since there were no significant action items planned.

Monthly Financial Report: Ms. Hellekson said that LTD's finances were right where they were expected to be at eleven months through the fiscal year, with no need for a course correction, and that LTD was well prepared for the new fiscal year. Ms. Hocken asked about the self-employment tax receipts as reported in the agenda materials. Ms. Hellekson said that amount was the money paid in April 2002 for the 2001 tax year; some revenue would straggle in because of tax return extensions, but most of the 2001 self-employment tax receipts had been received. Ms. Hocken commented that LTD just about made budget in that category, too.

Department Reports: Government Relations Manager Linda Lynch reported that she and Mr. Hamm had been in Washington, D.C., the previous week. They had met with Senator Patty Murray, the chair of the Transportation Appropriations Subcommittee on the Senate side, who was very attentive and interested in LTD's projects. They also met with the transportation legislative assistants for Senators Smith and Wyden and Congressman DeFazio, as well as the transportation aide for Senator Shelby, the ranking member and former chair of the Transportation Appropriations Subcommittee and a member of the Banking Committee, where the mass transit part of reauthorization was handled. Ms. Lynch said that the transportation bills were not slated to be marked up until September or later, and that there was a fear that none of the appropriations bills would be done until after the new federal fiscal year. She added that Congressman DeFazio was beginning to position himself to be on the surface subcommittee of the Transportation Committee on the House side, and that, depending who was in the majority, he was senior enough now that he would have a committee chairmanship.

Performance Reports: Ms. Wylie asked about a drastic drop in productivity on Memorial Day Monday. It was apparent that there was an error in the graph rather than a drastic decrease in productivity.

ADJOURNMENT: There was no further discussion, and the meeting was adjourned at 8:15 p.m.

Board Secretary

(This packet was printed on recycled paper.)

Public notice was given to *The Register-Guard* for publication on June 13, 2002.

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

Page No.

I. CALL TO ORDER

II. ROLL CALL

Melnick _____ Wylie _____ Ban _____ Gaydos _____
Hocken _____ Kleger _____ Lauritsen _____

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT

IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 05

V. WORK SESSION

A. Executive Session Pursuant to ORS 192.660(1)(i) 06

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

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

- 1. Minutes of May 15, 2002, Regular Board Meeting (Page 09) 08
- 2. Automated Passenger Counter Contract Approval (Page 14)
- 3. Resolution Reaffirming District Boundaries (Page 15)

B. Adoption of Fiscal Year 2002-03 LTD Budget

- 1. Staff Presentation 17
- 2. Opening of Public Hearing by Board President
- 3. Public Testimony on Proposed Fiscal Year 2002-03 Budget
 - 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

- 1. Staff Presentation 25
- 2. Opening of Public Hearing by Board President
- 3. Public Testimony on Proposed Section 5309 Grant Application
 - 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

- 1. Staff Presentation 26
- 2. Opening of Public Hearing by Board President
- 3. Public Testimony on Proposed Emergency Preparedness Grant

	□ 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).

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING/JOINT WORK SESSION WITH
SRINGFIELD CITY COUNCIL

Monday, June 17, 2002

Pursuant to notice given to *The Register-Guard* for publication on June 13, 2002, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a work session with the Springfield City Council on Monday, June 17, 2002, beginning at 5:30 p.m., in the LTD Board Room at 3500 E. 17th Avenue, Eugene.

Present:

Lane Transit District Board of Directors

Susan Ban
Gerry Gaydos, Vice President
Dave Kleger, Treasurer
Hillary Wylie, President, presiding
Ken Hamm, General Manager
Jo Sullivan, Recording Secretary

Springfield City Council

Ann Ballew
Tammy Fitch
Lyle Hatfield (arrived at 5:50 p.m.)
Sid Leiken, Mayor
Christine Lundberg
Fred Simmons
Mike Kelly, City Manager
Gino Grimaldi, Assistant City Manager

Absent

Patricia Hocken
Virginia Lauritsen, Secretary
Robert Melnick

Absent

Dave Ralston

CALL TO ORDER: The meeting was called to order at 5:38 p.m. by Board President Hillary Wylie. She welcomed LTD's Springfield guests. Springfield Council President Sid Leiken then called the Springfield Council work session to order. Councilor Hatfield was not yet present.

Ms. Wylie noted that as LTD was approaching work on bus rapid transit (BRT) projects, such as the Springfield Station and the Pioneer Parkway BRT corridor, it was important to continue to work together hand-in-hand. She said that BRT was a big project and the partners would need to use everything they had to get through it with a minimum of costs and problems. She said she was grateful for the working relationship between the City of Springfield and LTD, thrilled to see the route the two bodies had taken and the growth they had made, and excited about their plans.

BUS RAPID TRANSIT PHASE 1: LTD Director of Development Stefano Viggiano noted the background information included in the agenda materials for both the Board and the Council. He used a PowerPoint presentation to provide a brief update on the current status of the BRT project, schedule, and vehicle acquisition. He discussed the proposed change from two to three BRT stations in Glenwood, at new locations. The new Lexington Station would be located at the western access to the future nodal development being planned by Springfield.

Mr. Viggiano also discussed the approved design elements and additional design proposals for South A Street in Springfield. Councilor Ballew asked how traffic would be accommodated if

BRT took a traffic lane. Mr. Viggiano explained that adequate traffic capacity was maintained. The goal of the changes was to slow the traffic for better pedestrian safety.

In discussing the project schedule, Mr. Viggiano said that LTD would break ground on the first sector in early fall of 2002, and if all went as planned, service would begin in the fall of 2004. He also explained the design characteristics of the BRT vehicle and how attributes of the Phileas bus, developed in the Netherlands, fit the needs of LTD's BRT system.

