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## LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, June 16, 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	
Ban _____ Gant _____ Gaydos _____ Hocken _____	
Kleger _____ Lauritsen _____ Wylie _____	
<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	
A. Security Program (30 minutes)	06
B. Continued Benefits Presentation (15 minutes)	07
<b><u>The following agenda items will begin at 6:30 p.m.</u></b>	
VII. EMPLOYEE OF THE MONTH – July 2004	08
VIII. AUDIENCE PARTICIPATION	
◆ Each speaker is limited to three (3) minutes.	

IX. ITEMS FOR ACTION AT THIS MEETING

- |    |   |    |
|----|---|----|
| A. | Consent Calendar (1 minute)   | 09 |
|    | 1. Minutes of April 19, 2004, Board Work Session (Page 10)                |    |
|    | 2. Minutes of May 10, 2004, Special Board Meeting (Page 17)               |    |
|    | 3. Minutes of May 19, 2004, Regular Board Meeting (Page 26)               |    |
|    | 4. Resolution Reaffirming District Boundaries (Page 33)                   |    |
| B. | Surface Transportation Program Fund Federal Grant Application (5 minutes) | 35 |
|    | 1. Staff Presentation   |    |
|    | 2. Opening of Public Hearing by Board President                           |    |
|    | 3. Public Testimony   |    |
|    | 4. Closing of Public Hearing  |    |
|    | 5. Board Deliberation and Decision  |    |
| C. | Accessible Services Fund Budget Adjustment (5 minutes)                    | 37 |
| D. | Fiscal Year 2004-05 Budget Adoption (30 minutes)                          | 39 |
|    | 1. Staff Presentation   |    |
|    | 2. Opening of Public Hearing by Board President                           |    |
|    | 3. Public Testimony   |    |
|    | 4. Closing of Public Hearing  |    |
|    | 5. Board Deliberation and Decision  |    |
| E. | Board Officer Elections (10 minutes)                                      | 42 |
| F. | Public Hearings at LTD Board Meetings (5 minutes)                         | 43 |

X. ITEMS FOR INFORMATION AT THIS MEETING

- |    |  |    |
|----|--|----|
| A. | Current Activities                                   |    |
|    | 1. Board Member Reports (respond if questions)       | 44 |
|    | (a) <u>Meetings Held or Attended</u>                 |    |
|    | (1) Metropolitan Policy Committee – June 10          |    |
|    | (2) Region 2050 Policy Advisory Board – May 26       |    |
|    | (3) MPO Summit – June 4                              |    |
|    | (4) BRT Steering Committee – June 1                  |    |
|    | (5) Joint Meeting with County Commissioners – June 9 |    |

	(b) <u>No Meetings/No Report</u>	
	(1) Springfield Station Design Review Committee	
	(2) Statewide Livability Forum	
	2. General Manager's Report (respond if questions)	47
	3. Follow-up on EmX Work Session (respond if questions)	48
	4. Monthly Financial Report— May 2004 (5 minutes)	52
	5. BRT (EmX) Update (respond if questions)	53
	B. Monthly Department Reports (respond if questions)	55
	C. Monthly Performance and Labor Trends Reports (respond if questions)	62
XI.	EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(d), LABOR NEGOTIATIONS – if necessary	
XII.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	77
	A. Joint Meeting with Springfield City Council	
	B. Executive Sessions on Labor Negotiations	
	C. Origin and Destination Study Report	
	D. Work Session on Reduced Fare Program and Non-Profit Agency Program	
	E. Information on LTD Purchasing Policy	
	F. Annual Strategic Planning Work Session	
	G. BRT and Springfield Station Updates	
XIII.	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

**DATE OF MEETING:** June 16, 2004

**ITEM TITLE:** ACCESSIBLE SERVICES FUND SUPPLEMENTAL BUDGET

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

**ACTION REQUESTED:** Approve additional fund appropriations by resolution.

**BACKGROUND:** Subsequent to the adoption of the FY 2003-04 budget, LTD learned that a pass-through funding contract to provide transportation services to the developmentally disabled was not included in the appropriations request. In order to comply with budget regulations, the Accessible Services Fund budget must be modified before fiscal year-end to include this additional appropriation. The \$228,800 for this contract is less than the 10 percent of fund limit imposed on boards for purposes of approving budget changes without calling the Budget Committee back into session. This item is housekeeping only, and results in no net gain or loss to LTD.

**RESULTS OF RECOMMENDED ACTION:** There are no consequences of a financial or administrative nature. LTD's year-end close will appropriately reflect activity included in the FY 2003-04 budget, thereby preventing a potential negative comment in the FY 2003-04 audit.

**ATTACHMENT:** LTD Resolution No. 2004-024

**PROPOSED MOTION:** I move approval of Resolution No. 2004-024, increasing the FY 2003-04 Accessible Services Fund budget by \$228,800 as represented in the Resolution.



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**CONSENT CALENDAR ITEM:  
RESOLUTION REAFFIRMING DISTRICT BOUNDARIES**

Prepared by Andy Vobora, Service Planning and Marketing Manager  
June 16, 2004

**ACTION REQUESTED**

Approval of resolution reaffirming District boundaries

**BACKGROUND**

Oregon Revised Statutes 167.207(3)(a) mandates that the boards of directors of transit districts annually determine the territory in which the system will operate. No changes are recommended to the LTD boundary for FY 2004-2005. Attached for the Board's approval as part of the Consent Calendar for June 16, 2004, is a Resolution reaffirming LTD's boundaries for the coming fiscal year.

**CONSEQUENCES OF REQUESTED ACTION**

The District will operate within the boundaries set forth in Ordinance No. 24 (2000 Revision).

**ATTACHMENT**

LTD Resolution No. 2004-022, A Resolution Reaffirming the Territory in the District Within Which the Transit System will Operate in Accordance with Oregon Revised Statutes 267.207(3)(a)

**RESOLUTION**

**LANE TRANSIT DISTRICT**

LTD Resolution No. 2004-022

A RESOLUTION REAFFIRMING THE TERRITORY IN THE DISTRICT  
WITHIN WHICH THE TRANSIT SYSTEM WILL OPERATE IN  
ACCORDANCE WITH OREGON REVISED STATUTES 267.207(3)(a)

WHEREAS, ORS 267.207(3)(a) requires that the Board of Directors of the Lane Transit District annually determine the territory in the District within which the transit system will operate;

THEREFORE, HEREBY BE IT RESOLVED, that for Fiscal Year 2003 – 2004, the Lane Transit District will continue to operate service within the boundaries specified in Lane Transit District Ordinance Number 24 (2000 Revision).

\_\_\_\_\_  
Date Adopted

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

## AGENDA ITEM SUMMARY

2

**DATE OF MEETING:** June 16, 2004

**ITEM TITLE:** MAY FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

**BACKGROUND:** Due to contract negotiations meetings and other scheduling conflicts, the May financial report was not completed in time for inclusion in this packet. The full report will be handed out at the beginning of the work session on June 16.

**ATTACHMENTS:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

2

**DATE OF MEETING:** June 16, 2004

**ITEM TITLE:** MAY FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

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

Passenger fares trail prior year by 7.7 percent for the first eleven 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 31.2 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 May 30, is down by .6 percent, a continuation of the improvement posted in each of the previous ten months.

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. There is a May payment due, but the amount was unknown at the time the May report was prepared.

Payroll tax revenues are up 4.3 percent versus last year. Eleven-month payroll tax receipts are now ahead of year-to-date budget by \$479,437 and are down versus last year after adjusting for the contested refund that occurred in November 2002. If the contested refund is recovered, this resource is expected to meet budget expectations for the fiscal year and show growth versus last year of less than 1 percent. Board members previously were informed that LTD's Motion for Summary Judgment in the Tax Court case was granted. It is not yet known if the taxpayer will appeal. Staff are working with Oregon Department of Revenue staff to determine the amount of tax and interest due.

Self-employment receipts were strong in May, the month in which the majority of such funds are received. Year-to-date results are now 6.3 percent ahead of the same period last year, and \$74,000 ahead of budget.

State-in-lieu funds are still ahead of last year by 2.9 percent and ahead of budget through eleven 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 increased slightly and now stands at 5.8 percent through May. As previously noted, the use of contra accounts to charge administrative wages to capital projects has increased. ATU wages grew 7 percent. The prospective target for maximum future growth is 4 percent.

Total materials and services are 10.9 percent higher for the first eleven months of this year as compared to last primarily due to increases in fuel prices, insurance premiums, and transfer to the Accessible Services Fund. The FY 2003-2004 budget anticipated these increases.

Fuel prices remain a concern. Fuel was budgeted at \$.93 per gallon for the fiscal year. The price on June 7 was \$1.38 per gallon. Although well above budget, this price represents good news. Fuel per gallon was as high as \$1.6147 in May. Savings in other materials and services costs have kept the overall category on budget for the eleven-month period to date.

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

Accessible Services Fund expenses are as anticipated through May. 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. Also, because of contract funds that were not anticipated by the current-year budget, the Board will 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 nearly \$4 million through May. This project is substantially completed. 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 May 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 RESOLUTION NO. 2004-025

BE IT RESOLVED that the Board of Directors of Lane Transit District hereby adopts the budget for the Fiscal Year 2004-2005 in the total combined fund sum of \$66,266,570 now on file at Lane Transit District offices.

BE IT FURTHER RESOLVED that the amounts for the Fiscal Year beginning July 1, 2004, and for the purposes shown below are hereby appropriated as follows:

### GENERAL FUND - OPERATING BUDGET

Personnel Services	\$ 19,043,700
Materials & Services	<u>5,157,330</u>
Total Operating	24,201,030

### GENERAL FUND - NON-OPERATING

Transfer to Commuter Solutions Fund	5,000
Transfer to Accessible Services Fund	1,221,730
Transfer to Capital Projects Fund	1,245,800
Operating Contingency	1,500,000
Other Contingency	5,365,870
Self-Insurance Contingency	<u>1,000,000</u>
Total Non-operating	<u>10,338,400</u>

Total General Fund	<u>\$ 34,539,430</u>
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### COMMUTER SOLUTIONS FUND

Materials & Services	\$ 594,700
Operating Contingency	<u>9,700</u>
	\$ 604,400

### ACCESSIBLE SERVICES FUND

Materials & Services	\$ 2,411,650
Transfer to Capital	113,710
Operating Contingency	<u>66,180</u>
Total Accessible Services Fund	<u>\$ 2,591,540</u>

### CAPITAL PROJECTS FUND

Capital Outlay	\$ 27,142,520
Capital Reserve	<u>1,388,680</u>
Total Capital Projects Fund	<u>\$ 28,531,200</u>

\_\_\_\_\_  
June 16, 2004

Date Adopted

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

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 16, 2004

**ITEM TITLE:** ADOPTION OF FISCAL YEAR 2004-2005 BUDGET

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

**ACTION REQUESTED:** (1) Hold a public hearing on Fiscal Year 2004-2005 budget  
(2) Adopt Fiscal Year 2004-2005 budget by attached resolution

**BACKGROUND:** The Budget Committee approved the budget for Fiscal Year 2004-2005 on April 29, 2004. The fixed-route operating budget is \$24,201,030. The grand legal total of all combined funds plus reserves and transfers is \$66,266,570. A public hearing on the budget must be held, and budget law requires that the Board of Directors must adopt a final budget before July 1, 2004.

The budget described in the attached resolution for all Lane Transit District funds is exactly the same as the authorized spending in the budget for FY 2004-2005 approved by the LTD Budget Committee on April 29.

As has been true in the past, the Capital Projects Fund budget is almost certainly higher than will be required by expenditures next year. LTD appropriates the entire balance of anticipated multi-year project contracts in each year of the project. There are no penalties for under-spending against budget appropriations. Appropriations cannot be transferred between budget categories without Board of Directors' approval.

A copy of the final budget document will be provided to each non-Board member of the Budget Committee as soon as a FY 2004-2005 budget is adopted. Budget highlights and a brief overview will be presented at the June 16 Board meeting.

**RESULTS OF RECOMMENDED ACTION:**

Staff will file the adopted budget with the State of Oregon, as required, and the new budget will become the FY 2004-05 business plan beginning July 1, 2004.

