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Public notice was given to *The Register-Guard* for publication on October 13, 2005.

LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, October 19, 2005
5:30 p.m.

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

A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

Ban _____ Davis _____ Eyster _____ Gant _____

Gaydos _____ Kleger _____ Kortge _____

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT

IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 04

V. BOARD CALENDARS (5 minutes) 05

VI. WORK SESSION

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B. LTD Pension Plan Review (40 minutes) 09

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

VII. EMPLOYEE OF THE MONTH – November 2005 (5 minutes) 33

VIII. AUDIENCE PARTICIPATION 34

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

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

AGENDA ITEM SUMMARY

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DATE OF MEETING: September 21, 2005

ITEM TITLE: JULY AND AUGUST FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: The monthly financial reports are delayed as a result of the fiscal year-end closing process, which is typically the case. The July and August reports will be handed out at the beginning of the September 21 meeting.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

2

DATE OF MEETING: September 21, 2005

ITEM TITLE: JULY AND AUGUST FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Financial results for the first two months of the FY 2005-06 fiscal year are summarized in the attached reports. Reports are included for both July and August. However, because reports include year-to-date information, these comments will be based only on the August material.

Passenger fares were essentially the same for the first two months of the new year over the same period last year. Ridership for the rolling twelve-month period, which ended August 31, is also flat. Last year at this time, the trend was down. Group pass revenue continues to be strong.

Payroll tax revenues are up 9.6 percent versus last year due to the steady economic recovery of Lane County, and also the large construction payrolls associated with the major projects in the Eugene-Springfield area. The outcome of the payroll tax court case appeal to the Oregon Supreme Court is still unknown.

Self-employment receipts coincide with State tax payment deadlines, none of which occurred in August. However, revenue was received in August for prior-year amounts owed. Tax payments are reported on a cash basis in monthly reports to simplify the information. For audit purposes, the amounts are accrued back to the previous year. State-in-lieu funds are received quarterly and accrued at the end of each fiscal quarter, so no revenues will be posted from this source until the September report.

Interest rates have improved in the last year. Returns, therefore, have also improved.

Total personnel services expenditures, the largest category of operating expense, show very little growth over the previous year. There are two reasons: health insurance expenses have declined with the new plans for administrative ATU represented employees; and the most appropriate accounting treatment for the new ATU VEBA plan was not determined until after the 2005-06 budget was adopted. The budget assumed that the cost of the front end benefit would be shared between the two six-month periods, one in each fiscal year. Instead, a more conservative accounting

approach, approved by the independent auditors was employed and the entire VEBA amount was expenses to FY 2005-06. The year to year comparisons will be more consistent when the next year of VEBA benefits will be expensed in January 2006.

It should be noted, also, that administrative personnel services expenses charged to capital projects continues to decline. This reduction is planned, and reflects the fact that permanent positions temporarily charged to capital projects eventually return to the General Fund either gradually as project involvement declines or all at once when projects are completed. There are several positions that exist due to the EmX project that will not become operating expenses when the various phases of the EmX project are completed.

Materials and services results vary widely from department to department. Total materials and services are significantly higher for the first two months of this year as compared to last, but overall spending is within budget for the year to date indicating that the timing of expenses is different in the current fiscal year. Transfers to both Accessible Services and Capital are up, in accordance with the FY 2005-06 plan. Fuel prices are still volatile, high, and likely to go higher. The current-year budget assumed \$2.10 per gallon. The average two-month price through August 31 was \$2.2437, but that was before Hurricane Katrina. On September 2, the price was \$2.6542, which is the high fiscal year to date. Hurricane Rita is likely to cause another round of steep price increases. This expenditure is monitored closely.

With the exception of fuel cost concerns, the General Fund is stable through August. Robust payroll tax receipts could offset negative fuel variances by year end.

The Commuter Solutions and Accessible Services Funds' activities are generally as expected through the first two months of the current fiscal year.

Capital Project Fund activity was dominated by Franklin EmX corridor construction. Expenses were also incurred in support of future corridor development. LTD traditionally advances local capital funds for federally funded projects and then is reimbursed, so it is expected that revenue does not always match expenditure in the Capital Projects Fund.

The final report for the Triennial Review conducted by Federal Transit Administration contractors was received July 8. The Board will receive this report as a separate agenda item during the September 21, 2005 work session.

Fieldwork for the audit of the 2004-2005 fiscal years was begun the week of September 12. The remainder of the work, including the required audit of LTD's National Transit Database data, is scheduled in September and October. The Comprehensive Annual Financial Report (CAFR), including auditors' statements, will be distributed before the November Board meeting. A representative of the audit firm *Grove, Mueller & Swank* will attend the November meeting to present audit findings and answer any questions that Board members may have.

