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Public notice was given to *The Register-Guard* for publication on February 10, 2003.

LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, February 19, 2003
5:30 p.m.

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

A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

Ban _____ Gant _____ Gaydos _____ Hocken _____
Kleger _____ Lauritsen _____ Wylie _____

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT

IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 04

V. WORK SESSION

A. LTD Ordinance 36, Regulations Governing Conduct on District Property (45 minutes) 05

B. Board Committee Discussion (10 minutes) 16

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

VI. EMPLOYEE OF THE MONTH – March 2003 18

VII. AUDIENCE PARTICIPATION

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

VIII. ITEMS FOR ACTION AT THIS MEETING

- | | | |
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| 1. | Minutes of January 15, 2003, Regular Board Meeting (Pg 20) | |
| 2. | Budget Committee Appointments (Page 27) | |
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| C. | Transportation Management Area Designation | 35 |
| D. | RideSource Facility Site Selection | 37 |
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IX. ITEMS FOR INFORMATION AT THIS MEETING

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| A. | Current Activities | |
| 1. | Board Member Reports | 44 |
| (a) | Metropolitan Policy Committee – February 13 meeting | |
| (b) | BRT Steering Committee and Board BRT Committee – no report | |
| (c) | Springfield Station Design Review Committee – January 28 meeting | |
| (d) | Coburg Road Stakeholder Group – February 12 meeting | |
| (e) | Board Finance Committee – February 4 meeting | |
| (f) | Board HR Committee – February 13 meeting | |
| (g) | Region 2050 Policy Advisory Committee – No report | |
| (h) | Statewide Livability Forum – No report | |
| 2. | FY 2003-04 Service Presentation/Annual Route Review | 46 |
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| 4. | Monthly Financial Report—January 2003 | 61 |

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A. FY 2003-04 Fare Recommendation	
B. FY 2003-04 Service Recommendation	
C. Capital Improvements Plan	
D. Long-Range Financial Plan	
E. Springfield Station Design and Budget	
F. Budget Committee Meetings	
G. Board Work Sessions	
H. BRT and Springfield Station Updates	
XI. ADJOURNMENT	

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

AGENDA ITEM SUMMARY

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DATE OF MEETING: February 19, 2003

ITEM TITLE: JANUARY FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

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

Passenger fare receipts improved in January after a weak December, in part due to basketball shuttle service. Unlike football service, for which fare revenue can be segregated, basketball service fares are co-mingled with those of regular fixed-route service. Despite the negative variance versus seven-month budget of more than \$96,000, year-to-date results are ahead of prior year by 5.9 percent. Ridership is down 3 percent for the most recent twelve months, about the same decrease reported for December.

Group pass receipts are slightly ahead of budget year to date. Advertising is as expected for the first seven 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 more than \$200,000 better than projected by the budget.

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 about \$175,000 in current-year and future annual receipts. 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 3.5 percent, and current-year budget by more than \$300,000. Had the refund not occurred earlier this

fiscal year, payroll tax receipts would be about 1 percent over forecast in the current-year budget.

Because state-in-lieu receipts are accrued and disbursed quarterly, no revenue was posted in January. This resource is expected to continue to grow modestly, primarily due to the vitality of the University of Oregon. The effect of the Measure 28 failure has yet to be determined. 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. In addition, delays in filling several budgeted vacant contract positions also has contributed to savings. Several bus operator retirements has dropped the number of drivers available for current service levels from 196 to 193, which has resulted in operator positions available to new hires. New operators at the bottom of the wage range replace retiring operators at the top, resulting in additional wage savings. And finally, the requirement for employees to self pay the premium difference between a base health insurance plan and a managed care plan was implemented on July 1 but was not reflected in the adopted budget. Net current-year savings from this change will be approximately \$150,000.

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 and also because staff are charging more direct hours to capital projects. Such contra charges for capital project work are expected to continue for the foreseeable future.

The fuel price for the current fiscal year was budgeted at \$.91 per gallon. By the end of January, the actual price paid had edged up over \$.90. By February 10, diesel prices were at \$1.0791, an increase of nearly \$.20 per gallon over last month. The positive fuel budget variance through the first half of the fiscal year has helped reduce materials and services, and remains a major contributor to a positive budget variance in this expense category year to date. However, fuel prices are expected to move higher, potentially significantly higher, which could erase any savings in fuel by June 30.

All but four General Fund program areas report year-to-date positive budget variances. The 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; Human Resources, which has had higher than anticipated legal expenses; and Government Affairs, whose budget mistimed planned United Front and legislative activity expenses.

In summary, the General Fund is on plan for the seven 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 January. Capital Fund activity also was as expected, although the Phase I BRT corridor implementation schedule and budget are currently under review. 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 vehicle purchase contract finalization.

ATTACHMENTS:

Attached are the following financial reports for January for Board review:

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

PROPOSED MOTION:

None

AGENDA ITEM SUMMARY

DATE OF MEETING: February 19, 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

Route	Potential Change	Effect on Service Hours	Effect on Service Coverage/Convenience
12 Gateway	Re-structure and combine with route 65 to provide a Eugene Station to Springfield Station connection.	Results in a net savings of service hours.	Results in a net loss of coverage along Game Farm Road North and along Crescent Avenue.
30 Bertelsen	Trips after 8:30 p.m. would be deviated to service the Wal Mart and Target area on West 11th Avenue.	No change.	Provides more connections to guests travelling to this commercial node. Service is provided throughout the day and early evening by route 41.
40 Royal	Change trips that are currently being switched-out to 70 minute cycle times.	Results in a net savings of service hours.	Changes the arrival or departure times at the Eugene Station for guests. Either the arrival or the departure would be on a minor pulse, which is less desirable for most guests.
51 Santa Clara	Trip times would change back to what they were prior to the FY 02-03 service cuts.	No change.	Restores service every fifteen minutes along the River Road corridor.
52 Irving	Routing would change to Irvington Drive, providing greater coverage in the area and providing LTD service to an assisted living facility on Irvington Drive. Mid-day frequency would be increased to every thirty minutes.	Increases costs due to frequency change.	Restores service every fifteen minutes along the River Road corridor.
55 River Road Connector	Reduce the number of trips.	Results in a net savings of service hours.	Reduces coverage along Hunsaker, Beaver, and Division.
64 Sheldon Plaza	Route would no longer travel cross-town between Coburg Road and Gateway Street.	Results in a net savings of service hours.	Reduces coverage along Crescent. May provide new two-way service along Willakenzie and potentially along Oakway Road.
65 Gateway	Route would be re-combined with route 12 and would no longer travel cross-town between Gateway Street and Coburg Road.	Results in a net savings of service hours.	Reduces service along Crescent. Provides better connections for guests travelling between the Eugene Station and the Springfield Station.
65s Gateway	Route would be re-combined with route 12 and would no longer travel cross-town between Gateway Street and Coburg Road.	Results in a net savings of service hours.	Reduces service along Crescent. Provides better connections for guests travelling between the Eugene Station and the Springfield Station.
66 VRC	Inbound routing would no longer serve the 3rd and Pearl Street area during weekdays.	Results in faster running time and reduces the likelihood that additional time will need to be added to the route.	Service to 3rd and Pearl Street would be replaced by route 64.
82 LCC	Departure times in the p.m. will be reviewed to ensure coordination with LCC class times.	May increase layover time at the college and increase cost.	Better connections for guests going to class at LCC.
98 Cottage Grove	Add or change trip times to correct overloads on the 3:30 p.m. trip.	May increase costs for additional trip.	Brings the District into compliance with the service policy standard that relates to standing on the bus. Provides an additional departure for guests.
Rural Routes	Modifiy last departure times.	No change.	Provides greater assurance that transfers to the final rural departures are made by guests.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 19, 2003

ITEM TITLE: 2003-04 ANNUAL ROUTE REVIEW/SERVICE PRESENTATION

PREPARED BY: Andy Vobora, Service Planning and Marketing Manager

ACTION REQUESTED: Discussion

BACKGROUND: The budget direction provided to the service planning staff is to make additions and system fixes within the existing hours of bus service. This requires that some bus service be restructured to reduce operating hours in order to provide service hours to expand in other areas. Staff have been working with the District's Service Advisory Committee to review the areas of the system that are showing the greatest needs.

Staff will review the current list of additions, system fixes, and deletions. Feedback provided by the Board will be incorporated into the next steps involved in the process. These steps may include public open houses and outreach efforts to inform guests of potential changes.

Guests will be invited to the March Board meeting when a public hearing on the proposed changes will occur. If the number of changes remains small, no additional public hearings will occur and staff will present the final ARR proposal for approval by the Board in April.

ATTACHMENT: Potential System Changes

PROPOSED MOTION: None

Route	Potential Change	Effect on Service Hours	Effect on Service Coverage/ Convenience
12 Gateway	Re-structure and combine with route 65 to provide a Eugene Station to Springfield Station connection.	Results in a net savings of service hours.	Results in a net loss of coverage along Game Farm Road North and along Crescent Avenue.
30 Bertelsen	Trips after 8:30 p.m. would be deviated to service the WalMart and Target area on West 11th Avenue.	No change.	Provides more connections to guests traveling to this commercial node. Service is provided throughout the day and early evening by route 41.
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Rural Routes	Modify last departure times.	No change.	Provides greater assurance that transfers to the final rural departures are made by guests.

Q:\Reference\Board Packet\2003\02\Regular Mtg\ARR03summarydoc.doc

LANE TRANSIT DISTRICT BUDGET COMMITTEE MEMBERS

(FY 2003-2004 Budget)

Note: Budget Committee members are not required to live in the same subdistrict as the nominating Board member.

SUBDISTRICT	NOMINATING BOARD MEMBER	BUDGET COMMITTEE MEMBER	TERM EXPIRES
1	Hillary Wylie	Michael Bean	1/01/05
2	Virginia Lauritsen	Gino Grimaldi	1/01/03
3	Dean Kortge <i>(Robert Melnick → David Gant)</i>	George Rode	1/01/03
4	Susan Ban	Russ Brink	1/01/06
5	Gerry Gaydos	Betsy Boyd	1/01/04
6	Dave Kleger	Elaine Guard	1/01/05
7	Pat Hocken	Dean Kortge	1/01/05

A Board member whose name is in italics has been appointed since the last Budget Committee nomination in that subdistrict, and would make the next appointment in that subdistrict.



*Lane Transit District
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**CONSENT CALENDAR ITEM:
BUDGET COMMITTEE NOMINATION**

February 19, 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 were responsible for 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. Upon Ms. Ban's nomination in January, Russ Brink was approved as a continuing member of the Budget Committee.

P. Maureen Sicotte of Springfield and Darrel Williams of Cottage Grove have been nominated by Ms. Lauritsen and Mr. Gant and have agreed to serve on the Budget Committee. Their nomination forms are included in the Consent Calendar for approval by the Board at the February 19 Board meeting.



**NOMINATION FOR BUDGET COMMITTEE
LANE TRANSIT DISTRICT**

BUDGET COMMITTEE APPOINTMENT QUALIFICATIONS: ORS 294.336

Budget Committee: (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body. . . . (5) The appointive members of the budget committee shall be appointed for terms of three years. The terms shall be so staggered that one-third or approximately one-third of the appointive members' terms ends each year.

Board Member: _____ Virginia Lauritsen _____
Date of Nomination: _____ February 19, 2003 _____
Term of Budget Committee Appointment: _____ February 20, 2003 _____ January 2, 2006 _____
Effective Date Term Expiration Date
Approved by Board: _____
Date

NOMINEE'S NAME: _____ P. MAUREEN SICOTTE _____
Home Address: _____ 660 "E" Street, Springfield, Oregon 97477 _____
Telephone Number: _____ 746-1837 _____
Business Address: _____ None _____
Telephone Number: _____
PREFERRED MAILING/DELIVERY ADDRESS: _____ Home _____
Occupation: _____ Retired Assistant Treasurer, Los Angeles County _____

Brief statement of nominee's background that is relevant to budget committee appointment:

Thirty-one years of local government experience in Los Angeles County preparing operating and capital improvement budgets and supervising the County's annual \$4 billion borrowing and \$14 billion investment program. Participants in both programs included the County, local cities, all school districts, and special districts. A member of the City of Springfield's budget committee, Willamalane Senior Center Advisory Committee, and City of Springfield's Museum Committee, and the Treasurer of the Washburne Historical District Neighborhood Association. Familiar with challenges and opportunities facing local government agencies.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** February 19, 2003
- 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 February 13, 2003. At this meeting, MPC approved amendments to the MPC Bylaws reflecting the delegation of authority regarding metropolitan planning matters from the Lane Council of Governments Board of Directors to the MPC. In addition, the amendments reflect the addition of the City of Coburg as a member of the MPC. Other matters discussed at the meeting include a report on the ODOT's proposed Road User Fee Task Force, I-5 Bridge Status Report, and a report from the MPC Subcommittee on ACT Guidelines. The next MPC meeting will be held on March 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. The February 2003 meeting of the Steering Committee was cancelled to a lack of agenda items. The next meeting is scheduled for March 4, 2003.
 3. **Springfield Station Design Review Committee:** Board members Virginia Lauritsen, Dave Kleger, 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 January 28, 2002. An update from that meeting is included in the agenda packet. The final meeting of this committee has been scheduled for February 25, 2003.

4. **Coburg Road Stakeholder Committee:** Susan Ban is the Board's representative on the Coburg Road Stakeholder Committee. This committee last met on February 12, 2003. At that meeting, the Committee discussed and agreed to some changes to the master planning process that will add more specificity to the master plan. The changes will require that the master planning process be extended until at least June 2003. The next meeting is scheduled for March 12, 2003.
5. **Board Finance Committee:** The Board Finance Committee (Pat Hocken, chair; Gerry Gaydos; and Virginia Lauritsen) last met on February 4. The agenda included a review of the proposed pricing plan that will be presented to the full Board on February 19, a discussion of payroll tax legislative issues, review of the new RideSource site recommendation, a report on estimated BRT phase 1 operating expenses, a BRT vehicle update, and a report on estimated BRT phase 1 construction expenses. All of the information presented and discussed is scheduled to be shared with the full Board either on February 19 or at the special work session on February 26.
6. **Board Human Resources Committee:** The Board HR Committee (Gerry Gaydos, chair; Susan Ban, and David Gant) met on February 13. A committee recommendation is included for action at this meeting.
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 Policy Board has not met since the last Board report. The next scheduled meeting of the Policy Board is April 29, 2003.
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: February 19, 2003

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None

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

- ◆ January 22, 2003, letter updating Springfield Mayor Leiken and City Council members on the bus rapid transit project

At the February 19, 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, January 15, 2003

Pursuant to notice given to *The Register-Guard* for publication on January 9, 2003, 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, January 15, 2003, beginning at 5:30 p.m., in the LTD Board Room at 3500 E. 17th Avenue, Eugene.

