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## LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, October 16, 2002  
5:30 p.m.

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

### A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

Gaydos \_\_\_\_\_ Hocken \_\_\_\_\_ Kleger \_\_\_\_\_ Lauritsen \_\_\_\_\_  
Melnick \_\_\_\_\_ Wylie \_\_\_\_\_ Ban \_\_\_\_\_

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT

IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 04

V. WORK SESSION 05

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. EMPLOYEE OF THE MONTH – November 2002 06

VII. AUDIENCE PARTICIPATION

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

VIII. ITEMS FOR ACTION AT THIS MEETING

- |    |                                                                                                 |    |
|----|-------------------------------------------------------------------------------------------------|----|
| A. | Consent Calendar                                                                                | 07 |
| 1. | Minutes of September 18, 2002, Regular Board Meeting (Page 08)                                  |    |
| 2. | Special Transportation Advisory Council Bylaws and Membership Roster (Page 17)                  |    |
| B. | First Reading, LTD Revised Ordinance No. 36, Regulations Governing Conduct on District Property | 26 |

IX. ITEMS FOR INFORMATION AT THIS MEETING

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| A. | Current Activities                                                     |    |
| 1. | Presentation—New Starts Reporting Requirements                         | 45 |
| 2. | Board Member Reports                                                   | 50 |
|    | (a) Metropolitan Policy Committee – October 3 meeting                  |    |
|    | (b) BRT Steering Committee and Board BRT Committee – No report         |    |
|    | (c) Springfield Station Design Review Committee – September 30 meeting |    |
|    | (d) Coburg Road Stakeholder Group – October 9 meeting                  |    |
|    | (e) BRT Naming Committee – October 1 meeting                           |    |
|    | (f) APTA Annual Meeting and Expo Report                                |    |
|    | (g) Board Finance Committee – No report                                |    |
|    | (h) Region 2050 Policy Advisory Committee – No report                  |    |
|    | (i) Statewide Livability Forum – No report                             |    |
| 3. | General Manager’s Report                                               | 52 |
| 4. | Monthly Financial Reports—August and September 2002                    | 54 |
| 5. | Bus Rapid Transit Update                                               | 71 |
| 6. | Springfield Station Update                                             | 73 |
| 7. | Correspondence                                                         | 74 |

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X. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	83
A. LTD Ordinance No. 36	
B. Work Session on Transit Legislative Agenda for Oregon Legislature	
C. Fleet Building Expansion	
D. Springfield Station Design and Budget	
E. Accessible Services Report	
F. Commuter Solutions Report	
G. Annual Two-Day Strategic Planning Work Session	
H. BRT and Springfield Station Updates	
XI. ADJOURNMENT	

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

## AGENDA ITEM SUMMARY

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**DATE OF MEETING:** October 16, 2002

**ITEM TITLE:** SEPTEMBER FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

**BACKGROUND:** Financial results for the first quarter of the FY 2002-03 fiscal year are summarized in the attached September reports. August results are also attached for Board review. Comments included in this agenda item summary are based only on the September reports, however.

Passenger fares are ahead of prior year by 1.6 percent. Three-month results are below budget by more than \$104,000, however, primarily due to ridership loss associated with the combination of a fare price increase and service reductions implemented in June and September. Also, riders tend to shift to different fare instruments when prices are increased. The increase in pass prices has resulted in a shift to the use of tokens for riders who do not ride frequently and who do not need to transfer. Ridership is down 1.5 percent for the most recent twelve months.

Group pass receipts are as expected year to date. Advertising is also as expected for the first three months. Receipts are down versus the same period last year due to a restructuring of the Obie Media contract. Both of these resources are expected to meet budget expectations for the year.

Payroll tax revenue was budgeted at the same level as FY 2001-02 receipts. Through the first quarter of the current year, receipts are virtually equal to last year and are slightly ahead of year-to-date budget. This important resource meets expectation at this time. Overall, total General Fund revenue is ahead of expectation by \$342,877 primarily because the beginning working capital was budgeted very conservatively. An amount of \$385,000 more than was estimated by the FY 2002-03 budget was available after the close of FY 2001-02.

With the addition of the September service reductions (accomplished through operator attrition), personnel services growth has reversed and stands at a negative 1 percent through the first quarter. In addition, stable fuel prices and careful expenditure control on the part of all departments have resulted in positive variances in all but one reporting

category. The one exception, the Service Planning group, is essentially on plan year to date.

In summary, the General Fund is on plan for the first quarter of the current fiscal year. Ridership will be monitored carefully as the only source of concern at the present time.

Special Transportation Fund expenses are as anticipated through September. Capital Fund activity was also as expected. Capital Fund outlays accelerated in September as planning for bus rapid transit (BRT) and the new Springfield Station stepped up. Project reports will be provided to the Board separately. There is an ongoing concern about funding for capital projects. While the first segment of BRT has dedicated funds, and fleet replacement vehicles have an approved debt-financing plan, there are still uncertainties to be resolved for all other projects and project components. The absence of a new federal budget and the use of continuing resolutions to keep federal funding levels at prior-year levels present potential challenges that will need to be addressed in the LTD strategic plan.

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, as reported at the September 18 Board meeting. The final report will be shared with the Board when it is received.

The Finance Committee will meet on October 30 at 4:00 p.m. to discuss replacement vehicle debt next steps, capital financing, and other issues. The Board will be asked to approve the 60-day resolution at the November 20 meeting that creates a period in which the public can review and comment on the debt financing plan. This resolution is required by the bond process to fund 18 Gillig and 5 articulated buses, and will be reviewed by the Finance Committee on October 30.

**ATTACHMENTS:**

Attached are the following financial reports for both September and August 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

Q:\reference:\Board Packet\2002\10\Regular Mtg\03fin03.doc

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 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:** October 16, 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 generally are held on the second Thursday of each month; however, the October meeting was held on October 3. LTD's MPC representatives are Board members Hillary Wylie and Gerry Gaydos, with Pat Hocken as an alternate. Gerry Gaydos attended the October 3 meeting and can provide a brief report at the October 16 Board meeting. MPC will not meet in November. The next meeting will be held on December 12, 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. The October meeting was canceled, so the last meeting was on September 3. The next meeting is scheduled for November 5, 2002.
3. **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 September 30, 2002, and is scheduled to meet again on October 22, 2002.

4. **Coburg Road Stakeholder Committee**: Susan Ban is the Board's representative on the Coburg Road Stakeholder Committee. This committee last met on October 9, and will meet again on November 13.
5. **BRT Naming Committee**: Board members Gerry Gaydos and Pat Hocken are participating on the BRT Naming Committee to continue the process to recommend a name for the BRT system. This group met on October 1 and will meet again on October 31, 2002.
6. **APTA Annual Meeting and Expo**: Five Board members (Susan Ban, Gerry Gaydos, Pat Hocken, Virginia Lauritsen, and Hillary Wylie) recently attended the American Public Transportation Association Annual Meeting and Expo. At the October 16 Board meeting, they will have an opportunity to share with the rest of the Board members what they learned and found to be of value at the conference and Expo.
7. **Board Finance Committee**: The Board Finance Committee (Pat Hocken, chair; Gerry Gaydos; and Virginia Lauritsen) last met just prior to the Board meeting on September 18. The committee is scheduled to meet again on October 30, 2002.
8. **Region 2050 Policy Advisory Committee**: Susan Ban was appointed LTD's Board representative on the Region 2050 Policy Advisory Committee, which has not met since her appointment. There is no report this month.
9. **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.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 2002

**ITEM TITLE:** CORRESPONDENCE

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

**ACTION REQUESTED:** None

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

- ◆ September 27, 2002, memorandum from Larry Gruman of Gruman International Tours to University of Oregon Director of Athletics Bill Moos, expressing his gratitude for the positive accommodations and treatment afforded to persons in wheelchairs on football shuttle service and at the football stadium
- ◆ Copy of letter from LTD to Eugene Mayor Jim Torrey regarding recommendations resulting from a study of the West Eugene Parkway prepared by Crandall Arambula of Portland

At the October 16, 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, September 18, 2002

Pursuant to notice given to *The Register-Guard* for publication on September 12, 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, September 18, 2002, beginning at 5:30 p.m., in the LTD Board Room at 3500 E. 17<sup>th</sup> Avenue, Eugene.