ATTACHMENTS:

Attached are the following financial reports for August and July for Board review:

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

3. Income Statements

- a. General Fund
- b. Commuter Solutions Fund
- c. Accessible Services Fund
- d. Capital Projects Fund

PROPOSED MOTION: None

Special Mobility Services: RideSource Activity and Productivity Information

July-05	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	10,092	10,313	-2.1%	10,092	10,313	-2.1%	129,262	121,209	6.6%
RideSource(All Modes)	7,024	7,158	-1.9%	7,024	7,158	-1.9%	88,716	82,816	7.1%
Shopper	552	676	-18.3%	552	676	-18.3%	7,548	6,985	8.1%
Escort Volunteers-Metro	853	970	-12.1%	853	970	-12.1%	12,700	11,371	11.7%
Escort Volunteers-Rural	1,663	1,509	10.2%	1,663	1,509	10.2%	20,298	20,037	1.3%
RideSource Cost per Ride	\$ 15.60	\$ 15.16	2.9%	\$ 15.60	\$ 15.16	2.9%	\$ 15.18	\$ 15.02	1.1%
RideSource(All Modes)	\$ 21.63	\$ 21.16	2.2%	\$ 21.63	\$ 21.16	2.2%	\$ 21.41	\$ 21.20	1.0%
RideSource Shopper	\$ 7.65	\$ 7.70	-0.6%	\$ 7.65	\$ 7.70	-0.6%	\$ 7.65	\$ 7.70	-0.6%
RideSource Escort	\$ 2.19	\$ 1.99	10.3%	\$ 2.19	\$ 1.99	10.3%	\$ 1.88	\$ 2.06	-8.9%
Ride Reservations	8,116	8,197	-1.0%	8,116	8,197	-1.0%	102,463	95,948	6.8%
Cancelled Number	799	766	4.3%	799	766	4.3%	9,836	9,962	-1.3%
Cancelled % of Total	9.84%	9.34%		9.84%	9.34%		9.60%	10.38%	
No-Show Number	93	90	3.3%	93	90	3.3%	1,106	1,084	2.0%
No-Show % of Total	1.15%	1.10%		1.15%	1.10%		1.08%	1.13%	
Ride Refusals Number	8	2	300.0%	8	2	300.0%	58	23	152.2%
Ride Refusals % of Total	0.10%	0.02%		0.10%	0.02%		0.06%	0.02%	
Service Hours	3,578	3,351	6.8%	3,578	3,351	6.8%	43,564	39,441	10.5%
Agency Staff	3,401	3,082	10.4%	3,401	3,082	10.4%	41,012	36,832	11.3%
Agency SMS Volunteer	177	269	-34.2%	177	269	-34.2%	2,552	2,609	-2.2%
Avg. Trips/Service Hr.	2.12	2.34	-9.4%	2.12	2.34	-9.4%	2.21	2.28	-3.1%
RideSource System Miles	52,155	49,135	6.1%	52,155	49,135	6.1%	626,086	561,236	11.6%
Avg. Miles/Trip	6.88	6.27	9.8%	6.88	6.27	9.8%	6.50	6.25	4.1%
Miles/Vehicle Hour	14.58	14.66	-0.6%	14.58	14.66	-0.6%	14.37	14.23	1.0%

Special Mobility Services: RideSource Activity and Productivity Information

July-05	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	91.5%	90.3%	1.3%	91.5%	90.3%	1.3%	90.4%	92.3%	-2.1%
Sample	6,067	6,010		6,067	6,010		85,381	74,487	
On-Time	5,552	5,430		5,552	5,430		77,156	68,762	

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

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

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

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

ADDENDUM TO
SEPTEMBER 21, 2005,
BOARD MEETING AGENDA PACKET

1. July 2005 RideSource Performance Reports
2. August and September 2005 *Eugene/Springfield Metro Labor Trends*
3. (The July and August 2005 Financial Statements and Performance Reports will be handed out at the September 21 Board meeting.)

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 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

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 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. **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 last met on June 22, 2005, with Mr. Eyster attending. The agenda for that meeting included a preliminary discussion of the Transportation analysis for the three growth scenarios.
2. **Metropolitan Policy Committee:** MPC meetings generally 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 attended the MPC meeting held on September 15, 2005. The agenda for the meeting included approval of the Surface Transportation Program – Urban (STP-U) allocations for FY 07; discussion of the prioritization factors and evaluation process for STP-U projects for FY 08-11; approval of amendments to the Metropolitan Transportation Improvements Program; review of the draft FY 08-11 STIP Region 2 large project priority list; a presentation

on Connect Oregon; and a status report on the Franklin I-5 proposed interchange.

3. **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 Steering Committee last met on September 6, 2005. At that meeting, the Committee reviewed progress on the Pioneer Parkway Corridor, the Progressive Corridor Enhancement project, and toured the construction of the Franklin EmX corridor. The next meeting is scheduled for December 6, 2005.

