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## LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, January 15, 2003  
5:30 p.m.

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

### A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

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

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

o PRELIMINARY REMARKS BY BOARD PRESIDENT

III. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 04

IV. WORK SESSION

A. Accessible Services Annual Report (20 minutes) 05

B. Commuter Solutions Annual Report (20 minutes) 08

C. 2003 Legislative Session (10 minutes) 49

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

V. EMPLOYEES OF THE MONTH – January and February 2003 51

VI. AUDIENCE PARTICIPATION

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

VII. ITEMS FOR ACTION AT THIS MEETING

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| A. | Consent Calendar   | 53 |
| 1. | Minutes of December 5-6, 2002, Strategic Planning Work Session (Page 54) |    |
| 2. | Minutes of December 18, 2002, Regular Board Meeting (Pg 56)              |    |
| 3. | Budget Committee Appointment (Page 69)                                   |    |
| B. | Art Selection for BRT Phase 1  | 72 |
| C. | Naming the BRT System  | 73 |

VIII. ITEMS FOR INFORMATION AT THIS MEETING

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| A.  | Current Activities  |    |
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| (b) | BRT Steering Committee and Board BRT Committee – January 7 meeting                      |    |
| (c) | Springfield Station Design Review Committee – no report (next meeting January 28, 2003) |    |
| (d) | Coburg Road Stakeholder Group – January 8 design charrette                              |    |
| (e) | BRT Naming Committee – no report (see action item)                                      |    |
| (f) | Board Finance Committee – no report (next meeting January 30)                           |    |
| (g) | Region 2050 Policy Advisory Committee – January 14 meeting                              |    |
| (h) | Statewide Livability Forum – No report  |    |
| 2.  | Monthly Financial Report—December 2002  | 77 |
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C.    FY 2003-04 Service Recommendation	
D.    Springfield Station Art Selection	
E.    Capital Improvements Plan	
F.    Long-Range Financial Plan	
G.    Fleet Building Expansion	
H.    Springfield Station Design and Budget	
I.    Budget Committee Meetings	
J.    BRT and Springfield Station Updates	
X.    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

2

**DATE OF MEETING:** January 15, 2003

**ITEM TITLE:** DECEMBER FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

**BACKGROUND:** Financial results for the first six months of the FY 2002-03 fiscal year are summarized in the attached December reports.

Passenger fare receipts softened in December after two months of modest improvement. Despite the negative variance versus six-month budget of almost \$100,000, year-to-date results are ahead of prior year by 4.8 percent. Ridership is down 2.9 percent for the most recent twelve months, an improvement over the 3.5 percent decline reported for November.

Group pass receipts are as expected year to date. Advertising is also as expected for the first six months. Year-to-year comparison of advertising revenue illustrates the effect of renegotiating the Obie contract last spring. Revenue from this source dropped 45 percent when contract revenue requirements were lowered in response to poor market conditions in a weak local economy. Both of these resources are expected to meet budget expectations for the year.

Special service revenue is significantly ahead of plan due to under budgeting. The majority of funds in this category come from the University of Oregon home football shuttle service contract. This line item will finish the fiscal year approximately \$200,000 better than projected by the budget. December receipts include home basketball game shuttle fares.

As previously reported, payroll tax revenue had an unanticipated loss in October/November due to a refund granted to a local taxpayer for taxes paid in the three previous years, which have been determined were not owed. The total amount of the refund is \$538,731.78, and it was paid on November 1 from tax receipts collected in the current fiscal year. In addition, LTD can potentially expect to lose more than \$175,000 in current-year and future annual receipts. The tax revenue reduction for FY 2002-03 may exceed \$700,000. An additional \$48,300 from receipts already paid to LTD was withheld by the Oregon Department of Revenue (ODOR) in November due to a different taxpayer error.

Payroll tax revenue now lags last year by 1.8 percent, and current-year budget by \$253,000. Had the refund not occurred earlier this fiscal year, payroll tax receipts would be as forecast in the current-year budget.

State-in-lieu receipts continue to grow modestly, primarily due to the vitality of the University of Oregon. Some shrinkage will occur if Measure 28 fails, but it is not clear yet how many of the jobs that will be eliminated in that event are within the LTD taxing district. The majority of state-in-lieu funds comes from the University of Oregon.

Personnel services expense growth continues to be negative, emphasizing the effectiveness of the September service reductions in controlling costs. Administration funded by capital projects continues to grow primarily due to the escalation of activity related to bus rapid transit (BRT) and the new Springfield Station, but also because staff are charging more direct hours to capital projects.

The fuel price for the current fiscal year was budgeted at \$.91 per gallon. Actual price per gallon as of January 13, 2003, was \$.88, up from \$.82 last month. In general, fuel prices are drifting upwards. The continued positive fuel budget variance has helped reduce materials and services, and is the major contributor to a positive budget variance in this expense category year to date. In accordance with a materials and services expense reduction plan that will attempt to balance the General Fund with a minimal effect on net service over the next two years, all nonessential expenses in this category will be reduced or eliminated.

All but three General Fund program areas report year-to-date positive budget variances. The three exceptions are General Administration, which has experienced unanticipated legal expenses; Finance, which was required to do a National Transit Database audit as a newly designated Transportation Management Area (TMA), despite the fact that LTD has not received any additional funds associated with the new status and will not in this fiscal year; and Human Resources, which had higher than anticipated legal expenses through December.

In summary, the General Fund is on plan for the six months of the current fiscal year due to a special services revenue offset of payroll tax receipts and effective expenditure control. It is unlikely that the full payroll tax shortfall projected for this year will be entirely offset by year-end. However, since LTD appropriates its beginning cash balance in the General Fund to budget for reserves, it will be possible to absorb the shortfall in the current year. There is a possibility that the payroll tax loss is temporary. The Board will be informed as the recovery effort proceeds. If there are permanent negative consequences, they will be prospective and will require a change in the Long-Range Financial Plan (LRFP). Ridership will

continue to be monitored carefully as another source of concern at the present time.

Special Transportation Fund expenses are as anticipated through December. Capital Fund activity also was as expected. Project reports will be provided to the Board separately. There is an ongoing concern about funding for capital projects that was discussed by the Board at its recent work session. Strategic discussions will continue at evening work sessions in the coming months.

The FY 2003-04 budget development process is underway. Several components of the process will come to the Board in coming months for approval. The list includes the revised Pricing Plan, the Long-Range Financial Plan, and the Capital Improvements Program. The Finance Committee will preview these plans and forward recommendations to the full Board. In addition, the Finance Committee will monitor BRT project costs, estimated BRT operating costs, and the Phileas vehicle purchase contract finalization.

**ATTACHMENTS:**

Attached are the following financial reports for December 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

2

**DATE OF MEETING:** January 15, 2003

**ITEM TITLE:** DECEMBER FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

**BACKGROUND:** Due to the third Wednesday of January falling at its earliest possible date in the month, and schedule conflicts, the December financial report will be distributed at the beginning of the January 15 work session. The brief oral presentation during the regular meeting will include an update of the payroll tax appeal process of which the Board has been informed previously. Other than the payroll tax issue, there are no major concerns at this time. Staff regret any inconvenience that the report distribution delay may cause.

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** January 15, 2003

**ITEM TITLE:** 2003 LEGISLATIVE SESSION

**PREPARED BY:** Linda Lynch, Government Relations Manager

**ACTION REQUESTED:** None

**BACKGROUND:** The State Legislature will convene in regular session Monday, January 13. In the past two sessions, transit advocates have succeeded in securing \$19 million for transportation services for the elderly and people with disabilities. The source of this money is \$9 million from the state general fund and \$10 million from flexible federal Surface Transportation Program funds administered by the Oregon Department of Transportation (ODOT).

The first priority for transit advocates in 2003 is to hold onto the \$19 million. Securing more funding for public transportation or making the \$10 million federal share of that money more flexible are the next priorities.

Specifically, transit advocates will propose a set-aside of flexible federal funds to be used as a source for fleet replacement. The State has an interest in maintaining and increasing the capacity of major travel corridors, and an investment in transit should be seen as supporting decisions to invest in the roads and highways. These are federal funds that would have to be matched with 20 percent local funds. This would be part of a balanced transportation package that would not raise the Constitutional question of use of state highway gas tax dollars for transit. While further research is needed to determine an appropriate and reasonable amount, one proposal suggests \$15 million per biennium. That would translate to about \$1.5 million for LTD, which presumably could be used to pay debt service on fleet replacement.

Protecting current state investment in public transportation has another dimension, the state in-lieu-of tax payments made to certain transit agencies. That payment is not made to all transit providers, and efforts will be made to extend such payments to cities (for example) that provide transit service. Whenever a question such as this is raised, it may put



other state in-lieu payments at some risk, making that a high-priority effort as well.

Another possible source of state support for transit is in the “transportation operations fund.” This is a fund whose source is gas taxes received that are not attributable to the road system, such as from sales of fuel for lawnmowers, snowmobiles, or all terrain vehicles. Having recently formalized this fund, ODOT is expecting that rail advocates will seek resources from it also.

