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LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, March 17, 2004
5:30 p.m.

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

5:15 p.m.

The Board is invited to tour the expanded Maintenance building and a new articulated bus just prior to the Board meeting.

A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

Kleger _____ Lauritsen _____ Wylie _____ Ban _____

Gant _____ Gaydos _____ Hocken _____

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT

IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 05

V. BOARD CALENDARS (5 minutes) 06

VI. WORK SESSION

A. Payroll Tax Increase Discussion with Community (30 minutes) 07

B. Status check on Board/General Manager/ Leadership Council Roles/Norms, BRT (20 minutes)

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

VII. EMPLOYEE OF THE MONTH – April 2004 08

VIII. AUDIENCE PARTICIPATION

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

IX. ITEMS FOR ACTION AT THIS MEETING

A. Consent Calendar (1 minute) 09

1. Minutes of February 16, 2004, Special Board Meeting (Page 10)
2. Minutes of February 18, 2004, Regular Board Meeting (Page 15)
3. Minutes of February 23, 2004, Joint Meeting with Eugene City Council (Page 28)
4. Budget Committee Nomination (Page 36)
5. Special Transportation Advisory Committee Appointment (Page 37)

B. FY 2004-05 Service Proposal (20 minutes) 38

1. Staff Presentation
2. Opening of Public Hearing by Board President
3. Public Testimony
4. Closure of Public Hearing
5. Board Deliberation and Decision

C. FY 2004-05 Pricing Plan Public Hearing (10 minutes) 40

1. Staff Presentation
2. Opening of Public Hearing by Board President
3. Public Testimony
4. Closure of Public Hearing
5. Board Direction

D. Public Relations Plan (20 minutes) 42

X. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Board Member Reports (respond if questions) 43

(a)	<u>Meetings Held</u>	
	(1)	BRT Steering Committee – March 2 meeting
	(2)	Metropolitan Policy Committee – March 11 meeting
	(3)	Region 2050 Policy Advisory Committee
(b)	<u>No Meetings/No Report</u>	
	(1)	Board Finance Committee
	(2)	Board Service Committee
	(3)	Board Committee on Joint Development
	(4)	Springfield Station Design Review Committee
	(5)	Board Human Resources Committee
	(6)	Statewide Livability Forum
2.	General Manager’s Report (respond if questions)	46
3.	Monthly Financial Report— February 2004 (5 minutes)	48
4.	Pioneer Parkway Update (10 minutes)	58
5.	BRT (EmX) Vehicle Update (10 minutes)	59
6.	BRT (EmX) Update (respond if questions)	60
7.	Springfield Station Update (respond if questions)	62
8.	Correspondence (respond if questions)	63
B.	Monthly Department Reports (respond if questions)	67
C.	Monthly Performance Reports (respond if questions)	74
XI.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	81
A.	FY 2004-05 Pricing Plan – Fare Ordinance	
B.	Capital Improvements Program	
C.	Long-range Financial Plan	
D.	Bus Advertising Guidelines	
E.	RideSource Facility Update	
F.	Work Session: Comprehensive Service Redesign Options and Timeline	
G.	LTD Budget Committee Meetings	

- H. Joint Meeting with Springfield City Council
- 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).

Q:\Reference\Board Packet\2004\03\Regular Mtg\bdagenda.doc

Special Mobility Services: RideSource Activity and Productivity Information

February-04	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	10,082	9,637	4.6%	78,354	76,531	2.4%	118,020	115,441	2.2%
RideSource(All Modes)	6,950	6,697	3.8%	53,144	53,220	-0.1%	80,430	80,366	0.1%
Shopper	563	458	22.9%	4,292	3,984	7.7%	6,210	5,944	4.5%
Escort Volunteers-Metro	975	878	11.0%	7,432	7,204	3.2%	11,126	10,906	2.0%
Escort Volunteers-Rural	1,594	1,604	-0.6%	13,486	12,123	11.2%	20,254	18,225	11.1%
RideSource Cost per Ride	\$ 13.73	\$ 14.22	-3.4%	\$ 14.92	\$ 14.22	4.9%	\$ 14.93	\$ 14.03	6.4%
RideSource(All Modes)	\$ 19.92	\$ 19.75	0.9%	\$ 21.16	\$ 19.75	7.1%	\$ 21.11	\$ 19.47	8.4%
RideSource Shopper	\$ 8.15	\$ 8.07	1.0%	\$ 8.15	\$ 8.07	1.0%	\$ 8.15	\$ 8.07	1.0%
RideSource Escort	\$ 1.91	\$ 1.90	0.5%	\$ 2.11	\$ 1.91	10.5%	\$ 2.04	\$ 1.87	9.1%
Ride Reservations	8,015	8,859	-9.5%	70,887	71,878	-1.4%	107,240	108,018	-0.7%
Cancelled Number	794	620	28.1%	6,839	5,328	28.4%	9,385	7,987	17.5%
Cancelled % of Total	9.91%	7.00%		9.65%	7.41%		8.75%	7.39%	
No-Show Number	79	68	16.2%	710	607	17.0%	1,000	912	9.6%
No-Show % of Total	0.99%	0.77%		1.00%	0.84%		0.93%	0.84%	
Ride Refusals Number	0	5	-100.0%	15	43	-65.1%	33	86	-61.6%
Ride Refusals % of Total	0.00%	0.06%		0.02%	0.06%		0.03%	0.08%	
Service Hours	3,220	3,024	6.5%	25,053	25,192	-0.6%	37,539	37,953	-1.1%
Agency Staff	3,028	2,802	8.1%	23,525	23,250	1.2%	35,205	35,173	0.1%
Agency SMS Volunteer	192	222	-13.5%	1,528	1,942	-21.3%	2,334	2,780	-16.0%
Avg. Trips/Service Hr.	2.33	2.37	-1.7%	2.29	2.27	0.9%	2.31	2.27	1.8%
RideSource System Miles	46,873	45,085	4.0%	358,538	369,467	-3.0%	545,632	557,825	-2.2%
Avg. Miles/Trip	6.24	6.30	-1.0%	6.24	6.46	-3.4%	6.30	6.46	-2.6%
Miles/Vehicle Hour	14.56	14.91	-2.4%	14.31	14.67	-2.4%	14.54	14.70	-1.1%

Special Mobility Services: RideSource Activity and Productivity Information

February-04	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	92.8%	93.8%	-1.1%	92.8%	93.2%	-0.5%	93.2%	93.4%	-0.2%
Sample	6,303	6,191		48,674	49,327		74,025	74,577	
On-Time	5,849	5,808		45,148	45,993		69,016	69,687	

- RideSource (All Modes) includes rides done by taxi and SMS volunteers.
- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.
- Escort Volunteers-Rural is out of district volunteer rides.

- RideSource cost per Ride (All Modes) does not include volunteer mileage reimbursement.
- Shopper cost per ride is from the most recent quarterly cost model.
- Escort cost per ride is mileage reimbursement to all volunteers.

- RideSource System Miles includes miles by volunteers in agency vehicles.

- On-Time Performance reflects a 100% sample of all rides with scheduled pickup times, plus will-call rides. The standard is +/- 10 minutes for scheduled pickups and within 30 minutes of will-call request.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** March 17, 2004
- ITEM TITLE:** ANNUAL ROUTE REVIEW – 2004 SERVICE PROPOSAL
- PREPARED BY:** Andy Vobora, Service Planning and Marketing Manager
- ACTION REQUESTED:**
- (1) Hold a public hearing.
 - (2) Discuss the final service proposal and adopt a service package.
- BACKGROUND:**
- At the February 2004 Board meeting, staff reviewed the attached service reduction proposal. Following the public hearing, an additional public open house was held and additional written comments were collected. All comments have been compiled and made available for your review.
- Staff are recommending no changes to the proposal.
- RESULTS OF RECOMMENDED ACTION:**
- Staff will continue scheduling work associated with the changes and prepare fall bid work assignments that reflect the reduction in service.
- ATTACHMENT:** Service Reduction Proposal
- PROPOSED MOTION:** I move the following resolution: LTD Resolution No. 2004-010: It is hereby resolved that the LTD Board of Directors approves the Fiscal Year 2004-05 service recommendations as presented on March 17, 2004, and as shown on the 2004 Annual Route Review – Service Reduction Proposal.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 18, 2004

ITEM TITLE: 2004-05 PRICING PLAN RECOMMENDATION

PREPARED BY: Andy Vobora, Service Planning and Marketing Manager

ACTION REQUESTED: Hold public hearing and provide final direction to staff.

BACKGROUND: At the February Board meeting, the Board discussed a package of fare changes that primarily focuses on the elimination of fare discounts. The list below summarizes the recommended changes. It is estimated that these changes will result in an increase of more than \$100,000.00 in fare revenue.

- ◆ Elimination of the LCC Fastpass
- ◆ Elimination of the three-month pass discounts
- ◆ Elimination of token sales to the general public
- ◆ Elimination of the SSI pass program
- ◆ Elimination of wholesale discounts to public agencies
- ◆ Recertification of all Reduced Fare participants
- ◆ Increase of group pass contract rates (action already taken)
- ◆ Increase of the Breeze fare to 50 cents

RESULTS OF RECOMMENDED ACTION: Staff will prepare an amended fare ordinance for a first reading at the April Board meeting.

ATTACHMENT: Pricing Plan

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

2

DATE OF MEETING: March 17, 2004

ITEM TITLE: FEBRUARY FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

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

Passenger fares trail prior year by 8.4 percent for the first eight months of the current year, a slight erosion from 8.1 percent last month. 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. As a result, group pass receipts are ahead of last year by 34.1 percent. 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 February 29, is down by 2.3 percent, a significant improvement over the negative 3.3 percent reported for January, and a continuation of the improvements reported in each of the previous six months. Weekday and Sunday ridership both improved, while Saturday numbers fell again in February.

Due to the terms of the newly revised advertising contract with Obie Media, and the depressed local advertising market, revenue from advertisements on buses continued to be below expectations, although February was an improvement over January. This resource is likely to be more than \$60,000 below annual target by fiscal year end.

Payroll tax revenues are up 4.5 percent versus last year, no change from the previous month, and still in part due to the taxpayer refund of more than \$500,000 that occurred in November 2002 that affects the comparison. Eight-month payroll tax receipts are now ahead of year-to-date budget by \$238,191, and essentially the same as for last year after adjusting for the refund. 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 the 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.

Self-employment receipts picked up in February due to early tax filing. State-in-lieu funds remain ahead of last year by 3.3 percent and 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. The next payment is due at the end of March.

Total personnel services expenditures growth continued to climb and now stands at 4.5 percent through February, up from 3.6 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 5.6 percent. The prospective target for maximum future growth is 4 percent.

Total materials and services are less than 1 percent higher for the first eight months of this year as compared to last. Insurance is up due to a significant increase in workers' compensation coverage.

Fuel prices remain a concern. Fuel was budgeted at \$.93 per gallon and now average \$.968 per gallon year to date. On February 25, LTD switched from unleaded diesel fuel to ultra low sulfur fuel. The old fuel sold for \$1.1636 per gallon on that day. The new fuel cost \$1.3325 per gallon. Savings in other materials and services costs have kept the overall category on budget for the eight month period to date.

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

Special Transportation Fund expenses are as anticipated through February. As previously noted, 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 \$3.2 million through February. LTD made final payment for the five new articulated buses. The Fleet facility expansion project progressed satisfactorily.

Work has begun in earnest on the proposed FY 2004-2005 budget, which will be delivered to the Board and citizen members of the Budget Committee in April. The Budget Committee is scheduled to meet on April 28 and 29. A

special briefing for the seven citizen members of the Committee has been scheduled for Thursday, April 8, at 5:30 p.m., to bring them current on projects and activities with which Board members have ongoing familiarity.

ATTACHMENTS:

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

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

PROPOSED MOTION:

None

AGENDA ITEM SUMMARY

DATE OF MEETING: March 17, 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 Annual Route Review - Service Reduction Proposal

Item	Description	Approximate Hours per Day	Approximate Annual Hours	Percent Savings	Cumulative Savings	Dollar Savings	Annual Cumulative Dollar Savings	Annual Boardings Affected	% of Affected Boardings
0	Cut Saturday Breeze service	24.5	-1,274	-0.41%	-0.41%	-\$47,902	-\$47,902	39,884	0.49%
11	Drop 36 connection to UO	8.5	-2,193	-0.71%	-1.13%	-\$82,457	-\$130,359	70,000	0.86%
15	Reduce Saturday #55 service.	4.0	-208	-0.07%	-1.20%	-\$7,821	-\$138,180	658	0.01%
16	Reduce route #60 service.	0.5	-129	-0.04%	-1.24%	-\$4,850	-\$143,030	3,535	0.04%
17	Reduce mid-day frequency on #64	3.7	-965	-0.31%	-1.55%	-\$36,281	-\$179,311	2,588	0.03%
19	Eliminate route #68	8.0	-416	-0.14%	-1.69%	-\$15,642	-\$194,953	764	0.01%
24	Eliminate #77	6.3	-1,613	-0.53%	-2.21%	-\$60,630	-\$255,583	46,500	0.57%
27	Eliminate 82 trips due to artic use	3.2	-827	-0.27%	-2.48%	-\$31,110	-\$286,693	n/a	n/a
28	Eliminate evening trip combinations for off-peak #12/#13 /#79 as well as evening #85 service after 7:15 pm	6.8	-1,754	-0.57%	-3.06%	-\$65,965	-\$352,659	30,266	0.37%
36	Eliminate the 11:40 p.m. departure weekdays	10.4	-2,670	-0.87%	-3.92%	-\$100,403	-\$453,062	47,336	0.58%
41	Reduce service before 0600. Eliminate most 0555 Eugene Station arrivals.	3.6	-934	-0.30%	-4.23%	-\$35,117	-\$488,179	17,397	0.21%
	Scheduling Efficiency (items #11,16,24)	3.0	-774	-0.25%	-4.48%	-\$29,102	-\$517,281	0	0.00%
	Contingency for Fixes	n/a	1,000	0.33%	-4.16%	\$37,600	-\$479,681	n/a	n/a
Total Savings			-12,757	-4.16%		-\$479,681		-265,584	-3.28%

2004 Annual Route Review - Service Reduction Option

Top Tier Options

Item #	Description	Approximate Hours per Day	Approximate Annual Hours	Percent Savings	Cumulative Savings	Dollar Savings	Annual Cumulative Dollar Savings
0	Cut Saturday Breeze service.	24.5	1,274	0.41%	0.41%	\$47,902	\$47,902
6	Cut 06:14 & 15:45 trips of route 8X	1.5	387	0.13%	0.54%	\$14,551	\$62,454
7	Cut Rambling loop on the #18 (savings from not adding a bus to address afternoon running time problems)	0.0	0	0.00%	0.54%	\$0	\$62,454
8	Cut Rambling loop on the #19 (savings from not adding a bus to address afternoon running time problems)	0.0	0	0.00%	0.54%	\$0	\$62,454
9	Eliminate the #22	1.5	387	0.13%	0.67%	\$14,551	\$77,005
15	Eliminate Saturday #55	13.9	721	0.23%	0.90%	\$27,119	\$104,123
16	Eliminate route #60	3.6	934	0.30%	1.21%	\$35,117	\$139,240
17	Reduce mid-day frequency on #64	3.7	965	0.31%	1.52%	\$36,281	\$175,521
19	Eliminate route #68	8.0	416	0.14%	1.66%	\$15,642	\$191,163
24	Eliminate #77	6.3	1,613	0.53%	2.18%	\$60,630	\$251,793
25	Eliminate first inbound trip of #79	0.8	194	0.06%	2.24%	\$7,276	\$259,069
27	Eliminate 82 trips due to artic use	3.2	827	0.27%	2.51%	\$31,110	\$290,179
28	Eliminate evening trip combinations for off-peak #12/#13 /#79 as well as evening #85 service after 6:30 pm	7.4	1,914	0.62%	3.14%	\$71,980	\$362,159
30	Eliminate #96x	0.8	212	0.07%	3.21%	\$7,955	\$370,114
33	Eliminate #92 0520 OB & 0755 IB trips	2.1	391	0.13%	3.33%	\$14,687	\$384,800
36	Eliminate the 11:40 p.m. departure weekdays	9.9	2,554	0.83%	3.97%	\$96,038	\$480,838
40	Operate no service on Memorial Day, July 4th, Labor Day, New Year's Day	244.6	978	0.32%	4.29%	\$36,788	\$517,626
41	Shift system start to 6:30 a.m.	7.1	1,832	0.60%	4.88%	\$68,876	\$586,502
Total			15,598	5.08%		\$586,502	