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2005

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None

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

- June 27, 2005, letter from Board President Gerry Gaydos to Mayor Kitty Piercy and the Eugene City Council providing an update on the EmX project and information about the Progressive Corridor Enhancement project
- July 26, 2005, letter from Pam Pedigo of the Oregon Food Bank, expressing her appreciation for LTD's service during the statewide food bank conference
- July 29, 2005, memorandum from LCOG Executive Director George Kloeppel to MPC Members regarding the dismissal of the Regional Transportation Plan appeal

At the September 21 meeting, staff can respond to any questions the Board members may have about this correspondence.

PROPOSED MOTION: None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING

Monday, June 13, 2005

Pursuant to notice given to *The Register-Guard* for publication on May 10, 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 Monday, June 13, 2005, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Gerry Gaydos, President, presiding
Debbie Davis
Mike Eyster
Dave Kleger, Treasurer
Dean Kortge
Mark Pangborn, Assistant General Manager
Jo Sullivan, Clerk of the Board
Kimberly Young, Minutes Recorder

Absent: Susan Ban, Vice President
David Gant, Secretary
Ken Hamm, General Manager

CALL TO ORDER – Mr. Gaydos called the meeting to order at 5:33 p.m.

ROLL CALL – Assistant General Manager Mark Pangborn called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT – Mr. Gaydos had no remarks.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA – Mr. Kleger announced he had recently been hospitalized briefly but indicated that he was responding to treatment.

There were no other announcements or additions to the agenda.

LTD PURCHASING POLICY OVERVIEW – Purchasing Manager Jeanette Bailor was present to provide an overview of the District's purchasing policy. She reminded the Board that it also functioned on occasion as the LTD Contract Review Board (CRB), the governing body that adopted all purchasing policies. CRB meetings generally were held at the same time as regular Board meetings, although a special meeting of the CRB could be called at any time needed. Ms. Bailor said the CRB had delegated purchasing authority to the general manager and staff. Staff were authorized to enter into public contracts for designated amounts. All major purchases were referred to the Board for review. Mr. Pangborn noted that the Board, by motion or resolution, delegated authority to the general manager to sign contracts for major purchases.

Ms. Bailor reviewed LTD's centralized purchasing system, reporting that all purchases came through the Purchasing Department. Purchasing staff worked with staff from other departments

to develop bid documents and sit in on all bidding for major contracts. She said that LTD used both the invitation for bid and request for proposals processes, depending on the item or service to be purchased.

Ms. Bailor noted that in regard to federally funded purchases, additional rules apply to bid documents that LTD must follow to remain in compliance with federal regulations. Mr. Pangborn noted that LTD no longer used any federal funds for operations but federal regulations governed LTD's federally funded capital projects.

Mr. Kleger asked if there were any instances in which the federal and State of Oregon rules were in conflict. Ms. Bailor cited the State's vendor preference for Oregon vendors, which was precluded by federal regulations, but said the State was aware of the conflict and indicated that LTD should follow federal law where it was more stringent. Mr. Pangborn pointed out the State had to follow many of the same federal regulations.

Ms. Bailor reviewed the process for daily purchases and small purchases under \$2,500, which were handled through requisitions reviewed by the Purchasing Department. Purchases costing between \$2,500 and \$75,000 could be addressed through a formal or modified bid process. LTD had petty cash and purchasing cards for very small purchases (\$50-\$250). Those purchases must be approved by the department manager.

Mr. Kleger asked how often LTD encountered vendors who wanted to do business with the District but did not want to do the needed paperwork and go through the necessary procedures. Ms. Bailor indicated that this did not happen often. In the past, that situation had come up on occasion, and LTD always offered to meet with those individuals to explain the process. In recent years, that had not occurred.

Mr. Pangborn pointed out that, generally, LTD's federal projects tended to be large projects, which did not attract small or inexperienced contractors. He said LTD was subject to rules such as the federal Disadvantaged Business Enterprise (DBE) requirements, which required a certain percentage of subcontractors to be such businesses. A contractor must show that he or she made a good-faith effort to comply with the requirements, and there was paperwork involved in that. Many contractors did not want to bother with the requirement. Ms. Bailor noted that the State had recently moved to a unified certification process for such businesses. LTD is a part of the State's unified certification program and has a federal requirement to use only state-certified DBE contractors.

Ms. Bailor invited questions.

Mr. Kortge asked who reviewed the credit card purchases of the general manager. Ms. Bailor indicated that would be a task for Mr. Pangborn. However, neither the general manager nor Mr. Pangborn had such cards. No staff members were allowed to sign off on their own expenses.

