(This packet was printed on recycled paper.)

Public notice was given to *The Register-Guard* for publication on September 11, 2003.

LANE TRANSIT DISTRICT
REGULAR BOARD MEETING

Wednesday, September 17, 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

Lauritsen _____ Wylie _____ Ban _____ Gant _____

Gaydos _____ Hocken _____ Kleger _____

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT

IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 04

- Introduction of Human Resources and Risk Management Director

V. WORK SESSION 05

- Executive Session pursuant to ORS 192.660(1)(h); regarding current or pending litigation; pursuant to ORS 192.660(1)(e), regarding real property transactions; and pursuant to ORS 40.225, lawyer-client privilege (45 minutes)

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

VI. EMPLOYEES OF THE MONTH – August, September, October 2003 06

VII. AUDIENCE PARTICIPATION

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

Page No.

VIII. ITEMS FOR ACTION AT THIS MEETING

A. Consent Calendar 08

1. Minutes of June 18, 2003, Regular Board Meeting (Page 9)

2. Minutes of July 16, 2003, Canceled Board Meeting (Page 20)

3. Minutes of August 20, 2003, Canceled Board Meeting (Page 21)

4. DBE Program and Policy (Page 22)

B. BRT Phase I Property Acquisition (5 minutes) 25

C. Strategic Plan/Board Action Plan (15 minutes) 54

D. FTA Grant Approval – Vehicle Guidance (15 minutes) 69

1. Staff Presentation

2. Opening of Public Hearing by Board President

3. Public Testimony

4. Closing of Public Hearing

5. Board Discussion and Decision

E. Transportation Improvement Plan Project Criteria and Proposed Project List (15 minutes) 86

IX. ITEMS FOR INFORMATION AT THIS MEETING

A. PeaceHealth/Bus Rapid Transit Presentation (7:00 p.m. - 30 minutes) 111

B. Current Activities

1. Board Member Reports (respond if questions) 112

(a) Metropolitan Policy Committee – July 10, August 14, and September 11 meetings

(b) BRT Steering Committee and Board BRT Committee – August 5 meeting

(c) Coburg Road Stakeholder Committee – September 10 meeting

(d) Board Strategic Planning Committee – (no report)

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

AGENDA ITEM SUMMARY

2

DATE OF MEETING: September 17, 2003

ITEM TITLE: JULY AND AUGUST FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Financial results for the first two months of the FY 2003-04 fiscal year are summarized in the attached reports. Reports are included for both July and August. However, because reports include year to date information, these comments will be based only on the August material.

Passenger fares trail prior year by 9.5 percent for the first two months of the new year. Since there were no price changes to fare instruments in July, as occurred last year, the drop must be attributed to ridership decline. Ridership for the rolling twelve-month period, which ended August 31, is down by 4.4 percent. Group pass revenue continues to be strong.

Payroll tax revenues are down 2.5 percent versus last year in part due to the loss of Sony as a taxpayer. It is too soon in the fiscal year to project whether there will be an annual shortfall as compared to budget. Typically, such forecasts are made when the first quarter's payments have been received in early November. The issue regarding a payroll tax refund granted to a major taxpayer last fall and appealed by LTD in State Tax Court remains unresolved. Both parties to the dispute argued motions for summary justice (MSJ) to the Tax Court on July 21. There is no date by which a decision is guaranteed. It is very likely that the case will be resolved by MSJ.

Self-employment receipts coincide with State tax payment deadlines, none of which occurred in August. However, revenue was received in August for prior year amounts owed. Tax payments are reported on a cash basis in monthly reports to simplify the information. For audit purposes the amounts are accrued back to the previous year. State-in-lieu funds are received quarterly and accrued at the end of each fiscal quarter, so no revenues will be posted from this source until the September report.

Interest rates, and therefore returns, continue to be disappointing. Amounts invested are below what was anticipated by the budget due to the change in method of payment for the 18 Gillig buses received in the last fiscal year. A programming error in the Transportation Improvement Plan (TIP) and Statewide Transportation Improvement Plan (STIP) has delayed

LTD's ability to use federal formula funds to reimburse the District for this purchase. The programming error, which listed bus purchases in the earmark category of federal funds instead of the formula category, will be corrected as soon as possible.

Total personnel services expenditures, the largest category of operating expense, show a net growth of -1 percent through August due entirely to the growth of administrative wages charged to capital projects. As was noted during the April Budget Committee meetings, eventually the permanent LTD positions that currently are charged to grant contra accounts will return as General Fund operating expenses, so the slowing of personnel services growth by this method cannot be sustained indefinitely. In the short term, it is appropriate to charge wages directly to the projects they support. There are several major projects so supported at the current time, including Bus Rapid Transit, the construction of the new Springfield Station, and the remodeling of the LTD Maintenance facility to accommodate articulated buses, to name a few.

Materials and services results vary widely from department to department, and illustrate some budget timing issues, which will be examined. If necessary, the allocation of annual budget by month may be restated in the near future, an event that is not unusual at the beginning of a new fiscal year. Accountability is at the annual appropriation level. Total materials and services are 11.7 percent higher for the first two months of this year as compared to last, but overall spending is well under budget for the year to date indicating that the timing of expenses is different in the current fiscal year. Fuel prices are again volatile, but year-to-date average is on budget.

On September 10, LTD staff were informed that the health insurance premium payment arbitration had been resolved in favor of the Amalgamated Transit Union's position. The result of implementing the decision will be a one-time expense for premium refunds to affected employees of $125,000. The additional personnel services cost for the remainder of the current fiscal year has not been determined as of September 11, but will be available at the Board meeting. The additional expenses likely will be covered by existing budget operating appropriations. However, if necessary, staff may request a transfer from reserves later in the year or from Special Transportation Fund Transfers, a line item that was over budgeted in anticipation of a state funding reduction that did not occur in the recently adjourned extended legislative session. The Board must approve such transfers, which are the result of unforeseen events.

Special Transportation Fund expenses are as anticipated through August. Capital Fund activity also was as expected. Capital Fund outlays will accelerate as the Springfield Station project proceeds and bus rapid transit (BRT) begins first segment buildout. As previously noted, the Capital Fund

will be reimbursed for the federal portion of the Gillig bus purchase ($4,000,000) in the near future.

Fieldwork for the audit of the 2002-2003 fiscal year was begun the week of September 15. The remainder of the work, including a draft of a management letter (should one be recommended) is scheduled in September and October. The Comprehensive Annual Financial Report (CAFR), including auditors' statements, will be distributed before the November Board meeting. A representative of the audit firm *Grove, Mueller & Swank* will attend the November meeting to present audit findings and answer any questions that Board members may have.

The Finance Committee met on September 16 at 4:00 p.m. to discuss BRT vehicle financing, and other issues. Committee members can report on the meeting discussion during the Board Member Reports section of the regular meeting agenda.

ATTACHMENTS: Attached are the following financial reports for August and July for Board review:

1. Operating Financial Report - comparison to prior year

2. Comparative Balance Sheets
    a. General Fund
    b. Special Transportation Fund
    c. Capital Projects Fund

3. Income Statements
    a. General Fund
    b. Special Transportation Fund
    c. Capital Projects Fund

PROPOSED MOTION: None

Q:\reference:\Board Packet\2003\09\Regular Mtg\04fin02.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 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

Q:\Reference\Board Packet\2003\09\Regular Mtg\announcesum.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 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 met three times since the last LTD Board Meeting, on July10, August 14, and September 11, 2003.

   At the July 10th meeting, MPC reviewed and discussed the proposed criteria and evaluation process for allocation of MPO STP funds and opened the public review period for the TIP Criteria development process. The final report and recommendation from the MPC Public Involvement Subcommittee was discussed, with direction provided to staff on refinement and implementation of specific recommendations. First Quarter FY04 MPO Work Activities were presented, and Draft FY06-09 STIP Criteria were reviewed and discussed.

   At the August 14th meeting, MPC reviewed the proposed criteria for the allocation of STP-U funds in the TIP, held a public hearing, and approved the criteria and evaluation process. MPC also reviewed and approved the Proposed Transportation Management Area Boundary changes, reviewed and approved an MPO Comment Letter on the Draft FY06-09 STIP Criteria, and reviewed and approved an MPO letter of support for a Walkable Communities Grant.

At the September 11th meeting, MPC reviewed the FY04-06 Draft TIP and proposed STP-U funding allocations. A public review period for the Draft Tip was opened until the October 9th MPC meeting. MPC is scheduled to approve the STP-U funding allocations and adopt the TIP at the October 9th meeting. Staff also presented the final report of the Federal Certification Review of the Metropolitan Policy Organization (MPO).

The next MPC meeting will be held on October 9, 2003.

2. **BRT Steering Committee and Board BRT Committee**: Board members Gerry Gaydos, and 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 August 5, 2003, to approve a "preferred option" alignment for the entire Pioneer Parkway BRT corridor. The Board BRT Committee has not met since May 9. The next meeting of the full Steering Committee is scheduled for October 7, 2003.

3. **Coburg Road Stakeholder Committee**: Susan Ban is the Board's representative on the Coburg Road Stakeholder Committee. This committee met on September 10, 2003, to discuss a draft conceptual plan for Coburg Road. This draft conceptual plan documents the work of the committee during the last 12 months. The Committee met again on September 10, 2003, to discuss a draft conceptual plan resulting in the Committee forming a subcommittee to revise the plan to better reflect stakeholder issues.

4. **Board Strategic Planning Committee**: The committee has not met since the last Board meeting. A meeting of this committee may be scheduled in preparation of the November Board Work Session.

5. **Board Finance Committee**: The Board Finance Committee (Pat Hocken, chair; Gerry Gaydos; and Virginia Lauritsen) met on June 16, 2003, to review and discuss the fiscal effects of the recently concluded state legislative session on LTD, contract negotiation issues, future BRT local financing options, and other business. The Committee is scheduled to meet on Tuesday, September 16, 2003, to discuss payroll tax changes and BRT financing options.

6. **Region 2050 Policy Advisory Board**: Susan Ban is the Board's representative on the Region 2050 Policy Advisory Board (Policy Board). At the June 19th, 2003 meeting of the Policy Board, the committee approved the Technical Advisory Committee (RTAC) recommendation that an LTD representative be added to the Policy Board. This recommendation was approved, and Susan Ban was formally appointed to the Policy Board. The main agenda item at this

meeting was the review of preliminary draft sketches and population and employment estimates for three alternative growth scenarios which were presented in a report, *Preliminary Draft Alternative Regional Growth Scenarios* The final agenda item was a staff project report and financial status report. The next meeting of the Policy Board is scheduled for October 9, 2003.

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

Q:\Reference\Board Packet\2003\05\Special Mtg 05-28-03\BD Report Summary.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2003

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None

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

- August 11, 2003, note from Eugene City Councilor Nancy Nathanson regarding undergrounding utilities along Franklin Boulevard.
- September 3, 2003, email invitation from ODOT Region 2 to tour the I-5 Willamette River and McKenzie River detour bridge project areas on September 25.

At the September 17, 2003, meeting, staff will respond to any questions the Board members may have about this correspondence.

PROPOSED MOTION: None

Q:\Reference\Board Packet\2003\06\Regular Mtg\BDCORSUM.doc

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, June 18, 2003

Pursuant to notice given to *The Register-Guard* for publication on June 12, 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, June 18, 2003, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present:	David Gant Gerry Gaydos, Vice President Patricia Hocken, Secretary (by telephone) Dave Kleger Susan Ban Hillary Wylie, President, presiding Ken Hamm, General Manager Jo Sullivan, Clerk of the Board Lynn Taylor, Minutes Recorder
Absent:	Virginia Lauritsen, Treasurer

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

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

WORK SESSION

BUS RAPID TRANSIT (BRT) VEHICLE DISCUSSION – LTD Assistant General Manager Mark Pangborn introduced Bill Stanton, director of marketing and new product development, and Rick Brandenburg, western states sales director, both of New Flyer Industries. He said that New Flyer was headquartered in Winnipeg, Manitoba, Canada, with a production facility in St. Cloud, Minnesota, and therefore met the qualifications as an American bus manufacturer.

Mr. Pangborn briefly reviewed the status of negotiations with New Flyer to purchase BRT Invero buses. He said that New Flyer had responded to LTD's vision for the BRT vehicles with a design that incorporated a new appearance and new technology, and would have a significant impact on the industry. He said the price of the vehicle was based on the anticipated sale of twenty-six vehicles over the next three years, and included the development costs. He reported that New Flyer was working with an organization, Westart/Calstart, to try to obtain funding for the development costs, which would reduce the price per vehicle. He illustrated the following pricing scenarios:

- $997,121 per vehicle, with no funding for development costs
- $919,429 per vehicle, with some financial support from Westart/Calstart

- $893,156 per vehicle, with some financial support from Westart/Calstart, and participation by other transit properties

Mr. Pangborn said that the vehicle would be a hybrid-electric vehicle using the Allison parallel system. It would operate below fifteen miles per hour as an electric vehicle; over that speed the diesel engine would provide power, with the amount of diesel power increasing at higher speeds. He said the system would provide fuel economy at a consumption rate of five miles per gallon and had a low emissions rate based on use of ultra-low-sulfur diesel fuel, which was just coming on the market in response to new federal regulations. According to Mr. Pangborn, the vehicle would have all of the mechanical systems for automated guidance built into place, but at this point staff were not recommending a commitment to automated guidance until a proven product was available in the American market.

In response to a question from Ms. Wylie, Mr. Pangborn said that the automated guidance system could be added at a later date. He said the vehicle would have two doors on both sides, to accommodate more seating, instead of a third door. He indicated that the front doors had been moved farther back, since prepaid fares would eliminate the need for passengers to pass by the driver. He listed other innovations, including a composite body that would not rust, side panels that were easy to replace in case of damage, and doors that moved to the side instead of folding open.

Mr. Stanton remarked that the LTD project was a flagship for new vehicle design and had stimulated a great deal of activity in the North American market. He discussed the cab design and manufacturing process for the front module. He stated that there were limitations on the windshield curve because of visual distortion. He said that the reflex impact bumper was designed to protect the vehicle against damage. In response to a question from Ms. Ban, Mr. Stanton said that every window in the vehicle was an emergency exit, including the side windows in the cab.

Mr. Pangborn described various features for driver safety and comfort. Mr. Hamm remarked that operators experienced considerably less customer contact in the transition from transit to BRT and light rail.

Mr. Pangborn and Mr. Stanton listed several innovative features of the vehicle:

- more interior lighting, designed to reduce interior reflection during night driving
- panoramic windows
- interior built on a human scale
- nonopening windows to create a more rail-like experience for passengers
- possible substitution of cameras for mirrors to give driver better view of platform

Mr. Stanton said the vehicle was designed and built for both style and mechanical durability. In response to a question from Mr. Kleger about accessibility, he said that the vehicle had two levels of accessibility: a 1:6 ratio ramp to the street and a kneeling feature that allowed the bus to drop to the level of the station platform, with a small ramp at each door to eliminate any gaps and facilitate roll-on. He illustrated the two wheelchair bays and space for maneuvering in the front module. Mr. Pangborn said that efforts were being made to identify a third wheelchair bay in the

back module, but there was a potential conflict with space for bicycles. He thought that the need for a third bay could be determined when the first vehicles were placed in service.

Mr. Hamm summarized that the vehicle represented a major redesign that embodied the priorities identified by LTD. It was environmentally sensitive, reflected a light rail design close to the LTD vision, and had doors on both sides. He expressed appreciation to New Flyer for its flexibility and willingness to meet LTD's design needs. He said that staff recommended purchase of the vehicle.

Mr. Kleger agreed with the staff recommendation and expressed appreciation for New Flyer's willingness to explore new design and technology. He felt that BRT service would attract a larger market share for LTD.

Mr. Hamm commented that purchasing vehicles from a North American manufacturer significantly reduced the risk to LTD and the community because New Flyer already had products in the domestic marketplace, had the service and parts distribution structures to support their products, was experienced in meeting federal safety standards, and had entered into a working relationship with LTD.

Ms. Wylie also thanked New Flyer for sharing LTD's vision for a new form of transit.

Ms. Hocken stated she shared Ms. Wylie's enthusiasm for the BRT vision and was pleased with the price structure.

Mr. Brandenburg expressed New Flyer's thanks to LTD for its partnership in developing the new design.

In response to a question from Mr. Gant, Ms. Hellekson said that the budget for Phase I vehicles was $6.6 million. She was confident that the total purchase price would be within that budget. Mr. Gant commented that the original plan was to purchase six vehicles, but the plan now was to purchase five. Mr. Pangborn explained that the purchase of six vehicles was intended if the manufacturer was foreign, to provide an additional spare vehicle because of the potential difficulty in getting parts and service quickly. He said purchase from a domestic manufacturer eliminated that need.

Mr. Gant asked why a final, firm price was not determined prior to authorizing the general manager to proceed with the purchase. He asked if it would delay delivery of the vehicles if a contract were not signed immediately. Mr. Pangborn responded that there was still a considerable amount of development work that needed to occur between the present and the design, which would determine the price. New Flyer needed some assurance of LTD's commitment to purchase before investing additional resources in the development process. Mr. Stanton said that New Flyer could move forward with development if it had a letter of intent. Mr. Brandenburg said that an authorization to purchase, not to exceed $5 million, also was acceptable, since New Flyer did not anticipate any increase in the prices quoted, unless substantial design changes were requested.

Mr. Gant said he felt the Board should see the terms and conditions of the contract in writing before authorizing a purchase, although he would agree to proceed without that if it was necessary to move the project forward.

Mr. Gaydos said that the Board, as a policy body, should be giving direction to the general manager to carry out its wishes and then monitoring performance, rather than getting involved in the details of contract negotiations. He encouraged the Board to maintain that practice and move forward by taking action.

Ms. Hocken said she supported moving forward with the authorization to purchase, with the final price not to exceed $5 million.

Ms. Hocken ended her participation in the meeting at 6:35 p.m.

Mr. Pangborn said it was critical to have the purchase authorization or letter of intent in order to move to the next step, which was testing a New Flyer vehicle in order to finalize technical specifications. He thought a contract could be negotiated fairly quickly and suggested that if the Board wanted to meet in July, it could review the document at that time. Mr. Brandenburg added that New Flyer wanted to finalize the technical issues as soon as possible and then discuss specific contract terms.

The Board took a ten-minute break from 6:40 p.m. to 6:50 p.m.

REGULAR BUSINESS MEETING

Ms. Wylie announced a revision of the agenda. She said the BRT Vehicle Decision and the Strategic Plan would follow the Consent Calendar, and then the Board would return to the regular order of business.

EMPLOYEE OF THE MONTH – Service Planning and Market Manager Andy Vobora introduced Graphic Artist Hannah Bradford as the July 2003 Employee of the Month. He said that Ms. Bradford's creativity, enthusiasm, and positive attitude helped make LTD a professional, fun, and dedicated organization. He said that Ms. Bradford had made their department staff meetings fun by organizing interactive group activities. He suggested that the Board might like to have Ms. Bradford assist with its retreat, as well.

Ms. Bradford thanked the Board and staff for the award and said a decision to change her career had resulted in an internship and then a job at LTD. She regarded herself as extremely lucky because LTD was a unique and wonderful place to work.

Mr. Kleger said that he had worked with Ms. Bradford for several years at the Division of Vocational Rehabilitation office and he seconded Mr. Vobora's comments on her enthusiasm and energy. He agreed with the suggestion to involve her in the Board's retreat.

AUDIENCE PARTICIPATION – There was no one wishing to speak.

ITEMS FOR ACTION AT THE MEETING:

CONSENT CALENDAR – Mr. Kleger noted a correction to the minutes of the May 28, 2003, meeting on page 10 under the BRT Update heading. He asked that the word "labor" be deleted
MOTION from his question regarding contracts. Mr. Kleger moved adoption of LTD Board Resolution No. 2003-025: "It is hereby resolved that the Consent Calendar for June 18, 2003, is approved as

amended." Ms. Ban provided the second. The Consent Calendar consisted of the minutes of the May 28, 2003 special Board meetings, and LTD Resolution No. 2003-026: A Resolution Reaffirming the Territory in the District Within Which the Transit System will Operate in Accordance with Oregon Revised Statutes 267.207(3)(a)

VOTE The Consent Calendar was approved as amended as follows:
AYES: Ban, Gant, Gaydos, Kleger, Wylie (5)
NAYS: None (0)
ABSTENTIONS: None (0)
EXCUSED: Hocken, Lauritsen (2)

BRT VEHICLE DECISION – Mr. Gant clarified that he did not intend that the Board be involved in the minutiae of contract negotiations, but wanted as much information as possible on the purchase. He did not wish to delay the project. Mr. Stanton said that taking no action would delay the project.

Mr. Hamm observed that the vehicle procurement process was so defined and standardized by the Federal Transit Administration and LTD's internal policies and procedures that only the technical specifications remained to be negotiated. He cautioned that a delay could push the delivery of vehicles out farther on the production schedule. Mr. Stanton agreed with the risk of a delay allowing other customers to get on the production schedule ahead of LTD.

