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Public notice was given to *The Register-Guard* for publication on May 13, 2004.

## LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, May 19, 2004  
5:30 p.m.

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

### A G E N D A

	<u>Page No.</u>
I. CALL TO ORDER	
II. ROLL CALL	
Wylie _____ Ban _____ Gant _____ Gaydos _____	
Hocken _____ Kleger _____ Lauritsen _____	
<b><u>The following agenda items will begin at 5:30 p.m.</u></b>	
III. PRELIMINARY REMARKS BY BOARD PRESIDENT	
IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA	04
V. BOARD CALENDARS (5 minutes)	05
VI. WORK SESSION ON LTD EMPLOYEE BENEFIT PACKAGE (45 minutes)	06
<b><u>The following agenda items will begin at 6:30 p.m.</u></b>	
VII. EMPLOYEE OF THE MONTH – June 2004	07
VIII. AUDIENCE PARTICIPATION	
◆ Each speaker is limited to three (3) minutes.	

IX.	ITEMS FOR ACTION AT THIS MEETING	
A.	Consent Calendar (1 minute)	08
	1. Minutes of April 21, 2004, Regular Board Meeting (Page 09)	
	2. Award of Contract for Independent Audit Services (Page 21)	
B.	Second Reading and Adoption – LTD Twelfth Amended Ordinance No. 35, Setting Fares for Use of District Services (5 minutes)	23
C.	EmX Property Acquisition	27
X.	ITEMS FOR INFORMATION AT THIS MEETING	
A.	Current Activities	
	1. Board Member Reports (respond if questions)	39
	(a) <u>Meetings Held or Attended</u>	
	(1) Metropolitan Policy Committee – May 13	
	(2) Region 2050 Policy Advisory Board – April 28	
	(3) Presentation to C-TRAN Board of Directors	
	(b) <u>No Meetings/No Report</u>	
	(1) BRT Steering Committee / Board BRT Committee	
	(2) Board Finance Committee	
	(3) Board Service Committee	
	(4) Springfield Station Design Review Committee	
	(5) Board Human Resources Committee	
	(6) Statewide Livability Forum	
	2. General Manager’s Report (respond if questions)	42
	3. Public Relations Plan – Tax Rate Outreach (10 minutes)	44
	4. Monthly Financial Report— April 2004 (5 minutes)	47
	5. BRT (EmX) Update (respond if questions)	57
	6. Springfield Station Report (respond if questions)	59
B.	Monthly Department Reports (respond if questions)	60
C.	Monthly Performance Reports (respond if questions)	66
D.	Monthly Labor Trends Report (respond if questions)	73

- XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING 83
- A. Joint Meeting with Springfield City Council
  - B. LTD Budget Adoption
  - C. Resolution Reaffirming LTD Boundaries
  - D. Board Working Agreements
  - E. Franklin Corridor EmX
  - F. Executive Session on Labor Negotiations
  - G. National BRT Projects
  - H. Work Session on Reduced Fare Program and Non-Profit Agency Program
  - I. Threats and Vulnerabilities Study
  - J. Designation of Location for Public Hearings
  - K. Information on LTD Purchasing Policy
  - L. Annual Strategic Planning Work Session
  - M. BRT and Springfield Station Updates
- XII. ADJOURNMENT

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

## AGENDA ITEM SUMMARY

2

**DATE OF MEETING:** May 19, 2004

**ITEM TITLE:** APRIL FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

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

Passenger fares trail prior year by 7.3 percent for the first ten months of the current year, about the same result as reported 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 31.8 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 April 30, is down by 1.1 percent, a continuation of the improvement posted in each of the previous nine months. Please note that the performance report provided later in the Board meeting packet now expresses ridership in boardings, which is the industry standard; previously, ridership was reported in trips.

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. This resource is likely to be more than \$60,000 below annual target by fiscal year end.

Payroll tax revenues are up 4.9 percent versus last year. Ten-month payroll tax receipts are now ahead of year-to-date budget by \$501,732 and are essentially the same as for last year after adjusting for the contested refund that occurred in November 2002. Payroll tax receipts were budgeted at last year's actual level, and there is growing optimism that this goal will be achieved by year end.

Self-employment receipts now lag last year by nearly 28 percent. However, due to timing uncertainties that characterize this resource, it is not possible to predict what the year-end total will be other than to note that there is no reason to believe that there will be a shortfall versus budget. This resource has been very stable since its inception for tax year 1995. Tax payments were not due to Oregon Department of Revenue until April 15, and the majority of the funds are typically disbursed in May.

State-in-lieu funds are still ahead of last year by 2.9 percent and ahead of budget through ten months. 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. Receipts for the January through March 2004 quarter were \$320,948, a record high for any quarter.

Total personnel services expenditures growth leveled off and now stands at 5.6 percent through April. As previously noted, the use of contra accounts to charge administrative wages to capital projects has increased. ATU wages grew 7.1 percent. The prospective target for maximum future growth is 4 percent.

Total materials and services are 1.2 percent higher for the first ten 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 for the fiscal year. The price on May 11 was \$1.58 per gallon. Average cost through April was \$1.0044 per gallon. Savings in other materials and services costs have kept the overall category on budget for the ten-month period to date.

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

Accessible Services Fund expenses are as anticipated through April. 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 before fiscal year end. Reallocation requires Board approval. Also, because of contract funds that were not anticipated by the current year budget, the Board may be asked to approve a budget adjustment for Accessible Services at the June 16 meeting.

Capital Projects Fund activity also was as expected. The Springfield Station project continues on schedule and has cost \$3.8 million through April. Grant reimbursement for the Gillig and New Flyer vehicle purchases, and other project expenses, is in process and should occur in June or July.

The proposed FY 2004-2005 budget was delivered to the Board and citizen members of the Budget Committee in April and was approved. The Board will hold a public hearing on the budget at the June 16 meeting and will vote on its adoption.

**ATTACHMENTS:**

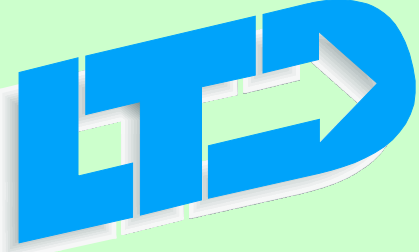
Attached are the following financial reports for April for Board review:

1. Operating Financial Report - comparison to prior year
2. Comparative Balance Sheets
  - a. General Fund
  - b. Accessible Services Fund
  - c. Capital Projects Fund

3. Income Statements
  - a. General Fund
  - b. Accessible Services Fund
  - c. Capital Projects Fund

**PROPOSED MOTION:** None

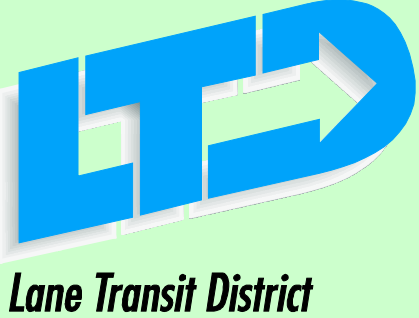
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*Lane Transit District*

# Board of Directors May 19, 2004

## Employee Benefit Briefing



# Employee Benefits Overview

## Benefit Package

- **Insurance**

- **Medical**

- **Dental**

- **Vision**

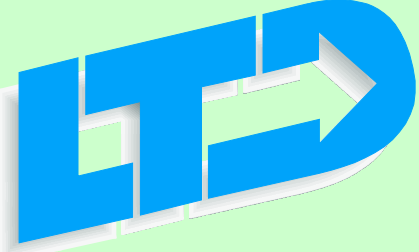
- **Life**

- **Disability**

- **Employee Assistance**

- **Retirement**

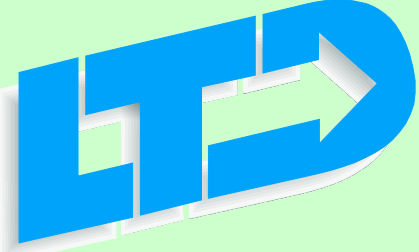




*Lane Transit District*

# Employee Benefits Overview

	Total	% of Personnel Services
Insurance Benefits	\$3,216,470	17.0%
Retirement	\$1,689,990	9.0%
FICA / Medicare	\$1,054,360	5.6%
<b>TOTAL</b>	<b>\$5,960,820</b>	<b>32%</b>



Lane Transit District

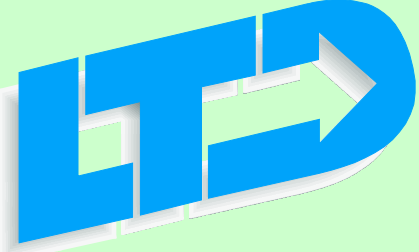
# Employee Benefits Overview

## Insurance Premiums

Where we've been & Where we are:

	Jul-99	Jul-00	Jul-01	Jul-02	Jul-03	% Chg 5 yrs	Projections Jul-04	%
<b>Medical</b>	361.92	420.22	504.14	577.07	689.60	91%	825.45	16.46%
<b>Dental</b>	74.90	75.95	79.75	82.94	91.23	22%	96.75	5.71%
<b>VSP</b>	9.72	9.72	12.82	12.82	12.82	32%	12.82	0.00%

<b>Pension</b>								
ATU	.87/hr	.93/hr	1.56/hr	1.56/hr	1.74/hr - 9.6%	200%	11.30%	17.70%
Admin	7.30% of Gross P/R	10.30% of Gross P/R	10.30% of Gross P/R	10.30% of Gross P/R	11.60% of Gross P/R	59%	13.30% of Gross P/R	14.70%

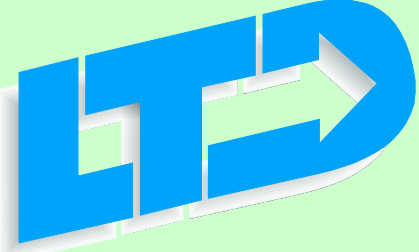


**Lane Transit District**

# Employee Benefits Overview

<b>Current Contracts</b>	<b>Lane Transit District Eugene, OR ATU</b>	<b>Cherriots Salem, OR ATU</b>	<b>C-Tran Vancouver, WA ATU</b>	<b>City of Eugene Represented Employees</b>
<b>Benefits</b>				
Medical	Premium paid 100%  Average Premium \$689.60	Premium paid 100%  Average Premium \$627.83	Employee pays premiums above designated cap  Average Premium \$580.95	Premium paid 100%  Average Premium \$535.40
Dental	Premium paid 100%  Premium \$91.23	Premium paid 100%  Average Premium \$92.10	Premium paid 90%  Average Premium \$86.89	Included in Medical
Vision	Premium paid 100%  Premium 12.82	Included in medical	N/A	Included in Medical
<b>AVERAGE PER MO ANNUALLY</b>	Average per employee \$793.65 \$9,523.80	Average per employee \$719.93 \$8,639.16	Average per employee \$667.84 \$8,014.08	Average per employee \$535.40 \$6,424.80

Pension	ATU	\$1.74/hr - 9.6%	Unknown	Unknown	Employer pays 19% & Employee's 6% 25% of Gross Wages
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*Lane Transit District*

# Board of Directors May 19, 2004

## Employee Benefit Briefing

**LANE TRANSIT DISTRICT**  
**TWELFTH AMENDED ORDINANCE NO. 35**

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**An Ordinance Setting Fares for Use of District Services**

The Board of Directors of Lane Transit District does hereby ordain that Ordinance No. 35 of said District is hereby amended to read as follows:

1.01 Definitions. As used in this ordinance, unless the context requires otherwise:

- (1) "District" means Lane Transit District.
- (2) "Service Area" means the area designated in Ordinance No. 24 of Lane Transit District entitled "An Ordinance Altering the Territorial Boundaries for Lane Transit District," adopted November 17, 1999, as such area is now constituted and as it may be altered from time to time hereafter by ordinance of this District.