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

Absent: --

**CALL TO ORDER:** The meeting was called to order at 5:39 p.m. by Board President Hillary Wylie.

**WORK SESSION**

**Executive Sessions:** District Counsel Roger Saydack was present to meet with the Board on several issues in several different executive (non-public) sessions. He introduced attorney Catherine Susman from his firm. A member of the press was present and Ms. Wylie reminded her about the rules covering the press during executive sessions. Mr. Kleger moved that the Board meet in executive session pursuant to ORS 192.660(1)(f), to consider records that are exempt by law from public inspection, and pursuant to ORS 40.225, lawyer-client privilege. Ms. Hocken seconded and the Board entered executive session upon a unanimous vote at 5:40 p.m. The Board unanimously returned to open session at 5:45 p.m. Mr. Kleger then moved, seconded by Mr. Gaydos, 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. The Board unanimously entered executive session at 5:46 p.m. and then unanimously returned to open session at 6:08 p.m. Mr. Kleger then moved that the Board meet in executive session pursuant to ORS 192.660(1)(f), to consider records that are exempt by law from public inspection, and pursuant to ORS 40.225, lawyer-client privilege. After seconding by Ms. Ban, the Board unanimously entered executive session at 6:09 p.m. Upon a motion by Ms. Hocken and seconding by Mr. Kleger, the Board unanimously returned to open session at 6:20 p.m.

MOTION

VOTE MOTION

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VOTE

**Utilities in Public Right-of-Way:** Mr. Saydack and Ms. Susman discussed the need to move utilities out of the right-of-way for bus rapid transit (BRT). He said that both public and private

utilities occupied the right-of-way, and LTD needed to find a way to get them to move in order to construct the system. Because LTD did not own that right-of-way, LTD did not have the power to condemn it, so had to find another approach. The attorneys had been doing some research with the City of Eugene and with the Oregon Department of Transportation (ODOT), and had enlisted the advice of TriMet in Portland and its legal counsel, who went through this issue with TriMet transit lines. Ms. Susman said that there were quite a few utilities in the public right-of-way, involving the Cities of Eugene and Springfield and ODOT. The first issue was to find out which utilities were there and where they were, and then determine if they needed to move and if so, who would request that move and who was ultimately liable for the cost of the move. She said that the general rule seemed to be that if there was a private utility and public purpose, the private utility could be asked to relocate at its cost. To the extent that the public utility would have to move, LTD would be responsible for the cost. She noted that TriMet had dealt with this issue up to the Supreme Court and back again. There also were some issues in ensuring that all utilities were appropriately notified. TriMet had offered to show LTD the intergovernmental agreements (IGAs) it used, as well as the issues that TriMet did not include in its IGAs that later resulted in problems. The intent was to draft an intergovernmental agreement to use locally. This discussion was informational only, with no Board action required.

**Lithia Television Ads:** Mr. Saydack noted that a car dealership had been using the figures from some of the Breeze bus stops in the background of some television ads. Mr. Saydack had suggested to Lithia's owners that they needed to stop using the ads because LTD had not authorized the use of those stops, but had not received a response. LTD could not take stronger action because the architect had retained the rights to the stop designs instead of giving them to LTD. If anyone were to take legal action, it would have to be the architectural firm. However, LTD had made a request for the architectural firm to convey those rights to the District, and Mr. Saydack said that this issue needed to be corrected in future contracts.

**Break:** Ms. Wylie called a ten-minute break at 6:30 p.m. She called the meeting back to order at 6:40 p.m.

**EMPLOYEES OF THE MONTH:** Mr. Hamm said that Director of Transit Operations Mark Johnson was at the national bus rodeo with LTD Bus Operator Ben Henry. Mr. Hamm then introduced Bus Operator Dave Logosz, the September 2002 Employee of the Month. He noted that Mr. Logosz had been with the District since January 1997 and had earned an award for three years of safe driving, and also had received the General Manager's Award for Excellence in 2001, the first year the award was given. Mr. Logosz was nominated by a co-worker, who praised him and remarked on the smile with which he greeted all his guests. Mr. Hamm said that he had gotten to know Mr. Logosz through the employee picnic and some other activities and had ridden his bus, and stated that Mr. Logosz's guests were fortunate to ride with him. Ms. Wylie presented Mr. Logosz with his awards. Mr. Logosz commented that many people were quick to complain and few were quick to compliment, so it was nice to receive this award. He said that LD had a lot of excellent drivers who did an excellent job, so he felt lucky that he had a few people who were happy with the service and who wanted to compliment him. He thanked the Board for the award.

Mr. Hamm then introduced Bus Operator Tim Faccio, the October 2002 Employee of the Month, who was selected for this award because he was so positive and shared his positive outlook with everyone on the LTD team. He was hired in August 1997 and was nominated by a guest, who said he could tell that Mr. Faccio really liked his job and liked to kid around, breaking up the day for himself and every person boarding the bus. Mr. Hamm said he had seen Mr. Faccio interact with

his guests and co-workers, and that he truly had a positive, uplifting personality and had fun with his guests, all part of what guest service was all about. Ms. Wylie presented Mr. Faccio with his awards. Mr. Faccio said that he could only be himself and he had a lot of fun on the job. He added that he noticed when he came to work at LTD that everyone was smiling, so he thought it would be a good place to work. He thanked the Board for his award. Mr. Hamm stated that Mr. Logosz and Mr. Faccio were great examples of some of the newer employees who were having fun doing a great job and carrying out the mission of the organization, and that they were very much appreciated.

**Employee of the Year:** Ms. Wylie then introduced a special person with whom the Board members worked a lot, the 2001 LTD Employee of the Year, Kelly Perron-Crouse. Administrative Services Manager/Clerk of the Board Jo Sullivan said that Ms. Perron-Crouse had been introduced a year ago as the Employee of the Month, and was named the 2001 Employee of the Year at the employee awards picnic in August. Ms. Sullivan quoted another employee who that day had described Ms. Perron-Crouse as the pillar everyone else stood on. She noted that, as usual, Ms. Perron-Crouse had been racing through the day and doing for everyone else, and when asked to stay until 6:30 p.m. to be introduced at the Board meeting, had been working every second to prepare excellent packets, with a lot of good information, for the Board members who would be attending the American Public Transportation Conference the following week. Ms. Sullivan said that was what Ms. Perron-Crouse did—she always went the extra five miles. Ms. Sullivan stated that she was very proud and happy to be working with Ms. Perron-Crouse, and noted that Administrative Office Coordinator Susan Hekimoglu had been reluctant to praise Ms. Perron-Crouse in the Board packet for fear that someone outside the District would read it and try to take her away from Team LTD. Ms. Sullivan said she hoped that as the Board members worked with Ms. Perron-Crouse on different issues during the year, they would remember that she was an incredible employee and that LTD was very lucky to have her.