MOTION Mr. Gaydos moved adoption of LTD Resolution No. 2003–034: "It is hereby resolved that the Lane Transit District Board of Directors authorizes the general manager to proceed with the purchase of five New Flyer Invero BRT vehicles, with the final purchase price to be determined as a result of negotiations, but not to exceed $5 million." Mr. Kleger provided the second.

VOTE The motion was approved as follows:
AYES: Ban, Gant, Gaydos, Kleger, Wylie (5)
NAYS: None (0)
ABSTENTIONS: None (0)
EXCUSED: Hocken, Lauritsen (2)

STRATEGIC PLAN/BOARD ACTION PLAN – Senior Strategic Planner Lisa Gardner reviewed the Draft Strategic Plan included in the agenda packet. She referred members to the updated goals and strategies, and the list of Board member activities included in the Plan.

Ms. Ban stated that she appreciated the talking points and presentation materials described in the Action Plan and thought it would facilitate the Board speaking with a consistent voice. She also was pleased with the calendar of events and emphasis on meeting with elected officials from Eugene, Springfield, and Lane County as a Board.

Mr. Gaydos said the ad hoc committee had worked at length on the Plan and had boiled it down to the essential elements.

Mr. Kleger said he agreed with the Plan.

Ms. Wylie said a matrix had been developed, based on what activity interests had been expressed by Board members. She suggested that it could be reviewed at the September meeting.

Ms. Gardner said that the document could be presented in a more polished format to the ad hoc committee before the Board's September meeting. She hoped that the Plan would then be adopted at that meeting.

Mr. Gant referred to the short-term implementation strategies for the goal to maintain LTD's fiscal integrity. He said he could not support the strategy to pursue established and new sources for state and local funding through an increase to the payroll tax rate. He said that with the exception of that issue, he supported adoption of the Plan. Mr. Kleger suggested that he express his opinion on the payroll tax issue formally for the record at the time the *Plan* was adopted.

CAPITAL IMPROVEMENTS PROGRAM (CIP) – Ms. Hellekson said that typically the CIP would have been brought to the Board for approval prior to the budget approval process, but it was delayed because of the BRT vehicle decision. She explained that the $6.6 million for BRT vehicles was left in because the final price had not been determined when the CIP went before the Budget Committee on April 23, 2003, and it was not known if the Board would approve the New Flyer proposal. She commented that leaving the BRT funds in the CIP also provided some flexibility. She reminded the Board that the CIP was not a budget or binding and did not appropriate funds; it was simply a planning document.

Ms. Hellekson explained the spreadsheet, which was color-coded by type of financial transaction.

Mr. Gaydos stated that New Flyer had indicated an interest in receiving progress payments during the course of the contract. He asked if placing the $6.6 million for BRT vehicle purchase in FY04-05 would prevent that option. Ms. Hellekson said it would not; however, LTD could not prepay costs, so progress payments would have to be tied to specific performance deliverables in the contract.

Mr. Gaydos mentioned that Eugene Councilor Bonny Bettman had expressed concern with LTD's expenditure of funds on capital improvements, rather than operations, at a recent Metropolitan Policy Committee meeting. He said it was important for LTD to maintain a transparent financial process and for Board members to be able to speak knowledgeably about the process.

MOTION Mr. Gaydos moved adoption of LTD Resolution No. 2003-027: "It is hereby resolved that the proposed Capital Improvements Program for fiscal years 2003-2004 through 2007-2008 is approved as presented." Mr. Kleger provided the second.

VOTE The motion was approved as follows:
AYES: Ban, Gant, Gaydos, Kleger, Wylie (5)
NAYS: None (0)
ABSTENTIONS: None (0)
EXCUSED: Hocken, Lauritsen (2)

Ms. Ban said that Mr. Gaydos had raised the issue of how important it was to educate the community about the source and use of dedicated funds to prevent misunderstandings.

LONG-RANGE FINANCIAL PLAN – Ms. Hellekson reviewed a spreadsheet entitled Projections for Long Range Financial Plan and noted that it was necessary to increase revenues or reduce operations in order to maintain reserves at Board-directed levels. She said that reserves were adequate for the next couple of years to avoid additional service reductions or another combination of expenditure reductions. According to Ms. Hellekson, four issues would be resolved by the September Board meeting:

- arbitration on copayment of health benefits
- tax court case on tax refund to local taxpayer
- ability to increase payroll tax over a ten-year period
- amount of reduction in state support for special transportation services

Ms Hellekson said that the capital fund contained the minimum amount necessary to match formula funds and there were no additional funds to match earmarks for capital projects or available for transfer to capital projects because earmarks weren't received. She said LTD's ability to borrow was limited and the lack of funds to leverage or match presented a strategic challenge in later fiscal years. She reported that discussions with the Board Finance Committee and staff concluded that seeking other sources of local support for projects likely would involve an election.

Ms. Wylie asked if state support was provided for the rail system in Portland. Government Relations Manager Linda Lynch said she thought that lottery funds were dedicated to bond payments and the bonds were to be paid by 2010. She said that LTD could propose a similar arrangement at some time in the future.

Ms. Hellekson remarked that discussions should begin now to explore other funding options, such as a local capital bond, and could be a part of the Board's strategic planning efforts in the fall. She recommended approval of the Long-Range Financial Plan as presented.

MOTION Ms. Ban moved adoption of LTD Resolution No. 2003-028: "It is hereby resolved that the proposed Long-Range Financial Plan for fiscal years 2003-04 through 2022-23 is approved as presented." Mr. Gaydos provided the second.

VOTE The motion was approved as follows:
AYES: Ban, Gant, Gaydos, Kleger, Wylie (5)
NAYS: None (0)
ABSTENTIONS: None (0)
EXCUSED: Hocken, Lauritsen (2)

ADOPTION OF FY 2003-04 LTD BUDGET – Ms. Hellekson said that the budget before the Board was the same one approved by the Budget Committee in April 2003.

Mr. Gaydos suggested informing the non-Board members of the Budget Committee of the decisions on the BRT vehicle purchase and the budget.

Mr. Gant complimented staff on the useful format of the spreadsheet.

Mr. Kleger said he had received information that Percon, a local employer manufacturing bar code scanners, was closing its plant in July, resulting in another loss of payroll tax revenue.

Mr. Hamm commented that he had met recently with the heads of several public agencies and was amazed at the number of large construction projects going on in the community.

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

Ms. Wylie complimented the staff, Board, and Budget Committee for a job well done.

MOTION Mr. Kleger moved adoption of LTD Resolution 2003-029 adopting the LTD Fiscal Year 2003-2004 budget and appropriating $72,278,340 as represented in the Resolution. Ms. Ban provided the second.

VOTE The motion was approved as follows:
AYES: Ban, Gant, Gaydos, Kleger, Wylie (5)
NAYS: None (0)
ABSTENTIONS: None (0)
EXCUSED: Hocken, Lauritsen (2)

SPRINGFIELD STATION CONSTRUCTION BID AWARD – Facilities Services Manager Charlie Simmons reported that seven bids were received, all of which were lower than the cost estimate. He said that staff confirmed with bidders that they could complete the project for the prices they bid. According to Mr. Simmons, this could result in a potential budget savings in excess of $1 million. He said that staff recommended that the contract be awarded to John Hyland Construction.

Mr. Simmons commented that it was important to secure the property for the site. Staff had been negotiating with Union Pacific, Les's Canopy, and the Springfield Service Center on a very difficult, complicated purchase. He said that condemnation had been initiated and he hoped to have a court date by the end of the month, with July 28, 2003, tentatively scheduled for groundbreaking. Mr. Simmons said that the goal was for the station to be operational by the fall of 2004.

Ms. Wylie expressed her appreciation for the Springfield Station Steering Committee's efforts and complimented the visual aids used to assist the committee in its deliberations.

MOTION Mr. Kleger moved adoption of LTD Resolution 2003-030: "Resolved, that the LTD Board of Directors hereby: (1) awards the Springfield Station contract to John Hyland Construction; and (2) authorizes the general manager to sign the construction contract." Mr. Gaydos provided the second.

VOTE The motion was approved as follows:
AYES: Ban, Gant, Gaydos, Kleger, Wylie (5)
NAYS: None (0)
ABSTENTIONS: None (0)
EXCUSED: Hocken, Lauritsen (2)

ARTICULATED BUS PURCHASE – Director of Maintenance Ron Berkshire gave a brief history of efforts to purchase new vehicles. He said that only one proposal was received in response to LTD's request for proposals. That proposal was from New Flyer and staff confirmed that the

$469,696 price per vehicle was acceptable, he reported. He noted that formula funds, rather than debt financing, would be used to purchase the buses. He anticipated delivery in January or February 2004.

Ms. Wylie asked how maintenance of articulated buses would be accomplished. Mr. Simmons replied that four maintenance bays would be expanded to accommodate the vehicles.

MOTION Ms. Ban moved approval of LTD Resolution No. 2003-032: "Resolved, that the LTD Board of Directors gives approval to proceed with intent to award, and authorizes the general manager to contract to purchase five new articulated, low-floor buses from New Flyer of America at a total cost of $2,348,480." Mr. Gaydos provided the second.

VOTE The motion was approved as follows:
AYES: Ban, Gant, Gaydos, Kleger, Wylie (5)
NAYS: None (0)
ABSTENTIONS: None (0)
EXCUSED: Hocken, Lauritsen (2)

ADVERTISING REVENUE – Mr. Vobora reported that discussions with Obie Media, the current advertising contractor, had raised the possibility of advertising opportunities on the Ride*Source* vehicles. He said the intent was to sell all twenty vehicles as a package. Guidelines were being developed to ensure that the advertising was sensitive to Ride*Source* guests.

Mr. Vobora identified additional advertising opportunities, such as Breeze vehicles, the Springfield Station, South Lane Wheels vehicles, Rhody Express vehicles, and increasing the number of full-wrap buses. The number of full-wrap busses would be increased from five to ten. He stated that with the exception of Springfield Station advertising, the other opportunities were not under consideration at that time.

Mr. Kleger said the proposal had been reviewed by the Special Transportation Advisory Committee, who concluded that it was acceptable.

Ms. Wylie said she was not a proponent of advertising on LTD's buses, but realized the need for revenue.

Ms. Ban commented that it was important that the Ride*Source* advertising content be sensitively reviewed. She asked if the revenue could support special transportation. Mr. Vobora responded that there had been initial discussions about marketing advertising to businesses that catered to Ride*Source* passengers, but thought that other businesses would find the space attractive because of the visibility of the vehicles throughout the community. He said that advertising content was difficult to govern. Mr. Hamm said that advertising revenue went into the general fund and was used as appropriate, but not dedicated to a specific program.

Ms. Wylie said that safety and security was an issue in the placement of advertisements, particularly with senior and elderly passengers.

MOTION Mr. Kleger moved LTD Resolution No. 2003-033: "It is hereby resolved that the LTD Board of Directors approves adding twenty Ride*Source* vehicles to the fleet of vehicles used in displaying bus advertising." Mr. Gant provided the second.

VOTE The motion was approved as follows:
AYES: Ban, Gant, Gaydos, Kleger, Wylie (5)
NAYS: None (0)
ABSTENTIONS: None (0)
EXCUSED: Hocken, Lauritsen (2)

ITEMS FOR INFORMATION AT THE MEETING:

CURRENT ACTIVITIES

Board Member Reports – There were no questions on Board member reports. Mr. Kleger announced that the bus rodeo would occur on July 20, 2003, and encouraged Board members to participate. He said he would be unavailable the week of August 4, 2003.

General Manager's Report – Mr. Hamm reported that the recruitment for a director of Human Resources and Risk Management had produced a list of six candidates. He said four candidates resided in Oregon, one in Washington, and one in Utah. He asked Board members to contact him, or Jo Sullivan, if they were available to participate in assessment center activities on July 10-11, 2003. He said that employees from different LTD departments, along with members of the leadership group and representatives of organizations in the community that were involved with LTD would participate in the process. He encouraged the involvement of Board members.

Mr. Hamm informed the Board that he was scheduled to testify on BRT as a concept before the United States Senate Banking Committee in Washington, D.C., on July 24, 2003.

Mr. Hamm distributed copies of the new *Employee Yearbook.*

Mr. Hamm said that there was a need for an executive session, but legal counsel was not available so the session would have to be postponed. Ms. Wylie suggested holding a short meeting in July to address the issue. Mr. Hamm agreed.

Board members agreed to schedule the Board's annual strategic planning retreat for November 6-7, 2003.

Ms. Wylie suggested that the July meeting could include a barbecue with staff.

Mr. Gaydos asked for a report on implementation of Ordinance 36 at a future meeting.

Monthly Financial Reports – Ms. Hellekson said that the first eleven months of the FY 2002-03 fiscal year looked good, with revenue up somewhat. She said the only disappointment was in the area of ridership, which was down.

Monthly Department Reports – In response to a question from Ms. Wylie, Ms. Lynch said that action on the payroll tax bill was unlikely during the current legislative session. She said that the transportation financing package was out of the House Revenue Committee. It included $1 million annually for fleet replacement statewide. LTD's share would be approximately 10 percent.

ADJOURNMENT

The meeting adjourned at 8:15 p.m.

Board Secretary

Q:\Reference\Board Packet\2003\09\Regular Mtg\BDMIN 06-18-03.doc

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, July 16, 2003

The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, July 16, 2003, at 5:30 p.m., was canceled for lack of agenda items requiring action by the Board.

Board Secretary

Q:\Reference\Board Packet\2003\09\Regular Mtg\BDMNCancel 07-16-03.doc

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, August 20, 2003

The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, August 20, 2003, at 5:30 p.m., was canceled for lack of agenda items requiring action by the Board.

Board Secretary

Q:\Reference\Board Packet\2003\09\Regular Mtg\BDMNCancel 08-20-03.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2003

ITEM TITLE: LTD BRAND PLAN

PREPARED BY: Andy Vobora, Development Services Department

ACTION REQUESTED: Affirmation of brand structure

BACKGROUND: During this past summer, a group of LTD employees and Board member Pat Hocken participated in a process to review LTD's brand. This process included internal and external research components and culminated in a brand plan that will be reviewed with the Board at the October 15 meeting.

One piece of the process was a review of brand structures. These structures include:

- Monolithic – This structure is seen in organizations such as Starbucks or Harley Davidson. Consumers know that when they see or hear these brands, they are getting Starbucks or Harley Davidson.
- Endorsed – In this structure individual product lines have an identity of their own, but the parent organization's brand is clearly identified with the product. This gives consumers confidence that the product or service is backed by someone for whom they have brand loyalty. Nabisco is a good example of an organization that uses the endorsed strategy. Individual cereal lines may have their own marketing strategies to fulfill target market goals, but the consumer always sees the Nabisco red triangle on the packaging.
- Multi-Brand - In this structure the organization creates individual brands for each product line. The parent organization is not associated in the branding and therefore each product or service must stand alone and differentiate itself by creating its own unique identity in the marketplace. Companies choose this structure to minimize liability. An example of an organization using this structure is Proctor and Gamble.

The LTD brand team believes that the endorsed structure best fits the District. It is the structure that most closely matches what LTD currently does in marketing the "tool box" of services. Additionally, the group believes that this structure allows the District to leverage the strong brand identity of LTD to current services and new services that will be introduced in the years ahead.

Board member Pat Hocken would like this piece of the brand plan to be reviewed with the Board prior to finalizing and implementing the plan.

RESULTS OF RECOM-MENDED ACTION: The endorsed brand structure will continue to be used at the District.

ATTACHMENT: None

PROPOSED MOTION: None

Q:\Reference\Board Packet\2003\09\Regular Mtg\brand plan.doc

RESOLUTION NO. 2003-031

A Resolution Authorizing the Lane Transit District to
Acquire by Purchase or by the Exercise of the Power of Eminent Domain
Certain Real Property Necessary for the Bus Rapid Transit Project

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.

WHEREAS, LTD is in the process of working with local, state, and federal agencies in the planning and construction of the Bus Rapid Transit ("BRT") Project which will result in a bus rapid transit system designed to help accommodate the transportation needs of Eugene and Springfield. The first phase of the BRT Project ("Phase 1") will connect downtown Eugene to downtown Springfield and will include the construction of bus guide ways, bus stations, transit signals, landscaping, bicycle and pedestrian enhancements, and other corridor improvements.

WHEREAS, LTD completed an Environmental Impact Statement for Phase 1 of the BRT Project. Following public notice, LTD held a public meeting on June 20, 2001, and adopted Resolution No. 2001-025, approving Phase 1.

WHEREAS, Phase 1 is planned and will be located in a manner that is most compatible with the greatest public good and the least private injury.

WHEREAS, Phase 1 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.

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 therefore and the damages, if any, for the taking thereof.

WHEREAS, for the accomplishment of Phase 1, it is necessary that LTD have the immediate right of possession to certain parcels 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 Phase 1, there is needed and required certain interests in or fee simple title to certain parcels of real property more particularly described on Exhibit A through Exhibit S attached hereto and incorporated herein by this reference (collectively, the "Real Property").

2. That Phase 1 is necessary for the public interest and has been planned, designed, located, and will be constructed in a manner which will be most compatible with the greatest public good and the 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 hereby ratifies all offers to purchase all rights, title, and interest in the Real Property that have been previously made in connection with Phase 1 of the BRT Project.

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.

8. That the LTD Board 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. 2003-031 is adopted by LTD.

9. That the General Manager or his designee(s) is 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. 2003-031.

Adopted by the Lane Transit District Board of Directors on the 17th the day of September, 2003.

September 17, 2003 _____

_____
Board Secretary

EXHIBIT A

Property located in Lane County, Oregon, owned by C. June Connor, an undivided 50% interest, Thomas C. Connor, an undivided 16.66% interest, David D. Connor, an undivided 16.67%, and Nancy Connor Irving, an undivided 16.67% interest, all as tenants in common, containing approximately 41 square feet, more or less, generally described as follows:*

> Being part of the property vested in Connor, as described in Bargain and Sale Deed recorded at Reel 1772R, Doc. No. 92-36365, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:
>
> Beginning at a point lying 95.00 feet left of station "L" 138+79.24 of the Pacific Highway from Oregon Department of Transportation map No. 6B-1-1, dated July, 1941, thence North 72º21'33" West along the south right-of-way of the aforementioned highway a distance of 28.76 feet to the southwest property corner of the aforementioned property, thence North 2º00'27" East a distance of 13.30 feet, thence south 87º59'33" East a distance of 1.00 feet, thence South 2º00'27" West a distance of 12.54 feet, thence South 72º21'33" East a distance of 28.00 feet, thence South 17º38'27" West a distance of 1.00 foot to the northerly margin of Pacific Highway and the Point of Beginning.
>
> The bearings for this description are based on the Oregon State Plane Coordinate System.

* Final, formal legal description of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

EXHIBIT B

Property located in Lane County, Oregon, owned by State of Oregon, acting by and through the State Board of Higher Education, containing approximately 254 square feet, more or less, generally described as follows:*

> Being part of the property vested in the State of Oregon, through the State Board of Higher Education, as described in Warranty Deed recorded on Reel 80, Rec No. 63920, Lane County Oregon Deed Records, in Lane County, Oregon which is more particularly described as follows:
>
> Beginning at a point lying 95.00 feet left of station "L" 128+85.06 of the Pacific Highway from Oregon Department of Transportation map No. 6B-1-1, dated July, 1941, said point being on the south line of the aforementioned property; point also being North 72°21'33" West a distance of 184.83 feet from the southeast property corner of the aforementioned property, thence North 72°21'33" West a distance of 117.18 feet along the north margin of Pacific Highway, thence leaving said north margin North 17°38'27" East a distance of 3.38 feet, thence South 70°43'54" East a distance of 117.23 feet, thence South 17°38'27" West a distance of 0.50 feet to the Point of Beginning.
>
> The bearings for this description are based on the Oregon State Plane Coordinate System.

* Final, formal legal description of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

EXHIBIT C

Property located in Lane County, Oregon, owned by State of Oregon, acting by and through the State Board of Higher Education, containing approximately 17,956 square feet, more or less, generally described as follows:*

Being part of the property vested in the State of Oregon, through the State Board of Higher Education, as described in Deed recorded at Reel 286D, Rec. No. 45678 and Quitclaim Deed recorded in Book 444, page 641, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:

Beginning at a point lying 25.00 feet right of station "L" 139+01.12 of the Pacific Highway from Oregon Department of Transportation map No. 6B-l-l, dated July, 1941, said point also being the northwest corner of the aforementioned property, thence along south margin of aforementioned highway South 72 °21 '33" East a distance of 821.14 feet, thence leaving said south highway margin South 2°07'42" West a distance of 42.00 feet along the easterly line of the aforementioned property, thence North 87°52'18" West a distance of 6.47 feet along the southerly line of the aforementioned property, thence leaving said property line North 2°21'46" East a distance of 15.77 feet, thence North 71°19'20" West a distance of 138.81 feet, thence North 72°25'06" West a distance of 326.60 feet, thence North 69°40'25" West a distance of 329.70 feet, thence South 54°43'37" West a distance of 29.67 feet to the west line, thence North 1°48'47" East along said west line a distance of 34.33 feet to the Point of Beginning.