**ATTACHMENTS:**

1. Resolution
2. General Fund Budget
3. Commuter Solutions Fund
4. Accessible Services Fund Budget
5. Capital Projects Fund Budget

**PROPOSED MOTION:**

I move approval of Resolution No. 2004-025, adopting the LTD Fiscal Year 2004-2005 budget and appropriating \$66,266,570 as represented in the Resolution.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 16, 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

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 16, 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 June 10, 2004, meeting. At that meeting, the MPC agenda included the following MPO items:
  - a. Regional Transportation Plan (RTP) Amendment. A public hearing was held and Resolution 2004-05 was adopted, amending the RTP to add Federal Courthouse Transportation Improvements to the plan.
  - b. MTIP Project Amendment. A public hearing was held and Resolution 2004-03 was adopted, amending the MTOP to add the ODOT I-5 Bridge EIS project, for the amount of \$2,750,000.
  - c. Air Quality Conformity Determination. A public hearing was held and Resolution 2004-04 was adopted, approving the air quality conformity determination for the regional transportation plan (TransPlan) and the FY2004-2006 MTIP.
  - d. Public Involvement – Formation of Citizen Advisory Committee. MPC appointed a subcommittee to develop recommendations on formation of a Citizens Advisory Committee (CAC).
  - e. Regional Transportation Plan (RTP) Update Status. Staff provided an update on the process and timeline for the RTP Update.The next MPC meeting is scheduled for July 8, 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 May 26, 2004. Susan Ban was unable to attend this meeting due to a work conflict. At the May 26<sup>th</sup> meeting, the Policy Board discussed Alternative Regional Growth Scenario Evaluations, with specific draft evaluation results presented on Electric Utilities and Solid Waste, Education, and Air Quality. An update was given on the status of the Growth Scenario Evaluations on the Economy, Water and Wastewater Facilities, Farm and Forest Lands Productivity, Fire and Emergency Medical, and Transportation. It is anticipated that the Transportation Modeling work will not be completed before December 2004. The next meeting is scheduled for September 22, 2004.

3. **MPO Summit:** Staff and policy makers from the Lane Metropolitan Planning Organization (MPO) attended an MPO Summit in Portland on June 4, 2004. Representatives from all six of the Oregon State MPOs participated in this inaugural event, along with the SW Washington Regional Transportation Council. The purpose of the summit was to discuss common issues shared among the MPO areas, and discuss possible actions and solutions. Board Members Susan Ban and Gerry Gaydos attended, along with Senior Strategic Planner Lisa Gardner.
4. **BRT Steering 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. At the June 1, 2004, meeting, the Steering Committee discussed the option for incremental development of EmX corridors. They generally supported the concept, but also stressed the importance of the exclusive right-of-way for the eventual system. The Committee was updated on the Franklin Corridor, the Pioneer Parkway corridor, and the vehicle acquisition. Finally, the Committee decided to schedule their meetings on a quarterly basis. Thus, the next meeting will be September 7, 2004.
5. **Joint Meeting with Lane County Commissioners:** On June 9, 2004, the LTD Board held a joint meeting with the Lane County Commissioners. Board members in attendance at the meeting were Susan Ban, Gerry Gaydos, Dave Kleger, and Ginny Lauritsen. The primary agenda topic was the LTD request for an 86-foot right-of-way for the southern section of the MLK Jr. Parkway. The Commissioners indicated support for the LTD position. (Later that afternoon, the Commissioners took action on the design elements for the MLK Parkway, and the 86-foot right-of-way was among the design elements that they approved.) Other agenda items for the meeting included an EmX update and information on rural transit service.

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

1. **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.

2. **Statewide Livability Forum**: Board member Virginia Lauritsen is participating on a statewide committee called the Livability Forum, as one of 12 participants from the Eugene/Springfield area. The committee has been meeting once every six months. There is no report this month.

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

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

**ITEM TITLE:** CORRESPONDENCE

**PREPARED BY:** Ken Hamm, General Manager

**ACTION REQUESTED:** None

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

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

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

**PROPOSED MOTION:** None

MINUTES OF DIRECTORS MEETING  
LANE TRANSIT DISTRICT  
SPECIAL MEETING/WORK SESSION

Monday, April 19, 2004

Pursuant to notice given to *The Register-Guard* for publication on April 16, 2004, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting on Monday, April 19, 2004, beginning at 2 p.m., in the Lane Transit District Board Room, 3500 East 17<sup>th</sup> Avenue, Eugene.

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

**Call to Order** - Ms. Wylie called the meeting to order at 2:08 p.m. She thanked everyone for taking the time to be there and said that the agenda items were important to the Board and LTD in determining where the District would go in the future and how the Board would conduct its business. The Board first would work on Board working agreements: how the Board members worked with each other, how Board policy was developed, and how the Board related to the general manager. She said she would like to come away with some agreements about that so that in the future, even if the Board members were not of one mind on issues, they at least would have some agreement on policies. The second part of the agenda was a discussion about the EmX (bus rapid transit, or BRT) system. One of her fears was that staff and the Board were driving each other and no one was recommitting on the goals and priorities. Ms. Wylie thought that a recommitment at that point was very important, so that the Board would know that they had given direction and that the staff was affirmed about the direction from the Board. She asked for good discussion from all Board members. She introduced Margo Helphand, the facilitator who would help the Board with this discussion.

**Board Working Agreements Discussion:** Ms. Helphand said she had been able to talk with almost all the Board members individually, and it appeared that they had been working extremely well together in a very team-oriented manner, and now wanted time to articulate how they wanted to work together, what they would do when there was not a unanimous vote or when there was a concern about something in the organization, and what kinds of agreements they wanted to make as it pertained to being on a public board.

Ms. Helphand first discussed traits of successful boards. She then led the Board through a discussion of working agreements. The Board agreed on a draft list of Working Agreements, which Ms. Helphand said she would revise and take back to the Board for final approval. The Working Agreements included a Board job description, meeting operational agreements,

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communication agreements, annual planning and evaluation, orientation of new Board members, and the role of the Board president.

The Board also agreed that Board members can state Board-adopted policy decisions, but must make it clear when they are talking about a Board position versus their personal opinions. When the Board has taken a position, Board members can speak for the Board in relaying that decision. It was agreed that Board members could state publicly that they had been in the minority opposed to a Board decision, but that it also was important not to send mixed messages about Board decisions to other units of government. It was suggested that when the Board made decisions, they also should know when the next major decision point for review of that item would be.

The Board took a break from 3:53 to 4:05 p.m.

In discussing Board committees, some Board members felt that they were not always aware of the work going on at the committee level. Although some Board members believed that it was valuable to have committees to reduce the time the full Board spent in discussing certain issues, there was some feeling that full Board discussion would be just as valuable. With three new members expected on the Board at the beginning of 2005, it was thought that holding full-Board discussions could be helpful in the new members' orientation.

There was some discussion about staff's role in helping with the search for new Board members. Government Relations Manager Linda Lynch explained that staff generally sent an informational letter to Chambers of Commerce and other community groups letting them know of the vacancy and how individuals could contact the governor's office if they were interested in applying. It was suggested that interested persons also could contact the LTD Board president or other Board members to find out the requirements of the position.

In discussing the Board's expectation of its relationship with staff, it was expressed that operational issues did not need to be discussed in detail with the Board. However, major policy issues or issues with significant implication for the direction of the organization should involve a full Board discussion, possibly at a work session, to walk through all the issues and the significant impacts. One Board member wanted alternatives to be listed in the staff recommendation, and one Board member wanted the recommendation to be from the general manager rather than from "staff." The rest of the Board expressed comfort with the current process. The Board members also were comfortable with their ability to place items on the agenda by going through the Board president. Written materials were seen as clear, detailed, and well presented.

The Board took a break from 4:55 to 5:07 p.m.

**EmX System Development:** Development Services Director Stefano Viggiano used a PowerPoint presentation to present historical information about the development of bus rapid transit (BRT) at LTD; to review the current status of LTD's BRT system, now named EmX; and to present the following key questions for Board discussion about the future of the EmX system:

1. Vehicle procurement
2. Franklin corridor cost
3. Pioneer Parkway – design-driven versus budget-driven design process
4. Comprehensive BRT versus incremental development
5. Funding – how aggressively to seek federal funds
6. Funding – which category of New Starts funding to pursue
7. How to proceed with the next Eugene corridor

1. Vehicle Procurement. Assistant General Manager Mark Pangborn discussed vehicle procurement, including the desired characteristics of the EmX corridor vehicle and the current status of vehicle procurement.
2. Franklin Corridor Cost. Mr. Pangborn also outlined costs for property acquisition and construction along the Franklin Corridor.
3. Budget Options. Mr. Viggiano discussed the differences between budget-driven and design-driven budget options for the Pioneer Parkway EmX Corridor, and the advantages of each of the options. He said that a decision would have to be made within the next year. Ms. Ban thought that there were items that were budget driven for which there might be other options, but there also were design elements that were non-negotiable. She thought that it was not possible for projects of this size to be totally budget driven, and that was why contingencies were built in. Mr. Gant said that once a project moved away from budget driven in any aspect, it no longer was budget driven. Ms. Wylie thought that although LTD needed to look for ways to save money, the integrity of the project was very important, as well.
4. Comprehensive versus Incremental Development. Mr. Viggiano explained that these were key questions being asked for the Pioneer Parkway Corridor and beyond. Ms. Ban noted that that the disadvantages of incremental development included the political cost of waiting, and later development in bigger cities had been more painful than if it had been done earlier. Ms. Hocken thought that another question for Pioneer Parkway was whether to buy right-of-way now. She thought that LTD did not necessarily have to wait for the third corridor to buy. Mr. Viggiano said that the BRT Steering Committee had suggested purchasing right-of-way now if the opportunity existed.

It was determined that these issues would be brought back to the Board for further discussion.

The Board took a break from 6:35 to 6:45 p.m.

5 and 6. Solicitation of Federal Funds for BRT. Ms. Lynch outlined these issues for the Board. Mr. Gaydos thought it was important to be successful in the first corridor in order to seek federal funds for succeeding corridors. There were some uncertainties about New Starts funding, but it was seen as an appropriate source to investigate.

7. Next Eugene Corridor. The next Eugene corridor would be the third EmX corridor. The question was raised whether the Board should take a bigger role in corridor selection, or continue to let the cities take the lead. This issue would come up again in the next year or so. The earliest that LTD would have construction money for the third corridor would be 2009, because no funding was being requested in the current funding cycle. The Eugene City Council had pulled LTD back from West 11<sup>th</sup> Avenue and somewhat from the Coburg Road Corridor. It would be necessary to determine the Board's priorities and how strongly they were committed to them.

Ms. Hocken said that it was mentioned at the meeting with the Eugene Council that Eugene City Manager Dennis Taylor had some direction to meet with Mr. Hamm and decide on some direction. She questioned whether this was the right time to do that, because of Board and Council turnover. The earliest LTD would want to get started planning the third corridor would be in 2005, for construction in 2009. Funding would be requested as part of the next transportation bill in five years.

Mr. Kleger asked about the implications of slowing down EmX development on TransPlan compliance. Mr. Viggiano said that staff would have to research that. He did not know if there were any sanctions, and said that adjustments would have to be made in the plan review if the community was not meeting its goals. Senior Strategic Planner Lisa Gardner said she thought that ultimately it could result in a determination that the area was not meeting goals and could lose its federal funds, so maybe the STIP projects would not be approved. She said that this was not well defined at that point. Ms. Hocken noted that the third corridor was not in the long-range plan for funding in the next eight years.

Mr. Gant wondered if LTD already had spent \$1 million on a study that would gather dust. Mr. Viggiano replied that the study all was done in-house, and that possibly \$100,000 in direct costs had been spent, but not \$1 million.

Mr. Gaydos said that he agreed with Ms. Hocken and Ms. Ban, understanding that LTD did not have the capital funds projected, that funding timing had to be thought through. He did not want to give up totally on the Coburg Road corridor, so he personally would say that the Board should support continued consideration of the Coburg Road Corridor, but he did not know what that meant at that point. Until he knew what that meant, he said, it was difficult for him to give any direction, but he still continued to support Mr. Hamm being able to meet with Mr. Taylor.

Ms. Ban liked the idea of continuing to partner in the policy direction, so it was shared by LTD and the City Council. She suggested reviewing the criteria for why the corridor was selected and then determining if that still mirrored the District's best values for the end goal for the corridor or for the whole system, if other issues emerged, and whether there were other ways of conceptualizing it. She said that this could be a robust conversation, and thought that if there would be policy change, it would be made with both the Council and the Board on board.

It was agreed that there would be no motion yet, but that a discussion of the timing would be placed on the agenda in May or June, so that Mr. Hamm could let Mr. Taylor know when the Board would be considering the issue again. The intent of the next discussion would be to become clear about whether the Board would take action or not.

Mr. Hamm said that although the large capital expenses for additional corridors had been pushed out beyond the eight-year window, there were annual, incremental planning pieces in developing that corridor that still were in the budget. Money was programmed each year for analysis or other planning.

Ms. Helphand summarized the discussion so far. In going back to the assumptions, in the spirit of the decision-making agreements, she said that the Board had agreed to make decisions and stay the course unless those decisions changed and became new policy decisions. The Franklin Corridor was proceeding as planned; the Pioneer Parkway Corridor was proceeding as planned, with the comprehensive design, except where LTD had learned that it had to fall back on incremental build-out, contingent on the approvals and some of the smaller decisions along the way; and the third corridor would be discussed in May or June.

Ms. Helphand asked each Board member to comment about the assumptions and any additional questions they might have, so that staff would know if the assumptions reflected where the Board was.

