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LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, April 20, 2005
5:30 p.m.

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

A G E N D A

	<u>Page No.</u>
I. CALL TO ORDER	
II. ROLL CALL	
Gaydos _____ Kleger _____ Kortge _____ Ban _____	
Davis _____ Eyster _____ Gant _____	
<u>The following agenda items will begin at 5:30 p.m.</u>	
III. PRELIMINARY REMARKS BY BOARD PRESIDENT	
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♦ Each speaker is limited to three (3) minutes.	

IX. ITEMS FOR ACTION AT THIS MEETING

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| | 2. Budget Committee Nomination: Jon Hinds (Page 21) | |
| B. | Long-Range Financial Plan (10 minutes) | 23 |
| C. | Fare Policy Update (5 minutes) | 24 |
| D. | Contract Review Board/Purchasing Regulations Update (20 minutes) | 37 |
| | 1. Motion to meet as LTD Contract Review Board | |
| | 2. Staff Presentation | |
| | 3. Opening of Public Hearing by Board President | |
| | 4. Public Testimony | |
| | ▪ Each speaker is limited to three (3) minutes. | |
| | 5. Closing of Public Hearing | |
| | 6. LTD Contract Review Board Deliberation and Decision | |
| | 7. Return to LTD Board Meeting | |

X. ITEMS FOR INFORMATION AT THIS MEETING

- | | | |
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| A. | Current Activities | |
| | 1. Board Member Reports (respond if questions) | 40 |
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| | (1) Metropolitan Policy Committee – April 14 | |
| | (2) Region 2050 Policy Advisory Board – March 24 | |
| | (3) Springfield City Council Meeting – April 4 | |
| | (b) <u>No Meetings/No Report</u> | |
| | (1) Salaried Employees Retirement Plan/ATU Pension Plan Trustees Meetings | |
| | (2) BRT Steering Committee | |
| | (3) MPO Summit | |
| | (4) Statewide Livability Forum | |

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C. Smart Ways to School Program Update	
D. Fiscal Year 2004-05 Supplemental Budget	
E. Fiscal Year 2005-06 Budget Adoption	
F. Boundary Resolution	
G. LTD Retirement/Pension Plan Review	
H. EmX Updates	
XII. ADJOURNMENT	

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

AGENDA ITEM SUMMARY

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DATE OF MEETING: April 20, 2005

ITEM TITLE: MARCH FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: The monthly financial report appears as an addendum to the agenda packet. This report will be delivered with the packet, but as a separate document.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: April 21, 2004

ITEM TITLE: LONG-RANGE FINANCIAL PLAN

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

ACTION REQUESTED: Approval of the Long-Range Financial Plan

BACKGROUND: The Long-Range Financial Plan (LRFP) covers a rolling twenty-year period, with emphasis on the first five to eight years. The LRFP generally is driven by operating requirements/desires for both fixed-route and demand-response service, and by the Capital Improvements Program (CIP), which, in turn, has been determined by Lane Transit District's long-term goals, preservation of assets, and fleet requirements. LTD's Strategic Plan specifies District goals.

Because the Board direction for the revised LRFP was not provided until a work session held on April 15, 2005, it was not possible to summarize the assumptions of the plan for inclusion in this agenda packet. It also was not possible to provide the eight- and twenty-year projections. These materials will be distributed at the April 20 meeting.

EFFECT OF RECOMMENDED ACTION: The first year of the plan will become the Proposed Budget for FY 2005-06.

ATTACHMENTS: None

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

LTD Resolution No. 2005-011: It is hereby resolved that the proposed Long-Range Financial Plan for fiscal years 2005-06 through 2024-25 is approved as presented [amended].

ADDENDUM TO
APRIL 20, 2005,
BOARD MEETING AGENDA PACKET

1. March 2005 Financial Statements
2. March 2005 Performance Reports
3. April 2005 *Eugene/Springfield Metro Labor Trends*

AGENDA ITEM SUMMARY

DATE OF MEETING: April 20, 2005

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



at your service

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**CONSENT CALENDAR ITEM:
BUDGET COMMITTEE NOMINATION**

April 20, 2005

The LTD Budget Committee is comprised of the seven Board members and seven community members who are nominated and approved by the Board and serve for three-year terms. The non-Board Budget Committee members must reside within the District's service boundaries, but are not required to live in the same subdistrict as the Board member making the appointment.

Board member Dave Kleger is responsible for nominating a community member to a new three-year term, beginning immediately and ending January 1, 2008, to replace a Budget Committee member whose term expired on January 1, 2005.

Jon Hinds of Springfield has been nominated by Mr. Kleger and has agreed to serve on the Budget Committee. His nomination form is included in the Consent Calendar for approval by the Board at the April 20 Board meeting.

AGENDA ITEM SUMMARY

DATE OF MEETING: April 20, 2005

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

Board members can take this opportunity to report briefly on any one-on-one meetings they have held with local officials.

1. **Metropolitan Policy Committee:** MPC meetings are held on the second Thursday of each month. Board members Gerry Gaydos and Susan Ban are LTD's MPC representatives, with Dave Kleger as an alternate. Ms. Ban and Mr. Gaydos attended the MPC meeting on April 14, 2005. The agenda included approval of the Unified Planning Work Program, discussion of the allocation of Surface Transportation Program (STP) funds, and several amendments to the Metropolitan Transportation Improvement Program (MTIP).
2. **Region 2050 Policy Advisory Board:** Susan Ban is the Board's representative on the Region 2050 Policy Advisory Board (Policy Board), with Mike Eyster as an alternate. The Policy Board met on March 24, 2005. The agenda for that meeting focused on education and water quality issues.
3. **Springfield City Council:** Board members Debbie Davis and Mike Eyster attended a briefing for the Springfield City Council on the Pioneer Parkway EmX project on April 4, 2005.

NO MEETINGS/NO REPORT

1. **LTD Salaried Employees Retirement Plan and ATU Pension Plan Trusts:** Both Trusts meet quarterly. They last met on January 20, 2005. The next meeting has not yet been scheduled.
2. **BRT Steering Committee:** Board President Gerry Gaydos and Board members Dean Kortge and Debbie Davis are members of LTD's BRT Steering Committee, along with members of local units of government and community representatives. The Committee meets quarterly. The next meeting is scheduled for June 7, 2005.
3. **MPO Summit:** The third MPO Summit was held on March 2 and 3. Board member Susan Ban attended. The next summit has not been scheduled.
4. **Statewide Livability Forum:** Board member Virginia Lauritsen had been participating on a statewide committee called the Livability Forum, as one of 12 participants from the Eugene/Springfield area. The committee has been meeting once every six months. There is no report this month.

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: March 29, 2005

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None

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

At the March 29 meeting, staff can respond to any questions the Board may have about this correspondence.

PROPOSED MOTION: None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING

Tuesday, March 29, 2005

Pursuant to notice given to *The Register-Guard* for publication on March 10 and March 24, 2005, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special Board meeting on Tuesday, March 29, 2005, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Gerry Gaydos, President, presiding
Susan Ban, Vice President
Debbie Davis
Mike Eyster
David Gant, Secretary
Dave Kleger, Treasurer
Ken Hamm, General Manager
Jo Sullivan, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Dean Kortge

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

ROLL CALL – General Manager Ken Hamm called the roll.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA – Mr. Gaydos announced that the subject of the Oregon Country Fair would be added to the work session and hoped for a more in-depth discussion of the topic at the Board's strategic planning work session on April 14 and 15, 2005.

WORK SESSION

Eugene/Springfield Economic Performance – Government Relations Manager Linda Lynch introduced economist Joseph Cortright to present objective data on Eugene-Springfield economic performance to help frame the Board's budget discussions at its April strategic planning session.

Mr. Cortright said he had undertaken a review of the recent economic performance of Lane County and would attempt to provide a picture of the current economy and diagnostic of its health. He discussed the series of charts included in his March 16, 2005, memorandum to the Board, pointing out that no one indicator was definitive, so should be considered as part of a pattern or trend. He pointed out a modest decline in employment over the last three years in Lane County, with an increase in the past year. In order to account for variability in monthly data, employment trends were identified by comparing each month to the same month in the previous year. He indicated that employment statistics were derived from payroll information and from household surveys conducted by the Bureau of Labor Statistics; the difference was that payroll

data counted each person only once and the household employment survey was a count of the number of jobs in the community.

In response to a question from Mr. Gant, Mr. Cortright said that the term "recovery" had a rigorous definition at the national level based on being an upward trend, regardless of whether a previous level was reached. He noted that Lane County's employment level at the end of 2004 was approximately 1,500 jobs below the peak average level of employment in 2000. He said that historically Lane County had a more volatile economy than the rest of the state but in the recent recession had experienced a less serious downturn than other areas. He said the current unemployment rate was slightly over 6 percent.

Continuing, Mr. Cortright discussed specific components of the economy, including the traded sector that consisted of businesses that sold goods and services outside of the region, and the local sector. He said that there was more volatility in the traded sector and the local sector was driven by the local spending power of individuals; health of the traded sector played an important role in determining whether the economy was growing. He said that in terms of looking forward in the Oregon economy, withholding-tax information provided a picture of wage levels on a current basis. He illustrated the rapid increase in withholding taxes during the 1990s, a decline during the recession, and a recovery in 2004 and into 2005. He estimated that employment would continue to grow but not at the same level as in the 1990s. He addressed concerns that the Lane County economy was "propped up" by short-term events such as construction activities by illustrating that growth trends were unchanged when construction employment data was not used.

Mr. Kleger observed that compensation per job was lower since the recession. Mr. Cortright replied that most job growth had been in lower-wage industries, which was a common pattern for recessions. He referred to the chart of withholding taxes, which measured aggregate wages, and noted that real wages in Oregon were growing at approximately 4 ½ percent.

Mr. Gant asked if Oregon's higher minimum wage was a factor in the economy's recovery. Mr. Cortright replied that the minimum wage was not a major factor at the aggregate level of the economy. He said that the minimum wage had an influence on companies because it forced them to require a higher level of productivity from workers.

Mr. Gaydos said that the information would be helpful to the Board during its discussion of the payroll tax because of statutory language related to changing it.

