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Public notice was given to *The Register-Guard* for publication on June 12, 2003.

LANE TRANSIT DISTRICT SPECIAL BOARD MEETING

Wednesday, June 18, 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

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

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT

IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 05

V. WORK SESSION

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

VI. EMPLOYEE OF THE MONTH – June 2003 14

VII. AUDIENCE PARTICIPATION

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

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G.	Advertising Revenue	

- H. Boundary Resolution
- I. Springfield Station Groundbreaking
- J. Board Work Sessions
- K. BRT and Springfield Station Updates
- XI. ADJOURNMENT

Alternative formats of printed material 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

(THIS DOCUMENT NOT USED—FOLDED INTO GM REPORT INSTEAD)

DATE OF MEETING: May 28, 2003

ITEM TITLE: TRIENNIAL REVIEW FINAL REPORT

PREPARED BY: Diane Hellekson, Finance & Information Technology Director

ACTION REQUESTED: None.

BACKGROUND: Every three years, the Federal Transit Administration (FTA) requires a complete review of all aspects of a federal funds recipient's operations. A satisfactory final report following this review is required in order for the grantee to remain eligible for federal funds. The most recent Triennial Review was conducted in 2002 with the site visit occurring September 12 and 13.

Although the findings had been reviewed with LTD staff at the conclusion of the site visit, the final report was not received until April 24, 2003. Therefore, the May Board meeting is the first opportunity to share the final results with Board members.

After a comprehensive review of all areas for which compliance is required, the examiners (a FTA representative and a contractor) found only one deficiency noted at the time and in the final report. FTA requires that 80 percent of vehicle preventive inspections be performed at or before the grantee's prescribed mileage interval, in this case 6,600 miles. Sampling during the review showed a compliance rate of 76.14 percent. The reviewers verbally noted that, had other deficiencies been discovered, this particular one would probably have been to minor to note. Without this deficiency, LTD's report would have been perfect, a result that is theoretically possible, but very improbable. LTD officially has ninety days from the final report date to correct the deficiency. However, Maintenance staff did not wait for the final report, and corrected the preventive maintenance inspection rate immediately.

Participants in the Triennial Review process are listed on the final page of the attached report. Special acknowledgment goes to Jeanette Bailor, whose outstanding coordination of this complex and important process significantly influenced the positive result.

ATTACHMENTS: 2002 Triennial Review Letter of Findings
FY 2002 Triennial Review Final Report

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

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DATE OF MEETING: May 28, 2003

ITEM TITLE: APRIL FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

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

Passenger fare receipts were stronger in April, but made only very slight progress in reducing the year to date budget deficit. Because of steep price increases in fare instruments last July, fare revenue was budgeted to increase by 10 percent. Actual fare growth year to date has been 6.2 percent, which suggests that the price increase had a more negative impact on ridership than the traditional model suggests. Ridership is down 4.4 percent for the most recent twelve months. This revenue category lags budget by \$96,000 and will not recover by fiscal year end.

Group pass receipts are ahead of budget year to date by more than \$38,000, and ahead of the prior year period by 10.2 percent. Advertising revenue is behind by a month's receipts due to a billing misunderstanding that will be resolved before the end of the fiscal year. 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 \$300,000 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.

Despite these unanticipated losses, payroll tax revenue is now ahead of last year by 1 percent, which is a much stronger result than would be expected given the local recession and other negative factors. Revenue is also ahead of current-year budget by \$65,000 through tens months of the current fiscal

year. Revenue losses associated with the closure of Sony Disc Manufacturing, Emporium, and downsizing of other local businesses will not be realized until after July 1, 2003. None of the uncertainties involving future payroll tax receipts has been resolved as yet. The Oregon legislature is still in session with action on a payroll tax rate increase proposal pending. Oral arguments in support of a Motion for Summary Judgment in LTD's appeal of the payroll tax refund will be heard by the Tax Court in Salem on July 21.

As reported last month, state-in-lieu receipts are also surprisingly strong. This resource was expected to continue to grow modestly, primarily due to the vitality of the University of Oregon, but be tempered by the effect of the Measure 28 failure, which has yet to be determined. The majority of state-in-lieu funds comes from the University of Oregon. However, record receipts from this source were posted for the quarter ended March 31. If there are no errors in the distribution (a recurring problem), this resource could finish the fiscal year as much as \$100,000 ahead of budget.

Interest income continues to be disappointing. The current-year budget anticipated a modest recovery beginning in the first quarter. The current return rate on Local Government Investment Pool deposits is 1.40 percent, down from the 1.50 percent reported at the end of March.

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 have contributed to savings. Also, 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. On March 11, diesel prices were at \$1.44, an increase of 60 percent in less than two months. Since March, however, the fuel market has improved. The price per gallon on May 14 was \$.7996, down from \$.90 last month. There is speculation that OPEC has over-produced for the foreseeable future, and prices may fall further. This expense line is back on budget year to date.

Two program areas now show budget deficits through the ten months of the current year: Human Resources continues to post legal expenses above what was anticipated by the current-year budget; and Government Relations

has yet to collect some other agency support due for United Front efforts. In addition, travel expenses have been slightly higher than expected.

Earlier legislative action potentially diverted fourth-quarter cigarette tax revenue, previously dedicated to special transportation funding, to the State general fund to balance the current biennium budget in the event that the May economic forecast anticipates additional revenue losses. A subsequent decision by Oregon Department of Transportation staff restored fourth-quarter payments to transportation providers in full utilizing reserve funds. Uncertainly remains about the amount (and continued existence) of state payments past June 30, 2003.

Despite high unemployment and other local economic challenges, the General Fund is stable and essentially on plan for the ten months of the current fiscal year. If year-to-date performance continues through the final two months of the fiscal year, the General Fund will finish the year in a financially stronger position than was originally predicted following the loss of payroll tax revenue in November.

Special Transportation Fund expenses are as anticipated through April. Capital Fund activity also was as expected, although the BRT Phase 1 corridor implementation schedule and budget are currently under review. Project reports will be provided to the Board separately. LTD began taking delivery on the first of 18 Gillig 40-foot vehicles in March, and paid \$276,000 after vehicle acceptance. All but three of the remaining 17 vehicles had been delivered as of May 14.

On March 6, LTD staff received news that additional federal formula funds due because of LTD's new Transportation Management Area (TMA) status will be available in the current fiscal year. Because of the long delay in the federal appropriations process, LTD had previously assumed that the new capital funds would not be available until federal fiscal year 2004. The additional amount available in the 2003 federal fiscal year is approximately \$1.5 million. The revised Capital Improvements Program (CIP) will include this increase.

The Budget Committee approved the proposed FY 2003-04 budget on April 24. The approved budget will go to the Board in June for a public hearing and adoption. The revised Long-Range Financial Plan and Capital Improvement Program are also expected to be presented to the Board on June 18.

ATTACHMENTS:

Attached are the following financial reports for April 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: May 28, 2003

ITEM TITLE: FY 2003 SECTION 5307 FEDERAL GRANT APPLICATION

PREPARED BY: Lisa Gardner, Senior Strategic Planner

ACTION REQUESTED:

- (1) Hold a public hearing on the grant application
- (2) Approve grant application

BACKGROUND: FY 2003 Section 5307 Federal Grant Application: Each year, LTD receives formula funds that are authorized as part of the federal transportation funding appropriations. These funds are referred to as Section 5307 funds and are awarded through the Federal Transit Administration (FTA). Section 5307 projects are funded at 80 percent, with a 20 percent match provided by LTD.

This grant request is for \$4,064,502 of federal Section 5307 funds for the purchase of 18 Gillig 40' low-floor buses

ATTACHMENT: Program of Projects and Budgets for Section 5307 Grant

PROPOSED MOTION: I move the following resolution: LTD Resolution No. 2003-021: It is hereby resolved that the LTD Board of Directors approves the proposed FY 2003 Section 5307 federal grant application for \$4,064,502 in federal funds for the purchase of 18 Gillig 40' low-floor buses and authorizes the general manager to submit this application to the Federal Transit Administration for approval.

**FY 2003 PROGRAM OF PROJECTS AND BUDGET
SECTION 5307 – Bus Purchase**

GRANTEE: Lane Transit District
Eugene, Oregon

GRANT NO.: FY 2003

	FEDERAL AMOUNT	TOTAL AMOUNT
<u>SCOPE</u>		
111-01 REVENUE ROLLING STOCK PURCHASE BUSES SECTION 5307 FUNDS (80% / 20%)	\$ 4,064,502	\$5,080,628
<u>ACTIVITY</u>		
11.12.01 PURCHASE APPROXIMATELY 18 LOW FLOOR 40' BUSES	4,064,502	5,080,628
TOTAL	\$ 4,064,502	\$ 5,080,628

SOURCES OF FEDERAL ASSISTANCE

FUNDING UZA: 411440
FUNDING UZA NAME: EUGENE-SPRINGFIELD, OREGON

FY 2002 SECTION 5307	1,186,795
FY 2003 SECTION 5307	<u>2,877,707</u>

TOTAL SECTION 5307 **\$ 4,064,502**

AGENDA ITEM SUMMARY

DATE OF MEETING: May 28, 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

AGENDA ITEM SUMMARY

DATE OF MEETING: May 28, 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 May 8, 2003. At this meeting, MPC previewed amendments to the Transportation Improvement Program (TIP) that MPC will be asked to take action on at the June meeting. The proposed TIP amendments include several LTD administrative amendments, which update the TIP to accurately reflect the status, timing, or cost of several projects, including Springfield Station. In addition to the administrative amendments, LTD is requesting that the TIP be amended to reflect the actual construction cost for the Phase 1 BRT project. MPC also reviewed a draft report of the Transportation Demand Management (TDM) study being done as part of the Transportation Growth Management (TGM) grant program. The primary agenda item at the May MPC meeting was the Federal Certification Review of the Metropolitan Policy Organization (MPO), which is done on a triennial basis for metropolitan areas designated as Transportation Management Areas (TMAs). Representatives from Federal Transit Administration and Federal Highways Administration provided information on the federal certification review process, and provided opportunities for questions from the MPC. A report indicating the findings of the review will be

prepared by the federal agencies and will be distributed to the MPC for review. The next MPC meeting will be held on June 12, 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 BRT Steering Committee last met on May 6, 2003, to discuss the BRT vehicle decision process and to approve a recommended design for the RiverBend-International Way segment of the Pioneer Parkway corridor. The Board BRT Committee last met on May 1 and May 9 to discuss the vehicle selection process. The next meeting of the full Steering Committee is scheduled for June 3, 2003.
3. **Coburg Road Stakeholder Committee:** Susan Ban is the Board's representative on the Coburg Road Stakeholder Committee. This committee last met on May 14, 2003. At that meeting, the Committee discussed the compatibility of various design options with stakeholder objectives. The group also discussed an optional corridor using a new river crossing, and decided to recommend that LTD study that further. The next meeting is scheduled for June 11, 2003.
4. **Board Strategic Planning Committee:** Following the April 7 Board Strategic Planning work session, an ad hoc Board Strategic Planning Committee was formed to further develop the Board Action Plan. At the committee's April 29th meeting, Board members Gaydos, Wylie, and Ban reviewed both the Board Member Activities document that was introduced at the April 7th Board work session and a draft action plan that was developed from the Strategic Planning Goals. The committee provided comments on both documents, which are scheduled to be discussed at the June 18, 2003, Board meeting.
5. **Board Finance Committee:** The Board Finance Committee (Pat Hocken, chair; Gerry Gaydos; and Virginia Lauritsen) has not met since the last Board meeting. The next meeting is scheduled for June 3, 2003.
6. **Region 2050 Policy Advisory Committee:** Board member Susan Ban attends the Region 2050 Policy Advisory Committee meetings as an observer. At the meeting on April 29, 2003, a Community Focus Group Study report was presented by researcher Jane Williams. Residents from Springfield, Pleasant Hill, and Jasper formed one group. Cottage Grove and Creswell residents were a second focus group. The third group covered Junction City, Veneta and Elmira. The focus groups were designed to capture community preferences, perceptions, and opinions about growth in the Southern Willamette Valley. Participants also responded to future 2050 growth

scenarios. Avoiding "urban sprawl" and a need for more family wage jobs were two themes common to the groups. The report also indicated "at least some support for improving public transportation throughout the region." An additional written report from Dexter & Fall Creek area communities was discussed. A report from the Regional Growth Scenarios Workshop held April 29 was made to the group and the board approved alternative growth scenarios concepts that address the concentration and distribution of growth and provide a basis for analysis and public feedback. The three concepts are (a) compact urban growth scenario; (b) satellite communities growth scenario, and (c) rural growth scenario. The meeting ended with a report on the status of the project and possible grant funding. The next scheduled meeting of the Policy Board is on May 28.

7. **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: April 16, 2003

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None

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

- ◆ May 19, 2003, letter from District Counsel Roger Saydack, with attached May 14, 2003, letter from Mary Ann Bearden, presiding judge of the Lane County Circuit Court regarding limited funding for hearing court cases

At the May 28, 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

SPECIAL MEETING/WORK SESSION

Monday, March 31, 2003

Pursuant to notice given to *The Register-Guard* for publication on March 30, 2003, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting on Monday, March 31, 2003, beginning at 5:30 p.m., in the LTD Board Room at 3500 E. 17th Avenue, Eugene.

Present: David Gant
Gerry Gaydos, Vice President
Patricia Hocken, Secretary
Dave Kleger
Virginia Lauritsen, Treasurer
Hillary Wylie, President, presiding
Ken Hamm, General Manager
Jo Sullivan, Clerk of the Board
Joe Sams, Minutes Recorder

Absent: Susan Ban

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

WORK SESSION

Mr. Hamm said that the purpose of the meeting was to coordinate staff and Board efforts around bus rapid transit (BRT), establish clear staff direction regarding grants from the Federal Transit Administration (FTA), and discuss possible Springfield Transit Station issues.

A. BRT Phase 1 Vehicle Selection

Mr. Hamm noted that staff had visited bus manufacturing facilities in France and the Netherlands to assess what the best vehicle for the BRT project was. He stated that the overall preference was the Phileas model of vehicle made by Advanced Public Transport Systems (APTS) of the Netherlands. He said the project had moved forward using the dimensions of the Phileas vehicle, but that the cost of the vehicles was approximately 82 percent higher than expected.

Mr. Hamm said that the Board and the public inadvertently had the impression that LTD was looking for alternative vehicles than the Phileas model. He said this was not true and called for a process check with the Board to clarify the situation. He said there was some confusion of the alternatives and what the Board intended to do. He said LTD was

concerned about the cost of the Phileas model and its implications to the Board and the community. He asked for Board feedback on the matter.

Ms. Wylie said that the whole project should be reviewed in light of the recent state budget cuts. She noted that the BRT project had been a priority since she had been on the Board, but construction costs, as well as vehicle costs, were much higher than expected. She suggested that cost savings for the project should be investigated on all aspects, not just the vehicle.

Mr. Gant stressed the importance of taking a longer-range view of the project. He noted that cost overruns were something that would occur. He wanted to stay with the original project vision.

Ms. Hocken said her frustration was that she felt that there was no solid recommendation from staff. She noted that the community still needed to be involved in the process.

Ms. Wylie said there was a possibility of getting more federal funding for the project and urged the Board to consider carefully before making any decisions. She stressed the importance of having a train-like appearance for the BRT project. She noted that there were financial issues but said that just choosing a different vehicle would not solve the project's problems.

In response to a question from Ms. Lauritsen regarding FTA grant options, Mr. Hamm said that he had talked with FTA staff and discussed making a request to the FTA for LTD to participate in a technology demonstration project for BRT projects. He said LTD then would supply other transit systems with data for their BRT projects. He had written a letter requesting that status and would participate in a conference call the following day to discuss it further.

Assistant General Manager Mark Pangborn said that the FTA wanted Lane Transit District to complete its BRT project because LTD was further along in its project than anyone else in the country.

Mr. Kleger said he wanted to see the project completed as planned. He said he would be happier with the Phileas model of vehicle because it best fit the needs of the project, and that even two vehicles running on a regular cycle just to get the project going would be acceptable. He stressed that he did not want to build the infrastructure and not be able to use it because of vehicle design. He thought that additional funding allocated to the project would allow the project to be completed closer to the original goal.

In response to a question from Mr. Kleger regarding funding, Director of Finance and Information Technology Diane Hellekson said that LTD debt capacity was sufficient to purchase the vehicles, but noted that the organization did not have infinite capacity and there were other projects that needed to be completed. She said the issue was one of running out of federal matching grants for the project.

Ms. Hocken said she did not want to buy the planned number of vehicles unless more funding was forthcoming from the FTA.

Ms. Lauritsen reiterated Ms. Hocken's comments. She raised concern that LTD finances were too taut to be purchasing prototypes and running the risks of having them not perform as needed. She suggested asking the FTA to purchase a single vehicle for LTD to test. She stressed the importance of keeping the rights-of-way and raised concern about giving the separate jurisdictions time to change their minds on those issues.

Ms. Wylie commented that the Board should be progressing with the project as closely as planned with the funds available.

Mr. Gaydos said that part of the FTA concern was that if LTD backed off on its project, then American bus companies would take longer to make technological advances. He said that part of the problem with the design of the project, which relied on buses capable of automatic docking and automated travel in the bus guideways, was that the drivers of the vehicles could not keep track of what was going on on the bus and keep their eyes on the road at the same time. He raised concern that the Phileas vehicle was new technology that LTD would be taking on and having to do a lot of redesign work to make the project run correctly. He raised concern over how much stress the new vehicles would put on operations and maintenance. He suggested trying to get more FTA funding allocated and show the BRT project as a national demonstration.

Mr. Gant said that alternatives should be considered if it was financially irresponsible to continue with the project as planned. He stressed the importance of knowing if the project was currently financially viable.

Ms. Hellekson said the project could be done but could not be done without halting another planned project. She noted that other aspects of the project cost were significantly higher than expected and added that, even if more funding were allocated, some other projects might have to be discontinued to pay for BRT.

Mr. Pangborn said that FTA felt comfortable with a request for \$1.5 million in additional funding.

Mr. Hamm said that LTD should frame what it could and could not do with different amounts of money for the FTA so it could have more data to make funding decisions. He noted that LTD had asked for \$3.5 million.

