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LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, September 18, 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

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

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 06

A. Executive (non-public) Session pursuant to ORS 192.660(1)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and pursuant to ORS 40.225, lawyer-client privilege, to hear an opinion of counsel

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

VI. EMPLOYEES OF THE MONTH – September and October 2002 07

VII. EMPLOYEE OF THE YEAR 2001 09

VIII. AUDIENCE PARTICIPATION

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

IX. ITEMS FOR ACTION AT THIS MEETING

- A. Consent Calendar 11
 - 1. Minutes of May 29, 2002, Joint Adopting Officials Hearing on TransPlan (Page 12)
 - 2. Minutes of July 17, 2002, Regular Board Meeting (Page 31)
 - 3. Minutes of August 21, 2002, Canceled Board Meeting (Page 44)
- B. Purchasing Policy Rules Update 45
 - 1. Staff Presentation
 - 2. Opening of Pubic Hearing by Board President
 - 3. Public Testimony on Purchasing Policy Rules Update
 - Each speaker is limited to three (3) minutes.
 - 4. Closure of Public Hearing
 - 5. Board Discussion and Decision
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 - 1. Board Member Reports
 - (a) Metropolitan Policy Committee – August 15 and September 12 meetings
 - (b) BRT Steering Committee and Board BRT Committee – September 3 Steering Committee meeting
 - (c) Statewide Livability Forum – No report
 - (d) Springfield Station Design Review Committee – August 27 and September 13 meetings

	(e) Board Finance Committee – September 18 meeting	
	(f) BRT Naming Committee – meeting to be scheduled	
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B.	New Starts Process and Reauthorization Work Session	
C.	Transit Legislative Agenda for Oregon Legislature Work Session	
D.	Special Transportation Fund Bylaws and Membership	
E.	Fleet Building Expansion	
F.	Legal Changes for Pension Plans	
G.	Springfield Station Design and Budget	
H.	Accessible Services Report	
I.	Commuter Solutions Report	

- J. Annual Two-Day Strategic Planning Work Session
- K. BRT Updates
- XII. 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).

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

AGENDA ITEM SUMMARY

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DATE OF MEETING: September 18, 2002

ITEM TITLE: JULY FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Director of Finance & Information Technology

ACTION REQUESTED: None

BACKGROUND: Financial results for the first month of the FY 2002-03 fiscal year are summarized in the attached reports. Due to year-end closing issues, audit preparation, and Triennial Review preparation, it was not possible to complete the August report in time for inclusion in the Board packet. In addition, Lane Transit District underwent a comprehensive financial systems conversion that began last spring and carried over through fiscal year end. The project has been successful overall, but there are still minor bugs in some of the data conversion that remain to be resolved. August and September reports will be distributed with the October Board meeting materials.

Passenger fares were ahead of prior year by almost 9 percent due to the price increase in passes and tokens implemented July 1, 2002. However, results lagged budget expectations, in part because of ridership decrease resulting from the higher prices. The annual total budget for this resource appears to be realistic; however, the allocation by month may not have accurately incorporated seasonal patterns and service changes.

Staff are in the process of reviewing how each department has allocated the annual budgets for both revenue and expenditures. In most cases, annual totals were divided evenly into each of the twelve months in the fiscal year. If that allocation appears inappropriate after review, the totals will be reallocated and the July report will be restated. For now, Board members are encouraged to focus attention on the Operating Financial Statement, which compares year-to-date results to the same period in the last fiscal year.

Payroll revenue appears to be significantly ahead of last year through July. However, staff have determined that disbursements from the Oregon Department of Revenue were accelerated this year. By the end of August, total receipts were slightly ahead of last year. Current year plan anticipates the same receipts this year as last. The expansion project at Autzen Stadium has contributed significantly to the relative stability of this resource, despite the weaker local economy. To a lesser degree, the Eugene public library project and other University of Oregon construction

have also helped. If these projects are completed before economic improvement occurs (or before the Federal Courthouse or other major projects begin), payroll tax receipts could soften. As always, this important resource will be monitored carefully throughout the fiscal year.

Self-employment receipts coincide with State tax payment deadlines, none of which occurred in July. State-in-lieu funds are received quarterly.

Advertising revenue is down versus last year by more than 47 percent due to a renegotiation of the Obie Media contract, which occurred last spring. The current year budget reflects the new terms, and this line item is expected to meet current annual expectations. Interest rates, and therefore returns, continue to be disappointing.

On a more positive note, the combination of administrative staff and cost reductions last year, and June service reductions, have resulted in a significant reduction in the growth of personnel services. Total personnel services grew less than 2 percent in July compared to last year, which means that LTD's largest expenditure is under control and on plan through the month.

Materials and services results vary widely from department to department. General Administration and Transit Operations posted large increases over last July due to the number of employees and Board members attending the annual APTA meeting and exposition. Registration and travel arrangements were made in July. Overall, materials and services expenses are down versus last year and will be tightly controlled throughout FY 2002-03. Insurance expenditures are down due to a change in the way LTD pays for its workers' compensation coverage.

Through July, there are no overall adverse financial results, nor are there indicators suggesting future concerns.

Special Transportation Fund expenses are as anticipated through July. Capital Fund activity was also as expected. Capital Fund outlays will accelerate as the Springfield Station project gets underway and bus rapid transit (BRT) begins first segment buildout.

Fieldwork for the audit of the 2001-2002 fiscal year was begun the week of September 2. The remainder of the work, including a draft of a management letter (should one be recommended) is scheduled in September and October. The Comprehensive Annual Financial Report (CAFR), including auditors' statements, will be distributed before the November Board meeting. A representative of the audit firm Grove, Mueller & Swank will attend the November meeting to present audit findings and answer any questions that Board members may have.

Fieldwork for the Federal Transit Administration's Triennial Review was done on September 12 and 13. The Board will receive a report of findings at a future meeting.

The Finance Committee will meet on September 18 at 4:00 p.m. to discuss the debt calendar, BRT vehicle financing, and other issues. Committee members can report on the meeting discussion during the Board Member Reports section of the regular meeting agenda.

ATTACHMENTS:

Attached are the following financial reports for Board review:

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

PROPOSED MOTION:

None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 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:** September 18, 2002
- ITEM TITLE:** APTA CONFERENCE AND EXPO
- PREPARED BY:** Ken Hamm, General Manager
- ACTION REQUESTED:** Coordination of attendance at specific informational sessions and exhibits
- BACKGROUND:** Five Board members will be attending the American Public Transportation Association Annual Meeting and Expo this month. The Expo offers an opportunity for Board members to become familiar with a variety of transit issues, particularly technology, including buses and related equipment. Director of Maintenance Ron Berkshire will be attending the Expo and would like to know if there are specific times when Board members would like to visit the Expo exhibits with him to learn more about equipment and technology related to LTD's current and future needs.
- There also are a number of workshops offered during the three days of the conference. Staff will be attending those workshops that are relevant to our current work program, and Board members may also wish to attend those or other workshops. Attached is a list of the workshops that staff are planning to attend. Board members are asked to discuss which sessions they would be interested in attending.
- There are other final details about the conference and travel plans that staff would like to discuss with the Board, as well.
- ATTACHMENT:** A packet of information is included as a separate document for Board members. Please bring this information to the meeting so that we can coordinate your interests and schedules for this event.
- PROPOSED MOTION:** None – discussion only

AGENDA ITEM SUMMARY

- DATE OF MEETING:** September 18, 2002
- ITEM TITLE:** Amalgamated Transit Union Division 757 Leadership Changes
- PREPARED BY:** Dave Dickman, Director of Human Resources and Risk Management Services
- BACKGROUND:** On August 5, 2002 votes were counted for the interim election of a new President and Vice President of ATU Division 757. This election was necessitated by the appointment of Ron Heintzman to the vacant International Vice President's position vacated with the death of long time officer Mel Schoppert.
- The new President– Business Representative is the former Vice President Al Zullo. Al has been Vice President for the last year. Mr. Zullo is a 34 year member of the ATU being employed for 32 years with Tri-Met where he served as a bus operator. Prior to his service with Tri-Met Mr. Zullo was employed with Tualatin Valley Bus for 2 years also as an Operator. Mr. Zullo was previously elected and served as President of ATU Division 757 in the early 1980's.
- Jon Hunt was elected to the position of Vice President – Assistant Business Representative. Mr. Hunt has been an employee of Tri-Met since 1995. He started his service as a Mini-Run Operator, but has also worked as a maintenance helper. Jon's current job at Tri-Met is as Journeyman Mechanic having completed an apprenticeship program. He has served on the Executive Board of ATU Division 757 for the last two years and prior to that was a shop steward.
- These officers will serve an interim service period until elections in 2003.
- Tom Wallace remains the Secretary-Treasurer of the local union. His office term is due in 2003 also.
- Paul Headley remains LTD Executive Board Officer (and is the longest serving executive board officer on the ATU Division 757 Board). This position will be vacated and open to election in 2003 (according to ATU Constitutional requirement) due to Paul's retirement in July 2002.
- ACTION REQUESTED:** None. Information item only.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 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. Gerry Gaydos and Hillary Wylie attended both the August 15 and September 12 meetings and can provide a brief report at the September 18 Board meeting. MPC is scheduled to meet next on October 10, 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 September 3. The next meeting is scheduled for October 1, 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 August 27 and September 13, and is scheduled to meet again on September 24, 2002.
5. **Board Finance Committee:** The Board Finance Committee (Pat Hocken, chair; Gerry Gaydos; and Virginia Lauritsen) is scheduled to meet just prior to the Board meeting on September 18. The committee members will provide a report and recommendation prior to the action item on debt financing.
6. **BRT Naming Committee:** Board members Gerry Gaydos and Pat Hocken will be participating on the BRT Naming Committee to continue the process to recommend a name for the BRT system. A meeting will be held in the near future.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 2002

ITEM TITLE: PURCHASING POLICY RULES UPDATE

PREPARED BY: Jeanette Bailor, Purchasing Manager

ACTION REQUESTED:

1. Conduct a public hearing on the proposed increase to the formal bid threshold from \$25,000 to \$75,000 and to include the class exemption of trade service contracts to those public contracts exempt from the competitive bidding requirements as allowed by ORS 279.015.
2. Approve and adopt the updated Purchasing Policy and Rules, paragraphs 5.8.5 (a) and (b) and 5.9.

BACKGROUND: At the July 17, 2002, Board meeting, the Board approved changes to the LTD Purchasing Policy and Rules to bring LTD current with state and federal regulations. The Board also deleted references to obsolete contested case procedures in the policy.