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%			\$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%	\$532,935	\$532,935	

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

2004 Annual Route Review - Service Reduction Option

Top Tier Options

Item #	Description	Approximate Hours per Day	Approximate Annual Hours	Percent Savings	Cumulative Savings	Dollar Savings	Annual Cumulative Dollar Savings
0	Cut Saturday Breeze service.	24.5	1,274	0.41%	0.41%	\$47,902	\$47,902
6	Cut 06:14 & 15:45 trips of route 8X	1.5	387	0.13%	0.54%	\$14,551	\$62,454
7	Cut Rambling loop on the #18 (savings from not adding a bus to address afternoon running time problems)	0.0	0	0.00%	0.54%	\$0	\$62,454
8	Cut Rambling loop on the #19 (savings from not adding a bus to address afternoon running time problems)	0.0	0	0.00%	0.54%	\$0	\$62,454
9	Eliminate the #22	1.5	387	0.13%	0.67%	\$14,551	\$77,005
15	Eliminate Saturday #55	13.9	721	0.23%	0.90%	\$27,119	\$104,123
16	Eliminate route #60	3.6	934	0.30%	1.21%	\$35,117	\$139,240
17	Reduce mid-day frequency on #64	3.7	965	0.31%	1.52%	\$36,281	\$175,521
19	Eliminate route #68	8.0	416	0.14%	1.66%	\$15,642	\$191,163
24	Eliminate #77	6.3	1,613	0.53%	2.18%	\$60,630	\$251,793
25	Eliminate first inbound trip of #79	0.8	194	0.06%	2.24%	\$7,276	\$259,069
27	Eliminate 82 trips due to artic use	3.2	827	0.27%	2.51%	\$31,110	\$290,179
28	Eliminate evening trip combinations for off-peak #12/#13 /#79 as well as evening #85 service after 6:30 pm	7.4	1,914	0.62%	3.14%	\$71,980	\$362,159
30	Eliminate #96x	0.8	212	0.07%	3.21%	\$7,955	\$370,114
33	Eliminate #92 0520 OB & 0755 IB trips	2.1	391	0.13%	3.33%	\$14,687	\$384,800
36	Eliminate the 11:40 p.m. departure weekdays	9.9	2,554	0.83%	3.97%	\$96,038	\$480,838
40	Operate no service on Memorial Day, July 4th, Labor Day, New Year's Day	244.6	978	0.32%	4.29%	\$36,788	\$517,626
41	Shift system start to 6:30 a.m.	7.1	1,832	0.60%	4.88%	\$68,876	\$586,502
Total			15,598	5.08%		\$586,502	

2004 Annual Route Review - Service Reduction Option

Top Tier Options

Item	Description	Approximate Hours per Day	Approximate Annual Hours	Percent Savings	Cumulative Savings	Dollar Savings	Annual Cumulative Dollar Savings
0	Cut Saturday Breeze service.	24.5	1,274	0.41%	0.41%	\$47,902	\$47,902
6	Cut 06:14 & 15:45 trips of route 8X	1.5	387	0.13%	0.54%	\$14,551	\$62,454
11	Drop 36 connection to UO	8.5	2,193	0.71%	1.26%	\$82,457	\$144,910
15	Eliminate Saturday #55	13.9	721	0.23%	1.49%	\$27,119	\$172,029
16	Eliminate route #60	3.6	934	0.30%	1.79%	\$35,117	\$207,146
17	Reduce mid-day frequency on #64	3.7	965	0.31%	2.11%	\$36,281	\$243,427
19	Eliminate route #68	8.0	416	0.14%	2.24%	\$15,642	\$259,069
24	Eliminate #77	6.3	1,613	0.53%	2.77%	\$60,630	\$319,699
25	Eliminate first inbound trip of #79	0.8	194	0.06%	2.83%	\$7,276	\$326,974
27	Eliminate 82 trips due to artic use	3.2	827	0.27%	3.10%	\$31,110	\$358,085
28	Eliminate evening trip combinations for off-peak #12/#13 /#79 as well as evening #85 service after 6:30 pm	7.4	1,914	0.62%	3.73%	\$71,980	\$430,065
33	Eliminate #92 0520 OB & 0755 IB trips	2.1	391	0.13%	3.85%	\$14,687	\$444,751
36	Eliminate the 11:40 p.m. departure weekdays	10.4	2,670	0.87%	4.72%	\$100,403	\$545,154
40	Operate no service on Memorial Day, July 4th, Labor Day, New Year's Day	244.6	978	0.32%	5.04%	\$36,788	\$581,942
41	Reduce service before 0600. Eliminate most 0555 Eugene Station arrivals.	4.5	1,166	0.38%	5.42%	\$43,848	\$625,790
	Scheduling Efficiency (items #11,16,24)	2.0	516	0.17%	5.59%	\$19,402	\$645,191
	Total		17,159	5.59%		\$645,191	

Contingency Needs We had a contingency of 1% for 2003 ARR (0.5% - general & 0.5% -LCC).

Items removed from top tier by SAC consensus

Item	Description	Approximate Hours per Day	Approximate Annual Hours	Percent Savings	Cumulative Savings	Dollar Savings	Annual Cumulative Dollar Savings
9	Eliminate the #22	1.5	387	0.13%	0.13%	\$14,551	\$14,551
30	Eliminate #96x	0.8	212	0.07%	0.19%	\$7,955	\$22,506

AGENDA ITEM SUMMARY

DATE OF MEETING: March 17, 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. **BRT Steering Committee and Board BRT Committee:** Board members Gerry Gaydos, Pat Hocken, and Hillary Wylie are participating on LTD's BRT Steering Committee with members of local units of government and community representatives. The three LTD Board members also meet separately as the Board BRT Committee. The BRT Steering Committee met on March 2, 2004. The primary agenda item was the MLK Junior Parkway design. The Steering Committee voted to support the position taken by the Board at the February 26, 2004, special meeting. The next meeting of the Steering Committee is scheduled for April 6, 2004.
3. **Metropolitan Policy Committee:** LTD's MPC representatives are Board members Hillary Wylie and Gerry Gaydos, with Pat Hocken as an alternate. MPC meetings are held on the second Thursday of each month. Ms. Hocken attended the March 11, 2004, meeting. At that meeting, the MPC agenda included the following items:
 - a. Unified Planning Work Program (UPWP). The UPWP is a federally required certification document describing the transportation planning activities to be undertaken in and surrounding the Central Lane metropolitan area from July 1,

2004, to June 30, 2005. A public hearing was held on the UPWP, and the plan was adopted by MPC.

- b. **Draft FY 06-09 STIP Project Priorities.** This item summarized the process by which the Central Lane MPO provides input to the Oregon Transportation Commission (OTC) on priorities for funding transportation projects and programs in the Statewide Transportation Improvement Program (STIP). A public hearing was held, at which 15 members of the public testified on the inclusion of the West Eugene Parkway project in the priority list. MPC discussed the projects and the process for developing the priority list and, following several failed motions, delayed taking action to approve the STIP pending further discussion at the April 8, 2004, meeting.
- c. Due to the length of the second agenda item, the meeting was adjourned following the STIP discussion and action. The public involvement plan item will be carried forward to the April 8, 2004, MPC meeting.

The next MPC meeting is scheduled for April 8, 2004.

4. **Region 2050 Policy Advisory Board:** Susan Ban is the Board's representative on the Region 2050 Policy Advisory Board (Policy Board). The Policy Board met on February 25, 2004. This was the first meeting of the Policy Board since December, and included several new appointed members of the Board. An orientation was provided for the new members, and Don Hampton was appointed as the new Chair of the Policy Board.

The next scheduled meeting of the Policy Board is April 28, 2004

NO MEETINGS/NO REPORT

1. **Board Finance Committee:** The Board Finance Committee (Pat Hocken, chair; Gerry Gaydos; and Virginia Lauritsen) last met on February 11, 2004, as reported in the February 18 Board agenda materials. The next Committee meeting has not been scheduled to date.
2. **Board Service Committee:** LTD's Board Service Committee consists of Dave Kleger, chair; David Gant; and Pat Hocken. The Committee's first meeting was held on January 16. No additional meetings have been scheduled.
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. **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, 2003. The committee will meet again in the future to discuss the general manager's compensation and employment contract for FY 2004-05.
5. **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: March 17, 2004

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None

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

- ◆ March 5, 2004, letter from Board President Hillary Wylie to the Springfield City Council regarding exclusive right-of-way on the new MLK Jr. Parkway
- ◆ March 9, 2004, letter from BRT Committee Chair Pat Hocken to Springfield City Council regarding MLK Jr. Parkway

At the March 17, 2004, meeting, staff will respond to any questions the Board members may have about this correspondence.

PROPOSED MOTION: None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING/WORK SESSION

Monday, February 16, 2004

Pursuant to notice given to *The Register-Guard* for publication on February 14, 2004, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting/work session on Monday, February 16, 2004, beginning at 5:30 p.m., in the LTD Board Room at 3500 E. 17th Avenue, Eugene.

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

Absent: Hillary Wylie, President

CALL TO ORDER: The meeting was called to order at 5:43 p.m. by Board Vice President Gerry Gaydos.

SALARIED EMPLOYEES' RETIREMENT PLAN AMENDMENT: Director of Human Resources Mary Neidig said that after the death of an LTD administrative employee two weeks earlier, a glitch was discovered in the Salaried Employees' Retirement Plan. The Board would be asked to vote on an amendment to the Plan at its regular meeting on Wednesday, but staff had wanted to provide an opportunity for Board members to discuss the issues and ask questions at the work session.

Executive Session: Mr. Kleger moved that the Board meet in executive session pursuant to ORS 192.660(1)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and ORS 40.336, lawyer-client privilege. Ms. Ban seconded, and the Board unanimously entered executive session at 5:45 p.m. Retirement Plan attorney Everett Moreland was present for this discussion with the Board.

Return to Regular Session: Upon a motion by Mr. Kleger and seconding by Ms. Hocken, the Board returned to open session at 6:25 p.m.

FISCAL YEAR 2004-05 BUDGET AND LONG-RANGE FINANCIAL PLAN: Mr. Hamm stated that staff had been doing a lot of strategic thinking about the budget and wanted to discuss some of the issues with the Board that evening. Issues affecting the budget included a decrease in local employment and increases in health care and operating costs. He noted that LTD had established a strategic plan with four major external goal statements: deliver reliable public transportation service; develop innovative service that reduces dependency on the automobile; maintain LTD's fiscal integrity; and provide progressive leadership for the community's transportation needs. Part of how LTD achieved its mission involved how to balance those goals with diminished or flattened revenues.

Mr. Hamm explained that the proposed Fiscal Year 2004-05 budget had been discussed by the Board Finance Committee the previous week. The Committee members wanted to be sure they were on track in the wages and benefits area, since that was the area of predominant cost to the District. Director of Human Resources Mary Neidig had been researching health care costs and options for employees. The full Board now was being asked for its feedback on whether a 4 percent financial "box" for containing overall cost increases was the right box. He noted that at the same time the budget was being developed, the District was approaching labor contract negotiations, so that part of the budget would not be known for awhile. The Finance Committee also had asked for an executive session in which to discuss negotiations issues.

Director of Finance and Information Technology Diane Hellekson stated that the key to long-term stability and viability in operations and capital was in managing to a limited expenditure growth. Approximately 75 percent of LTD's operating budget was in personnel services costs. Payroll tax revenues accounted for approximately 75 percent of LTD revenues. Ms. Hellekson stated that LTD would never want its growth in personnel services costs to be greater than payroll tax revenue increases. A 20-year payroll tax receipts trend line was between 3 percent and 4 percent. The 4 percent growth rate for personnel services had come from the trend line. She said that two years ago the growth rate was a minus 2 percent and last year it was zero, so 4 percent was somewhat optimistic, and the pension and health benefits pieces were very challenging. The previous week, staff had begun discussing with the Board Finance Committee what a 4 percent growth rate would like for administrative employees. The Committee thought that this was a strategic discussion for the full Board, and should include a discussion of negotiations issues.

Ms. Neidig discussed results of an administrative staff survey showing how staff had ranked the importance of certain benefits. The defined benefit (retirement) increases were fixed, so that became the first priority for personnel services cost increases. Merit increases affected only a small number of administrative staff who were eligible, and amounted to less than one-half of one percent. It was understood that LTD had to do something about a 20 percent annual growth rate in health care. There was overwhelming support from staff, but unlikely that changes to the health plan could be made before January 1, 2005, so the current plan probably would have to be continued for half of Fiscal Year 2004-05. That likely would mean a double-digit increase followed by six months under a new plan with more controlled costs. These areas left a 1 percent cost of living adjustment for administrative employees, within the 4 percent growth limitation.

Mr. Gaydos said he thought he had heard at the Finance Committee meeting that there was a concern about administrative staff salaries versus union employee wages. Ms. Hellekson explained that union employees had received increases of about 4 percent annually for four years, and administrative employees had not, so there was some compression between positions. Mr. Hamm said it was difficult to compare the represented group with the non-represented group, so by setting the box at 4 percent, the issues for each group could be defined within that 4 percent.

There was some discussion about specific health care benefit components to clarify staff input on the survey and possible changes that could occur. Ms. Neidig explained some of the actions being taken by other employers, such as passing on the increased rates to employees through a premium share. If 100 percent of an 18 percent increase in health care rates was passed through to employees, that would mean an average of about \$116 per month per employee. Other employers were reducing health care plans so that overall costs were the same but benefits were reduced. The most common reduction was to change the co-pay for prescription benefits. She stated that prescription costs were by and large the largest single cost in the health care plan. That would amount to about half of the 18 percent figure. Then LTD could increase co-pays for hospital

services, which was the second largest cost in the health care plan, and still would have to look to a third area to get to 18 percent, such as increasing the co-pay for office visits. Another option on the list was to provide coverage for employees only; however, for an employee to pay 100 percent of family coverage would be very expensive, almost cost-prohibitive. Ms. Neidig said that there were incremental ways to do any of these options that would have less of an impact on the employee.

One element under consideration was a health reimbursement arrangement model (HRA). In concept, LTD would provide the employee a very basic, high-deductible health care plan, often referred to as a catastrophic plan. The rest of the money that LTD would allocate toward health care would be used in a tax-deferred account for each employee to help offset costs. This model was used by four or five private employers in the area, and the City of Springfield had implemented it on January 1, 2004. In other parts of the country, it had been used for a long time.