Mr. Viggiano next discussed the Pioneer Parkway BRT Corridor, which had been selected by the Springfield Council as the next BRT corridor in Springfield for specific reasons. The next Eugene corridor, along Coburg Road, had the opportunity to connect with the Pioneer Parkway corridor in the Gateway area and create a loop, which was the reason it was selected by the Eugene City Council. Mr. Viggiano explained that LTD had the money to plan these next corridors but not to build them. LTD would be requesting that funding in the reauthorization of the transportation funding bill. Staff were not sure if it was possible to receive an 80/20 match (80 percent federal funding/20 percent local) again, or if the local match might be higher for the next grant.

In response to a question from Councilor Ballew, Mr. Viggiano said that BRT service would replace existing service along the corridors, because LTD could not afford to provide duplicate service. BRT would replace service that currently got stuck in traffic with service that could move along more quickly, so LTD should be able to spend less to provide an equivalent level of service.

Councilor Fitch asked whether it was anticipated that a northern station would be needed at Gateway Mall once both the Coburg and Pioneer Parkway lines were built. Mr. Viggiano said that LTD might want to relocate the Gateway Station because it was difficult to reach where it was because of circulation through the parking lot. It was yet to be decided whether there would be a station at both the north and south end of the mall. For BRT, the goal was to minimize the number of stops. A central location for Gateway Mall would be ideal, and possibly one by the post office or somewhere in that area, north of the mall. Mr. Hamm added that the smaller BRT stations eventually would replace the larger stations like Gateway, because along the BRT route there would be neighborhood connectors bringing riders from the neighborhoods and other areas of town. Mayor Leiken said that a critical location for a station would be on the Pioneer Parkway BRT corridor near the employment center, possibly near the hospital or just beyond, in the industrial park area, and somewhere where it would not have to be moved in a few years. Mr. Viggiano stated that in planning the corridor in segments, staff were trying to coordinate one segment with the PeaceHealth master plan for the RiverBend development. There had been some discussion about going to PeaceHealth's front door and connecting with Industrial Way.

Councilor Ballew asked if new streets would be built a little sturdier to accommodate the buses. Mr. Hamm said he thought this was something the engineers would work out; however, the BRT buses would be far lighter than standard buses, and smaller buses probably could be used in a lot of the community for connector service. Ms. Wylie noted that the new buses also would be much quieter than current buses, and suggested that maybe a separate lane should be built close to the hospital just for BRT.

Councilor Lundberg mentioned concerns about coordinating a northern link where roundabouts were installed near Beltline, near Symantec and Sony, because of the concerns of the residents in that area. She said that many people were concerned about how the road, being called

the "northern link" went north from Beltline. She wondered if buses could get through a roundabout. Mr. Viggiano said it would be much easier to get a Phileas bus through a roundabout than it would be for a normal bus, and Councilor Lundberg said that part of the solution would be in making modifications.

Mr. Hamm stated that the two staffs had been working very well together and would need Board and Council help to facilitate some things to make these projects work.

SPRINGFIELD STATION JOINT DEVELOPMENT: LTD Facilities Maintenance Manager Charlie Simmons provided some background information on the Springfield Station master plan, site issues, and joint development. Councilor Ballew asked about visibility from the station to the street. Mr. Simmons explained that the architectural firm, WBGS, was working on those design issues, including security and visibility, in a design charrette being conducted elsewhere in the building. He said that \$3.8 million had been secured for the project, and LTD had requested an additional \$3 million. If the additional funding were not received, it would be very difficult for LTD to build this station. With a guest services center (GSC) and 2,000 square feet for LTD's use, the cost already was right at \$6.8 million.

Mr. Simmons said that currently the project was on schedule for completion in May 2004, the same timeline as the first corridor of the BRT project. It was critical that this station be operating at the same time as BRT. Joint development was critical to the master plan. LTD had to find a way to minimize its operational expenses while providing services for Springfield and LTD's guests. Mayor Leiken thought that other developers would be very interested in this project, due to Carolyn Chambers' significant investment in downtown Springfield. Mr. Simmons stated that the timing of joint development was an issue for the project. The Springfield Station Design Review Committee (DRC) thought it was important to have joint development in place when the station opened.

Mayor Leiken said that there were a lot of people with a lot of passion for the corridor, and he thought that someone would be willing to step up and work with LTD on this project.

Springfield Executive Development Manager John Tamulonis explained that a major constraint in this area was that the cost of developing a new facility was twice as much as could be received in rents with the current market conditions. To help with operational costs, there may be a way to have the lessee handle some of the costs or activities. Mr. Hamm noted that there were some restrictions when using federal funds. He said that staff believed that LTD could reprogram its capital budget in order to fund \$500,000 for additional square footage for joint development (but not by debt financing). If the responsibility for some of the operational costs, such as restrooms and guest services functions, could be shifted to the tenants, LTD could pay the tenants to perform those functions. This could enhance the effort to redevelop within the downtown core. He stated that LTD was proposing this idea as a solution to the loggerhead in finding joint development, but that to go beyond 5,000 square feet did not make sense at that time. Mr. Tamulonis said that LTD needed to design the development so that it worked for the station, and he thought that potential tenant could be found for 5,000 square feet. Mr. Simmons noted that LTD was looking for a business that would operate on the same schedule as the buses, to provide visibility and oversight at the station. He also said that while LTD was proposing to go forward with 5,000 square feet for joint development, it would be planning for future development of 15,000 to 12,000 square feet. He thought that it probably would take a minimum of a couple of years to plan that additional joint development.

Councilor Simmons asked about federal restrictions on joint development. Mr. Hamm replied that the restrictions had decreased quite a bit and that joint development actually was a high priority for transit projects. Councilor Simmons then said that a strong concern was to have restroom facilities available when the station opened, not later. Mr. Tamulonis said that the concept was to include things that were paramount to LTD at the front end as well as the opportunity for future development. However, the small amount of parking space might be the main restriction on what could be done at the site.

Councilor Fitch wondered if the City could help find the funding for the difference by directing staff to work with LTD to find solutions for funding. Mr. Tamulonis said that staff were looking at many possible solutions, and that it would be a series of small options that would make this project possible.

