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LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, October 15, 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

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

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT

IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 04

V. WORK SESSION

A. Executive Session pursuant to ORS 192.660(1)(h); regarding current or pending litigation; pursuant to ORS 192.660(1)(f), to consider records that are exempt by law from public inspection; and pursuant to ORS 40.225, lawyer-client privilege (20 minutes) 05

B. Staff Presentation: Accessible Services Program Update (20 minutes) 06

C. If time allows, the Board can begin discussing Items for Information

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

VI. EMPLOYEES OF THE MONTH – September and November 2003 08

VII. AUDIENCE PARTICIPATION

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

VIII. ITEMS FOR ACTION AT THIS MEETING

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 - (a) Metropolitan Policy Committee – October 9 meeting
 - (b) BRT Steering Committee and Board BRT Committee – no meeting
 - (c) Springfield Station Design Review Committee—September 23 meeting
 - (d) Coburg Road Stakeholder Committee – October 1 subcommittee meeting
 - (e) Board Strategic Planning Committee – No meeting
 - (f) Board Finance Committee – No meeting
 - (g) Board Human Resources Committee – October 15 meeting
 - (h) Region 2050 Policy Advisory Committee – October 9 meeting
 - (i) Statewide Livability Forum (no report)

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C. Fleet Expansion Update	
D. Commuter Solutions Program Report	
E. Coburg Road BRT Study	
F. BRT and Springfield Station Updates	
XI. ADJOURNMENT	

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

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DATE OF MEETING: October 15, 2003

ITEM TITLE: SEPTEMBER FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Financial results for the first three months of the 2003-2004 fiscal year are summarized in the attached reports.

Passenger fares trail prior year by 2.9 percent for the first three months of the new year, a significant improvement over the 9.5 percent reported for August. The beginning of the new local school year may have contributed to the change. Ridership for the rolling twelve-month period, which ended September 30, is down by 4.1 percent, a slight improvement over the 4.4 percent decline reported in September. Group pass revenue continues to be strong.

As soon as the AVL/APC (automatic vehicle locator/automatic passenger counting) project is completed, Lane Transit District will restructure the monthly performance report to take advantage of the new information that will be available. One change that will occur is that ridership will be reported as boardings, the industry standard, instead of the current trips, which is a calculated estimate.

Payroll tax revenues are down 2.7 percent versus last year in part due to the loss of Sony as a taxpayer, but also due to a \$125,000 error that was corrected in September. As has occurred in the past, business taxes were miscoded and distributed to LTD, then subsequently taken away. 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 September. However, revenue was received in September 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 1.3 percent ahead of prior year but lag year-to-date budget slightly. This resource is expected to meet budget by fiscal year end.

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. As reported in September, 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, showed a positive growth of 3.8 percent through September, a change from the negative growth reported in previous months. There are three major contributors to the change: year-to-year comparisons are now more comparable in that service reductions were completed in September 2002; LTD booked the current-year portion of the health insurance liability as a result of the arbitration ruling; and LTD's experience rating for workers' compensation worsened, resulting in a higher assessment beginning with the quarter that ended September 30. The elimination of health insurance premium co-payments for the remainder of the current fiscal year and the open enrollment currently occurring, which will allow all employees to move to a higher level of service health plan at no cost, will combine to increase personnel services costs, and the growth of costs, for the remainder of the fiscal year.

Total materials and services are 11.5 percent higher for the first three months of this year as compared to last. Higher insurance premiums contributed to the increase, as did fuel, which was budgeted at \$.93 per gallon, but is currently at \$.96. Fuel prices are again volatile.

Special Transportation Fund expenses are as anticipated through September. 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 build out. 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.

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.

ATTACHMENTS: Attached are the following financial reports for September for Board review:

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

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: October 15, 2003

ITEM TITLE: PUBLIC TRANSIT DISCRETIONARY GRANT APPLICATIONS FOR FY 04 AND FY 05

PREPARED BY: Terry Parker, Accessible Services Manager

ACTION REQUESTED: Approve grant applications

BACKGROUND: GRANT APPLICATIONS FOR ELDERLY & DISABLED AND RURAL & SMALL CITY TRANSPORTATION PROJECTS

The Oregon Department of Transportation (ODOT) Public Transit Division administers a two-year grant program that combines local, state, and federal funding to maintain and improve transportation services for the elderly, people with disabilities, and rural and small city residents.

There are three different applications:

- 1) Vehicle Preservation – vehicle replacement, vehicle component rehabilitation projects, and preventive maintenance
- 2) Special Transportation Discretionary – capital, planning and operating projects supporting special transportation services for the elderly and people with disabilities
- 3) Rural General Public – capital and planning projects supporting general public transportation services for communities with populations under 50,000 (not for vehicle replacement)

There are approximately \$13.5 million available statewide. Capital projects require a 10.27 percent local cash match. Planning projects require a 20 percent local match, which may include in-kind contributions. Depending on the nature of operational requests, either a 20 percent or 50 percent match is required.

Grant applications are due by October 31, 2003. A public hearing is required before the grant is approved, and will be scheduled for the next regular Board meeting.

ATTACHMENT: Proposed Public Transit Discretionary Grant Applications

PROPOSED MOTION: I move approval of the following resolution:

LTD Resolution No. 2003-041: It is hereby resolved that the LTD Board of Directors approves the LTD Public Transit Discretionary Grant Applications for FY 2004 and FY 2005 and authorizes the general manager to submit applications to the Oregon Department of Transportation Public Transit Division.

AGENDA ITEM SUMMARY

DATE OF MEETING: October 15, 2003

ITEM TITLE: WORK SESSION: STAFF PRESENTATION – ACCESSIBLE SERVICES PROGRAM

PREPARED BY: Terry Parker, Accessible Services Manager

ACTION REQUESTED: None

BACKGROUND: At the October meeting, Terry Parker will provide a verbal report on the current status of LTD's Accessible Services Program.

LTD's Transit Host service was featured in the latest edition of the ProjectACTION newsletter. Easter Seals Project ACTION is funded through a cooperative agreement with the U.S. Department of Transportation and Federal Transportation Administration. ProjectACTION promotes cooperation between the transportation industry and the disability community to increase mobility for people with disabilities under the ADA and beyond.

ATTACHMENT: ProjectACTION UPDATE – Accessible Transportation in Our Nation, "Oregon Program Matches New Riders with Hosts," Page 3, Summer 2003

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: October 15, 2003

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

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

ACTION REQUESTED: None

BACKGROUND: This agenda item provides a formal opportunity for Board members to make announcements or to suggest topics for current or future Board meetings.

ATTACHMENT: None

PROPOSED MOTION: None

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. At the October 9, 2003, meeting, MPC took action to adopt the TIP as proposed. The next MPC meeting will be held on November 13, 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 October meeting of the Steering Committee was not held. The next meeting of the Steering Committee is scheduled for November 4, 2003.
 3. **Springfield Station Design Review Committee:** Board members Dave Kleger, Virginia Lauritsen, and Hillary Wylie participate on the Springfield Station Design Review Committee with local community representatives. The committee met on September 23 to review the progress of construction, property acquisition, and the entry structure design.
 4. **Coburg Road Stakeholder Committee:** Susan Ban is the Board's representative on the Coburg Road Stakeholder Committee. This committee last 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. At

that meeting, the stakeholder group decided to form a subcommittee to work with staff on revisions to the plan. The subcommittee met on October 1, 2003, and had a productive discussion on possible revisions to the document. The group is scheduled to meet again on November 5, 2003, to review a revised report. The full stakeholder group will not meet again until after the revised report has been reviewed and endorsed by the subcommittee. Related to this topic, The Eugene Chamber Government Affairs Committee discussed the Coburg Road BRT project on October 10, 2003. Board members Susan Ban and Gerry Gaydos were scheduled to attend that meeting.