Ms. Neidig explained how the HRA model would work. LTD would buy the basic, high-deductible plan. Recent estimates showed that the cost of this plan would be about 40 percent of what LTD currently paid for a more extensive health care plan. She said that it typically included 80 percent coverage. The deductibles and out-of-pocket expenses were relatively high, and prescription drug coverage involved a higher co-pay. An employer could add certain coverage to enhance the plan to meet more specific needs, such as 100 percent coverage for an annual exam, so people continued to receive full coverage for preventive care. Otherwise, she said, if people did not receive treatment for preventive care, the whole cost of health care increased. Then whatever else LTD chose to contribute would go into a health reimbursement account. Each employee would receive a certain amount of money to manage under his or her own health reimbursement account. That account typically would be set up through a third-party administrator, which would administer the claims and charge a per-person fee per month. Ms. Neidig stated that the primary advantage would be that LTD would be able to set the amount of the contribution to the HRA account. She said that this was the only model where an employer could decide up front what its costs were going to be.

Ms. Neidig said that premium increases for catastrophic kinds of health care plans were significantly less than for more comprehensive plans, because the risk was lower and there was less exposure to the insurance carrier. LTD could enhance the basic plan in ways that made sense for the District. If there was something in addition to preventive health care that was really important for LTD employees based on their usage of the plan, LTD could add something, at a cost.

The biggest advantage to employees was if they did not use all of their HRA contribution in a year, their balances would roll over. Therefore, people who managed their health care and did not need a lot of health care could accumulate money over time and at retirement or when they left LTD they could cash it out or roll it over into some other form of medical needs in their retirement.

Ms. Neidig stated that if LTD could set up and implement such a plan by the end of the calendar year, the increase could be kept to 10 percent in FY 2004-05, and then closer to a 0 percent or a moderate increase after a full budgetary cycle.

Mr. Hamm said he liked the fact that employees in these plans assumed some responsibility for the cost of health care, once they were educated about how to manage their accounts, rather than taking services for granted. He thought it had a lot of potential to involve employees in making decisions about the use of generic prescription drugs, trips to the emergency room versus the doctor's office, etc. It wasn't just a matter of passing the cost of health care on to the employees; it was more about asking the employees to help the employer manage the cost.

Ms. Ban asked if when someone exhausted the HRA, additional costs would come out of the employee's pocket. Ms. Neidig said that was true, and that there was a calculator program that employees could use to enter their usage and see how they would fare under this model. She thought that most employees would have a pretty good idea of how this plan would affect them. In some cases, she said, there would be significant situations where employees would be making up the difference. The difficulty was that in the first year there was no rollover from prior years. She said that sometimes an employer would contribute more during the first year that it typically would afterward, in order to get the plan started.

Mr. Gant said that one thing that struck him was that it seemed that there was a challenge between an employee group staying lock-step together in an option where everyone pays more, and the other options that started to divide people, such as married people with children versus those without, or people who were healthy versus those who were not. He understood that it was attractive to think that an HRA plan could keep people from abusing the system, but there were a lot of people who through no fault of their own were ill. He thought that would be the hard part in choosing this option. Also, he wondered about the fairness of benefits that were the same for families and individuals.

Ms. Neidig said that there were several policies that would need to be made before any health care plan decisions were reached, such as whether LTD should contribute differently to employees based on their family situations. Mr. Hamm said there was a bigger question in the community about what private-sector people saw in government entitlement programs. Part of it was LTD's responsibility to balance costs if they were out of control. Mr. Gant wondered if employees should be asked about whether they wanted to stay together even if they had to share some of the costs, rather than some options which seemed as if they would pit different groups against each other.

Mr. Gaydos said those kinds of issues should be flagged for future discussions.

Mr. Kleger asked if staff knew how the HRA plan responded to a person with a chronic condition. Ms. Neidig said that the way to learn that would be to plug some statistics into the calculator and figure out what kind of benefits such an employee would receive. Someone with a long-term, chronic condition that required multiple medications and treatments, such as dialysis, would use up his or her HRA fairly quickly. Ms. Ban then asked if there was room for an additional accommodation, with a different contribution from the employee. Ms. Neidig said that there was a maximum out-of-pocket cost, but that probably would be higher than the account balance. Another point was that the choice might not be a mandatory one, so someone could choose to stay on the managed care plan instead. She said that the City of Springfield made this plan voluntary, and more than 85 percent of employees changed to it. However, the people remaining on the existing plans are likely to be the ones with high usage, so that would increase the benefit plan costs for those employees, and LTD would not receive the value of having the full number of employees when negotiating the catastrophic plan under the HRA model. That could hurt the District's costs in a couple of ways, but those were the balances on the fairness question that would need to be discussed.

Ms. Hocken noted that this was a very different way of sharing the cost, and seemed to penalize people who were sick rather than people who have the good fortune to be healthy. She thought that for a lot of people this would result in a lot more out-of-pocket cost, to the level where it could be a serious problem. She thought that if the District were going to save enough money, it could not put enough money in the HRA accounts to offset this problem. She had difficulty believing that

any group would see this as something positive, unless the other plan was cut back so much that this option was not much worse of an alternative.

Ms. Ban wondered if employees could contribute more to this plan. Ms. Neidig said that employees still would have the option of putting pretax dollars in a flexible spending (125) account.

Ms. Hellekson said that staff would need Board direction on health care issues for budget purposes no later than March 15, and preferably sooner. Mr. Gaydos explained that no decision was expected that evening, but the Finance Committee had wanted the full Board to understand what the 4 percent box for health care increases really meant, and how little flexibility that allowed. He thought it might be worthwhile to try to respond to some of those questions in another work session.

Mr. Hamm discussed a page showing administrative personnel services assumptions and the kinds of decisions that had to be made in order to stay in this 4 percent box. Going higher than 4 percent would mean additional cuts in staffing or service or somewhere else. Mr. Gaydos added that going higher than 4 percent would be higher than the historical trend line, which Ms. Hellekson stated would not necessarily be a sustainable level.

Mr. Viggiano noted that what the Board needed to decide before March would be the amount to be budgeted for health care, but not the plan itself. Ms. Hellekson added that the LTD Budget Committee would decide on the budget amount during the April budget meetings. The March deadline for the Board was set in order to be able to prepare the materials for the Budget Committee.

Mr. Gaydos suggested an additional work session to work on that issue. Ms. Ban said that one of the directing priorities was managing costs, but there also were some other ethical or parity/fairness issues that emerged.

The Board took a break from 7:28 to 7:35 p.m.

EXECUTIVE SESSION: Mr. Kleger moved that the Board meet in executive session pursuant to ORS 192.660(1)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Ms. Hocken seconded, and the Board unanimously entered executive session at 7:36 p.m.

RETURN TO REGULAR SESSION: Upon a motion by Ms. Ban and seconding by Mr. Kleger, the Board returned to regular (open) session at 8:15 p.m.

Mr. Vobora handed out a summary of proposed changes to the pricing plan, which would be discussed at the February 18 Board meeting. The summary included what the estimated revenue might be from the changes, which could save a percent and a half of service cuts.

ADJOURNMENT: There was no further discussion. Mr. Gaydos thanked everyone for being there that evening. The meeting was adjourned at 8:18 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, February 18, 2004

Pursuant to notice given to *The Register-Guard* for publication on February 12, 2004, 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, February 18, 2004, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Gerry Gaydos, Vice President, presiding
Susan Ban
David Gant
Dave Kleger
Pat Hocken
Virginia Lauritsen
Ken Hamm, General Manager
Jo Sullivan, Clerk of the Board
Lynn Taylor, Recording Secretary

Absent: Hillary Wylie, President

CALL TO ORDER – Mr. Gaydos called the meeting to order at 5:38 p.m. with five members present. Ms. Lauritsen arrived at 6:05 p.m.

ROLL CALL - General Manager Ken Hamm called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT – Mr. Gaydos commended LTD for its compassionate response to the tragic death of Joyce Ziemplak, who was employed as a senior human resources specialist. He particularly commended the response of Mary Neidig, director of Human Resources.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA – There were none.

BOARD CALENDARS – There were no questions. Mr. Gaydos thanked Board members for attending a special Board meeting on Presidents' Day.

WORK SESSION

A. Commuter Solutions Presentation – Connie Bloom Williams, Commuter Solutions Program manager, highlighted elements of the program and discussed the growth in regional significance of the program and how it played a role in LTD's ability to be a transportation leader in the region. She said that the many tools available in the transportation options toolbox were part of the reason for the program's success. She listed Commuter Solutions' partner agencies, which, along with LTD, had developed and adopted the strategic plan for Commuter Solutions:

Eugene, Springfield, Lane County, Lane Regional Air Pollution Authority (LRAPA), Lane Council of Governments (LCOG), and Oregon Department of Transportation (ODOT).

Ms. Williams provided examples of activities within the program's four main areas of emphasis: technical assistance; education and outreach; policy; and research.

Ms. Williams used mapping layers to illustrate the many transportation projects and plans in the region and how they were connected. She said the next two sites that would be the focus of future transportation management efforts were downtown Eugene and downtown Springfield. She indicated that the popularity of van pools for commuters in the I-5 corridor was increasing and referred the Board to the annual report on van pool impact in the agenda packet. She said there were now 11 vans operating. She also illustrated the location of the 12 Smart Ways to School project sites being implemented in three school districts in the region. She said that the program was currently at the elementary and middle school level and next year high schools would be added. She introduced Lisa VanWinkle, the project lead for the Smart Ways program.

Continuing, Ms. Williams stated that the group pass program had grown from 9 employers in 1994 to 47 employers in 2004. She reported that the Commuter Solutions Program budget was reliant on a Statewide Transportation Improvement Program (STIP) grant from ODOT, along with a local match that was split equally with local partners. She said this year the program had received a special Office of Energy grant to fund the Smarts Ways program position. She said that the Metropolitan Policy Committee (MPC) had recently dedicated a portion of the local Surface Transportation Program-Urban funds to the Commuter Solutions Program, which reflected support for local transportation management efforts. She said the Board soon would review a proposed Commuter Solutions Program budget that included priority projects recommended by local partners. She concluded with the observation that the Commuter Solutions Program would continue to grow and could play an even more important role in helping LTD with two of its strategic planning goals: providing innovative services and progressive leadership in our region.

Mr. Kleger noted that some group pass employers had left the program and asked if there was a reason for those losses. Ms. Williams said that budgets and the economy were the cause. She said that early notice of the proposed group pass cost increase had been given to program participants and no comments had been received.

Ms. Williams announced the April 8, 2004, Springfield Chamber of Commerce quarterly membership meeting, which was being held in conjunction with a Gateway Transportation Partnership meeting. She said that invitations would be sent to Board members.

B. 2004-05 Pricing Plan Discussion – Andy Vobora, Service Planning and Marketing manager, presented staff recommendations for changes to the fare discount programs and asked for direction from the Board. He said that the Wholesale Discount program offered sales of passes and tokens through retail establishments and distribution of fare instruments through governmental agencies to their clients at a wholesale discount of 5 percent. He said the recommendation was to eliminate the wholesale discount for public agencies, but maintain the program for private sales outlets.

Mr. Vobora stated that the SSI Discounted Pass program served guests who suffered some form of illness or injury that was not severe enough to qualify them for the Reduced Fare program. He

said that guests who maintained their SSI certification were eligible to purchase half-fare monthly passes distributed through Senior and Disabled Services (SDS). He said that staff had determined through discussions with SDS that Medicaid covered the cost of transportation for those guests and elimination of the SSI Discounted Pass program, which was recommended, would have no impact on them.

Ms. Ban noted that Medicaid only reimbursed for transportation for medical services, but there were other reasons to take transportation. She asked if medical services were the original purpose of the program. Mr. Vobora responded that when the Board directed that the program be established, much of the testimony related to the income of those guests; however, the reduced fare program was not based on income, but rather the ability to access the system as effectively as other guests.

Mr. Gant asked for clarification on why the program was established when the provider agencies were being reimbursed by Medicaid. Mr. Vobora said LTD was not aware of that at the time.

Mr. Gant asked how many guests who were not eligible for Medicaid reimbursement would be affected by elimination of the program. Mr. Vobora said it was a small number and he would have to do more research to determine the exact number.

Terry Parker, Accessible Services manager, commented that administration of the program was onerous and costly because clients went on and off Medicaid frequently and it was difficult to stay current with their status.

Mr. Vobora related that the Non-profit Agency Discount program was begun in 1991 and had grown significantly. He said that discounts would be in excess of \$70,000 for the coming year and the need would continue to grow, particularly with the failure of Measure 30.

Ms. Lauritsen said the Finance Committee, during its discussion of the program, had acknowledged that the non-profit agencies and organization had valid needs, but asked whether it was the role of the LTD Board, as the steward of public funds, to fill those needs. She said it was important to remember the source of LTD's funds and questioned whether LTD could afford to continue the program at the same level, noting that the annual cost of the program was more than the Board had approved for community service.

Ms. Hocken commented that the Finance Committee did not want to make a decision on the Non-profit Agency Discount program until there had been further conversations with agencies about options for maintaining a much lower-cost program that would meet some of the needs.

Ms. Ban asked for clarification of the difference between the non-profit program and the discount tokens available to the general public. Mr. Vobora responded that agencies were receiving both discounts because the token prices were already discounted off the cash fare and agencies could purchase them at one-half of that cost. He said there were 108 agencies and programs using the non-profit agency discount, with ShelterCare and CentroLatino both having a large number of programs that qualified for the discount.

Ms. Ban remarked that the discount program represented a critical piece of what LTD could do for people and although a transportation agency was not a social service agency, she

appreciated the opportunity to take additional time to determine how better to provide that service.

Mr. Gant supported Ms. Ban's comments and said that most agencies did a great deal for the community with few resources. He said the cost of the program seemed small in comparison and did not seem outside LTD's role and mandate. Mr. Vobora responded that it was difficult to assess the true cost of the program to LTD beyond the \$70,000 per year because it would require assumptions about whether people who were accessing rides through non-profit agencies had the ability to pay full-price fares. He added that the program was designed to meet immediate needs such as job search and medical services and seemed to have grown into more of a group pass program for some agencies that had the resources to purchase large numbers of passes. He agreed that further discussions with agencies were necessary to address ways to meet their needs while limiting LTD's exposure.

Mr. Vobora reported that staff had determined during a review of current Reduced Fare Certifications that a number of individuals did not meet certification guidelines. He recommended that LTD begin a recertification process using the Federal Transit Administration definition of disabled and using a new interview certification process.

Mr. Vobora explained the distinction between General Public Token Sales and token distributed by agencies to their clients. He said the recommendation was to eliminate the sale of tokens, which were discounted 20 per cent from the base cash fare, to the public and retain token sales to agencies at the current rate. He said that guests could still obtain a discount by purchasing a monthly pass.

Mr. Vobora briefly summarized the recommendations to eliminate the Three-Month Pass Discount program and the Lane Community College Fastpass program.

Ms. Ban asked if it still would be possible to purchase three months worth of passes at a time. Mr. Vobora replied that only monthly passes could be purchased and LTD was looking at ways to make that more convenient through recurring orders over the Internet, one-year stickers for student ID cards, and other methods. He said the Lane Community College (LCC) Fastpass program had not sold well and those guests using it had the option of a monthly pass or participation in the LCC group pass program, if the college were to include them in the program.

In conclusion, Mr. Vobora noted that he had included a potential increase in the Breeze fare to 50 cents in pricing proposal summary because the issue had been raised in the past by the Board. He said that he could research more information on the fare increase if the Board was interested.

Mr. Kleger stated that he had heard several comments that the Breeze fare should not be so low if LTD was facing financial constraints.

Board members requested additional analysis on the impact of raising the Breeze fare.

C. Prepare for Joint Meeting with Eugene City Council – This item was moved to the end of the Items for Action section of the agenda.

EMPLOYEES OF THE MONTH – Mark Johnson, director of Transit Operations, introduced Bus Operator Gaylene Shrope who was selected as the February 2004 Employee of the Month. He

said Ms. Shrope was selected because of her good attitude, driving skills, and leadership qualities. Ms. Shrope thanked the Board for her award.

