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LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, January 21, 2004
4:30 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

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

The following agenda items will begin at 4:30 p.m.

- | | | |
|------|---|----|
| III. | PRELIMINARY REMARKS BY BOARD PRESIDENT | |
| IV. | ANNOUNCEMENTS AND ADDITIONS TO AGENDA | 04 |
| V. | BOARD CALENDARS (5 minutes) | 05 |
| VI. | WORK SESSION | |
| | A. Executive (non-public) session pursuant to ORS 192.660(1)(h) and OS 192.660(1)(e) (30 minutes) | 06 |
| | B. Long-Range Financial Plan (90 Minutes) | 07 |

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

- | | | |
|-------|---|----|
| VII. | EMPLOYEE OF THE MONTH – February 2004 | 08 |
| VIII. | AUDIENCE PARTICIPATION | |
| | ◆ Each speaker is limited to three (3) minutes. | |

IX.	ITEMS FOR ACTION AT THIS MEETING	
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	1. Minutes of December 17, 2003, Regular Board Meeting (Page 10)	
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C.	Group Pass Pricing (5 minutes)	21
D.	Selection of Legal Counsel to Board (10 minutes)	22
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	1. Board Member Reports (respond if questions)	25
	(a) <u>Meetings Held</u>	
	(1) Metropolitan Policy Committee – January 8 meeting	
	(2) Board Service Committee – January 16 meeting	
	(b) <u>No Meetings/No Report</u>	
	(1) BRT Steering Committee and Board BRT Committee	
	(2) Board Committee on Joint Development	
	(3) Springfield Station Design Review Committee	
	(4) Coburg Road Stakeholder Committee	
	(5) Board Finance Committee	
	(6) Board Human Resources Committee	
	(7) Region 2050 Policy Advisory Committee	
	(8) Statewide Livability Forum	
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	6. Monthly Financial Report— December 2003 (5 minutes)	36
	7. BRT Update (respond if questions)	46
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B. Monthly Department Reports (respond if questions)	49
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A. Public Relations Plan	
B. Bus Advertising Policy	
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D. FY 2004-05 Pricing Plan	
E. Commuter Solutions Annual Report (20 minutes)	
F. Joint Meetings with City Councils	
G. Coburg Road BRT Study	
H. RideSource Facility Update	
I. BRT and Springfield Station Updates	
XII. 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: January 21, 2004

ITEM TITLE: DECEMBER FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

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

Passenger fares trail prior year by 8.2 percent for the first six months of the current year. The drop in this resource is primarily due to the implementation of a group pass program for Lane Community College beginning with the fall term. To more appropriately track revenue performance versus current-year budget, \$340,000 in passenger fare budget appropriation has been transferred to the group pass appropriation. Group pass revenues also were bolstered by an increase in revenue from the ASUO group pass contract. Ridership for the rolling 12-month period, which ended December 30, is down by 3.4 percent, a continuation of the slight improvements reported in each of the previous five months.

Due to the expiration of the previous advertising contract with Obie Media on December 1, 2003, and the incomplete renegotiation of a new agreement, no advertising revenue was received in December. A payment is likely in the near future, but an amount was unavailable for accrual in this report. The Finance Committee has recommended that LTD take the advertising contract back out for bid at the conclusion of the contract period currently under discussion.

Payroll tax revenues are up 6.6 percent versus last year, in part due to the taxpayer refund of more than \$500,000 that occurred in November 2002 that affects the comparison. Six-month payroll tax receipts are now ahead of year-to-date budget by \$200,000 due to an aggressive effort to collect taxes due for prior years, and possibly due to a slight improvement in the local economy. Payroll tax receipts were budgeted at last year's actual level, and there continues to be cautious optimism that this goal will be achieved by year end. 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, 2003. 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 December, and no revenue was received. State-in-lieu funds are ahead of last year by 3.3 percent but lag year-to-date budget nominally. This resource is expected to meet budget by fiscal year end. October through December receipts were strong, up nearly 5 percent over the same quarter last fiscal year.

Total personnel services expenditures, the largest category of operating expense, showed a positive growth of 3 percent through December, up slightly from 2.9 percent reported last month. As previously noted, the use of contra accounts to charge administrative wages to capital projects has increased. The use of contra accounts is appropriate in order to track and record the true cost of capital projects, and, in the short term, helps reduce operating expenses. In the longer term, though, it understates the true cost of doing business because there are permanent positions currently assigned to capital projects either full time or on a part-time basis that will not terminate when the projects are completed, and will, therefore, increase operating expense at the conclusion of the projects. ATU wages grew 3.6 percent.

Total materials and services are 2.6 percent higher for the first six months of this year as compared to last, an increase driven by insurance costs and support of special transportation services. Insurance is up due to a significant increase in workers' compensation coverage. Fuel prices contributed to the increase. Fuel was budgeted at \$.93 per gallon, but the actual price has fluctuated and remains just above \$.94 per gallon, slightly higher than was reported last month. Fuel prices appear to be inching upward in contrast to the downward move expected. A \$.01 increase over the per gallon price, if sustained for the entire year, equates to almost \$91,000.

Overall, the General Fund's financial position is stable through the first six months of FY 2003-2004, and as anticipated by the current-year plan.

Special Transportation Fund expenses are as anticipated through December. Please note that there is approximately \$250,000 in transfer to special transportation fund appropriations in the current year that will not be required due to the maintenance of state funding at previous levels. Board members may be asked to reallocate the excess appropriation at a future meeting. Reallocation requires Board approval.

Capital Projects Fund activity also was as expected. The Springfield Station project continues on schedule and has cost \$2.1 million through December. LTD acquired the proposed land parcel for the new RideSource facility, and other possible future uses, on January 8, 2004, at a total cost of \$1.3 million, as was expected. That transaction will appear in the January financial report.

ATTACHMENTS:

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

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

PROPOSED MOTION:

None

AGENDA ITEM SUMMARY

2

DATE OF MEETING: January 21, 2004

ITEM TITLE: GROUP PASS PRICING

PREPARED BY: Andy Vobora, Service Planning and Marketing Manager

ACTION REQUESTED: Approve an increase of 5.9 percent to the group pass pricing schedule, effective January 1, 2005.

BACKGROUND: On December 15, 2003, the LTD Board Finance Committee discussed the current LTD fare prices. The committee directed staff to maintain standard fares for FY 2004-05, but to return with an estimate of how much revenue would be generated from an increase to group pass prices. This increase would be based upon the three-year rolling average of District cost increases.

LTD finance staff evaluated the District's cost information and determined the three-year average cost increase to be 5.9 percent. By applying this percentage to the current base group pass prices (\$9.54 per person per quarter for payroll taxpaying businesses and \$11.13 for non-taxpaying businesses), it was determined that an additional \$53,000 in fare revenue would be generated. A large part of this increase can be attributed to the District's recent addition of Lane Community College to the group pass program.

Staff believe that an increase of 5.9 percent in 2005 will be accepted by the group pass contractors and that the amount of the increase should not deter these organizations from continuing to participate in the program.

ATTACHMENTS: None

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2004-003: It is hereby resolved that the LTD Board of Directors approves a 5.9 percent increase in the Group Pass pricing structure effective January 1, 2005.

Q:\Reference\Board Packet\2004\01\Regular Mtg\05 Group pass pricing.doc

AGENDA ITEM SUMMARY

- DATE OF MEETING:** January 21, 2004
- ITEM TITLE:** 2004 FEDERAL AGENDA
- PREPARED BY:** Linda Lynch, Government Relations Manager
- ACTION REQUESTED:** None, information only
- BACKGROUND:** Each year at the beginning of the congressional session, Lane Transit District and other area local governments present to the Oregon congressional delegation a list of local projects and issues with federal significance. The expected list of local projects follows.
- Lane Transit District and other local governments are very interested in securing authorization for transportation projects in the reauthorization of TEA-21, which expired September 30, 2003. Congress has enacted a short extension of TEA-21, through February 2004. It remains unclear whether they will be able to complete work on a reauthorization bill in 2004 at all, least of all by February. Both the House and the Senate have scheduled time for floor debate of reauthorization bills, but they are still incomplete. Neither version includes a tax title, necessary to fund the measure at any level, nor has the Senate yet prepared a transit title or a truck freight title.
- At the same time, the Senate has yet to complete action on the current year's budget for over half the federal government, including Transportation. Assuming the Senate will enact the Consolidated Appropriations Bill when it returns next week, LTD will fare quite well, with a total of \$6,750,000 in appropriations, with \$4 million for Springfield Station, \$2 million for planning future phases of EmX, and \$750,000 for facilities or buses. This results in a slight amendment to our reauthorization request, seeking funding for the Pioneer Parkway phase. The District also will seek funding for BRT vehicles.
- A group of local officials and staff will travel to Washington the first week of March to present area needs to Members of Congress and both congressional and federal agency staff. Gerry Gaydos will represent Lane Transit District.
- ATTACHMENT:** "United Front" Likely Agenda
- PROPOSED MOTION:** None

“UNITED FRONT” LIKELY AGENDA

March 2004

Transportation

Reauthorization of TEA 21 – amended from last year’s list – now reads:

Roads:

I-5/Beltline Interchange Reconstruction	\$28 million
Courthouse District Transportation Improvements	\$ 7.6 million
I-5/Glenwood Interchange study	\$ 5 million
Beltline Road Corridor Study	\$ 3 million

Transit:

BRT, Springfield Pioneer Parkway	\$30 million
BRT vehicles	\$ 5 million

Rivers to Ridges Bike/ped:

Delta Ponds Path	\$ 3.6 million
Southbank Trail Extension	\$ 2.4 million
Middle Fork, Willamette Path	\$.6 million
Other (McKenzie River Path)	\$ 3.6 million

(This project would be on the list only if we ask for a single dollar amount – and secure it – for Rivers to Ridges Bike and Pedestrian Pathways.)

Other:

Eugene Depot	\$ 5.9 million
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Natural Resources

Land acquisition, west Eugene wetlands	\$ 1 million
West Eugene Wetlands Education Center (land acquisition, etc.) land transfer from BLM to 4J	\$ 5.9 million
Rivers to Ridges Southeast Springfield Ridgeline viewshed/land acquisition	\$ 2 million
Springfield Mill Race, Phase 2 Phase 3 – forecast	\$ 1 million
City of Coburg Wastewater System	\$ 4 million

Education

Schools Plus Plus	\$ 1.5 million
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Public Safety

Secure Rural Schools Reauthorization

Breaking the cycle (of juvenile drug abuse); year 5 \$ 1 million

Public Health Facility \$ 2.1 million

Federally qualified Medical Center

County emergency communications Radio System \$15 million

AIRS (regional law enforcement, courts data system) \$ 3 million

Other

Armed Forces Reserve Center Balance of funding needed (\$20 million?)

Support for Corps, USFS, other projects – a page of projects to support or thank

Metro waterways

Springfield Mill Race

Congressman DeFazio's Eugene mill race idea

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2003

ITEM TITLE: JOINT MEETING OF LTD BOARD AND EUGENE CITY COUNCIL

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None. Information and discussion only.

BACKGROUND: A joint meeting of the LTD Board and the Eugene City Council has been scheduled for February 23, 2004. The agenda for that meeting has not been set, but almost certainly will include the Coburg Road EmX planning. Other possible agenda items are:

- Franklin Corridor Update: This update would focus on the current schedule, the vehicle, and design issues within the City of Eugene.
- Transportation Demand Management: (TDM): The Metropolitan Policy Committee recently approved additional funding for TDM. The Eugene City Council has been a strong advocate for TDM. The Board and City Council could discuss possible uses for the funds.
- Eugene Downtown Transportation Issues: Topics in this category include the transportation planning for the new federal courthouse, the Breeze shuttle, and the transportation projects included in the Eugene Downtown Plan and the Central Area Transportation Study (CATS).
- McKenzie-Willamette Hospital Site Planning: This agenda item could provide the opportunity for discussion of transit issues related to the site selection for the new hospital.