Lane Transit District has been asked by the Oregon Environmental Council to endorse and support its legislative proposal for Pay-As-You-Drive insurance. This legislation would authorize tax credits for insurers that offer “Pay-As-You-Drive” (PAYD) auto insurance. Insurers would offer motorists a choice between a dollars-per-year rate and a cents-per-mile rate. The assumption is that driving less reduces vehicle miles traveled, slows human-induced global warming, and reduces accidents, which should lower insurance costs.

TriMet is working with legislators expected to have a leadership role on transportation issues to determine if there are other ways in which transit could be included in a balanced transportation funding proposal.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** January 15, 2003

**ITEM TITLE:** WORK SESSION: ACCESSIBLE SERVICES PROGRAM UPDATE

**PREPARED BY:** Terry Parker, Accessible Services Manager

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

**BACKGROUND:** LTD's Accessible Services Program is responsible for compliance with the Americans with Disabilities Act for fixed-route and paratransit (*RideSource*) services and administration of the Special Transportation Program. The Special Transportation Program is a network of services aimed at serving the elderly and people with disabilities. LTD combines state cigarette tax revenues, federal grants, and general fund monies to contract for services throughout Lane County. Services are designated as In-District and Out-of-District depending on whether the users reside primarily within or outside of LTD's service boundary.

**ATTACHMENT:** Accessible Services Program, January 15, 2003

**PROPOSED MOTION:** None



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## ACCESSIBLE SERVICES PROGRAM

Prepared by Terry Parker, Accessible Services Program Manager  
January 15, 2003

Although the title may have changed over the years, LTD has had an Accessible Services Program since the late-1970s, when the District operated a Dial-a-Bus program and committed to making fixed-route service fully accessible to people with disabilities. By 1985 all fixed-route buses were equipped with wheelchair lifts and a training program for riders was established.

During that same year, the Oregon state legislature created the *Special Transportation Fund for the Elderly and Disabled* (STF). As the designated governing body under STF, Lane Transit District became responsible for the oversight of these resources and associated services located throughout Lane County. With the passage of the Americans with Disabilities Act of 1990 (ADA), Lane Transit District became the guardian of "complementary paratransit." Although already in compliance with fixed-route requirements, LTD improved the level of service to riders unable to use fixed-route service due to a disability by enhancing the local Dial-a-Ride (soon to be called RideSource) program.

### **In-District**

With the following elements of fixed-route accessibility, the range of service available to people with disabilities is quite impressive:

- ◆ lift use orientation with driver/trainers for people using wheelchairs
- ◆ key stop announcements (scheduled to be automated with the implementation of Automated Vehicle Location technology)
- ◆ innovative tie-down system for scooters
- ◆ LTD Bus Buddies program for seniors
- ◆ transit training and transit hosts

Under the **Transit Training and Transit Hosts** programs, LTD contracts with Alternative Work Concepts (AWC) to provide one-on-one travel training to people with disabilities who have the desire to learn to use LTD bus service. Transit Hosts provide personal assistance out on the platform.

There has been little change in the primary operation of service contracts over the years. South Lane Wheels was added as an In-District provider when Cottage Grove and Creswell became part of LTD's service area.

Special Mobility Services (SMS) is LTD's contractor for all of the *RideSource* service and for the Oakridge service. SMS was selected over other bidders in the most recent Request for Proposal (RFP) conducted in December 2001. Services include:

- ◆ **RideSource.** Curb-to-curb service for people who are unable to use regular bus service because of a disabling condition and who need to travel within LTD's service area (excluding rural-route areas). Eligibility under ADA applies.
- ◆ **RideSource Escort.** Door-through-door service for people who are in need of more assistance than just being picked up at the curb. Volunteers provide most of these trips.
- ◆ **RideSource Shopper.** Once-a-week neighborhood shopping service in Eugene, Springfield, and Coburg.

LTD contracts with White Bird Clinic to provide rides to treatment for people with mental and emotional difficulties through **White Bird Clinic Special Transport**. White Bird uses local taxi service to make these connections or uses an agency vehicle with a staff team to provide assistance, if needed. (This is a wonderful service for people who have periodic episodes that require some extra attention.)

LTD provides support to **South Lane Wheels** by securing state and federal grant funding for both operations and capital. South Lane Wheels provides local service in Cottage Grove, Creswell, and rural environs, and also brings people into Eugene and Springfield for medical appointments. This non-profit agency has a long tradition of local support and using volunteers to deliver services.

#### **Out-of-District**

Florence and Oakridge comprise the majority of service conducted under the Out-of-District program with a small portion dedicated to South Lane Wheels for rural areas outside Cottage Grove. LTD has used local STF revenue to match federal grants to support Cottage Grove and Florence services and, most recently, was successful in securing funds to provide an inter-city connection between Eugene/Springfield and Oakridge beginning March 2003.

In Florence, the **Rhody Express** is operated by the local taxicab company, which has a deviated-route shopping service with taxi service as back-up. For people who cannot use the Rhody Express, the Senior and Disabled Services' (S&DS) Florence outreach worker oversees the distribution of taxi trip vouchers to get people to local medical appointments for the **Florence Medical Taxi** program.

Currently in Oakridge, there is a two-van service for people who are older or live with disabilities. It is run by the same agency (Special Mobility Services) that operates *RideSource*. In March 2003 the **Oakridge Van Service** will transition to the "Oakridge Connector" (name yet to be determined). The new service will be transporting general public passengers along with the elderly and people with disabilities.

Throughout rural Lane County, volunteers working with S&DS and the Senior Companion Program provide **Rural Escort** services and receive mileage reimbursements paid through LTD's Special Transportation Program.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** January 15, 2003

**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



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**CONSENT CALENDAR ITEM:  
BUDGET COMMITTEE NOMINATION**

January 15, 2003

The LTD Budget Committee is comprised of the seven Board members and seven community members who are nominated and approved by the Board and serve for three-year terms. The non-Board Budget Committee members must reside within the District's service boundaries, but are not required to live in the same subdistrict as the Board member making the appointment.

Board members Susan Ban, David Gant, and Virginia Lauritsen will be nominating community members to new three-year terms, beginning immediately and ending January 1, 2006, to replace Budget Committee members whose terms expired on January 1, 2003.

Russ Brink has agreed to be reappointed to the Budget Committee. Ms. Ban's form nominating Mr. Brink is included in the Consent Calendar for approval by the Board at the January 15 Board meeting.

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 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:** LTD's MPC representatives are Board members Hillary Wylie and Gerry Gaydos, with Pat Hocken as an alternate. MPC meetings generally are held on the second Thursday of each month. MPC last met on January 9, 2003. At this meeting, Draft ACT Guidelines were discussed, and MPC confirmed the creation of an MPC subcommittee to develop a recommendation for responding to the OTC. The subcommittee is tentatively scheduled to meet February 6<sup>th</sup> at 11:30 a.m. Each jurisdiction is being asked to appoint a member of the public to serve on the subcommittee. The MPC reviewed and approved a draft letter of support for local Transportation Enhancement Program Applications, and discussed future MPC calendar items, including the Unified Planning Work Program, TIP Update, and Federal Certification Review. The next MPC meeting will be held on February 13, 2003.
  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 January 7, 2003. At that meeting, the Steering Committee recommended Board approval for a BRT name and public art (included as action items in this packet). The committee also heard updates on the Phase 1 project, the Coburg Road project, and the Pioneer Parkway project. Please refer to the

BRT Update in this packet for more information on these projects. The next meeting is scheduled for February 4, 2003.

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 October 22, 2002. The next meeting will be scheduled for January 28, 2003.
4. **Coburg Road Stakeholder Committee:** Susan Ban is the Board's representative on the Coburg Road Stakeholder Committee. This committee last met on January 8, 2003, to begin a two-part design charrette process.
5. **BRT Naming Committee:** Board members Gerry Gaydos, Pat Hocken, and Susan Ban are participating on the BRT Naming Committee to continue the process to recommend a name for the BRT system. This group last met on October 31 and reached consensus on a name for the system. Included in this packet is an action item to approve the name.
6. **Board Finance Committee:** The Board Finance Committee (Pat Hocken, chair; Gerry Gaydos; and Virginia Lauritsen) last met on October 30. The committee is scheduled to meet again on January 30, 2003.
7. **Region 2050 Policy Advisory Committee:** Board member Susan Ban will be attending the Region 2050 Policy Advisory Committee meetings as an observer and will report back to the Board. The most recent meeting was on January 14, 2003. Ms. Ban will provide a brief update at the Board meeting.
8. **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:** January 15, 2003

**ITEM TITLE:** CORRESPONDENCE

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

**ACTION REQUESTED:** None

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

- ◆ December 18, 2002, letter from Board President Hillary Wylie to the Springfield Planning Commission, commenting on the plan amendments proposed by PeaceHealth to allow development of a hospital at the RiverBend site
- ◆ January 3, 2003, memorandum from General Manager Ken Hamm to Eugene City Councilor David Kelly and the Eugene City Council, responding to Mr. Kelly's questions about the BRT project
- ◆ January 9, 2003, letter from Board Vice President Gerry Gaydos to the Oregon Transportation Commission providing comments on the 2004-2007 Draft Statewide Transportation Improvement Program

At the January 15, 2003, 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, December 18, 2002

Pursuant to notice given to *The Register-Guard* for publication on December 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, December 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  
Virginia Lauritsen, Treasurer  
Robert Melnick  
Hillary Wylie, President, presiding  
Ken Hamm, General Manager  
Jo Sullivan, Recording Secretary

Absent: Dave Kleger

**CALL TO ORDER:** The meeting was called to order at 5:45 p.m. by Board President Hillary Wylie.

**ANNOUNCEMENTS AND ADDITIONS TO AGENDA:** Ms. Wylie noted that David Gant was in attendance. Mr. Gant had been appointed to the Board for a term beginning January 1, 2003. Administrative Services Manager/Clerk of the Board Jo Sullivan also provided an update on Board member Dave Kleger, who was recovering from surgery.