LTD's major bid threshold has not been modified since 1989. The change proposed to the purchasing policy is the increase of LTD's bid threshold to the same level as other public agencies in Oregon. The internal policies and procedures currently in place will remain the same, as will the review and approval requirements, and any procurement warranting the full bid process will continue to be competitively bid regardless of the dollar amount.

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 TriMet's bid thresholds. An example of a typical contract to which LTD would apply this lower limit would be a fleet parts contract that has sufficient competition. Instead of advertising the request for bids, the District would send the bid documents to a sufficient number of vendors who have responded to LTD's request for bids in the past and award a contract to the low bidder. The turnaround time and staff time would be greatly reduced with this more informal process.

LTD proposes exempting trade service contracts from the competitive bidding requirement. This would allow LTD to use a competitive Request for Proposal (RFP) process for contracting for trade services. It is unlikely that such an exemption would encourage favoritism in the awarding of contracts or diminish competition. The awarding of contracts pursuant to this exemption will result in cost savings to LTD. The RFP process allows the most qualified and reasonably priced contractor for the project to be selected, taking into consideration such factors as relevant experience in similar contracts, references by former contract managers, company and key staff capabilities, and work plans. The RFP process will allow LTD to more thoroughly evaluate which contractor will be the most efficient or cost-effective contractor over the life of the contract.

RESULTS OF RECOMMENDED ACTION:

The formal bid threshold will be increased to \$75,000. Trade service contracts would be exempt from competitive bidding requirements, allowing LTD to utilize a Request for Proposal process instead of a low-bid process.

ATTACHMENT:

Revised Purchasing Policy and Rules (included as a separate document for Board members only)

PROPOSED MOTION:

I move the following resolution:

LTD Resolution No. 2002-033: Resolved, the LTD Board of Directors hereby adopts the Purchasing Policy and Rules, as revised September 18, 2002.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 2002

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None

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

- ◆ August 7, 2002, letter from Jeff Scheick, Oregon Department of Transportation, to Mayor Torrey and Eugene City Council, regarding West Eugene Parkway
- ◆ August 15, 2002, memorandum from Springfield Area Chamber of Commerce Legislative Issues Committee endorsing the Springfield Station project
- ◆ September 10, 2002, letter from Dan Williams, University of Oregon, thanking LTD for a successful football shuttle service partnership

At the September 18, 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, July 17, 2002

Pursuant to notice given to *The Register-Guard* for publication on July 11, 2002, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held its regular monthly meeting on Wednesday, July 17, 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, Secretary
Dave Kleger
Virginia Lauritsen, Treasurer
Hillary Wylie, President, presiding
Ken Hamm, General Manager
Jo Sullivan, Recording Secretary

Absent: Robert Melnick

CALL TO ORDER: The meeting was called to order at 5:35 p.m. by Board President Hillary Wylie.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA: Ms. Wylie added action item E., Purchase of Articulated Buses, and stated that adoption of the revised Purchasing Policy would be taken off the Consent Calendar and handled as a separate action item right after the Consent Calendar.

RETIREMENT OF BUS OPERATOR/ATU OFFICER PAUL HEADLEY: Ms. Wylie noted that retiring Bus Operator/ATU Executive Board Officer Paul Headley wanted to say a few words to the Board. Mr. Hamm talked a little about Mr. Headley's history with LTD since 1969, even before the beginning of Lane Transit District as a public transit system. Mr. Hamm stated that Mr. Headley championed employee causes and had been a union officer most of that time. Ms. Wylie said she had very much enjoyed serving as an ATU/LTD pension plan trustee with Mr. Headley, and that he was extremely knowledgeable about LTD's employees and history.

Mr. Headley shook hands with the Board members and said that he would be leaving them charged with the future of transportation at LTD and in the county. He noted the part that every employee and every Board member, from the beginning to current day, had played in building LTD. He said that LTD had grown from a liability in the community to a reliable part of the planning process, and that as he left, the Board was now charged with watching this and creating a transit district that would take care of the community. He cautioned the Board and staff to remember that someday they would be senior citizens and would lose their driving privileges, so what they did now would result in the service they received then. He complimented the current and past presidents of the Board for their participation in union and employee events. Ms. Wylie wished him well in his retirement.

WORK SESSION:

LTD Ordinance No. 36: Director of Transit Operations Mark Johnson stated that after the District lost its appeal on the court ruling regarding LTD's ability to limit signature gathering and other activities on the platforms at the Eugene Station, staff had been working with District counsel on needed revisions to Ordinance No. 36, Regulations Governing Conduct on District Property. Attorney Rohn Roberts was present for this discussion with the Board. He explained that one option for the District was to remove all prohibitions on activities. There were some disadvantages to that option, including that the station would become a public forum, so it would be difficult to control the environment and create the environment LTD wanted for its guests. He said that LTD had some responsibilities and liabilities regarding activities at the station, so being able to manage activities there was important to the District. A short-term advantage was that it would be easy to change the ordinance.

A second option was to allow only limited access to the boarding platforms, for passengers, employees, and people doing business with LTD. This would entail a change in ordinance language and new signage at the station. This change would not prohibit free speech activities, but that could not be the primary purpose of anyone on the platforms. Their primary purpose would be to use the service, and anyone engaging in other protected activities would be able to do so only until his or her next bus came. Mr. Johnson said that it was important to maintain a facility that was clean and where guests felt safe and were able to reach their buses unimpeded. A short-term disadvantage was that it would take more work to change the ordinance and prepare and maintain the signage. Staff and District counsel believed that both options would meet the court mandates, and thought they would address the issues presented by the American Civil Liberties Union (ACLU) in its suit. Mr. Roberts had not yet been able to meet with the ACLU attorney, but planned to do so before the first reading of the revised ordinance.

Mr. Johnson said that staff recommended option 2, limiting access to the facility, so that the District could create and maintain a positive environment for guests and so that the Eugene Station did not turn out to be like it was when it was on 10th Avenue, with uncontrollable activities that made guest feel unsafe.

Mr. Roberts said that the downside of option 2 dealt primarily with enforcement: how to identify who was a passenger, etc. This option had been considered the last time the ordinance was reviewed, and one of the reasons it was not recommended at that time was concerns about enforcement. He said that since the Court determination was to limit LTD to using an effects-based ordinance (if activities are allowed, they can be prohibited only if they have the actual effect of impeding traffic, etc.), the District would have that problem anyway. It would be easier to go from limited access to more complete access than it would be to go the other way. He said that as the District grew, the station would be heavily traveled and should be limited to people using the system. Mr. Roberts said it was his intent to meet with the ACLU counsel, so that if the ACLU and LTD had differences of opinion about revisions to the ordinance, LTD would know that ahead of time.

Ms. Wylie thought that the precedence for greater transportation security had been laid since September 11th.

In response to a request from Ms. Lauritsen to clarify this option, Mr. Roberts referred to the site map attached to Ordinance 36. The areas highlighted in red defined the boarding platform.

The areas in green highlighted what LTD referred to as an open area for public access. While that may not be legally required, Mr. Roberts thought that there was some intent at the time the transit station was being developed to have some areas that would be public by nature. Once that was done, any of the public activities were allowed. He said that in an effort to accommodate that and not be too restrictive, bearing in mind that LTD was a public body, that type of access would be limited to certain areas of the station and not allowed on the platforms. If paying passengers were using the station, once they were on the boarding platform, they would still preserve their first amendment rights, as long as they did not impede traffic or do other things that were effects-based provisions that applied to passengers as well.

Ms. Hocken asked how long, from an enforcement standpoint, people could be on the platform before they had to catch a bus. Mr. Johnson said that they would have to catch the next available bus. Mr. Roberts explained that the definition of "passenger" in the ordinance was a person who held a valid fare and was en route on a District vehicle or waiting for the next available District vehicle to that person's destination.

Ms. Hocken asked why the ACLU would think this would be an acceptable alternative. Mr. Roberts said that during discussions of the previous version and the alternative of closing the station to everyone but passengers, the ACLU response was that they would not like to see that happen, but would concede that they would not have control over it. Mr. Johnson added that the issue for the ACLU was one of limiting certain targeted activities rather than all activities.

Mr. Kleger said that he had been through two petition-gathering seasons and was gratified to see that petition gatherers were complying with the restriction on blocking traffic. He said that there were enough people in a hurry at the station who do not want to be bothered with anything, so there seemed to be some frustrated petition gatherers. He said that he remained concerned about anything that resulted in even perceived impediments to passengers. He thought the recommendation was about as good as the District could do, and said he was adamantly opposed to returning to a situation like the one LTD had on 10th Avenue, which was scary for guests and children, and sometimes even for him.

Mr. Roberts emphasized that this ordinance revision was not targeted at petition signature gatherers or any other specific groups. Rather, it was an attempt to try to manage the facility in a way to avoid a repeat of what happened at 10th Avenue. While there were times when there was not a lot of activity at the station so that it was not necessarily a problem for someone to be doing these activities there, there were times when it was a problem, and there would come a day when this would be very important.

Mr. Johnson and Mr. Roberts asked if there was general direction from the Board to proceed with either option. Board members were in agreement that option 2 was the better option. As a result, staff and counsel would revise the ordinance and take it to the Board for the first reading at the September Board meeting.

RideSource Facility: Special Transportation Program Manager Terry Parker and Senior Strategic Planner Lisa Gardner presented this topic for Board discussion. Ms. Gardner used a PowerPoint presentation to discuss general background and program needs, which were determined to be \$3.5 million for a new facility alone, without land. The Oregon Department of Transportation (ODOT) had appropriated \$1.3 million, with the promise of another \$500,000. However, the second amount was in doubt because of state budget shortfalls.

Ms. Gardner discussed the criteria and process for screening sites. Originally staff considered only sites that could be used for the co-location of a RideSource facility and a satellite maintenance facility for LTD in the northwest (industrial) part of town, to shorten "deadheading" (the distance a bus has to travel to the beginning of a route without generating revenue). Twenty-two sites were narrowed to three. Then staff began looking at sites for a RideSource facility only, to determine whether the search for a joint site was detracting from the RideSource facility needs.

Ms. Parker explained a site map showing destinations for RideSource service, spread throughout the Eugene/Springfield area. There were 162 sites that met the broad criteria for RideSource use. These were narrowed to 12 sites, almost all in the same area as the original site search. This number was reduced to seven viable sites in the west part of Eugene and on Q Street in Springfield. Combined with the original three sites, one of which was a duplicate in the second search, there were a total of nine sites for further consideration.