The bearings for this description are based on the Oregon State Plane Coordinate System.

* Final, formal legal description of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

EXHIBIT D

Property located in Lane County, Oregon, owned by Taco Time International, Inc., an estate in fee simple, containing approximately 132 square feet, more or less, generally described as follows:*

Being part of Parcel 1 of the property described in Reel 1325R, Rec. No. 8445108, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:

Beginning at a point lying 33.00 feet right of station "W" 28+33.91 of the McKenzie Highway from Oregon Department of Transportation drawing 5B-36-8, point also being the northeast corner of the aforementioned property, thence South 2°18'53" West along the west right-of-way of Pioneer Parkway East a distance of 8.40 feet, thence leaving the aforementioned right-of-way North 52°34'12" West a distance of 14.48 feet to a point on the south margin of the aforementioned highway, thence South 88°02'04" East a distance of 11.85 feet to the Point of Beginning.

The bearings for these descriptions are based on the Oregon State Plane Coordinate System.

ALSO:

Property located in Lane County, Oregon, owned by Taco Time International, Inc., an estate in fee simple, containing approximately 50 square feet, more or less, generally described as follows:*

Beginning at a point lying 30.00 feet left of station "E" 28+94.60 of the McKenzie Highway from Oregon Department of Transportation drawing 5B-36-8, point also being the southeast corner of the aforementioned property, thence along the north margin of the aforementioned highway North 88°02'04" West a distance of 64.22 feet, thence leaving the aforementioned highway margin North 1°27'57" East along the west line of the aforementioned property a distance of 2.98 feet, thence leaving said property line South 86°21'28" East a distance of 63.02 feet, thence North 49°45'31" East a distance of 1.70 feet to the west right-of-way of Pioneer Parkway East, thence along said right-of-way South 2°18'53" West a distance of 2.28 feet to the Point of Beginning.

The bearings for these descriptions are based on the Oregon State Plane Coordinate System.

* Final, formal legal descriptions of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

EXHIBIT E

Property located in Lane County, Oregon, owned by Peter John Kryl, as custodian under the laws of the State of Oregon for Renee Liana Kryl, a minor, containing approximately 269 square feet, more or less, generally described as follows:*

> Being part of the property described in Reel 1672R, Rec. No. 9100693, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:
>
> Beginning at a point lying 30.00 feet left of station "E" 27+73.29 of the McKenzie Highway from Oregon Department of Transportation drawing 5B-36-8, point also being the southeast corner of the aforementioned property, thence along the north margin of the aforementioned highway North 88°02'04" West a distance of 50.00 feet to the west line of the aforementioned property, thence leaving aforementioned north margin along west property line North 1°27'57" East a distance of 6.12 feet, thence leaving said west line South 86°21 '28" East a distance of 50.03 feet to the east line of the property, thence South 1°27'57" West along said property line a distance of 4.65 feet to the Point of Beginning.
>
> The bearings for these descriptions are based on the Oregon State Plane Coordinate System.

* Final, formal legal description of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

EXHIBIT F

Property located in Lane County, Oregon, owned by Qi Chang Zhu and Wan Yi Zhu, husband and wife, containing approximately 49 square feet, more or less, generally described as follows:*

Being part of the property described in Reception No. 2002-033878, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:

Beginning at a point lying 33.00 feet right of station “W” 25+65.96 of the McKenzie Highway from Oregon Department of Transportation drawing 5B-36-8, point also being the northwest corner of the aforementioned property, thence South 88°02'04" East along the south margin of the aforementioned highway a distance of 4.72 feet, thence leaving said highway margin South 1°45'03” West a distance of 10.55 feet, thence North 87°40'29" West a distance of 4.67 feet to the east margin of Pioneer Parkway West, thence North 1º27’57" East along said east margin a distance of 10.52 feet to the Point of Beginning.

The bearings for these descriptions are based on the Oregon State Plane Coordinate System.

ALSO:

Property located in Lane County, Oregon, owned by Qi Chang Zhu and Wan Yi Zhu, husband and wife, containing approximately 736 square feet, more or less, generally described as follows:*

Being part of the property described in Reception No. 2002-033878, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:

Beginning at a point lying 30.00 feet left of station “E” 26+28.43 of the McKenzie Highway from Oregon Department of Transportation drawing 5B-36-8, point also being the southwest corner of the aforementioned property, thence North 1°27'57" East along the east margin of Pioneer Parkway West a distance of 15.23 feet, thence leaving said margin South 47°29'39" East a distance of 10.09 feet, thence South 86°21’28" East a distance of 87.31 feet to the east line of the aforementioned property, thence South 1°27'57" West along said property line a distance of 6.12 feet to the north margin of South “A” Street, thence leaving said property line along said north margin North 88°02'04" West a distance of 94.86 feet to the Point of Beginning.

The bearings for these descriptions are based on the Oregon State Plane Coordinate System.

* Final, formal legal description of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

EXHIBIT G

Property located in Lane County, Oregon, owned by B & V Properties, L.L.C., an Oregon limited liability company, containing approximately 96 square feet, more or less, generally described as follows:*

> Being part of parcel 3 of the property described in Reel 2055R, Rec. No. 9520665, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:
>
> Beginning at a point lying 30.00 feet right of station "E" 26+96.24 of the McKenzie Highway from Oregon Department of Transportation drawing 5B-36-8, point also being the northeast corner of the aforementioned property, thence South 1°27'57" West along the east line of said property a distance of 3.01 feet, thence leaving said east line North 86°21'28" West a distance of 39.53 feet, thence North 3°38'32" East a distance of 1.85 feet to the south margin of the aforementioned highway, thence along said margin South 88°02'04" East a distance of 39.43 feet to the Point of Beginning.
>
> The bearings for these descriptions are based on the Oregon State Plane Coordinate System.

* Final, formal legal description of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

EXHIBIT H

Property located in Lane County, Oregon, owned by Skillern Investments Limited Partnership, containing approximately 367 square feet, more or less, generally described as follows:*

> Being part of the property vested in Skillern Investments Limited Partnership as described in Reception No. 2002-098873, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:
>
> Beginning at a point lying 48.23 feet left of station 111+40.97 of the Pacific Highway from Right of Way Monumentation map CSF 34849 filed 1-20-98 in the records of the Lane County Surveyor, point also being the southeasterly corner of the aforementioned property, thence along north margin of aforementioned highway South 83˚57'35" West a distance of 46.54 feet, thence South 6˚16'06" East a distance of 4.98 feet, thence South 84˚30'32" West a distance of 34.47 feet, thence leaving said north highway margin North 5˚29'28" West a distance of 0.68 feet, thence North 74˚58'04" East a distance of 82.94 feet to the easterly line of the aforementioned property, thence South 9.04 feet along the easterly line of the aforementioned property to the Point of Beginning.
>
> The bearings for this description are based on the Oregon State Plane Coordinate System.

* Final, formal legal description of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

EXHIBIT I

Property located in Lane County, Oregon, owned by Robert S. Cochran, containing approximately 2253 square feet, more or less, generally described as follows:*

> Being part of the property vested in Robert S. Cochran, as described in Reel No. 2186R, Rec. No. 96-41362, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:
>
> Beginning at a point lying 58.18 feet left of station 111+41.89 of the Pacific Highway from Right of Way Monumentation map CSF 34849 filed 1-20-98 in the records of the Lane County Surveyor, point also being the southwesterly corner of the aforementioned property, thence North along west line of property a distance of 3.02 feet, thence North 81°34'39" East a distance of 127.87 feet, thence North 87°54'12" East a distance of 112.41 feet to the east line of the aforementioned property, thence South 7°39'30" East along said east property line a distance of 10.99 feet to the north margin of the aforementioned highway, thence traveling along the north bounds of the right-of-way acquired in Reel 2100R, Rec. No. 95-54713 to the Point of Beginning.
>
> The bearings for this description are based on the Oregon State Plane Coordinate System.

ALSO:

Property located in Lane County, Oregon, owned by Robert S. Cochran, containing approximately 878 square feet, more or less, generally described as follows:*

> Being part of the property vested in Robert S. Cochran, as described in Reel No. 2186R, Rec. No. 96-41362, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:
>
> Beginning at a point lying 37.28 feet left of station 115+59.40 of the Pacific Highway from Right of Way Monumentation map CSF 34849 filed 1-20-98 in the records of the Lane County Surveyor, point also being the southwesterly corner of the aforementioned property, thence North 7°39'30' West along west line of said property a distance of 10.99 feet, thence leaving west property line North 87°54'12" East a distance of 1.00 feet, thence South 7°39'30" East a distance of 4.35 feet, thence North 85º29'16" East a distance of 228.95 feet to the east line of the aforementioned property, thence South 5°53'44" East along said east property line a distance of 1.02 feet to the north margin of the aforementioned highway, thence traveling along the north highway margin South 85º29'16” East a distance

of 175.09 feet, thence along the 37.25 foot north offset of the spiral curve as shown on the aforementioned ODOT map, to the Point of Beginning.

The bearings for this description are based on the Oregon State Plane Coordinate System.

* Final, formal legal description of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

EXHIBIT J

Property located in Lane County, Oregon, owned by Oldham Properties, LLC, an Oregon limited liability company, containing approximately 958 square feet, more or less, generally described as follows:*

Being part of the property vested in Oldham Properties. LLC, as described in Reel 2304R, Rec. No. 9739499, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:

Beginning at a point lying 37.25 feet left of station "L6" 228+77.50 of the Pacific Highway from Oregon Department of Transportation map No. 6B-3-15, dated January, 1942, point also being the southwest corner of the aforementioned property, thence along the west line of said property North 1°45'46" West a distance of 4.23 feet, thence leaving said property line along the arc of an 800.51 foot radius curve to the left having a central angle of 2°34'23", and a long chord bearing South 77º29'47" East 35.95 feet a distance of 35.95 feet, thence South 78°46'58" East a distance of 90.59 feet to the east property line, thence South 1°45'46" West a distance of 10.04 feet to the southeast property corner, thence along the northerly right-of-way of the aforementioned highway North 77°28'44" West a distance of 28.86 feet, thence along the arc of a 1395.19 foot radius curve to the right having a central angle of 4°08'26", and a long chord bearing North 75°24'31" West 100.80 feet for a distance of 100.83 feet to the Point of Beginning.

The bearings for this description are based on the Oregon State Plane Coordinate System.

ALSO:

Property located in Lane County, Oregon, owned by Oldham Properties, LLC, an Oregon limited liability company, containing approximately 286 square feet, more or less, generally described as follows:*

Being part of the property vested in Oldham Properties, LLC, as described in Reel 2304R, Rec. No. 9739499, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:

Beginning at a point lying 37.25 feet left of station "L6" 228+77.50 of the Pacific Highway from Oregon Department of Transportation map No. 6B-3-15, dated January, 1942, point also being the southeast corner of the aforementioned property, thence running along the north margin of the aforementioned highway along the arc of a 1395.19 foot radius curve to the right having a central angle of 5°08'17", and a long chord bearing North 70°46'09" West 125.08 feet a distance

of 125.13 feet, thence North 22°25'05" East a distance of 1.85 feet, thence South 67°34'55" East a distance of 5.91 feet, thence along the arc of a 800.52 foot radius curve to the left having a central angle of 8°26'31", and a long chord bearing South 71°59'19" East 117.84 feet for a distance of 117.95 feet to the east property line, thence South 1º45'46" West along said east line a distance of 4.23 feet to the Point of Beginning.

The bearings for this description are based on the Oregon State Plane Coordinate System.

* Final, formal legal description of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

EXHIBIT K

`

Property located in Lane County, Oregon, owned by Roth & Roth, LLC, an Oregon limited liability company, containing approximately 547 square feet, more or less, generally described as follows:*

Being part of the property vested in Roth & Roth, LLC, as described in Rec. No. 2000-005337, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:

Beginning at a point lying 37.25 feet left of station "L6" 233+79.24 of the Pacific Highway from Oregon Department of Transportation map No. 6B-3-15, dated January, 1942, point also being the southwest comer of the aforementioned property, thence running along the west line of the aforementioned property North 1°45'46" East a distance of 6.01 feet, thence leaving said property line South 76°02'31" East a distance of 128.05 feet to the east line of said property, thence South 1º45'46" West a distance of 2.74 feet to the north margin of the aforementioned highway, thence along said north margin North 77º28'44" West a distance of 127.40 feet to the Point of Beginning.

The bearings for this description are based on the Oregon State Plane Coordinate System.

ALSO:

Property located in Lane County, Oregon, owned by Roth & Roth, LLC, an Oregon limited liability company, containing approximately 13 square feet, more or less, generally described as follows:*

Being part of the property vested in Roth & Roth, LLC, as described in Rec. No. 2000-005337, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:

Beginning at a point lying 37.25 feet left of station "L6" 235+06.65 of the Pacific Highway from Oregon Department of Transportation map No. 6B-3-15, dated January, 1942, point also being the southwest comer of the aforementioned property, thence running along the west line of the aforementioned property North 1°45'46" East a distance of 2.74 feet, thence leaving said property line South 76°02'31" East a distance of 5.04 feet, thence South 12°31'18" West a distance of 2.56 feet to the north margin of the aforementioned highway, thence along said north margin North 77°28'44" West a distance of 4.53 feet to the Point of Beginning.

The bearings for this description are based on the Oregon State Plane Coordinate System.

* Final, formal legal description of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

EXHIBIT L

Property located in Lane County, Oregon, owned by Donald L. Orchard, Trustee of the Donald L. Orchard Trust, Dated October 24, 1995, containing approximately 1246 square feet, more or less, generally described as follows:*

> Being part of parcel 3 of the property vested in Donald L. Orchard described in Reel 2108R, Rec. No. 9561120, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:
>
> Beginning at a point lying 30.00 feet left of station "E" 25+62.42 of the McKenzie Highway from Oregon Department of Transportation drawing No. 5B-36-8, point also being the southeast corner of the aforementioned property, thence North 88°02'04" West along the north margin of the aforementioned highway a distance of 143.00 feet, thence leaving said margin North 1°27'57" East along the west property line a distance of 3.77 feet, thence leaving said west line North 84°26'46" East a distance of 45.19 feet, thence South 87°57'33" East a distance of 98.16 feet to the west right-of-way of Pioneer Parkway West, thence along said right-of-way South lº27'57" West a distance of 9.55 feet to the Point of Beginning.
>
> The bearings for these descriptions are based on the Oregon State Plane Coordinate System.

* Final, formal legal description of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

EXHIBIT M

Property located in Lane County, Oregon, owned by Durall Investments, LLC, an Oregon limited liability company, containing approximately 252 square feet, more or less, generally described as follows:*

> Being part of the property vested in Durall Investments, LLC, as described in Deed recorded at Reel 2594R, Rec. No. 99083784, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:
>
> Beginning at a point lying 25.47 feet right of station "L" 154+97.78 of the Pacific Highway from Oregon Department of Transportation map No. 6B-3-15, dated January, 1942, thence along south margin of aforementioned highway South 74°13'23" East a distance of 14.36 feet, thence South 72º21'33" East a distance of 105.83 feet to the northeast comer of the aforementioned property, thence leaving said south highway margin South 1º46'57" West along the easterly line of the aforementioned property a distance of 1.98 feet, thence leaving said property line North 73°34'27" West a distance of 35.36 feet, thence North 71°33'51" West a distance of 85.35 feet, thence North 15º46'37" East a distance of 1.00 feet to the Point of Beginning.
>
> The bearings for this description are based on the Oregon State Plane Coordinate System.

* Final, formal legal description of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

EXHIBIT N

Property located in Lane County, Oregon, owned by Donald L. Orchard, Trustee of the Donald L. Orchard Trust, Dated October 24, 1995, containing approximately 10 square feet, more or less, generally described as follows:*

> Being part of parcel 3 of the property vested in the Donald L. Orchard Trust described in Reel 2108R, Rec. No. 9561120, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:
>
> Beginning at a point lying 33.00 feet right of station “W” 24+99.96 of the McKenzie Highway from Oregon Department of Transportation map No. 5B-36-8, dated March, 1950, point also being the northeast comer of the aforementioned property, thence South 1º27'57" West along the west right-of-way of Pioneer Parkway West a distance of 4.04 feet, thence leaving aforementioned right-of-way North 48°00’19” West a distance of 6.28 feet to the south margin of the aforementioned highway, thence along said highway South 88°02'04" East a distance of 4.77 feet to the Point of Beginning.
>
> The bearings for this description are based on the Oregon State Plane Coordinate System.

* Final, formal legal description of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

EXHIBIT O

Property located in Lane County, Oregon, owned by State of Oregon, by and through its State Highway Commission, containing approximately 117 square feet, more or less, generally described as follows:*

> Being part of the property vested in the State Of Oregon described in Reel No. 8D, Rec. No. 89888, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:
>
> Beginning at a point lying 30.00 feet left of station "E" 261+99.21 of the McKenzie Highway from Oregon Department of Transportation drawing No. 5B-36-8, point also being the southwest corner of the aforementioned property, thence North 1°27'57" East along the east right-of-way of Mill Street a distance of 2.93 feet, thence leaving said right-of-way South 43°17’03” East a distance of 2.84 feet, thence South 88°02'04" East a distance of 122.53 feet, thence South 2°02'27" West a distance of 0.93 feet to the aforementioned Highway, thence North 88°02'04" West along said north margin a distance of 124.52 feet to the Point of Beginning.
>
> The bearings for these descriptions are based on the Oregon State Plane Coordinate System.

* Final, formal legal description of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

EXHIBIT P

Property located in Lane County, Oregon, owned by Green Valley Endeavors, LLC, an Oregon limited liability company, containing approximately 367 square feet, more or less, generally described as follows:*

Being part of the property vested in Green Valley Endeavors. LLC, as described in Reception No. 2001-081191, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:

Beginning at a point lying 37.25 feet left of station "L6" 233+79.24 of the Pacific Highway from Oregon Department of Transportation map No. 6B-3-15, dated January, 1942, point also being the southeast corner of the aforementioned property, thence running along the north margin of the aforementioned highway North 77°28'44" West a distance of 58.57 feet to the southwest corner of the aforementioned property, thence leaving said highway margin along the west line of said property North 1°45'46" East a distance of 7.43 feet, thence leaving said property line South 76°02’31" East a distance of 55.82 feet to the east line of said property, thence South 1º45’46" West a distance of 6.01 feet to the Point of Beginning.

The bearings for this description are based on the Oregon State Plane Coordinate System.

ALSO:

Property located in Lane County, Oregon, owned by Green Valley Endeavors, LLC, an Oregon limited liability company, containing approximately 471 square feet, more or less, generally described as follows:*

Being part of the property vested in Green Valley Endeavors, LLC, as described in Reception No. 2001-081201, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:

Beginning at a point lying 37.25 feet left of station "L6" 232+65.13 of the Pacific Highway from Oregon Department of Transportation map No. 6B-3-15, dated January, 1942, point also being the southwest corner of the aforementioned property, thence running along the west property line North 1°45'46" East a distance of 8.93 feet, thence leaving said west property line South 76°02’31" East a distance of 58.87 feet to the east property line, thence along said property line South 1°45'46" West a distance of 7.43 feet to the north margin of the aforementioned highway, thence along said margin North 77°28'44" West a distance of 58.57 feet to the Point of Beginning.

The bearings for this description are based on the Oregon State Plane Coordinate System.

ALSO:

Property located in Lane County, Oregon, owned by Green Valley Endeavors, LLC, an Oregon limited liability company, containing approximately 571 square feet, more or less, generally described as follows:*

Being part of the property vested in Green Valley Endeavors, LLC, as described in Reception No. 2001-081187, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:

Beginning at a point lying 37.25 feet left of station "L6" 232+65.13 of the Pacific Highway from Oregon Department of Transportation map No. 6B-3-15, dated January, 1942, point also being the southeast comer of the aforementioned property, thence running along the north margin of the aforementioned highway North 77°28'44" West a distance of 60.00 feet to the southwest corner of the aforementioned property, thence leaving said highway margin along the west property line North 1°45'46” East a distance of 10.26 feet, thence leaving said west line South 77°20'57" East a distance of 9.30 feet, thence South 76°02'31" East a distance of 50.96 feet to the east property line, thence along East property line South 1°45’46” West a distance of 8.93 feet to the Point of Beginning.

The bearings for this description are based on the Oregon State Plane Coordinate System.