Diane Hellekson, director of Finance and Information Technology, introduced Information Technology Manager Steve Parrott as the March 2004 Employee of the Month. She commended his professionalism, hard work, high standards, and generosity with his time. Mr. Parrott expressed his appreciation for the award and introduced his wife and thanked her for her support.

AUDIENCE PARTICIPATION – David Sonnichsen, 2435 Skyline Boulevard, Eugene, introduced himself as chair of the Citizen Planning Committee (CPC) for the Whilamut Natural Area of Alton Baker Park. He described the committee as a 15-member group appointed by elected officials of Springfield and Eugene. He encouraged the Board not to consider a BRT route through Alton Baker Park, citing conflicts with the U.S. Transportation Act and the East Alton Baker Park plan, and the desire of local residents to protect the natural values of the park.

Beth Stein, 3135 Portland Street, Eugene, program director of Nearby Nature, described the activities of her organization within the park and expressed the opposition of board, staff, volunteers, and membership to any proposal to widen the Autzen Footbridge or create a new bridge to allow BRT or shuttles to operate through Alton Baker Park. She said that transit operations in the park would violate provisions of the park plan and negate the thousands of hours of effort from many organizations and agencies.

Carrie Ann Naumoff, 82 W. 27th Avenue, Eugene, a teacher with the 4J School District, said that she taught Oregon history and conducted classes about the area's indigenous people, the Calapooya, for approximately 120 children a year, using Alton Baker Park and the Whilamut Natural Area as her classroom. She encouraged the Board to leave the area as a natural area as it influenced many lives.

Esther Stutzman, P.O. Box 180, Yoncalla, a Calapooya Indian and descendant of people who walked the local land before the arrival of Europeans, said how much it meant when the park's eastern section was given a Calapooya name, Whilamut, which meant "where the river ripples and runs fast." She described the peace, beauty, and stillness of the natural area, which was watched over by 11 Talking Stones, each inscribed with a Calapooya word. She said that a road through the park would desecrate the land, which needed to retain its natural values so people could learn about her ancestors and the land. She urged that no road or vehicles be permitted through the park.

Rob Handy, 455-1/2 River Road, Eugene, said that he lived along the Willamette greenway and had lived in the area his entire adult life. He said he was drawn to the state as a young adult because of bipartisan efforts to preserve natural assets, such as beaches and the Willamette greenway. He said the bipartisan legacy of a vital greenway should be preserved and although he supported transit, he was concerned that LTD was looking at its own interests instead of the commonwealth interests.

Gene Holloter, 1385 Oksanna Street, Springfield, recited a history of the preservation of the natural area covering the eastern portion of Alton Baker Park, which was dedicated to passive recreation. He said the CPC completed a management plan for the area in 1996 and it was approved by both the City of Eugene and Willamalane Parks and Recreation District. He stated

that motorized vehicles within the natural area were prohibited and any LTD request to use the Autzen Footbridge for transit operations in the park would violate the plan and voter intent. He said he did not understand how LTD could propose such a project as it was not a viable transit alternative.

Jim Dotson, 1668 Willamette Street, Eugene, a life-long Eugene resident, said he was a biker, runner, and photographer and appreciated the natural areas in the region. He said he remembered when the Whilamut Natural Area was a landfill and had been restored. He stated that there was immense value to a natural area and that BRT through the park was a bad idea.

Bjo Ashwill, 1016 W. 12th Avenue, Eugene, listed a number of her community affiliations and said she was speaking to the Board as a person with a disability who used Alton Baker Park. She said that she, her grandchildren, and friends who used wheelchairs enjoyed the park as it was in its natural state: peaceful, quiet, comfortable, and safe. She noted Oregon's reputation for innovative preservation of natural beauty in the face of progress and meeting the accessibility needs of disabled persons. She urged the Board to remember that and look for another route for BRT.

Jane Dods, 569 W. D Street, Springfield, said that she moved to the area 12 years ago from Los Angeles and was awestruck by the natural areas within Alton Baker Park. She said as a runner, biker, and walker she had explored the opportunities for recreation and solitude in the park and urged the Board to protect the area from vehicular traffic.

Charles Biggs, 540 Antelope Way, Eugene, described himself as a political activist who had worked to save the park from a golf course and now was trying to save it from a potential BRT route. He characterized a BRT route through the park as "foolhardy" and referred to possible amendments to the Riverfront Urban Renewal District that would impact BRT by eliminating funding for the Onyx extension. He said creating a route through the park would be prohibitively expensive and urged the Board not to pursue the idea. He also discussed the Coburg Road BRT study and asked that the reasons that representatives on the stakeholders' group from the Cal Young and Harlow neighborhoods had rejected the study be publicized.

Rob Cook, 506 W. Centennial Boulevard, #15, Springfield, said that he and his family chose to live in the Eugene-Springfield, and Lane County area because of positive public transportation and a high level of accessibility, international and national travel access, and the quality of life. He said he was one of the founders of the Lane Independent Living Alliance (LILA) and listed a number of other activities in which he was involved relating to persons with disabilities. He related that according to a survey, well over 30 per cent of the working public in Lane County had significant disabilities and used mobility devices. He said that those individuals would be negatively impacted by the noise, avenue and arterial access to BRT, and the collage of traffic ramifications. He urged the Board to find another route.

Charlotte Behm, 731 Poltava Street, Springfield, past chair of the CPC, discussed the strong commitment to preserving the park and its natural area. She said that the CPC had been very involved in protecting the park from negative impacts during the expansion of Autzen Stadium. She asked the Board to keep in mind the many people in the community who cared about the park and the resistance any BRT route through the park would face.

Mr. Hamm commented that the Coburg Road stakeholders group had been asked to look at all potential options for a north/south BRT route in that area. He said the Autzen Footbridge option was explored and had been all but abandoned. He indicated that LTD viewed Alton Baker Park as a treasure and a BRT route through the park was not under consideration by LTD in the next 10- to 20-year range. He said he did not think a park route was being considered by the City either, since the Planning Commission had struck that option before forwarding its recommendation to the City Council. He said an analysis of the feasibility of a park route was conducted when the issue first arose and was necessary to obtain information for decision-making purposes.

Ms. Ban offered that she was a member of the Coburg Road stakeholders group and when the Autzen Footbridge alternative was raised, LTD conducted the research without taking a position. She said that from her perspective, that route was not considered by the group as a viable option to achieve the goal of connecting the downtown and Chad Drive areas.

Mr. Kleger commented that the concept of an Alton Baker Park transit corridor was first raised 20 years ago and did not receive favorable consideration then. He said to his knowledge the idea had not been favorably discussed by the LTD Board since that time. He said that a route through Alton Baker Park and across the river to the University of Oregon campus would give a natural advantage to public transit over the private automobile by greatly reducing travel times and the search for parking, which was why the idea continued to be discussed in the community. He agreed with speakers that it was important to preserve the natural area.

ITEMS FOR ACTION AT THIS MEETING

MOTION **A. Consent Calendar** – Mr. Kleger moved adoption of LTD Board Resolution No. 2004-005: “It is hereby resolved that the Consent Calendar for February 18, 2004, is approved as presented.” Mr. Gant provided the second. The Consent Calendar consisted of the minutes of the January 21, 2004, regular Board meeting.

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

B. FY 2004-05 Service Proposal – Preliminary Public Hearing –.

Mr. Vobora presented the 2004 Service Proposal that staff had developed based on the Board’s target of a 3 percent service reduction and analysis of routes by the Service Advisory Committee.

He referred to the public testimony regarding cuts that was provided to the Board as a separate document. He said that criteria for the proposed reductions included integration with service reductions over the next two years, the Board’s budgetary goals, productivity, available alternatives, and maximum cost effectiveness. He explained that categories of service considered included span of service, geographic coverage, frequency of service, and days of service.

Mr. Vobora reviewed the list of proposed service reductions and noted that the list would be refined further based on the Board's questions and comments, public testimony, and feedback from an open house on February 26, 2004. He indicated that the 4.32 percent of reductions exceeded the 3 percent target and included .3 percent in contingencies. He said the final list of service reductions would be adopted at the March 2004 Board meeting.

Mr. Kleger asked if not implementing the fare changes discussed earlier would mean deeper cuts in services. Mr. Vobora said that possibly the cuts for 2004 would not be deeper, but the fare changes were factored into the 3-year timeframe and future cuts might be deeper. Ms. Hellekson said that revenue enhancements were not assumed in the financial projections and implementing the fare changes provided an opportunity to decrease future service reductions.

Mr. Gaydos opened the public hearing.

Bob Cassidy, 1401 E. 27th Avenue, Eugene, expressed concern about comments from Board President Hillary Wylie that were quoted in the newspaper. He said the comments suggested that BRT was competing for resources with regular bus service and it was LTD's responsibility to provide the services people needed. He said that LTD's mission was to provide a transportation system for the community and it was not possible to meet everyone's needs. He stated that BRT decisions were based on an assumption that funding was available and it should be not implemented if that meant cuts in services.

John Watkinson, 101 E. Broadway, Eugene, spoke on behalf of Bob Cochran regarding BRT. He said that Mr. Cochran was concerned about losing both a portion of his property and access to his building from a BRT corridor. He stated that a proposed center lane for BRT did not appear to be necessary. He encouraged the Board, if it wished to pursue BRT, to consider ways to save money and not impact property owners as substantially as it appeared they would be.

Kathy Jenness, 38 E. Main Street, Lowell, gave LTD credit for being one of the first fixed-route districts to be fully accessible before implementation of the Americans with Disabilities Act (ADA). She expressed appreciation for the vision and effort that went into BRT planning, but was concerned about the impact of proposed cuts on core services and non-choice riders. She said she hoped that BRT would not negatively impact LTD's most vulnerable customers and invited Board members to attend one of the open houses and listen to rider input and concerns.

Jeanne Knight, 1430 Gilham Road, Eugene, said that she had no car and was dependent on transit. She expressed relief that she did not purchase a home on Jasper Road because that route was cut. She said if the proposed reduction to the #60 route was implemented it would mean she would have to walk to Coburg Road. She remarked that her household had six members, all of whom use the bus and for whom the proposed service reductions would represent a hardship.

Christopher Phillips, 2865 City View Street, Eugene, said he lived near the intersection with 28th Avenue and rode the #76 University of Oregon bus route. He was pleased the service was not being cut and emphasized that the route was the only bus service available to him and he intentionally purchased a home on an LTD route. He commented that a number of individuals used that route to get to the Prospect Park Apartments on Chambers Street and encouraged LTD to consider a stop at 27th Avenue and Chambers Street.

Rebeca Bern, 1430 Gilham Road, Eugene, asked how LTD could afford BRT and a new Springfield Station when it could not keep buses running. She said there were elderly people who used the #60 bus and could not walk the distance to take an alternate route. She said that the service reduction would force people to purchase cars and drive more, thereby increasing pollution from vehicles.

Yuri Samer, 1790 Brewer Avenue, Eugene, stated that he had written extensively as a journalist about mass transportation. He said he was motivated to testify because he was a single parent raising two daughters. He related that previous cuts to the #61 and #63 buses had created major problems with his children's transportation to and from school. He indicated that he had purchased his home on Brewer Avenue when there were three bus routes and had long been an advocate of alternatives to single-car transportation. He said in order to successfully entice people to live differently, there should be an implicit agreement between LTD and citizens about the reliability of service. He asked the Board to consider the real student and family patterns, not the presumed ones and to not sacrifice community service in the name of the latest high-speed technological wonder. He shared his daughter's request that the afternoon buses run on time.

Mr. Gaydos closed the public hearing.

Mr. Kleger commented that ten years ago buses were causing major traffic jams when they stopped in major corridors; during the last ten years the delays for buses along major corridors were getting worse because of traffic problems. He stated that those problems would not be solved unless buses were gotten out of the traffic and the only way to do that was with a separate right-of-way, which was what BRT was about. He said when planning for BRT began, there were ample funds to maintain existing service; however, a declining economy had cut LTD's revenue while operating costs increased. He said that slow buses did not attract riders and LTD needed to take steps now to address the problem.

Mr. Gant requested an evaluation of what the budget scenarios and cuts would look like if only Phase 1 of BRT was built. Ms. Hellekson responded that those scenarios had been developed and discussed during the Board's annual strategic planning work session. She said that BRT had no impact on the proposed 2004-05 cuts and potentially no impact on the 2005-06 cuts because they were tied to the payroll tax revenue.

Mr. Gant said there appeared to be a conflict between statements that cuts were necessitated by economic conditions and yet the financial reports indicated that revenues were increasing. He expressed the opinion that LTD faced financial concerns because BRT was out of control and it was important to stop and consider the consequences of the path that BRT planning had taken, which was the need to cut services. He said that the Board needed to listen to the public's concerns that BRT expenditures could not be justified when people who depended on the bus to get to work were losing service. He encouraged the BRT Steering Committee and Board Finance Committee to reconsider ways to accomplish some of the BRT goals, such as faster buses, without unfettered consequences on the rest of LTD's services.

Ms. Lauritsen said that she echoed Mr. Gant's remarks.

Mr. Gaydos encouraged another work session to explore those issue as soon as possible.

Ms. Ban agreed that the financial information should be reviewed again, along with adjustments to the BRT timeline, which had been extended significantly.

Ms. Hocken said that another review of BRT costs and the timeline would be helpful, but did not agree with the statement that BRT was out of control.

Mr. Gant commented that priorities and guidelines relating BRT to fixed-route service and special transportation should be set in advance to avoid conflicts among services and help the Board determine what it was willing to give up to build BRT.

Mr. Gaydos agreed that a special work session should be scheduled to discuss BRT, service cuts, and financial forecasts.

Mr. Hamm remarked that Ms. Wylie's comments were taken out of context and the reality was that if BRT were abandoned, balancing expenses with revenues would still require that service cuts be made. He said the bottom line was that LTD was supported by payroll taxes and the community and the State suffered one of the highest job loss rates in the nation.

C. Martin Luther King Jr. Parkway Design –

Assistant General Manager Mark Pangborn discussed the issue around the Pioneer Parkway BRT planning process. He said Springfield was moving quickly to develop plans and commence construction of the Martin Luther King (MLK) Jr. Parkway, which was the northern extension of the Pioneer Parkway to serve the Riverbend Medical Research campus. He said a major policy question of whether BRT would have an exclusive right-of-way or travel in mixed traffic along the MLK Jr. Parkway needed to be decided. He indicated that the Springfield City Council was holding a public hearing on the issue on March 15, 2004, and staff intent was to discuss the matter with the Board and possibly reach some conclusion on LTD's position on an exclusive right-of-way before the hearing. He said that the questions raised by Mr. Gant suggested that a discussion of the MLK Jr. Parkway issues was more appropriate and then the Board could discuss the overall policies related to BRT during a work session.

Mr. Pangborn said the issue for LTD was how important was an exclusive right-of-way in a BRT corridor. He illustrated on drawings the planned design for the corridor and explained that Springfield city staff were recommending that no space be added in the corridor for BRT lanes. He stated that projection models indicated that traffic over time would queue up at the intersections and BRT vehicles would be caught in traffic and delayed.

Project Engineer Graham Carey added that the corridor was very constrained. He said the old railroad right-of-way was 60 feet; the City would widen it another 16 feet and staff were very sensitive to the impact on properties along the corridor. He said even with a roundabout, which had fewer delays than a signalized intersection, there still would be delays during peak times. He indicated that LTD staff had taken the position that where there were no delays, BRT could be in mixed traffic and the problem was getting around queues. He said that queue jump lanes were proposed at both ends of the corridor and would extend to the middle, providing the future possibility of an exclusive lane the length of the corridor. He said that construction of a sound wall along both sides of the corridor would make widening of the corridor at a later date very unlikely.