Present: Susan Ban
Gerry Gaydos, Vice President
David Gant
Dave Kleger (present via telephonic connection)
Hillary Wylie, President, presiding
Ken Hamm, General Manager
Jo Sullivan, Clerk of the Board/Recording Secretary

Absent: Patricia (Pat) Hocken, Secretary
Virginia Lauritsen, Treasurer

CALL TO ORDER: The meeting was called to order at 5:40 p.m. by Board President Hillary Wylie.

WORK SESSION

Accessible Services Program Update: Accessible Services Manager Terry Parker used a PowerPoint presentation to provide an annual update on the Accessible Services program and its focus for the next budget year. 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, which is a network of services for the elderly and people with disabilities. Ms. Parker discussed program costs, service and ridership increases, and strategies to influence ridership behavior. She reviewed the recommendations made in a study the previous year and the response to those recommendations that were made after discussion by the Special Transportation Committee. She also showed how the Transit Hosts and Transit Training programs had resulted in substantial dollar savings for LTD by keeping potential *RideSource* use on the fixed route.

Ms. Ban asked what other partnerships the program was considering. Ms. Parker briefly discussed a possible partnership with McKenzie-Willamette Adult Day Health Care. Their program had a need for more service and had started an early-onset Alzheimer's program for more active people. She said that if LTD had a vehicle to lease, it might be possible to make arrangements for them to take on some of the *RideSource* trips serving that program.

Mr. Kleger asked about the status of the 600-series buses (the AVS buses used for the Breeze service). Ms. Parker said that a prototype lift should be installed on one bus by late January or in February as a test. If successful, lifts would be installed on the rest of the buses.

Mr. Kleger asked about the ride refusal rate on RideSource. Ms. Parker said that the rate for all trips was extremely low—less than 1 percent.

Commuter Solutions Program Report: Commuter Solutions Program Manager Connie Bloom Williams used a PowerPoint presentation to provide an update on the Commuter Solutions program. She noted that in 1994 the Board created an alternative transportation program, which was implemented in 1995 and had become a model program for cooperation among local jurisdictions. She explained that in the current year, LTD had provided about \$5,000 as one-fourth of the grant match for the program. Other partners providing the rest of the match were Lane County and the Cities of Eugene and Springfield.

Ms. Williams discussed information from a comprehensive Employee Transportation Survey. She discussed the impact of the group pass program on bus ridership, changes in single-occupant vehicle use and bus ridership and the reasons for the changes, and other data from the survey. She also noted that the important role of TDM had been reflected in the adoption of the local area's transportation plan (TransPlan). The Commuter Solutions Program's current goals were included in the agenda packet for the January Board meeting.

Ms. Wylie asked about the shuttle possibilities in the Gateway area, working with the Gateway merchants. She had been thinking that a downtown shuttle might be needed when the Springfield Station moved across a busy street. Ms. Williams noted that the shuttle that the merchants were talking about really was the precursor to bus rapid transit (BRT) feeder routes.

Preparation for 2003 Legislative Session: Government Relations Manager Linda Lynch presented the likely agenda for the District at the 2003 legislature, which was summarized in the agenda packet for the meeting. This included preserving the state's commitment to transportation services for the elderly and people with disabilities at the level it was at the end of the 2001 legislative session; seeking further state funding for public transportation, specifically for fleet replacement; and supporting measures that implement strategies to reduce vehicle miles traveled in single-occupant vehicles. She said that the potential was good that federal flexible funds might be a good source for fleet replacement.

Ms. Wylie asked about "pay as you drive" (PAYD) insurance. Ms. Lynch explained that it would provide drivers an option to declare to their insurance companies how much they would drive each year. The legislation would offer tax credit incentives to the insurance companies to offer a lower rate to those who drove fewer miles.

Ms. Lynch explained some funding possibilities being discussed that would mean that the State was taking a step beyond minimal funding levels. She noted that the Governor's budget did not say at a program level what he was thinking about, so that was yet to be seen.

Break: Ms. Wylie called a brief break at 6:33 p.m. and called the meeting back to order at 6:45 p.m.

EMPLOYEE OF THE MONTH: Transit Operations Supervisor Shawn Mercer was introduced as the February 2003 Employee of the Month. He was nominated by a guest who appreciated how Mr. Mercer went out of his way to buy a bolt and fix a wheel after it came off her scooter at a bus stop. Transit Service Manager Rob Montgomery told about Mr. Mercer going out of his way to find a homeless man who had been wringing out his socks at an LTD shelter during a drenching rain, and giving the man a pair of his own boots and some socks. Mr. Mercer was praised for his kindness, his serving heart and giving spirit, and the way he helped others on a daily basis. Ms. Wylie presented Mr. Mercer with his achievement award, monetary award, and pin, saying that the Board appreciated his efforts toward the guests and friends of LTD. Mr. Mercer said that it was an honor to receive this award, and that in his job he did many interesting things, some not so fun, so he very much liked the rewarding moments when he could help someone else. Mr. Hamm said that it was important in the industry to find people with a serving heart and spirit, and he saluted Mr. Mercer for setting a good example for everyone else to learn from.

AUDIENCE PARTICIPATION: Lucas Murphy of Springfield said that he rode the No. 11 bus, and wanted to complain bitterly about the reduction in service during the last year. He said that this route lost 24 buses per day, from 82 to 58 buses, and that the buses were extremely crowded, especially in the afternoon. He said that during rainy, foggy weather, when people were standing in the aisles, he was unable to see out the front window to see where to get off. He said that from Springfield to Eugene was a long ride, and reducing services from six times an hour to four times an hour made the ride practically unbearable. He had heard people commenting about others who would not ride anymore. On Sunday evening, the buses stopped running early and there was no way to do anything in Eugene and get back home. LTD's planners had explained to him that the service cuts were made because of the financial situation, but he thought that Springfield had taken an unwarranted hit. He hoped that the Board would consider even five buses per hour, and had hoped to hear feedback about possible improvements.

Ms. Wylie thanked Mr. Murphy for his comments and said that they would be taken into consideration.

MOTION **CONSENT CALENDAR:** Mr. Kleger moved that the Board adopt LTD Resolution No. 2003-001: "It is hereby resolved that the Consent Calendar for January 15, 2003, is approved as presented." Mr. Gaydos seconded, and the resolution was passed by VOTE unanimous vote, 5 to 0, with Ban, Gant, Gaydos, Kleger, and Wylie voting in favor and none opposed. The Consent Calendar was composed of the minutes of the December 5-6, 2002, Board Strategic Planning Work Session; minutes of the December 18, 2002, regular Board meeting; and the reappointment of Russ Brink to the LTD Budget Committee to a term beginning immediately and ending January 1, 2006.

BRT PUBLIC ART: Planning Technician Joe McCormack explained that proposals had been solicited for public art for Phase 1 of the BRT project. He discussed the request for proposals (RFP) process, and used PowerPoint to show the proposed platform design. He explained that the platforms would be very constrained, with little space for art, which

was the biggest reason that the railings were considered for functional artwork. Using the railings also would provide an opportunity for both LTD guests and public passers-by to experience the artwork.

An Art Selection Committee was formed in September. It included a few members of the BRT Steering Committee, including Board members Gerry Gaydos and Pat Hocken. The District received eight proposals—six focused on the handrail area and two for free-standing art—and the committee narrowed the selection to its three top choices. At a second meeting, the committee interviewed the artists and saw models of their art, and then selected two proposals for further consideration. The two finalists were local artists with artwork installed in town, so the committee took a tour to view the art, and then decided to recommend artist Lin Cook and her proposal. The committee liked the color she used and her proposal to use a different design at each station, with some different colors and textures. It would be durable art, and Facilities Maintenance Manager Charlie Simmons had liked her choices of paint and materials. The Art Selection Committee recommended her artwork to the BRT Steering Committee, who also liked her proposal and recommended that the LTD Board approve it. A safety concern had been raised, so the artist would make sure that the openings in the artwork complied with safety standards.

Mr. Gant asked about oversight by engineers. Mr. McCormack explained that the architects would follow the regulations for handrails, etc. The artwork actually would be set six or eight inches in from the handrail. Mr. Gant also asked if skateboarders would be able to use the top of the railing, or if the artwork could be damaged by spray paint. Mr. McCormack replied that he did believe that the top of the railing would not be conducive to skateboarding, and that the paint would be similar to automotive paint, so there was a paint remover that could be used without damaging the art, which also would be covered by a clear coat.

MOTION Ms. Ban moved that the Board adopt LTD Resolution No. 2003-002, “Resolved, that the LTD Board of Directors approves the artwork proposal presented by artist Lin Cook, and recommended by the BRT Steering Committee.” Mr. Gaydos seconded, and the resolution
 VOTE passed by unanimous vote, 5 to 0, with Ban, Gant, Gaydos, Kleger, and Wylie voting in favor and none opposed. Mr. McCormack added that there also would be an art process for the Springfield Station. Staff hoped to have a recommendation ready for the Board at its February meeting.

NAMING THE BRT SYSTEM: Public Relations Representative Sue Aufort summarized the second process to select a name for the bus rapid transit system. The BRT Naming Committee had been renewed, with the addition of Board members Susan Ban and Gerry Gaydos, as well as Pat Hocken, who had participated on the first committee. The committee had worked with consultants Funk/Levis and Cappelli Miles Wiltz Kelly (CMWK). The BRT Steering Committee had recommended approval of the name the previous week. Now the Board was being asked for approval.

Kathy Wiltz of CMWK said that, following a Board request for additional community review, the name also had been discussed with staff at the Eugene and Springfield Chambers of Commerce, the 5th Street Public Market, PeaceHealth, the Ulum Group, and LTD. The committee reviewed the criteria and identified four names for consideration.

Smaller groups and creative teams from the consultants' offices also went through the process and identified other names. Seven finalist names were discussed, and the group agreed on the final selection to present to the Board: **EmX**. Ms. Wiltz showed what the name could look like on the side of the vehicle, and said that it had a lot of graphic and promotional opportunities. Participants also felt that it honored the local history, since a former name of LTD had been Emerald Transportation.

Ms. Aufort said that a trademark search had been conducted and LTD had received a written opinion that use of EmX should be fine and recommended a state trademark registration rather than a federal trademark.

MOTION Mr. Gaydos moved LTD Resolution No. 2003-003: "Resolved, that the LTD Board of
 VOTE Directors approves EmX for the BRT system as recommended by the BRT Steering
 Committee and the BRT Naming Committee." Ms. Ban seconded, and the resolution passed
 by unanimous vote, 5 to 0, with Ban, Gant, Gaydos, Kleger, and Wylie voting in favor and
 none opposed.

ITEMS FOR INFORMATION

Board Committees: Ms. Wylie made assignments to various LTD Board committees as a result of vacancies created by Mr. Melnick no longer being on the Board.

Board Reports: Ms. Wylie noted the change in the written report, as requested by the Board members. A brief written report on the most recent meeting was included in each segment of the report, so it would not be necessary to report on each meeting unless there was something important to add. She did ask Mr. Gaydos to provide a more in-depth report on the January Metropolitan Policy Committee (MPC) meeting. Mr. Gaydos said that Lane County Commissioner Bill Dwyer had been named Chair of the MPC. The major discussion at the January MPC meeting was whether the local area should form an Area Commission on Transportation (ACT), or not, as mentioned at the December 2002 Board meeting. A matrix would be developed to show the process used to adopt the State Transportation Improvement Program (STIP) recommendations and compare that with what ACT would do, to see if there were any gaps in the process. Ms. Wylie would represent the LTD Board on the subcommittee studying this question, and each participating government needed to appoint a citizen member by the February 6 subcommittee meeting. One suggestion for LTD's citizen member was Terry Connolly, the government relations staff member at the Eugene Chamber of Commerce. Mr. Gaydos had described the position to him and asked if he might be interested, but had not asked him to participate at that point. Ms. Ban said she would support Mr. Connolly as the Board's representative. She said that he followed these MPC processes and understood the breadth of the issues very well. With Ms. Wylie participating, there would be LTD representation from both Eugene and Springfield. Mr. Gaydos asked if the Board members had recommendations for other transit-friendly persons who might be willing to volunteer. Board consensus was to ask Mr. Connolly to participate. If he said no, then Mr. Gaydos and Ms. Wylie would work together to find another participant.

Region 2050 Meeting: Ms. Ban reported that a Region 2050 Advisory Committee meeting had been held the previous evening. She had not been there, but LTD Senior Strategic Planner Lisa Gardner had. The mayor of Coburg had been named chair, and staff were beginning to hold charrettes to look at the region. Discussion of an official LTD member might be moved back on the agenda.

Monthly Financial Report: Finance and Information Technology Manager Diane Hellekson handed out the financial report at the meeting. She stated that without the loss of payroll tax revenue by refund, which previously was reported to the Board, the General Fund would be on plan for the first six months of the current fiscal year. The appeal of the refund was proceeding, and a scheduling conference call with the Tax Court was scheduled for February 13. She said that LTD was looking at a substantial positive variance in Special Services. In-lieu-of payroll taxes receipts were up largely due to the vitality of the University of Oregon. Gas prices, and all fuel prices, were increasing, but LTD should finish the year on budget because costs during the first half of the year were lower than budget.

LTD Local Activity Participation: Mr. Hamm handed out information that the Board had asked for regarding the cost of District participation in or sponsorship of local activities and events. The Board was interested in whether the activities served the mission of the District. Many had been curtailed or eliminated in the past two years because of LTD's financial constraints. Staff had been heavily scrutinizing what the District was being asked to do, and Mr. Hamm believed that the remaining events had community benefit and should be continued. After a brief discussion, the Board was satisfied that the current activities and sponsorships had value to the District and its community partnerships. They requested no changes at that time, and reserved the right to do other things in the future that seemed to be good activities for the District.

BRT Update: Regarding Mr. Gant's earlier question about vandalism, Assistant General Manager Mark Pangborn said that an interesting point about artwork was that other cities had found that the more something was apparent as artwork, the less likely it was to be vandalized. He stated that the BRT Phase 1 project was proceeding through final design. He added that the final details were the most complicated, such as a complex set of rules regarding the trees along the corridor, the underground placement of utilities, and scheduling construction in coordination with other projects along the corridor.

Springfield Station: Mr. Pangborn said that LTD had been granted access to the Union Pacific Railroad site to perform a Level II environmental assessment and had begun that process. Petrochemical products had been found, so the next step was to go through the process to evaluate remediation requirements. Joint development was moving ahead, with a realtor working in the market to find out what kind of business people would want to have at the station.