Responding to a question from Ms. Kortge, Ms. Bailor acknowledged that meetings of the CRB did not happen often. Generally this happened when the District considered a change in its purchasing policy or contemplated a major emergency purchase exceeding \$75,000. She said the latter situation had rarely occurred. For example, it occurred once because of the need to

clean up hazardous waste at the former LTD facility at 8th Avenue and Garfield Street. Otherwise, LTD had few emergency purchases.

Mr. Kortge asked if contracts were renewed automatically after five years. Ms. Bailor said no; contracts had a maximum life of five years and were reviewed and could be renewed annually by the contract administrator following an internal evaluation of the contract. At the end of five years, the contract was rebid. Federal law now gave LTD the ability to have contracts for longer than five years, and on occasion a contract might be extended for another year, but generally LTD staff believed that it was in the District's best interest to rebid the contract in the competitive market. Ms. Bailor confirmed that the contracts subject to that process included the contract for health insurance.

Mr. Pangborn suggested that there were many reasons to go out to bid again. For example, someone else may have entered the market who could provide the needed service. In addition, he pointed out that payroll taxes supported LTD and it was important to ensure that the local business community could compete successfully for LTD contracts.

Responding to a question from Mr. Eyster, Ms. Bailor said that she had never received a formal bid protest since she started the job in 1989. She had received a couple of letters from contractors requesting that LTD discard the low bid and accept their bid, but that correspondence had never gone beyond a response to the contractor explaining the reason the successful bidder was selected. She added that LTD invited unsuccessful bidders to meet with staff and debrief the bidding process. Mr. Kleger recalled some complaints regarding the paratransit service contracts, most of which focused on the needed paperwork.

Mr. Pangborn pointed out that except for some confidential information that could not be shared, most of the bid documents were public records and LTD staff would show the unsuccessful bidders that information and discuss how bids were scored.

Mr. Pangborn noted that LTD also participated in the State Pricing Agreement for operational purchases, which allowed it to take advantage of the lower prices negotiated by the State of Oregon. Ms. Bailor added that some smaller transit agencies had also been able to piggyback on some of LTD's purchases and take advantage of the lower prices LTD could negotiate.

BOARD COMMITTEES – Mr. Gaydos called the Board's attention to the packet materials, which included a description of each committee the Board discussed forming: Service Development and Marketing, Human Resources, and Finance.

Responding to a question from Mr. Kortge about the Human Resource Committee's role in the evaluation of the general manager, Mr. Gaydos anticipated a process wherein the committee shepherded the process approved by the full Board. The committee would assemble the input and bring it back to the board for the evaluation. Mr. Kortge accepted the outline with that explanation. Mr. Gaydos indicated the text would be modified to reflect the process to be followed.

Mr. Gaydos determined from the Board that it supported establishing the committees. Mr. Kleger noted the concerns expressed by Mr. Gant, who was not present at the meeting, and expressed the hope that Mr. Gaydos would discuss those concerns with him. Mr. Gaydos regretted that Mr. Gant was not present. Mr. Kleger felt the proposed structure was acceptable and suggested

it would both “spread the work load” and possibly serve to shorten Board meetings. Mr. Gaydos agreed that the process could potentially focus presentations at Board meetings.

Mr. Gaydos asked that the Board provide any suggestions for text changes for the Human Resources Committee to Director of Human Resources and Risk Management Mary Neidig.

Mr. Kortge determined from Ms. Neidig that the union would not have representation on the Human Resources Committee, which was a Board committee. Ms. Neidig believed that this committee and the Finance Committee could have a role in preparing for union negotiations. She indicated that the text could be revised to reflect those roles. Mr. Gaydos concurred as to those additions, and suggested that union representatives could be invited to committee meetings to provide input and comment as appropriate.

MOTION Mr. Kortge, seconded by Mr. Kleger, moved to approve Resolution 2005-015: “Resolved, that the LTD Board of Directors approves the formation of Board committees for Service Development and Marketing, Human Resources, and Finance, as presented on June 13, 2005.”

VOTE The motion passed unanimously, as follows:

AYES: Davis, Eyster, Gaydos, Kleger, Kortge (5)

NAYS: None

ABSTENTIONS: None

EXCUSED: Ban, Gant

Mr. Gaydos noted his initial suggestions for committee assignments and invited board members’ thoughts on the topic so that the committee appointments could be made at the board’s meeting on June 15. He noted the likelihood board members would have to serve on more than one committee.

Human Resources Committee: Ms. Ban, Mr. Eyster, Mr. Gaydos

Finance Committee: Ms. Davis, Mr. Gant

Service Development and Marketing Committee: Mr. Kleger

DIVERSITY MEMORANDUM OF UNDERSTANDING/BOARD COMMITMENT – Mr. Gaydos introduced the item, noting that LTD was a two-time signer of a Memorandum of Understanding (MOU) affirming the commitment of the district and other local governments to diversity. He had asked staff for a brief overview and requested discussion of the board’s role in the MOU.