**WORK SESSION:**

**(1) Transition to Transportation Management Area (TMA) Status:** Ms. Hocken, one of the Board's representatives on the Metropolitan Policy Committee (MPC), explained that when the Eugene/Springfield population went over 200,000 with the last census, this changed the community's relationship with the federal government. She explained that the federal government called the local area a Metropolitan Planning Organization (MPO), and that the Lane Council of Governments (LCOG) was the governing body of the MPO. LCOG had delegated some duties to the MPC, but actually was in charge of the local area's relationship with the federal government. Now that the area's population was over 200,000, it had become a transportation management area, requiring more reporting and a congestion management plan that would be subject to a triennial review by the Federal Highway Administration and the Federal Transit Administration.

Ms. Hocken explained that with the new designation, the LCOG board had decided that it made sense to consolidate regional federal planning responsibilities, and delegated all federal planning requirements to MPC. MPC was waiting to accept the responsibilities because the Cities and County wanted to make sure they would not be losing any power and actually would be gaining some. She stated that the TransPlan served two purposes: it was the federal plan required of the MPO, and part of the metropolitan transportation plan for State planning goals. She noted that the Coburg city area now needed to be included as part of the local planning area.

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Tom Schwetz of LCOG added that the certification review would not affect LTD's schedule; it was focused on the MPO process. It entailed federal representatives spending time with elected officials and getting their sense of how the process was doing. This might happen through a dialog at MPC. Public comment also would be solicited. The planning responsibilities would be transferred to another group at the same agency. He thought it would be to LTD's benefit to be present at the table for all MPO functions. He explained that MPC first needed to accept the delegation of responsibilities and then amend the bylaws to accept them and to add Coburg as a voting member. The first federal review of the MPO would occur in April or May 2003. Mr. Schwetz explained that this was early in the development as a TMA, so the local area could hear the federal perspective on what needed to be done.

Mr. Schwetz said that after this part of the long-range plan required by the federal government had been satisfied, essentially by joint adoption of the plan by Lane County and the Cities of Eugene and Springfield, then LTD and LCOG would adopt the same document. It would have to meet both the federal requirements and different State requirements. He said that most other MPOs in the country had adopted different plans, and the local MPO would move toward that model. Two plans would give LTD and Eugene/Springfield the opportunity to do things a little differently.

**(2) Presentation of Comprehensive Annual Financial Report for 2001-2002:** Director of Finance and Information Technology Diane Hellekson handed out a revised version of the *Comprehensive Annual Financial Report for the Year Ended June 30, 2002* (CAFR). The only change was the addition of a note on page 36 regarding LTD's current payroll tax situation. She called the Board's attention to the Executive Summary on page 20. She explained that the District had anticipated a problem with revenues so had controlled expenditures and saved as much service as it could. She noted that the previous year was the first "down year" for the payroll tax in 20 years. She said that the University of Oregon was enjoying record enrollment, so the state-in-lieu-of tax had increased, and the stabilization of fuel costs had helped, as well.

Ms. Hellekson noted that the District's auditors would present the audit results during the business portion of the meeting. The Board would be asked to accept the audit at that time.

**(3) Farewell to Board Member:** Ms. Wylie stated that it was time to say goodbye to Board member Robert Melnick, who would be leaving the Board as of January 1, 2003. She presented him with the traditional wooden toy bus, and said that he had been a delight to have on the Board, especially when doing design work and exploring new facilities. Ms. Hocken also thanked Mr. Melnick, especially for his broad approach to urban planning, his relationship with the University of Oregon, and his philosophy. Mr. Melnick said that it had been his pleasure to be on the Board; that he had come as a strong believer in LTD and was leaving as an even more firmly committed believer. He congratulated the Board for sticking with its agenda and goals. He added that in the future he hoped to contribute to some of the committees as a community member.

Mr. Hamm stated on behalf of the staff that Mr. Melnick was a pleasure to work with. Mr. Melnick had made himself accessible as a resource and listening board, and staff had appreciated his perspectives. Mr. Hamm said that it was disappointing to lose Mr. Melnick as a Board member, and that staff looked forward to continuing the relationship with him in some capacity in the future.

**(4) Items for Information:**

**Metropolitan Policy Committee:** The Board continued its discussion of the MPC, begun under "Transition to TMA." Ms. Hocken reported that the Oregon Department of Transportation (ODOT) had encouraged consortiums of local governments to set up organizations called Area Commissions on Transportation (ACT), which were broad-based, including both elected officials and other community stakeholders, such as the Chambers of Commerce and general interest public groups--basically anyone interested in transportation issues. The function of the commissions was to make recommendations on modernization projects that ODOT had money to fund. The governments in Lane County had decided that they did not really want to form an ACT, because they viewed it as another layer of government. Ms. Hocken explained that the way the local process worked was that the MPC, which had representatives from Eugene, Springfield, and Lane County, drafted a plan for modernization projects. This plan was then sent to the Lane County Board of Commissioners, who considered the rural projects and came up with a combined list with the metropolitan projects that the MPC had chosen. Since a lot of people were involved in transportation planning in Lane County, it seemed that this system would work without setting up another list of requirements and meetings. However, ODOT had pushed hard for ACTs and integration with the local transportation planning process in order to have input considered by ODOT and the Oregon Transportation Commission (OTC). MPC talked about the guidelines, and Lane County Commissioner Bobby Green agreed to chair a subcommittee to look at the public outreach process in Lane County and the way the decisions were made, to see how closely that fit with the ACT guidelines, to see whether it made more sense to document what already was being done, "tweak" the current system of public involvement, or form an ACT. Ms. Wylie said that she was on this new subcommittee, which would include four MPC members and four community members. She mentioned Ms. Hocken's idea that MPC "change hats" and meet as the ACT. She said that the subcommittee would explore models and alternatives, and respond to ODOT.

**Bus Rapid Transit (BRT) Update:** Assistant General Manager Mark Pangborn said that staff were starting to look at property acquisition. In January or February 2003, the Board would be asked to authorize staff to go ahead with actual negotiations.

**Coburg Road Stakeholder Group:** Ms. Ban reported that this group toured the area at its last meeting, and then would be meeting in design charrettes to allow people to express ideas and engage more people in the process. At a meeting after the tour, the group decided to bring two designs forward. Both designs would be discussed at the charrettes in January and February.

**Board Finance Committee:** Ms. Hocken noted that the Finance Committee would meet at the end of January to discuss the New Starts issue.

**Region 2050:** Ms. Ban said she had attended the November meeting, but was not asked to join the committee. There was some concern about LTD's role and where transportation fit in the larger conversations around land use. She thought this conversation would come back to Region 2050 for a decision in the future. She said she had missed the December 12 meeting, but would continue to attend as an observer and report to the Board.

**Break:** The Board recessed from 6:27 p.m. until 6:35 p.m., when Ms. Wylie called the meeting back to order.

**EMPLOYEES OF THE MONTH: December 2002**—Ms. Sullivan introduced Administrative Services Coordinator Susan Hekimoglu as the December 2002 Employee of the Month, who also

had been Employee of the Month in 1993. She said Ms. Hekimoglu had worked at LTD since 1987 and played a strong role in helping to support the Board and general administration, the accessible services program, and the entire District, with all of her employee event participation, such as United Way. Ms. Sullivan said that Ms. Hekimoglu always set a strong example of excellent guest service for everyone at LTD, treating everyone as her guest.

Ms. Wylie commented that Ms. Hekimoglu always was helpful with anything she needed, and then presented Ms. Hekimoglu with her awards and pin. Ms. Hekimoglu said that she appreciated the award, and was surprised to receive it because she had spent the last year learning about the Accessible Services Program and getting used to a new job at LTD. She said that the United Way activities kept her job interesting and fun, and the variety had kept her at LTD for 15 years. Mr. Hamm said that Ms. Hekimoglu had a great smile in the morning that started everyone's day off right. He added that she had leaped into working with Terry Parker in the Accessible Services Program, and that she and Ms. Parker had become a great combination for LTD.

**January 2003:** Station/Security Manager Rick Bailor explained that Guest Service Representative Mike Rojas, the January 2003 Employee of the Month, was on vacation. He stated that Mr. Rojas had been with the District for three years, and that Mr. Rojas was a pleasure to work with and always had a smile and a kind way with everyone. He thought that Mr. Rojas was very deserving of this award. Mr. Hamm agreed that Mr. Rojas was a very pleasant young man and a hard worker.