Referring to statutory language, Mr. Gant asked if there was a benchmark or baseline that related to a determination of recovery from a particular level or point in time, such as enactment of the legislation. Ms. Lynch said it was up to the Board to determine the definition of recovery as the statute only required the Board to make a finding of economic recovery without specifying when or how that should occur.

Responding to a question from Ms. Ban regarding the partial recovery in 2003, Mr. Cortright said that variability in the regional economy, seasonal factors, and the smaller number of jobs meant that one or two employers would have a greater impact on Lane County than on the state as a whole.

Oregon Country Fair – Marketing and Communications Director Andy Vobora referred to a March 23, 2005, letter to the Board from the Oregon Country Fair requesting reconsideration of imposing a fully allocated cost on the use of LTD buses to provide transportation to the Fair. He said the District had moved to adopt a fully allocated cost model for event services. He indicated that Federal Transit Administration (FTA) regulations prohibited charter service, which was defined as closed-door service for a specific group and not open to the public. He said that auditors were concerned about event services such as those provided to the Fair but had been convinced that they were not charters, but community event services that had a published schedule and were open to anyone. He said that over time the resources required for event services had dramatically increased, while at the same time staff had been cut. He said that community event rates as previously determined no longer recovered all of the costs and a fully allocated rate was phased in with some customers having paid that rate for several years. He said there were different approaches in other districts, including charging a premium rate for event services to riders instead of event organizers. He agreed that it would be appropriate for the Board to have a thorough discussion of event services rates.

Mr. Kleger asked what percentage of LTD staff worked extra days or hours to provide event service. Mr. Vobora said that information could be provided at the Board strategic planning session. He said that event services were labor intensive, but variable pricing on an event-by-event basis might be possible.

Mr. Kleger wondered whether problems with the FTA could occur if it appeared that tax dollars were subsidizing event services. Mr. Vobora reiterated that the FTA's concern was with LTD competing with private businesses that provided charter-type services. He said that LTD would need to defend event services to the local business if those services were not entirely self-sustaining.

Ms. Ban encouraged the Board to take a problem-solving approach to event services so that both the District's and event organizers' needs were met.

Mr. Hamm reminded the Board that the policy had shifted as a result of the recession two years ago and cuts to services and routes in the regular system had prompted the move to a fully-allocated cost model for event services. He said that the policy shift had eliminated some of the smaller events.

Mr. Kleger asked if private sector transportation providers could offer an accessible service. Mr. Vobora said that some providers could offer accessibility, but none at a level approaching LTD's.

EMPLOYEE OF THE MONTH - General Ledger/Grant Accountant Todd Lipkin introduced April 2005 Employee of the Month Rebecca Schmitt. He said that Ms. Schmitt, an accounting assistant in the Finance Department, was an outstanding employee who consistently looked for new challenges and ways to help others.

Ms. Schmitt thanked the Board for her award and thanked the unknown co-worker who had nominated her.

AUDIENCE PARTICIPATION – (1) Barbara Sherman stressed the importance of informing riders about potential changes in a route. She said the Board should hold a meeting with riders to

obtain their input at a time and place where they could easily attend instead of the LTD administrative offices. She also suggested that LTD could hire someone to distribute information flyers on the bus and at the station detailing the proposed changes and providing space for a response.

(2) Leslie Scott, general manager of the Oregon Country Fair, asked the Board to help determine what would be a fair and justifiable rate based on the true costs of the Country Fair shuttle instead of the fully allocated cost. She said the fully allocated rate represented a 57 percent increase in the Fair's costs over the past three years and, combined with the loss of the 20 percent community service discount, was no longer affordable for the Fair. She did not feel that the additional cost was justified as the dates and hours of service had not changed over the years. She urged the Board to reconsider charging a fully allocated cost to the Fair and maintain the 25-year partnership between the Fair and LTD. In response to a question from Mr. Gaydos, she said that a partial run of marketing materials for the Fair could be done as scheduled and the remainder of the printing done following the Board's discussion at its April 14 and 15, 2005, strategic planning work session.

(3) Kathleen Brandt of Eugene said that she rode the #76 bus to work and the #22 bus for leisure. She thanked the Board for its reconsideration of changes to the routes and said it appeared that ridership was increasing. Her daughter, Natalie, also thanked the Board for not cutting services on those routes.

(4) Josephine Co of Eugene said that as a University of Oregon staff member she rode the #76 bus year-round and supported the continuation of that route. She thanked the Board for adding two new stops and said that efforts were underway to increase ridership by talking to residents along the route and urging them to use the service.

(5) Chris Phillips of Eugene asked the Board to approve the staff recommendation to preserve service on the City View Street and 28th Avenue loop on route #76. He offered suggestions for increasing ridership on the loop, including recruiting riders in the Prospect Park apartment complex and mailing to households along the route vouchers for a free day pass to encourage people to try the service. He said the pass could be valid when presented at a stop along the route. He thanked the Board for preserving his service.

(6) Julian Buck of Eugene said he lived on the #76 route and thanked LTD for the recommendation to preserve service. He stated he would try to increase his ridership and would work with others to increase ridership. He also thanked the Board for a quick resolution to the transit strike.

ITEMS FOR ACTION AT THIS MEETING

MOTION A. Consent Calendar – Mr. Kleger moved adoption of LTD Board Resolution No. 2005-004: "It is hereby resolved that the Consent Calendar for March 29, 2005, is approved as presented." Mr. Eyster provided the second. The Consent Calendar consisted of the minutes of the February 7, 2005, special Board meeting; February 8, 2005, special Board meeting; February 16, 2005, regular Board meeting; March 3, 2005, special Board meeting; March 12, 2005, emergency Board meeting; and March 14, 2005, special Board meeting.

Ms. Ban pointed out a correction in the third paragraph on page 7 of the February 8, 2005, minutes. She said the phrase "approval in concept of" should be added so that the third-to-last sentence in that paragraph read, "She said that the Board had been asked for *approval in concept of several* portfolios of benefits . . ."

VOTE The corrected Consent Calendar was approved as follows:
AYES: Ban, Davis, Eyster, Gant, Gaydos, Kleger (6)
NAYS: None
ABSENTIONS: None
EXCUSED: Kortge

B. Annual Route Review—2005 Service Proposal – Director of Development Services Stefano Viggiano briefly reviewed the proposed changes that had received no comments from the public. He said that staff had initially considered changes to service coming in from River Road by operating on 6th Avenue and 7th Avenue instead of 1st Avenue and while that could be part of a more comprehensive look at the River Road area in the future, the recommendation was to defer those changes for a year. He described the recommendations for routes #22 and #76, which had generated the majority of public comment. He illustrated the routes and recommendations on a map and said that staff had taken to heart comments from the neighborhood that LTD had not promoted ridership. He said that staff recommended working with the neighborhood group to increase ridership on the last trip to achieve the productivity target during the next year.

Mr. Kleger asked if there would be a recommendation to eliminate summer services on the #76 route. Mr. Viggiano said that ridership would be evaluated during the coming summer and separate ridership targets would be set for the summer and school year. He said discontinuation of summer service was a separate decision.

Continuing, Mr. Viggiano illustrated the extent of the #18 and #19 routes and indicated that the low ridership on the Fairview loop had prompted the original proposal to eliminate that loop. However, public comments, particularly those received during a meeting in the impacted neighborhood, had resulted in changes to the recommendation.

Mr. Eyster agreed that the Fairview neighbors had made a compelling case to retain service.

Mr. Viggiano recapitulated comments made during public testimony and said the revised recommendation was to retain the service without changes. He said that staff would explore options to minimize the amount of service while still providing a lifeline service for possible recommendation next year as part of a service redesign in the area. In summary, he said that staff recommendations, if approved, would result in a slightly more than half of a percent service increase.

Mr. Kleger commented that he was concerned about having to make a decision to cut service where it was well used to pay for continuing service where it was not well used. He urged the staff to pursue all efforts to increase ridership on lightly-used routes. He observed that a bus with few riders was a political problem for LTD because of the public perception of inefficiency.

Mr. Eyster stated that he was encouraged with the plan to continue service for a year while considering options for a major route overhaul that could accommodate needs and result in greater efficiencies.

Mr. Viggiano reported that staff recently had discussed the possibility of RideSource service through the area and would conduct a cost/benefit analysis of options.

MOTION Mr. Kleger moved adoption of LTD Board Resolution 2005-005: "It is hereby resolved that the LTD Board of Directors approves the Fiscal Year 2005-06 service recommendation as presented on March 29, 2005, and as shown on the 2005 Annual Route Review Service Adjustment Proposal." Mr. Gant provided the second.

VOTE The motion was approved as follows:
 AYES: Ban, Davis, Eyster, Gant, Gaydos, Kleger (6)
 NAYS: None
 ABSENTIONS: None
 EXCUSED: Kortge

C. Public Transit Division Discretionary Grant Applications – Accessible Services Manager Terry Parker related that the Oregon Department of Transportation (ODOT) administered a pool of state and federal funds for which grant applications could be submitted. She said that LTD's Special Transportation Advisory Committee reviewed and ranked all projects from Lane County, and a consolidated application that reflected state and local priorities was submitted. She indicated that the consolidated application received additional points for coordination at the local level that would maximize use of resources. She reviewed the list of priority-ranked projects included in the agenda packet and noted that, in addition to those projects, grant funding was being requested for a replacement mass transit vehicle and for the Diamond Express that provided rural intercity services. She emphasized that the grant funds being requested represented only a part of the overall funding picture for services.

Mr. Eyster asked if LTD's application was competing with other districts for funding and how successful it might be. Ms. Parker replied that historically LTD's applications had been very successful because of the viability of the projects proposed for funding and the practical, conservative approach to identifying financial need.

Mr. Kleger said that LTD provided a model for the rest of the state for a coordinated approach and had been very successful in obtaining funding for the entire life of the grant program. He commended the advisory committee for its work on priority decisions.

Public Hearing: Mr. Gaydos opened the public hearing on the consolidated grant application. There being no one wishing to speak, Mr. Gaydos closed the public hearing.

MOTION Mr. Eyster moved adoption of LTD Board Resolution 2005-006: "It is hereby resolved that the LTD Board of Directors approves the LTD Public Transit Discretionary Consolidated Grant Application for FY 2006 and FY 2007 and authorizes the general manager to submit applications to the Oregon Department of Transportation Public Transit Division." Ms. Ban provided the second.