Ms. Neidig introduced Human Resource Specialist David Collier, who also was present for the item. She noted the interest expressed by the Board about the possibility of creating a statement of position on the topic in the LTD Strategic Plan.

Ms. Neidig provided an overview of the MOU, first calling attention to the original MOU, included in the meeting packet. She said it was the result of a lengthy community discussion about how employers, including public employers, could collaborate constructively to provide a consistent “landscape for diversity” in Eugene-Springfield. General Manager Ken Hamm had been a strong supporter of the process. Ms. Neidig said the MOU created a consortium of employers that agreed to a common statement regarding diversity and articulated a set of agreements for all to

work toward. The MOU created a task force composed of chief executive officers (CEOs), which met monthly and had become a steering committee for the diversity effort. The MOU also created a support group known as the Interagency Diversity and Equity Coalition (IDEC), which was a group of staff responsible for diversity and equity issues. The CEOs and IDEC used the agreements outlined in the MOU as a basis for work plan creation.

Ms. Neidig noted that since its original signing, some turnover had occurred among local jurisdiction CEOs and the Lane Educational Service District had joined the consortium. Subsequently, on the three-year anniversary the CEOs were asked to come back together and resign and recommit to the MOU. She noted the distribution of that document to Board members.

Ms. Neidig called the Board's attention to a description of the work of the IDEC, outlined on page 23 of the meeting packet. She also noted the seven-member LTD Diversity Council, whose members were listed on page 25 of the packet. She also called the Board's attention to examples of how diversity fit into LTD's employment practices, listed on page 24, particularly calling out the harassment and accessible services training provided to new operators, and the sessions on cultural diversity scheduled for the fall operator training.

Ms. Neidig noted the information provided on LTD employee demographics on page 25 of the meeting packet.

Responding to a question from Mr. Kortge, Mr. Collier indicated that sexual orientation was "part of the equation" and discussed by IDEC members. Mr. Collier noted that the LTD diversity effort had lost some momentum in the last year or so, and he and Ms. Neidig were working with the council to reinvigorate that effort. He anticipated that the council would soon be identifying the issues it wished to address.

Mr. Kortge observed that the Springfield Utility Board was not a party to the MOU. Ms. Neidig concurred, adding she did not know why. Mr. Collier said that Willamalane Parks and Recreation District also was not a party to the MOU due to staffing limitations. Mr. Gaydos suggested that the MOU be footnoted to indicate Willamalane's issue.

Mr. Gaydos emphasized the importance of the gender orientation issue and recommended that the Board pay attention to what was occurring in the Springfield School District and how that played out. He said LTD should learn from that experience. He recalled that the impetus for the school district's effort had been to create a safe place, and he thought that LTD had the same issue because of its locations throughout the community.

Mr. Gaydos noted that the MOU mentioned language needs, and suggested that LTD begin to think about publishing more documents in Spanish and including more Spanish language on the Web site. He acknowledged that this could generate pressure for publications in other languages.

Mr. Gaydos said that LTD worked extensively with the disabled community and should build on that work and lead the way on disabled issues. He said that the issue went beyond accessibility and regarded respect as well. He encouraged leadership in those areas.

Mr. Gaydos believed the LTD Board of Directors should adopt policies calling for ways to keep the MOU at the forefront of LTD's operations. He said that employees might not like going to training sessions or being talked to about how they should honor other people, so LTD needed to attempt a true cultural shift. It was hard to get people to the point where they acknowledged the need for greater understanding of others. He thanked staff for the presentation.

Mr. Eyster determined from Ms. Neidig that LTD offered annual mandatory training sessions for all operators, and the next session was focused on the topic of diversity. Responding to a question from Mr. Gaydos, Ms. Neidig indicated that the administrative staff could attend those trainings, but LTD lacked a formal structure for the administrative staff and she anticipated that gap would be addressed by the Diversity Council. Mr. Gaydos asked if the Board could participate. Ms. Neidig said yes.

Mr. Kortge encouraged staff to invite the Board members to diversity trainings.

Mr. Gaydos requested an annual report on the action items associated with the diversity work plan so the Board could get a sense of what was occurring.

Mr. Gaydos reiterated his thanks to staff and General Manager Ken Hamm for their support of the diversity MOU.

ADJOURNMENT

Mr. Pangborn called the Board's attention to a message of congratulations in regard to the Springfield Station from Superintendent Nancy Golden of Springfield School District #19.

Mr. Gaydos adjourned the meeting at 6:34 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, June 15, 2005

Pursuant to notice given to *The Register-Guard* for publication on June 10, 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 Wednesday, June 15, 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
Dave Kleger, Treasurer
Dean Kortge
Ken Hamm, General Manager
Jo Sullivan, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: David Gant, Secretary

CALL TO ORDER – Mr. Gaydos called the meeting to order at 5:30 p.m.