Mr. Hamm provided an update from a telephone call he received that day from Director of Maintenance Ron Berkshire, who was in the Netherlands negotiating with APTA regarding the purchase of BRT buses. He said that the vehicle schedule that LTD received that day was a bit alarming because of the unavailability of some products that were to go into the hybrid-electric vehicles, especially the flywheels. That would mean delivery of the

vehicles during the fall of 2005, which was too late for BRT to begin service in 2004. Mr. Hamm said that he had instructed Mr. Berkshire to do what needed to be done to get buses on the road in 2004, even if that meant using a battery pack and then converting later. There would be some requirements to test once the buses arrived in Eugene, such as the magnetic guidance system. Mr. Hamm said that part of APTS's schedule was not unreasonable, but LTD needed to find a way to shrink that schedule by working through the issues with APTS.

ADJOURNMENT: Mr. Kleger expressed his thanks to the Board and staff for putting up with his health problems, and said he hoped to be at the next meeting in person. There was no other discussion, and the meeting was adjourned at 7:50 p.m.

Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: February 19, 2003

ITEM TITLE: BOARD COMMITTEES

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: Establish Two New Board Committees

BACKGROUND: 1.) The LTD Board has had a Boundary Committee in existence for some time. Boundary issues are a part of defining the service area and, therefore, impact the services to be provided. However, boundary issues are an infrequent occurrence. Staff believe that there would be significant benefit in having the Boundary Committee changed to a Transportation Services Committee. The committee would provide management with policy and strategic guidance on service issues, boundaries, and other matters related to the different delivery tools employed by LTD.

2.) LTD has gone through a significant period of financial impacts that have caused the Board and management to make some tough decisions. The financial forecasting promises no significant improvement in the immediate future. The Board and staff have been dialoguing about establishing goals and objectives that include labor relations, organizational performance, and financial management. In this labor-intensive industry, the balance between the above-stated goals can be difficult to achieve. Analysis of the current labor contract and related matters is already underway. Negotiations could begin as early as this fall. Staff recommend that an ad hoc Labor Negotiations Committee be established to provide strategic guidance to the general manager and the negotiations team.

ATTACHMENT: Board Committees and Special Assignments

PROPOSED MOTION: None. The Board President is asked to establish these two committees and make appointments to them.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 19, 2003

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. Eugene permit staff currently are reviewing the plans for the western section of the corridor.

The 60 percent designs for the Franklin/UO/Springfield sections are currently undergoing review by city of Springfield and Oregon Department of Transportation (ODOT) staff. Staff are continuing to meet with key property owners along the corridor.

Construction Budget: Staff received a more complete estimate for the project and currently are reviewing ways to align the available budget with the latest construction estimate.

Phase 1 Vehicles: Following a January visit to APTS, the manufacturer of the Phileas vehicle in Eindhoven, by LTD Director of Maintenance Ron Berkshire and Purchasing Manager Jeanette Bailor, staff have continued negotiations for the purchase of the vehicles. Key issues yet to be resolved are the price and delivery schedule for the vehicle.

EmX: CMWK is working with staff to develop the EmX logo. The BRT Steering Committee and Board can expect to see the result of this work in March. As soon as the name is used publicly, staff can proceed with obtaining an Oregon trademark.

BRT/Springfield Station Open House: An open house showcasing BRT in downtown Springfield and the design updates for the Springfield Station was held on February 6, 2003, at the Springfield Museum.

Springfield Corridor: The Harlow/Gateway Stakeholder Group held their third and final meeting on January 23, 2003. At this meeting they agreed to a recommended design that includes both single and double BRT lanes in the median. Springfield staff will conduct additional review and

discussion of the stakeholder-recommended design prior to BRT Steering Committee consideration.

The planning for the third and final segment of the Pioneer Parkway corridor has begun. An open house for that segment was held on January 28, 2003, and the first meeting of the stakeholder group was held on February 5, 2003, at Symantec. The stakeholder group consists of 19 people representing business and residential property owners along the proposed corridor.

Eugene Corridor: The stakeholder committee for the Coburg Road BRT Master Plan met for the second of a two-part charrette process on February 12, 2003. LTD and City of Eugene staff met with some of the stakeholders prior to the second charrette meeting to discuss ideas to make the conceptual master planning process more “site-specific.” These ideas were discussed with the full stakeholder group at the February 12th meeting.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: February 19, 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 February 19, 2003:

1. Approval of minutes: January 15, 2003, regular Board meeting
2. Approval of Budget Committee Nominations
3. DBE Goals

ATTACHMENTS

1. Minutes of the January 15, 2003, regular Board meeting
2. Nominations for Budget Committee: P. Maureen Sicotte and Darrel Williams
3. FY 2002-03 Disadvantaged Business Enterprise (DBE) Policies and Affirmative Action Program

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

LTD Resolution No. 2003-004: It is hereby resolved that the Consent Calendar for February 19, 2003, is approved as presented.

Garfield Site			Undisclosed Site		
Major Remodel	Office Building	\$816,254	Wood Frame	Office Building	\$903,565
	Shop	\$839,326		Shop	\$843,466
	Sitework	\$694,641		Sitework	\$694,641
	Generator	\$47,382		Generator	\$47,382
	Const. Total	<u>\$2,397,603</u>		Const. Total	<u>\$2,489,054</u>
	Property Acquisition	\$1,250,000		Property Acquisition	\$354,000
TOTAL PROJECT COST		<u>\$3,647,603</u>	TOTAL PROJECT COST		<u>\$2,843,054</u>
Minor Remodel	Office Building	\$298,159	Metal	Office Building	\$933,770
	Shop	\$839,326		Shop	\$843,466
	Sitework	\$694,641		Sitework	\$694,641
	Generator	\$47,382		Generator	\$47,382
	Const. Total	<u>\$1,879,508</u>		Const. Total	<u>\$2,519,259</u>
	Property Acquisition	\$1,250,000		Property Acquisition	\$354,000
TOTAL PROJECT COST		<u>\$3,129,508</u>	TOTAL PROJECT COST		<u>\$2,873,259</u>

*estimates provided by WBGS

Ride Source Facility - Garfield Site Cost Options

Option 1	7-Acre Parcel	Office Building	\$350,000 ¹
	&	Shop	\$843,466
	Renovation of	Sitework	\$694,641
	Existing Building	Const. Total	<u>\$1,888,107</u>
		Property	\$1,250,000
		Soft Costs (20% of const.)	<u>\$377,621</u>
TOTAL PROJECT COST			\$3,515,728⁵

Option 2	3-Acre Parcel	Office Building	\$350,000 ¹
	&	Shop	\$843,466
	Renovation of	Sitework	\$694,641
	Existing Building	Const. Total	<u>\$1,888,107</u>
		Property	\$523,000 ²
		Soft Costs (20% of const.)	<u>\$377,621</u>
TOTAL PROJECT COST			\$2,788,728⁵

Option 3	3-Acre Parcel	Office Building	\$580,000 ³
	&	Shop	\$843,466
	Construction of	Sitework	\$694,641
	New Building	Const. Total	<u>\$2,118,107</u>
		Property	\$457,000 ⁴
		Soft Costs (20% of const.)	<u>\$423,621</u>
TOTAL PROJECT COST			\$2,998,728⁵

¹ 5,000 SF @ \$70/SF

² Assumes a 3-acre partition that includes existing building - 130,680 SF @ \$4/SF

³ 5,000 SF @ \$116/SF

⁴ Assumes a vacant 3-acre partition - 130,680 SF @ \$3.50/SF

⁵ Includes overhead/profit and contingency

Ride Source Facility - Garfield Site Cost Options

Option 1	3-Acre Parcel	Office Building	\$580,000 ¹
	&	Shop	\$843,466
	Construction of	Sitework	\$694,641
	New Building	Const. Total	<u>\$2,118,107</u>
		Property	\$457,000 ²
		Soft Costs (20% of const.)	<u>\$423,621</u>
TOTAL PROJECT COST			\$2,998,728³

Option 2	7.9-Acre Parcel	Office Building	\$580,000 ¹
	&	Shop	\$843,466
	Construction of	Sitework	\$694,641
	New Building (lease existing building)	Const. Total	<u>\$2,118,107</u>
		Property	\$1,250,000 ⁴
		Soft Costs (20% of const.)	<u>\$423,621</u>
TOTAL PROJECT COST			\$3,791,728³

¹ 5,000 SF @ \$116/SF

² Assumes a vacant 3-acre partition - 130,680 SF @ \$3.50/SF

³ Includes overhead/profit and contingency

⁴ Current asking price for 7.9 acre site including existing building

LANE TRANSIT DISTRICT

RESOLUTION NO. 2003-005

**A RESOLUTION REVISING DBE POLICIES AND
DBE AFFIRMATIVE ACTION PROGRAM**

THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

WHEREAS, the LTD Board of Directors established by resolution an Affirmative Action Program and Disadvantaged Business Enterprise (DBE) Policy and adopted the same on the 20th day of October 1981; and

WHEREAS, LTD is required by 49 CFR Part 26 (formerly administered under 49 CFR Part 23), as amended, to maintain a policy statement giving DBE firms the maximum opportunity to participate in the performance of contracts financed in whole or part by the Department of Transportation (DOT) or other federal agencies; and

WHEREAS, LTD adopts new DBE policies and program on an annual basis; and

WHEREAS, said policies and program require amendment to comply with updated regulations; and

WHEREAS, the attached policies and program previously were amended to FY 2002-2003 DBE Policies and DBE Affirmative Action Program;

NOW, THEREFORE, BE IT RESOLVED that the FY 2002-2003 DBE Policies and DBE Program, copies of which are attached to and hereby made a part of the Resolution, are adopted.

February 19, 2003

Date

Board President



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

(541) 682-6100
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CONSENT CALENDAR ITEM

FISCAL YEAR 2002-2003 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

Prepared by Jeanette Bailor, Purchasing Manager
February 19, 2003

On October 20, 1981, the LTD Board of Directors established by resolution an affirmative action program for disadvantaged business enterprise participation in Department of Transportation or other federal agency financial assistance projects. Since that time, the Board has adopted revised Disadvantaged Business Enterprise (DBE) Policies and DBE Affirmative Action Programs on an annual basis. DBEs are defined as women- and minority-owned business enterprises.

LTD's Board of Directors is being asked to approve the revised FY 2002-2003 goal and program.

Program Components:

- (1) Resolution Revising DBE Policies and DBE Affirmative Action Program
- (2) Fiscal Year 2002-2003 Overview and Goals
- (3) Fiscal Year 2002-2003 Policy Program and Appendices

Attachments: Attached are the Goals and Overview of the revised FY 2002-2003 DBE Policies and Programs. The entire document is being distributed to the Board under separate cover and can be reviewed upon request by any member of the public. Also attached is LTD Resolution No. 2003-005, A Resolution Revising DBE Policies and DBE Affirmative Action Program.

Staff Recommendation: Staff recommend that the Board adopt the attached Resolution Revising DBE Policies and DBE Affirmative Action Program as part of the Consent Calendar for February 19, 2003.

Consequences of Recommended Action: The revised DBE Policy and Program will be submitted to the Federal Transit Administration (FTA) for approval.



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MONTHLY DEPARTMENT REPORTS

February 19, 2003

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

STATE

The Legislature opened with a fairly optimistic tone. The Senate was finally able to organize; the Democratic governor was reaching out to Republican legislators; everyone seemed to understand the budget situation. That was then; this is now. Measure 28 failed; state employees who are not represented by a union have had their pay raises cancelled after one month (the implementation of those raises was already delayed seven months); the next revenue forecast looks worse than the December one.

Fewer legislative measures seem to have been introduced, which probably reflects the fact that legislators know they have a vital few issues to address: the budget, PERS, the budget and PERS. That has not kept some legislators from introducing bills to remove Portland State from the Oregon University System, to create any number of new task forces and licensing programs, a fairly large number of bills related to abortion, endangered species, tax appeals and of course PERS.

To date no significant progress has been made – even behind the scenes – on the shape of a transportation funding package. LTD staff is working with TriMet and others to include transit in any such funding package. The response has been relatively positive, which is viewed as a good sign. Lane area legislators are generally supportive, and TriMet has energetically achieved Portland area business support and an endorsement from the Oregonian newspaper.

Obviously, it is too early to declare either victory or failure. This legislature is still finding a way to grapple with its biggest problem, the budget. They are the heirs to five failed special sessions and will have a hard time looking to the next biennium as long as they are still working on the current one.

FEDERAL

The Congress will vote soon, probably before the Board meeting, on the omnibus appropriations package. Lane Transit District held its \$6 million position in the Senate version of this measure, but at this writing it is unknown what the final bill holds.

Details are being finalized for the visit of the Federal Transit Administrator, Jennifer Dorn. Ms. Dorn will cut the ribbon on the new downtown transit mall in Corvallis Monday, February 24, and after a brief visit to her alma mater, Oregon State, she will proceed to Eugene. She is to be accompanied by the Region X Administrator, Rich Krochalis. A more complete agenda will be available to you at the Board meeting.

The local coalition lobbying Congress for FY 04 appropriations and authorization for new projects in the next transportation bill will travel to Washington the first week of March. Gerry Gaydos, Ken Hamm and Linda Lynch will represent LTD on that trip. The federal priorities document is included in this packet.

DEVELOPMENT SERVICES

Stefano Viggiano, Director of Development Services

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

LTD and Special Mobility Services (SMS) staff have been meeting in Oakridge with a Stakeholder's Group to help design and plan for new Inter-City service. It is funded through a federal grant and the Special Transportation Fund for the Elderly and Disabled (STF). SMS will operate the service. The schedule will run 5-days a week, Monday through Friday. There will be three round trips per service day. The morning and early evening trips are geared to serve commuters that work from 8:00 a.m. to 5:00 p.m. The mid-day trip will drop riders at the Eugene Station to connect to fixed-route and will continue on as a Dial-a-Ride service for seniors and others that need a curb-to-curb connection to their destination. A name and logo for the service are being developed. The Oakridge service will start Monday, March 17th.

LTD staff and participants from the Special Transportation and Accessible Issues committees tested out our new automated announcement system. A variety of recorded voices and tones were used in a trial to see how well guests with visual disabilities were able to hear the different announcements. Additional testing will be conducted when the first buses are put into service on select routes.

SERVICE PLANNING AND MARKETING

Andy Vobora, Service Planning and Marketing Manager

Federally Qualified Health Center – Lane County has applied to the federal government to establish a Federally Qualified Health Center in Eugene-Springfield. As part of the application process, LTD has provided a letter of support for the project and pledged to work with the staff on a one-year discounted token purchase plan. After the first year, the

program will need to budget for purchasing as the full fare less the quantity discount. A FQHC serves underinsured, uninsured, homeless, and very low income people. Services include dental, medical, and mental health services. The county has secured a facility near Coburg Road and Beltline, which is and will be served well by transit.

