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LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, December 15, 2004
5:30 p.m.

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

A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

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

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

- | | |
|---|----|
| III. PRELIMINARY REMARKS BY BOARD PRESIDENT | |
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| ♦ Each speaker is limited to three (3) minutes. | |

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	(3) Statewide Livability Forum	

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I. DBE Program and Policy Update for 2005-06	
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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).

Lane Transit District
COMPREHENSIVE ANNUAL FINANCIAL REPORT

For the Fiscal Year Ended June 30, 2004

EXECUTIVE SUMMARY

Prepared by Diane Hellekson,
Director of Finance and Information Technology
December 15, 2004

The *Comprehensive Annual Financial Report* for the most recently completed fiscal year was distributed to the Board of Directors prior to the December 15 LTD Board meeting. At the December 15 meeting, Charles Swank of the accounting firm Grove, Mueller and Swank will provide a positive report of LTD's financial position and controls. LTD has received an unqualified audit opinion, which is included in the report document.

There are several aspects of the financial performance that should be noted. Highlights include the following:

Operating Revenue:

- **Fixed-route transportation revenue** increased 7.2 percent compared with 11 percent in the previous fiscal year. The smaller gain was due to six home football games versus eight games the previous year. Revenue generated by accessible services jumped 55 percent. Fixed route service passenger fare revenue increased less than 2 percent over FY 2001-02.
- **Employer payroll tax revenue** increased 5.7 percent due primarily to the taxpayer refund made in November 2002. Receipts were \$694,842 above annual budget, an encouraging improvement over flat results from the previous year.
- **Self-employment tax revenue** increased 8.9 percent versus the previous year. Receipts exceeded annual budget by \$104,724, also a very encouraging result.
- **State-in-lieu revenue** increased 2.1 percent, about the same rate of growth that was reported a year ago. Revenue exceeded budget by \$38,475 due to the continued strength of the University of Oregon's enrollment.

Total operating revenue increased 6.3 percent as compared with a 1.2 percent decrease in the prior year.

Operating Expense:

- **Personnel services** increased 5.4 percent. Growth in this expense category was slowed by the use of contra accounts to charge employee wages and benefits to capital projects to which employees are exclusively assigned, or on which employees work significant hours, which can be accurately tracked.

- **Materials and services** increased by 5 percent due to the continued volatility of fuel costs.
- **Insurance** increased 9.6 percent.

Total operating expense (including accessible services) increased 8.3 percent. Total expense less depreciation increased 7.3 percent. Overall, expenditures grew at a higher rate than revenues.

Farebox Recovery:

Ratios were as follows for the last ten fiscal years:

1994-95	22 percent
1995-96	24 percent
1996-97	25 percent
1997-98	24 percent
1998-99	23 percent
1999-00	22 percent
2000-01	21 percent
2001-02	21 percent
2002-03	24 percent
2003-04	22 percent

The normal farebox recovery ratios for public transit agencies of comparable size to LTD are in the range of 20 to 30 percent.

System Productivity:

System productivity, which is expressed as boardings per hour, was as follows for the last ten years:

1994-95	26.280
1995-96	27.660
1996-97	27.654
1997-98	25.895
1998-99	26.104
1999-00	25.706
2000-01	27.008
2001-02	25.421
2002-03	26.627
2003-04	25.979

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 2004

ITEM TITLE: WORK SESSION: PRESENTATION OF *COMPREHENSIVE ANNUAL FINANCIAL REPORT* FOR FY 2003-2004

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

ACTION REQUESTED: None

BACKGROUND: The *Comprehensive Annual Financial Report* (CAFR) for the fiscal year ending June 30, 2004, is included with the agenda packet as a separate document for Board members. This report includes audited statements and the opinions of the independent audit firm of Grove, Mueller and Swank, P.C. Charles Swank, representing LTD's auditors, will attend the December 15 meeting to discuss the audit results. An overview of Lane Transit District's financial position at June 30, 2004, will be presented by staff at the November 19 Board meeting.

Board acceptance of the independent audit report for the fiscal year ending June 30, 2004, is scheduled during the Items for Action portion of this meeting.

ATTACHMENTS:

1. Comprehensive Annual Financial Report Executive Summary
2. *Comprehensive Annual Financial Report for the Year Ended June 30, 2004* (included separately for Board members)

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

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DATE OF MEETING: December 15, 2004

ITEM TITLE: NOVEMBER FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Effective with the December 15 Board meeting, the monthly financial report will appear as an addendum to the agenda packet. Because of a change to an earlier agenda packet delivery date, this report will be delivered with the packet, but as a separate document.

ATTACHMENTS: None

PROPOSED MOTION: None

ADDENDUM TO
DECEMBER 15, 2004,
BOARD MEETING AGENDA PACKET

1. November 2004 Financial Statements
2. November 2004 Performance Reports
3. December 2004 *Eugene/Springfield Metro Labor Trends*

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 2004

ITEM TITLE: LTD DRUG AND ALCOHOL PROGRAM POLICY

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

ACTION REQUESTED: Adoption of revised LTD Drug and Alcohol Program Policy

BACKGROUND: Recent changes in the Department of Transportation's regulations for drug and alcohol programs have created a need to revise LTD's current policy. It is required by regulation that the Board of Directors adopts the policy. The current policy was adopted by the Board of Directors in 2001, prior to the changes in regulations.

At the October 20, 2004, Board meeting, the Board asked to have the policy shared with the Amalgamated Transit Union, Division 757. In November, District counsel recommended some wording changes, which were incorporated. The revised policy has been given to the ATU Leadership, and is included with the agenda packet for Board members.

RESULTS OF RECOMMENDED ACTION: LTD will communicate and implement the changes in policy as described in the proposed policy.

ATTACHMENT: Revised LTD Drug and Alcohol Program Policy (included as a separate document with Board members' agenda packets)

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2004-032: It is hereby resolved that the LTD Board of Directors approves and adopts the recommended revised LTD Drug and Alcohol Program Policy as proposed and discussed at the October 20 and December 15, 2004, Board meetings.

Deleted: reviewed by

Deleted: _____

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 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:** December 15, 2004
- ITEM TITLE:** ACCEPTANCE OF AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2004
- PREPARED BY:** Diane Hellekson, Finance & Information Technology Director
- ACTION REQUESTED:** That the Board accept the independent audit report for the fiscal year ending June 30, 2004
- BACKGROUND:**
- At the conclusion of each fiscal year, an independent audit of Lane Transit District's financial statements and internal controls is performed. The results of the independent audit are incorporated into the District's Comprehensive Annual Financial Report (CAFR). The completed FY 2003-2004 CAFR is enclosed for Board members with the December 15 meeting agenda packet.
- Staff have submitted the previous eight CAFRs to the Government Finance Officers Association of the United States and Canada (GFOA) for consideration of the award for excellence in financial reporting. The award was granted to LTD for all eight reports. The most recent award was especially noteworthy, because it occurred after Lane Transit District adopted GASB 34 rules. After Board acceptance, staff will submit the FY 2003-2004 CAFR to GFOA in an attempt to continue a tradition of reporting excellence as evidenced by the financial reporting award. Special recognition should be given to Carol James, accounting manager, for her work on the current CAFR.
- Charles Swank of Grove, Mueller and Swank, P. C., will attend the December Board meeting to make a presentation and answer any questions Board members may have about the audit process or results. There is no formal management letter this year.
- ATTACHMENT:** None. (The audit report and audited statements are wholly contained in the Comprehensive Annual Financial Report.)
- PROPOSED MOTION:** I move the following resolution:
- LTD Resolution No. 2004-039: Resolved, that the LTD Board of Directors accepts the Independent Audit Report for the fiscal year ending June 30, 2004.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 2004

ITEM TITLE: WORK SESSION: AUDIT REPORT FOR FISCAL YEAR ENDING
JUNE 30, 2004

PREPARED BY: Diane Hellekson, Finance & Information Technology Director

ACTION REQUESTED: None

BACKGROUND: At the conclusion of each fiscal year, an independent audit of Lane Transit District's financial statements and internal controls is performed. The results of the independent audit are incorporated into the District's *Comprehensive Annual Financial Report* (CAFR). The completed FY 2003-2004 CAFR is enclosed for Board members with the December 15 meeting agenda packet.

Charles Swank of Grove, Mueller and Swank, P. C., will attend the December Board meeting work session to make a presentation and answer any questions Board members may have about the audit process or results. There is no formal management letter this year.

ATTACHMENT: None. (The audit report and audited statements are wholly contained in the *Comprehensive Annual Financial Report*.)

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 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. **Meetings with Local Officials:** Board members can take this opportunity to report briefly on any one-on-one meetings they have held with local officials.
2. **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. The November MPC meeting was held on November 18, 2004, to accommodate the Veterans' Day Holiday. The following action was taken at the meeting:
 - a. Draft Regional Transportation Plan Public Review. A public hearing was held at the meeting, and the second open house occurred on December 1, 2004. MPC is scheduled to take action on the adoption of the RTP at the December 9, 2004, meeting.
 - b. FY 05-07 Metropolitan Transportation Improvement Program. MPC did not take action to release the draft MTIP for public review, as a result of a lack of affirmative vote from the City of Eugene.
 - c. Air Quality Conformity Determination. MPC discussed the draft, and is scheduled to adopt the conformity determination at its December 9, 2004, meeting.

The next scheduled MPC meeting is December 9, 2004, and the agenda packet is not available as of this Board packet printing. A written summary of the December MPC meeting can be provided in the January Board Packet.

2. **Region 2050 Policy Advisory Board:** Susan Ban is the Board's representative on the Region 2050 Policy Advisory Board (Policy Board). The 2050 Policy Board met on Monday November 29, 2004. The Transportation presentation scheduled for the meeting was postponed due to time constraints at the meeting. A special meeting on transportation will be scheduled in January.
3. **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. The Committee meets quarterly. The last meeting was held on December 7, 2004. Agenda items for that meeting included the Franklin Corridor design changes, Progressive Corridor Enhancement (incremental development); and the Pioneer Parkway Goals and Objectives. The next meeting is scheduled for March 1, 2005.

NO MEETINGS/NO REPORT

1. **MPO Summit:** The next MPO Summit meeting date has not been scheduled, but is anticipated to be scheduled in March, following the MPO area's D.C. federal lobbying trips.
2. **LTD Salaried Retirement Plan and ATU Pension Plan Trusts:** The next meeting is scheduled for January 20, 2005.
3. **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: November 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:

- ◆ October 10, 2004, e-mail message from Lynne Morsen of APTA regarding the APTA Board Support Subcommittee

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

PROPOSED MOTION: None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, November 17, 2004

Pursuant to notice given to *The Register-Guard* for publication on November 11, 2004, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held its regular monthly meeting on Wednesday, November 17, 2004, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

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

Absent: David Gant

CALL TO ORDER – Mr. Gaydos called the meeting to order.

ROLL CALL - General Manager Ken Hamm called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT – Mr. Gaydos observed that the past two months had been quite busy. He said the Springfield Station dedication was a wonderful event and he had been receiving many positive comments from the community about the facility. He thanked Ms. Ban for her dedication as vice president of the Board and Mr. Hamm for his testimony at a joint meeting of the Springfield City Council and Planning Commission.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA – There were none.

BOARD CALENDARS – Ms Ban asked that dates for the January Board retreat be determined as soon as possible so members could get them on their schedules.

Mr. Hamm noted that LTD's administrative offices would be closed on the day following Thanksgiving.

WORK SESSION

A. Franklin Corridor EmX Status Budget Report – Assistant General Manager Mark Pangborn stated that a preliminary review of the budget at the end of design and beginning of construction indicated that the estimated cost of the project exceeded the budget by

approximately \$2.5 million. He said that budget overruns could be addressed either by cutting the budget or reallocating funds from other projects; staff had explored a number of options and were recommending an approach that incorporated design changes with budget increases. He said the recommendations were developed in consultation with project engineers, architects, traffic engineers, and LTD staff and included examination of 29 options that were costed out and reduced to the final set of recommendations. He said those would be reviewed with the Board and the Board's direction would be shared with project partners such as the Federal Transit Administration (FTA), Springfield, Eugene, Lane County, and the Oregon Department of Transportation (ODOT); their input would be provided to the Board at its December 2005 meeting, at which time the Board would be asked to make a decision.

Mr. Pangborn distributed and reviewed a spreadsheet entitled "EmX Franklin Corridor Project Budget: Recommended Budget/Scope Changes." He pointed out that the current project scope totaled \$20,491,750, with \$17,926,987 budgeted. The recommended adjustments would result in a project scope that totaled \$18,720,063, with \$18,864,487 budgeted. He listed the recommended design changes and budget increases and explained the impact of each:

- Eliminate Main Street exclusive EmX lane \$ 153,000 net savings
- Glenwood/Lexington stations curbside 948,252 net savings
- Eliminate fare machines 510,000 net savings
- Eliminate concrete crosswalks 160,435 net savings
- Reprogrammed federal funds 937,500 budget increase

Mr. Pangborn used an aerial photograph to illustrate aspects of eliminating the Main Street exclusive transit lane. He noted that traffic signals along westbound Main Street were on a timed sequence and traffic flowed smoothly. There was no great benefit to an exclusive lane, since a portion of it had to be shared with left-turning vehicles and traffic engineers had determined that it would lack an adequate turn radius to accommodate trucks. He said that an exclusive lane would not provide a time gain and would present some serious traffic problems; therefore, elimination of the lane would not compromise service.

Ms. Hocken asked if a left-turn pocket at intersections would prevent left-turning vehicles from holding up traffic. Mr. Pangborn replied that it would be an advantage only if cars were backed up on the cross street, which was seldom the case, and a left-turn pocket could be added at a later date if necessary.

Mr. Gaydos emphasized the need to explain clearly to the public the rationale for conceding exclusive right-of-way beyond simply the cost-cutting issue and LTD's continued commitment to bus rapid transit (BRT) goals.

Ms. Hocken asked if a queue-jump lane at the eastern end of Main Street was feasible. Mr. Pangborn said that a queue-jump lane could present problems with timed signals and traffic flow.