Mr. Gant stressed the importance of being honest with the FTA and letting them know that the project could not continue without more funding allocated.

Mr. Pangborn said if a mixed fleet was proposed to the FTA, it would choose that option. He said if the Board did not want a mixed fleet, it should be very specific about that with FTA representatives.

In response to a question from Ms. Wylie regarding whether there was a way to lock the bid price on the vehicles, Mr. Pangborn said the only way to lock the price of the vehicles was to commit to a purchase.

Mr. Kleger said that if LTD gave up the rights-of-way gained for the project, it would never get them back.

Ms. Hocken raised concern about the idea of a mixed fleet but noted that it would provide an opportunity to test different vehicles. She said if a decision was made to go with a mixed fleet, then she wanted to see at least five American-made articulated buses and two to three Phileas buses. She reiterated her comment that the community needed to provide more input in light of the new costs. She said the reality was not what was sold to the community.

In response to a question from Mr. Gant regarding what amount could be accepted from FTA in order to not stress the system, Ms. Hellekson said \$3.5 million would help but there still would be stresses on the system. She suggested a 50/50 dual ownership deal. She noted that it was unlikely that the \$3.5 million figure could be achieved. Mr. Viggiano suggested that there be some discussion of further FTA research money in the future.

Mr. Pangborn and Mr. Viggiano outlined the vehicle options as presented in the meeting handout.

Mr. Pangborn noted that APTS had not been enthusiastic about accepting an order for fewer than five buses. He noted that the Phileas vehicle was new technology and there would be some risk in buying it. Additionally, adding left-side doors to a New Flyer articulated bus would be risky because that would negate the manufacturer's warranty. He said that a mixed fleet would present different risks with an increased commitment to both manufacturers.

Mr. Hamm said the Phileas bus had been tested on the road for over 18 months and would be operating on the road in Eindhoven, the Netherlands, by the end of the year. He said the only thing that would be different from the Dutch model would be the left-hand door. He acknowledged that there was an issue with not having any domestic support for the vehicle since the company was based in Europe.

Mr. Pangborn noted that a mixed fleet would present problems with differences in floor height and that the system would have to be designed to accommodate both. He stressed that whatever fleet was chosen would need to have left-hand doors.

Mr. Kleger suggested asking FTA for \$3.5 million and seeing whether that was granted. He said that if FTA was not in favor, a mixed fleet might be acceptable and staff should ask for \$2 million. He noted that there still would be problems with adding left-hand doors and platform height. He stressed the importance of not making a commitment until the Board was sure how much funding it could receive. He reiterated his desire to stick to the original goal as much as possible unless it was financially irresponsible.

Mr. Gaydos said that the mixed fleet would offer the most alternatives. He raised concern that even if the Phileas vehicle worked as desired, there was no guarantee that the vehicle would be picked up for manufacturing in the United States. He expressed his preference for no mixed fleet and using all Phileas vehicles.

Ms. Hocken said LTD was still justified in asking for \$3.5 million even if it went with a mixed fleet.

In response to a question from Mr. Viggiano regarding what figure the Board would use as a bottom-line amount for extra funding from FTA, Mr. Gant said staff should then come back to the Board for a decision.

Mr. Kleger said that even a mixed system should have at least two Phileas vehicles. He expressed his discomfort with a mixed system.

There was general consensus that the project would use all Phileas vehicles only if LTD could obtain \$3.5 million in additional funding from FTA.

In response to a question from Ms. Hocken regarding engine noise in the alternative models, Director of Maintenance Ron Berkshire said there would be some issues with noise if left-side doors were added to any vehicle that was used.

Mr. Gaydos reiterated his concern over a mixed vehicle system for the project.

B. Springfield Station

Mr. Hamm noted that there were problems with the approvals needed to complete the Springfield Station project.

Facilities Services Manager Charlie Simmons said it was a critical time for the Springfield Station. Referring to the site plan, he noted that access points were dictated by the Oregon Department of Transportation (ODOT). He explained that the site plan required using 25 feet of the 50-foot setback near the Millrace. The Springfield City Council recently had enacted an ordinance that required a variance for using that setback space. He noted that the Springfield Planning Commission would discuss the issue at its meeting the following evening. He stated that LTD needed the variance to proceed with the construction of the site, and that there was a lot of support from the community and City staff.

Mr. Hamm said that many different interested parties in Springfield were pushing for transit-oriented development on that site. He commented that the variance should be very easy to get, given the benefit that the site would be to the City of Springfield, and hoped that would be the case. He suggested that one or two Board members should attend the meeting and speak in support of the project.

Mr. Simmons said that the site layout was crucial to the completion of the project. He said if the variance were not granted, then the design planning would have to go back to the beginning or go to another location.

ADJOURNMENT

It was noted that there were meetings scheduled for April 7 and April 14. There was no further discussion, and the meeting was adjourned.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING

Monday, April 7, 2003

Pursuant to notice given to *The Register-Guard* for publication on April 4, 2003, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting on Monday, April 7, 2003, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Susan Ban
David Gant
Gerry Gaydos, Vice President
Patricia Hocken, Secretary
Dave Kleger
Virginia Lauritsen, Treasurer
Hillary Wylie, President, presiding
Ken Hamm, General Manager
Kim Young, Minutes Recorder
Susan Hekimoglu, Clerk of the Board pro tem

CALL TO ORDER: The meeting was called to order at 5:35 p.m. by Board President Hillary Wylie. Mr. Gant was not yet present.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Ms. Wylie indicated that this meeting was scheduled in lieu of the meeting that was canceled in March.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA: Mr. Kleger announced that he was now back at home following his long recovery from surgery. Board members congratulated him.

Mr. Hamm said that staff had an agenda item requiring an executive session and asked for Board approval to add it to the agenda. Ms. Wylie added the executive session to the end of the schedule.

There were no other additions to the agenda.

PIONEER PARKWAY DESIGN APPROVAL: Director of Development Services Stefano Viggiano was present to request Board approval of the Harlow/Gateway segment of the Pioneer Parkway corridor bus rapid transit (BRT) route. He shared a schematic showing the BRT configuration options, including stop placement, which was considered by the stakeholder group for the segment. The options included a curbside option and three median options. Mr. Viggiano pointed out the right-of-way needs associated with the median option.

Mr. Viggiano reported that the stakeholders group quickly had discarded the curbside option and focused on the median options. He said that the stakeholder group recommended a combination of the median options, depending on the section of the route being traveled. He noted that the entire section allowed for exclusive route treatment, with no mixed-traffic operation.

Mr. Viggiano called the Board's attention to the current Gateway Station location on an aerial photograph of the area, and reported that the stakeholders preferred a station closer to the street. The option did not require as much parking removal as other options considered.

Responding to a question from Ms. Wylie, Mr. Viggiano used the aerial photograph to demonstrate egress from and ingress to the proposed station. Mr. Kleger noted the difficulty of using the current Gateway station due to the several right-angled turns that buses were required to make entering and exiting the station. Ms. Wylie expressed concern about the distance from the bus station to the entrance to the Gateway Mall, specifically noting her concern for seniors and people with disabilities who could be carrying a number of packages onto the bus. Mr. Viggiano estimated the distance between the mall and station at about 150 to 200 feet. He added that there were trade-offs between providing good access and an acceptable travel time, and that a balance must be found between those factors.

Mr. Viggiano emphasized the tentative nature of the proposal and indicated that more public comment and work were to come.

Ms. Hocken reported that several BRT Steering Committee members had expressed concern about access to businesses along the Harlow Road section. Steering committee members were concerned that businesses would not like the idea of motorists having to go to a signal and then turn around. Mr. Viggiano acknowledged those concerns and that indicated further public input would be sought.

MOTION

There being no further discussion, Ms. Ban, seconded by Mr. Gaydos, moved the following resolution: LTD Resolution No. 2002-014, "Resolved, that the LTD Board of Directors approves the recommended design for the Pioneer Parkway Harlow/Gateway Segment BRT corridor as the preferred design for the segment."

VOTE

The motion was approved as follows:

AYES: Ban, Gaydos, Hocken, Kleger, Lauritsen, and Wylie (6)

NAYS: None opposed (0)

ABSTENTIONS: None (0)

ABSENT: Gant (1)

STRATEGIC PLANNING WORK SESSION: (A) Draft Strategies. Senior Strategic Planner Lisa Gardner said that staff had taken the input of the Board from the December Board strategic planning retreat and revised the goals and strategies as requested. The materials had then undergone review by the Leadership Council and other staff. Ms. Gardner noted the addition of staff-suggested performance measures. The Board then reviewed the goals, strategies, and performance measures, and offered comments.

GOAL: Deliver Reliable Public Transportation Service. Ms. Ban confirmed with Ms. Gardner that many of the items listed in the performance measures already were being measured. Ms. Gardner added that the information was compiled, but not as part of a strategic plan. Mr. Viggiano noted that information was not collected routinely on some of the items, such as the percentage of households within a quarter-mile of a bus stop. Ms. Ban voiced her concern about creating an additional layer of work for staff. Ms. Gardner indicated that the plan could show the source of the measure and the suggested frequency for collecting the information.

Mr. Gant arrived at the meeting at 5:50 p.m.

Mr. Kleger noted that some people did not think LTD should be spending money on the AVL/APC system, but given reductions in the planning staff, the District could not do a good job of planning without the equipment. Ms. Gardner said while that many of the strategies were intended to be efficiencies, there might be an upfront capital cost, but they would result in operating cost savings over the long term.

GOAL: Develop Innovative Service That Reduces Dependence on the Automobile. Referring to the priority given the strategy "Develop a policy framework for joint development," Ms. Hocken suggested that the Board work on the policy first before implementing the Springfield Station. There was general concurrence.

Referring to the strategy "Pursue real-time passenger information to service outside of BRT," Ms. Hocken asked if LTD would have real-time information for the BRT service. Mr. Viggiano said that it was available, and the issue was whether the District wanted to spend the money for it. Assistant General Manager Mark Pangborn noted that \$125,000 for real-time passenger information currently was budgeted for Phase 1. He added that with the purchase of the AVL/APC system, the District would have the software and capability to do real-time passenger information, but then would need to install the needed infrastructure at the bus stops to implement it. Ms. Hocken suggested that real-time passenger information be added to the strategy "Implement BRT" to indicate that it was nondiscretionary for BRT while remaining a lower priority for the rest of the system.

Ms. Hocken referred to the TransPlan performance measures other than BRT and transportation demand management and asked if those were embedded in the plan. Ms. Gardner said that, for example, the percentage of major corridors in ten-minute frequency went beyond the BRT system. Ms. Hocken wanted to ensure that all the performance measures were reflected in the draft Strategic Plan. Mr. Viggiano suggested saying "Track performance measure for TDM and transit," and assume that included BRT. Ms. Hocken concurred.

Ms. Ban suggested that rather than be specific about the Coburg Road BRT corridor, the strategy "Obtain all environmental and political approvals for Coburg Road BRT corridor," be revised to refer to the next Eugene corridor. Ms. Gardner did not think the revision was a problem and said the same change could be made in reference to Springfield.

Ms. Wylie suggested that the first sentence in the goal statement ("Provide high-quality, convenient service that attracts 'choice riders' (those who have a car available) in order to help the community meet its current and future transportation needs") be revised so it did not appear to place a higher value on the riders who had a car available but chose to use public transit. She suggested that "those who ride the bus by choice" would be better. Mr. Hamm said that staff would review and revise the text.

Ms. Wylie asked if a cost was associated with the strategy "Support nodal development and transit land use." Ms. Gardner said that the strategy represented more of a statement than a strategy as it reflected what LTD already was doing. Ms. Wylie questioned whether a dollar amount should be attached to the goals and strategies. Ms. Gardner noted that the item in question fell under current staff responsibilities related to metropolitan planning. Mr. Viggiano said that it was possible to attach a fiscal impact to the goals; however, he noted that the next step in the process was a long-range financial plan identifying those costs.

GOAL: Maintain LTD's Fiscal Integrity. Ms. Hocken suggested that the long-term strategy, "Increase the payroll tax" be moved to current strategies, since it currently was being pursued. Ms. Gardner concurred. She asked if it was a high priority or a nondiscretionary item. Ms. Ban recommended that it be given a high priority. There was general concurrence.

Responding to a question from Mr. Gant, Government Relations Manager Linda Lynch discussed the status of legislation providing for an increase in the payroll tax. She noted that the bill was tied to an economic indicator of job recovery.

Referring to the strategy "Adjust fares to keep pace with inflation," Ms. Ban asked if the Board needed to balance increases in fares with ridership. Mr. Viggiano said that there was a relationship. Traditionally, fare increases were made to keep pace with inflation with no noticeable impact on ridership. In recent years, fares had increased beyond the rate of inflation, which impacted ridership while increasing revenues. He thought it a mistake for fare increases to lag behind inflation.

Ms. Hocken wondered whether the Board should revisit the strategy "Develop a public outreach program for debt financing," questioning the cost in light of the limited public interest. Mr. Gaydos, who initially raised the issue, noted that LTD had never borrowed money in the past, and he feared that the decision to borrow would be a change that the public might relate to the District's decision to embark on BRT. Ms. Gardner suggested that staff develop a public outreach strategy rather than a program. Mr. Gaydos suggested that LTD merely be ready to respond to the public. Ms. Gardner suggested that the item be deleted with that understanding. There was general concurrence.

GOAL: Provide Progressive Leadership for the Community's Transportation Needs. Ms. Ban referred to the strategy "Evaluate Board structure and development" and suggested that the Board conduct an annual self-evaluation with regard to the Strategic Plan. Mr. Viggiano agreed that was a good idea; he noted that the item was proposed in response to periodic calls for an elected Board. Ms. Gardner clarified that the item also was

intended to broaden interest in Board vacancies. Mr. Viggiano thought Ms. Ban's suggestion was a different issue. Ms. Ban agreed.

Ms. Wylie observed that all Board members represented a constituency but that was not mentioned in the plan. She did not think Board members checked in with those constituents to determine if they were being representing as they preferred to be represented. Mr. Kleger noted that he frequently checked in with his constituents, both formally and informally, in venues such as neighborhood association meetings. He was recognized and frequently received feedback. For example, his comments regarding the West Eugene Parkway were a result of constituent contacts. Ms. Wylie believed that as appointed officials, the Board members had the same responsibility to their constituents as elected officials.

Mr. Viggiano called attention to page 14, which addressed Board member activities. He noted that the ideas listed on that page, which included ideas related to community outreach, would be discussed later in the meeting.

Mr. Kleger referred to the strategy "Create a more visible role for Board in the community," and brought up the Metro Television broadcasting of Eugene City Council meetings. He suggested that the Board consider utilizing that service to broadcast its meetings if it could be done in a cost-effective manner. He said that would raise the District's and Board's profiles and keep the public informed. Ms. Lauritsen noted that previously, LTD had a monthly half-hour show on Metro TV that was not widely viewed. She believed that those familiar with Metro TV also were familiar with the Board and its activities. Mr. Kleger emphasized his interest in broadcasting Board meetings, not scripted programs. He termed the approach a "public meeting made more public." He thought the fixed costs involved would not be large.

Ms. Wylie believed that the strategy was aimed at placing the Board members in key community roles and at eliciting input from the public.

Ms. Ban suggested that the Board consider what it wished to accomplish in this area first. She believed that given the complexity of the topic, a subcommittee might want to take a closer look at the issue and return with a recommendation to the full Board.

Mr. Hamm perceived the strategy as the Board wanting to be more participatory in terms of its presence in the community and working to build a different kind of coalition with the business community and greater public. He thought that there were opportunities for the Board to put together coalitions in support of transit and future transit initiatives as planned growth occurred. Mr. Hamm did not think the Board discussion was about spending money to market transit, but rather about seeking opportunities for Board members to connect personally with the community in a different way.

Ms. Gardner suggested that the Board return to the strategy when it discussed the action plan. There was general agreement.

GOAL: Develop a Team Environment. Ms. Hocken noted two labor-related strategies, "Negotiate an appropriate contract" and "Build a more positive relationship with

the ATU,” and asked why the second was given a priority status of medium while the first was considered nondiscretionary. Mr. Hamm responded that an appropriate labor contract had fiscal implications, and that was different from building the ongoing internal relationship that the Board desired with the ATU.

Mr. Kleger suggested that the second labor-related strategy be given a high priority to communicate the Board’s seriousness about the strategy to the District’s employees. Mr. Gaydos concurred.

Mr. Gaydos referred to the strategy “Define and build TEAM LTD” and suggested that the Board should be a part of the team environment, but the strategy did not speak to that. There was general concurrence that it should. Mr. Hamm defined TEAM LTD as the Board, the administration, employees, and union all partnered together.

Ms. Ban suggested that the word “more” be deleted from the second strategy, and proposed that it be given a nondiscretionary status.

Referring to the performance measure associated with the goal that read “Percentage of negative (unwanted) employee turnover,” Ms. Hocken suggested that all employee turnover was negative given the fiscal cost of training and the reflection on LTD’s hiring process. Mr. Gant suggested that those employees who were hired away by other employers because of their professional growth and expertise should be considered in a positive light. He said that many organizations consider such movement to be positive. Ms. Hocken acknowledged Mr. Gant’s point.

Ms. Ban suggested that the strategy be reworded “Percentage of employee turnover,” and that LTD monitor the number over the time.

(B) Board Action Plan. Mr. Viggiano asked for input on what should be included in the action plan, particularly in the category of activities for individual Board members. He reviewed the items listed in a document entitled “LTD Strategic Plan Board Member Activities, on page 14 of the agenda packet.”

Ms. Ban asked for more information about the activity regarding the Board’s annual meetings with partner agencies. Mr. Hamm described examples of how those meetings happened, which included both formal joint meetings and opportunities for individual Board members to be present at a meeting to answer questions from partner agency representatives. Ms. Ban suggested that the activity be revised to read “Periodic meetings with partner agencies” to more accurately reflect the frequency that such meetings occurred. Ms. Wylie observed that the Board already was doing many things on the list. Mr. Gaydos supported annual Board visits to neighborhood association meetings.

Mr. Gant suggested that what was missing from the list was the commitment to ride the system occasionally. Board members agreed. Mr. Gaydos noted that he had been asked how often management staff and Board members rode the bus.