Earth Day – LTD will be participating with other local businesses and organizations in Earth Day activities on April 19th. Part of the activities include tours of the Short Mountain land fill (gas production facility) near Goshen. LTD will provide free shuttles from downtown Eugene to the site.

High School Career Fair – LTD will be assisting the Lane ESD with a career fair for area high school students. The annual fair is in early March and is held at the Lane County Fairgrounds. Classes will be encouraged to take LTD buses to the event. To facilitate the number of groups transferring to the fairgrounds, LTD will provide a shuttle from the Eugene Station to the fairgrounds. Groups arriving on regular routes will transfer to the shuttle. If students are not traveling with a class, LTD will offer free rides during specific hours (9 a.m. to 2 p.m.) for students who want to use LTD to get to the event.

LCC Program – Parking program discussions continue at the college, however no specifics are available other than they plan to price the permit higher than the term bus pass and that a decision will be made no later than May 31st. Discussions about a group pass program have once again floated to the surface. LTD staff are working on the numbers and may come to the Board later this spring if details can be worked out.

Olive Street Changes – The opening of the new library created a number of operational issues for the District. First, the change of 10th Avenue between Charnelton and Olive Street, to two-way traffic created two difficult turning movements. Second, the need for a left turn lane, northbound on Olive at 10th, eliminated the District's plaza boarding area. This has resulted in the change in routing for many bus routes as they enter and exit the Eugene Station. The City has provided LTD a place for one to drop guests on Olive near 11th Avenue, however buses cannot layover which results in a loss in operational efficiency. This change will affect where special event shuttle boarding takes place at the station. The changes that occurred when Broadway was opened, coupled with these new changes to accommodate the library, have caused many routes to experience additional running-time.

ASUO Group Pass Negotiations – This will be discussed as part of the pricing plan presentation. LTD's request for \$9.25 per student per term was revised by the ASUO Program Finance Committee to \$8.75 per student per term. This results in two issues for LTD. First, it doesn't meet our revenue goals. Second, it sets a rate of increase that will not allow us to bring the price per participant in line with the Board's group pass policy rate. The Finance committee approved an appeal price of \$9.00, which was filed on February 5th. At the Board meeting, staff will report on any decisions that may have been decided during the appeal process.

Boundary Issue – An interesting boundary issue arose recently. It involved a contractor who is working on an overpass south of Creswell. When Creswell and Cottage Grove were added to the District, the boundary was established along the shoulders of I-5 and then

encompassed the urban growth boundaries of both communities. Work on the overpass was outside the UGB of Creswell and not technically within the shoulders of I-5. Staff discussed this and told the contractor that they were not responsible for paying payroll tax in this situation. This may be an issue for the Board boundary committee (Service committee) to discuss at a future meeting.

Springfield Business Expo – LTD participated in the Chamber business expo at the Gateway Mall on Saturday February 1. The display included a Breeze vehicle (which was very popular), Springfield Station display, BRT display, and annual route review information. Traffic by the booth was steady throughout the day.

COMMUTER SOLUTIONS PROGRAM

Connie B. Williams, Program Manager

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

2002 ACCIDENT RECORD

The 2002 accident record held steady after nearly five years of improvement. The total number of accidents for 2002 was 127 compared with 124 for 2001. Although we always strive to improve every year we lost a little ground this year. The number of preventable accidents was 56 for 2002 compared with 54 for 2001. That is an average of 75,857 miles per preventable accident compared with 80,471 miles per preventable accident in 2001. June and July were particularly bad months in 2002; those two months accounted for 23 of the preventable accidents for the year.

WINTER BID

Winter Bid went into effect on February 2. The Preparation by Service Planning and the Transit Operations staff made it one of the smoothest bids since the conversion to the automated systems. Staff is becoming better acquainted with all aspects of the software and overall a better product is being produced.

A change in bid procedures also took effect with this bid. Operations staff worked with ATU Members to streamline some aspects of the bid. The results were a nearly 50% decrease in the number of hours it took to complete the bidding process. This is a significant savings to the District.

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



Lane Transit District
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Eugene, Oregon 97401

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MONTHLY DEPARTMENT REPORTS

February 19, 2003

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

STATE

The Legislature opened with a fairly optimistic tone. The Senate finally was able to organize; the Democratic governor was reaching out to Republican legislators; everyone seemed to understand the budget situation. That was then; this is now. Measure 28 failed; state employees who are not represented by a union have had their pay raises cancelled after one month (the implementation of those raises already had been delayed seven months); the next revenue forecast looks worse than the December one.

Fewer legislative measures seem to have been introduced, which probably reflects the fact that legislators know they have a vital few issues to address: the budget, PERS, the budget and PERS. That has not kept some legislators from introducing bills to remove Portland State from the Oregon University System, to create any number of new task forces and licensing programs, a fairly large number of bills related to abortion, endangered species, tax appeals and of course PERS.

To date, no significant progress has been made – even behind the scenes – on the shape of a transportation funding package. LTD staff are working with TriMet and others to include transit in any such funding package. The response has been relatively positive, which is viewed as a good sign. Lane area legislators generally are supportive, and TriMet has energetically achieved Portland area business support and an endorsement from the *Oregonian* newspaper.

Obviously, it is too early to declare either victory or failure. This legislature is still finding a way to grapple with its biggest problem, the budget. The legislators are the heirs to five failed special sessions and will have a hard time looking to the next biennium as long as they are still working on the current one.

FEDERAL

The Congress will vote soon, probably before the Board meeting, on the omnibus appropriations package. Lane Transit District held its \$6 million position in the Senate version of this measure, but at this writing, it is unknown what the final bill holds.

Details are being finalized for the visit of the Federal Transit Administrator, Jennifer Dorn. Ms. Dorn will act as ribbon-cutter on the new downtown transit mall in Corvallis on Monday, February 24, and after a brief visit to her alma mater, Oregon State, she will proceed to Eugene. She is to be accompanied by the Region X Administrator, Rich Krochalis. A more complete agenda will be available to Board members at the Board meeting.

The local lobbying coalition for FY 04 appropriations and authorization for new projects in the next transportation bill will travel to Washington, D.C., during the first week of March. Gerry Gaydos, Ken Hamm, and Linda Lynch will represent LTD on that trip. The federal priorities document is included in this packet.

DEVELOPMENT SERVICES

Stefano Viggiano, Director of Development Services

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

LTD and Special Mobility Services (SMS) staff have been meeting in Oakridge with a Stakeholders Group to help design and plan for new Inter-City service from Oakridge/Westfir to the Eugene/Springfield area. It is funded through a federal grant and the Special Transportation Fund for the Elderly and Disabled (STF). SMS will operate the service. The schedule will operate five days a week, Monday through Friday. There will be three round trips per service day. The early morning and early evening trips are geared to serve commuters who work from 8:00 a.m. to 5:00 p.m. The mid-day trip will deliver riders to the Eugene Station to connect to fixed-route buses and will continue on as a Dial-a-Ride service for seniors and others who need a curb-to-curb connection to their destinations. A name and logo for the service is being developed. The Oakridge service will begin operations on Monday, March 17th.

LTD staff and participants from the Special Transportation and Accessible Issues committees conducted a test of LTD's new automated announcement system. A variety of recorded voices and tones were used in the test to determine how well guests with visual disabilities were able to hear the different announcements. Additional testing will be conducted when the first automated announcement equipped buses are put into service on select routes.

SERVICE PLANNING AND MARKETING

Andy Vobora, Service Planning and Marketing Manager

Federally Qualified Health Center – Lane County has applied to the federal government to establish a Federally Qualified Health Center (FQHC) in Eugene-Springfield. As part of the application process, LTD has provided a letter of support for the project and pledged to work with staff on a one-year discounted token purchase plan. After the first year, the program will need to budget for the full fare less the quantity discount. A FQHC serves underinsured, uninsured, homeless, and very low income people. Services include dental, medical, and mental health services. The county has secured a facility near Coburg Road and Beltline, which is and will be served well by transit.

Earth Day – LTD will be participating with other local businesses and organizations in Earth Day activities on April 19. Activities include tours of the Short Mountain land fill (gas production facility) near Goshen. LTD will provide free shuttles from downtown Eugene to the site.

High School Career Fair – LTD will be assisting the Lane ESD with a career fair for area high school students. The fair is held annually in early March at the Lane County Fairgrounds. Students will be encouraged to take LTD buses to the event. To facilitate the number of groups transferring to the fairgrounds, LTD will provide a shuttle from the Eugene Station to the fairgrounds. Groups arriving on regular routes will transfer to the shuttle. If students are not traveling with a class, LTD will offer free rides during specific hours (9 a.m. to 2 p.m.) for students who want to use LTD to get to the event.

LCC Program – Parking program discussions continue at the college, however, no specifics are available other than they plan to price the permit higher than the term bus pass and that a decision will be made no later than May 31. Discussions about a group pass program once again have floated to the surface. LTD staff are working on the numbers and may come to the Board later this spring if details can be worked out.

Olive Street Changes – The opening of the new library created a number of operational issues for the District. First, the change of 10th Avenue between Charnelton and Olive Street, to two-way traffic created two difficult turning movements. Second, the need for a left turn lane, northbound on Olive at 10th, eliminated the District's plaza boarding area. This has resulted in a change in routing for many bus routes as they enter and exit the Eugene Station. The City has provided LTD a place to drop guests off on Olive near 11th Avenue, however, buses cannot layover, which results in a loss in operational efficiency. This change will affect where special event shuttle boarding takes place at the station. The changes that occurred when Broadway was opened, coupled with these new changes to accommodate the library, have caused many routes to experience additional running-time.

ASUO Group Pass Negotiations – This will be discussed as part of the pricing plan presentation. LTD's request for \$9.25 per student, per term was revised by the ASUO Program Finance Committee to \$8.75 per student, per term. This results in two issues for LTD. First, it doesn't meet our revenue goals. Second, it sets a rate of increase that will not

allow LTD to bring the price per participant in line with the Board's group pass policy rate. The Finance committee approved an appeal price of \$9.00, which was filed on February 5. At the Board meeting, staff will report on any decisions that may have been decided during the appeal process.

Boundary Issue – An interesting boundary issue arose recently. It involved a contractor who was working on an overpass south of Creswell. When Creswell and Cottage Grove were added to the District, the boundary was established along the shoulders of I-5 and then encompassed the urban growth boundaries (UGB) of both communities. Work on the overpass was outside the UGB of Creswell and not technically within the shoulders of I-5. Staff discussed this and informed the contractor that he was not responsible for paying payroll tax in this situation. This may be an issue for the Board boundary committee (Service committee) to discuss at a future meeting.

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percent in the number of hours it took to complete the bidding process. This is a significant savings to the District.

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

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HUMAN RESOURCES

David Dickman, Director of Human Resources

There is no Human Resources report this month.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** February 19, 2003
- ITEM TITLE:** MARCH 2003 EMPLOYEE OF THE MONTH
- PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board
- BACKGROUND:** **March 2003 Employee of the Month:** Bus Operator Carol Kaminski was selected as the March 2003 Employee of the Month. Carol was hired by the District on February 26, 1996. She earned an award for Six Years of Safe Driving, and previously was selected Employee of the Month in November 1997. Carol recently was nominated for this award by two of her guests on the No. 98 Cottage Grove route. A Creswell resident who rides to Sacred Heart Hospital every day stated that Carol does an outstanding job with the multitude of personalities on the bus. She appreciates Carol's patience, friendliness, helpfulness, and cheerfulness. Another guest, who rides from Cottage Grove, said that Carol is an excellent defensive driver who avoided a potentially catastrophic collision by observing the traffic ahead of the bus and quickly maneuvering around an accident scene. She added that Carol is helpful and polite to passengers and respectful and patient with passengers with disabilities. This guest labeled Carol an "all around great bus driver."
- When asked to comment on Carol's selection as Employee of the Month, Transit Operations Supervisor Kay Kinnish said:
- I was very happy to hear about Carol's selection as Employee of the Month. There is no doubt that she is deserving. She is recognized by her guests, as well as fellow operators, as a person who cares about the customer service she provides. As a matter of fact, since starting at LTD six years ago, Carol has been nominated for Employee of the Month in five of them, with a total of nine nominations. Her nominations for those six years exceed her customer complaints, and may be a record for all of LTD. One of those nominations resulted in her being selected as Employee of the Month for November of 1997, so this will be the second time she has been selected.
- Our congratulations to Carol on her selection as the March 2003 Employee of the Month!
- AWARD:** Carol will attend the February 19, 2003, meeting to be introduced to the Board and receive her award.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 19, 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. **FY 2003-04 Fare Recommendation:** A public hearing on the proposed FY 2003-04 pricing plan will be scheduled March 19, 2003. The Board will be asked to approve the pricing plan at the April meeting.
- B. **FY 2003-04 Service Recommendation:** A public hearing on the proposed service adjustments for FY 2003-04 will be scheduled for the March 19, 2003, regular Board meeting. The Board will be asked to approve the final service package at the April 16 meeting.
- C. **Capital Improvements Plan:** The Fiscal Year 2003-04 CIP will be presented to the Board for approval on March 19, 2003.
- D. **Long-Range Financial Plan:** The Fiscal Year 2003-04 Long-Range Financial Plan also will be on the agenda for the March 19, 2003, Board meeting.
- E. **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.
- F. **Board Work Sessions:** As discussed at the Board's December strategic planning retreat, work sessions on various topics will be scheduled for May 19 and June 16, and in future months, as well.
- G. **Springfield Station Design and Budget:** The Board approved a conceptual site plan for the new Springfield Station at its March 20,

2002, Board meeting. A final project design and budget will be brought to the Board for approval at a future meeting.