Mr. Kleger cautioned that elimination of exclusive lanes that currently were not needed should include retention of the option for those lanes if needed in the future.

Ms. Wylie arrived at 6 p.m.

Mr. Pangborn illustrated on an aerial photograph the proposal for curbside instead of median stations at the Lexington Avenue/Franklin Boulevard and Glenwood Boulevard/Franklin Boulevard locations in Glenwood. He said that having raised platform curbside stations would avoid the dilemma of possibly having to relocate stations if Franklin Boulevard were straightened. They still would resemble BRT stations, provide good access from surrounding residential areas, and eliminate the need for property acquisition and addition of a traffic signal. He said the stations were movable and could be relocated if necessary as part of Glenwood redevelopment activities; exclusive right-of-way and median stations remained long-term BRT strategies for the Glenwood area.

Ms. Hocken expressed concern that the political record indicated clearly that full BRT development in Glenwood was still the plan and foregoing median stations and exclusive right-of-way were interim and temporary strategies.

Mr. Hamm stated that LTD needed to be a full and active member of any group working on a Glenwood redevelopment plan so that transit was a prominent element in the urban renewal district.

Ms. Lauritsen asked if costs had been estimated for eventually replacing the dropped BRT elements. Mr. Pangborn replied that constructing elements later would be more expensive due to inflation; the current cost of the Glenwood Boulevard station was \$700,000, although a portion of that was due to property acquisition. Mr. Hamm added that full BRT development with exclusive right-of-way and median stations at the time of Glenwood redevelopment was likely to cost approximately \$5 million to \$6 million per mile and would require \$4 million to \$5 million in federal funds with a 20 percent local match.

Ms. Hocken said the most compelling argument for eliminating the median stations was the potential relocation of Franklin Boulevard.

Facility Services Manager Charlie Simmons said that a full BRT design in unison with redevelopment in the area would help share the costs. Senior Strategic Planner Lisa Gardner added that FTA funds would have to be reimbursed if expended on a project with less than a 20-year use. She said that LTD's participation on the Metropolitan Policy Committee (MPC) afforded it an opportunity to discuss funding with local planning partners.

Mr. Pangborn said the initial design called for two fare machines per station to avoid onboard fare collection that would slow transit vehicles; however, most riders in the Franklin corridor either had fare instruments or were through-passengers who paid their fares elsewhere. He said that if the system were free in the corridor, the only people who likely would ride for free would live in the corridor and had a destination within the corridor. He pointed out that eliminating the fare machines also avoided the cost of maintenance, repairs, and fare checking.

Mr. Kleger asked if installing a fare machine at the Springfield Station or having a tenant sell fare instruments had been considered. He said a significant number of people boarded in the University of Oregon area and rode to Glenwood; a fare instruments at the University station also could be helpful. Mr. Simmons said that those options would be explored further.

Mr. Kleger urged that anything resulting in a free fare situation should be identified as temporary; otherwise, people would be unhappy when fares were collected.

Ms. Hocken said it could also be helpful to have fare monitors available if the machines were eliminated in order to determine what percentage of riders did not pay fares, not for enforcement purposes.

Mr. Pangborn said the final cost-cutting suggestion was elimination of concrete crosswalks that were designed into stations as a "branding element" to designate access and to be a visual cue to the community.

Mr. Pangborn said that the revenue increase was based on a discretionary federal grant, plus local match, that was not anticipated in the budget and added \$937,500 to the revenue stream. The budget increase plus cost-cutting measures resulted in a balanced budget.

Ms. Hocken commented that safety concerns had been raised regarding median stations and it was important to assure that whatever crosswalk treatment was used in lieu of concrete did not present safety problems. Mr. Pangborn acknowledged that concrete crosswalks were the most difficult item to recommend cutting and staff could explore ways to return it to the budget if that was the wish of the Board. Mr. Simmons said that any extra contingency during the project could be used to add back elements and that concrete crosswalks were a good example.

Mr. Kleger suggested a crosswalk treatment that was more intense than a typical crosswalk but within the budget, with the understanding that the more permanent design of concrete crosswalks would be implemented when funds became available.

Ms. Wylie agreed with the concept of fare machines at the Springfield Station. Mr. Simmons said that the possibility of selling fares also would be discussed with tenants at the station. He said that Burrito Boy was the first tenant in the new station.

Mr. Gaydos asked if the Board wanted to review any of the other cost-cutting measures considered by staff that were not part of the recommendation. Board members indicated that they were satisfied with the staff review and recommendation.

EMPLOYEE OF THE MONTH - Transit Operations Manager Mark Johnson introduced Bus Operator Kevin Kenworthy, who was selected as the December 2004 Employee of the Month. He said that Mr. Kenworthy's nomination was based on going beyond the call of duty to help his guests. Mr. Kenworthy thanked LTD and the Board for the award.

Mr. Hamm acknowledged Human Resource staff member Steve Rayack, Bus Operator Lisa Nicholson, and Bus Operator Carl Faddis for their efforts in organizing the LTD United Way Drive.

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. 2004-033: "It is hereby resolved that the Consent Calendar for November 17, 2004, is approved as presented." Ms. Hocken provided the second. The Consent Calendar consisted of the minutes of the

October 11, 2004, special Board meeting and the October 20, 2004, regular Board meeting, and LTD Disadvantaged Business Enterprise (DBE) Program and Policy.

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

B. Drug and Alcohol Program – Director of Human Resources and Risk Management Mary Neidig reported that the program, in accordance with the Board's direction, had been submitted for review by legal counsel, whose recommendations had been incorporated into the policy. She said that while the changes were not substantive, there were a sufficient number of them to warrant providing another copy to the Amalgamated Transit Union (ATU) representatives and FTA auditors before submitting a final version to the Board for review and approval. She recommended that the item be placed on the December 2004 regular meeting agenda.

Mr. Gaydos agreed with the recommendation.

C. Metropolitan Policy Committee (MPC) Adoption of the 2004 Regional Transportation Plan (RTP) Update – Mr. Gaydos stated that the important aspect of the RTP update was that it was a federal requirement that consisted of minor revisions to the current plan, and that there had been appropriate public involvement. He said the significant revisions from LTD's perspective were related to incremental BRT development and scaling down the extent and cost of corridor miles, which recognized that full BRT development would not be completed as quickly as originally assumed. He said that he and Ms. Ban had discussed the revisions to BRT development assumptions with local elected officials and that there seemed to be good understanding of and support for the changes. He said that the RTP update would need to be adopted by the MPC on or before December 12, 2004, in order to remain in compliance with federal requirements for a Metropolitan Planning Organization (MPO).

Ms. Gardner added that the Board was being asked to take action on a recommendation to the MPC to approve the update at its December 2004 meeting. She said that LTD was not legally required to adopt the update, but local governments were; however, Board direction to its MPC representatives would demonstrate support for the plan. She noted that a joint open house with ODOT was scheduled for December 1, 2004, for both the RTP update and the Surface Transportation Improvement Program (STIP) update for 2006-2009.

MOTION Ms. Hocken moved adoption of LTD Board Resolution No. 2004-035: "Resolved, that the Lane Transit District Board of Directors hereby recommends approval of the 2004 Regional Transportation Plan Update by the Metropolitan Policy Committee at the December 9, 2004, MPC meeting. Mr. Kleger provided the second.

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

D. General Manager Compensation – Mr. Gaydos said the purpose of the discussion was to review materials requested by the Board and make a recommendation on any salary or benefits adjustments for the general manager so it could be incorporated in the budget process.

Ms. Neidig reviewed the materials provided to the Board, which included:

- A summary of the general manager's salary history
- A summary comparison of local chief executive officer (CEO) salaries and benefits
- Lane County Human Resource Association survey data results
- A comparison of the general manager's salary and benefits with CEO salaries and benefits of similarly sized transit districts

In response to a question from Ms. Wylie, Ms. Neidig said that a 1 percent cost of living allowance (COLA) increase was granted to administrative staff effective July 1, 2004.

Mr. Gaydos noted that a recent evaluation of the general manager had given his performance high marks.

Ms. Hocken commented that it was important to be sensitive to the increase given to administrative employees as well as what was being offered to union employees, even though the Board might wish to grant a larger increase to the general manager and employees. She pointed out the significant increase in the cost of health insurance.

Ms. Wylie agreed with Ms. Hocken's comments about the wish to grant an increase, but the need to be mindful of what was provided to other employees

Ms. Lauritsen commented that rather than looking at past increases and increases for other employees, the Board should remember the recent evaluation and consider the leadership and management skills of the general manager when determining compensation. She suggested that an increase could be retroactive to July 1, 2004, as the general manager had not received an increase at the same time that administrative staff did.

Ms. Hocken said she could support an increase retroactive to July 1, 2004, and an additional increase budgeted for next year.

Mr. Gaydos asked if there was any indication of what increase was considered for administrative staff for next year. Director of Finance and Information Technology Diane Hellekson said it was likely to be between 2 and 3.5 percent.

Ms. Hocken said she was not comfortable with offering more than 2 percent retroactively and then tying a raise next year to the percentage offered to administrative staff. Ms. Wylie concurred with Ms. Hocken's suggestion.

Mr. Kleger commended Mr. Hamm's performance and remarked that he would grant a 4 or 5 percent increase if the funds were available; however, he did not want to grant a larger increase than was being offered to employees and was in support of a 2 percent increase, although not retroactively. He noted it was important to synchronize the Board's action on the general manager's compensation with the budget cycle.

Ms. Wylie pointed out that the last increase to the general manager's salary was in April 2003 and a retroactive increase was justifiable.

In response to questions from Board members, Mr. Hamm said he had declined an increase in the 2004-05 budget and felt it was important to lead by example. He did not want to be treated differently when employees were being asked to make concessions. He indicated that he was not interested in a retroactive increase, but would consider an increase in the car allowance effective January 2005 and a salary increase in 2005 consistent with the percentage offered to employees, based on the Board's determination of whether an increase was merited.

MOTION Ms. Ban moved to increase the general manager's car allowance to \$400 per month and increase compensation by 1 percent effective January 1, 2005, and tie the general manager's 2005-06 salary increase to the percentage increase granted to administrative staff. Mr. Kleger provided the second.

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

Mr. Hamm pointed out 2005-06 goals he had drafted and suggested those could be reviewed at a meeting in the near future.

ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

Board Member Reports – There were no questions or comments.

Metropolitan Policy Committee – November 18, 2004 meeting
Salaried Employees Retirement Plan/ATU Pension Plan Trustees Meetings – rescheduled to January 2005

General Manager's Report – Mr. Hamm commented that there was a demonstration project through the Commuter Solutions program called "Smart Ways to School" and more information was available upon request. He said the project provided youth passes through Lane Educational Service District (ESD) that could be tax credited to a corporation. He said the corporation would pay back ESD and ESD would pay LTD for the passes. He said the concept was to reduce the number of commuter trips made to deliver students to and from school by offering the passes and educating students and parents about available transit services. He said that the passes, funded through businesses, were available free to all students at participating schools, which included Willamette, North Eugene, and Thurston high schools and all alternative schools.

Monthly Financial Report – Ms. Hellekson noted that the Board should be cautious about the implications of percentage changes from year to year; the more relevant statistic was a comparison of actual to plan instead of actual to last year. She said that receipts were running

about \$190,000 ahead of plan in the current year, possibly because the major taxpayer with whom LTD was involved in litigation was now filing complete returns. She said there also were a number of major public construction projects under way and hoped that the Department of Revenue review would verify the revenue as belonging to LTD as it was needed to offset the fuel cost overrun.

Ms. Wylie asked if alternate ways to purchase fuel had been explored as a means of reducing the cost. Mr. Hamm replied that a consortium of properties in Washington and Oregon to purchase fuel in greater bulk had been discussed, but it was not certain that would significantly reduce LTD's costs; staff would continue to explore ways to lower costs. Ms. Hellekson added that LTD currently bought fuel in bulk and negotiated contracts for specific margins.

Pioneer Parkway Corridor Bus Rapid Transit Goals and Performance Objectives – There were no questions.

Health Care Comparison Data – There were no questions.

Correspondence – There were no questions.

B. Monthly Department Reports – Ms. Hocken asked for an update on problems with implementation of the APC/AVL project. IT Manager Steve Parrott said the project was to collect data and one of the data points was vehicle passenger counts. He said that the vendor had demonstrated at this point that to the best of its abilities it could reach a 92 percent accuracy of data on passenger counts while LTD required 95 percent accuracy. He said that more effort to increase the accuracy was unlikely to result in a benefit and it was probable that the system design at a lower accuracy rate would be acknowledged as the deliverable and compensation under the contract adjusted appropriately as the data was somewhat useful.

Ms. Hocken asked if the lower rate of accuracy was acceptable to the federal government. Mr. Parrott replied that 95 percent accuracy was required based on statistical survey processes, and that the FTA allowed for an alternate reporting method that required evidence of statistical accuracy through alternate sampling processes that met reporting requirements. He said that LTD had contracted with a statistician to develop an alternate sampling program that would meet federal requirements.

Ms. Hocken inquired as to the accuracy of Automatic Vehicle Location data provided by the Transit Master system. Mr. Parrott said that the AVL component of the software was working reliably and well.

Ms. Neidig reported that labor contract mediation was scheduled to begin November 22, 2004.

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

Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 2004

ITEM TITLE: NEWS ARTICLES ABOUT BRT PROJECTS THROUGHOUT THE WORLD

PREPARED BY: Mark Pangborn, BRT Project Manager

ACTION REQUESTED: None, information only

BACKGROUND: As begun in August 2004, each month's Board packet will include articles about bus rapid transit (BRT) initiatives throughout the world. Staff have begun collecting articles about what other transit properties are doing concerning BRT as a way to keep abreast of how BRT is evolving. We are interested in establishing communications with other properties designing similar kinds of BRT systems.

These articles are included in the packet for information purposes only. Both staff and the Board have heard comments from the community about BRT being too new to attempt here in Eugene or applying only to larger communities. As these articles illustrate, BRT is being explored throughout the nation in communities both small and large. Staff hope that these articles will provide additional insight to the Board on acceptance of BRT as a new and viable alternative to standard fixed-route service or rail-based service.