5. **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.
6. **Board Finance Committee:** The Board Finance Committee (Pat Hocken, chair; Gerry Gaydos; and Virginia Lauritsen) last met on September 16, 2003, which was reported at the regular September Board meeting. The next meeting is scheduled for October 21, 2003.
7. **Board Human Resources Committee:** The Board Human Resources Committee (Gerry Gaydos, Chair; Susan Ban; and David Gant) were scheduled to meet on October 15 to discuss the labor negotiation team and the general manager evaluation process. A verbal report and recommendations will be made at the October 15 Board meeting.
8. **Region 2050 Policy Advisory Board:** Susan Ban is the Board's representative on the Region 2050 Policy Advisory Board (Policy Board). The Policy Board last met on October 9, 2003, after Board packet preparation was completed. Susan Ban will provide a verbal update at the October 15 Board meeting
9. **Statewide Livability Forum:** Board member Virginia Lauritsen is participating on a statewide committee called the Livability Forum, as one of 12 participants from the Eugene/Springfield area. The committee has been meeting once every six months. There is no report this month.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: October 15, 2003

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None

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

- ◆ September 2003 note from Springfield Assistant City Manager Cynthia Pappas, thanking LTD for assistance during an emergency on I-105

At the October 16, 2003, meeting, staff will respond to any questions the Board members may have about this correspondence.

PROPOSED MOTION: None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, September 17, 2003

Pursuant to notice given to *The Register-Guard* for publication on September 11, 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, September 17, 2003, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Susan Ban
David Gant
Patricia Hocken, Secretary, presiding
Dave Kleger
Virginia Lauritsen
Ken Hamm, General Manager
Kim Young, Minutes Recorder
Jo Sullivan, Clerk of the Board (Minutes Recorder for Work Session only)

Absent: Gerry Gaydos, Vice President
Hillary Wylie, President

CALL TO ORDER: The meeting was called to order at 5:40 p.m. by Board Secretary Pat Hocken.

PRELIMINARY REMARKS/ADDITIONS TO AGENDA: Ms. Hocken commended staff on the new *Rider's Digest*. She said it was a very nice document, with all the information one would expect on schedules, as well as a lot of other good information on bus rapid transit (BRT), vehicles, etc.

Mr. Kleger stated that last spring he had accepted the appointment as chair of the Board Committee on Service, and that he would be getting into high gear with the committee. He said that they would want to be made aware of what was happening with service and kept up to date.

Mr. Hamm asked to add two agenda items for Board discussion. An agenda item on an LTD Brand Plan inadvertently had been left out of the packet and had been handed out at the meeting. Additionally, at a Board HR Committee meeting earlier in the week, Board Member Gerry Gaydos had asked that the Board discuss the University of Oregon (UO) arena location selection process and LTD's role in that. Mr. Gaydos was not able to attend the Board meeting, but thought this was an important discussion for the Board to have.

Mr. Hamm also introduced LTD's new director of Human Resources and Risk Management, Mary Neidig. He noted that she most recently had been employed by the State of Oregon, and before that had worked at Weyerhaeuser in the Cottage Grove area, and that she had approximately 28 years of experience in human resources and labor relations work, some at a high policy level for the State of Oregon and some more directly in labor relations. He stated that the staff were very excited about having her at LTD. Ms. Neidig provided some additional background information, stating that she had worked about half her career in private industry and half in the public sector. She had held a number of human resources-related positions, including direct human resources

work in the private sector. In 1991, she was appointed as the employer representative on the Workers' Compensation Appeals Board. She spent five years as chair of the Appeals Board, another five as administrator of the Workers' Compensation Division, and then the remainder of the time as director of the agency that was responsible for Oregon OSHA and other regulatory programs, so the other half of her career had been around programs that related to employment and business operations.

WORK SESSION:

EXECUTIVE (NON-PUBLIC) SESSION: Mr. Kleger moved 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. Ms. Ban seconded the motion, which carried by unanimous voice vote. The executive session began at 5:45 p.m. District Counsel Roger Saydack, Dennis Percell, and Rohn Roberts were present for this discussion.

RETURN TO REGULAR SESSION: Upon a motion by Mr. Kleger and seconding by Ms. Lauritsen, the Board unanimously returned to open session at 6:05 p.m.

UNIVERSITY OF OREGON ARENA LOCATION: Mr. Hamm explained that Mr. Gaydos believed that LTD should assess the costs and transit service logistics associated with the various sites under consideration and weigh in on the location decision. Ms. Hocken asked about the University's process to solicit input. Service Planning and Marketing Manager Andy Vobora said that the UO had contacted LTD last spring. At that time, staff had developed a matrix of the sites and had given the UO a numerical rating of each site from a transit service standpoint. He stated that Howe Field had the lowest (worst) rating on that list. LTD had not heard back from the UO since that time.

Mr. Hamm agreed with Mr. Vobora that Howe Field would be difficult for LTD to serve. Mr. Vobora explained that it would take a lot of coordination with the police and City to reverse streets, etc. A serious question for LTD was what would happen to LTD's daily ridership if the UO built parking for 2,000 cars on campus. He noted that he had not heard the 2,000-car number brought up by the UO, and that it certainly could not be in one facility. He stated that LTD did need to talk to the UO about how much parking the UO planned to provide. Ms. Ban noted the need to assess the environmental impact of adding that many cars. Mr. Hamm added that at one point UO Vice President Dan Williams had suggested placing the stadium near a BRT station.

Ms. Hocken asked if the analysis showed that the Howe Field site was better or worse than the Autzen site for LTD's operations, and if the plan would be to build a parking garage on the Autzen site, as well. Mr. Vobora said that for 15,000 people going to Autzen for a basketball game, a transit component probably would not be necessary. However, an arena at that location would remove additional football parking, which would require that a structure for parking be constructed in order to maintain the necessary number of spaces for football games.

Mr. Kleger said that Mayor Torrey had asked him at one point if LTD had an opinion on the arena siting, and Mr. Kleger had referred him to Mr. Vobora. Mr. Kleger thought it might be good to bring Mayor Torrey up to date.

Ms. Ban thought that since LTD had developed a matrix that evaluated its preferences, it might be worthwhile to reinforce that at a strategic point. She thought it might be appropriate to send a letter from the Board restating and reinforcing the issues regarding transportation facilitation, reduced ridership, and environmental concerns at the sites.

Ms. Lauritsen wanted to be sure that the Board first relied on staff's opinions and judgments before writing a letter. Mr. Hamm explained that staff had done the analysis and provided it at the staff level, and had asked Mr. Williams to be sure LTD was involved at the staff level as the University went through the siting process, to consider the transit component. He thought that Mr. Gaydos thought that the Board may need to participate at the political level, as well, for a stronger message about the transportation issues, and to use football service as an example. Mr. Gant agreed. Mr. Hamm suggested that someone, or two, from the Board could meet with LTD and UO staff. The Board members requested that Mr. Gaydos represent the Board at the meeting.

Mr. Hamm noted that 20.8 percent of the people attending the first UO home football game of this season got there on LTD, which was an excellent modal split. He thought the City of Eugene also had indicated its concerns about where the arena would be built and what would be included in the project.

Ms. Hocken said it would be nice to know what kind of parking restrictions the City of Eugene might be considering at each of the sites, and whether the UO would be limited in what it could do at Autzen because of the need for football parking. Mr. Gant wondered if there would be covered parking and how that would affect the campus.

Ms. Hocken summarized that staff would do more research and then there would be a letter from the Board expressing LTD's concerns, and then staff would arrange a meeting for Mr. Gaydos and staff to meet with UO representatives. The other Board members were in agreement with this plan of action.

Ms. Hocken called a brief recess, from 6:23 p.m. to 6:35 p.m.

EMPLOYEES OF THE MONTH – August, September, and October 2003 – Service Planning and Marketing Manager Andy Vobora introduced the August Employee of the Month, Marketing Representative Cosette Rees. He praised Ms. Rees for her involvement in different community activities in Springfield and said she was knowledgeable and a great person to have on staff. He noted Ms. Rees' role as lead staff for the *Rider's Digest*. Ms. Rees expressed appreciation to the Board for the recognition, and said she shared the award with all those she worked with. She also expressed appreciation to Mr. Vobora.