- H. **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

January – February 2003

Prepared by Ken Hamm, General Manager

Future Dates to Remember

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
April 14, 2003	Board Work Session (tentative)
April 16, 2003	Regular Board Meeting
April 23, 2003	First Budget Committee Meeting
April 24, 2003	Second Budget Committee Meeting
April 30, 2003	Third Budget Committee Meeting (if necessary)

Internal Activities

January 16, 2003	Breakfast meeting with ATU at invitation of Mr. Zullo
January 16, 2003	Participated in briefing of Kathy Weatherly from Congressman DeFazio's office (Linda Lynch coordinated)
January 22, 2003	Participated in briefing of Jason Tell, ODOT, and Jennifer Solomon, new Eugene City Councilor (Linda Lynch coordinated)
January 24, 2003	<u>Attended APTA's General Manager's Seminar</u> This was one of the best programs I have attended. Half-day sessions were held on labor relations and contract settlements, GM contractual agreements, recruiting executive-level employees, homeland security and local transit implications, the U.S. economy, APTA programs and budget, reauthorization, and developing industry standards. I also attended two special meetings: The Bus and Paratransit CEO's Meeting and the Small Bus Operators Meeting.
January 30, 2003	<u>Video Conference with APTS</u> Negotiations are continuing with APTS regarding procurement of the Phileas BRT vehicle. APTS estimates came in higher than originally forecast. Staff continue to negotiate diligently with them. Another video conference is set for mid-February.
January 30, 2003	Lunch with ATU Vice President Ron Heintzman at his request
January 31, 2003	Participated in briefing of John Woodrow, new Springfield City Councilor (Linda Lynch coordinated)

- February 5, 2003 The staff Labor Relations Strategy Committee met.
- February 6, 2003 BRT display on the Pioneer Parkway Corridor was held at the Springfield Museum.
- February 10, 2003 King County Metro Project
Ron Berkshire, Mark Pangborn, and I met with officials at King County Metro in Seattle to ride and evaluate a hybrid articulated bus they are testing. The bus is a standard-bodied New Flyer. The power system is a hybrid system produced by Allison. Metro has put 38,000 miles on this bus at 130 percent of its weight rating. Metro is very pleased with performance so far: no breakdowns. The hybrid system can be run through Seattle's tunnel on electric mode with minimal emissions. Metro will be going out to bid for 250 buses in the near future.

External Activities

- January 16, 2003 LCOG Annual Dinner
- January 21, 2003 Meeting with PeaceHealth executives and designers on 11th Street BRT corridor and Pioneer Parkway extension
- January 30, 2003 As a United Way Board Member, I participated in their annual retreat and strategic planning exercises.
- February 4, 2003 Attended Lyle Hatfield's Memorial service
- February 6, 2003 Attended Gino Grimaldi's going-away reception

AGENDA ITEM SUMMARY

- DATE OF MEETING:** February 19, 2003
- ITEM TITLE:** BOARD HR COMMITTEE RECOMMENDATION
- PREPARED BY:** Gerry Gaydos, Committee Chair
- ACTION REQUESTED:** Approval of goals and objectives for the general manager and a recommended process to evaluate the performance of the general manager
- BACKGROUND:** The Board HR Committee (Chair Gerry Gaydos and new members Susan Ban and David Gant) met on February 13, 2003, to discuss the evaluation process and instrument for the next general manager's performance evaluation. The HR Committee also has been working to develop annual goals for the general manager, based on goals suggested by Mr. Hamm for the current fiscal year. Those goals are included for discussion by the Board.
- Since the fall of 2002, Committee Chair Gerry Gaydos has worked with District counsel and the general manager in preparing an employment contract to replace the current letter of agreement, which has been in place since Mr. Hamm was hired in 2000. The committee plans to have a recommended contract on the agenda for Board approval at the March 19, 2003, meeting.
- Additionally, the HR Committee plans to develop a "committee charge" outlining the recommended responsibilities and areas of involvement for the committee. This charge will be brought to the full Board for approval at a meeting later in the year.
- Recommended Process:**
- The committee recommends that the evaluation instrument used in May 2002 be used again at the end of this month to evaluate the performance of the general manager. Board members and senior (management-level) staff would be asked to fill out the evaluation instrument and return it by a specific date in early March. The committee also recommends that participation in the current evaluation be broadened to include a small

group of community leaders and a representative of Amalgamated Transit Union Division 757. The evaluations would be confidential and returned to the committee chair. The results of all of the individual evaluations then would be compiled and discussed in executive session, first by the committee, and then by the full Board. Following completion of the evaluation, the Board would be asked to approve a compensation adjustment and a new employment contract for the general manager. As approved by the Board in April 2002, all general manager compensation adjustments will be effective on July 1 of each year. According to the schedule approved by the Board, the next general manager evaluation process will occur early in the fall of 2003.

RESULTS OF RECOMMENDED ACTION:

The evaluation tool will be distributed to Board members, management-level staff, and selected community leaders. The Board HR Committee will continue to meet to compile evaluation results for the Board, develop a compensation recommendation for the general manager, update goals for the general manager for the next fiscal year, outline the evaluation process for the fall of 2003, and prepare a committee charge for approval by the full Board.

ATTACHMENT:

Proposed General Manager Goals and Objectives

PROPOSED MOTION:

I move the following resolution:

LTD Resolution No. 2003-008: It is hereby resolved that the LTD Board of Directors accepts the proposal of the Board HR Committee for the recommended general manager evaluation and compensation process for the current fiscal year and adopts the General Manager Goals and Objectives as discussed at the February 19, 2003, Board meeting.

GM Goals and Objectives 2002-2003

Approved by Board of Directors February 19, 2003

Strategic Planning

Objective: Improve LTD planning processes

Goals:

- Update LTD's strategic plan (including process for reviewing and updating annually)
- Create quarterly Board study sessions that focus on strategic issues (brainstorming policy, projects, funding, legislation, etc.)

Labor Relations

Objective: Improve relationship between LTD leadership and employees

Goals:

- Develop improved relationships with ATU leadership, through regular meetings and exchange of information
- Build on the team theme through specific activities, improving morale and connectivity with LTD employees
- Develop a sound strategy for the next contract negotiations (2004)

Community Relations

Objective: Improve image of LTD in the community

Goals:

- Expand community outreach and education efforts
- Utilize the Board more in advocacy building and outreach efforts
- Develop and communicate clear messages around LTD projects and initiatives

Organizational Performance

Objective: Improve LTD operational performance

Goals:

- Develop performance standards that are valid and can communicate the District's efficiency and effectiveness
- Continue to refine LTD's practices and services, through specific activities, to improve resource allocation and attain higher system performance
- Create and distribute an annual organizational performance report

Financial Management

Objective: Maintain and improve sound fiscal management

Goals:

- Propose specific strategies for increasing LTD's revenues
- Manage the fiscal resources of the District through the recession with minimal damage
- Initiate LTD's application for New Start funds for BRT

Capital Programs and Projects

Objective: Advance capital programs and projects

Goals:

- BRT Phase I under construction
- BRT Phases II & III planning moving forward
- BRT vehicles under contract
- Springfield Station under construction
- Complete design & engineering on fleet building expansion; begin construction
- New forty-foot buses delivered and in service
- AVL/APC/CAD in service on part of fleet
- Purchase RideSource facility/complete design & engineering

AGENDA ITEM SUMMARY

DATE OF MEETING: February 19, 2003

ITEM TITLE: ORDINANCE 36 REVISION

PREPARED BY: Mark Johnson, Director of Transit Operations

ACTION REQUESTED: Board Direction

BACKGROUND: The revision to Ordinance 36, which is the ordinance that is designed to create a safe environment on LTD property and buses, has been pending since a court ruling with regard to signature gathering. There have been several discussions with the Board to try to come to a workable solution that would maintain a safe and secure environment for LTD guests and also comply with applicable law.

Deleted: be consistent with the appeals court ruling.

The current revision as presented at the December Board meeting designates LTD stations and buildings as restricted access areas. It restricts access to people who are passengers, employees, or doing business with LTD.

Some Board members raised concerns about the proposed ordinance language and intent at a recent Board meeting. The Board chose to postpone the second reading until staff could address some of their concerns. The concerns had to do with the conditional use permit application that referred to a village square and the map associated with that application, as well as concerns that the limited access designation would bring selective enforcement issues. Additionally, there was an opinion on the Board that LTD has an obligation as a public agency to allow signature gathering. Because of these issues, it was decided that meet with staff and the District attorney to help come to agreement on the direction for the ordinance revision.

Deleted: The Board also was cautious about inviting another lawsuit.

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Staff and counsel have done substantial assessment of the proposed language, the possible alternatives, and the legal implications of options. Some changes to the language have been made. Staff and legal counsel believe that the ordinance language presented to you in this packet is the best alternative for LTD to provide a safe, functional environment for our guests and LTD's transit operations.

ATTACHMENTS: Current Ordinance 36 Revision; Eugene Station Map
(Color maps are included as a separate document for Board members.)

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: February 19, 2003

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None

BACKGROUND: In response to a request by the Board for regular reporting on the District's performance in several areas, monthly performance reports are provided for the Board's information. The January 2003 performance reports are included in the agenda packet.

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

ATTACHMENTS: January 2003 Performance Reports

PROPOSED MOTION: None



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2003-04 PRICING PLAN PROPOSAL

Prepared by Andy Vobora, Service Planning & Marketing Manager
February 19, 2003

In July 2002, LTD implemented an aggressive change in the pricing of tokens, monthly passes, and three-month passes. These changes came on the heels of a 25 percent increase in the cash fare in July 2001. Isolating the effects of these fare changes is difficult due to the parallel implementation of major service changes in both fiscal years. It appears that the changes have had negative effects on ridership, but revenue goals are being realized.

In preparation for the review of the Pricing Plan, staff have prepared a review of current fares and a proposal for 2003-04. The following sections outline these recommendations.

Standard Fares

The first five months of the fiscal year have shown both good news and bad news with regard to sales and revenue projections. Changes in monthly pass sales are ranging from -4 percent to -18 percent. Elasticity factors of 10 percent were applied to each pass category; therefore, some categories have done better than projections while other categories have done worse. Attached are the original projection spreadsheet and a revised spreadsheet that uses current sales data to project year-end revenue changes. These will be reviewed at the meeting.

Since the mid-1980s, LTD has raised fares annually. An LTD Fare History spreadsheet is attached. This document has been used to guide discussions about future fare increases. The practice of annual changes has been coupled with the concept that these changes would be rotated by fare instrument and would be incremental in nature. The Board deviated from this practice and changed the fare policy in FY 2001-02. A large cash fare increase was followed by significant increases in token and pass prices in FY 2002-03. Past practice would point the District toward a cash fare increase in FY 2003-04; however, Board comments following the FY 2002-03 Pricing Plan update indicated that the Board would like to maintain cash fares at the current level. Because both token and pass prices were increased in FY 2002-03, maintaining current fares for one additional year would allow the District to return to the previous pattern of rotating fare instrument price increases.

Information regarding how LTD fares rank against similarly-sized transit properties is attached. Out of 17 properties surveyed, LTD ranks second in cash fares and fifth in pass fares. The majority of the surveyed agencies are planning no fare increases in the coming year.

Staff recommend that no changes be made to cash, token, or pass fares for FY 2003 04. In order to prepare LTD guests for future fare changes, staff recommends sharing preliminary pricing proposals for each fare category. These preliminary pricing proposals would not bind the Board but would be targets that would be analyzed during the annual update to the Pricing Plan.

Breeze Fare

When Breeze service began in September 2001, the Board adopted a 25-cent fare. This fare was based primarily upon research from other districts that operated successful shuttle services.

One of the primary target markets for the Breeze is midday riders who drive to work. In order to attract these riders to the service, staff believe that the 25-cent fare will be an integral part of the continuing marketing efforts.

In an effort to determine what financial impacts the 25-cent fare has had, staff have been conducting random surveys on Breeze buses. A table summarizing the data shows that only 8.7 percent of guests are paying the 25-cent fare. The vast majority of guests are pass holders or have paid the full fare on another bus. Based upon this data, staff recommend continuing the 25-cent fare on the Breeze. The discounted fare is not causing significant revenue loss, while the opportunity to attract the discretionary midday riders remains strong with the lower fare.

Group Pass Pricing

During the Pricing Plan update in 2001, the Board adopted changes to the Group Pass Policy. These changes established a base rate for all programs covered by group pass contracts. For payroll tax-paying organizations, the base rate was set at \$3.00 per participant per month. Organizations that do not pay payroll taxes were priced slightly higher at \$3.50 per participant per month. For many organizations this change resulted in significant increases in the cost per participant. A number of these organizations expressed concerns; however, no programs were lost. In the 2002 Pricing Plan update, the pricing formula (three-year rolling average of LTD cost increases) was established at 7.6 percent. The Board chose to modify the Group Pass Policy, rewriting the language to say that the group pass price would "not exceed" the three-year rolling average of LTD costs. With this change, the Board adopted a 6 percent increase in group pass prices for the 2003 calendar year. This change was again viewed as significant by many of the group pass organizations. While most organizations have remained with the program, one has chosen to drop the program due to budgetary considerations. ShelterCare surveyed its employees and determined that use was not high enough to continue funding the program. ShelterCare is, however, utilizing the LTD Transit Voucher program for employees who have been relying on bus service.

Utilizing the three-year rolling average, the plan recommends an increase of 5 percent for 2004. LTD staff believe that this level of increase will cause additional programs to be lost. Therefore,

staff recommend either holding the line on current prices or tying the 2004 increase to the change in the consumer price index (CPI). If the Board chose to use the CPI, an increase of 3.65 percent would be applied in 2004.

Lane Community College (LCC) Term Pass

For the past five school years, LTD and LCC have partnered to provide a subsidized term bus pass for LCC students, faculty, and staff. The pricing of the pass involves a discount offered by LTD, a subsidy paid by LCC, and a fee paid by purchasers. Each of these components has changed over the past five years as LTD has attempted to maximize market penetration. During the 2001-02 school year, all available passes (2,500 fall term and 2,300 winter term) were sold. This resulted in a change to the subsidy by LCC and an increase in the price paid by participants, which allowed additional passes to be sold during spring and summer terms. Final sales of 7,754 passes established a new record in 2001-02.

In 2002-03, the term bus pass price was raised by LTD to \$54, which represented a 25 percent increase from the \$43 rate the previous year. The participant price and the subsidy were adjusted to allow a total of 8,823 passes to be sold during the school year. Fall term sales exceeded expectations when 2,320 passes were sold. Staff had estimated the price increase to more significantly impact sales; however, the less elastic response by purchasers likely was impacted by the 2001-02 mid-year price change. This made the 2002-03 participant price change, from \$33 to \$37, seem more acceptable to LCC pass purchasers.

While staff from LTD and LCC are pleased that sales are better than expected, 20 percent of the fall inventory remained unsold. This may result in as many as 1,500 unsold passes at year-end. Staff recommend no changes to the LCC term bus pass price for the 2003-04 school year.

Summer Youth Pass Proposal

Fueled by the District 4J high school bus pass program and aggressive youth marketing, LTD youth pass sales have been strong for the past several years. The attached Youth Pass Sales History chart illustrates how pass sales were maintaining a strong position until the fare increase in July 2002. Overall sales have fallen lower than estimated; therefore, staff believe that it is again time to market aggressively to youth.