Mr. Kleger said that obviously the District would keep working on vehicle procurement. He was glad that what looked like a \$2 million vehicle was down under \$1 million, even though it

was not quite the same vehicle. For the Franklin Corridor, he said, it was going to cost what it was going to cost, and that as it went over estimated costs, the Board would have to make some priority adjustments, but that was just part of the process. For Pioneer Parkway, he had serious concerns about the choke point on MLK Jr. Blvd. He was uncomfortable about spending a lot of money to buy a traffic-delayable system. Regarding comprehensive versus incremental BRT, Mr. Kleger said that he would buy incremental if he had a pretty fair indication that he could go on to a "traffic-nondelayable" system when that was needed, even though that would cost more than a comprehensive system would if done right away. He stated that comprehensive development right away would be cheaper, with a longer-term benefit, and would look better the longer it lasted, which was important to him. He said that seeking federal funds was an issue of political timing. If LTD did not have partners in this effort, he was not so sure the District should do so, because of the penalties of trying to back out later. He did not think he had enough information yet on New Starts funding. For the next Eugene corridor, he said he would leave Coburg Road on the back burner for a little while. He said that there was too much political flux, and that the Board should reaffirm in the next few months that this was where they were, especially in order to be straight with their partners.

Ms. Hocken said she thought LTD was in a very good place on vehicle procurement, and wished that they had been at this place six months ago. Regarding Franklin Corridor cost, she thought the District might have to do some modification because of cost, but she did not want cost to be the driving force that interfered with the design functioning the way it should. She said it was the same issue for Pioneer Parkway; there may be some things that LTD would have to give up, but she did not want to go in with a definite number, especially since it was only a preliminary estimate at that point. The Board had been discussing stewardship of the public resources and could not ignore that, so at some point the project might have to be reduced. However, she thought LTD should get as much of the project as it could and possibly stretch things a little if necessary. She thought that the last four items were related to the next corridor, and she would not be around when those decisions would be made. As a philosophy, though, she said she was very supportive of starting out with a comprehensive BRT system as a goal and then backing away from that if necessary because of funding or political issues. She said that if the Coburg Road Corridor, or any other Eugene corridor, was put on the back burner, it would be awhile before LTD had to look at the funding issues.

Ms. Lauritsen said she still thought the buses were costing LTD too much, and she did not like being the first one to buy anything. She expected that the Board would be talking about the \$1.2 million for the Franklin Corridor at its next several meetings. She thought it looked like a good time to go "lite" on that design, and the same thing on Pioneer Parkway. She said that if LTD was going to go forward with Pioneer Parkway, there had better be a budget, because already at \$40 million, LTD had to pull \$8 million out of its operating budget, which she thought would be a tough one. She said she would go "lite" all the way down the list.

Ms. Wylie said that she was disappointed that LTD did not have the rights-of-way a couple of years ago. She stated that purchasing rights-of-way should be a priority in the future because that would keep driving the cost up, which concerned her. She thought LTD had to find a happy medium between design and budget driven, maintaining the integrity of the project and still having reasonable budget consequences. Saying that, she said, she still supported comprehensive BRT. She thought that LTD needed to aggressively seek federal funding; she was in favor of using New Starts funding; and she thought it was wise to proceed fully with the Coburg Road Corridor. She wanted to see the whole system in place, but at the same time, she said, LTD needed to have community partners.

Mr. Gaydos said he was wondering what was going to happen when LTD lost the next three Board members, since there would be no one on the Board who had been there when BRT was conceived of. He said that information was important, so he wanted to listen to the sage advice of those who were there at the beginning. He believed that going to a committee of the whole and having work sessions about those types of items was really what the Board needed to do. He did not want to come to resolution that evening on almost any of the issues before the Board. The iterations of the vehicle procurement issues had been amazing to him, going from a dream vehicle to a practical vehicle, which probably was more reasonable. However, if LTD oversold the dream vehicle, they had to figure out how to deal with that issue. This was very important to him. Franklin Corridor costs obviously were something that the Board would have to look at. To him, comprehensive BRT meant exclusive right-of-way, and he said he was a firm believer in exclusive right-of-way. He thought that Mr. Kleger was right, that this was the only way the system would compete in the future. He said that the most important component was a 10 to 20 percent gain, but he needed to be able to see that through. Mr. Gaydos said that he wanted to be successful in seeking funds, so BRT Phase 1 had to be a major success and then he would feel much better about being aggressive about seeking funds. He said he did not want to spend \$6 million to get \$25 million in New Starts, but he still thought that might be a place to look over time. Regarding the next Eugene corridor, he said that there would be a new City Council and a new LTD Board, and there would be opportunities to work on it together. He said he would support continuing money to plan that corridor.

Ms. Ban said she appreciated the working agreements that the Board came up with earlier, and hoped that they would continue to use them to help with process. She liked the idea of going to the Monday work sessions once a month. She said that the conversation started with Ms. Lauritsen saying that the mission was to keep the buses running and on time. Ms. Ban thought that a lot of the dialogues were the tension between how to do that in the present day and how to do that 10 to 15 to 20 years in the future. She agreed with Mr. Gaydos about dedicated lanes and with others in terms of comprehensive BRT implementation out as much as possible, but she also realized that LTD was in a very mixed environment where the economy went up and down and there were constraints in the roadways, etc., which sometimes meant that LTD would have to moderate its view, just as with the vehicle iterations. She thought that the best thing to come out of the work session was an agreement to continue to have robust conversations about all of these issues in the future. She said that they were all real problems in a real world that would require the Board's best, most balanced thinking about the future and the present intentions.

Mr. Gant said that this was difficult for him, because he cared about transit and that was why he was on the Board. He said he had thought a lot about BRT and understood more of the history about how it got going, and that the staff maybe initially was not in favor of BRT. He thought that BRT was premature, possibly because he was conservative in spending money, and liked things that were settled. While the concept of BRT had some merit, he said, he did not believe that LTD had to have it. He said he had heard some Board members say that if LTD did not have BRT going within four years, it almost sounded like the whole community would implode. He did not see it that way. He thought that LTD had one of the best transit systems in the U.S., and that would not change if LTD was not the maverick and the first one to build out this kind of a system. He thought it eventually would be a common type of system, but probably not for 50 or 100 years. He worried about the impact that BRT would have on the rest of LTD's mission, and said that the indications that LTD may be going down a path that took the District out of its mission path were too great for him to support BRT. He said he hoped that his fellow Board members would respect that. He said it was not coming from a feeling that LTD should not spend public money on this, and he worried that this was going to be one of the projects where too much public money was spent very badly, with LTD



ending up having to raise taxes and increase fares and cut fixed-route service all at once. He did not think that the community supported the concept, and said that if it were put to a vote of the members of the community, there would be a resounding defeat, which was what he heard from his constituents. He thought there were times when you had to step forward and show leadership, even in the face of public opposition. However, he also thought that when it came to transportation issues, that needed to be counted in someplace in the analysis of how a person voted. He said that not being elected gave the Board a higher level of responsibility to pay attention to what the members of the community thought. He said he would consistently vote against BRT and would vote against the budget. He said he would not be a "Bible-thumping evangelical-type person" against BRT. He said that was not his role; his role was to vote his conscience.

Ms. Helphand noted that unanimity was not the Board's end goal, but honest discussion was. She said that the Board would have a lot of discussion as these issues came before them. She said the hope was that as the Board moved forward, they would document their decisions well, making sure they had robust discussions, and make benchmarks along the way, so that staff knew the direction to go. That would help the staff move forward knowing that the Board would stand behind them, in the way that the Board defined supporting decisions as a whole.

Ms. Helphand said that the Board's agreements would be brought back to the Board for their review.

Ms. Wylie said that she appreciated everyone spending the time for this work session. She thought it was necessary, and that they all had a better understanding of the BRT projects and had come to some agreements on some policies, which they had needed to do. She thanked Ms. Helphand for her help in some good discussions. Ms. Helphand reminded the Board to talk to new members about the agreements and keep them as a living document, and see if new members recommended any changes.

**ADJOURNMENT:** There was no further discussion, and the meeting was adjourned at 7:35 p.m.

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Board Secretary

MINUTES OF DIRECTORS MEETING  
(As corrected June 16, 2004)  
LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING/WORK SESSION

MONDAY, MAY 10, 2004

Pursuant to notice given to *The Register-Guard* for publication on May 7, 2004, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting on Monday, May 10, 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  
Minutes transcribed by Kim Young

Absent: Hillary Wylie, President

**CALL TO ORDER** - Mr. Gaydos called the meeting to order at 5:35 p.m.

**ROLL CALL** – Mr. Hamm called the roll. Ms. Lauritsen arrived at 5:47 p.m.

**PRELIMINARY REMARKS BY BOARD PRESIDENT** – Mr. Gaydos thanked Board members for their willingness to meet. He thought it would be prudent for the Board to discuss staff's assumptions regarding bus rapid transit (BRT) and discuss some of the key questions, such as the correct type of bus. He did not anticipate the Board would take any formal action. Mr. Gaydos thought the Board needed to share its thoughts with the local community and government partners sometime in the near future.

At the request of Mr. Gaydos, Mr. Hamm provided a brief overview of the American Public Transportation Association's (APTA) recent Operations and Paratransit Conference, which gave LTD staff an opportunity to talk with the vehicle manufacturers about some of the outstanding points to be resolved. That discussion went well. LTD was supported by the Cleveland transit authority regarding the appearance of the vehicles, doors on both sides of the vehicle, the hybrid power system, and the bridging mechanism. Mr. Hamm indicated that he would provide the Board with materials from the conference.

Assistant General Manager Mark Pangborn briefly discussed the recent APTA/Transportation Research Board/BRT conference. He commended the quality of the conference, which was well-attended by a wide range of agencies with varying needs and systems, and said that staff would share the presentations from that conference with the Board. Following the conference he met with a group of BRT providers and bus manufacturers to discuss how to focus the manufacturing sector on more innovative approaches.

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**ANNOUNCEMENTS AND ADDITIONS TO AGENDA** – There were none.

**WORK SESSION**

**A. Future Board Meetings – Agenda Development** – Mr. Gaydos asked the Board to confirm the proposed assumptions for BRT, mounted on the meeting room wall.

Mr. Gant asked if LTD intended to do an analysis of the fully allocated costs of BRT versus the fixed-route system. He asked if the Board was prepared to answer the question of what BRT really costs, including the federal tax dollars designated for the project, which also were real dollars. Ms. Hocken thought that made sense, but pointed out that there were intangibles that must be factored in as well, such as the time a bus spent in traffic because of congestion. Mr. Gaydos agreed. He noted the lack of comparable information regarding fully allocated costs for the private automobile, which was an issue for him. Mr. Kleger also agreed with Mr. Gant. He believed that LTD needed to consider the costs to the locally controlled budget and fully allocated budget, recognizing that if LTD did not employ the federal money, it would be spent somewhere else and local residents would pay the same amount of taxes. He encouraged that any analysis encompass the life-cycle costs to determine what BRT really would cost LTD on an annual basis. He suggested that once available, the information be published in a fact sheets for riders. Mr. Kleger also suggested that staff determine the costs of not doing BRT in the long term, given the growth of congestion in the community, which would reduce LTD's return on its investment in the fixed-route system.

Mr. Gant believed such fundamental questions should have been asked and answered before LTD reached this point. Mr. Gaydos believed the questions had been addressed and answered during the lengthy TransPlan update process. Mr. Kleger suggested that the Board could employ some of the data gathered through the update process to communicate with the public.

Mr. Gaydos commended the 18-year life cycle cost model used by LTD.

Ms. Ban suggested that the first assumption be reworded to indicate that BRT was the adopted local transit strategy. She noted the interest expressed by the Board in monitoring BRT as a tool in achieving a particular end. She thought that as the tool was implemented, the Board would have a better sense as to whether it was the right tool. Mr. Gant expressed concern that the speed of build out would not allow time for the Board to make such a determination. Mr. Gaydos did not share that concern given the annual budget review. He further pointed out that LTD would be able to halt BRT at any point if the Board determined that there were insufficient federal funds to go forward.

Mr. Gant was concerned that LTD would not be able to deliver on its promises regarding BRT and wanted the Board to be careful about the language it used and the expectations it created. It would damage LTD's reputation if LTD continually came up short in meeting its commitments. He cited the Franklin corridor and suggested that LTD emphasize the newness of the system and the fact that it had not been tried in a similarly sized community. LTD also should be able to identify what it spent and what was achieved before moving onto the next step. Mr. Gant did not think it was a good strategy to merely plan to go forward with all phases.

Ms. Ban said the planning map for BRT was not "set in stone." Mr. Gant said the materials regarding the proposed routes that he viewed when he first joined the Board were definitive. People expected a fully developed BRT system soon. He did not think BRT was a bad concept but he continued to be concerned about the magnitude of the system and the speed at which build out occurred. Ms. Ban asked Mr. Gant if he was concerned about perception or communication. Mr. Gant said it was both. It was difficult for him to understand why LTD had to move so fast. People seemed to be arguing that the system was needed now or congestion would overtake the community. He did not agree. Until someone could prove to him the system would realize the benefits proposed, he did not understand the need for moving forward so quickly.