ATTACHMENTS: See news articles

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 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 December 15 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: December 15, 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 December 15, 2004:

- ◆ Approval of minutes: November 17, 2004, regular Board meeting

ATTACHMENTS: ◆ Minutes of the November 17, 2004, regular Board meeting

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

LTD Resolution No. 2004-037: It is hereby resolved that the Consent Calendar for December 15, 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

December 15, 2004

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GOVERNMENT RELATIONS

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Linda Lynch, Government Relations Manager

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FEDERAL

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The Federal FY 05 Omnibus Appropriations Act includes a \$4 million earmark for bus rapid transit vehicles for Lane Transit District. Again, thanks are due to the efforts of the congressional delegation, particularly Senator Gordon Smith and his staff, and Congressman Peter DeFazio and his staff.

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In addition to providing funding for the Franklin Corridor EmX vehicles, this appropriation opens up the opportunity to make a different request in the reauthorization measure. It is expected that a proposal will be made to Congressman DeFazio about funding the components of "incremental BRT," also known as Progressive Corridor Enhancements.

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STATE

The State Legislature will convene January 10, 2005, with a few changes in the Lane delegation. Doug Barber of the Ulum Group has worked to see that local legislators are made aware of LTD's legislative priorities and to be on the lookout for opportunities. Board member Susan Ban has met with Senator Floyd Prozanski and Representatives Bob Ackerman, Phil Barnhart, and Terry Beyer. Other meetings are scheduled with Representatives Bruce Hanna and Paul Holvey and Rep-elect Debi Farr. The major goals for the legislative session are to preserve or increase the funding level for transportation services for the elderly and people with disabilities and to increase the funding level for urban transit fleet replacement.

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GENERAL ADMINISTRATION

Mark Pangborn, Assistant General Manager

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FRANKLIN CORRIDOR, EmX

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Sue Viggiano, EmX Public Relations Representative

- Landscape update: The last step of the Franklin EmX construction in Springfield is the planting of trees and shrubbery along the new sidewalks. As soon as inventory becomes available, planting will begin. Landscape details call for specificity of tree and shrubbery type and size to be planted.
- Cost Reduction Exercise (CRE): The CRE was discussed with both the BRT Technical Advisory and Steering Committees. The responses of the committees will be discussed at the Board meeting. Some public outreach is planned to inform the community of the changes. The four items being considered for elimination are: (1) Bus-only lane on Main Street between Pioneer Parkway East and Mill Street; (2) Median bus stops in Glenwood; (3) Fare machines at all EmX stations; and (4) cement crosswalks to median stations. If the budget allows, the crosswalks would be the first to be added back.
- Acquisition – Staff are working with consultants to acquire a limited amount of property needed for right-of-way in Eugene. Properties along Franklin Boulevard will be deeded to the Oregon Department of Transportation. Properties along East 11th Avenue in Eugene will be deeded to the City of Eugene. Affected Eugene properties are:
 - Franklin Group (Woolley/Connor) – construction easement only
 - Connor-Best Western – 41 square feet and construction easement
 - University of Oregon – north and south side of Franklin.
 - PeaceHealth – two pieces totaling 1,200 square feet
 - Franklin Blvd Properties (Burger King) – 27 square feet
 - Durall Investments (Hirons/PC Market) – 252 square feet
 - Oregon Community Credit Union – 400 square feet
- Vehicle: LTD has just concluded negotiations of the final design of the EmX vehicle while concurrently moving ahead with the overall vehicle design. Both Cleveland and LTD are interested in developing a more modern/sleeker design for the front of the vehicle, and New Flyer has agreed to do so. The production of the proto-type vehicle is now being scheduled. LTD is still pushing for a winter 2006 start-up of EmX.
- Precision docking remains the other unresolved issue for the vehicle. Precision docking is important because it allows the vehicle to get as close to the platform as possible, thereby facilitating rapid and safe boarding and deboarding. This must be done without risking damage to the vehicle. One method that is used on foreign BRT

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systems is the use of a mechanical guide wheel attached to the front steering axle of the vehicle. Cleveland obtained such a guide wheel from Leeds, England, and their tests of the wheel convinced them that they would like to use the guide wheel on their BRT vehicle. LTD has obtained this wheel from Cleveland and will be testing it on our own articulated bus during December. We will then ship it to New Flyer for their design process. We are hopeful that it will meet our precision docking needs.

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DEVELOPMENT SERVICES

Stefano Viggiano, Director of Development Services

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FRANKLIN CORRIDOR EMX¶
Sue Viggiano, EmX Public Relations Representative¶
¶
The first segment of EmX construction is complete! The construction area included South 'A' Street between Mill and 5th Streets and Pioneer Parkway East and Pioneer Parkway West between South 'A' Street and Main Street. Wildish Construction widened South 'A' Street and added a bus only lane as well as a bike lane. A new signal was added at Pioneer Parkway East to assist pedestrians and bus access to the station. Two other signals were relocated and fitted with longer signal arms. New sidewalks and planting areas improved the overall aesthetics and will be further enhanced once the planting of trees and shrubbery occur later this month. ¶
¶

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

Terry Parker has been invited to serve on the Easter Seals Project ACTION National Steering Committee. For 16 years, Easter Seals Project ACTION has worked with the disability community and transportation industry to promote the availability and use of accessible surface transportation for people with disabilities throughout the United States. The Steering Committee provides strategic advice from transportation and disability perspectives, reviews activities of the Project, and assists in prioritizing funding for research and demonstrations that enhance accessible transportation services.

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Community outreach activities this month included meeting with staff at Lane County Mental Health to introduce proposed changes to LTD's Reduced Fare Program, a dialogue with Senior & Disabled Services Senior Connections staff about rural escort services, meeting with the City of Florence Transportation Advisory Committee to provide technical assistance associated with the operation of the local Rhody Express, and participating on the LCOG Disabled Services Advisory Council's Planning and Budget Committee.

RideSource had its biggest day ever on Wednesday, November 10, with 452 boardings, eclipsing the 444 boardings recorded on Wednesday, May 5. For the week ending November 19, 2004, 509 RideSource customers boarded RideSource vehicles 2,249 times, a full 6.5 percent higher than the old record. This was the first week with more than 500 riders served.

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SERVICE PLANNING AND MARKETING

Andy Vobora, Service Planning and Marketing Manager

Service Planning

- The Service Advisory Committee has met to review winter bid changes and examine what is necessary for Annual Route Review. The Service Planning staff continues to

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work on the minor changes for winter bid. These are primarily timepoint adjustments; however, a number of trips are in need of more significant measures to ensure that transfer connections are met.

- The football shuttle season was wrapped up this month. Ridership declined for the first time in many years. The ridership average dropped from 10,400 per game in 2003 to 9,500 in 2004. It is difficult to determine what caused this decline; however, staff from the UO and LTD will be discussing possibilities as preparations are made for 2005. It is possible that the cash fare increase and the shuttle pass fare increase had some effect; however, it is likely that a combination of factors contributed to the decline.
- Deboarding counts were conducted at the University and Lane Community College. These counts provide data for staff working on the pass programs and assist planning staff in evaluating automated passenger counting (APC) data. The APC data is now providing this information, so this is likely the final time manual counts will be conducted. Ridership remains strong to both institutions.
- LTD staff have worked with UO and City of Eugene staff to locate a new bus boarding area at 12th and Kincaid. Congestion around the 13th and Kincaid station made this addition a necessity. The new stop accommodates route 81 LCC. Service began on December 6.
- Snow and Ice contingency plans have been updated for winter.
- The UO has invited LTD to discuss options for internal campus transportation. This is scheduled for December.

Marketing/Graphics

- The staff is working on the winter Rider's Digest Update, which outlines changes to service changes occurring in February.
- The UO Art Museum is holding its grand opening in January. LTD will be partnering with the museum to provide greater access to the event. A special shuttle will operate from the Lane County Fairgrounds Park & Ride on Saturday, January 22, and service on the system will be free on January 23. These services will provide residents an alternative to driving to campus, where parking is limited. It is the hope of the museum that this partnership will grow and that the community will see the bus as the way to go when visiting the museum.
- Work continues on the Web site enhancements. The project continues to go more slowly than anticipated. This has been a result of the consultant's lack of understanding the complexity of creating a Web-based point of sales system and an inability to staff appropriately for the amount of work they have taken on.
- Branding work continues. Meetings between Graphics staff and Transit Operations staff have centered on applying the revised logo and colors to bus operator uniforms. An Operations committee will work with the graphic standards to come up with options for changing the look of the uniforms as replacements are ordered. The Graphics staff also has worked on finalizing the standard fonts to be used in LTD publications and integrated this information into a draft graphic standards document.

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Deleted: <#>Winter bid timelines have been refined and staff has met to draft the initial list of adjustments. Outreach to operators will occur over the next several weeks as the list of issues is refined. AVL/APC data continues to grow in importance as planners use data to analyze issues arising from operator reports and guest comments. ¶

<#> UO football operations continue to go smoothly. Ridership continues to lag this year and ridership to the Washington game was our lowest in the past three years. LTD will evaluate the service from the operations side and meet with UO at season's end to evaluate other factors that may have had an affect on ridership. ¶

<#>Basketball shuttle service tips off November 5th. No changes to park and ride locations or service levels are planned. The UO is raising the fare to \$3 round trip.¶

<#>The City of Eugene approved an LTD request to remove two parking spaces at the intersection of Kincaid and 12th. This space will be established as a departure area for route 81 LCC. Bus congestion at the Kincaid and 13th platform h...

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FACILITIES SERVICES

Charlie Simmons, Facilities Services Manager

- **RideSource:** The project continues to be on schedule and on budget. Completion is scheduled for March 2005.
- **Old Springfield Station:** Staff are preparing plans and drawings for the demolition of the station and the restoration of the site.
- **Shelter Project:** The replacement of older shelters with the newer, vandal-resistant shelters is proceeding. The newer shelters will reduce ongoing cleaning and maintenance costs.
- **Facilities Maintenance:** Facilities maintenance has been short one staff person, who has been on an extended leave with an arm injury. Temporary help will be hired during this staff person's absence.
- **Amazon Station Improvements:** The Amazon Station, which is about 20 years old, is receiving a "face lift."

Deleted: Much of the site-work, including excavation for multiple drainage swales, paving of the parking lots, and preparation for landscaping, is complete. Mechanical, electrical and plumbing rough-ins has also been completed. Insulation and drywall work should begin before the end of the month. Construction is on schedule, with completion anticipated for February 2005.

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COMMUTER SOLUTIONS

Annette Speck, Administrative Secretary, for
Connie B. Williams, Program Manager

- **Alternative High School Program:** The implementation of this program is folded within the high school outreach phase of the Smart Ways to School Program to reach all alternative high school students, as well as students from three regular high schools. The implementation plans and communications materials are near completion and ready for launch as soon as the Business Energy Tax Credit (BETC) arrangements are finalized. Communications to high school students, parents, and staff will begin in December; bus pass stickers will be distributed beginning in January; and the free rides will be provided from February 1 through June 30, 2005.

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The following high schools are slated to participate in the High School Youth Bus Pass Program, as part of the Smart Ways to School Program:

Regular High Schools

- North Eugene High School
- Thurston High School
- Willamette High School

Alternative High School Programs

- Churchill Alternative High School
- Gateways Learning Center
- Kalapuya High School
- North Eugene High Alternative School

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METROPOLITAN PLANNING

Lisa Gardner, Senior Strategic Planner

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Metro Planning

- The City of Eugene held its 3rd *Chambers Reconsidered* public meeting on November 23, 2004. Approximately 50 citizens participated in this very successful meeting, which reviewed the results of the Visual Preference Survey.
- MPC is scheduled to adopt the RTP minor update at its December 9, 2004, meeting. A second public workshop was held on December 1, 2004.
- LTD provided comments to the Springfield Economic Development Agency on the Glenwood Urban Renewal Plan. The Springfield City Council was scheduled to discuss the Urban Renewal Plan at its December 6, 2004, meeting.
- LTD and LCOG staff developed a working paper on Transportation modeling assumptions for the Region 2050 Plan. A staff presentation on Transportation scheduled for the November 29, 2004, Policy Board meeting will be rescheduled for a date in January.

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BRT PLANNING

Graham Carey, BRT Project Engineer

- **Pioneer Parkway Corridor:** Staff have been meeting with Springfield and ODOT staff to address a range of corridor planning and design issues. Issues currently being addressed by this group include the operation of the Beltline/Gateway Road intersection, bikeway connections along Pioneer Parkway, and driveway access along Gateway and Harlow Roads.

Springfield staff have released the design for the roundabout at the intersection of MLK Jr. Parkway and Hayden Bridge Way. The design includes a southbound BRT lane terminating approximately 400 feet from the roundabout. Property acquisitions through the constrained area of MLK Jr. Parkway are proceeding according to plan and are anticipated to be completed by the end of December 2004.

- **Progressive Corridor Enhancement:** An update is provided as part of the main agenda.
- **General:** The BRT Technical Advisory Committee met on November 23, 2004. The agenda included discussion of the Franklin BRT Corridor cost reduction exercise, introduction of the Progressive Corridor Enhancement Program, and an update on the Pioneer Parkway BRT Corridor. The BRT Steering Committee met on December 7, 2004. Staff will provide a verbal update of this meeting during the Board meeting.

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TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

There is no Transit Operations report this month.

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¶ Operations staff participated in a two day workshop to develop a job specific tool to assist in hiring new supervisors. Three supervisors and two managers from LTD participated with several other supervisors and managers from agencies throughout the northwest to help develop this tool. We are all excited about the product and hope to have it in place by the end of the year.¶

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Deleted: Football service is winding down, with the last home game scheduled for November 13. The operations crew has done a great job of continuing to improve the service to and from Autzen Stadium. Ralph Dinnel, the supervisor in charge of the service delivery and and Marcy Pope, the lead Transit Coordinator have done a great job as have the entire LTD team. Now it is on to basketball season.¶

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MAINTENANCE

Ron Berkshire, Director of Maintenance

There is no Maintenance report.

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¶ 379 vendor checks were processed during the month, including two checks to Wildish Building Company totaling ...