Staff suggest that, over the next few weeks, meetings be scheduled between individual Board members and City Councilors so that the interest in these and other possible agenda topics can be ascertained. With that information, staff for LTD and the City can set the agenda and prepare the necessary material for the meeting packet.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2004

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

2004 ARR Analysis



Description	Approximate Hours per Day	Approximate Annual Hours	Percent Savings	Cumulative Savings	Dollar Savings	Annual Cumulative Dollar Savings	Other Impacts
Route Specific Changes:							
0 Cut Saturday Breeze service	24.5	1,274.0	0.41%	0.41%	\$47,902	\$47,902	
1 Cut weekday Breeze Frequency	11.0	2,838.0	0.92%	1.34%	\$106,709	\$154,611	
2 Cut Breeze routing to UO	12.0	3,096.0	1.01%	2.35%	\$116,410	\$271,021	
3a Eliminate #1 Weekday Service	9.3	2,386.5	0.78%	3.13%	\$89,732	\$360,753	
3b Eliminate #1 Saturday Service	10.3	533.0	0.17%	3.30%	\$20,041	\$380,794	
3c Eliminate #1 Sunday Service	8.3	429.0	0.14%	3.44%	\$16,130	\$396,924	
4 Cut Eugene Sta from 3X routing	0.5	116.1	0.04%	3.48%	\$4,365	\$401,290	
6 Cut 06:14 & 15:45 trips of route 8X	1.5	387.0	0.13%	3.60%	\$14,551	\$415,841	
7 Cut Fairview & Rambling loops on the #18 (savings from not adding a bus to address afternoon running time problems)	1.0	258.0	0.08%	3.69%	\$9,701	\$425,542	
8 Cut Fairview & Rambling loops on the #19 (savings from not adding a bus to address afternoon running time problems)	1.0	258.0	0.08%	3.77%	\$9,701	\$435,243	
9 Eliminate the #22	1.5	387.0	0.13%	3.90%	\$14,551	\$449,794	
10 Redesign the #28 to begin and end at UO	0.0	0.0	0.00%	3.90%	\$0	\$449,794	Needs further investigation.
11 Drop 36 connection to UO 36B Wilshire loop (no cost savings)	7.7	1,991.0	0.65%	4.55%	\$74,861	\$524,655	
12 Eliminate routing on Barger between Terry and Greenhill #41	4.4	1,127.5	0.37%	4.91%	\$42,392	\$567,047	
13 Eliminate #43 routing on Barger to Cody loop	4.0	1,032.0	0.34%	5.25%	\$38,803	\$605,851	
14 Eliminate Sunday #52 service	8.6	447.2	0.15%	5.39%	\$16,815	\$622,665	
15 Eliminate Saturday #55	13.9	721.2	0.23%	5.63%	\$27,119	\$649,784	
16 Eliminate route #60	3.6	934.0	0.30%	5.93%	\$35,117	\$684,901	
17 Reduce mid-day or all-day frequency on #64	3.7	964.9	0.31%	6.25%	\$36,281	\$721,182	
19 Eliminate route #68	8.0	416.0	0.14%	6.38%	\$15,642	\$736,823	
20 Eliminate #73 on Sunday	12.3	637.0	0.21%	6.59%	\$23,951	\$760,775	
21 Eliminate Saturday #73	16.3	845.0	0.28%	6.87%	\$31,772	\$792,547	
22 Eliminate weekday evening #73	6.7	1,720.9	0.56%	7.43%	\$64,704	\$857,251	
23 Eliminate mid-day frequency on #76	2.9	735.3	0.24%	7.67%	\$27,647	\$884,898	
24 Eliminate #77	6.3	1,612.5	0.53%	8.19%	\$60,630	\$945,528	
25 Eliminate first inbound trip of #79	0.8	193.5	0.06%	8.25%	\$7,276	\$952,804	
26 Add #81 weekday routing to Eugene Station	0.0	0.0	0.00%	8.25%	\$0	\$952,804	Needs further investigation.
27 Eliminate 82 trips due to artic use	3.2	827.4	0.27%	8.52%	\$31,110	\$983,914	
28 Eliminate evening trip combinations for off-peak #12 / #13 / #79, as well as eliminate evening #85 service after 6:30 pm	7.4	1,914.4	0.62%	9.15%	\$71,980	\$1,055,894	
29 Eliminate #91 Sunday service	6.0	312.0	0.10%	9.25%	\$11,731	\$1,067,625	
30 Eliminate #96x	0.8	211.6	0.07%	9.32%	\$7,955	\$1,075,580	
31 Eliminate #98 Sunday service	4.0	208.0	0.07%	9.39%	\$7,821	\$1,083,401	
32 Eliminate route # 426 (SEHS/UO/Braeburn)	1.0	52.0	0.02%	9.40%	\$1,955	\$1,085,356	
SUBTOTAL Route-specific changes	202.1	28,813.9		9.40%	\$1,085,356	\$1,085,356	
System-wide Changes 2004:							
34 Reduce Sunday service to hourly, except on the #11 Thurston	17	884.0	0.29%	0.29%	\$33,238	\$33,238	K = 17 W = 0 R = 0 P = 0
35 Reduce Saturday service to hourly, except on the #11 Thurston	60.6	3,148.6	1.03%	1.31%	\$118,387	\$151,626	K = 41.8 W = 11.75 R = 7 P = 0
36 Eliminate the 11:40 p.m. departure weekdays	9.5	2,438.1	0.79%	2.11%	\$91,673	\$243,298	K = 3.2 W = 1.75 R = 1 P = 3.5

2004 ARR Analysis



Description		Approximate Hours per Day	Approximate Annual Hours	Percent Savings	Cumulative Savings	Dollar Savings	Annual Cumulative Dollar Savings	Other Impacts
37	Eliminate the 10:40 p.m. departure weekdays	14.9	3,844.2	1.25%	3.36%	\$144,542	\$387,840	K = 5.4 W = 2.5 R = 2.0 P = 5
38	Eliminate the 10:40 p.m. departure Saturday	9.3	481.0	0.16%	3.52%	\$18,086	\$405,926	K = 3.5 W = 1.25 R = 1 P = 3.5
39	Eliminate the 7:30 p.m. departure Sunday	9.2	478.4	0.16%	3.67%	\$17,988	\$423,914	K = 3.8 W = 1 R = 1 P = 3.4
40	Operate no service on Memorial Day, July 4th, Labor Day, New Year's Day	244.6	978.4	0.32%	3.99%	\$36,788	\$460,702	N/A
41	Shift system start to 06:30 a.m.	9.7	2,489.7	0.81%	4.80%	\$93,613	\$554,314	K = 5 W = 0.85 R = 0.5 P = 3.3
SUBTOTAL System-Wide Changes 2004		374.6	14,742.4	4.80%	4.80%	\$93,613	\$554,314	
Total Cut List 2004		576.7	43,556.3	14.20%	14.20%	\$1,639,670	\$1,639,670	
System-wide Changes 2005:								
50	Eliminate Sunday service	244.6	12,719.2	4.14%	8.13%	\$478,242	\$478,242	K = 76
51	Shorten the span on Sunday to eight hours	0	0.0	0.00%	8.13%	\$0	\$478,242	K = 32
52	RideSource savings on Sunday	28.0	1,454.6	0.47%	8.61%	\$54,693	\$532,935	
53	Administrative saving on Sunday	0	0.0	0.00%	8.61%	\$0	\$532,935	
54		0	0.0	0.00%	8.61%	\$0	\$532,935	K = 5
55		0	0.0	0.00%	8.61%	\$0	\$532,935	
56		0	0.0	0.00%	8.61%	\$0	\$532,935	
57		0	0.0	0.00%	8.61%	\$0	\$532,935	
SUBTOTAL System-wide Changes 2005		272.6	14,173.8	8.61%	8.61%	\$532,935	\$532,935	

258.0 weekdays
 52.0 weekend days
 37.6 direct cost
 307000.0 platform hours
 0.76 average fare

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2004

ITEM TITLE: 2004 ANNUAL ROUTE REVIEW

PREPARED BY: Andy Vobora, Service Planning and Marketing Manager

ACTION REQUESTED: Discussion and direction regarding 2004-05 bus service reductions

BACKGROUND: On January 16, 2004, the Board Service Committee met to review service design concepts, review the service policy, look at options for service reductions in the fall of 2004, and review the ARR public outreach plan.

Board Service Committee members and staff will review the discussion with the full Board. Staff will provide an overview of potential service reductions and will ask the Board to provide direction as staff develop priorities for the FY 2004-05 service package.

RESULTS OF RECOMMENDED ACTION: Staff will proceed with public outreach efforts and prepare documents for public review at the February 2004 Board meeting. Targeted outreach will occur with specific groups and in specific areas that may be affected by service cuts.

ATTACHMENT: Service reduction spreadsheet

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2004

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:

MEETINGS HELD

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 January 8, 2004 meeting MPC received presentations on the OTIA Statewide and Local Bridge Programs, the Region 2050 Project, and the Metro Plan Periodic Review Process. MPC discussed options for citizen representation in the MPO process, and adopted amendments to the FY04 UPWP to reflect STP-U funds programmed to support the transportation planning efforts of Eugene and Springfield. The next MPC meeting is scheduled for February 12, 2004.
2. **Board Service Committee:** LTD's new Board Service Committee consists of Dave Kleger, chair; David Gant; and Pat Hocken. The Committee's first meeting was held on January 16. A brief summary of the Committee's discussion will occur during the 2004 Annual Route Review agenda item at the January 21 Board meeting.

NO MEETINGS/NO REPORT

1. **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. The BRT Steering Committee meeting scheduled for January 6, 2004, was cancelled due to inclement weather. The next meeting of the Steering Committee is scheduled for February 3, 2004.

2. **Board Committee on Joint Development:** The Board recently named Gerry Gaydos, Pat Hocken, and Dave Kleger to an *ad hoc* Board Committee on Joint Development. The Committee will hold its first meeting in the near future.
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 no longer meets on a regular basis, but future meetings could be called to discuss specific issues concerning the station.
4. **Coburg Road Stakeholder Committee:** Susan Ban is the Board's representative on the Coburg Road Stakeholder Committee. This committee last met on December 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. Since that meeting, the draft plan has been revised by a subcommittee of the stakeholder group. The revised plan has been reviewed and approved for release by the full Stakeholder Committee. The committee has now completed their charge and is not expected to meet again.
5. **Board Finance Committee:** The Board Finance Committee (Pat Hocken, chair; Gerry Gaydos; and Virginia Lauritsen) met on December 15, 2003, to review financial forecast scenarios and discuss operating and capital budget issues. No meetings have been held since the December 17 Board meeting. Another meeting will be scheduled for sometime in February.
6. **Board Human Resources Committee:** The Board Human Resources Committee (Gerry Gaydos, Chair; Susan Ban; and David Gant) last met in Executive Session on November 17 to discuss the performance evaluation of the general manager. A verbal report was made during Executive Session at the November 19 Board meeting. The committee will meet again in the future to discuss the general manager's compensation and employment contract for FY 2004-05.
7. **Region 2050 Policy Advisory Board:** Susan Ban is the Board's representative on the Region 2050 Policy Advisory Board (Policy Board). The Policy Board has not met since the December Board meeting. The next meeting is scheduled for February 25, 2004.
8. **Statewide Livability Forum:** Board member Virginia Lauritsen is participating on a statewide committee called the Livability Forum, as one of 12 participants from the Eugene/Springfield area. The committee has been meeting once every six months. There is no report this month.