1.02 Fares.

- (1) Fares on the District transit system shall vary according to the status of the rider and method of payment and shall be in accordance with the following schedule:

(a) Cash Fare (Effective 7/01/01).

	<b>Monday-Sunday</b>
Adult (ages 19 – 61)	\$1.25
Youth (ages 5-18)	\$.60
Reduced Fare**	\$.60
Senior (ages 62 and older)	\$.60

(b) Monthly (Effective 6/24/02) or 3-Month Passes (Effective 7/1/04).

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<b>Pass Type</b>	<b>Monthly</b>	<b>3-Month</b>
Adult (19-61)	<del>\$ 35.00</del>	<del>\$ 95.00</del>
Youth (5-18)*	<del>17.50</del>	<del>47.50</del>
Senior, Reduced	<del>17.50</del>	<del>47.50</del>

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(c) Day Pass (Effective 9/01/00).

The Day Pass rate is 2 times the cash fare.

(d) Tokens (Effective 7/01/04).

Tokens are worth \$1.25 toward any LTD ride. Tokens are sold in lots of 5 for ~~\$5.00~~. Tokens are sold to guests through LTD vending machines and for program use to public agencies and certified private non-profit agencies.

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\* Youth pass fares are effective 6/01/00. Youth fare applies to ages 5- 18. Children under age five ride free with parent or guardian.

\*\* Reduced fare applies to all persons who meet the Federal Transit Administration-approved definition of persons with disabilities.

- (2) Group Pass Program. The general manager, or his/her designated representative, is authorized to sign contracts on behalf of the District to provide transit service to groups of riders at reduced rates pursuant to policies established by

the Board at its May 2, 1990, meeting, as amended, or pursuant to such policies as the Board may hereafter adopt by resolution or ordinance.

- (3) Special Event Discounts. The promotional distribution of free tickets from time to time is necessary or convenient for the provision of a public transit system. The general manager, or his/her designated representative, is authorized to reduce or eliminate fares, or to approve the distribution of free tickets for use of District facilities during special events, or at specified times, on a finding by the general manager, or his/her designated representative, that the fare reduction or elimination will promote increased use of the District's public transit system or will otherwise further the provision of a public transit system.
- (4) Reduced Fares for Low-Income Persons. The general manager, or his/her designated representative, is authorized to sign contracts with local nonprofit agencies whereunder the District may agree to provide transit fare instruments at reduced prices to such agencies, for distribution to low-income persons within the service area who need transportation assistance. Definitions of those who are "low-income persons" and "who need transportation assistance" shall be part of such contracts, verbatim or by reference.
- (5) Paratransit. Fare structure (*Effective 7/01/01*):

<b>RideSource</b>	\$ <del>2.50</del> one way
Escort	\$ <del>2.50</del> one way
<b>RideSource</b> Shopper**	\$2.00 round trip
Social Service Agencies***	100 percent
Book of Ten Tickets	\$ <del>20.00</del>

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\* Escort is limited door-to-door transportation for medical rides.

\*\* **RideSource** Shopper is specialized transportation service for grocery shopping. **RideSource** Shopper fares are based on round-trip rides. All other fares are one-way rides.

\*\*\* Social service agencies will contract for service and pay 100 percent of the marginal cost of service.

- 2.01 Large-quantity Pass Purchases. The District will provide a discount of ~~.5~~ percent to private sales organizations authorized by the District to sell passes to the general public.
- 3.01 Effective Date. This ordinance shall take effect 30 days after adoption, at which time this Twelfth Amended Ordinance will stand in the stead of Ordinance No. 35 in all particulars and all previous amendments, and will govern all fares charged by the District.

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ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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\_\_\_\_\_  
President and Presiding Officer

ATTEST:

\_\_\_\_\_  
Recording Secretary

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 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



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

**CONSENT CALENDAR ITEM:  
AWARD OF CONTRACT FOR INDEPENDENT AUDIT SERVICES**

Prepared by Diane Hellekson, Director of Finance & Information Technology  
May 19, 2004

**BACKGROUND:** In order to assess service providers and to compare the audit firm with whom Lane Transit District has had a contract for six years with the market, a Request for Proposal for independent audit services was issued in March. Proposals containing qualifications and proposed audit approach were opened after 5:00 p.m. on May 3, 2004. Eight proposals were received. All eight proposals were qualified and were evaluated by a task group consisting of Virginia Lauritsen, Board member; Diane Hellekson, Director of Finance & Information Technology; Carol James, Accounting Manager; and Todd Lipkin, GL/Grant Accountant.

Each task group member scored each proposal for expertise, experience, and proposed approach. The individual scores were then compiled, and three finalists were determined based on non-cost criteria. Cost proposals were submitted in separate sealed envelopes and held until finalists were determined. Only the cost proposals for the three finalists were subsequently opened.

The cost proposals of the three finalist firms are summarized below:

Name	Year 1 Cost	Year 2	Year 3	Total
Grove, Mueller & Swank	\$21,000	\$21,000	\$21,000	\$63,000
Jones & Roth	\$25,155	\$25,200	\$25,200	\$75,555
Moss Adams	\$32,980	\$34,480	\$35,980	\$103,440

Based on the results of the review, and consideration of cost, the task group unanimously recommends that the contract for independent audit services for the audits of fiscal years 2003-2004 through 2005-2006 (with an option to renew for an additional two years) be awarded to Grove, Mueller & Swank. Charles Swank, the partner to whom the engagement would be assigned, is a reviewer for the GFOA certificate program. Grove, Mueller & Swank has been LTD's independent audit service provider for the previous six years, and LTD has received the GFPA award for reporting excellence in every year of the relationship.



Award of Contract for Independent Audit Services  
May 19, 2004  
Page 2

**ACTION REQUESTED:** Staff recommend that the Board of Directors award a contract for independent audit services to the firm of Grove, Mueller & Swank.

**CONSEQUENCES OF RECOMMENDED ACTION:** The Finance Department will prepare a contract for the required services and will have the contract executed. Preliminary work will begin on the audit of FY 2003-2004 shortly thereafter.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2004

**ITEM TITLE:** BOARD MEMBER REPORTS

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

**ACTION REQUESTED:** None

**BACKGROUND:** Board members have been appointed to the Metropolitan Policy Committee (MPC), and on occasion are appointed to other local or regional committees. Board members also will present testimony at public hearings on specific issues as the need arises. After meetings, public hearings, or other activities attended by individual Board members on behalf of LTD, time will be scheduled on the next Board meeting agenda for an oral report by the Board member. The following activities have occurred since the last Board meeting:

### MEETINGS HELD

1. **Metropolitan Policy Committee:** MPC meetings are held on the second Thursday of each month. Board members Gerry Gaydos and Susan Ban are LTD's MPC representatives. Ms. Ban and Mr. Gaydos attended the May 13, 2004, meeting. At that meeting, the MPC agenda included the following MPO items:
  - a. ODOT MTIP Project Amendment. MPC opened the public comment period on the proposed amendment to add the I-5 Willamette River Replacement Structure EIS Funding in 2004, for the amount of \$2,750,000.
  - b. FY 03-04 & FY 04-05 Unified Planning Work Program (UPWP) Amendments. MPC approved amendment to the FY04 and FY05 UPWPs to add planning work activities to be completed by Coburg.
  - c. RUFTF Pilot Project. MPC received information regarding the Road User Fee Task Force (RUFTF) pilot program to test and document specific technology options that demonstrate the feasibility of electronic revenue collection systems. The goal of the task force is to develop revenue collection options that ultimately could replace the gas tax.
  - d. Regional Transportation Plan (RTP) Update Status. This discussion was postponed.

The next MPC meeting is scheduled for June 10, 2004.

2. **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 April 28, 2004. Susan Ban was unable to attend this meeting due to a conflict with an LTD Budget Committee meeting. At the April 28<sup>th</sup> meeting, the Policy Board discussed Regional Problem Solving and the State's role in Region 2050, and had discussion on the Alternative Regional Growth Scenario Evaluations. The next meeting is scheduled for May 26, 2004.
3. **Presentation to C-TRAN Board of Directors:** Board member Susan Ban and General Manager Ken Hamm presented information on LTD's bus rapid transit project to the Clark County Public Transportation Benefit Area Authority (C-TRAN) in Vancouver, Washington, on May 12, 2004.

#### **NO MEETINGS/NO REPORT**

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 met separately as the Board BRT Committee. The Steering Committee's May 4, 2004, meeting was canceled. The next meeting is scheduled for June 1, 2004. The Board BRT Committee has been disbanded, and the committee's work will be done by the full Board.
2. **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. This committee has been disbanded, and the committee's work will be done by the full Board.
3. **Board Service Committee:** LTD's Board Service Committee consisted of Dave Kleger, chair; David Gant; and Pat Hocken. The Committee's first meeting was held on January 16. This committee has been disbanded, and the committees work will be done by the full Board.
4. **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.
5. **Board Human Resources Committee:** The Board Human Resources Committee (Gerry Gaydos, Chair; Susan Ban; and David Gant) last met

on November 17, 2003. This committee has been disbanded, and the work of the committee will be done by the full Board.

6. **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

REGULAR BOARD MEETING

WEDNESDAY, APRIL 21, 2004

Pursuant to notice given to *The Register-Guard* for publication on April 15, 2004, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a meeting on Wednesday, April 21, 2004, beginning at 5:30 p.m., in the Lane Transit District Board Room, 3500 East 17<sup>th</sup> Avenue, Eugene.

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

Absent: Hillary Wylie, President

**CALL TO ORDER** - Mr. Gaydos called the meeting to order at 5:37 p.m.

**ROLL CALL** – Mr. Hamm called the roll.

**PRELIMINARY REMARKS BY BOARD PRESIDENT** – Mr. Gaydos thanked Board members for attending the Monday night meeting and the regular meeting. He noted that on Monday there was insufficient time for Board discussion on bus rapid transit (BRT). He suggested a meeting for purposes of a BRT discussion and resolution. He said his perception was that if the Board was supportive of BRT it was important to find ways to better communicate that to the community. He said that on Monday the Board had discussed the possibility of eliminating its standing Board committees and meeting as a full Board, instead.

Mr. Hamm suggested that the Board could try holding two regular meetings per month on a trial basis. He said the format for those meetings could be similar, with a study session and action items, and that would allow for shorter meetings and the study session for one meeting would prepare for those items to be acted upon at the next meeting and allow staff time to develop whatever material or information was required. Otherwise, the Board, on a case-by-case basis, could use the additional meeting as a work session only, or could hold special meetings in order to vote on specific issues.