Ms. Ban commended Ms. Parker on behalf of the Board for a good grant application package.

VOTE The motion was approved as follows:
AYES: Ban, Davis, Eyster, Gant, Gaydos, Kleger (6)
NAYS: None
ABSESIONS: None
EXCUSED: Kortge

D. Capital Improvements Program – Director of Finance & Information Technology Diane Hellekson presented the spreadsheet of Capital Improvements Program (CIP) capital projects. She explained that the CIP was a rolling eight-year plan that was reviewed and updated annually. She highlighted changes in the latest version of the plan and noted that bus rapid transit (BRT) continued to dominate the plan. She said that previously, for purposes of cost containment and cost deferral, the third BRT corridor had been pushed beyond the eight-year window and it was now in the eighth year of the current plan. She related that a separate category of progressive corridor enhancement had been added based on the Board's direction and reflected a regular, consistent investment in small improvements in the fixed-route system other than BRT corridors. She commented that revenue vehicles would continue to be a major investment as the fleet was routinely updated. She drew attention to a \$1 million placeholder for the River Road station for improvements to address a number of operating problems.

In response to a question from Mr. Eyster, Ms. Hellekson said the total cost of the Springfield station was slightly over \$7 million, with most of the funds spent in prior fiscal years. Mr. Hamm added that smaller transfer stations in outlying areas were shelter-type facilities and costs for those stations were substantially lower. Ms. Hellekson commented that the District did not own most of the transfer station properties.

Continuing, Ms. Hellekson said that the CIP was funded except for the second and third BRT corridors. She said that the required match for the second corridor had been budgeted but that amount was likely to change as costs shifted upward. She drew attention to the capital match required over the life of the plan.

Mr. Gant asked if previous plans were reviewed to compare the estimated costs of BRT eight years ago with the current costs. Ms. Hellekson said that information could be available at the Board strategic planning session and include any changes in the scope of projects to provide context.

Mr. Kleger observed that the long-range projections in the CIP were extremely helpful to the Board and thanked staff for their efforts. Ms. Hellekson acknowledged Finance Manager Carol James as the author of the plan.

MOTION Ms. Ban moved adoption of LTD Board Resolution 2005-007: "It is hereby resolved that the proposed Capital Improvements Program for fiscal years 2005-2006 through 2009-2010 is approved as presented." Mr. Kleger provided the second. Mr. Gant requested a roll call vote.

Mr. Kleger observed that it was never easy to make a choice between present service and future service, but for years he had seen the present service decay because the community was growing quickly and it was critical to get buses out of the stream of traffic or they would lose effectiveness.

Mr. Gant stated his opposition to BRT.

Ms. Hellekson pointed out a typographical error in the resolution; the final year of the CIP was 2009-2010 instead of 2009-20010. Mr. Gaydos noted the correction was accepted by the maker and second of the motion.

VOTE The motion was approved as follows:
 AYES: Ban, Davis, Eyster, Gaydos, Kleger (5)
 NAYS: Gant (1)
 ABSENTIONS: None
 EXCUSED: Kortge

E. Group Pass Pricing Adjustment – Mr. Vobora stated that a 2.9 percent increase in group pass contract rates, consistent with the three-year rolling average of operating costs for the District, was recommended, with the increase to be effective January 1, 2006. He suggested the Board might wish to review the policy that required an increase as the costs were a concern to some agencies and organizations.

Mr. Eyster agreed that a more predictable approach that applied a smoothing technique to the rate increase could be beneficial to group pass users. Ms. Ban agreed with the suggestion. Ms. Hellekson noted that in the past the Board had voted to take less than the allowable increase because the fluctuations in rate increases were so volatile.

Mr. Gant said the current method was too volatile for him to support the recommendation and he was interested in discussing a better approach to group pass rate increases.

MOTION Mr. Eyster moved adoption of LTD Board Resolution 2005-008: “Resolved, that the LTD Board of Directors approves a 2.9 percent group pass rate increase for calendar year 2006, effective January 1, 2006.” Ms. Ban provided the second.

VOTE The motion was approved as follows:
 AYES: Ban, Davis, Eyster, Gaydos, Kleger (5)
 NAYS: Gant (1)
 ABSENTIONS: None
 EXCUSED: Kortge

F. Over-80 Pass Program Change – Mr. Vobora related the history of the over-80 pass program and said that staff had identified an opportunity to increase ridership by lowering the age requirement to 70. He said the District was well positioned to make the change and the community would receive it enthusiastically.

Mr. Eyster commended the staff for creative thinking.

Ms. Ban was pleased with the opportunity to move people from cars to buses at an earlier age.

Mr. Gant asked if staff had conducted an analysis of the cost/benefit of free fares relative to RideSource. Mr. Vobora said that more data gathering would be required as LTD’s current surveys did not break down age groups that finitely. Ms. Parker commented that statistics indicated that 80 percent of RideSource riders were elderly and 75 tended to be the age when

mobility issues arose. She said that 70 was an age at which people could more readily learn new skills and a good point at which to introduce them to using transit.

Mr. Kleger said his impression was that there were few senior riders on the fixed-route service and that the proposal could encourage increased ridership. Mr. Vobora said that targeted mailings would be made to senior centers and facilities about the program and offering training on use of the system.

Mr. Gant asked if other districts offered a similar program. Mr. Vobora replied that he had not heard of any other districts offering a free pass program such as this one.

MOTION Mr. Gant moved adoption of LTD Board Resolution 2005-009: "Resolved, that the LTD Board of Directors approves a reduction in the age requirement from 80 years of age to 70 years of age as a requirement to receive a free lifetime pass, effective May 1, 2005." Ms. Davis provided the second.

VOTE The motion was approved as follows:
AYES: Ban, Davis, Eyster, Gant, Gaydos, Kleger (6)
NAYS: None
ABSENTIONS: None
EXCUSED: Kortge

ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

General Manager's Report – Mr. Hamm drew the Board's attention to the calendar. He said there would be no work session on April 11 because of the strategic planning sessions scheduled on April 14 and 15, 2005. He said there would be a regular Board meeting on April 20, 2005, and reminded members to let staff know if they were interested in attending the American Public Transportation Association bus expo and conference in September 2005.

Mr. Hamm announced that an employment offer had been made to Sam Marra, who would fill the director of maintenance position vacated when Ron Berkshire retired. He said that Mr. Marra had accepted the position and would begin his employment on April 25, 2005.

Mr. Kleger remarked it was a pleasure to participate in the interviews of so many highly qualified applicants.

Mr. Hamm noted that a number of Maintenance Department employees had participated in the interviews and were pleased with Mr. Marra's acceptance. He also thanked Director of Human Resources and Risk Management Mary Neidig and Senior HR Analyst David Collier for their assistance with the selection process.

Monthly Financial Report – Ms. Hellekson reported that a briefing for the non-Board members of the Budget Committee was scheduled for April 5, 2005, at 5:30 p.m. and invited Mr. Eyster and Ms. Davis to attend as well, since they were relatively new Board members.

Reviewing the financial report, Ms. Hellekson remarked that the strike would have an impact on the report's year-to-year comparisons from this point forward. She said that payroll tax revenues had increased substantially more than anticipated in February 2005 and fuel costs continued to be bad news, with prices consistently above \$2 per gallon. She said the estimates would be revised upwards and along with new labor costs would have a significant impact on the new Long-Range Financial Plan.

Ms. Hellekson said the triennial review was scheduled for June 2005.

Ms. Ban asked what fuel costs were projected to be in the coming year. Ms. Hellekson said that an average of \$2 per gallon was projected.

Financial Management Oversight (FMO) Review – Ms. Hellekson said that the review was conducted randomly by FTA and consisted of an intensive scrutiny of a district's financial management practices. She said that four reportable conditions identified were not material and easily resolved during the review. She said that the auditors had indicated that the LTD FMO review was the cleanest they had ever conducted.

ADJOURNMENT: The meeting adjourned at 8 p.m.

Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: March 16, 2005

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: April 20, 2005

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: 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 April 20 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: April 20, 2005

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 April 20, 2005:

1. Approval of minutes: March 29, 2005, special Board meeting
2. Budget Committee Nomination: Jon Hinds

ATTACHMENTS:

1. Minutes of the March 29, 2005, special Board meeting
2. Budget Committee Nomination Form: Jon Hinds

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

LTD Resolution No. 2005-010: It is hereby resolved that the Consent Calendar for April 20, 2005, is approved as presented.

MEMORANDUM

DATE: April 6, 2005
TO: LTD Board of Directors
FROM: Connie B. Williams, Commuter Solutions Program Manager
RE: Congestion Mitigation Program Project

The Central Lane MPO faces large-scale road improvements projects such as the I-105 Improvement Project, which will have a major impact on traffic congestion over the next five – ten years. Over the last several months, the Commuter Solutions program has spearheaded a public/private collaborative effort, the Congestion Mitigation Program (CMP).

Commuter Solutions' purpose is to support and promote travel options throughout the region through TDM programs for area businesses, organizations, educational institutions, visitors, and the general public. In February 2005, Commuter Solutions began the CMP. The goal of the CMP is to guide community education and promotion of travel options such as biking, walking, carpooling, and transit during and after major regional infrastructure projects.

Commuter Solutions has substantially leveraged its resources by partnering with state and local planning agencies and LTD. The CMP Design Team, made up of public and private partners, has developed an outreach and marketing strategy that provides advanced warning about impending construction, information about viable travel options, and respective up-to-date access and mobility information for key stakeholders (e.g., the media and emergency services).

Commuter Solutions envisions the CMP as an ongoing, core community resource for alternatives to driving alone during and after major road construction projects. Mitigation efforts can increase the daily use of travel options, reduce regional vehicle miles traveled, and prolong the public's investment in large infrastructure facilities.

There currently are three planned phases for CMP education and implementation:

- Phase I: I-105 Improvement Project
- Phase II: Courthouse District Improvements and Franklin Blvd. /BRT Corridor
- Phase III: PeaceHealth Medical Group-Springfield RiverBend Project, BRT Pioneer Parkway, I-5/Beltline Interchange, and the Gateway Intersection Project



Commuter Solutions

*Lane Transit District
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Fax: 682-6111
TTY: 800-735-2900
E-mail: commutersolutions@ltd.org
Internet: www.ltd.org*



Through partnership, several concurrent outreach actions have been incorporated into the CMP Phase 1, the I-105 Improvement Project.