Ms. Hocken noted that September Employee of the Month Terry Parker was unable to attend the meeting, and would be honored the following month.

Director of Transit Operations Mark Johnson introduced Bus Operator Maurice Brown, the October Employee of the Month. Mr. Johnson said that Mr. Brown was a courteous and friendly operator who went out of his way to help others. He noted that Mr. Brown was a two-time

recipient of the General Manager's Award for Excellence. Mr. Brown expressed his appreciation for receiving the award. Mr. Hamm spoke of Mr. Brown's friendly attitude and said LTD was lucky to have him.

AUDIENCE PARTICIPATION – Ms. Hocken determined that there was no one wishing to speak.

ITEMS FOR ACTION AT THIS MEETING:

MOTION **CONSENT CALENDAR** – Ms. Ban moved adoption of LTD Board Resolution No. 2003-035: "It is hereby resolved that the Consent Calendar for September 17, 2003, is approved as presented." Mr. Gant provided the second. The Consent Calendar consisted of the minutes of the June 18, 2003, regular board meeting; July 16, 2003, canceled Board meeting; August 20, 2003, canceled Board meeting, and LTD DBE Policies and Affirmative Action Program.

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

BRT PHASE 1 PROPERTY ACQUISITION – Assistant General Manager Mark Pangborn called the Board's attention to maps posted on the meeting room wall that showed the properties that LTD proposed to acquire. He said that all affected property owners had been notified of the process. If the Board approved the resolution before it, LTD's consulting firm, Universal Field Services, would arrange for the properties to be surveyed and appraised, and the firm then would enter into negotiations with the property owners.

Responding to a question from Ms. Lauritsen regarding the impact of the acquisitions on business parking, Mr. Pangborn said that the plasma center would lose four parking spaces and the Spring Garden restaurant also could lose one or two spaces.

MOTION Ms. Lauritsen moved approval of LTD Board Resolution No. 2003-031 authorizing the Lane Transit District to acquire by purchase or the exercise of the Power of Eminent Domain certain Real Property necessary for the Bus Rapid Transit project as represented in the resolution. Mr. Kleger provided the second.

VOTE The resolution was approved as follows:
 AYES: Hocken, Kleger, Lauritsen, Ban, Gant (5)
 NAYS: None
 ABSECTIONS: None
 EXCUSED: Gaydos, Wylie

STRATEGIC PLAN/BOARD ACTION PLAN – Senior Strategic Planner Lisa Gardner reminded the Board that it reviewed the draft plan in June. She said that it was staff's goal to have a more marketable, user-friendly version of the plan for general distribution, and circulated a prototype developed by Graphics staff Hannah Bradford for the Board's review. Mr. Hamm anticipated that the Board's November strategic planning retreat would include discussion of the Board's role in implementing the Strategic Plan.

The Board discussed a concern raised by Mr. Gant regarding the short- and long-term strategies related to taxation listed under the goal, "Maintain LTD's fiscal integrity." Mr. Gant expressed concern about the timing of those strategies given current economic conditions. He was concerned that those strategies could result in LTD becoming a target of anti-taxing or anti-transit organizations. Mr. Gant also was worried that a connection would be made between any taxing proposal and the fact the Board was appointed rather than elected. He stated that he would not be supportive of moving forward with any tax increases. Ms. Hocken noted that the Finance Committee had discussed the timing of any payroll tax increase. She said that before LTD adopted any increase, it would have conversations with the business community. She also noted that the statute enabling the increase stipulated that LTD must adopt findings that there had been an economic recovery in the area.

Responding to a question from Mr. Gant regarding the state law, Government Relations Manager Linda Lynch indicated that LTD must take ten years to implement any increase. No increase could occur before January 1, 2004. She clarified that the bill passed by the State Legislature had merely lifted the cap on the tax. Ms. Lynch did not think that the Board would pursue an increase soon but suggested that members might discuss the issue at the retreat.

Ms. Hocken shared Mr. Gant's concerns. She did not think the board should be overly specific in the strategies. With the concurrence of all members, the Board agreed with a suggestion from Mr. Hamm to delete the reference to the payroll tax increase, to delete the first two bullets listed under Long-Term Implementation Strategies (*Change state constitution to allow state gas tax dollars to flow to transit* and *Explore dedicated sales (excise) tax on cars*), and to revise the sixth bullet under long-term strategies to read "Continue to explore *federal, state, and local* funding options."

Mr. Kleger observed that access to the state gas tax dollars was an ongoing issue for transit and other alternatives to the automobile. The largest contributor to the structural imbalance in the statewide transportation structure was the voter-approved and –reratified prohibition on the use of those dollars for other than the automobile. Other modes could not generate sufficient money to make a competitive difference. While he agreed that this was not the time to approach the public for new taxes, he thought that the Board should keep those thoughts in mind. There was a serious, long-term funding problem that must be addressed at some time. Ms. Hocken said that Mr. Kleger's remarks were well-taken.

MOTION Ms. Lauritsen moved approval of LTD Board Resolution No. 2003-037: "It is hereby resolved that the LTD Board of Directors approves the 2003 Strategic Plan as amended by the Board."
Ms. Ban seconded the motion.

VOTE The resolution was approved as follows:
 AYES: Hocken, Kleger, Lauritsen, Ban, Gant (5)
 NAYS: None
 ABSECTIONS: None
 EXCUSED: Gaydos, Wylie

FTA GRANT APPROVAL – VEHICLE GUIDANCE – Bus Rapid Transit Project Engineer Graham Carey joined the Board for this item. He reported that LTD had the opportunity to lead a research team that included the University of California's Partners for Advanced Transportation

and Highways (PATH), Caltrans, other operators, and various vehicle suppliers in the development of the interface requirements for lane assist technologies. The Federal Transit Administration (FTA) was making \$350,000 available for the project, and Caltrans was supplying \$87,000. He said that no local funds would be required, and the project would save LTD money because the work that would be accomplished was work that LTD would otherwise have to pay for.

Mr. Kleger believed that the aggregate benefit of the final product, which would help LTD reduce the rights-of-way needed, was "huge."

Responding to a question from Mr. Gant as to how LTD got involved in the project, Mr. Hamm observed that LTD, through its involvement with the BRT Consortium and other planning and research efforts, had become a leader in the field and people were turning to LTD for leadership. He said that it was a natural evolution for LTD to become involved in this project, and that would occur at a low cost with a very large benefit.

Board members clarified the details of the grant application with Mr. Carey. Mr. Carey indicated that LTD would manage the project, oversee the research, and monitor progress; the majority of the research work would be done by the University of California-Berkely, which would also manage the project's finances. LTD staff would not be located in California, but there would be some infrequent travel involved for staff, which was included in the grant costs. He said that the staff involved included himself and Director of Development Services Stefano Viggiano.

Mr. Gant determined from Mr. Carey that the work involved investigating the application of the technology to various transit vehicles rather than research and development.

Responding to a question from Ms. Hocken, Mr. Carey said that he believed the idea for the grant had its origins in LTD's approach to the FTA for assistance in encouraging American manufacturers to make the type of modifications needed for BRT vehicles; the agency could not help LTD buy the needed technology, but it could give LTD the grant to help assure that the needed technology worked and could be integrated into the new vehicles.

Public Hearing: Ms. Hocken opened a public hearing on the item. There being no requests to speak, Ms. Hocken closed the public hearing.

MOTION Mr. Kleger moved approval of LTD Board Resolution No. 2003-038: "It is hereby resolved that the LTD Board 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. " Ms. Ban provided the second.