ROLL CALL – General Manager Ken Hamm called the roll.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA – At Mr. Hamm's request a presentation on the youth pass program was added to the work session.

BOARD CALENDARS – Mr. Hamm called the Board's attention to the following activities: June 16 Employee Barbecue and Potluck; June 17 General Manager's Award of Excellence presentation; June 23 Martin Luther King Parkway extension groundbreaking; June 23 celebration of 20 years of accessibility for LTD; June 24 visit by Federal Transit Administration Director of Civil Rights Michael Winter to discuss bus rapid transit (BRT) and accessibility; and June 27 demonstration of North American Bus Industries (NABI) Los Angeles bus model. He noted that there would be no Board meeting in July.

WORK SESSION

Franklin/I-5 Interchange Study – Oregon Department of Transportation (ODOT) Senior Planner Tom Boyatt explained that the State was in the process of replacing the cracked Interstate 5 (I-5) bridge over the Willamette River, the first phase of which was the \$20 million temporary structure now in place. He said the temporary bridge was likely to remain in place for ten years while the environmental and design processes for building a permanent replacement bridge were completed. He indicated that the replacement of the I-5 bridge had prompted renewed discussions of an interchange at Franklin Boulevard and the opportunity to potentially incorporate

new ramps into the replacement bridge. He emphasized that the bridge project would move forward independently of ramp connections for a number of reasons, including timing of Oregon Transportation Improvement Act (OTIA) funding and the need for pre-project planning and project development work necessary to compete for federal dollars to build an interchange. He reviewed project phases:

- Phase 1 – scoping, stakeholder input
- Phase 2 – community dialogue, decision process, action by elected officials
- Phase 3 – planning, analysis
- Phase 4 – environmental document

Mr. Boyatt noted that the structure of regional governance under the Metro Plan required that the elected bodies for Lane County, Springfield, and Eugene all needed to support amendments to the plan. He said that ODOT had pledged \$2.75 million for an environmental impact statement (EIS) for ramps if the decision was to proceed. He described details of the project phases and the public involvement, information collection and analysis, and decision-making processes.

Mr. Kleger asked if an amendment to Trans Plan would be required. Mr. Boyatt said that would occur in Phase 3, depending on the results of Phase 2.

Mr. Boyatt said that a problem statement was being drafted as a preliminary to the National Environmental Policy Act (NEPA) process. However, ODOT wanted the local community to demonstrate support by including the project in plans before the NEPA process was started.

Mr. Kortge asked why the interchange project was being considered. Mr. Boyatt replied that it was in response to community interest in having better access to the downtowns of both Eugene and Springfield, but it was unknown whether an interchange would enhance or detract from the larger system circulation.

Board Strategic Planning Work Session Staff Assignments – Assistant General Manager Mark Pangborn reviewed the list of issues developed at the Board's April 14-15, 2005, work session. He pointed out that the issues had been organized into categories and provided a brief update of progress on various issues. He said that staff were working on a grading system for productivity categories and anticipated bringing something to the Board in the fall. He said that service standards were being examined in anticipation of the budget review. He said that payroll tax briefings were ongoing with various interest groups and the Board would likely consider an ordinance to codify the tax increase before the end of the year. He said a frequently asked questions (FAQ) and response sheet would be provided to Board members.

In response to a question from Mr. Gaydos, Mr. Pangborn said that a Human Resources Strategic Plan fell under the labor negotiations category but was also a broader issue that was reflected in other categories.

Mr. Gaydos reported more interest in the payroll tax increase during a second presentation to the Eugene Chamber of Commerce and felt it was important to continue to discuss the issue with community groups. He said there was some ongoing concern from the business community regarding the need for additional funding for transit and the use of new technologies, such as clean fuel technology. Mr. Pangborn acknowledged concerns about the potential risks of using new technology. Mr. Hamm added that the Environmental Protection Agency was driving emissions standards increasingly higher and manufacturers were forced to move to new

technology without fully testing it, resulting in similar problems with all buses using that technology.

Mr. Kortge remarked that it was a matter of timing and it was important for Board members to have that information in order to respond to concerns about new technology that were raised in conjunction with the issue of a payroll tax increase.

Mr. Pangborn said that the Board would receive quarterly progress updates.

Bus Advertising Program Contract Renewal – Mr. Pangborn introduced Kathy Wilson of Lamar Advertising, which had recently purchased Obie Transit Advertising. He said that the results of recommended action would have staff proceed with renewal of the advertising contract in November 2005, not January 2006 as stated in the agenda packet material.

Mr. Pangborn reviewed the history of bus advertising and noted that it had been a significant source of revenue in some years, with current revenues approximately \$250,000 annually. He asked the Board to affirm the staff recommendation to continue the bus advertising program and noted that both the Breeze and EmX services would not be included.