ALSO:

Property located in Lane County, Oregon, owned by Green Valley Endeavors, LLC, an Oregon limited liability company, containing approximately 2023 square feet, more or less, generally described as follows:*

Being part of the property vested in Green Valley Endeavors, LLC, as described in Reception No. 2001-081198, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:

Beginning at a point lying 37.25 feet left of station "L6" 230+07.90 of the Pacific Highway from Oregon Department of Transportation map No. 6B-3-15, dated January, 1942, point also being the southwest comer of the aforementioned property, thence running along the west property line North 1°45'46" East a distance of 10.04 feet, thence South 78°46'58" East a distance of 26.16 feet, thence South 77º21'03" East a distance of 171.05 feet to the east property line, thence along East property line South 1°45'46" West a distance of 10.26 feet to

the North margin of the aforementioned highway, thence North 77º28'44" West a distance of 197.24 feet to the Point of Beginning.

The bearings for this description are based on the Oregon State Plane Coordinate System.

* Final, formal legal description of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

EXHIBIT Q

Property located in Lane County, Oregon, owned by Green Valley Endeavors, LLC, an Oregon limited liability company, containing approximately 326 square feet, more or less, generally described as follows:*

> Being part of the property vested in Green Valley Endeavors, LLC, as described in Reception No. 2001-081195, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:
>
> Beginning at a point lying 32.75 feet right of station "L6" 230+71.75 of the Pacific Highway from Oregon Department of Transportation map No. 6B-3-15, dated January, 1942, point also being the northwest corner of the aforementioned property, thence running along the south margin of the aforementioned highway, South 77°28'44" East a distance of 27.83 feet, thence leaving said highway margin South 57°38'57" West a distance of 33.23 feet to the west line of the aforementioned property, thence along said west line North 2°10'46" East a distance of 23.83 feet to the Point of Beginning.
>
> The bearings for this description are based on the Oregon State Plane Coordinate System.

* Final, formal legal description of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

EXHIBIT R

Property located in Lane County, Oregon, owned by Lester C. Swaggart, Jr. and Modesta Ann Swaggart, husband and wife, containing approximately 652 square feet, more or less, generally described as follows:*

> Being part of parcel 2 of the property described in Reel 1991R, Rec. No. 9465145, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:
>
> Beginning at a point lying 30.00 feet right of station "E" 26+96.24 of the McKenzie Highway from Oregon Department of Transportation drawing No. 5B-36-8, point also being the northwest corner of the aforementioned property, thence South 88°02'04" East along the south margin of the aforementioned highway a distance of 132.00 feet to the east line of the property, thence leaving said south margin South 1°27'57" West along said east line a distance of 6.87 feet, thence leaving said property line North 86°21'28" West a distance of 132.10 feet to the west property line, thence North 1°27'57" East a distance of 3.01 feet to the Point of Beginning.
>
> The bearings for these descriptions are based on the Oregon State Plane Coordinate System.

* Final, formal legal description of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

EXHIBIT S

Property located in Lane County, Oregon, owned by Lester C. Swaggart, Jr. and Modesta Ann Swaggart, husband and wife, containing approximately 754 square feet, more or less, generally described as follows:*

> Being part of parcel 1 of the property described in Reel 1991R, Rec. No. 9465145, Lane County Official Records, in Lane County, Oregon which is more particularly described as follows:
>
> Beginning at a point lying 30.00 feet right of station "E" 28+28.24 of the McKenzie Highway from Oregon Department of Transportation drawing No. 5B-36-8, point also being the northwest corner of the aforementioned property, thence South 88°02'04" East along the south margin of the aforementioned highway a distance of 98.98 feet to the east line of the property, thence leaving said south margin South 2°18'44" West along said east line a distance of 14.52 feet, thence leaving said property line North 29°58'57" West a distance of 2.21 feet, thence along the arc of a 9.84 foot radius curve to the left with a chord bearing North 58°10'13" West 9.30 feet a distance of 9.68 feet, thence North 86°21'28' West a distance of 48.39 feet, thence South 3°38'32" West a distance of 1.48 feet, thence North 86°21'28" West a distance of 41.20 feet to the west property line, thence North 1°27'57" East along said west line a distance of 6.87 feet to the Point of Beginning.
>
> The bearings for these descriptions are based on the Oregon State Plane Coordinate System.

* Final, formal legal description of property to be taken to be determined by general manager, or his/her designee based upon final survey and engineering.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2003

ITEM TITLE: BRT Phase 1 Property Acquisition

PREPARED BY: Mark Pangborn, Assistant General Manager, LTD

ACTION REQUESTED: Approval of attached Resolution No. 2003-031

BACKGROUND: As design for Phase 1 of BRT moves towards final approval by the Oregon Department of Transportation, it is evident that LTD will have to purchase a number of small pieces of private and public property along the Franklin Boulevard and Springfield sections of the corridor in order to accommodate BRT. The largest single piece of property belongs to the University of Oregon. The rest of the parcels are small slivers of property that allow for minor widening of the corridor. This land will be purchased according to federal regulations that ensure fair and just compensation for the property owners. All the affected property owners have been contacted personally by LTD staff with regards to the amount and location of their property that is to be acquired. No business will have to be relocated as a result of this action. All of the property that is acquired will become part of the public right-of-way for the corridor.

RESULTS OF RECOM-MENDED ACTION: Staff will work with a specialist to move ahead on the acquisition process, which includes: survey and appraisal of the property, negotiations with the property owner, and final acquisition of the property.

ATTACHMENT: Resolution

PROPOSED MOTION: I move approval of Resolution No. 2003-031 authorizing the Lane Transit District to acquire by purchase or by the exercise of the Power of Eminent Domain certain Real Property necessary for the Bus Rapid Transit project as represented in the Resolution.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2003

ITEM TITLE: BRT UPDATE

PREPARED BY: Graham Carey, BRT Project Engineer, Development Services

ACTION REQUESTED: None. Information only.

BACKGROUND:

Phase 1 Corridor Design: Throughout the summer, staff have been working with property owners along the BRT corridor to resolve outstanding issues. Both the Eugene City Council and EWEB have approved funds for the undergrounding of the power lines between Agate and Onyx streets. EWEB will be taking the lead in managing the project. Although EWEB is confident in their estimate, the City, LTD, and EWEB have agreed to split equally any expenses beyond the estimate.

On August 20, 2003, staff constructed a mock-up of the proposed BRT station platforms to test the BRT vehicle approaches and to determine the vehicle/platform gap. New Flyer, Inc., supplied a vehicle for the demonstration that has similar operating characteristics to the Invero BRT vehicle. Staff currently are reviewing the results of the test to identify the need for station modifications.

Permit approvals are expected to be complete by the end of the year so utility relocation can commence early in 2004.

Construction Budget/Schedule: Construction of the BRT corridor will begin with the 2004 construction season. In preparation, a number of utilities along the corridor will be relocated prior to beginning construction.

Phase 1 Vehicles: Staff are continuing negotiations with New Flyer, Inc., for the purchase of five (5) Invero vehicles. A staff committee also is working on the interior layout and color scheme.

Springfield Corridor: At the August BRT Steering Committee meeting, the Committee approved the preferred design for the entire Pioneer Parkway corridor. It will be presented to the Springfield City Council for review on September 8, 2003, prior to the start of the environmental analysis.

Eugene Corridor: The Coburg Road Stakeholder Committee met on September 10, 2003, to review a draft document of the process. This document will form the basis of the detailed segment planning on Coburg Road.

ATTACHMENTS: None

PROPOSED MOTION: None

Q:\Reference\Board Packet\2003\09\ 09-17-03\BRT Update.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 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 September 17, 2003:

1. Approval of minutes: June 18, 2003, regular Board meeting
2. Approval of minutes: July 16, 2003, canceled Board meeting
3. Approval of minutes: August 20, 2003, canceled Board meeting
4. DBE Policies and Affirmative Action Program

ATTACHMENTS

1. Minutes of the June 18, 2003, regular Board meeting
2. Minutes of the July 16, 2003, canceled Board meeting
3. Minutes of the August 20, 2003, canceled Board meeting
4. FY 2003-04 Disadvantaged Business Enterprise (DBE) Policies and Affirmative Action Program (Resolution No. 2003-036)

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

LTD Resolution No. 2003-035: It is hereby resolved that the Consent Calendar for September 17, 2003, is approved as presented.

LANE TRANSIT DISTRICT

RESOLUTION NO. 2003-036

A RESOLUTION REVISING DBE POLICIES AND DBE AFFIRMATIVE ACTION PROGRAM

THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the FY 2003-2004 DBE Policies and DBE Program, copies of which are attached to and hereby made a part of the Resolution, are adopted.

September 17, 2003
Date

Board President

Q:\Reference\Board Packet\2003\09\Regular Mtg\DBERES04.doc

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

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

CONSENT CALENDAR ITEM

FISCAL YEAR 2003-2004 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

Prepared by Jeanette Bailor, Purchasing Manager
September 17, 2003

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

LTD's Board of Directors is being asked to approve the revised FY 2003-2004 goal and program.

Program Components:
(1) Resolution Revising DBE Policies and DBE Affirmative Action Program
(2) Fiscal Year 2003-2004 Overview and Goals
(3) Fiscal Year 2003-2004 Policy Program and Appendices

Attachments: Attached are the Goals and Overview of the revised FY 2003-2004 DBE Policies and Programs. The entire document is being distributed to the Board under separate cover and can be reviewed upon request by any member of the public. Also attached is LTD Resolution No. 2003-036, A Resolution Revising DBE Policies and DBE Affirmative Action Program.

Staff Recommendation: Staff recommend that the Board adopt the attached Resolution Revising DBE Policies and DBE Affirmative Action Program as part of the Consent Calendar for September 17, 2003.

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

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

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

MONTHLY DEPARTMENT REPORTS

July 23, 2003

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

See separate agenda item.

DEVELOPMENT SERVICES

Stefano Viggiano, Director of Development Services

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

On August 22, 2003, the State of Oregon Disabilities Commission announced that Alternative Work Concepts, LTD's contractor for the travel training and transit host programs, had been named as a recipient of the 2003 Rehabilitation Provider of the Year Award. This award honors individuals and organizations that have significantly contributed to the employment and/or empowerment of persons with disabilities. The ODC awards have become a prestigious event on the annual calendar of the disability community in Oregon. Oregon Governor Theodore Kulongoski will present the award on October 14, 2003, at 1:00 p.m., in the Rotunda of the State Capitol in Salem.

During the two-week period beginning July 28, 2003, LTD's Commuter Solutions department conducted an on-board survey of the Oakridge *Diamond Express* riders. The objectives of the survey were to identify usage of the *Diamond* Express during the summer months, to determine the travel patterns of the riders, to identify how far each individual traveled to access the service, and to find out the likes and dislikes of the service and vehicle. Riders were asked to fill out the survey only one time during the survey period. Total ridership for the two-week period was 179 one-way trips, and 28 surveys were filled out and returned. A summary of the survey results is attached to this report.

WBGS Architecture and Planning, PC, has been selected to provide design services for the new **Ride***Source* maintenance and administration facility. In early September, the **Ride***Source* facility design team visited Portland to view several innovative designs. Negotiations for property acquisition are continuing.

COMMUTER SOLUTIONS

Connie B. Williams, Program Manager

A $60,000 two-year grant from the Oregon Office of Energy was awarded to LTD/Commuter Solutions for the Smart Ways to School (SWS) project. The grant did not fund $30,000 in requests for matching funds to purchase a new rideshare software program. Staff are looking into other funding options for the software program. A job description for the SWS project coordinator is being developed with the assistance of the Human Resources staff. It is hoped that a hiring decision will be made by the end of September, 2003.

ODOT/Public Transit Division has asked the TDM Advisory Committee for suggestions on how to spend $1.5 million over the next two years for statewide TDM efforts. ODOT staff indicated they will have the process defined by February 2004.

Work continues on the Oregon Transportation Conference TDM sessions.

In September, Rideshare Assistant Marcia Maffei will attend the Association for Commuter Transportation International Conference in Salt Lake City, Utah. Commuter Solutions received a $500 scholarship for Marcia to attend the conference. Budget limitations prevent both staff members' attending.

Commuter Solutions will partner with other LTD departments in presenting an exhibit at the Chamber Business Expo in October, 2003.

An application to partially fund TDM efforts in the region has been submitted to the Transportation Planning Committee (TPC). TPC will forward applications, with comments, to the MPC for review at its September 11, 2003, meeting. The funding source is STP-U funds. Final funding decisions are expected to be made at the October MPC meeting. More information can be found in the Transportation Improvement Program agenda item of the September 17, 2003, Board meeting agenda packet.

Staff met with Kathy Wiltz of CMWK regarding issues surrounding the discussions on the LTD branding process.

A new group pass program, Network Charter Schools, has signed a contract with LTD. The new charter school has approximately 80 students enrolled for fall term. Sperry Tree Care Company joined the group pass program effective August 1, 2003. Sperry Tree Care has 15 employees.

Staff met with representatives of PacificSource Health Plans to discuss bus pass programs, level of transit service, and carpool programs. PacificSource began operating out of its new facility on International Way in Gateway on September 2, 2003. PacificSource currently has approximately 185 employees and will be adding 10-15 more to its workforce in the near future.

Staff have written comments regarding TDM elements to be submitted for inclusion in the Central Area Transportation Study (CATS) update.

A new Park & Ride brochure has been printed showing fall bid route information for buses that serve LTD Park and Ride lots.

SERVICE PLANNING AND MARKETING

Andy Vobora, Service Planning and Marketing Manager

Special Event Services:

- ODFW Free Fishing Day – This event is held at the Leaburg hatchery and attracts large crowds of participants. LTD provided shuttles from the Thurston Station and from the Leaburg Community Center. Total rides for the day were 1,187.
- Butte to Butte Race - A record 1,666 guests rode the shuttle from 5th and Pearl Street to the starting line on Donald Street. This works out to a productivity level of 96 rides per hour of service!
- Active 20/30 Freedom Festival – A full day of shuttles yielded 5,416 rides taken between the Autzen parking area and Alton Baker Park. Not a bad day's work for five buses.
- Oregon Country Fair – Service went very well during the three-day event. Ridership exceeded 27,000 rides or approximately 13,500 guests. At this time, the total attendance is not known, however, this represents an approximate modal split of 33 percent.
- Willamalane Children's Celebration – This event takes place at Island Park and is targeted to younger age children. LTD participated by having a bus on display, and the event purchased a shuttle bus operating from Booth-Kelly.
- Scandinavian Festival – This four-day event in early August is supported through an event shuttle operating from the River Road Station. Ridership totaled 1,244 rides during the four days.
- Lane County Fair – For the second year, the Fair sponsored event shuttles from only two locations. The Eugene Station and a temporary station behind the Bon at VRC were again used as the Fair attempted to save funds by offering a limited amount of service. Ridership on the park and ride shuttles was down 3.1 percent and system-wide ridership was down 1.8 percent for the week. Operationally, the service worked smoothly from the shuttle boarding area located at the Fair's east gate entrance.
- UO Football – The first game produced LTD's third largest crowd ever as we transported 11,600 screaming Duck fans. Operations went well overall, however, congestion pre-game and post-game resulted in waits longer than we would like to see. The new half-time service design worked very well. Planning for the next home game is under way.
- UO Basketball – The contract is out and shuttle passes are being ordered. Service begins in less than eight weeks. There are 33 home games scheduled this year.
- OSAA Basketball – Meetings with CVALCO and OSAA staff have begun. Eugene will host this year's 4A basketball tournament at Mac Court. Shuttles are being considered.

Fall Bid: The Rider's Digest has been delivered, and it looks great. We will have copies available at the meeting for the Board members. The majority of planning work is complete for fall service, and by the time of the Board meeting, we will be just days from implementation.

Flash Pass: The Flash Pass youth campaign has been in full swing throughout the summer. Advertising on buses and a radio campaign have targeted both youth and parents in an attempt to appeal to the freedom both groups can enjoy by purchasing a Flash Pass. Final sales figures are not available at this time.

Research: LTD began a pair of research projects in late June. One component targets a review of LTD's brand identity from an internal and an external viewpoint. An electronic survey was conducted with employees and at the same time an external survey of local residents was implemented. The external survey contains brand questions, but is primarily an update of the market area study LTD conducts every three to four years. Results of both projects will be presented to the Board later this fall.

CATS Update: The City of Eugene is updating the Central Area Transportation Study. LTD staff reviewed the update materials and forwarded written testimony in early July. Staff and Board testified at a planning commission hearing on July 15th. The greatest concern to LTD is around the conversion of one-way streets to two-way streets. While many of the conversions will not affect LTD operations, there are a number that may have significant negative impacts. These include 8th Avenue, 10th Avenue, and Willamette Street. LTD is working quickly to have the City's traffic consulting firm do an analysis of the potential impacts, which would provide more definitive data around the assumed impacts.

Eugene Multicultural Celebration: LTD participated in this first-time event on Friday, August 22. Held at the Sheldon Community Center, the event featured booths, activities for kids, speakers (Ernie Kent), and music. LTD placed a bus, and bus operator Javier Rodriguez welcomed attendees. LTD provided posters for coloring and adhered these to the bus for viewing by everyone. More than 100 posters were completed by youth at the event.

Lane Community College: A number of logistical meetings have occurred as we continue to develop a plan to process new group pass photo ID cards for up to 10,000 students. LifeTouch, a local business that processes area middle and high school ID cards, has been hired to oversee processing. Students are being offered six days to come in and obtain their cards during fall term and three days during winter and spring terms. Term bus passes will be offered to non-fee paying students, faculty, and staff for $54.00. The combination of these two programs will certainly increase ridership, however the big question is how much. Staff are planning contingencies to address overloads and will evaluate fall term data to incorporate longer-term changes into winter bid.

Graphic Artist: LTD recently completed a search for a new graphic artist. The current employment situation certainly played in our favor as nearly 50 candidates applied. Highly qualified people were available, and the District is fortunate that a very talented artist will be joining our team this month.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

ORDINANCE 36 REVIEW

It has been a couple of months since LTD instituted the new ordinance 36 revisions and staff thought this would be a good time to update the Board. Signs were installed in August that reflect the new Ordinance provisions and a policy for enforcement was established. To date, there have been no challenges to the ordinance provisions from signature gatherers or anyone else. Security Officers and Supervisors are very careful to be fair in their approach to anyone who appears to be at the station for purposes other than to catch a bus. Their approach seems to be working well. Staff will continue to monitor the activity and report any challenges.

NEW OPERATORS READY FOR SERVICE

A class of five new operators will be on their own with the start of the 2003 Duck football season. The new operators began training in early August so that they would be ready for the fall bid. These operators are replacement operators for some retirees.

FALL TRAINING

The Operations Training Supervisor, John Dahl, has been busy preparing for the fall training class. The training is primarily for Bus Operators but there are modules that are open to other District employees. John has been working closely with the instructors on developing the programs and improving their presentation skills. This year's training modules include: BRT Update, Fatigue Awareness, Personal Injury Prevention, Giving Quality Service, Health Management, Dealing with Difficult People, Resolving Conflict, Stress Management. It will be an active and informative day for the operators.

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

Mary Neidig, Human Resources Director

There is no Human Resources report this month.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2003

ITEM TITLE: Draft FY 04-06 Transportation Improvement Program

PREPARED BY: Lisa Gardner, Senior Strategic Planner

ACTION REQUESTED: Approve LTD and Commuter Solutions Federal STP-Urban Funding Application

BACKGROUND: The Metropolitan Policy Committee (MPC), as the region's Metropolitan Planning Organization (MPO) is responsible for the allocation of Federal Statewide Transportation Program-Urban (STP-U) funds. Prior to reaching Transportation Management Area (TMA) status, the region received STP-State funds that were allocated by the Oregon Department of Transportation (ODOT). Additional STP-Local funds were allocated to the four local jurisdictions by the Lane Council of Governments (LCOG) on a formula basis. As an urban area over 200,000 in population, and a designated TMA, the region receives STP-U funds, which must be allocated based on criteria that are related to the region's long-range transportation plan (TransPlan).

Attached is an MPC memo scheduled for discussion at the September 11, 2003, MPC meeting. The memo summarizes the STP-U allocation process to date, and provides an overview of STP-U funding applications that have been submitted by Lane County, City of Eugene, City of Springfield, and LTD.

LTD has submitted applications for two projects: $648,000 in the preservation funding category for shelter replacement, and $1,200,000 in the planning and project development category for Pioneer Parkway BRT planning and preliminary engineering.

Additionally, an application for $675,000 in program funding for the Commuter Solutions Program has been submitted. LTD is the funding recipient for the regional TDM program.

The MPC is scheduled to review the draft TIP and STP-U fund allocations, and to open the public review period for the Draft TIP. MPC is scheduled to take action on the TIP at its October 9, 2003, MPC

meeting. At the September 17 Board meeting, staff will provide a summary of the September 11, 2003, MPC meeting.

ATTACHMENTS:

September 11, 2003, MPC memo, with attachments
LTD STP-Urban funding application
Commuter Solutions STP-Urban funding application

PROPOSED MOTION:

I move the following resolution: LTD Resolution No. 2003-039: It is hereby resolved that the LTD Board of Directors approves the LTD STP-U funding applications for the FY04-06 Transportation Improvement Program, which requests $648,000 for Shelter Replacement; $1,200,000 for BRT Pioneer Parkway Corridor Planning and Engineering; and $675,000 for the Commuter Solutions Program, and authorizes the general manager to submit the applications.