Mr. Kleger said that was acceptable to him as long as the second meeting was not on a Wednesday as he had a prior commitment on Wednesdays. Ms. Lauritsen said she did not see the need for a change as typically no business was so urgent it could not be addressed the following month. Ms. Ban said that she had an existing commitment on the third Monday of every other month.

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Mr. Gant said that two Wednesdays each month would be difficult and suggested that the second meeting be on a different day of the week. Mr. Hamm replied that the regular third Wednesday of the month meeting was established by ordinance. He said that another date each month could be identified as a "special" meeting for a trial period.

Ms. Hocken said she was comfortable with whatever scheduled worked for the other Board members. Ms. Lauritsen said she preferred to keep the first week of the month free.

Board members agreed with Mr. Gaydos' suggestion of a second-Monday and third-Wednesday schedule for Board meetings in order to have fewer committee meetings and meet more frequently as a whole. He also suggested that the BRT discussion could be held at a May 10, 2004, meeting.

**ANNOUNCEMENTS AND ADDITIONS TO AGENDA** – Ms. Lauritsen announced that a tour of the articulated bus that had been burned would be conducted during the meeting break.

**BOARD CALENDARS** - Mr. Gaydos noted that the new meeting schedule would require changes to the Board calendars and staff would assist with the transition.

#### **WORK SESSION**

**A. Payroll Tax Rate Increase** – Government Relations Manager Linda Lynch asked for Board direction to the Finance staff so that the proposed-budget notebooks could be completed. She reviewed information from the Oregon Revenue Forecast from March 2004, including employment and personnel income forecasts. She said that the Budget Committee had raised the question of Lane County statistics relative to the rest of the state and referred to data that demonstrated that Lane County had a lower unemployment rate than the state overall.

Ms. Lynch summarized the choices available to the Board:

- No increase presently and no direction to increase for purposes of budget preparation, or
- Increase the rate by 0.01 in January 2005, or
- Increase the rate by 0.02 in January 2006.

Director of Finance and Information Technology Diane Hellekson reminded the Board of timelines for options, noting that the January 2005 timeline would be compressed and a good faith effort to talk to stakeholders and businesses would be difficult. She indicated that January 2006 had an opportunity cost if the Board felt the economic indicators warranted an increase, but did offer advantages in terms of the timeline for ordinance revisions and public outreach. She said that the Board still could decide to abandon an increase if it believed that economic indicators were not moving in the right direction prior to actual implementation.

Mr. Kleger said he was troubled by the subject and although he was satisfied that economic improvement was happening, he was concerned that recovery was not as strong or reliable as it should be. He stated a preference for the January 2006 option.

Ms. Hocken observed that delaying implementation until January 2006 would result in the loss of approximately \$160,000 in FY 2004-05 and about the same amount in FY 2005-06. She said a

delay of one year did not represent a significant amount of money and it was very important to have a conversation with the community before implementing an increase in the payroll tax. She felt the economic indicators justified the increase, but it was critical to obtain stakeholder feedback, including on the indicators.

Mr. Gant agreed with Ms. Hocken and noted that the indicators used were the minimum required under the statute. He said that community perception of recovery might not agree with the indicators and talking to the community was very important.

Ms. Lauritsen cited Department of Commerce statistics that 80 percent of new businesses failed within the first five years. She said it would be difficult to sell an increase to small businesses and urged that outreach efforts present information clearly. She said it was essential to obtain a modicum of approval from stakeholders and she was prepared to wait on a decision until feedback was available.

Mr. Gaydos asked if Mr. Gant and Ms. Lauritsen were willing to support a January 2006 increase.

Mr. Gant said he was unwilling to support an increase in the near term and would prefer to wait a year to make a decision. He indicated that a negative public relations response was not worth \$160,000 in revenue.

Ms. Lauritsen declared it would be negative to LTD's image to announce a January 2006 increase and then reverse its position. She preferred to discuss the options with the community before making a decision.

Ms. Hocken agreed with Ms. Lauritsen and said it appeared the Board did not want to see an increase in the FY 2004-05 budget. She said it was important to begin the discussion with the community now instead of waiting until next year.

Mr. Hamm said that staff would work with a public relations firm to develop an engagement process for the community that would provide the Board with the feedback it wanted prior to making a decision on the increase. He said that a proposed plan with a calendar and outreach strategies would be developed and presented to the Board.

Mr. Kleger urged that major efforts be made to engage the smallest businesses in the conversation with LTD.

Mr. Gaydos encouraged staff to continue developing economic indicators.

Ms. Hellekson said a payroll tax increase was closely linked to Long-range Financial Plan development and asked if the Board wanted a range of possibilities for balancing the budget in the event it decided against an increase. Mr. Gaydos agreed that staff should develop budget balancing scenarios.

**B. Long-Range Financial Plan and Capital Improvements Program** – Ms. Hellekson stated that there was little new information in the materials the Board received. She said there were two versions of the Long-range Financial Plan because staff wanted to cover options. She noted Board direction on holding personnel services expense growth to 4 percent and delay of a payroll tax increase, as well as votes on the capital projects that dominated the Capital Improvements



Program (CIP). She said that uncertainties about BRT costs and funding sources still were not resolved. She indicated that the payroll tax was linked to sustainable fixed-route service and LTD could reach a point in the future, if some assumptions did not turn out as hoped, that service would be cut again in the face of strong community need for it. She said the Legislature enacted the tax increase with the expectation that LTD and TriMet eventually would make use of it; it was a critical tool for the future.

Ms. Hellekson remarked that the financial information before the Board was prepared before new information about the BRT Franklin corridor cost was available, but that was not critical because a majority of the project would occur in FY 2005-06.

Mr. Gant said a long-range financial plan was a planning tool to assist the Board to manage the budget process over time and that many of the uncertainties surrounding BRT degraded the ability to project costs and manage the budget long term.

Ms. Hocken commented that there was always a level of uncertainty when dealing with large capital projects and it was difficult to project costs in the out years. She asked if the CIP contained funds for the third BRT corridor. Ms. Hellekson referred to the Long-Range Capital Projects Summary in the agenda packet that included EmX planning funds in each year.

The Board took a break from 6:25 to 6:40 p.m.

**EMPLOYEE OF THE MONTH** – Transit Operations Manager Mark Johnson introduced the May 2004 Employee of the Month Armando Reyes. He asserted that Mr. Reyes was one of LTD’s stellar employees and had twice received the General Manager’s annual Award for Excellence during his five years of employment. Mr. Hamm thanked Mr. Reyes for his exceptional service. Mr. Gaydos congratulated Mr. Reyes on his awards, and Mr. Reyes expressed his appreciation to LTD and the Board.

**AUDIENCE PARTICIPATION** – Mr. Gaydos outlined the procedures for audience participation.

Clark Winston Cox, Jr., of Eugene, commented that the increase in the group pass discount fare was not too detrimental. He expressed concern about the fire on the articulated bus because it was built by New Flyer, which was also the vendor for the EmX vehicles. He urged LTD to look carefully at safety issues. He also expressed support for EmX and hoped that groundbreaking would proceed on schedule.

Mr. Cox related comments he had heard that Salt Lake City’s light rail system’s traffic signals had resulted in a number of fatal accidents and asked that the matter be explored before similar signals were used for the EmX queue-jumper lanes.

**ITEMS FOR ACTION AT THIS MEETING**

MOTION **A. Consent Calendar** – Ms. Hocken moved adoption of LTD Board Resolution No. 2004-011: It is hereby resolved that the Consent Calendar for April 21, 2004, is approved as presented. Mr. Kleger provided the second.

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

Mr. Gaydos asked permission to move the Salaried Employees' Retirement Plan Investment Smoothing Method to the next item on the agenda. There were no objections

**B. Salaried Employees' Retirement Plan Investment Smoothing Method** – Director of Human Resources and Risk Management Mary Neidig stated that pension plans used various methods to determine the value of the plan's investments. She said that the downturn in the investment market had a negative impact on LTD's retirement investments and the value of the LTD Salaried Employee Retirement Plan had dropped to the point where the contribution LTD made on behalf of each covered employee needed to be increased. She said smoothing, a typical practice in the pension industry, would allow the drop in market value to be spread over a longer period of time and reduce the amount of the increase. The trustees were recommending that the Board approve a three-year smoothing mechanism. She said that without smoothing, the rate would increase from 11.6 percent to 14.3 percent; with smoothing it would increase only to 13.3 percent.

In response a question from Mr. Gant, Ms. Neidig stated the trustees for the salaried employees' retirement plan trust were Ken Hamm, Mark Pangborn, and Hillary Wylie.

Mr. Gant asked why the Board was approving the change if the trustees were responsible for the pension fund. Plan attorney Everett Moreland replied that the trustees did not have the authority to tell LTD to change its contribution; the Board must make that decision. Assistant General Manager Mark Pangborn added that LTD's contribution to the plan had changed over time and the contribution was embedded in the benefits section of the annual budget, so the Board did approve the contribution each year for both pension plans. He said this change was based on a change in the method of calculating the contribution.

Ms. Hocken confirmed that the benefits to employees would not change, only the method of funding the benefit. She asked why a three-year period instead of a five-year period was selected for smoothing. Ms. Neidig replied that the trustees had preferred the more conservative approach represented by the three-year period. Mr. Pangborn said the smoothing method recommended was a more predictable way to calculate the cost to LTD over a period of time.

Mr. Gant asked what would happen if LTD over-contributed. Ms. Hellekson replied that the rate would decrease.

Ms. Lauritsen asked if there was a cap on the rate of LTD's contribution. Mr. Moreland replied that the actuarial assumed an 8 percent annual return as the plan goal when setting the contribution rate, which was significantly less than the actual return. Mr. Hamm stated that any increase would have to be approved by the Board as part of the budget. He said that the trustees were reviewing whether the investment advice being received was obtaining the best return on the money or whether other investment groups were getting better results.

Ms. Ban commented that any increase necessary to continue the return rate would represent a change in policy regarding LTD's contribution and have to come before the Board for approval.

Ms. Hocken observed that the plan was a defined benefit plan and the plan document set out what benefits employees would receive when they retired. Once that was agreed to, the management of the plan was somewhat mechanical. She said if ultimately the Board determined that the plan was too expensive, it would have to return to the plan document and reconsider the benefits.

Mr. Gant expressed concern over maintaining a guaranteed return of 8 percent over the next five years.

Mr. Moreland related that the City of Portland had a police and fire pension plan that had no assets. He said that when benefits were paid, the City levied taxes. He said that by comparison, LTD was ahead of the game.

**MOTION** Ms. Ban moved adoption of the following resolution: LTD Resolution No. 2004-013: It is hereby resolved that the LTD Board of Directors approves the recommendation to implement a three-year smoothing methodology for purposes of valuing investments in LTD's Salaried Employees' Retirement Plan." Mr. Gant provided the second.

**VOTE** The resolution was approved as follows:  
AYES: Ban, Grant, Gaydos, Hocken, Kleger, Lauritsen  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Wylie

Ms. Lauritsen asked how much money was represented by the percentage increase in LTD's contribution. Ms. Hellekson replied that she would provide that information to the Board.