Ms. Gardner explained the next steps. Following Board direction regarding co-locating or finding a site for RideSource use only, staff would complete the screening process. One site would be selected for the National Environmental Protection Agency (NEPA) screening process, which would measure impacts on neighbors, air and water quality, etc.

Ms. Wylie asked about the original site that was being considered for purchase for a co-located facility, and whether LTD could afford to buy land now. Ms. Gardner said that the first site still was being considered. Director of Finance Diane Hellekson explained that the satellite piece was in the Capital Improvements Program as being debt-financed and paid back with local funds, but there were some funding issues with the RideSource part. She recommended taking this issue to the Board Finance Committee in September to discuss how to obtain the additional funding to meet the program needs.

Mr. Gaydos recalled hearing that there were operational savings with a satellite facility because of reduced deadheading. Ms. Gardner cautioned that the District would not realize those savings until a satellite facility actually was built in the future, but there also could be savings as a result of buying land now instead of sometime in the future. She said that the District currently was at the 1998 service level, given the recent service cuts, and it would be awhile before service levels returned to the growth rate predicted to warrant a satellite facility.

Mr. Gaydos asked if the Gateway BRT corridor would play a role in this decision. Mr. Hamm noted that the Glenwood facility was near the Phase 1 corridor. He said that future BRT corridors could play a role, and that the District should analyze future needs to try to anticipate where the greatest need would be. He said that the Glenwood facility still had fairly substantial room for growth, in terms of vehicle parking area, and that staff should outline projections for the Board.

Ms. Hocken thought that the Board needed more information and that the opportunity for co-location was still very important.

Ms. Gardner explained that in the next screening process, three sites would be reviewed, including one or two for each option (co-location or RideSource only). The Board did not have to select a direction that evening; however, staff did not want to take more than one site through the NEPA process, since it was expensive.

Ms. Hocken said that one thing that should be included in the analysis was what LTD likely would realize in the sale of the parcel if it decided not to build the joint facility after buying the land.

Mr. Kleger asked Ms. Parker about the lease on the current RideSource facility. She explained that it had seemed unlikely that the lease would be renewed for another year, but it had been. Staff were trying to avoid making two transitions if the lease was not renewed again. Another issue was how long money would be available. She explained that this was the biggest project that the Oregon Public Transit Division of ODOT (not ODOT itself) had funded.

Ms. Ban wondered if staff had considered purchasing one lot of a double lot, with the option to purchase the second one in the future. Ms. Gardner said that staff had been talking about this possibility.

Mr. Hamm noted that population projections were being considered. Ms. Parker said that development being seen in the north and northwest of the local area mostly was for older couples, not families with children. There were some big questions about where the community was seeing the kind of development that RideSource would need to follow.

Ms. Wylie said she would expect maybe three choices in September, with a staff recommendation for one, because Ms. Parker knew what the real needs were. She said that the Board had liked the co-location of facilities, and needed to know if that was still feasible. Ms. Gardner said that staff could bring better financial and cost information to the Board in September. Mr. Kleger said he strongly encouraged co-location if feasible, but agreed that the Board needed more information. He said he did not want to jeopardize the Public Transit Division agreement, and did not want RideSource to have to move twice.

This concluded the work session, and the Board took a break from 6:30 p.m. to 6:40 p.m.

EMPLOYEES OF THE MONTH: Director of Finance Diane Hellekson introduced the July 2002 Employee of the Month, GL/Grant Accountant Todd Lipkin. She said that Finance had stress and deadlines, but also had fun, and that Mr. Lipkin was one of the people who contributed to that. She said that his attitude was that nothing was outside his job description, that his technical skills were outstanding, and that people sought him out for problem-solving.

Mr. Lipkin thanked Ms. Hellekson and Accounting Manager Carol James and said that it was easy to be successful at a place like LTD, with supervisors who helped staff accomplish what they needed to do, and that it was nice to have the support of people who believed in him. Ms. Wylie presented Mr. Lipkin with his pin, certificate, and other awards.

Director of Transit Operations Mark Johnson introduced the August 2002 Employee of the Month, Bus Operator Arline Link. He noted that it was the third time she had been selected as the Employee of the Month, and that she had been the Employee of the Year in 1985. He stated that she had been a good employee in every aspect of her job and was a very compassionate, caring person who made sure that other employees received flowers and cards. He said she did lots of little things for people without asking for credit, including for the people who rode her bus. He said that Ms. Link was called Grandma by many of her young riders, and that she also was very involved in the community.

Ms. Wylie presented Ms. Link with her pin, certificate, and other awards. Ms. Link said she did not feel that she was anything special, and that the 200 drivers she worked with were all wonderful people. She said she felt as if she got to play with a Tonka toy everyday and that all those other people had to play with her.

AUDIENCE PARTICIPATION: Ms. Wylie opened the meeting for audience participation. (1) Michelle Lowe of Eugene said that she had a problem with an ad currently on the sides of the buses, which said, "Smile, your mother chose life." She wondered what LTD's stake was in preaching to women regarding private choices, how those ads were paid for, and whether LTD subsidized the ads in any way. Mr. Hamm explained that the bus ads were managed by a contracted agency. LTD had some restrictions on that program, but had created a public forum. Service Planning & Marketing Manager Andy Vobora said that 100 percent of the advertising fee was paid directly to Obie Media Corporation and Obie paid LTD a contractually-agreed-upon fee for the year.

Ms. Lowe then wanted to know if her group could put its own message on the site of the bus. Mr. Vobora replied that the language would be reviewed by Obie, and anything that incites violence would not be allowed, so it would depend on how the ad was worded and looked. Ms. Lowe said that the current message was not as sweet as it sounded. She said that Eugene had just lost its only abortion provider that day, and a lot of people were upset about that. She also wondered why LTD had pulled the Planned Parenthood "Joe Sperm" ads off the buses. Mr. Vobora said that this ad had been running on two buses for eight weeks and would run out in about a week. LTD did not pull the Joe Sperm ads off the buses; rather, the paid time for the ads had run out. Mr. Hamm thanked Ms. Lowe for her input and said that staff would continue to review the situation.

(2) Arline Link of Springfield wanted to note for the record that she had not heard complaints about the current ads, but had heard complaints about the Joe Sperm ads.

MOTION

CONSENT CALENDAR: Ms. Hocken moved approval of the three sets of minutes found in the Consent Calendar. (The purchasing policy update had been removed from the Consent Calendar earlier in the meeting.) Mr. Kleger seconded, and the motion passed by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Kleger, Lauritsen, and Wylie voting in favor and none opposed. The Consent Calendar consisted of the minutes of the June 17, 2002, joint meeting with the Springfield City Council; the June 17, 2002, special meeting/work session; and the June 19, 2002, regular Board meeting.

VOTE

PURCHASING POLICY RULES UPDATE: Purchasing Manager Jeanette Bailor explained that this was the first Purchasing Policy update since 1994. The day before, District counsel had discovered that the portion of the policy that dealt with raising the bid threshold now required a public hearing, so that change was being pulled out of the policy until September. Otherwise, there had been a lot of procedural changes that were included in the policy update.

Mr. Kleger noted that the first sentence of the policy referred to the "LTD Board of Assistant General Managers," and should be changed to "LTD Board of Directors." Additionally, Section 3.9.3 of the policy also referred to contested case proceedings, which the Board had done away with. That was left over from a previous version and should not be included in the policy that evening.

Ms. Hocken asked if there might be a case where someone would contest a bid. Ms. Bailor explained that this was covered in other places in the policy that referred to protested bid procedures.

MOTION Mr. Kleger moved approval of LTD Resolution No. 2002-031: "Resolved, the LTD Board of Directors hereby adopts the Purchasing Policy and Rules, as revised July 17, 2002, with the appropriate adjustments noted earlier (changing the wording from 'Board of Assistant General Managers' to 'Board of Directors,' and striking any reference to contested case procedures from the policy). The motion was seconded and the resolution was adopted by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Kleger, Lauritsen, and Wylie voting in favor and none opposed.

VOTE

WEST EUGENE PARKWAY TRANSPPLAN AMENDMENTS: Senior Strategic Planner Lisa Gardner called the Board's attention to page 28 of the agenda materials for that meeting and noted that Eugene Planning Director Jan Childs was present to answer questions. Ms. Gardner stated that the Eugene and Springfield City Councils had taken action to recommend approval of these amendments, and the Lane County Board of Commissioners was scheduled to take action on them on July 24 or July 31. She made sure that the Board members had received the TransPlan replacement pages, which were part of what the Board would be approving.

MOTION Ms. Hocken moved, seconded by Mr. Kleger, that the LTD Board of Directors adopt LTD Resolution No. 2002-028, A Resolution Adopting Revisions to the Eugene-Springfield Transportation System Plan ("TransPlan").

Mr. Kleger said that he was on the record as being in favor of this amendment. He wanted to make it clear that he thought that if the community had started discussions about how to plan to solve the West Eugene transportation problems 20 years before, they might have found a better solution than the West Eugene Parkway would be, but that did not occur. He thought that if the Parkway were not built, there would be a price for not doing it, and if it were built, there would be a price for building it, as well. He said that nothing would turn off the increased travel and population, and nothing would turn off the increased hazard that it brought about when mixing two different movement patterns on a street running at or near capacity. He stated that the financing structure was relatively inflexible: it was possible to get money for a capital solution, but difficult to get money for a policing solution and to sustain policing solutions. He said that the alternative strategies that had been presented by several organizations, including 1000 Friends of Oregon, sometimes referred to as the LUTRAQ (Land Use Transportation Air Quality) strategies, were admitted to take something like 20 years to be effective. His belief was that they would take more like 30 years in this particular location, or even as long as 40 years. He said that if the through traffic presently on a shared right-of-way on West 11th Avenue remained on West 11th, the availability of space in the main thoroughfare of that corridor for anything like BRT was probably nil. He did not think that ODOT would release the space under any circumstances without having somewhere else to put its through traffic. As a result, he said, he thought that the Parkway probably was the best solution. He said he was also strongly committed to doing what the voters had said should be done; that was what the Board as public officials had a responsibility to do even if they were not thrilled to do it.