EXECUTIVE SUMMARY

In 1997, the Board of Directors of Lane Transit District (LTD) adopted a Strategic Plan that was developed through a comprehensive plan development process. The plan updated the district's mission and goals, and was designed to determine the organization's direction and to focus organizational efforts to achieve the District's mission. The plan endeavored to set a vision for the future that, combined with financial and operational plans, became the road map for achieving LTD's long-term objective of enhancing the community's quality of life.

Since the 1997 plan was adopted, minor changes have been made to the plan, but none since 1998. In 2002, the Board of Directors directed the General Manager to update the strategic plan as part of the General Managers Goals and Objectives for 2002-2003. The District's vision, mission statement, and guiding principles were updated in 2001 and will form the basis for the new Strategic Plan. The 2003 Strategic Plan is based on the development of five goal statements that reflect the District's Mission Statement and Goals. The Board's goal was to create a dynamic plan that was closely tied to the District's short-range financial plan, and reflected the need to implement an aggressive capital agenda during difficult economic times.

Strategic Goal Statements:

- DELIVER RELIABLE PUBLIC TRANSPORTATION SERVICE
- DEVELOP INNOVATIVE SERVICE THAT REDUCES DEPENDENCY ON THE AUTOMOBILE
- MAINTAIN LTD'S FISCAL INTEGRITY
- PROVIDE PROGRESSIVE LEADERSHIP FOR THE COMMUNITY'S TRANSPORTATION NEEDS
- DEVELOP A TEAM ENVIRONMENT

EXECUTIVE SUMMARY (C0NTINUED)

For each Goal Statement, a set of Short term implementation strategies were identified and prioritized. Short-term implementation strategies are defined as those that can be completed within the district's two-year capital improvements plan, and are programmed as such in the capital improvements program (CIP). Long-term implementation strategies were also identified for each goal statement as strategies that were a high priority for implementation two to five years from the implementation of the draft strategic plan. Performance measures have been identified for each goal statement. These measures will provide guidelines for developing specific performance indicators to measure LTD's success in achieving the plan goals.

LANE TRANSIT DISTRICT VISION

To be the best transit system in North America.

LANE TRANSIT DISTRICT MISSION

Your partner for a livable community

We enhance the community's quality of life by:

- Delivering reliable public transit service
- Offering innovative service that reduces dependency on the automobile
- Providing progressive leadership for the community's transportation needs

LANE TRANSIT DISTRICT CORE VALUES

- **TEAMWORK** – Working together makes sense. We "team" internally and externally to achieve our mission
- **RESPECT** – We are committed to treating everyone with respect and dignity.
- **HONESTY** – We are credible, reliable and hold the highest standards of ethical conduct.
- **INTEGRITY** – We are unshakeable in our integrity and commitment to our Vision, Mission, Values, and Guiding Principles.
- **ACCOUNTABILITY** – We are accountable for our resources, actions and outcomes.
- **TENACITY** – We are persistent in pursuing our important mission.

LANE TRANSIT DISTRICT GUIDING PRINCIPLES

- **Safety:** People may assume that LTD is safe. We make every effort never to fail them in that responsibility. LTD will have safe employees, practices, equipment, and facilities.

- **Courtesy:** LTD shall treat all people who come in contact with our organization as our guests. We are sincerely committed to providing comfortable, friendly services.

- **Efficiency:** We will never stop improving. The LTD Team will continue to find ways to provide innovative transportation solutions while improving productivity and effectively managing public funds. We are deeply committed to delivering efficient services that promote the sustainability of our communities.

- **Image:** LTD represents the quality of the communities we serve. We have pride in our appearance and demeanor, and create professional facilities and services.

LANE TRANSIT DISTRICT STRATEGIC PLAN GOALS

GOAL: DELIVER RELIABLE PUBLIC TRANSPORTATION SERVICE

Provide high-quality, effective, safe, and reliable service that meets the community's mobility needs.

Short-Term Implementation Strategies:

Strategies	Priority
Install AVL/APC/CAD project within 12 months	Nondiscretionary
Use APC data to provide route segment and stop level analysis	Nondiscretionary
Develop RideSource Efficiency & Productivity Standards	Nondiscretionary
Construct RideSource facility	Nondiscretionary
Develop staff training plan for technology implementation	Nondiscretionary
Develop and implement a facility plan	Nondiscretionary
Improve efficiency of fixed-route system	Nondiscretionary
Expand plan to optimize fleet composition consistent with our service goal	Nondiscretionary
Maintain service level at current level for FY 2003-04	Nondiscretionary
Maintain special events service	Nondiscretionary
Review and refine productivity goals and standards	High
Pursue signal priority to service outside of BRT	High

Long-Term Implementation Strategies:

- Update plan that optimizes fleet composition consistent with our service goal
- Pursue signal priority to service outside of BRT

Performance Measures:

- Annual person-trips
- Trips per service hour
- Percentage of households within one-quarter mile of bus stop
- Service hours per capita
- On-time performance (bus no more than 4 minutes late)
- Percentage of missed trips
- Accident rates per 100,000 miles
- Customer service form complaints per 100,000 passengers
- Good to excellent ratings on rider surveys

GOAL: DEVELOP INNOVATIVE SERVICE THAT REDUCES DEPENDENCY ON THE AUTOMOBILE

Provide high-quality, convenient service that attracts new riders, including those who have access to an automobile, in order to help the community meet its current and future transportation needs. Bus rapid transit (BRT) is a key innovative transit strategy that is intended to increase the transit mode share, particularly on congested corridors.

Short-Term Implementation Strategies:

Strategy	**Priority**
Implement BRT • Complete BRT Phase 1 • Complete acquisition of appropriate BRT vehicle • Develop real-time passenger information system • Develop and implement fare collection for BRT • Develop a preventive and corrective maintenance plan for BRT • Develop and implement a public relations and marketing plan for BRT construction and service introduction • Collect baseline data for BRT Phase 1 prior to service implementation	Nondiscretionary
Complete construction of Springfield Station within specified timeline	Nondiscretionary
Complete expansion of the Maintenance building within specified timeline	Nondiscretionary
Pursue joint development options for Springfield Station within specified timeline	Nondiscretionary
Develop seamless system integration with BRT	Nondiscretionary
Support nodal development and transit-oriented land uses	Nondiscretionary
Integrate transit planning with nodal development and other metropolitan planning	Nondiscretionary
Track TransPlan Performance Measures for TDM and transit	Nondiscretionary
Integrate transit planning with planning for other transportation modes	Nondiscretionary
Develop a policy framework for joint development	Nondiscretionary
Obtain all environmental and political approvals for Pioneer Parkway BRT Corridor	High
Obtain all environmental and political approvals for next Eugene BRT Corridor	Medium
Pursue real-time passenger information to service outside of BRT	Low
Implement independent telephone services	Low

Long-Term Implementation Strategies:

- Expand the BRT system with additional corridors
- Reshape service system with BRT system expansion
- Pursue real-time passenger information to service outside of BRT
- Transition to hybrid-electric or fuel cell technology for all the fleet
- Explore new types of services for future implementation

Performance Measures:

- Average weekday person-trips
- Percentage of "choice" riders (those who have a transportation alternative)
- Peak-hour modal split on major transportation corridors
- Percent of major corridors with 10-minute service frequency
- Good to excellent ratings on rider surveys
- Good to excellent ratings on community surveys
- Track TransPlan performance measures for Transportation Demand Management and Transit plan elements

GOAL: MAINTAIN LTD'S FISCAL INTEGRITY

A fiscally responsible plan should meet both short- and long-range operational and capital needs within a planning horizon defined by the Long-Range Financial Plan (LRFP). In addition, LTD's ability to obtain advantageous financing for its capital agenda will depend on the quality of the Long-Range Financial Plan. The ability to develop new sources of funding for capital and expand resources for operational support will be critical to LTD's continued success. In addition, LTD will be a prudent and conscientious custodian of public funds.

Short-Term Implementation Strategies:

Strategy	Priority
Complete debt financing for vehicles	Nondiscretionary
Maintain viable Long-Range Financial Plan and Capital Improvements Program (CIP)	Nondiscretionary
Pursue federal funding for capital projects, including BRT system build-out	High
Pursue established and new sources for state and local funding • Increase payroll tax rate	High

Long-Term Implementation Strategies:

- Change state constitution to allow state gas tax dollars to flow to transit
- Explore dedicated sales (excise) tax on cars
- Adjust fares to keep pace with inflation
- Seek federal funds through annual appropriation process
- Increase percentage of state funding programming/options
- Continue to explore local funding options
- Maintain five-year window of a 20-year LRFP
- Continue debt-financing of vehicles and capital projects
- Continue advocating for regional coordinated investment strategy to maximize benefit of state and federal dollars coming into region
- Maintain unqualified annual independent audits, triennial FTA reviews, and NTD audits with minimal or no findings, and qualify for the GFOA reporting excellence award annually

Performance Measures:

- Cost per trip
- Cost per service hour
- Farebox to operating cost ratio
- Percent of operating cost allocated to direct service provision
- Maintenance of minimum operating reserves
- Unqualified annual audit
- Debt-standard (to be defined)

GOAL: PROVIDE PROGRESSIVE LEADERSHIP FOR THE COMMUNITY'S TRANSPORTATION NEEDS

Success is more readily achieved when there are partners committed to the same goal. In Oregon, where the road fund is limited in both scope and amount, promoting investment decisions to benefit travel modes beyond the automobile is a significant transportation agenda.

Short-Term Implementation Strategies:

Strategy	Priority
Provide community leadership in developing multi-modal transportation solutions • Maximize opportunities and relationships created through TMA transition • Provide consistent leadership and participation at Metropolitan Policy Committee • Utilize all available forums for LTD participation in community transportation planning (e.g., Region 2050, Eugene's Downtown to the River, etc.)	Nondiscretionary
Strengthen partnerships with government agencies • FTA Region X • State and local governments, ODOT • Legislative agenda (payroll tax, etc.)	Nondiscretionary
Create a more visible role for Board in the community	Nondiscretionary
Increase LTD profile/involvement in community activities	Nondiscretionary
Increase effective participation in long-range land use and transportation planning	Nondiscretionary
Build new partnerships/allies in FTA D.C. office and congressional staff offices	Nondiscretionary
Optimize coordinated investment strategies that benefit transit (including local STP programming)	High
Take leadership role in implementing TDM strategies	Medium
Conduct annual or bi-annual Board self-evaluation based on strategic planning goals	Medium
Conduct community attitude and awareness survey	Low

Long-Term Implementation Strategies:

- Develop knowledge of transit benefits through school education programs
- Continue to increase Board profile in the community
- Conduct a community-wide market research survey
- Address changing demographics of community
- Promote partnering with public agencies and community groups
- Continue FTA partnering

Performance Measures:

- Good or excellent ratings on community surveys
- Board member participation on key local committees
- Board member responsiveness to geographic constituents

GOAL: DEVELOP A TEAM ENVIRONMENT

A team environment cultivates a mutual commitment by LTD to its employees, and by employees to the success of LTD. By working together, we share the tasks and the rewards and recognition of the outcomes. We are mutually committed to our goal because we believe in the principles and the values they represent. Our mutual commitment to our strategic purpose and mission helps define us as a team.

Short-Term Implementation Strategies:

Strategy	Priority
Negotiate an appropriate labor contract	Nondiscretionary
Support an active and viable Employee Council	Nondiscretionary
Build a positive relationship with ATU	Nondiscretionary
Define and build TEAM LTD, with the inclusion of the Board of Directors in the TEAM building process	High
Create a dynamic communications and input process	High
Develop a comprehensive employee development program	Low

Long-Term Implementation Strategies:

- Implement dynamic communications process
- Implement comprehensive employee development program
- Maintain a positive relationship with ATU
- Maintain a positive relationship with the Employee Council
- Continue to build TEAM LTD

Performance Measures:

- Percentage of “negative” (unwanted) employee turnover
- Good to excellent rating on employee scorecard
- Measure of formal grievances and arbitration

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2003

ITEM TITLE: AUGUST, SEPTEMBER, AND OCTOBER 2003 EMPLOYEES OF THE MONTH

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

BACKGROUND:

August 2003 Employee of the Month: Marketing Representative Cosette Rees has been selected as the August 2003 Employee of the Month. Cosette was hired by the District in April 1996. She was nominated by one of her co-workers, who stated, "Cosette consistently comes up with creative solutions to get the work done in the most efficient way possible. Her creativity is contagious. She is open to new ideas, but knows how to speak up to defend solid ideas. She always represents LTD in a professional and positive way. She treats everyone with respect and epitomizes LTD values."

When asked to comment on Cosette's selection as Employee of the Month, Service Planning and Marketing Manager Andy Vobora said:

> August Employee of the Month Cosette Rees is awesome! She does a tremendous job balancing a very full work schedule. Her presentation skills allow her to effectively address a wide range of groups, including employee groups, chamber groups, and the media. She is very gifted in working with seniors and persons with disabilities.
>
> The Service Planning and Marketing workgroup is blessed to have someone like Cosette on the team. She cares about her own work, but is always conscious of the team's needs.

September 2003 Employee Of The Month: Accessible Services Manager Terry Parker is the September 2003 Employee of the Month. She was hired by LTD on June 24, 2001. Terry was nominated for this award by a co-worker, who praised Terry as a fantastic addition to the LTD staff, having done the impossible in balancing the needs of people with disabilities and in rural communities with the resources available at LTD. The co-worker also was impressed with Terry's ability to prioritize issues; clearly communicate opportunities; and implement ideas and solutions.

When asked to comment on Terry's selection as Employee of the Month, Development Services Director Stefano Viggiano said:

> While fairly new to LTD, Terry was hired directly from the Lane Council of Governments (LCOG), where she worked on transportation for people with disabilities for more than ten years.

> It is easy to see why Terry was selected as the Employee of the Month. She has the unique combination of strong compassion and advocacy for special transportation constituents while understanding the broader goals and the practical and budgetary limitations of the District. Her management of the Accessible Services Program is exemplary, which has helped make the program a national model for cost effectiveness and innovation. Terry also is a joy to work with. She always is very positive in her interaction with others. Her fresh perspective on organizational issues has been extremely important, especially during these times of downsizing and budgetary challenges.

October 2003 Employee of the Month: Bus Operator Maurice Brown has been selected as the October 2003 Employee of the Month. Maurice was hired as a bus operator on August 21, 1984. He previously was selected as Employee of the Month for June 1991. Maurice has received awards for 17 years of safe driving, and was a recipient of the General Manager's award for Excellence in 2001 and 2002. Maurice was nominated for this award by a guest who said that Maurice was "far and away" the most courteous, professional, happy, and caring drivers, who also provides a smooth, efficient, ride. The guest also said that he arrived at his destination feeling calm and relaxed. He said that Maurice always smiled at and acknowledged waves from people along the route. "Maurice always lends a hand to those who need it, and he treats everyone with respect and compassion."

When asked to comment on Maurice's selection as Employee of the Month, field supervisor, Dan Budd said:

> Maurice is a very dedicated member of the LTD family who appears to be quiet and shy at first, but who can engage you in great conversation. He loves his job and will go to great extremes to ensure that his guests are completely satisfied. Maurice is a very inspirational person to be around, and he loves helping people, so he is very deserving of this prestigious award. Wow, what an employee we have!

Our congratulations to Cosette, Terry, and Maurice on their selection as the August, September, and October 2003 Employees of the Month!

AWARD: Cosette and Maurice will attend the September 17, 2003, meeting to be introduced to the Board and receive their awards. Terry will not be able to attend the September Board meeting. She will be introduced at a future meeting.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2003

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

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: That the Board move into Executive (non-public) Session pursuant to ORS 192.660(1)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; pursuant to ORS 192.660(1)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions; and pursuant to ORS 40.225, lawyer-client privilege.

ATTACHMENT: None

PROPOSED MOTION: I move that the Board meet in Executive Session pursuant to ORS 192.660(1)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to litigation or litigation likely to be filed, pursuant to ORS 192.660(1)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions; and pursuant to ORS 40.225, lawyer-client privilege.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 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. **Annual Two-Day Strategic Planning Work Session**: The Board's annual two-day strategic planning work session has been scheduled for Thursday and Friday, November 6 and 7, 2003.

B. **Annual Audit**: Audit findings will be presented at the November Board meeting.

C. **Accessible Services Report**: A presentation on accessible services will be scheduled for the October or November Board meeting.

D. **Commuter Solutions Report**: A presentation on the Commuter Solutions program will be scheduled for the October or November Board meeting.

E. **Board Work Sessions**: As discussed at the Board's December strategic planning retreat, work sessions on various topics will be scheduled for future months.

F. **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 to the Board of Directors

September 17 , 2003

Prepared by Ken Hamm, General Manager

FUTURE DATES TO REMEMBER

September 14, 2003	LTD Picnic, Armitage Park
September 17, 2003	Regular Board Meeting
September 20, 2003	U of O Football at home vs. Michigan
September 21, 2003	Fall Bid Implementation
September 28- October 1, 2003	APTA Annual Meeting, Salt Lake City
October 26-28, 2003	Oregon Transportation Conference, Seaside
November 6-7, 2003	LTD Board Strategic Planning Retreat

INTERNAL ACTIVITIES

Orientation of New Coach Operators

Five new Coach Operators began training August 11th. They are replacements for retirees and attrition. The general manager and all directors give new employees an introduction to the organization and the respective functions of all departments.

New Human Resources Director

Mary Neidig began her new responsibilities as LTD's Director of Human Resources and Risk Management on August 18th. Mary will be scheduling meetings with each board member to get acquainted further.

EmX Vehicle Exercises

No, the bus will not be doing jumping jacks. August 20th, the LTD crew had the loan of a New Flyer articulated bus. They conducted docking exercises at stations that were mocked up to current specifications to evaluate station designs and the vehicle's performance. Valuable information was collected that will facilitate design completion.

Health Insurance Arbitration

We have not received the arbitrator's decision on our right by contract to assess union employees for the extra cost for the managed care plan above the cost of the base health plan. The arbitrator contacted both parties stating he would have it in mid-September.

EXTERNAL ACTIVITIES

Meeting with Eugene City Manager
On August 7th, Stef and I met with Dennis Taylor, Eugene City Manager, and Tom Coyle, Eugene Planning Director, to brief them on BRT. The partnership with the cities is imperative to LTD's success. The discussion included timing, project status, issues, etc.

Radio Show Visit
August 11th, I was a guest on the Dan Carlin Show on KUGN.

Register Guard Visit
Gerry Gaydos, Mark Pangborn and I met with Paul Neville and the editorial team at the Register Guard on August 20th. The focus of the conversation was BRT phases I, II and III, as well as the BRT vehicles.

BRT Presentation
I was a speaker on BRT as a service application and the specifics of LTD's project at the Washington State Transportation Conference in Spokane August 26th. Significant interest in BRT has been expressed by several transit systems in Washington State.

DATA FYI

- 316 employees
-

Proposal to the Federal Transit Administration

Development of Interface Requirements for BRT Lane Assist Technologies

Submitted by

Lane Transit District
AC Transit
California PATH and National BRT Institute at University of California at Berkeley
California Department of Transportation

Lane Transit District (LTD) and AC Transit, in collaboration with California Department of Transportation (Caltrans) and California Partners for Transit and Highway Program (PATH) are submitting the following proposal on the development of requirement specifications for Bus Rapid Transit (BRT) lane assist technologies.

Many transit agencies that are pursuing BRT have concluded that lane assist and precision docking technologies can offer significant performance improvement to make BRT system more rail-like in both image and quality of service. The Federal Transit Administration is leading an effort to move the lane assist technologies toward commercialization. FTA's first step is to develop performance requirement specifications for lane assist technologies. Because buses in North America are mostly manufactured based on individual agency's requirements, there is also a corresponding need for a detailed interface requirements which will specify the mechanical, electrical and electronic interfaces allowing different lane assist technologies to be able to 'plug' onto a given transit vehicle without a significant requirement for a custom built design. LTD, AC Transit, Caltrans and PATH are prepared to partner with transit vehicle manufacturers to develop the interface requirements for the transit industry.

While various BRT lane assist technologies are available, each has one thing in common: all will need to interface with the existing bus mechanical, electrical and electronic systems. A standard set of interface requirements will therefore be needed to allow the manufacturer to prepare BRT vehicles to provide standard with interface that can be retrofitted with any practical lane assist technologies at the transit agency's choice. These requirements are very critical to both vehicle manufacturers and suppliers to achieve compatibility, ease of safety verification/certification and to lower cost and reduce deployment time. This interface is also crucial to the transit operators. There has not been sufficient work in this area to be able to specify this interface.

The objectives of this proposed work include the following:
(1) Understand the needs, technical issues and challenges for lane assist technologies to interface with vehicles

(2) Develop interface requirements for both the lane assist systems and the vehicles allowing maximum compatibility and interface requirements for vehicle to roadway infrastructure interface
(3) Conduct case studies of the applications for two partner agencies; and
(4) Test selected interface requirements using PATH's test vehicle.