Ms. Lauritsen noted the large number of nondiscretionary items in the strategic plan and suggested that the items be prioritized somehow. Ms. Gardner indicated that staff

would recirculate the matrix the Board viewed at the December retreat, which prioritized the items. She added that the strategic plan was intended to be very short-term and there were many nondiscretionary items, which was by design. Items that could be accomplished were included, and if an item was not in the budget already, it was a high-priority item to be funded.

Ms. Gardner asked if the Board had interest in forming the subcommittee suggested by Ms. Ban. There was general Board support for the suggestion. Ms. Ban, Ms. Wylie, and Mr. Gaydos volunteered to serve on the subcommittee, and Ms. Gardner agreed to arrange for the first meeting.

Ms. Wylie suggested that a handbook of Board duties might be useful. Ms. Ban agreed that such a handbook would be a useful evaluation tool.

Board members thanked Ms. Gardner and Mr. Viggiano for their work.

PIONEER PARKWAY DESIGN APPROVAL (revisited): Because the resolution number was incorrectly stated on the agenda for this item, the Board restated the resolution it had passed earlier in the meeting.

MOTION

Ms. Ban, seconded by Mr. Gaydos, moved the following resolution, LTD Resolution 2003-014, Resolved, that the LTD Board of Directors approves the recommended design for the Pioneer Parkway Harlow/Gateway Segment BRT corridor as the preferred design for the segment. The motion passed unanimously, 7:0, with Ban, Gant, Gaydos, Hocken, Kleger, Lauritsen, and Wylie voting in favor, and none opposed.

VOTE

The motion was approved as follows:

AYES: Ban, Gant, Gaydos, Hocken, Kleger, Lauritsen, and Wylie (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

BRT VEHICLE WORK SESSION: Assistant General Manager Mark Pangborn provided an update on the status of the bus rapid transit (BRT) vehicle selection. He reminded the Board of the three options: Option A: Purchase five Phileas vehicles; Option B: Purchase five domestic articulated buses; Option C: Combination of five domestic articulated buses and two Phileas vehicles.

Mr. Pangborn reported on staff conversations with representatives of the Federal Transit Administration (FTA), saying that the FTA was still trying to find a way to provide research and demonstration funds to the District. He emphasized that there were many other demands for the funds. LTD staff had assembled a demonstration proposal requesting the initial \$3.5 million and adding several hundred thousand to conduct research for a three-year period. The FTA wanted a quick decision and he anticipated the agency would move very fast. He thought the Board needed more information before making a final decision, and he anticipated it would have that before its meeting in May.

Mr. Pangborn reported on the discussion the BRT Steering Committee had on the subject, saying it also was split between options. Member Dave Jewett had suggested that if LTD could get the North American Bus Industries (NABI) option to meet its needs, that might be acceptable because of its price and new look. Steering committee members had expressed interest in the suggestion. Mr. Gaydos, a member of the steering committee, concurred, and noted that committee members generally were less concerned about the guidance system than the appearance and cost of the vehicle selected. Mr. Pangborn noted that the steering committee lacked time to discuss all the nuances of the options.

Mr. Pangborn also reported on a video conference that LTD staff had with representatives of the Phileas manufacturer APTS, during which APTS staff stated that the company was not interested in selling LTD fewer than five vehicles. Mr. Pangborn said that a collective purchase with another agency was an option that was discussed by LTD staff, but he was unsure that APTS would be interested given it would have to support different sets of vehicles in different locations. He said that staff would continue to work on Option C, the combination option, but otherwise LTD was back to options A and B.

Ms. Hocken noted her concern about the timing of the receipt of the vehicles as it related to the start of BRT operations and suggested that the NABI vehicle not be taken off the table. Mr. Pangborn indicated it was not off the table, and LTD was still exploring the option.

Mr. Hamm reported on a conversation he had with the chief executive officer of bus manufacturer NABI, who indicated he felt there was a flaw in the way the transit industry approached vehicle manufacturers. The transit industry had been unwilling to develop any uniformity in BRT vehicle specifications, which created a problem for the manufacturers. The chief executive officer had specifically mentioned the difficulty of dealing with the manufacturers' suppliers in terms of consistency of volume. Mr. Hamm added that the company also was less interested in small orders given the large volume it currently was handling.

At this time, NABI was fully engaged in filling orders for vehicles for transit agencies in Chicago and Los Angeles. Mr. Hamm said that NABI suggested that LTD form a consortium of transit companies to develop standard BRT specifications and create a sufficient volume of orders to ensure that it got what it wanted. However, NABI also indicated it could not deliver vehicles until late 2006, and that it could not include left-hand doors on vehicles until 2006 at the earliest. He believed that removed NABI from any consideration for at least three years.

Mr. Hamm suggested that for future corridors, one option for the District was that the consortium originally formed by FTA get back together to discuss how to build the needed volume.

Ms. Wylie suggested that LTD needed to consider the CiViS again. Mr. Pangborn said that staff had re-considered the CiViS. He deferred to Director of Maintenance Ron Berkshire for more comments. Mr. Berkshire pointed out that CiViS vehicles also did not include left-hand doors, requiring a complete development program with the company at an

unknown price. He said that the CiViS vehicles would be heavier and noisier than most North American buses, and they burned more fuel and emitted more emissions.

Mr. Gant asked if staff analyzed the impact of a delay for Phase 1 BRT and what downside existed to waiting for some period of time for newer hybrid technology. Mr. Pangborn said that staff were in the process of analyzing the overall cost of the vehicles to be purchased, the delivery schedule, and the risks of the various options as they were known. Then staff would analyze the impact on the construction schedule and on the image that LTD presented to the community, as well as the cost of realizing that image.

Mr. Hamm noted that LTD had worked extensively to assemble the committed right-of-way needed for BRT and that was the most important element of the system. He suggested there was some logic to getting the acquisition of right-of-way accomplished first and as early as possible because of increasing land costs and changing political and economic environments.

Mr. Gant questioned the risk that existed with delaying the project, saying he believed it would be useful if the Board had a sense of what had been committed to at this point.

Referring to the acquisition of right-of-way, Mr. Kleger expressed concern about LTD finding itself in a situation similar to that faced by the County Commissioners when the Northwest Expressway had been built. It had been underused and was considered by some to be a waste of money until it was connected to the Chambers/River Road Connector.

Mr. Gant said that he did not want to risk what had been done, but he also did not want to overreact because of a potential delay.

Mr. Pangborn noted the political implications of a delay and suggested that the Board could be more effective than staff in communicating LTD's reasons for such a delay to the elected officials. He said that the District already had received criticism from one city councilor because of delays in the project, but he was unsure what position other councilors would take. The Springfield council probably would be more accepting of a delay in Phase 1 because of the work going on around the Springfield Station and Pioneer Parkway.

Mr. Gant believed that LTD had good, legitimate reasons for the delay. Ms. Ban did not think that would matter to some elected officials.

Mr. Hamm noted that there were other systems that were moving ahead with the acquisition of right-of-way and other incremental improvements with the knowledge that the technology was not yet ready. Those systems were able to realize efficiencies in the number of buses using major corridors by employing the right-of-way and using articulated buses. He suggested the potential of using a similar approach in Eugene. When LTD had the opportunity to move forward with the appropriate technology, it would do so.

Responding to a question from Ms. Wylie regarding whether LTD could "piggyback" on the Los Angeles order for the compressed natural gas (CNG) vehicles, Mr. Pangborn said yes, but not until 2005 at the earliest. That vehicle cost \$630,000. However, the problem with that vehicle was that it required LTD to redesign many of the bus stations. Ms. Wylie

pointed out that there were tradeoffs for every selection. Mr. Pangborn concurred, and said staff would follow up. Mr. Hamm noted associated bus barn improvements as well, including a new fueling system.

Responding to a question from Ms. Hocken, Mr. Pangborn diagramed the timeline for the acquisition of the New Flyer articulated buses.

Ms. Wylie asked if there were operational safety issues related to the installation of left-hand doors. Mr. Pangborn indicated that LTD would have to do a structural analysis of the vehicle prior to installing the doors. Mr. Hamm said that the company doing the retrofitting would go through the analysis before it attempted to do the work to ensure that the design was structurally sound.

Mr. Berkshire, in response to a question from Mr. Gant, indicated that the manufacturer would stand behind the retrofitting. Mr. Pangborn added that staff continued to explore the issue and believed that it could develop a warranty assurance with the manufacturer. Director of Finance and Information Technology Diane Hellekson indicated that the issue could affect LTD's bond rating as well.

Mr. Pangborn said that left-hand doors could be considered new technology. He noted that Mr. Gant had been present at staff discussions with the FTA. Mr. Gant believed that the FTA's focus and interest were on a Phileas-type system, and it was trying to motivate the domestic manufacturers to move forward with the desired technology through what he termed "competitive fear."

Responding to a question from Mr. Kleger, Mr. Pangborn did not know how much time would be required to redesign the stations to accommodate right-side only doors. He added that he asked staff to develop an estimate of the time required. Mr. Viggiano reported that each year's delay in construction would cost the District \$500,000.

Responding to a question from Ms. Wylie regarding next steps, Mr. Pangborn anticipated further staff cost analysis of each option.

Mr. Gaydos believed it would be worthwhile if another Board subcommittee was formed to discuss the political issues involved and determine how to approach each city council. The Board agreed to employ the BRT Board Committee in that effort.

Ms. Lauritsen said that she had heard concerns from Springfield residents regarding the potential that LTD would go into debt to purchase the vehicles. She preferred not to get into debt even if the \$3.5 million was received, noting the increase in the cost of the vehicles. Ms. Lauritsen did not want to burden the District with the heavy debt that would be required. She did not think that the desired image was so desirable that the District should go into debt.

Ms. Wylie postponed discussion of item VIII, Items for Information at this Meeting, to Wednesday, April 16, and suggested that the Board move into Executive Session.

MOTION

VOTE

EXECUTIVE SESSION: Ms. Ban, seconded by Mr. Gaydos, moved that the Board move into Executive Session pursuant to Oregon Revised Statutes 192.660(1)(a), to consider the employment of a public officer, employee, staff member, or individual agent.

The motion was approved as follows:

AYES: Ban, Gant, Gaydos, Hocken, Kleger, Lauritsen, and Wylie (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (01)

Pursuant to Oregon Revised Statute 192.660(1)(a), the Board entered into Executive Session.

ADJOURNMENT: There was no further discussion, and Ms. Wylie adjourned both the executive session and the meeting at 7:50 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, April 16, 2003

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Pursuant to notice given to *The Register-Guard* for publication on April 10, 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, April 16, 2003, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Susan Ban
David Gant
Gerry Gaydos, Vice President
Patricia Hocken, Secretary
Dave Kleger
Virginia Lauritsen, Treasurer
Hillary Wylie, President, presiding
Ken Hamm, General Manager
Jo Sullivan, Clerk of the Board
Kim Young, Minutes Recorder

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Absent: None

CALL TO ORDER - Ms. Wylie called the meeting to order.

ROLL CALL - General Manager Ken Hamm called the roll. Mr. Gaydos was not yet present.

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ANNOUNCEMENTS AND ADDITIONS THE AGENDA - Ms. Wylie reviewed the agenda. There were no changes to the agenda. There were no announcements.

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WORK SESSION:

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LTD ORDINANCE NO. 36 – LTD Director of Transit Operations Mark Johnson and District Counsel Rohn Roberts joined the Board for this discussion. Mr. Johnson introduced Ordinance 36, 2003 Revision, "Regulations Governing Conduct on District Property," which would limit certain District properties to District patrons, employees, and those conducting District-related businesses. He called attention to the materials in the agenda packet detailing the types of activities that had to be managed at the Eugene Station on a daily basis.

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In response to a question from Ms. Lauritsen, Mr. Johnson stated that the police report was for the Eugene Station alone, not the entire district. It showed that there had been 4,800 police responses at the station in four years, or about 1,200 per year, with about two assaults a month. Mr. Roberts said this did not include a breakdown of how many were committed by passengers and non-passengers of the District. In conversations with Mr. Bailor, he understood that the overwhelming majority of the calls involved non-patrons of the District. He stated that the appellate courts had taken away LTD's ability to enact loitering ordinances, so the question was what LTD should do to ensure the kind of environment it wanted to have. The lawyers' charge

was to determine the best manner to give LTD the best chance of success in order to promote safety, convenience, and efficiency of the transit station, and that was what they had tried to do. He asked for questions from the Board.

Mr. Gaydos arrived.

Mr. Gant said that he wanted to make sure he understood the idea behind the ordinance in relation to administrative law. He said that the Board was talking about at least three rights: the right to free speech, the right to freedom of assembly, and the right to the initiative process. The idea was not about whether there was bad intent on LTD's part to suppress someone's rights. Rather, it had to do with the restrictive effect of the intent that this kind of ordinance would have on those rights. The real question, he thought, was whether that kind of restricted effect was permitted, and the courts had made it clear that those rights could be infringed upon if the unintended, restricted effect followed a certain guideline. The guidelines had to do with two tests. First, it had to be content neutral, so laws could not be passed that discriminated against certain types of speech, and that was where LTD ran into trouble with the previous version of the ordinance. This time, he thought, the revision was closer to being content neutral. He said that the second part of the analysis, and the idea behind this area of law, had to do with the corollary of the content-neutral part and the basic ideas that there can be a restrictive effect on the time, place, or manner (not the content) of how the speech takes place--whether those were reasonable restrictions. He said that most people understood that; for example, they could not stand up in a crowded movie theater and yell "fire." His understanding of how the court of appeals would deal with that part would be to consider what was reasonable, regarding two key points. The first, he said, was whether it was for a good reason, which had to be something like safety, and whether LTD could do its job and supply transit services. The second was whether the ordinance and the restrictive effect it was going to have were narrowly tailored, to have the least amount of effect on the rights and still get the job done. He was unsure whether he was comfortable with the approach taken in the ordinance and whether LTD had done the best job it could, because, if not, he was afraid that the courts would say that LTD had gotten through all the tests but the very last one, the part about over-breadth, and had not quite gotten there. If that was the case, he was afraid that what they would do was what had happened the last time.

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Mr. Gant asked Mr. Roberts if this was a decent understanding of the issues. Mr. Roberts said that the only place he would depart from Mr. Gant's analysis was the least-restrictive alternative test. He did not believe that was the test that should be applied. Unfortunately, he said, the analysis of the Oregon Constitution had not evolved to the point where LTD would know whether or not the court would apply a least-restrictive alternative test, or the test that the United States Supreme Court would apply, which was one of reasonableness of time, place, and manner, because LTD was not encircling the downtown station and saying "you shall not go there" for expressive activities. He agreed that this was the problem that LTD might at some time confront. Staff and counsel had been working to narrowly tailor the ordinance, but were convinced that saying "you shall not block traffic" was not enough. He said that this was, to some extent, a policy call as well as a legal one. Mr. Gant agreed, and said he thought the federal standard should be applied, but no Oregon court had done so. Mr. Roberts pointed out that the courts had not ruled to the contrary, either.

Mr. Gant then asked if LTD had the right to enact restrictions at bus stops on public sidewalks. Mr. Roberts stated that in the current ordinance, for bus stops in public rights-of-way, the only restriction was eight feet from bus doors while loading and unloading. This was found

reasonable by the judge and was not appealed. He did not believe that this was an issue. There was still the drip line issue related to shelters; he understood that LTD had the right to control some activities within bus shelters within drip lines. For example, if a drunken transient was inside the bus shelter inside the drip line, LTD should have the right to ask that person to leave. He said that from the staff standpoint and the efficient operations standpoint, the District wanted an ordinance that provided for that possibility.

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Mr. Gaydos apologized for being late, and asked to clarify that the content-neutral issue went to first amendment rights, and said that he had not heard Mr. Gant or anyone else raise any issues as to the content-neutral nature of the ordinance. Mr. Roberts said that it did, and that he believed that Mr. Gant was in agreement that this was a stronger issue. Mr. Gaydos stated that what the ordinance was trying to do was to deal with behaviors. Mr. Roberts explained that once people were there on District business, they could say what they wanted, gather signatures if they wanted, hand out leaflets, etc., so long as they were a patron of the District as described there. In that respect, he believed that it was purely content neutral. Mr. Gaydos agreed with this point.

Mr. Gaydos also mentioned the vagueness issue, and asked if the standard was that there could be no other alternatives. Mr. Roberts said that there was an issue under Oregon law whether the court would apply what would be akin to a least-restrictive alternative test or a reasonable test. He said he did not know the answer to that. He said that he could argue that this was the least-restrictive alternative available just because of the physical layout and how the District had tried to set aside areas that were public areas, had not closed off the entire station, and had limited the restricted areas to eight feet from bus doors while loading and unloading in public rights-of-way, etc.

Mr. Gant asked if a safety analysis concluding that this method was the least restrictive would be helpful, so the District was not dependent on anecdotal analysis and to show that LTD was taking this issue very seriously and, given the way the station was built, there was no other way. Mr. Roberts said that if such an expert were available to perform this study, any of that information would be helpful, and that what staff had prepared in terms of the purposes and problems was more than the District had before. He suggested that the question was whether the Board wanted to adopt the least-restrictive alternative available. He was concerned about the current lack of an ordinance and the potential that the District inadvertently could be creating a public forum that later would be hard to take away.

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Mr. Gant said he thought that everyone agreed that there was a problem at the downtown station and that LTD did not have any bad intent. He asked about enforcement and how the ordinance would change that. Mr. Johnson said that it would give LTD the authority to tell people to leave District property if they were not waiting for a bus. Mr. Gant asked if that worked, pointing out that merely enacting a law was not sufficient. Mr. Johnson said that it gave the District the legal means to deny people transportation. If people at the station were there unlawfully, the District could tell them to leave or they could be charged with criminal trespass. Mr. Gant questioned the long-term effect and whether the statistics would go down. Mr. Johnson believed that the ordinance would help the District maintain order by controlling who was on the site.

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Mr. Gaydos noted that Eugene used to have an enclosed downtown mall with no streets, and the City had an extremely difficult time with people hanging out in the area. Then an

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exclusion ordinance was adopted in Eugene, which had a dramatic impact by removing, for at least a period of time, those who were attracting attention and causing problems. Mr. Roberts noted that Ordinance 36 included such a provision. Mr. Gaydos said that before the City ordinance was in place, it was very difficult to deal with such people. After its passage, it gave the police another tool to address behavior issues occurring in the public space. LTD's example was a little different because the downtown Eugene mall definitely had been a public space. Mr. Johnson said that if the District could make it uncomfortable for people who were not using the bus, word would get out, and they would find someplace else to hang out until the pattern repeated itself.