**C. First Reading – LTD Twelfth Amended Ordinance No. 35, Setting Fares for Use of District Services** – Service Planning and Marketing Manager Andy Vobora referred the Board to materials in the agenda packet that summarized its previous discussions. He said that public testimony regarding the elimination of general public token sales had prompted the Leadership Council to recommend a compromise that would address some of the administrative costs and still offer tokens to the general public. That change was reflected in the updated ordinance.

Mr. Kleger noted that language in Section 1.02(d) did not appear to reflect that tokens would be available to the general public. Mr. Vobora said the language did not specifically state tokens were available to the general public, but did not preclude that.

Mr. Kleger suggested that the second sentence in Section 1.02(d) be amended to add the phrase "and in LTD vending machines" to the end of the sentence.

Ms. Hocken commented that it was unclear to what the effective date of June 24, 2002, in Section 1.02(b) referred.

Mr. Gaydos suggested the section be reworded to clarify that one date applied to monthly passes and another date applied to 3-month passes.

MOTION Mr. Kleger moved that the Twelfth Amended Ordinance No. 35, as amended, be read by title only. Ms. Lauritsen provided the second.

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

Mr. Gaydos read the ordinance title: Twelfth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services.

**D. FY 2004 Section 5307 Federal Grant Application** – Grant Accountant Todd Lipkin described the application for federal funds in the amount of \$6,429,364. He said the grant was primarily to reimburse LTD for the purchase of 18 Gillig buses and 5 New Flyer articulated buses, plus station improvements and miscellaneous hardware and software.

In response to a question from Mr. Gant, Mr. Lipkin stated that none of the funds were for BRT expenses.

Public Hearing: Mr. Gaydos opened the public hearing and invited testimony from those present. There was no one wishing to speak. Mr. Gaydos closed the public hearing.

MOTION Mr. Kleger moved adoption of the following resolution: LTD resolution No. 2004-012: "Be it resolved that the LTD Board of Directors approves the proposed Section 5307 federal grant application for \$6,429,364 in federal funds and authorizes the general manager to submit this application to the Federal Transit Administration for approval. Ms. Hocken provided the second.

Mr. Kleger reminded the Board that LTD would have to provide a 20 percent match for the federal funds.

VOTE The resolution was approved as follows:  
AYES: Ban, Grant, Gaydos, Hocken, Kleger, Lauritsen  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Wylie

**E. Lane Community College FastPass** – Mr. Vobora explained that adoption of the resolution would eliminate the Lane Community College (LCC) FastPass special pricing option in favor of a group pass program.

Mr. Kleger asked if regular pass sales would be offered through LCC in addition to the group pass. Mr. Vobora said that the LCC bookstore would continue to sell monthly passes.

Mr. Gant asked if LTD had obtained input from students about elimination of the FastPass. Mr. Vobora said there was an advisory committee composed of staff and student body representatives who reported to the LCC President, and that group was consulted.

MOTION Ms. Ban moved adoption of the following resolution: LTD resolution 2004-014: Be it resolved that the LTD Board of Directors hereby eliminates the Lane Community College FastPass as a discounted fare option, effective September 1, 2004. Mr. Kleger provided the second.

VOTE The resolution was approved as follows:  
AYES: Ban, Grant, Gaydos, Hocken, Kleger, Lauritsen  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Wylie

**F. Joint Development Policy** – Director of Development Services Stefano Viggiano presented the Joint Development Policy that was developed by staff at the direction of the Board. He explained that the policy addressed joint development in or adjacent to transit stations. Revisions suggested by a Board committee who had reviewed a draft of the policy had been incorporated. He said that the policy had been subjected to a legal review as well. He summarized the four joint development goals, one of which must be met by a project in order for joint development to be considered:

- Provide goods or services at transit stations that benefit transit users
- Create development that adds activity to the area and a heightened sense of safety and security
- Offset the District's costs and/or generate revenue
- Be a catalyst for additional economic development in the area surrounding the station

Mr. Viggiano reviewed the types of joint development, decision factors, the decision process, and joint development management included in the policy.

Ms. Ban asked if joint development projects required local jurisdiction approval. Mr. Viggiano replied that approval would not be required as long as the development was consistent with a local plan. If it was not, LTD would not pursue the project.

Mr. Gant asked what the advantage of having a policy was and whether there were any negative legal consequences. Mr. Viggiano replied that the policy provided a decision-making framework and consistency for each project. Mr. Hamm said that the review by legal counsel did not identify any negative consequences to the policy.

MOTION Mr. Kleger moved adoption of the following resolution: LTD Resolution No. 2004-015: It is hereby resolved that the LTD Board of Directors adopts the Joint Development Policy as drafted by staff. Ms. Hocken provided the second.

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

**G. Long-Range Financial Plan** – Ms. Hellekson stated that the Long-Range Financial Plan was a rolling twenty-year plan and while the initial focus was the first five years, it was necessary to extend that focus to eight years as the capital agenda became more aggressive. She said the

plan was reviewed and updated annually and it was not a budget document nor did it obligate the Board to expend funds; it was strictly for planning purposes. She explained that the Board's decision regarding the pension plan smoothing method would change the budget by an increment of \$73,800. She indicated that the Board could approve an updated plan by amending the resolution to specifically address page 57 of the agenda packet as the approved version. She said that version did include a payroll tax increase in January 2006, but that did not obligate the Board and could be revised during next year's plan review and update.

Mr. Gant expressed concern with the political ramifications of leaving the payroll tax increase in the plan. Ms. Hellekson said if it was removed the plan would not balance and there had been no discussion about where to make adjustments.

Ms. Hocken asked that it be made clear that the payroll tax increase was only an assumption for planning purposes and the Board had not taken action on it.

**MOTION** Ms. Hocken moved adoption of the following resolution: LTD Resolution No. 2004-016: It is hereby resolved that the proposed Long-Range Financial Plan for fiscal years 2004-2005 through 2023-2024 is approved as presented in the version labeled 11.2006 with the assumption of a payroll tax increase in January 2006. Mr. Kleger provided the second.

**VOTE** The resolution was approved as follows:  
AYES: Ban, Gaydos, Hocken, Kleger  
NAYS: Gant, Lauritsen  
ABSTENTIONS: None  
EXCUSED: Wylie

**H. Capital Improvements Program** – Ms. Hellekson indicated that the Capital Improvements Program (CIP) contained in the agenda packet reflected the direction previously given to staff by the Board. She reminded the Board that if LTD entered into a federally funded contract in any year, the entire value of the contract had to be appropriated even though it was unlikely to be spent.

**MOTION** Ms. Ban moved to approve the following resolution: LTD Resolution 2004-017: It is hereby resolved that the proposed Capital Improvements Program for fiscal years 2004-2005 through 2008-2009 is approved as presented. Ms. Hocken provided the second.

**VOTE** The resolution was approved as follows:  
AYES: Ban, Gaydos, Hocken, Kleger  
NAYS: Gant, Lauritsen  
ABSTENTIONS: None  
EXCUSED: Wylie

## ITEMS FOR INFORMATION AT THIS MEETING

### A. Current Activities

1. Board Member Reports
  - a. Meetings Held or attended

- 1) **Metropolitan Policy Committee** – In response to a question from Ms. Hocken regarding the public involvement plan, Mr. Gaydos responded that the Metropolitan Policy Committee (MPC) had responded to concerns from members and the public about the lack of public participation in the Metropolitan Planning Organization's (MPO) transportation planning process. He said to address those concerns a Citizen Advisory Committee was created.
- 2) **Cottage Grove Rotary** – No questions.
- 3) **Lane County Commissioners/Elected Officials** – No questions.
- 4) **Region 2050 Policy Advisory Committee** – No questions.

**2. General Manager's Report** – Mr. Hamm asked Ms. Neidig and Director of Maintenance Ron Berkshire to provide a report on the articulated bus fire.

Ms. Neidig reported that there were 25 passengers on board the articulated bus when it caught fire the previous evening. She said that the bus operator took immediate action and followed LTD emergency procedures, and all passengers were evacuated safely from the bus. She said that there were no immediate claims of injuries or follow-up from any of the passengers to date. She said the operator had returned to work and expressed satisfaction with her response to the emergency in an interview with LTD staff.

Ms. Neidig said that the incident confirmed the importance of the automated vehicle locator (AVL) system for locating buses and responding in an emergency situation. She related that the remaining articulated buses had been removed from service, pending an investigation.

Mr. Berkshire said that an investigation of the fire would be conducted by New Flyer representatives and their contracted investigator and LTD's insurance company and its third-party investigator. He said that it was likely to be three weeks before results of the investigation were available. He stated that the bus was under warranty and only had 5,000 miles on it and therefore LTD would not be responsible for repair or replacement; however, it was important to understand what caused the accident to ensure that the other buses in service would not experience the same problem. He said the other articulated buses would not be returned to service until the source of the problem was identified and corrected and LTD had received a certification from the manufacturer that the vehicles were safe to operate.

Mr. Kleger said it appeared that the firewall between the engine and passenger compartments had fulfilled its purpose. Mr. Berkshire agreed and noted that although the fire was burning intensely, passengers at the back of the bus were unaware of it until after the fire had been detected by a motorist, yet still had time to exit the bus safely.

Ms. Lauritsen congratulated the District for its safety efforts.

Ms. Ban asked if a critical incident debriefing had been conducted. Ms. Neidig replied that both internal and external debriefings would be conducted. Mr. Berkshire said that when all of the information on the incident had been compiled, it would be forwarded to the Board.

Mr. Gant complimented LTD staff on handling the details associated with the event. He expressed concern about the firewall separation that prevented passengers from being aware of the problem and an apparent lack of sensors that would have alerted the driver. Mr. Berkshire

replied that there were fire alarms in the engine compartment and the fact that they did not sound an alarm would be part of the investigation.

Ms. Lauritsen asked if there was a plan to follow up with the media on news reports of the event. Mr. Vobora said that LTD was stressing safety as the major issue and the removal of articulated buses from service until the cause of the problem had been determined. He also indicated that no conclusions would be drawn until the investigation was concluded, and that LTD would cooperate fully throughout the process.

**3. RideSource Facility Report** – Senior Strategic Planner Lisa Gardner reviewed the status of the RideSource facility project. She said that a low bid was received from Essex General Construction, Inc., and a contract would be signed April 22, 2004, in the amount of \$2,349,000. She said construction would begin in the summer, with a ten-month construction window. She indicated that Facilities Services Manager Charlie Simmons would be the construction manager. She announced that an internal LTD groundbreaking event would be held for staff and Board members and include a field trip to the site. She presented a slide show of the facility design and site plan.

Ms. Ban asked why the groundbreaking event was internal, rather than including the disability community. Ms. Gardner replied that staff would be the primary users of the facility and when it was opened, a large public event would be held for the community. Accessible Services Program Manager Terry Parker added that the site prior to construction was not accessible and a celebration would be held when the facility opened and the site did not present accessibility hazards.

Ms. Hocken encouraged media involvement to demonstrate LTD's investment in a service that was expensive for the District to operate. Mr. Hamm agreed that the media should be made aware of the current operating environment and what was planned at the new facility to improve functionality.