Ms. Ban asked how BRT decisions might impact the development of RiverBend and Springfield's 15-year projection of traffic patterns in that area. Mr. Carey said that PeaceHealth's development and traffic calculations were not based on the presence of BRT, although the greater the use of transit, the more development could be done on the site. Mr. Hamm said that staff's concern was that if BRT operated in mixed traffic, at certain times of the day during peak hours it would come to a halt.

Ms. Ban stated her concern that any roadway constraints affected the future of BRT and growth in the area and impacted both LTD and Springfield.

In response to questions from Mr. Kleger, Mr. Carey said there were no intersections along the corridor and explained how a queue jump lane would function in conjunction with a roundabout. He said it was more complicated than a signalized intersection, but could be accomplished.

Mr. Kleger stated he understood that there might be less than ideal conditions for BRT on an existing roadway with opportunities for future redevelopment, but had a major problem with building a new road on a major corridor serving an area of high trip generation and not making provisions to get transit out of the stream of traffic.

Mr. Gant noted that LTD had the power of eminent domain and asked whose decision additional space along the corridor would be. Mr. Carey replied that LTD had given veto power to the cities and the County on BRT, and that LTD could acquire property along the corridor through eminent domain but was not considering doing so at that time. Mr. Pangborn said the road would be built by the County and given to the City, raising the question of who owned the right-of-way.

Mr. Gant asked if an exclusive BRT lane eventually could be taken over for traffic use. Ms. Hocken replied that an intergovernmental agreement covering an extensive period of time would secure BRT's exclusive use.

Mr. Hamm remarked that it was necessary for LTD to provide some type of transit service to the hospital when it opened.

Ms. Lauritsen asked what the plan would be if the hospital were not constructed. Mr. Hamm said if there was no hospital, it was unlikely the road would be built, although it was later explained that the plan was to build the road regardless of hospital plans.

Senior Strategic Planner Lisa Gardner explained that federal approval had been received to use LTD's funds for a protected buy of right-of-way in the corridor if it appeared that property acquisition was necessary to assure the project could proceed. She said that did not mean the project itself was approved; it simply meant that local funds could be used and LTD would be eligible for federal reimbursement, conditioned upon project approval, and would position LTD to continue with Springfield's timeline.

Mr. Hamm said staff needed to know what direction the Board wanted to take before the Springfield City Council's public hearing on March 15, 2004.

In response to a question from Ms. Lauritsen, Ms. Gardner clarified that staff were asking the Board for direction to continue along with Springfield's timeline, which included assessments of

cost and right-of-way needs and engineering aspects of the project, not for decisions to expend funds or proceed with the project.

Following general discussion by Board members on BRT and MLK Jr. Parkway issues, Mr. Gaydos scheduled a special work session at 5:30 p.m. on February 26, 2004.

Mr. Pangborn encouraged Board members to contact Ms. Hellekson with their requests for specific budget information prior to the work session.

D. Salaried Employee Retirement Plan Amendments –

Ms. Neidig explained that the Board was being asked to amend the Salaried Employees' Retirement Plan to address a problem that arose when the recent death of an employee revealed that there was no designated beneficiary for her survivor benefits.

Ms. Lauritsen suggested that an audit be conducted to assure that a similar situation did not arise in the future. Ms. Neidig replied that her staff had audited records for those benefit areas administered by LTD and agreed that a broader audit would be conducted.

Mr. Gant expressed his concern with the situation and encouraged staff to take whatever steps were necessary to prevent another situation from occurring.

Ms. Neidig stated her understanding of the Board's intent was that the resolution was an immediate fix of a particular situation and the staff would continue to explore broader solutions.

MOTION Mr. Kleger moved adoption of LTD Board Resolution No. 2004-0065: "It is hereby resolved that Lane Transit District Board of Directors approves the Third Amendment to the Restatement of the Lane Transit District Salaried Employees' Retirement Plan Dated June 19, 2002. Ms. Ban provided the second.

Ms. Hocken clarified that the resolution before the Board was the one that was provided on February 16, 2004, rather than the one included in the agenda packet. Mr. Hamm said that was correct.

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

D. Prepare for Joint Meeting with Eugene City Council – Government Relations manager Linda Lynch distributed a copy of the agenda with talking points for the February 23, 2004, joint meeting. She explained that agenda items and materials provided in advance to the council were based on discussions between Board members and councilors. She outlined the work session process and the materials that were given to council members.

Ms. Ban suggested that the council also be provided a list of the proposed service reductions in anticipation of interest in that issue.

Mr. Hamm suggested that Board members make the key points briefly and allow time for questions from the council.

ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities – No verbal reports were presented.

B. Monthly Department Reports – Ms. Lynch referred Board members to the completed 2004 federal priorities document that had been provided to them. She said that staff from the six local governments would be briefing federal staff from regional offices, along with staff to Oregon's congressional delegation.

Ms. Lauritsen stated that she did not approve of the United Front approach to requests for federal funding, noting that LTD represented only 2 of 25 funding requests. She said that LTD would do better on its own instead of buried in a list of other agencies' requests.

C. Monthly Performance Reports – There were no questions.

ADJOURNMENT

The meeting adjourned at 9:20 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
JOINT MEETING WITH EUGENE CITY COUNCIL

February 23, 2004

Pursuant to notice given to *The Register-Guard* for publication on February 19, 2004, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a joint meeting with the Eugene City Council on Monday, February 23, 2004, beginning at 5:30 p.m., in the Council Chamber, City Hall, 777 Pearl Street, Eugene.

LTD Board

Present: Hillary Wylie, President
Gerry Gaydos, Vice President
Susan Ban
Dave Kleger
Pat Hocken, Secretary
Virginia Lauritsen
Ken Hamm, General Manager
Absent: David Gant

City Council

Present: Bonny Bettman, Eugene City Councilor
George Poling, Eugene City Councilor
David Kelly, Eugene City Councilor
Nancy Nathanson, Eugene City Councilor
Gary Papé, Eugene City Councilor
Jennifer Solomon, Eugene City Councilor
Betty Taylor, Eugene City Councilor
Scott Meisner, Eugene City Councilor
Dennis Taylor, City Manager
Absent: Jim Torrey, Mayor

Welcome and Introductions - Ms. Wylie thanked the Council for its invitation to a joint meeting and opened the LTD Board meeting. She said that Board members appreciated the opportunity to share information on recent transit activities and discuss transportation issues with the Council. Board members introduced themselves and described the subdistricts they represented.

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Ms. Wylie introduced LTD General Manager Ken Hamm and explained that Board members would speak briefly on an aspect of LTD's activities and answer questions from Council members.

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Bus Rapid Transit Presentation - Ms. Hocken said that each presentation was shaped by the areas of interest or concerns expressed by Council members during individual conversations with Board members. She said that the bus rapid transit (BRT) presentation would give a brief update on the Franklin and Pioneer Parkway corridors and then focus on Coburg Road BRT planning activities.

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Ms. Hocken said that some preliminary construction activities on the Franklin Corridor had begun and consisted of undergrounding utilities and preparing trees along the route to minimize disruption

to them during later construction. She said the remaining construction would begin in 2005 to coordinate with delivery of the BRT vehicles in early 2006. She said that LTD initially had considered purchasing the vehicles from a European manufacturer; however, a North American manufacturer, New Flyer, was able to deliver a BRT vehicle with many of the desired features at a lower price. She said that New Flyer was a Canadian company with a manufacturing plant in the United States. She referred Council members to information in their agenda packets on the new vehicles.

Continuing, Ms. Hocken said that a public process with stakeholder groups had been completed for the Pioneer Parkway Corridor and preferred alignments had been identified for most of the corridor. She said the Springfield City Council would make decisions on those during the next month. She identified the close working relationship with PeaceHealth to design the corridor to meet the needs of the new hospital as one of the most exciting aspects of the project. She said that LTD was applying, as part of the local United Front request, for \$4 million in federal funding for the BRT vehicles and \$31 million in construction funds for the Pioneer Parkway Corridor.

Ms. Ban related that Coburg Road was identified as the next BRT corridor based on a recommendation by the Eugene City Council, which was adopted by the LTD Board. She referred Councilors to the *Coburg Road Bus Rapid Transit Corridor Study*. She said the study described the process by which a stakeholder group, comprised of property owners, business owners, neighborhood residents, and representatives of the Eugene City Council, LTD Board, and Eugene Planning Commission, considered the sections of the corridor and evaluated options. She said the study was not a recommendation; it presented a number of viewpoints and a fair analysis of the complications of a Coburg Road route. She indicated that a major factor in the initial selection of Coburg Road was that it linked the first two corridors to create a full-circle BRT system.

Mr. Poling acknowledged a number of stakeholder group members who were in the audience and described the year-long process the group had gone through. He said the process was challenging and there were a number of areas of disagreement. In particular, he said, the group discussed the physical constriction of the lower part of Coburg Road and the City's requirements for redevelopment setbacks, which would create major impacts on businesses in order to accommodate BRT. He said another concern was the impact on left-turn access to both commercial properties and neighborhoods. He expressed some disappointment that the group did not make a recommendation on the Coburg Road route or an alternative route. He said there was also some discussion of BRT "lite" on the lower end of Coburg Road that would not require a dedicated lane, but acknowledged that the Council supported BRT that would have a dedicated lane for a majority of the route.

Ms. Hocken stated that LTD's long-range financial plan matched resources to the timeframe during which they would be spent. She said LTD received capital funds that required a local match. Funds earmarked for the Franklin Corridor also required a local match. She said that earmarked funds were requested for the Pioneer Parkway Corridor as well. She indicated that it was unlikely that funds also would be provided for the Coburg Road Corridor in the next authorizing bill and, even if they were, accumulating the local match was unrealistic. She said the next funding opportunity would occur in six years and therefore construction was not contemplated until 2010, with the route in service in 2012.

Ms. Wylie said construction of the Springfield Station was well under way and the shape and form of the facility were very visible. She commented that the station would be a beautiful addition to the system and a reminder of the Phase I BRT connection between downtown Eugene and downtown Springfield.

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Mr. Papé remarked it was his understanding that the BRT pilot corridor on Franklin Boulevard would go into service and be evaluated during a test period before any additional corridors were considered, but it now appeared that Phase II was moving forward. Ms. Hocken said that the reason LTD had moved forward in Springfield was the opportunity presented by the Pioneer Parkway extension and road construction and the Springfield City Council's interest in having BRT be a part of the new construction and planning for the PeaceHealth facility.

Mr. Papé asked if the Springfield corridor could stand alone. Ms. Hocken replied that it would work better with the Eugene loop, but it could work by itself, so delaying the next corridor was not an impediment to moving forward with the Springfield corridor.

Mr. Papé asked if funding was available for the pilot corridor and if the BRT vehicles were a reality. Ms. Hocken replied that the pilot corridor funding was in place and that New Flyer, the BRT vehicle manufacturer, had a hybrid vehicle similar to the BRT vehicle design that was in operation in the Seattle transit system. She said the new design aspects of LTD's BRT vehicle were the left-side doors, a larger size, and a guidance system. She said that LTD's recently purchased 60-foot standard articulated buses were similar in feel to the BRT vehicle. Mr. Hamm added that New Flyer produced the standard articulated buses and also produced hybrid electric-powered vehicles and test results were so good that Seattle had just ordered 200 of the vehicles. He said that the guidance system was still being tested at the University of California-Berkeley and would probably not be available when the BRT vehicles went into service, but could be added later. He said that he was confident the vehicles would be ready on schedule, with a prototype available in mid-2005; however, LTD's fallback position could be the use of the regular articulated buses, with some minor design changes. He expected to conclude negotiations with New Flyer on a firm delivery price within the next two weeks.

Mr. Meisner commented he did not recollect a discussion about a downtown-to-downtown pilot route that would be tested for a time before the system was expanded, but rather a 20-year development plan for a system. He said that the time required and expense just to achieve a reduced Phase I were issues for him and asked where the system would be in 20 years. Referring to the complications of a route on Coburg Road, he asked Board members to respond to how that situation would be in 10 years, when route construction was planned. He also asked if lack of a guidance system on the BRT vehicles meant they would not be able to use a guideway system with narrower lanes.

Ms. Hocken replied that LTD was committed to a full system and was working as quickly as it could within its funding constraints. Ms. Ban added that expansion of the system also was based on opportunity, such as was presented with the Springfield corridor. She said the 20-year plan needed to start with getting a BRT route in operation to develop momentum for the rest of the system and LTD had to balance the need to keep the fixed-route system operational and functioning while building an infrastructure for the future that would meaningfully address congestion problems.

Mr. Meisner suggested that the LTD Board integrate the concepts Ms. Ban mentioned into a re-examination of its long-range plan so the public would better understand the issues.

Ms. Hocken cautioned that the Council should not get the impression that LTD was going to abandon the idea of a Coburg Road Corridor; rather, the Board was looking to the Council for advice.

Mr. Kelly remarked that discussions about testing a pilot corridor were based on an initial plan for a corridor that ran from Thurston to West Eugene and did not apply to the downtown-to-downtown

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route, which was not sufficient to provide realistic feedback about how BRT ultimately would work. He noted that TransPlan recognized the importance of transit, but he did not think the community had decided, as underscored by the Coburg Road conflicts, whether it wanted a decent transit system that would serve transportation needs through the next several decades. He stated that as time passed he saw less commitment to BRT from the community and LTD.

Mr. Kelly observed that the *Coburg Road Study* omitted the policy goal of at least 80 percent exclusive right-of-way for the system, as stated by Council resolution. He said that BRT should be abandoned and other options considered if that amount of exclusive right-of-way could not be achieved. He added that the public would adapt to loss of left-turn access along Coburg Road and while he understood why the stakeholder group had looked at alternative routes, BRT corridors should be major arterials. He expressed concern that the Coburg Road schedule was constantly changing and the timeline extended.

Ms. Solomon suggested that a Highway 99 corridor to the airport could be considered instead of the Coburg Road Corridor. She speculated that in ten years development in that area would make the route productive and because Highway 99 was a State road, perhaps the State could assist with funding. She asked if the selection of Coburg Road as the next corridor could be changed. Ms. Ban said the selection of Coburg Road was made by the City Council and any change would need to be initiated by the Council.

Ms. Nathanson pointed out that when the Council was considering BRT routes, it used considerable data on land use patterns, current and projected population density based on land use and zoning, expected infill and redevelopment, and anticipating ridership based on employment patterns and schools. She said that the selection of Coburg Road was based in part on an objective analysis and it would be interesting to revisit those discussions.

Speaking to the BRT system in general and Coburg Road specifically, Ms. Nathanson asked if a system should be planned that would influence land use or respond to current and anticipated land use and zoning. She said the answer to that question would drive whether LTD moved ahead quickly to get something in place or waited to see how infill and redevelopment occurred. She commented that putting something in place already was complicated by contradictory requirements from the City for commercial and industrial development. She said that from her perspective as a bus rider, design elements that were most important to produce results were frequency of service, speed, appearance, and ease of use.

Ms. Bettman asked how much had been spent on BRT to date and how much was being requested in federal funds. Ms. Hocken reiterated that \$31 million was being requested for the Pioneer Parkway Corridor construction and \$4 million for BRT vehicles for the pilot corridor. Mark Pangborn, LTD assistant general manager, responded that major expenses for planning and design of the first BRT corridor had been approximately \$3 million, including both the federal share and local funds. He said that the total cost for Phase I design, construction, and vehicles would be approximately \$22 million for four miles of corridor.

Ms. Bettman stated her opinion that BRT without a dedicated right-of-way was just bus transit and not worth the cost of millions of dollars. She agreed with the suggestion that the Council reconsider its selection of Coburg Road and look at other routes that could offer a dedicated right-of-way and better connections to high-density neighborhoods. She felt there were other corridors where public investment in infrastructure could stimulate private investment.