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FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Carol James, Accounting Manager

Two hundred thirty four (234) vendor checks were processed during the month of November, including \$283,366 to Wildish Building Company for work related to Franklin Corridor construction; \$219,257.68 to Essex General Construction, Inc., for work related to RideSource facility construction; and \$121,096.05 to John Hyland Construction, Inc., for the Springfield Station.

Eighty-two (82) payroll checks and 898 payroll direct deposits totaling \$789,969.79 were made in November 2004.

Thirteen cash fare deposits totaling \$145,943.74 were made in November 2004. These included cash fares for two football games.

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PURCHASING

Jeanette Bailor, Purchasing Manager

Several bids close in December, among them a parts contract that supplies many of our repair parts for Fleet Services. As the RideSource facility construction progresses, various bids associated with equipment and furniture are being finalized.

The purchasing assistant currently is on a family leave of absence until early February. The work has been disbursed among several staff. We prepared for the leave with cross training and by preparing bid documents ahead of time. Staff have been very generous in their offers of help during this time.

Deleted: The Disadvantaged Business Enterprise policy and program statement has been completed and is submitted as a consent calendar item this month. Each year, LTD determines what our contracting opportunities will be for the next fiscal year, reviews the available firms and the census data, and calculates the annual goal for contracting opportunities with disadvantaged business enterprises. The program goal and policy are submitted to the Federal Transit Administration after Board approval. ¶
¶
The purchasing assistant is currently on a family leave of absence for the next twelve weeks. The work has been disbursed among several other Finance and Information Technology staff. Purchasing prepared for the leave with cross training and by preparing bid documents ahead of time. Staff have been very generous in their offers of help during this time.

INFORMATION TECHNOLOGY

Steve Parrott, IT Manager

IT staff continue working toward completion of the APC/AVL project. The vendor, Siemens VDO Automotive, was notified on November 15, 2004, that remaining work on the project must be completed within the next sixty days in order to prevent the current contract from being considered in default. This course of action is taken because the vendor has failed to deliver software updates promised on three prior dates. Siemens VDO has agreed to review its resource allocation and present LTD with a written proposal to address all remaining issues within LTD's prescribed timeframe. LTD is withholding a final contract payment pending this resolution and testing of final contract deliverables.

On a more cheerful note, both Service Planning and Operations groups have been the beneficiaries of collaborative work with IT staff to develop schedule adherence and passenger count reports from data produced through the TransitMaster product. The District soon will have a common set of reports to monitor and analyze these significant service performance metrics.

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Deleted: The IT staff participated in the recently completed FTA Financial Management Review (FMO). Preliminary feedback indicates that the auditors were satisfied with the IT Staff's responses to questions and follow up interviews. IT staff designed, and installed a telephone conferencing system for the Glenwood campus Board Room. The system had its first successful use for the FTA FMO Exit Conference meeting on 11/02/04. ¶
¶
IT Staff continues its work on the APC/AVL project. Unfortunately, it appears that the vendor, Siemens Automotive VDO, will not be able to fulfill the accuracy requirements for automated passenger counts set forth by LTD in its RFP to be 95 percent. This conclusion is drawn from several earnest attempts by Siemens and their upstream suppliers to meet LTD's specifications. LTD is initiating negotiations with Siemens to arrive at some form of financial compensation for this circumstance. Siemens continues in its efforts to deliver other contract commitments in a timely ...

HUMAN RESOURCES

Mary Neidig, Human Resources Director

There is no Human Resources report this month.

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AGENDA ITEM SUMMARY

DATE OF MEETING:

ITEM TITLE:

PREPARED BY:

ACTION REQUESTED:

BACKGROUND:

**RESULTS OF RECOM-
MENDED ACTION:**

ATTACHMENT:

PROPOSED MOTION:

EmX report – December, 2004

Landscape update – The last step of the EmX construction in Springfield is the planting of trees and shrubbery along the new sidewalks. As soon as inventory becomes available, planting will begin. Landscape details call for specificity of tree and shrubbery type and size to be planted.

Cost Reduction Exercise – The CRE was discussed with both the BRT Technical Advisory and Steering Committees. Both committees supported the recommended decisions for reductions. Some public outreach is planned to inform the community of the changes. The four items being considered for elimination are: (1) Bus only lane on Main Street between Pioneer Parkway East and Mill Street; (2) Median bus stops in Glenwood; (3) Fare machines at all EmX stations; (4) cement crosswalks to median stations. If budget allows, the crosswalks would be the first to be added back.

Acquisition – Staff is working with consultants to acquire a limited amount of property needed for right of way in Eugene. Properties along Franklin Boulevard will be deeded to the Oregon Department of Transportation. Properties along E 11th in Eugene will be deeded to the City of Eugene. Affected Eugene properties are:

Franklin Group (Woolley/Connor) – construction easement only
Connor-Best Western – 41 square feet and construction easement
University of Oregon – north and south side of Franklin.
PeaceHealth – two pieces totaling 1200 square feet
Franklin Blvd Properties (Burger King) – 27 square feet
Durall Investments (Hirons/PC Market) – 252 square feet
Oregon Community Credit Union – 400 square feet

Vehicle- LTD has just concluded negotiations of the final design of the EmX vehicle while concurrently moving ahead with the overall vehicle design. Both Cleveland and LTD are interested in developing a more modern/sleeker design for the front of the vehicle and New Flyer has agreed to do so. The production of the proto-type vehicle is now being scheduled. LTD is still pushing for a winter 2006 start up of EmX.

Precision docking remains the other unresolved issue for the vehicle. Precision docking is important because it allows the vehicle to get as close to the platform as possible, thereby facilitating rapid and safe de-boarding and boarding. This must be done without risking damage to the vehicle. One method that is used on foreign BRT systems is the use of a mechanical guide wheel attached to the front steering axle of the vehicle. Cleveland obtained such a guide wheel from Leeds, England and their tests of the wheel convinced them that they would like to use the guide wheel on their BRT vehicle. LTD has obtained this wheel from Cleveland and will be testing it on our own artic over the Christmas vacation. We will then ship it to New Flyer for their design process. We are hopeful that it will meet our precision docking needs.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 2004

ITEM TITLE: JANUARY 2005 EMPLOYEE OF THE MONTH

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

BACKGROUND: January 2005 Employee of the Month: Bus Operator Carl Faddis was selected as the January 2005 Employee of the Month. Carl was hired by LTD in August 1998. He has received awards for five years of safe driving and two years of correct schedule operation, and previously was Employee of the Month in May 2000. Carl was nominated for this award by several of his guests. One called him "Mr. Sunshine," and one said that Carl always has a smile and something nice to say. One said that Carl not only drives safely, but also watches what is going on on the bus and makes his guests feel welcome. This guest said that Carl has a positive attitude and focuses on the good things in life, not the negative, and deserves to be recognized for his "awesome efforts and wonderful attitude."

When asked to comment on Carl's selection as Employee of the Month, Transit Operations Manager Rob Montgomery said:

In my 30 plus years of history with LTD, I have never seen an employee receive so many compliments and Employee of the Month nominations as Carl has. It is truly amazing that one individual has received so many compliments, especially when compliments are so very much harder to come by than complaints. However, when you take into account just who we are talking about, Carl Faddis, also known as "Mr. Customer Service," and "Mr. LTD," clearly stands out as a Lane Transit District ambassador.

As the Transit Services Manager, I would be very proud to be on any team that Carl is associated with. He is one outstanding and caring man!

Our congratulations to Carl on his selection as the January 2005 Employee of the Month!

AWARD: Carl will attend the December 15, 2004, meeting to be introduced to the Board and receive his award.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 2004

ITEM TITLE: EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(d)

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: That the Board meet in Executive Session pursuant to ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Members of the District's negotiating team will be present for this discussion.

ATTACHMENT: None

PROPOSED MOTION: I move that the Board meet in Executive Session pursuant to ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 2004

ITEM TITLE: FRANKLIN EMX BALANCED BUDGET

PREPARED BY: Mark Pangborn, Assistant General Manager

ACTION REQUESTED: Approve EmX Construction Budget

BACKGROUND: At the November 2004 Board meeting, staff presented to the Board an EmX construction budget that was balanced to available revenues. In order to balance the budget, staff proposed four changes to the current EmX design: (1) Eliminate EmX lane on Main Street in Springfield; (2) Make two of the three stations in Glenwood dual curbside stations instead of single, center-of-the-street stations; (3) Begin the Franklin EmX service fare-free, eliminating the need for fare machines and enforcement expenses; and (4) Substitute asphalt for concrete crosswalks to the EmX stations.

Staff are now discussing these changes with LTD's partner agencies: ODOT, Springfield, and Eugene. In discussions with partner agency staff, the reaction has been that these design changes appear to be a reasonable way to reduce construction expenses without compromising the concept and design of BRT. At this point in the review process, no fatal flaws in the design changes have been identified. At the time that this agenda was written, staff had not had an opportunity to discuss these changes with the BRT Steering Committee, which was scheduled to meet on December 7. This committee includes the elected officials from each of the partner agencies. Consequently, staff will have more current information at the Board meeting.

Staff continue to believe that the proposed changes are appropriate for balancing the budget while not compromising the basic design concepts of BRT.

RESULTS OF RECOMMENDED ACTION:

The project will proceed within budget parameters. Staff will proceed with implementing all of the activities required to complete the EmX Franklin corridor: (1) sign a final contract with Wildish Corporation that incorporates the Franklin EmX budget as approved by the LTD Board; (2) proceed with the planning for the next stages of construction of the Franklin

EmX; (3) complete property acquisition; (4) obtain all the necessary permits to begin construction; and (5) begin construction as soon as possible.

ATTACHMENT: Proposed budget for Franklin EmX construction

PROPOSED MOTION: I move approval of the following resolution: LTD Resolution No. 2004-040: Resolved, that the LTD Board of Directors approves the Franklin EmX construction budget as discussed at the December 15, 2004, Board meeting.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 2004

ITEM TITLE: FRANKLIN EMX BALANCED BUDGET

PREPARED BY: Mark Pangborn, Assistant General Manager

ACTION REQUESTED: Approve EmX Construction Budget

BACKGROUND: At the November 2004 Board meeting, staff presented to the Board an EmX construction budget that was balanced to available revenues. In order to balance the budget, staff proposed four changes to the current EmX design: (1) Eliminate EmX lane on Main Street in Springfield; (2) Make two of the three stations in Glenwood dual curbside stations instead of single, center-of-the-street stations; (3) Begin the Franklin EmX service fare-free, eliminating the need for fare machines and enforcement expenses; and (4) Substitute asphalt for concrete crosswalks to the EmX stations.

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Staff continue to believe that the proposed changes are appropriate for balancing the budget while not compromising the basic design concepts of BRT.

RESULTS OF RECOMMENDED ACTION:

ATTACHMENT: Proposed budget for Franklin EmX construction

PROPOSED MOTION: I move approval of the following resolution: LTD Resolution No. 2004-____:
Resolved, that the LTD Board of Directors approves the Franklin EmX construction budget as discussed at the December 15, 2004, Board meeting.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** November 17, 2004
- ITEM TITLE:** ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING
- PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board
- ACTION REQUESTED:** None at this time
- BACKGROUND:** The action or information items listed below will be included on the agenda for future Board meetings:
- A. **LTD Retirement/Pension Plan Review:** A work session to review the LTD retirement and pension plans will be on the agenda for the January 10, 2005, work session or the January 19, 2005, regular meeting.
 - B. **Federal Management Oversight Review Report:** The final report on the recent Federal Management Oversight Review will be presented to the Board in January 2005.
 - C. **Executive Sessions on Labor Negotiations:** Executive (non-public) sessions to discuss labor negotiations will be scheduled as needed during the coming months.
 - D. **FY 2005-06 Pricing Plan:** Proposed changes to the LTD Pricing Plan will be discussed with the Board at the January 19, 2005, regular meeting. Public hearings will be scheduled for February and March 2005.
 - E. **FY 2005-06 Annual Route Review and Service Recommendations:** A preliminary discussion with the Board will be held at the January 19, 2005, meeting. Public hearings and approval of the service recommendations will be scheduled for February or March 2005.
 - F. **Region 2050 Plan Work Session:** A work session with the Board will be held in January or February 2005.
 - G. **Information on LTD Purchasing Policy:** An update on LTD's Purchasing Policy will be provided following Board member turnover in early 2005.
 - H. **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.

- I. **DBE Program and Policy Update for 2005-06**: This update will be placed on the Consent Calendar for either the July or August 2005 Board meeting.
- J. **BRT Updates**: Various action and information items will be placed on Board meeting agendas during the design and implementation phases of the bus rapid transit project.



LTD General Manager's Report to the Board of Directors

December 15, 2004

Prepared by Ken Hamm, General Manager

FUTURE DATES TO REMEMBER

December 24, 2004	LTD Administrative Offices Closed for Christmas Holiday
December 31, 2004	LTD Administrative Offices Closed for New Year's Holiday
January 10, 2004	LTD Board Work Session (tentative)
January 15, 2004	LTD Administrative Offices Closed for Martin Luther King Jr. Day
January 19, 2004	LTD Regular Board Meeting
February 14, 2004	LTD Board Work Session (tentative)
February 16, 2004	LTD Regular Board Meeting
July 30-Aug .2, 2005	APTA Board Members Seminar
Sept. 25-28, 2005	APTA Annual Meeting & EXPO

EXTERNAL ACTIVITIES

Meeting with Councilor Kelly

Susan Ban and I met with Eugene City Councilor David Kelly on November 22nd to update him about EmX. Specifically, we were communicating changes in the Regional Transportation Plan related to how many miles of BRT lanes would be built within the plan's horizon and explaining the concept of progressive corridor enhancements.

Briefing State Legislators

On November 22nd LTD briefed state legislators on our legislative agenda over lunch in our Board Room. Senator Prozanski, Representative Beyer, Representative Ackerman, and Representative Barnhart attended, along with Board Member Susan Ban, key LTD staff, and LTD's legislative consultant. In addition, staff briefed Representative Hanna on December 7. Additional briefings are planned in the next month.