**4. Public Relations Plan Next Steps** – Mr. Vobora referred to the agenda packet information that provided a brief update on public relations activities. He distributed a short brochure that was a combination of an annual report and plan for the future. He said the format would allow for annual updates and give Board members talking points and something to distribute to community groups.

Mr. Gant complimented staff on the high quality of the brochure, which was produced by LTD staff.

**5. Monthly Financial Report – March 2004** – Ms. Hellekson commented that there had been an increase in ridership over the past several months and March had shown a significant improvement. She said that there was still no word on the payroll tax court case resolution and that fuel costs were increasing.

Ms. Lauritsen asked what LTD currently was paying for diesel. Ms. Hellekson said that the price was up to \$1.20 per gallon and was averaging \$.98 per gallon for the year, but LTD had budgeted \$.93. She indicated that the higher cost of fuel had been offset by other materials and services appropriations and \$200,000 had been added to next year's proposed budget for fuel expenses.



Ms. Hellekson noted a question at the April 19, 2004, meeting regarding the purchasing policy. She noted that the purchasing policy was a Board-adopted document last revised in 2002. She said it was a supplement to the state and federal procurement laws to which LTD was subject. She indicated that an overview of the organization's levels of purchasing authority could be provided as an information item at a future Board meeting.

Ms. Hocken asked about the use of contra accounts to shift the some of the cost of staff working on capital projects to the capital projects fund and the impact on operating expenses when those positions were shifted back to the operating budget. Ms. Hellekson replied that there were some permanent positions temporarily assigned to capital projects and positions that were created to work on specific projects. She said that the expectation was that those project-specific positions would be eliminated.

**6. BRT (EmX) Update** – There were no questions.

**B. Monthly Department Reports** – There were no questions.

**C. Monthly Performance Reports** – There were no questions.

Referring to the reading of the Twelfth Amended Ordinance No. 35, Ms. Ban clarified that she abstained from expressing an opinion on elimination of the 5 percent wholesale discount to public agencies.

**ADJOURNMENT** – The meeting adjourned at 8:05 p.m.

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Board Secretary

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2004

**ITEM TITLE:** WORK SESSION: BOARD BRIEFING ON LTD EMPLOYEE BENEFIT PACKAGE

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

**ACTION REQUESTED:** None

**BACKGROUND:** The employee benefit package makes up a large part of the personnel services costs in LTD's annual budget. Increasing costs in benefit areas such as health care and retirement contribution have created the need to consider alternatives to the current package of benefits LTD employees receive. It is important that the Board be knowledgeable of the entire benefit package as it considers future changes.

At the May 19 meeting, staff will present a summary of the entire package, along with comparisons to benefit packages of other local employers and other transit districts. Then each specific benefit will be discussed, along with a history of the benefit, and comparisons to others.

**RESULTS OF RECOMMENDED ACTION:** There will be no recommendation. This is informational only.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2004

Deleted: February

**ITEM TITLE:** EmX BUS RAPID TRANSIT (BRT) UPDATE

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

**ACTION REQUESTED:** None. Information only.

**BACKGROUND:** **EmX Franklin Corridor:** A key milestone, an intergovernmental agreement with the Oregon Department of Transportation (ODOT) on the use of state right-of-way for a BRT facility on Franklin Boulevard, has been signed. This is the first step in obtaining a building permit for this corridor. The Public Improvement Permit for the City of Springfield also is being reviewed by legal counsel and is expected to be ready for signature soon.

Another key milestone is property acquisition. Duncan & Brown, appraisers under contract, have completed all appraisal work in Springfield from the bridge to the Springfield Station. All of the property that needs to be acquired for this first phase of construction, April to October 2004, has been appraised and reviewed, with the results sent to LTD's consultant, Universal Field Service (UFS). As of the preparation of this update, a negotiated settlement has been reached with two of the seven downtown Springfield properties. UFS will continue to work directly with each of the remaining properties to finalize the acquisitions. Staff will be updating the Board regularly on the progress of all property acquisitions within the four-mile EmX route.

EWEB has completed plans to move utilities underground on the north side of Franklin Boulevard between Onyx Street and Riverfront Parkway by the University of Oregon. The work will begin soon and is to be completed by June 30, 2004.

LTD is negotiating with Wildish Corporation on the guaranteed maximum price (GMP) for construction costs on the entire corridor. The GMP will be broken into two pieces, construction costs for 2004 and costs for 2005-06. The GMP for 2005-06 will include a reopening clause that allows Wildish to document cost increases beyond what was included in the original GMP. LTD is working with Wildish to prepare all the appropriate permits and plans.

Once LTD has acquired new right-of-way, obtained permits, and signed a contract with Wildish, construction can begin.

**Franklin Corridor EmX Groundbreaking:** Preparations are being made for a groundbreaking ceremony for the Franklin EmX corridor. Because there still are a number of approvals that need to be completed, the date for the groundbreaking has not been finalized. Board members will receive an invitation to this event.

**EmX Vehicle:** LTD staff are continuing discussions with Cleveland's Regional Transit Authority and New Flyer Industries toward modifying New Flyer's hybrid-electric articulated bus 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. It appears that signing of a contract is imminent.

**Springfield Corridor:** The environmental work is proceeding. Staff are working with the FTA Region 10 office to discuss the schedule for the environmental review, with the hope of reducing the total time required to complete the process. The Lane County Commissioners have scheduled a work session on the MLK Parkway design on May 19, 2003. The Commissioners are expected to discuss the LTD request for right-of-way for BRT lanes at that work session. Staff can report on the outcome of this work session at the Board meeting.

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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.

**ATTACHMENTS:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 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 May 19 meeting, Board members and staff will work together to schedule Board member and staff attendance at specific events, meetings, and activities.

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

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 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 May 19, 2004:

1. Approval of minutes: April 21, 2004, regular Board meeting
2. Award of Contract for Independent Auditor Services

**ATTACHMENTS:**

1. Minutes of the April 21, 2004, regular Board meeting
2. Award of Contract for Independent Auditor Services

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

LTD Resolution No. 2004-018: It is hereby resolved that the Consent Calendar for May 19, 2004, is approved as presented.



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

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

## MONTHLY DEPARTMENT REPORTS

May 19, 2004

### GOVERNMENT RELATIONS

*Linda Lynch, Government Relations Manager*

#### FEDERAL

LTD's interest in the Congress is focused on reauthorization of the transportation bill. TEA-21 has been extended yet again, and negotiations continue on how to get the two versions of the new bill to conference. Republican leadership in both the House and Senate have given up negotiating with the White House on the funding level necessary for the bill, which is a good sign that the conferees should be named soon. However, Democratic leadership in the Senate is refusing to name conferees because of recent past experience on conference committees, where decisions were made outside the committee proper and Democrats were not a party to those decisions. They are seeking some assurance that this committee will be different, but in the meantime, all the lobby can do is watch.

#### STATE

At the state level, the legislature has been busy in campaign mode, regularly sending invitations to fundraisers. The House will convene June 1 to consider state tax reform, but it is unlikely that the Senate will join them, despite having passed a resolution at the end of the regular session in 2003. It was assumed at the time that such a resolution was binding, that it was the proper way to set a special session of the legislature. The fear is that subjects other than tax reform will be raised (i.e., same-sex marriage) and that there is no consensus on tax reform.

## DEVELOPMENT SERVICES

*Stefano Viggiano, Director of Development Services*

### **ACCESSIBLE SERVICES**

*Terry Parker, Accessible Services Manager*

Terry Parker received a scholarship through the Oregon Public Transit Division to attend the American Public Transportation Association's 2004 Bus & Paratransit Conference. She participated in the inaugural meeting of the APTA Wheelchair Securement Subcommittee.

LTD Accessible Services participated in these community meetings during the month of April:

- Eugene Human Rights Accessibility Committee
- LCOG Senior Advisory Council (Member of the Planning & Budget Committee)
- LCOG Disability Services Advisory Council Nominating Committee (Member)
- ODOT Public Transit - STF Rulemaking Technical Advisory Committee (Chair)
- Lane County Steering Committee on Violence in the Lives of People with Disabilities
- LCOG Senior & Disabled Services Candidates Information Forum
- Salem-Keizer Mass Transit - Consultant Selection Review Panel

### **SERVICE PLANNING AND MARKETING**

*Andy Vobora, Service Planning and Marketing Manager*

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Planning – Summer bid has been wrapped up in terms of the planning work. Development of special event schedules is under way. A number of detour needs came up over the past month. These related to the movie currently being shot in town and construction along Garden Way in Eugene. Since the articulated buses were taken out of service, a number of overload situations have occurred. One tripper schedule has been implemented to address the worst case involving the 79x route. A late decision was made to discontinue the 461 Sheldon school trip. The ridership data came in late and showed virtually no use of the route. Information will go out notifying guests of the change for Fall 2004. The origin and destination survey was in the field the first week of May. The surveying went extremely well. Staff anticipate results in approximately one month. The consultant, Selena Barlow, will return to Eugene to present the findings to staff and the Board in July. Staff are working with City of Eugene staff on changes to Willamette Street. The two-way conversion, scheduled for this summer, poses a number of bus stop and routing issues for LTD.

Graphics – Fall bid material development is getting under way. Route maps are nearly complete, cover design is progressing, and internal layout has been diagrammed. In order to reduce costs, the *Rider's Digest* will have fewer general information pages this year. Graphics staff continue to develop bus paint schemes, which are under review by staff. New letterhead and business card designs are being implemented.



**Marketing** – Staff participated in Earth Day activities in downtown Eugene. The LTD booths attracted a good deal of attention throughout the day. LTD also provided two tours to the Short Mountain landfill. Contracts for the Oregon Country Fair, Oregon Department of Fish & Wildlife Free Fishing Day, Butte to Butte, and Freedom Festival have been drafted and sent to event organizers. LTD will be partnering with the 2004 Brew Fest. This downtown-Eugene event will be held on June 5<sup>th</sup> and will feature 40 regional brewers of beer. Funds are raised for an annual scholarship program. Event organizers want to provide an alternative for those who choose to sample a number of the selections offered. LTD will be offering day passes to those who visit the event Web site and download a coupon good for the day of the event. LTD will be promoted in advertisements and on their Web site. Work continues on the development of a Web storefront that will allow purchases from LTD's Web site. The project also will provide a new point of sales system for Guest Services and integrate data more directly into the LTD financial system.

#### **FACILITIES SERVICES**

*Charlie Simmons, Facilities Services Manager*

The RideSource project is in the construction phase. Essex is the general contractor and will mobilize on the site the week of May 17. Construction is scheduled to take ten months, with a scheduled completion date of February 28, 2005.

The shelter replacement project is moving ahead at full steam. The fabricator is producing shelters at a rate of one per week. Staff plan to place a minimum of twenty-five new shelters per year.

The Facilities Maintenance staff has moved into its new office space and has centrally located all existing facility documents. Facilities Maintenance also is making good progress with preventive maintenance and the backlog of corrective work orders.