ADJOURNMENT: Ms. Wylie thanked the Council and Springfield staff for being there to help keep the project moving. Mayor Leiken noted that this most likely was Councilor Simmons' last joint meeting as a City Councilor, since he had chosen not to seek reelection. The mayor thanked Mr. Simmons for his input on these projects. With no further discussion, the meeting was adjourned at 6:43 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING/WORK SESSION

Monday, June 17, 2002

Pursuant to notice given to *The Register-Guard* for publication on June 13, 2002, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting/work session on Monday, June 17, 2002, beginning at 6:45 p.m., in the LTD Board Room at 3500 E. 17th Avenue, Eugene.

Present: Susan Ban
Gerry Gaydos, Vice President
Dave Kleger, Treasurer
Hillary Wylie, President, presiding
Ken Hamm, General Manager
Jo Sullivan, Recording Secretary

Absent: Patricia Hocken
Virginia Lauritsen, Secretary
Robert Melnick

CALL TO ORDER: The meeting was called to order at 6:55 p.m. by Board President Hillary Wylie.

BRT NAMING: Public Relations Representative Sue Aufort provided background information on the process to develop a name for the BRT system. LTD had enlisted the help of David Funk, of Funk/Levis & Associates, and Kathy Wiltz, of Cappelli Miles Wiltz Kelly (CMWK). A committee of 16 members included employees from throughout LTD, including the general manager and Board Member Gerry Gaydos. The committee had selected a name to recommend to the Board. With Board approval, staff and the consultants would move forward to develop the personality of the name and plan its introduction to the community.

Ms. Aufort introduced Mr. Funk, who discussed the general and specific criteria applied to test the appropriateness of possible names for this project. These criteria were listed in the agenda packet for the meeting. The criteria were applied very carefully to the four finalist names, and the consultants also considered how they could create a personality for each name far into the future.

Mr. Funk then unveiled the name chosen by the Naming Committee: the letter "Q." He noted that it met all the criteria, and that it could stand for something, such as "Quality" or "Quiet," or it could stand for nothing. It would be easy to name separate BRT lines, such as "Red Q" or "Blue Q." The committee thought it worked well for what it needed to do, and that it was lighthearted, fun, simple, timeless, and "hip." The consultants had not found another name like it in the transportation area. Mr. Funk said that if the name were approved, a logo would be developed, and CMWK would begin working on the design and applications.

Mr. Gaydos said that he had participated on the committee and thought it was a good process. A local radio station used the nickname "The Q," but it did not appear that would be a problem, and there actually could be the opportunity for some joint promotions. After a name was chosen, there would be a more thorough copyright search. Mr. Gaydos said that the committee would like the Board to be supportive and move forward with this name. In response to a question about whether the name was "Q" or "The Q," Mr. Funk replied that the name would be just "Q," although people would add "the" when talking about the service.

Mr. Kleger moved LTD Resolution No. 2002-017: "Resolved, that the LTD Board of Directors approves "Q" for the BRT system as recommended by the BRT Naming Committee, subject to copyright review." Mr. Gaydos seconded the motion.

Ms. Wylie noted that only four of the seven Board members were present, and asked those present if they would prefer to wait until the regular meeting on Wednesday when more members would be present before making a decision on the name. There was agreement that they did prefer to wait so Mr. Kleger and Mr. Gaydos withdrew the motion and action was postponed until the Wednesday meeting.

COBURG ROAD BRT CORRIDOR PLANNING PROCESS AND STAKEHOLDER GROUP:

Director of Development Services Stefano Viggiano explained the proposed planning process, which was a little different than the process used for the Phase 1 corridor. It was described in the agenda materials for that evening. The process was expected to take almost two years longer than originally thought. The reasons for that had been listed in a letter from General Manager Ken Hamm to Eugene City Councilor David Kelly in response to comments Councilor Kelly had made about the delayed process.

Mr. Viggiano said that this plan had gone through the three-member Board BRT Committee, who suggested adding the stakeholder process for the master plan, and the BRT Steering Committee, who expressed some concern about the two additional years. Staff suggested that if more money became available, LTD could try to shorten the process, but did not want to promise more than they could accomplish.

Mr. Gaydos thought the plan was a good one and that LTD should go forward with it. Also, he said, the BRT Steering Committee wanted to be sure that students and young people used the system, so he suggested that a young person be added to the Coburg Road BRT Stakeholder Committee as one of the at-large members. This could be a Sheldon High School student or a college student who lived in the area. Third, he said, he thought that LTD, possibly Mr. Hamm and a Board member, should meet with Councilor Kelly and Eugene City Manager Pro Tem Jim Carlson to explain that the funding had changed, and the other reasons that the timeline had changed. He wanted them to understand that LTD was responding to reality and trying to do a good thing for the community. He thought that this conversation might be helpful with other councilors, as well.

Ms. Wylie suggested that the Board member from that area be a member of the Stakeholder Committee, as well. She asked Ms. Ban if she would be willing to participate; Ms. Ban said that she would.

Mr. Viggiano asked what level of involvement the Board would like to have in the BRT station design. There was agreement that the full Board should be involved.

ADJOURNMENT: There was no further discussion, and the meeting was adjourned.

Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2002

ITEM TITLE: BRT NAME

PREPARED BY: Stefano Viggiano, Director of Development Services

ACTION REQUESTED: Approval of BRT System Name

BACKGROUND: Last month, the Board considered the name for the BRT system. The Board deferred action on the name, directing staff to seek comment from the BRT Steering Committee and to determine any possible trademark infringement with the proposed name.

The BRT Steering Committee met on July 2, 2002. The Committee voted six to one to recommend that the Board approve the proposed name. Committee members' comments about the name were generally positive. Board members Pat Hocken and Gerry Gaydos attended the meeting and can provide their perspective on the Steering Committee discussion.

The trademark research has determined that there would be a low risk of trademark infringement with the proposed name. A report from legal counsel will be arriving shortly and can be shared with the Board at the meeting.