Ms. Hocken acknowledged that her perception was different from that of Mr. Gant's; she believed that LTD was very far behind in doing what it said it would do in terms of implementing BRT. Five years ago she had believed the system would be much farther along than it was. She pointed out that as time went on and areas developed and redeveloped, it would be much more difficult and more expensive to implement BRT. She suggested that there was a fundamental disagreement among Board members about the merits and costs of BRT that the Board would not be able to resolve. Mr. Gant concurred.

Ms. Ban acknowledged Mr. Gant's concern about the need to examine how LTD communicated with the public about the BRT system. She said the manner in which the Board discussed its investment and how it monitored that investment as it moved ahead could help to build a public dialogue about whether BRT was the best strategy for the long term. Mr. Gant agreed. He said he would like to know the general public's opinion about BRT. Ms. Hocken questioned whether the general public was thinking about BRT. Mr. Gant suggested that the District conduct a poll. Mr. Viggiano indicated that some polling had been done, and a majority of respondents thought BRT was a good idea. Ms. Lauritsen asked if those surveyed were asked for a check. Mr. Viggiano said no.

Ms. Ban said she traveled down Coburg Road every morning and experienced heavy congestion. She agreed with Mr. Kleger that congestion was the major factor affecting bus travel times. Mr. Gant believed that there would be traffic congestion no matter what LTD did. Ms. Ban suggested that the issue was the degree of congestion.

Mr. Kleger said that some members of the community had expressed their opinions about BRT and those opinions were often highly polarized, which often turned other people off the subject. That ignored the real issue of how to mitigate the impact of growing congestion. He agreed with Ms. Hocken that the project had not progressed to the degree expected. He said it would be more difficult and more costly to implement because the project had not moved forward quickly.

Mr. Gaydos believed it was difficult to compare Eugene to other communities because of its unique elements, such as the university, the Hult Center, and a regional hospital. He suggested to Mr. Gant that people look forward to the future differently. The leadership of the community made it what it was. He believed that there were many things that one could argue against, such as the community's airport. However, he thought those things contributed to the lifestyle of the community, which he defined as including family-wage jobs and the mobility provided by transit.

Mr. Gant said that all the things that one wanted came at a price, and that price was in the form of basic social services and health care, which were needed by the community. BRT seemed to

be driven by those who "wanted something cool looking," but in his opinion BRT did not add enough value for the cost involved. He acknowledged that others might not agree with him.

Mr. Gaydos noted that Deschutes County would like a transit system but lacked one. That county had a difficult time dealing with the congestion that existed in Bend, and spent considerable money building facilities because that community did not look to the future. He noted the interrelationship between land use and transportation planning, and said the State's decision about density required LTD to make decisions about how to serve the resulting development. Mr. Gaydos said the community did not agree on BRT because it was "fancy." He was unconcerned about the appearance of the vehicles. However, he was very concerned about the needed right-of-way, and wanted to "get ahead of that curve." Mr. Gaydos pointed out the community would grow, and said he wished to plan for that in a way that made sense and in a way that served future generations in the manner in which past generations had provided for current residents.

Mr. Gant said the issue for him was one of prioritized spending, and that the Board had limited resources for its choices. He thought whether BRT was a good idea was not the point. Mr. Gant said that LTD had a great transit system and it would be a great system in the future without BRT. Mr. Kleger disagreed. Ms. Ban also disagreed, and said that her clients and PeaceHealth employees would suffer if LTD failed to get the needed right-of-way for the access. Mr. Gant postulated a situation in which the federal funding for basic services were cut because of a lack of funding. Then the hospital would merely have a faster bus. Ms. Ban pointed out that the federal dollars involved were not the same. Mr. Gant agreed, but stressed the limited nature of the source. Ms. Ban said there were no federal dollars for basic services anymore anyway.

Ms. Hocken said no one disagreed with Mr. Gant about the need for funding for basic services. However, the Board was charged to provide transit services. There were federal dollars made available to LTD for that purpose, and LTD needed to determine the best way to use them. She said that several Board members believed that the best use for those dollars was a system that provided preference to LTD vehicles to allow them to serve the community more effectively. It was not a matter of choosing transit over drug treatment; these were the dollars available to LTD.

Ms. Lauritsen noted her agreement with the remarks of Mr. Gant. She questioned why other Board members were so enamored with the concept of BRT. She said that former Board member Rob Bennett would never have allowed the cost to grow so high. She said that LTD had not made progress but it spent a lot of money. She asked what alternative plans existed. She said the world was moving on, but LTD "was still back in 1994" when the concept was raised. She termed BRT "old, outdated, and passé." Ms. Lauritsen asked where the Board would go from here. She acknowledged the majority position, terming it the "same old, same old." Ms. Lauritsen said those who could ill-afford to pay for LTD were paying for it, including the "massive" staff salaries. She wanted action and new ideas from the Board. She maintained there were new ideas but not from the Board, its staff, or its committees.

Mr. Kleger was unaware of any new ideas and suspected the ones to which Ms. Lauritsen referred were ones that already had been considered and had not penciled out.

Ms. Lauritsen reiterated her complaints about the increased cost of the system. Mr. Kleger asked her what alternative she preferred. Ms. Lauritsen suggested such alternatives should come from the Board's professional staff. Mr. Kleger pointed out that the Board had heard from

its professional staff. Ms. Lauritsen said she had not. She believed the Board needed some other alternatives. Mr. Kleger asked what alternatives Ms. Lauritsen would like to see. Ms. Lauritsen perceived a "runaway" cash situation and she did not like it. She wanted to see "a lot more" cost control efforts and for LTD to have an engineering staff. She did not think LTD was keeping up with changing technologies. She termed BRT a "swell idea" at the time of its inception, but said LTD had failed to "pull it off on time." Ms. Lauritsen noted the frustration voiced by Mr. Bennett about the time BRT was taking and suggested that the effort would have been done had Mr. Bennett been in charge.

Mr. Kleger recalled Mr. Bennett's frustration when the property owners in the corridors affected by the project had called for the process to slow. The property owners were very adamant, and while Mr. Bennett had been unhappy, he lacked the ability to order them to do what he preferred. He believed that Mr. Bennett would advocate for LTD to keep pushing for BRT.

Ms. Lauritsen did not object to the acquisition of right-of-way but did not think that was where the money was being spent. Mr. Gaydos said that a considerable sum had been dedicated to acquisition. The District had been contemplating different buses, such as the articulated buses, to provide better fixed-route service. He thought BRT would provide economic opportunities for the community that other communities would not have.

The assumptions were as follows:

- BRT is the adopted local transit strategy in TransPlan
- Community looks to LTD as primary source of transportation alternatives
- Congestion will continue to adversely impact LTD operating cost
- Franklin Corridor to proceed
- Pioneer Parkway Corridor to proceed as planned
  - Comprehensive BRT design - \$38 million with vehicles
  - Contingent on federal and local approvals and funding

**B. EMX System Development** – Mr. Gaydos asked the Board to consider the following questions related to EMX:

1. Vehicle procurement:

- Given the current vehicle marketplace, what does the Board want staff to focus on?
- Is a cost of \$900,000 acceptable?
- Is there an adequate Plan B?

Assistant General Manager Mark Pangborn anticipated that in most respects, LTD would get what it wanted in the New Flyer vehicle, although at this time staff were not clear about the rail-like appearance and the guidance system, and the doors would not be as wide as desired. The rail-like appearance would be determined through the design process. Responding to a question from Ms. Lauritsen, Mr. Pangborn said there were three alternatives to the guidance system that could be retrofitted. He described the three alternatives, and Board members asked questions clarifying how each worked.

Board members discussed the questions. Ms. Hocken wanted LTD to get a contract signed for the vehicles to maintain the \$900,000 price. Mr. Kleger concurred, although he wished the price were lower. He thought that vehicle appearance made a difference by attracting new customers.

Mr. Gant acknowledged that he had a fundamental disagreement with other Board members about BRT and expressed doubt that he would be able to offer meaningful input. However, he thought it essential to get a vehicle on the road soon.

In regard to Plan B, Ms. Lauritsen expressed concern about the amount of money that LTD would be paying for research and development. Ms. Hocken asked about the cost of a hybrid vehicle, such as that sold to Seattle. Mr. Vobora believed the cost was approximately \$650,000. Mr. Pangborn indicated that he would come back to the Board with a more precise cost breakdown.

Mr. Pangborn reviewed the elements of Plan B, to be implemented in the event negotiations with New Flyer failed, the New Flyer vehicle failed, or a major crisis required a BRT route to be temporarily detoured.

Board members asked questions clarifying the details of the three scenarios.

Mr. Hamm reported that all vehicles were required to go through a national testing process in Altoona, Pennsylvania. The testing placed a lifetime of wear and tear on the vehicles. While that did not guarantee that nothing would go wrong, it significantly reduced the chances of failure.

Mr. Gaydos said that it appeared the development of Plan B was still in progress. He asked Board members to be prepared to offer suggestions for other scenarios at a future meeting.

2. Corridor Design Process: To what degree should the project be design driven or budget driven? Is a combination of the two approaches best?

Mr. Gaydos solicited comments, noting that the issue involved was whether budget or design was the more dominant factor in the project. He said that the budget was slightly more important to him than the design.

Mr. Kleger that said to the degree the project would increase bus times through traffic, he would adjust nearly any other element of the project. He would accept a transitional plan if LTD was not precluded from overcoming traffic delays. He wanted the system to work.

Ms. Lauritsen indicated that the budget was her major concern. She wanted to get the project done with the budget that had been established.

Mr. Gant noted the many budgetary unknowns related to the project and questioned what it meant to say design would drive the system when the Board did not know what the elements of the planned corridors were.

Ms. Hocken said that from a practical standpoint, she did not think that strictly building to design was a possibility. She thought that any design implemented had to be constrained by the resources available. She asked how LTD would address cost overruns; would it reprioritize existing dollars or would it cut back on the project. Ms. Hocken recalled the construction of the

Eugene Station, which required the committee to reevaluate the project to cut costs. She anticipated a similar process for BRT. Mr. Kleger agreed. He said the station design and construction process was inherently dynamic, and adjustments were made continually through the course of construction to bring the project in on budget.

Mr. Kleger pointed out that long-term cost projections were not budgets, and in some cases represented very shaky numbers.

Responding to a question from Ms. Lauritsen, Mr. Pangborn said that staff had received estimates for the Franklin corridor from two contractors that exceeded the costs projected in the capital budget by at least \$1 million. Staff hoped that the actual bids would be lower. If the bids were as high as the estimates, LTD would have to reconsider elements of the design.

Ms. Ban said that the Board had a list of criteria against which to weigh the elements of the system if there were some that must be eliminated; for instance, it was more important to have a dedicated lane than a certain type of bus stop. In some cases she thought the design would drive the project. She reminded the Board of the desired outcome, to move more people through the corridor faster. She thought that if the criteria contributed to that, it might be worth paying more.

Mr. Gant emphasized the difficulty of evaluating the issues with all of the unknowns involved. He said he would be acting outside his comfort zone to attempt to do so.

Mr. Gaydos believed that while the process might be uncomfortable, the Board had asked its professional staff to make the best estimates possible, and the Board would make the best judgment it could of the estimates. If the estimates were not realized, the Board would have to make adjustments, as was typical.

Mr. Gant said it was difficult to compare BRT to, for example, the construction of a building because they were so different and he considered the risk of BRT to be significantly higher.

Ms. Hocken pointed out that the projections were based on actual costs. Mr. Gant noted the increase in the project cost from the original amount. Mr. Gaydos pointed out that the scope of the project had changed over time, sometimes at the behest of the Board and sometimes at the behest of the elected officials of Eugene, Springfield, and Lane County.

Mr. Kleger said that the Board had a certain amount of money to work with and a list of priorities it wished to achieve. He thought the project could be adjusted as necessary. He said in one sense, the project was budget driven since the Board had limited resources to work with and no other source of funding.

Responding to a question from Ms. Lauritsen, Mr. Gaydos said he was not suggesting that the project should be driven by design. He concurred with Mr. Kleger: LTD developed the perfect design and, if that design could not be realized, LTD would redesign the project until it could afford it. If the shortfall involved was small, he likely would turn to the reserves to fund it.

Ms. Hocken said that if the cost estimates for Pioneer Parkway exceeded the budget, the Board either could ask staff to redesign the project to reduce the cost or it might determine that the elements of the design involved were so important it would make other budget reductions to



support it. Mr. Kleger concurred. He said the Board would weigh and balance the issues involved to reach a decision, similar to the way it reached other decisions.