Mr. Eyster commented that he liked the additional revenue and felt that the advertising enhanced the appearance of buses. Mr. Pangborn said that a survey conducted in Seattle indicated the community overwhelmingly preferred advertising on buses.

Mr. Kleger observed that advertising was LTD's only major volunteer subsidy and it was important to retain it.

Youth School Bus Pass Program – Commuter Solutions Program Manager Connie Bloom Williams reminded the Board that one of the goals of the Commuter Solutions Program was to conduct outreach, education, and awareness in schools to build transportation programs with younger people. Another goal was to expand the group bus pass program and eventually have all regional high school and middle school students on a bus pass program. She introduced Lisa VanWinkle, project lead for the Smart Ways to School program.

Ms. VanWinkle reported that Smart Ways to School began as a two-year research program to reduce energy consumption associated with the school commute by motivating change at the family, school, neighborhood, and regional levels through promoting travel options. She listed the program's partners, which included the Oregon Department of Energy (ODOE), ODOE Business Energy Tax Credits (BETC), LTD, regional school districts, the cities of Eugene and Springfield, Lane Council of Governments, Lane Regional Air Pollution Authority, Lane County, and ODOT. She said the program began with 12 participating middle and elementary schools in the Bethel, Eugene and Springfield school districts. She reviewed the data collected from surveys of elementary and middle school parents regarding how students traveled to school and whether other methods of travel would be considered.

Ms. VanWinkle reported that more than 200 parents expressed an interest in the program and provided contact information. Written responses to the concept were very positive. She said that research results indicated that a significant potential existed to reduce the number of cars associated with the school commute. Strategies to effect change included free carpool matching, help for families to organize walk and bike groups, contests at schools, media campaigns, promotion of bus use, and collaboration with other community groups. She said a follow-up

survey would be conducted to measure program impact for a final report to summarize the project and key findings. She related that the program plan for 2005-06 was to serve all public and private K-8 schools in the Bethel, Eugene, and Springfield school districts.

AUDIENCE PARTICIPATION – Mr. Gaydos determined that there was no one wishing to speak.

ITEMS FOR ACTION AT THIS MEETING

MOTION A. Consent Calendar – Mr. Kleger moved adoption of LTD Board Resolution No. 2005-016: “It is hereby resolved that the Consent Calendar for June 15, 2005, is approved as presented.” Mr. Kortge provided the second. The Consent Calendar consisted of the minutes of the April 20, 2005, regular Board meeting; the May 11, 2005, special Board meeting; the May 18, 2005, canceled Board meeting; approval of Resolution Reaffirming LTD Boundaries for FY 2005-06; and approval of Commuter Solutions Supplemental Budget for FY 2004-05.

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

B. Surface Transportation Program – Urban (STP-U) Funds – Director of Development Services Stefano Viggiano stated that STP-U funds were allocated both directly to the State and to metropolitan areas with populations of more than 200,000. He said that allocation of the funds provided directly to the metropolitan area was decided locally by the Metropolitan Policy Committee (MPC).

According to Mr. Viggiano, the MPC allocated in 2003 the STP-U funds that were estimated to be available over the next three years, but the estimate was conservative and an additional \$1.3 million was available and needed to be allocated to projects that could be completed or well under way by the end of FY 2006. He said that the funds would be available in the following categories:

Preservation – 60%	\$780,000
Planning/Modernization – 30%	\$390,000
Transportation Demand Management (TDM) – 10%	\$130,000

Mr. Viggiano stated that the criteria for projects were the same as those used in 2003, with 20 points for leveraging other funds in the project, 60 points for supporting policies in the Regional Transportation Plan (RTP), and 20 points for supporting targeted transportation performance measures in the RTP. He listed the three projects for which staff recommended submitting applications and reviewed each of the application forms:

Articulated Buses (2):	\$170,000
Transit Signal Priority:	\$60,000
Eugene Station Improvements:	\$90,000

Ms. Ban asked if there was an advantage to submitting applications in the preservation category rather than the modernization category. Mr. Viggiano replied that it depended on the other applications that were competing in a particular category.

Mr. Gaydos asked if signal priority would present any expense to the City of Eugene. Mr. Viggiano replied that the City would perform an analysis at each intersection and some funds were set aside to assist with that.

In response to a question from Mr. Eyster, Mr. Viggiano replied that the signal priority project qualified for only 50 points because no other funding was involved in the project.

Mr. Gaydos suggested that the staff time contributed by the City could be credited toward other funding for the project. He asked how the Eugene Station improvements would impact the fixed-route system. Mr. Viggiano said that it would provide greater flexibility at the station to accommodate articulated buses.

Mr. Viggiano noted that the \$130,000 in TDM funding would go to the Commuter Solutions program but an application still needed to be submitted. He said that if approved by the Board, the applications would be submitted to the MPC in July 2005.