Ms. Wylie noted that Ms. Perron-Crouse had received her awards at the employee awards picnic in August. Ms. Perron-Crouse said that on her resume she had said she wanted a job that was fun and challenging and that she had found it. She said that, as the operators talked about having fun, the office staff also had fun, in different ways, even sometimes when just rushing around. She was happy that she was always doing something new and that she seemed to do a little of everything on the job; that was what kept her job interesting and challenging, what made her like her job, and what made her perform well.

**AUDIENCE PARTICIPATION:** Ms. Wylie asked for audience participation. There was none.

MOTION

**CONSENT CALENDAR:** Mr. Kleger moved LTD Resolution No. 2002-032: "It is hereby resolved that the Consent Calendar for September 18, 2002, is approved as presented." Mr. Gaydos seconded the motion. Ms. Hocken said she had a correction to the minutes of the Joint Adopting Officials hearing on TransPlan prepared by the City, which listed Tammy Fitch as an LTD Board member instead of a Springfield City Councilor, and omitted Ms. Lauritsen and Ms. Ban from the list of attendees. She was concerned that the minutes did not show that LTD had a quorum present. Ms. Sullivan said she would contact the City to correct the minutes. The resolution, including the corrected minutes, passed by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Kleger, Lauritsen, and Wylie voting in favor, none opposed, and Mr. Melnick abstaining because he was not present at those meetings. The Consent Calendar consisted of the minutes of the May 29, 2002, joint adopting officials meeting on TransPlan (previously approved by the Eugene City

VOTE

Council and the Lane County Board of Commissioners), the July 17, 2002, regular Board meeting, and the August 21, 2002, canceled Board meeting.

**PURCHASING POLICY RULES UPDATE:** Director of Finance and Information Technology Diane Hellekson briefly updated the Board on the proposed changes to LTD's Purchasing Policy and Rules. At the July 17, 2002, meeting, the Board had approved changes to the LTD Purchasing Policy and Rules to bring LTD current with state and federal regulations, and to delete references to obsolete contested case procedures. Staff also had proposed an increase in LTD's bid threshold to the same level as other public agencies in Oregon, but learned just before the September meeting that a change in Oregon law required that a public hearing be held, and there had not been time for adequate notice of a hearing. That proposal was before the Board again that evening. It would allow LTD to solicit offers from three or more qualified suppliers/contractors on procurements where the total contract price was between \$5,000 (or \$2,500 for federally-funded purchases) and \$75,000. At \$75,000, formal solicitation would need to occur. The change also would specify that for trade contracts, LTD would use a request for proposals (RFP) process rather than a competitive bidding process, which would allow LTD to obtain more information. These changes would streamline the process and would not compromise the District's ability to obtain competitive quotes in any way. The bid threshold had not been increased since 1989. The Revised Purchasing Policy and Rules had been distributed to the Board members as a separate document.

**Public Hearing:** Ms. Wylie opened the public hearing on the purchasing policy rules update. No one in the audience wished to testify, and the hearing was closed.

MOTION           **Board Decision:** Ms. Lauritsen moved approval of LTD Resolution No. 2002-033:  
VOTE           "Resolved, the LTD Board of Directors hereby adopts the Purchasing Policy and Rules, as revised  
September 18, 2002." Mr. Melnick seconded, and the resolution was approved by unanimous vote, 7 to 0, with Ban, Gaydos, Hocken, Kleger, Lauritsen, Melnick, and Wylie voting in favor and none opposed.

**BUS FINANCING DEBT RESOLUTION:** Ms. Hellekson said that the Board Finance Committee had reviewed this resolution, found on page 47 of the agenda packet, that afternoon and had no reservations about recommending it to the full Board. She said that it primarily was a housekeeping item, and that the Capital Improvements Program and the current financial plan showed the 18 Gillig buses and 5 articulated buses as being financed by debt. A number of activities would be required in preparation for issuing revenue bonds, which staff anticipated would happen in the spring of 2003. The resolution was recommended by bond counsel just as the Board's affirmation of how LTD planned to accomplish this, which was to prepay, at least for the Gillig vehicles, with current capital reserves, and then reimburse the reserves with the proceeds from the bond sale. There was some uncertainty over timing, and this would give LTD the flexibility to combine the Gilligs and the articulated buses in a single revenue bond issue. There were no additional comments from the Finance Committee members. Ms. Hellekson said that staff would be bringing a number of different debt financing action items in the future.

MOTION           Ms. Hocken moved 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  
VOTE           reserves in full. Mr. Gaydos seconded, and the resolution was approved by unanimous vote, 7 to 0,  
with Ban, Gaydos, Hocken, Kleger, Lauritsen, Melnick, and Wylie voting in favor and none  
opposed.

**TRANSPLAN AMENDMENT APPEAL:** It was noted that 1,000 Friends of Oregon had filed an appeal of action taken by LTD, Eugene, Springfield, and Lane County to approve plan amendments for the West Eugene Parkway project. Ms. Wylie stated that the Board needed to decide whether to allow the City of Eugene to take the lead on this issue. Mr. Hamm added that part of the question was whether the Board wanted LTD counsel to proceed with any independent action in response to the appeal on the recent TransPlan amendments approved by the Cities of Eugene and Springfield, Lane County, and LTD, or whether the Board wanted to participate in cooperation with the other three agencies, with the City of Eugene taking the lead and the financial responsibility.

MOTION Ms. Lauritsen moved that LTD not pursue independent procedural objections to the appeal of the 1,000 Friends of Oregon and remain a party to the lawsuit, understanding that the City of Eugene will assume the lead in any proceedings and responsibility for the legal activities.

VOTE Mr. Gaydos seconded the motion, which was approved by unanimous vote, 7 to 0, with Ban, Gaydos, Hocken, Kleger, Lauritsen, Melnick, and Wylie voting in favor and none opposed.

**USE OF “Q” AS BRT NAME:** Ms. Wylie also added this action item to the agenda, saying that there might be a possible challenge to the use of “Q” as the new name for the bus rapid transit (BRT) system, so the Board needed to decide whether or not to continue to pursue the use of “Q” as the name, or to seek another name. Mr. Gaydos moved that LTD go back to work and find another name for the bus rapid transit system. Mr. Melnick seconded the motion. Mr. Kleger said that it was particularly sensitive time in this program, and not the time to begin a public relations fight about a name. The motion was approved by unanimous vote, 7 to 0, with Ban, Gaydos, Hocken, Kleger, Lauritsen, Melnick, and Wylie voting in favor and none opposed.

MOTION

VOTE

Mr. Melnick left the meeting at 7 p.m.