Mr. Gaydos pointed out that the Board had an annual budget process. He did not want to make a decision that stated that the project would be budget driven at this point. The current Board could not bind future Boards in that regard. He said the budget process represented a constant reprioritizing of the resources LTD had available to accomplish the mission of the organization.

Ms. Lauritsen wanted to know what specific tradeoffs the Board would need to make when it was asked in the future to reprioritize the budget to support BRT. She wanted Board members to have to vote on those tradeoffs. Mr. Gaydos agreed, adding that he thought the Board already did a good job of that, citing the Board's work on the Capital Improvement Program as an example.

3. EmX Implementation: Should LTD consider an incremental development approach for future corridors?
4. Third EmX Corridor: How should LTD proceed with the planning for the third EmX corridor? Should LTD be preparing for a funding request as part of the transportation bill reauthorization in 2009?

Mr. Gaydos tied the two questions together, and suggested that Question 4 be revised to refer to "future" EmX corridors as opposed to the third corridor.

Mr. Hamm explained Question 3 as touching on the issue of whether LTD would pursue two or three corridors with elements of the system, such as signal priorities or lane queues, before embarking on a full range of corridor improvements. It also touched on the question of acquisition of right-of-way.

At the request of Ms. Ban, Mr. Hamm reviewed the anticipated federal transportation reauthorization dates.

Ms. Ban suggested that the Board consult with its community partners before it gave staff much direction on the question, and test their reaction to "BRT Lite."

Mr. Hamm suggested the planned joint meeting with the Springfield City Council as a good place to raise the issue.

Mr. Kleger said he did not want to lose sight of the overall project and its long-term goals. He supported acquisition of right-of-way even if not immediately needed, but he was not enthusiastic about the potential of a fragmented system. Speaking about the Pioneer Parkway, Mr. Kleger did not object to building an expedited service line that went partway through the corridor and then dropped to conventional as long as the vehicle was not identified as an EmX vehicle. He did not want to oversell what LTD was able to deliver. He agreed with Mr. Gant about the danger of over-committing to what LTD could actually do. An incremental approach did not bother him as long as LTD's partners agreed there eventually would be a separate right-of-way throughout the corridor.

Ms. Lauritsen said that LTD should acquire what land it could because even if the right-of-way was not used, it likely could be sold at a profit.

Ms. Hocken acknowledged that the incremental approach was slightly different than the approach taken in the past. Mr. Kleger suggested that the shift was more related to the implementation of the system than the overall approach to the project.

Mr. Hamm noted the distribution of an agenda planning calendar and asked Board members to let staff know what other types of information they would like to see in future work sessions.

**ADJOURNMENT** – The meeting adjourned at 7:50 p.m.

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Board Secretary

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

WEDNESDAY, MAY 19, 2004

Pursuant to notice given to *The Register-Guard* for publication on May 13, 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, May 19, 2004, beginning at 5:30 p.m., in the Lane Transit District Board Room, 3500 East 17<sup>th</sup> Avenue, Eugene.

Present: Hillary Wylie, President, presiding  
Gerry Gaydos, Vice President  
Susan Ban  
David Gant  
Dave Kleger  
Ken Hamm, General Manager  
Jo Sullivan, Clerk of the Board

Absent: Pat Hocken, Secretary  
Virginia Lauritsen, Treasurer

**CALL TO ORDER** - Ms. Wylie called the meeting to order at 5:33 p.m.

**ROLL CALL** – Mr. Hamm called the roll. Mr. Gaydos was not yet present.

**PRELIMINARY REMARKS BY BOARD PRESIDENT** – Ms. Wylie noted that the agenda was not crowded and would allow time for discussion.

**ANNOUNCEMENTS AND ADDITIONS TO AGENDA** – There were no additions for announcements.

Mr. Gaydos arrived at 5:35 p.m.

**BOARD CALENDARS** – Ms. Wylie reviewed the calendars and noted that the joint meeting with the Springfield City Council had been moved to July 12, 2004.

Mr. Hamm said that a joint meeting with the County regarding the MLK Parkway BRT (bus rapid transit) section needed to be scheduled. He proposed June 9, 2004, at noon and that date was acceptable to Board members.

Mr. Gaydos commented that labor negotiations would begin the next day and likely would continue into the summer. He said it was important that Board members be reachable during that time.

**WORK SESSION ON LTD EMPLOYEE BENEFIT PACKAGE** – Director of Human Resources and Risk Management Mary Neidig provided a briefing on the employee benefit package. She said the subject would be discussed in two parts; the first part was the key cost drivers and the second part, to be discussed in June, would include other benefits. She said that for purposes of

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her presentation, the term "insurance" referred to a package of benefits that included medical, dental, vision, life, disability, and employee assistance. She distributed and reviewed a document entitled *Employee Benefits Overview* that contained data relating to the total cost of benefits, premium trends, and comparison of LTD employee benefits to those of other transit districts and local employers. She said that the predicted increase in the medical premiums for administrative employees appeared to be about 17 percent.

Ms. Wylie asked if the premiums were for an employee or an employee and family. Ms. Neidig replied that the premium cost shown in the document was an average for all employees and LTD covered the full cost of the premium whether it was for the employee only or included family.

Ms. Neidig said that the premium increase for dental was much smaller at 5.7 percent, and no increase was anticipated in the vision premium. She also reviewed the pension rate increase, which was part of the labor contract, and noted that the current rate was much more competitive in the marketplace. She said that the pension trusts for Amalgamated Transit Union (ATU) employees and administrative employees were managed by separate boards of trustees. She distributed a description of benefits available to ATU and administrative employees.

Mr. Gant asked if LTD had considered negotiating for a group long-term care policy. Director of Finance & Information Technology Diane Hellekson replied that it had been discussed, but LTD was not in a position to offer additional benefits. Mr. Gant said that the employees paid for the policy and the employer had minimal administrative costs. Ms. Neidig agreed that there was a benefit to offering long-term care coverage.

Ms. Ban asked if LTD had considered self-insuring for dental or vision. Ms. Neidig said that typically an organization of LTD's size was too small to self-insure, particularly if the group size was further reduced by the need to separate union and nonunion employees.

Mr. Kleger said that in the past there had been some discussion of organizing an insurance-buying consortium among local governments, transit districts, and other agencies. Ms. Neidig replied that an insurance consortium for medium-sized companies was being developed in the Portland area. She said the consortium was interested in creating buying power for prescription drugs and perhaps other pieces of a plan, but not creating an entire plan. She said she would be investigating whether LTD could benefit from an association with the consortium and also may become involved in discussions of a trust for health care benefits among transit districts.

Mr. Gaydos asked what options existed for reducing benefit costs. Ms. Neidig said that maintaining the benefits package for another six months would allow time to bargain the contract. She related that during the six months LTD also would examine a health care delivery model called an HRA (health reimbursement account) for administrative employees that had a high-deductible basic plan and individual employee accounts were created that could be drawn from to cover benefits not covered under the high-deductible plan. She said that other cost reduction options being considered by other employers were to reduce the benefits provided to employees, pass on premium increases to employees, or reduce benefits for employees with double coverage. She stated that all these options could be considered for administrative employees, but would have to be discussed and bargained with ATU employees.

Ms. Neidig explained that the HRA model involved purchase of a high-deductible health care plan with lower coverage for certain types of services, which would cost LTD less for the package. She said that LTD could then deposit the difference between the cost of the current

plan and the HRA plan into a health savings account for each individual employee, which could be used by an employee to pay for services not covered by the plan. Mr. Hamm added that an employee also could contribute to his or her account if a major health care expense was anticipated.

Ms. Neidig said that comparison of retirement plans was difficult because of the number of variables among plans, although LTD's rates were in the middle range. Ms. Hellekson commented that the retirement plan features had not changed; the increase in contribution rate primarily was due to the stock market.

Ms. Neidig commented that the average age for LTD employees was slightly under 51 years and the average age for comparable employers was 46 years, and that had an actuarial impact. She introduced Human Resource Department staff members Sue Latham and Linda Wood, who were very involved in the benefit plans, and thanked them for their efforts.

Mr. Gant asked about the impacts of changes to the benefits package. Ms. Neidig said the key was education and discussions with employees, and those efforts were ongoing. She said that each employee would have access to information about their health care utilization from the previous year to help them assess the impact. She said that an HRA plan would cover an unexpected catastrophic event and that employees could roll over benefits each year and accrue a larger base.

**ANNOUNCEMENT** - Ms. Wylie announced that the annual LTD picnic would be held on Sunday, August 29, 2004, and the annual bus roadeo was scheduled for July 18, 2004.

The Board took a brief break, from 6:20 to 6:35 p.m.

**EMPLOYEE OF THE MONTH** – Director of Transit Operations Mark Johnson introduced Bus Operator Gary Whitten, who was selected as the June 2004 Employee of the Month. Mr. Johnson praised Mr. Whitten's work ethic and kindness toward guests, and noted that LTD had received no complaints about Mr. Whitten's performance since he was hired in July 2001. Mr. Whitten expressed his gratitude for the award and attributed his selection to the quality of LTD as an organization and its employee training and orientation programs.

**AUDIENCE PARTICIPATION** – There was no one wishing to speak.

**ITEMS FOR ACTION AT THIS MEETING**

**MOTION** **A. Consent Calendar** – Mr. Kleger moved adoption of LTD Board Resolution No. 2004-018: It is hereby resolved that the Consent Calendar for May 19, 2004, is approved as presented. Mr. Gaydos provided the second.

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

**B. Second Reading and Adoption – LTD Twelfth Amended Ordinance No. 35, Setting Fares for Use of District Services** – Service Planning and Marketing Manager Andy Vobora referred the Board to the amended ordinance on page 25 of the agenda packet and noted the changes that were made as a result of the Board's direction to staff.

MOTION Mr. Kleger moved that Twelfth Amended Ordinance No. 35 be read by title only. Mr. Gaydos provided the second. Mr. Gant requested a roll call vote.

VOTE The motion was approved as follows:  
AYES: Ban, Gaydos, Kleger, Wylie (4)  
NAYS: Gant (1)  
ABSTENTIONS: None  
EXCUSED: Hocken, Lauritsen (2)

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

MOTION Ms. Ban moved 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. Mr. Kleger provided the second. Mr. Gant requested a roll call vote.

VOTE The motion was approved as follows:  
AYES: Ban, Gaydos, Kleger, Wylie (4)  
NAYS: Gant (1)  
ABSTENTIONS: None  
EXCUSED: Hocken, Lauritsen (2)

**C. EmX Property Acquisition** – Assistant General Manager Mark Pangborn drew the Board's attention to replacement pages in the agenda packet that contained an amendment to the September 2003 resolution No. 2003-031 adopted by the LTD Board for property acquisition. He related that the acquisition had taken longer than anticipated because of changes necessary to meet Oregon Department of Transportation (ODOT) requirements.

Mr. Gant asked if an executive session was required to discuss the purchase of property. Mr. Pangborn replied that an executive session would occur if the legal ramifications of acquisition were discussed; the current resolution only began the process of negotiations.

MOTION Mr. Gaydos moved 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. Ms. Ban provided the second. Mr. Gant requested a roll call vote.

VOTE The motion was approved as follows:  
AYES: Ban, Gaydos, Kleger, Wylie (4)  
NAYS: Gant (1)  
ABSTENTIONS: None  
EXCUSED: Hocken, Lauritsen (2)

Mr. Pangborn provided details of the acquisition process and expressed optimism that negotiations soon would be successfully concluded with the remaining property owners, with construction in the summer. He said in addition to LTD's property acquisition, other preliminary steps included relocation of power poles and routing of a new water line by Springfield Utility Board (SUB).

Mr. Gant asked what percent of sections between the Eugene and Springfield stations had not yet been acquired. Mr. Pangborn illustrated the remaining sections on a map and indicated that not all properties would need to be acquired; some would require only an easement. He said the largest piece of property still in negotiations was owned by the University of Oregon. He stated that a majority of the corridor already was within the existing right-of-way.

## ITEMS FOR INFORMATION AT THIS MEETING

### A. Current Activities

#### 1. Board Member Reports

##### a. Meetings Held or attended

- (1) **Metropolitan Policy Committee** – Ms. Ban reported that the committee heard a presentation on the Road User Fee Task Force (RUFTF) created by the Legislature in 2001 to design a new revenue system to ultimately replace the fuel tax on gasoline. She said that a pilot project in Lane County was being contemplated.
- (2) **Region 2050 Policy Advisory Board** – Ms. Ban said the Board continued to develop three regional growth management scenarios and staff met with school districts to determine scenario impacts on schools.
- (3) **Presentation to C-TRAN Board of Directors** – Ms. Ban reported that the C-TRAN Board also was addressing congestion issues and reviewing a variety of models such as rail and BRT. She said that a professor from the University of Washington was monitoring BRT application across the country and had a remarkable presentation, including statistical data. Mr. Hamm remarked that he would arrange for highlights from that presentation and others from the recent BRT conference to be provided to the LTD Board.