Extensive outreach is underway with the following:

- A central website, www.KeepUsMoving.info, that highlights project scope, construction updates, and environmental information, etc., and Commuter Solutions programs' such as carpool, bus pass programs, and downloads for the public to use in respective communications efforts;
- Automated updates through the Metro Road Report (Eugene P.W.);
- Weekly newspapers ads;
- Aerial maps of projects;
- Street banners;
- Media interviews (radio and TV station commitments for full coverage);
- Distribution of community-wide flyers and posters;
- Presentations to businesses and organizations;
- Direct mail to all businesses in the Central Lane MPO area;
- Informational kiosk at community events; and
- Bus tail advertisements

Many of the Commuter Solutions programs are experiencing increased participation due to CMP outreach.

CBW:as

AGENDA ITEM SUMMARY

DATE OF MEETING: April 20, 2005

ITEM TITLE: WORK SESSION: CONGESTION MITIGATION PROGRAM PROJECT

PREPARED BY: Connie B. Williams, Commuter Solutions Program Manager

ACTION REQUESTED: None

BACKGROUND: In response to major road improvement projects anticipated during the next five to ten years, the Commuter Solutions program is spearheading a public/private collaborative effort to support and promote travel options throughout the region. Attached is a memorandum outlining the program, and staff will provide more detail during the April 20 work session.

ATTACHMENT: Memorandum: Congestion Mitigation Program Project

PROPOSED MOTION: None



Lane Transit District
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MONTHLY DEPARTMENT REPORTS

April 20, 2005

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

At this writing the state Legislature is at a critical junction deciding how or whether to turn the legislative ship toward home and adjournment, even though that would take at least two more months, or whether to hunker down for the fights over the level of school funding and realize that other issues could arise or take on life if the session drags into summer.

In Congress it's all about priorities, and the Transportation Reauthorization bill is not really a priority for Senate Majority Leader Bill Frist, who is unlikely to schedule debate on the bill during April. The chances of enacting this bill before the current extension of TEA-21 expires at the end of May are almost non-existent.

Legislative action, whether state or federal, can move quickly at this time of the sessions, and a more up-to-date report will be available at the April Board meeting.

DEVELOPMENT SERVICES

Stefano Viggiano, Director of Development Services

EmX PLANNING

Graham Carey, BRT Project Engineer

- **Pioneer Parkway Corridor:** Staff from LTD, Springfield, and ODOT have worked together to develop an appropriate range of alternatives to be analyzed in the National Environmental Policy Act (NEPA) Alternatives Analysis. These alternatives include a no-build alternative, a Transportation System Management (TSM) alternative, and two EmX alternatives. These alternatives cover a comprehensive

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range of design options from which the final alternative will be selected. A document describing these alternatives, *Detailed Definition of Alternatives*, was distributed to LTD's partner agencies for review. The alternatives also were presented to the Springfield City Council on April 4, 2005.

The public process to review the alternatives includes an open house at the Springfield City Council building on April 14, 2005, where the alternatives were presented to the public. Prior to the open house, informational material and invitations to the event were distributed to more than 7,000 addresses along the corridor and other interested parties. Based on the comments received, the alternatives will be amended.

- **MLK Parkway:** Staff are awaiting a response from FTA to an application for a Documented Categorical Exclusion (DCE) for the transit portion of the MLK project. The DCE would satisfy the NEPA requirements for this project, and would allow federal funds to be used in the construction of the transit lane prior to the construction of the remainder of the Pioneer Parkway corridor.

- **Progressive Corridor Enhancement (PCE):** A Request for Proposals for the supply and installation of the bus hardware for Transit Signal Priority (TSP) has been released. Staff anticipate having the hardware fitted to the complete LTD fleet this summer, at the same time as the new radios are installed.

LTD staff from Service Planning and BRT Planning have been working on defining the first PCE corridor. The focus of the work is on identifying two complementary routes that could be linked to create a single through route. Along this route the stops would be upgraded and Transit Signal Priority introduced.

METROPOLITAN PLANNING

Stefano Viggiano, Director of Development Services

- The newly formed Citizen's Advisory Committee (CAC) of the Metropolitan Policy Committee (MPC) held their first meeting on April 6, 2005. They reviewed the Draft Unified Planning Work Program. The CAC will meet monthly on the first Wednesday of each month.

SERVICE PLANNING

Paul Zvonkovic, Service Planning Manager

- **Annual Route Review (ARR):** The Service Planning staff has started route revisions, mainly in the form of time point adjustments, now that the ARR package has been approved.
- **Summer Bid:** Work has begun on summer bid scheduling. No changes are anticipated beyond the normal cancellation of school-oriented service. One change

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will be moving the Park & Ride ride location away from the Lane County Fairgrounds, which typically is done every summer. This year, however, the Park & Ride will not be moved to the Faith Center, but to another church near 13th and Polk.

- **Siemens TransitMaster Project:** Service Planning and Information Technology staff are conducting an on-board survey to validate the automatic passenger counts (APC). Staff want to ensure that the equipment is accurate for all bus series and route types. The survey will extend into May.

- **Other:** Service Planning staff met with Transit Operations Director Mark Johnson and Amalgamated Transit Union Executive Board Officer Carol Allred to go over the new labor contract details regarding meal breaks. We verified the requirements and agreed about the information format for the driver timecards. This will require minor scheduling software adjustments. The meal break provision will go into effect for Fall Bid.

Staff are preparing for service disruptions due to both LTD construction on 10th Avenue for the EmX corridor and the expansion of I-105. Staff are hopeful that the construction on 10th Avenue will not cause lengthy delays, but have made contingency plans for rerouting buses if necessary. LTD also may have to provide tripper service for severe traffic delays on corridors affected by the I-105 project. Operations staff are working on a contingency plan for this.

COMMUTER SOLUTIONS

Connie B. Williams, Program Manager

- **Update on Connie:** Program Manager Connie Williams continues to work on a part-time basis. She is in the office on Tuesdays and Thursdays and performs some tasks from home.

- **Group Pass/ETC Programs/Regional Emergency Ride Home:** In response to a mass mailing sent to all Central Lane Metropolitan Planning Organization (MPO) businesses about the Congestion Mitigation Program (CMP) and ways Commuter Solutions (CS) can assist to avoid congestion, there has been an increase in telephone inquiries about the Group Bus Pass (GBP) programs. To date, more than 60 inquiries have been received. It is anticipated that additional businesses will sign up and significantly increase regional participation in the GBP program and other offered CS programs as a result of CMP outreach.

- **RidePro/Vanpool:** Discussions with regional partner agencies continue with regard to National Transit Database (NTD) reporting and the overall structure of Valley VanPool.

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Promotions/Transportation Fairs: Exhibits promoting Commuter Solutions and the Congestion Mitigation Program were displayed at the following community events:

- WSRO/TAGO Conference in Portland, Oregon, on March 9-11, 2005, which had 103 registered attendees and speakers.
- For a listing of planned CMP events, please see Special Projects section of this report.

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Business Energy Tax Credits (BETC): Due to the recent influx of inquiries on the Congestion Mitigation Project and Commuter Solutions Programs, the Business Energy Tax Credit (BETC) program available through the Oregon Department of Energy is getting more exposure. Of more than 60 recent inquiries, none of the organizations knew of the BETC program.

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Transportation Options Advisory Committee (Formerly the TDM Advisory Committee): The monthly meeting was held March 23, 2005. The group reviewed the CS mission and drafted straw models for discussion at the April meeting as part of the CS 2005-2010 Strategic Planning process.

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Smart Ways to School

- Program Update: A spring "push" was launched to promote alternative travel by sponsoring Smart Ways to School contests for interested schools. Six schools with more than 2,440 elementary and middle school students agreed to have contests during April to encourage school staff, parents, and students to walk, bike, carpool, or ride a bus to and from school. Participants can enter to win once for each day they use one of these modes of travel. Winners will be randomly drawn to receive prizes consisting of pedometers, gift cards to Cinemark and Putters Indoor Golf, Smart Ways bracelets, and other "grab bag" novelties.

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- Regional Youth Bus Pass Program: Participating high schools continue to distribute LTD stickers to interested students. More than 2,100 students have received the stickers, which allow them to ride LTD free through June 30, 2005. Baseline survey results indicated that about 21 percent of these students are our primary target audience, because they have not been regular riders on LTD. During February 13-19, bus operators recorded that these stickers were used more than 7,200 times to board LTD buses. Of these uses, the majority were used at LTD bus stops adjacent to participating high schools during school hours, which indicates a significant level of use for school-related travel. Week-long counts will be conducted in April and May. Also in May, a follow-up survey will be conducted with students who received a sticker to determine if the sticker motivated them to ride LTD more often.

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Congestion Mitigation Program (CMP)

- Outreach continues for Phase 1 of the CMP. For a project overview, please log onto www.keepusmoving.info, which highlights project scope, construction updates, and environmental information, etc., and CS carpool programs, bus pass programs, and downloads for the public to use in respective communication efforts.

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- Working in close coordination with LCOG and ODOT, the CMP media schedule has been designed with newspaper ads that began during the last week in March. Meetings with radio and television station managers have occurred to cover street closure details and suggested transportation options to avoid congestion.
- Based on LCOG's congestion modeling map of areas affected by I-105 closure, targeted outreach and meetings with large trip attractors (e.g., Oakway Center, affected schools, residential complexes, churches, civic groups, etc.) have taken place. An outreach letter to all businesses within Lane County (more than 20,000) was mailed March 21. Targeted follow-up on medium and large businesses is scheduled.
- Currently 62 contacts are provided updated information on the project. This number is expected to increase significantly within the next month or two.
- Additional outreach activities in cooperation with LCOG and ODOT include:
 - automated updates through the Metro Road Report (Eugene Public Works)
 - weekly newspapers ads
 - aerial maps of projects
 - street banners
 - media interviews (radio and TV station commitments for full coverage),
 - community-wide distribution of flyers and posters
 - presentations to businesses and organizations
 - direct mail to all businesses in the Central Lane MPO area
 - informational kiosk at community events
 - advertisements on LTD buses

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Transportation Alternatives Group of Oregon (TAGO): TAGO/WSRO Winter Transportation Workshop

- The TAGO/WSRO Winter Transportation Workshop was held on March 9 through March 11 in Portland, Oregon. There were more than 100 individuals registered for the conference. Keynote speakers included Dan Burden, Director of Walkable Communities, Inc.; Michael Ronkin with ODOT; Grace Crunican, Seattle DOT Director; Ellen Vanderslice, America Walks; and Pam Granata, Walkabout Magazine. As indicated in feedback from many registrants, the conference was a huge success.
- During the *Partners for Smart Commuting: A Retrospective* reception on March 9, Connie B. Williams and Annette Speck each were given an award of recognition as Honorary Members for their "commitment to and support of public education of Smart Commuting Options, thus increasing the health and well-being of our communities."