**ITEMS FOR INFORMATION AT THIS MEETING:**

**Board Member Reports:** Metropolitan Policy Committee: Mr. Gaydos reported that the major issue at the September MPC meeting was that the Oregon Department of Transportation (ODOT) wanted the districts to get together like the local “united front” to say what the local priorities were. That had caused some struggle among the jurisdictions. LTD’s position had been that LTD needed to ensure that transit issues were integrated into these discussions. ODOT had responded that transit would be a separate process. There were three road transportation proposals: the I-5/Gateway interchange, Coburg Road/Beltline, and the federal courthouse. Those went forward as the top three priorities. LTD’s major issue was that the District wanted ODOT supporting LTD when it sought federal funds and to try to integrate transit’s metro planning priorities more than in the past. At least the issue had been raised and discussion was started, and there would be some process to look at transit issues in the district. This current request was for a six-year timeframe. Mr. Gaydos said that this was a top priority for earmarking in federal funding reauthorization, and Ms. Wylie said that if it were not done now, it would take six years to try again. BRT Steering Committee—Ms. Hocken reported that the Steering Committee met on September 3 and had a presentation by PeaceHealth about how PeaceHealth envisioned the BRT system going through its property. LTD initially proposed that BRT would stay on Pioneer Parkway in Springfield, then curve around and join Beltline. However, PeaceHealth was making an effort to have the BRT line go through its property, with a stop right across from the front door of the hospital, which would mean deviating from Pioneer Parkway. This could result in better entry to the hospital and a better way to

serve Symantec, Sony, and other businesses in the Gateway area. The committee also received an update on the Pioneer Parkway and Coburg Road issue. Ms. Hocken said that PeaceHealth had submitted its conceptual plan to the City of Springfield, and the City of Springfield was working on approving it. Director of Development Services Stefano Viggiano said that LTD would have continued input into this process. Springfield Station Design Review Committee—Ms. Lauritsen said that on August 27, the Committee had discussed initial designs for the station, which she said were rejected. The architects then came back with four more designs, which were narrowed down to one preferred design. She said that Mr. Melnick had some suggestions and she thought he would look at the designs closely. Facilities Manager Charlie Simmons said that the committee had selected one design with some possible refinements yet to be discussed, and would meet again on September 30. Ms. Lauritsen said that the main comments were to make the station friendly and open and fit well with Springfield, and it was believed that the station would be a magnet to draw more business to that area. Mr. Simmons explained the issues surrounding the bioswale, and said that these resulted from ODOT direction. One of the ODOT requirements was to have 120 feet between two access points, which opened up extra space on the platform. At a design charrette, one idea for that extra space was to have a bioswale, or more of a landscaped area that would treat storm water runoff, but also could have a lot of different features. Ms. Wylie said that it could be made quite attractive. She noted that part of the roof angulation was to work with the BRT swept wing shelter design and not be too boxy, so she thought there would be a slightly modified version from the architects. Mr. Simmons said that at the next meeting there would be some refinements of the whole street, including the shelter, so the committee could see them all together. Staff hoped to lease the majority of the 5,000-square-foot portion. Staff had talked with a couple of commercial brokers and were quite optimistic about leasing the space to a private business. Staff hoped to go out with a request for proposals for tenants during the current year, and were fairly optimistic that this would be successful. Board Finance Committee—Ms. Hocken said that the Board had taken action on the main work product from that afternoon's Finance Committee meeting. The committee also had received an update on fares and ridership and would continue monitoring those. It appeared that the fare increase had resulted in some reduced fares and ridership, but it was too early to tell for sure. Other: Mr. Kleger said that in the last three weeks he had occasion to meet six or more people new to the community who were riding the bus. He said he was gratified to hear their highly complimentary remarks about the service, the operators, the guest services staff, the clean buses and stations, and how well LTD was getting the word out about the service. He said that LTD was making some good impressions on people who had the ability to make comparisons with other systems around the nation.

**General Manager's Report:** Mr. Hamm reported that the federal triennial review performed by the Federal Transit Administration Region 10 office had been held at LTD the previous week. The auditors looked at virtually every part of the organization that had to be in compliance as a recipient of federal funds, and said that LTD's was one of the cleanest audits they had ever performed and highly commended the District's staff. The only discrepancy raised by the auditors concerned the frequency of oil changes, which was a very minor issue. Mr. Hamm said it was important for the Board to know that they could have confidence in the staff, and that he was pleased to present this information to the Board because it represented the kind of integrity present in the organization. He also commended Purchasing Manager Jeanette Bailor for the excellent job she did in organizing the materials and process for the review. Separate from this review, a drug and alcohol audit probably would occur in the near future, and promised to be a very demanding process.



Mr. Hamm commented that the Duck Express was another aspect of the teamwork at LTD, and that staff from many departments worked together in an incredible team effort. Ridership had increased to about 12,000 riders per game that fall. Included in the agenda packet was a letter from University of Oregon (UO) Vice President for Administration Dan Williams thanking LTD staff for their extraordinary efforts to increase ridership to Autzen Stadium on football game days. It was a very positive letter in which he referred to LTD as a big player in the success of the football season, and Mr. Hamm said that it was especially significant to receive a letter like this from the UO.

Ms. Lauritsen said that the UO got a lot of service for free, and that people paid a lot more money to park than they did to ride the bus. However, Mr. Hamm said that the UO paid LTD the District's fully-allocated costs for the service and wanted to set a low rate for the tickets to encourage people to ride. At other systems around the country where the riders paid more for sports shuttle service, those universities were not paying the transit system for the service, so the systems were trying to get their costs back from the cost of the ticket. Ms. Hocken stated that neither the payroll tax nor federal funding were subsidizing the football service. Ms. Lauritsen said she understood that it would take a policy change to charge more, but that the UO was making a lot of money on football and probably paying for some minor sports with that money. Similarly, LTD was paying for other programs that were not fully funded.

Mr. Vobora said that LTD carried about 20 or 21 percent of the 56,000 people who were at the game. The logistics for each game were incredible, with more than 1,100 people working in concessions, over 600 private security staff, Eugene Police, etc. The University paid LTD about \$300,000 for the service and also rented 30 Laidlaw buses that the District coordinated for them. The cost for transportation to the UO was much more than the money paid to LTD. Ms. Wylie asked for a spreadsheet to show what some of those other costs were. Ms. Hocken asked how much LTD collected from the UO the previous year. Mr. Vobora explained that LTD was providing the same amount of service because the District had only so many buses, but was carrying a lot more people on that service. Assistant General Manager Mark Pangborn reminded the Board that the UO contributed more than \$500,000 a year in in-lieu-of taxes out of its operating budget, as well as paying for two group pass programs. Mr. Hamm said that LTD really did have a partnership with the UO and also with the Eugene Police Department, which was doing more and more on the street. Ms. Lauritsen said that her point was that LTD was the professional and she could not applaud the team at LTD enough, but that the service and what LTD was getting for that service were the bottom line.

**Monthly Financial Report:** Director of Finance Diane Hellekson said that the July 2002 report had been included in the packet and staff were working on the August report. She said that there was no cause for concern through the end of August. Mr. Kleger asked about the drop in farebox revenue. Ms. Hellekson explained that there appeared to be a combination of ridership drop due to fare increases, which the District normally would expect, and the service cut. She said it would be fairly expensive to do the research to determine if people were just taking different buses or had stopped taking the bus altogether, and that the best answer was that it was a little bit of both.

**Region 2050 Presentation:** Senior Strategic Planner Lisa Gardner showed a slide presentation developed by the Lane Council of Governments (LCOG), titled "Region 2050, Sustaining Quality of Life in the Southern Willamette Valley." She said that one benefit of a regional strategy was how to handle population growth. Regional population was expected to increase 60

percent, or 500,000 people, in the next 48 years. The slide show also discussed areas such as projected distribution of jobs, housing, mixed use, and transportation, as well as a growth scenario process, based on pre-TransPlan historic trends, and where the urban growth boundaries would be, based on that scenario. Ms. Gardner stated that LTD had contributed \$5,000 to this study, which would continue for two years. At the September meeting, Ms. Ban had been appointed to the Region 2050 Regional Policy Advisory Committee as LTD's Board representative, and would be providing reports to the Board.