STIP Open House

I dropped in on the open house for the State Transportation Improvement Plan that was held at the City of Springfield on the evening of December 1. About thirty concerned citizens and business people attended. This was an opportunity for citizens to view the transportation projects planned for the 2006-09 biennium.

Payroll Tax Outreach

LTD continues its dialogue with members of the business community about raising the payroll tax. On December 6th I met with the Springfield Lions Club, and on December 8th Gerry Gaydos and Andy Vobora met with Downtown Eugene Incorporated.

SEL

I attended the semi-monthly meeting of the public CEOs from Springfield, Eugene, and Lane County on December 10th in Springfield.

INTERNAL ACTIVITIES

United Way

LTD completed its annual United Way drive with a soup and bread gathering in the Operations Lounge. The campaign was a great success, with a net gain of approximately 23 percent.

Team Meetings

Quarterly Team LTD meetings were held with the employees on December 8. Meetings focused on EmX development, some training pieces, and answering employee questions.

Diversity Forums

The CEOs representing the public jurisdictions signed onto the MOU on Diversity have been holding regular meetings and training programs. On December 9th the CEOs met in Springfield for additional training and the continued commitment to their goals.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 2004

ITEM TITLE: GRANT APPLICATIONS

PREPARED BY: Todd Lipkin, General Ledger/Grant Accountant

ACTION REQUESTED:

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

BACKGROUND: LTD funds its Capital Improvements Program (CIP) through a combination of federal, state and local funds. LTD receives federal funds from several different transportation sources. Some are appropriated on an annual basis through the Section (Sec.) 5307 formula program and awarded through the Federal Transit Administration. LTD also receives federal discretionary funds through the Sec. 5309 bus program, Sec. 5310 elderly and disabled program, and Sec. 115 grant program. These federal discretionary programs are funded at 80 percent, with a 20 percent match provided by LTD. LTD also receives Surface Transportation Program State (STP-State) funds, administered through the Oregon Department of Transportation Public Transit Division Grant Program, and State Transportation Program-Urban (STP-U) Flexible funds, which are allocated regionally through an application process administered at the discretion of the Central Lane Metropolitan Planning Organization. STP projects are funded at 89.73 percent with a 10.27 percent match.

Springfield Station Grant Amendment

This grant request is for \$896,000 in 2004 Sec. 5309 funds. This request funds the completion of construction of the Springfield Station. When the previous amendment was processed, only a portion of the 2004 appropriation was made available to LTD.

RideSource Facility Grant Application

This grant request is for \$1,030,000, which includes \$280,000 in 2004 Sec. 5307 formula funds and \$750,000 in 2004 Sec. 115 discretionary funds. The request funds the completion of construction of the new

RideSource Facility. The balance of the project is being funded by Sec. 5310 funds from ODOT that LTD already has executed.

EmX Project Development Grant

This grant request is for \$1,964,520 in 2004 Sec. 5309 discretionary funds. This request funds EmX Project Development costs, including compliance with the National Environmental Policy Act, alternatives design development, public involvement, and New Starts Compliance Reporting Requirements.

EmX Franklin Corridor Construction Amendment

This grant request is for \$2,703,099 in FY 2003 & FY 2004 Sec. 5309 discretionary funds. This request funds the Springfield Station-related EmX construction. In addition it provides additional grant funds for other Franklin corridor construction costs.

EmX Vehicle Grant

This request is for \$4,000,000 in FY 2005 Sec. 5309 discretionary funds for the purchase of the five EmX Vehicles.

FY 2004-2005 CIP Grant

This grant request is for \$2,552,963, which includes \$744,000 in FY 2004 5307 formula funds; \$616,000 in FY 2004 STP-U discretionary funds; \$341,871 in FY 2005 STP-State formula funds; and \$851,092 in FY 2005 STP-U discretionary funds. This request funds the remainder of the FY 2004-2005 Capital Improvements Program and provides additional dollars for future fiscal years. Projects include the purchase of one Gillig 40-foot low-floor bus, bus replacement spare parts, EmX Pioneer Parkway project development, shelter replacement and expansion, computer hardware and miscellaneous equipment, and Transportation Demand Management (TDM).

EFFECT OF RECOMMENDED ACTION:

LTD will be able to execute grant agreements with the Federal Transit Administration so that expenses for the applicable projects can be reimbursed immediately at their particular rate of federal participation (80 percent or 89.73 percent).

ATTACHMENTS: Springfield Station Grant Amendment
RideSource Facility Grant Application
EmX Project Development Grant Application
EmX Franklin Corridor Construction Grant Amendment
EmX Vehicles Grant Application
FY 2004-2005 CIP Grant Application

PROPOSED MOTION: I move approval of the following resolution:

LTD Resolution No. 2004-038: It is hereby resolved that the LTD Board of Directors approves the proposed grant applications listed below, which total \$13,146,582 in federal funds, and authorizes the general manager to submit these applications to the Federal Transit Administration for approval.

- 1) Springfield Station Grant Amendment - \$896,000
- 2) RideSource Facility Grant Application - \$1,030,000
- 3) EmX Project Development - \$1,964,520
- 4) EmX Franklin Corridor Construction Grant Amendment - \$2,703,099
- 5) EmX Vehicles Grant Application - \$4,000,000
- 6) FY 2004-2005 CIP Grant Application - \$2,552,963

**Springfield Station Grant Amendment
OR-03-0103-02**

		STIP Key #	Fund Type	Match Ratio	Federal Grant	Project Total
<u>113-00 Bus Station/Stops/Terminals</u>						
11.33.02	Springfield Station Completion	11361	5309	80%:20%	896,000	1,120,000
113-00 Bus Station/Stops/Terminals Total					896,000	1,120,000

Source of Federal Assistance

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

FY 2004 5309	\$ 896,000
Total	\$ 896,000

RideSource Facility Grant Application

		STIP Key #	Fund Type	Match Ratio	Federal Grant	Project Total
<u>114-00 Bus Support Equipment/Facilities</u>						
11.43.03	RideSource Facility Construction	13445	5307/Section 115	80%:20%	<u>1,030,000</u>	<u>1,287,500</u>
114-00 Bus Support Equipment/Facilities Total					1,030,000	1,287,500

Source of Federal Assistance

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

FY 2004 5307	\$ 280,000
FY 2004 Section 115	<u>750,000</u>
Total	\$1,030,000

EmX Project Development Grant Application

		STIP Key #	Fund Type	Match Ratio	Federal Grant	Project Total
<u>112-00 Bus Transitways/Lines</u>						
11.21.01	EmX Project Development	13452	5309	80%:20%	<u>1,964,520</u>	<u>2,455,650</u>
112-00 Bus Transitways/Lines Total					1,964,520	2,455,650

Source of Federal Assistance

Funding UZA: 411440

Funding UZA Name: Eugene-Springfield, Oregon

FY 2004 5309

Total

\$1,964,520

\$ 1,964,520

**EmX Franklin Corridor Construction Grant Amendment
OR-03-0079-02**

		STIP Key #	Fund Type	Match Ratio	Federal Grant	Project Total
<u>112-00 Bus Transitways/Lines</u>						
11.23.01	Springfield Station related EmX Improvements	13285	5309	80%:20%	735,742	919,677
11.23.01	EmX Construction-Franklin Corridor	13285	5309	80%:20%	<u>1,967,357</u>	<u>2,459,196</u>
112-00 Bus Transitways/Lines Total					2,703,099	3,378,873

Source of Federal Assistance

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

FY 2003 5309	\$1,967,357
FY 2004 5309	<u>735,742</u>
Total	\$2,703,099

EmX Vehicle Grant Application

		STIP Key #	Fund Type	Match Ratio	Federal Grant	Project Total
<u>111-00 Bus Rolling Stock</u>						
11.13.06	EmX Vehicles	13446	5309	80%:20%	<u>4,000,000</u>	<u>5,000,000</u>
114-00 Bus Support Equipment/Facilities Total					4,000,000	5,000,000

Source of Federal Assistance

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

FY 2005 5309	<u>\$4,000,000</u>
Total	\$4,000,000

**FY 2004-2005 CIP Grant Application
5307/STP Funds**

	STIP Key #	Fund Type	Match Ratio	Federal Grant	Project Total
<u>111-00 Bus Rolling Stock</u>					
11.12.01	40' Gillig Low-Floor Bus	2005 STP	89.73%:10.27%	242,271	270,000
11.12.01	40' Gillig Low-Floor Bus	5307	80%:20%	32,000	40,000
11.12.40	Bus Replacement Spare Parts	12257	5307	80%:20%	48,000
	111-00 Bus Rolling Stock Total			322,271	370,000
 <u>112-00 Bus Transitways/Lines</u>					
11.21.01	EmX Pioneer Parkway Project Development	12258	2004 STP-U	89.73%:10.27%	400,000
11.21.01	EmX Pioneer Parkway Project Development	12258	2005 STP-U	89.73%:10.27%	400,000
	112-00 Bus Transitways/Lines Total			800,000	891,564
 <u>113-00 Bus Stations Stops & Terminals</u>					
11.33.20	Replacement Shelters	13695	2004 STP-U	89.73%:10.27%	216,000
11.33.20	Replacement Shelters	13696	2005 STP-U	89.73%:10.27%	216,000
11.33.20	New Shelters	13447	5307	89.73%:10.27%	80,000
	113-00 Bus Station Stops & Terminals Total			512,000	570,600
 <u>114-00 Bus Support Equip/Facilities</u>					
11.42.07	Computer Hardware	12257	5307	80%:20%	64,000
11.42.20	Miscellaneous equipment	12257	5307	80%:20%	520,000
	114-00 Bus Support Equip/Facilities Total			584,000	730,000
 <u>117-00 Bus Other Capital Items</u>					
11.72.11	Transportation Demand Mgmt (TDM)	11708	2005 STP	89.73%:10.27%	99,600
11.72.11	TDM - Rideshare Activities	13443	2005 STP-U	100%	235,092
	117-00 Bus Other Capital Items Total			334,692	346,092
	Total			\$2,552,963	\$2,908,256

Source of Federal Assistance

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

FY 2004, STP Urban	\$ 616,000
FY 2004, 5307	744,000
FY 2005, STP	341,871
FY 2005, STP Urban	851,092
Total	\$2,552,963

Fare Discounts

Private, Not-for-Profit Agency Program

OBJECTIVE

Lane Transit District (LTD) offers private, not-for-profit agencies the opportunity to purchase LTD fare media at a 50 percent discount. This discount is granted in recognition of a community need for transportation services for individuals and families who are working with these agencies to seek employment, housing, and medical services. This program provides agencies with a means to distribute "critical need" transportation service to their respective clients at a reduced cost.

APPLICATION

This policy applies to any private, not-for-profit (as defined by IRS section 501(c)(3)) agency that wishes to purchase fare media from LTD.

ELIGIBILITY

Applications for eligibility are available through LTD Guest Services. Upon successful certification, agency staff may call LTD Guest Services to place a fare media order according to the order processing guidelines.

DISCOUNT

Agencies and agency programs are eligible for a 50-percent discount toward the purchase of up to \$300 of fare media per month. *(Note: An annual discount cap of \$100,000 has been established for this program. Should this cap be reached, the LTD Board of Directors will evaluate raising the cap, or maintaining the cap and reducing the amount agencies/programs are eligible to purchase each month.)*

PURCHASE PROCESS

1. Agencies with multiple programs are required to coordinate orders and place a single agency order.
2. Agencies will designate a key contact(s) for correspondence and communication pertinent to the LTD Private, Not-for-Profit Agency Program.
3. Orders must be made directly with the LTD Guest Services Representative assigned to inventory distribution.
4. Orders may include a combination of tokens, sold in packages of 100, and monthly passes.
5. Orders for the coming month must be made by the 12th day of the current month.
6. Orders may be picked up at LTD Guest Services beginning on the 15th day of the month. Orders may be picked up Monday through Friday between 8 a.m. and 5 p.m.
7. Orders must be paid for when picked up. Agencies may pay by cash, agency check, money order, or credit card. *No agency vouchers or purchase orders will be accepted.*

PROGRAM MAINTENANCE

The accessible services manager is responsible for monitoring and making recommendations for modifications to this policy. A semi-annual report of program use will be produced by the accessible services manager and will be forwarded to the LTD general manager for review.

Adopted by LTD Board of Directors on _____, 2004.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 2004

ITEM TITLE: PRIVATE, NOT-FOR-PROFIT AGENCY PROGRAMS

PREPARED BY: Andy Vobora, Service Planning and Marketing Manager

ACTION REQUESTED: Adoption of changes to the Private, Not-for-Profit Agency Program.

BACKGROUND: LTD offers reduced-cost tokens or passes to local private not-for-profit agencies, to be distributed to low-income program participants. At the October 2004 LTD Board meeting, staff discussed the growth in the number of participating agencies and the amount of fare discounts offered annually through the program. Following Board review, the program policy was revised to show clearly that agencies and programs within agencies will continue to qualify for the monthly allocation.

RESULTS OF RECOMMENDED ACTION: **Not-for-Profit Agency Discount Program** – A small reduction in the amount of discount provided will reduce slightly the number of fare instruments purchased by the agencies. It is likely that this will not translate into additional revenues, considering that the population served by these programs does not have the resources to purchase fares at full rates. The program may continue to grow as additional not-for-profit agencies join the program. The District will realize administrative efficiency gains as purchasing processes are coordinated through lead agencies.

ATTACHMENT: Not-for-Profit Agency Discount program policy

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2004-043: It is hereby resolved that the LTD Board of Directors approves and adopts the recommended revised LTD Private, Not-for-Profit Agency Program as proposed and discussed at the December 15, 2004, Board meeting.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 2004

ITEM TITLE: ORGANIZATIONAL STRUCTURE

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: Information Only

BACKGROUND: In 2001, when the economic recession first hit, LTD responded in the same manner that a private business would. Thirteen positions were eliminated, discretionary spending was cut, the materials and services budget was reduced, and fixed-route services were reduced. With the staff reduction, the organizational structure was changed to divide workloads among staff.

Today we are facing some new opportunities with regard to organizational structure. The opportunities come primarily as a result of retirements, but also as a result of our experience in recent years. While organizational structure remains the responsibility of the general manager, as a product of my "no surprises" philosophy, I wanted to share with the Board my new direction related to structure.