VOTE The resolution was approved as follows:
AYES: Hocken, Kleger, Lauritsen, Ban, Gant (5)
NAYS: None
ABSENTIONS: None
EXCUSED: Gaydos, Wylie

TRANSPORTATION IMPROVEMENT PLAN PROJECT CRITERIA AND PROPOSED

PROJECT LIST – Ms. Gardner reviewed the revised Transportation Improvement Program (TIP) allocations process, noting that in the past the Oregon Department of Transportation (ODOT) divided funding by mode, which did not result in much funding for transit. LTD had been pushing for a more competitive multi-modal process, and that occurred when the area was designated a transportation management area (TMA) by the federal government, which gave LTD the opportunity to compete for money on the basis of established criteria that reflected local planning goals. She said that the local agencies proposed projects on the basis of the criteria, and those projects were summarized in the meeting packet.

Ms. Gardner noted the three LTD applications for funding: 1) passenger boarding improvements (\$648,000); 2) planning and engineering for the BRT Pioneer Parkway Corridor (\$1,200,000); and 3) Commuter Solutions transportation demand management (\$675,000). She noted that the Transportation Planning Committee (TPC) had agreed to recommend to the Metropolitan Policy Committee (MPC) that it reduce all requested amounts within the project planning and development funding category so that all projects would receive some funding.

Ms. Gardner recommended that LTD approve the funding requests. She noted that the MPC had considered the project list at its last meeting and would approve the list at its next meeting on October 9. Ms. Hocken, a member of the MPC, urged the Board to consider the projects in light of its priorities, and noted the constraint placed on LTD by the fact that some of the funding involved was dedicated and not available for other purposes. She said that because of the timing of the process, staff had to determine without initial input from the Board which projects made the most sense in the current environment.

Mr. Gant determined from Ms. Gardner that the timing for the next iteration of the process would be different. The current timeline was compressed because of State deadlines related to the State TIP. She indicated that if MPC was not able to approve the project list in October, approval would be postponed to November 2003; that would mean that the local projects would not be included in the published draft State TIP, but did not preclude them from being included in the final State TIP.

Ms. Gardner called attention to replacement pages 104-106 for the Board packet.

Mr. Gant requested that the Board schedule a future work session on the TIP process.

Ms. Gardner indicated that the Transportation Planning Committee (TPC) would reevaluate the criteria prior to the next TIP cycle, and suggested that after that the Board might consider holding a work session to discuss the process and provide input into the criteria developed by the TPC.

MOTION Mr. Kleger moved approval of LTD Board Resolution No. 2003-039: "It is hereby resolved that the LTD Board approves the LTD STP-U funding applications for the fiscal year 2004-2006 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 application. Ms. Ban provided the second.

VOTE The resolution was approved as follows:
AYES: Hocken, Kleger, Lauritsen, Ban, Gant (5)
NAYS: None

ABSENTIONS: None
EXCUSED: Gaydos, Wylie

ITEMS FOR INFORMATION AT THIS MEETING

PEACEHEALTH/BUS RAPID TRANSIT PRESENTATION

Brian Terrett, Director of Public Affairs and Communication for PeaceHealth, provided a PowerPoint presentation on PeaceHealth's proposed RiverBend campus. Mr. Terrett's presentation included information about the proposed master plan for the hospital, which included details about the general layout of the site, including the location of the hospital-related buildings, conceptual information about the 800 housing units planned for the site, the layout of the roads serving the campus, and the BRT route that would serve the hospital campus. Mr. Terrett also provided information about the proposed tree preservation plan, stormwater management approaches for the site, and location of non-transportation-related public facilities.

Mr. Terrett briefly discussed PeaceHealth's plans for its Hilyard campus, reporting that the organization intended to invest in expansion of the site and would maintain a Level 4 trauma center at that location.

Mr. Terrett showed the Board an animated simulation of the appearance of the hospital from the various vantage points, including from the air, from the roads that would pass it, and from across the river. The animation also included the interior of the hospital lobby. Mr. Terrett invited questions.

Ms. Ban asked about the timing of the planned intersection improvements at Beltline and Gateway. Mr. Terrett indicated that those improvements would occur in Summer 2004. He noted PeaceHealth's contribution toward the cost of those improvements. Ms. Ban asked how the road construction would affect the construction of the hospital. Mr. Terrett said that there would need to be continuous communication about construction activities among the parties involved. He said that the improvements did not have to be in place for the hospital to open its doors. However, the Pioneer Parkway extension would have to be completed for the hospital to open. He noted that much of the construction staging needed could be located on the site because of the size of the parcel involved.

Board members thanked Mr. Terrett for the presentation. Mr. Terrett thanked the Board for the opportunity to make the presentation.

LTD BRAND PLAN – Mr. Vobora provided background information on the LTD Brand Plan. He reported that an employee team had been formed to work on the plan. Ms. Hocken also had participated in meetings. Team members had done both internal and external research about what made LTD unique and effective. He confirmed, in response to a question from Ms. Lauritsen, that a consultant assisted the effort. Mr. Vobora said that employees were excited about the opportunities the plan presented.

Mr. Vobora discussed three possible brand structures that an organization could adopt: 1) monolithic, 2) endorsed, and 3) multi-brand. Each structure was described in a memorandum

Mr. Vobora distributed to the Board entitled *Affirmation of Brand Structure*. Mr. Vobora said that the LTD brand team believed that the “endorsed” structure best fit LTD. He indicated that the Board would have an opportunity to review the plan at the next meeting.

Mr. Vobora asked Ms. Hocken to comment on the process. Ms. Hocken said that the issue before the brand team was what it wanted customers to see and remember: Did it want the community to focus on LTD as an organization, or on the services offered by the organization? She said that the team had been very close to what the Board arrived at in its strategic planning, which she believed gave validity to the process. Mr. Vobora added that the staff would identify unique brand characteristics to see where gaps existed and to attempt to make those characteristics truer and to reinforce them. That could be accomplished through a variety of ways, including graphics presentation and even how the telephone was answered. Mr. Vobora said that LTD already had strong brand recognition in the community and it could build on that.

Ms. Lauritsen suggested that making changes to reinforce the brand could be expensive. Mr. Vobora concurred, but said that changes that other organizations might have to consider, such as alternations to their logos, were not an issue for LTD because its logo was very recognizable and did not need to be changed. However, there could be changes in the color and application of the logo.

Responding to a request for clarification from Mr. Kleger, Mr. Vobora confirmed that the brand approach was intended to identify services such as RideSource, EmX, and fixed-route bus service as LTD services while recognizing their individual characteristics. Mr. Hamm added that the approach was a way to set standards, such as graphics standards, but it was also a way to tap into the mission and vision of the organizations to set standards in other areas. He believed that incremental changes might be all that was required in many cases.

Mr. Vobora said that the effort was very close to the organization’s core values and guiding principles. He thought it was a way for employees to “put some meat on the bones” when they considered the values and principles by identifying things that employees could do to make those things more true of the organization. He said that the team would reconvene to discuss how to implement the plan over time.

Ms. Ban spoke of ShelterCare’s experience in brand identification and said it worked very well. The value that had endured was that the experience focused employees back on the organization’s values and mission; employees’ job satisfaction was increased and they had a renewed sense of pride in their work.

CURRENT ACTIVITIES

Board Member Reports

Metropolitan Policy Committee – There was no further report.

BRT Steering Committee and Board BRT Committee – There were no questions.

Coburg Road Stakeholder Committee – Ms. Ban said that the committee received the draft staff report and several members had expressed concern about the future impact of BRT on

Coburg Road on existing businesses. She said that staff had done a good job in responding to those concerns and incorporating them into the report. She believed that LTD had work to do in building trust with some committee members.

Board Strategic Planning Committee – There was no report.

Board Finance Committee – Ms. Hocken said that the committee met the previous day and reviewed the results of the most recent legislative session and discussed the role of the Finance Committee, the Human Resources Committee, and the Board in contract negotiations. She anticipated that the committee would develop an overall negotiating strategy.

Director of Finance and Information Technology Diane Hellekson noted that the committee report should state that the committee's last meeting before September 16 was on June 3 rather than June 16.

Region 2050 Policy Advisory Committee – There was no report.

Human Resources Committee – Mr. Gant reported that the committee had discussed the contract negotiations roles and process and the evaluation tool the Board used to evaluate the general manager.