ATTACHMENT: None

PROPOSED MOTION: I move adoption of 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 and the BRT Steering Committee.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2002

ITEM TITLE: BRT STATION DESIGN

PREPARED BY: Charlie Simmons, Facilities Services Manager

ACTION REQUESTED: Approval of BRT Station Design

BACKGROUND: A key design element for the BRT system is the design of the station shelters. The shelters, along with the vehicle, will be the most visible and identifiable element of the system. WBGS Architects developed many different options for the station design. Working with staff, the design options have been narrowed to two choices. The two station designs have been designated "Masted Wing" and "Masted Sails." The two designs will be presented at the meeting for the Board's review and selection.

The BRT Steering Committee reviewed the two station designs at their meeting on July 2, 2002. There were positive comments about both the designs. The committee ultimately voted to support the "Masted Sails" design by a unanimous vote. Board members Pat Hocken and Gerry Gaydos attended the Steering Committee meeting and can provide their perspective on the committee discussion of the two designs.

ATTACHMENT: None

PROPOSED MOTION: I move adoption of the following resolution:

LTD Resolution No. 2002-029: Resolved, that the LTD Board of Directors approves the "Masted Sails" BRT Station Design as recommended by the BRT Steering Committee.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 2002

ITEM TITLE: BRT UPDATE

PREPARED BY: Graham Carey, BRT Project Engineer, Development Services

ACTION REQUESTED: None. Information and discussion only.

BACKGROUND:

Phase 1 Corridor Design: The Phase 1 design process is proceeding as planned. The western section is now at the 60 percent completion mark. An open house for the western segment of the corridor was held on June 24, 2002. The designs were well received. The Franklin/UO section is nearing the 60 percent completion mark. An Open House for the UO/Franklin section was held on August 21st. Attendance was good and useful input was received. Staff have met with some key property owners along the western and UO/Franklin sections of the corridor to review the latest designs. Those meetings have gone well. In Glenwood, most of the design issues with ODOT have been resolved and discussions with property and business owners are proceeding.

Phase 1 Vehicles: In response to LTD's waiver request the Federal Transit Administration (FTA) requested that a formal Request for Proposals (RFP) for the supply of the BRT vehicles be issued. The closing date for submissions was August 21st and only one submission was received, from Phileus. LTD has submitted to FTA a request for a "Buy America" wavier and is awaiting a reply. In the interim, staff are conducting due diligence on the manufacturer of the Phileus vehicle

Springfield Corridor: The Pioneer Parkway South Stakeholder Group met for the third time on September 12th to review the various alignment options for this section of the corridor.
An Open House for the Harlow /Gateway section will be held on October 3rd with the first stakeholder meeting being held the following week.
LTD staff are working with PeaceHealth to develop the BRT route through the proposed RiverBend development.

Eugene Corridor: Staff have compiled a Coburg Road stakeholder committee which consists of a LTD Board member, city councilor, Planning Commission member, property owners and at large members. The first committee meeting was held on September 11th 2002.

ATTACHMENTS: None

PROPOSED MOTION: None

Q:\Reference\Board Packet\2002\09\Regular Mtg\BRT Update.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 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 July 17, 2002:

- (1) Approval of minutes: June 17, 2002, joint meeting with Springfield City Council
- (2) Approval of minutes: June 17, 2002, special meeting/work session
- (3) Approval of minutes: June 19, 2002, regular Board meeting
- (4) Purchasing Policy Update

ATTACHMENTS:

- (1) Minutes of the June 17, 2002, joint meeting with Springfield Council
- (2) Minutes of the June 17, 2002, special meeting/work session
- (3) Minutes of the June 19, 2002, regular Board meeting
- (4) Staff Recommendation: Purchasing Policy Update

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

LTD Resolution No. 2002-027: It is hereby resolved that the Consent Calendar for July 17, 2002, is approved as presented.



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MONTHLY DEPARTMENT REPORTS

July 17, 2002

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

THIRD SPECIAL SESSION

Two weeks prior to the recent special legislative session, legislative fiscal staff requested information regarding already-allocated special transportation funds. Because these funds are already under contract for this new fiscal year, and due to the response from advocates for mobility services for the elderly and people with disabilities, it was a short-lived attempt to help plug the state's financial hole. Such a move would have had a devastating effect on the District's budget (possibly \$500,000) and to people dependent on RideSource and other comparable services.

Having dodged that bullet to the District's ability to finance such services, the legislature has not yet succeeded in balancing its budget. While technically they produced such a plan, it is dependent on the governor's approval and the passage in September of a proposed 60-cents-per-pack increase in the cigarette tax. While "sin" taxes are generally popular with voters, people may believe a limit has been reached on this particular tax. The political power of the beer, wine, and liquor industry has protected them from a broader view of sin taxes. It is highly likely that either a fourth special session will be necessary or that the 2003 Legislative Assembly will begin its work in January still dealing with the current biennial budget's shortfalls. Governor Kitzhaber unfavorably compared this session's budget solution with the accounting practices of Enron and Worldcom. He said, "I think this budget violates the principle of 'pay-as-you-go.' This is not a fiscally conservative budget. It is a fiscally irresponsible budget, because it is not balanced by program cuts, not by new revenue, but rather by one-time revenue, borrowing against the future and a series of complex accounting maneuvers."

The bottom line is that Lane Transit District is not immune to the state's budget problems, and that the \$500,000 cut in funding for the proposed RideSource facility may not be the only hit to be taken.

FEDERAL APPROPRIATIONS WORK BEGINS

Congressional appropriations committees suddenly have moved into high gear, attempting to complete work—or at least mark-up—on some funding bills before the August recess. It is possible that work will be completed on the Agriculture, Interior, Energy and Water, and Military Construction appropriations measures prior to the August recess, with the House perhaps taking up Transportation prior to the break. The fact that Transportation mark-up is approaching has generated many telephone calls and visits among the District's D.C. representatives, Smith Dawson & Andrews, Oregon Congressional staff, and government relations staff. The bill's future is still tied to the Homeland Security measure, as the Transportation Security Administration has been forced to borrow operating funds from FEMA until Congress works out the Homeland Security provisions.