**Board Strategic Planning Work Session:** The Board briefly discussed a proposed agenda for its annual two-day strategic planning work session (retreat). Ms. Ban had a conflict on the two days in November that had been scheduled, so alternate dates were discussed and would be finalized in the near future.

**2002-03 Marketing Plan:** Service Planning and Marketing Manager Andy Vobora called the Board's attention to the report in the agenda packet. He explained that LTD typically was most visible in the fall, so he thought it was a good time to outline some of the things that the District would be targeting in its marketing plan. He highlighted the yield law update, which should result in better understanding of the law in the community. Ms. Hocken said she was glad that LTD was participating in the Eugene Celebration and getting people downtown. Mr. Vobora said that it was a good partnership. LTD contributed pin holders, and since it had just been decided to accept pins as valid shuttle fares, the Celebration might compensate LTD for some of that expense.

Ms. Hocken also was pleased that LTD was doing something for the library grand opening. Mr. Vobora explained that as people got library cards, they also would receive a free day pass. LTD also would be part of the Broadway opening. The UO was chartering a bus for the band. Also, LTD would try to partner more with downtown Eugene for football games, such as offering restaurant parking during the game with a meal before or after the game.

**Fleet Building Expansion:** Facilities Manager Charlie Simmons provided a brief update of the planned expansion to the Fleet (maintenance) building. He said that this would be a busy year for capital projects. This expansion would be a \$1 million project. Ms. Hellekson explained that if LTD received the \$6 million in federal funding requested through the "united front" request, this would be part of that \$6 million. Mr. Simmons added that LTD had been at the Glenwood facility for 12 years, so it was a good opportunity to review the whole facility and the District's operations there.

**Bus Rapid Transit (BRT) Update:** Mr. Viggiano said that the BRT project was getting back into full swing with public meetings during the fall. Ms. Ban would be the Board's representative on the Coburg Road Stakeholder Committee. Mr. Gaydos stated that he thought that a Board member should be present at every meeting or open house, and that staff should let them know when those would be held and when it was their turn to participate.

**Department Reports:** Legislative Report—Government Relations Manager Linda Lynch said that the Oregon Transportation Commission (OTC) was holding its fall retreat that week. On Monday, she had met with Gail Ackerman, the transportation commissioner assigned as the liaison with transit. Ms. Ackerman also was facilitating a discussion at the OTC retreat on reauthorization, so she and Ms. Lynch had discussed the issues that Mr. Gaydos had relayed from MPC. They also discussed general questions about transit projects' access to the STIP and how that was counted for in the state plan, or the ability to get at the flexible funds. Ms. Lynch had pointed out that there was a difference between their policy and maximizing the flexibility of those funds and then turning

that into reality. They also discussed funding for transportation demand management and alternatives. Ms. Lynch said that Ms. Ackerman was very pro-transit and engaged in issues around other modes. She added that there was an ongoing conversation in Lane County about the shape of the ODOT regions, because there was no apparent political or boundary reason for the way they were set up, and she knew that Commissioner Pape planned to raise that issue at the OTC retreat.

Mr. Gaydos asked if the Governor's office had a replacement for Mr. Melnick's Board position. Ms. Lynch said that the timeline was short but that the governor's office was interested in having a nomination soon because the Senate wanted a month to consider nominees. Staff were working with the Governor's office to forward names of interested persons and to find more possible nominees through the Chambers of Commerce and other organizations.

**ADJOURNMENT:** There was no further discussion, and the meeting was adjourned at 8:30 p.m.

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Board Secretary

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 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 95 percent completion mark. Eugene permit staff are reviewing the plans and will be meeting with the design team to discuss any problems.

The 60 percent designs for the Franklin/UO/Springfield section were issued on September 30. Staff are continuing to meet with some key property owners along the western and UO/Franklin sections of the corridor to review the latest designs.

An open house for the Glenwood section was held on September 21. Attendance was good and useful input was received. 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. A work session with Springfield City Council was held on October 14, in which the designs for Glenwood were discussed.

**Phase 1 Vehicles:** The Federal Transit Administration (FTA) has issued a "Buy America" waiver for the purchase of six Phileas vehicles. Staff are proceeding with the "due diligence" review on APTS, the manufacturer of the Phileas vehicle, and on the design specifications of the vehicle.

**FTA Scoping Meetings:** To formally initiate the environmental process for both the Springfield and Eugene corridors, project scoping meetings were held with agency staff and the public on September 19.

**Springfield Corridor:** An open house for the Harlow/Gateway section was held on October 3 at Selco on Harlow Road. The first meeting of the Harlow/Gateway Stakeholder Group was held on October 9. At this meeting the BRT concept was introduced and existing conditions along the corridor were discussed.

**Eugene Corridor:** The second Coburg Road stakeholder committee meeting was held on October 9, 2002, at EWEB. Following up on the introduction of BRT and the existing conditions presentation given at the first meeting, committee members discussed some of the key issues pertinent to development of the corridor

**ATTACHMENTS:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** October 16, 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 October 16, 2002:
- (1) Approval of minutes: September 18, 2002, regular Board meeting
  - (2) Approval: Special Transportation Advisory Council Bylaws and Membership Roster
- ATTACHMENTS:**
- (1) Minutes of the July 17, 2002, regular Board meeting
  - (2) Staff Report—Special Transportation Advisory Council Bylaws and Membership Roster
- PROPOSED MOTION:** I move that the Board adopt the following resolution:
- LTD Resolution No. 2002-035: It is hereby resolved that the Consent Calendar for October 16, 2002, is approved as presented.



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## MONTHLY DEPARTMENT REPORTS

October 16, 2002

### GOVERNMENT RELATIONS

*Linda Lynch, Government Relations Manager*

#### FEDERAL

Board members are asked to save part of the day on Thursday, October 24, to spend time with Jenna Dorn, Administrator of the Federal Transit Administration. Ms. Dorn is planning a one-day trip to Lane Transit District at the invitation of Senator Gordon Smith. The day's activities are being coordinated with Senator Smith's plans and are not yet finalized at this writing. Staff hope that there will be at least one Board member present at all times during the day, but no one needs to spend the entire day with her. Senator Smith is not available until the afternoon.

In the Congress, the full House Appropriations Committee has marked up its FY 03 transportation appropriations measure, including \$2 million for Lane Transit District. Obviously, this is less than the \$6 million that is in the Senate bill. The total House bill is \$100 million less than the Senate version, and the two bills eventually will need to be reconciled. Neither measure has been voted on by the full House or the full Senate. Needless to say, the appropriations/homeland security/Iraq stalemate is directly affecting LTD's ability to secure its discretionary funding for the current fiscal year. There is no consensus (yet) about how to reconcile the various differences between the two political parties and between the two chambers.

#### STATE

The Oregon Transit Association will host its annual Oregon Transportation Conference in Seaside October 27-29, 2002. It is expected that the 2003 legislative agenda for transit will be clearer by the conclusion of the conference. Combined with election results, the Board should be able to review that agenda at its November meeting.