#### **COMMUTER SOLUTIONS**

*Connie B. Williams, Program Manger*

**Carpool/Vanpool:** Work is underway on planning outreach campaigns to employers, the general public, and parents of school children to establish carpools in our region. SchoolPool applications, distributed through the Smart Ways to School effort, have been coming in at a steady rate.

**Walkable Communities:** Commuter Solutions was a sponsor of the Walkable Communities Program held in the Eugene/Springfield area on May 10, 11, and 12, 2004. Staff attended the workshops and will participate in implementing four more workshops next fiscal year.

**Earth Day Events:** Commuter Solutions was a sponsor of the Earth Day events held in downtown Eugene on Saturday, April 17, 2004. Booths promoting Employer Programs/LTD Group PassProgram, Oregon Business Energy Tax Credit Program, Smart Ways to School,

Park and Ride, Carpooling, Valley VanPool, Bikes on Buses, and Telecommuting all were presented by Commuter Solutions.

Smart Ways to School: Meetings with parent groups at schools are being conducted, along with an awareness campaign held in the parking lots of each of the 12 schools. The benchmark research report is nearing completion and staff will provide the Board with additional information during the next couple of months.

Oregon Transportation Commission: Connie Williams attended the April 28, 2004, meeting of the Oregon Transportation Commission. The topic of focus was programs aimed at reducing the use and reliance upon the single-occupant vehicle trip.

Group Pass Programs: A new group pass program, Maitreya EcoVillage, will begin on June 1, 2004. This is the first residential group pass program LTD has enrolled. Discussions continue with Oregon Medical Group and PacificSource.

#### **METROPOLITAN PLANNING**

*Lisa Gardner, Senior Strategic Planner*

Walkable Communities Workshops: LTD staff participated in the Walkable Communities Workshops the week of May 10-12, 2004.

Nodal Development: The Eugene Planning Commission held a workshop on a nodal implementation work program for the next two years. City of Eugene staff will be recommending a new process for implementing nodal development areas. As part of that process, a new name for "nodal" will be recommended.

CATS Study: The Eugene City Council is scheduled to adopt the Central Area Transportation Study at its May 24, 2004, meeting.

## **TRANSIT OPERATIONS**

*Mark Johnson, Director of Transit Operations*

#### **TWO NEW SUPERVISORS**

Bob Prine and Shawn Bradley recently were promoted to Operations supervisor positions. The positions were vacant due to two recent retirements. Bob and Shawn formerly were bus operators and worked for the past three years in the temporary supervisor program. They did an excellent job as temporary supervisors and performed very well through the hiring process. The Operations staff is excited to have them on board; they will be a great addition to the supervisory staff.

**SUMMER BID**

Operations staff have posted the summer bid and will be conducting the operator bid the week of May 24. The operator bid is a three-time-a-year event in which operators bid by seniority for different work based on the run cut. It is a labor-intensive process but allows the District to change schedules as necessary and gives operators the opportunity to select different work three times a year.

**MAINTENANCE**

*Ron Berkshire, Director of Maintenance*

There is no Maintenance report.

**FINANCE AND INFORMATION  
TECHNOLOGY**

*Diane Hellekson, Director of Finance and Information Technology*

**FINANCE**

*Carol James, Accounting Manager*

April typically is a very busy month for Finance. Major activities included preparation of all proposed budget materials, the citizen (non-Board) Budget Committee members' preparation meeting, and the full Budget Committee meetings. In addition, accounts payable prepared 350 payables checks totaling \$1,781,914.04, including one to John Hyland Construction for \$222,762.79 for the Springfield Station. Payroll processed payments for three pay dates in April, totaling 117 payroll checks and 1,365 direct deposits, for a cumulative amount of \$1,086,694.59. The Cash Room processed thirteen fare deposits totaling \$114,747.07.

**PURCHASING**

*Jeanette Bailor, Purchasing Manager*

There is no report this month.

## **INFORMATION TECHNOLOGY**

*Steve Parrott, IT Manager*

IT staff continue support of LTD's technology infrastructure and current capital projects. Two new services were brought on-line this month. The first provides e-mail SPAM filtering, which has reduced significantly the amount of undesirable messages being received by LTD's network users. The second provides secure access to LTD's network resources from off-site via the Internet. This service enables LTD staff to perform many of their daily PC-based tasks such as checking e-mail, reviewing and approving purchase requisitions, updating documents and spreadsheets, and even monitoring operations status while they are away from the office. This form of remote network access has been embraced enthusiastically by LTD staff who participated in testing of the service for usability.

IT staff continue data verification tests on the Siemens Transit Master system. Preliminary testing of the Automated Passenger Counting feature revealed minor defects which have been communicated to Siemens. LTD currently is seeing passenger count accuracy in the range of 85 percent to 90 percent. While this is a good improvement over previous test results, Siemens engineers continue to work on resolving issues that should help the system achieve the 95 percent accuracy required by LTD's specifications. Testing will continue after implementation of revisions to address LTD's list of discrepancies

## **HUMAN RESOURCES**

*Mary Neidig, Human Resources Director*

April was an extremely busy month in the Human Resources Department. Activities supporting the Board of Directors included LTD budget meetings, a special Board meeting, and a regular Board meeting. Presentations were made regarding personnel costs, health care, and labor negotiations.

The Human Resources director represented LTD on a national advisory board for hypertension in the workplace. The advisory board reviewed a draft program for transit districts to use to address the newly reduced blood pressure requirements for commercial driver licenses.

The Washington transit system human resource directors held a quarterly roundtable, which gave us up-to-date information on topics such as drug and alcohol testing, labor negotiations, and operator selection tools.

Internally, applications were screened and interviews held for the vacant human resource position. Final preparations were made for labor contract negotiations.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2004

**ITEM TITLE:** EmX PROPERTY ACQUISITION

**PREPARED BY:** Mark Pangborn, Assistant General Manager

**ACTION REQUESTED:** Adoption of attached resolution amendment

**BACKGROUND:** The attached resolution is an amendment to the September 2003 resolution No. 2003-031 adopted by the LTD Board for property acquisition in order to construct the Franklin Corridor of EmX. As staff went through the approval process with our partner agencies, modifications to the corridor design were recommended or required. The modifications resulted in the need to acquire new properties as well as eliminate some of the properties originally stated in the 2003 resolution. Resolution No. 2004-020 allows staff to proceed in the acquisition process—a necessary step to complete prior to construction.

**ATTACHMENTS:** Resolution and attachment of legal description of properties impacted by Resolution No. 2004-020

**PROPOSED MOTION:** I move that the LTD Board of Directors adopt LTD Resolution No. 2004-020, a Resolution Authorizing the Lane Transit District to Acquire by Purchase or by the Exercise of the Power of Eminent Domain certain Real Property Necessary for the Franklin Corridor Design of the Bus Rapid Transit Project.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2004

**ITEM TITLE:** JUNE 2004 EMPLOYEE OF THE MONTH

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

**BACKGROUND:** **June 2004 Employee of the Month:** Bus Operator Gary Whitten was selected as the June 2004 Employee of the Month. Gary was hired by LTD on July 5, 2001. He received awards for safe driving in 2002 and 2003 and is working toward the same award in 2004. He also earned the General Manager's Award for Excellence in 2002. He was nominated by a guest who appreciated Gary's kindness and extra help for a guest with disabilities. In a previous compliment, a new guest, faced with a long walk home with his family after his service ended at 11 p.m., was grateful that Gary asked for permission to go out of his way to take them home. The guest said, "We are so very grateful! It is nice to know that there is still kindness in our community."

When asked to comment on Gary's selection as Employee of the Month, Transit Operations Field Supervisor David Thulstrup said:

Gary started working at LTD in May of 2001. He is a soft-spoken individual, very well liked and respected by his peers and his guests. A consummate professional, he hasn't had *one* valid complaint during his entire tenure at LTD! Gary is one of a select group of employees who has earned the annual General Manager's Award for Excellence. He is quite unassuming in his accomplishments; he doesn't like to make a big deal about them. His evaluating supervisor, on the other hand, is very proud of Gary's accomplishments and holds him in high esteem.

I am especially appreciative of Gary's work ethic. He does whatever the District asks of him, without complaint. He is known to the entire Operations Department as a go-to guy. Gary *is* one of LTD's finest, and certainly has earned the honor of being LTD Employee of the Month for June 2004.

Our congratulations to Gary on his selection as the June 2004 Employee of the Month!

**AWARD:** Gary will attend the May 19, 2004, meeting to be introduced to the Board and receive his award.

## AGENDA ITEM SUMMARY

May 19

- DATE OF MEETING:** May 19, 2004
- ITEM TITLE:** SECOND READING AND ADOPTION OF AMENDED FARE ORDINANCE
- PREPARED BY:** Andy Vobora, Service Planning and Marketing Manager
- ACTION REQUESTED:** Hold the second reading of Twelfth Amended Ordinance No. 35, and then adopt the revised ordinance.
- BACKGROUND:** A Public hearing on the proposed fare structure for FY 2004-05 was held at the February 2004 Board meeting, followed by the first reading of the fare ordinance at the April 2004 Board meeting. The Board did not direct staff to change any part of the fare structure following the first reading.
- The fare changes must be implemented by ordinance. The first such ordinance, Ordinance No. 35, was adopted in June 1992. The first reading of Twelfth Amended Ordinance No. 35 was held on April 21, 2004. The second reading and adoption of the ordinance are scheduled for the May 19, 2004, Board meeting. The Board can elect to read the ordinance by title only. Staff will have additional copies of the ordinance available for anyone in the audience who desires a copy.
- Following adoption, a copy of Twelfth Amended Ordinance No. 35 will be filed with the County Clerk and made available for public inspection. Fare information will be updated in the District's information materials.
- ATTACHMENTS:**
- (1) Pricing Plan Summary
  - (2) Twelfth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services
- PROPOSED MOTION:**
- (1) I move that Twelfth Amended Ordinance No. 35 be read by title only.  
  
(Following an affirmative vote, the ordinance should be read: **Twelfth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services.**)
  - (2) I move the following resolution:  
  
LTD resolution No. 2004-019: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Twelfth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services.

Q:\Reference\Board Packet\2004\05\Fares Ordinance 2nd reading Summary.doc



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 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. **Joint Meeting with Springfield City Council:** The Board is scheduled to meet in a joint work session with the Springfield City Council on May 24, 2004. This meeting will be held in the LTD Board Room at 5:30 p.m.
- B. **LTD Budget Adoption:** The LTD Budget Committee approved the proposed FY 2004-05 budget on April 29, 2004. The next step is adoption by the Board of Directors, which must occur before the end of the current fiscal year. Budget adoption will be on the agenda for the June 16, 2004, regular Board meeting.
- C. **Resolution Reaffirming LTD Boundaries:** State law requires that the District annually determine the territory in the District within which the transit system will operate. If boundary changes were to be made, that would be done by ordinance. Since no changes are planned, a resolution reaffirming the current boundaries will be scheduled for approval at the June 16, 2004, Board meeting.
- D. **Board Working Agreements:** Continued discussion of the draft working agreements developed on April 19, 2004, will be scheduled for a work session in the near future.
- E. **Franklin Corridor EmX:** A work session on Franklin Corridor EmX issues, including vehicles and a cost/benefit analysis, will be scheduled in the near future.
- F. **Executive Session on Labor Negotiations:** Executive (non-public) sessions to discuss labor negotiations will be scheduled as needed during the coming months.