Statewide Livability Forum – There was no report.

General Manager's Report – Mr. Hamm said that he and Ms. Sullivan would work on a calendar of upcoming events for Board members. He reported that LTD had served 11,921 riders to and from the last University of Oregon football game, and the District had received several favorable comments about the service. It took less than 75 minutes to clear all riders from the stadium.

Mr. Hamm acknowledged the work of Ms. Hellekson and her staff, reporting that LTD had received a certificate of achievement from the Government Finance Officers Association for excellence in financial reporting. Ms. Hocken commended staff for their work, noting that most other agencies receiving this award did not perform the work in-house, like LTD staff did.

2003 Legislative Report – Ms. Lynch provided an update on the State legislature. She distributed a compendium of legislation that had been tracked throughout the session that showed the outcome of each bill that had been tracked. She noted that the federal Senate transportation appropriations bill included \$11 million for LTD; differences between the House and Senate versions would be worked out in conference committee, but she believed the District could assume that the Springfield Station was fully funded. She said that \$6 million for phases 2 and 3 of BRT also were included in the bill. Ms. Lynch anticipated that she would have a final analysis of legislative actions soon.

Mr. Hamm commended the work of Ms. Lynch on behalf of LTD and said that the most recent legislative session was an exceptional one, given the budget pressures that existed at both the state and federal levels. Board members acknowledged the work of Ms. Lynch with applause.

Monthly Financial Report – Ms. Hellekson reported that payroll tax receipts for July-September were slightly down but she saw no reason for concern at this time. She noted that LTD was looking closely at its ridership numbers due to the continuing decline that had been

reported. She believed that implementation of the Automatic Passenger Counting Project would help to ensure that boardings were accurately counted as she thought it likely that the manual counts led to undercounting.

Ms. Helleckson reported that, following an arbitrator's decision on employee health care contributions, an open enrollment period for all employees had been established, and in the worst case scenario the additional cost to LTD for the balance of the fiscal year would be \$225,000. Responding to a question from Ms. Lauritsen, Director of Human Resources and Risk Management Mary Neidig said that the decision to establish the open enrollment period was an LTD decision; LTD was not instructed to do so by the arbitrator. LTD had determined that this was the right thing to do.

Ms. Lauritsen asked for the total amount above the \$225,000. Ms. Helleckson indicated that the cost would be \$350,000 for the prior and current years' premiums. Some of that (approximately \$100,000) would be assigned to fiscal year 2003. There was some money to address the remaining balance, and the expenditure would be budgeted in fiscal year 2004.

BRT Update – There was no additional report.

Springfield Station Update – Mr. Kleger reported that a meeting of the Springfield Station Design Review Committee was scheduled for September 23, 2003, at 4 p.m. Mr. Hamm encouraged Board members to view the Springfield Station construction site if they had an opportunity.

The meeting adjourned at 8:36 p.m.

Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: October 15, 2003

ITEM TITLE: BRT UPDATE

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

ACTION REQUESTED: None. Information only.

BACKGROUND: **Phase 1 Corridor Design:** The design work has been completed and is now undergoing a final review by the two cities and ODOT. Staff are continuing to communicate with property owners along the BRT corridor to keep them updated on the status of the project and to resolve any outstanding issues.

An informational letter from LTD's property acquisition consultants, Universal Field Services, was sent to Glenwood property owners in late September to inform them of LTD's intent to purchase property for BRT.

As a result of the operational test of a mock-up of the proposed BRT station platforms, staff are making modifications to the High Street Station to better accommodate the movement of the BRT vehicles.

EmX: An Oregon Trademark for EmX was filed successfully with the Oregon Secretary of State on September 10, 2003.

Construction Budget/Schedule: Permit approvals are expected to be complete by the end of the year so utility relocation can commence early in 2004, with major construction of the BRT facility occurring in the 2004 and 2005 construction seasons.

Phase 1 Vehicles: Staff anticipate receiving the detailed specifications for the BRT vehicle in the coming weeks. These specifications will be reviewed to ensure compatibility with the District's requirements.

Springfield Corridor: A presentation of the preferred design for the Pioneer Parkway route was made to City of Springfield Council during a work session on September 8, 2003. The intent of this work session was to allow the Councilors to have the opportunity to review the tentative preferred design for the corridor prior to the start of the environmental review. No specific action was requested or taken. The Council's

comments centered on property and access impacts. Staff now are proceeding with the alternatives evaluation and environmental review process.

Eugene Corridor: The Coburg Road Stakeholder Committee last met on September 10, 2003. At that meeting, the Committee discussed the Draft Conceptual Plan. The committee agreed to establish a subcommittee to review and revise the Conceptual Plan to more thoroughly reflect the issues and concerns of the Stakeholder Committee. This subcommittee met for the first time on October 1, 2003. Staff are currently revising the document for review and comment by the subcommittee at their next meeting on November 5, 2003.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: October 15, 2003

ITEM TITLE: CONSENT CALENDAR

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

ACTION REQUESTED: Approval of Consent Calendar Items

BACKGROUND: Issues that can be explained clearly in the written materials for each meeting, and that are not expected to draw public testimony or controversy, are included in the Consent Calendar for approval as a group. Board members can remove any items from the Consent Calendar for discussion before the Consent Calendar is approved each month.

The Consent Calendar for October 15, 2003:

- Approval of minutes: September 17, 2003, regular Board meeting

ATTACHMENTS Minutes of the September 17, 2003, regular Board meeting

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

LTD Resolution No. 2003-040: It is hereby resolved that the Consent Calendar for October 15, 2003, is approved as presented.



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MONTHLY DEPARTMENT REPORTS

October 15, 2003

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

State legislative activities have gone underground. No interim committees have met, and legislators are still taking those post-session vacations.

The Oregon Department of Transportation Public Transportation Advisory Committee has asked Terry Parker to chair a committee updating the administrative rules governing distribution of special transportation funds.

Plans are complete for the Oregon Transportation Conference in Seaside at the end of this month. At that conference in addition to the training that occurs there, state and federal legislative actions will be reviewed and evaluated.

Government Relations staff from Lane Transit District and the city of Eugene traveled to Washington, D.C., the week of September 22. It is still uncertain when transportation appropriations for FY 04 will be complete, and meetings focused on reauthorization. House staff members were provided a version of General Manager Ken Hamm's testimony before the Senate Banking Committee in July. Meetings were with:

- Wally Hsueh and Katherine Webb, office of Senator Gordon Smith
- Joshua Sheinkman, office of Senator Ron Wyden
- Kathy Dedrick, office of Congressman Peter DeFazio
- Tewana Wilkerson, staff director, Subcommittee on Housing and Transportation; Senate Banking Committee (Tewana works for Senator Allard, R-CO, who chairs the subcommittee)
- Joyce Rose, professional staff, Subcommittee on Highways and Transit, House Committee on Transportation and Infrastructure (T & I) (majority staff)
- Ken House, professional staff, Subcommittee on Highways and Transit, House T & I (minority staff)

Some basic messages received:

- There may or may not be a reauthorization bill when the five-month extension expires; the possibility of a two-year "bridge" still exists.
- Local match probably will remain at 80/20 in the new law, but the Congress will expect agencies to overmatch and will give preference accordingly.

- LTD should be looking for Job Access and Reverse Commute projects; earmarks in that category have been relatively easy to come by, and Senator Smith's office would like LTD to identify something that would qualify.
- There was some discussion about BRT vehicles. Both House and Senate staff had questions about cost, availability, and whether the ridership incentive of BRT depended on the vehicle or on other amenities.

Questions asked:

- Is the local match in place for phase 2?
- How much are we asking and for what?
- What are the elements considered basic to BRT?
- Does LTD have policy suggestions? (This was provided in written testimony.)

In a long meeting with House T & I committee staff, we were able to present reauthorization project and policy requests. Staff had specific questions about LTD's BRT project and the policy implications we may have identified. Timing of the conversation was excellent, as they are very engaged in the policy questions right now. Joyce Rose told us that FTA repeatedly points to LTD as the best example of a complete BRT project.