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Mr. Kleger said that the ordinance appeared to have some enforcement teeth, and that was the way to control behaviors of concern, at least for a time. He suggested that in its absence, the District would have to choose between paying for bus routes and paying for security. He did not think that was feasible. He said that LTD's purpose was to provide transportation, and do it in a way that customers would make use of it. Mr. Roberts explained that trespass was defined both as unlawful entry and as staying after one had entered a place lawfully but then was lawfully asked to leave. The critical distinction was that, according to the current ordinance, someone who committed an offense, such as blocking traffic, and did not leave after being asked to, could then be arrested for trespass if that request was lawful. He or she then could come back the next day and commit the same offense, and then must be asked to leave again. That was an enforcement problem for LTD. If someone's entry onto the premises was unlawful to begin with, that situation did not exist.

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Mr. Gant stated that he was in favor of the ordinance but wanted to ensure that it was constitutional. He was concerned whether it was a safety issue if someone was not blocking or impeding. He said that a study had some objectivity that the District could use to justify the ordinance and might strengthen the factual case that LTD would have to make. He said that was really his only concern.

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Ms. Wylie expressed concern about the next available vehicle provision. Mr. Johnson said that the District's officers were friendly and reasonable in their approach to patrons. If people were waiting quietly, it was doubtful that they would attract any attention from the District at all. Ms. Wylie asked what would happen if someone wanted to just sit and view people and was not asked to leave. Mr. Roberts said that this raised the issue of selective enforcement. If the District selectively enforced a law for an improper purpose, such as racial profiling, or appeared to be doing so, that would be a problem. Responding to a comment from Mr. Gant, Mr. Roberts did not think that petitioner signature gathering was a problem in approval of the ordinance. Mr. Hamm agreed. Ms. Wylie noted that the reference in the ordinance to petitioner gatherers was gone.

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Responding to a question from Ms. Hocken, Mr. Gant said that he believed a safety study would bolster LTD's position. Mr. Johnson said that staff could do some follow-up. He said that it appeared that Mr. Gant was requesting a safety study and a legal opinion. Mr. Gant concurred.

Ms. Hocken acknowledged Mr. Gant's concerns but said that at some point the Board would have to determine how much risk it was willing to take to accomplish what the Board believed was needed. Mr. Gant said that he wanted to be as prepared as possible if the District was taken to court.

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Ms. Lauritsen concurred with Ms. Hocken. She thought it time for the Board to move forward.

Mr. Gaydos concurred with the remarks of Ms. Lauritsen and Ms. Hocken. He said that the District had experienced staff and transit experts informing it and he thought it possible that no matter how much information the District had, it could still lose. He thought the recommendation represented the best shot the District had at this time.

Responding to a question from Ms. Wylie regarding what would happen if the ordinance were rejected by the courts, Mr. Roberts said that the District had been unable to obtain any clarification from the court regarding the elements of the previous ordinance. The judge's ruling merely stated that there was nothing in the history of the Oregon Constitution that would give LTD the right to enact certain elements of the ordinance. Mr. Roberts hoped that if the District failed to prevail, it would receive more clear direction on how to legally make LTD a safe and efficient transit system and not have the problems that LTD had at the former station. He did not know if the District would get that clarity.

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Mr. Kleger noted that before the construction of the Eugene Station, there had been many times when the sidewalks were blocked by petition gatherers, preventing riders from going from bus to bus. He said that did not appear to be a problem now.

ITEMS FOR INFORMATION AT THIS MEETING:

Monthly Financial Report - Ms. Wylie called for the Monthly Financial Report. Director of Finance and Information Technology Diane Hellekson said that staff were seeing some revenue numbers they could not explain. She cited payroll tax revenues as an example, and said that the District was less than \$100,000 below budget. Nothing in the local economy explained that. The District also had received more than expected in-lieu-of tax from the State. She said that there was a \$1.3 million total General Fund surplus at this time, which could take pressure from next year's budget. She said that staff would propose a status quo budget while some of the questions were answered. Ms. Hellekson said that no compliance checking existed at this time because of Department of Revenue budget reductions.

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Ms. Hocken suggested that it was just taking some time for the payroll tax decline to appear. Ms. Hellekson said that was a possibility.

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Responding to a question from Mr. Kleger, Ms. Hellekson estimated that \$50,000 to \$60,000 in payroll tax revenues would be lost as a result of the closure of Sony.

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Legislative Update - Government Relations Manager Linda Lynch provided an update on the State legislature. She said the legislature had yet to come to grips with the State budget or how it would raise revenues. That had an impact on LTD because of the general fund support for transportation services for the elderly and people with disabilities. There was no way to back off from the service demand, and if the money was not available from the State, LTD would have to make it up. She said that the Transportation Operations Fund was being considered for other transportation-related purposes. Regarding the payroll tax legislation, SB 549, Ms. Lynch said that it would allow for small annual increases in the payroll tax rate, amounting to one-tenth of one percent after ten years. Ms. Hellekson estimated that TriMet would realize more than

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\$3 million annually. Ms. Lynch believed there was support for the legislation, but new objections were being raised by the Legislative leadership.

Ms. Wylie asked if money for RideSource had been cut. Ms. Hellekson said that LTD had received its fourth quarter payments from the Oregon Department of Transportation. She said there might be no reduction or the entire amount might be eliminated. At the time, LTD staff were predicating their thinking on the concept that at least half the funding would be gone. She confirmed that the District received \$500,000 in State funding annually.

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Referring to the STP allocation for the RideSource facility, Ms. Lynch said that LTD was making the case that the flexible federal funding should be available for fleet replacement as well, but she doubted that would happen, given other needs. She did not anticipate that any budgets would be written until after the May forecast was received.

Ms. Wylie called for a brief recess.

BUSINESS MEETING:

EMPLOYEE OF THE MONTH – Director of Maintenance Ron Berkshire introduced Fleet Services Supervisor Don Swearingen, the April Employee of the Month. Mr. Berkshire spoke of Mr. Swearingen's dedication and teamwork, noting that Mr. Swearingen volunteered for committees that met during the day even though he worked swing shift. Mr. Swearingen thanked the Board and staff. Mr. Hamm noted that Mr. Swearingen's nomination came from a number of employees working in different departments.

Mr. Johnson introduced the May Employee of the Month, Bus Operator Gary Bennett. He said that Mr. Bennett was a hard-working employee who also served on committees with the goal of making the District better. He congratulated Mr. Bennett. Mr. Bennett thanked the Board. He noted that he had been self-employed previously, and said it had been a great experience working for LTD.

EMPLOYEE OF THE YEAR – Bus Operator Arline Link, 2002 Employee of the Year, expressed appreciation to the Board members for their volunteer efforts. Mr. Johnson indicated his appreciation for Ms. Link's spirit and the contribution she made to LTD. He said that Ms. Link was very deserving of the award, which she had also received in 1985. Mr. Hamm said that Ms. Link had nearly 30 years of service with LTD and that she appeared to have the same enthusiasm for her job as she had when she started. He noted her community service as chair of the Filbert Festival Parade and said that Ms. Link was a special and much-loved person. Mr. Kleger noted her assistance in the training in the early days of LTD Dial-A-Ride service, and said he considered her a friend. He stated that the cards that Ms. Link arranged to have sent to him during his recent illness had made a huge difference in his recovery, and he expressed appreciation to her.

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AUDIENCE PARTICIPATION - Mr. Hamm called the Board's attention to a letter from Ed Necker, a member of the District's Special Transportation Advisory Committee and Accessible Issues Committee, and entered it into the record. Mr. Necker's letter stated his strong support for Ordinance 36.

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MOTION

CONSENT CALENDAR – Ms. Hocken moved adoption of LTD Board Resolution No. 2003-016: "It is hereby resolved that the Consent Calendar for April 16, 2003, is approved as presented." Mr. Gaydos seconded the motion. The Consent Calendar consisted of the minutes of the February 18 and February 26, 2003, Board meetings. Mr. Kleger noted that he had offered some minor minutes changes to Ms. Sullivan.

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VOTE

The Consent Calendar was approved as amended as follows:
AYES: Ban, Gant, Gaydos, Hocken, Kleger, Lauritsen, Wylie (7)
NAYS: None (0)
ABSTENTIONS: None (0)
EXCUSED: None (0)

MOTION

ORDINANCE 36–FIRST READING - Mr. Kleger moved that Ordinance 36, 2003 Revision, be read by title only. Ms. Hocken provided the second. Speaking to the ordinance, Mr. Kleger indicated support for the ordinance, which was intended to provide safe and accommodating surroundings for LTD's customers. It was not intended to exclude any group of people, but to facilitate effective service to the customers LTD was mandated to serve. He said that it was time to move forward with the ordinance. He believed that more work could be done, but questioned whether that would put the District in a better position.

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VOTE

The motion was approved as follows:
AYES: Ban, Gant, Gaydos, Hocken, Kleger, Lauritsen, Wylie (7)
NAYS: None (0)
ABSTENTIONS: None (0)
EXCUSED: None (0)

Ms. Ban read the ordinance title: "Lane Transit District Ordinance 36, 2003, Revision, Regulations Governing Conduct on District Property."

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FEDERAL SECTION 5309 GRANT AMENDMENT AND FEDERAL SECTION 5307 GRANT APPLICATION – Senior Strategic Planner Lisa Gardner introduced the item, saying that the Federal Section 5309 grant would be submitted as an amendment to the initial grant. She then reviewed the details of the Federal Section 5307 Grant Application.

Public Hearing: Ms. Wylie opened the public hearing. There being no one wishing to speak, she closed the public hearing.

MOTION

Mr. Kleger moved adoption of LTD Resolution No. 2003-011: "It is hereby resolved that the LTD Board of Directors approves the proposed FY 2003 Section 5307 federal grant application for \$2,808,456 in federal funds and the amendment to the FY 2003 Section 5309 grant application for \$1,967,357 in federal funds for the Springfield Station construction and authorizes the General Manager to submit this application to the Federal Transit Administration for approval." Mr. Gaydos seconded the motion.

VOTE

The resolution was approved as follows:
AYES: Ban, Gant, Gaydos, Hocken, Kleger, Lauritsen, Wylie (7)
NAYS: None (0)
ABSTENTIONS: None (0)
EXCUSED: None (0)

FISCAL YEAR 2003-04 PROPOSED SERVICE CHANGES – Service Planning and Marketing Manager Andy Vobora presented this item for Board discussion. He reminded the Board of its previous discussion related to the item and indicated that he had provided a summary of the changes for each of the service reductions, fixes, and additions. He said that there was still the same number of service hours. Some service hours were held back in contingency so LTD could react to service demands that arose throughout the year and in anticipation of a possible group pass program to be developed in conjunction with Lane Community College (LCC).

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Responding to a question from Mr. Hamm, Mr. Vobora confirmed that the receipt of the five new articulated buses would help relieve some stress points, particularly in service to the University of Oregon area.

Public Hearing: Ms. Wylie opened the public hearing. There being no one wishing to speak, she closed the public hearing.

Board Discussion: Mr. Kleger commended the work done by Mr. Vobora. He noted the testimony the Board received from Dorothy Ehli and the many helpful suggestions the Board received from her, and recommended that the District attempt to involve Dorothy Ehli in an advisory capacity if the opportunity arose. Speaking to the issue of circulators, Mr. Kleger thought that loop service should be run in both directions rather than just one.

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MOTION

Mr. Kleger moved adoption of LTD Resolution 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." Ms. Lauritsen seconded the motion.

VO TE

The motion was approved as follows:
AYES: Ban, Gant, Gaydos, Hocken, Kleger, Lauritsen, Wylie (7)
NAYS: None (0)
ABSTENTIONS: None (0)
EXCUSED: None (0)

FISCAL YEAR 2003-04 PRICING PLAN PROPOSAL – Mr. Vobora corrected the price for the proposed youth pass, saying that it should be \$35 rather than \$34.95. Responding to a question from Ms. Ban, Mr. Vobora thought it appropriate to leave LCC in the plan pending resolution of the group pass program discussions.

Public Hearing: Ms. Wylie opened the public hearing. There being no one wishing to speak, she closed the public hearing.

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FISCAL YEAR 2003-04 PRICING PLAN PROPOSAL - Mr. Vobora corrected the price for the proposed youth pass, saying it should be \$35 rather than \$34.95. ¶
Responding to a question from Ms. Ban, Mr. Vobora thought it appropriate to leave LCC in the plan pending resolution of the group pass program discussions. ¶

MOTION

Ms. Lauritsen moved adoption of LTD Resolution 2003-010: "It is hereby resolved that the LTD Board of Directors approves the 2003-04 Pricing Plan as presented, and as Recommended by the LTD Finance Committee." Mr. Kleger seconded the motion.

VO TE

The resolution was adopted as follows:
AYES: Ban, Gant, Gaydos, Hocken, Kleger, Lauritsen, Wylie (7)
NAYS: None (0)
ABSTENTIONS: None (0)
EXCUSED: None (0)

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Mr. Kleger observed that this was the first year he could recall since he first began to serve on the Board where the Board received no public testimony on either the route changes or pricing plan.

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OTHER - Ms. Hellekson distributed information regarding insurance coverage: "Special Districts Association of Oregon Liability Declarations."

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Deleted: She shared Tammy Fitch's cell telephone number with Board members.

EXECUTIVE SESSION – Mr. Kleger moved that the Board meet in executive session in accordance with Oregon Revised Statute 192.660(1)(i). After seconding, the Board unanimously moved into executive (non-public) session at 7:15 p.m. General Manager Ken Hamm and Clerk of the Board Jo Sullivan were present during the executive session.

RETURN TO REGULAR SESSION – Upon a motion by Mr. Gaydos and seconding by Ms. Hocken, the Board returned to open session at 7:30 p.m.

MOTION

BOARD HR COMMITTEE RECOMMENDATION – Mr. Gaydos moved approval of LTD Resolution No. 2003-015: "It is hereby resolved that the LTD Board of Directors approves an increase of 2 percent in the General Manager's base salary for Fiscal Year 2003-04 and approves the General Manager Employment Agreement as proposed by the Board HR Committee, and, further, that the Board also approves the HR Committee Statement of Responsibilities (Committee Charge) attached to the April 16, 2003, Board packet. Ms. Lauritsen seconded the motion.

Ms. Hocken asked how the pension plan duties in the Committee Charge fit with the responsibilities of the pension plan trustees. Mr. Gaydos said that his understanding was that it was meant to give the committee the ability to assist in union negotiations issues, but not to take on any pension trustee responsibilities.

Ms. Ban called for the question.

VOTE

The resolution was adopted as follows:

AYES: Ban, Gant, Gaydos, Hocken, Kleger, Lauritsen, Wylie (7)

NAYS: None (0)

ABSTENTIONS: None (0)

EXCUSED: None (0)

Mr. Gaydos explained that the Board had completed a shortened evaluation process at that time and would get on an annual general manager performance review schedule beginning the following fall. He said that the committee had been able to involve some of the other local public officials, as well the LTD Board and Leadership Council (management team) staff, and one local Amalgamated Transit Union (ATU) representative in the process. The general summary of that was that Mr. Hamm had been found to be outstanding by the majority of participants in the majority of categories. Mr. Gaydos stated that the Board had been extremely pleased with the way Mr. Hamm was able to handle difficult situations in a professional manner, such as an employee dismissal and a situation in which an ethical complaint was brought against Mr. Hamm earlier in the year. He noted that Mr. Hamm had been exonerated in the ethical complaint, and that employee morale seemed to be good. He was happy to be able to offer Mr. Hamm a new contract.

Mr. Gant added that he thought Mr. Hamm had done an excellent job. He said he sat in on a meeting with Federal Transit Administration officials concerning bus rapid transit (BRT) vehicles, and was very impressed with the way Mr. Hamm had articulated LTD's position and advocated for what LTD was trying to accomplish.

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Ms. Hocken wanted to say on the record that she believed that Mr. Hamm had done an excellent job in all areas, which was doubly noteworthy given some of the issues he had had to deal with during the review period.

Ms. Wylie also wanted to be on the record by thanking Mr. Hamm for all he had done. She appreciated him very much and was glad that he was LTD's general manager.

Ms. Lauritsen agreed with what had been said and thought it should be a unanimous commendation from the Board.

MOTION Mr. Kleger moved that the Board express its unanimous appreciation to Mr. Hamm for his good service to LTD during the past three years. Mr. Gaydos seconded the motion.

VOE The motion was approved as follows:
AYES: Ban, Gant, Gaydos, Hocken, Kleger, Lauritsen, Wylie (7)
NAYS: None (0)
ABSTENTIONS: None (0)
EXCUSED: None (0)

ADJOURNMENT: There was no further discussion, and the meeting was adjourned at 7:35 p.m.

Board Secretary

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, May 21, 2003

The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, May 21, 2003, at 5:30 p.m., was canceled for lack of a quorum. The agenda items were postponed to a special meeting on Wednesday, May 28, 2003.