Ms. Hocken said she thought it was clear that there was a need for transportation improvements in the West Eugene area, which the West Eugene Parkway was proposed to help address. She said that she lived in the neighborhood and knew the traffic on West 11th and how overcrowded it was, with even more development going in on West 11th Avenue. She said that even though the West Eugene Parkway might not be the perfect solution in an ideal world, she thought it was the solution that would work to help relieve the traffic on West 11th and provide the

ability of people who lived west of Eugene to get on the state system. She also thought that it was very important for the metropolitan area's relationship to the Oregon Department of Transportation (ODOT) to move ahead with this project. She stated that a lot of the funding for local transportation improvement came from the Oregon Department of Transportation, and for this area or region to refuse to accept money that was available for funding this project could jeopardize the area's ability to obtain funds for other projects that were very important to the area, such as the Beltline/I-5 interchange. Because of the transportation problems that needed solving and because of the relationship with the Department of Transportation, it was critical to move head with this project.

Mr. Kleger said that building the Parkway would not do more than buy some time, and the application of what were called LUTRAQ strategies to the West 11th corridor still needed to be done. Just building the Parkway and doing nothing more would leave the community in the very same situation in 25 or 30 years. He wanted to make it clear that just stopping with the Parkway was not adequate. He said it would take an active commitment by all the jurisdictions working together to carry that kind of effort forward, even when the pressure was off once the Parkway was built.

Mr. Gaydos said that he had lived in Eugene/Springfield for 25 years and talked about those issues in the Metropolitan Area Planning Advisory Committee (MAPAC). To a great extent, a lot of history had occurred since this roadway started, and the planning had adjusted because of people's concerns. He said that one of the beauties of this community was that people had the desire, the intellect, the emotion, the commitment, and the love for the community to raise issues and to cause things to be different than they otherwise would have been. Because of that, this project was very different than it would have been 20 years before. He said that it continued to be a project on which the staff, who were people of good faith and goodwill, were doing their best to listen to all of the concerns of the public, and had done so for nearly 20 years. He said that to ever believe that a public works project would solve or cause all problems for eternity was a little bit foolish in his eyes. He believed that from a statewide relationship standpoint, from a desire to recognize the needs of people in West Eugene, and from the Coast east, this project was very important. He said that public safety was a very important part of life, and creating a roadway that allowed for safer travel was important. He said that this project was not just a West 11th project—it was a statewide project, an ODOT project that was well thought out. He said it was not perfect, but it had been adjusted and worked well.

Ms. Wylie stated that the Board had heard many hours of testimony on the West Eugene Parkway and had been through many meetings about this issue.

Mr. Gaydos apologized for not being present at the hearing on this issue, and said he had looked through all the related documents given to the Board. He said he was totally supportive of the project, not because he thought it was the ultimate solution, but because he thought the community needed to move on and that this was a situation that would improve the community and state. However, he said he would have to abstain from voting because he had been out of town and did not attend the public hearing. He said he had read most of the written submittal, but knew from years on other commissions and committees that a lot happened on the oral side. He urged the group to vote yes and to support this amendment, and said that he thought the City Council was courageous to vote to support it and that he hoped the other jurisdictions would support it, as well. He said he thought it was something that would assist the community in continuing its efforts to be a prime place to live. He encouraged those who dissented to continue to dissent and to continue to use voice mail, e-mail, and public appearances.

VOTE There was no further discussion, and the vote on the resolution to adopt revisions to the Eugene-Springfield TransPlan carried 5 to 0, with Ban, Hocken, Kleger, Lauritsen, and Wylie voting in favor, no one opposed, and Mr. Gaydos abstaining. Ms. Wylie stated that LTD Resolution No. 2002-028 had been adopted.

Mr. Kleger expressed thanks to the staff for their incredible work on this project. Ms. Hocken said that some of the testimony the Board had heard said that they felt like transit was not enough a part of the solution in West Eugene. She agreed that LTD had a lot left to do to be part of that solution, and thought that the LTD Board should be committed to having transit help solve the transportation problems in West Eugene, along with the West Eugene Parkway. Ms. Wylie agreed.

BRT NAME: Public Relations Representative Sue Aufort explained that at the June Board meeting Dave Funk of Funk/Levis & Associates described the process of a recommended name for the bus rapid transit (BRT) system. The Board had asked that the BRT Steering Committee review the recommendation. On July 2, the BRT Steering Committee voted 6 to 1 to encourage the Board to approve the name that the BRT Naming Committee had recommended, and directed staff to conduct a trademark search on the name. Staff had conducted that search and found that "Q" was used for a lot of different products, buildings, etc., as well as by a local radio station as a nickname, but was not used by another transit property. LTD next would ask for a trademark release from the owners of the local radio station.

The Board also had asked staff to talk to former Board member and BRT proponent Rob Bennett about the name. Kathy Wiltz of the District's advertising agency, Mr. Hamm, and Mr. Bennett had met to discuss the process and criteria, and Mr. Bennett had liked the name and was very supportive of it. Ms. Hocken said she was resigned to the name, and Ms. Lauritsen said she did not like it. Ms. Ban commented that the District had created a process to recommend a name, and she had great respect for the creativity that had resulted in the recommendation.

Ms. Wiltz told the Board that one of the wonderful things about LTD was that it was known all over the country for the innovative things it did, such as the group pass and being 100 percent accessible before that was mandated. LTD had now come up with a name that no other transit district in the country was using. She thought that "Q" was the strongest match for the criteria, and explained her reasons for that belief. Mr. Hamm said that the idea was to give BRT a name early so that by the time BRT was on the street, people would associate the name with it.

MOTION Ms. Ban moved adoption 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 and the BRT Steering Committee, contingent on securing a trademark release from Cumulus Broadcasting Company. If the release is not available, the BRT name is to be reconsidered at a future Board meeting." Mr. Gaydos seconded, and the motion carried by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Kleger, Lauritsen, and Wylie voting in favor and none opposed.

VOTE

BRT STATION DESIGN: Director of Development Services Stefano Viggiano explained that an early decision about BRT station design was that all stations would have generally the same look. Staff now were asking the Board to approve that design, which was an important decision. He explained that many early designs had been narrowed to two, and that the BRT Steering Committee had recommended one of them, designated "Masted Sails." Staff were comfortable with both designs, Masted Sails and Masted Wings. Additionally, absent Board member Robert

Melnick had reviewed both designs. His preference was for Masted Sails, but he also agreed that either would work well.

Mr. Viggiano discussed costs for the two designs. Using the Masted Sails design would be somewhat more expensive, although both types of station would be well below budgeted figures.

Ms. Wylie said she had thought that the stations would be more elaborate, and wondered if they would have fare sales equipment and other amenities. Mr. Viggiano replied that there would be fare machines, passenger information, benches, and other amenities.

Architect Harriet Cherry was present at the meeting and explained the background for this design recommendation. She said that the architects had wanted to design the shelters first and the other amenities would be included later. The goal for the design was an image of fast, new, and not a typical station. She explained more of the technical aspects of the two designs, and said that although the look would be as light and airy as possible, both would be structurally sound. Another goal was to be able to see through them without obstruction. One stop would be at Dad's Gate at the University of Oregon (UO), which was an historical gate and could not be blocked or obstructed. Also, it was desirable since people feel safe without vertical obstructions. The shelters would have two levels of lighting, with a lower level when the station was closed.

Mr. Kleger said he really liked the Masted Sails design, and wanted to know how much wind it would take to lift the sail off the pole. Ms. Cherry said that the architects had not done that research, but would do so. Mr. Hamm said he had experienced a similar design suspended by solid rods, and it generally was able to withstand winds.

MOTION

Ms. Lauritsen moved adoption of 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." Ms. Hocken seconded, and the motion carried by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Kleger, Lauritsen, and Wylie voting in favor and none opposed.

VOTE

PURCHASE OF FIVE ARTICULATED BUSES: Director of Maintenance Ron Berkshire said that in June 2001 the Board had given staff direction to purchase five articulated buses. Staff looked for an existing contract with another agency, and found that TriMet in Portland was in the process of securing a contract with New Flyer Industries. TriMet had given LTD permission to tag onto that contract. There would be a pre-award audit in the next week, and Mr. Berkshire anticipated proceeding with the contract in August. He said that the detail of the pricing had not yet been set, but the price for LTD's buses, delivered to Eugene and including the automated vehicle locator/global positioning system (AVL/GPS), would be between \$445,000 and \$450,000 per bus. There also would be some spare parts to purchase and some acquisition costs.

Mr. Kleger asked about delivery time. Mr. Berkshire said that LTD already had been queued into the New Flyer production schedule for four to five months. The buses currently were scheduled for production early in 2003, and LTD probably would receive them in February or March. However, that timing could not be certain until a contract had been signed. Mr. Kleger wondered about New Flyer buses' readiness to hit the road on arrival. Mr. Berkshire said that TriMet and Seattle had had good success with New Flyer buses. He explained that there were three manufacturers of articulated buses in the nation: Neoplan, North American Bus Industries (NABI), and New Flyer. Neoplan was struggling. Mr. Berkshire was not familiar with NABI, although Los Angeles did a lot

of business with them. New Flyer had been around a long time and other properties said their buses worked well.

Ms. Hocken asked what Mr. Berkshire knew about New Flyer's wheelchair lifts and whether the space was large enough for all types of wheelchairs. He said that LTD would be ordering low-floor buses with flip-out ramps, and that the next Gillig buses LTD ordered would use the same ramping system. Accessibility would be no less than on the current Gillig low-floor buses. Mr. Kleger said that he had been aboard recently-built New Flyers and that they were really pretty well done, and that he had seen the biggest wheelchair used by LTD's guests enter them without difficulty. Mr. Berkshire added that LTD would have some control over the interior design and that there were no issues with the ramps.

As an aside, Mr. Berkshire said that LTD continued to work with AVS on the ramps on the AVS buses. AVS had a prototype bus in Texas and was almost through testing it. Passenger response was good. When AVS was satisfied that the new ramping system was successful, LTD's buses would be retrofitted. Mr. Hamm gave AVS credit for wanting to go the extra mile to prove its products worthy of the marketplace.

MOTION

Ms. Lauritsen moved approval of LTD Resolution No. 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." Mr. Kleger seconded.

Ms. Hocken asked if the Board needed to include a caveat about the price differential. Mr. Berkshire said that this purchase was budgeted in the CIP at \$475,00 per bus, so the current estimate was under that amount. The figures used that evening were from a New Flyer quote to TriMet, so he thought that price was beginning to solidify. Ms. Hocken said she would be comfortable even with the amount in the budget, because it already had been approved by the Board. Mr. Kleger asked how these buses would be financed, and Mr. Berkshire replied that LTD would use debt financing for this purchase.