The Development Services Department has become too big for one person to manage. In actual practice, Stefano Viggiano has been managing some parts of it and Andy Vobora others. The Leadership Council, in its annual retreat, determined that this department should be split into two, probably called Service Development and Marketing & Public Relations. In addition, LTD planning is proceeding regarding replacement of the director of maintenance and the transit services manager, as Ron Berkshire and Rob Montgomery will be retiring soon. There are no net gains in FTEs currently being considered in these scenarios.

RESULTS OF RECOMMENDED ACTION: More efficient and effective operational outcomes for our guests and LTD

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 15, 2004
- ITEM TITLE:** PROGRESSIVE CORRIDOR ENHANCEMENT
- PREPARED BY:** Stefano Viggiano, Director of Development Services
- ACTION REQUESTED:** None
- BACKGROUND:** The Board has directed staff to develop a proposal for incremental development of transit corridors. On September 15, 2004, the Board reviewed a proposal, named Progressive Corridor Enhancement (PCE), which included four possible levels of corridor development, ranging from signal priority (Level 1) to complete EmX development (Level 4). The Board directed staff to proceed with further development of the proposal and to solicit opinions on PCE from partner agencies.
- Board members have met with several elected officials from the two cities and the county, and staff have discussed the incremental approach with the BRT Technical Advisory Committee. The response to these meetings has been positive. The incremental approach has been well received, with several people stating that it appears to be a logical way to proceed with transit system improvements. The BRT Steering Committee is scheduled to discuss PCE at its meeting on December 7, 2004, after this packet was prepared. A report of their reactions and comments can be provided at the Board meeting.
- Staff propose to proceed in the following manner:
1. Begin implementation of transit signal priority. The software for the transit priority is being developed as part of the Franklin Corridor project. Staff will proceed with the purchase and installation of the emitters for the buses. This will cost approximately \$150,000. There is \$200,000 for transit signal priority budgeted this year in the approved Capital Improvements Program
 2. Prepare an implementation plan for further implementation of PCE. This will be presented for Board consideration in early 2005.
- ATTACHMENT:** Progressive Corridor Enhancement Information Sheet (used in meeting with partner agencies).
- PROPOSED MOTION:** None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 2004

ITEM TITLE: MONTHLY PERFORMANCE AND LABOR TRENDS 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. Beginning this month, the performance reports will be distributed with the monthly financial statements as a separate packet. Earlier agenda packet preparation deadlines have necessitated this change.

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: October 2004 Performance Report
Eugene/Springfield Metro Labor Trends
(both included in a separate packet for the Board)

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 15, 2004
- ITEM TITLE:** PIONEER PARKWAY EmX CORRIDOR PROJECT GOAL AND PERFORMANCE OBJECTIVES
- PREPARED BY:** Lisa Gardner, Senior Strategic Planner
- ACTION REQUESTED:** Adopt Pioneer Parkway Corridor Bus Rapid Transit Goal and Performance Objectives
- BACKGROUND:**
- The Board previously adopted corridor-specific BRT Goals and Objectives (BRT Goals) for the Franklin BRT Corridor in 1999, and adopted a non-corridor-specific update of the Goals in June of 2002. As part of the Pioneer Parkway project definition and National Environmental Policy Act (NEPA) analysis and documentation process, it is appropriate to consider Pioneer Parkway corridor-specific BRT Goals. For this purpose, the BRT Goals are intended to provide a framework for evaluating the proposed project's capacity to satisfy the stated Goals and Objectives as measured by specifically defined performance objectives. The Federal Transit Administration will apply the stated goals and performance objectives in their assessment and approval of the Pioneer Parkway Environmental Impact Statement.
- The Draft BRT goals were distributed to the Technical Advisory Committee via electronic mail, and were considered by the BRT Steering Committee at its December 7, 2004, meeting. The LTD Board will be asked to adopt the BRT Goals at its December 15, 2004, Board meeting.
- ATTACHMENT:** Draft Pioneer Parkway BRT Goal and Performance Objectives
- PROPOSED MOTION:** LTD Resolution No. 2004-041: It is hereby resolved that the LTD Board of Directors approves the Pioneer Parkway Corridor Bus Rapid Transit Goal and Performance Objectives.



Progressive Corridor Enhancement: Improving Transit on Key Corridors

Bus Rapid Transit (BRT) has been identified in the Regional Transportation Plan as the preferred transit strategy for the Eugene/Springfield area. Lane Transit District has begun implementing EmX (the name selected for the BRT system). The first corridor, Franklin EmX, is under construction and the second corridor, Pioneer Parkway EmX, is in the environmental review process.

The EmX system includes many features such as transit signal priority, wider stop spacing, improved stops and stations, off-board fare collection, level boarding, and exclusive transit right-of-way. All of these features are included in the initial construction of the first two corridors. LTD is considering a progressive implementation of these features for future corridors.

The new progressive corridor enhancement approach would allow faster implementation of transit corridor improvements while the commitment to complete the design on all planned EmX corridors remains unchanged.

LTD has identified the following four levels of EmX corridor improvements. The implementation sequence and schedule is dictated by funding and community support.

Item	Level 1	Level 2	Level 3	Level 4
Transit Signal Priority	★	★	★	★
Extended stop spacing (4 stops per mile)		★		
Passenger shelters at most stops		★		
Selected queue-jumpers		★		
Extensive queue-jumpers			★	
Exclusive transit ways or transit lanes				★
Wide stop spacing (2 to 3 stops per mile)			★	★
Stations with extensive passenger amenities			★	★
Off-board fare collection			★	★
Level boarding			★	★
Automated guidance and precision docking				★

Advantages of Progressive Corridor Enhancement

- ❑ Current transit service along corridors would benefit from travel time savings
- ❑ Experience from incremental improvements would help prioritize future investments
- ❑ Community and business partners will experience enhanced transit and advocate for additional enhancements
- ❑ Financial investments can be made incrementally in concurrence with community growth and development
- ❑ Progressive enhancements facilitate movement to the next level of corridor development

AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 15, 2004
- ITEM TITLE:** REDUCED FARE PROGRAM
- PREPARED BY:** Terry Parker, Accessible Services Program Manager
- ACTION REQUESTED:** Adoption of changes to the Reduced Fare Program
- BACKGROUND:** LTD offers a Reduced Fare Program in accordance with federal Half-Fare Program requirements. The proposed changes to LTD's Reduced Fare Program presented at the October 2004 Board work session are:
- (1) Integrate LTD's SSI program with the Reduced Fare Program
 - (2) Rename the Reduce Fare Program "EZ Access"
 - (3) Eliminate references in the application to specific disabilities or medical conditions by using instead a list of the accommodations needed to use public transit
 - (4) Eliminate medical/professional authorizations by having LTD review applications and conduct in-person interviews
 - (5) Accept standards of disability used by the Veterans' Administration for veterans rated at 50 percent and higher and for veterans who receive a permanent disability pension
 - (6) Utilize eligibility determinations of disability already made through local agencies and government programs
- In response to a question about health information privacy, directors were asked to review the draft application and to consider a format for a "proof of eligibility" for services that would work for their respective agencies. An agency would provide the applicant with a letter or form at their request. Applicants are then free to choose to divulge their association with an agency by sharing the letter or to fill out the application without using the letter as proof. LTD would not be in the position to call an agency and verify someone's eligibility for services without the applicant having provided prior consent. LTD will protect applications.
- RESULTS OF RECOMMENDED ACTION:** Revisions broaden the qualifications to include recipients of Social Security Income (SSI) and Social Security Disability (SSD) benefits, disabled veterans who are deemed by the Veterans Administration (VA) to be at the 50 percent service-related disability level or who receive a permanent disability pension from the VA, and participants in two federally funded programs that serve homeless people who have mental disabilities. Rather than using a list of disabilities or medical conditions the new application asks about the special facility (such as the lift), planning, training, or other

accommodation needed to use the service. As a result, more people with disabilities will be eligible for the program.

Because agencies or physicians no longer will be acting as “certifying agents,” LTD will be interviewing those applicants who do not have a letter or “proof of eligibility.” Although this takes additional staff time, it also provides opportunities to be consistent in our management of the program.

There is no need for LTD to have any information about an individual’s medical condition, since eligibility is based on the accommodations needed to use transit service and not on a specific medical diagnosis or condition.

ATTACHMENT:

Draft *EZ Access: Half-Fare Program Application*

PROPOSED MOTION:

I move the following resolution:

LTD Resolution No. 2004-042: It is hereby resolved that the LTD Board of Directors approves and adopts the recommended revised LTD Reduced Fare Program as proposed and discussed at the December 15, 2004, Board meeting.

Pioneer Parkway EmX Corridor Project Goal and Objectives

Revised Draft

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Project Goal

To provide a high quality, cost-effective transit improvement in the Pioneer Parkway Corridor that will support the community's land use and transportation goals, improve the efficiency and operation of the transportation system, provide environmental benefits, and reflect community values

Objectives

1. Provide convenient, fast, reliable transit service in the corridor.
2. Maximize the efficiency of transit service operations along the corridor
3. Support desired land use patterns and development in the corridor.
4. Help accommodate future growth in travel demand in the corridor.
5. Maximize safety and operational benefits to pedestrians, bicyclists, and motorists using the corridor.
6. Provide an environmentally sensitive design for the project.

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Lane Transit District
1080 Willamette St.
Eugene, Oregon 97401

EZ Access: Half-Fare Program Application

What is the EZ Access Half- Fare Program?

LTD's EZ Access program provides half-price discounted bus fares to people aged 62 through 79 and to guests with disabilities. People who are 80 years old and older ride free as EZ Access Honored Guests.

Who qualifies for this program?

- Persons aged 62 and older.
- Persons who receive Supplemental Security Income (SSI), based on disability, or Social Security Disability (SSD) benefits, as long as they continue to receive these benefits.
- Veterans who are disabled, who receive a determination of at least 50 percent permanent disability or a non-service connected pension as determined through the Veterans Administration.
- People who meet the Federal Transit Administration's (FTA)¹ definition of disabled: *"disabled persons means any individual who, by reason of illness, injury, age, congenital malfunction, or other permanent or temporary disability, are unable, without special facilities or special planning or design to utilize mass transportation and services as effectively as persons who are not so affected."* See page 4 for special assistance categories.

What do I need to have to show that I qualify?

EZ Eligibility: These following proofs will qualify you for the program:

- Medicare card
- Official verification of age (valid driver's license, passport, State ID card)
- Letter of Authorization that you receive Supplemental Security Income (SSI) or Social Security Disability (SSD) benefits.
- Letter of Authorization signifying eligibility for participation in programs established specifically for people with disabilities through Lane County Developmental Disabilities Services, Lane County Mental Health, Senior & Disabled Services, or Vocational Rehabilitation.
- Verification of eligibility for local Projects for Assistance in Transition from Homelessness (PATH) or Homeless Outreach Projects and Evaluation (HOPE).
- Verification that you receive benefits from the Veterans Administration at a 50 percent disability level or greater, or receive a disability pension from the VA.

¹ FTA is a department of the United States Department of Transportation

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LTD EZ Access Application, Page 2 of 5

Disability Verification: If you do not have of proof of eligibility listed under EZ Eligibility, then you need to verify that your disability requires special facilities or special planning or design to utilize mass transportation by completing the section (page 4) of this application.

How do I apply?

Under EZ Eligibility, bring your proof of eligibility and \$2.00 to the LTD Guest Services office at 1080 Willamette Street inside the Eugene Station to get your LTD EZ Access ID Card. You will be asked to provide some general information so that LTD can contact you about any changes in the program.

Or,

- (1) Request or pick up an application from the LTD Guest Services office.
- (2) Complete and sign the application if you think that you qualify.
- (3) Arrange for an appointment with LTD Guest Services for an in-person review of your application.

Please note: If someone else is filling out the application on behalf of an applicant, both parties must be present for the review.

Temporary or Permanent Disability?

Temporary means any disability that is expected to last for a period not less than three months and not more than twelve months.

Permanent means any disability that is expected to last a lifetime, and that impairs an individual's ability to ride the bus.

How long does it take to process my application?

Review of completed applications will occur by appointment at LTD Guest Services. Once approved, applicants are eligible to purchase an EZ Access photo identification card. A \$2.00 fee is charged at the time the photo identification card is prepared.

Is there an Appeal Process?

There is a ten-day period, after receiving notice, to appeal an eligibility determination. Appeals may be oral or written and will be handled by the Lane Transit District's Guest Services Manager.

For more information, call LTD Guest Services at 687-5555 (voice) or 1-800-2900 (TTY – through Oregon Relay). Or, visit LTD's Guest Services office at 1080 Willamette Street, inside the LTD Eugene Station.

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LTD EZ Access Application, Page 3 of 5

INSTRUCTIONS

- STEP 1:** Applicant provides general information and proof of eligibility.
- STEP 2:** Applicants unable to verify eligibility under EZ Access must complete this application, including the Verification of Disability section on page 4.
- STEP 3:** Applicant arranges for an in-person review with LTD Guest Services.

TO BE COMPLETED BY THE APPLICANT OR REPRESENTATIVE:

I, _____, apply for an EZ Access card and
 (Applicant Name-Please Print)
 agree to release to Lane Transit District the information requested below for the purposes of establishing my eligibility for this program. If this application is approved, I understand that my EZ Access card will entitle me to ride the regularly scheduled LTD fixed-route bus service for half-fare during designated hours, and I further agree to use the card in accordance with the guidelines set by Lane Transit District for the EZ Access Program.

I understand that, although I have paid the \$2.00 fee for the use of the card, the card remains the property of Lane Transit District and may be retrieved upon expiration or for misuse.

If I move to a new address or information about my contact person changes, I must notify LTD within ten (10) days.

I hereby certify that all the statements made in this application are true representations of my eligibility to participate in LTD's EZ Access Program.

 (Signature of the Applicant or Applicant's Representative) (Date)

 (* Representative's Relationship to Applicant)

Please complete (print) in full:

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____

VOLUNTARY CONTACT INFORMATION (optional)
 Emergency Contact Person: _____
 Relationship to Applicant: _____
 Emergency Phone Number: _____

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Verification of Disability: If unable to produce "proof of eligibility," indicate the special facilities or special planning or design needed to use *The Bus*!