In order to increase awareness in the youth market and target a low sales period, staff would like to produce a discounted summer pass for youth. The discount would not be significant; however, packaging the discounted pass with value-added features will allow the District to attract additional pass purchasers during the lower sales period of July and August. This is typically a time when the District has additional capacity on the buses; therefore, attracting additional guests will enhance overall productivity. Attracting enough pass purchasers also will provide the District the opportunity to offset the price discount and will establish a buying pattern that will allow youth to enter the school year with a bus pass in hand.

Staff suggest that a summer youth pass (July, August, and September) be sold for \$34.95. This represents a discount of \$7.55 off the youth three-month pass price of \$42.50. Determining the break-even point in sales requires assumptions about the number of monthly pass purchasers who would switch to the summer youth pass. Taking the most conservative route and assuming that all monthly pass purchasers would switch to the summer pass results in an anticipated revenue loss of \$17,147. It also can be assumed that all current three-month pass purchasers would take advantage of the discount, resulting in a revenue loss of \$3,786. Dividing this total revenue loss by the summer pass price of \$34.95 results in a break-even sales figure of 599 passes. If LTD's efforts result in additional pass sales of more than 600 summer passes, revenues from pass sales would exceed those received during the July through September 2002 period.

The expected outcomes of this program include increased ridership, increased ridership productivity, and greater youth market penetration. Staff will be able to measure immediate sales figures and will be able to track retention into the new school year. Staff also hope that this program increases fare revenue by enabling a faster recovery from the pass price increase of July 2002.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 19, 2003

ITEM TITLE: FISCAL YEAR 2003-2004 PRICING PLAN PROPOSAL

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PREPARED BY: Andy Vobora, Service Planning and Marketing Manager

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ACTION REQUESTED: Discussion and Direction

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BACKGROUND: On February 4, 2003, the LTD Board Finance Committee reviewed the attached background materials outlining the pricing plan changes proposed by staff. The Finance Committee supported all recommendations.

Staff recommend the following:

- No changes to LTD cash, token, day pass, monthly pass, or three-month pass fares
- No changes to LTD RideSource fares
- Maintaining the Lane Community College term pass price
- Increasing the group pass contract prices by 3.65 percent for 2004
- Maintaining the Breeze cash fare of 25 cents
- Offering a summer youth pass (July – September) for \$34.95

At the meeting, the Finance Committee and staff will lead a discussion on these proposed changes. Final action on the pricing plan will occur in April, following a public hearing in March. LTD's Ordinance 35 will not require amending for these changes. The March public hearing will be the only public hearing as part of this year's pricing plan update.

ATTACHMENTS: Fiscal Year 2002-2003 Pricing Plan Proposal
LTD Prices Compared with UNCC Peer Group Prices
LTD Pricing History and Five-Year Projection
Projected Revenue Estimates
Breeze Fare Analysis
Group Pass Cost Analysis
LCC Term Pass Sales Chart
LTD Youth Pass Sales Chart

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PROPOSED MOTION: None

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Comparison of Fare Media Prices
UNCC Peer Group
Sorted by Cash Fare

	Adult Cash Fare	Token or Single Ride Fare	Daily Pass	Adult Monthly Pass	Adult Multi-Month Pass
Reno, Nevada	\$1.50	\$1.50	\$4.00	\$60.00	n/a
Tacoma, Washington	\$1.25	\$1.14	n/a	\$45.00	n/a
Lane Transit District	\$1.25	\$1.00	\$2.50	\$35.00	\$85 (3 month)
Vancouver, Washington	\$1.00	n/a	\$3.50	\$28.00	\$308 (annual)
Spokane, Washington	\$1.00	\$1.00	n/a	\$33.00	n/a
Santa Cruz, California	\$1.00	n/a	\$3.00	\$40.00	n/a
Santa Barbara, California	\$1.00	\$1.00	n/a	n/a	n/a
Lansing, Michigan	\$1.00	\$0.85	n/a	\$30.00	n/a
Fresno, California	\$1.00	\$0.85	n/a	\$35.00	n/a
Charelston, South Carolina	\$1.00	\$0.80	\$3.00	\$22.00	\$28 (40 rides)
Ann Arbor, Michigan	\$1.00	\$1.00	n/a	\$37.50	n/a
Average	\$0.96	\$0.91	\$2.75	\$32.03	
South Bend, Indiana	\$0.75	n/a	n/a	\$30.00	n/a
Salem, Oregon	\$0.75	\$0.68	n/a	\$20.00	n/a
Olympia, Washington	\$0.75	n/a	\$1.50	\$25.00	n/a
Boise, Idaho	\$0.75	\$0.70	n/a	\$27.00	n/a
Bakersfield, California	\$0.75	\$0.75	\$1.75	\$25.00	n/a
Corpus Christi, Texas	\$0.50	\$0.50	n/a	\$20.00	n/a

Data collected through transit district Web site information.

Year-to-Date Revenue Projections Based on 2002/2003 Fare Changes

	Annual Sales	Current Price	Revenue	Projected Sales		Proposed Price	Projected Revenue	Difference
Adult Monthly	32515	\$28	\$910,420	26662	-18%	\$35	\$933,181	\$22,761
Youth Monthly	18092	\$14	\$253,288	16283	-10%	\$17.50	\$284,949	\$31,661
Reduced Fare Monthly	5984	\$14	\$83,776	5745	-4%	\$17.50	\$100,531	\$16,755
Senior Monthly	2113	\$14	\$29,582	1859	-12%	\$17.50	\$32,540	\$2,958
Adult 3 Month	1287	\$65	\$83,655	1236	-4%	\$85	\$105,019	\$21,364
Youth 3 Month	2392	\$32.50	\$77,740	1794	-25%	\$42.50	\$76,245	-\$1,495
Reduced Fare 3 Month	1153	\$32.50	\$37,473	1176	+2%	\$42.50	\$49,983	\$12,510
Senior 3 Month	628	\$32.50	\$20,410	534	-15%	\$42.50	\$22,687	\$2,277
Adult Tokens	157435	\$0.85	\$133,820	181050	+15%	\$1	\$181,050	\$47,231
Reduced Tokens	71418	\$0.42	\$29,996	78560	+10%	\$0.50	\$39,280	\$9,284
LCC Term Pass	7754	\$43	\$333,422	7521	-7%	\$54	\$406,155	\$72,733
Group Pass Revenue			\$375,000				\$457,000	\$82,000
			\$2,368,581				\$2,688,619	
Estimated Additional Revenue								\$320,038

LANE TRANSIT DISTRICT

**Pricing Proposal Summary
2003-2004**

TYPE OF FARE:

Cash Fare

	Current:	Proposed:
Adult	\$1.25	\$1.25
Youth	\$0.60	\$0.60
Child	\$0.60	\$0.60
Reduced	\$0.60	\$0.60
Senior	\$0.60	\$0.60

Passes

Adult		
1-Month:	\$35.00	\$35.00
3-Month:	\$85.00	\$85.00

Youth, Senior, Reduced

1-Month:	\$17.50	\$17.50
3-Month:	\$42.50	\$42.50

Day Pass

Adult	\$2.50	\$2.50
Youth, Senior, Reduced	\$1.25	\$1.25

Tokens

Adult	\$1.00	\$1.00
Other	\$0.50	\$0.50

RideSource (Staff Proposal)

	Current:	Proposed:
Regular	\$2.50	\$2.50
Escort	\$2.50	\$2.50
Shopper	\$2.00	\$2.00 *
<i>10 Tickets</i>	\$20.00	\$20.00

RideSource (STAC Proposal)

Regular	\$2.50	\$2.50
Escort	\$2.50	\$2.50
Shopper	\$2.00	\$2.00 *
<i>10 Tickets</i>	\$20.00	\$20.00

*Round-trip fare

Sales Outlet Discount

	Current:	Proposed:
Passes		
0-500+	5.0%	5.0%
Tokens		
0-500+	5.0%	5.0%

Special Programs - not covered by ordinance

Breeze Fare	25-cents	25-cents
Group Pass	6%	0.00%
LCC Term Pass	\$54.00	\$54.00
Summer Youth Pass - July/Aug/Sept		\$34.95

Projected Revenues Based on 2002/2003 Fare Changes

	Annual Sales	Current Price	Revenue	Projected Sales	Proposed Price	Projected Revenue	Difference
Adult Monthly	32515	\$28	\$910,420	29264	\$35	\$1,024,223	\$113,803
Youth Monthly	18092	\$14	\$253,288	16283	\$17.50	\$284,949	\$31,661
Reduced Fare Monthly	5984	\$14	\$83,776	5386	\$17.50	\$94,248	\$10,472
Senior/Child Monthly	2113	\$14	\$29,582	1902	\$17.50	\$33,280	\$3,698
Adult 3 Month	1287	\$65	\$83,655	1158	\$85	\$98,456	\$14,801
Youth 3 Month	2392	\$32.50	\$77,740	2153	\$42.50	\$91,494	\$13,754
Reduced Fare 3 Month	1153	\$32.50	\$37,473	1038	\$42.50	\$44,102	\$6,630
Senior/Child 3 Month	628	\$32.50	\$20,410	565	\$42.50	\$24,021	\$3,611
Adult Tokens	157435	\$0.85	\$133,820	147989	\$1	\$147,989	\$14,169
Reduced Tokens	70418	\$0.42	\$29,576	66193	\$0.50	\$33,096	\$3,521
LCC Term Pass	7754	\$43	\$333,422	6513	\$54	\$351,721	\$18,299
Group Pass Revenue			\$375,000			\$535,800	\$160,800
Estimated Additional Revenue							\$395,218

Comparison of Fare Media Prices
UNCC Peer Group
Sorted by Pass Fare

	Adult Cash Fare	Token or Single Ride Fare	Daily Pass	Adult Monthly Pass	Adult Multi-Month Pass
Reno, Nevada	\$1.50	\$1.50	\$4.00	\$60.00	n/a
Tacoma, Washington	\$1.25	\$1.14	n/a	\$45.00	n/a
Santa Cruz, California	\$1.00	n/a	\$3.00	\$40.00	n/a
Ann Arbor, Michigan	\$1.00	\$1.00	n/a	\$37.50	n/a
Lane Transit District	\$1.25	\$1.00	\$2.50	\$35.00	\$85 (3 month)
Fresno, California	\$1.00	\$0.85	n/a	\$35.00	n/a
Spokane, Washington	\$1.00	\$1.00	n/a	\$33.00	n/a
Average	\$0.96	\$0.91	\$2.75	\$32.03	
Lansing, Michigan	\$1.00	\$0.85	n/a	\$30.00	n/a
South Bend, Indiana	\$0.75	n/a	n/a	\$30.00	n/a
Vancouver, Washington	\$1.00	n/a	\$3.50	\$28.00	\$308 (annual)
Boise, Idaho	\$0.75	\$0.70	n/a	\$27.00	n/a
Bakersfield, California	\$0.75	\$0.75	\$1.75	\$25.00	n/a
Olympia, Washington	\$0.75	n/a	\$1.50	\$25.00	n/a
Charelston, South Carolina	\$1.00	\$0.80	\$3.00	\$22.00	\$28 (40 rides)
Salem, Oregon	\$0.75	\$0.68	n/a	\$20.00	n/a
Corpus Christi, Texas	\$0.50	\$0.50	n/a	\$20.00	n/a
Santa Barbara, California	\$1.00	\$1.00	n/a	\$0.00	n/a

Data collected through transit district Web site information.

Fare Media Relationships

03/04	Media Type	Adult Price	Cost per Trip*	Monthly Cost*	Percent Discount
	Cash	\$1.25	\$1.25	\$50.00	0%
	Tokens	\$1.00	\$1.00	\$40.00	20%
	Monthly Pass	\$35.00	\$0.88	\$35.00	30%
	3-Month Pass	\$85.00	\$0.71	\$28.33	43%

04/05	Media Type	Adult Price	Cost per Trip*	Monthly Cost*	Percent Discount
	Cash	\$1.35	\$1.35	\$54.00	0%
	Tokens	\$1.00	\$1.00	\$40.00	26%
	Monthly Pass	\$35.00	\$0.88	\$35.00	35%
	3-Month Pass	\$85.00	\$0.71	\$28.33	48%

05/06	Media Type	Adult Price	Cost per Trip*	Monthly Cost*	Percent Discount
	Cash	\$1.35	\$1.35	\$54.00	0%
	Tokens	\$1.10	\$1.10	\$44.00	19%
	Monthly Pass	\$35.00	\$0.88	\$35.00	35%
	3-Month Pass	\$85.00	\$0.71	\$28.33	48%

06/07	Media Type	Adult Price	Cost per Trip*	Monthly Cost*	Percent Discount
	Cash	\$1.35	\$1.35	\$54.00	0%
	Tokens	\$1.10	\$1.10	\$44.00	19%
	Monthly Pass	\$38.00	\$0.88	\$38.00	30%
	3-Month Pass	\$90.00	\$0.71	\$30.00	44%