**2. General Manager's Report** – Mr. Hamm reported that he, Ms. Ban, and Mr. Gaydos met with officials from Lane County to discuss the MLK Parkway, and agreement was reached for an 86-foot right-of-way in exchange for protection of access to a mobile home park. He said the right-of-way was provided to the City of Springfield by the County and the arrangement would be formalized at the Board's joint meeting with the Lane County Commissioners. He said this would result in a right-of-way with north- and southbound queue lanes for BRT.

In response to a question from Mr. Kleger, Mr. Hamm asked Director of Maintenance Ron Berkshire to report on New Flyer's response to the articulated bus fire.

Mr. Berkshire stated that the investigation had determined that the fire was caused by failure of a hydraulic hose that allowed oil to spray onto the exhaust system. He said that those hoses had been removed from the remaining buses and sent to the manufacturer for testing. He indicated that it appeared the hose failure was an isolated case and related to an installation problem instead of a manufacturing flaw. He commented that the fire alarm had not sounded because the

heat sensors were improperly installed, and testing also had indicated that the sensors were not consistent for temperature sensing. He said that New Flyer had gone to a new manufacturer for fire alarms, higher decibel alarms would be installed in the vehicles, and the hydraulic hoses would be sleeved with a fire protection sleeve to mitigate the possibility of future problems. He reported that the remaining buses would be outfitted, tested, and back on the street within two weeks and the damaged bus was being rehabilitated by New Flyer and would be returned to LTD like a new zero mileage bus.

Mr. Gant asked if the buses were equipped with fire suppression. Mr. Berkshire replied that some buses did use fire suppression, but it was not useful in the type of fire that occurred. He said that users reported false releases and he did not recommend fire suppression mechanisms. He noted that the hydraulic fan drive in the bus was common among all bus manufacturers.

**3. Public Relations Plan – Tax Rate Outreach** – Mr. Vobora reviewed the plan for community outreach related to a possible increase in the payroll tax rate. He said that staff would develop materials and talking points over the summer and Board members would be involved in outreach efforts. He asked for suggestions of other outreach activities or opportunities.

Mr. Gant commented favorably on the planned mailing of information to taxpayers and encouraged efforts to reach those who likely would be opposed to an increase. He asked if it was possible to conduct sampling to determine community sentiment. Mr. Vobora replied that outreach would include a mix of one-on-one meetings, group presentations, hosted small gatherings, and distribution of informational materials. He said that a feedback loop similar to that used in the self-employment tax outreach effort would be used.

Ms. Wylie asked about the cost of polling. Mr. Vobora responded that it depended on the design elements of the poll and he would develop some cost estimates.

Mr. Kleger described previous outreach efforts by teams of Board and staff members to educate and obtain feedback. He said the effort was time-consuming but very worthwhile.

Ms. Wylie asked that the Board be provided with a bulleted list of talking points, rationale for the increase, and figures showing the impact of the increase so the Board was well-equipped to respond to questions.

Mr. Hamm related that he had spoken to Eugene City Manager Dennis Taylor and another round of one-on-one conversations between Board members and city councilors should be scheduled, particularly with those who were newly elected, to keep them informed about BRT and the status of other issues and projects.

**4. Monthly Financial Report** – Ms. Hellekson noted that the increasing cost of fuel presented a major concern for next year as \$1.13 per gallon had been budgeted, but the actual cost was substantially higher. She said that there was sufficient contingency in next year's budget to accommodate fuel costs on a one-time basis in the hope that prices would stabilize, and that the Board would be kept apprised. She directed the Board's attention to the addition of monthly labor trend data to the agenda packet.

**5. BRT (EmX) Update** – Mr. Pangborn reported that LTD had obtained the necessary utility easements, Eugene and ODOT had the final plan, and construction would begin in the summer.



He said that LTD was following the Cleveland transit district's lead on the contract for BRT vehicles, and once agreement was reached, it would take about four weeks to perform a cost analysis before signing the contract.

Mr. Pangborn stated that groundbreaking would occur when the final piece of property was in place and the contract for BRT vehicles signed, probably in middle to late June. He said the event would be coordinated with Congressman DeFazio's office.

Mr. Gant asked when schematics of the cosmetic improvements to the BRT vehicle would be available. Mr. Pangborn estimated that information would be available in late summer 2004, with a prototype available in the first quarter of 2005.

**6. Springfield Station Report** – Mr. Pangborn announced that the station project was on schedule, the building was 80 percent complete, canopies were painted, landscaping had begun, and paving would occur shortly.

Mr. Kleger commented that he visited the site weekly and the project was very impressive and elicited positive comments from passersby.

Ms. Wylie said that a tour would be conducted on Friday, May 28, 2004.

Mr. Hamm remarked that LTD was working with an agent to obtain tenants for the commercial space in the station.

**B. Monthly Department Reports** – Ms. Neidig announced that labor contract negotiations would open on May 20, 2004, and distributed an information sheet to Board members containing guidelines on communications between Board members and employees, the union, and the media during the negotiation process.

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

**D. Monthly Labor Trends Reports** – There were no questions or comments.

**ADJOURNMENT** – The meeting adjourned at 7:40 p.m.

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Board Secretary

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 16, 2004

**ITEM TITLE:** WORK SESSION: CONTINUED 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 presented a summary of the parts of the benefit package that represent the highest cost to the District, along with comparisons to benefit packages of other local employers and other transit districts. Then each specific benefit was discussed, along with a history of the benefit, and comparisons to others.

At the June 16 meeting, staff will present a summary of the remaining parts of the benefit package. A similar comparison will be presented.

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

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 16, 2004

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**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:** Staff expect that permits to begin EmX construction will be issued shortly. The first construction element is the relocation of utilities, both in Springfield and the undergrounding of utilities on Franklin Boulevard in Eugene. That will be followed by the EmX construction work in downtown Springfield, which should start in July.

Property acquisition is proceeding. 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 five of the seven downtown Springfield properties. Possession of the remaining two properties has been obtained, allowing construction activity to proceed. UFS will continue to work directly with each of the two 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.

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.

**Franklin Corridor EmX Groundbreaking:** The groundbreaking for the Franklin Corridor EmX project has been set for July 1, 2004, at 10 a.m. The groundbreaking will be held in the grass area in front of Williams Bakery. Senator Ron Wyden and Congressman Peter DeFazio have indicated that they will attend the event. Invitations to community members will be sent this week.

**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. A final price of \$900,000 per vehicle has been agreed upon. This cost currently is being analyzed by an independent analyst hired by LTD and Cleveland. Upon sign-off by this analyst, LTD will sign a purchase contract. Delivery of the LTD vehicles is scheduled for the summer of 2006.

**Pioneer Parkway Corridor:** Following a joint meeting with the LTD Board, the Lane County Board of Commissioners took action in support of LTD's request for an 86-foot right-of-way for the southern portion of the MLK Parkway. This right-of-way width will accommodate the EmX lane. The Commissioners will take final action next week. That issue, along with a couple of other design changes to the MLK Parkway, then will be sent to the City of Springfield for their reconsideration and concurrence. The environmental work is proceeding.

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**ATTACHMENTS:** None

**PROPOSED MOTION:** None

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 16, 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 June 16 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:** June 16, 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 June 16, 2004:

1. Approval of minutes: April 19, 2004, Board work session
2. Approval of minutes: May 10, 2004, special Board meeting
3. Approval of minutes: May 19, 2004, regular Board meeting
4. Resolution Reaffirming District Boundaries

**ATTACHMENTS:**

1. Minutes of the April 19, 2004, Board work session
2. Minutes of the May 10, 2004, special Board meeting
3. Minutes of the May 19, 2004, regular Board meeting
4. Resolution No. 2004-022, A Resolution Reaffirming District Boundaries

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

LTD Resolution No. 2004-021: It is hereby resolved that the Consent Calendar for June 16, 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

June 16, 2004

### GOVERNMENT RELATIONS

*Linda Lynch, Government Relations Manager*

There is no Government Relations report this month.

### DEVELOPMENT SERVICES

*Stefano Viggiano, Director of Development Services*

#### **ACCESSIBLE SERVICES**

*Terry Parker, Accessible Services Manager*

LTD and City of Eugene staff met to discuss the recent award of one new vehicle to be purchased by LTD and leased to the City's Hilyard Community Center. The vehicle will be used to provide transportation specific to Hilyard programs and activities and help reduce reliance on RideSource for this purpose.

University of Oregon Economics students in the Honors Program, under the direction of Professor Bill Harbaugh, completed a project analyzing RideSource data to determine the cost effectiveness and feasibility of expanding the RideSource Shopper. The collaboration provided a "real world" educational opportunity for students and provided insight into using ride data for service planning and evaluation.

A team from Oregon State University has been on site at LTD to test the dynamic forces of rear-facing wheelchair seating positions on transit vehicles. A rear-facing position has been constructed on a test vehicle. Using a scooter, manual and powered wheelchairs, and a specially-made crash dummy, the forces are being measured during quick accelerations,

while braking, and for stops and turns. As part of the same project, crash tests have been conducted on transit vehicles in Vancouver, B.C.

Terry Parker met with Eugene Vestibular Support to learn more about the inner-ear-, vision-, and balance-related disability that presents serious mobility challenges to people who experience the ailment. Because it is a “hidden disability” and symptoms come and go, the ability to access public transit changes and the accommodations needed may vary.

## **SERVICE PLANNING AND MARKETING**

*Andy Vobora, Service Planning and Marketing Manager*

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### **Service Planning**

- Summer bid bus assignments were adjusted to allow more air-conditioned buses to be put on longer schedules. This creates a potential accessibility issue, but operators are aware that they need to assist as needed, and the Special Transportation Advisory Committee was briefed on the issue.
- Fall bid work continues and everything is on track for the September 19 implementation.
- Origin and destination survey work went very well. Staff expect to see a preliminary report in early June. Consultant Selena Barlow will be available in July to present findings and discuss data with the Board.
- Validation work on APC rider counts was suspended. Additional software work was needed from Siemens. About 40 percent of the tests have been completed and the information looks very good. Additional schedule adherence reports have been generated by IT staff member Larry Storm. These look at station arrivals as a measure of on-time performance. This information looks very solid and the group will be recommending a standard of performance in the near future.

### **Marketing/Graphics**

- *Rider's Digest* print bids have come in and are under budget based on fewer pages in this year's version. Proofreading of materials is well under way and cover designs are now complete. This document will go to the printer in about five weeks.
- Special event signage is being prepared and Web information is now available on the summer events.
- It appears that LTD will have an agreement to use the Symantec parking lot for football shuttles. This is good news, since we lost the Clarion site to new development. The University of Oregon is raising the football fares to \$3 a guest and \$10 for the season pass. LTD staff strongly encouraged them to consider raising the needed funds through ticket pricing, but they are resistant to that idea.
- Graphics has worked quite hard on a Web site and materials for the Smart Ways to School program. They look very good. The Web address is [www.swts.ltd.org](http://www.swts.ltd.org).
- The Web storefront project is moving ahead. Contracts have been signed and work is under way. The schedule calls for the storefront to be operational by July 1 and for the point-of-sale system to be operational by August 15. The storefront is an e-commerce feature in the LTD Web page and will give guests a viable purchase opportunity. The



point-of-sale system provides a new software package for Guest Services staff to handle guest purchase transactions. Additionally, the package will allow LTD to develop kiosk sales at stations.

- Commuter Solutions and Marketing pooled funds to put together two radio commercials that take advantage of the high cost of gas. These will be run during drive-time and should begin airing in mid-June. One ad encourages car pooling and one encourages riding the bus. Both ads will be available for use later in the year.
- LTD's recent television commercials have been nominated for an AdWheel award through the American Public Transportation Association (APTA).
- May was an active media month. Coverage included stories on fuel prices, property acquisition, and vehicles. The high level of coverage on the bus fire appears to be concluded following the buses returning to service on June 1.

### **FACILITIES SERVICES**

*Charlie Simmons, Facilities Services Manager*

The RideSource project is in the construction phase. Essex is the general contractor and mobilized 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 Manager*

A new Emergency Ride Home (ERH) Program will begin July 1, 2004. This program will be available to all businesses and employees within the metropolitan area. The business must sign a letter of agreement to oversee distribution of the taxi vouchers to its employees requesting an Emergency Ride Home. Each employee wanting to receive this benefit must register with Commuter Solutions in our Emergency Ride Home database. Commuter Solutions will pay for the taxi ride and monitor use by each employee. Employees must have either ridden the bus, carpooled/van pooled, walked, or ridden a bike to work the day they request the ERH taxi voucher. Previously, only companies on the LTD Group Pass Program were eligible for an emergency taxi ride, and the company paid the taxicab fare. With the revised program, we anticipate a great increase in those companies offering an ERH program for their employees.

Smart Ways to School Program has wrapped up the on-site school promotions at the participating schools and now is concentrating on the work plan for the next academic year.