Sign your completed application and bring it to the in-person interview.

1. Wheelchair Lift or Ramp: Condition requires use of wheelchair or three-wheel scooter for transportation. Ramp or lift is required in order to get on and off *The Bus*.
2. Kneeling feature and/or Preferred Seating: Condition requires use of a cane, walker, or crutches for transportation. Because travel is difficult, slow or compromised special attention is needed when getting on and off of *The Bus*. The "kneeling" function of *The Bus* or use of seats closest to the bus entry is needed.
3. Individualized Attention and Service from Operator: Limited mobility (motor impairment) requires extra planning and/or assistance to use *The Bus*. Activities of daily living are restricted. (For example, condition requires that only stops within a short walking distance can be used due to limited amount of exertion that can be sustained). May be due to compromised respiratory or heart function, chronic pain, or nerve injury. Or use of *The Bus* is seriously inhibited due to psychiatric, mental, or emotional disorders, which impair ability to engage in community life. Requires bus operator attention or involvement in excess of that provided to the average rider.
4. Stop Announcements and/or Braille Signage: Due to visual impairments, a variety of accommodations, such as announced stops and Braille signage, are needed in order to use *The Bus* independently.
5. Transit Training: Condition requires specific training and planning to use *The Bus* that is more extensive than basic orientation. Requires skill building and practice to be able to negotiate the transit system independently, use a schedule, and learn routes. May require assistance from bus operators to locate stops and/or provide cues or reminders. Cognitive and functional abilities necessitate individualized training plan or methods.
6. Transit Hosts: Condition requires an individualized training plan and assistance from LTD transit hosts in order to use *The Bus*.
7. Attendant Needed: Condition requires that an attendant accompany applicant when riding *The Bus*.
8. Other: (Please specify)

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LTD EZ Access Application, Page 5 of 5

I certify that I, _____
(Print Name of Applicant)
can be defined as having a disability according to the Federal Transit Administration's definition of disabled. I have marked the appropriate section(s) on Page 4 and believe I should be certified as _____
(Temporarily*/Permanently) eligible for the LTD EZ Access: Half-Fare Program.

*Length of temporary disability is estimated to be _____
(Number of Months)

(Signature of Applicant or Representative) (Date)

LTD USE ONLY

Application Approved: _____ Application Denied: _____
EZ Access Proof of Eligibility Presented (check all that apply)

- Medicare card
- Driver's License, Passport, or State ID card / Other: _____
- SSI or SSD (please specify _____)
- Veterans Administration
- Lane County Developmental Disabilities PATH
- Lane County Mental Health HOPE
- Senior & Disabled Services
- Vocational Rehabilitation

If denied, specify reasons: _____

(Signature of LTD Reviewer) (Date)

(Printed Name)

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 15, 2004

ITEM TITLE: VIDEO: A MATTER OF INDEPENDENCE



PREPARED BY: Terry Parker, Accessible Services Program Manager

ACTION REQUESTED: None

BACKGROUND: During the work session, staff will show the Board a short video that was created to inform legislators and other elected officials about the needs for special transportation services throughout Oregon. LTD is highlighted in the video and presents a dynamic message for its audience.

ATTACHMENT: None

PROPOSED MOTION: None

November 25, 2004 - 12:00 AM  | 

Agencies spend millions on transportation studies, projects

Amie Rose DAILY HERALD

Local, state and federal agencies are spending millions on transportation projects, years before backhoes hit the streets.

The Mountainland Association of Governments is finishing a \$250,000 feasibility study in Utah County for bus rapid transit, a light-rail-type bus system. But it's just the beginning of the study process, and the \$250,000 is just the tip of the iceberg when it comes to study costs. A more extensive environmental study will be much more.

And the state is spending millions on studies for Interstate 15, the future Mountain View Corridor and U.S. Highway 6.

"What's happened is we're more environmentally sensitive, with some of the lawsuits with the Legacy Highway and 11400 South in Salt Lake," said Chad Eccles, a transit planner for the Mountainland Association of Governments. "We want to make sure when we do a major project we look at all the environmental impacts."

In the past few years, the state has lost two lawsuits in the 10th Circuit Court of Appeals. In the Legacy Parkway and 11400 cases, the state was ordered to do more extensive analyses for the projects.

The state is spending \$6.6 million on the I-15 study, between \$3 million and \$4 million on a report for the Mountain View Corridor and about \$5 million on the study for U.S. Highway 6, said Brent Jensen, chief environmental engineer for the Utah Department of Transportation. There are a few dozen studies being done throughout the state.

The costs are covered by a combination of agencies. Most of the studies in Utah County are being paid for by the federal government, Jensen said. The Mountain View Corridor study is being paid for by the state.

The bus rapid transit study was a combination of federal funds granted to the Mountainland Association of Governments and the Utah Transit Authority, Eccles said.

There's no required cost sharing, said Max Ditlevsen, program development director for UDOT. Study expenses are shared on a case-by-case basis.

"These environmental studies are really a mandated, as well as a necessary, step for any future improvement," said Geoff Dupaix, a spokesman for the department. "It's necessary if we're going to make any future improvement."

The environmental impact statement is the most in-depth study the Utah Department of Transportation does, he said.

It's a report required for proposed actions that might significantly impact the human environment. It details significant issues and effects from the action and alternatives for the public to review, according to federal definitions.

A less extensive environmental assessment is sometimes done on smaller projects. It provides analyses to decide if an environmental impact statement needs to be done and explains environmental impacts.

The studies cost so much because of the amount of work that goes into them, Jensen said.

"That cost also includes a lot of preliminary engineering and studying the feasibility of any given alternative," he said. "Those are things we have to do anyway to pursue a project."

UDOT has an obligation to watch out for historic preservation, avoid wetlands and analyze socioeconomic and economic impacts for large projects, Jensen said. Adding a right turn lane on an existing road likely wouldn't require any environmental studies, but adding new lanes or building a new road would.

"It's a cumbersome process to make sure we collect everything," he said.

Another reason for high costs is the time the studies require. The national average time for an environmental impact statement is five to seven years, Dupaix said. Utah generally finishes them in three years, depending on the size and location of the study area.

Amie Rose can be reached at 344-2530 or arose@heraldextra.com.

This story appeared in The Daily Herald on page C1.

Bids run high for Charlotte light-rail line

The Associated Press

CHARLOTTE -- Bids for Charlotte's light-rail line came in 32 percent higher than expected, forcing transit officials to cut construction costs and turn to their reserves to pay the \$37 million difference.

The added expense is similar to what happened in August to the Triangle Transit Authority in Raleigh, Durham and Chapel Hill, which cut four stations and seven miles of track from its rail plans.

Charlotte Transit chief Ron Tober blamed higher steel, cement and labor costs. But he promised cuts to keep the train line within its \$398.7 million budget.

The Charlotte Area Transit System has \$22.5 million available in its contingency funds and from savings after three other contracts came in under budget, Tober said.

That means the agency still must reduce the cost to build the track and a maintenance garage by about \$15 million.

The Florida Times-Union

November 29, 2004

City set to start buying land for rapid transit bus system

By DAVID BAUERLEIN

The Times-Union

With \$100 million in the bank and a stack of studies on the shelf, Jacksonville will start buying land in 2005 for a 29-mile rapid transit system where express buses zip along in their own lanes while picking up passengers at 27 stations in downtown and the suburbs.

The total bill for building the system over a 20-year period will be \$611 million, according to estimates by the Jacksonville Transportation Authority. To make good on the blueprint, the JTA must make headway in winning several hundred million dollars in state and federal support.

That will be a daunting challenge because other cities are competing for the same pot of transit cash, but JTA officials said they're optimistic they can build the system in stages.

"It's been through a lot of variations and a lot of study by a lot of people, including citizens," said Ed Castellani, rapid transit director for the JTA. "How fast it gets used and how fast we can get funding is how fast we are going to get it built."

The \$100 million already on hand is from the Better Jacksonville Plan, approved by voters in 2000 with a half-cent sales tax increase.

Most of the plan's \$1.5 billion in transportation funding is for roadwork, reflecting the fact that cars are the dominant way for people to get around. As Mayor John Peyton said at a recent town hall meeting in East Arlington, "Everybody on the road wants the person in front of them and the person behind them to ride the buses."

The premise behind rapid transit is that building lanes exclusively for buses will make riding the bus more appealing because buses will travel free and clear of the rush-hour congestion that makes driving a hassle.

"We don't have enough money and enough space to build enough roads," Castellani said, referring to long-range transportation studies that show worsening traffic jams citywide in the next 25 years. "As congestion builds, and it will, people will see the difference between sitting in traffic and the speed of transit."

The journey toward rapid transit began in 1997 when the JTA commissioned a report that envisioned a light rail line running from downtown to Gateway mall in north Jacksonville, a second light rail from downtown to Orange Park in Clay County, a third light rail from downtown to Mandarin, and a "busway" with lanes dedicated for buses from downtown to the Regency Square mall area in Arlington.

JTA dropped the idea of light rail because of the high cost. Instead, all the rapid transit routes would use express buses with an eye toward converting the routes to light rail lines in the future if ridership is high enough.

The 20-year plan also scaled back the size of the system to bring down the cost. The north leg reaches Gateway mall and the east leg still goes to Regency Square mall. But the southwest leg goes only to Wilson Boulevard in Jacksonville, well short of the Clay County line. The southeast leg stops at Baymeadows Road, rather than continuing to Mandarin.

The JTA has estimated the cost of building the system in two ways. In today's dollars, it would cost \$476 million. That cost is comparable to estimates for what it would cost to build the proposed "outer beltway" through Clay County and St. Johns County with a new bridge over the St. Johns River.

Because rapid transit won't be built all at once, the JTA also has taken into account inflation and penciled in the figure of \$611 million over the 20-year period.

A city typically pays 25 percent of the cost for building rapid transit, along with a 25 percent contribution by the state and 50 percent from the federal government. Based on that formula, Jacksonville's share of the cost would be \$153 million.

The JTA's financial forecasts show the agency can achieve the local match by using the \$100 million earmarked in the Better Jacksonville Plan and tapping the JTA's current revenue sources for bus service to get the remaining \$53 million.

Castellani said the order in which the different phases are built is tentative. However, the agency will definitely start acquiring right of way in 2005 and expects to spend the \$100 million from the Better Jacksonville Plan by 2010.

The JTA is banking on being able to share state Department of Transportation right of way at no cost for the bus lanes. Most of the Better Jacksonville Plan funding will purchase the property for the transit stations, Castellani said.

The JTA's study has identified general areas for stations but not specific pieces of property. One station might be in the northeast corner of Interstate 95 and Baymeadows Road, where a home-building company proposes to build condominiums on what's now the Baymeadows Golf Club course. At a town hall meeting on that proposed development, residents who live along the golf course laughed derisively at the notion that rapid transit would help traffic congestion on Baymeadows Road.

The JTA also faced neighborhood-based opposition when it considered buying land at Atlantic Boulevard and San Pablo Road for a transit site with a park-and-ride lot. The authority pulled the plug on that earlier this year after deciding the future route for rapid transit to the Beaches communities would run down Beach Boulevard.

In cities that already have rapid transit, a growing trend in real estate development is "transit-oriented development" around stations, according to a September report by the Federal Transit Administration. Those living near transit stations own fewer cars than the

region as a whole, are more likely to rent an apartment than own a home and prefer living in a denser development where they're close not only to the transit station, but also to stores and restaurants.

"I don't think it's ever too soon to start planning for that," said Jeannie Fewell, director of the city's Department of Planning and Development. "Whether it's too soon for it to reach a point where it's faster for people to get out of their cars and take a dedicated bus [lane], that's really an individual choice."

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This story can be found on Jacksonville.com at http://www.jacksonville.com/tu-online/stories/112904/met_17306407.shtml.

Middle-of-the-road fix for city buses

By Darren Goodsir, Urban Affairs Editor

November 15, 2004

Passenger stops for city buses may be moved from the kerb to the centre lanes as part of measures aimed at improving traffic flow.

Increasingly frustrated at growing travel times from Central station to Circular Quay, State Transit is apparently supporting the push from city planners and transport experts to abandon bus-only gutter lanes and shift stops into the middle of certain roads.

Before the 2000 Olympics a bus could travel from Central to the Quay in about 12 minutes.

That journey now takes 22 minutes, and some services even take up to 40 minutes, making walking a better option.

George Street would be trialled for the new system, with wide, ground-level median strips needing to be built as bus stops.

But Elizabeth Street services, which also experience chronic delays in peak times, are also being examined.

Putting buses in the centre would not only quicken journey times, but also preserve a light rail corridor if it was ever needed. The plan, which would need an environmental assessment before approval, is aimed at avoiding the need for buses to wait behind vehicles turning left.

It is understood the centre-lane plan is being developed by the Transport Working Committee, a group formed this year that includes representatives from the City of Sydney Council, the Department of Infrastructure, Planning and Natural Resources, State Transit, the Roads and Traffic Authority and other government agencies.

It is working on options for inner-city transport and pedestrian improvements that could come in after the opening of the cross-city tunnel, expected to be before April.

Figures have been presented to the committee that show a breakdown of daily vehicle entries to the city.

A number of bus improvements have already been flagged as part of the tunnel construction, the biggest of which is the closing of Druitt Street to all private vehicles.

It will be transformed into a two-lane street, allowing city-bound buses from Anzac Bridge to go direct to the back of York Street, avoiding the need to do a lap around the Queen Victoria Building.

The other transport options being considered include city light rail extensions, recently derided as pipe dreams by the Roads Minister, Carl Scully.

A spokesman for State Transit, Allan Yates, declined to comment on buses being moved to the centre lanes. However, other government sources confirmed the idea was being considered.

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Deseret Morning News, Monday, November 15, 2004

Open house to detail Utah County's plans for rapid-transit buses

By [Sharon Haddock](#)

Deseret Morning News



Plans call for using rapid-transit buses similar to what Las Vegas uses.