Mr. Kelly agreed with Ms. Solomon's suggestion to reconsider other corridors. He said that Coburg Road needed to be a part of the 20-year vision and stated his concern that waiting to implement that corridor would create even more difficulties. He said he supported consideration of other routes if that would establish a second corridor in Eugene more quickly and with more exclusive right-of-way than the Coburg Road option. He asked the city manager and LTD to inform the Council as soon as possible about what steps could be taken to efficiently reconsider routes for a second corridor.

Mr. Meisner said he would not object to the Council's reprioritizing and directing LTD to consider a Highway 99 route. He expressed regret that the amount of effort that had gone into the Coburg Road corridor would no longer be useful if another route was chosen and the Coburg Road route was pushed even farther out on the BRT timeline. He noted that earlier work on a possible 6th Avenue/7th Avenue corridor had determined that the route through downtown was all but impossible and there was unanimous and universal resistance to an 11th Avenue corridor. He said he was willing to reconsider the Council's priority direction to LTD and cautioned that it would be naive to assume any other route would be easy.

Service Planning Presentation and Downtown Transportation Issues Presentation -

Ms. Hocken stated that approximately 65 percent of LTD's revenues were derived from the payroll tax and, because of the local economy, the amount of payroll tax revenue had been flat for the past two or three years. She said that LTD's expenses were growing at the rate of 4-6 percent a year and a number of cost-cutting measures had been imposed, such as laying off some administrative staff and cutting some service routes. She anticipated that over the next three years \$1.8 million in service cuts would be achieved. She said the first of those cuts LTD currently was considering represented \$500,000 of that amount and the remaining cuts would be dependent on a number of factors, including a turnaround in the economy, increased payroll tax revenue, and the results of union contract negotiations. She said another factor in LTD's budget was the need to provide a 20 percent local match from the payroll tax revenue in order to spend federal formula funds on capital projects.

Mr. Kleger commented that although LTD was faced with the need to reduce costs, it had held services harmless to date and trimmed costs in all other areas; it was forced to cut services beginning in the fall of 2004 and implement adjustments to group pass fares. He said the dilemma was to cut costs in ways that had the least impact on the fewest number of people and LTD was holding open houses and public hearings on the proposed cuts to obtain feedback from the public. He encouraged the Council to provide their input as well.

Mr. Kleger offered the Council good news about a recent capital expenditure. He reported that the automatic vehicle location/automatic passenger counter radio system appeared to be successful and would provide LTD with accurate information about ridership patterns by geographic location and time of day that was reported automatically by computer to a central location. He said that eventually the system would be able to provide real-time information that customers could access to identify what buses served an area and the arrival times at specific locations.

Mr. Gaydos discussed the impact of the Central Area Transportation Study (CATS) on LTD operations. He agreed with Ms. Nathanson's assessment that frequency, timeliness, and running times were major factors in customer satisfaction. He said that when LTD built the central downtown Eugene station, it was depending on 10th Avenue being a one-way street and if that changed it would cause some operational problems. He stated that LTD would serve the federal courthouse once decisions were made about the street design and suggested that courthouse service could be part of the Breeze service package. He said once improvements in the courthouse

district were designed and completed LTD would be better able to respond with a service plan. He noted that the Breeze service had been very successful and said that LTD had performed significant due diligence in its effort to obtain a "green" vehicle, but was struggling to keep the Breeze vehicles on the road. He said that the fare would continue to be 25 cents.

Mr. Gaydos concluded by reminding the Council that BRT and LTD were part of the community's transit system and it was not a question of LTD versus the City of Eugene or the City of Springfield. He said that LTD was trying to develop the best transportation system possible in partnership with the community. He noted earlier expressions of concern about extended timelines and expenditures and warned that shifting priorities again would cause further extensions and additional expenses. He asked for community support and partnership with LTD to move the transportation system forward.

Mr. Kelly said that he would support BRT on Coburg Road if LTD could guarantee an exclusive right-of-way in keeping with the Council resolution. Mr. Gaydos replied that LTD would be happy to do that if Councilors could convince community members to be supportive.

Mr. Kelly complimented LTD on the quality and coverage of daily service. He also noted the important community need that was filled by service to transit-dependent riders. He said the Council needed to support LTD's fulfillment of community need and he was distressed by the need to cut services. He suggested that the entire model of LTD's operating revenue should be collectively rethought in the not-too-distant future if the community wanted good transit and in many cases a transit dollar would save many road dollars.

Mr. Kelly asked if the development of BRT affected bus operations and bus operation funding and had caused in part the service cuts. Ms. Hocken said that funding for BRT came from a different source than operational funding and BRT had no impact on bus operation or proposed service cuts.

Ms. Taylor expressed concern about the service cuts and asked if funds could be transferred from one source to another or if the Breeze could provide service to those areas where service cuts were proposed. Ms. Hocken explained that capital funds could not be used for operations and that the major cost associated with having a bus on the road was the cost of the operator, not the vehicle; therefore, using another vehicle such as the Breeze to serve an area would not reduce expenses.

Ms. Taylor suggested that LTD could purchase taxis to serve areas affected by cuts in the south hills.

Ms. Nathanson complimented LTD on the increase in service to special events in the community. She noted the service as becoming very popular with organizations and helped to reduce traffic and parking problems. She asked if LTD had considered working with groups of businesses like at Valley River Center or business parks to market the group pass program. She commented that there were no surprises in the ridership demographic statistics and asked what segment of the ridership population LTD thought was most likely to be influenced by efforts to increase ridership. Referring to earlier comments about rethinking operating revenue sources, she asked if LTD had considered re-examining its mission or objectives in terms of cutting out some routes entirely in order to focus on increasing frequency, revenue, and ridership on other routes.

Ms. Wylie said that LTD had been reviewing productivity during the past two years, which resulted in reducing routes that had inadequate ridership and focusing on routes with increased ridership. She said this was difficult because some of the routes that were cut represented services that some

people desperately needed, but there weren't enough people to make the route productive. Ms. Hocken said one of the reasons LTD was using articulated buses was that larger-capacity buses could carry more passengers but still had the cost of only one operator, thus retaining the ability to serve high ridership routes and possibly making revenue available to serve the less popular routes.

Mr. Meisner observed that making decisions about where ridership was now could be eliminating the future as building, housing, and tenancy patterns changed. Referring to earlier statements that BRT did not impact bus operations funding, he noted that the 20 percent match for federal construction funds for BRT did come from payroll tax revenues, which were also the source of funding for operations. Ms. Hocken agreed that was correct and said that the need to maintain sufficient funds for operations was a factor in delaying the Coburg Road Corridor. She added that LTD had a substantial amount of capital reserves when it went into the BRT project because it had set funds aside for many years during which payroll tax revenues were more than adequate to fund operations.

Mr. Meisner said that the County and local jurisdictions currently were involved in discussions about how to equitably share road taxes and he suggested that LTD should be involved in those discussions to determine how road tax funds could be shared to the benefit of all residents of Lane County.

Mr. Papé asked if the buses providing service to University of Oregon Autzen Stadium football games made a profit. Ms. Hocken explained that the University of Oregon set the fare charged to customers and LTD charged the University the actual cost of providing the service. She said that agreement could be renegotiated; however, LTD felt that as a member of the community it was important to provide the service to help resolve traffic and parking problems at the stadium on game days and the current arrangement covered the cost of that service. Mr. Hamm added that as a public entity LTD could not be in the business of making a profit or competing against private charter services and it recovered its costs for the service while maintaining a community partnership with the University.

Mr. Papé commented on the recent newspaper article on bus service to McKenzie Bridge for a nominal fare. He questioned whether the fare could be increased incrementally. Mr. Kleger mentioned that an earlier experiment with a zone fare system was an administrative headache and encouraged a large amount of fare cheating; the Board had decided at that time that the cost to administer the system was too high.

Mr. Papé noted that there was a 20 percent match required for construction of a RideSource administrative and maintenance facility. He asked why LTD was constructing a separate facility when the existing LTD maintenance facility seemed more than able to accommodate RideSource. Ms. Hocken responded that RideSource was the paratransit operation that LTD was required by federal law to provide as equivalent service to those who were unable to use the fixed-route system. She said current RideSource facility was in a rented and inadequate facility that was no longer available. Mr. Kleger said a grant from the State's special transportation fund was paying for at least 50 percent of the cost of the facility and the property LTD had purchased also could be used in the future as the starting point for buses serving the west side of town, thereby reducing expenses.

Ms. Bettman said she wanted to see LTD adopt a new theme, such as "service first" or "bus rides are us" because that was its primary mission. Referring to a policy question regarding whether the City had a role in financing bus service or capital improvements, she stated that she had a problem

with LTD's existing framework in which the Board was not elected. She said the Council could only provide input under the present structure.

Ms. Bettman asked if LTD spent the payroll taxes from Eugene employers in Eugene. Diane Hellekson, LTD director of Finance and Information Technology, explained that the businesses that paid payroll taxes supported an infrastructure system that provided community transportation. She said the revenue was not divided into pots of money by geographic location and then invested because that would not put the service where people needed it. She stated that businesses paid the tax, but the main users of the system were workers, residents, and students so the system would be out of balance if funds were used primarily to benefit those who contributed to the revenue.

Ms. Bettman asked if the new automated system would allow LTD to track passenger origin and destination and compare that data to revenue collected in each jurisdiction. Mr. Kleger said there were limits to the ability to use that information as Ms. Bettman had suggested because the system could not track when a specific passenger got on or off the bus. He said that LTD periodically conducted an origination/destination study that provided useful information, but those studies were very expensive.

Ms. Bettman said another issue for her was that funds that could be used for operations were shifted to capital improvements. She reemphasized that she thought service was of the utmost importance.

Ms. Solomon asked if the RideSource maintenance and administrative needs could be accommodated in the new yard the City had just purchased as part of the Public Works strategy on Roosevelt Boulevard. City Manager Dennis Taylor said that part of the facility was leased out for other purposes, but the City was always looking for ways to partner with other jurisdictions to provide better service.

Ms. Wylie said that LTD had explored some joint facility use with the State for the RideSource program and was not able to work out an arrangement. She thanked the Council for meeting with the LTD Board and said LTD believed strongly in cooperation and coordination and that it was important to involve communities in the transit planning process.

ADJOURNMENT – The meeting adjourned at 7:20 p.m.

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Board Secretary

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AGENDA ITEM SUMMARY

DATE OF MEETING: March 17, 2004

ITEM TITLE: BOARD WORK SESSION

PREPARED BY: Hillary Wylie, Board Chair

ACTION REQUESTED: That the Board set a date for a special Board meeting/work session

BACKGROUND: The LTD Board of Directors has been wrestling with the technicalities and challenges of implementing bus rapid transit (BRT). At times, it appears that many Board members have a different level of understanding around corridors, costs, vehicles, and related items. As your Board president, I am suggesting that the Board have a work session on BRT to get us all on the same page. We can reaffirm the priorities we set in our strategic plan. Call it a status check. In this setting, it would be beneficial for all Board members to weigh in and let others know where they stand on this project.

Additionally, some dialogue has occurred at our recent meetings around the Board's role, staff's role, and the protocols by which we agree to conduct our business. Questions have been raised about the use of Board committees. Perhaps we need to look at how we report out our committee work. Questions also have been raised about staff presentation of options and their recommendations. I think it is important to clearly articulate the way we will do business with each other, with our general manager, and with the staff. In the past, we have supported the decisions of the Board as a whole and presented a united front to the community on issues and projects. I recommend that a facilitator be hired to take us through this piece.

ATTACHMENT: None

MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: March 17, 2004

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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 have been received and were distributed to LTD's partner agencies. The final designs for the Eugene section are 95 percent complete and will be finalized by mid May, 2004.

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Construction Schedule: The Intergovernmental Agreement (IGA) with the Oregon Department of Transportation, is currently being reviewed by legal counsel. Signing of this document is expected this month. 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.

EWEB is finalizing plans to underground utilities on the north side of Franklin Blvd between Onyx and Riverfront Parkway. EWEB and LTD staff met with property owners during the month of February to discuss the location of vaults and transformers. Work is scheduled to begin this spring, weather permitting. The completion date for the undergrounding project is June 30, 2004.

Deleted: In preparation for the start of construction canopy pruning of the trees along Franklin Boulevard took place on Friday, February 6th. Root pruning was done over three days, from February 11-13th. This is a protective measure which that will reduce the stress that the trees will experience during future construction activities.¶

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EmX Vehicle: LTD staff are now conducting discussions with Cleveland Regional Transit Authority and New Flyer Industries toward modifying the hybrid-electric articulated bus that New Flyer has provided to Seattle Metro to meet the needs of the BRT vehicle. The vehicle would be engineered to have left-hand doors and have the exterior enhanced to give it a sleeker, more modern appearance. LTD and Cleveland currently are comparing detailed specifications of the proposed Seattle vehicle to our previous specifications. Our comments will be given back to New Flyer, those changes will be analyzed, and the scope of changes requested will be weighed prior to negotiating a price.

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Springfield Corridor: Following a decision by the LTD Board to commit to the purchase of a ten-foot strip of land along the narrow section of the proposed MLK Jr. Parkway, staff have been meeting with affected property owners to determine the likely impacts, Staffs from the City of Springfield, the Springfield Utility Board, and LTD also worked to provide a review of the design alternatives for the Springfield Council's March 15 work session.

LTD staff met with FTA staff to brief them on progress with the alternatives evaluation and environmental documentation.

Eugene Corridor: Following the joint meeting of the LTD Board and the Eugene City Council on February 23, 2004, staffs are assessing an appropriate course forward. LTD staff intend to work with City staff to develop a process to determine whether Coburg Road should be the next Eugene BRT corridor, and, if not, which corridors are the most appropriate alternative corridors.

Deleted: Progress is being made with the alternatives evaluation and environmental documentation. A draft document is anticipated to be distributed for comment by June 2004.

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Deleted: The BRT Steering Committee reviewed the Coburg Road Corridor Study report on February 3, 2004. Members of the Coburg Road Stakeholder Committee also addressed the Steering Committee as part of the formal presentation.

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ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: March 17, 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 March 17 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



*Lane Transit District
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**CONSENT CALENDAR ITEM:
SPECIAL TRANSPORTATION ADVISORY COUNCIL
MEMBERSHIP APPOINTMENT**

Prepared by Terry Parker, Accessible Services Manager
March 17, 2004

BACKGROUND

The Special Transportation Advisory Council (STAC) experienced a vacancy with the departure of Dale DeRoest from South Lane Wheels, who held the South Lane County Provider position on the Council.

At its February 24, 2004, meeting, the STAC recommended Tara Sue Salusso, the newly appointed Director of South Lane Wheels, to fill the vacated position for the remainder of the current term, which expires June 30, 2005.

REQUESTED ACTION

The Special Transportation Advisory Council recommends the appointment of Tara Sue Salusso to fill the vacated South Lane County Provider representative position and requests that the LTD Board of Directors approve the appointment.

AGENDA ITEM SUMMARY

DATE OF MEETING: March 17, 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 March 17, 2004:

1. Approval of minutes: February 16, 2004, special Board meeting
2. Approval of minutes: February 18, 2004, regular Board meeting
3. Approval of minutes: February 23, 2004, joint meeting with Eugene City Council
4. Budget Committee nomination: Dwight Collins
5. Special Transportation Advisory Committee Appointment: Tara Sue Salusso

ATTACHMENTS:

1. Minutes of the February 16, 2004, special Board meeting
2. Minutes of the February 18, 2004, regular Board meeting
3. Minutes of the February 23, 2004, joint meeting with Eugene City Council
4. Budget Committee Nomination Form for Dwight Collins
5. Special Transportation Advisory Committee Membership Appointment Request

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

LTD Resolution No. 2004-009: It is hereby resolved that the Consent Calendar for March 17, 2004, is approved as presented.