One of the major efforts will be establishing a Regional Transportation Task Force representing each of the three school boards, and representatives from each school district administration office, City Councils, County Board of Commissioners, LTD, and transportation staff from each jurisdiction. A new Web site: <http://swts.ltd.org> is up and running and is being used by parents to apply for a SchoolPool match.

Rideshare partners have been meeting to discuss the formation of uniform performance measurements for carpool and vanpool use. Partners include staff from local, regional and state agencies. Applications for carpool/vanpool matches continue to be received via online applications and through the mail. As the database expands, Commuter Solutions is able to offer more options to those wishing to carpool or vanpool to work.

Advertising spots promoting transit and carpools will begin soon on major radio stations. Commuter Solutions contributed \$5,000 to LTD's Marketing budget to help develop the campaign. With gas prices continuing to rise, reminding the driving public that there are cost-saving options such as the bus or carpooling seemed to be a timely message.

#### **METROPOLITAN PLANNING**

*Lisa Gardner, Senior Strategic Planner*

Nodal Development: The City of Eugene conducted a Nodal Tour on June 7, 2004, for the Eugene Planning Commission and staff. The purpose of the tour was to view all of the designated nodal areas in Eugene and to discuss coordinated planning issues, such as BRT and Nodal Development. LTD staff participated on the tour.

CATS Study: The Eugene City Council adopted the Central Area Transportation Study at its May 24, 2004, meeting.

MPO Summit: Staff and policy makers from the Lane Metropolitan Planning Organization (MPO) attended an MPO Summit in Portland on June 4, 2004. Representatives from all six of the Oregon State MPOs participated in this inaugural event along with the SW Washington Regional Transportation Council. The purpose of the summit was to discuss common issues shared among the MPO areas, and discuss possible actions and solutions. Board Members Susan Ban and Gerry Gaydos attended, along with Senior Strategic Planner Lisa Gardner.

## **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 conducted 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*

Major activities in May included the preparation of 248 accounts payable payments totaling \$1,803,103.84. The largest was a progress payment to John Hyland Construction for \$240,642.39 for the Springfield Station. Payroll processed payments for two pay dates in May totaling 80 payroll checks (\$81,718.62) and 914 direct deposits (\$637,310.81). The Cash Room processed twelve farebox deposits totaling \$106,899.79.

The request for proposal (RFP) process for independent audit services was concluded. There were eight proposals. The Board awarded the new contract to Grove, Mueller & Swank at the May Board meeting. Also in May, with the approval of the FY 2004-05 budget in late April, work was begun for fiscal year-end closure.

**PURCHASING**

*Jeanette Bailor, Purchasing Manager*

Staff are working on closing out purchase orders in preparation for the end of the fiscal year. Numerous contracts are up for renewal or re-bidding this month. Bids and contracts processed during the last month include the construction of the RideSource facility; audit services; printing of the *Rider's Digest*; and various fleet maintenance contracts. Staff continue to conduct discussions with New Flyer Industries and Cleveland Regional Transit Authority toward reaching agreement for the purchase of the BRT vehicle.

**INFORMATION TECHNOLOGY**

*Steve Parrott, IT Manager*

The IT staff continues its work with representatives from Operations and Service Planning to develop a series of performance reports that can be used to compare LTD's delivery of fixed-route services with our stated service goals. Drafts of two reports, the first representing on-time performance at LTD's two major transfer hubs (Eugene Station & Springfield Station) and the second representing on-time performance at key time points within the fixed route system, currently are being evaluated and refined by LTD administrative staff. IT staff are making preparations to implement and test long-awaited software improvements from Siemens for LTD's TransitMaster products.

**HUMAN RESOURCES**

*Mary Neidig, Human Resources Director*

**PRIORITIES**

Priorities for May in the Human Resource Department included operations supervisor annual training, selection of a new Human Resource team member, the annual APTA Bus and Paratransit conference, and the beginning of formal labor contract negotiations.

**NEW HUMAN RESOURCES STAFF MEMBER**

The Human Resource Department is pleased to announce the selection of David Collier as our new Human Resource team member. David was selected from a candidate pool of more than 40 applicants, and from a pool of four finalists. David's technical skills and interpersonal skills are a strong match for the duties he will be performing, and a very strong match for the culture within LTD. His experiences also complement those of the remaining Human Resource team members.

### **LABOR CONTRACT NEGOTIATIONS BEGIN**

The opening meeting for labor contract negotiations was held May 20. Initial proposals were exchanged and discussed. Several additional meetings were set, and discussions are ongoing.

### **TRAINING AND CONFERENCES**

The department had an opportunity to present training on several topics to Operations Department supervisors. By co-presenting with the Operations Department director, we were able to model the approach of Human Resources and Operations working collaboratively to resolve issues and work with employees.

The first part of May the department director attended her first APTA meeting. The human resource committees met all weekend, with sessions on labor negotiations, recruiting, health care issues, and employment issues. In addition, several break-out sessions focused on safety and health matters. It was extremely valuable to learn what other transit districts are doing to deal with issues, and to make contact with human resource counterparts in other districts.

In addition, the department director completed the final day of training in the Eugene/Springfield Leadership development program. A graduation ceremony was held, which capped the end of nine months of training activities.

The Work Trends Conference planning team continues to meet. This joint effort between the Eugene Chamber and the Lane County Human Resource Association will result in a full-day conference in November. LTD, through the human resource director, has been directly involved with the planning process.

### **DRUG AND ALCOHOL TESTING PROGRAM**

Finally, staff continue to refine our drug and alcohol testing program. In May we met with the administration for Cascade Medical and MedExpress, the contractors who conduct LTD's drug and alcohol testing. Glitches in the scheduling process were worked out, and new agreements about future testing were made.

June will be busy with continued labor negotiations, the orientation of David Collier, and development of a new health care model.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 16, 2004

**ITEM TITLE:** ELECTION OF BOARD OFFICERS

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

**ACTION REQUESTED:** That the Board elect a president, vice president, secretary, and treasurer to fill two-year terms beginning July 1, 2004.

**BACKGROUND:** In accordance with ORS 267.120(1), the Board of Directors must elect from among its members, by majority vote, a president, vice president, secretary, and treasurer, to serve two-year terms beginning and ending on July 1 of even-numbered years. Elections were held in June 2002 for terms ending June 30, 2004.

The current officers are Hillary Wylie, president; Gerry Gaydos, vice president; Pat Hocken, secretary; and Virginia Lauritsen, treasurer. Three Board members' terms on the Board will expire in December 2004: Pat Hocken, Virginia Lauritsen, and Hillary Wylie.

Board President Hillary Wylie has appointed Pat Hocken and herself as the nominating committee. Ms. Wylie will not be at the June meeting, so has asked Ms. Hocken to nominate a slate of officers at the meeting. Additional nominations can be made at that time, as well.

**ATTACHMENT:** None

**NOMINATION:** I nominate \_\_\_\_\_ as the LTD Board (office), for a two-year term beginning July 1, 2004. (Nominations do not require a second.)

After closing the nominations, the presiding officer will take the vote on each candidate or on a slate of candidates, by either roll call or voice vote.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 16, 2004

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

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

**BACKGROUND:** **July 2004 Employee of the Month:** Construction Development Specialist Jim Ball has been selected as the July 2004 Employee of the Month. Jim was hired by LTD in 1996 as the owner's construction representative for the Eugene Station project, and again in 1999 to manage various facilities construction projects. In 2002, his title changed to construction development specialist. Since his 1999 re-hire, Jim has worked part-time at LTD on many capital projects, including the Springfield Station. He was nominated by five co-workers, who mentioned Jim's work ethic, integrity, positive attitude, attention to detail, experience, willingness to learn and to tackle new challenges, and knowledge of construction as some of the reasons for his nomination. He also was described as a hard-working employee who exemplifies the LTD team spirit: supportive of his colleagues, committed to LTD goals and to working together to solve problems, and an inspiration to others. All of those who nominated Jim wanted him to be recognized for the significant, behind-the-scenes contributions he has made to facilities development at LTD.

When asked to comment on Jim's selection as Employee of the Month, Facilities Services Manager Charlie Simmons said:

Jim came out of retirement to be the owner representative for the Eugene Station construction. Over the last four years, Jim has managed the shelter improvement program, replacing more than fifty shelters, and currently is overseeing the construction of the new Springfield Station. Jim has a unique skill in that he communicates well with all types of people. He is well organized and excellent with a variety of computer programs, including CAD, and continues to attend training to stay current in his professional field. He works smart and produces results. He is a self-starter who requires very little direction or oversight. He is the employee every organization needs and every manager dreams of.

Our congratulations to Jim on his selection as the July 2004 Employee of the Month!

**AWARD:** Jim will attend the June 16, 2004, meeting to be introduced to the Board and receive his award.

# EmX Cost Allocation Franklin Corridor

		Year 2008		Year 2028	
		EmX	Conventional	EmX	Conventional
Capital Cost	Construction cost	\$ 17,000,000	\$ 100,000	\$ 3,724,909	\$ 219,112
	Vehicle cost	\$ 5,000,000	\$ 1,250,000	\$ 10,955,616	\$ 3,286,685
	Initial investment	\$ 22,000,000	\$ 1,350,000	\$ 14,680,525	\$ 3,505,797
	Local cost of investment	\$ 4,400,000	\$ 270,000	\$ 2,936,105	\$ 701,159
	Annual value of capital cost	\$ 2,244,898	\$ 137,755	\$ 1,498,013	\$ 357,734
	Annual value of local cost	\$ 448,980	\$ 27,551	\$ 299,603	\$ 71,547
Operating Cost	Service frequency - weekday	12 minutes	15 minutes	10 minutes	15 minutes
	Service frequency - eve & wkend	20 minutes	30 minutes	20 minutes	30 minutes
	Round-trip time (hours)	0.60	0.83	0.67	1.07
	Annual vehicle trips	22,308	20,852	26,770	22,937
	Service hours per year	13,385	17,307	17,936	24,649
	Direct service cost per hour	\$ 60.83	\$ 60.83	\$ 133.29	\$ 133.29
	Service cost	\$ 814,233	\$ 1,052,840	\$ 2,390,673	\$ 3,285,571
	Maintenance/other costs	\$ 159,267	\$ 7,534	\$ 336,311	\$ 19,312
	Fare revenue	\$ 285,857	\$ 190,572	\$ 1,007,443	\$ 671,628
	Annual operating cost	\$ 687,642	\$ 869,803	\$ 1,719,541	\$ 2,633,254
Total Cost	Annual capital cost	\$ 2,244,898	\$ 137,755	\$ 1,498,013	\$ 357,734
	Annual capital cost - local	\$ 448,980	\$ 27,551	\$ 299,603	\$ 71,547
	Annual operating cost	\$ 687,642	\$ 869,803	\$ 1,719,541	\$ 2,633,254
	Total annual cost	\$ 2,932,540	\$ 1,007,558	\$ 3,217,554	\$ 2,990,989
	Total annual cost - local	\$ 1,136,622	\$ 897,354	\$ 2,019,143	\$ 2,704,801
Cost/Ride	Annual activities on corridor	1,744,500	1,163,000	2,805,919	1,870,613
	Operating cost per ride	\$ 0.39	\$ 0.75	\$ 0.61	\$ 1.41
	Op. cost increase 2008 to 2028			55%	88%
	Total cost per ride	\$ 1.68	\$ 0.87	\$ 1.15	\$ 1.60
	Local cost per ride	\$ 0.65	\$ 0.77	\$ 0.72	\$ 1.45

## Assumptions

Inflation	Inflation is calculated at 4 percent per year.
Construction Cost	EmX requires refurbishment in 20 years (10 percent of initial cost, inflated). Conventional service requires shelter replacement (inflated cost).
Vehicle Cost	Vehicles replaced in 20 years (inflated cost).
Local Cost of Investment	20 percent of capital cost
Annual Value of Capital	Discounted annual value assuming 20-year life (10.2 percent of initial cost)
Round Trip Time	Increases 1.3 percent per year for conventional service. Increases .5 percent per year for EmX.
Service Cost	Uses \$52 per hour for current cost. Inflated at 2.5 percent per year for future costs.
Maintenance/Other Costs	Includes cleaning, maintenance, fare collection, fare checking, etc. Inflated for future-year cost by 2.5 percent per year.
Fare Revenue	Based on ridership increase. Uses average fare per boarding. Assumed increase for EmX applies only to cash payers (30 percent). Inflation applied.
Activities on Corridor	A count of boardings and alightings on corridor. Current total assumed to be 3,500 per weekday (based on Winter 1999 APC data). Ridership growth of 2 percent per year for conventional service. EmX Assumes a 50 percent
Cost per Rider	Total cost divided by ridership



## AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 16, 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 July 12, 2004. This meeting will be held at Springfield City Hall at 5:30 p.m.
  - B. **Executive Session on Labor Negotiations:** Executive (non-public) sessions to discuss labor negotiations will be scheduled as needed during the coming months.
  - C. **Origin and Destination Study Report:** A presentation on the results of the recent Origin and Destination Study will be made at the next Board meeting.
  - D. **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.
  - E. **Information on LTD Purchasing Policy:** An update on LTD's Purchasing Policy will be provided following Board member turnover in early 2005.
  - F. **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.
  - G. **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

June 16, 2004

*Prepared by Ken Hamm, General Manager*

## **FUTURE DATES TO REMEMBER**

July 1, 2004	Team LTD Barbecue – Board Members Invited
July 12, 2004	LTD Joint Meeting with Springfield City Council
July 18, 2004	LTD Bus Roadeo
July 21, 2004	LTD Regular Board Meeting
August 9, 2004	LTD Special Board Meeting/Work Session – to be canceled?
August 18, 2004	LTD Regular Board Meeting – to be canceled?
August 29, 2004	LTD/ATU Annual Picnic at Jasper Park
September 13, 2004	LTD Special Board Meeting/Work Session – to be rescheduled?
September 15, 2004	LTD Regular Board Meeting
September 13-15	Oregon Transportation Conference, Seaside

## **INTERNAL ACTIVITIES**

### **Springfield Station Joint Development**

A committee continues to meet regularly, focused on filling the tenant space at the new Springfield Station. Clayton Walker is the agent of record on the space. Interest has been expressed by a few businesses. The committee is working to assess the possibilities.