The City of Eugene representative discussed the new federal courthouse, the funding for needed transportation improvements, and the issues associated with GSA.

Congress still appears to be fairly unified on what it wants in the next authorization bill (except for some members who are committed to repeating what the Administration says). While there may be some difference between the House and the Senate in the desired level of funding, this near-unanimity is across party lines and across various committees. The White House is definitely the stumbling block to a quick resolution and to increased funding. Just an example of this is the close working relationship between the majority and minority staff we met with. Whether a bill is completed next year will depend on how it is perceived in an election year.

DEVELOPMENT SERVICES

Stefano Viggiano, Director of Development Services

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

LTD's Special Transportation and Accessible Services Committees met in late September to review and comment on several new accessible features aimed at improving service to guests with disabilities. Staff presented a proposed seating plan for EmX vehicles that would use an "open plan" for the positioning of wheelchair stations in the forward compartment of the vehicle adjacent to doors, which could include one rear-facing wheelchair station. Staff solicited

comments on the implementation of the automated announcements and reader boards now in service. There was a demonstration of the lift that is being fitted to the Breeze vehicles.

South Lane Wheels is in the process of hiring a new director. At LTD's request, Special Mobility Services staff have been available to provide technical assistance to South Lane Wheels during this transition. South Lane Wheels provides dial-a-ride service in Cottage Grove, Creswell, Saginaw, Dorena, and other rural environs.

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. A job description for the SWS project coordinator was developed with the assistance of the Human Resources staff. Applications have been received and interviews are being conducted through October 15.

Work continues on the Oregon Transportation Conference TDM sessions.

In September, Rideshare Assistant Marcia Maffei attended 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 prevented both staff members' attending.

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

Staff attended the PeaceHealth Employee Benefits Fair on October 1 and October 2.

Commuter Solutions Program Manager Connie Williams has been asked to join a committee of PeaceHealth representatives to address employee parking and travel options at the new RiverBend campus.

The landscaping was upgraded at the Park & Ride at the former Department of Motor Vehicles site at Franklin and Walnut, and the area was cleaned up. The District's agreement with the Oregon Department of Transportation (ODOT) to use this location requires that LTD maintain the parking lot and landscape area.

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

SERVICE PLANNING AND MARKETING

Andy Vobora, Service Planning and Marketing Manager

Special Event Services:

- ◆ University of Oregon Football – The first three games have come and gone. Ridership has been very good and the Transit Operations staff has done an excellent

job transporting fans to and from the games. The season average is 10,800 per game at this point.

- ◆ Basketball – Basketball service began early this year as the UO contracted with LTD to provide shuttle service to the professional basketball exhibition game on October 9. UO basketball shuttles will begin in early November.

Fall Bid: Fall service implementation has gone well. A number of operational issues have been identified as full service kicked in with the start of UO and LCC classes. A couple of these issues will require immediate attention, while others will wait until winter bid changes occur in February. Overloads have occurred on routes serving the UO and LCC. Tripper buses were utilized on LCC routes during the first couple of weeks of class.

CATS Update: The transportation study of selected intersections near the Eugene Station has been completed. LTD staff and City of Eugene staff have met to discuss the results. Director of Development Services Stefano Viggiano has drafted a letter to the Eugene Planning Commission outlining continuing concerns regarding the operation of the 10th Avenue and Willamette Street intersection. Plans for additional research and continuing discussions with City staff will proceed through the fall. Both agencies have agreed that a workable solution is possible and will move toward that solution as the additional research is analyzed.

Lane Community College: More than 2,500 students have had photo identification cards processed and two additional days of photo sessions were added to accommodate those who did not make it to the initial sessions. Sales of term passes, to those who do not qualify for the group pass, have not been totaled at this point in the term. Bus service has been working well with the exception of overloads at key class start times. Tripper buses have been operating to accommodate the loads; however, staff believe that demand will spread to other service options as the term progresses.

Group Pass Program: Seasonal employer Bear Creek Corporation (Harry and David) will once again be purchasing group passes for its employees. The 1,200 to 1,400 employees work in downtown Eugene and many favor the bus pass program over parking fees.

Charter Notification: FTA requires annual notification of private bus operators regarding the provision of charter services. If any private operators are willing or able to provide these services, LTD is not allowed to provide the charter services. In the past, one operator has stated its willingness to provide these types of services; however, this past year no operators responded and LTD has provided a minimal number of charter services. Community event shuttles do not fit into this category of services. The annual notification period will last through November and then LTD will know if the District will be able to offer these charter services for the next year.

Recognition for Partnership: LTD participated with a number of local organizations over the summer by providing bus posters and guest information about their events. Two of these organizations recently sent certificates of recognition for LTD's participation. National Night Out is organized in more than 9,800 communities across the United States and focuses on crime prevention and safety for community residents. Recovery Rocks is a local effort aimed

at informing community residents about opportunities to receive support services for drug and alcohol dependency and was a fundraiser for the Willamette Family's Child Development Center for the first time.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

BUS OPERATOR QUALIFICATION AND TRAINING STANDARDS

Mark Johnson participated in a meeting hosted by the American Public Transportation Association (APTA) and sponsored by the Transit Cooperative Research Program to develop national hiring qualification and training standards for bus operators. The meeting included several transit training and operations professionals. This was the first meeting on the operations side to develop national standards for operators. The project is anticipated to take nearly a year to complete. The project expenses are paid through a grant from the TCRP.

TEAMWORK PAYS OFF TO STOP COUNTERFEIT PASS DISTRIBUTION

Recently some guests approached bus operator Fred Pearson and told him that a man had tried to sell them some October bus passes for \$20, and that he told them the passes were counterfeit. Fred contacted Operations, who contacted LTD's security officers, who met the bus at the Eugene Station. The guests identified the individual, and Wackenhut officers Rick Brown and Bert Wheeler were able to discuss the issue with the person long enough for the police to arrive. The police officer found approximately fifty pre-made, October monthly passes in the man's backpack, as well as several sheets of copies that were not yet ready for sale. They also found several sheets of the foil used in the various months' colors and an original August, September, and October pass. The individual was not the prime manufacturer of the forgeries but he did tell the police who was. This individual was arrested and his accomplice was identified by a review of LTD surveillance recordings. Great teamwork from all was involved to stop these individuals from manufacturing and distributing forged passes. Forgeries can have a high cost to the District. If there are fifty counterfeit passes a month, that amounts to a \$1,750 per month loss to LTD.

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

The Human Resources department has been highly focused on the outcome of the recent Arbitrator's decision concerning employee health care benefits. It was determined that all employees will be given the opportunity to re-enroll in their choice of health care plans, based on the Arbitrator's decision that no health care plans should have premium share. The re-enrollment will be conducted during October, with an effective date of November 1 for plan changes.

The Human Resources director attended a strategic planning retreat for the Interagency Diversity and Equity Coalition (IDEC), an organization that LTD has been engaged with for about four years. The Coalition consists of public employers such as the Cities of Eugene and Springfield, Lane County, University of Oregon, and Lane Community College, who are committed to creating a diverse workforce and addressing issues of diversity in the Eugene metropolitan area. LTD will be involved with a subgroup working on the goals of improving diversity education and selecting tools.

The Human Resource Team held sessions on the HR budget and contracting processes, in preparation for our strategic planning activity later in the fall. The team intends to develop a long-range strategic plan for human resource needs at LTD.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2003

ITEM TITLE: SEPTEMBER AND NOVEMBER 2003 EMPLOYEES OF THE MONTH

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

BACKGROUND: **September 2003 Employee of the Month:** Accessible Services Manager Terry Parker was selected as 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.