**WACKENHUT EMPLOYEE OF THE YEAR:** Director of Transportation Mark Johnson said that staff wanted to give special recognition to Wackenhut employee Ed Fowler, who had been named the Wackenhut Employee of the Year. Wackenhut provided the contract security services for LTD, and Mr. Fowler had been involved since the beginning of this contract. Mr. Johnson said that Mr. Fowler had managed it and taken hold of what LTD is about in terms of guest services. He mentioned the kind of additional service Mr. Fowler gave to LTD, such as helping a visually-impaired person find a seat on the bus. Mr. Johnson said it was a pleasure to work with Mr. Fowler and the rest of his crew. Wackenhut manager Ben Blair thanked the Board for allowing Wackenhut to be in its third contract year, and said that Wackenhut considered LTD to be its most progressive transit contract. He said he was delighted to have Mr. Fowler as an employee, and that Mr. Fowler brought added value to his position.

Ms. Wylie presented a plaque naming Mr. Fowler as the Wackenhut Security Officer of the Year for 2002, and a certificate of appreciation from Wackenhut Corporation. Mr. Fowler said that he had been blessed with the position of supervisor of the start-up position at LTD, which was a very rewarding position. He said he cared about the people but used tough love and tried to make the experiences a learning curve for people. He appreciated the guidance and leadership of Mr. Bailor, who gave him support and room to do his job, as well as the other LTD staff and his own staff since August of 2000. He said that he and his staff were only as good as the people around them, and they were glad to come to work everyday and feel good about what they did. He stated that safety and security at LTD was a shining star in transit in the country, and he was proud to be part of the LTD family.

**AUDIENCE PARTICIPATION:** Ms. Wylie opened the meeting for audience participation and asked that the speakers stay within the three-minute limit.

(1) Dave Sohm introduced himself as a member of the BRT Stakeholder Committee. He said he appreciated what LTD did for homeless kids with the Safe Place program on the buses. He

was there to express his concerns as a stakeholder on the BRT committee. He said he had felt a little lack of disclosure by staff regarding plans that were in the works. He said that some members of the committee wondered if their input was a requirement but not really heard, and that the committee had been successful in getting the Oakway Road option, to which staff were opposed. He said that the committee was a strong group wanting to go its own way, so the Board should be prepared for it to do that.

(2) Fred Simmons of Springfield testified regarding LTD Ordinance No. 36. As an LTD bus driver, he said, LTD definitely needed to control inappropriate behavior in the system, but as a citizen and constitutionalist, he saw some problems with this ordinance. He said that LTD had said that it would treat the Eugene Station as a "village square," and that limited access seemed to be written to prevent behavior patterns that interfered with the traveling public, but that this was not what it said. He thought that the map was different than the final map for the grant, because there were a police station and a deli/market within the station. He said that LTD had stated in its conditional use permit that it would use the station as pedestrian process, and that people could walk through the station from the library. He said that LTD needed to be careful, that there were some constitutional problems with what the ordinance did not say, not what it said. He thought that LTD should create a dialog with the ACLU and other interested parties to come up with an ordinance that would meet the needs of employees and guests but did not have the constitutional fetters that would throw LTD into the Court of Appeals and wind up spending money that otherwise could be used to meet guest needs.

(3) Dave Fidanque, executive director of the American Civil Liberties Union (ACLU) of Oregon, said he was not a lawyer, and that he wanted to make it clear that the ACLU was opposed to Ordinance 36 in its current form. The ACLU believed that the current Ordinance 36 before the Board was trying to accomplish what the Court of Appeals said LTD could not do, which was to close off the station to speech and petition activities. He said that the ordinance affected a lot more than just the downtown station, and would prohibit those types of activities at bus stops on public sidewalks, which traditionally had been recognized as a public forum for speech activities. He said that they believed as Mr. Simmons said, that the downtown station was much more like the town square than it was a closed public building. He said that the ACLU was prepared to challenge this ordinance as it had challenged the last one; however, it preferred not to and hoped the Board would think very carefully before moving forward that evening.

MOTION **CONSENT CALENDAR:** Ms. Hocken moved that the Board adopt LTD Resolution No. 2002-036: "It is hereby resolved that the Consent Calendar for December 18, 2002, be approved as presented." Mr. Gaydos seconded, and the resolution passed by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Lauritsen, Melnick, and Wylie voting in favor and none opposed. The Consent Calendar consisted of the minutes of the October 16, 2002, regular Board meeting; the November 20, 2002, canceled Board meeting; and the December 6, 2002, special Board meeting.

**SECTION 5311-f INTERCITY GRANT FUNDS:** Accessible Services Manager Terry Parker provided background information, also summarized on page 34 of the agenda packet. When asked about resources, she explained that for the match requirement for the Oakridge Inter-City service grant (similar to what had been done in both Cottage Grove and Florence), the elderly and disabled program funds were considered local funding and would be used to develop a community transit system for the rural area. Rather than having separate services for different users, the goal was to integrate services to meet community needs for both the elderly and the general public. She stated that the issue before the Board was the acceptance of federal money in order to move forward in

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the process to design and operate services to better meet the transportation needs of Oakridge and Westfir.

**Public Hearing:** Ms. Wylie opened the public hearing on the grant application and award. There was no one who wished to testify, and Ms. Wylie closed the public hearing.

MOTION **Board Deliberation:** Mr. Gaydos moved LTD Resolution No. 2002-038: "It is hereby resolved that the LTD Board of Directors approves the FY 2003 and FY 2004 Section 5311-f Intercity Program grant award for \$142,867 in federal funds for the creation of public transportation connections between Oakridge and the Eugene-Springfield area in accordance with the proposal submitted on September 3, 2002, and approved by the Oregon Department of Transportation Public Transit Division." Mr. Melnick seconded the motion.

Ms. Hocken remarked that the staff summary said that most of the local match would come from Special Transportation Funds that would be allocated to Oakridge anyway. Ms. Parker said that some of her staff time would be donated to the project as an "in-kind": contribution from LTD, but no general fund money from LTD is allocated. Mr. Hamm explained that following the transfer of Terry Parker and the special transportation services program from LCOG a year and a half ago, she maintained a certain amount of her time for Florence and other outlying areas. Ms. Parker added that Commuter Solutions also provided technical assistance and was in the process of conducting a survey of what local residents wanted their service to look like.

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VOTE There was no further discussion, and the resolution passed by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Lauritsen, Melnick, and Wylie voting in favor, and none opposed.

**ORDINANCE NO. 36 REVISION:** Ms. Wylie noted that she had some concerns about Ordinance 36. Mr. Johnson said that the Board had had many discussions about this ordinance over the years. However, because Ms. Ban had not heard those discussions, he provided a brief history of the issues. He explained that the previous summer the District lost an appeal with regard to signature gatherers being included in the language of Ordinance No. 36. The District then had to review the ordinance to see what LTD needed the ordinance to accomplish, what was constitutional, and how LTD could maintain an environment that was safe and secure for its guests while doing what it needed to do as a transit agency. The Board and District counsel had discussed this in a fair amount of detail. The revision created buildings, stations, and boarding platforms as limited-access areas, so that passengers or those doing business with LTD employees would be allowed in those areas. He explained that a passenger waiting for a bus could perform activities that were constitutional as long as they did not break the other provisions of the ordinance that prohibited interference with the safety and security of passengers.

Mr. Johnson handed out a revised ordinance that eliminated the emergency clause, which should have been removed when the ordinance was revised. The effective date would be thirty days after adoption rather than immediately upon adoption. Since that change did not cause a significant change in the ordinance itself, the second reading still could be held.

Mr. Pangborn added some history from before the Eugene Station was built. The purpose of Ordinance 36 was to say that a certain set of behaviors was needed from the passengers in order to run safe, clean, and on-time service. As an example, he said that children could not be jumping on the seats while the bus was traveling, because that could result in falling out of the seat. As the community and system grew, the ordinance had been adjusted to deal with problems in the safe operation of the system. The District then got to a place with the old downtown station where

everyone who had a right to be on the public sidewalk congregated along the sidewalk where the bus system was. It became very difficult to operate the system safely. People missed transfers, and particularly the elderly and people with disabilities had a difficult time making the system work for them. He said that one of the advantages of moving off the public sidewalks was that LTD could manage its own space because LTD would serve only passengers, and others would have the right to be in the public areas away from the boarding areas.

Mr. Melnick asked if providing the opportunity for passengers to sign petitions also served passengers. Mr. Pangborn said that any petition gatherer had the opportunity to approach passengers on the public sidewalks as they entered the station. There was no way to enter the station without being on a public sidewalk, so any petition gatherer could be at any of the entrances and intercept any passenger and still provide them that opportunity. The thinking was that as soon as non-passengers were on the platform, it became harder to manage the crowds, harder to manage people transferring between buses. He said that LTD asked people to cross over from one island to the other and between buses, so the fewer people who were not actually being served by the District on the platform, the better it was for LTD and its passengers, knowing that as the system grew over time, there would be more passengers to manage.