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provide trips to and from the Center, previously provided by RideSource, at a reduced cost per trip. In exchange the Center will have use of this new equipment to provide recreational and therapeutic services to persons with disabilities.

MARKETING

Public relations and media attention has shifted away from labor issues and is now focusing on other District activities. LTD has seen coverage for the following:

- ◆ Springfield Station entry structure
- ◆ EmX vehicle accessibility testing
- ◆ RideSource facility opening
- ◆ Franklin EmX construction
- ◆ Pioneer Parkway outreach
- ◆ Annual route review decisions

A new opportunity arose this month when Marketing Representative Angie Sifuentez was invited to speak live on the areas new radio station La "X". This station has a Spanish format and is doing an excellent job reaching the Spanish-speaking market. Angie spoke with them for one hour and was able to respond to callers during an open-line segment.

As summer approaches many meetings are occurring with event organizers. The regular list of events will occur and it appears that LTD will be involved with a couple of new events. One is a return to service for the Filbert Festival and the second is providing service to the SUB 4th of July event in Island Park. Additional information about the event calendar will be provided next month.

District staff are attending a number of community activities including Earth Day on April 23. At that event, staff will provide an LTD presence in the EWEB plaza where the activities will be centered this year. LTD is providing a free shuttle to take riders from the Eugene Station or from the Saturday Market to the Earth Day activities. Additionally, LTD is providing two departures for tours of the Short Mountain Land Fill, where Earth Day staff will provide information on electric generation at the site.

A 20th anniversary of LTD's full accessibility will take place on June 23rd at the Hilyard Community Center. Activities are still being planned, but people with disabilities will be invited to come and enjoy refreshments, along with having wheelchair tune-ups and being able to re-certify for service in the new EZ Access program.

Planning is underway to begin the certifications for people over age 70 who may now take part in the Free for Life pass program. There is a lot of excitement about this change.

Youth will soon be hearing news about LTD's summer Flash Pass. In addition to the great price, youth will have many opportunities to enjoy summer activities at a discount. Marketing Representative Cosette Rees has worked with LTD Bus Operator Mari Barsby to contact

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local businesses, who will offer discounts to Flash Pass holders. Flash Passes go on sale in May.

Branding work will continue as buses will be outfitted with new logos and the old striping will be covered to give the fleet a uniform look. LTD is able to make these changes without budget impact due to an agreement with Lamar Advertising. Lamar is providing the vinyl and labor to install the graphics at no cost to LTD due to a contract issue LTD identified in 2004.

RideSource grand opening plans include press opportunities to view the old site and the new site prior to operations beginning. The public activity will occur on April 19.

Communications plans for Franklin EmX have been developed by EmX communications staff Sue Viggiano. Sue has worked hard to prepare adjacent businesses for the construction, and a complete plan for communications throughout construction is ready to implement.

Summer bid work is winding down while fall bid work is gearing up.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

NEW BUS OPERATORS HIRED

The Operations training staff has been busy the past few weeks getting two classes of new bus operators ready for the road. Because of the uncertainty of the labor contract, starting new classes of operators was delayed and fell behind where it should be for full staffing. A total of 17 new operators will be ready for service between now and the summer bid.

2004 ACCIDENT STATISTICS

The accident statistics for 2004 are very good. There were fourteen fewer accidents in 2004 than in 2003. Out of the 109 total accidents reported for 2004, 45 were determined to be preventable. In 2003 there were 44 preventable accidents. These numbers equate to 2.75 total accidents per 100,000 miles and 1.14 preventable accidents per 100,000 miles. Most of the accidents that are reported are very minor accidents, such as a mirror striking a fixed object or another vehicle striking the bus mirror. These statistics show that the operators are taking safety seriously and continue to operate in a professional manner.

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Lisa attended a workshop in Marin County, California on Oct. 14-15 to learn about how their program has been implemented and receive guidance on establishing a program in our community. More than 25 attendees came from across the U.S. including Hawaii, Michigan, Texas, Virginia, Washington, D.C., Wyoming, and other parts of Oregon.

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Lisa met with Springfield and Eugene traffic engineers to gain their support for the program. As needed, they would meet with parents and staff of participating schools to discuss traffic safety issues. The engineers would help parents determine what solutions are feasible.

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MAINTENANCE

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Director of Maintenance

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FINANCE AND INFORMATION TECHNOLOGY

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Diane Hellekson, Director of Finance and Information Technology

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Carol James, Accounting Manager

FINANCE AND INFORMATION TECHNOLOGY¶
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Two hundred ninety three (293) vendor checks, totaling \$1,624,790.21, were processed during the month of March, including \$188,559.66 to Essex General Construction, Inc., for work related to RideSource facility construction.

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Ninety-four (94) payroll checks and 856 payroll direct deposits totaling \$607,641.92 were made in March 2005. Included in these totals was one final check to a retiree.

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Eight cash fare deposits totaling \$66,506.25 were made in March 2005.

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The budget development process for FY 2005-2006 continued in March. Internal revision of the FY 2005-2030 Long-Range Financial Plan was completed. Finance staff completed projections for FY 2005-2006 Personnel Services based on results from contract negotiations.

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PURCHASING

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Jeanette Bailor, Purchasing Manager

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Staff are continuing to prepare for the triennial review that will occur June 9 and 10. Packets will go out to each department soon that will include materials and questions that will be covered in the review.

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Several Requests for Proposals are out at the current time, including Signal Priority Emitters, Incident Management Software, and Bus Wash Equipment.

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As a result of changes in the Oregon Revised Statutes (ORS) during the last legislative session, the LTD Purchasing Policy must be updated. ORS 279 split into three sections dealing with different types of purchases, and our policy needed to address the increased number of topics in ORS 279. The revised policy is being presented to the Board this month. Although the volume of the Purchasing Policy has increased, the changes appear to be administrative or housekeeping, and there is no change in delegated authority or spending limits.

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Deleted: The LTD Purchasing Assistant returned to work on January 31 after family leave for the birth of a son. We are pleased to have her back. Staff are beginning to prepare for the triennial review that will occur sometime this spring. FTA will advise us later in February of the review date. We have several Requests for Proposals out at the current time. We are working with Wildish to go out to bid for the electrical contractor for the BRT project. Since Wildish is hired as the construction manager/general contractor (CM/GC) for the project LTD must be included in their bidding process and the federal regulations adhered to. In a standard low-bid type of construction contract LTD is not involved in

INFORMATION TECHNOLOGY

Steve Parrott, IT Manager

IT staff are working at various levels on technology projects while continuing to support current systems and applications. IT staff are installing network and communications equipment at the new RideSource facility in preparation for the April 16, 2005, move-in date. IT staff and various administrative staff are in the process of performing Automated Passenger Count (APC) surveys, which will be used to establish an official accuracy rating for the passenger count data collected by LTD's TransitMaster System. This task is very labor intensive. Approximately 160 trips will be measured in a period of about five weeks. IT staff also are making preparations for an upcoming FTA triennial review cycle.

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HUMAN RESOURCES

Mary Neidig, Human Resources Director

LABOR CONTRACT NEGOTIATIONS

Since the March Board of Directors meeting, the Human Resources Department's energies have turned toward implementation of the new labor agreement. Implementation language is being finalized so the new contract can be printed. New policies that support the contract changes are being drafted. However, the most complicated part of implementation is around the significant changes to the health care plan.

HEALTH CARE TRANSITION

A number of changes had to happen quite quickly in order to implement the new health care plan. A process for converting HRA accounts to the new VEBA accounts had to be designed and implemented before April 1. Final instructions had to be given to the health insurance carrier for an April 1 plan change. The most complicated activity has been to create the new "stop loss" account program. The basic design has been developed, and a likely contractor has been located. Final details will be reviewed by the Joint Insurance Committee members in mid-April. The new process should be operational by May 1.

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SELECTION AND HIRING

Hiring activity is quite heavy now. Six new bus operators were hired in February, six began in April, and six more will be selected for a May start date. This is almost exclusively due to the surge in retirements that took place in late 2004 and early 2005.

In addition to new operators, a new director of maintenance was hired in March, for which a full-day assessment process was conducted. More than 25 LTD employees and 2 Board members participated in the process. Still in progress is the selection of a new transportation services manager, and transit development planner to fill vacancies recently created when Rob Montgomery retired and Lisa Gardner resigned.

OTHER ACTIVITIES

The Human Resources staff is focused on getting caught up after a long period of intense workload. Budget development, annual report, and other various activities have to be done immediately in order to meet the required timelines.

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AGENDA ITEM SUMMARY

DATE OF MEETING: April 20, 2005

ITEM TITLE: MAY 2005 EMPLOYEE OF THE MONTH

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

BACKGROUND: **May 2005 Employee of the Month:** Bus Operator Victor Peredia was selected as the May 2005 Employee of the Month. Victor was hired by LTD in September 1993. He has earned a Safe Driver award every year but one since 1994, and has received awards for Correct Schedule Operation for seven years; Exceptional Attendance in 2000 and 2001; and the General Manager's Award for Excellence in 2001. He recently was nominated twice by one of his guests who appreciated him for providing directions, lowering the step, stopping right at the curb, and being very nice to his guests.

When asked to comment on Victor's selection as Employee of the Month, Transit Operations Supervisor Sue Quick said:

Victor is one of those great employees we depend on to do his job in a professional manner on a daily basis. He takes pride in his position and the service he provides for his community. He has been nominated for Employee of the Month on many occasions, with one predominate theme: "He's friendly, helpful, and kind." Victor sets an outstanding example in providing top-notch customer service and is conscientious in his endeavors.