November 2003 Employee of the Month: Bus Operator Charlett Sessions has been selected as the November 2003 Employee of the Month. Charlett was hired by LTD on December 11, 1995. She has received awards for seven years of Safe Driving and received the General Manager's Award for Excellence in 2001. In addition to her driving duties, Charlett works as a transportation coordinator (TC) for special service such as the football games. Charlett was selected as Employee of the Month because of her enthusiasm, positive attitude, and the inspiration she provides to others. In her daily work, she is known for the friendly smiles she gives to everyone. When she works as a TC, directing the rows of buses, her enthusiasm and

teamwork ability show through as she runs around keeping everyone organized and safe.

When asked to comment on Charlett's selection as Employee of the Month, Field Supervisor Dave Thulstrup said:

Charlett has been employed at Lane Transit District since December 11, 1995. She immediately won over her co-workers with her sense of humor, her strength of character and her can-do approach to life. She has been nominated before but has never been named EOM.

Charlett has a great work ethic and is very involved in her job. She earned the assignment and continues to work as a transportation coordinator at all of LTD's major charter events: UO football and basketball games, the Oregon Country Fair, and the Lane County Fair. Her level-headedness has helped her successfully resolve many issues for our shuttle guests. She consistently performs her duties in a highly professional manner.

We informed Charlett with the news of this award during a meeting of all the transportation coordinators just prior to the Duck's game with Washington State. While that game wasn't much to cheer about, the roar of the TC crowd as they erupted in cheers, good wishes, and applause for Charlett was quite touching. They were all genuinely pleased for her. Charlett has that kind of impact on all of us!

Our congratulations to Terry and Charlett on their selection as the September and November 2003 Employees of the Month!

AWARD:

Terry and Charlett will attend the October 15, 2003, meeting to be introduced to the Board and receive their awards.

AGENDA ITEM SUMMARY

DATE OF MEETING: October 15, 2003

ITEM TITLE: WORK SESSION: EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(h); ORS 192.660(1)(f); 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)(f), to consider records that are exempt by law from public inspection; 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)(f), to consider records that are exempt by law from public inspection; and pursuant to ORS 40.225, lawyer-client privilege.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** October 15, 2003
- ITEM TITLE:** ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING
- PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board
- ACTION REQUESTED:** None at this time
- BACKGROUND:** The action or information items listed below will be included on the agenda for future Board meetings:
- A. **Annual Two-Day Strategic Planning Work Session:** The Board's annual two-day strategic planning work session has been scheduled for Thursday evening and all day Friday, November 6 and 7, 2003, at Lane Community College.
 - B. **Annual Audit Report:** Audit findings will be presented at the November 19, 2003, Board meeting.
 - C. **Fleet Expansion Update:** Fleet expansion will be discussed with the Board at a future meeting, possibly on November 19, 2003.
 - D. **Commuter Solutions Program Report:** A presentation on the Commuter Solutions program will be scheduled for the December 2003 or January 2004 Board meeting.
 - E. **Coburg Road BRT Study:** Results of a Coburg Road BRT Study will be presented to the Board at a future meeting, possibly in January or February 2004.
 - 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.

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LTD General Manager's Report to the Board of Directors

October 15, 2003

Prepared by Ken Hamm, General Manager

FUTURE DATES TO REMEMBER

October 26-28, 2003	Oregon Transportation Conference, Seaside
November 6-7, 2003	LTD Board Strategic Planning Retreat
November 19, 2003	LTD Regular Board Meeting
February 1-3, 2004	APTA General Manager, Board Member, & Board Support Workshops

INTERNAL ACTIVITIES

Duck Express Service

LTD continues to show excellent ridership to the Duck football games. The Michigan game had 10,187 riders and the Washington State game had 10,549 riders.

Vacation

Your general manager took vacation from September 21 to October 3.

EXTERNAL ACTIVITIES

SEL Meeting

On September 19, the Springfield-Eugene Leadership group met to discuss local governmental issues. The outcomes of the legislative session were discussed, including LTD's ability to raise the payroll tax.

Chamber Government Affairs Committee

LTD has been asked to make a presentation to the Eugene Chamber Government Affairs Committee on the status of BRT in the Coburg Road corridor. At the time of this report the meeting had not occurred, but was scheduled for Friday, October 10.

AGENDA ITEM SUMMARY

DATE OF MEETING: October 15, 2003

ITEM TITLE: BOARD HR COMMITTEE RECOMMENDATION

PREPARED BY: Gerry Gaydos, Committee Chair

ACTION REQUESTED: Approval of General Manager Evaluation Tool and Process

BACKGROUND: The Board HR Committee (Chair Gerry Gaydos, Susan Ban, and David Gant) are scheduled to meet at 4 p.m. on Wednesday, October 15, 2003, just prior to the Board meeting. At the Board meeting, the committee will present a recommendation for the tool and process to be used for the Fall 2003 general manager evaluation. The general manager's goals and objectives for FY 2003-04 will be brought to the Board for approval at a later meeting.

ATTACHMENTS: None

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2003-043: It is hereby resolved that the LTD Board of Directors approves the recommended evaluation process and tool for the Fall 2003 general manager performance evaluation, as proposed by the Board HR Committee and discussed at the October 15, 2003, Board meeting.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** October 15, 2003
- ITEM TITLE:** MARKET AREA STUDY AND BRAND PLAN REVIEW
- PREPARED BY:** Andy Vobora, Service Planning and Marketing Manager
- ACTION REQUESTED:** None. For information only.
- BACKGROUND:** Lane Transit District last conducted a community-wide research project in late 1998. As a follow-up to this research, a community-wide survey of 607 residents was conducted in June 2003. Specific objectives included:
- ◆ Identify attitudes and opinions concerning the transit system, its routes and schedules, its perceived performance levels of service to the public, and its value to the community.
 - ◆ Assess attitudes toward transit that affect transportation choices.
 - ◆ Profile riders and non-riders, including demographic characteristics, retention of riders, and ridership stimulation opportunities.
 - ◆ Profile commuters in the following categories: preferred travel mode, travel patterns, barriers to use of public transportation, and importance of specific service factors.
 - ◆ Identify attitudes and opinions about alternative transportation options such as buses, carpooling, vanpooling, and cycling.
- In addition to the standard battery of questions, LTD included several additional questions to aide in the development of a Brand Plan for the District. Staff will present an overview of the research findings and will follow up with a discussion of how this research combines with internal LTD research to complete the Brand Plan project.
- Ad agency staff from Cappelli, Miles, Wiltz, and Kelly will join LTD staff to present the next steps involved in introduction of the Brand Plan. Agency staff have been asked to produce a set of recommendations regarding specific components of the Brand Plan, including an evaluation of the LTD logo and the colors LTD should use to reinforce the unique brand components developed through the Brand Plan process. The Board will be presented with these findings and will be introduced to a ridership campaign that will utilize the direction provided by the Brand Plan.
- ATTACHMENT:** Provided as separate documents for Board members:
- 2003 Market Area Study - Executive Summary
 - LTD Brand Plan
- PROPOSED MOTION:** None

AGENDA ITEM SUMMARY

DATE OF MEETING: October 15, 2003

ITEM TITLE: DESIGNATION OF LTD NEGOTIATION TEAM

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None - Information only.

BACKGROUND: The Collective Bargaining Agreement between the Lane Transit District and the Amalgamated Transit Union, Division 757, expires June 30, 2004. Hit by the downturn in the economy and rising operating costs, LTD management will need to work collaboratively with the ATU to bring operating expenses under control. Your general manager believes a key to negotiations will be a strong team at the table and clear direction from the Board and management for that team.

Your general manager has selected the following team for the bargaining process: Lead Negotiator Jackie Damm, attorney with Bullard Smith, et al.; Mary Neidig, director of Human Resources and Risk Management; Mark Johnson, director of Transit Operations; and Diane Hellekson, director of Finance and Information Technology. The Board also will need to formally approve this team in order to meet in executive session with its members.

RESULTS OF RECOMMENDED ACTION: Win-Win outcome to labor negotiations

ATTACHMENT: None

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2003-042: It is hereby resolved that the LTD Board of Directors designates the following persons as the 2004 LTD bargaining team: Lead Negotiator Jackie Damm, attorney with Bullard Smith, et al.; Mary Neidig, director of Human Resources and Risk Management; Mark Johnson, director of Transit Operations; and Diane Hellekson, director of Finance and Information Technology.