* Based on 40 trips per month

LTD Pricing History

Year	Consumer Price Index		Adult Cash Price		Adult Token Price		Adult Pass Price	
	Yearly Increase	Cumulative Increase	Actual Price	Percent Change	Actual Price	Percent Change	Actual Price	Percent Change
1981-82	0.00	0.00	\$0.50	0.00	\$0.40	0.00	\$18.00	0.00
1982-83	-0.62%	-0.62%	\$0.55	10.00%	\$0.45	12.50%	\$20.00	11.11%
1983-84	2.97%	2.34%	\$0.55	0.00%	\$0.50	11.11%	\$20.00	0.00%
1984-85	3.59%	5.93%	\$0.55	0.00%	\$0.50	0.00%	\$20.00	0.00%
1985-86	3.53%	9.47%	\$0.60	9.09%	\$0.50	0.00%	\$20.00	0.00%
1986-87	0.32%	9.78%	\$0.60	0.00%	\$0.50	0.00%	\$20.00	0.00%
1987-88	2.52%	12.30%	\$0.65	8.33%	\$0.50	0.00%	\$20.00	0.00%
1988-89	3.69%	15.99%	\$0.65	0.00%	\$0.55	10.00%	\$20.00	0.00%
1989-90	3.61%	19.60%	\$0.65	0.00%	\$0.55	0.00%	\$21.00	5.00%
1990-91	4.58%	24.18%	\$0.65	0.00%	\$0.55	0.00%	\$21.00	0.00%
1991-92	6.26%	30.44%	\$0.75	15.38%	\$0.55	0.00%	\$21.00	0.00%
1992-93	4.58%	35.02%	\$0.75	0.00%	\$0.65	18.18%	\$22.00	4.76%
1993-94	3.42%	38.44%	\$0.75	0.00%	\$0.65	0.00%	\$23.00	4.55%
1994-95	2.88%	41.32%	\$0.80	6.67%	\$0.65	0.00%	\$23.00	0.00%
1995-96	3.24%	44.56%	\$0.80	0.00%	\$0.65	0.00%	\$24.00	4.35%
1996-97	3.09%	47.65%	\$0.80	0.00%	\$0.65	0.00%	\$26.00	8.33%
1997-98	1.72%	49.37%	\$1.00	25.00%	\$0.65	0.00%	\$26.00	0.00%
1998-99	1.89%	51.26%	\$1.00	0.00%	\$0.75	15.38%	\$26.00	0.00%
1999-2000	2.40%	53.66%	\$1.00	0.00%	\$0.75	0.00%	\$28.00	7.69%
2000-01	3.50%	57.16%	\$1.00	0.00%	\$0.85	13.33%	\$28.00	0.00%
2001-02	2.60%	59.76%	\$1.25	25.00%	\$0.85	0.00%	\$28.00	0.00%
2002-03	3.65%	63.41%	\$1.25	0.00%	\$1.00	17.65%	\$35.00	25.00%
Total % Change								
Since 1981-82 --->		63.4%	99.5%		98.2%		70.8%	
2003-04	3.00%	66.41%	\$1.25	0.00%	\$1.00	0.00%	\$35.00	0.00%
2004-05	3.00%	69.41%	\$1.35	8.00%	\$1.00	0.00%	\$35.00	0.00%
2005-06	3.00%	72.41%	\$1.35	0.00%	\$1.10	10.00%	\$35.00	0.00%
2006-07	3.00%	75.41%	\$1.35	0.00%	\$1.10	0.00%	\$40.00	14.29%
2007-08	3.00%	78.41%	\$1.50	11.11%	\$1.10	0.00%	\$40.00	0.00%
Projected % Change --->		78.41%	118.6%		108.16%		85.08%	

Lane Transit District

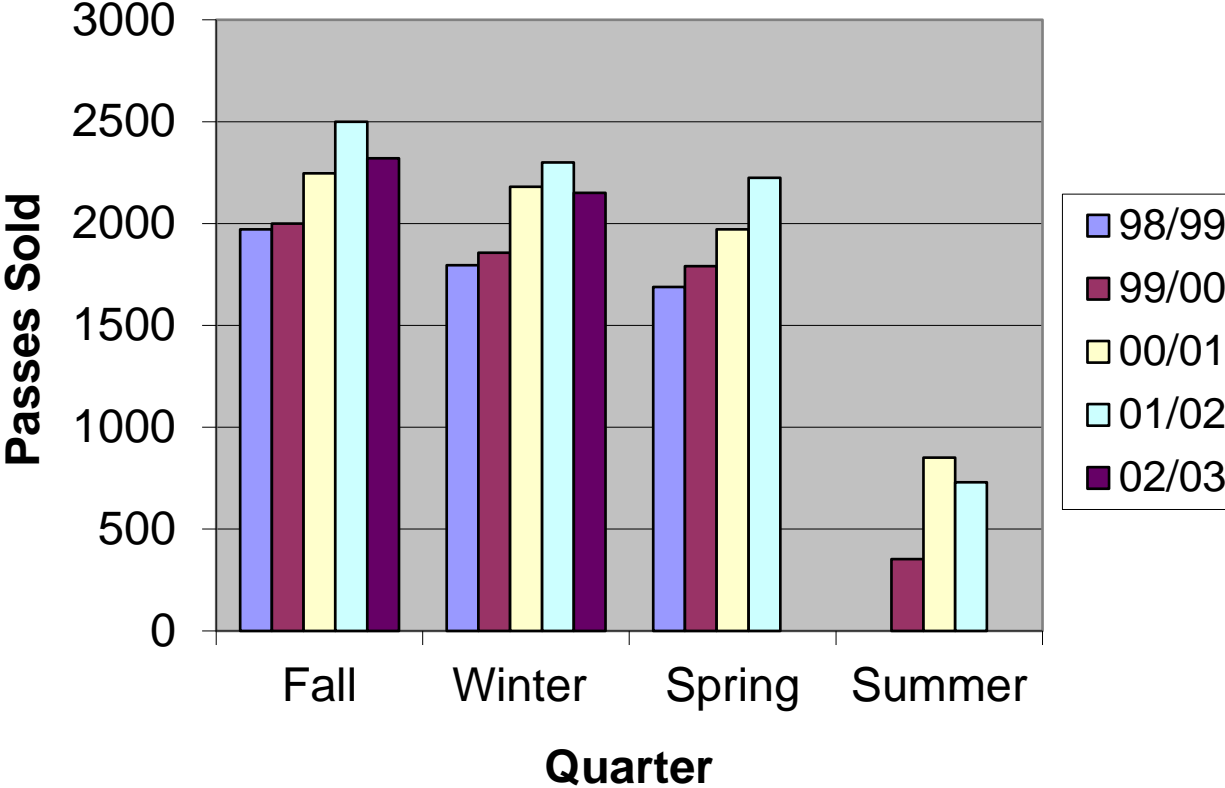
Direct Service Cost per Service Hour by Fiscal Year

For use as inflationary increase for group pass contracts.

Prepared from the Fully Allocated Cost Plan based on audited expenses for the fiscal year ending June 30, 2002

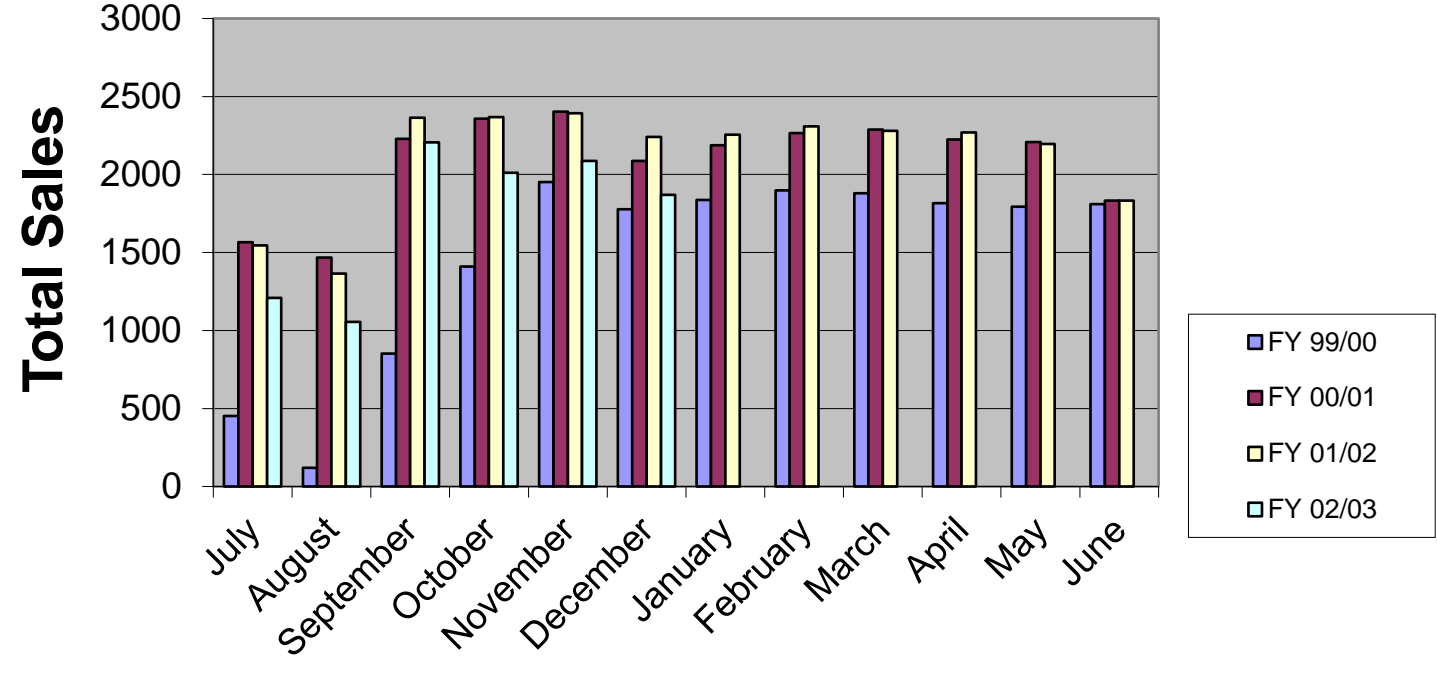
Direct Variable Costs						
Fiscal Year	Operator Cost per Service Hour	Percent Increase	Maintenace Cost per Service Hour	Percent Increase	Total Direct Service Cost	Percent Increase
FY 1994 - 1995	23.00		9.87		32.87	
FY 1995 - 1996	23.97	4.2%	10.10	2.3%	34.07	3.7%
FY 1996 - 1997	24.08	0.5%	10.89	7.8%	34.97	2.6%
FY 1997 - 1998	25.64	6.5%	10.09	-7.3%	35.73	2.2%
FY 1998 - 1999	26.63	3.9%	10.77	6.7%	37.40	4.7%
FY 1999 - 2000	27.58	3.6%	11.84	9.9%	39.42	5.4%
FY 2000 - 2001	30.84	11.8%	13.65	15.3%	44.49	12.9%
FY 2001 - 2002	31.97	3.7%	11.02	-19.2%	42.99	-3.4%
Three-Year Average FY 1997-1998, 1998-1999, 1999-2000						4.1%
Three-Year Average FY 1998-1999, 1999-2000, 2000-2001						7.6%
Three-Year Average FY 1999-2000, 2000-2001, 2001-2002						5.0%

LCC Term Bus Pass Sales





LTD Youth Pass Sales



Breeze Fare Analysis

Fall 2002

Date	CASH	TOKEN	Display DAY PASS	Purchase DAY PASS	UO PASS	GROUP PASS	LTD Monthly 3-Month Pass	OTHER	Total
10/22/2002	13	1	16	5	101	10	39	14	199
10/23/2002	13	0	19	1	62	11	20	1	127
10/24/2002	15	0	18	7	79	24	41	0	184
10/25/2002	13	0	16	0	60	9	14	0	112
Totals	54	1	69	13	302	54	114	15	622
Percentage	8.7%	0.2%	11.1%	2.1%	48.6%	8.7%	18.3%	2.4%	
	CASH	TOKEN	Display DAY PASS	Purchase DAY PASS	UO PASS	GROUP PASS	LTD Monthly 3-Month Pass	OTHER	

Garfield Site			Undisclosed Site		
Major Remodel	Office Building	\$816,254	Wood Frame	Office Building	\$903,565
	Shop	\$839,326		Shop	\$843,466
	Sitework	\$694,641		Sitework	\$694,641
	Generator	\$47,382		Generator	\$47,382
	Const. Total	<u>\$2,397,603</u>		Const. Total	<u>\$2,489,054</u>
	Property Acquisition	\$1,250,000		Property Acquisition	\$354,000
TOTAL PROJECT COST		<u>\$3,647,603</u>	TOTAL PROJECT COST		<u>\$2,843,054</u>
Minor Remodel	Office Building	\$298,159	Metal	Office Building	\$933,770
	Shop	\$839,326		Shop	\$843,466
	Sitework	\$694,641		Sitework	\$694,641
	Generator	\$47,382		Generator	\$47,382
	Const. Total	<u>\$1,879,508</u>		Const. Total	<u>\$2,519,259</u>
	Property Acquisition	\$1,250,000		Property Acquisition	\$354,000
TOTAL PROJECT COST		<u>\$3,129,508</u>	TOTAL PROJECT COST		<u>\$2,873,259</u>

*estimates provided by WBGS

Ride Source Facility - Garfield Site Cost Options

Option 1	7-Acre Parcel	Office Building	\$350,000 ¹
	&	Shop	\$843,466
	Renovation of	Sitework	\$694,641
	Existing Building	Const. Total	<u>\$1,888,107</u>
		Property	\$1,250,000
		Soft Costs (20% of const.)	<u>\$377,621</u>
TOTAL PROJECT COST			\$3,515,728⁵

Option 2	3-Acre Parcel	Office Building	\$350,000 ¹
	&	Shop	\$843,466
	Renovation of	Sitework	\$694,641
	Existing Building	Const. Total	<u>\$1,888,107</u>
		Property	\$523,000 ²
		Soft Costs (20% of const.)	<u>\$377,621</u>
TOTAL PROJECT COST			\$2,788,728⁵

Option 3	3-Acre Parcel	Office Building	\$580,000 ³
	&	Shop	\$843,466
	Construction of	Sitework	\$694,641
	New Building	Const. Total	<u>\$2,118,107</u>
		Property	\$457,000 ⁴
		Soft Costs (20% of const.)	<u>\$423,621</u>
TOTAL PROJECT COST			\$2,998,728⁵

¹ 5,000 SF @ \$70/SF² Assumes a 3-acre partition that includes existing building - 130,680 SF @ \$4/SF³ 5,000 SF @ \$116/SF⁴ Assumes a vacant 3-acre partition - 130,680 SF @ \$3.50/SF⁵ Includes overhead/profit and contingency

Memorandum

Date: February 19, 2003
To: LTD Board of Directors
From: Terry Parker, Accessible Services Manager
RE: RideSource Facility Program & Budget

RideSource Facility Program: The RideSource Facility program has been updated to reflect a reduction in office space including the amount allocated to circulation. The gross area for the RideSource office is now **4,934** square feet for the year 2010 (Build) option. The Maintenance Shop requires an estimated **6,046** square feet for gross area. Site requirements did not change at **77,658** square feet:

Gross Area in Square Feet:	
RideSource Office	4,934
RideSource Maintenance Shop	6,046
RideSource Site Requirements	100,955
RideSource Acres	3

RideSource Facility Budget: Funding available for the RideSource Facility project comes from grants and LTD's local resources.

FY2003 ODOT Grant #20148: Construction	1,280,000
LTD Local Funds ¹	900,000
Local Match: Special Transportation Fund	102,000
Subtotal	\$2,282,000
FY2004 ODOT Grant: Construction ²	500,000
Total	\$2,782,000

¹ Allocation in the CIP includes land purchase for potential LTD satellite facility.

² ODOT Public Transit's original award of \$1,780,000 was reduced by \$500,000 in the previous grant cycle with the understanding that it would be awarded in the next round of capital grant awards.



Lane Transit District

P.O. Box 7070
Eugene, Oregon 97401-0470

3500 East 17th Avenue
Eugene, Oregon 97403

Phone: 541-682-6100
Fax: 682-6111
TTY: 800-735-2900
E-mail: ltd@ltd.lane.or.us
Internet: www.ltd.org

LTD also has a grant to improve the RideSource communications and dispatch systems. Although these contracts end June 30, 2003, LTD will be requesting an extension from ODOT in order to apply these funds to the needed wiring and computer set up for the new facility rather than making an investment in an outdated facility. The total grant amount is **\$110,500**.