Since Victor has been employed with LTD, he has rarely missed a day of work. Many years his attendance record has been flawless. He has, however, taken time off in the past two years for the births of his two beautiful daughters. His happiness with being a "Daddy" is contagious and a joy to be around. Over the years Victor has gone to great lengths to arrange work exchanges with other operators so he can take extended vacations to his homeland to visit his parents and family.

Victor has earned various awards for exemplary performance including the 2001 GM Award of Excellence and 10 Years of Safe Driving. Congratulations, Victor!

Our congratulations to Victor on his selection as the May 2005 Employee of the Month!

AWARD: Victor will attend the April 20, 2005, meeting to be introduced to the Board and receive his award.

Fare Policy

The fare policy is used to provide direction in making decisions about changes in the District's fare structure. The policy is composed of objectives and guidelines. The objectives indicate the general goals the District's fare structure should achieve. The guidelines provide more specific direction on the various aspects of a fare structure. The intent of each of the guidelines is further explained in a discussion section that follows each statement.

This Fare Policy applies to both the fixed-route and RideSource systems. Unless otherwise stated, objectives and guidelines apply to both systems.

OBJECTIVES

1. To promote fixed-route ridership by making the fare structure attractive to users
2. To improve the farebox recovery ratio
3. To improve the efficiency of fare collection
4. To promote equity of fare payment among patrons
5. To promote the most independent, appropriate and cost effective service option for people with disabilities.

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APPLICATION

This policy applies to all recommendations for changes to the fare structure.

GUIDELINES

1. Recommendations for changes in the fare will be developed by LTD staff. Decisions on fare changes are made by the LTD Board of Directors, and require an amendment to an ordinance. A public hearing is required for any change in fares. Changes to the RideSource Fare also will include review by the Accessible Services Advisory Committee. Typically, fare change decisions are made over the course of three Board meetings. At the first meeting, an informational presentation to the Board and a public hearing are held. The first reading of the ordinance is held at the second meeting, and the second reading and approval of the fare ordinance occur at the third meeting.
2. When making recommendations for changes to the fare, staff will consider the inflation rate, ridership and revenue trends, local economic trends, trends in automobile-related costs such as gas, service changes, the value of the service to the rider, market conditions and opportunities, the District's financial situation, the District's goals and objectives, and Board policy.

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This policy statement lists the most important factors to be considered in making recommendations for changes to the fare structure. The list of factors to be evaluated is not meant to be exclusive; other factors will need to be considered from year to year. It is further recommended that staff develop and maintain a ridership model in order to more accurately predict the effects of changes in the fare structure.

- 3. *Increases to the Group Pass rates will be based on guidelines included in the Group Pass section of this policy.*
- 4. *The RideSource fare should exceed the fare of the fixed-route system to reflect the higher cost of a RideSource trip and to encourage use of the fixed-route system when possible.*

RideSource, a demand-responsive, curb-to-curb service, has a much higher cost per trip than LTD's fixed-route service. Establishing a higher cash fare for RideSource than for the fixed-route system will help to compensate for the higher cost and encourage riders who may have a choice between systems to use the fixed-route service. By law, RideSource fares cannot exceed twice the regular fixed-route fare.

- 5. *Increases in the farebox recovery ratio should be pursued primarily by improving the ridership productivity of the system and by improving internal operating efficiency.*

There are three ways to improve farebox recovery ratio: by increasing the fare (in real terms); by improving internal operating efficiency; and by improving ridership productivity. Attempts on the LTD fixed route to improve the recovery ratio by increasing the fare by an amount substantially greater than the inflation rate have proven unsatisfactory. Ridership decreases have almost offset the increase in the average fare, yielding only small gains in revenue and significant ridership loss. Improvements in internal operating efficiency should be pursued whenever possible. Improvements in ridership productivity are likely to provide the greatest potential for a significant improvement to the farebox recovery ratio. If the average fare remains stable (in real terms), a 10 percent increase in ridership productivity would achieve a 10 percent improvement in the farebox recovery ratio.

Unlike the fixed-route system, significant increases in RideSource rides do not provide significant additional income to offset costs. Encouraging use of the RideSource Shopper and providing incentives for grouping trips may improve productivity but would not have a substantial impact on the farebox recovery ratio. Due to the significant fare subsidy on RideSource, efforts should be made to maintain a minimum farebox recovery ratio including collaboration with local social service agencies and charging the Americans with Disabilities Act (ADA) maximum allowable cash fare.

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- 6. *Prepayment of fares on the fixed-route system shall be encouraged. Accordingly, passes and tokens should be priced below the cash fare.*

Prepayment of fares benefits the District in a number of ways: It improves the cash flow situation; it guarantees ridership and revenue by the customer; it reduces the chance of non-payment or underpayment; and it speeds boarding. Prepayment mechanisms also tend to encourage increased ridership by customers since the cost of the ride is not required at the time the decision to take the ride is made. It is recommended that monthly passes be priced at 25 to 30 times the cash fare, and that tokens be priced at 75 percent to 90 percent of the cash fare. Passes should, on a per-ride basis, be discounted more than tokens, since they

are more effective at increasing ridership and are a more efficient fare mechanism from an internal operating standpoint. It should be noted that RideSource does not use passes or tokens since there should not be an incentive to ride RideSource more frequently. However, RideSource provides ticket books for riders at a discount that is reviewed annually to encourage ease of boarding for customers, and to offer a non-cash alternative to riders.

- 7. ~~Increases to the base fixed-route fare generally should not exceed 25 percent within a year. Increases to the RideSource fare should not exceed 50 percent and no more than one increase should be implemented each year until reaching the allowable ADA maximum of twice the LTD adult cash fare.~~

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This policy directs that changes in the fare be incremental in nature to avoid large "catch-up" increases. The District's experience has been that large fare increases (even though occurring less often) have a substantially more negative impact on ridership than smaller, more frequent fare increases.

~~Large fare increases on RideSource do not seem to have a significant impact on ridership. However, RideSource has a more "captive" ridership and fare increases should not be unduly burdensome, especially since many of the riders have low incomes. LTD will charge the ADA maximum fare of twice the fixed-route adult cash fare for RideSource service. Additional fare increases would occur only when the LTD adult cash fare increases.~~

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- 8. *Recommendations for fare changes will be developed prior to the budget process each spring for the following fiscal year.*

Given the dynamic nature of ridership, budgets, and other factors that affect fares, it is necessary to consider changes in the fare on a yearly basis. This policy ties the recommendations on fare changes to the budget process, as well as to decisions on major changes in the service that result from the Annual Route Review. This policy does not preclude making unprogrammed changes to the fare in mid-year if unforeseen conditions warrant.

- 9. *Changes in the fare structure should be implemented on the first day of a month, preferably in July or September.*

Since LTD ridership changes significantly at the start and end of summer, these are good times to implement changes to fares. Pass price increases during the school year when LTD ridership is highest are more visible and therefore may result in a greater loss of ridership.

- 10. *Fare promotions can be used to attract new riders to the fixed-route system.*

Fare promotions have been shown to be a cost-effective method of attracting new users to the system at a very low cost per trip. Surveys indicate that many of those attracted by free or reduced fares are not regular bus riders. The process to be followed in fare promotions includes an analysis of the proposal, a marketing plan for the promotion, and a post-project evaluation. The extent of the analysis, marketing plan, and evaluation would be based on the scale of the promotion. RideSource fare promotions shall be designed to transition riders to the LTD fixed route and to increase RideSource productivity.

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- 11. *Discounted fares may be used to encourage ridership during traditionally low-demand periods.*

The District has had very good success in generating additional ridership in low-demand times through fare reductions. The cost per trip generated by the fare reductions has been much lower than for other options available to the District.

- 12. *Fare payment options that effectively attract a different market segment or encourage increased use of the bus by current riders shall be developed. The fare payment options should be made conveniently available to customers.*

The District currently offers customers the choice of paying cash or using tokens, monthly passes, or day passes. Each of these fare payment options is attractive to a different segment of the market. Other fare payment options that attract additional riders, increase bus use among current riders, or are more convenient forms of current options should be investigated and, if feasible, implemented. Convenient access to all fare payment options will tend to make the system more attractive to customers and thus will increase ridership.

- 13. *The design and number of fare payment instruments shall consider the ease of enforcement by bus operators and ease of understanding by customers.*

Bus operator enforcement of fares is necessary to ensure adherence by customers to the fare policies. The ease of enforcement is dependent upon the design of the fare payment instrument and the quantity of different fare payment options available. These two factors should be considered when making decisions on the implementation of a new fare option or the redesign of an existing fare instrument. Fare enforcement programs should be evaluated periodically to ensure that they are appropriate.

MAINTENANCE

The Marketing and Communications Department will monitor application of this policy as it relates to cash fares, tokens, and standard passes, and propose revisions as necessary.

ATTACHMENTS: FARE MEDIA DONATIONS GUIDELINES
FARE DISCOUNTS (PRIVATE NON-PROFIT AGENCY PROGRAM) GUIDELINES
SSI-RECIPIENT DISCOUNTS GUIDELINES
WHOLESALE DISCOUNTS GUIDELINES
GROUP PASS PROGRAM GUIDELINES
EZ ACCESS PROGRAM GUIDELINES

REVISED: 4/18/01
3/17/04
4/20/05

Fare Media Donations

OBJECTIVE

The District offers fare discounts for purposes of joint marketing promotions and to support community activities. Donations will occur in the form of fare media and gift certificates. Examples include gift certificate to local school fundraising events and the donation of bus passes to organizations. (For example, Mobility International USA, that host delegates who come to our community to learn about accessibility.

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APPLICATION

The following guidelines apply to all fare media donations.

PROGRAM GUIDELINES

Donations of both fare media and gift certificates will be handled through LTD Guest Services. Any community group may request a donation. The LTD Director of Marketing and Communications or the Guest Services Supervisor will review the request and determine the benefit to the District. Upon approval, the Guest Services staff or Marketing and Communications secretary will issue a certificate or the appropriate fare media. Authorization for free fare media must be given in writing (email), by the Guest Services Supervisor or an LTD manager. Requests for fare media to be used for internal employee displays may be authorized by an LTD Marketing Representative.

MAINTENANCE

The Marketing and Communications Director is responsible for a semi-annual report of donations. This report will be forwarded to the LTD General Manager for review.