AGENDA ITEM SUMMARY

DATE OF MEETING: October 15, 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 September 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: September 2003 Performance Reports

PROPOSED MOTION: None



Proposed Public Transit Grant Projects for FY04 and FY05

	FY04	FY05	Total
Vehicle Preservation Projects:			
RideSource Small Buses (4 per year)	264,000	270,000	534,000
RideSource Mini-Van	-	46,000	46,000
Diamond Express Mini-Van	-	46,000	46,000
South Lane Wheels Small Buses (1 per year)	66,000	67,500	133,500
South Lane Wheels Mini-Van	46,000	-	46,000
Subtotal	<u>376,000</u>	<u>429,500</u>	<u>805,500</u>
Elderly & Disabled Projects:			
Brokerage "Call Center" Planning Project	8,000	14,000	22,000
LTD Bus Shelters (4 per year)	46,000	46,000	92,000
RideSource Vehicle Maintenance Equipment	49,000	-	49,000
Subtotal	<u>103,000</u>	<u>60,000</u>	<u>163,000</u>
Rural General Public Transportation			
Rhody Express Shelter Repair & Maintenance	5,500	3,500	9,000
South Lane Wheels Bus Shelter	11,500	-	11,500
South Lane Wheels General Public Campaign	2,500	2,500	5,000
Diamond Express Bus Shelter	-	11,500	11,500
Subtotal	<u>19,500</u>	<u>17,500</u>	<u>37,000</u>
Total Project Cost	<u>\$498,500</u>	<u>\$507,000</u>	<u>\$1,005,500</u>

	FY04	FY05	Total
Grant Resources:			
STP & 5310: Elderly & Disabled	337,385	385,390	722,775
Special Transportation Discretionary	91,644	52,476	144,119
5311: Rural & Small City	15,600	14,000	29,600
Subtotal	<u>444,628</u>	<u>451,866</u>	<u>896,494</u>
Local Match Resources:			
Special Transportation Fund In-District	27,113	32,453	59,566
Special Transportation Fund Out-of-District	15,402	15,156	30,559
LTD General Fund	9,757	4,724	14,481
LTD Staff In-Kind Contribution	1,600	2,800	4,400
Subtotal	<u>53,872</u>	<u>55,134</u>	<u>109,006</u>
Total Project Resources	<u>\$498,500</u>	<u>\$507,000</u>	<u>\$1,005,500</u>

September 25, 2003

TO: Ken, Mark P., Ron, Diane, Mark J., Linda L., , Mary, Steve, Charlie, Stefano, Andy, Rick, Jeanette, Connie, Graham, Lisa, Rob, Terry, Joyce, Doris, Jill, Susan, Chris, Eileen, Annette, Linda W.
FROM: Jo

RE: OCTOBER  BOARD AGENDA DEADLINES

A Board work session tentatively is scheduled for **Monday, October 13**, at 5:30 p.m. The regularly-scheduled Board meeting will be held on **Wednesday, October 15**. It will begin with a work session at 5:30 p.m. and continue with the regular monthly business portion of the meeting at 6:30 p.m.

AGENDA TOPICS TO JO: Return this memo to me with any additions, deletions, or corrections, **by 9 a.m. on Tuesday, September 30.**

JO DRAFTS AGENDA AND STARTS WORKING ON PACKET: Tuesday, September 30.

DEADLINES for materials for the agenda packets are as follows:

ABSOLUTE DEADLINE: MATERIALS TO JO **NOON on FRIDAY, 10/03** - Please have your department secretaries proofread your documents **before they come to me.**

PACKETS FINALIZED—absolutely no more changes: Wednesday, October 8, 10 a.m.

PACKETS DELIVERED: Friday, October 10

NOTE: BOARD REHEARSAL: **Friday, October 10, 10 a.m.,** in the Board Room

So far, these topics are/may be scheduled for the meeting (are there any consent calendar [CC] items?)

DO WE HAVE ANY ACTION ITEMS FOR OCTOBER?

TOPIC DESCRIBE MAJOR ISSUE(S)	NECESSARY ACTION / PRESENTATION / ETC.	TIME NEEDED	RESPONSIBLE STAFF
<u>10/13 Special Mtg/Work Session: (CANCEL?)</u>			
<input type="checkbox"/> ? (See 10/15, 5:30 p.m.)		?	
<input type="checkbox"/> ?		?	
<u>10/15 Regular Meeting</u>			
<u>5:30 p.m. work session:</u>			
<input type="checkbox"/> <u>Any reason for Executive Session?</u>	Executive Session	?	
<input type="checkbox"/> <u>Discuss Retreat Agenda?</u>	Discussion	?	Ron?
<input type="checkbox"/> <u>?Accessible Services Program Report?</u>	Presentation	?	Terry
<input type="checkbox"/> <u>?Commuter Solutions Report?</u>	Presentation	?	Connie
<u>6:30 p.m. business session:</u>			
Employee of the Month	Introduction & presentation	5 minutes	Jo / Joyce / Sup.
Consent Calendar			
<input type="checkbox"/> Minutes – Sept. 17, 2003	Approval	None	Jo /
<input type="checkbox"/> ?			

?			
?			
Board Report - <u>I need info about Board member activities</u>	Information <u>Staff to write brief summary after meetings.</u>	Respond to ?s	Jo /Dept. staff
GM report to Board	Information	Maybe 5 min.	Ken
Monthly financial report	Information – brief presentation	5 min.	Diane
BRT update	Information	Respond to ?s	Stef / Mark P. Graham
Springfield Station update	Information	“	Charlie
Springfield Station Groundbreaking	Information	“	Cosette
Correspondence	Information	“	Jo
Monthly departmental report	Information	“	Dept directors
Monthly performance report	Information	“	Diane/Todd
Items for future meetings	Information	“	Jo (<u>let me know</u>)

Please check the following list & make additions or corrections (these dates include some guesses on my part, so please check them carefully):

ITEMS FOR A FUTURE MEETING	ACTION/INFO	MONTH
<u>Board Strategic Planning Retreat</u>	<u>Discussion</u>	<u>November 6-7, 2003</u>
<u>Presentation of CAFR</u>	<u>Info/work session</u>	<u>November 19, 2003</u>
<u>Acceptance of Independent Audit</u>	<u>Action</u>	<u>November 19, 2003</u>
<u>Bus Rapid Transit</u>	<u>Info/action</u>	<u>ongoing</u>
<u>Springfield Station Design & Budget</u>	<u>Final approval</u>	<u>?</u>

⇒ ⇒ ⇒ I need to know if this list of agenda items is correct, or if there are additions or deletions, so please return a corrected copy of this memo to me by Tuesday, September 30, 9 a.m. ⇐ ⇐ ⇐

PLEASE NOTE: The common files for Board Packets are located under **Q:\REFERENCE\BOARD PACKET**. Look for **Q:\REFERENCE\BOARD PACKET\2003\10\REGULAR MTG** (and/or \10\SPECIAL MTG) and save your October agenda documents there.

Questions? Please ask. Thanks in advance for your cooperation and help!

AGENDA ITEM SUMMARY

DATE OF MEETING: October 15, 2003

ITEM TITLE: SPRINGFIELD STATION UPDATE

PREPARED BY: Charlie Simmons, Facilities Services Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: The second month of construction has been completed. Hyland Construction is making progress in securing the base rock and drainage prior to the fall rains. The shelter and building footing are in place with all other work on or ahead of schedule. Steel is scheduled to be erected this month, which will reveal the structures and their scale on the development.

The Springfield Station Design Review Committee met on September 23 to review the progress of construction, property acquisition, and the entry structure design, for which the committee voiced their approval. Tours of the site are being scheduled for the last Friday of the month at noon. If you would like to tour the project site, please contact staff at 682-6100.

ATTACHMENT: None

MOTION: None