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MONTHLY DEPARTMENT REPORTS

March 17, 2004

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

STATE

Twenty-five legislators from the 2003 session decided not to run for reelection. At filing day (March 9), that seems like a large number, but the turnover from one session to the next generally is that large. Whether some incumbents will lose and increase the number of legislative newcomers is November's story. In addition, several House members are running for the state Senate.

The Joint Legislative Committee on Transportation and Economic Development will meet in Eugene April 15 and has requested a presentation on bus rapid transit.

FEDERAL

A contingent of local officials traveled to Washington, D.C., this month to present a local federal agenda to members of the Oregon Congressional Delegation. During the two days of lobbying, there were 31 meetings, a reception sponsored jointly with local governments from the Portland area, and a dinner to honor Congressman DeFazio and his staff. The group was thanked frequently for presenting a single document with local requests.

Prospects for funding transit projects this year and in the next five years through a reauthorization of TEA-21 remain unclear. On March 11, the Speaker of the House apparently agreed to a measure that is close to the Administration's recommended funding level, which is \$53 billion (with a b) less than the Senate-approved bill. That announced agreement was contrary to what was stated at the APTA legislative conference earlier in the week, illustrating how "fluid" the situation is. The latest extension to TEA-21 expires at the end of April, and it is generally assumed that a six-year bill should be completed this year, as the budget picture is not likely to improve within the next two years. Transportation lobbyists are fascinated with the permutations that can occur, but the House and Senate measures are very similar. The measures will go to conference committee for final funding determination.

DEVELOPMENT SERVICES

Stefano Viggiano, Director of Development Services

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

Through Oregon State University's National Center for Accessible Transportation, LTD will be participating in a project studying wheelchair-user response to the use of rear-facing compartment securement. For the past twelve years, Dr. J.R. Zaworski has been a key member of the OSU team working on accessibility technologies. He made a presentation to LTD's Special Transportation Council and Accessible Issues Committee to introduce the project.

The Special Transportation Advisory Council and LTD were asked to review, evaluate, and rank the Lane County Special Transportation Development project application. Five applications were submitted. The total grant amount requested was \$272,000 and included the following projects, ranked in order:

1. RideSource Equipment for Vehicle Maintenance & Repair
2. Countywide Call Center & Brokerage Planning Project
3. Replacement Vehicle x 1 - Eugene Parks & Recreation / Hilyard Center
4. Bus Shelters - Rural
5. Bus Shelters – Metro

UO Economics students will be doing some cost modeling on the RideSource program. The economic analysis would review the advanced scheduling system and whether or not it was more or less efficient than a real-time model, like a taxi service. The students also would review the Medicaid transportation model. Ms. Parker gave an introductory presentation to the Economics class in early February.

Ms. Parker made a presentation in February to the Northwest Transportation Conference in Corvallis. This was in coordination with ODOT, and was an overview of the LTD fixed-route accessible programs, such as bus buddies, transit hosts, and travel training and the paratransit services.

SERVICE PLANNING AND MARKETING

Andy Vobora, Service Planning and Marketing Manager

Staff continue to work on summer and fall bids. Summer bid planning work is well underway and some good news has come from the Saturday run cut. A savings of two hours in schedule time was accomplished. While the work for summer changes is occurring, staff are already into the early weeks of work on the fall bid. More will occur on fall bid as final decisions on the service proposal are made.

Deleted: ¶

Discussions with event organizers are taking place and new contracts are being drafted. Detailed planning work will occur closer to the event dates, while some marketing work is starting now. The package of signs for events will be produced over the next month or so. This will allow more graphics time to be spent on bid work during the busy summer months.

New graphic artist Shawn Bird discovered a new way to convert timetables into a Web format that serves people with visual impairments. This discovery saved dozens of hours of staff time and ensures that more accurate information is posted.

The Branding Committee met to review a number of brand plan activities. The results of this work are a recommended color palette, name for the fixed-route service, and designs for bus painting. This information will be shared at the April Board meeting.

LTD was provided billboard space at a location along Roosevelt Blvd and Seneca Street. Using a take-off of transit ads running this winter, Shawn Bird put together a very attractive layout that was used.

Fare change proposal information was provided to the Special Transportation Advisory Committee and a slew of information was put together for distribution to our guests and agency partners. This outreach will continue through implementation of the fare changes.

An articulated bus information release went out on the first of March. An opportunity for media and LTD guests to see the new vehicles occurred on Saturday March 6th at the Eugene Station. Articulated buses went into service on March 8.

FACILITIES SERVICES

Charlie Simmons, Facilities Services Manager

The Maintenance building expansion project is making excellent progress and is scheduled to be complete by the end of March. A tour of the facility is scheduled for Wednesday, March 17, 2004, at 5:15 p.m. (just prior to the Board meeting) for all interested Board members.

COMMUTER SOLUTIONS

Connie B. Williams, Program Manger

The region's new rideshare software program (RidePro 3) was installed and two staff spent four days in training. These staff will train additional staff on an as-needed basis.

Connie is helping to organize a Gateway Transportation Forum to be held on April 8th at the Valley River Inn. The event is co-sponsored by the Springfield Chamber of Commerce and PeaceHealth RiverBend. The purpose of the forum is to show the nature of transportation projects planned in the Gateway area, the timeline of these projects, what impacts they may have, and the outcomes of the efforts. It is also the intent of the organizers to show to the businesses that there are multiple projects and agencies involved, and are working together. There will be three panel members (PeaceHealth, LTD/BRT, and John Tamulonis representing City of Springfield/Lane Co/ODOT projects). At the end of the presentations,

guests will be invited to visit the “project stations,” where staff can answer questions or go into more detailed information that the panel format allows.

Commuter Solutions staff have taken the lead in planning a “transportation hub” for Earth Day events planned in Downtown Eugene on April 17. BRT, fixed-route service, vanpools, biking, walkable communities, group pass programs, business tax credits and Springfield Station all will be represented.

More than 6,000 surveys have been distributed to households of children in the Smart Ways to School program. Early indication is pointing toward a good response rate. This information will be used to set benchmarks from which to measure the success of our travel options promotions.

Connie gave a presentation on designing a successful transportation options program to about 22 business representatives and transportation staff in Corvallis.

METROPOLITAN PLANNING

Lisa Gardner, Senior Strategic Planner

CENTRAL AREA TRANSPORTATION STUDY

The Eugene City Council held a work session on Monday, March 8, 2004, to discuss the Central Area Transportation Study (CATS). Council discussion included concern about BRT design changes that have occurred during the final design process since Council approval of the Franklin Corridor Project. Among the design change issues raised is the reduction of green space in the median. Councilor Meisner, in particular, expressed a concern that the design modifications reduced the image of the system and may affect his level of support for the project. The Council directed the city manager to follow up with LTD staff on the design changes. LTD staff will work with the city manager to develop responses to the questions raised, and address the design modifications, many of which were made in response to City of Eugene engineering staff concerns.

METROPOLITAN POLICY COMMITTEE

A detailed report of the March 11, 2004, Metropolitan Policy Committee meeting was included in the Board Report Section of this agenda packet.

GRANTS

Lisa Gardner, Senior Strategic Planner

Administrative amendments were made to the Metropolitan Transportation Improvement Program (MTIP) to include LTD's FY04 5309 appropriations for BRT Preliminary Engineering and Environmental Impact Statement (\$2,000,000), Springfield Station (\$4,000,000), and the RideSource Operations and Maintenance Facility (\$750,000). The MTIP amendment also will update the Statewide Transportation Improvement Program (STIP) to make these projects eligible for the federal grant application process.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

ARTICULATED BUSES ARE IN SERVICE

Board members may have noticed some of the new articulated buses traveling around town the past week. The new buses began their revenue service activity on March 8. They have been received enthusiastically by bus operators and guests alike. The busy runs that used to have packed buses now are much less crowded and everyone who wants to ride is able to board. The Cottage Grove guests particularly enjoy the extra space, since most of them can get seats as they travel up and down the freeway.

LONG-TIME SUPERVISOR MARYLEE BOHRER TO RETIRE

Long-time field supervisor Marylee Bohrer has decided to hang up her keys and retire at the end of March. Marylee has been with LTD since May 29, 1975, and has been a supervisor for all but one of those nearly 29 years. She is well known for her compassion and folksy style. Marylee has seen a lot of changes over the years and has done a great job of supporting LTD and the operators whom she supervises. We all wish Marylee all the best in retirement.

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

February saw the budget development process go into high speed with data entry substantially completed for materials and services requests by most departments and

programs. A total of 259 accounts payable checks totaling \$2,465,451.72 were processed and distributed. Final payment was made on the five new articulated vehicles. Eighty-one payroll checks and 863 direct deposit entries totaling \$720,774.95 were generated. There were 14 payroll tax receipt direct deposits to LTD's Local Government Investment Pool (LGIP) account totaling \$3,357,076.29 (which is 99.8 percent of last year for the same period after adjusting for the large – and disputed -- refund in the fall of 2003). Several versions of the draft eight-year component of the Long-range Financial Plan were prepared for special meetings of both the Leadership Council and Board of Directors. The cash room processed 11 fare box deposits totaling \$109,552.13 in currency and coin.

PURCHASING

Jeanette Bailor, Purchasing Manager

LTD staff now are conducting discussions with Cleveland Regional Transit Authority and New Flyer Industries about modifying the hybrid-electric articulated bus that New Flyer has provided to Seattle Metro. This modified production vehicle now is proposed as the BRT vehicle for the Franklin corridor. The vehicle would be engineered to have left-hand doors and have the exterior enhanced to give it a sleeker, more modern appearance. LTD and Cleveland currently are comparing detailed specifications of the proposed Seattle vehicle to our previous BRT vehicle specifications. Our comments will be given back to New Flyer, those changes will be analyzed, and the scope of changes requested will be weighed prior to negotiating a price.

Purchasing is working on a number of bid documents, the most noteworthy of which is the bid for construction of the RideSource Maintenance and Administrative Facility. Purchasing works in conjunction with the design team on construction bids to ensure that LTD complies with all state and federal regulations.

INFORMATION TECHNOLOGY

Steve Parrott, IT Manager

IT staff continued support of LTD's technology infrastructure and current capital projects. IT staff assisted Commuter Solutions staff with the implementation of RidePro, a Trapeze software product used to manage the Lane County Ride Share Car Pool program.

Data verification tests on the Siemens Transit Master system continued while waiting for software revisions promised by the vendor. Preliminary plans have been prepared to test the accuracy and consistency of the TransitMaster Automated Passenger Counting functions. The testing is scheduled for April 2004.

HUMAN RESOURCES

Mary Neidig, Human Resources Director

The Human Resources department has been focused on three priorities during the month of February and into March. First was the FTA audit of the Drug and Alcohol Testing program. A large mailing of documents was prepared for a March 1 deadline. Reports were collected from contractors and vendors who also are subject to the FTA requirements. A three-day, on-site audit was held on March 10-12.

A second high priority for the HR department is to review our new employee sign-up processes in light of concerns raised in the recent administration of a deceased employee's benefits. Personnel files are being reviewed for completion of beneficiary forms, etc.

The third priority is continued work on labor negotiations and budget decisions, with special focus on health care benefit costs. Several new models for health care have been researched.

AGENDA ITEM SUMMARY

DATE OF MEETING: March 17, 2004

ITEM TITLE: APRIL 2004 EMPLOYEE OF THE MONTH

PREPARED BY: Mary Neidig, Director of Human Resources and Risk Management

BACKGROUND: **April 2004 Employee of the Month:** The late Joyce Ziemiak, senior human resource specialist, was selected as honorary April Employee of the Month. She was hired by the District as an unclassified temporary human resource worker in November 1993 and never looked back. Fueled by her love of learning and fascination with people and their work, the single mother of two earned her master's degree in Industrial Relations in 1994. The following year Joyce was certified as an HR Specialist, and in 2002 she achieved her certification as a Senior Professional in Human Resources.

Joyce was chosen as April Employee of the Month in recognition of and appreciation for her tireless efforts to protect the District, and to be of service to every one of its employees, during the 10 years she was with LTD. She tempered her professional passion for detail and legal precision with fairness, and balanced it with her innate ability to laugh and be silly. Joyce could author a major policy revision at the same time she was planning a silly slipper employee appreciation breakfast. She fought hard to bring light and quality to life, simply because she knew how fragile and difficult it could be.

Some of Joyce's significant duties while at LTD included managing the Drug and Alcohol Testing Program, managing the selection and hiring process, managing the overall benefit program for all employees, dealing daily with employees' benefit and retirement issues and needs, and acting as a continual advocate for employee recognition activities. She worked many unusual hours in efforts to accommodate others' work schedules. She knew nearly every employee by his or her first name, and most at a personal level. She was known for riding the bus on the weekends "just for the fun of it."

It is appropriate and fitting that Joyce is LTD's honorary April Employee of the Month, given her strong support for employee recognition activities and her dedication to LTD over the past 10 years. As her supervisor and co-worker, I know how much her talents and skills are missed daily.

Thank you, Joyce.

AGENDA ITEM SUMMARY

DATE OF MEETING: March 17, 2004

ITEM TITLE: BRT (EmX) VEHICLE UPDATE

PREPARED BY: Mark Pangborn, Assistant General Manager

ACTION REQUESTED: Board discussion

BACKGROUND: As the Board is aware, a new phase of negotiations has commenced with New Flyer bus manufacturing on the purchase of five EmX vehicles. Staff spent most of March 11, 2004, examining the consequences of using a modified articulated vehicle for EmX. At the time this summary was written, there was no additional information to add to the previously distributed memorandum on the subject. Staff will be prepared to update the Board with the most current information at the Board meeting.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: March 17, 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. **FY 2004-05 Pricing Plan/Fare Ordinance:** Following a public hearing and Board discussion at the March 17, 2004, Board meeting, the first reading the amended fare ordinance will be scheduled for April 21, 2004. The second reading and adoption will be on the agenda for the May 19, 2004, meeting.
- B. **Capital Improvements Program:** Discussion and approval of the FY 2004-05 CIP will be on the agenda for the April 21, 2004, meeting.
- C. **Long-range Financial Plan:** Discussion and approval of the updated Long-range Financial Plan will be scheduled for April 21, 2004.
- D. **Bus Advertising Guidelines:** Recommended changes to the LTD bus advertising policy will be discussed with the Board at the April 21, 2004, meeting.
- E. **RideSource Facility Update:** A brief update on the status of the RideSource facility will be presented at the April 21, 2004, meeting.
- F. **Work Session on Comprehensive Service Redesign Options and Timeline:** A work session to discuss CSR options will be scheduled in the near future.
- G. **LTD Budget Committee Meetings:** Budget Committee meetings are scheduled for Wednesday, April 28, and Thursday, April 29, 2004. Budget adoption will occur at the June 16, 2004, regular Board meeting.

- H. **Joint Meeting with City Council:** The Board is scheduled to meet in a joint work session with the Springfield City Council on May 24, 2004.
- I. **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

March 17, 2004

Prepared by Ken Hamm, General Manager

FUTURE DATES TO REMEMBER

April 19, 2004	LTD Special Board Meeting/Work Session (tentative)
April 21, 2004	LTD Regular Board Meeting
April 28, 2004	LTD Budget Committee Meeting
April 29, 2004	LTD Budget Committee Meeting
May 2-5, 2004	APTA Operations and Paratransit Conference
May 17, 2004	LTD Special Board Meeting/Work Session (tentative)
May 19, 2004	LTD Regular Board Meeting
June 14, 2004	LTD Special Board Meeting/Work Session (tentative)
June 16, 2004	LTD Regular Board Meeting – Budget Adoption

INTERNAL ACTIVITIES

New Operator Orientation

On February 17 five new operator candidates were oriented. It is always a pleasure to welcome new employees. I give an orientation called "Building a Team Spirit Tradition."