DEVELOPMENT SERVICES

Stefano Viggiano, Director of Development Services

ACCESSIBLE SERVICES

- As of June 30, LTD's Trainer Pass Program that had been distributing an average of 200 free passes per month, was discontinued. Many of the agencies using passes were providing Personal Care Attendant service for program participants rather than providing bus training. Because the federal Americans with Disabilities Act (ADA) allows attendants to ride at no cost when providing needed assistance to a person with a disability, there is no need for passes when acting in this capacity. LTD guests who need assistance can have their Reduced Fare Cards marked "attendant okay." Agencies providing individualized bus training now are able to obtain tokens through the Accessible Services Program to be used for training trips. LTD continues to offer private, non-profit agencies the opportunity to purchase LTD fare media at a 50 percent discount.
- Special transportation services previously managed through the City of Oakridge have been transitioned to Special Mobility Services (SMS) as of July first, in anticipation of future growth of transit services to the area. LTD's Accessible Services and Commuter Solutions programs are teaming up with the City of Oakridge and Special Mobility Services (the RideSource contractor) to apply for funding through the Oregon Public Transit Division's Inter-City program for rural and small communities. The move from the City to SMS, supported by the Oakridge City Council, City Manager, and transit program staff, will provide the administrative and operations structure needed to pursue the federal grant funds.

COMMUTER SOLUTIONS

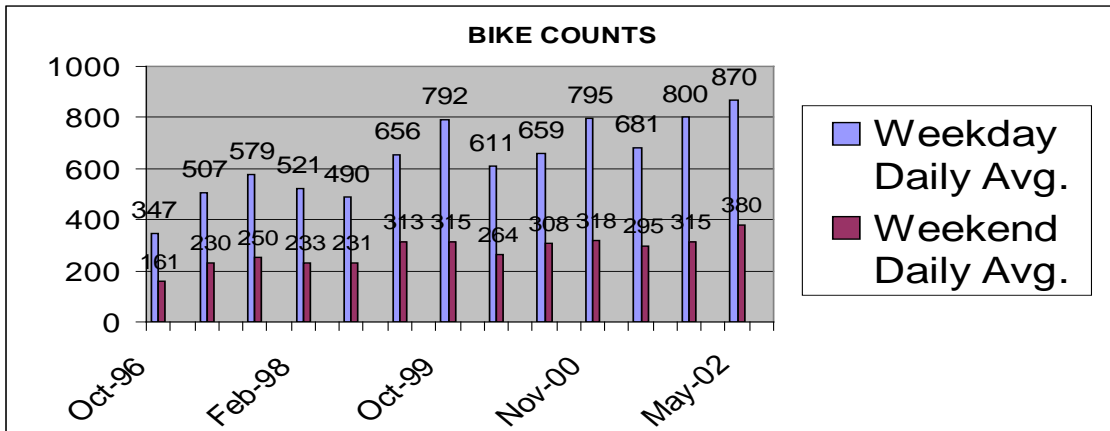
- Gateway Transportation Partnership subcommittee members met with LTD staff for an initial discussion on designing a circulating shuttle route within the Gateway Area. Commuter Solutions/LTD staff will continue to meet to define routing, frequency, cost, and funding.
- Market research of all existing group pass program participants is coming to a close. Preliminary findings about any change in mode use and transit ridership amongst employees should be available in the next month. A presentation of the survey results will be presented to the Board of Directors in the fall.
- Salem, Albany/Corvallis, and Eugene/Springfield are entering into a cooperative program to manage vanpools in our areas. Vanpools will now carry one name, "Valley Vanpool," with a toll-free number and Web site. A special vanpool subsidy fund from the Oregon Department of Transportation (ODOT) will be transferred to Cascades West Council of Governments. A memorandum of understanding is being drafted to list the responsibilities of all of the vanpool coordinating agencies.
- A new Park & Ride will be added on Franklin at Walnut (the former Department of Motor Vehicles building). ODOT will do the initial cleanup of the lot, and Commuter Solutions will fund the sealing and striping of the lot and installation of signage. A second new Park & Ride lot at the former WareMart site on West 11th at Garfield is under negotiation.
- TDM Refinement Plan meetings have been occurring with staff from the Lane Council of Governments (LCOG) and Commuter Solutions. LCOG received a Transportation Growth Management (TGM) grant to develop the programs and policies for the transportation demand management (TDM) strategies listed in TransPlan. The Refinement Plan eventually will be adopted at the next TransPlan Update.
- Three businesses in the Gateway area have requested that Employee Transportation Surveys be distributed. They are: DoubleTree Inn (300 employees), Travelodge Eugene/Springfield (85 employees), and Pacific Continental Bank (15 employees). LTD will distribute surveys in Spanish as well as English.
- Downtown Eugene, Inc., with 15 employees, has joined the Group Pass Program effective July 1. Prosperity Phone Service (14 employees) cancelled its group pass program effective July 1 for budget reasons. Meetings to discuss potential group pass programs have been held with Software Spectrum (300 employees), Goodwill Industries (200 employees), and Wal-Mart on West 11th (271 employees).
- Commuter Solutions conducted an in-house promotion for LTD employees, promoting carpooling and biking to work. The two events, each a week long, resulted in a savings of 1,645 vehicle miles traveled (VMTs). A total of 45 employees participated in the events.

- Commuter Solutions staff continue to work with LTD Special Transportation Program Manager Terry Parker, Special Mobility Services staff, and representatives of the City of Oakridge to finalize van services between Oakridge and the Eugene-Springfield area.