The fifth and hopefully last special session of the Oregon Legislature left the Oregon Department of Transportation Public Transit Division facing a \$176,000 budget cut, which could be erased if the January ballot measure passes. This is not true for all state agency

budget reductions, but one bill adopted during the recent session specifically adds back certain programs and functions, if the measure passes, including the public transit division ones.

## DEVELOPMENT SERVICES

*Stefano Viggiano, Director of Development Services*

### **ACCESSIBLE SERVICES**

*Terry Parker, Accessible Services Manager*

The Accessible Services and Commuter Solutions programs are waiting for a decision on a proposal that was submitted to the Oregon Department of Transportation (ODOT) Public Transit Division last month. The project would initiate commuter services between Oakridge and Eugene-Springfield. By combining resources from the Special Transportation Fund for the Elderly & Disabled and Inter-City program, LTD would develop a community transit connection for that rural community. Staff will attend a grant review session scheduled for October 15.

LTD's Transit Training Program, operated by Alternative Work Concepts (AWC), had one of its busiest months in July. Training services accounted for 180 rides on LTD that otherwise would have been taken on RideSource. Estimated cost savings are approximately \$1,200 for the month. (Savings are based on a \$19.30 average cost per ride for RideSource.)

### **SERVICE PLANNING AND MARKETING**

*Andy Vobora, Service Planning and Marketing Manager*

**Special Event Service:** UO football shuttle ridership remained strong for games three and four. The season average is approximately 11,750 guests riding to the games, which exceeds the TDM goal of 11,200. Transit ridership represents over 20 percent of all trips.

Contracts for UO basketball shuttle service have been updated and sent to the UO for review. A total of 37 men's games and women's games will be served for the 2002-03 season. This includes service to first- and second-round Women's NCAA Championship games held at Mac Court in March.

**Fall Bid:** The service changes have resulted in a few surprises and some very full buses. Staff are sorting out the number of routes affected by full loads; however, no immediate fixes are being implemented. Because the budget for contingency service is very limited, the information will be analyzed and prioritized in order to efficiently use the resources available. This means some guests are being forced to take trips 10 to 60 minutes earlier



in order to ensure arrival at their destination before their desired arrival time. Of greatest concern are trips that are experiencing running-time problems. This includes routes that have been expanded by ten minutes in the very recent past. The cost of fixing these routes is significant, and without some budget to add running time, cuts will need to be made in other parts of the system to free resources to address these issues.

***Automatic Passenger Counting Project:*** Siemen's staff were on site the week of October 7<sup>th</sup> and the 14<sup>th</sup> to begin installation of the products necessary to get the APC project up and running. In subsequent weeks the staff will be heavily involved as bus stop location surveys begin and as voice annunciation work is developed.

***Safe Place Participation:*** LTD began offering its buses as "Safe Places" more than two years ago. The program is a partnership coordinated through Lookingglass and includes Eugene-Springfield fire departments and other local businesses. Troubled youth access "safe places" and then are connected with counselors who get them to Lookingglass Station 7. In the past year, LTD buses ranked as the third-highest point of access for youth. Of the 51 youth who participated in the program, 12 utilized LTD buses as their point of entry. This valuable community service is another way LTD is partnering to improve the quality of life for residents of our area.

### **COMMUTER SOLUTIONS PROGRAM**

*Connie B. Williams, Program Manager*

September 1, 2002, marked the opening date for the new Park & Ride facility at Franklin & Walnut (former Department of Motor Vehicles site). By the end of September, the lot has averaged 50 percent occupancy (10-12 cars each day). It is expected that usage will increase as returning University of Oregon faculty, staff, and students learn of the new Park & Ride location.

Valley VanPool is up and running! More than 10 vans, all with new Valley VanPool signage, are traveling between Salem, Portland, Corvallis, Eugene, and Albany. A new toll-free number (1-877-Van-Go-Go) is available to the public, as is the new Web site: [www.valleyvanpool.info](http://www.valleyvanpool.info). An average of 110 commuters use the service each day, resulting in the elimination of close to 100 single-occupant vehicles off the road system. A copy of the information card used for marketing the service will be distributed at the Board meeting.

**Tax Savings Workshop:** Commuter Solutions is sponsoring a workshop for Lane County business owners, tax professionals, and transportation specialists to educate and inform participants on recent federal and state legislation that provides tax savings for businesses offering their employees transportation benefits. The National Transit Institute is sponsoring Phil Winters, an expert in tax-free and pre-tax commuter benefit programs. Also presenting is Kathy King with the Oregon Office of Energy, who will promote the state's Business Energy Tax Credit (BETC) program that allows employers to take tax credits for employee transportation-related expenses. An invitation for each Board member will be distributed at the Board meeting.

## **TRANSIT OPERATIONS**

*Mark Johnson, Director of Transit Operations*

### **LTD OPERATOR PARTICIPATES IN THE INTERNATIONAL BUS ROADEO**

Bus Operator, Ben Henry represented LTD at the annual Bus Roadeo in Las Vegas recently. Ben was an excellent ambassador for LTD and performed well on the course, too. Ben placed 43<sup>rd</sup> out of 85 participants in his division. This was Ben's first year to compete at the International Roadeo, and we are all proud of his accomplishments.

### **FOUR WEEKS IN A ROW OF FOOTBALL SATURDAYS**

Operators and staff earned a well-deserved break for the next three weeks, after four straight weeks of Duck football. Many of our operators give up their day off to work the games, and four in a row is pretty demanding. They have done an outstanding job. The service this year has been nearly flawless, which is amazing given the number of Duck fans we are transporting. The service continues to be a success and it is largely due to the effort of the front-line employees.

## **MAINTENANCE**

*Ron Berkshire, Director of Maintenance*

There is no Maintenance report this month.

## **FINANCE AND INFORMATION TECHNOLOGY**

*Diane Hellekson, Director of Finance and Information Technology*

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

**HUMAN RESOURCES**

*David Dickman, Director of Human Resources*

There is no Human Resources Department report this month.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 2002

**ITEM TITLE:** NOVEMBER 2002 EMPLOYEE OF THE MONTH

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

**BACKGROUND:** **NOVEMBER 2002 EMPLOYEE OF THE MONTH:** Steve Rayack was hired by Lane Transit District on April 24, 1984, as a bus operator and transferred to his current position as a human resources technician on July 17, 2000. While he was a bus operator, Steve earned awards for Accessible Service, 12 Years of Safe Driving, and 15 years of Correct Schedule Operation. In 1993, Steve served as the United Way Loaned Executive for Lane Transit District. He served the United Way with distinction and received an outstanding review for his service. Steve also has served on several in-house committees, including the Accident and Route Review Safety Committee, the Planning Advisory Committee, and the Customer Service Committee.

When asked to comment on the nomination for Employee of the Month, Senior Human Resources Analyst Joyce Ziemplak said:

Steve's dedication to his coworkers and the community is evident in his daily interactions with others and his tireless efforts to promote safe and professional driving, employee involvement and recognition, and service to the community. Steve's work with bus operators, in management of accident investigations and resolutions, and on the Accident and Route Review Safety Committee help the District to maintain high-level professional and safe driving. Steve has been particularly effective in making collections for LTD claims against third-party insurance. Steve has collected literally thousands of dollars in claims.