Board Secretary

AGENDA ITEM SUMMARY

- DATE OF MEETING:** May 28, 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:** Portions of the Phase 1 design process continue to be delayed temporarily, pending staff evaluation of the BRT vehicle options.
- Staff are continuing to meet with staff from the Cities of Springfield and Eugene and the Oregon Department of Transportation (ODOT) and key property owners along the corridor to resolve outstanding issues.
- Construction Budget/Schedule:** Staff are working with the Construction Manager/General Contractor (CMGC) to develop a comprehensive construction estimate. The CMGC has recommended that certain road widenings be undertaken in the 2003 construction season, in order to provide sufficient space for construction of the BRT facility in the following construction season.
- Phase 1 Vehicles:** Staff will be discussing this item during the meeting, as part of a separate agenda item.
- Springfield Corridor:** The third and final stakeholder meeting for the RiverBend / International Way segment was held on April 29, at which stakeholders gave direction on the general BRT alignment as well as various BRT design options. At the May BRT Steering Committee meeting, the committee approved the direction provided by the stakeholder committee. Board action on this item is requested as a separate agenda item.
- Eugene Corridor:** The stakeholder committee members continued their review and discussion of the ratings and priorities for the Coburg Road corridor at their May 14th meeting. The intent is to arrive at a committee consensus on the compatibility of the various BRT design options to the committee priority ratings. Staff also presented information regarding an additional Willamette River crossing. The stakeholder committee suggested investigating the feasibility of a new river crossing as part of a separate study.
- ATTACHMENTS:** None
- PROPOSED MOTION:** None

AGENDA ITEM SUMMARY

DATE OF MEETING: May 28, 2003

ITEM TITLE: BRT VEHICLE SELECTION: WORK SESSION AND ACTION

PREPARED BY: Mark Pangborn, Assistant General Manager

ACTION REQUESTED: Select the Vehicle to be used on Phase 1 BRT

BACKGROUND: The Board and staff have been through a considerable amount of data and analysis on the appropriate type of vehicle to use on the first bus rapid transit (BRT) corridor. The selection process has narrowed the options to two types of vehicles: the Phileas, manufactured by Advanced Public Transport Systems (APTS), and a modified, domestically-produced standard articulated bus produced by the New Flyer bus manufacturing corporation. Since the last Board meeting, staff have continued to talk to APTS about the price of the Phileas and to New Flyer about options for using a New Flyer vehicle.

Three significant changes have occurred since the last Board meeting. The price of the Phileas has continued to escalate because the value of the dollar continues to drop in relationship to the Euro. This could swing the other way, but currently five Phileas vehicles would cost close to \$11,500,000. Staff met with New Flyer in Milwaukee at an APTA conference. New Flyer indicated that, given the increasing interest in a new type of BRT vehicle, they are interested in discussing with LTD the possibility of selling us their next generation of articulated bus, the "Invero," with added left-hand doors, as a BRT vehicle.

Staff also met with the Federal Transit Administration (FTA) in Milwaukee about LTD's grant application for federal funding to purchase the Phileas. FTA indicated that given the state of the economy, the federal government is absolutely committed to supporting U.S. businesses, not European. Consequently, the prospect of obtaining federal funds to purchase a European vehicle seems poor at best. Staff shared this information with the Board BRT Committee and proposed that we submit a new application to FTA for federal funds (see attached). This application proposes to use a federal grant to make the New Flyer articulated bus, hopefully the Invero, as BRT-ready as possible; i.e., "snappier" look, left-side doors, guidance system, interior design, etc. The Board BRT Committee members agreed with this strategy, and the application was submitted on May 13, 2003.

There is no guarantee that LTD will receive any additional federal funds for Phase 1 BRT, but it appears that this type of proposal represents LTD's greatest chance for funds.

At the time that this is being written, LTD has not heard from either New Flyer or FTA about moving ahead with the Invero or additional federal funds. Information about these options must be available before a final decision is made.

One final consideration in terms of vehicle selection is how this decision should be communicated to LTD's BRT partners (the Cities of Eugene and Springfield, ODOT, and Lane County), other major stakeholders, and the community. It would be useful to have some discussion on some of the options that the staff will propose.

RESULTS OF RECOMMENDED ACTION:

Staff will move ahead with all dispatch on implementing the Board decision. This includes negotiating a contract for the vehicles, as well as finishing the design of the corridor and beginning the bidding process for construction.

ATTACHMENT:

LTD proposal to Federal Transit Administration for federal funding to support development of American-built BRT vehicle

ACTION TO BE TAKEN DURING "ITEMS FOR ACTION" ON MAY 28:

PROPOSED MOTION:

I move approval of LTD Resolution No. 2003-020: It is hereby resolved by the LTD Board of Directors that the (insert one: Phileas / New Flyer articulated bus) is selected as the vehicle for Phase 1 of BRT.

AGENDA ITEM SUMMARY

DATE OF MEETING: May 28, 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 May 21, 2003:

1. Approval of minutes: March 31, 2003, special Board meeting
2. Approval of minutes: April 7, 2003, special Board meeting
3. Approval of minutes: April 16, 2003, regular Board meeting
4. Approval of minutes: May 21, 2003, canceled Board meeting

ATTACHMENTS

1. Minutes of the March 31, 2003, special Board meeting
2. Minutes of the April 7, 2003, special Board meeting
3. Minutes of the April 16, 2003, regular Board meeting
4. Minutes of the May 21, 2003, canceled Board meeting

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

LTD Resolution No. 2003-018: It is hereby resolved that the Consent Calendar for May 28, 2003, is approved as presented.



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

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MONTHLY DEPARTMENT REPORTS

May 28, 2003

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

STATE

Between the writing of this report and the Board meeting, the State will learn the latest revenue forecast for both the current biennium and the 2003-2005 budget period. There are six weeks left in this two-year budget cycle, but more than \$200 million has been embargoed, sequestered, or withheld from cities, counties, mass transit districts, and some state programs.

The revenue shared with transit districts has been made up by the Department of Transportation (ODOT) renegotiating grants to capital projects, and by the availability of some unused federal formula funds. Cities and counties have not had the same benefit.

This revenue forecast illustrates the problems of a biennial budget – making budget decisions for 2005 based on information available now. Combined with the state legislature's failure to create a rainy day fund or some other account to smooth out revenue highs and lows, the long lead time of the forecast makes the state's dependency on it very troubling. It is highly likely that the legislature will reconvene in 2004 to continue work on the state budget.

The bill to allow the boards of TriMet and Lane Transit District to (ever so slightly and gradually) increase the rate of their payroll taxes has been heard in the House, but is likely to be sent to the Rules Committee, as substantive committees are being closed in anticipation of legislative adjournment. It is unclear if the Rules Committee is a way to keep the bill alive or if its function is to provide embalming fluid.

There apparently is an agreement on a transportation infrastructure funding package, but it does not provide anything for local government needs; it does not increase the gas tax, and it does increase the debt load of ODOT. Funds to back the debt will come from an increase in the vehicle registration fee and the titling fee.

FEDERAL

LTD General Manager Ken Hamm was invited to testify about bus rapid transit before the Senate Banking Committee, which has jurisdiction over mass transit and will be writing the mass transit portion of the next TEA bill. LTD's Government Relations staff was in Washington last week to see Oregon delegation transportation staff and to prepare for the Banking

Committee hearing. Unfortunately, the hearing was postponed indefinitely, as the Senate was invited to a security briefing by the Secretary of Defense and General Tommy Franks.

The Administration finally released its proposal for reauthorization of TEA 21. The Chair of the House Transportation and Infrastructure Committee immediately discounted it as “a joke” because it was not adequately funded. As a result, the Congress may be forced to pass a one-year stopgap reauthorization because of unresolved funding and policy issues. A temporary authorization would be similar to one enacted in 1996 when Congress last took up the issue.

DEVELOPMENT SERVICES

Stefano Viggiano, Director of Development Services

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

By the end of the 3rd Quarter of FY 2002-03, RideSource staff and volunteers provided 64,300 one-way trips, compared with 63,600 for the equivalent period last year. The added 700 trips indicate a modest 1.1 percent increase in ridership. (Volunteer trips provided through LCOG and LCC’s Senior Companion Program are not included.) Miles traveled using fleet vehicles decreased by 3,100 miles, showing, for the first time in 10 years, a “flattening” of annual mileage increases. Costs increased approximately 7 percent, primarily due to staff wages and benefits (up by 5.7 percent) and an added insurance expense of \$37,700 over last year’s premium (a 52 percent increase).

Although budget uncertainties create a cloud over the long-term sustainability of rural services, they have not quelled local enthusiasm. There is increased ridership on the *Rhody Express* in Florence and on the new *Diamond Express* operating between Oakridge and Eugene-Springfield. *Rhody Express* ridership in FY 2000-01 was five daily trips (recorded for 6 months), in FY 2001-02 there were 13 daily trips, and in FY 2002-03 (through April), 26 daily trips. With operations limited to 10 a.m. to 4 p.m., Monday through Friday, the average is four trips per service hour. The *Diamond Express* has seen a good start to service between Oakridge and the metropolitan area, with an average daily ridership of 17 one-way trips for the first seven weeks of operation.

COMMUTER SOLUTIONS

Connie B. Williams, Program Manager

Work on the TDM Refinement Plan has been completed and will be incorporated into the 3-year TransPlan Update process. The TDM refinement plan was presented to MPC on May 8, 2003.

Work also has been completed on a grant application for a two-year trip reduction program focused on school trips. The grant application is being presented to the Board at the May 28, 2003, Board Meeting.

Three new Group Pass Programs have been added: Creative Minds Alternative School, Eugene Weekly, and Down to Earth. Two small programs, Oregon State Trooper Magazine, and Haiasi Entertainment, have been deleted from the Group Pass Program (one went out of business and one became ineligible when the employee count dropped and they chose to discontinue the program). The net gain, with the additions and deletions, is approximately 100 employees.

The vanpool services offered through Commuter Solutions received high visibility with a story and photo in *The Register-Guard* on May 6, 2003. Commuter Solutions and LTD are partners in the Valley VanPool program highlighted in the story.

The Park & Ride lot at Franklin and Walnut (former DMV site) is exceeding its current capacity of 22 cars. Six to eight new parking stalls are being squeezed in and being marked at the facility, along with No Parking stencils to keep driveways clear.

Staff participated in a job benefits fare for employees of Oregon Medical Laboratories last month at Sacred Heart's Auditorium. On May 13 and 15, transportation and trip planning events were held at two different locations for the 55 employees of Down To Earth.

The Diamond Express Service between Oakridge and the metro area continues to draw more riders. A survey of trip purposes will be conducted in the next month or two. Accessible Services Manager Terry Parker has begun the process of procuring a larger vehicle to handle the anticipated increased demand.

A Request for Proposals (RFP) process to purchase new rideshare matching software is close to completion. Should the Smart Ways to School grant proposal be funded, the grant would pay for more than 50 percent of the software expense. Otherwise, full funding will come from the TDM budget.

SERVICE PLANNING AND MARKETING

Andy Vobora, Service Planning and Marketing Manager

Service Planning – Summer bid proofreading was completed and sent to Operations for integration into the software used for the operator sign-up. The summer bid has no changes beyond the regular reductions in school service. Fall bid work is well underway as staff are finalizing trip timing work and preparing materials for the graphics team to begin work on the District's guest information.

Special Service Calendar – LTD's special event shuttle season kicked off in May with service to the Fiesta Latina. The following is a list of events coming in the month's ahead:

- ◆ June 7 - ODFW Free Fishing Day at the Leaburg Hatchery (3 buses)
- ◆ July 4 – Butte to Butte Race (10 buses)
- ◆ July 4 – Active 20/30 Freedom Festival (5 buses)
- ◆ July 4 – Filbert Festival (tbd)
- ◆ July 11-13 – Oregon Country Fair (20 buses)
- ◆ August 7-10 – Scandinavian Festival (1 bus)
- ◆ August 7-10 – USA National Masters Track and Field (airport shuttles)
- ◆ August 12 -17 – Lane County Fair (5 buses)
- ◆ September 6 – UO Duck Football (50 LTD buses + 30 Laidlaw buses)

Lane Community College – The college decided to implement a transportation fee program for all students. For credit students at the main campus, these funds will enable the college to implement a group pass program. LTD and LCC staff are working on the details of the contract and the logistics involved with establishing this new program. LTD anticipates a healthy increase in ridership and has reserved a contingency in service hours to accommodate this demand.

Flash Pass – LTD's summer youth campaign will kick off in late May as LTD introduces the Flash Pass. This year's pass will offer youth three months (July – September) of riding for \$35 and will include value-added discounts for fun activities throughout Eugene-Springfield. Media will include outdoor transit boards, newspaper, and radio.

LTD Web Page – LTD recently redesigned its Web page. The new look is fresher and the site is more organized and easier to navigate. Staff would appreciate any feedback the Board may have as new features and updated information continue to be added. In the near future, Board meeting minutes and Board packet summary materials will be added.

City Map Includes LTD Routes – In order to save money, LTD stopped printing a street-specific system map a couple of years ago. This map, while it did not include an index, was well liked by LTD's guests. An independent map company printed an indexed street-specific map of the local area recently, and LTD was able to include transit routes, stations, and Park & Ride lots at no charge. This map is funded by advertising that is sold around the borders and is distributed to the advertisers for use in their businesses. LTD saw this as an opportunity to test a low-cost option to producing its own map. The transit route information is not as detailed as the LTD map was; however, it will allow residents to see how close transit service is to their home or destination. LTD ordered a small quantity of these maps and will begin selling them for \$1 at the Guest Service Center. If LTD's guests see these as valuable, staff will consider continuing this arrangement in future years. As a bonus, the cover photo features the LTD Eugene Station and new library as photographed by LTD bus operator Art Kennedy.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

LTD'S ANNUAL BUS ROADEO IS SET FOR JULY 20

Mark your calendars and sign up to volunteer (or just join us for a barbeque lunch). This year's LTD Bus Roadeo will be held on July 20 in the bus lot. The Bus Roadeo is a fun day where we have the opportunity to see LTD's best operators compete on a driving course to show off their skills. The winner gets to represent LTD at the national competition, which will be held in Salt Lake City this year. There also is an administrative employee competition that has become an exciting part of the day. This is a great day where the LTD Team pulls together to volunteer their time as judges, cooks, and organizers, as well as to compete on the course.

NEW OPERATOR CLASS

A new class of four operators began their career at LTD on May 12. This is the first class of new operators in over a year and a half. The training staff have been brushing up on their skills and are eager to lead this group to become professional bus operators. These operators are replacement operators for recent retirees and other attrition.

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

Ken Hamm, Interim Director of Human Resources

There is no Human Resources report this month.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** May 28, 2003
- ITEM TITLE:** JUNE 2003 EMPLOYEE OF THE MONTH
- PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board
- BACKGROUND:** **June 2003 Employee of the Month:** Bus Operator Ervin "Tony" Semien has been selected as the June 2003 Employee of the Month. Tony was hired by the District on May 28, 1987, and has earned awards for 11 years of Safe Driving. He was nominated by this award by Operations Supervisor Marylee Bohrer, who observed Tony when he went out of his way to help a customer board his bus. The selection committee also noted the excellent performance, enthusiasm, and team spirit that Tony demonstrates on a daily basis.
- When asked to comment on Tony's selection as Employee of the Month, Operations Supervisor Shawn Mercer said:
- June Employee of the Month Tony Semien is not your shy, quiet - type personality. His enthusiasm provides a spark for those who work with him. He displays great energy and vitality in performing his responsibilities. Tony has been nominated for Employee of the Month several times during his tenure at LTD. When notified of his selection as the June Employee of the Month, Tony was humbled and nearly speechless (the first time I had ever seen him speechless).
- Tony volunteers for extra work and demanding assignments. For instance, as a member of the team who work all of the University of Oregon home football games for LTD, Tony takes on the most difficult and demanding positions with an attitude of fun and celebration. As an avid sports fan, Tony knows the importance of the team concept. He works hard to be a good team player at everything he does. Tony also garners high marks from the Operations supervisors for his willingness to put in extra time when needed. He has also achieved outstanding performance ratings for his attendance.
- Our congratulations to Tony on his selection as the June 2003 Employee of the Month!
- AWARD:** Tony will attend the May 28, 2003, meeting to be introduced to the Board and receive his award.

AGENDA ITEM SUMMARY

DATE OF MEETING: May 28, 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. **Capital Improvements Program:** Approval of the FY 2003-04 Capital Improvements Program has been postponed until after the BRT vehicle selection process was completed. The CIP will be placed on the agenda for the June 18, 2003, regular Board meeting.
- B. **Long-Range Financial Plan:** Approval of the FY 2003-04 Long-Range Financial Plan also has been waiting for selection of the BRT vehicle, and will be scheduled for the June 18, 2003, Board meeting.
- C. **Adoption of FY 2003-04 Budget:** Following approval of the proposed LTD budget by the Budget Committee, the Fiscal Year 2003-04 budget will be on the agenda for adoption at the June 18, 2003, regular Board meeting. Budget law requires that the District's budget be adopted before the end of the current fiscal year on June 30, 2003.
- D. **Springfield Station Construction Bid Award:** An executive (non-public) session will be held at the June 18, 2003, Board meeting, and then the Board will be asked to approve the award and signing of a construction contract for the new Springfield Station.
- E. **BRT Phase 1 Property Acquisition:** Adoption of a resolution authorizing LTD to acquire property for the phase 1 of the bus rapid transit project is scheduled for the June 18, 2003, Board meeting.
- F. **Strategic Plan/Board Action Plan:** Drafts of the updated Strategic Plan and Board Action Plan will be discussed with the Board at the June 18, 2003, meeting.
- G. **Advertising Revenue:** In June, staff will discuss with the Board some options for increasing the District's revenue from advertising on the buses.

- H. **Resolution Reaffirming District Boundaries**: State law requires that the District annually determine the territory in the District within which the transit system will operate. If boundary changes were to be made, that would be done by ordinance. Since no changes are planned, a resolution reaffirming the current boundaries will be scheduled for approval at the June 18, 2003, Board meeting.
- I. **Springfield Station Groundbreaking**: Information about the date and program for the Springfield Station groundbreaking event will be available at the June 18, 2003, Board meeting.
- J. **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.
- K. **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

May 28, 2003

Prepared by Ken Hamm, General Manager

Future Dates to Remember

June 16, 2003	Board Work Session (tentative)
June 18, 2003	Regular Board Meeting (budget adoption)
July 14, 2003	Board Work Session (tentative)
July 16, 2003	Regular Board Meeting
August 18, 2003	Board Work Session (tentative)
August 20, 2003	Regular Board Meeting

Internal Activities

April 24, 2003

Triennial Review

Every three years FTA requires a complete review of the operations of recipients of federal funds. LTD received a satisfactory final report from FTA in April for the review completed last fall. LTD had only one minor issue reported. This is further demonstration of the stewardship of the public funds at LTD. Special thanks go to Purchasing Manager Jeanette Bailor for her work on this review.

April 28, 2003

HR Director Recruitment

Advertisements were sent out to media outlets the last week of April to recruit a new HR Director. To date, more than seventy inquiries have been received. Applicants have until 5 p.m. on May 30th to apply.

May 12, 2003

New Employee Training

Replacement bus operators began their training on May 12. Five new operators have begun the class. During training, the general manager gives an orientation called "Building a Team Spirit Tradition."