VOTE

There was no other discussion, and the resolution passed by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Kleger, Lauritsen, and Wylie voting in favor and none opposed. Ms. Hocken thought it was exciting that LTD would be able to accelerate its purchase of these buses, because and they would help alleviate problems with full buses.

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Metropolitan Policy Committee (MPC)—Ms. Hocken and Mr. Gaydos both attended the July 11 MPC meeting. Ms. Hocken said that the topic that generated the most interest was amending the MPC bylaws to have a representative of ODOT or the Oregon Transportation Commission (OTC) serve as a voting representative. The proposal from MPC, which will go back to the governing bodies for review, was to have a senior staff representative from ODOT. The OTC Board member from this area, Randy Pape, did not want to serve in that role on MPC, but it seemed that the representative needed to be someone who could vote on behalf of ODOT, at either the regional or area manager level. She said that this requirement was part of the federal requirements in terms of who had to be part of the conversation when adopting transportation plans that qualify for federal money. She said that MPC also discussed the rules for the OTIA bonding funding and the STIP for 2004-07, which ODOT was starting to work on. Board

BRT Committee and BRT Steering Committee—Ms. Hocken said that the Board already had discussed the items discussed at the BRT Steering Committee (the BRT name and BRT station design).

General Manager's Report: Mr. Hamm noted that the Bus Roadeo would be held the following Sunday. Salem Area Transit would be participating with LTD in this skills test course. He invited Board members to attend if they could. The LTD/ATU picnic was scheduled for Sunday, August 4. Since LTD had not held an employee awards banquet earlier in the year, employees would be recognized for their achievements at the picnic. Mr. Hamm reminded the Board that there would be no August Board meeting, and said that he would be gone for two weeks. Mr. Hamm mentioned several significant meetings, including a meeting in Portland with Richard Krochalis, the new Federal Transit Administration (FTA) Region 10 administrator. He and his grants staff person also took the train to Eugene and met with LTD staff on July 16, so that they could learn more about BRT and the Springfield Station. LTD staff also had a meeting with the ODOT Region 2 manager, Jeff Scheick, because LTD had been running into some access and signal issues at the Springfield Station, and things seemed to be moving a little better. Mr. Gaydos and Mr. Hamm had met with Eugene City Councilor David Kelly and Eugene City Manager Jim Carlson to talk about BRT and the schedule. Mr. Gaydos said there was good communication and that Councilor Kelly had said to not fail to use the City Councilors as advocates for BRT, which Mr. Gaydos thought was important. Also, Mr. Gaydos thought that Councilor Kelly now had a different understanding of the financial situation as the reason for contingencies in BRT deadlines. Mr. Hamm also reported that Bill Millar, the president of the American Public Transportation Association (APTA) had visited LTD on July 9, and that some of the Board members had been able to attend lunch with him. He had been at a conference in Portland and wanted to learn more about LTD and BRT. Mr. Gaydos said that staff of the local area's congressional delegation were present, as well as representatives of the cities and county, so that they all had the opportunity to hear support for BRT from the other jurisdictions and APTA. He thought it was a good start on communication and firming up relationships.

Monthly Financial Report: Director of Finance Diane Hellekson said that Finance staff were in the process of completing the year-end close, which took longer than monthly reporting processes, so a report was not included in the packet. A preliminary (unaudited) report would be mailed to the Board before the end of the month. She mentioned some preliminary results, and reported that on the revenue side of the picture, LTD was less than 1 percent under budget in cash fares. The group pass program finished the year above budget, in spite of the loss of some technical employers. Special services had a very positive year. Two of the three taxes (self-employment and state-in-lieu) finished above budget for the year. The self-employment tax appeared to be very stable despite the effect of the local economy on payroll taxes. Payroll tax results also were good news because staff had been managing since last fall to a projected total of 2 percent less than was received the previous year. However, LTD actually received 2 percent less than budgeted, which was 1 percent, or about \$165,000, better than expected. She said that there was no bad news on the expenditure side—the District had effectively managed all of the major expenditure categories. Ms. Hellekson stated that LTD had made appropriate strides in terms of managing its financial situation and had developed a very strong base on which to grow. She added that the final report from the auditors would be presented in November.

Mr. Hamm commented that managing to the budget was something done by all the staff in the room, as well as others. He gave Ms. Hellekson credit for giving staff the heads-up and strategizing with staff about the budget issues, and said that every staff member who managed a portion of the budget understood that the District needed to make major adjustments during the

past year and offered ideas about how to do that, and ideas came from every level of the organization. He said he wanted to acknowledge this team because everyone pulled together and made difficult decisions, and would continue to do so.

Department Reports: Director of Human Resources and Risk Management Dave Dickman announced that in mid-June, Mel Schoppert, the International Vice President of the Amalgamated Transit Union (ATU), had passed away, and Ron Heintzman had just been named as his replacement. Mr. Dickman said that Mr. Heintzman no longer would have day-to-day dealings with the District in the administration of its contract, but likely would be the chief negotiator in future negotiations on the District's contract with ATU.

ADJOURNMENT: There was no further discussion, and the meeting was adjourned at 7:15 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, August 21, 2002

The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, August 21, 2002, at 5:30 p.m., was canceled for lack of agenda items requiring action by the Board. The next regular monthly meeting was scheduled for Wednesday, September 18, 2002.

Board Secretary

AGENDA ITEM SUMMARY

**THIS DOCUMENT WAS BLENDED INTO RESOLUTION SUMMARY
AND NOT USED AS SEPARATE DOCUMENT**

- DATE OF MEETING:** September 18, 2002
- ITEM TITLE:** PUBLIC HEARING ON PUBLIC CONTRACTING REGARDING CLASS EXEMPTION
- PREPARED BY:** Jeanette Bailor, Purchasing Manager
- ACTION REQUESTED:** Conduct a public hearing on the proposed increase to the formal bid threshold from \$25,000 to \$75,000 and to include the class exemption of trade service contracts to those public contracts exempt from the competitive bidding requirements as allowed by ORS 279.015.
- BACKGROUND:** In July, staff presented an updated purchasing policy for the Board of Directors' approval that incorporated administrative changes in the Oregon Revised Statutes and the Federal Transit Administration requirements. The Board approved these administrative changes. At that time, staff announced that the bid thresholds currently in place were outdated and that a revision to the bid thresholds would be presented at the September Board meeting. District staff have been working with LTD's attorney to update our policy to reflect these changes. LTD's major bid threshold has not been modified since 1989. The principal change to the policy is the increase of the bid thresholds to the limits allowable by state and federal requirements. Our internal policies and procedures will remain the same, as will the review and approval requirements, and we will continue to competitively bid out any procurement that we feel 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.

Staff have researched contracting methods to determine the method appropriate for use in some trade service contracts. The purpose of this research was as follows:

- To determine the key criteria in the selection of trade service contractors, including factors listed in the ORS 279.015, such as specialized expertise and experience of contractors
- To evaluate those criteria against various contracting methods

As a result of this research, the class of trade services, which include such services as landscaping and janitorial services, are best suited to include other evaluation criteria in addition to cost when selecting a contractor. Draft findings supporting this conclusion are attached.

ATTACHMENTS: Draft findings in support of increasing the formal bid threshold to \$75,000 and in support of low-bid exemption for trade services

PROPOSED MOTION: None

Draft
2002 LTD Board of Directors
Strategic Planning Work Session/Retreat
November 8-9, 2002 - Shadow Hills Country Club
Facilitator: Don Murray

Agenda

November 8th

- 8:30 a.m. Welcome/Opening Remarks
- 9:00 a.m. Discussion in preparation for 2002-03 Budget
- Overview of current budget situation (recent projections; LRFP; CIP)
 - Discussion on general budget direction (further cuts? stabilize? use reserves?)
 - Discussion of budget priorities (capital, service, M&S, admin staff)
- Noon Lunch
- 1:00 p.m. Strategic Plan Update
- Review and reaffirm vision/mission/values/guiding principles
 - Review draft Long-term (3-20 year) Goals
 - Review draft Short-term (1-2 Year) Goals
 - Review draft performance measures
- 4:30 Closing Comments

November 9th

- 8:30 a.m. Development of Board Action Plan
- Board education/training
 - Information/education on benefits of transit and role of transit in state and local plans
 - Attendance at transit conferences and seminars
 - Community outreach
 - Board's role in community outreach activities
 - Board member responsibility to maintain communications with certain groups or key individuals
 - Interagency coordination
 - Individual Board contact with City Councilors/County Commissioners
 - Regularly-scheduled joint meeting with Councils, County Boards
 - Communication with other groups (LRAPA? ODOT? Schools?)
- Noon Lunch
- 1:00 p.m. "Board-only" discussion
- 2:30 p.m. Adjournment

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 2002

ITEM TITLE: BOARD STRATEGIC PLANNING WORK SESSION

PREPARED BY: Mark Johnson, Director of Transit Operations
Stefano Viggiano, Director of Development Services

ACTION REQUESTED: None. Information and discussion only.

BACKGROUND: The Board's annual strategic planning work session (retreat) is scheduled for November 8-9, 2002, at the Shadow Hills Country Club. Attached is a draft agenda for the retreat developed by staff.

The draft agenda focuses on three primary topics:

1. Determination of budget priorities for FY 2003-04
2. Initial review and discussion of various elements associated with the update of the District's Strategic Plan
3. Development of a Board Action Plan

Another possible agenda item is a discussion of potential new revenue sources. If the Board wishes to discuss this, staff can prepare revenue-generating options for the Board to consider.

The second day of the retreat includes 1.5 hours in which the Board can meet without staff.

The Board is asked to review and discuss the draft agenda. Staff also request that the Board provide direction on background material or staff reports that should be prepared and made available at the retreat.

ATTACHMENTS: Draft retreat agenda

PROPOSED MOTION: None

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, Eugene, is now at the 60 percent completion mark. Eugene permit staff are reviewing the plans and will be meeting with the design team to discuss any problems. To date, all major issues have been resolved. An open house for the western segment of the corridor was held on June 24, 2002 and the designs were well received. Eugene is scheduled to begin the final permit review in October.

The Franklin/UO section should be at 60 percent design by September 30. An open house for the UO/Franklin section was held on August 21. Attendance was good and useful input was received. Staff are meeting 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 the Oregon Department of Transportation (ODOT) have been resolved and discussions with property and business owners are proceeding.