Fare Discounts

Private Non-profit Agency Program

OBJECTIVE

The District offers private non-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.

APPLICATION

This policy applies to any private non-profit (501-3-c) agency who wishes to purchase fare media from LTD.

PROGRAM GUIDELINES

Eligibility determination is conducted by Lane Transit District. Agencies wishing to participate may complete the necessary application at LTD Guest Services. Upon successful certification, agency staff may call LTD Guest Services to place a fare media order.

Agencies are eligible for a 50 percent discount toward the purchase of \$300.00 of fare media per month.

MAINTENANCE

The Director of Marketing and Communications is responsible for monitoring and making recommendations for modifications to this policy. A semi-annual report of program use will be produced and forwarded to the LTD General Manager for review.

SSI Recipient Discounts

OBJECTIVE

The District offers a reduced fare monthly pass price to Social Security Insurance recipients. This program recognizes that there are individuals in our community who do not qualify for reduced fare status based solely on their disability, but who are mentally disabled and are receiving SSI payments.

APPLICATION

This policy applies to all individuals who are SSI recipients and who are not eligible for reduced fare certification based upon the need for specialized training or special accommodation for a physical disability.

PROGRAM GUIDELINES

LTD offers a 50-25 percent discount on the purchase of adult monthly passes to individuals who are SSI recipients and who are working with a case worker at Senior and Disabled Services. Qualification is determined by SDS case workers, who have evaluated their clients according to the LTD reduced fare certification guidelines, and have determined they do or do not qualify for reduced fare status. SDS staff forwards a list of qualified clients to LTD Guest Services on a monthly basis. This list is used by Guest Services staff to process the sales of the discounted passes prepare passes for delivery. Qualified individuals will receive their pass from their SDS case manager.

MAINTENANCE

The Service Planning and Marketing Manager is responsible for monitoring and making recommendations for modifications to the SSI discount program. An annual report of SSI pass sales will be prepared by the Guest Services Supervisor and forwarded to the General Manager for review.

Wholesale Discounts

OBJECTIVE

The District offers private retail sales outlets and public agencies a wholesale discount on the purchase of fare media. This discount recognizes that these organizations play an important role in the distribution of fare media to LTD customers.

APPLICATION

This policy applies to all private retail outlets that LTD chooses to contract with for the sales of fare media. All public agency purchases will be issued according to the same discount structure.

PROGRAM GUIDELINES

LTD offers a 5 percent discount on the purchase of fare media for private retail sales outlets who purchase fare media for their customers. Monthly passes will be consigned.

MAINTENANCE

The Director of Marketing and Communications is responsible for monitoring and making recommendations for modifications to the wholesale discount program.

Adopted 2/85
Revised 6/86
Revised 6/87
Revised 2/98
Revised 2/01
Revised 1/02

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GROUP PASS PROGRAM

OBJECTIVES

A Group Pass Program is one in which the cost of transit fares is shared by a group. All persons within the group receive the transit benefit whether or not they actually use the service. The employer enters into an annual contract for services with LTD. In this way, the cost per person for the service is significantly reduced, and ridership within the group can be expected to increase significantly.

Group pass programs attempt to:

1. Increase ridership and ridership productivity (rides per service hour);
2. Maintain or increase the farebox to operating cost ratio; and
3. Decrease the cost per trip.

The establishment of these programs is based on the premise that increased use of transit, as a replacement to the single-occupancy vehicle, is a goal established by our community because it will provide numerous benefits. In order to meet that goal, LTD should aggressively pursue fiscally responsible programs that increase use of the bus, particularly in areas with traffic congestion, parking or air quality problems, or where there is a transportation need that can be effectively addressed with public transit.

APPLICATION

The following guidelines apply to all group pass programs established by the District.

PROGRAM GUIDELINES

Qualifying Organizations

The District will consider any organization, public or private, for a group pass program if it:

1. Includes at least 10 individuals
2. Is financially capable and legally empowered to enter into a contract with LTD and meet the financial obligations dictated by that contract. The group pass program will apply to all members in the organization.
3. LTD will consider qualifying organizations on a first-come/first-served basis, only if LTD has the service and equipment capacity to serve that organization.

Pricing

Revenue from organizations that participate in the group pass programs will be computed according to whether or not an organization contributes to the LTD payroll tax and to group size. All organizations participating in the group pass program will provide revenue that meets the following two criteria:

1. A base rate per employee per month will be levied on individuals within the organization. The base rate will be increased annually, not to exceed, the three-year rolling average of operating costs realized by the District. The base rates are:

Taxpayers -	\$3.00 per employee per month
Non Taxpayers -	\$3.50 per employee per month

Rates effective January 1, 2002. Current rates are available in annual pricing plan.
2. The cost of additional service that is instituted by the District to directly respond to increased ridership resulting from the group pass program

Term of the Contract

Contracts will normally be for a one-year period, with annual renewals. Yearly evaluation, at a level appropriate for the size of the organization, is to be conducted of each group pass program prior to renewing the contract to determine if the pricing criteria are still being satisfied.

Whenever possible, the District will seek to have the group pass programs institutionalized in order to reduce the possibility of programs becoming discontinued from one year to the next. This is obviously of greatest concern with the larger group pass programs, which require significant capital and operational investment and expenditures.

Operational Issues

Group pass participants are to have photo identification that is easily verified by the bus driver. The photo identification may be either the organization's, in which case it must have an LTD validating sticker, or issued by the District. In either case, the cost of issuing the photo identification will be borne by the organization. Participating organizations will be responsible for administering the program within their organizations.

Marketing

The District will provide trip planning assistance for the individuals of a group pass organization. Marketing of the service to individuals of a group pass organization will be conducted where it is determined to have a significant impact on ridership.

MAINTENANCE

The Director of Marketing and Communications is responsible for monitoring and making recommendations for modifications to this program.

EZ Access Half-Fare Program

OBJECTIVE

To provide reduced fares for seniors and people with disabilities in cooperation with the Federal Transit Administration's half-fare requirements.

APPLICATION

This program applies to all qualified individuals who are eligible according to the guidelines contained in the EZ Access program.

PROGRAM GUIDELINES

LTD's EZ Access program provides half-price discounted bus fares to people aged 62 through 69 and to guests with disabilities. People who are 70 years old and older ride free.

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Who qualifies for the half-fare program?

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1. Persons aged 62 and older
2. 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
3. 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
4. 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?

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

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1. Medicare card
2. Official verification of age (valid driver's license, passport, State ID card)
3. Letter of Authorization that you receive Supplemental Security Income (SSI) or Social Security Disability (SSD) benefits
4. 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.

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

5. Verification of eligibility for local Projects for Assistance in Transition from Homelessness (PATH) or Homeless Outreach Projects and Evaluation (HOPE)
6. 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

Disability Verification: If you do not have of proof of eligibility listed, 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 the application.

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MAINTENANCE

The Accessible Services Manager is responsible for monitoring and making recommendations for modifications to the ~~half-fare~~ program.

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AGENDA ITEM SUMMARY

DATE OF MEETING: April 20, 2005

ITEM TITLE: WORK SESSION AND ACTION: FARE POLICY UPDATE

PREPARED BY: Andy Vobora, Director of Marketing and Communications

ACTION REQUESTED: Approve the Fare Policy that reflects updates that have occurred through changes to District fare programs

BACKGROUND: On December 15, 2004, the LTD Board adopted changes to the Reduced Fare Program. The Reduced Fare program was revised to include more flexible qualification criteria and a new certification process. These changes render the District's SSI Program obsolete. Participants in the SSI program will now receive benefits through the LTD EZ Access program. The District's current Fare Policy contains a section outlining the SSI Program, which is no longer necessary.

In reviewing the Fare Policy, staff recognized that the EZ Access program has not been included. Staff recommend including the EZ Access program in order to reflect all District fare programs in the Fare Policy accurately.

RESULTS OF RECOMMENDED ACTION: The LTD Fare Policy will be consistent with adopted changes to individual programs. No financial impacts result.

ATTACHMENT: LTD Fare Policy

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2005-012: It is hereby resolved that the LTD Board of Directors approves the updated LTD Fare Policy as discussed and presented on April 20, 2005.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** March 29, 2005
- 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. **Information on LTD Purchasing Policy:** An update on LTD's Purchasing Policy is tentatively scheduled for the May 18, 2005, regular meeting.
 - B. **Diversity Memorandum of Understanding/LTD's Role and Commitment:** A discussion of the local area's Memorandum of Understanding on Diversity and LTD's commitment to diversity will be held during the Mary 18, 2005, regular meeting.
 - C. **Smart Ways to School Program Update:** A brief update on the Commuter Solutions Smart Ways to School program will be provided at the May 18, 2005, regular meeting.
 - D. **Fiscal Year 2004-05 Supplemental Budget:** A supplemental budget for the current fiscal year will be brought to the Board for Approval at the June 15, 2005, regular meeting.
 - E. **Budget Adoption:** The Fiscal Year 2005-06 proposed budget will be on the agenda for adoption at the June 15 2005, regular Board meeting, following a public hearing. The budget must be adopted before the end of the fiscal year on June 30.
 - F. **Resolution Reaffirming LTD Boundaries:** State law requires that LTD annually determine the territory in the District in which the transit system will operate. If boundary changes were to be made, that would be done by ordinance. Since no changes are planned, a resolution reaffirming the current boundaries will be scheduled for approval at the June 15, 2005, regular Board meeting.

- G. **LTD Retirement/Pension Plan Review**: A work session to review the LTD retirement and pension plans will be on the agenda in late spring or early summer 2005.
- H. **EmX Updates**: Various action and information items will be placed on Board meeting agendas during the design and implementation phases of the EmX bus rapid transit project.



LTD General Manager's Report to the Board of Directors

April 20, 2005

Prepared by Ken Hamm, General Manager

FUTURE DATES TO REMEMBER

May 9, 2005	LTD Board Work Session (tentative)
May 11, 2005	First LTD Budget Committee Meeting
May 12, 2005	Second LTD Budget Committee Meeting
May 18, 2005	LTD Regular Board Meeting
May 30, 2005	Administrative Offices Closed for Memorial Day Holiday
June 13, 2005	LTD Board Work Session (tentative)
June 15, 2005	LTD Regular Board Meeting (budget adoption)
July 4, 2005	Independence Day Holiday
July 11, 2005	LTD Board Work Session (tentative)
July 20, 2005	LTD Regular Board Meeting
July 30-Aug 2, 2005	APTA Board Members Seminar
Sept. 25-28, 2005	APTA Annual Meeting and EXPO

EXTERNAL ACTIVITIES

EmX Presentation

LTD presented the alternatives for EmX alignments for the Pioneer Parkway Corridor to the Springfield City Council April 4. Council members offered some further direction to the LTD/Springfield staff team working on the project. LTD Board members Debbie Davis and Mike Eyster attended the council session.