May 19, 2003

Health and Welfare Committee Meeting

The ATU and LTD met to hear bids from providers for our health insurance next year. The decision was made to go with the low bidder, PacificSource, our current provider. Rates increased 17 percent.

External Activities

April 9, 2003

Meeting with Jack Roberts

The general manager and key staff met with Jack Roberts, executive director of the Lane Metro Partnership. Jack was briefed on BRT.

April 23, 2003

Breakfast with Linda Lynch in Portland - Congressmen Oberstar, DeFazio, and Blumenauer

Linda Lynch and I attended a fundraiser for two of Oregon's Congressional delegation, Reps. DeFazio and Blumenauer. Longtime member of the congressional transportation committee who's who, Rep. James Oberstar was the guest speaker.

April 29, 2003

Principal for a Day—Madison Middle School

I participated in the Principal for a Day program of the 4J School District, playing principal at Madison Middle School and attending a lunch with other participating business leaders from the community.

May 1, 2003

Meet with Dan Williams – University of Oregon

I met with Dan to assure LTD's participation in the planning around a new basketball venue. BRT progress also was discussed.

May 1, 2003

Interview Team for Assistant City Manager, City of Springfield

I participated as a member of the community interview team helping the City of Springfield assess the finalists for the assistant city manager position.

May 2, 2003

FTA Demonstration Project

LTD submitted a request to FTA for funding for BRT vehicle technology as a demonstration project. LTD has subsequently submitted a revised proposal after discussion with the Board BRT Committee. The proposal asks for \$3.5 million.

May 3-7, 2003

APTA Bus and Paratransit Conference

This conference turned out to have considerable significance for LTD. Most importantly, we were a party to a "by invitation only" meeting on BRT that FTA Administrator Jenna Dorn held. LTD was on the podium for the opening general session of the conference and made two other presentations there, squarely positioning us as the "go to" BRT industry experts. Additionally, we had excellent discussions with a bus manufacturer on BRT vehicle development and deployment.

AGENDA ITEM SUMMARY

DATE OF MEETING: May 28, 2003

ITEM TITLE: WORK SESSION: LANE COMMUNITY COLLEGE GROUP PASS

PREPARED BY: Andy Vobora, Service Planning and Marketing Manager

ACTION REQUESTED: Discussion

BACKGROUND: For many years Lane Transit District has had a successful term pass program with LCC. In this program LTD receives \$54 per pass sold. This price is arrived at through a subsidy by LCC administration and the payment by the student, faculty, or staff person. During the current year this translates into the following amounts:

LCC subsidy: \$17.00

Student payment: \$37.00

For 2002-03 a total of 8,823 passes were available for sale to students, faculty, and staff. This quantity is capped due to a ceiling on the LCC subsidy of \$150,000. Because of an increase in price this year, it is estimated that 7,100 passes will be sold. This translates into \$383,400 in fare revenue for LTD.

Discussions around transforming this program into a group pass program have gone on for many years; however, the logistics involved in crafting a program to meet the needs of all LCC students were difficult to overcome. These discussions continued this year and have progressed to a point where the LCC Board recently adopted a transportation fee program. Credit students will pay a \$15.00 per-term fee and non-credit students will pay a \$5.00 per-term fee. The group pass program being discussed involves all main campus credit students. LTD will assess the current group pass fee of \$11.13 per student, and it is estimated that this will generate \$395,000 in fare revenue. LTD is pleased to offer this program to the LCC main campus students. Staff believe that ridership will increase by 25 percent or more. A service contingency was reserved to respond to the increased demand to the main campus.

Staff are working through the issues of photo identification, validation, and enforcement. We are confident these issues will be addressed in time for implementation fall term.

Outstanding issues that may be placed on future Board meeting agendas include:

- ◆ Should LTD continue to offer a discounted term pass for faculty and staff? If so, at what price?
- ◆ Should LTD attempt to offer a discounted term pass to credit and non-credit students at other LCC locations? If so, at what price?
- ◆ How should LTD handle increased service costs needed to meet increased demand?

ATTACHMENT: None

PROPOSED MOTION: None

At the time of adoption of the Consent Calendar on May 28:

Dave Kleger (who made the motion on Ordinance 36 at the April 16 meeting)

says:

The minutes of the April 16, 2003, regular Board meeting reflect what happened at the approval of the first reading of Ordinance 36. However, the resolution inadvertently referred to the year 2002 Revision, but should have said 2003, as on the actual title of the revised Ordinance 36. I move to amend the minutes to correct the reference from 2002 to 2003.

Pat Hocken (?) second.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** May 28, 2003
- ITEM TITLE:** ORDINANCE 36 REVISION
- PREPARED BY:** Mark Johnson, Director of Transit Operations
- ACTION REQUESTED:** (1) Hold second reading of LTD Ordinance 36, 2003 revision
(2) Adopt revised ordinance
- BACKGROUND:** Under Oregon law, LTD can pass, by ordinance, legally-binding restrictions that govern behavior on buses and at bus stations, bus stops, and shelters. Ordinance 36 is the ordinance that governs behavior on the LTD system. This ordinance includes restrictions on activities that can take place at the Eugene Station. In part as a result of the recent Court of Appeals decision striking down portions of the existing ordinance, staff, together with legal counsel, have reviewed Ordinance 36 in an effort to ensure the protection and promotion of the safety and convenience of District guests.
- Staff recommended limiting access to certain District property to District patrons, employees, and those transacting District-related business. Our goal is to avoid a repetition of the public safety problems experienced by the District at its prior downtown Eugene Station.
- The first reading of this ordinance was held on the April 16, 2003. The Board may vote to read the ordinance by title only. Extra copies of the ordinance will be available at the meeting for anyone who wishes a copy.
- ATTACHMENT:** Lane Transit District Ordinance 36, 2003 Revision
- RESULTS OF RECOMMENDED ACTION:** The ordinance will take effect 30 days after adoption.
- PROPOSED MOTIONS:** (1) I move that Ordinance 36, 2003 Revision, be read by title only.
- Following an affirmative vote, the title should be read:
- “Lane Transit District Ordinance 36, 2003 Revision,
Regulations Governing Conduct on District Property”**
- (2) I move the following resolution: LTD Resolution No. 2003-019: It is hereby resolved that the Lane Transit District Board of Directors adopts Lane Transit District Ordinance 36, 2003 Revision.

LANE TRANSIT DISTRICT

Ordinance 36
2003 Revision

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CONTENTS

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2000 Revision

- 1.10 Definitions
- 1.15 Regulations
- 1.20 Exclusion
- 1.25 Violations
- 1.30 Jurisdiction
- 1.35 Severability
- 2.0 Effective Date

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LANE TRANSIT DISTRICT

ORDINANCE 36

2003 REVISION

Regulations Governing Conduct on District Property

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The Board of Directors of Lane Transit District does hereby ordain and decree the following Ordinance:

1.05 To facilitate the purposes set forth in ORS Chapter 267, and for the safety, convenience, and comfort of District Passengers and for the protection and preservation of District property, it is necessary to establish the following rules and regulations governing use of District facilities and providing remedies for violations thereof.

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1.10 **Definitions.** As used in this Ordinance, unless the context requires otherwise:

(1) "District" means the Lane Transit District.

(2) "District Station" includes the District Administrative Facility, the Eugene Transit Station, any other District transit station, any bus Passenger shelter, the Customer Service Center, any District-operated parking lot or park-and-ride lot, and covered areas of any bus stop.

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(3) "District Transit System" means the property, equipment and improvements of whatever nature owned, leased or controlled by the District to provide public transportation for Passengers or to provide for movement of people, and includes any District Vehicle and any District Station.

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(4) The "Boarding Platform Areas" of the Eugene Station are designated on the attached Map. Boarding Platform Areas at bus stops within public rights-of-way are limited to eight feet from bus doors while buses are loading/unloading. Boarding Platform Areas at other locations owned/controlled by Lane Transit District shall be eight feet from the curb where buses load/unload Passengers.

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(5) A "shelter" is the area within the drip line of any structure located at a District stop or station that is designed or used to protect customers from adverse weather conditions.

(6) "District Vehicle" includes a bus, van or other vehicle used to transport Passengers and owned or operated by or on behalf of the District.

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(7) "Emergency" includes, but is not limited to, a fire on a District Vehicle or Station, or serious physical injury to persons, or threat thereof, or any apparently urgent medical need.

(8) "Downtown Guide" means a person who is employed by Downtown Eugene, Inc. (DEI) to enforce certain City regulations and to assist downtown visitors, and who provides services to the District through contract with DEI, including enforcement of these regulations.

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(9) "Operator" means a District employee responsible for operating any District Vehicle.

(10) "Passenger" means a person who holds a valid fare and is en route on a District Vehicle, or waiting for the next available District Vehicle, to such person's destination, or a person who enters a District Station with the intent to purchase a valid fare for transportation on the next available District Vehicle to such person's destination.

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(11) "Peace Officer" includes LTD's security officers, LTD supervisors, and others duly appointed by the District General Manager. LTD Peace Officers are designated as such for the purposes of ORS 267.150 and ORS 153.110. Peace Officer also includes sheriff deputies, state and local police officers, and all such other persons as may be designated by law, including Downtown Guides, if so designated.

(12) "Supervisor" means any District employee responsible for the supervision of any District transit operation.

(13) "Service Animal" means any animal used by a person who requires the assistance of such animal to facilitate that person's life functions, including but not limited to seeing and hearing.

1.15 **Regulations:**

(1) **Elderly and Disabled Seating.** The aisle-facing benches at the front of buses are reserved for the use of disabled and senior Passengers. Non-qualifying Passengers must vacate such seating upon request of any District Vehicle operator or employee.

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(2) **Smoking Prohibited.** No person shall smoke tobacco or any other substance, or carry any burning or smoldering substance, in any form, aboard a District vehicle or within the boundaries of any District station; except smoking may be permitted at a District station within any posted area designated as a 'SMOKING AREA.'" The General Manager or her/his designee may designate appropriate areas where smoking is permitted.

(3) **Alcohol and Drugs.** No person shall use or possess alcohol or illegal drugs on a District Vehicle or in a District Station, except for lawfully possessed and unopened alcoholic beverages.

(4) **Criminal Activity.** No person shall engage in any activity prohibited by State, County or Municipal Law of Oregon while on a District Vehicle, or within any District Station or the District Transit System.

(5) **Disorderly Conduct.** No person shall intentionally or recklessly cause inconvenience, annoyance or alarm to another by:

(a) Engaging in fighting, or violent, tumultuous or threatening behavior (physical or verbal), within any District Vehicle or District Station;

(b) Making unreasonable noise within any District Vehicle or in any District Station;

(c) Obstructing the free movement of Passengers within any District Vehicle or District Station;

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- (d) Creating a hazardous or physically offensive condition within a District Vehicle or District Station; or
 - (e) Otherwise violate ORS 166.025 as now in effect or hereafter amended.
- (6) **Harassment.** No person shall intentionally or recklessly harass or annoy another person by:
- (a) Subjecting such other person to offensive physical contact;
 - (b) Publicly insulting such other person by abusive words or gestures in a manner intended and likely to provoke a violent response; or
 - (c) Otherwise violate ORS 166.065 as now in effect or hereafter amended.
- (7) **Threatening or Offensive Language.** No person shall intentionally or recklessly disturb, harass, or intimidate another person by means of threatening or offensive language, or obscenities in a District Vehicle or in a District Station in such a manner as to interfere with a Passenger's use and enjoyment of the transit system.
- (8) **Food and Beverages.** For the protection of public safety, no person shall bring aboard a District Vehicle any food or beverage in open containers. No person shall consume food or alcohol on any District Vehicle. Passengers on District vehicles may consume non-alcoholic beverages only from LTD-approved containers with snap-on or screw-on lids.
- (9) **Littering, Spitting.** No person shall discard or deposit, other than into a trash receptacle provided for that purpose, any rubbish, trash, debris, cigarette butts, or offensive substance in or upon a District Vehicle or District Station. No person shall spit, defecate, or urinate in or upon any District Vehicle or District Station except in a toilet.
- (10) **Safety.**
- (a) All Passengers (except infants who are held) must wear shoes, pants/shorts and shirt, a dress, or comparable clothing on District Vehicles and in District Stations. In addition, all Passengers must cover any exposed skin that may transmit communicable disease.
 - (b) No person shall in any manner hang onto, or attach himself or herself onto any exterior part of a District Vehicle at any time. In addition, no person shall extend any portion of his or her body through any door or window of a District Vehicle.
 - (c) No person shall ride a skateboard, roller skates or in-line skates in a District Vehicle or District Station. Passengers with in-line skates will be allowed in a District Vehicle or District Station so long as the wheels are rendered inoperable by a device ("skate guard") designed to provide stability and traction to the user and to permit the user to walk while wearing the skates.
 - (d) No person shall discharge any weapon or throw, or cause to be thrown or projected, any object at or within a District Vehicle or District Station, or at any person on a District Vehicle or in any part of a District Station.

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(e) No person shall interfere, in any manner, with the safe operation or movement of any District Vehicle.

(f) No person shall impede or block the free movement of Passengers, or otherwise disrupt the functions of the District in any District Station, Boarding Platform Area, or in any District Vehicle.

(11) **District Property.**

(a) **Use of the Transit System.** The Transit System is intended for the use of the District's Passengers. To ensure the safety, comfort, and convenience of such Passengers, no person shall impede or block the free movement of Passengers, interfere with ingress and egress from District facilities and vehicles, intimidate or harass other Passengers, or in any manner interfere with the principal transportation purpose to which the Transit System is dedicated.

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(b) **Limited Access Areas.** To ensure the safety, comfort, and convenience of District Passengers and the safe and efficient operation of the Transit System, only Passengers, District personnel, and those transacting District business shall be permitted within any District administrative facility, customer service center, shelter, District Vehicle, and on any District Boarding Platform area.

(c) **Off-Hours Closure.** All District Stations shall be closed during the non-operating hours of 12:00 a.m. through 4:30 a.m. The General Manager or designee shall have the discretion to extend or contract these non-operating hours. No person other than Peace Officers or District personnel shall be in or about any District Station during these hours.

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(d) **District's Right of Closure.** The District expressly reserves the right to close any District Station or Stations and exclude all access at a time and for a duration to be determined by the District Board or General Manager. Such closure may be necessary for reasons that include, but are not limited to, an emergency, natural disaster, cleaning and repairs.

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(e) **Damaging District Property.** No person shall damage, destroy, interfere with, or obstruct in any manner the property, services, or facilities of the District, including Passengers' property located upon District property.

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(f) **Exclusion of Non-District Vehicles.** Unless otherwise allowed by posted sign, all non-District vehicles are excluded from District Stations. Emergency vehicles and other vehicles authorized by the District are exempt from this exclusion.

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(g) **Free Movement of District Vehicles.** No person or vehicle shall obstruct the free movement of District Vehicles while loading or unloading Passengers, or while entering or exiting a District Station.

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(h) **Skateboards, In-line Skates, Bicycles.** No person shall ride a bicycle, skateboard or in-line skates at a District Station. Bicycles shall only be parked at a District Station at designated areas.

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- (12) **Animals.** No person shall bring or carry aboard a District Vehicle, or take into a District Station, any animal not housed in an enclosed carrying container, except for a person who requires a service animal, or a person training a service animal. In no event, however, shall any animal be allowed on a District Vehicle or at a District Station if such animal creates a hazard or nuisance to any Passenger or District employee.
- (13) **Carriages and Strollers.** No person shall bring or carry aboard a District Vehicle a carriage or stroller unless such item is folded and unoccupied. Carriages and strollers must remain folded while aboard the District Vehicle.
- (14) **Packages.** Any packages or parcels brought aboard a District Vehicle must be able to be stored on and/or below one seat (if available), and must be secured so as to prevent their displacement should the Vehicle be required to make a sudden stop or sharp turn. In no event shall any package or parcel be allowed to block access to any aisle or stairway.
- (15) **Radios.** No person shall play radios, tape recorders, or other audio devices or musical instruments on a District Vehicle or in a District Station, unless the sound produced thereby is only audible through earphones to the person carrying the device.
- (16) **Repulsive Odors.** No person shall board or remain on a District Vehicle or enter or remain in a District Station if the person, the person's clothing, or anything in the person's possession, emits a grossly repulsive odor that is unavoidable by other District Passengers on the Vehicle or in the Station and which causes a nuisance or extreme discomfort to District Passengers or employees.
- (17) **Emergency Exit.** No person shall activate the "Emergency Exit" or alarm device of a District Vehicle or Station in the absence of an emergency.
- (18) **District Seats.** No person shall place his or her feet on seat cushions on any District Vehicle or in any District Station.
- (19) **Posting Notices.** Except as otherwise allowed by District regulation, no person shall place, permit or cause to be placed any notice or advertisement upon any District Vehicle, or on any District Station or upon any vehicle without the owner's consent while the vehicle is parked therein.
- (20) **Flammable Substances.** No person shall bring aboard a District Vehicle, or take into a District Station any flammable substance, except for matches and cigarette lighters.
- (21) **Weapons.** No person, except a Peace Officer, shall bring into or carry aboard a District Vehicle, or bring into a District Station, any knife, (except a folding knife with a blade less than 3 1/2 inches in length), ice pick, bow, arrow, crossbow, any explosive device or material, any instrument or weapon commonly known as a blackjack, sling shot, sandclub, sandbag, sap glove or metal knuckles, etc., or any other illegal or unlawfully possessed weapon of any kind.

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(22) **Non-payment of Fare; Misuse of Bus Pass or Group Pass.**

- (a) **Non-payment of Fare.** No person shall occupy, ride in or use, any Transit Vehicle unless the person has paid the applicable fare or has a valid and lawfully acquired transfer, bus pass or group pass.
- (b) **Misuse of Bus Pass.** No person shall use or attempt to use a District bus pass to board or ride in a District Vehicle unless the bus pass was lawfully acquired at an authorized District outlet by or on behalf of the person. Unless otherwise transferable by the express terms of the bus pass, only the person identified on the bus pass may use such pass.
- (c) **Misuse of Group Pass.** No person shall use or attempt to use a District group pass to board or ride in a District Vehicle unless:
 - (i) The group pass was lawfully acquired at an authorized District outlet by or on behalf of the person; and
 - (ii) The group pass is used according to the terms of the applicable group pass agreement; and
 - (iii) The person is a current member of the group to whom group pass were issued pursuant to the applicable group pass agreement.
- (d) **Confiscation of Misused Bus Pass or Group Bus Pass.** Any District Vehicle operator or any Peace Officer may confiscate a bus pass or group bus pass used or presented for use in violation of subsections (b) or (c) of this section.
- (e) **Nonpayment of Fare, Misuse of Bus Pass or Group Bus Pass is Theft.** Any person who violates subsections (a),(b) or (c) above, in addition to any penalties described herein, may be subject to criminal prosecution for theft of services.