Meetings with Individual Board Members

I am making a concerted effort to meet three to four times a year with each individual Board member. As your only employee, it is important that we dialogue about LTD's issues, projects, and programs regularly. I met with David Gant on February 24, Pat Hocken on March 12, Ginny Lauritsen on March 12, and Hillary Wylie on March 15 (our regular monthly President/ CEO meeting). Jo Sullivan will be contacting each of you to set up these periodic meetings.

Quarterly TEAM LTD Meetings

Six quarterly Team LTD meetings were held on February 25 and 26. Meetings are offered between 4 a.m. and 9 p.m. in the fleet maintenance lounge, operations lounge, and the Board room. Updates on projects, budget, vehicles, etc., were given. There were question and answer sessions. Team and individual achievements were acknowledged. Miscellaneous items collected from trade shows and vendors were given away.

Employee Council Meeting

A special LTD Employee Council meeting was held off-site at Roaring Rapids Pizza. Council officers arranged for this Q and A session to specifically address budget issues, including the personnel services proposal and health care options.

EXTERNAL ACTIVITIES

Peace Health Breakfast

Peace Health held a breakfast for community business leaders February 19 to provide an update on their River Bend project. I attended. BRT remains solidly in their plans.

United Front in Washington, D.C.

March 1-4 Gerry Gaydos, Linda Lynch, and I participated in the United Front effort in Washington, D.C. Contacts included Oregon's congressional delegation, the Federal Transit Administration, and staff members of key congressional committee members.

APTA Legislative Conference

March 6-9 Linda Lynch and I attended the APTA Legislative Conference in D.C. Individual contacts were made with Jenna Dorn, FTA administrator; John Horsley, AASHTO administrator; Sherry Little, Majority senior staff member, Senate Committee on Banking, Housing and Urban Affairs; Joe Calabrese, GM at Cleveland RTD (buying BRT vehicles with us; and many other industry colleagues and officials.

Metropolitan Policy Committee

MPC met February 11 on the FY05 Unified Planning Work Program, FY06-09 STIP project priorities, and MPO public involvement plans.

LTD's Strategic Goals:

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

AGENDA ITEM SUMMARY

DATE OF MEETING: March 17, 2004

ITEM TITLE: BRT PIONEER PARKWAY – MARTIN LUTHER KING JR. PARKWAY
SEGMENT DESIGN

PREPARED BY: Stefano Viggiano, Director of Development Services

ACTION REQUESTED: None

BACKGROUND: At the February 26, 2004, Special Meeting, the Board approved the commitment of funds for the acquisition of ten feet of land along the narrow section of MLK Jr. Parkway that would allow for the construction of exclusive right-of-way for BRT vehicles. The Springfield City Council is scheduled to take action on the MLK Jr. Parkway design on March 15, 2004. The MLK Jr. Parkway design issues then would proceed to the Board of County Commissioners for their consideration, with action by the County Commissioners expected in April 2004.

Staff will report to the Board the decision made by the Springfield City Council on the MLK Jr. Parkway design. Depending on the decision made by the City Council, the LTD Board can determine an appropriate course of action.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: March 17, 2004

ITEM TITLE: WORK SESSION: PAYROLL TAX RATE INCREASE

PREPARED BY: Mark Pangborn, Assistant General Manager

ACTION REQUESTED: Board Discussion

BACKGROUND: The proposed FY 2004-05 budget will assume that the payroll tax rate increase authorized by the 2003 Oregon Legislature is implemented beginning January 1, 2005. In the course of discussing this action, the Board has suggested that LTD staff develop a plan for approaching the community about the necessity of the increase. As a means of starting this process, staff would encourage the Board to discuss what they see as key components of such a plan, who should be involved, and a timeline for implementation.

RESULTS OF RECOMMENDED ACTION: Staff will organize the Board direction into a draft plan for Board approval at a future Board meeting.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: March 17, 2004

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 February 2004 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: None

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:	Discontinue	Discontinue

Youth, Senior, Reduced

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

Day Pass

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

Tokens

Adult	\$1.00	Discontinue general public sales.
Other	\$0.50	Discontinue general public sales.

Shuttle Fare	\$0.25	\$0.50
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RideSource (Staff Proposal)

	Current:	Proposed:
Regular	\$2.50	\$2.50
Escort	\$2.50	\$2.50
Shopper	\$2.00	\$2.00 *
10 Tickets	\$20.00	\$20.00

RideSource (STAC Proposal)

Regular	\$2.50	\$2.50
Escort	\$2.50	\$2.50
Shopper	\$2.00	\$2.00 *
10 Tickets	\$20.00	\$20.00

*Round-trip fare

Sales Outlet Wholesale Discount

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

Special Programs - not covered by ordinance

Group Pass	0%	5.90%	Current quarterly rates: \$9.54/\$11.13 Proposed quarterly rates: \$10.10/\$11.79
LCC Term Pass	\$54.00	Discontinue	
Summer Youth Pass - June/July/Aug		\$40.00	

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%
	Tokens*	\$1.25	\$1.25	\$50.00	0%
	Monthly Pass	\$35.00	\$0.88	\$35.00	30%

* Tokens sold only to agencies. Not available to the general public.

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.

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

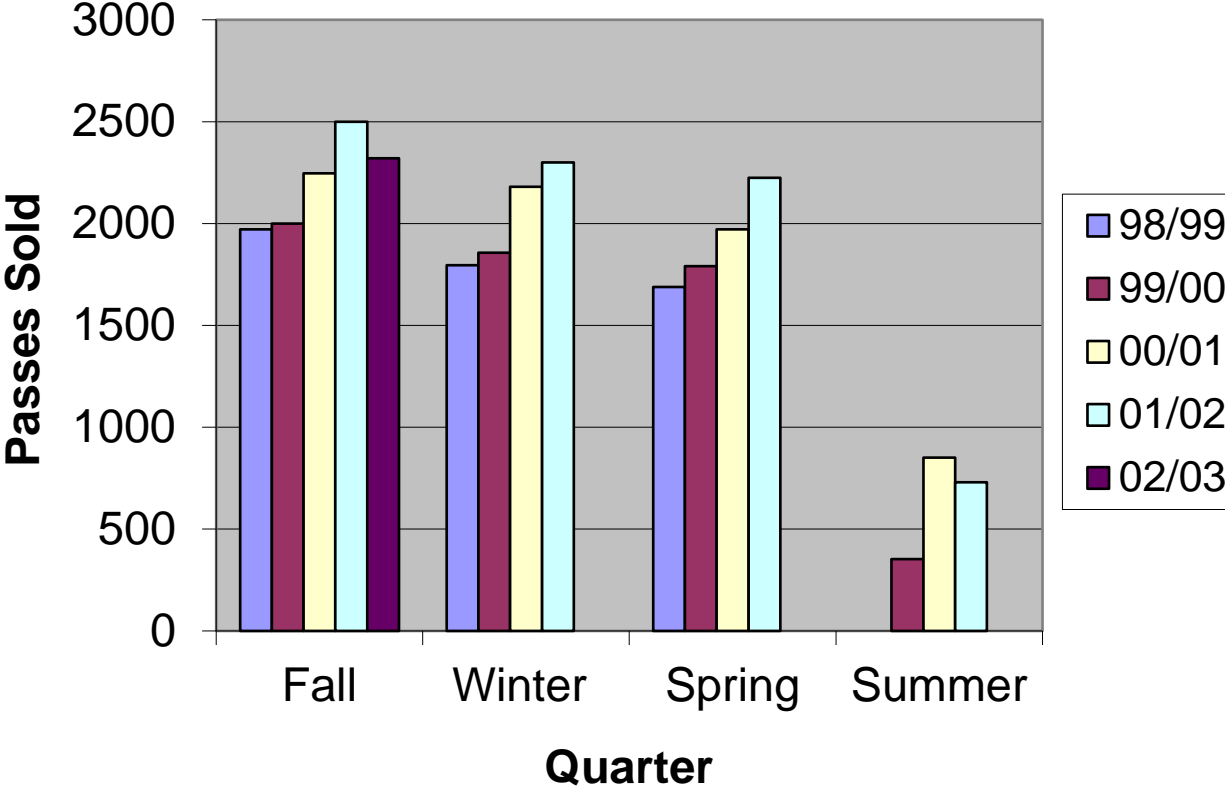
Direct Service Cost per Service Hour by Fiscal Year

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

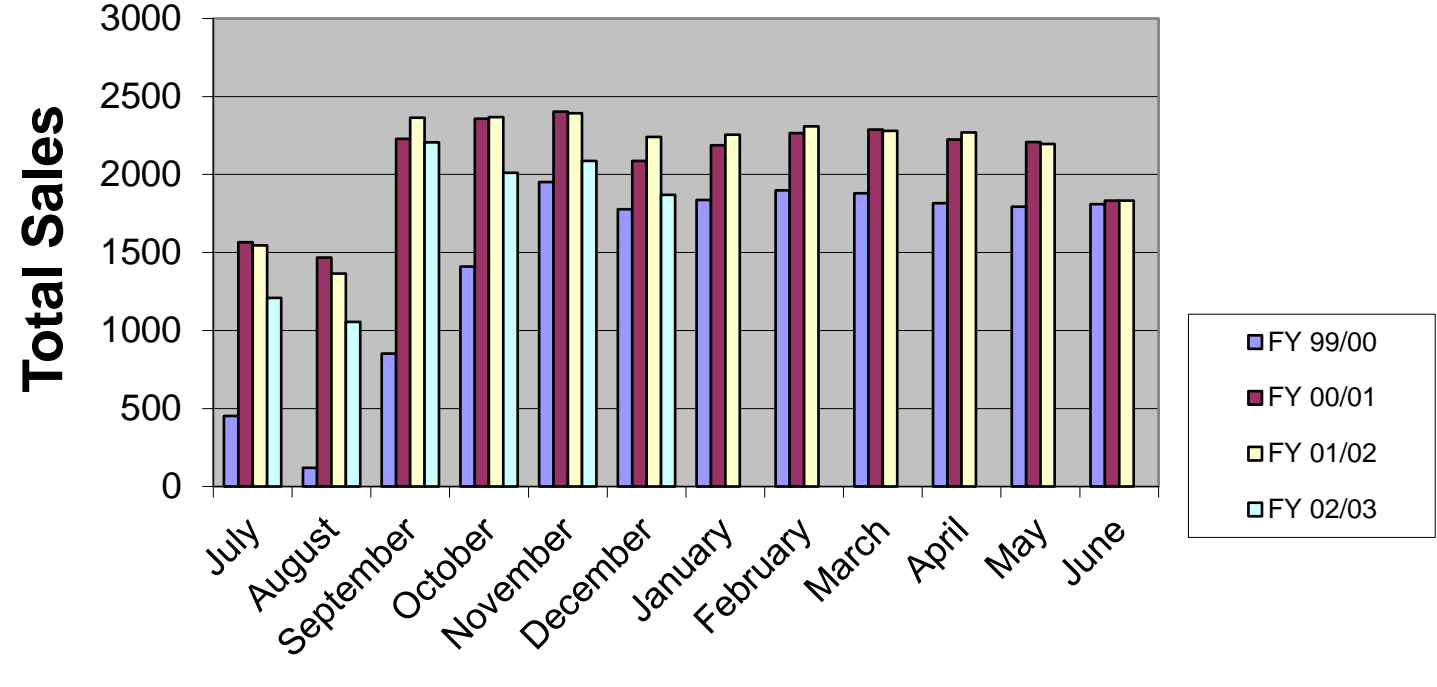
Direct Variable Costs						
Fiscal Year	Operator Cost per Service Hour	Percent Increase	Maintenace Cost per Service Hour	Percent Increase	Total Direct Service Cost	Percent Increase
FY 1994 - 1995	23.00		9.87		32.87	
FY 1995 - 1996	23.97	4.2%	10.10	2.3%	34.07	3.7%
FY 1996 - 1997	24.08	0.5%	10.89	7.8%	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	

AGENDA ITEM SUMMARY

- DATE OF MEETING:** March 17, 2004
- ITEM TITLE:** PUBLIC RELATIONS PLAN SUMMARY
- PREPARED BY:** Andy Vobora, Service Planning and Marketing Manager
- ACTION REQUESTED:** Staff would like comments, suggestions, and direction as we move further toward implementation of the plan elements.
- BACKGROUND:**
- As part of the Board strategic planning process, a number of key issues facing the District were identified. The staff and Board believed that a public relations planning effort was needed to guide the District through the busy times and to strengthen the District's support as projects moved through implementation.
- Public relations consulting has been provided by Ulum and Associates. Jenny Ulum has met with General Manager Ken Hamm and a number of department directors. She has reviewed the District's strategic plan, the 2003 market area study, and the LTD brand plan in an effort to develop a sense of what public relations goals are the most important for the District. The plan identifies key issues to be managed and key messages that the District should incorporate into every communication opportunity.
- The plan includes a review of key audiences, communications tools used currently and those that might be developed, implementation timelines, and general recommendations. Further development of strategies and tactics related to employee communications, media relations, promoting LTD projects, and implementing a tax increase plan have been provided.
- Staff will present an overview of the plan elements and ask the Board for direction. Implementation of public relations plans are ongoing and never really have a distinct beginning or end. Issues change; some go away and new ones arise. The public relations plan will flex as these changes occur and LTD staff will continue to prepare new strategies and tactics. Jenny Ulum will attend the March 17 meeting and be available to answer questions and provide comments.
- RESULTS OF RECOMMENDED ACTION:** Implementation of the plan will occur as outlined in the plan timelines.
- ATTACHMENT:** LTD Public Relations Plan (included as separate document for Board members)
- PROPOSED MOTION:** None

AGENDA ITEM SUMMARY

DATE OF MEETING: March 17, 2004

ITEM TITLE: RIDE*SOURCE* FACILITY UPDATE

PREPARED BY: Lisa Gardner, Senior Strategic Planner

ACTION REQUESTED: None. Information only.

BACKGROUND: The Ride*Source* Facility project is proceeding on schedule. LTD completed acquisition of the 310 Garfield property on January 8, 2004. The property acquired includes an existing office building. LTD Facilities Manager Charlie Simmons, and Purchasing Manager Jeanette Bailor are coordinating the development of a management strategy for the 310 Garfield tenant building. LTD has signed a contract for temporary property management services to oversee the rental management and building maintenance until an assessment of the property management issues can be completed.

The architecture firm of WBGS is moving quickly on the building design, and has completed site master planning, including future plans to accommodate a potential fixed-route satellite maintenance facility. Design Development was completed in late January, and construction documents and final cost estimates are being prepared. LTD anticipates submitting a permit application with the City of Eugene on March 9, with construction bid opening anticipated in early April.

Time-permitting, Senior Strategic Planner Lisa Gardner will provide a brief presentation of schematic design drawings and site plans at the February 18th Board meeting.

ATTACHMENT: Ride*Source* Facility Site Plan
Ride*Source* Facility Site Plan – Expansion 2023
Ride*Source* Facility Schematic Drawing

MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: March 17, 2004

ITEM TITLE: SPRINGFIELD STATION UPDATE

PREPARED BY: Charlie Simmons, Facilities Services Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: The seventh month of construction has been completed. John Hyland Construction has completed all site curbing and the building storefronts. Painting of the 350-foot main shelter started the beginning of March and will proceed as weather permits. Work is on or ahead of schedule.

A selection committee met to discuss selection criteria for potential business for the tenant space and reviewed one proposal. The committee will meet as needed to review proposals and make recommendations until desired tenants are identified.

March tours of the site are being scheduled for Friday, March 26, at noon. If Board members would like to tour the project site, please contact LTD staff at 682-6100.

ATTACHMENT: None

MOTION: None

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