Steve is always thoughtful and conscientious of others, quick to recognize and acknowledge his co-workers' strengths, and encouraging when improvements are needed. Through his daily interaction and the planning and organizing of employee events—such as the awards banquet, the annual picnic, and United Way events—as well as his contribution to other employee events, he has facilitated the development of “Team LTD.”

Our congratulations to Steve on his selection as the November Employee of the Month!

**AWARD:** Steve will attend the October 16, 2002, meeting to be introduced to the Board and receive his award.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 2002

**ITEM TITLE:** WORK SESSION: 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:** October 16, 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 second reading and adoption of the revised Ordinance No.36 will be scheduled for the November 20, 2002, regular Board meeting.
- B. **Transit Legislative Agenda:** In order to prepare for the next Oregon legislative session, a work session will be scheduled for November 18 or 20 to discuss the transit legislative agenda.
- C. **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 November 2002.
- D. **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.
- E. **Accessible Services Report:** A presentation on accessible services will be scheduled for the September, October, or November Board meeting each year. This year's report is scheduled for November 18 or 20.
- F. **Commuter Solutions Report:** A presentation on the Commuter Solutions program will be scheduled for the October or November Board meeting each year. This year's report is scheduled for November 18 or 20.

- G. **Annual Two-Day Strategic Planning Work Session:** The Board's annual two-day strategic planning work session has been rescheduled for Friday and Saturday, December 6 and 7, 2002.
- H. **BRT and Springfield Station Updates:** Various action and information items will be placed on Board meeting agendas during the design and implementation phases of the bus rapid transit and Springfield Station projects.



# LTD General Manager's Report

October 2002

Prepared by Ken Hamm, General Manager

## **Future Dates to Remember**

October 28-29	Oregon Transportation Conference
November 18	Board Work Session (tentative)
November 20	Regular Board Meeting
December 6-7	Fall Strategic Planning Work Session
December 16	Board Work Session (tentative)
December 18	Regular Board Meeting

## **Internal Activities**

### Lunch with GSC Staff

On October 9, I took the Guest Services staff out to an incentive lunch. This group labors every day isolated (in many ways) from many of the administrative and operational team members. They are a front-line service group who deserve periodic recognition.

### LC Retreat

On October 10-11, the Leadership Council retreated to discuss the foundation items for next year's budget, the strategic planning process, organizational issues, and much more. The Board will be given a summary of these activities as a prelude to the Board workshops.

## **External Activities**

### APTA Annual Meeting and Expo

Staff who attended the Expo met on October 8<sup>th</sup> to debrief the experience. The consensus was that this was a valid expense for the District and one that should be duplicated in three years at the next Expo. Among the ideas that were gleaned were solar bus stop and shelter lighting, metal anti-graffiti panels for shelters where glass is commonly vandalized, and other shelter designs. Fare collection systems, ticket vending machines, and validating machines also were evaluated. Much discussion occurred around vehicle seating styles, materials, and costs for future procurements. The staff valued the time they had with Board members to dialogue about products shown and strategies related to services at LTD.

### SEL Meeting

I probably don't talk much about the SEL meetings. For new Board members, SEL stands for Springfield, Eugene, and Lane. It is an every-other-week gathering of the CEOs of the cities



of Eugene and Springfield, Lane County, LCOG, and LTD. Staff are invited dependent upon the agenda. Discussion items include regional issues, legislation, local politics, and more. At our last meeting, we discussed an October 30<sup>th</sup> Regional Transportation Finance meeting that has been scheduled to test the waters regarding the viability of and political will for exploring a county-wide local option gas tax and/or county-wide vehicle registration fee. I am working with Linda Lynch to attain more information about this.

#### OTA Board

The Oregon Transit Association Board of Directors met October 8<sup>th</sup> in Salem. Members of the association have completed a survey to assess the capital rolling stock needs statewide. This tool, once fleshed out, will provide a basis for the requests being made at to the state legislature next session. The draft legislative agenda is being shaped now. This agenda should be available for discussion at the Board strategic work session.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 2002

**ITEM TITLE:** NEW STARTS REPORTING REQUIREMENTS

**PREPARED BY:** Lisa Gardner, Senior Strategic Planner

**ACTION REQUESTED:** None

**BACKGROUND:** As LTD continues to move forward with future corridor planning for bus rapid transit (BRT), funding strategies are being identified and explored to ensure the continued expansion of the system. Phase 1 of the BRT system was funded through a federal appropriation of Section 5309 funds in the bus category by the authorizing legislation of TEA-21. TEA-21 directed that the funds authorized in the legislation be appropriated over the two-year period of FY 1999 and FY 2000, thus providing an assurance of funding without having to make additional congressional requests in FY 1998 and FY 1999.

Securing funding for both the Pioneer Parkway and Coburg Road Corridors will be challenging under current fiscal conditions, both federally and locally. A funding source that staff has been investigating aggressively during the past year is the New Starts category of federal 5309 funds. New Starts funds are authorized in the five- or six-year surface transportation authority bills, and then appropriated annually to projects named in those bills. This category is the source of funds that typically are appropriated for large transit capital projects such as light rail and commuter rail. At the October meeting, staff will make a presentation based on the attached report that was prepared by Leon Skiles of Leon Skiles & Associates, Inc., an environmental consulting firm. Mr. Skiles will be present to answer questions at the Board meeting.

**ATTACHMENTS:** Federal Transit District's New Starts Reporting Requirements

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 2002

**ITEM TITLE:** ORDINANCE 36 REVISION

**PREPARED BY:** Mark Johnson, Director of Transit Operations

**ACTION REQUESTED:** Hold first reading of LTD Ordinance 36, 2002 Revision

**BACKGROUND:** Under Oregon law, LTD can pass, by ordinance, legally-binding restrictions that govern behavior on buses and at bus stations, bus stops, and shelters. Ordinance 36 is the ordinance that governs behavior on the LTD system. This ordinance includes restrictions on activities that can take place at the Eugene Station. In part, as a result of the recent Court of Appeals decision striking down portions of the existing ordinance, staff, together with legal counsel, have reviewed Ordinance 36 in an effort to ensure the protection and promotion of the safety and convenience of District patrons.

Staff recommended limiting access to certain District property to District patrons, employees, and those transacting District-related business. Our goal is to avoid a repetition of the public safety problems experienced by the District at its prior downtown Eugene station.

The Board may vote to read the ordinance by title only. Extra copies of the ordinance will be available at the meeting for anyone who wishes a copy.

**ATTACHMENT:** Lane Transit District Ordinance 36, 2002 Revision (redline revised version and “clean” revised version)

**PROPOSED MOTION:** I move that Ordinance 36, 2002 Revision, be read by title only.

Following an affirmative vote, the title should be read:

**“Lane Transit District Ordinance 36, 2002 Revision, Regulations Governing Conduct on District Property”**

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 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 provided for the Board's information. The August and September 2002 performance reports will be handed out at the October 16 Board meeting.

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

**ATTACHMENTS:** To be distributed on October 16:  
August and September 2002 Performance Reports

**PROPOSED MOTION:** None



# BOARD MEETING SUMMARY OCTOBER 16, 2002

*PREPARED BY LEADERSHIP COUNCIL MEMBERS  
FOR ALL EMPLOYEES*

## Action Items

- **Ordinance 36:** Ordinance 36 governs behavior on the LTD system. A portion of the ordinance has been found to be unconstitutional. The legal challenge arose when LTD told a signature-gatherer that he could not gather signatures on the passenger platform at the Eugene Station. The ordinance has been revised to limit access to LTD stations and facilities to employees, passengers and people doing business with LTD. Adoption of an ordinance requires two "readings" and approvals. The first reading occurred at this Board meeting. The second reading and approval is scheduled for the November 2002 Board meeting.