1.20 **Exclusion.**

- (1) In addition to any penalties provided herein for the violation of this Ordinance, and to any penalties for the violation of the laws of the State of Oregon, any Peace Officer, and other persons as may be designated by the District's General Manager, may issue a Notice of Exclusion from the District Transit System to any person who violates this Ordinance, or who commits any offense as defined by the criminal laws of the State of Oregon or any other city, county or municipal rule having concurrent jurisdiction over District property, when such offense is committed upon any District Vehicle or at any District Station.
 - (a) Except as provided in (b) below, written Notice signed by the issuing authority shall be given to a person who has been excluded from all or part of the District Transit System. The written Notice shall specify the particular violation or reason for exclusion, places and duration of exclusion, and the consequences for failure to comply with the notice.

Deleted: (22) **Boarding Platform.** To ensure the safety of the public, only passengers and District personnel shall be permitted on any District Station boarding platform.¶
¶
(23) **Solicitation.** To ensure the safety, comfort and convenience of District passengers, and the safe and efficient operation of the Transit System.¶
¶
(a) No person shall impede or block the free movement of passengers, or otherwise disrupt the function of the District in any District Station or in any District Vehicle.¶
¶
(b) No person shall canvass, seek signatures, picket, collect money, solicit sales, or sell or distribute anything of commercial or non-commercial value, on any District Vehicle, within a shelter, on any District Boarding Platform Area, or within eight feet of any District Station doorway or ticket counter, nor otherwise interfere with passenger or public safety.¶
¶
(c) No person shall solicit sales or sell or distribute anything of commercial value within any District Station, except that nothing herein shall prevent the District from entering into written agreements, satisfactory in form and execution to the District, to permit certain commercial uses of portions of a District Station for the benefit of the District and its passengers.¶
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(b) In order to ensure the safety, convenience, and comfort of all Passengers, a District Vehicle operator may, without giving written Notice of Exclusion, direct a Passenger to leave a District Vehicle, or direct a prospective Passenger not to board a District Vehicle, if the operator has probable cause to conclude that such Passenger is in violation of any provision of this Ordinance. Without written Notice of Exclusion, such exclusion shall be effective only for the route in progress at the time of the exclusion.

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(2) A Notice of Exclusion shall be effective immediately upon issuance and shall remain in effect until the exclusion expires, or is terminated by LTD, or is rendered ineffective upon appeal. Any person receiving Notice of Exclusion may appeal in writing to the District's General Manager, or designee, under procedures provided by LTD's Contested Case Hearing Procedure as now in place or amended hereafter. Such appeal must be delivered to the District General Manager or designee within ten days of receipt of the Notice of Exclusion. The Exclusion shall remain in effect during the pendency of the appeal. If the decision on appeal is in favor of the excluded person, the period of exclusion set forth in the Notice shall be terminated immediately.

(3) At any time during the period of exclusion, a person who has received a Notice of Exclusion may apply to the District General Manager or designee for a variance to allow the person to enter upon the District Transit System. The District General Manager or designee may, at its sole discretion, grant a variance if the person establishes a need to enter upon the District Transit System for reasons of employment, medical treatment or similar good cause. The General Manager or designee may terminate an exclusion or grant a variance if the excluded person shows that he or she was wrongly or unfairly excluded from the District Transit System. A variance may include such conditions as the District General Manager or designee determines will prevent future offenses.

(4) A person excluded under this section may not enter or remain upon any part of the District Transit System from which the person is excluded during the stated period of exclusion. In addition to penalties imposed by this Ordinance, an excluded person who enters or remains upon any District Vehicle or part of the District Transit System from which the person has been excluded, may be charged with Criminal Trespass in the Second Degree, ORS 164.245, or as amended hereafter, and subjected to the penalties thereto.

1.25 **Violations.**

(1) In addition to being excluded from the system pursuant to §1.20 of this Ordinance, any person who violates this Ordinance commits an infraction as defined in ORS 153.110 to 153.310 and, upon conviction, may be punished by a fine of not more than \$250, in addition to other penalties provided by law.

(2) Any Peace Officer is authorized to issue citations to any person who violates this Ordinance, or violates any State or local law related to the protection, use, and enjoyment of District property, including laws prohibiting disorderly conduct and harassment.

(3) LTD's Peace Officers shall have the power to arrest a private person pursuant only to ORS 133.225, and do not have the powers of police officers as defined by ORS Ch 237.

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1.30 **Jurisdiction.**

- (1) The laws of the State of Oregon, and all local laws of the host jurisdiction, apply with equal force and effect to District property. State and local law enforcement officers are expressly authorized to enforce all applicable State and local laws, and this Ordinance, upon the District Transit System.
- (2) District Peace Officers may enforce all applicable State and local laws regarding the protection, use and enjoyment of District property by issuing citations for violations thereof that occur on District Vehicles and property, including laws prohibiting disorderly conduct and harassment.

1.35 **Severability.** It is hereby declared to be the legislative intent of Lane Transit District that the provisions of this Ordinance are severable, and if any provision, clause, section, or part is held illegal, invalid, or unconstitutional or inapplicable to any person or circumstance, the remaining provisions shall continue to be in force and such partial illegality, invalidity, unconstitutionality or inapplicability shall not affect or impair the application of the remaining provisions to other persons and circumstances.

2.0 **Effective Date.** ~~These amendments to Ordinance 36 shall become effective thirty (30) days after their adoption.~~

Adopted: ~~May 28~~ 2003

~~/s/ Hillary Wylie~~
Board President

Attest:

~~/s/ Jo Sullivan~~
Recording Secretary

Effective Date: ~~June 27, 2003~~

~~Q:\Reference\Board Packet\2003\05\Special Mtg 05-28-03\Ordinance 36 - 2003.doc~~

~~(Attachment – Eugene Station Site Map)~~

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AGENDA ITEM SUMMARY

DATE OF MEETING: May 28, 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 April 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: April 2003 Performance Reports

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** May 28, 2003
- ITEM TITLE:** BRT PIONEER PARKWAY – RIVERBEND-INTERNATIONAL WAY SEGMENT
- PREPARED BY:** Stefano Viggiano, Director of Development Services
- ACTION REQUESTED:** Approve a preferred design for the RiverBend-International Way segment of the Pioneer Parkway BRT corridor.
- BACKGROUND:** Staff have been proceeding with the design of the Pioneer Parkway corridor on a segment-by-segment basis. The corridor has been divided into three planning segments. In December 2002 the Board took action on a preferred alignment for the south segment, which is from downtown Springfield to Hayden Bridge Road. In March 2002 the Board took action on a preferred alignment for the Harlow/Gateway segment. The Board is now asked to take action on a preferred alignment for RiverBend International Way segment, the third and final segment of the corridor. A stakeholder group worked with LTD and Springfield staff to consider various options and to identify a preferred design for that segment. On May 6, 2003, the BRT Steering Committee reviewed the design recommended by the stakeholders and has recommended approval of that design by the Board.
- The action requested of the Board is to approve the recommended design as the “preferred” design for this corridor segment. This action is by no means final, as additional engineering work, public comment, environmental review, and partner agency approvals will be required before the design is finally approved. Other designs will remain as options through this process. However, by identifying a preferred design, the Board is providing some direction to staff and to the public on their current preference for the corridor.
- Included as an attachment is the material reviewed by the BRT Steering Committee regarding this issue.
- ATTACHMENT:** BRT Steering Committee material from May 6, 2003, meeting.
- PROPOSED MOTION:** I move the following resolution:
- LTD Resolution No. 2003-023: Resolved, that the LTD Board of Directors approves the recommended design for the RiverBend-International Way segment of the Pioneer Parkway BRT corridor as the preferred design for that segment.

AGENDA ITEM SUMMARY

DATE OF MEETING: May 28, 2003

ITEM TITLE: RIDE*SOURCE* FACILITY PROPERTY ACQUISITION

PREPARED BY: Lisa Gardner, Senior Strategic Planner

ACTION REQUESTED: Approval of attached Resolution

BACKGROUND: LTD has received approval from the Federal Transit Administration for the environmental analysis required by the National Environmental Policy Act (NEPA) for the Ride*Source* Maintenance and Operations Facility. At this point, LTD is prepared to proceed with property acquisition and facility design for the property located at 310 Garfield Street in Eugene.

In order to move forward with negotiations for acquiring these properties, the Board must provide authorization through the passage of the attached resolution.

ATTACHMENT: Resolution and attachment of legal description of properties impacted by resolution

PROPOSED MOTION: I move that the LTD Board of Directors approve LTD Resolution No. 2003-024, "A Resolution Declaring the Public Necessity and Authorizing the Lane Transit District to Acquire by Purchase or by the Exercise of the Power of Eminent Domain Certain Real Property Necessary for the Construction of the Ride*Source* Main Operations Facility."

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**LANE TRANSIT DISTRICT
RESOLUTION NO. 2003-024**

A Resolution Declaring the Public Necessity and Authorizing the Lane Transit District
to Acquire by Purchase or by the Exercise of the Power of Eminent Domain
Certain Real Property Necessary for the Construction of the RideSource Main
Operations Facility

WHEREAS, ORS 267.200(2) and ORS 267.225(2) authorize and empower Lane Transit District (“LTD”) to acquire by condemnation, purchase, lease, devise, gift, or voluntary grant real and personal property or any interest therein located inside the boundaries of its transit district; and

WHEREAS, LTD is in the process of the planning and construction of a RideSource Main Operations facility to accommodate dispatch facilities, operator report rooms, employee parking, storage for current and future fleet, and an area for minor bus maintenance; and

WHEREAS, LTD has conducted an extensive site selection process, including the preparation of a Documented Categorical Exclusion (DCE); and

WHEREAS, the Federal Transit Administration (“FTA”) concurs that the project qualifies as a categorical exclusion, as submitted on March 31, 2003, confirming that LTD has complied with the National Environmental Policy act requirements for this project; and

WHEREAS, the RideSource Facility is planned and will be located in a manner that is most compatible with the greatest public good and the least private injury; and

WHEREAS, the RideSource Facility is in compliance with and in furtherance of adopted LTD plans and policies, including, but not limited to, increasing transit ridership, improving neighborhood livability and environment, overall enhancing the public transit services for the district, and is for the benefit and general welfare of the public; and

WHEREAS, ORS 35.235 requires the Board first to declare by resolution the necessity of the acquisition of real property and the purpose for which it is required, and then to attempt to agree with the owner with respect to the compensation to be paid therefor, and the damages, if any, for the taking thereof; and

RESOLUTION - 1

WHEREAS, for the accomplishment of the RideSource Facility, it is necessary that LTD have the immediate right of possession to a certain parcel of real property described in this resolution;

NOW, THEREFORE, based upon the above findings, which are incorporated herein by reference and hereby adopted, LTD does find, declare, and adopt:

1. That for the accomplishment of the planned RideSource Facility there is needed and required certain interests in or fee simple title to a certain parcel of real property commonly known as 310 Garfield Street, Eugene, Oregon, more particularly described on Exhibit A, attached hereto and incorporated herein by this reference (the "Real Property").
2. That the RideSource Facility is necessary for the public interest, and has been planned, designed, and located, and will be constructed, in a manner that will be most compatible with the greatest public good and least private injury and is authorized under the rules and ordinances of LTD, the laws of the state of Oregon, and all applicable federal laws.
3. That immediate possession of the Real Property is necessary.
4. That LTD staff and/or its designees are authorized and directed to obtain all necessary appraisals and to make further attempts to agree with the owners of the Real Property and any other persons in interest as to the just compensation to be paid for the Real Property and damages, if any, for the taking thereof, and LTD's General Manager or his designee is authorized to make a binding agreement providing such just compensation.
5. That the LTD Board of Directors hereby ratifies all offers to purchase all rights, title, and interest in the Real Property that have been previously made in connection with the RideSource Facility.
6. That, in the event no satisfactory agreement is reached between the Real Property owners and LTD, LTD, through its legal counsel, is authorized to commence and prosecute to final determination such legal proceedings, including proceedings in eminent domain, as may be necessary to obtain immediate possession of and to acquire the Real Property.
7. That there is hereby authorized the creation of a fund in the amount estimated to be the just compensation for the Real Property, which, if necessary, shall be deposited with the clerk of the court in which the eminent domain action is commenced.

RESOLUTION - 2

8. That the LTD Board of Directors declares that the Real Property described in Section 1 above shall be used by LTD for public purposes at the earliest possible date and, in any event, no later than ten (10) years from the date this Resolution No. 2003-024 is adopted by LTD.

9. That the General Manager or his designee(s) is (are) authorized to execute any and all necessary documents and to take such other steps on behalf of LTD as necessary to carry out the intent of this Resolution No. 2003-024.

Adopted by the Lane Transit District Board of Directors on the _____ day of May, 2003.

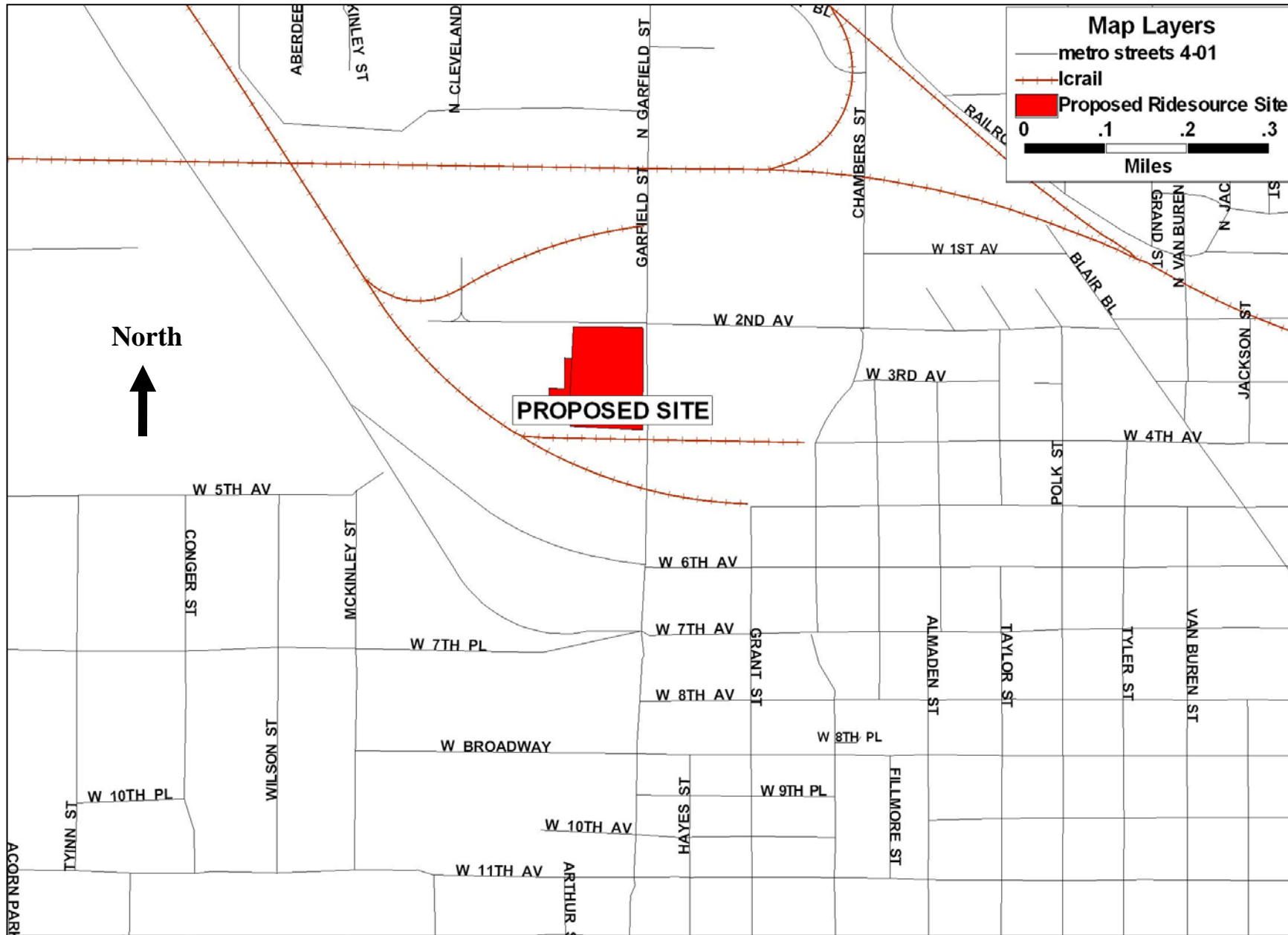
May _____, 2003
Date

Board Secretary

RESOLUTION - 3

EXHIBIT A

New RideSource Facility Property



AGENDA ITEM SUMMARY

DATE OF MEETING: May 28, 2003

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ITEM TITLE: SMART WAYS TO SCHOOL GRANT APPLICATION

PREPARED BY: Connie B. Williams, Commuter Solutions Program Manager

ACTION REQUESTED: Hold a public hearing; approve the grant application

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BACKGROUND: Staff recommend that LTD apply for a \$90,000 grant from the Oregon Office of Energy to fund a Smart Ways to School project. The Smart Ways to School project is a two-year program that would result in the reduction of school commute trips and energy resources. The project outline calls for establishing school-based transportation programs, expanding to business-school partnership programs, and establishing a regional transportation task force representing school districts.

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In year one of the program, school-based transportation programs would be started in two to three elementary schools and two to three middle schools in the Eugene, Bethel, and Springfield school districts. Additionally, a Transportation Task Force would be initiated, as would "Transportation Teams" at the pilot program sites.

In year two of the program, efforts would expand to include a school-business neighborhood project near one of the major high schools within each school district, expansion of the role of the Task Force, and program research and evaluation.