Wildish Corporation has signed a contract to be the construction manager/general contractor (CM/GC) for the project and is now working with LTD and Parsons Brinckerhoff on pre-construction services. This includes value engineering around pavement design and construction, scheduling, identifying long-lead-time supplies, beginning discussions with the key project staff from the other agencies, and utility re-location issues. A major first decision will be when to begin actual construction and what projects to start with.

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 APTS for the Phileas vehicle. LTD has submitted to FTA a request for a "Buy America" waiver and is awaiting a reply. In the interim, staff are conducting a "due diligence" review on APTS, the manufacturer of the

Phileas vehicle. This review consists of a detailed examination of the technical and financial capabilities of APTS by an international firm that specializes in “due diligence” reviews.

Concurrently, LTD is working with Phileas on design specifications of the 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 and the first stakeholder meeting will be held the following week. LTD staff are working with PeaceHealth to plan the BRT route through the proposed RiverBend development.

Eugene Corridor: Staff have assembled a Coburg Road stakeholder committee consisting of an LTD Board member, a City Councilor, a Planning Commissioner, property owners, business owners, neighborhood representatives, and at-large members. The first committee meeting was held on September 11, 2002.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** September 18, 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 September 18, 2002:
- (1) Approval of minutes: May 29, 2002, Joint Adopting Officials Hearing on TransPlan Amendments (previously approved by Eugene City Council and Lane County Board of Commissioners) (Page __)
 - (2) Approval of minutes: July 17, 2002, regular Board meeting
 - (3) Approval of minutes: August 21, 2002, canceled regular Board meeting
- ATTACHMENTS:**
- (1) Minutes of the May 29, 2002, Joint Hearing on TransPlan Amendments
 - (2) Minutes of the July 17, 2002, regular Board meeting
 - (3) Minutes of the August 21, 2002, canceled Board meeting
- PROPOSED MOTION:** I move that the Board adopt the following resolution:
- LTD Resolution No. 2002-032: It is hereby resolved that the Consent Calendar for September 18, 2002, is approved as presented.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** September 18, 2002
- ITEM TITLE:** BUS FINANCING DEBT RESOLUTION
- PREPARED BY:** Diane Hellekson, Director of Finance & Information Technology
- ACTION REQUESTED:** Adopt Resolution 2002-034, authorizing the purchase of capital equipment using capital reserves that will be reimbursed by the proceeds of bond sales.
- BACKGROUND:** The FY 2002-03 Adopted Budget provides for the purchase of 18 Gillig forty-foot buses and 5 articulated buses, all to be financed by the issuance of bonds. Because the timing of delivery for the two sets of vehicles is unknown at this time (and likely to be separated by months), Lane Transit District proposes to pay for the Gillig buses with capital reserves that subsequently will be reimbursed with bond proceeds. The attached resolution provides for payment of all vehicles currently on order, even though it is possible that the bonds could be placed before the articulated buses are delivered, in order to provide maximum flexibility.
- Also, because the size of the issue for the total amount of the bus purchases is very attractive, it is not proposed at this time to separate the two sets of buses into two different bond issues. For this additional reason, the attached resolution is necessary.
- The Finance Committee is scheduled to review the draft financing schedule at its meeting on September 18, just prior to the Board meeting. The Committee will be informed of all steps in advance as LTD proceeds with the debt financing of vehicles. In November, the Board will be asked to approve a 60-Day Notice Resolution, which will define a period in which the public must act if there are objections to the District's financing plan. Staff expect the bond sale to be completed before the end of the current fiscal year.
- ATTACHMENTS:** Resolution
- PROPOSED MOTION:** I move approval of LTD Resolution No. 2002-034, authorizing Lane Transit District to disburse capital reserve funds for the purchase of up to 18 forty-foot buses and 5 articulated buses, if necessary, in advance of bond sales whose proceeds will reimburse capital reserves in full.

LANE TRANSIT DISTRICT RESOLUTION NO. 2002-034

A Resolution Setting Forth the Official Intent of the District to
Reimburse Certain Capital Expenditures for Replacement Buses Out of
the Proceeds of Obligations to Be Issued

WHEREAS, pursuant to the authority conferred under ORS 288.805 to 288.945 (the "**Act**"), Lane Transit District (the "**District**") intends to issue bonds in an amount which, based on current estimates, is not expected to exceed the sum of \$9,000,000 (the "**Bonds**") in order to finance the acquisition of approximately 18 low-floor buses and 5 articulated buses (collectively, the "**Replacement Fleet**"); and

WHEREAS, the District has incurred, or will incur in the future, preliminary expenditures relating to the ordering, design, planning, and feasibility of the Replacement Fleet, all within the meaning of Treasury Regulations, Section 1.150-2, and will continue to incur from time to time additional costs of acquiring the Replacement Fleet (such preliminary expenditures together with such other costs of the Replacement Fleet incurred and paid prior to the issuance of the Bonds being herein collectively called the "Pre-Issuance Expenditures"), which Pre-Issuance Expenditures, in accordance with the budget for the Replacement Fleet and the District's operating budget, will ultimately be financed out of the proceeds of the Bonds as and when such Bonds are issued; and

WHEREAS, pending the issuance of, and the availability of the proceeds derived from the issuance and sale of, the Bonds, the Pre-Issuance Expenditures have been and will be paid on an interim basis out of monies which, in accordance with the District budget and budgetary practices, are not and will not be available on a long-term basis to pay such costs (the "Advances"), with the expectation and intent that the District will be reimbursed for all such Advances out of the proceeds of the Bonds as and when the same are issued;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The Board of the District hereby declares its intent to finance all Pre-Issuance Expenditures out of the proceeds of the Bonds as and when the same are issued by the District, and to reimburse itself out of the proceeds of the Bonds for all Advances made for the purpose of paying on an interim basis all Pre-Issuance Expenditures. The District acknowledges that such reimbursement from Bond proceeds may be made only to the extent that all other applicable requirements of Treasury Regulations, Section 1.150-2, are met with respect to the Bonds, the Pre-Issuance Costs, the sources of fund used to make the Advances and such reimbursement from Bond proceeds, but intends, and hereby directs all District officials and personnel, to take such lawful actions as may be necessary or appropriate in order to ensure that the Advances may be reimbursed from Bond proceeds to the fullest extent permitted by law.

Section 2. This resolution is intended to constitute an official declaration on the part of the District to reimburse itself out of the proceeds of the Bonds for all Advances made to pay Pre-Issuance Expenditures, all within the meaning of and pursuant to Treasury Regulations, Section 1.150-2.

Section 3. Within 30 days after the date of adoption of this resolution, the clerk of the Board shall make a certified copy hereof available for public inspection at the main administrative offices of the District, and shall keep such certified copy available for public inspection at said administrative offices until all series of Bonds have been issued.

Section 4. This Resolution shall take effect immediately upon its adoption by the Board.

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

September _____, 2002
Date

Board Secretary



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

(541) 682-6100
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MONTHLY DEPARTMENT REPORTS

September 18, 2002

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

FEDERAL

Board members are aware that Lane Transit District received a \$6 million earmark in the Senate version of the Federal FY 03 transportation appropriations measure. Senator Gordon Smith officially announced the earmark at the Springfield Station August 16. The House has yet to take up the issue, and it is reported that transportation is at or near the end of the appropriations queue. This likely will result in a Continuing Resolution for USDOT, providing funding for the Department, but at the FY 02 level. This means that increased formula funding as a result of our population exceeding 200,000 may **not** be realized in FY 03. In addition, it puts earmarks at some risk.

The bottom line at this writing is that it is just not clear what will happen or even when it will happen. The target adjournment date for Congress is October 4, but it is highly unlikely its work will be completed by then. Because of November elections, members of Congress need to be at home during October. This would result in a lame-duck post-election session where the not-yet-completed appropriations measures and a Homeland Security bill would be enacted.

STATE

In Oregon, state staff have dull pencils from their budget-cutting exercises. A 20 percent across-the-board cut in state agencies means that the Public Transit Division would need to cut \$413,000 from its remaining budget, most of which is scheduled to be disbursed in formula payments to providers of transportation services for the elderly and people with disabilities. If the legislature comes up with **any** revenue-increasing measures, that number would be lower, but there is no circumstance under which the division would be spared any cuts. The most likely impact on LTD (beyond the \$500,000 already cut from state support for a RideSource facility) is postponement of part or all of the remaining \$1.2 million state commitment for the same facility.

As legislators work to have others believe their own rhetoric, local governments are looking for ways to finance needed local transportation improvements. In the Portland area, METRO has convened a high-level community task force on transportation financing to

determine a funding mechanism for up to \$400 million in tri-county road projects, plus permanent ongoing funding. This would be beneficial to the entire state in that it would reduce the Portland area’s demand on state resources, being able to move up the timeline on some projects and remove them from the state queue.

DEVELOPMENT SERVICES

Stefano Viggiano, Director of Development Services

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

- The RideSource program completed FY 2001-02 year by providing more than 112,500 rides, approximately 2,200 more rides than last fiscal year. These additional rides are attributable to increases in volunteer rides. The cost for all rides, including those using volunteer drivers, averaged \$13.84 per one-way ride, compared with \$13.40 in the previous year (a 3.28 percent increase). RideSource-only rides, those that strictly meet the requirements of the Americans with Disabilities Act (ADA), cost on average \$19.31. The total cost of RideSource services for FY 2002 was \$1,557,810, compared with \$1,479,324 last year. This represents an increased overall cost of 5.5 percent. LTD’s General Fund contribution accounts for 44 percent of the funding for RideSource, while last year the General Fund covered 38 percent of all costs.
- South Lane Wheels provided more than 32,800 one-way trips last year and covered nearly 180,000 miles. Those are significant increases in operations of around 42 percent for this non-profit agency, as 23,260 one-way trips were provided last year.
- The Rhody Express serving Florence completed its first full year of operation by covering 20,120 miles and providing 2,880 local rides.