- G. **National BRT Projects**: An overview of national bus rapid transit projects will be scheduled for a work session within the next few months.
- H. **Work Session on Reduced Fare Program and Non-Profit Agency Program**: Continued Board discussion of these LTD programs will be scheduled for a work session in the next few months.
- I. **Threats and Vulnerabilities Study**: A work session to present the recent threats and vulnerabilities study regarding LTD facilities will be scheduled in the next few months.
- J. **Designation of Location for Public Hearings**: Staff will draft a recommendation for Board discussion regarding timing and location for holding specific public hearings at a location other than the Glenwood facility.
- K. **Information on LTD Purchasing Policy**: An update on LTD's Purchasing Policy will be provided following Board member turnover in early 2005.
- L. **Annual Strategic Planning Work Session**: The Board's annual two-day strategic planning retreat will not occur during the fall of 2004. Rather, it will be held following Board member turnover in early 2005.
- M. **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

May 19, 2004

*Prepared by Ken Hamm, General Manager*

## **FUTURE DATES TO REMEMBER**

June 14, 2004	LTD Special Board Meeting/Work Session
June 16, 2004	LTD Regular Board Meeting – Budget Adoption
July 12, 2004	LTD Special Board Meeting/Work Session
July 21, 2004	LTD Regular Board Meeting
August 9, 2004	LTD Special Board Meeting/Work Session
August 18, 2004	LTD Regular Board Meeting
August 29, 2004	LTD/ATU Annual Picnic at Jasper Park

## **INTERNAL ACTIVITIES**

### **Threat and Vulnerability Study**

LTD employees have raised several questions about access and security issues this past year. As a result, leadership has been working to assess the workplace and upgrade some basic security tools. Also, Transit Operations contracted Forbes and Associates to conduct a threat and vulnerability study of LTD earlier this year. On April 22, Patrick Donaldson presented the results of that study. LTD is moving to a new access management program. A coming Board workshop will share this report and LTD's action plan.

### **Meetings with Individual Board Members**

Met with David Gant on April 23.

### **Bus Fire Follow-Up**

Bus #774, one of LTD's new articulated buses, caught fire on April 20. New Flyer will ship it back to their factory and rebuild it. The other New Flyer buses are being retrofitted with new fire sensors and alarms, as well as some special fire shields. LTD expects the other four retrofitted vehicles to go back into service in a few weeks.

## **EXTERNAL ACTIVITIES**

### **Springfield Public Works Meeting**

I met with the Springfield Public Works team on April 21. I requested the meeting to help develop collaborative processes for the two entities' shared projects. It was a good meeting.

### **APTA Bus and Paratransit Conference/BRT Conference**

The week of May 2, the American Public Transportation Association (APTA) held its most comprehensive working conference in Denver. There were training and information tracks in all phases of our business. There was an equipment and vendor show. A focused BRT program followed the APTA conference. Staff will be presenting highlights of the BRT presentations at a future study session.

### **LTD's Mission: LTD your partner for a livable community**

#### **LTD's Strategic Goals:**

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

## AGENDA ITEM SUMMARY

2

**DATE OF MEETING:** May 19, 2004

**ITEM TITLE:** MONTHLY LABOR TRENDS REPORT

**PREPARED BY:** Linda Lynch, Government Relations Manager  
Diane Hellekson, Director of Finance & Information Technology

**ACTION REQUESTED:** None

**BACKGROUND:** As a follow-up to April's work session discussion of a potential payroll tax rate increase in the future, staff will provide the monthly Eugene/Springfield Metro Labor Trends report prepared by Brian Rooney, Regional Economist for the Oregon Employment Department, as an information item in each monthly Board packet. Staff do not propose to comment on or summarize any of the report content. Each Board member can interpret the information as she or he sees fit. Staff will be happy to respond to questions or provide additional information upon request.

**ATTACHMENT:** May 2004 Eugene/Springfield Metro Labor Trends

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 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 April 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

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2004

**ITEM TITLE:** PUBLIC RELATIONS PLAN – TAX RATE OUTREACH

**PREPARED BY:** Andy Vobora, Service Planning and Marketing Manager

**ACTION REQUESTED:** None

**BACKGROUND:** At the April 21, 2004, Board of Directors meeting, the Board chose to wait a year before making a decision to implement an increase in the payroll tax rate. The Board directed staff to monitor economic indicators and report back regularly on the state of the local economy. The Board indicated that they would make a decision on a 2006 implementation in early 2005. In order to engage the business community in a discussion about the tax rate change, staff have prepared the following outreach plan.

### June 2004

- Contact the Eugene and Springfield Chamber of Commerce staff and inform them of the Board's plan
- Provide an article for publication in the Chamber newsletters
- Contact *Register-Guard* editorial board and ask for a meeting to update them on LTD and specifically provide information about how the tax rate change will help LTD provide services

### July 2004

- Provide outlying Chambers of Commerce staff an update and an article for publication in newsletters
- Draft a mailing targeted to all taxpayers
- Develop a prioritized list of groups to target for LTD presentations
- General manager hosts small groups

### August 2004

- Begin community group presentations
- Mail information to taxpayers
- Develop e-mail database to stay in contact with interested taxpayers

September 2004

- Include information in *On the Move* newsletter
- Begin one-on-one outreach
- General manager hosts small groups
- Community group presentations

October 2004

- Community group presentations
- One-on-one contacts
- General manager hosts small groups
- Board receives report on economic indicators and payroll tax update
- *On the Move* newsletter

November 2004

- Community group presentations
- One-on-one contacts
- General manager hosts small groups

December 2004

- Community group presentations
- One-on-one contacts
- General manager hosts small groups

January 2005

- Community group presentations
- One-on-one contacts
- General manager hosts small groups

February 2005

- Board receives report on economic indicators and payroll tax update
- Community group presentations
- One-on-one contacts
- General manager hosts small groups
- *On the Move* newsletter featuring findings March decision
- Chamber newsletter featuring findings and March decision

March 2005

- Board discusses results of outreach and current economic conditions, and takes action to move ahead with implementation or to wait another year



April 2005

- Budget committee briefed on decision

May 2005

- If applicable, Department of Revenue and Administrative Services notified of decision to proceed

October 2005

- If applicable, information campaign targeted to payroll taxpayers

**RESULTS OF RECOMMENDED ACTION:**

The Board will have a basis of information from which to make a decision about increasing the payroll tax rate.

**ATTACHMENT:**

None

**PROPOSED MOTION:**

None

**LANE TRANSIT DISTRICT**

**Pricing Proposal Summary  
2004-2005**

**TYPE OF FARE:**

**Cash Fare**

	<b>Current:</b>	<b>Proposed:</b>
<b>Adult</b>	\$1.25	\$1.25
<b>Youth</b>	\$0.60	\$0.60
<b>Child</b>	\$0.60	\$0.60
<b>Reduced</b>	\$0.60	\$0.60
<b>Senior</b>	\$0.60	\$0.60

**Passes**

<b>Adult</b>		<b>Current:</b>	<b>Proposed:</b>
	1-Month:	\$35.00	\$35.00
	3-Month:	\$85.00	\$95.00

**Youth, Senior, Reduced**

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

**Day Pass**

<b>Adult</b>	\$2.50	\$2.50
<b>Youth, Senior, Reduced</b>	\$1.25	\$1.25

**Tokens**

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

<b>Shuttle Fare</b>	\$0.25	\$0.50
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**RideSource** (Staff Proposal)

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

**RideSource** (STAC Proposal)

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

\*Round-trip fare

**Sales Outlet Wholesale Discount**

	<b>Current:</b>	<b>Proposed:</b>
<b>Passes</b>		
0-500+	5.0%	5.0%
<b>Tokens</b>		
0-500+	5.0%	5.0%

**Special Programs - not covered by ordinance**

<b>Group Pass</b>	0%	5.90%	Current quarterly rates: \$9.54/\$11.13 Proposed quarterly rates: \$10.10/\$11.79
<b>LCC Term Pass</b>	\$54.00	Discontinue	
<b>Summer Youth Pass - June/July/Aug</b>		\$35.00	

## 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
<b>Lane Transit District</b>	<b>\$1.25</b>	<b>\$1.00</b>	<b>\$2.50</b>	<b>\$35.00</b>	<b>\$85 (3 month)</b>
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
<b>Average</b>	<b>\$0.96</b>	<b>\$0.91</b>	<b>\$2.75</b>	<b>\$32.03</b>	
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**

	<b>Current:</b>	<b>Proposed:</b>
<b>Adult</b>	\$1.25	\$1.25
<b>Youth</b>	\$0.60	\$0.60
<b>Child</b>	\$0.60	\$0.60
<b>Reduced</b>	\$0.60	\$0.60
<b>Senior</b>	\$0.60	\$0.60

**Passes**

<b>Adult</b>		
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**

<b>Adult</b>	\$2.50	\$2.50
<b>Youth, Senior, Reduced</b>	\$1.25	\$1.25

**Tokens**

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

**RideSource** (Staff Proposal)

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

**RideSource** (STAC Proposal)

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

\*Round-trip fare

**Sales Outlet Discount**

	<b>Current:</b>	<b>Proposed:</b>
<b>Passes</b>		
0-500+	5.0%	5.0%
<b>Tokens</b>		
0-500+	5.0%	5.0%

**Special Programs - not covered by ordinance**

<b>Breeze Fare</b>	25-cents	25-cents
<b>Group Pass</b>	6%	3.65%
<b>LCC Term Pass</b>	\$54.00	\$54.00
<b>Summer Youth Pass - July/Aug/Sept</b>		\$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
<b>Lane Transit District</b>	<b>\$1.25</b>	<b>\$1.00</b>	<b>\$2.50</b>	<b>\$35.00</b>	<b>\$85 (3 month)</b>
Fresno, California	\$1.00	\$0.85	n/a	\$35.00	n/a
Spokane, Washington	\$1.00	\$1.00	n/a	\$33.00	n/a
<b>Average</b>	<b>\$0.96</b>	<b>\$0.91</b>	<b>\$2.75</b>	<b>\$32.03</b>	
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%
<b>Total % Change</b>								
<b>Since 1981-82 ---&gt;</b>		<b>63.4%</b>	<b>99.5%</b>		<b>98.2%</b>		<b>70.8%</b>	
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%
<b>Projected % Change ---&gt;</b>		<b>78.41%</b>	<b>118.6%</b>		<b>108.16%</b>		<b>85.08%</b>	