SERVICE PLANNING AND MARKETING

- The semiannual count of bikes carried on the buses has shown continued growth. This popular program allows cyclists to take their bikes with them, making it easier to travel once they reach their bus destination. The following chart summaries bike loading activities:

Total for the month
 May 2002 – 23,046
 Oct. 2001 – 20,921
 May 2000 – 17,615



- Summer bid implementation continues to go well. Work on the fall bid is progressing as a number of printing deadlines approach. The Rider's Digest will be sent to the printer later in July. Everything is on schedule to distribute materials three weeks prior to bid implementation.
- Special service planning has increased significantly this month as the Butte to Butte, Freedom Festival, and Country Fair services will have been completed by the time the July Board meeting occurs. Butte to Butte ridership totaled 1,492 riders (this is a one-way shuttle), which was down 8 percent from 2001. The Freedom Festival shuttles carried 2,194 rides (no breakdown of inbound versus outbound), which is excellent for the first year and operating only three buses. Coming along quickly in August will be the Filbert Festival, Scandinavian Festival, and Lane County Fair. Following these

busy weeks, UO football service will kick in. Staff currently are examining the possibility of contracting with Salem Transit District to supplement LTD buses for football shuttles. Buses have been provided by Laidlaw the past several years; however, Laidlaw buses do not have the necessary capacity, nor do they have wheelchair lifts. If this change occurs, the District will have more capacity to provide faster post-game service.

- The fare increase went into effect with the sale of July passes, and on July 1st the token prices increased. After a review of July sales, staff will analyze the effects of these changes. A number of other program changes, such as the elimination of the trainer pass and the lowering of the wholesale discounts, should have positive effects on the revenue picture. In the fall, additional changes will occur as the District begins a new identification requirement for youth and introduces a reduced fare day pass.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

200 YEARS OF EXPERIENCE DRIVING INTO RETIREMENT

July 2002 is a huge month for retirements. LTD is losing nearly 200 years of safe driving to the laid-back life of retirement. Retirees include: Hank Perry, John Penn, Paul Headley, Lee Barry, Ray Chapman, Manny Betonio, Roy Hughes, and our award-winning training supervisor, Vern Rogers. That is a lot of experience heading out the door. We appreciate all of their dedication over the years to help make LTD one of the best transit districts in the country, and wish them well in their retirements.

NEW TOKENS BEING DISTRIBUTED

The new aluminum tokens are being sold and distributed. These are a much lighter token and a big change from the brass tokens that LTD has been using for the last several years. They are much less expensive than the brass tokens. Staff expect that they will perform well under the demands that tokens are put through.

ONE-DAY SALES RECORD AT THE GSC

The Guest Services Center recorded its highest sales ever on July 1st, selling a total of \$14,600 worth of fare instruments. The fare increase and the sale of new tokens were contributing factors in the sales record.

MAINTENANCE

Ron Berkshire, Director of Maintenance

There is no Maintenance report this month.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

The monthly Finance and Information Technology 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: July 17, 2002

ITEM TITLE: JULY AND AUGUST 2002 EMPLOYEES 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 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.

AUGUST 2002 EMPLOYEE OF THE MONTH: Bus Operator Arline Link has been named the August 2002 Employee of the Month. She was hired by LTD on January 3, 1974. Arline has earned awards for 24 years of safe driving, and was a previous recipient of an accessible service award and a commendation for 16 years of correct schedule operation. This is Arline's third time to be selected as the Employee of the Month. She previously was selected in July 1985 and May 1995, and was named Employee of the Year in 1985. Arline continues to receive nominations for the Employee of the Month award on a regular basis. Guests comment that she is very nice, cheerful, and helpful; she has a radiant personality, kinds words to say to

everyone, and genuine concern for her riders; she is always happy and smiling; and she provides exceptional care for her riders. One guest even went so far as to say, "She deserves to be honored as the Lady of the Millennium."

When asked for additional input on what makes Arline a good employee, Transit Operations Supervisor Shawn Mercer said,

Arline is one of the most pleasant, caring and genuine people I know. For many, many years, Arline has made sure that expressions of sympathy, good cheer, and get well concern have been passed along to fellow employees, their families, and LTD guests by making sure that a card or note is delivered in a time of need. I experienced her compassion personally when my wife had to have some surgery some time ago. Arline still asks about her health and I know her concern is genuine.

Arline brings the same compassion and caring onto the bus with her every day. She does her very best to make new guests happy that they chose to take an LTD bus ride. She also makes our guests who are experienced riders feel as welcome as if they were invited into her home.

Scores of young people have grown up riding the bus with Arline, and to them she is known as "Grandma." These young people don't hesitate to greet Arline heartily and to tell friends and others that they have been riding with her since they were babies.

One longtime LTD rider stated, "Arline has personality plus to all passengers, calls out main stops along with landmarks; lowers the steps when needed, always in good spirits, makes the trip a pleasure." Recent visitors to Eugene/Springfield wrote to report that this operator was very helpful to them when they were visiting Eugene & using the transit system. Another rider commended Arline with this EOM nomination, "Arline is always pleasant, gives excellent directions, always says good morning & thank you for riding."

Is it any wonder she was selected for this honor?

Our congratulations to Todd and Arline on their selection as the July and August Employees of the Month!

AWARD:

Todd and Arline will attend the July 17, 2002, meeting to be introduced to the Board and receive their awards.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2002

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

PREPARED BY: Jo Sullivan, Administrative Services Manager/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 September 18, 2002, meeting, the Board will be asked to approve the purchase of the articulated buses included in the Capital Improvements Plan.
- B. **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.
- C. **Accessible Services Report:** A presentation on accessible services will be scheduled for the September, October, or November Board meeting each year.
- D. **Commuter Solutions Report:** A presentation on the Commuter Solutions program will be scheduled for the October or November Board meeting each year.
- E. **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.
- F. **BRT Updates:** Various action and information items will be placed on Board meeting agendas during the design and implementation phases of the bus rapid transit project.