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 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:

- ◆ November 19, 2003, letter from Board President Hillary Wylie to the Springfield Planning Commission regarding RiverBend Master Plan and Zone Change

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

PROPOSED MOTION: None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, December 17, 2003

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

Present: Hillary Wylie, President
Susan Ban
Patricia Hocken, Secretary
David Gant
Dave Kleger
Virginia Lauritsen, Treasurer
Ken Hamm, General Manager
Jo Sullivan, Clerk of the Board
Lynn Taylor, Recording Secretary

Absent: Gerry Gaydos, Vice President

CALL TO ORDER - Ms. Wylie called the meeting to order at 5:35 p.m.

ROLL CALL - General Manager Ken Hamm called the roll.

BOARD CALENDARS – Ms. Wylie thanked Jo Sullivan for developing a calendar format that was easy to use. She stated the annual LTD employee holiday potluck would be held on December 18, 2003, from 11 a.m. to 3 p.m. and invited Board members to stop by the office. She noted several future activities, including the Eugene and Springfield State of the City addresses, and encouraged Board members to attend.

Ms. Wylie, following discussions with Board members, directed staff to try to schedule all agenda items during the January 21, 2004, regular meeting rather than scheduling an additional work session, unless the number of agenda items for that meeting required that another date be found.

WORK SESSION

A. Executive Session – Ms. Hocken moved that the Board meet in executive session pursuant to ORS 192.660(1)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions; 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. Ms. Ban provided the second.

The Board unanimously moved into executive session at 5:43 p.m. District Counsel Rohn Roberts was present for this discussion with the Board.

Upon a motion by Ms. Hocken and seconding by Mr. Kleger, the Board returned to regular session at 6:05 p.m.

B. Next Steps for Coburg Road EmX Corridor - Stefano Viggiano, Director of Development Services, said a joint meeting was planned with the Eugene City Council on February 23, 2004, to discuss, among other topics, the Coburg Road corridor. He said the Board should determine prior to that meeting what position it wished to take, such as leaving the decision to the City Council, making a specific recommendation, or simply recommending options that LTD would find acceptable.

Mr. Viggiano said that the stakeholder group, with which LTD had been meeting during the past year, had expressed strong concerns about the potential impact of bus rapid transit (BRT). He said a report on which the group could agree was close to completion. The report would consist of a listing of priorities for the corridor, concerns about potential impacts, and evaluation of each potential BRT option against priorities and concerns. Once the report was published, Mr. Viggiano said it would be distributed to the BRT Steering Committee and the Eugene Planning Commission, before decisions were made by the Board and City Council.

In response to a question from Ms. Wylie, Mr. Viggiano said that staff would make a presentation to the Eugene Planning Commission on January 26, 2004. He said there would be a February Board meeting prior to the joint meeting with the City Council. He referred to a memo dated December 17, 2003, which set forth details of three options for the Board's consideration:

- Continue with the process as planned
- Consider other corridors
- Consider an "EmX Lite" design for the Coburg Road corridor

Mr. Gant asked if the "BRT lite" option anticipated full build out at a later date. Mr. Viggiano said that was correct; "BRT lite" would be considered a step toward build out, which would require a new public process.

Graham Carey, BRT project engineer, added that the City was proceeding with a project on Coburg Road in 2004 to examine access management along the corridor. He said the process proposed by staff would wait a year for the City to complete its review, rather than LTD taking the lead. Mr. Hamm commented that the third corridor could be delayed significantly and LTD would have an opportunity to gauge the level of support and usage once the first corridor was in operation.

Ms. Ban commented that there was value in stepping back and assessing the entire system again given many of the variables, such as future location of the McKenzie-Willamette Hospital and other factors. She said the "hub and corridor" concept had driven the BRT model and after the strategic planning meeting she had a fresh perspective about building connections external to a congested corridor that would link important locations, rather than trying to establish hubs or corridors.

Mr. Viggiano said that one of the decisions the Board made was to allow each City to identify the EmX corridor it wanted to build next, assuming the selection was agreeable to LTD. He commented that the Coburg Road corridor was not necessarily LTD's first choice, but it was the route selected by the Planning Commission and Eugene City Council. He agreed that the location of McKenzie-Willamette Hospital was a major unknown factor.

Ms. Wylie agreed that it was appropriate to take a step back and consider options. Mr. Gant remarked that LTD would learn from its experience with the Franklin Corridor and apply that knowledge to future decisions.

Mr. Hamm said the interim period could allow LTD to do some incremental improvements in potential corridors, such as signal prioritization, that would benefit regular transit operations without calling it BRT. He said another aspect of the delay was that the budget reflected a best guess at the operating costs of the first corridor and the delay would provide LTD with more accurate figures based on experience.

Ms. Hocken observed that TransPlan was developed with some assumptions about BRT cost and timeline and the Board's decisions had a broader impact than just BRT because of its impact on those assumptions. She expressed some concern about opening a discussion with the City about corridors because other choices might not be as acceptable to LTD. She supported the idea of slowing down the process and learning from Phase 1, as well as the concept of EmX "lite."

Mr. Kleger agreed with Ms. Hocken's comments, based on the difficulties LTD had with identifying potential corridors. He said that the dynamics that exist around the issue of Coburg Road would exist for other potential corridors. He said he perceived benefits to EmX "lite" in certain critical areas. He said if decisions had to be made prior to the City's access management review, he wasn't certain that LTD was in a financial position to move ahead; therefore, it could be to LTD's advantage to delay.

Ms. Wylie asked what impact a slowdown would have on the overall timeline for BRT. Mr. Viggiano said that the schedule assumed a one-year delay in project planning because a decision could not be made until 2009 to have any prospects of funding. He agreed with Ms. Hocken's comments regarding the BRT assumptions in TransPlan and said an advantage of the "lite" design was that it would allow more corridors to be built faster, although that was a different direction than the one initially given by the Board.

Ms. Ban noted that the delay was not on the list of options. Mr. Viggiano responded that a one-year delay was implied in the option to continue the process as planned.

Ms. Ban said that discussions with the City Council should result in giving LTD as much flexibility as possible. Mr. Hamm said it was important to remember that when the 20-year plan was developed, it contained many assumptions about funding and the timeline, but the reality was that the financial picture had changed and all of the entities involved would need to discuss how realistic and feasible the plan was.

Mr. Viggiano commented that the City had pressed LTD to move quickly and expressed disappointment with delays in the Franklin Boulevard and Coburg Road corridors. He felt it was

important for LTD to identify the financial reasons for the delay so the commitment to BRT would not be in question.

Ms. Hocken added that LTD also should identify the desire to wait for the City's access management work to be completed as another reason for the slowdown.

EMPLOYEE OF THE MONTH - Mark Johnson, director of Transit Operations, introduced Bus Operator Bob Prine, LTD's January Employee of the Month. Mr. Johnson said that Mr. Prine had been employed with LTD for ten years and was a temporary supervisor, as well as instructor in the operator training programs. He said that Mr. Prine's guest services, which went far beyond the regular call of duty, were exceptional and prompted his nomination. Mr. Prine thanked the Board for his award and stated that he appreciated working at LTD.

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

ITEMS FOR ACTION AT THIS MEETING

MOTION **A. Consent Calendar** – Mr. Kleger moved adoption of LTD Board Resolution No. 2003-048: "It is hereby resolved that the Consent Calendar for December 17, 2003, is approved as presented." Mr. Gant provided the second. The Consent Calendar consisted of the minutes of the November 19, 2003, regular Board meeting.

VOTE The Consent Calendar was approved as follows:
 AYES: Ban, Gant, Hocken, Kleger, Lauritsen, Wylie (6)
 NAYS: None
 ABSENTIONS: None
 EXCUSED: Gaydos

B. West Eugene Parkway Findings – Catherine Susman, with the firm of Arnold Gallagher Saydack, et al., presented a resolution in response to the Land Use Board of Appeals (LUBA) remand that clarified the findings that were adopted in the last resolution that was appealed to LUBA. She said that nothing more would be added to the record, which was closed, and only three of the four remand issues affected LTD. She referred Board members to a revised Exhibit A to LTD Resolution No. 2003-049 that was distributed at the meeting. She said the revisions incorporated new language that acknowledged that there could be other issues related to TransPlan, but it was not necessary to respond to them for the remand. She said adoption of the resolution would respond to the LUBA remand and allow LTD's prior resolution to be acknowledged so LTD could act under that resolution.

MOTION Ms. Ban moved adoption of LTD Resolution 2003-049, A Resolution Responding to the Remand of LTD Resolution No. 2002-028. Mr. Kleger provided the second.

Ms. Hocken clarified that the motion was to adopt the revised Exhibit A to the resolution. Ms. Ban agreed that was the intent of her motion.

VOTE The resolution was approved as follows:
 AYES: Ban, Gant, Hocken, Kleger, Lauritsen, Wylie (6)
 NAYS: None

ABSENTIONS: None
EXCUSED: Gaydos

C. Vehicle Advertising Guidelines – Andy Vobora, Service Planning and Marketing manager, summarized the revised vehicle advertising guidelines that were included in the agenda packet. He noted that advertisements for alcohol were excluded in the current guidelines. Previous Board action in 1982 had allowed such ads; however, guidelines in contracts still had excluded alcohol products. He said the revised guidelines would not exclude alcohol products, which could present an opportunity for additional advertising revenue.

Mr. Gant expressed concern with opening the door to alcohol and tobacco product ads, which most transit districts prohibited. He said TriMet's policies prohibited alcohol, tobacco, and political ads and legal counsel had determined that was well within the law. He said that efforts to present a positive image for LTD and attract new ridership could be undermined by those types of advertising themes. He said the appearance of buses before advertising was the type of image that LTD wanted to promote, although he acknowledged the revenue from advertising. He said he did not want to see ads for alcohol and tobacco and disagreed with LTD's legal counsel's opinion that prohibiting such ads could result in legal challenges.

Ms. Wylie commented that LTD partnered with the City and County, school districts, the University of Oregon, and Lane Community College and all of those bodies were involved in efforts to prevent the use of alcohol and tobacco. She said the proposed revisions to advertising guidelines were counter to those efforts. She said she was supportive of the need for advertising revenue, but agreed with Mr. Gant's observation that the vehicles were more attractive and presented a better image without advertising.

Mr. Vobora said there was evidence that exclusionary guidelines had been challenged in other transit districts and staff were attempting to be consistent with current Board policies. He said that the proposed guidelines could be revised, based on the Board's discussion.

Mr. Gant related that customer response to TriMet's decision to eliminate advertising on some buses had been overwhelmingly positive.

Mr. Hamm said the Board could debate whether it wanted advertising on transit vehicles within the context of "branding" and revenue and public image.

Mr. Gant thought that efforts to establish a brand for LTD were confused with other advertising. He noted that UPS trucks never displayed advertising for other products or services.

Ms. Hocken identified two separate issues: whether to allow any advertising on buses, and whether to exclude ads for certain types of products.

Ms. Ban said she felt the proposed changes addressed the effect of advertising, instead of content, and were more defensible than prohibiting specific products.

Mr. Kleger said he was not in favor of advertising alcohol or tobacco products, but expressed concern about the legal implications of excluding them. He suggested that further research be done and a more detailed legal opinion provided that addressed separately the question of controlling content and the question of excluding alcohol and tobacco.

Responding to a general discussion among Board members about whether any action was required, Ms. Hocken stated that she felt it was necessary for the Board to take action to reverse its previous position if it wished to ban certain types of advertising.