SERVICE PLANNING AND MARKETING

Andy Vobora, Service Planning and Marketing Manager

SPECIAL EVENT SERVICE

The summer event schedule has gone very smoothly. Oregon Country Fair (OCF) and Lane County Fair (LCF) services were very effective and operationally were easily implemented. Final ridership totals were:

OCF –	12,619 Guests	46,100 Total attendance	Modal split - 27.4%
LCF –	9,722 Guests	Attendance unknown	
Scandinavian Festival – 1,535 Guests			

The first two University of Oregon (UO) football games have been very successful. Ridership has exceeded expectations for the first year of the expansion and has exceeded the modal split goal established in the UO Transportation Demand Management (TDM) plan. Operationally the shuttles are working as designed and overall the issues have been minor. The biggest challenge is the lack of large parking areas for Park & Ride facilities. This issue came to light quickly as the first game created overflow parking problems at the McKenzie Crossings shopping center. This center, adjacent to the Thurston Station, was filled by fans catching the shuttle. A change to Thurston High School was made for game two, which helped ease the concerns of the businesses in the shopping center. Using the high school also may become a problem, since there are many Saturday events scheduled in the facility. If the school Park & Ride becomes problematic, it is likely that LTD will choose not to have a Park & Ride in east Springfield and these shuttle riders will be re-directed to one of the nine other locations. Similar capacity issues are arising at Shasta Middle School; however, the issue there is pressure on the neighborhood rather than businesses. Planning for new sites has begun for next year, which may involve a consolidation of sites where there is capacity to accommodate larger groups of shuttle riders.

Game 1 ridership – 11,805 Guests

Game 2 ridership – 12,370 Guests

Day of Remembrance shuttle service was provided on September 11. The shuttle was sponsored by the City of Springfield and its partners, and provided Park & Ride service from the Booth-Kelly area to Island Park. The shuttles operated every five minutes pre-event and immediately following the event.

FALL BID

The service planning staff has done an excellent job preparing the fall bid for implementation on September 22. The staff was able to configure service more efficiently than initially anticipated. This allows the service to be operated with two fewer operator positions. These positions were absorbed, along with previously eliminated positions, through attrition and retirements. Following implementation, staff will be able to provide the Board with an assessment of how the June and September service cuts have affected ridership. Significant concerns about overloads remain for the staff as LCC and UO classes prepare to begin later in September. While some contingency hours were set aside for these purposes, it will take several weeks to sort out the highest priorities for service as these demands are placed on the system.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

OPERATIONS STAFF VISIT OTHER TRANSIT DISTRICTS

Supervisors Dennis Potter and Renee Remior and I visited five different transit agencies on a two-day trip north on August 21 and 22. The sites visited were: Salem, TriMet, C-Tran (Vancouver, WA), Kitsap Transit (Bremerton, WA), and Community Transit (Everett, WA). The purpose of the trip was to observe dispatching and supervisory functions at other districts to see how they operate to gain some new ideas on how some practices at LTD might be improved. The trip was a successful one. Operations staff are in the process of evaluating the information that was collected to determine what changes might be warranted.

LTD KICKS OFF ANOTHER YEAR OF FOOTBALL SERVICE

August 31 was the first game of the new football season for the Ducks and the newly expanded Autzen Stadium. It was an all-hands-on-deck effort, given that staff did not know what to expect. The planning and extra effort paid off. LTD transported nearly 12,000 people each way and it went off very smoothly for the first game. Staff have made some minor adjustments and expect the next games to go even better. Thanks to all staff who contributed to a smooth kick-off to the new season. The LTD team really pulled together to provide an excellent service.

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

AMALGAMATED TRANSIT UNION (ATU) DIVISION 757 LEADERSHIP CHANGES

On August 5, 2002, votes were counted for the interim election of a new president and vice president of ATU Division 757. This election was necessitated by the appointment of Ron Heintzman to the vacant international vice president's position following the death of long-time officer Mel Schoppert.

The new president–business representative is the former vice president Al Zullo. Al has been vice president for the past year. Mr. Zullo is a 34-year member of the ATU and has been employed at TriMet for 32 years, where he served as a bus operator. Prior to his service with TriMet, Mr. Zullo was employed with Tualatin Valley Bus for two years, also as an operator. Mr. Zullo previously was elected and served as president of ATU Division 757 in the early 1980s.

Jon Hunt was elected to the position of vice president–assistant business representative. Mr. Hunt has been an employee of TriMet since 1995. He began his service as a mini-run operator, but also has worked as a maintenance helper. Jon's current job at TriMet is as journeyman mechanic, after having completed an apprenticeship program. He has served on the Executive Board of ATU Division 757 for the last two years and prior to that was a shop steward.

These officers will serve an interim service period until elections in 2003.

Tom Wallace remains the secretary-treasurer of the local union. His office term also is due to expire in 2003.

Paul Headley remains LTD executive board officer (and is the longest-serving executive board officer on the ATU Division 757 Board). This position will be vacated and open to election in 2003 (according to ATU Constitutional requirement) due to Paul's retirement in July 2002.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 2002

ITEM TITLE: SEPTEMBER AND OCTOBER 2002 EMPLOYEES OF THE MONTH

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

BACKGROUND: **SEPTEMBER 2002 EMPLOYEE OF THE MONTH:** Bus Operator Dave Logosz was selected as the September 2002 Employee of the Month. Dave was hired by the District on January 6, 1997. He received the General Manager's Award for Excellence in 2001, the first year these awards were given. He also has earned an award for three years of safe driving.

Dave was nominated for this award by fellow operator, who asked, "Have you ever seen the smile with which he greets his passengers? I love it!"

When asked what makes Dave a good employee, Transit Operations Supervisor Dave Thulstrup said:

Dave has been employed at the District since January 6, 1997. He always has operated with the understanding that excellent customer service is the number one goal at LTD. He consistently has been one of the District's best performers in delivering service excellence to LTD's guests.

Not many people know this, but Dave's previous employment helped pave the way for his success at LTD. He was a Repo-man, a reposessor of vehicles, and dealt with many, many, very unhappy customers during that time. He says that working at LTD is really such a joy after his experience there! He enjoys the friendly contact and rapport that he has developed with his guests and also with his fellow employees. In fact, one of his fellow operators, impressed with Dave's performance during a recent bus ride home, contacted OPS specifically to nominate Dave for Employee of the Month.

Additionally, Dave was one of the recipients of the first General Manager Awards given out last December. Those awards were given to those employees who have shown an outstanding ability to "get everything right!" The criteria for that award were very difficult to achieve: an operator had to be perfect in all areas. Dave fits that bill.

I am proud and very blessed to have Dave Logosz as an employee whom I evaluate. The District is truly fortunate to have

an employee of his caliber. He deserves to be Employee of the Month for October. He has earned it!

OCTOBER 2002 EMPLOYEE OF THE MONTH: Bus Operator Tim Faccio has been named the October 2002 Employee of the Month. He was hired by LTD on August 20, 1997, and recently earned an award for one-year of safe driving. Tim was selected for being such a positive person and sharing his positive outlook with everyone he encounters. According to Tim, every day is a great day. He was nominated for this award by a guest, who said, "Tim is a real kick. You can tell he really likes his job and he loves to kid around—breaks up the day for him and the person boarding. LTD is fortunate to have a driver like Tim."

When asked for additional input on what makes Tim a good employee, Transit Operations Supervisor Jim Coffman said,

I am happy to hear that Tim is October's Employee of the Month, a well-deserved award. Tim is always upbeat and positive, and if he gets ruffled, he never shows it. He always has a huge smile and a "How ya doing" for everyone. I would imagine that his guests really enjoy riding his bus and that he makes it a pleasant experience for them. He seems to get along very well with everyone—the people who ride his bus, his fellow operators, and everyone in Operations.

Our congratulations to Dave and Tim on their selection as the September and October Employees of the Month!

AWARD:

Dave and Tim will attend the September 18, 2002, meeting to be introduced to the Board and receive their awards.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 2002

ITEM TITLE: EMPLOYEE OF THE YEAR 2001

PREPARED BY: Joyce Ziemplak, Senior Human Resources Analyst
Susan Hekimoglu, Administrative Services Coordinator

ACTION REQUESTED: None

BACKGROUND: **YEAR 2001 EMPLOYEE OF THE YEAR:** The selection of Administrative Services Assistant Kelly Perron-Crouse as LTD's 2001 Employee of the Year was announced at the August 4 LTD/ATU Annual Picnic. Kelly was selected for this award because she is a stellar example of a TEAM player; she exceeds the expectations for her own work and never hesitates to jump in and help others. She continually goes out of her way to help LTD's guests and her co-workers. No matter how busy and/or overloaded she might be, she always finds a way to squeeze in one more thing if someone needs help. For Kelly, there are no boundaries within LTD (it doesn't matter if it is her department's responsibility or the responsibility of another department) – she clearly views all of us as being the members of one big team. Her enthusiasm, energy, and tenacity for completing tasks and making sure LTD is successful in all that it does makes her a very valuable employee. She also is professional and fun.

Kelly has been selected as the Employee of the Month twice during her tenure at the District – first in October 1998, less than a year after she was hired, and again in September 2001.

Kelly was hired by LTD on May 1, 1998. She originally was hired for the position of part-time receptionist, and became an administrative services assistant in July 2001. During her career at LTD, she has been involved in the planning of nearly every employee event, including company banquets and picnics; team meetings, potlucks, and barbecues; and the annual United Way fundraising campaign. Because of her work style and knowledge, Kelly also has assisted nearly every administrative department with projects, including a temporary reassignment to Human Resources during the absence of the department secretary, and working at the Guest Services office during staff meetings.

When asked what makes Kelly a good employee, Administrative Services Coordinator Susan Hekimoglu refused to answer for fear that outsiders reading this would attempt to hire Kelly away from LTD. However, Susan did say that she would rather cut off her right arm than not have Kelly as a co-worker.

Administrative Services Manager Jo Sullivan was elated with Kelly's selection, and affirmed what a well-deserved award this is. She said she could "sing Kelly's praises" forever, and repeated the comments she made at the time of Kelly's selection as the September 2001 Employee of the Month, which are as true today as they were then:

Kelly is worth her weight in gold to those of us who work with her—she personifies exceptional guest service, has a strong work ethic, and is a consistently hard worker who never appears to be under stress from working so hard. She is incredibly organized, and has a gift for anticipating and remembering what needs to be done—and then she follows through to be sure it does get done on time. She always is doing several things at once, and keeps track of them all. She has an exceptionally positive attitude and can find humor in most situations. Not only is she helpful, friendly, and dedicated to doing a good job—she's a lot of fun, too. We are extremely lucky to have Kelly on the LTD Team.

AWARD:

Kelly received her award at the August 4 LTD/ATU picnic. She is well known to Board members, and will be present at the September 18, 2002, Board meeting.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 2002

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

PREPARED BY: Ken Hamm, General Manager

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

ATTACHMENT: None

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

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 2002

ITEM TITLE: FLEET BUILDING EXPANSION UPDATE

PREPARED BY: Charlie Simmons, Facilities Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: Phase I of the Fleet Building expansion is to enlarge the parts area. Design is at 95 percent completion, and construction is scheduled to start by year-end.