In order to meet these four objectives, we have gathered a diverse group of participants with different technical thrusts and varied operating experience. Lane Transit District and AC Transit are members of the BRT consortium. These agencies have planned dedicated BRT routes and are convinced that lane assist and precision docking technologies can offer benefits in enhancing the efficiency, safety and quality of BRT service. Caltrans has been a leading agency supporting development of advanced technologies for transportation industries, and has devoted significant funding to sponsor PATH's research and development of AVCSS technologies. Caltrans is interested in implementing AVCSS technologies on transit and other vehicles in order to improve traffic operations and decrease congestion. California PATH, a world-wide leader in the development of advanced vehicle sensing and control systems, has developed several guidance technologies that have demonstrated superior performance and practicality for real world deployment. Two or three bus manufacturers will be included once the contract is established. The overall project will be managed by Lane Transit District. California PATH will take the lead for technical development. Caltrans will be responsible for contract administration.

The proposal below provides a detailed description of the needs and issues related to the interface between lane assist technologies and BRT vehicles, the scope of work, the schedule and the budget.

1. BACKGROUND

1.1 Problem Statement

The existing bus manufacturing practice is such that different bus manufacturers have the liberty of using different components provided by different suppliers. Although certain requirements are established industry-wide, most of the system requirements are driven by individual designs and component suppliers. There is a great need to understand what and how various lane assist systems will interface with vehicle and infrastructure and to study the various concerned vehicle components and to develop a set of requirements for integrating lane assist system, including electronic guidance system, longitudinal control system, on-bus date network, and bus-infrastructure interface.

(a) Electronic Guidance

A typical electronic guidance system for lane assist and precision docking contains three major components: a set of sensors, an actuator and a processor. Among these

components, the steering actuator has the most interaction with existing vehicle components.

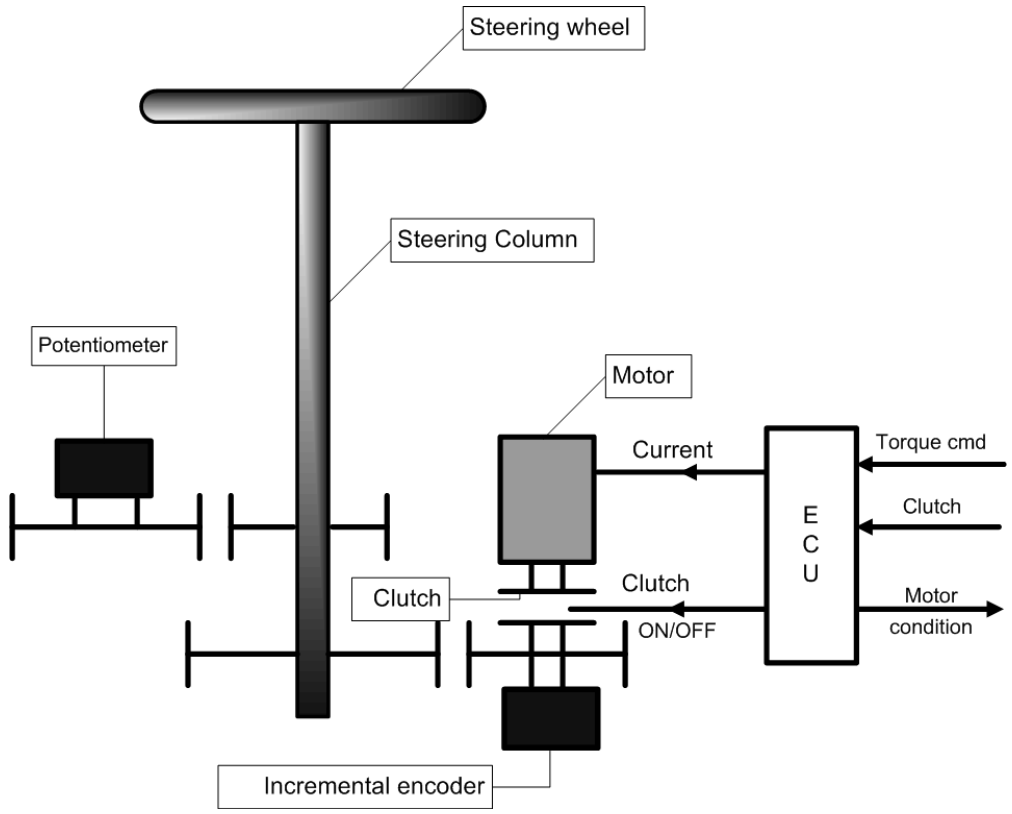

Fig. 1 Schematic of steering actuator hardware

A typical steering actuator hardware, as shown in Figure 1, consists of a steering column, a DC motor actuating steering column, an electromagnetic clutch and angle sensors measuring steering wheel position. Various interfaces exist between the add-on components and the bus steering column. The DC motor connects to the steering column through clutch and reduction gear. An incremental encoder is mounted on the motor shaft to measure the relative position of steering wheel. A multi-turn potentiometer is connected with column shaft via pulley gear and belt to measure the absolute position of steering wheel. Motor current and clutch ON/OFF is controlled by ECU. ECU receives torque command from upper level computer and issues corresponding current command so that DC motor will generate required torque. The clutch can also be controlled by upper level computer by issuing clutch command to ECU. ECU has some built-in self-diagnostic features. The health condition of motor is feedback to upper level computer through the motor condition signal. Because these additions can be standardized, the interface requirements will be needed to specify the interface between necessary add-on components and the current steering mechanism. Additionally, the performance of some of interface components may also need to be addressed. For example, some of the existing power assist systems are designed with too big ‘plays’ which makes it very

difficulty to develop a guidance system that will provide good tracking accuracy. Corresponding to the performance requirements of the guidance system, there is also a need for defining performance requirements to allow the bus steering mechanism to support the desired performance requirements for electronic guidance.

(b) Longitudinal control

Automated longitudinal control, in conjunction with electronic guidance, enables smooth operation within the BRT lane and high precision stopping at bus stop.

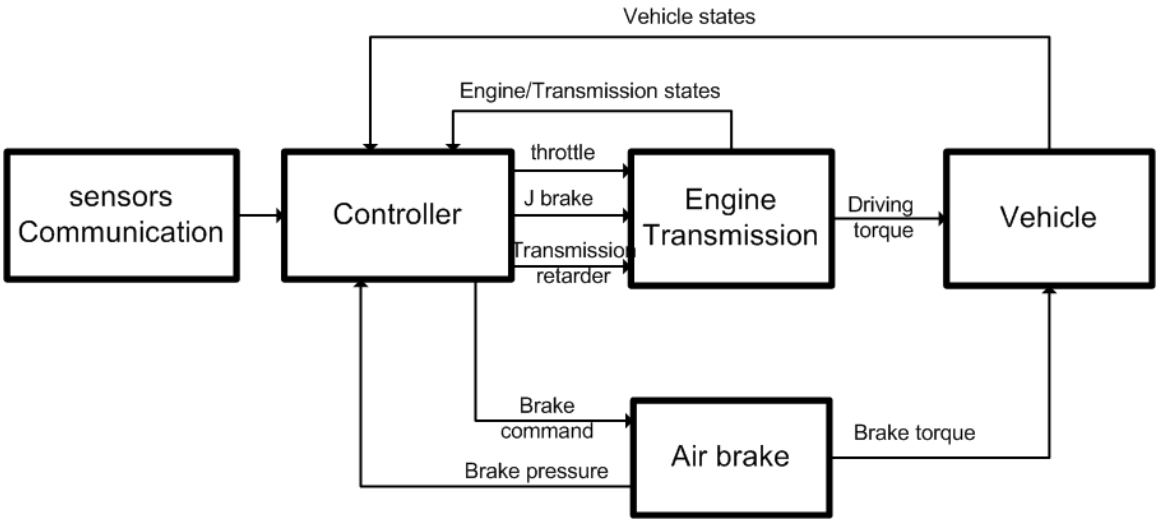

Fig. 2 Longitudinal control diagram

Fig.2 shows a schematic of the longitudinal control data flow. Longitudinal controller sends out throttle command to the engine and transmission through either J1939 data bus or added electronics. Depending on engine and transmission model, J brake and transmission retarder may or may not be available for control purposes. Most engine and transmission states information (e.g. engine speed, engine torque, torque converter lockup, current gear etc) can be accessed via JBus. By retrofitting existing air brake system, longitudinal controller can send out brake command to control air pressure inside the brake chamber. Vehicle states such as wheel speed and longitudinal acceleration can be available by JBus or added sensors (accelerometer).

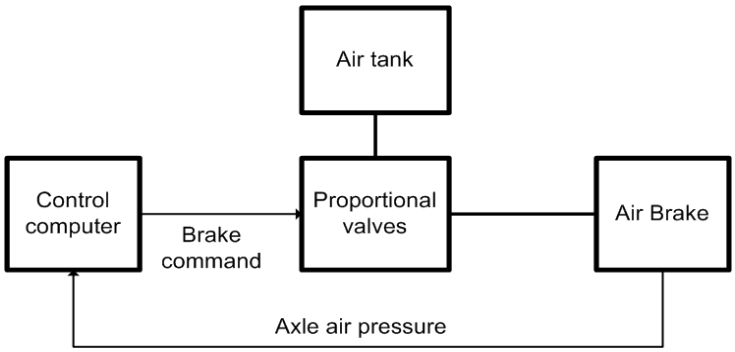

Fig. 3 An example of a bus brake actuator

Brake actuator may need to be retrofitted on the existing air brake system. As shown in the Fig. 3, control computer sends out brake command and the proportional valves regulate the air pressure inside the air brake system according to the received brake command. The most important interface requirements for the brake actuator are how fast and how accurate the brake actuator can build up or release to the desired air pressure required by brake command.

(c) Functions of In-Vehicle Networks

All modern buses are using an in-vehicle data network. As an example, the New Flyer buses equipped with both Cummins Compressed Natural Gas (CNG) engines and Detroit Diesel engine, the engine, transmission, and braking systems are all controlled by a separate Electronic Control Module (ECM). These ECMs communicate via in-vehicle serial networks and have several important functions:

1. *Broadcast:* information about engine speed, wheel speed, current gear and many other vehicle system parameters is regularly broadcast by each ECM and may be used by other ECMs for control or for display of information.

2. *Command:* the transmission or an anti-lock braking system (ABS) may command or inhibit engine speed or torque by sending a message on these networks; advanced cruise control systems may also use these capabilities. Commands can also be sent to activate airbrakes, transmission retarders and engine retarders.

3. *Fault reporting:* special messages report faults. These messages can activate dashboard "blink code" or error number systems for fault analysis. They can also be read by the PATH control computer during real-time control.

4. *Off-line diagnostics and information reporting:* the in-vehicle networks can be used for communication with a variety of service tools to report system settings and trip information, and in some cases can be used to recalibrate the ECM.

Most transit buses use one of three types of in-vehicle networks are namely: SAE J1587, SAE J1922, and SAE J1939, among which SAE J1939 network along can provide the desired data communication for vehicle control applications.

The SAE J1939 standard is a higher-level protocol designed for use in HDVs with a Controller Area Network (CAN). CAN is a serial bus protocol for non-destructive collisions originally developed for use in automobiles by Bosch GmbH, in the 1980s. J1939 networks have bandwidths of up to 1M bit/second and can have up to 30 nodes and are limited to about 40 feet for a single network. Standards for bridging multiple J1939 networks have been defined. CAN is now an international standard (ISO 11898), and in transit buses the CAN-based SAE J1939 vehicle network is replacing the slower SAE J1587 and J1922 protocols for both diagnostic and component control applications (such as anti-lock braking systems and cruise control). CAN was designed to implement real-time, distributed control systems, and the ISO 11898 standard is currently under development to improve its performance in safety-critical applications. Figure 4 shows an example of control functions implemented using J-1939 on New Flyer buses. Details of this implementation are described in Appendix I. In order for a lane assist system to be able to interface with a given BRT bus, the interface with the in-vehicle network and the communication protocols need to be defined.

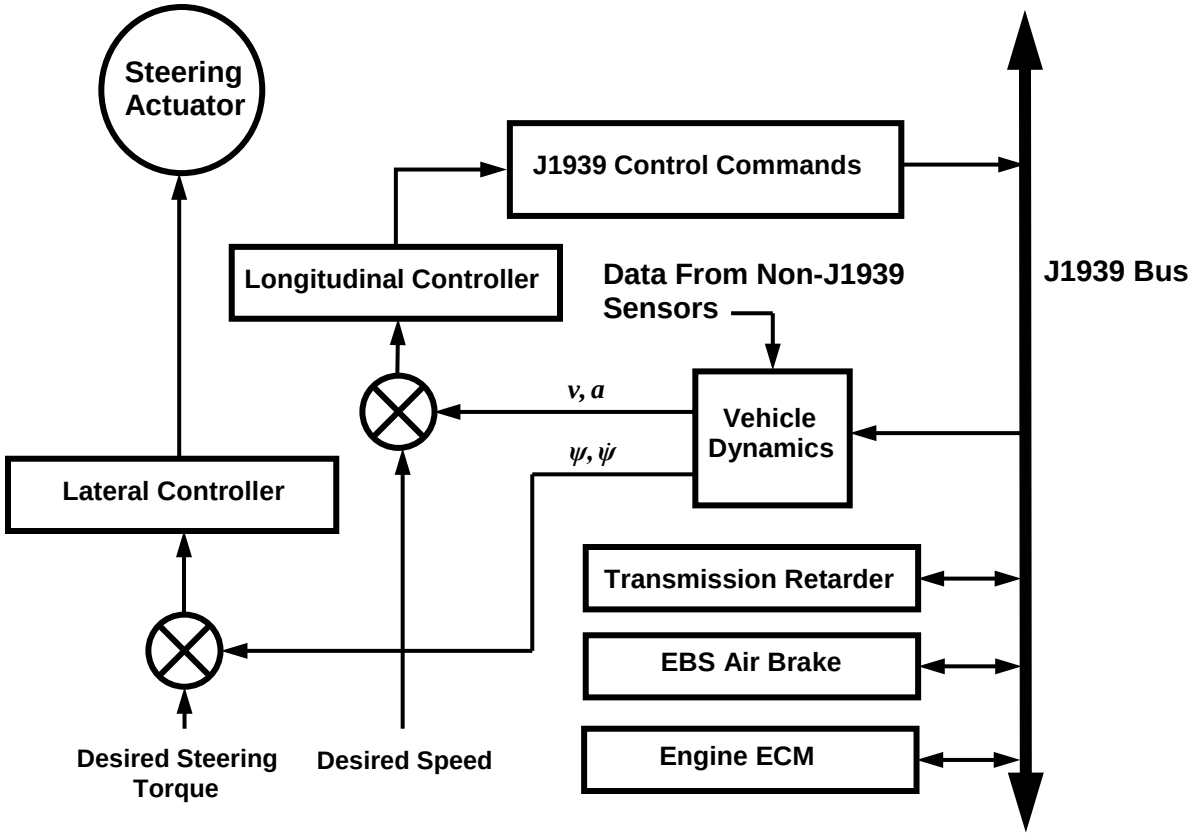

Figure 4. Sensing and Activation for Lateral and Longitudinal control using the J1939 Serial Network.

(d) Vehicle infrastructure interface

Certain station/stop maneuvers, particularly the s-curve operation, may not bring the bus to a parallel to the platform. Therefore, platform may need to take a 'non-traditional design' in order to accommodate the vehicle trajectory. Also the design of the vehicle may impact the ability of the vehicle to access the station/stop. These include the wheel lugs projecting, the door threshold projection etc. Only when the design of the vehicle and the configuration of the platform are in harmony, buses can precisely docked at the bus stop.

1.2 Description of Case Study BRT Systems

The team will conduct case studies of the requirements using specific BRT vehicles and practical applications to be deployed by LTD and AC Transit.

The **Lane Transit District (LTD)** is a first-tier member of the Federal Transit Administration's BRT Consortium. LTD has been a solid partner with FTA in the development of BRT nationally, chairing the vehicle development team, giving many presentations at FTA and APTA conferences, and carrying the BRT priorities to the APTA Reauthorization Committee and Capital Hill. LTD prepared a white paper that became a foundation for defining BRT in the transit industry.

Lane Transit District's Phase 1 Bus Rapid Transit (BRT) corridor will soon be under construction. The Phase 1 project is designed to include virtually all potential BRT features, including transit signal priority, automated vehicle guidance, precision docking at stops, at-grade passenger boarding with off-board fare collection, real-time passenger information, hybrid-electric vehicles, and increased spacing between stops. In addition, the project includes various right-of-way configurations, including exclusive guideways, exclusive bus lanes, bi-directional bus lanes, and travel in the "fast lane" (the left lane on a multi-lane road). The Phase 1 BRT construction is funded, has all the necessary environmental approvals, has been approved by local agencies, and the design has been completed. The current schedule would have service beginning in 2006.

LTD has identified the New Flyer Invero BRT vehicle as having the desired vehicle attributes, such as alternative power, clean, quiet, low-floor, tram-like in appearance, for service in the Eugene/Springfield area. One feature that is key to LTD's operation is vehicle guidance. The ability of the vehicle to maintain a predefined path through out the corridor will result in less right of way needs, increased operational efficiency (faster speeds), and easier passenger access/egress.

LTD believes that vehicle guidance is the next major development in transit. Deployment of this technology in Eugene/Springfield will give the American transit industry a test site where manufacturers, suppliers, and service providers can view the application first-hand. LTD in consultation with other operators / vehicle manufacturers and Partners for Advanced Technologies and Highways will develop a function specification for application of electronic vehicle guidance on transit vehicles.

This research project will provide invaluable information to the many other communities interested in vehicle guidance, and allow them to make more informed decisions on the possible inclusion this technology.

Specifically, vehicle guidance will benefit BRT operations in four main areas:

- Lane keeping: The BRT vehicle is able to follow a pre-programmed route, thereby minimizing lane width requirements and increases operating speeds.
- Precision Docking: The vehicle guidance system will allow the vehicle to stop very close to a passenger platform. When combined with a passenger platform that is raised to the height of the floor of the vehicle, boarding by all passengers, including people in wheelchairs is accomplished easily and quickly and without the need for special lifts or ramps.
- Rail-Like Operation: The guidance system will allow the BRT vehicle to operate in a similar manner to a rail- based vehicle. This image, combined with the other BRT features, will attract a new market of riders who have traditionally been reluctant to use conventional bus service.
- Longitudinal control: Smooth acceleration and deceleration will enhance passenger comfort and emulate rail operations. Over-braking and over-acceleration of vehicles will be reduced thereby decreasing vehicle maintenance.

The LTD BRT system has been designed to utilize vehicle guidance to maximize operational efficiency, ridership, and system image. Vehicle guidance is not available on a conventional transit vehicle in the United States today. Without guidance, the Lane Transit District's BRT system design and operation would be compromised.

AC Transit is also a member of the Bus Rapid Transit Consortium and has two active BRT projects. The *San Pablo Rapid* project was launched June 30, 2003. This project uses traffic signal priority, Nextbus sign technology, sleek European-designed low floor buses and a wider bus stop spacing. The new service is expected to be 20 percent faster that the limited-stop bus that it replaces.

AC Transit is currently pursuing environmental clearance for a second BRT project where bus guidance would be a key feature. The *East Bay Bus Rapid Transit* project will have dedicated bus lanes, rail-like BRT stations, traffic signal priority; Nextbus sign technology and European-designed low floor buses. This project is among the first tier of projects to be funded in the San Francisco Bay Area's Regional Transportation Plan and the only bus project so designated. The corridor under development currently has about 40,000 daily riders and is within walking distance of 30 percent of the residents and 50 percent of the jobs in Oakland.

In addition to two BRT projects, AC Transit has for decades operated express bus service across the San Francisco-Oakland Bay Bridge linking residents of the East Bay with jobs in San Francisco's financial district. In June 2003, AC Transit launched a new Transbay service across the San Mateo-Hayward Toll Bridge.

Electronic bus guidance has potential applications for three projects AC Transit projects:

- Bus Rapid Transit
- Express Buses
- Maintenance Facility Applications.

East Bay Bus Rapid Transit Project

Narrow right-of-way. AC Transit is intending to install 36 lane-miles of dedicated bus lanes on urban arterial streets. Bus guidance technology may permit a reduction in the right-of-way needs for bus lanes; lower the overall cost of infrastructure, and minimize traffic and parking impacts. In some locations the design of the BRT system may need to be compromised due to narrow rights-of-way that limit the ability to install dedicated bus lanes. Bus guidance would help overcome this obstacle to full project implementation.

Rail-like performance. Bus guidance technology can smooth lateral vehicle movement, improving passenger comfort and creating a more rail-like riding experience.