Ms. Wylie asked Mr. Vobora to rewrite guideline #5 to better represent LTD's actual practices and bring the guidelines back to the Board for adoption. She said the Board would schedule a general discussion of advertising on buses as a future agenda item.

Ms. Lauritsen asked that the Board be provided with information such as phasing out advertising, revenue implications, current contracts, legal issues, and timeline when the revisions came back for adoption.

ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

Board Member Reports

Brief reports for the following meetings were included in the Board Report in the agenda packet.

Metropolitan Policy Committee – There was no December meeting.

BRT Steering Committee and Board BRT Committee – There were a December 2, 2003, Steering Committee meeting and a December 15, 2003, BRT Committee meeting.

Springfield Station Design Review Committee – There was no meeting.

Coburg Road Stakeholder Committee – There was a December 10, 2003, meeting.

Board Finance Committee – There was a December 15, 2003, meeting. Ms. Hocken reported that the committee, in addition to reviewing the Long-range Financial Plan, discussed the group pass rate and recommended an increase of 5.9 percent beginning in 2005. She said the committee also discussed the Special Service Policy and recommended charging a fully allocated cost rate. She said there also was some discussion of the advertising policy.

Board Human Resources Committee – There was no meeting.

Region 2050 Policy Advisory Committee – There was no meeting.

Statewide Livability Forum – There was no meeting.

General Manager's Report – There were no questions.

Monthly Financial Report – Ms. Hellekson said that the Board Finance Committee had discussed the three different budget scenarios, which laid out the two extremes of balancing the needs of the operating fund with the long-term needs of capital investment and a scenario in the middle. She said the committee had requested a fourth scenario that would "flesh out" what a BRT "lite" might look like on Pioneer Parkway with a phased approach to full build out to better manage the expenses. She said the scenarios would be presented to the Board at a January 2004 work session.

In response to comments from Mr. Kleger and Ms. Wylie, Ms. Hellekson said that payroll tax revenue was not declining and there was a one-time recovery from prior years that accounted for

\$100,000. She said the bulk of the funds were received four times a year; first quarter revenue was received in November 2003, and the next payment was expected in February 2004.

Ms. Hocken asked if the legislation to allow an increase to the payroll tax rate would apply to self-employment tax. Ms. Hellekson said it did.

Ms. Hocken noted that some of the budget scenarios had required approximately \$2 million in cuts in the operating budget over three years, and three years of advertising revenue was close to \$1 million.

Maintenance Building Expansion Update – There were no questions.

BRT Update – Mr. Viggiano referred to a handout that presented detailed information about the Franklin Boulevard corridor in response to a request from the BRT Committee to provide the Board with more information on the project. He said that updates would be provided on a regular basis.

Springfield Station Update – Charlie Simmons, Facilities Services manager, reported that construction of the project was about one-third completed. He said a media event hosted earlier in the day by LTD was held to focus attention on the retail space and redevelopment of downtown Springfield and generate interest from potential tenants. He said the event was very successful and congratulated those who were involved.

Mr. Hamm said that the project had stimulated partnership, ownership, and pride in downtown Springfield.

Correspondence – There were no questions.

B. Monthly Department Reports – Mr. Vobora displayed concept drawings that represented various color palettes that were being considered as part of the branding process and invited Board members to review them and provide feedback to staff.

C. Monthly Performance Reports – There were no questions.

ADJOURNMENT

The meeting adjourned at 7:45 p.m.

Board Secretary



*Lane Transit District
P. O. Box 7070
Eugene, Oregon 97401
(541) 682-6100
Fax: (541) 682-6111*

January 21, 2004

TO: LTD Board Members
FROM: Ken Hamm, General Manager
RE: Information on Individual Meetings with Eugene City Councilors

Purpose of Meetings: To seek the City Councilor's ideas and feedback on possible agenda items for the joint meeting of the City Council and the LTD Board that has been scheduled for February 23, 2004.

Process: Please contact the City Councilor directly to schedule the meeting. Face-to-face meetings are preferable, although telephone discussions are an option if preferable to the City Councilor. If the meeting is during a lunch or over coffee, please bring in a receipt for reimbursement.

Possible Agenda Topics: The following is a list of possible agenda topics for the joint meeting. The Councilor may be interested in other agenda topics that are not on this list. Note that the meeting is scheduled for approximately 60 minutes, so it is unlikely that all of these items can be discussed at the meeting.

- Coburg Road BRT Planning: A report has been released by the Coburg Road BRT Stakeholder Group. The Board and City Council could discuss possible next steps for the study.
- Franklin Corridor Update: This update would focus on the current schedule, the vehicle, and design issues within the City of Eugene.
- Transportation Demand Management: (TDM): The Metropolitan Policy Committee recently approved additional funding for TDM. The Eugene City Council has been a strong advocate for TDM. The Board and City Council could discuss possible uses for the funds.
- Eugene Downtown Transportation Issues: Topics in this category include the transportation planning for the new federal courthouse, the Breeze shuttle, and the transportation projects included in the Eugene Downtown Plan and the Central Area Transportation Study (CATS).
- McKenzie-Willamette Hospital Site Planning: This agenda item could provide the opportunity for discussion of transit issues related to the site selection for the new hospital.
- Overview of LTD: This could include service characteristics, a ridership profile, planned service cuts, or the current financial situation. This information also could be included in the packet as background information and not be listed as a topic for discussion.

Feedback to Staff: After meeting with the City Councilor, please e-mail or telephone Ken Hamm, Linda Lynch, or Stefano Viggiano with a summary of the discussion.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2004

ITEM TITLE: BUS RAPID TRANSIT (BRT) UPDATE

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

ACTION REQUESTED: None. Information only.

BACKGROUND: **EmX Franklin Corridor Design:** Final design drawings for the Franklin Corridor were received January 9, 2004. Copies of the drawings were distributed to LTD's partner agencies. The final designs allow work on the property acquisition to proceed. Duncan and Brown, the appraisal consultants, currently are working with property owners whose properties are affected by this project.

Construction Schedule: The Intergovernmental Agreements (IGA) with the City of Eugene, Oregon Department of Transportation, and University of Oregon currently are being reviewed by legal counsel. Signing of these documents is expected within a few months. The Public Improvement Permit for the City of Springfield also is being reviewed by legal counsel and is expected to be ready for signature this spring. Once LTD has signed agreements and the right-of-way is acquired, construction can begin.

LTD is using the Construction Manager/General Contractor (CMGC) process for Franklin Corridor. By using a CMGC process, bids will not be required in order to begin construction. The start of construction is scheduled for Spring 2004. Groundbreaking festivities are being planned.

Concurrently, the undergrounding of utilities on the north side of Franklin Blvd between Onyx and Agate is in the design phase. Work is scheduled to begin this spring, weather permitting. The completion date for the undergrounding project is June 30, 2004.

EmX Vehicle: Staff went to the New Flyer headquarters in Winnipeg, Canada, with the intention of finalizing price details on the purchase of the Invero vehicle. A full report the trip's outcome will be presented at the Board meeting. LTD is teaming with the Cleveland, Ohio, transit system to share data. Cleveland is purchasing 20 New Flyer BRT buses.

Springfield Corridor: Progress is being made with the alternatives evaluation and environmental documentation. A draft document is

anticipated to be distributed for comment by June 2004. LTD and Springfield staffs are “closing in” on a design alternative for the MLK Jr. Parkway. The County has completed an assessment of the septic drain fields along MLK Jr. Parkway and currently is developing the design and cost estimate for the BRT facility. PeaceHealth has amended the RiverBend Drive section of the EmX route to include two BRT lanes in the median.

Eugene Corridor: The subcommittee charged with revising the Coburg Road Corridor Study report met on December 10, 2003, to make further amendments. With these amendments the subcommittee recommended distribution and approval of the report. Stakeholders approved the report in January 2004.

ATTACHMENTS: None

PROPOSED MOTION: None

**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 21, 2004**

2004-05 BUDGET DELIBERATIONS

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2003

ITEM TITLE: **LANE TRANSIT DISTRICT ADVERTISING POLICY**

PREPARED BY: Andy Vobora, Service Planning and Marketing Manager

ACTION REQUESTED: Approve Advertising Policy

BACKGROUND: In December 2003 the Board discussed proposed revisions to the District's vehicle advertising guidelines. Because no formal policy could be found on record, staff has developed a policy using the Tri-Met policy as a model.

RESULTS OF RECOMMENDED ACTION: The new policy will be used as the foundation for all future LTD advertising programs.

ENCLOSURE: Lane Transit District Advertising Policy

PROPOSED MOTION: I move the following resolution 200: It is hereby resolved that Lane Transit District's Advertising Policy be adopted as presented on January 21, 2004.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2004

ITEM TITLE: BOARD CALENDARS

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

ACTION REQUESTED: Discussion of Board member participation at LTD and community events and activities

BACKGROUND: At the Board's November 2003 strategic planning work session, the Board asked to have time early on each month's agenda to discuss a schedule of coming meetings, events, and activities. Board members are asked to coordinate the enclosed calendars with their personal calendars and then bring the LTD calendars to the Board meeting for discussion.

At the January 21 meeting, Board members and staff will work together to schedule Board member and staff attendance at specific events, meetings, and activities.

ATTACHMENT: Board calendars are included as a separate document for Board members only.

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2004

ITEM TITLE: CONSENT CALENDAR

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

ACTION REQUESTED: Approval of Consent Calendar Items

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

The Consent Calendar for January 21, 2004:

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

ATTACHMENT: Minutes of the December 17, 2003, regular Board meeting

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

LTD Resolution No. 2004-001: It is hereby resolved that the Consent Calendar for January 21, 2004, is approved as presented.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2004

ITEM TITLE: NEXT STEPS FOR COBURG ROAD EmX CORRIDOR

PREPARED BY: Stefano Viggiano, Director of Development Services

ACTION REQUESTED: None. Information and discussion only.

BACKGROUND: The Coburg Road BRT Stakeholder Committee has been meeting since September 2002 to discuss a possible BRT line along the Coburg Road corridor. The Committee has approved the release of a Coburg Road Bus Rapid Transit Corridor Study that documents the work of the group during the past 15 months. The report includes a discussion of corridor priorities and evaluates the compatibility of various bus rapid transit (BRT) design options with those priorities.

At the last meeting, the Board discussed possible next steps for the Coburg Road EmX project. Since the funding for a possible Coburg Road EmX line is several years out, the Board indicated a preference for putting the project "on hold" for a period of time. A decision on the appropriate next steps for the corridor would be made at some future date.

This agenda item provides another opportunity for Board deliberation on this issue in preparation for discussion at a joint meeting with the Eugene City Council scheduled for February 23, 2004. It had been hoped that the BRT Steering Committee would have discussed the issue on January 6, 2004, and that their comments would have been available for the Board's consideration. However, that meeting was cancelled due to inclement weather. The Steering Committee will discuss the issue at their next meeting on February 3, 2004.

ATTACHMENTS: None

PROPOSED MOTION: None



Valley VanPool

January 2004

Valley VanPool ridership has been stable and slowly growing during its first year.