LTD General Manager's Report

July 2002

Prepared by Ken Hamm, General Manager

Future Dates to Remember

July 21, 2002	LTD / Salem Bus Roadeo at LTD
August 4	LTD Picnic at Jasper Park
August 21	Regular Board Meeting - Canceled
September 16	Board Work Session (tentative)
September 18	Regular Board Meeting
September 22-25	APTA Annual Meeting & Expo
October 14	Board Work Session (tentative)
October 16	Regular Board Meeting
November 8-9	Fall Strategic Planning Work Session

Internal Activities

Team LTD Barbecue

On June 20th, a Team LTD barbecue/potluck was held on the east end of the Operations Center. It was about five hours of eating and conversation, with members of all departments visiting and laughing together. Employees brought salads, desserts, and munchies to go with the hotdogs and hamburgers that several chefs so elegantly prepared. It was a good morale builder.

External Activities

Meeting with New FTA Region X Administrator

On June 26th, Linda, Stef, Lisa, and I met with Richard Krochalis, the new FTA Region X administrator, while he was in Portland. This was a good get-acquainted meeting to introduce him to our principal staff contacts and key projects. He seemed very engaging and expressed his interest in visiting Eugene. We have scheduled a short visit for him on July 16.

Meeting with ODOT Region 2

On July 1st, Stef, Linda, and I met with Jeff Scheick, ODOT Region 2 manager. As we have shared previously, there have been issues with ODOT regarding signals, lane widths, access permits, etc., that need clearing up. At this meeting we got a renewed commitment from

Mr. Scheick and his team. Subsequent to this meeting, Stef and Charlie have had a good meeting with some of ODOT's key decision-makers, so things are improving.

David Kelly Meeting

On July 3rd, Gerry Gaydos and I met with David Kelly, City of Eugene councilor, and Jim Carlson, Eugene city manager. We had a good discussion about the Coburg Corridor BRT project. There had been some concern expressed about the schedule of the project. We all would like to keep this phase on target. Ultimately, funding will drive the completion date.

APTA/AASHTO/FTA/CTAA Conference in Portland

Linda Lynch and I attended a joint conference in Portland, July 8-10, of the American Public Transportation Association, the American Association of State Highway and Transportation officials, the Federal Transit Administration, and the Community Transportation Association of America. Topics ranged from reauthorization of TEA-21 to national research programs, and from smart growth to insurance and risk management.

APTA President Visits LTD

On July 9th, Bill Millar, president of APTA, visited LTD. Bill wanted to learn all about BRT, in particular, but also about LTD. A lunch was held with representatives from both cities, the county, and our congressional delegation. Bill particularly liked the Breeze and LTD's growing commitment to green bus technologies. Coincidentally, the Special Transportation Advisory Committee was meeting that day. Bill enjoyed saying hello to them, as well.

Riverside Transit Board member Visits LTD

Also on July 9th, John Winningham, a Riverside Transit (California) board member, visited LTD. RTA is looking at BRT as an option for corridor enhancement in their region of California.

Articulated Buses

I had a conversation with Fred Hansen, general manager of Tri-Met, about piggybacking onto their bus procurement. We now have written confirmation from Tri-Met to tag on. This means that we will be asking the Board to approve the procurement of five articulated buses from New Flyer.

FYI

Linda Lynch has accepted the responsibility of chairing the Public Transportation Advisory Committee, an advisory committee to the Oregon Transportation Commission. Advisory committees have been established for the key modes. This is an exceptional role for Linda and for LTD.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2002

ITEM TITLE: WORK SESSION: ORDINANCE 36 REVISION

PREPARED BY: Mark Johnson, Director of Transit Operations

ACTION REQUESTED: Information Only

BACKGROUND: Since LTD lost its appeal to Ordinance 36 provisions, Transit Operations staff have been working with District Counsel Rohn Roberts to determine an acceptable revision that would be lawful and also give LTD the protection to manage its facilities in a manner that would be conducive to providing a safe and comfortable place for the District's guests. Staff recommended considering ways to provide limited access so that LTD stations do not become "public places" where all forms of activity would be allowed. This would include panhandling, street musicians, preaching, and other forms of public displays and loitering that would interfere with the safety and comfort of LTD's patrons.

Mr. Roberts is meeting with ACLU attorney Edward Gerdes to discuss revisions to Ordinance 36. LTD hopes to ensure that the ACLU, if not unopposed to the revisions being proposed by the District, at least would not challenge them.

During the July 17 work session, Mr. Roberts will outline the discussion and concerns of the ACLU. In addition, a proposal for amending the ordinance will be presented for Board discussion. If Board members are in agreement with the direction of the revisions, Ordinance No. 36 will be revised and placed on the agenda for reading at two Board meetings and adoption following the second reading.

ATTACHMENT: Proposal to be handed out at Board meeting.

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2002

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None

BACKGROUND: In response to a request by the Board for regular reporting on the District's performance in several areas, monthly performance reports are included in the Board agenda packets. However, fiscal year-end closing processes require more time than is available before a regular July Board meeting, so the performance reports are not available at this time. They will be mailed later in the month with the financial statements.

Staff will be available at the July 17 meeting to provide a general overview, and to respond to questions.

ATTACHMENTS: None

PROPOSED MOTION: None



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CONSENT CALENDAR ITEM
PURCHASING POLICY UPDATE

Prepared by Jeanette Bailor, Purchasing Manager
July 17, 2002

BACKGROUND:

During the last year, the Oregon Revised Statutes and the Federal Transit Administration requirements for procurement have been updated. District staff have been working with LTD's attorney over the last month to update LTD's policy to reflect these changes. This policy has not had a major revision since 1996. The principal change to the policy is the increase of the bid thresholds to the limits allowable by state and federal requirements. There have been some other minor changes, such as including the processes required by the State for construction projects and other specific procedures, which will not affect LTD's daily purchasing processes but are very important for infrequent events. The District's internal policies and procedures will remain the same, as will the review and approval requirements, and staff will continue to competitively bid out any procurement that warrants the full bid process.