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

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

RIDESOURCE FACILITY PROGRAM & BUDGET

Prepared by Terry Parker, Accessible Services Manager
February 19, 2003

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LTD also has a grant to improve the RideSource communications and dispatch systems. Although these contracts end June 30, 2003, LTD will be requesting an extension from ODOT in order to apply these funds to the needed wiring and computer set-up for the new facility rather than making an investment in an outdated facility. The total grant amount is **\$110,500**.

¹ Allocation in the CIP includes land purchase for potential LTD satellite facility.

² ODOT Public Transit's original award of \$1,780,000 was reduced by \$500,000 in the previous grant cycle with the understanding that it would be awarded in the next round of capital grant awards.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 19, 2003

ITEM TITLE: RIDE*SOURCE* FACILITY SITE SELECTION

PREPARED BY: Lisa Gardner, Senior Strategic Planner
Terry Parker, Accessible Services Manager

ACTION REQUESTED: Provide direction on site selection

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

The preferred location for the Ride*Source* facility has been identified as a site at 2nd and Garfield Streets in west Eugene. This site is 7.9 acres, which is sufficient to accommodate both the Ride*Source* facility and an LTD satellite facility. The site also could be partitioned to allow for the purchase of approximately 3 acres for the Ride*Source* facility. Attached is a summary of the cost for each of these options.

At the February Board meeting, staff will present this information and seek Board direction to finalize site selection.

ATTACHMENTS: Ride*Source* Facility Program and Budget
Ride*Source* Facility – Garfield Site Options

PROPOSED MOTION: No specific motion is necessary. Staff ask for Board direction before proceeding.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 19, 2003

ITEM TITLE: SPRINGFIELD STATION PUBLIC ART

PREPARED BY: Joe McCormack, Planning Technician

ACTION REQUESTED: Approval of Springfield Station Public Art

BACKGROUND: LTD generally allocates 1 percent of the construction cost of major facilities for public art. For the Springfield Station project, this is a sum of \$50,000. Proposals were solicited for public art for the Springfield Station. Six 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 Springfield Station Design Review Committee supported the art selection committee's recommendation at their January 28th 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. 2003-006: Resolved, that the LTD Board of Directors approves the artwork proposal presented by artist Mary Beth Llorens, as recommended by the Springfield Station Design Review Committee.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 19, 2003

ITEM TITLE: SPRINGFIELD STATION UPDATE

PREPARED BY: Charlie Simmons, Facilities Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: The Springfield Station design is proceeding on schedule. The Springfield Design Review Committee (SSDRC) met on January 28 to review the design for the plaza, building elevations, and a digital rendering of the station from different perspectives. The Committee had questions and comments regarding the location of the covered bike parking but overall agreed with the direction of the station design. The SSDRC will hold its last meeting on February 25.

Property acquisition is in process with legal descriptions and appraisals completed for two of the three properties. Union Pacific permitted the requested access to the property, and the Level II environmental site investigation has since been completed.

ATTACHMENT: None

MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: February 21, 2001

ITEM TITLE: COMPREHENSIVE SERVICE REDESIGN

PREPARED BY: Andy Vobora, Service Planning Manager

ACTION REQUESTED:

- (1) Hold a final public hearing on the proposed service package
- (2) Approve service package for FY 2001-02

BACKGROUND: The goals of the CSR included fixing operational problems existing within the current system design and increasing the overall productivity of the system by placing more resources into service frequency. The proposal before the Board accomplishes these goals, while maintaining a balanced distribution of service hours.

The Board's interest in dividing service hours into 75 percent productivity, 20 percent coverage, and 5 percent discretionary has been met through the proposed service design. The 4.68 percent package includes coverage service on routes 17, 25, and 27, bringing the productivity percentage to 75 percent and the coverage percentage to 25 percent. Without these coverage hours the package shifts slightly to 75.4 percent productivity and 24.6 percent coverage.

The Development Services Group (DSG), comprised of Service Planning, Marketing, Planning & Development, and Facilities Services, has reviewed the package and recommends approval at the 4.68 percent level. The DSG believes that this package represents the best opportunity to meet the needs of our growing metro area, but also recognizes that this package does not respond to the continuing growth in both the housing and commercial sectors. As population continues to increase and as additional jobs are created, transit needs to play a part in linking residents and jobs. To accomplish this, an ongoing investment in service hours must be made. While staff do not have a recommendation at this time, they agree that the percentage of service hours projected in the Long-range Financial Plan should reflect a number that includes a service "fix" factor and a population factor. This number could range from 1 percent to 3 percent. Service "fixes" for the period 1996 – 2000 averaged .85 percent, while population growth between 1990 and 2000 averaged 2.4 percent. Setting a service investment percentage allows the Board to plan for future demands and estimate financial impacts on the District's financial resources.

RESULTS OF RECOMMENDED ACTION:

Staff will complete final scheduling and run cuts to implement the service package on September 2, 2001.

ATTACHMENT:

CSR summary spreadsheet

PROPOSED MOTION:

I move the following resolution: It is hereby resolved that the LTD Board of Directors approves the Fiscal Year 2001-2002 service recommendations as presented on February 21, 2001, as shown on the Summary Table for Comprehensive Service Redesign 2001.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2002

ITEM TITLE: FY 2002-2003 ANNUAL ROUTE REVIEW

PREPARED BY: Andy Vobora, Development Services Department

ACTION REQUESTED:

1. Hold a preliminary public hearing on proposed service changes.
2. Discuss specific bus service changes that staff are recommending to accomplish a \$1 million savings in operating costs.

BACKGROUND: Service Planning and Marketing staff have been gathering data and input in an effort to evaluate many potential bus service changes. This process will continue through the month of February and into March. A "route segment analysis" was conducted in late January. This survey work yielded very good ridership data for many routes. This data provided us with a trip-by-trip count of boardings throughout the service day. Additional segment analyses will be conducted in an effort to obtain data for routes serving Springfield Station and UO Station. Individual route surveys have taken place throughout the year and will continue to be gathered and reviewed. On February 12, 13, and 16, a rider survey was conducted on all trips operating service at the 10:40 p.m. and 11:40 p.m. departures. This information will provide specific trip purpose and origin and destination information for the customers riding at this time of night. Staff believe that understanding this information will reinforce the staff position regarding changes to span of service. Results will be available in late February, giving staff an opportunity to review the data prior to making a final decision on the service package.

The Board will find that the first draft of the service package is a combination of changes that touch on span of service, frequency of service, and day-of-week changes. In reviewing ridership data, it became apparent that midday ridership is very strong on most routes and that changes to midday frequency would have a profound impact on bus capacity. This made it necessary for staff to look at other changes that would provide necessary savings while affecting the fewest of our customers.

The service package is divided into three tiers. First, the Board will see the list of service cuts that totals approximately 9 percent of current service hours, with an estimated annual savings of approximately \$1.3 million. Second, the Board will see two cost lines. The first is titled "efficiency losses." Staff have identified a number of costs that will be incurred as

some service cuts are implemented. These will be explained during the presentation. The third tier includes service cuts that were considered but are not recommended at this time. It is very likely this list would be a starting point for the FY 03-04 annual route review should the economy remain in its current state.

The Board will note that rural services were maintained at their current level and that geographic coverage remains intact. A specific analysis showing how the proposed changes might affect the breakdown of productivity verses coverage will be presented at the Board meeting. The presentation also will include a summary of public comment received during an open house held on February 12.

ATTACHMENTS:

- 2002 ARR Analysis Spreadsheet
- Summary of Public Comment Received (Distributed to the Board as a separate document)

PROPOSED MOTION:

None

AGENDA ITEM SUMMARY

DATE OF MEETING: February 19, 2003

ITEM TITLE: 2003-04 ANNUAL ROUTE REVIEW/SERVICE PRESENTATION

PREPARED BY: Andy Vobora, Service Planning and Marketing Manager

ACTION REQUESTED: Discussion

BACKGROUND: The budget direction provided to the service planning staff is to make additions and system fixes within the existing hours of bus service. This requires that some bus service be restructured to reduce operating hours in order to provide service hours to expand in other areas. Staff have been working with the District's Service Advisory Committee to review the areas of the system that are showing the greatest needs.

Staff will review the current list of additions, system fixes, and deletions. Feedback provided by the Board will be incorporated into the next steps involved in the process. These steps may include public open houses and outreach efforts to inform guests of potential changes.

Guests will be invited to the March Board meeting when a public hearing on the proposed changes will occur. If the number of changes remains small, no additional public hearings will occur and staff will present the final ARR proposal for approval by the Board in April.

ATTACHMENT: Potential System Changes

PROPOSED MOTION: None

Route	Potential Change	Effect on Service Hours	Effect on Service Coverage/ Convenience
12 Gateway	Re-structure and combine with route 65 to provide a Eugene Station to Springfield Station connection.	Results in a net savings of service hours.	Results in a net loss of coverage along Game Farm Road North and along Crescent Avenue.
30 Bertelsen	Trips after 8:30 p.m. would be deviated to service the WalMart and Target area on West 11th Avenue.	No change.	Provides more connections to guests traveling to this commercial node. Service is provided throughout the day and early evening by route 41.
40 Royal	Change trips that are currently being switched-out to 70 minute cycle times.	Results in a net savings of service hours.	Changes the arrival or departure times at the Eugene Station for guests. Either the arrival or the departure would be on a minor pulse, which is less desirable for most guests.
51 Santa Clara	Trip times would change back to what they were prior to the FY 02-03 service cuts.	No change.	Restores service every fifteen minutes along the River Road corridor.
52 Irving	Routing would change to Irvington Drive, providing greater coverage in the area and providing LTD service to an assisted living facility on Irvington Drive. Mid-day frequency would be increased to every 30 minutes.	Increases costs due to frequency change.	Restores service every fifteen minutes along the River Road corridor.
55 River Road Connector	Reduce the number of trips.	Results in a net savings of service hours.	Reduces coverage along Hunsaker, Beaver, and Division.
64 Sheldon Plaza	Route would no longer travel cross-town between Coburg Road and Gateway Street.	Results in a net savings of service hours.	Reduces coverage along Crescent. May provide new two-way service along Willakenzie and potentially along

			Oakway Road.
65 Gateway	Route would be re-combined with route 12 and would no longer travel cross-town between Gateway Street and Coburg Road.	Results in a net savings of service hours.	Reduces service along Crescent. Provides better connections for guests traveling between the Eugene Station and the Springfield Station.
65s Gateway	Route would be re-combined with route 12 and would no longer travel cross-town between Gateway Street and Coburg Road.	Results in a net savings of service hours.	Reduces service along Crescent. Provides better connections for guests traveling between the Eugene Station and the Springfield Station.
66 VRC	Inbound routing would no longer serve the 3rd and Peal Street area during weekdays.	Results in faster running time and reduces the likelihood that additional time will need to be added to the route.	Service to 3rd and Pearl Street would be replaced by route 64.
82 LCC	Departure times in the p.m. will be reviewed to ensure coordination with LCC class times.	May increase layover time at the college and increase cost.	Better connections for guests going to class at LCC.
98 Cottage Grove	Add or change trip times to correct overloads on the 3:30 p.m. trip.	May increase costs for additional trip.	Brings the District into compliance with the service policy standard that relates to standing on the bus. Provides an additional departure for guests.
Rural Routes	Modify last departure times.	No change.	Provides greater assurance that transfers to the final rural departures are made by guests.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** April 16, 2003
- ITEM TITLE:** 2003-04 ANNUAL ROUTE REVIEW
- PREPARED BY:** Andy Vobora, Service Planning and Marketing Manager
- ACTION REQUESTED:**
- (1) Hold a public hearing on the service recommendations
 - (2) Approve service recommendations
- BACKGROUND:** Staff provided an overview of the small number of changes recommended for 2003-04 at the February 19, 2003, Board meeting. The list is attached for reference. Staff will present a summary of the costs associated with each of the proposed changes during the meeting and will ask the Board to adopt the proposed changes
- ATTACHMENT:** Proposed 2003-04 System Changes
- PROPOSED MOTION:** I move the following resolution: LTD Resolution No. 2003-017: It is hereby resolved that the LTD Board of Directors approves the Fiscal Year 2003-04 service recommendations as presented on April 16, 2003, and as shown on the Summary Table for Annual Route Review 2003-04.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 19, 2003

ITEM TITLE: TRANSPORTATION MANAGEMENT AREA GRANT RECIPIENT DESIGNATION

PREPARED BY: Stefano Viggiano, Director of Development Services

ACTION REQUESTED: Concur with the designation of LTD as the grant recipient for FTA Urbanized Area Formula Program funds.

BACKGROUND: A primary eligibility requirement for funding under the FTA Urbanized Area Formula Program is the designation of a grant recipient. Since the Eugene/Springfield area has exceeded the 200,000 population threshold, it has been designated as a transportation management area (TMA). As a result, LTD will be designated as the direct grant recipient for FTA Urbanized Area Formula Program funds. The governor makes this designation, and it requires concurrence by the LTD Board of Directors and the Metropolitan Policy Committee. MPC will be asked to concur in this designation at its meeting on March 13, 2003.

ATTACHMENTS: Resolution No. 2003-007

PROPOSED MOTION: I move approval of the following resolution: It is hereby resolved that the LTD Board of Directors adopts LTD Resolution Number 2003-007 dated February 19, 2003.

**LANE TRANSIT DISTRICT
RESOLUTION NO. 2003-007**

WHEREAS, the population of the Eugene Urbanized area is over 200,000 as of the 2000 Census and has been designated as a Transportation Management Area (TMA); and

WHEREAS, a primary eligibility requirement for funding under the Federal Transit Administration's (FTA) Urbanized Area Formula Program is the designation of a grant recipient; and

WHEREAS, within a TMA the regional agency responsible under state law for financing, construction, or operation directly, by lease, contract, or otherwise of public transit services will be named a designated recipient by the governor, with the concurrence of responsible local officials and providers of publicly-owned transit services; and

WHEREAS, Lane Transit District is a public body and a provider of publicly-owned transit services with the legal authority to receive and dispense federal funds in the Eugene urbanized area;

NOW, THEREFORE, BE IT RESOLVED by the Lane Transit District Board of Directors as follows:

The LTD Board of Directors concurs with the designation of Lane Transit District as the Grant Recipient for FTA Urbanized Area Formula Program funds.

ADOPTED by the Lane Transit District Board of Directors on the 19th day February, 2003.

Date

Board Secretary