VALLEY VANPOOL	
YEAR-END SUMMARY	
JULY 2002-JUNE 2003	
<u>RIDERSHIP</u>	
AVERAGE NUMBER OF TOTAL RIDERS:	101 RIDERS
AVERAGE NUMBER OF VANS:	8.5 VANS
AVERAGE DAILY RIDERSHIP PER VAN	9.16 RIDERS
<u>VEHICLE MILES TRAVELED (VMT)</u>	
AVERAGE DAILY MILES TRAVELED PER RIDER	78 MI./RIDER
COMMUTE ROUND-TRIPS ELIMINATED	19,447 TRIPS
VANPOOL VMT REDUCTION	1,500,867 VMT
ESTIMATED COST SAVINGS TO SOCIETY	\$1,167,087
<u>EMISSIONS REDUCTIONS</u>	
SOURCE: AAA AND EPA, 2000	
GALLONS OF FUEL SAVED	83,363 GALLONS
(AVE. CAR GETS 20 MILES TO THE GALLON)	
FUEL COST SAVINGS TO RIDERS	\$100,036
(GALLONS OF FUEL SAVED X 1.2)	
CARBON MONOXIDE	66,691 POUNDS
(1 LB. PER 25 MI.)	
(TOTAL VMT SAVED / 25)	
CARBON DIOXIDE	1,617,249 POUNDS
(19.4 LBS. PER GAL.)	
(TOTAL GALLONS OF FUEL SAVED X 19.4)	
VOC- VOLATILE ORGANIC COMPOUNDS	7,607 POUNDS
(AT .073 OUNCE PER MILE)	
(TOTAL VMT X .0045625)	

The Valley VanPool partners attended a vanpool council meeting at the International Association for Commuter Transportation conference in Utah and the Oregon Transportation Conference in Seaside, Oregon.

Valley VanPool meets on a quarterly basis and issues a quarterly newsletter.

Commuter Solutions Planning Goals 2003-2005

Listed below are the goals, strategies, objectives, and specific action items for the Commuter Solutions Program.

GOAL 1 INCREASE PARTICIPATION IN ALTERNATIVE MODES.

A balanced transportation system is needed in order to ease congestion, reduce strain on the mobility infrastructure, and reduce automobile emissions and energy consumption. Transportation Demand Management (TDM) strategies provide methods to achieve these goals through increased choices and the provision of incentives (e.g., teleworking, rideshare, compressed work weeks, transit, carsharing, etc.). A multilevel intervention approach to travel behavior, targeting work and school sites, home, and metropolitan planning issues, will produce increased use of alternatives.

Strategy: Maintain Existing Programs and Services While Increasing Visibility.

Objective 1A: Develop and evaluate marketing campaigns.

Objective 1B: Develop school trip management programs.

Strategy: Create New Outreach Programs.

Objective 1C: Increase general public's awareness of and participation in ridesharing.

Objective 1D: Create greater visibility of TDM options at key multi-modal areas.

GOAL 2: CONSIDER THE USE OF PARKING MANAGEMENT STRATEGIES IN SELECTED AREAS THROUGHOUT THE EUGENE-SPRINGFIELD METROPOLITAN AREA.

Parking strategies can increase the use of non-single-occupancy vehicle and non-auto travel choices. The creation of positive parking incentives (such as reduced rates for carpools) and the combination of pricing policies (such as a fee for "surplus parking spaces" beyond the minimum required by the land use code) can enhance the use of alternative modes.

Strategy: Identify and inventory parking strategies.

Objective 2A: Identify parking management opportunities.

GOAL 3: IMPLEMENT TDM STRATEGIES AT KEY CONGESTED LOCATIONS.

Congestion at key locations not only puts great strain on the infrastructure, but also creates critical safety issues for jurisdictions. Congestion also allows for collaboration opportunities with private and public entities to creatively approach the problem and employ TDM solutions.

Strategy: Create Community Solutions to Congestion.

Objective 3A: Foster a collaborative approach with private/public partnerships to solve local congestion.

GOAL 4: CREATE TDM INFRASTRUCTURE SUPPORTED BY REGIONAL JURISDICTIONS.

In order for TDM programs to be effective, stronger TDM partnerships with cities and agencies that provide transportation within the Eugene-Springfield metropolitan area are needed. The harmful effects of travel demand, congestion, diminishing air quality, reduction of natural resources, and infrastructure strain do not respect city boundaries. Collaboration and coordination between jurisdictions are essential to the success of TDM strategies.

Strategy: Create TDM infrastructure supported by local, regional, and state jurisdictions.

Objective 4A: Advance discussion on regional commitments and participation in Commuter Solutions.

Objective 4B: Prepare Commuter Solutions to be the regional coordinator of TDM policies.

GOAL 5 EFFECTIVELY USE RESOURCES TO ADVANCE COMMUTER SOLUTIONS PROGRAM GOALS.

Strategy: Secure funding for program staff.

Objective 5A: Maintain existing positions.

Objective 5B: Leverage Commuter Solutions resources.

GOAL 6 INCREASE PUBLIC INVOLVEMENT.

Community input and feedback in Commuter Solutions Programs helps ensure the program's success in responding to regional needs.

Strategy: Keep the Region's Stakeholders Informed and Solicit Input on Programs and Policies.

Objective 6A: Conduct outreach to the region's public, private, and nonprofit organizations that focus on issues of growth and transportation.

Q:\Reference\Board Packet\2004\01\Regular Mtg\CS Plng goals recapped 1-04.doc



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

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

MONTHLY DEPARTMENT REPORTS

December 17, 2003

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

STATE

State Ballot Measure 30 will be voted on by February 3, 2004. This is the \$800 million revenue package the legislature enacted late in the 2003 session. Their action has been referred to the people for a vote. If you support the tax, you would vote yes.

Tony Corcoran's departure from the Legislature and Floyd Prozanski's appointment to the Senate seat has created a vacancy in the House of Representatives from south Eugene. This is certain to be highly contested for the appointment and in the election.

FEDERAL

Appropriations

The House voted on December 8 to approve an omnibus budget bill. The Senate deferred action on the same bill until January, forcing the government to operate on a continuing resolution until that time.

The Omnibus Budget bill contains the conference report on transportation appropriations, identifying a total of \$6,750,000 for Lane Transit District. The funds are divided into three parts, with \$4 million for Springfield Station, \$2 million for Phases II and III of Bus Rapid Transit, and \$750,000 under a generic Bus and Bus Facilities category. These funds are assumed to require a 20 percent local match.

Reauthorization of TEA-21

The House Transportation and Infrastructure Committee has released a draft of its reauthorization bill, named TEA-LU (Transportation Equity Act: a Legacy for Users). (The bill is named for Lu, the wife of Committee Chair Don Young, R-Alaska.) The Senate Environment and Public Works Committee has marked up the highway portion of the bill also, but because there are four Senate committees that must act to complete such a bill, there is still a lot of work to do. The current bill has been extended until February 29, 2004,

and it remains uncertain whether the Congress will act on a long-term bill early in the year or if another extension will be enacted. If there is a long-term extension, the status of projects needing full-funding grant agreements, continuing appropriations, or new authorizations also is unclear.

Planning for 2004

The coalition of local governments that lobby together in Washington is planning for the March 2004 trip. A detailed project list should be available for Board review in January. Lane Transit District will continue to pursue funding for the Pioneer Parkway EmX Corridor. If TEA-21 is not reauthorized in 2004, the District will seek funds to continue work on the project until it is fully funded.

DEVELOPMENT SERVICES

Stefano Viggiano, Director of Development Services

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

The Oregon Department of Transportation (ODOT) Public Transit Division notified LTD that the request of up to \$722,775 for vehicle replacement of paratransit vehicles has had a favorable review and will be forwarded to the Oregon Transportation Commission for final approval in February. Grants for other projects will be sent back to LTD for review and prioritization. LTD serves as the designated governing body for Special Transportation Fund requests for Lane County.

LTD and Special Mobility Services' staff are conducting an analysis of operational policies to determine whether changes could improve service efficiency. Revisions to the 14-day advanced reservation policy and no-show and late cancellation policy are under review along with a six-month trial performing in-person interviews for determining RideSource eligibility in lieu of the written format currently in use.

COMMUTER SOLUTIONS

Connie B. Williams, Program Manager

Julia Martin, Smart Ways to School Transportation Project Lead has given notice that she has accepted another job. She will continue to commit to 15-20 hours a week for January and possibly into February to help train a new employee.

Smart Ways to School staff have completed site evaluations at all 12 schools. Follow-up meetings with principals have occurred at 10 of the 12 schools, with very enthusiastic responses in most cases.

Thirty-six presentations to PTAs, Site Councils, and staff meetings are being scheduled for January and early February. A Parent Survey to learn about students' travel patterns will be distributed to all parents (nearly 6,000) in January.

The ridership/carpool/park and ride campaign for PeaceHealth that began Sept. 22nd continues. Display units are being relocated to other facilities/locations for increased exposure.

ODOT staff attended the November 25, 2003, meeting of the TDM Advisory Committee to discuss options for allocating the newly earmarked \$1.5 million for TDM programs statewide. Input from our group will be pooled with comments from other statewide TDM programs. It is hoped that a decision could be made as early as January or February.

One group pass program, Costco, has chosen not to renew its transit pass program for its employees, citing lack of employee interest as the reason. Costco employs 180 people.

Final contract documents for the purchase of RidePro3 ride matching software have been completed. Staff still are hoping for a January installation. The final price was \$41,039. Each year, \$5,000 will need to be budgeted for licenses, technical support, and updates.

SERVICE PLANNING AND MARKETING

Andy Vobora, Service Planning and Marketing Manager

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Winter bid work is coming to a close. Data transfer to Operations for bid posting is complete. *Rider's Digest* update materials are nearing completion. Updates will be printed and inserted into remaining Digests and made available on the buses and at the GSC.

A football service debrief will occur in January. All indications are that the season went well as the season average of 10,400 set a new record for ridership. Basketball service continues to go well. Special event organizers were mailed a letter inviting them to comment on the District's intent to use the fully allocated rate for all special event service.

Staff are evaluating Web site "shopping cart" proposals from local vendors. Within the next couple of weeks, a decision should be made on how to proceed. This improvement will allow LTD to provide secure and efficient purchasing opportunities for guests. The inventory will include LTD passes and may be expanded to include other items, such as LTD microlight keychains, bike safety flashers, etc.

Preliminary meetings with Jenny Ulum of The Ulum Group have occurred. Jenny will be assisting staff in the development of a public relations plan. This project got off to a slow start due to the holidays and Jenny's battle with pneumonia!

Brand rollout continues as new television commercials were finalized and began airing in January. The Board will have an opportunity to view the commercials at the January meeting. Work continues on the selection of a color palette and designs for new color

application on the buses. The Brand Committee will convene to provide feedback on the colors and designs, and then the Board will be brought up-to-date at a future Board meeting.

Lane Community College group pass processes for winter term were set to go, but the severe weather resulted in a need to reschedule photo identification processing. This should not affect the implementation since the majority of students received photo ID cards fall term.

FACILITIES SERVICES

Charlie Simmons, Facilities Services Manager

The modification of bus bay "1" to accommodate the new articulated buses was completed on January 3. The construction area required the creation of a temporary loading area on Olive adjacent to the 1099 building. The severe weather posed a challenge for the contractor to complete the work on schedule, but the bus bay reopened on scheduled.

The Maintenance building expansion project has lost about a week because of inclement weather and dewatering the excavation for the vehicle hoist. The project is still on schedule to be complete in March.

METROPOLITAN PLANNING

Lisa Gardner, Senior Strategic Planner

LTD continues to participate in the update of the Central Area Transportation Study (CATS). At the December 1, 2003, work session, the Eugene City Council discussed the draft CATS document and raised several questions regarding the operation of BRT downtown, including the appropriateness of BRT on residential streets within the downtown. A discussion of a future downtown trolley was raised again by Councilor Bettman. LTD staff are working with City of Eugene staff to prepare responses to specific questions raised at the work session. Because the downtown trolley is perceived as a development tool, rather than a transportation solution, staff response regarding the trolley will suggest that the issue of the trolley is most appropriately discussed within the context of the Downtown Plan. If the Council identifies funding, a new trolley feasibility study could be conducted by the City, with LTD participation. The City Council will hold a public hearing on January 26, 2004, and will be asked to adopt the plan at its February 9, 2004, Council meeting.