Phase II will add bus bays to accommodate the new articulated buses. The Request for Qualifications (RFQ) for Architectural Services has been issued, with the expectation that a firm will be selected within the next month. Design options are expected to be completed by late fall, and staff will present them to the Board by year-end. Construction is expected to begin during the spring of 2003.

ATTACHMENT: None

MOTION: None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** September 18, 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. **LTD Ordinance No. 36:** LTD Ordinance No. 36 is being revised to meet legal requirements following a successful court challenge to the current wording of the ordinance. The first reading of the revised Ordinance No. 36 will be scheduled for the October 16, 2002, regular Board meeting. The second reading and adoption will be scheduled for the November 20, 2002, regular Board meeting.
 - B. **New Starts Process:** Board members have expressed some interest in applying for federal New Starts funding. A discussion of the New Starts funding process and its reauthorization in TEA-21 will be scheduled for a work session on either Monday, October 14, or Wednesday, October 16, 2002.
 - C. **Transit Legislative Agenda:** In order to prepare for the next Oregon legislative session, a work session will be scheduled for October 14 or 16 to discuss the transit legislative agenda.
 - D. **Special Transportation Fund Bylaws and Membership:** Updates to the Special Transportation Fund Bylaws and Membership, approved by the Special Transportation Advisory Committee, will be placed on the Consent Calendar for approval by the Board at the October 18, 2002, regular Board meeting.
 - E. **Fleet Building Expansion:** As the fleet building expansion project gets underway, staff will schedule a presentation on the project for the Board at a future meeting, possibly in October 2002.
 - F. **Legal Changes for Pension Plans:** Required changes to the District's pension plans will be brought to the Board for approval at a meeting in the near future.

- G. **Springfield Station Design and Budget:** The Board approved a conceptual site plan for the new Springfield Station at its March 20, 2002, Board meeting. A final project design and budget will be brought to the Board for approval at a future meeting.
- H. **Accessible Services Report:** A presentation on accessible services will be scheduled for the September, October, or November Board meeting each year.
- I. **Commuter Solutions Report:** A presentation on the Commuter Solutions program will be scheduled for the October or November Board meeting each year.
- J. **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.
- K. **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

September 2002

Prepared by Ken Hamm, General Manager

Future Dates to Remember

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
November 18	Board Work Session (tentative)
November 20	Regular Board Meeting
December 16	Board Work Session (tentative)
December 18	Regular Board Meeting

Internal Activities

Bus Roadeo

On July 21st, LTD held its annual Bus Roadeo on the fleet parking lot. __ Operators participated, along with __ non-operators. Salem Transit came down to participate for the second year in a row. Ben Henry won LTD's roadeo and will represent the District at the APTA national roadeo. Thank you to the Board members who were able to attend this event.

The LTD employees' picnic was held at Jasper Park on August 4. The Amalgamated Transit Union shared the cost with the District. Fun was had by all. Kelly Perron-Crouse received the Employee of the Year Award. Thank you to those Board members who were able to attend this event. Board member attendance at these events is very important to the employees.

External Activities

Triennial Review

The Federal Transit Administration is required to perform reviews and evaluations of Urbanized Area Formula Grant recipients at least every three years. They review legal, financial, technical, continuing control, maintenance, procurement, DBE, Buy America, planning, lobbying, Title VI, fares, ADA, NTD, drug and alcohol, and many other of the myriad of requirements LTD has as a grantee. LTD has had an exceptionally clean review with only one minor finding around frequency of oil changes. All staff are to be commended for their ongoing performance in these compliance areas.

Duck Express

LTD has carried an average of over 12,000 riders to each of the first two Duck games.

Reauthorization

July 26th was the last APTA Reauthorization Committee meeting. It was in New York City. I presented the BRT Consortium position. While reauthorization will not occur until next year, the inclusion of BRT projects in the New Starts funding pot is included in the APTA position that is being published and communicated on the hill. Projects under \$100 million in New Starts funds also are proposed to have a simplified rating process to help move smaller projects through to completion faster.

United Way

United Way of Lane County has recruited me to join the United Way Board of Directors, effective in January 2003.

On September 10th and 11th, a number of LTD employees participated in United Way “Day of Caring” activities. Some staff were out at RideAble cleaning up stables and working on fences. Some went to SCAR/Jasper Mountain to paint buildings.

Meetings of Significance

George Poling and I met on August 7. I wanted to get acquainted with him personally and find out if he had any particular interests or issues with LTD. The Coburg Corridor for BRT was expressed as an interest. He recommended some stakeholders for LTD’s committee and said he would participate, as well.

Bill Dwyer and I met on September 5. Bill and I talked about BRT and he seems very supportive. He shared his vision for BRT in Springfield, and it is very similar to our initial concepts.

Vacation

Your general manager took two weeks’ vacation in the middle of August. Time with kids and grandkids was supreme. The golf wasn’t bad either.

FYI

Board Member Pat Hocken recently scored a hole-in-one on the seventh hole at Emerald Valley Golf Course.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 2002

ITEM TITLE: 2002-03 MARKETING PLAN

PREPARED BY: Andy Vobora, Service Planning and Marketing Manager

ACTION REQUESTED: None

BACKGROUND: Lane Transit District is operating in a rapidly changing environment with the beginning of BRT construction. At the same time, our traditional service has changed dramatically during the past year, first with the addition of service as a result of the comprehensive service redesign and second with the reduction in service brought on by operating budget issues. Add to the puzzle an aggressive pricing strategy, and it is easy to see why both LTD riders and non-riders might have mixed impressions about the District.

During these times it is important that LTD remain visible in the community. This can be difficult when budgets are being tightened; however; staff believe that the strategies we have chosen will allow us to positively show the value of LTD services.

Target Audiences

Students: School trips continue to represent the lion's share of all LTD trips; therefore, it is important to continue marketing LTD to this continually changing group of guests. Students entering middle school and high school, more area residents returning to community college, and a large freshman class at the UO all are in need of information about LTD services.

Commuters: "Commuters" is a broad category. While the District's fall service promotions may reach a portion of this audience, this year's efforts will target a number of specific geographic regions and route segments.

Event Shuttle Guests: LTD continues to play a significant role in the success of community events in the community. These guests represent a segment of the population who typically do not use transit on a regular

basis, so LTD shuttle service offers an introductory view into the valuable service provided by the District.

General Community: Those in the general population who are not transit riders play a key role in the success of LTD. This group needs to know how transit is influencing the community today and how it is shaping the community for the future.

Media Strategies

Newspaper: Print advertising will be used to support several campaigns, including the fall service introduction, UO football and basketball shuttle services, and possibly a “yield to buses” refresher campaign.

Radio: Radio continues to be one of the most cost-effective methods of reaching specific audiences. Radio will be used to support the fall service and yield campaigns, as well as a spring 2003 youth campaign.

Direct Mail: Target-specific marketing materials will be used to support the fall service changes, a UO student promotion, a 4J high school service promotion, and route segment marketing along the Breeze route and along a number of other route segments.

Public Relations: Working directly with area media personnel has been an effective strategy this past year and will continue to play an important role in getting LTD’s messages to the community. Continuing work by staff and the Board will reap benefits as presentations are made to community groups and as one-to-one marketing takes place.

Television: This past year the District utilized television ads produced by the American Public Transportation Association (APTA). These ads were quality pieces, which saved LTD the high cost of television ad production. The placement cost for television is more significant than other mediums; however, the cost per impression is lower overall. This year’s plan calls for using these ads, or updated ads if APTA produces new spots, during the late winter and early spring period. Staff also are considering possibilities for using the ads as public service announcements.

This brief overview does not include the ongoing marketing taking place with the BRT project or marketing elements of our paratransit and accessible services. The Board has been involved in the BRT naming process and the selection of station designs, and is participating actively in other review processes. The continuing use of public forums and a growing use of media strategies will be seen as the BRT project moves through the construction of the downtown-Eugene-to-downtown-Springfield corridor, and work progresses on the Pioneer Parkway and Coburg Road corridors. Accessible services are not marketed in a way

that separates these guests from our other guests. However, there are targeted printed pieces that needed to be updated and expanded to educate guests about the services LTD is providing. Paratransit programs are not marketed to encourage additional ridership. Like accessible services, however, paratransit guests need to know how to access the RideSource system. Targeted printed pieces and direct mail regularly are used to communicate with these guests.

A key marketing project this year will be a brand identity process. This process will help the District come to agreement on the characteristics that set LTD apart in the marketplace. This will lead to greater consistency in the development of marketing materials, in how the District is seen by guests and community members, and in the identification of the District in signage, letterhead, uniforms, etc.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 2002

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None

BACKGROUND: In response to a request by the Board for regular reporting on the District's performance in several areas, monthly performance reports are included in the Board agenda packets. The July 2002 performance reports are included for the Board's review at this time. The August and September reports will be included in the October 2002 agenda packet.

Staff will be available at the September 18 meeting to respond to any questions the Board may have.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 2002

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

PREPARED BY: Lisa Gardner, Senior Strategic Planner

ACTION REQUESTED: None.

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

At the June Board meeting, staff provided a brief introduction to the *Region 2050* project, and Board member Susan Ban was appointed to represent LTD on the *Region 2050* Regional Policy Advisory Committee. At the September meeting, a more comprehensive staff presentation will be made to provide additional information about the project.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 2002

ITEM TITLE: SPRINGFIELD STATION UPDATE

PREPARED BY: Charlie Simmons, Facilities Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: I am pleased to report that LTD staff, in cooperation with the Oregon Department of Transportation (ODOT), resolved all the remaining site access issues. The agreement necessitated changes in the Master Plan. These changes were incorporated into a revised site plan, which was developed August 7 through a design charrette.

The Springfield Station Design Review Committee (SSDRC) met on August 27. After much discussion, the committee decided to entertain additional design concepts. The SSDRC will meet again on September 17 to review the new designs.

The acquisition of the land for the Springfield Station is still in process and from all indications is moving forward.

The Public Art RFP (Request for Proposal) was sent out to Oregon and Washington artists on September 3. The first meeting of the Art Selection Committee tentatively is scheduled for October 17. The Springfield Station design is once again on schedule. It is anticipated that the design will be completed and approved by the SSDRC by late winter, with construction beginning in the spring of 2003.

ATTACHMENT: None

MOTION: None