No local match is required and there is no impact on the LTD General Fund. The Cities of Eugene and Springfield have offered in-kind staff support and services, and Lane Regional Air Pollution Authority has asked to participate by installing an air monitoring station at one of the project sites. Commuter Solutions would manage the project and contribute \$20,000 toward the purchase of a new rideshare software system that would be required to implement this project.

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The proposal has been submitted to the Eugene 4J School District, Bethel School District, Springfield School District, and Lane Council of Governments. Each agency has supplied letters of support for the grant application.

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ATTACHMENT: Smart Ways to School grant application

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RESULTS OF RECOM- - ¶
MENED ACTION: - -

PROPOSED MOTION: LTD Resolution No. 2003-022: It is hereby resolved that the LTD Board of Directors approves the proposed grant application for \$90,000 to fund the Smart Ways to School project.

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DEPARTMENT OF ENERGY
Proposal for FY 2003-2005 Funding

Title: *Smart Ways to School* Project

Project Location: Eugene 4J, Springfield, and Bethel School Districts in Lane County, Oregon

Key Contact Name: Connie Bloom Williams
Title: Commuter Solutions Program Manager

Agency: Lane Transit District/Commuter Solutions Program

Mailing Address: P O Box 7070
Eugene, OR 97401

Phone: 541-682-6132

Fax: 541-682-6111

Email: Connie.B.Williams@ltd.lane.or.us

Funds Requested: \$60,000 Operating Costs
\$30,000 Capital Investment

Partners: Commuter Solutions / Lane Transit District
Eugene 4J, Bethel, and Springfield School Districts
City of Eugene
City of Springfield
Lane Regional Air Pollution Authority
Lane Council of Governments
Lane County

Abstract:

Smart Ways to School is a two-year project based on public/private partnerships to reduce energy consumption associated with school-based commute trips through interventions at the school, neighborhood, and regional levels.

I. Project Narrative:

The *Smart Ways to School* (SWS) project is a tiered approach to encouraging and supporting students and their parents' travel choices to schools in Lane County. The overall goal of the project is to reduce energy consumption related to the school commute.

Smart Ways to School is a project proposed by the Commuter Solutions Program, a regional transportation demand management program supported by the Oregon Department of Transportation and six Lane County jurisdictions: Lane Transit District, City of Eugene, City of Springfield, Lane County, Lane Council of Governments, and Lane Regional Air Pollution Authority.

To reduce energy consumption associated with the school commute trip, the SWS project focuses on three levels:

- **School:** School-based transportation programs
- **Neighborhood:** Business-school transportation partnerships
- **Region:** Regional School-Related Transportation Task Force

School-based programs will take place in Lane County's three primary school districts: Bethel, Eugene, and Springfield. The SWS Project will target schools with high congestion and safety concerns. Project sites will be determined with input from school districts and city public safety departments.

Table 1 outlines student population per school type within the three targeted Lane County school districts.

TABLE 1

SCHOOL DISTRICT	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
<i>BETHEL</i>	2,630	1,359	1,610
<i>EUGENE</i>	6,839	5,049	6,050
<i>SPRINGFIELD</i>	5,211	2,664	3,234

School-neighborhood partnerships will focus on high schools located near businesses and other commercial development. Partnerships will center on incentive-based transportation programs for students and employees to reduce energy consumption.

At a regional level, the SWS project will coordinate and staff the development of a school-related transportation task force to address policies associated with the school commute, congestion, and safety concerns around Lane County schools.

II. Operating Request

Tasks: The *Smart Ways to School* Project, administered through a subcontract with a school transportation coordinator and overseen by Commuter Solutions, has seven key tasks over the course of two years.

In year one:

[1] Establishment of school-based transportation programs in two to three elementary and two to three middle schools within each of the targeted school districts. The coordinator will provide a menu of transportation programs to schools aimed at reducing vehicle miles traveled (VMT) and fuel consumption. Such programs include:

- **School Pools:** School Pools are an easily implemented carpool matching program for parents. Parents voluntarily fill out an information form with their child's school schedule, grade level, and home address. Commuter Solutions compiles a list based on geographical boundaries and returns them to participating parents. Parents coordinate their own school pools with others on the list. The school has no involvement other than distribution of initial information, follow-up survey forms, and information referral.
- **Walking School Buses:** Walking school buses are similar to regular bus routes with walking as the mode. Students who live within a mile of the school are picked up by a parent "driver" who walks the children along a safe route for trips to and from school.
- **Cycling School Buses:** Similar to a walking school bus, cycling school bus has a parent who bicycles with children to school along safe designated corridors. The SWS project will combine this program with a bicycle safety program.
- **School Transit Pass Program:** Transit passes may be offered to students at a discounted rate through the school or through a subsidy provided by businesses.

[2] Development of **Regional School-Related Transportation Task Force**. The Coordinator will work with school districts to establish the Task Force. The primary mission of the Task Force is to develop district-wide TDM policies for staff and students.

[3] Establishment of **Smart Ways Transportation Teams** in the schools that develop school transportation programs. It is not foreseen that all the schools that develop transportation programs will require a School Transportation Team; only schools with programs that require more coordination with students and parents (e.g., walking school buses or cycling school buses).

Teams may include the following participants:

- Students
- Parents
- PE / Health teacher
- Law Enforcement representative
- Administrative representative
- SWS Coordinator

In year two:

[4] Establishment of school-neighborhood partnerships around one major high school within each of the targeted school districts. The business community surrounding targeted high schools will be invited to participate in a school-business transportation partnership.

[5] Expansion of School-Related Transportation Task Force's focus to examine students' transportation needs for after-school activities.

[6] Research and evaluation of project by Commuter Solutions and Lane Regional Air Pollution Authority.

[7] Development of School Transportation Program Guide for dissemination throughout targeted school districts.

III. Capital Request

Commuter Solutions, as the Rideshare Coordinator for the region, requires updated software and equipment to meet the demand the SWS project will create.

Capital funds of \$22,000 toward the purchase of the software, RidePro, will enable Commuter Solutions to effectively match participants in the school pool, walking buses, and cycling buses. In addition, RidePro allows for monitoring of performance measures. The additional \$8,000 in capital request is to fund the necessary investment in hardware, software, and technical support services associated with the SWS project Coordinator's work over the two-year period.

IV. Role of Partners

The SWS project is a joint partnership with the region's school districts and jurisdictions. Partners have offered the following in-kind operating assistance:

Commuter Solutions

- Oversight and supervision of coordinator
- Rideshare database coordination
- Assistance with educational materials and outreach efforts
- Monitoring of performance measures
- Assistance with expenses associated with housing of coordinator

School Districts

- Assistance with employment recruitment
- Participation in school site determination
- Some administration assistance with information distribution (e.g., school pool forms)
- Participation in School-Related Transportation Task Force and designated Smart Ways Transportation Teams

City of Eugene

- Support of bike/pedestrian efforts
- Law enforcement participation
- Safe routes to school mapping services

City of Springfield

- Support of bike/pedestrian efforts
- Law enforcement participation
- Safe routes to school mapping services

Lane Regional Air Pollution Authority

- Pre/post air quality monitoring at a congested school site

V. Project Evaluation

Outlined are the SWS project's key objectives, performance measures, and evaluation methods.

Objectives	Performance Measures	Evaluation Methods
Fuel reduction in school commute trips (energy)	# of school pool trips # of walking school bus trips # of cycling school bus trips	Pre/post surveys Intercept surveys
Reduction of emissions around targeted school zones	Auto emission monitoring	Monitoring stations as provided by Lane Air Pollution Authority
Development of School-Related Transportation Task Force	Geographic review of areas affected by policies	Representative sample surveys of sites to measure policy's effectiveness
Development of public/private partnerships near school zones	# of school based public/private partnerships # of participants in incentive program	Pre/post surveys of participation in incentive programs

IV. Work Plan and Schedule of Activities

Outlined are the proposed tasks and targeted and completion dates.

TASK	TARGETED DATE	COMPLETION DATE
<i>YEAR ONE</i>		
Purchase of <u>RidePro</u> Software	July 2003	July 31, 2003
Development of school coordinator job description	July 2003	July 11, 2003
Advertisement of position	July 2003	July 25, 2003
Interviews/Candidate Selection	July 2003	July 31, 2003
Start date	August 4, 2003	June 30, 2005
Determination of target elementary and middle schools	July 2003	July 30, 2003
Task 1: Establishment of School Transportation Programs in Elementary /Middle School targets	September 2003	June 30, 2005
Task 2: Establishment and staffing of School Transportation Task Force	September 2003	June 30, 2005
Task 3: Establishment of School Teams	September 2003	June 30, 2005
<i>YEAR TWO</i>		
Task 4: Establishment of School/Neighborhood Partnerships	September 2004	June 30, 2005
Task 6: Expansion of School Transportation Task Force's focus to after-school activities	September 2004	June 30, 2005
Task 7: Development of Program Guide	September 2004	June 30, 2005

V. Two-Year Budget and Resources

Outlined are the key project activities, requested funds, and in-kind offered services from the region’s jurisdictions over the SWS project two-year funding.

Project Activities	DOE Funds	Contributions/Services	Total Cost
Program Management	\$60,000 (School Trans. Coordinator)	Commuter Solutions: \$10,500	\$70,500
Facilities and supplies	-----	Commuter Solutions: \$5,000	\$5,000
RidePro Software	\$22,000	Commuter Solutions: \$20,000*	\$42,000
Technical support (e.g., safe routes mapping)	\$8,000	Commuter Solutions: \$17,500 City of Eugene: \$1,600 City of Springfield: \$1,700	\$28,800
Monitoring	-----	LRAPA: \$15,000 Commuter Solutions: \$4,000	\$19,000
TOTAL	\$90,000	\$75,300	\$165,300

* Commuter Solutions contribution to RidePro software purchase.

DEPARTMENT OF ENERGY
Proposal for FY 2003-2005 Funding

Title: *Smart Ways to School Project*

Project Location: 4-J (Eugene), Springfield, and Bethel School Districts in Lane County, Oregon

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Funds Requested: \$60,000 Operating Costs
\$30,000 Capital Investment

Partners: Commuter Solutions / Lane Transit District
4-J (Eugene), Bethel, and Springfield School Districts
City of Eugene
City of Springfield
Lane Regional Air Pollution Authority
Lane Council of Governments
Lane County

Abstract:

Smart Ways to School is a two-year project based on public/private partnerships to reduce energy consumption associated with school-based commute trips through interventions at the school, neighborhood, and regional levels.

I. Project Narrative:

The *Smart Ways to School* (SWS) project is a tiered approach to encouraging and supporting students and their parents' travel choices to schools in Lane County. The overall goal of the project is to reduce energy consumption related to the school commute.

Smart Ways to School is a project proposed by the Commuter Solutions Program, a regional transportation demand management program supported by the Oregon Department of Transportation and Lane County's jurisdictions: Lane Transit District, City of Eugene, City of Springfield, Lane County, Lane Council of Governments, and Lane Regional Air Pollution Authority.

To reduce energy consumption associated with the school commute trip, the SWS project focuses on three levels:

- **School:** School-based transportation programs
- **Neighborhood:** Business-school transportation partnerships
- **Region:** Regional School-Related Transportation Task Force

School-based programs will take place in Lane County's three primary school districts: Bethel, 4-J (Eugene), and Springfield. The SWS Project will target schools with high congestion and safety concerns. Project sites will be determined with input from school districts and city public safety departments.

Table 1 outlines student population per school type within the three targeted Lane County school districts.

TABLE 1

SCHOOL DISTRICT	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
<i>BETHEL</i>	2630	1359	1610
<i>EUGENE</i>	6839	5049	6050
<i>SPRINGFIELD</i>	5211	2664	3234

School-neighborhood partnerships will focus on high schools located near businesses and other commercial development. Partnerships will center on incentive-based transportation programs for students and employees to reduce energy consumption.

At a regional level, the SWS project will coordinate and staff the development of a school-related transportation task force to address policies associated with the school commute, congestion, and safety concerns around Lane County schools.

II. Operating Request

Tasks: The *Smart Ways to School* Project, administered through a subcontract with a school transportation coordinator and overseen by Commuter Solutions, has seven key tasks over the course of two years.

In year one:

[1] Establishment of school-based transportation programs in two to three elementary and two to three middle schools within each of the targeted school districts. The coordinator will provide a menu of transportation programs to schools aimed at reducing vehicle miles traveled (VMT) and fuel consumption. Such programs include:

- **School Pools:** School Pools are an easily implemented carpool matching program for parents. Parents voluntarily fill out an information form with their child's school schedule, grade level, and home address. Commuter Solutions compiles a list based on geographical boundaries and returns them to participating parents. Parents coordinate their own school pools with others on the list. The school has no involvement other than distribution of initial information, follow-up survey forms, and information referral.
- **Walking School Buses:** Walking school buses are similar to regular bus routes with walking as the mode. Students who live within a mile of the school are picked up by a parent "driver" who walks the children along a safe route for trips to and from school.
- **Cycling School Buses:** Similar to a walking school bus, cycling school bus has a parent who bicycles with children to school along safe designated corridors. The SWS project will combine this program with a bicycle safety program.
- **School Transit Pass Program:** Transit passes may be offered to students at a discounted rate through the school or through a subsidy provided by businesses.

[2] Development of **Regional School Related Transportation Task Force**. The Coordinator will work with school districts to establish the Task Force. The primary mission of the Task Force is to develop district-wide TDM policies for staff and students.

[3] Establishment of **Smart Ways Transportation Teams** in the schools that develop school transportation programs. It is not foreseen that all the schools that develop transportation programs will require a School Transportation Team; only schools with programs that require more coordination with students and parents (e.g. walking school bus or cycling school buses).

Teams may include the following participants:

- Students
- Parents
- PE / Health teacher
- Law Enforcement representative
- Administrative representative
- SWS Coordinator

In year two:

[4] Establishment of school-neighborhood partnerships around one major high school within each of the targeted school districts. The business community surrounding targeted high schools will be invited to participate in a school-business transportation partnership.

[5] Expansion of School Related Transportation Task Force's focus to examine students' transportation needs for after-school activities.

[6] Research and evaluation of project by Commuter Solutions and Lane Regional Air Pollution Authority.

[7] Development of School Transportation Program Guide for dissemination throughout targeted school districts.

III. Capital Request

Commuter Solutions, as the Rideshare Coordinator for the region, requires updated software and equipment to meet the demand the SWS project will create. Capital funds of \$22,000, towards the purchase of the software, RidePro, will enable Commuter Solutions to effectively match participants in the school pool, walking

buses, and cycling buses. In addition, RidePro allows for monitoring of performance measures. The additional \$8,000 in capital request is to fund the necessary investment in hardware, software, and technical support services associated with the SWS project Coordinator's work over the two-year period of time.

IV. Role of Partners

The SWS project is a joint-partnership with the region's school districts and jurisdictions. Partners have offered the following in-kind operating assistance.

Commuter Solutions

- Oversight and supervision of coordinator
- Rideshare database coordination
- Assistance with educational materials and outreach efforts
- Monitoring of performance measures
- Assistance with expenses associated with housing of coordinator

School Districts

- Assistance with employment recruitment
- Participation in school site determination
- Some administration assistance with information distribution (e.g., school pool forms)
- Participation in School Related Transportation Task Force and designated Smart Ways Transportation Teams

City of Eugene

- Support of bike/pedestrian efforts
- Law enforcement participation
- Safe routes to school mapping services

City of Springfield

- Support of bike/pedestrian efforts
- Law enforcement participation
- Safe routes to school mapping services

Lane Regional Air Pollution Authority

- Pre/post air quality monitoring at a congested school site

V. Project Evaluation

Outlined are the SWS project's key objectives, performance measures, and evaluation methods.

Objectives	Performance Measures	Evaluation Methods
Fuel reduction in school commute trips (energy)	# of school pool trips # of walking school bus trips # of cycling school bus trips	Pre/post surveys Intercept surveys
Reduction of emissions around targeted school zones	Auto emission monitoring	Monitoring stations as provided by Lane Air Pollution Authority
Development of School-Related Transportation Task Force	Geographic review of areas affected by policies	Representative sample surveys of sites to measure policy's effectiveness
Development of public/private partnerships near school zones	# of school based public/private partnerships # of participants in incentive program	Pre/post surveys of participation in incentive programs

IV. Work Plan and Schedule of Activities

Outlined are the proposed tasks, targeted and completion dates.

TASK	TARGETED DATE	COMPLETION DATE
<i>YEAR ONE</i>		
Purchase of <u>RidePro</u> Software	July, 2003	July 31, 2003
Development of school coordinator job description	July, 2003	July 11, 2003
Advertisement of position	July, 2003	July 25, 2003
Interviews/Candidate Selection	July, 2003	July 31, 2003
Start date	August 4, 2003	June 30, 2005
Determination of target elementary and middle schools	July, 2003	July 30, 2003
Task 1: Establishment of School Transportation Programs in Elementary /Middle School targets	September, 2003	June 30, 2005
Task 2: Establishment and staffing of School Transportation Task Force	September, 2003	June 30, 2005
Task 3: Establishment of School Teams	September, 2003	June 30, 2005
<i>YEAR TWO</i>		
Task 4: Establishment of School/Neighborhood Partnerships	September, 2004	June 30, 2005
Task 6: Expansion of School Transportation Task Force's focus to after-school activities	September, 2004	June 30, 2005
Task 7: Development of Program Guide	September, 2004	June 30, 2005

V. Two-Year Budget and Resources

Outlined are the key project activities, requested funds, and in-kind offered services from the region's jurisdictions over the SWS project two-year funding.

Project Activities	DOE Funds	Contributions/Services	Total Cost
Program Management	\$60,000 (School Trans. Coordinator)	Commuter Solutions: \$10,500	\$70,500
Facilities and supplies	-----	Commuter Solutions: \$5,000	\$5,000
RidePro Software	\$22,000	Commuter Solutions: \$20,000*	\$42,000
Technical support (e.g., safe routes mapping)	\$8,000	Commuter Solutions: \$17,500 City of Eugene: \$1,600 City of Springfield: \$1,700	\$28,800
Monitoring	-----	LRAPA: \$15,000 Commuter Solutions: \$4,000	\$19,000
TOTAL	\$90,000	\$75,300	\$165,300

* Commuter Solutions contribution to RidePro software purchase.