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TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

LTD WEATHERED THE STORM IN EXCELLENT FASHION

With a lot of effort and teamwork, LTD did a great job in getting through a week of snow and ice, along with weather-related telephone disruptions and radio problems. Service was on nearly continuous snow routes from December 29 through the morning of January 5. The bus operators did an outstanding job of maneuvering through slipping and sliding cars, icy hills, and slick overpasses. There were only a few very minor weather-related accidents, and all of the normal routes and snow routes operated as long as the roads were open. Supervisors, guest service staff, marketing staff, operators, and facilities staff all did an outstanding job to ensure that the community was served in the best manner possible. LTD has received several compliments for our snow service.

MAINTENANCE

Ron Berkshire, Director of Maintenance

There is no Maintenance report this month.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Carol James, Accounting Manager
Jeanette Bailor, Purchasing Manager

Staff continued to work hard in support of project-related activities, as well as ongoing required responsibilities mandated by state and federal requirements. Project activities included scheduling a trip in mid-January to New Flyer Corporation to negotiate a final price and clarify remaining contract issues for EmX vehicles, preparation to close the RideSource

property acquisition, continued support of Springfield Station construction, and preparation for calendar year-end closing for payroll. The RideSource property acquisition was finalized on January 8, 2004.

In addition, staff submitted the Comprehensive Annual Financial Report (CAFR) to the Government Finance Officer's Association in December in an effort to achieve an eighth successive award for excellent in reporting. Results are expected in late spring. For the first time, LTD's CAFR included the new reporting model based on the Government Accounting Standard Board's Rule 34.

INFORMATION TECHNOLOGY

Steve Parrott, IT Manager

IT staff continued to support LTD's technology infrastructure and current capital projects. In addition, IT helped with the implementation of an HR application (CIS Assistant) providing HR staff with a management and reporting tool to support LTD's drug testing program.

Considerable staff time still is being invested in the Siemens project to install and implement Automatic Vehicle Location (AVL), Automatic Passenger Counting (APC) and Computer Aided Dispatch (CAD). The Siemens project hardware and software components are installed for all active revenue vehicles, and LTD's project team is in the process of testing the system for compliance with project specifications. Preliminary testing revealed engineering oversights and data consistency problems, which are being addressed by Siemens. While the testing work limits LTD's ability to use APC data and schedule adherence data for service planning and performance reporting, staff continue efforts to develop a standard set of reports for these purposes. Operations staff are using the CAD features of the TransitMaster product on a monitored basis.

An important next step for the Siemens project will be to develop a set of policies and procedures to guide operations supervisors in the use of LTD's service delivery performance reports as a management tool. Appropriate use of this new tool will strengthen the operations evaluation process by providing a new level of objectivity.

HUMAN RESOURCES

Mary Neidig, Human Resources Director

High priorities for the Human Resources Department during December included budget discussions and looking for ways to reduce department costs. A review of current liability insurance coverages was conducted, and adjustments made that resulted in initial reduced premium costs of \$13,000.

The HR director met with six LTD Board members as part of the ongoing orientation process. In addition, she rode buses on a variety of routes.

The new third-step grievance process resulted in the first agreement to settle a grievance rather than advance it to arbitration. In addition, multiple issues are being discussed at the Labor Management Committee meeting, several of which should be finalized in February.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2004

ITEM TITLE: COMMUTER SOLUTIONS PROGRAM REPORT

PREPARED BY: Connie Bloom Williams, Commuter Solutions Program Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: Commuter Solutions Program staff continue to be active in local metropolitan planning issues and in providing transportation programs and services to the community. At the meeting, staff will review activities, accomplishments, and changes that have occurred since the last report to the Board in January 2002.

Categories of programs within the Commuter Solutions Strategic Plan fall into four main categories:

- Technical Assistance and Services
- Education and Awareness
- Research
- Policy

A copy of the Planning Goals is attached for the Board's review.

ATTACHMENTS:

- (1) Commuter Solutions Planning Goals 2003-2005
- (2) Smart Ways to School Project Update
- (3) Vanpool Report
- (4) Group Pass Participants List, January 2003 Update

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2004

ITEM TITLE: FEBRUARY 2004 EMPLOYEE OF THE MONTH

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

BACKGROUND: **February 2004 Employee of the Month:** Bus Operator Gaylene Shrope was selected as the February 2004 Employee of the Month. Gaylene was hired by LTD on May 20, 1996. In addition to her duties as a bus operator, she has been a bus operator instructor since February 2001. She has received awards for seven years of Safe Driving and in 2001 was a recipient of the General Manager's Award for Excellence. Gaylene was nominated for this award by a guest because she has a good attitude, is a good driver, and is very nice, and by numerous co-workers who appreciate her leadership as the lead transportation coordinator (TC) for University of Oregon football and basketball shuttle service. One bus operator said, "Gaylene has been a true and effective leader. Giving the TCs working under her clear direction and then allowing them the freedom to load their buses in a way that is comfortable for them, she has helped create an atmosphere among the TC crew that makes it fun to spend 10-14 hours on your feet under stressful conditions." Another co-worker commented that Gaylene is always happy to go the extra mile to hold lift training sessions for LTD's riders. A total of 36 bus operators, supervisors, and office staff signed her nomination.

When asked to comment on Gaylene's selection as Employee of the Month, Transit Operations Field Supervisor Shawn Mercer said:

Gaylene is an excellent selection for February Employee of the Month. She has an outstanding record of success as an operator with LTD. Her willingness to go the extra mile is shown in her record of outstanding attendance, remarkable customer service, and the Team LTD approach she brings to her work every day. Gaylene also is an excellent role model to new operators in her position as an operator instructor. She also has worked as a leader of the crew of operators who serve as transportation coordinators for LTD special events services. These crews are essential to the smooth operation of special services, and an effective leader is invaluable. Gaylene has earned my respect as one of the most dedicated and hard working individuals in our organization. She is loved and admired by her peers and the Operations supervisory staff for her dedication and personal strength. Congratulations, Gaylene.

Our congratulations to Gaylene on her selection as the February 2004 Employee of the Month!

AWARD: Gaylene will attend the January 21, 2004, meeting to be introduced to the Board and receive her award.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 17, 2003

ITEM TITLE: WORK SESSION: EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(e); ORS 192.660(1)(f); ORS 192.660(1)(h); 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)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions; 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)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions; 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:** January 21, 2004
- 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. **Public Relations Plan:** A proposed public relations plan will be brought to the Board for approval at the February 18, 2004, meeting.
 - B. **Bus Advertising Policy:** Recommended changes to the LTD bus advertising policy will be discussed with the Board at the February 18, 2004, meeting.
 - C. **FY 2004-05 Annual Route Review/Service Recommendations:** A public hearing and approval of the FY 2004-05 service recommendations will be scheduled for February 18, 2004.
 - D. **FY 2004-05 Pricing Plan:** Public hearings and approval of recommended changes to the Pricing Plan will be scheduled for the February 18 and March 17, 2004, Board meetings.
 - E. **Joint Meetings with City Councils:** The Board is scheduled to meet in joint work sessions with the Eugene City Council on February 23 and with the Springfield City Council on May 24, 2004.
 - F. **Coburg Road BRT Study:** Results of a Coburg Road BRT Study will be presented to the Board at a future meeting, possibly in February 2004.
 - G. **RideSource Facility Update:** Staff will provide an update on the RideSource facility project within the next few months, after more progress has been made on the project.
 - H. **BRT and Springfield Station Updates:** Various action and information items will be placed on Board meeting agendas during the design and implementation phases of the bus rapid transit and Springfield Station projects.



LTD General Manager's Report to the Board of Directors

January 21, 2004

Prepared by Ken Hamm, General Manager

FUTURE DATES TO REMEMBER

January 23, 2004	Springfield Chamber Annual Banquet
January 28, 2004	Eugene Chamber Celebration of Business
February 1-3, 2004	APTA GM, Board Member, and Board Support Workshops
February 7, 2004	Springfield Business Expo – Gateway Mall
February 16 or 17, 2004	LTD Special Board Meeting (tentative)
February 18, 2004	LTD Regular Board Meeting
March 1-4 , 2004	United Front in Washington, D.C.
March 7-9, 2004	APTA Legislative Conference
March 15, 2004	LTD Special Board Meeting (tentative)
March 17, 2004	LTD Regular Board Meeting

INTERNAL ACTIVITIES

Holiday Potlucks

Potlucks were held December 18th in the Operator's lounge during the day and the Fleet lounge during the evening to wish each other a wonderful holiday season. There was plenty of food, fellowship, and laughter. This is a good morale builder.

Snow & Ice

Overall the response to the snow and ice was very good. There were some service delays and snow routes. The fleet and operations teams kept things running well. Telephone lines were busy and administration pitched in as new riders called in to find out how and where to catch the bus. A debriefing meeting is scheduled for January 16. Administration acknowledged the high morale and performance of the employees by delivering bagels to all departments on the morning of January 7th beginning at 4:30 a.m.

RideSource Facility

The papers were signed January 8th by me for the property for the new RideSource facility. Staff are working with the architects to complete the facility design. That facility is programmed for completion in the summer of 2005.

EXTERNAL ACTIVITIES

PeaceHealth

Stefano Viggiano and I met on December 23rd with Alan Yordy and Phillip Farrington of PeaceHealth to coordinate BRT plans with the proposed River Bend project.

State of the City Addresses

On January 5th I attended Mayor Leiken's State of the City of Springfield address. On January 7th I attended Mayor Torrey's State of the City of Eugene address.

SEL

The Springfield-Eugene-Lane County public CEOs met on January 9th to discuss issues of interest, including the United Front trip, the MPC, and other shared issues.

OTA

The Oregon Transit Association meeting was held on January 15. Topics included distribution of fleet replacement funds, reauthorization, and TDM funding. Your GM was elected Vice-President of the association.

Strategic Meetings

On January 13th I met with Dean Kortge to discuss payroll tax, health care, and other LTD topics.

On January 14th I met with Eugene City Councilor Jennifer Solomon to discuss BRT, LTD's budget forecast, payroll tax, and the upcoming joint meeting between the LTD Board and the Eugene City Council.

Happy New Year! I hope everyone had a great holiday season and weathered the snow and ice without incident.

LTD's Strategic Goals:

- **Deliver reliable service**
- **Develop innovative service**
- **Maintain fiscal integrity**
- **Provide progressive leadership**
- **Develop a team environment**



Group Pass Participants List January 2004

*AccuTel, Inc.
Bear Creek Corporation/Harry & David
Best Software
Center for Appropriate Transport
City of Eugene
Creative Minds Alternative School
Dept of Justice–Civil Enforcement Division
Down To Earth
Downtown Eugene Incorporated
Eugene Free Net (EFN Company)
Eugene Weekly
Harrang/Long/Gary/Rudnick
Industrial Adhesives, Inc.
Lane Community College
Lane Council of Governments
Lane County Law & Advocacy Center/Legal Aid
Looking Glass Counseling Center
Lunar Logic
Mobility International USA
Network Charter Schools
Northwest Youth Corps OutDoor School
Oregon Dialysis Services/Fresenius
Oregon Eugene Mission
Peace Health Oregon*

*Cottage Grove Hospital and Clinic
Oregon Endoscopy
Oregon Medical Laboratories (OML)
Peace Health Information Technology
Peace Health Medical Group
Sacred Heart Medical Center
Providence Health Plans
Rainbow Optics
SAFE, Inc.
Special Mobility Services
Sperry Tree Care Co.
Symantec Corporation
Taco Time Corporate Stores
Taylor Nelson, Sofres Intersearch (TNS)
University of Oregon
UO Faculty and Staff
UO High School Equivalency Program
UOStudents (Associated Students of UO)
UO Bookstore, Inc.
Venture Data, LLC
WBGS Architecture & Planning, P.C.
Wellsprings Friends School
West Bros. BBQ
Wild Oats
Willamette Leadership Academy*

Forty-four (44) businesses with 41,013 participants!