Mr. Melnick asked how LTD responded to the comment about people walking from 11<sup>th</sup> and Oak to the library, through the station. If Ordinance 36 passed, they would be prohibited from doing that, and the security guards could legally tell them that they had to go around. Mr. Pangborn said that if LTD wanted the strictest interpretation, there could be monitored gates or some sort of entrance system around the station. LTD had chosen not to do that because of costs, aesthetics, and a whole variety of reasons. Mr. Melnick said it sounded as if LTD would apply the ordinance selectively. Mr. Johnson explained that passenger status was determined by seeing who was on the platform when the buses pulled out. Then those people would be approached to see if they were waiting for a bus. Staff currently did not chase down people who were just moving through the station but, once the pulse was gone, then people were asked if they were waiting for a bus and reminded to make sure they were on the next one.

Ms. Ban said she appreciated the history, and asked if the revision to the ordinance had been written in anticipation of a possible problem, or if there had been problems at the downtown station. Mr. Pangborn said that there had not been problems in the current station, but there had been at the 10<sup>th</sup> Avenue station. The ordinance had been written to preclude the same problems when in the new environment. Ms. Ban commented that the ordinance would give the District a tool if problems arose, and Mr. Johnson said that was all that Ordinance 36 was, in actuality. Mr. Hamm stated that this facility was designed for a specific function. For example, the corridor from guest services to the northwest corner of the block at Olive Street and 10<sup>th</sup> Avenue had a very specific width and design for people to board buses, and not for a lot of other activity down the middle of it. There were signs, leaning posts, and other amenities for guests. He said that as ridership had grown and the activity in that center increased, mixing in other activities added another kind of congestion, and it only took once for someone to step in front of a bus to cause a major safety issue. What LTD had done was create a tool to help maintain the environment that was created when the station was built.

Mr. Melnick said that part of his concern was that some types of uses would be allowed and some would not. Mr. Pangborn said that LTD needed to react if there was a problem, and to do enforcement in a way that was not selective. After three buses had gone and the same person was still there, the question was what was the purpose for being there. It did not matter whether the person was trying to collect signatures or wanted to proselytize on the Bible or anything else. The



issue, which was content-neutral, was whether a person was a passenger or not. Mr. Pangborn said that he fully understood the Board's concerns, as Mr. Simmons had proposed, whether the station should be a "village square." He said he did not believe that the conditional use permit included anything about the village square, but he did know that when the Board went through this process, it had been very concerned about this issue. And, Mr. Johnson added, parts of the station were clearly public, and LTD did not bother people who went there. The area going to the store also was designated a public area. He added that the issue of enforcement could be an uncomfortable one; for instance, even the speed limit was not enforced at all times, and not every speeder was stopped, so it was no different than enforcing other laws.

Mr. Hamm said that in security, an interesting phenomenon in society was youth and young adults "hanging out," and that there were now fences to protect public property, like at City Hall. The Eugene Station was there for a very specific use, which was different from the parks in the city center and City Hall's public square. Mr. Hamm said that the people who had to or chose to use transit, and generally that use required a transfer, should be able to move about without interference, especially since minutes could make the difference between waiting another half-hour or hour and maybe missing an appointment. LTD had tried to protect that right for the passengers.

Ms. Ban said that other options would include turnstiles or another method of limiting access, as could happen with BRT. That would limit access unless someone had paid.

Ms. Hocken said she sensed that the Board might not want to adopt the ordinance that evening, although she was prepared to vote in favor of reading and adopting it. The Board had advice from its counsel, who said that this was a constitutional piece of law, and some other people said it was not. At some level, she said, the Board either had to rely on its legal counsel and move ahead, or obtain additional legal opinions, or say it would be swayed by people who did not want the Board to adopt this ordinance. She knew there had been some attempt at conversation and compromise, which apparently had not worked. Therefore, the Board had to decide if it trusted its legal counsel that this was a valid piece of legislation and move ahead. She said that she could support everything that Mr. Pangborn said about the issues LTD was trying to deal with when designing the Eugene Station. It was clear that the plaza was to be a completely open public area, and there had been rallies and parades that had started there. One of the main points of building the station was to provide easier access to LTD's vehicles for its customers, so she thought it was an important ordinance for LTD to adopt. She thought the attorneys should come one more time to talk about enforcement issues. She also believed that it was important for Mr. Kleger to be present for this discussion because he had been very supportive of this ordinance and was on the platforms more than any other Board member.

Mr. Gaydos agreed that the Board should listen to Mr. Kleger. He stated that he was not offering any legal advice. Part of life, he said, was that LTD was creating law and someone had the right to challenge it. The Board revised its ordinance, someone did not like it and challenged it, and LTD appealed and lost to some extent, and then revised it to be what LTD believed was in accordance with that opinion. He believed that the issues were real and that LTD was fully supportive of First Amendment rights and allowing petition gathering. The only issue was whether LTD could control public access in areas of the property.

Mr. Simmons spoke up from the audience and called attention to page 22 of the conditional use permit application, where lines 2 through 28 referred to an urban square. He said that he supported the ordinance and regulating the safety on the platform in some fashion. Mr. Pangborn clarified that "urban square" referred to the plaza.

Mr. Gaydos said that he was ready to vote, but he had not looked at the map and he wanted to understand the urban square issue. Mr. Johnson said that in the color maps, the plaza area was shaded differently, showing the public areas more clearly, so he would be sure the Board received copies.

Mr. Melnick read a "Statement on LTD Revised Ordinance 36," dated December 18, 2002, which he said he actually had written before the canceled November meeting. That statement is attached to the minutes as part of the permanent record.

Ms. Lauritsen said she also relied heavily on LTD's legal counsel. She was pleased to see that there was a severability clause on the back of the ordinance. She said that most of this ordinance dealt with basic safety and normal types of things such as smoking, harassment, threatening or offensive language, spilling food and beverage, etc. Only one area of the ordinance was being hotly discussed. With these open issues, she thought that January would be fine. She suggested that if the ordinance needed to be amended, that should be done, because LTD needed the rest of the ordinance. She said she was not keen on conditional enforcement, and suggested that LTD work on the wording to say what the District really was trying to do. Mr. Johnson clarified that the rest of the ordinance was still in place.

Ms. Hocken suggested that someone from the attorney's office attend the next meeting for an executive session with the Board. She asked to look at the enforcement issues, conditional use permit issues, and the map issue. She also wanted to know more about the platform width and the 8-foot restricted access around bus boarding areas.

Ms. Wylie stated that by consensus, the Board would defer action on Ordinance No. 36 to the January 2003 meeting.

**ACCEPTANCE OF AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2002:**

Ms. Hellekson explained that the audit results were included in the Comprehensive Annual Financial Report. Board acceptance of the audit was done to acknowledge that they had received it. The auditor's reports were given directly to the Board, who hired the auditors.

Charles Swank of Grove, Mueller and Swank, P.C., the District's independent auditors, explained that his role was the independent auditor's report, and that staff presented the financial report. This was his firm's fourth year of working with LTD. He thought that staff did a very good job, and he said that the Board should be proud of the work that went into it. He said that this would be the last year of the current package, and next year would begin the GASB 34 reporting model. There would be a change in format and some terms, but the numbers would look about the same. He noted that the transmittal letter gave some good information about the District. An unqualified opinion was found on page 17 of the CAFR. There was a change in the date of the opinion to reflect the additional information in the footnote on page 36 regarding the court case, so the CAFR had been revised with a second date on the report.

Mr. Swank briefly discussed the comments section. He stated that the federal and state governments relied on the auditor to report back to them that things had happened the way they were required.

MOTION Ms. Lauritsen moved LTD Resolution No. 2002-040: "Resolved, that the LTD Board of Directors accepts the Independent Audit Report for the fiscal year ending June 30, 2002."

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

**SIXTY-DAY NOTICE RESOLUTION:** Ms. Hellekson explained that this resolution was required as one of a series of steps to accomplish debt financing. The Board Finance Committee had reviewed the resolution, which was necessary to open a 60-day comment period.

MOTION Ms. Lauritsen moved that the Board approve LTD Resolution NO. 2002-037, "A Resolution Setting Forth the Intent of the District to Issue Revenue Bonds to Finance the Acquisition of Replacement Buses and Providing for Other Matters Pertaining Thereto." Mr. Gaydos seconded the motion.

Ms. Hocken asked how LTD would be advising the public that they could respond, whether there would be a public hearing, and what information staff would be giving to people. Ms. Hellekson replied that the publication on December 24 would include all the required information. Mr. Gaydos noted that the notice said that interested people would have to file a petition if they were opposed to the revenue bonds.

VOTE There was no further discussion, and the resolution was adopted by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Lauritsen, Melnick, and Wylie voting in favor, and none opposed.

**BRT PHASE 1 PROPERTY ACQUISITION:** Development Services Director Stefano Viggiano presented this topic, found on page 62 of the agenda packet. He stated that the portion of the BRT Phase 1 project between the Eugene Station and Franklin Boulevard was far enough along to know what property was required. A similar resolution would be required for the Springfield Station project.

Ms. Wylie asked if the property owners were willing to sell. Mr. Viggiano replied that LTD had had discussions with most of the property owners. The required property was mostly in small pieces, and none would require moving any buildings. PeaceHealth had been supportive of the project, and would involve the largest property acquisition.