Raising LTD's bid threshold will allow Purchasing to solicit offers from three or more qualified suppliers/contractors on procurements where the total contract price is between \$5,000 (\$2,500 for federally funded purchases) and \$75,000, at which point a formal solicitation must occur. Currently, all purchases over \$25,000 require a formal solicitation. These suggested thresholds are in line with other public agencies in Oregon and are at a lower level than Tri-Met's bid thresholds.

It is important that procurement processes that expedite daily routine purchases be established and staff time and energy be redirected to work that requires greater consideration. Raising the bid thresholds will help staff focus more time and energy on the procurement activities that provide the greatest benefit to the District.

ATTACHMENT:

A copy of the updated Purchasing Policy and Rules is included with the July 17 agenda materials as a separate document for Board members only. Additional copies will be available to interested members of the public.

STAFF RECOMMENDATION:

Staff recommend that the Board approve the updated Purchasing Policy and Rules at the July 17, 2002, Board meeting.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2002

ITEM TITLE: WORK SESSION: RIDE SOURCE FACILITY SITE SELECTION

PREPARED BY: Lisa Gardner, Senior Strategic Planner

ACTION REQUESTED: None. Information Only

BACKGROUND: LTD has conducted a site selection process for a new RideSource main operations facility. In conducting the site selection process, LTD has pursued two options in searching for available land: one option that will accommodate a RideSource operations base on a two-to-three-acre parcel of land, and a second option that will co-locate the RideSource operations base with a future fixed-route satellite facility on a six-to-seven-acre site to accommodate system growth ten to fifteen years from now.

At the July 17 Board meeting, staff will present information on the two options and will discuss the results of the site selection process.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2002

ITEM TITLE: SPRINGFIELD STATION UPDATE

PREPARED BY: Charlie Simmons, Facilities Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: Since the last update, LTD received the rights of entry for the Union Pacific property and has now completed the site surveys and geotechnical testing. As of June, the Union Pacific property appraisal also was completed.

Currently, LTD staff are working with ODOT staff to resolve the remaining site development issues and anticipate resolution on this process by the end of July.

The Springfield Station Design Review Committee (DRC) is scheduled to meet on July 23.

ATTACHMENT: None

MOTION: None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** July 17, 2002
- ITEM TITLE:** WEST EUGENE PARKWAY TRANSPLAN AMENDMENTS
- PREPARED BY:** Lisa Gardner, Senior Strategic Planner
- ACTION REQUESTED:** Approve Amendments to TransPlan
- BACKGROUND:** Last May, the Board was briefed by City of Eugene Planning Director Jan Childs on possible amendments to the Eugene-Springfield Metropolitan Area Transportation System Plan (TransPlan) that are required to allow for construction of the West Eugene Parkway (WEP). The Board heard testimony on the WEP amendments at a May 29, 2002, public hearing. At the July 17 meeting, the Board is asked to take action on the proposed amendments.
- The City of Eugene considered this issue on June 19 and July 8, 2002. The Eugene City Council took action on the proposed amendments on July 8, 2002. The City of Springfield and Lane County are scheduled to take action on the WEP amendments on July 15 and July 24, respectively. The Lane Council of Governments Board of Directors is scheduled to take action on July 25, 2002.
- Included with this packet (for Board members only) are full copies of the West Eugene Parkway Plan Amendment Supplemental Materials and Testimony.
- ATTACHMENTS:**
- (1) Resolution No. 2002-028
 - (2) Exhibit A, Summary List of WEP-Related Amendments to TransPlan, replacement pages 1-4, 6, 7, and 50, with changes noted in legislative format (the full text of Exhibit A was provided in May)
 - (3) Exhibit B, Proposed Exceptions to Statewide Planning Goals 3, 4, 11 and 14 for the West Eugene Parkway Modified Project Alignment
 - (4) Replacement Exhibit C, Findings of Consistency of TransPlan Amendments and Metro Plan Amendments with Criteria for Refinement Plan Amendments and Metro Plan Amendments
- MOTION:** I move that the LTD Board of Directors adopt LTD Resolution No. 2002-028, A Resolution Adopting Revisions to the Eugene-Springfield Transportation System Plan ("TransPlan").

**LANE TRANSIT DISTRICT
RESOLUTION NO. 2002-028**

A Resolution Adopting Revisions to the Eugene-Springfield
Transportation System Plan (“TransPlan”)

WHEREAS, Lane Transit District (“LTD”) adopted TransPlan in 1986 and amended TransPlan in 1989 and again in 2001; and

WHEREAS, the TransPlan is in need of further modification to satisfy the requirements of the Federal Highway Administration and the Bureau of Land Management so that the TransPlan projects lists include the entire West Eugene Parkway project; and

WHEREAS, the Lane Transit District Board of Directors has attended joint public hearings with officials of the cities of Eugene and Springfield and Lane County in connection with proposed revisions to the TransPlan, and is now ready to take action with respect to such revisions; and

WHEREAS, TransPlan satisfies the requirement that LTD adopt and revise, as necessary, a broad general plan for a mass transit system in coordination with the Oregon Department of Transportation and cities and counties within the Lane Transit District and prepare and adopt a plan for the transportation facilities and services LTD provides; and

WHEREAS, LTD concurs with analyses adopted by the City of Eugene, the City of Springfield, and Lane County with respect to both the adoption of any parts of the TransPlan and to any exceptions to the statewide land use planning goals that do not relate or address the transportation facilities and services provided by LTD; and

WHEREAS, the proposed revisions to the TransPlan are set forth in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED:

That the Lane Transit District Board of Directors hereby adopts the amendments to the TransPlan as set forth in Exhibit A, with replacement pages 1-4, 6, 7, and 50, which is attached hereto and is incorporated herein by this reference; and

That the Lane Transit District Board of Directors hereby approves the TransPlan findings and exceptions adopted or expected to be adopted by the City of Eugene, the City of Springfield, and Lane County, copies of which are attached as Exhibit B and replacement Exhibit C, Findings.

Adopted by the Lane Transit District Board of Directors on the _____ day of July, 2002.

July _____, 2002
Date

Board Secretary