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2004

ITEM TITLE: SELECTION OF BOARD LEGAL COUNSEL

PREPARED BY: Mark Pangborn, Assistant GM

ACTION REQUESTED: Decide on selection process for Board legal counsel

BACKGROUND: Legal counsel to LTD is provided on a contracted basis. Given the substantial variety of legal questions as well as the month-to-month variability in the amount of work, it has been the recommendation of staff and the decision of the Board to subcontract legal advice.

LTD currently subcontracts with the local law firm of Arnold Gallagher Saydack Percell Roberts & Potter, P.C. (Arnold Gallagher). We have used the services of this firm for the past five years. Until May 2002, federal regulations required that a transit agency could not maintain a professional services contract with the same firm longer than five years without going through a competitive selection process. In May of 2002, new federal regulations were approved that allowed transit districts to continue professional services contracts for more than five continuous years as long as the reasons for doing so were publicly documented. This action brought federal regulations into alignment with Oregon public contracting regulations.

Legal counsel to LTD is, by policy, selected by the LTD Board. Consequently, the Board is now at a decision point. There are two choices: (1) Instruct staff to initiate a process to solicit proposals for legal services from law firms in the community; and (2) Instruct staff to document why it is in the best interests of LTD to extend the contract of Arnold Gallagher.

Staff have spent some time discussing what is in the best interests of the District and believe that there are some good reasons to extend the contract for a period of two years. In making this recommendation, staff considered four decision categories concerning professional services contracts:

1. Is LTD satisfied or dissatisfied with the level of service provided by the contractor? Staff have been very pleased with the level and quality of service provided by our current legal counsel. They are timely, they

have provided excellent advice, they are appropriately pro-active, they have a wide range of expertise, and, where they lack expertise, they have referred LTD to other quality professional counsel.

2. Is the service appropriately priced? One may receive great service, but if you are paying too much for it, it may not meet your needs. A brief review of legal fees of the largest law firms in the community indicates that the fee structure of Arnold Gallagher is competitive with those firms. LTD considered only the largest firms because the complexity and range of legal issues that LTD must address require a firm with a broad range of expertise. Moreover, Arnold Gallagher often uses associate staff at a lower cost to perform the more routine legal work for the District. Staff believe that fees charged by legal counsel are consistent with those charged by the other large law firms in the community.
3. Continuity of service. With any professional service contract, there is always the question of specialization of expertise. Transit legal issues are complex and often unique. Over the five years that Arnold Gallagher has been serving the District, it is the experience of staff that the firm has become very conversant with the legal issues that the District must address. Two current examples are Ordinance #36 and advertising on buses. If a new firm were selected, there inevitably would be some delay for a new firm to acquire the same level of expertise. There is a certain level of efficiency in building on existing expertise.
4. Policy/political considerations. Some public organizations as a matter of policy require open competition of contracts on a specified schedule, regardless of the performance of the current contract holder. In doing so, they avoid any appearance of favoritism in the awarding of contracts. As a recipient of taxes from local businesses, LTD always has worked hard to ensure that local business have every opportunity to compete for LTD work, but LTD does not have a specific policy on the length of a professional services contract with the District. It has been the experience of staff that addressing the issue on a case-by-case basis allows for the best decisions.

As a result of this discussion, staff believe that it is in the best interest of the District to extend the contract with Arnold Gallagher for another two-year period, after which time we would revisit the issue with the Board.

RESULTS OF RECOMMENDED ACTION:

If the Board chooses to extend the current contract, it will be important for the Board to state for the record its reasons for extending the contract. If the Board chooses to terminate the contract, staff will initiate the process for requesting proposals for legal services.

ATTACHMENT: None

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2004-004: It is hereby resolved that the LTD Board of Directors directs staff to extend the existing contract for legal services with the firm of Arnold Gallagher Percell Roberts and Potter, P.C., for a period of two years, February 26, 2004, through February 25, 2006, and to document for the record the reasons for the extension of this contract.

AGENDA ITEM SUMMARY

2

- DATE OF MEETING:** January 21, 2004
- ITEM TITLE:** LONG-RANGE FINANCIAL PLAN WORK SESSION
- PREPARED BY:** Diane Hellekson, Director of Finance & Information Technology
- ACTION REQUESTED:** None
- BACKGROUND:** The full Board of Directors at its annual work session, and the Finance Committee of the Board at regular meetings throughout the year, have considered the important financial issues that are integral to following LTD's strategic plan and maintaining a realistic and viable Long-Range Financial Plan (LRFP). At its December 15, 2003, meeting, the Finance Committee asked that the issues be brought back to the full Board in January so that a discussion of the issues and options can be held, and direction given to staff for preparation of the FY 2004-05 proposed budget and the updates of the Capital Improvements Program (CIP) and LRFP.
- In the General Fund, the issues will include the following:
- Payroll tax rate increase effective January 1, 2005
 - Expenditure growth control, particularly in the personnel services category
 - Sustainable fixed-route service levels
 - Consideration of a staff proposal to balance the General Fund in two phases
 - Investment of operating funds into long-term capital projects
- In the Capital Projects Fund, the issues will include the following:
- Funding for the EmX Pioneer Parkway Corridor and any subsequent corridor(s)
 - Timing of future corridors beyond the Franklin project (which could include a discussion of whether to construct a certain corridor at all, pick a different corridor, or limit investment in any future corridor)
- The Leadership Council, supplemented by the accounting manager, the information technology manager, and the facilities services manager, met all afternoon on January 14 to discuss these issues and prepare for the Board work session. As a result, final materials for the Board work session were not available in time for inclusion in the Board packet materials. Staff regret any inconvenience that may result. Materials for the work session will be in summary form, since Board members have reviewed the model in detail previously, so the lack of opportunity for advance consideration may not be a problem.
- ATTACHMENTS:** None. (Materials will be distributed at the meeting.)
- PROPOSED MOTION:** None

Q:\Reference\Board Packet\2004\01\Regular Mtg\lrfp work session.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2004

ITEM TITLE: LTD Advertising Policy

PREPARED BY: Andy Vobora, Service Planning and Marketing Manager

ACTION REQUESTED: Discussion of suggested advertising policy.

BACKGROUND: At the December 2003 LTD Board of Directors meeting, the Board and staff discussed potential changes to the advertising guidelines used by LTD. The Board directed staff to continue working on the guidelines and return to the Board for further discussion.

The attached advertising policy was developed using the Tri Met advertising policy as a template. Tri Met and LTD were created using the same Oregon Revised Statutes and Tri Met's in-house legal staff has clearly spent considerable time in the policy development process. Staff feels this policy will meet LTD's needs, however the restricted advertising categories are greater than current LTD guidelines and therefore staff would like to discuss whether this meets the Board's expectations.

RESULTS OF RECOMMENDED ACTION: With Board direction, Staff will prepare a final policy document and bring it back to the Board for approval in February.

ATTACHMENT: Advertising Policy and Standards for Lane Transit District.

PROPOSED MOTION: None.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 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 December 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: December 2003 Performance Reports

PROPOSED MOTION: None

LANE TRANSIT DISTRICT

**Pricing Proposal Summary
2004-2005**

TYPE OF FARE:

Cash Fare

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

Passes

Adult		
1-Month:	\$35.00	\$35.00
3-Month:	\$85.00	\$95.00

Youth, Senior, Reduced

1-Month:	\$17.50	\$17.50
3-Month:	\$42.50	\$47.50

Day Pass

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

Tokens

Adult	\$1.00	Discontinue
Other	\$0.50	Discontinue

RideSource (Staff Proposal)

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

RideSource (STAC Proposal)

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

*Round-trip fare

Wholesale Discount

	Current:	Proposed:
Passes		
0-500+	5.0%	0.0%
Tokens		
0-500+	5.0%	0.0%

Special Programs - not covered by ordinance

Breeze Fare	25-cents	50 cents
Group Pass	0%	5.90%
LCC Term Pass	\$54.00	Discontinue
Summer Youth Pass - June/July/Aug		\$40.00

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

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

Data collected through transit district Web site information.

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

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

LANE TRANSIT DISTRICT

**Pricing Proposal Summary
2003-2004**

TYPE OF FARE:

Cash Fare

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

Passes

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

Youth, Senior, Reduced

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

Day Pass

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

Tokens

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

RideSource (Staff Proposal)

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

RideSource (STAC Proposal)

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

*Round-trip fare

Sales Outlet Discount

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

Special Programs - not covered by ordinance

Breeze Fare	25-cents	25-cents
Group Pass	6%	3.65%
LCC Term Pass	\$54.00	\$54.00
Summer Youth Pass - July/Aug/Sept		\$34.95

Projected Revenues Based on 2002/2003 Fare Changes

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

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

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

Data collected through transit district Web site information.

Fare Media Relationships

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

Proposed	Media Type	Adult Price	Cost per Trip*	Monthly Cost*	Percent Discount
	Cash	\$1.25	\$1.25	\$50.00	0%
	Monthly Pass	\$35.00	\$0.88	\$35.00	30%
	3-Month Pass	\$95.00	\$0.79	\$31.67	37%

LTD Pricing History

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

Lane Transit District

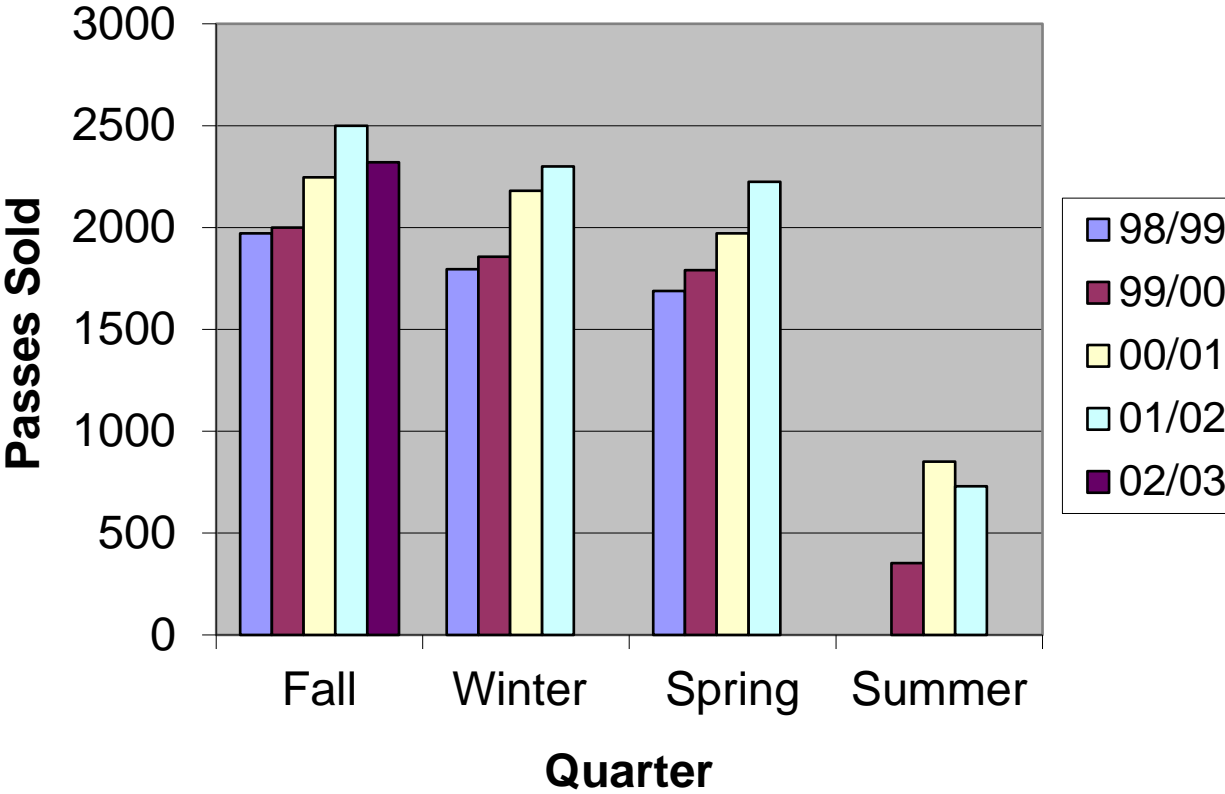
Direct Service Cost per Service Hour by Fiscal Year

For use as inflationary increase for group pass contracts.