Precision docking. Further, bus guidance allow for precision docking at passenger boarding platforms (0.5 inch tolerance) allowing easier and faster passenger entry and exit and safer access for the disabled and others with mobility limitations. The corridor under study has twice the percentage of disabled residents as the Bay Area as a whole.

San Mateo-Hayward Bridge Transbay Express Service

This new service operates on across the San Mateo-Hayward Toll Bridge. The bridge, opened in 1967 has recently undergone seismic strengthening and widening of the bridge approaches. Currently, Transbay Express buses must pass through a narrow toll plaza to access bridge (6 inches tolerance on each side). Buses must slow from highway speed to less than 5 mph to inch their way through the plaza. The bus guidance system would permit higher operating speeds and safer passage. At the eastern terminus of the line (Chabot College), the bus must negotiate a tight turn-around at the college's transit center. Bus guidance could both speed service and improve safety at this location as well.

Maintenance & Facilities

As an ancillary use of the bus guidance technology, AC Transit would like to investigate its potential uses at our maintenance facilities. The BRT and Transbay Express vehicles outfitted with the guidance technology could ultimately be used to evaluate two areas of concern:

Automated Bus Washer. Use bus guidance as part of bus washer mechanism too reduce accidental damage to both buses and washer equipment.

Precision Parking. AC Transit will soon need to develop a new maintenance facility to accommodate a growing fleet. AC Transit would like to investigate

whether the bus guidance technology can increase the vehicle storage capacity at our existing maintenance divisions.

AC Transit has deployed Van Hool A330 40-foot low-floor coaches on the *San Pablo Rapid*. The *East Bay Bus Rapid Transit* project will be designed around a 60-foot low floor articulated version of this bus. MCI Commuter Coaches are used on the San Mateo-Hayward *Transbay Express* Route. Both these companies would be excellent candidates to help develop functional specifications associated with manufacturing or retrofitting bus guidance technology.

3. SCOPE OF WORK

The proposed work will include the following tasks:

Task 1. Develop project partnership and a peer group

To date, more and more transit agencies are interested in lane assist technologies. Bus manufacturers are responding to customers' interests and begun to be interested in BRT technologies. As the first task of this project, we propose to reach out to transit agencies which are interested in the deployment of lane assist technologies and the manufacturers that are interested in supplying BRT buses with lane assist capabilities. A peer group will then be established. Candidate transit agencies are Cleveland, Boston, LACMTA, Hartford, Minnesota Metro, various BRT bus manufacturers, etc. We expect the peer group will provide significant inputs throughout the project particularly after the requirements are developed to make sure that the requirements are meeting the needs and are practical.

Task 2 Collect technical information from various bus manufacturers, specifically related to lane assist system

Due to the diversity of vehicle specifications from various manufacturers, it is essential to gather equipment information on the key components or sub-systems to conduct an industry-wide survey and review. The primary objective of this task is to explore the necessity and possibility of defining functional and performance requirements so that the viability of large-scale applications for lane-assist systems can be realized.

The review will include various bus manufacturers, such as New Flyer, NABI, MCI, Gillig, and others. The sub-systems and components involved in applying lane-assist functionalities will include physical shapes and dimensions of bus exterior and interior, steering mechanism, engine and brake control, data network, power and wiring systems. The type of information to be collected in this task will include the following categories:

(1) Current design specifications
(2) Limitations and constraints
(3) Performance measures
(4) Alternative design that have been considered, if applicable.

(5) Cost considerations, if available

Duration: Month 1 through Month 3

Task 3. Assess the technical information to determine the areas that interface requirements apply

For the purpose of this study, the implementation considerations will be focused on the mechanical, electrical, electronic interfaces between existing or standard bus equipment and the retrofitted or add-on or newly constructed units to match the required capabilities of lane-assist systems. As mentioned in the problem statement section, the critical components of lane-assist systems include steering systems, throttle and brake systems, data network (J-bus), and all other relevant physical characteristics of a bus. Since the legacy systems and the current production vehicles are constructed with their design and cost considerations, there may be significant variations in specifications or approaches especially for those areas where there are no existing standards.

Ideally, there should be established or standardized requirements for the aforementioned components or sub-systems so that retrofitting or addition of lane-assist systems can be adapted to the specifications to make the integration cost effective and time saving. However, it is probable in certain areas that the differences in design approaches are varied greatly due to direct demands of transit agencies or inhibiting limitations from manufacturers' perspectives. Therefore, consolidated assessment will be made in this task to evaluate the design factors and interface requirements. The assessment will be based on the information collected from Task 1, the development of lane-assist technologies developed internally at PATH, and inputs from transit agencies, manufacturers, and governing agencies.

Duration: Month 4 through Month 5

Task 4. Develop interface requirements

Based on the analysis conducted under task 2, interface requirements for the components that are critical and commonly used by bus manufacturers and interface recommendations for the non-standard bus components will be developed. Also included in the requirements are recommendations on vehicle/ station interface improvements which will aid precision docking. As an example, the interface requirements for electronic guidance may include the following aspects:

a) Location and method of steering actuator to be installed.
b) Electronic interface between the actuator
c) Power requirement for steering actuator, innerloop controller.
d) Free play of steering mechanism. Free play (or backlash) is a hard nonlinearity which will increase design difficulty for steering wheel angle position servo control and

lateral closed loop control. Larger free play will pose significant control design difficulty.

e) If DC Motor is used, rated torque of DC motor will be specified. Adequate size of the rated torque of a DC motor will allow fast enough response while making it feasible for installation and less of power consumption problem.
f) Steering wheel angle measurement resolution.
g) Bandwidth and accuracy of steering angle servo control loop. Successful lateral control design requires fast and accurate response of steering angle servo control loop.
h) If J-1939 is recommended, data format for sensory and control message will be defined.

Duration: Month 5 through Month 10

Task 5. Conduct case studies

Detailed case studies will be conducted for the BRT buses selected for LTD and AC Transit. PATH will work with LTD and AC maintenance staff and their supplying bus manufacturers to verify the feasibility of including the requirements developed under task 3 into the vehicle design and if recommended changes is achievable with practical cost.

Duration: Month 6 through Month 8

Task 6 Conduct peer review

The project partner will work with the peer group to review the requirements at different stage of the project. Various visits will be conducted to agencies represented in the peer group to discuss about the findings of this study at various stages and their specific needs on lane assist system. Workshop (likely after task 3 and task 4) will be organized to review the information collected under task 3 and intermediate interface requirements.

Task 7. Test the requirements

In this task, a series of experimentation will be conducted to establish a baseline of requirements. The experiments will be conducted on the advanced BRT vehicles developed by PATH under Caltrans sponsorship. For validation of performances that have been implemented on the PATH BRT vehicles, experiments will be designed to conduct a sequence of verification tests so that the requirements can be established quantitatively. For design approaches or features that are not existent, system modification by hardware or parameter adjustments by software if feasible, within a reasonable range, will be carried out. For further assessment or evaluation that are not possible on the experimental buses, computer simulation of physical models representative of the targeted systems will be conducted in place of physical experiments.

The tests may include the evaluation of system requirements in the following aspects:

(1) Steering systems

Available torque, time delay, bandwidth, power consumption, backlash or dead-zone of steering mechanism
(2) Brake Systems
Pressure rise time, pressure release time, time delay, bandwidth
(3) Engine or throttle control
Availability of J-bus control, time delay, bandwidth
(4) Data network
Available data, update rate, throughput put of data messages

Duration: Month 7 to Month 10

Task 8. Documentation and Final Report

A final report will be produced that will contain the analysis, case studies, the interface requirements and recommendations and test results.

Duration: Month 11 to Month 12

5. Deliverables

The deliverables of this proposed project includes a final report containing the interface requirements and recommendations and quarterly project reports.

6. Schedule

Tasks	Q1	Q2	Q3	Q4
1. Develop project partnership and a peer group	XXX			
2. Collect technical information from various bus manufacturers, specifically related to lane assist system	XXX			
3. Assess the technical information to determine the areas that interface requirements apply		XX		
4. Develop interface requirements		X	XXX	X
5. Conduct case studies			XXX	
6. Conduct peer review				
7. Test the requirements			XX	X
8. Documentation and Final Report				XX

5. Budget

The proposed budget is $437.5k, with $350k FTA research funds and $87.5k costshare from Caltrans.

Appendix I.

The following is an example of how lane assist system can interface with J-1939 bus. Note that the interface requirements should not be manufacturer or technology dependent.

Use of J1939 on PATH Transit Buses

The in-vehicle network connections and functions they control are described in the following for each type of ECM in the vehicles. The PATH group has access to proprietary information about messages broadcast and interpreted by these ECMs which will not be detailed here.

Transmission ECM

All of our vehicles use Allison automatic transmissions with WTEC-III Electronic Controls. The Allison transmission ECM has a J1939 port, which transmits throttle information used by the transmission. On the buses, the transmission and engine are connected using J1939. On all our vehicles, a transmission retarder is present, and has been configured to respond to Torque/Speed Control commands sent to the transmission ECM on the J1939 network. The PATH control computer is connected to the transmission J1939 network on all vehicles, in order to read data (including current gear, input shaft speed and output shaft speed) broadcast by the transmission and control the transmission retarder.

Engine ECM

The CNG buses have a Cummins C8.36+ CM556 electronic control system and features the J1939 serial network. The transmission, engine and braking system ECMs are all connected together by the J1939 network and the PATH control computer is also connected to this network. On the CNG buses, the engine ECM is not calibrated to respond to the J1939 Torque/Speed Control message, and no engine retarder is available. The 60-foot bus has a Detroit Diesel engine with an ECM that broadcasts on the J1939 networks, and responds to J1939 Torque/ Speed Control command requests for engine torque and engine speed. Transmission, engine and braking systems are all connected by the J1939 network.

Braking System ECM

Our vehicles, originally configured with a standard WABCO Anti-Lock Braking System (ABS), can be outfitted with a *brake-by-wire* EBS (Electronic Braking System) with signal compatibility with the original ABS. The new EBS allows WABCO-proprietary braking commands to be sent over the J1939 network. This EBS is intended for the European market, and is not street-legal in the United States.

J1939 network capacity

On all the buses the J1939 data link is configured at 250 Kbit/second, giving a maximum bandwidth of approximately 1-2 J1939 messages per millisecond. On the buses, J1939 bus loading due to standard broadcast messages from the Cummins engine ECM as shown by Canalyzer software has been measured at about 6 percent. There is excess capacity that the PATH control computer can use to send Torque/Speed Control messages to the engine and the retarder, at the J1939 standard update rates of 10 and 50 ms, respectively, as well as to send a proprietary brake demand message to the WABCO EBS.

Lateral and Longitudinal Control Actuation with J1939

Figure 4 shows the control concept for lateral and longitudinal control incorporating the J1939 network. Each bus is instrumented with additional sensors (including radar, lidar, magnetometers, GPS, and wireless vehicle-to-vehicle/vehicle-to-base communications). This is combined with information broadcast on the J1939 network by the engine, transmission and EBS ECMs. Vehicle dynamics modeling uses all this information to determine vehicle position, velocity, and acceleration. The lower-level controllers use this and the desired speed and steering specified by higher-level control to decide which commands to issue.

Actuation commands for the engine, transmission retarder and EBS are all issued to the J1939 network from a single process. This process is triggered every 5 ms, checks an in-memory database process to see what commands are active and scheduled to be issued, and writes a command to the device if required. Messages to the different ECMs are thus staggered so that they can all be issued at the required frequencies without overburdening the J1939 network.

Table 1 below shows a small subset of the J1939 bus messages available. Only the messages that directly influence control of the vehicle are given.

Parameter	Type	Update Rate
Wheel Based Vehicle Speed	Output	10 Hz
Engine Speed	Output	100 Hz
Output Shaft Speed	Output	100 Hz
Input Shaft Speed	Output	100 Hz
Torque Converter Lockup Engaged	Output	100 Hz
Driveline Engaged	Output	100 Hz
Shift in Progress	Output	100 Hz
Current Gear	Output	100 Hz
Engine Percent Torque	Output	100 Hz
Accelerator Pedal Position	Output	20 Hz
Brake Pedal Position	Output	10 Hz
Desired Speed (Engine)	Input	100 Hz

Desired Torque (Engine)	Input	100 Hz
Desired Torque (Transmission Retarder)	Input	100 Hz
Desired % Brake (Air Brake)	Input	100 Hz

Table 1. J1939 Messages Available for Vehicle Control.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2003

ITEM TITLE: LANE ASSISTANCE TECHNOLOGIES GRANT APPLICATION

PREPARED BY: Graham Carey, BRT Project Engineer

ACTION REQUESTED: Approve project grant application

BACKGROUND: As LTD has led the transit industry in the development of a rail-like BRT vehicle, LTD is pioneering the use of lane assistance technologies (vehicle guidance) in transit. LTD has the opportunity to lead a research team consisting of the University of California's Partners for Advanced Transportation and Highways (PATH), Caltrans, and various operators and vehicle suppliers in the development of the interface requirements for lane assist technologies. The Federal Transit Administration is making $350,000 available for the project. This will be supplemented by $87,500 for Caltrans. The project is anticipated to extend over a 12-month period and requires no local funds. This project will provide valuable information in the provision of electronic guidance on LTD's BRT vehicles.

ATTACHMENT: Project proposal

PROPOSED MOTION: I move approval of the following resolution:

LTD Resolution No. 2003-038: It is hereby resolved that the LTD Board of Directors approves the proposed federal grant application for $350,000 in federal funds to develop the interface requirements for lane assistance technologies, and authorizes the general manager to submit the application to the Federal Transit Administration.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2003

ITEM TITLE: Legislative Report

PREPARED BY: Linda Lynch, Government Relations Manager

ACTION REQUESTED: None- information only

BACKGROUND: The Oregon Legislative Assembly adjourned *sine die* on August 27, after 227 days in session. In some ways it can fairly be judged a colossal failure, having put off the obvious combination of cutting programs and raising revenue until tempers were so frayed that there was no way to pass such a measure without partisan arguments and accusations, and leaving public schools still wondering what their budget for the current year is. In the end, many of the biggest issues were lumped together in omnibus bills, making it difficult to determine how some issues were resolved and at what level some programs were funded. This reflects badly on the legislature as an institution and weakens it in future years because the process has been so undermined.

In other ways, the session was very successful, having addressed the major issues confronting it in January – bonding for needed bridge improvements, restructuring the state's Public Employees Retirement System, preserving a basic Oregon Health Plan, and passing a budget with some revenue increases to pay for minimum service levels.

Payroll tax rate increase: Lane Transit District's legislative fortunes reflect the session itself. At the eleventh hour on August 27, the last day of the session, after the Senate had adjourned, the issue of the District's payroll tax rate was finally addressed by the House. The issue was contained in a bill that also addressed several corporate income tax issues, House Bill 3183. It was passed twice by the Senate, never passed a House committee, and in the end needed only House concurrence on Senate amendments to the corporate income tax bill. One result of such a messy process is that LTD's traditional supporters, local legislators, were not generally supportive of the corporate income tax measure, making it impossible now to thank them for voting to support our request. Or, thanking one representative who would be surprised to learn he had supported mass transit.

During the course of the legislative session, both TriMet and LTD emphasized with legislators that enacting a change in the cap of the payroll tax was the first step in a two-part process, with the transit district boards needing to act before an increase would go into effect. We also sought support from the business community, with leadership from George Passadore, chair of the TriMet Board and president of Wells Fargo Bank. The allowable increase must be phased in over a ten-year period, and the ordinance enacting the increase must include findings that the economy has recovered sufficiently to support an increase. (see attached sections of the bill).

The primary reason for legislators to support this action was to provide the transit districts the ability to leverage federal funds. Part of that leverage is the requirement from the Federal Transit Administration that prior to executing a Full Funding Grant Agreement (FFGA) for a major capital project; the district must be able to show sufficient financial stability over a twenty-year period that the operation of the district will not be disrupted by the expenditures for the capital project. For TriMet, being able to point to the ability for increased local funding is essential to securing FFGAs for their future rail lines.

Support for funding for transportation services for the elderly and people with disabilities The two sources of funds for these services have been two cents of the cigarette tax and a general fund appropriation (since 1999). With the demand on the state's general fund, there was both an effort to find services that could be funded outside of the general fund and to raid any balances in dedicated funds. The result for these particular services was that the general fund contribution was replaced with the income from a fee that the Division of Motor Vehicle Services imposes for I.D. cards and a fixed amount from the Transportation Operations Fund (TOF) (a.k.a. the "lawnmower fund"). Funding from the cigarette tax was preserved.

The net result is that there likely will be a small increase in the amount of funds available for this service.

Other The final expenditure bill of the legislative session, always known as "the Christmas tree bill" for its many components, included the budget for the Oregon Department of Transportation. In addition to the ID card fee and TOF expenditures, the ODOT budget includes $2 million biennially for "mass transit vehicle replacement" and $1.5 million for transportation demand management strategies. These are statewide amounts and how much could trickle down to LTD is unclear. ODOT is awaiting some direction from the office of the attorney general on what is required of them to allocate the funds. If the funds were to be distributed according to a formula, LTD would likely receive about 10 percent of the total. It is likely, however, that criteria will be developed on the fleet replacement money that would direct funds to districts with fleets with an average age older than LTD's.

Overall, it was a very good session for LTD. Clarifications to the criminal trespass statute will allow certain behaviors at the downtown station to be addressed more easily. Changes have been written to the public records statutes that staff have yet to analyze. The governor is being pressed in newspaper editorials to veto changes to the Government Standards and Practices statute, so that analysis will await gubernatorial action on the bill. LTD lobbied or commented on other bills, including:

- measures that would allow ordinances to be verified by the circuit court to avoid litigation,
- allowable time for bargaining,
- regulation of video screens and driving,
- measures to provide incentives for alternatives to single occupant vehicles, and
- the budget of the Department of Transportation.

RESULTS OF RECOM-MENDED ACTION: n/a

ATTACHMENT: pages 1 and 2 of House Bill 3183 Enrolled

PROPOSED MOTION: n/a

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2003

ITEM TITLE: PeaceHealth RiverBend Project Update

PREPARED BY: Andy Vobora, Development Services Department

ACTION REQUESTED: None.

BACKGROUND: PeaceHealth staff continues to work on master planning for the RiverBend hospital project. LTD is actively participating in the process as part of the Pioneer Parkway BRT analysis. The Pioneer Parkway BRT line is currently planned to meet the needs of hospital employees and visitors with front door service to the new facility.

PeaceHealth spokesman Brian Terrett will present an update on the planning process and will share a computer generated video showing what we might expect to see when the project is complete.

RESULTS OF RECOM-MENDED ACTION: None.

ATTACHMENT: None.

PROPOSED MOTION: None.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 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 July and August 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: July and August 2003 Performance Reports

PROPOSED MOTION: None

Q:\Reference\Board Packet\2003\06\Regular Mtg\performance summary.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2003

ITEM TITLE: SPRINGFIELD STATION UPDATE

PREPARED BY: Charlie Simmons, Facilities Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: Hyland Construction mobilized on the Springfield Station site on August 4th and preceded with excavation and grading to secure the subgrade prior to the fall rains. The building footings have been poured and steel is scheduled on-site next month. Construction is on schedule with no major issues.

The Union Pacific property acquisition was completed last month. LTD has legal possession of the remaining two properties, Les's and Springfield Service Center. We are currently negotiating purchase of both of the properties through legal counsel.

The Springfield Design Review Committee will meet in the near future to discuss further design refinements to the station tower and to be given a project update.

ATTACHMENT: None

MOTION: None

Q:\Reference\Board Packet\2002\11\Regular Mtg\SSDRC update 11-20-02.doc

APPLICATION FOR STP-U FUNDS FOR 2004-2006 TIP UPDATE

Date of this application: August 28, 2003 **Contact person: Lisa Gardner**

A. Background Information

1. Project title: BRT Pioneer Parkway Corridor – Corridor Planning, Preliminary Engineering, and Environmental Analysis

2. Project category: Planning, project development (?)

3. Lead agency: LTD

4. Project description: LTD is pursuing the second BRT corridor in Springfield, which has been selected by the Springfield City Council to be the Pioneer Parkway Corridor, which will extend from the new Springfield Station to the Gateway Area, and connect with the Phase 1 Corridor, from Downtown Springfield to Downtown Eugene. This project includes corridor planning, preliminary engineering, and preparation of an Environmental Impact Statement as required by the Federal Transit Administration in compliance with the National Environmental Policy Act.

5. Project cost estimate: (all numbers in $000s)

STP-U funds requested for this project	$ 1,200,000	
Other funding (type of funds, e.g. federal, state, local, etc.)	$ 1,200,000	(5307)
	$ 600,000	local
Total cost estimate	$ 3,000,000	

6. Project timing:

STP funds requested for	FY 03-04	$ 400,000
	FY 04-05	$ 400,000
	FY 05-06	$ 400,000

B. Evaluation of this project based on STP-U Screening Criteria:

1. Project is: Included in TransPlan 20-year financially constrained project list (Project # _____) YES

or Capable of being added to the list during TIP time frame _____

or Included in a category of projects or program actions in the Plan _____

Comments:

2. Project is eligible for STP-U funding based on TEA-21 criteria: yes ☒ no ☐

Comments:

3. Project can be implemented within the TIP time frame: yes ☒ no ☐

Comments:

C. Evaluation of this project based on STP-U Priority Factors:

1. Leverage of other funding:

Briefly describe sources and amounts of other funding for the project. *(recap of information in Project Cost Estimate field above)*.