MOTION Mr. Melnick moved that the LTD Board of Directors approve LTD Resolution No. 2002-041, "A Resolution Authorizing the Lane Transit District to Acquire by Purchase or by the Exercise of the Power of Eminent Domain Certain Real Property Necessary for the Bus Rapid Transit Project."

VOTE Mr. Gaydos seconded, and the resolution was passed by a vote of 5 to 0, with Gaydos, Hocken, Lauritsen, Melnick, and Wylie voting in favor, no one opposed, and Ms. Ban abstaining.

**BRT PIONEER PARKWAY—SOUTH SEGMENT:** Mr. Viggiano said that the Pioneer Parkway corridor was being developed in three segments. The south segment had been endorsed by the BRT Steering Committee, who recommended Board approval. Additionally, 10 to 12 stakeholders had reviewed this segment and made recommendations. It was a clear decision that they, Springfield staff, and LTD staff preferred Pioneer Parkway over 5<sup>th</sup> Street. The option they selected was shown on page 88 of the agenda packet. Mr. Viggiano said that the recommended segment would need to go through additional analysis, so until that was finished, the other options remained on the table.

MOTION Ms. Hocken moved, seconded by Mr. Gaydos, that the Board adopt LTD Resolution No. 2002-042: "Resolved, that the LTD Board of Directors approves the recommended design for

VOTE

the Pioneer Parkway South Segment BRT corridor as the preferred design for that segment.” Mr. Melnick congratulated Mr. Viggiano and other staff on the wonderful job they had done in this process. The resolution then passed by unanimous vote, 6 to 0, with Ban, Gaydos, Hocken, Lauritsen, Melnick, and Wylie voting in favor, and none opposed.

Ms. Hocken said that the Board had not talked about the comments from the stakeholder group member made earlier in the meeting. She said she believed that staff had always been open and with Ms. Ban on the committee, there was a direct Board link. Ms. Ban said she thought that there was a wide variety of opinions and that staff had been very good at responding. She stated that the segment voicing that opinion in no way represented the dominant opinions on the stakeholder group. Mr. Gaydos commented that it was early in the process, and the purpose of forming that group was to obtain input early in the process, before a decision was made. Mr. Melnick thought it was a good example of how input resulted in change.

Mr. Hamm said that it was good to hear the speaker's input, because it was someone's perception, whether correct or not. He stated that he had full confidence in the staff.

Ms. Hocken told the Board that Scott Meisner was stepping down from the BRT Steering Committee, and that George Poling would be joining and also would participate on the stakeholder group. She thought it was good to have City representatives involved at that level.

**ITEMS FOR INFORMATION AT THIS MEETING (continued from work session):**

**LTD Local Activity Participation:** In response to a Board request, Mr. Hamm had prepared a list of activities in which LTD had participated during the past few years. That list was found on page 130 of the agenda packet. Ms. Hocken said that the Board was looking at this as a question of cost savings, so she asked to have the dollar amount for each event for Board discussion. Mr. Hamm said he would bring that information to the January Board meeting.

**Monthly Financial Report:** Ms. Hellekson said that with the steps that had been taken during the past year, LTD was in fairly good financial shape. Staff were doing their best to have the lost payroll tax revenue returned to the District. She noted that the Board Finance Committee would be meeting on January 30 with a substantial agenda.

**ADJOURNMENT:** There was no further discussion, and the meeting was adjourned at 8:00 p.m.

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Board Secretary

MINUTES OF DIRECTORS  
STRATEGIC PLANNING WORK SESSION

LANE TRANSIT DISTRICT

SPECIAL MEETING

Thursday and Friday, December 5-6, 2002

Pursuant to notice given to *The Register-Guard* for publication on December 2, 2002, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a strategic planning work session on Thursday, December 5, 2002, from 4 p.m. until 7:30 p.m., and on Friday, December 6, 2002, beginning at 8:30 a.m., at the Courtyard by Marriott at 3443 Hutton Street, Springfield.

Present:

Board

Susan Ban  
Gerry Gaydos, Vice President  
Patricia Hocken, Secretary  
Virginia Lauritsen, Treasurer  
Robert Melnick  
Hillary Wylie, President, presiding

Staff

Ron Berkshire, Director of Maintenance  
Lisa Gardner, Senior Strategic Planner  
Ken Hamm, General Manager  
Diane Hellekson, Director of Finance and  
Information Technology  
Mark Johnson, Director of Transit Operations  
Linda Lynch, Government Relations Manager  
Mark Pangborn, Assistant General Manager  
Jo Sullivan, Administrative Services Manager/Clerk  
of the Board (Recording Secretary)  
Stefano Viggiano, Director of Development  
Services

Absent:

Dave Kleger

Also Present:

David Gant, appointed to a four-year term beginning January 1, 2003

**CALL TO ORDER:** The meeting was called to order at 4:15 p.m. on Thursday, December 5, by Board President Hillary Wylie. Board members Ban, Hocken, Lauritsen, and Wylie were in attendance. Mr. Gaydos arrived at 4:35 p.m.

**EXECUTIVE SESSION:** Ms. Hocken moved and Ms. Lauritsen seconded that the Board meet in executive (non-public) session pursuant to ORS 192.660(1)(f), to consider records exempt from public inspection, and pursuant to ORS 40.225, attorney client privilege. The motion passed by unanimous vote. Attorney Joe Richards was present for this discussion with the Board. Ms. Ban declared a conflict of interest and excused herself from the executive session.

**RETURN TO REGULAR SESSION:** Upon a motion by Ms. Hocken and seconding by Ms. Lauritsen, the Board unanimously returned to open session at 4:37 p.m. Facilitator Don Murray was present. The Board discussed issues in preparation for the Fiscal Year 2003-04 budget process, and adjourned for the day at 7:30 p.m.

The meeting was called back to order at 8:45 a.m. on Friday, December 6, 2002, by Board Vice President Gerry Gaydos. Mr. Hamm noted that Senior Strategic Planner Lisa Gardner had joined the members of the Leadership Council for strategic planning discussions. He also introduced David Gant, who had been appointed to a four-year term on the Board beginning January 1, 2003. Members Ban, Gaydos, Hocken, and Lauritsen were present. Mr. Melnick arrived at 12:50 p.m., and Ms. Wylie at 1:10 p.m.

**STRATEGIC PLANNING WORK SESSION:** During the course of the two-day work session, the Board and staff discussed the following topics and their strategic impact on the District:

- Review and affirmation of LTD vision and mission
- Overview of current budget situation, general budget direction, and budget priorities
- Strategic Plan update (goals, goal definition, short-term implementation strategies; non-discretionary and discretionary activities; and long-term implementation strategies)
- Role of the Board, Board governance, individual goals, community outreach

The Board also developed a list of possible issues to be discussed at future work sessions during the year. Work session topics will be refined at a future Board meeting. Topics suggested at the strategic planning work session included:

- How LTD Board relates to other agencies
- Board policy statement on joint developments in community
- Effectiveness of LTD in long-range transportation/land use planning
- Board structure and development study session/recruitment
- Strategic planning follow-up
- Managing community expectations of LTD
- BRT message to be provided by the Board
- Board member assignments; development & training
- Changing the way the Board does business
- Contact with employees

**ADJOURNMENT:** The strategic planning work session was adjourned at 3:07 p.m. on Friday.

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Board Secretary

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** January 7, 2003

**ITEM TITLE:** BRT PUBLIC ART

**PREPARED BY:** Joe McCormack, Planning Technician

**ACTION REQUESTED:** Approval of BRT Public Art

**BACKGROUND:** LTD generally allocates 1 percent of the construction cost of major facilities for public art. For Phase 1 of the BRT project, this is a sum of \$85,000. Proposals were solicited for public art for BRT stations. The areas targeted by the proposals were the railings, free-standing sculptures on the platform, and life-size bronze statues. Eight proposals were received from regional and local artists. A citizen art selection committee considered the various proposals and selected a preferred artist and artwork. The BRT Steering Committee supported the art selection committee's recommendation at their January 7<sup>th</sup> meeting.

**ATTACHMENT:** Copies of the recommended art proposal are included as a separate document for Board members.

**PROPOSED MOTION:** I move the following resolution:

LTD Resolution No. 2003-002: Resolved, that the LTD Board of Directors approves the artwork proposal presented by artist Lin Cook, as recommended by the BRT Steering Committee.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** January 15, 2003

**ITEM TITLE:** NAMING THE BRT SYSTEM

**PREPARED BY:** Sue Aufort, Public Relations Representative

**ACTION REQUESTED:** Approval of BRT system name

**BACKGROUND:** The process to develop a name for the BRT system began in May 2002. A name was presented to the Board at the June meeting. The Board directed staff to do a thorough Trademark Registrability search of the recommended name. Although the search indicated that infringement issues should not be a concern, legal counsel made clear that a public relations risk might ensue and counseled LTD to weigh the risks. Shortly thereafter, a decision was made to not use the name and, instead, begin again to develop another terrific name!

The original committee was given the opportunity to continue with the process. A few changes were made, including the addition of two Board members. The committee used the following criteria for name selection:

### THE PRIMARY SPECIFIC CRITERIA

The name should be the following:

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

### GENERAL CRITERIA

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



Additional steps were added to the process that included getting comments from the business community as well as LTD staff. A subcommittee was formed and included creative staff from the Portland office of CMWK and the Eugene office of Funk/Levis, the consultants on the project. The charge of the subcommittee was to review all the names to make sure nothing was overlooked and to brainstorm new names to fit the criteria and complement the work of the BRT Naming Committee.