**Lane Transit District**

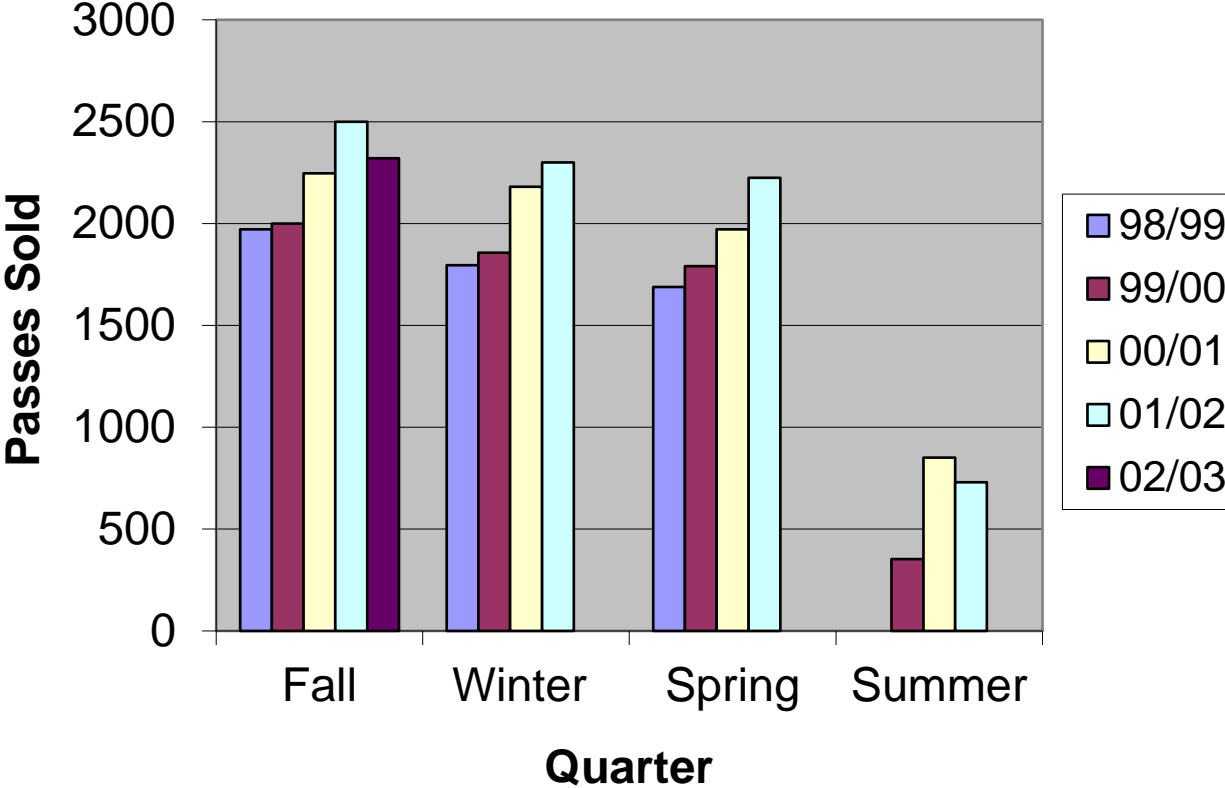
**Direct Service Cost per Service Hour by Fiscal Year**

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

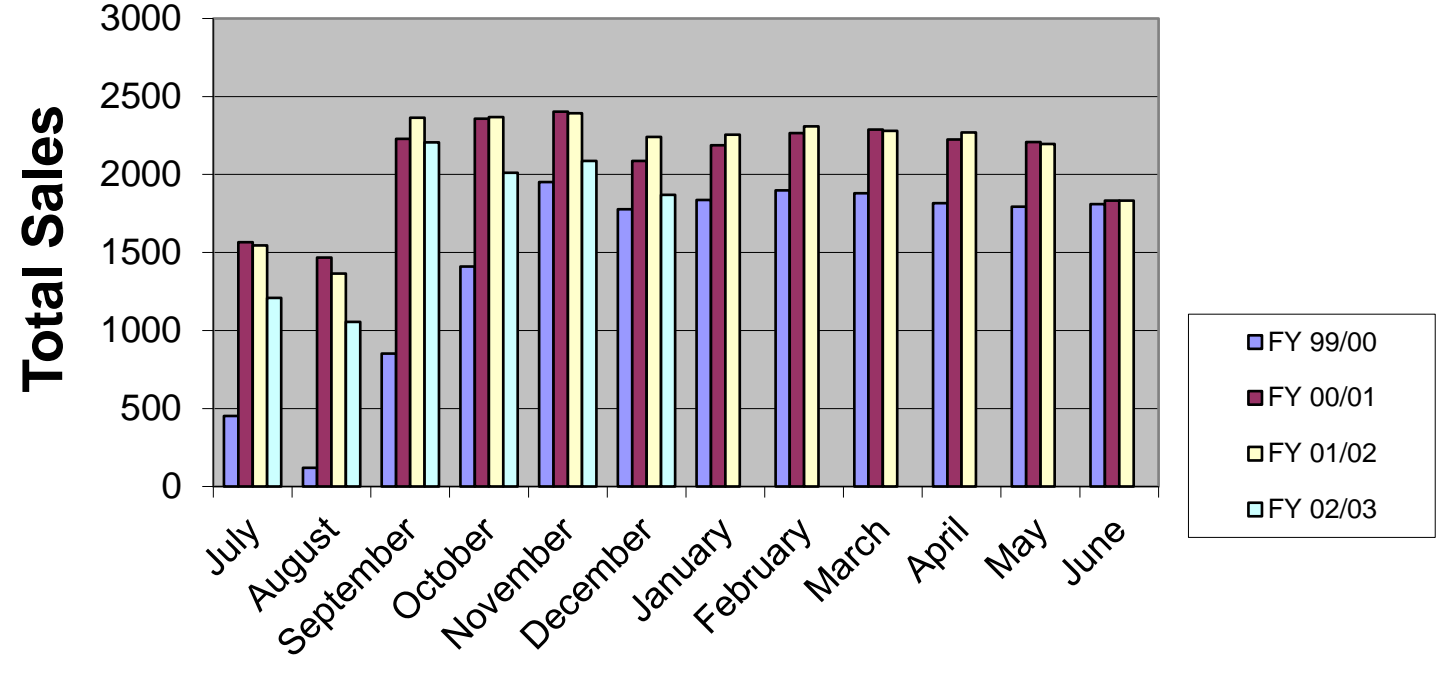
Direct Variable Costs						
Fiscal Year	Operator Cost per Service Hour	Percent Increase	Maintenace Cost per Service Hour	Percent Increase	Total Direct Service Cost	Percent Increase
FY 1994 - 1995	23.00		9.87		32.87	
FY 1995 - 1996	23.97	4.2%	10.10	2.3%	34.07	3.7%
FY 1996 - 1997	24.08	0.5%	10.89	7.8%	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	<b>199</b>
10/23/2002	13	0	19	1	62	11	20	1	<b>127</b>
10/24/2002	15	0	18	7	79	24	41	0	<b>184</b>
10/25/2002	13	0	16	0	60	9	14	0	<b>112</b>
<b>Totals</b>	54	1	69	13	302	54	114	15	<b>622</b>
<b>Percentage</b>	<b>8.7%</b>	<b>0.2%</b>	<b>11.1%</b>	<b>2.1%</b>	<b>48.6%</b>	<b>8.7%</b>	<b>18.3%</b>	<b>2.4%</b>	
	CASH	TOKEN	Display DAY PASS	Purchase DAY PASS	UO PASS	GROUP PASS	LTD Monthly 3-Month Pass	OTHER	

## **RESOLUTION NO. 2004-020**

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

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

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

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

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

**WHEREAS**, Phase 1 is in compliance with and in furtherance of adopted LTD plans and policies, including, but not limited to, increasing transit ridership, improving neighborhood livability and environment, overall enhancing the public transit services for the district, and is for the benefit and general welfare of the public.

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

**WHEREAS**, following public notice, LTD held a public meeting on September 17, 2003, and adopted Resolution No. 2003-031, approving the acquisition of the real property described in that resolution and declaring the purpose for which the acquisition of that property is required.

**WHEREAS**, as a result of modifications to the design of the BRT project, LTD has the need to acquire real property in addition to that real property described in Resolution No. 2003-031.

**WHEREAS**, for the accomplishment of Phase 1, it is necessary that LTD have the immediate right of possession to certain parcels of real property described in this Resolution.

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

### **RESOLUTION - 1**

Q:\BOARD OF DIRECTORS\Board & Committee Meetings\Board Meetings\2004\05\Regular Mtg\Prop Resolution 05-19-04.doc  
Q:\ATEAM\BOARDRES\Misc Resolutions\Prop Resolution 05-19-04.doc

1. That for the accomplishment of the planned Phase 1, there is needed and required certain interests in or fee simple title to certain parcels of real property more particularly described on Exhibit A through Exhibit I attached hereto and incorporated herein by this reference (collectively, the "Real Property").

2. That Phase 1 is necessary for the public interest and has been planned, designed, located, and will be constructed in a manner which will be most compatible with the greatest public good and the least private injury and is authorized under the rules and ordinances of LTD, the laws of the state of Oregon, and all applicable federal laws.

3. That immediate possession of the Real Property is necessary.

4. That LTD staff and/or its designees are authorized and directed to obtain all necessary appraisals and to make further attempts to agree with the owners of the Real Property and any other persons in interest as to the just compensation to be paid for the Real Property and damages, if any, for the taking thereof, and LTD's General Manager or his designee is authorized to make a binding agreement providing such just compensation.

5. That the LTD Board hereby ratifies all actions in connection with the purchase and all offers to purchase all rights, title, and interest in the Real Property that have been previously undertaken or made in connection with Phase 1 of the BRT Project.

6. That in the event no satisfactory agreement is reached between the Real Property owners and LTD, LTD, through its legal counsel, is authorized to commence and prosecute to final determination such legal proceedings, including proceedings in eminent domain, as may be necessary to obtain immediate possession of and to acquire the Real Property.

7. That there is hereby authorized the creation of a fund in the amount estimated to be the just compensation for the Real Property which, if necessary, shall be deposited with the clerk of the court in which the eminent domain action is commenced.

8. That the LTD Board declares that the Real Property described in Section 1 above shall be used by LTD for public purposes at the earliest possible date and, in any event, no later than ten (10) years from the date this Resolution No. 2004-020 is adopted by LTD.

9. That the General Manager or his designee(s) is authorized to execute any and all necessary documents and to take such other steps on behalf of LTD as necessary to carry out the intent of this Resolution No. 2004-020.

Adopted by the Lane Transit District Board of Directors on the \_\_\_\_\_ day of May, 2004.

May \_\_\_\_\_, 2004

\_\_\_\_\_  
Board President

**RESOLUTION - 2**



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2004

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**ITEM TITLE:** SPRINGFIELD STATION UPDATE

**PREPARED BY:** Charlie Simmons, Facilities Services Manager

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**ACTION REQUESTED:** None. Information only.

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**BACKGROUND:**

The ninth month of construction has been completed. John Hyland Construction has finished all site curbing and painting of the 350-foot main shelter. The joint development building is now over 80 percent complete and is very visible as you drive east on South "A" Street. The exterior of the building is completely enclosed and painted, and exterior light fixtures have been installed. The main platform area is 90 percent complete. Construction is ahead of schedule, with a possible completion date in August.

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Work continues to identify potential business for the tenant space. The selection committee will meet as needed to review proposals and make recommendations until desired tenants are identified.

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The next tour of the site is scheduled for May 28, at noon. If Board members would like to tour the project site, please contact LTD staff at 682-6100.

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**ATTACHMENT:** None

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**MOTION:** None

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