MAB Photo

Towne Centre — would cost \$78.9 million.

A light-rail system for the same area and distance would cost \$324 million, according to estimates.

The buses could handle a daily ridership of 17,300 people and would cost \$2.9 million to operate annually, compared to paying out \$4.8 million for light rail to handle 23,900 per day.

The capital cost for bus rapid transit is \$9.06 million per mile, compared to \$37.2 million per mile for light rail.

The buses could pick up customers every five minutes during peak times and every 15 minutes during off-peak hours.

"We think we'll be very compatible with the needs of the public with a bus rapid-transit system," Eccles said. "It's faster. It's safe, dependable, something we know people want."

OREM — Utah Valley residents have been given another chance to learn about a bus rapid-transit system that could be operating in two cities within five years.

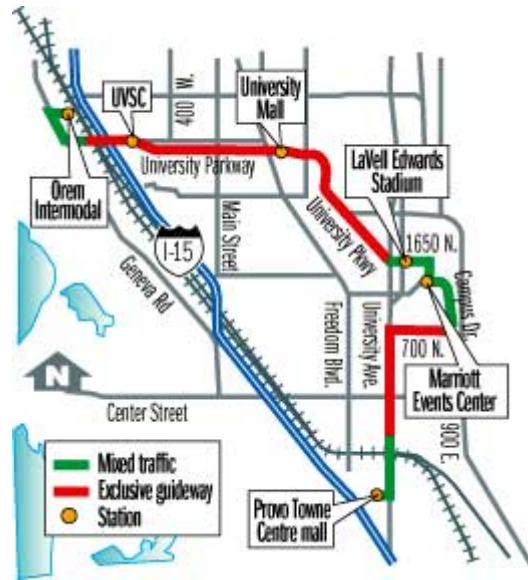
An open house is scheduled for Wednesday to gauge interest in a transportation plan that officials see as the most efficient, safe and cost-effective for congested Utah Valley. The meeting will be from 4 to 6 p.m. at the Provo City Library at Academy Square.

Chad Eccles, project manager, said an 8.7-mile bus rapid-transit system — from University Mall in Orem to the Provo

The high-tech, low-emission buses would be built to run within guideways, which are narrower than regular traffic lanes, but the buses also would have rubber wheels so they could move on the roadway if needed.

Plans call for using buses with low floors for better access by the handicapped and those using wheelchairs. The buses would be articulated so they could weave around curves without difficulty, and have multiple doors for maximum access.

The buses would need to have an exclusive right-of-way to their lanes of travel, and signal lights would be set to reduce stop times and provide a jump on the green lights at intersections.



Deseret Morning News graphic

"These will be more direct with a one-way travel time of 26 minutes," Eccles said. "In years to come, the (bus) system will be faster than traveling in your car."

Riders would pay \$1 to \$2 for a ticket, officials estimate.

Bus rapid-transit systems are already in place and working well in a number of communities, including Eugene, Ore., and Las Vegas, Eccles said.

It could play a big part in helping Utah County deal with an expected population growth.

If estimates hold steady, Utah Valley will have 690,000 residents by 2030, including a student population of 60,000.

Plans also call for the bus system to tie in with a commuter rail line expected to come through Utah County on the west side of I-15 and with regular UTA bus routes and neighborhood connector buses.

What is now being worked out are the preferred routes and station locations.

After Wednesday's hearing, work will begin on an environmental impact study, and funding options will be investigated.

Rapid transit line starts to take shape Downtown-Hamilton County link might feature buses or light rail

By Theodore Kim
theodore.kim@indystar.com
November 17, 2004

Planners tonight will unveil the first details of a rapid transit line to link Downtown Indianapolis and Hamilton County, including where stations might be built along the 20-mile route.

Officials envision a high-tech transit line with up to 25 stations that would shuttle thousands of passengers each day along an estimated 20-mile route through northeastern Marion and southern Hamilton counties. The system could take the form of large, express buses running on their own lanes, a trolleylike rail line or even a futuristic elevated train similar to ones in Seattle, Las Vegas and Vancouver, British Columbia.

Tonight's public meeting marks the culmination of months of work by the Indianapolis Regional Transportation Council. The group is charged with drawing up the region's first transit system.

Engineers at tonight's meeting will propose a collection of smaller sections that could be linked into a possible northeast transit line. Their aim is to sort through the sections and eventually piece together a final route.

Planners are considering routes that run from Indiana University-Purdue University Indianapolis through Downtown, northeast to Fishers and as far as Noblesville. They said the final route likely would incorporate a multimillion-dollar IndyGo bus hub planned next to the RCA Dome.

"I think there is a clear need for this region to greatly improve transit," said Tim Maloney, executive director for the Hoosier Environmental Council. "The movement in this direction is positive. There is still a lot to be done, but at least it's a first step."

Should the project receive federal approval, the transit line, estimated to cost \$850 million, could be in service as early as 2010. Other suburb-to-Downtown lines are planned, though they might not be finished for two to three decades.

The Transportation Council agreed to focus on the northeastern route this year. Council members hope to present a definitive plan to the federal government next spring en route to approval sometime in 2006.

Related content

- [Plan steers commuters toward car pooling](#)
- [Rapid transit line starts to take shape](#)
- [Feedback: What will it take for you to carpool?](#)

Meeting tonight

The Indianapolis Regional Transportation Council will hold a public meeting tonight to discuss possible routes for a 20-mile rapid transit line between Downtown Indianapolis and southern Hamilton County. The line, which could be operational by 2010, would be the first leg of a regional transit system. The meeting will be held tonight from 6:30 p.m. to 8 p.m. at the Glendale Mall Community Room, 6101 N. Keystone Ave., Indianapolis. For more information, visit the Metropolitan Planning Organization's Web site at www.indygov.org/indympo or contact Amy Inman at (317) 327-5646.

Mayor Bart Peterson and other community leaders see a mass transit network as critical to Indianapolis' stature as a big-time city and to future economic growth. Indianapolis is one of the nation's most populous cities without a fixed transit system, a deficiency made more glaring as traffic has swelled, the region's suburbs have spread and commutes have gotten longer.

Officials caution that many uncertainties remain.

First, the route will change many times before a final path is agreed upon. Decisions on possible property acquisitions and the location of future stations also have yet to be made.

"There are myriad possibilities," said Mike Dearing, manager for the Indianapolis Metropolitan Planning Organization. "What we want to do is show all the possibilities and seek input."

Planners also must decide whether to pursue a system of express buses, light rail or the elevated electric train. A rapid bus system would be cheapest to build but the most expensive to maintain. In contrast, an electric train -- also known as an "automated guideway" -- would cost the most to build but the least to maintain.

How to pay for the transit line is another formidable unknown. The federal government is expected to pay about half the estimated \$850 million if a plan is approved. Some lawmakers privately have floated the idea of increasing sales or gasoline taxes to cover the local share. Any such tax plan, however, is certain to meet stiff public resistance.

Momentum behind a new transit line marks a turn for a city with a once-proud tradition of streetcars and railroads that has seen its transit options wither over time.

The Peterson administration has sought to retool the ailing IndyGo bus system, making plans to significantly bolster service and construct a Downtown bus hub. IndyGo officials today also were to announce the launch of an ambitious car-pooling program that some planners view as a key test of whether mass transit will work here.

"It will be interesting to see what kind of destinations people will carpool to," said Philip Roth, a senior planner for the Indianapolis Metropolitan Planning Organization.

"Being a transportation planner is like being an investment adviser. Do you put all your eggs in one basket? Do you diversify? I think we need transit in some form and experiment with some other forms of transportation, as well. We need to provide the maximum number of choices for commuters."

Call Star reporter Theodore Kim at (317) 444-6247.

Shortage of funds delays commuter rail project

Concern over ridership levels keeps federal officials from committing to a line linking southwest suburbs to MAX

Thursday, November 25, 2004

PATRICK HARRINGTON

TIGARD -- TriMet officials say several projects to improve the city's transportation system could begin as early as next September, but others, including a commuter rail line, probably will be delayed for lack of funding.

The 14.7-mile rail line would run between Washington Square, Tigard, Tualatin and Wilsonville on existing rail tracks and connect commuters in those cities to MAX light-rail lines. The plan had been for the line to begin operating in 2006, but difficulty in securing federal money has pushed the opening for the project to 2007, said Joe Walsh, TriMet's project manager for the \$103.5 million project.

A TriMet official told Tigard City Council members last week that such delays are common when dealing with the federal government.

Walsh said the project will need \$51.75 million from the Federal Transit Administration. The rest of the money is to come from state and local governments, including \$35 million from state lottery revenue, \$10.25 million from the Metro Transportation Improvement Program and \$6.5 million from cities in Washington County, according to TriMet statistics.

The transportation agency's questions about projected rider numbers for the rail line caused part of the delay, he said.

TriMet had originally estimated that about 4,600 people a day would use the line. But the federal agency was skeptical about how many commuters would transfer to the line and how long they would be willing to wait, Walsh said. TriMet has since lowered its estimate to about 3,100 riders a day, he said.

The line would operate on weekdays, running every 30 minutes during morning and afternoon rush hours.

For years, the promise of a commuter line has served as a catalyst and a rallying cry for those seeking to revitalize Tigard's downtown core, said Mike Marr, chairman of the city-appointed Downtown Task Force. "It's a delay," he said of the funding situation. "It's just something we have to live with."

Although members of the task force have rallied around commuter rail, Marr said, their efforts and planning will remain on track with or without the line.

In addition to commuter rail, he said, other transportation issues need attention, such as improvements to Burnham Street and Ash Drive. Improving bus service around the city also is high on the list, he said. "Many people are getting into the idea of making more use of public transportation."

As a result of a joint planning effort with Tigard that has lasted more than a year, TriMet plans to expand bus services to underserved areas.

Improved service probably would come first to Southwest Bonita Road and could begin as early as September, said Tom Mills, a TriMet service planner. Before that can happen, however, TriMet planners must figure out the best way to divert service from other areas, Mills said.

By doing that, TriMet would be able to serve Bonita with existing resources.

One proposal is to alter the route of the No. 38 bus, which travels through downtown Portland to the Kruse Way area in Lake Oswego, then to Southwest 72nd Avenue in Tigard and on to the Tualatin Park and Ride. The new route would go through the Kruse Way area, bypass 72nd Avenue and travel to Bonita from Southwest Bangy Road, ending up at the Tualatin Park and Ride, Mills said.

TriMet would make other improvements once they're agreed upon, he said.

City Councilor Sydney Sherwood, who oversees a homeless shelter, said the city's partnership with the regional transportation agency is an important start. TriMet and Tigard officials began talking only a year ago but already have identified specific improvements, she said.

The planning began after a push from the late Mayor Jim Griffith, who stressed the need for better public transportation within the city, Sherwood said, rather than just from Tigard to downtown Portland.

In December, Tigard and TriMet officials are to sign a formal memo of understanding agreeing to work together on a series of projects, including the commuter rail line.

Patrick Harrington: 503-294-5968; pharrington@news.oregonian.com

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TriMet ponders fare increase to pay for fuel

An official says that tickets may go up 5 cents a ride in April and that the agency might have to make some service cuts

Thursday, November 25, 2004

FRED LEESON

High diesel prices may force TriMet to ask for a midyear bus and MAX fare increase that would take effect in April.

Fred Hansen, general manager of the regional transit agency, is expected to propose a fare increase coupled with "surgical" service cuts to the TriMet board of directors next month.

On Wednesday, Hansen said he does not have a firm proposal on a fare increase, but said it probably would be in the range of 5 cents a ride. Senior citizens and riders with disabilities would be exempt from higher fares, he said.

Since the start of TriMet's fiscal year July 1, the agency's fuel costs have been about \$1.1 million more than projected fuel costs in the 2004-05 budget. If current prices hold for the rest of the year, Hansen said fuel would cost approximately \$3.3 million during the budget period.

Like gasoline, diesel prices rise and fall on world markets. TriMet based its budget on an assumption that prices would average \$1.02 a gallon. Since July 1, prices have run as high as \$1.69 a gallon. They stood at \$1.46 this week.

Current fares are \$1.35 for an adult ticket covering two transit zones and \$1.65 for all three zones. Those rates rose a nickel in the most recent fare increase that took effect in September.

Hansen said he also would recommend minor service cuts during early mornings, late evenings or weekends on some routes carrying the fewest passengers.

"We hate the idea of cutting service, but we see that as a necessity," Hansen said. He also said the agency is trying to increase fuel efficiency by making some mechanical modifications and turning off engines when buses are awaiting service or at the start of new runs.

Michael Levine, an advocate for riders with disabilities, warned that significant cuts could push riders off fixed routes on to TriMet's more costly door-to-door LIFT service.

"I don't think five minutes would be the end of the world," Levine said, "but making people wait another 20 or 30 minutes would be significant for people with disabilities."

In other matters, TriMet directors took the first step toward installing short-term parking meters at two large park-and-ride lots. They also learned that the federal government will help pay for seven light-rail cars purchased as part of the Interstate MAX project.

A dozen short-term meters are expected to be installed by Feb. 1 at the Gateway and Sunset park-and-ride lots served by both MAX and bus lines. The meters are intended to keep spaces available for shoppers or other short-term transit riders. At present, full-day commuters generally fill the Gateway and Sunset lots every morning.

Rates at the meters will be 50 cents an hour, with a maximum stay of five hours.

Hansen said the purpose of the meters is to free up spaces for short-term parking rather than

generating parking revenue. However, the board is expected to discuss other parking-revenue ideas at future work sessions.

TriMet ordered 10 extra light-rail vehicles as part of the Interstate MAX project, hoping to pay for them from construction savings that amounted to more than \$20 million. However, the Federal Transit Administration denied the request.

U.S. Sen. Gordon Smith, R-Ore., restored federal funding for seven of the cars as part of the omnibus appropriations bill passed by Congress last weekend. The move will save TriMet approximately \$14 million. The agency still must pay for the remaining three of the 10 extra buses, at a \$6 million cost.

TriMet President George Passadore complimented Hansen and Smith for their persistence. Based on meetings he attended with federal-transit officials, Passadore said he had given up on TriMet's request as a "hopeless cause."

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