The full committee convened on Monday, December 2, 2002. Rationales for the seven names being considered were discussed through a creative process. By the end of the meeting, one name had overwhelming support from the committee. That name will be discussed with the Board and the Board will be asked to approve the name at that time.

During the month of December, a trademark search was implemented. It concluded with a legal opinion that the recommended name posed no infringement issues.

On January 7, 2003, the BRT Steering Committee reviewed and endorsed the name recommended by the Naming Committee.

**ATTACHMENT:** None

**PROPOSED MOTION:** I move the following resolution:

LTD Resolution No. 2003-003: Resolved, that the LTD Board of Directors approves [BRT NAME] for the BRT system as recommended by the BRT Steering Committee and the BRT Naming Committee.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** January 15, 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 currently are reviewing the plans.

The 60 percent designs for the Franklin/UO/Springfield sections are currently undergoing review by staff. Staff are continuing to meet with some key property owners along the corridor.

In consultation with Wildish Construction, staff have completed a Value Engineering exercise.

**Construction Budget:** Staff received a more complete budget for the project and are currently reviewing it to ensure that it is appropriate.

**Phase 1 Vehicles:** Director of Maintenance Ron Berkshire and LTD Purchasing Manager Jeanette Bailor will meet with representatives of APTS, the manufacturer of the Phileas vehicle, in Eindhoven January 6-10 to continue negotiations for the vehicles. APTS staff are preparing a contract price and the contract will be completed by the end of February 2003.

**BRT/Springfield Station open house:** An open house showcasing BRT in downtown Springfield and the design updates for the Springfield Station will be held on February 6, 2003, at the Springfield Museum. Board participation is encouraged.

**Springfield Corridor:** The Harlow/Gateway Stakeholder Group will hold their third meeting on January 23, 2003. At this meeting the refined preferred alternatives will be presented to the Stakeholder Group.

**Eugene Corridor:** The first of a two-part Design Charrette process occurred on January 8, 2003. At this first Charrette meeting, the group

discussed a variety of design alternatives for both Coburg Road and Oakway Road. The second Charrette meeting will occur on February 12, 2003.

A pre-Charrette meeting with approximately nine stakeholders was held on January 6, 2003. A number of concerns regarding the introduction of BRT on Coburg Road were discussed.

**ATTACHMENTS:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** January 15, 2003

**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 January 15, 2003:

1. Approval of minutes: December 5-6, 2002, Board strategic planning work session
2. Approval of minutes: December 18, 2002, regular Board meeting
3. Approval of Budget Committee Nomination—Russ Brink

**ATTACHMENTS**

1. Minutes of the December 5-6, 2002, Board strategic planning work session
2. Minutes of the December 18, 2002, regular Board meeting
3. Nomination for Budget Committee—Russ Brink

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

LTD Resolution No. 2003-001: It is hereby resolved that the Consent Calendar for January 15, 2003, is approved as presented.

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** January 15, 2003
- ITEM TITLE:** WORK SESSION: COMMUTER SOLUTIONS PROGRAM REPORT
- PREPARED BY:** Connie Bloom Williams, Commuter Solutions Program Manager
- ACTION REQUESTED:** None. Information only.
- BACKGROUND:** Commuter Solutions Program staff continue to be active in local metropolitan planning issues and in providing transportation programs and services to the community. At the January 15, 2003, Board meeting, staff will review activities, accomplishments, and changes that have occurred since the last report to the Board in December 2001.
- In May 2000, the Board was presented with the draft version of the Commuter Solutions Strategic Plan. Since that time many of the action items have been completed, and new opportunities and changes led the TDM Advisory Committee to update the Planning Goals. Actions within the plan fall into four main categories:
- Technical Assistance and Services
  - Education and Awareness
  - Research
  - Policy
- A copy of the Planning Goals is attached for the Board's review.
- ATTACHMENTS:**
- (1) Commuter Solutions Planning Goals 2000-2005
  - (2) Summary Report: Employee Transportation Survey Project
  - (3) Valley Vanpool Report
  - (4) Group Pass Inquiries listing
  - (5) Group Pass Participants December 2002 Update
- PROPOSED MOTION:** None



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## MONTHLY DEPARTMENT REPORTS

January 15, 2003

### GOVERNMENT RELATIONS

*Linda Lynch, Government Relations Manager*

#### STATE

Lane Transit District's legislative agenda is partially detailed in the agenda item summary elsewhere in the packet. At this writing, the State Senate has not yet organized and as a result committee assignments have not been made. Legislators have a week after session convenes to organize before losing pay. Both parties have changed their negotiating teams as they work to determine how the evenly-split chamber will conduct its business. Whatever the final decision, the power of the presiding officer will be greatly diminished. This could lead to gridlock, both internally in the Senate and perhaps for the whole legislature.

On the House side, committee assignments have been announced by Speaker-elect Karen Minnis. Of most interest is that State Representative Terry Beyer of Springfield has been named vice chair of the House Transportation Committee. She also has been named to the Agriculture and Natural Resources Committee. Other committee assignments for Lane County area legislators are:

Bob Ackerman:	Environment and Land Use Judiciary, vice-chair
Floyd Prozanski:	General Government Judiciary
Phil Barnhart:	Rules Water, vice-chair
Pat Farr:	Education, vice-chair Revenue

#### FEDERAL

Congress is expected to pass a sixth continuing resolution to fund the government through January. The stated goal is to adopt a budget prior to the president's State of the Union speech, January 28. Stories about how that will happen change every day. Senator Gordon

Smith and his staff are working to secure earmarks in appropriations bills that already were marked up in the Senate. Continue to cross your fingers.

Staff have learned that Federal Transit Administrator Jenna Dorn is planning to be on the West Coast the last week of February and may be in Eugene February 24 or 25. This has yet to be confirmed, but a schedule of briefings and activities has been drafted.

## **DEVELOPMENT SERVICES**

*Stefano Viggiano, Director of Development Services*

### **FLEET SERVICES BUILDING EXPANSION**

The Fleet services building will need to be expanded and redesigned to accommodate the BRT vehicles as well as other articulated buses. The Capital Improvements Program allocates \$1.1 million for this project. Robertson/Sherwood Architects has been selected to provide design services for the project, with Maintenance Design Group, a transit fleet specialist, as a primary sub-consultant on the design team. The project schedule calls for the design to be completed in Summer 2003 and construction to be completed by Summer 2004.

### **ACCESSIBLE SERVICES**

*Terry Parker, Accessible Services Manager*

LTD's Commuter Solutions and Accessible Services programs completed a mail survey for the purpose of determining the best times to operate service between Oakridge and Eugene/Springfield. It asked Oakridge and Westfir residents about their desires and preferences for a transit connection to the metro area. Survey results indicate strong support for the proposed transit service. Even those who would not use the service perceive it to be important for seniors in the community, or those who do not drive. If there were four regularly-scheduled round trips to the metro area, six out of ten respondents (59 percent) said yes they (or other members of their household) would use the service if it were affordable and worked with their schedule. (A total of 580 surveys were returned, representing a 29 percent response rate and a 95 percent confidence interval.)

## **SERVICE PLANNING AND MARKETING**

*Andy Vobora, Service Planning and Marketing Manager*

### **2003 SERVICE PROPOSAL**

Staff continue to work with the Service Advisory Committee on the 2003 service proposal. Research into problem areas is underway and the committee will be meeting soon to compile the list of system fixes needed as part of the package. With a zero-growth budget, it will be necessary to redesign some service in order to free funding for areas that require fixes. Staff anticipate the number of changes to be small; however, it will be necessary for staff to communicate the proposal to LTD's guests and obtain feedback about the proposed changes. This process will take place later in January or in early February. A finalized list of changes will be presented at the February Board meeting.

### **PRICING PLAN UPDATE**

Staff will meet with the Board Finance Committee on January 30<sup>th</sup> to review research gathered and review recommendations for changes to fares for 2003. The proposal will include a review of:

- Cash, token, and pass fares
- LCC term pass program
- ASUO contract negotiations
- Group pass pricing
- Breeze fare
- Summer youth fare

### **WINTER BID UPDATE**

Staff are closing in on the completion of work related to service changes to be implemented on February 2<sup>nd</sup>. Minor modifications to the system were necessary to fix running-time and transfer problems. All changes were accommodated within the contingency budget of service hours approved by the Board as part of the 2002 service package. Marketing staff have completed an update of the *Rider's Digest*, which will provide guests the necessary timetable information. Bus stop information, station graphics, and other signage changes will be implemented the week prior to implementation.

## **COMMUTER SOLUTIONS PROGRAM**

*Connie B. Williams, Program Manager*

An annual Commuter Solutions Program update is included in the work session portion of the January Board meeting agenda.