## Information Items

- **Employee of the Month:** Human Resources Technician Steve Rayack was introduced to the Board as the November 2002 Employee of the Month. Steve was selected because of his excellent service, both as an LTD operator and in his current position; his tireless efforts to promote safe, professional driving and employee involvement and recognition; and his dedication to his co-workers and community.
- **New Starts Funding:** The Board was updated on the process for requesting "New Starts" funds from the Federal Transit Administration for future bus rapid transit (BRT) corridors. New Starts funds are used for fixed-guideway projects, such as light rail. BRT projects with exclusive right-of-way qualify for New Starts funds. New Starts funds have both advantages and disadvantages when compared with the "bus" category where the District traditionally has sought funding for major projects. This session was to start the discussion of BRT corridor funding. Additional discussions will occur before a decision is made on the best approach to fund future BRT corridors.
- **September Financial Statements:** Generally, revenues and expenditures are about as expected through the first quarter of FY 2002-03. Ridership is down approximately 1.5 percent due to a combination of service reductions and fare increases. Passenger revenue is also less than budgeted.
- **BRT Update:** The BRT Phase 1 project is proceeding through final design. The level of design that has been completed varies from 30 to 95 percent depending on the corridor segment. Construction is expected to begin next spring and be completed in mid- to late 2004. The vehicle purchase also is moving ahead. LTD obtained a "Buy America" waiver to allow federal funds to be used for the purchase of six Phileas vehicles from the Dutch company APTS. Negotiations with APTS are underway. Work also is proceeding on the next two BRT corridors: Pioneer Parkway and Coburg Road. Citizen groups are assisting with the planning of those corridors.

- ❑ **Springfield Station:** The Springfield Station Design Review Committee approved a design for the joint development building. A consultant has been hired to solicit interest in the private development that is to be housed in the building. An Art Selection Committee has been formed to review the proposals and will meet twice during the next three months to select the art piece(s) to be commissioned. The station design is proceeding, with construction scheduled to begin in Spring 2003 and be completed in Summer 2004.
- ❑ **APTA Expo:** Every three years, the American Public Transportation Association, the trade group representing public transit systems in the United States and Canada, holds a huge exposition on equipment and services. This year that Expo was in Las Vegas in October. LTD was able to obtain inexpensive lodging and airfare so that quite a few staff and Board members could attend.

The staff who had an opportunity to attend the APTA transit Expo took some time to discuss what they learned at the Expo and talk about new ideas that could be applied at LTD. It was reported that the entire exhibit space covered an area the size of six or seven football fields. It was huge and there were a number of products that staff felt could enhance our current operations. Those included new bus shelter designs, solar lighting for shelters, signage, material for vandal proofing our equipment, automated passenger information systems, a triple bike rack, simplified fare machines for BRT, lots of new options for bus components and different passenger seats. All of the attendees agreed that the opportunity to see the products of all the manufacturers in one place, and to discuss the advantages and disadvantages of each product with other staff and the Board members from LTD, was invaluable. The staff and Board members who attended especially appreciated the opportunity to meet with Board members and other staff with whom they do not normally interact.

- ❑ **Annual LTD Board Strategic Planning Work Session:** The LTD Board will meet on December 5 and 6 in its annual strategic planning retreat. Agenda items include the budget, strategic planning, and development of a Board action plan.
- ❑ **Board Member Appointments:** Governor Kitzhaber has forwarded two names to the Oregon Senate for confirmation as LTD Board members. He has appointed Dave Kleger to a third four-year term and Cottage Grove resident David Gant to a four-year term, replacing Board member Robert Melnick, whose term will expire at the end of December. The Senate committee hearings will be held on November 6, with the full Senate vote scheduled for November 7.

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*Note: This Board Meeting Summary is a new document prepared to enhance information-sharing among all employees. Please let any member of the Leadership Council know if you have questions about any of this information or suggestions about information to include in future summaries.*

*Leadership Council members: Ron Berkshire, Dave Dickman, Ken Hamm, Diane Hellekson, Mark Johnson, Linda Lynch, Mark Pangborn, Jo Sullivan, and Stefano Viggiano*

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 16, 2002

**ITEM TITLE:** SPRINGFIELD STATION UPDATE

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

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

**BACKGROUND:** The Design Review Committee met twice in September (September 13 and 30) to discuss the design and character of the joint development building. Four design concepts were presented to the committee, and by the end of the second meeting, the committee unanimously chose a design to pursue further (included in packet). Currently, staff and the design team, WBGS Architects, are working with City of Springfield staff to prepare for the site review process scheduled to begin in mid-November. At the same time, work is progressing toward site acquisition, as well as on civil and environmental analysis of the existing soil conditions. The project is on schedule to begin construction in early spring of 2003.

The District is enlisting the services of a local commercial real estate broker, Clayton Walker & Associates, Inc., to consult on building design and marketing. The building is being designed to accommodate one or more commercial tenants. Clayton Walker & Associates, Inc., will provide input on building layout and location of signage that work best for commercial uses. The brokerage firm also will assist in marketing this space to local and regional businesses. The goal is to have tenants on board prior to the completion of the building and opening of the station.

A request for proposals for public art at the Springfield Station went out on September 3 and closed on October 4. An Art Selection Committee has been formed to review the proposals and will meet twice during the next three months to select the art piece(s) they recommend to be commissioned. The LTD Board will be asked at their January meeting to take action on the Art Selection Committee's recommendation.

At the Board's November meeting, staff will present more information on the design, budget, and pursuit of tenants for the joint public/private commercial space.

**ATTACHMENT:** Springfield Station site layout and joint development building design concept

**MOTION:** None



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**CONSENT CALENDAR ITEM:  
SPECIAL TRANSPORTATION ADVISORY COMMITTEE  
BYLAWS AND MEMBERSHIP ROSTER**

Prepared by Terry Parker, Accessible Services Manager  
October 16, 2002

**BACKGROUND**

The Special Transportation Advisory Council (STAC) experienced long-term vacancies for the east, west, and south Lane County positions due to the travel distance to attend meetings. Other vacancies also were consistently difficult to fill throughout the years.

The Council appointed a subcommittee to review the position designations and recruitment efforts. The subcommittee recommended changing the area designations from in-district and out-of-district to metro and rural (inside and outside the urban growth boundaries of Eugene and Springfield). The Council agreed with this designation.

In addition, the program managers from Cottage Grove, Oakridge, and Florence regularly attend and participate actively in the monthly Council meetings, and it was determined that it would not be a violation of the Council bylaws if those managers served as voting members on the Council. The subcommittee recommended that they be asked to sit on the Council. Other direct Special Transportation Fund (STF) program participants are members of the Council, and those who receive STF funds declare conflicts of interest as appropriate. An ex-officio designation was defined for all active LTD Board members when attending the STAC meeting.

In other STAC business, Kathryn Jenness was re-elected to chair the Special Transportation Advisory Council, and Russ Matthews was elected co-chair.

**ATTACHMENTS**

Special Transportation Advisory Council Bylaws and Membership Roster

**REQUESTED ACTION**

The Special Transportation Advisory Council has approved the attached bylaws and recommends that the LTD Board of Directors approve them, as well.