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

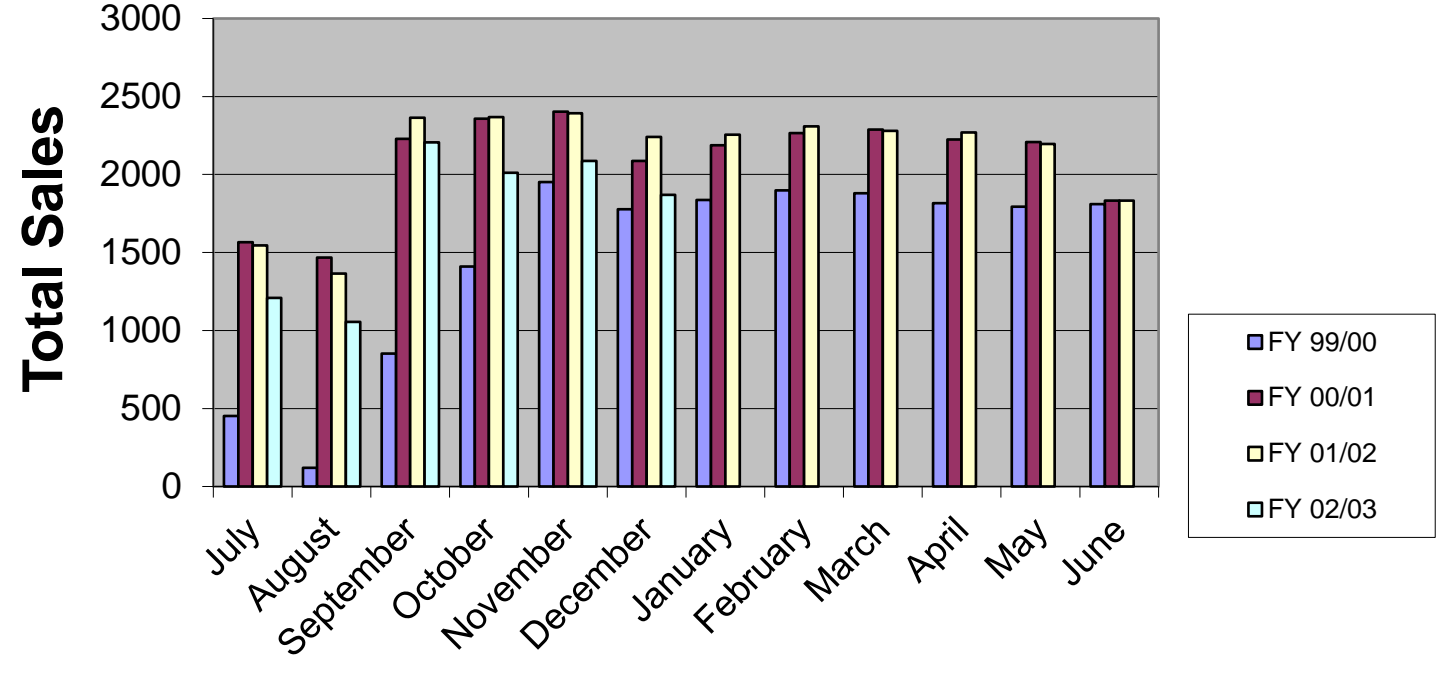
Direct Variable Costs						
Fiscal Year	Operator Cost per Service Hour	Percent Increase	Maintenace Cost per Service Hour	Percent Increase	Total Direct Service Cost	Percent Increase
FY 1994 - 1995	23.00		9.87		32.87	
FY 1995 - 1996	23.97	4.2%	10.10	2.3%	34.07	3.7%
FY 1996 - 1997	24.08	0.5%	10.89	7.8%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

LCC Term Bus Pass Sales





LTD Youth Pass Sales



Breeze Fare Analysis

Fall 2002

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

SMART WAYS TO SCHOOL UPDATE – JANUARY 2004

School District	School Name	Enrollment
4J	Corridor Alternative	265
	Meadowlark/Buena Vista Elementary	194+251
	Roosevelt Middle	728
	Cal Young Middle	611
	Total 4J Enrollment	2,049
Bethel	Clear Lake Elementary	382
	Meadowview K-8	720
	Cascade Middle	500
	Shasta Middle	500
	Total Bethel Enrollment	2,102
Springfield	Guy Lee Elementary	400
	Douglas Gardens Elementary	440
	Thurston Elementary	420
	Thurston Middle	537
	Total Springfield Enrollment	1,797
Total <i>Smart Ways to School</i> Enrollment		5,948

- Site visits have been completed in all participating schools.
- Principal visits have been completed in all participating schools except Cascade Middle in Bethel.
- Presentations to each school's PTA, Site Council and Staff are in progress.
- Parent Transportation Survey has been designed and currently is with each school district for review. Nearly 6,000 surveys will be distributed to parents for this project.

Special Service Policy

Service to Community Events

Definition

Public transit service that is organized, by LTD or an event organizer, to address transportation needs arising from an event with a sufficient number of participants to cause negative impacts on the community's transportation network or on the neighborhood adjacent to the event site.

Access

Access to the community event transit service must be open to all persons.

Restrictions

1. Operating service for community events should not have a negative impact on regular service. There should not be a reduction in scheduled regular service levels. There also should not be a significant degradation in service capacity or scheduled timing of regular service.
2. Consideration will be given to the availability of buses and the type of bus appropriate for the event.
3. Consideration will be given to the availability of staff.
4. Consideration will be given to the availability of bus operators.
 - a. Service expected to use ten (10) or more bus operators must be scheduled in advance and accounted for in the bus operator vacation bid.
 - b. Service Planning & Marketing staff shall produce a service analysis for proposed special events not accounted for in the bus operator vacation bid. Transit Operations and Fleet Services must agree to the proposed service package before the District contracts with the event organizer.

Fees

~~The District will charge a base fee equaling the sum of all direct variable and direct fixed operating costs (measured as a rate per schedule hour of service), as outlined in the District's Fully-allocated Cost Plan. Events requiring extensive service planning, service marketing, and operational oversight will be assessed the base fee plus an additional fee to cover these supplementary services.~~

The District will charge fees equaling the sum of all direct variable and fixed operating costs, as well as indirect fixed costs (measured as a rate per schedule hour of service), rounded up to the nearest whole dollar, as outlined in the District's Fully-allocated Cost Plan.

The event organizer will determine the fare charged.

Service Provided Through Charter Agreements

Definition

Transit service that is organized to meet a transportation need of a private party or organization.

Access

The contracting party or organization will determine access to chartered service.

Restrictions

Charter service will be directed to local private providers to determine the availability and willingness of these providers to provide the desired service. The District will consider contracting, through subcontracting agreements with private providers, when service on fixed routes is not compromised and when bus operators are available.

The only exception will be for organizations that are exempted in FTA 49 CFR Part 604, which allows the District to contract directly with a government entity that is a qualified social service agency, or a private, non-profit organization serving seniors or people with disabilities.

Fees

The District will charge fees equaling the sum of all direct variable and fixed operating costs, as well as indirect fixed costs (measured as a rate per schedule hour of service), rounded up to the nearest whole dollar, as outlined in the District's Fully-allocated Cost Plan.

The event organizer will determine the fare charged.

Maintenance of the Charter and Community Events Service Policy

The **Development Services Department** is responsible for maintaining this policy and recommending changes to the policy as necessary.

Revision Adopted by Board of Directors _____, 2004.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2004

ITEM TITLE: SPECIAL SERVICE PRICING

PREPARED BY: Andy Vobora, Service Planning and Marketing Manager

ACTION REQUESTED: Approve the use of fully allocated costs for all special service provided by Lane Transit District and adopt revised Special Service Policy

BACKGROUND: On December 15, 2003, the Board Finance Committee discussed the elimination of current "community service pricing" for special event services. The committee agreed to a change in the Special Service Policy and directed staff to present the change to the Board.

In December 2001, the Board revised the District's Special Service Policy. These revisions included the elimination of percentage discounts for criteria that included event aspects, such as the size of the event. The new policy language provided an opportunity to utilize the sum of direct costs rather than the fully allocated cost total. For many event organizers, this resulted in substantial savings. Events that required greater effort in terms of staffing and oversight were charged the fully allocated rate. The only event warranting the use of the fully allocated rate has been UO football shuttles.

As the District has cut staffing and service, and as events have become more complex, it seems appropriate that all special event service be charged at the fully allocated rate. This rate recognizes the full cost of service implementation and the overhead costs associated with District operations.

The change in hourly cost would increase from \$68 per hour to \$88 per hour. For some event organizers, this increase can be absorbed. For example, the Butte to Butte road race shuttle cost would increase from \$1,224 to \$1,584. For others, such as the Oregon Country Fair, the increase will be more significant as the total hours of service for their event is approximately 600 hours. An increase of \$20 per hour would result in \$12,000 in additional charges. Factoring the transportation costs into ticket prices or charging higher parking fees are options to mitigate these cost increases; however, there is a possibility that LTD would be dropped as the provider of this service. If LTD were not used, revenues from special

service would decrease. However, none of the expenses associated with the event would be incurred.

RESULTS OF RECOMMENDED ACTION:

Special event organizers would pay \$20 per hour more than currently is being assessed. The \$88 per hour fully allocated cost amount would be used for all special event service pricing. This could result in some events discontinuing the use of LTD for providing service to their events.

ATTACHMENT:

Revised Special Service policy

PROPOSED MOTION:

I move the following resolution:

LTD Resolution No. 2004-002: It is hereby resolved that the LTD Board of Directors approves the use of fully allocated cost pricing for all special event services provided by Lane Transit District and adopts the revised Special Service Policy as presented.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2004

ITEM TITLE: SPRINGFIELD STATION UPDATE

PREPARED BY: Charlie Simmons, Facilities Services Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: The fifth month of construction has been completed. John Hyland Construction has completed the exterior sheathing and is now constructing the brick veneer exterior walls. Structural steel for the 350-foot main shelter will be on site the week of the 19th of January and will be erected in the following three weeks. The building is scheduled to be enclosed by late February 2004. All work is on or ahead of schedule.

January tours of the site are being scheduled for Friday, January 30, at noon. If Board members would like to tour the project site, please contact LTD staff at 682-6100.

ATTACHMENT: None

MOTION: None