## **TRANSIT OPERATIONS**

*Mark Johnson, Director of Transit Operations*

### **GUEST COMPLAINTS SHOW SIGNIFICANT DECREASE IN 2002**

The number of complaints recorded against LTD in 2002 was 99 fewer than in 2001. In 2001, 760 complaints were registered, compared with 661 in 2002. This area continues to improve every year. A strong focus on guest service by operators and excellent coaching and follow-up by supervisors when complaints are received help achieve the favorable results. Congratulations go out to the entire team for a commendable improvement in guest 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*

### **UNITED WAY SUCCESS**

Lane Transit District employees did an outstanding job in the United Way campaign for 2002. Employees improved their contributions to United Way by 45 percent, for a total pledged contribution of nearly \$27,000. Employees gave generously to many worthy causes to aid the citizens of Lane County. The LTD effort was spearheaded by Steve Rayack and Susan Hekimoglu. The employees who worked diligently to create this great success also included Dirk Beaulieu, Nicole Burke, Carl Faddis, Art Kennedy, Margaret Lead, and Kelly Perron-Crouse. We extend our many thanks to these committee members and the generous contributors to this year's campaign.

### **LABOR RELATIONS**

The ATU Local 757 filed an Unfair Labor Practice Complaint concerning implementation of sections of the Agreement that permit the District to require co-payment for HMO coverage if that coverage is more expensive than the base plan. This Complaint is being heard by an Administrative Law Judge on January 14, 15, and 16, 2003. The Labor Management Committee has been revitalized under the new leadership of the union, and regular meetings are occurring for mutual problem solving.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** January 15, 2003

**ITEM TITLE:** JANUARY AND FEBRUARY 2003 EMPLOYEES OF THE MONTH

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

**BACKGROUND:** January 2003 Employee of the Month: Lead Guest Service Representative Mike Rojas was selected as the January 2003 Employee of the Month. Mike was hired by the District in December 1999 as a guest service representative. He earned an award for excellent attendance in 2001. Mike was nominated for this award by a guest who had called the Guest Service Center to obtain some information. The guest stated that "Mike was very precise, accurate, direct, forthright, detail-specific, and well mannered. Mike executed the presentation of information in a quick, efficient, and organized manner." The guest also appreciated Mike's "command of what customer service is all about."

When asked to comment on Mike's selection as Employee of the Month, Eugene Station/Security Manager Rick Bailor said:

Mike is a great employee. He is helpful to the GSC staff, as well as to our guests. Mike's greatest asset is his friendliness. He responds to every guest he encounters in a friendly and positive manner. If someone is giving him a hard time, which is rare, his response back always includes a smile.

Rick also commented on Mike's generosity and willingness to help guests to the best of his ability. One of Mike's coworkers said, "His positive attitude is contagious to his coworkers and he is known for his great sense of humor and generous heart."

February 2003 Employee of the Month: Transit Operations Supervisor Shawn Mercer has been selected as the February 2003 Employee of the Month. Shawn was hired by the District on September 7, 1993, as a bus operator and promoted to his current position on October 18, 1998. He was nominated by a guest for both excellence in service and job accomplishments and excellence in providing accessible bus service to customers with disabilities. She said that when a wheel came off her electric scooter at a bus stop, Mr. Mercer used his own money to buy a bolt and then fixed her wheel himself. She wanted everyone to know that LTD

should be thankful to have Mr. Mercer as an employee, and wanted to thank him for his assistance.

When asked for additional comments on what makes Mr. Mercer a good employee, Transit Services Manager Rob Montgomery said that it is not unusual for Shawn to take care of LTD's guests, and people in general. He told a story from the previous week, when Shawn had approached a homeless person who seemed to be setting up camp in a bus shelter for an evening when it was "raining cats and dogs." The man, who was drenched, said he would be moving along as soon as he could wring out his socks. Shawn felt sorry about asking the man to leave the shelter in such bad weather, so while at home on his dinner break he found a pair of old but good boots and a couple pair of dry, warm socks. He immediately went back to find the man, who was gone. The system was quiet, so Shawn searched the area and located him in a short time. Shawn said that the gratitude on this man's face made his holiday season complete.

Rob added that Shawn is also very much respected and appreciated by the bus operators and the Transit Operations staff, and that he is very pleased to have Shawn as part of the LTD team.

Our congratulations to Mike and Shawn on their selection as the January and February Employees of the Month!

**AWARD:**

Mike and Shawn will attend the January 15, 2003, meeting to be introduced to the Board and receive their awards.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** January 15, 2003

**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. **Budget Committee Appointments:** The terms of two additional Budget Committee members will expire on January 1, 2003. Their nominating Board members will make nominations to fill those positions before budget deliberations begin in Spring 2003.
- B. **FY 2003-04 Fare Recommendation:** A presentation on the pricing plan will be made at the February 19, 2003, Board meeting. Public hearings are scheduled for February 19 and March 19, 2003. The Board will be asked to approve the pricing plan at the March meeting.
- C. **FY 2003-04 Service Recommendation:** A review of the proposed service adjustments will be held at the February 19, 2003, Board meeting. Public hearings will be scheduled for the February 19 and March 19, 2003, regular Board meetings. The Board will be asked to approve the final service package at the March 19 meeting.
- D. **Springfield Station Art Selection:** A recommendation from the Springfield Station Art Selection Committee will be presented to the Board for a decision at the February 19, 2003, Board meeting.
- E. **Capital Improvements Plan:** The Fiscal Year 2003-04 CIP will be presented to the Board for approval on February 19, 2003.
- F. **Long-Range Financial Plan:** The Fiscal Year 2003-04 Long-Range Financial Plan also will be on the agenda for the February 19, 2003, Board meeting.
- G. **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 February 2003.

- H. **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.
- I. **Budget Committee Meetings:** Budget Committee meetings have been scheduled for Wednesday, April 23; Thursday, April 24; and Wednesday, April 30, 2003. Budget materials will be delivered to Board members on Friday, April 18. Staff will work with the non-Board members of the Budget Committee to schedule an informational meeting sometime in early April.
- J. **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**

**December 2002 – January 2003**

Prepared by Ken Hamm, General Manager

The General Manager's Report will be available at the January 15 Board meeting.



# LTD General Manager's Report

December 2002 – January 2003

Prepared by Ken Hamm, General Manager

## **Future Dates to Remember**

February 17, 2003	Presidents' Day – normal evening reserved for Board Work Session
February 18, 2003	Possible Board Work Session (instead of February 17)
February 19, 2003	Regular Board Meeting
March 2-5, 2003	United Front trip to Washington, D.C.
March 9-12, 2003	APTA Legislative Conference, Washington, D.C.
March 17, 2003	Board Work Session (tentative)
March 19, 2003	Regular Board Meeting

## **Internal Activities**

## **External Activities**

### Meetings of Note

Date Meeting



**DRAFT**

**DETAILED LIST  
LTD LOCAL ACTIVITY PARTICIPATION**

Since the smaller donations of marketing items, such as passes, appear not to be in question, a list of the community activities is presented here for the Board's consideration. Following are the activities in which LTD has participated during the past few years:

Asian Celebration Sponsor	Centro Latino Annual Dinner
Eugene Celebration Sponsor	Eugene Chamber Annual Dinner
Eugene Library Promotions	Fiesta Latina Sponsor
Filbert Festival Sponsor	Human Rights Commission Dinner
Joint Chamber Golf Tournament	LCOG Annual Dinner
NAACP Annual Dinner	Springfield Christmas Parade
Springfield Chamber Annual Dinner	Springfield Chamber /UO Alumni Auction

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** January 15, 2003

**ITEM TITLE:** LTD LOCAL ACTIVITY PARTICIPATION

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

**ACTION REQUESTED:** Discussion of Priorities/ Direction to Staff

**BACKGROUND:** LTD historically has participated in many community activities. Participation has ranged from small donations with values of less than \$25 (example: donation of a monthly bus pass) to sponsorship of activities that total more than \$1,000 (example: table sponsorships at annual dinners).

Last year, with resources diminished as a result of the economic downturn, LTD management cut participation levels in these types of events. The Board has asked staff to define those activities in which LTD Board members and staff have participated during recent years. There is a sense that LTD should not abandon participation in these activities. A discussion should occur about which activities maintain the partnerships that are critical to the community's and LTD's success in the future.

The list prepared for the December Board meeting did not include costs, so staff have been researching costs and will have a more detailed list available for the Board at the January 15 meeting.

**ATTACHMENT:** (To be handed out at Board meeting)

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 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 provided for the Board's information. Because of the early date of the Board meeting, the December 2002 performance reports will not be available for distribution before the January 15 Board meeting.

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

**ATTACHMENTS:** None – December 2002 Performance Reports to be available at meeting

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** January 15, 2003

**ITEM TITLE:** SPRINGFIELD STATION UPDATE

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

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

**BACKGROUND:** A citizen Art Selection Committee has sent a recommendation to the Design Review Committee for a preferred artist for the Springfield Station. Due to the holidays, a Design Review Committee meeting was not held in December, thus their recommendation won't be available for action until the Board's February meeting.

The station design is still in the site review process with the City of Springfield. Staff anticipate finishing this review process by late February. The project is scheduled to go to bid in April and begin construction in late spring.

Legal descriptions and appraisals are proceeding well for property acquisition. LTD has been granted access to the Union Pacific Railroad site to perform a Level II environmental site investigation.

**ATTACHMENT:** None

**MOTION:** None