### **Supervisor Training**

The transit operations supervisors just completed retraining in several areas. The GM was asked to speak about guest services and how to serve LTD's internal and external guests as a transit operations supervisor.

### **Team Barbecue**

LTD employees will hold a team potluck and barbecue on July 1<sup>st</sup> from 11 a.m. to 3 p.m. in the Fleet Services building. Board members are encouraged to come and enjoy the food and fellowship with the rest of the LTD team.

## **EXTERNAL ACTIVITIES**

### **ODOT I-5 Bridge Event**

Congressman Peter DeFazio was the main speaker at a special publicity event May 17th to acknowledge the funding of the permanent I-5 bridge project, including off-ramps in both directions on Franklin to Springfield and Eugene. Your GM and several staff attended.

### **Intergovernmental/Community Partner Meetings**

- Jeff Scheik, ODOT Region 2 Director, May 17.
- Cynthia Pappas, City of Springfield Assistant City Manager, May 18.
- Dave Hauser, Eugene Chamber Executive Director, May 21.
- Ava Milosovich, Selco Credit Union Executive Director, May 21.
- George Russell, 4J School District Superintendent, June 1.
- Regional Public CEO's meeting, June 11.

### **Boy Scout Board**

On July 1<sup>st</sup> I will become an executive board member for the Oregon Trail Council of the Boy Scouts. Jim Wildish and Scout Executive Michael Quirk recruited me. This opportunity connects LTD to the community and the many business people who volunteer for the Scout programs in a different and positive way.

### **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

**DATE OF MEETING:** June 16, 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 May 2004 performance reports are included in the agenda packet. A

As begun at the May 19, 2004, Board meeting, the monthly *Eugene/Springfield Metro Labor Trends* publication from the Oregon Employment Department also is included for the Board's information.

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:** June 16, 2004

**ITEM TITLE:** PUBLIC HEARINGS AT LTD BOARD MEETINGS

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

**ACTION REQUESTED:** Discussion

**BACKGROUND:** While the vast majority of LTD Board meetings are of little interest to the public, bus riding or not, there have been occasions when the Board has held public hearings to overflow crowds. At these times, it has been suggested that LTD hold such hearings in a larger, more central location. Staff have explored this option and the general manager would propose the following:

1. That the Board adopt a policy to conduct as many public hearing as reasonably feasible in a central downtown Eugene location. These separate hearings should be for topics that likely will draw more than a few persons to speak. Beyond special topics that arise from time to time, the most likely candidates would be the public hearings for service and fare adjustments that typically occur in January, February, and March.
2. That the Board designate Harris Hall at Lane County and the Eugene City Council Chambers as the preferred sites for these public hearings.
3. That the Board conduct these public hearings at a special meeting other than the regular monthly Board meeting. This would accomplish a number of things. First, it would reduce the amount of wait time for someone wishing to testify, in that there would not be any other LTD business that would have to be conducted at that time. Second, by limiting the issues, the Board would be able to concentrate fully on the testimony from the public. Third, it would give the Board some time to review the testimony before having to make a decision at a regular Board meeting and would allow time for staff to generate additional information for Board review prior to a final Board decision.

**RESULTS OF RECOMMENDED ACTION:**

Staff would integrate a decision process into the Board meeting agenda procedures to determine whether a public hearing or other agenda item would draw enough people to testify, so that having that item at a special meeting would make sense, and would recommend such to the Board president. The president would have the authority to call a special meeting at a location other than LTD administrative offices.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

**LTD RESOLUTION NO. 2004-024**

WHEREAS, the District, through the RideSource program, has long provided transportation for the developmentally disabled funded by a federal grant program administered by Lane Council of Governments (LCOG), with funding flowing directly from LCOG to SMS, Inc., contractor for RideSource; and

WHEREAS, the contract has been revised to now provide the funds to support the program directly to LTD, an event not anticipated by the current FY 2003-2004 adopted budget; and

WHEREAS, it is necessary to increase Lane Transit District's Accessible Services Fund by an amount of \$228,800 for fiscal year 2003-2004 to allow for the disbursement of these grants to the RideSource contractor, SMS, Inc.; and

WHEREAS, the amount of these new funds is less than 10 percent of the adopted total for the Accessible Services Fund, thereby allowing approval by the Board of Directors by resolution;

THEREFORE, BE IT RESOLVED that the Accessible Services Fund budget appropriations for the Fiscal Year 2003-2004 are hereby supplemented as follows:

Increase in Resources

Federal DD grant funds from LCOG	<u>\$228,800</u>
Total Increase in Resources	<u>\$228,800</u>

Increase in Appropriations

Materials and Services	<u>\$228,800</u>
Total Increase in Appropriations	<u>\$228,800</u>

\_\_\_\_\_  
Date Adopted

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

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 16, 2004

Deleted: February

**ITEM TITLE:** WORK SESSION: SECURITY PROGRAM

**PREPARED BY:** Mark Johnson, Director of Transit Operations

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

**BACKGROUND:** The LTD Security program is a growing segment of the Operations budget. This work session is an opportunity to inform the Board about the goals and activities of the security program. The LTD security program consists of a partnership between the Eugene Police Department, Downtown Eugene Incorporated, contracted security officers, the Downtown Neighborhood Association, the Springfield Police Department, and LTD staff.

There also has been a significant amount of capital expenditures to assist in the prevention of crime and arrest of individuals who commit crimes on LTD property. Some of the projects include video surveillance on buses and facilities and a new access control system.

Recently the Transit Operations staff hired a consultant to perform an independent assessment of the District's security program. The audit is referred to as a Threat and Vulnerability Analysis. It evaluated the security program from several perspectives, including facilities, stations, buses, stops, policies, and operator security. The analysis made recommendations for improvement that LTD can develop into a long-term strategy for the security program.

**ATTACHMENTS:** None

**PROPOSED MOTION:** None

**LTD Travel Time Changes  
Peak-Hour Route Scheduled Running Times  
1992 to 2003**

	Travel Time 1992	Travel Time 2003	Percent Increase	Annual Increase
#11 Thurston	85	102	20%	1.8%
# 12 Gateway	66	79	20%	1.8%
#25 Amazon	40	45	13%	1.1%
#27 Fairmount	25	35	40%	3.6%
#30 Bertelsen	55	55	0%	0.0%
#33 Jefferson	25	25	0%	0.0%
#51 Santa Clara	55	65	18%	1.7%
#52 Irving	55	58	5%	0.5%
#66 VRC/Coburg	45	55	22%	2.0%
#67 Coburg/VRC	40	40	0%	0.0%
<b>Average</b>			<b>14%</b>	<b>1.3%</b>

**TransPlan Measures  
Predicted Changes in Congestion  
1995 to 2015**

	1995	2015	Percent Change	Annual Increase
Congested Miles of Travel	2.8%	5.0%	79%	3.1%
Roadway Congestion Index	0.78	0.96	23%	1.1%
Daily Hours of Delay	9,818	18,924	93%	3.5%

Definitions:

Congested Miles of Travel	Congested miles of travel as a percentage of total vehicle miles traveled.
Roadway Congestion Index	A measure of area-wide congestion of the region's freeways and arterials.
Daily Hours of Delay	A measure of the total hours of delay by all vehicles on the area's roadways.



**Program of Projects and Budget  
STP Funds Application**

		<b>STIP Key #</b>	<b>Fund Type</b>	<b>Match Ratio</b>	<b>Federal Grant</b>	<b>Project Total</b>
<u>112-00 Bus Transitways/Lines</u>						
11.21.01	BRT Phase 2 Engineering/Design	12252	STP-L	89.73%:10.27%	715,148	797,000
	<b>112-00 Bus Transitways/Lines Total</b>				<b>715,148</b>	<b>797,000</b>
 <u>117-00 Bus Other Capital Items</u>						
11.72.11	Transportation Demand Mgmt	11695	STP	89.73%:10.27%	99,600	111,000
11.72.11	Transportation Demand Mgmt	13442	STP-U	89.73%:10.27%	235,092	262,000
	<b>117-00 Bus Other Capital Items Total</b>				<b>334,692</b>	<b>373,000</b>
<b>Total</b>					<b><u>\$ 1,049,840</u></b>	<b><u>\$ 1,170,000</u></b>

**Source of Federal Assistance**

Funding UZA: 411440  
Funding UZA Name: Eugene-Springfield, Oregon

FY 2004, STP	\$ 99,600
FY 2004, STP Local	715,148
FY 2004, STP Urban	235,092
<b>Total</b>	<b><u>\$1,049,840</u></b>

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 16, 2004

**ITEM TITLE:** SURFACE TRANSPORTATION PROGRAM (STP) FUND FEDERAL GRANT APPLICATION

**PREPARED BY:** Todd Lipkin, General Ledger/Grant Accountant

**ACTION REQUESTED:**

- (1) Hold a public hearing on the grant application
- (2) Approve grant application

**BACKGROUND:** LTD funds its Capital Improvements Program (CIP) through a combination of federal, state, and local funds. This application will be funded with Surface Transportation Program (STP) Flexible funds, which are allocated to LTD on a formula basis through the Statewide Transportation Improvement Program (STIP), as well as through a discretionary program.

This grant request is for \$1,049,840, which includes \$99,600 in 2004 STP funds (STP), \$715,148 in 2004 STP local funds (STP-L), and \$235,092 in 2004 STP urban funds (STP-U). The request will fund EmX Pioneer Parkway Corridor preliminary engineering efforts and the Transportation Demand Management (TDM) program.

**ATTACHMENT:** Program of Projects and Budget for STP Fund Application

**PROPOSED MOTION:** I move approval of the following resolution:

LTD Resolution No. 2004-023: It is hereby resolved that the LTD Board of Directors approves the proposed STP funds federal grant application for \$1,049,840 in federal funds and authorizes the general manager to submit this application to the Federal Transit Administration for approval.

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 16, 2004
- ITEM TITLE:** FOLLOW-UP ON EmX WORK SESSIONS
- PREPARED BY:** Stefano Viggiano, Director of Development Services
- ACTION REQUESTED:** None.
- BACKGROUND:** In April and May, 2004, the Board held work sessions to discuss the EmX project and to provide direction on some key policy questions for the project. During the work sessions, additional information was requested, which is provided in this meeting packet. The information is:
- **Impact of Traffic Congestion on Transit Travel Time:** Included is a spreadsheet that shows the changes in scheduled bus travel times between 1992 and 2003 for routes that have remained largely unchanged during the 11-year period. Also provided is information from TransPlan on predicted changes in three measures of traffic congestion. The changes in bus travel time average approximately 1.3 percent per year, which is within the 1.0 to 1.5 percent range that has been used for planning purposes. Each 1 percent increase in service costs approximately \$150,000 in direct operating expense. In ten years, if trends continue, traffic congestion impacts will have required the addition of 13.8 percent of service and increased the annual operating budget by more than \$2 million. This added cost provides no additional useful service to LTD's guests.
  - **Cost for Franklin Corridor:** The Board requested information on the cost for the Franklin EmX Corridor when both capital and operating costs are considered. The attached spreadsheet provides various measures comparing EmX costs with the cost for conventional service. The data indicates that at the start of service, EmX costs per ride are higher when federal funding is included in the tabulation, but lower if only local funds are considered. The 20-year projection indicates that the cost per ride for EmX is lower even when federal funding is included. It also should be noted that projections beyond the 20-year period would show a greater discrepancy between the cost per ride in favor of the EmX system.
- ATTACHMENTS:**
1. LTD Travel Time Changes: 1992 to 2003
  2. EmX Cost Allocation: Franklin Corridor
- PROPOSED MOTION:** None