Score for leverage: (mark appropriate line)

- ☐ other funding is less than 20 per cent of project total = no points
- ☐ other funding is 20 per cent of project total = 5 points
- ☐ other funding is 30 per cent of project total = 10 points
- ☐ other funding is 40 per cent of project total = 15 points
- ☒ other funding is 50 per cent of project total = 20 points

Score for this project: 20 points (20 points maximum for this component)

2. Support of TransPlan policies:

Briefly describe how the proposed project supports or addresses TransPlan policies--one or two sentences for each policy supported.

Note that the project can score points for no more than two policies in any one topic area. The TransPlan policy topic areas are as follows:

Land Use	TDM	TSI System-Wide	TSI Roadway
TSI Transit	TSI Bicycle	TSI Pedestrian	TSI Goods Movement
TSI Other Modes	Finance		

Land Use Policy #2: Support for Nodal Development – BRT is a key factor identified in encouraging development of nodal areas. Future nodes and future BRT corridors have been selected to compliment each other and compound the benefits of both strategies as part of TransPlan implementation. The Pioneer Parkway corridor serves multiple nodes, including downtown Springfield, Pioneer Parkway and Q, and Gateway. By connecting with the Phase 1 BRT corridor, Pioneer Parkway corridor also provides connections to nodes on Franklin Boulevard, the U of O, and Downtown Eugene. **(5)**

Land Use Policy #3: Transit-Supportive Land Use Patterns – The Pioneer Parkway BRT corridor will offer a more permanent transit infrastructure throughout nodal development areas, encouraging transit supportive land use patterns and development, including transit-oriented development along major transit corridors and near transit stations. (**5)**

TSI System-Wide Policy #2: Intermodal connectivity – The expansion of the BRT corridor from downtown Springfield to the Gateway area promotes intermodal linkages for connectivity and transfer among all modes of transportation. The corridor will be located adjacent to a major bicycle and pedestrian facility, and will be designed to accommodate bicycles both on board and at the stations. By serving the Springfield Station, intermodal connections will extend to major transit routes, including BRT Phase 1. **(5)**

TSI Roadway Policy #1: Mobility and Safety for all Modes – BRT addresses the mobility and safety needs of motorists, transit users, bicycles, and pedestrians in planning roadway system

improvements. The implementation of BRT on major corridors provides opportunities to increase capacity on existing congested corridors by providing a dedicated lane for transit. Placing transit in a dedicated lane, increases traffic flow and reduces delay for automobiles, and reduces transit/auto and transit/bicycle conflict opportunities. Intersection improvements for BRT station placement also improves the pedestrian environment and pedestrian safety opportunities by reducing crossing distance by half where median stations are located. **(5)**

TSI Roadway Policy #4: Access Management – The BRT Pioneer Parkway corridor will include segments with reduced access to accommodate exclusive BRT lanes. Reduction of access opportunities and turning movements along major congested corridors improves traffic flow and accidents caused by conflicting turning movements across center lanes. **(5)**

TSI Transit Policy #1: Transit Improvements- this project improves transit service and accessibility by increasing its attractiveness, operational efficiency, level of service and convenience for all users, including the transportation disadvantaged. **(5)**

TSI Transit Policy #2: Bus Rapid Transit – Following implementation of the Phase 1 corridor, the Pioneer Parkway BRT corridor represents the next phase in the establishment of a BRT system composed of frequent, fast transit service along major corridors. **(5)**

TSI Transit Policy #4: Park-and-Ride Facilities- The Pioneer Parkway corridor will be served with a park and ride facility at the new Springfield Station location. Access to park and ride facilities is a key component of the Bus Rapid Transit System, and additional park and ride opportunities will be identified along the Pioneer Parkway corridor. **(5)**

TSI Bicycle Policy #1: Bikeway system and Support Facilities – The Pioneer Parkway BRT project provides bicycle system support facilities by adding safe and accessible bike parking opportunities at BRT stations, and by providing additional bike carrying capacity on the BRT vehicles. **(5)**

TSI Pedestrian Policy #1 – BRT provides a pedestrian environment at intersections and at BRT stations that is well integrated with adjacent land uses and is designed to enhance the safety, comfort, and convenience of walking. Major pedestrian improvements will be made to accommodate pedestrian access and safety at BRT station locations. **(5)**

Score for this project: 10 policies supported multiplied by 5 points each = 50 total points.
(Maximum score for this component = 60 points)

3. Alternative TPR Performance Measures:

Briefly describe how the proposed project supports or addresses TransPlan alternative TPR performance measures--one or two sentences for each measure supported. (Example: since this project includes restriping Thompson Street to add bicycle lanes, and this portion of street is included on the TransPlan priority bikeway mileage, the project supports the Priority Bikeway Miles measure.)

Percent Non-Auto trips – BRT is designed to improve bus travel times, service reliability, convenience, and image of the system in order to achieve an increase in the transit market share of trips along a BRT corridor. Specifically, peak hour, peak direction transit modal split (the percentage of trips taken by transit) is projected to increase by at least 30 percent within ten years, and by an additional ten percent

in the following ten years. Additionally, it is the goal- of BRT to improve bus travel times to at least match car travel times within 20 years of implementation. These combined goals will contribute to the increase in the percent of non-auto trips along the Pioneer Parkway corridor. **(5)**

Percent Transit Mode Share on Congested Corridors – Improved access to the transit system through the construction of a park-and-ride facility, safe bicycle storage facilities, access to the BRT system, and improved pedestrian environment will contribute to the percent transit mode share on congested corridors. Specifically, by providing reliable, fast transit from downtown Springfield to the Gateway area (and by connection to BRT Phase 1 and downtown Eugene), and Peacehealth RiverBend site, BRT will increase the percent of non-auto trips, and reduce congested roadways leading to these major destinations. **(5)**

Score for this project: 2 Measures supported multiplied by 5 points each = 10 total points.
(Maximum score for this component = 20 points)

TOTAL SCORE FOR THIS PROJECT:

Leverage	20 points
Policies	50 points
Alt. Measures	10 points
Total:	80 points

APPLICATION FOR STP-U FUNDS FOR 2004-2006 TIP UPDATE

Date of this application: **August 28, 2003** **Contact person:** **Lisa Gardner**

A. Background Information

1. Project title: Passenger Boarding Improvements – Shelter Replacement
2. Project category: Preservation

3. Lead agency: LTD

4. Project description: Replace old shelters in poor condition with new design, vandal resistant shelters. Glass replacement of old shelter design due to vandalism is extremely expensive and contributes to escalating maintenance costs. New design shelters have low maintenance costs, no glass replacement costs, and are more appealing aesthetically, both for the transit rider as well as the surrounding business and residential land uses. The new design shelters also have interior shelter lighting, providing a safer and more comfortable waiting area for transit riders, and increasing visibility of transit riders for both bus and vehicle operators. Perception of safety is a factor affecting transit use.

5. Project cost estimate: (all numbers in $000s)

STP-U funds requested for this project	$ 810,000
Other funding(type of funds, e.g. federal, state, local, etc.)	$ 675,000
	$ 135,000
Total cost estimate	$1,620,000

6. Project timing: STP funds requested for

FY 03-04	$ 225,000
FY 04-05	$ 225,000
FY 05-06	$ 225,000

B. Evaluation of this project based on STP-U Screening Criteria:

1. Project is: Included in TransPlan 20-year financially constrained project list yes
(Project # _____)
or Capable of being added to the list during TIP time frame _____
or Included in a category of projects or program actions in the Plan _____
Comments:

2. Project is eligible for STP-U funding based on TEA-21 criteria: yes ☒ no ☐
Comments:

3. Project can be implemented within the TIP time frame: yes ☒ no ☐
Comments:

C. Evaluation of this project based on STP-U Priority Factors:

1. Leverage of other funding:

Briefly describe sources and amounts of other funding for the project (recap of information in Project Cost Estimate field above).

Local match will be provided at 20 percent.

Score for leverage: (mark appropriate line)

_____ other funding is less than 20 per cent of project total = no points
__X__ other funding is 20 per cent of project total = 5 points
_____ other funding is 30 per cent of project total = 10 points
_____ other funding is 40 per cent of project total = 15 points
_____ other funding is 50 per cent of project total = 20 points

Score for this project: __5__ points (20 points maximum for this component)

2. Support of TransPlan policies:

Briefly describe how the proposed project supports or addresses TransPlan policies--one or two sentences for each policy supported. (Example: since this project includes adding sidewalks to close gaps on a collector street, it supports Policy TSI Pedestrian # 3, Sidewalks.)

Note that the project can score points for no more than two policies in any one topic area. The TransPlan policy topic areas are as follows:

Land Use	TDM	TSI System-Wide	TSI Roadway
TSI Transit	TSI Bicycle	TSI Pedestrian	TSI Goods Movement
TSI Other Modes	Finance		

Land Use Policy #4 – Multi-Modal Improvements in New Development
TSI Transit Policy #1 – Transit Improvements- this project improved transit service and accessibility by increasing its attractiveness, and convenience for all users, including the transportation disadvantaged. **(5)**

TSI System-Wide Policy #1: Transportation Infrastructure Protection and Management—this is a transit system infrastructure preservation project, and therefore supports this policy. **(5)**

TSI System-Wide Policy #2: Intermodal Connectivity – replacement of shelters, and passenger boarding improvements such as bike racks promotes intermodal linkages for connectivity and ease of transfer among transportation modes. **(5)**

TSI Roadway Policy #1: Mobility and Safety for All Modes--this project improved safety for transit users, both in perceived safety due to added lighting, as well as increased visibility of transit users to motorized vehicles. **(5)**

TSI Sidewalk Policy #3: Sidewalks—sidewalk and shelter pad areas surrounding bus stops were upgraded to meet ADA standards and to allow bus lift deployment at shelter locations. **(5)**

TSI Transit Policy #1 – Replacement of shelters and improvement of passenger boarding facilities, including bike racks, improves transit service facilities to increase the systems accessibility, attractiveness, and convenience for all users. **(5)**

Finance Policy #2: Operations, Maintenance and Preservation--this project is an example of preserving and enhancing existing transit facilities through capital investment that results in operating and maintenance cost savings, and reduces the need for more expensive future systems. **(5)**

Finance Policy #5: Short Term Project Priorities – by improving aesthetics and safety of bus stop facilities, this project supports mixed-use, pedestrian-friendly nodal development and increased use of alternative modes. **(5)**

TSI Pedestrian Policy #1: Pedestrian Environment – by providing lighting at shelters, the overall pedestrian environment is improved, providing increased safety and comfort to pedestrians using transit, as well as those walking past well-lit shelters both in and away from activity centers. **(5)**

TSI Bicycle Policy #1: Bikeway System and Support Facilities- Improves bicycle system support facilities by providing bike racks at shelter locations, and improved access to the transit system **(5)**

Score for this project: 10 policies supported multiplied by 5 points each = 50 total points.
(Maximum score for this component = 60 points)

3. Alternative TPR Performance Measures:

Briefly describe how the proposed project supports or addresses TransPlan alternative TPR performance measures--one or two sentences for each measure supported.

Percent Non-Auto trips – Perception of safety is a major factor in mode choice. By improving and better maintaining existing facilities, new riders are attracted to the system, increasing the percent of non-auto trips. **(5)**

Percent Transit Mode Share on Congested Corridors – Preservation efforts for shelter replacement and accessibility improvements are made on a by-route basis, with priority determined by stop activity. Preservation projects for shelter replacement have been concentrated on corridors with high stop activity, which correspond with congested corridors. Increased transit use on these corridors due to accessibility and safety improvements will contribute to the percent transit mode share on congested corridors. **(5)**

Score for this project: 2 Measures supported multiplied by 5 points each = 10 total points.
(Maximum score for this component = 20 points)

TOTAL SCORE FOR THIS PROJECT:

Leverage	5 points
Policies	50 points
Alt. Measures	10 points
Total:	65 points

APPLICATION FOR STP-U FUNDS FOR 2004-2006 TIP UPDATE

Date of this application: ***September 1, 2003*** **Contact person:** ***Connie B. Williams***

A. Background Information

1. Project title: Commuter Solutions Funding*/Regional TDM Program*

2. Project category: *Transportation Demand Management*

3. Lead agency: *Lane Transit District*

4. Project description: Commuter Solutions is the region's TDM program responsible for implementing TDM strategies that are an integral part of TransPlan goals and policies. As one side of the "triangle," TransPlan calls for funding and implementing TDM policies. The core components of the Commuter Solutions Program are: Technical Assistance, Education and Awareness, Policy, and Research.

Commuter Solutions staff is responsible for Group Bus Pass Programs, Park & Rides, Promotion of Bike Commuting, Telecommuting, Transportation Benefit Programs for local businesses, Tax Credit Information, Carpooling, Vanpooling, Research, Guaranteed Ride Home programs, Transit Vouchers, and promotions for employers and employees. The TDM Advisory Committee is a subcommittee of, and reports to, the Transportation Planning Committee.

5. Project cost estimate: (all numbers in $000s)

STP-U funds requested for this project	$ 675,000
Other funding (state STIP)	$ 299,000
(local match)	$ 110,000
Total cost estimate	$1,084,000

6. Project timing: STP funds requested for

FY 03-04	$ 225,000
FY 04-05	$ 225,000
FY 05-06	$ 225,000

B. Evaluation of this project based on STP-U Screening Criteria:

1. Project is: Included in TransPlan 20-year financially constrained project ____
or Capable of being added to the list during TIP time frame ____
or Included in a category of projects or program actions in the Plan Yes

Comments:

2. Project is eligible for STP-U funding based on TEA-21 criteria: yes ☒ no ☐

Comments:

3. Project can be implemented within the TIP time frame: yes ☒ no ☐

Comments: The TDM Advisory Committee and Transportation Planning Committee oversee the work plan for the Commuter Solutions TDM program and projects are set within the TIP time frame.

C. Evaluation of this project based on STP-U Priority Factors:

1. Leverage of other funding:

Briefly describe sources and amounts of other funding for the project (recap of information in Project Cost Estimate field above):

The City of Eugene, City of Springfield, Lane County, and LTD have an intergovernmental agreement stating that each jurisdiction will contribute equal amounts to the local match requirement for the State STIP funds for TDM program operations.

The 2004-2007 State STIP identifies funding the program at $99,600 per year – a significant reduction from previous years. (In the recent past, 2002 State STIP contributions were $174,000; in 2001 they were $178,000).

In both 2002 and 2003, the local match contributions totaled $20,000 a year ($5,000 each Lane County, City of Eugene, City of Springfield, and Lane Transit District).

Score for leverage: (mark appropriate line)

_____other funding is less than 20 per cent of project total = no points
_____other funding is 20 per cent of project total = 5 points
___X_other funding is 30 per cent of project total = 10 points
_____other funding is 40 per cent of project total = 15 points
_____other funding is 50 per cent of project total = 20 points

Score for this project: __10__points (20 points maximum for this component)

2. Support of TransPlan policies:

Briefly describe how the proposed project supports or addresses TransPlan policies--one or two sentences for each policy supported.

TDM Policy #1: TDM Program Development - Expand existing TDM programs and develop new TDM programs. Establish TDM bench marks and if the benchmarks are not achieved, mandatory programs may be established.

TDM Policy # 3: Congestion Management - Implement TDM strategies to manage demand at congestion locations. Examples include current projects such as the Gateway Transportation Project and the Coburg Transportation Project.

Land Use Policy #2: Support of Nodal Development - Support application of the nodal development strategy in designated areas though information, technical assistance and incentives. TDM

strategies call for support through education and awareness efforts, technical assistance and help in providing incentives.

Land Use Policy #4: Multi-Modal Improvements in New Development - Require improvements that encourage transit, bicycles, and pedestrians in new commercial, public, mixed-use and multi-unit residential development. TDM strategies promote use of transit, bicycling, walking, and incentive programs and can have a strong influence in new development projects.

TSI System-Wide # 1: Transportation Infrastructure Protection and Management - Protect and manage existing and future transportation infrastructure. TDM helps preserve function of road systems by increasing use of alternatives to the automobile.

TSI System-Wide # 4 Neighborhood Livability - Support transportation strategies that enhance neighborhood livability. TDM encourages walking, biking, carpooling and transit use which can result in fewer cars and less congestion in neighborhoods.

TSI Roadway Policy #2: Motor Vehicle Level of Service - …The intent is to defer motor vehicle capacity increasing transportation system improvements until existing constraints can be overcome or develop an alternative mix of strategies (such as: land use measure, TDM, short-term safety improvements) to address the problem." TDM strategies have the potential to help preserve the Level of Service in key congested locations, such as the Gateway area.

TSI Transit Policy #3: Transit/High-Occupancy Vehicle (HOV) priority - Implement traffic management strategies and other actions, where appropriate and practical, that gives priority to transit and other HOV's. TDM strategies include increasing the use of HOV's through carpool and vanpool programs. Priority parking and traffic movement for HOV's are components of TDM strategies.

TSI Transit Policy #4: Park-and-Ride Facilities: Expand the Park-and-Ride system within the metropolitan area and nearby communities - The Commuter Solutions TDM program oversees park and ride management and expansion.

Finance #2 Operations, Maintenance, and Preservation - Operate and maintain transportation facilities in a way that reduced the need for more expensive future repair. TDM strategies can reduce the need for expensive future facilities/infrastructure.

Finance #5: Short-term Project Priorities - Consider and include among short-term project priorities, those facilities and improvements that support mixed-use, pedestrian-friendly nodal development and increased use of alternative modes. TDM efforts enhance nodal development strategies and, as a primary function, support the increased use of alternative modes in our region.

Note that the project can score points for no more than <u>two</u> policies in any <u>one</u> topic area. The TransPlan policy topic areas are as follows:

Land Use	TDM	TSI System-Wide	TSI Roadway
TSI Transit	TSI Bicycle	TSI Pedestrian	TSI Goods Movement
TSI Other Modes	Finance		

Score for this project: <u>11</u> policies supported multiplied by 5 points each = <u>55</u> total points.
(Maximum score for this component = 60 points)

3. Alternative TPR Performance Measures:

Briefly describe how the proposed project supports or addresses TransPlan alternative TPR performance measures--one or two sentences for each measure supported.

The TDM program has the potential to influence the *Non-Auto mode split*. Research projects provide data used for performance measurements by tracking uses and changes in transportation choices through surveys.

The TDM program supports the *Percent Transit Mode Share on Congested Corridors* by promoting and expanding the participation in the discounted bus pass programs in the region and by supporting transit and BRT efforts.

The TDM program is a factor in *Nodal Development* and influences the VMT-per-capita in our region.

Score for this project: 3 Measures supported multiplied by 5 points each = 15 total points.
(Maximum score for this component = 20 points)

TOTAL SCORE FOR THIS PROJECT:

Leverage	10 points
Policies	55 points
Alt. Measures	15 points
Total:	80 points

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2003

ITEM TITLE: STRATEGIC PLAN

PREPARED BY: Lisa Gardner, Senior Strategic Planner

ACTION REQUESTED: Adoption of 2003 Strategic Plan

BACKGROUND: The Board reviewed the Strategic Plan at its June meeting, and directed staff to prepare a final draft for adoption. A final draft is attached for Board review and approval.

Discussion of the Strategic Plan and Board Action Plan implementation is scheduled to occur at the November Board Work Session.

ATTACHMENT: Strategic Plan Final Draft

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

LTD Resolution No. 2003-037: It is hereby resolved that the LTD Board of Directors approves the 2003 Strategic Plan as presented.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2003

ITEM TITLE: LANE ASSISTANCE TECHNOLOGIES GRANT APPLICATION

PREPARED BY: Graham Carey, BRT Project Engineer

ACTION REQUESTED: Approve project grant application

BACKGROUND: As LTD has led the transit industry in the development of a rail-like BRT vehicle, LTD is pioneering the use of lane assistance technologies (vehicle guidance) in transit. LTD has the opportunity to lead a research team consisting of the University of California's Partners for Advanced Transportation and Highways (PATH), Caltrans and various operators and vehicle suppliers in the development of the interface requirements for lane assist technologies. The Federal Transit Administration is making $350,000 available for the project. This will be supplemented by $87,500 for Caltrans. The project is anticipated to extend over a 12-month period and requires no local funds. This project will provide valuable information in the provision of electronic guidance on LTD's BRT vehicles.

ATTACHMENT: Project proposal

PROPOSED MOTION: I move adoption of the following resolution:

LTD Resolution No. ----------: It is hereby resolved that the LTD Board of Directors approves the proposed federal grant application for $350,000 in federal funds to develop the interface requirements for lane assistance technologies.