Partnering Meeting

On April 6th Springfield City Manager Mike Kelly and many of his development and public works team met with LTD's team of Ken Hamm, Stefano Viggiano, Charlie Simmons, and Mark Pangborn. Recognizing that we have collective interests in the dynamic future of Springfield, we discussed how to move forward in concert. Items of discussion included bus routing, EmX, Glenwood redevelopment, and much more. This was a very positive meeting.

Mock EmX Vehicle Exercise

On April 7th LTD tested some accessibility ideas aboard a mocked up model of our New Flyer EmX vehicle. Members of our Special Transportation Advisory Committee participated in the exercises, as did Al Abeson from Project Easter Seals and Sherrin Coleman from the Oregon Department of Transportation. Charlie Simmons, Terry Parker, and Ed Necker will be representing LTD on a national panel gathered in Washington, D.C.,

later this month. The focus of that gathering will be framing policy around BRT and accessibility.

Hallock Meeting

Margaret Hallock, from the University of Oregon, and I met as a follow-up to negotiations. I thought it would be a good idea to hear a perspective of LTD from a third party who participated with us as a member of the original community committee and as a member of the mediation team.

EmX Brownbag

All employees were invited to a brownbag lunch presentation conducted on April 6th to provide the latest information on the EmX development.

INTERNAL ACTIVITIES

Union Lunch

Carol Allred, LTD bus operator and ATU Executive Board officer, and I had lunch on April 1. It was a very positive meeting. We talked about moving forward, including building a foundation of trust and understanding. We agreed to meet monthly on a regular schedule.

New Operator Training

On April 5th a group of replacement operators began training. I provided an orientation on a piece of LTD, as did many of the other management staff. These are much needed replacements for the large number of retirees in the last six months.

Budget Committee Orientation

An orientation on LTD's budget process and focuses was given to the citizens members of the LTD Budget Committee on April 5. Board members Mike Eyster and Debbie Davis also attended.

Director of Maintenance

On March 18th LTD held an assessment center to select a new director of maintenance. Four very qualified candidates competed in this set of exercises. Many LTD employees participated as panelists, as did Board members Dave Kleger and Mike Eyster. Mike Troxel, a customer support manager from Cummins Northwest, one of our vendors, also participated.

AGENDA ITEM SUMMARY

DATE OF MEETING: April 20, 2005

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. The performance reports now are being 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: March 2005 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: April 20, 2005

ITEM TITLE: LTD CONTRACT REVIEW BOARD/PURCHASING POLICY RULES UPDATE

PREPARED BY: Jeanette Bailor, Purchasing Manager

- ACTION REQUESTED:**
1. Conduct a public hearing to approve and adopt the updated Purchasing Policy and Rules, including adopting four classes of special procurements: contracts for rolling stock; contracts for utility services; contracts for personal and trade services; and contracts for equipment repair or overhaul in certain circumstances.
 2. Approve and adopt the updated Purchasing Policy and Rules, including the four classes of exemptions noted above.

BACKGROUND: As a result of changes in the Oregon Revised Statutes (ORS) last legislative session, the Lane Transit District (LTD) Purchasing Policy must be updated. The Oregon Legislature adopted HB 2341 (2003 Oregon Laws, Chapter 794), the "Public Contracting Code," which had an effective date of March 1, 2005. ORS Chapter 279 was repealed and replaced with three new subchapters: ORS 279A, 279B, and 279C. All rules and exemptions adopted under now repealed ORS Chapter 279, including LTD's Public Purchasing Policy and Rules adopted on September 18, 2002, expired as of March 1, 2005; therefore, LTD must revise its current purchasing policy to reflect ORS changes.

One of the changes in ORS 279 is an exception to the general procurement rules for "Class Special Procurements," which formerly were known as exemptions. In order to continue having the same contracting rules for what ORS considers classes of special procurements, we must publicly note that we are adopting these "class special procurements." Those "class special procurements" are categorized as contracts for rolling stock, contracts for utility services, contracts for personal and trade services, and contracts for equipment repair or overhaul in certain circumstances.

The LTD Contract Review Board approved LTD's last purchasing and public contracting policy on September 18, 2002, and there have been no changes since that time. Although the volume of the Purchasing Policy has greatly increased with the current changes presented, the changes

appear to be administrative or housekeeping. There is no change in delegated authority or spending limits, and there are no changes in the way contracts are solicited or awarded.

RESULTS OF RECOMMENDED ACTION:

The LTD Purchasing Policy will be updated to reflect ORS changes.

ATTACHMENT:

- (1) Lane Transit District Resolution No. 2005-013
- (2) Attachment A: Revised Purchasing Policy and Rules (included as a separate document for Board members only)

PROPOSED MOTION:

I move that the LTD Board of Directors Contract Review Board hereby adopts LTD Resolution No. 2005-013, A Resolution Adopting the Lane Transit District's Purchasing Policy and Rules as revised April 20, 2005.

**LANE TRANSIT DISTRICT
RESOLUTION NO. 2005-013**

A Resolution Adopting the
Lane Transit District's Purchasing Policy and Rules

Pursuant to ORS 279.055, Lane Transit District ("LTD") Board of Directors adopted Ordinance No. 30 creating a local contract review board for LTD, which solely consists of the LTD Board of Directors (the "LTD/CRB").

LTD/CRB, pursuant to Ordinance No. 30, has the power to adopt, by resolution, rules governing LTD's purchasing and public contracting policy.

LTD/CRB approved LTD's last purchasing and public contracting policy on September 18, 2002, which policy incorporated administrative changes in the Oregon Revised Statutes (ORS) and the Federal Transit Administration requirements.

The Oregon Legislature adopted HB 2341 (2003 Oregon Laws, Chapter 794), the "Public Contracting Code," which was signed by the Governor, and has an operative date of March 1, 2005. As of March 1, 2005, ORS Chapter 279 is repealed and replaced with three new subchapters: ORS 279A, 279B, and 279C.

All rules and exemptions adopted under now repealed ORS Chapter 279, including LTD's Public Purchasing Policy and Rules adopted on September 18, 2002, expired as of March 1, 2005.

As of March 1, 2005, LTD's public contracting is subject to and governed by the Oregon Attorney General Model Rules, OAR Chapter 137, Divisions 46, 47, 48, and 49 ("Model Rules"). However, LTD/CRB may adopt its own purchasing and public contracting rules that differ from Model Rules.

LTD/CRB must adopt its new purchasing and public contracting rules, by resolution, in accordance with LTD Ordinance 30, LTD Sixth Amended Ordinance No. 1, and all other applicable statutes and regulations.

The updated purchasing and public contracting rules are set forth in Exhibit A (the "Purchasing Policy and Rules").

NOW, THEREFORE, BE IT RESOLVED:

LTD/CRB hereby adopts the Purchasing Policy and Rules as set forth in Exhibit A, which is attached hereto and is incorporated herein by this reference; and

LTD/CRB hereby approves any findings and exceptions contained within the Purchasing Policy and Rules attached as Exhibit A.

Adopted by LTD/CRB on the _____ day of April, 2005.

April _____, 2005
Date

LTD/CRB Secretary

RESOLUTION - 1

AGENDA ITEM SUMMARY

DATE OF MEETING: April 20, 2005

ITEM TITLE: NEWS ARTICLES ABOUT TRANSIT ISSUES AROUND THE COUNTRY

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 transit issues, including bus rapid transit (BRT) initiatives throughout the U.S. and the world. These articles are included in the packet for information purposes only.

ATTACHMENTS: See news articles

PROPOSED MOTION: None

Last update: April 13, 2005 at 6:54 AM

Proposed transit cuts decried

Matt McKinney

Star Tribune

Published April 13, 2005

A standing-room-only crowd of angry bus riders let their objections fly at a public hearing Tuesday night on a series of fare hikes and service cuts that officials with Metro Transit say are necessary to pay the rising costs of gasoline and health insurance.

The increases would bump the cost of a bus ride up by 25 cents in most cases -- assuming a bus still pulls up under the new plan.

Service cuts would leave some riders without a way to get to work or to medical appointments, according to the testimony at the hearing, which was held in Hopkins.

"It may be about money to you, but to us it's about people," said bus rider Beth Woehrl of Hopkins. "And we are upset."

A looming \$60 million budget gap prompted the fare increases and service cuts, according to a statement from the Metropolitan Council, the government body that operates Metro Transit. The shortfall is due to rising gas and health insurance costs. The council's proposal to eliminate 28 routes and curtail the service provided on 78 additional routes would reduce regular route service by 10 percent. The service cuts would also limit the rides available to the disabled through Metro Mobility.

Carey Lucheroth of New Hope, who uses a wheelchair, urged the council to think twice about restricting service: "It's totally unfair, because some people didn't ask to be put in a wheelchair to ride Metro Mobility, and you're cutting that," she said.

Several speakers said they should take their fight to the governor, citing his pledge to freeze taxes as the driving force behind the budget shortfall.

Representatives from the city councils of Shoreview and St. Louis Park filed objections over the proposed changes.

About 167 people showed up for the hearing, nearly double the 90-seat capacity of the room in which the meeting had been scheduled.

The Met Council's Transportation Committee will discuss the matter at a meeting on May 11. And on May 25, the council will vote on the fare hikes and service cuts.

Council member Russ Susag, who with member Jules Smith attended Tuesday night's hearing, said afterward that some changes to the proposal are likely, but the budget will require that some bus service be cut.

"Given the budget, we have no choice but to cut something," Susag said.

A map that shows the Metro Mobility routes that would continue after the service cuts can be viewed at www.startribune.com/230

A complete list of proposed service cuts is available at www.startribune.com/189. A complete list of the service changes is available at www.startribune.com/187.

Matt McKinney is at mckinney@startribune.com.