Mr. Eyster asked if the articulated buses had the same engines that previously had experienced problems. Director of Maintenance Sam Marra replied that the engines would not be the same although it was not actually the engine that caused the current problem.

Mr. Gaydos suggested that the applications should stress wherever possible how roadways benefited from LTD services.

Mr. Eyster commented that some stops in the system had been removed and not yet replaced. He asked if the STP-U funds could be used for bus stops or shelters if replacement costs were a concern. Mr. Viggiano replied that STP-U funds were allocated in 2003 for shelter replacement. There typically was a short delay in replacing a shelter, although some had been permanently removed because of low ridership. Mr. Hamm shared that boarding counts might prompt the relocation of a shelter elsewhere in the system. Mr. Pangborn added that delays also occurred because it was more efficient to have a crew install all shelters at once.

MOTION Mr. Kleger moved adoption of LTD Resolution No. 2005-019: "It is hereby resolved that the LTD Board of Directors approves submitting applications for STP-U funds for the three projects recommended by the staff as follows:

Articulated Buses:	\$170,000
Transit Signal Priority:	\$60,000
Eugene Station Improvements:	\$90,000

Ms. Ban provided the second.

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

C. Supplemental Budget for Fiscal Year 2004-05 – Director of Finance & Information Technology Diane Hellekson explained that the supplemental budget, which had been discussed extensively at previous meetings, was necessitated by a new labor contract and high fuel costs. She said the supplemental budget did not mean that more money would be spent, but rather that funds would be shifted within the budget to match appropriations with expenditures at the end of the year. She said the amount involved in the supplemental budget was not large enough to require a public hearing and could be accomplished by resolution.

MOTION Mr. Eyster moved approval of Resolution 2005-020, amending the LTD fiscal year 2004-2005 budget as represented in the resolution. Mr. Kortge provided the second.

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

Mr. Hamm announced that Ms. Hellekson and the finance staff received for the ninth year the Government Financial Officers Association Certificate of Achievement for Excellence in Financial Reporting. He said that LTD was regarded by federal auditors as a model of financial excellence.

Ms. Ban encouraged staff to publicize the award, particularly as the issue of a payroll tax increase continued to be discussed, to assure the community of LTD's high standards for financial stewardship.

D. Budget Adoption for Fiscal Year 2005-06 – Ms. Hellekson provided a brief overview of the budget. She said the budget before the Board for adoption had been approved by the Budget Committee in May 2005. She said the budget maintained the current investment in fixed-route service, reflected the new labor contract, and was driven by estimates for operating expenses that were heavily influenced by fuel. She noted that fuel prices had begun to stabilize.

Public Hearing

Mr. Gaydos opened the public hearing.

Mr. Kortge commented that one member of the Budget Committee had voted no.

Mr. Gaydos determined that there was no one else wishing to speak and closed the public hearing.

Board Deliberation and Decision

Mr. Kleger commended the Budget Committee for its extensive, thoughtful discussions of the budget.

There was a general discussion of ways to increase support for transit in the community.

Ms. Davis emphasized the need for Board members to have answers to questions that were frequently raised as they discussed the payroll tax increase with community groups. She said that those discussions could represent an opportunity for positive public relations.

MOTION Mr. Kortge moved approval of Resolution No. 2005-021, adopting the LTD fiscal year 2005-2006 budget and appropriating \$69,884,220 as represented in the resolution. Mr. Kleger provided the second.

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

E. Progressive Corridor Enhancement – Mr. Viggiano stated that the Board was being asked to approve the selection of the Lane Community College (LCC)/River Road route as the first progressive corridor enhancement corridor. He reminded the Board that there were four levels of progressive corridor enhancement with Level 1 being transit signal priority, which would be implemented wherever possible throughout the community, and Level 4 being a full EmX corridor. He said the proposal for the LCC/River Road corridor was Level 2, which was still within the realm of conventional service. He said that staff expected that the funding would come from the new transportation bill, approximately \$3 million. He illustrated corridors on a map and said that Mr. Carey would review the staff's decision process and recommendation.

Project Engineer Graham Carey used a system map to illustrate the cross-town routes considered for corridor enhancement. He reviewed the criteria used to select routes for progressive enhancement and stressed the importance of through-routing from one side of the community to the other side as a factor:

- High established ridership
- Ability to form a cross-city route
- Logical connections
- Ability to consolidate existing routes into a single corridor
- Complementary service frequency
- Easy to implement progressive enhancement

Mr. Carey discussed the other routes that were considered for the first progressive corridor enhancement and why they were not selected. He said the conclusion at this time was that the two most logical routes to join together to form a single route were the LCC and River Road routes. He used a system map to illustrate the current service routes and the proposed changes with corridor enhancement. He emphasized that continuing the current level of service to the Whiteaker neighborhood was important and providing some type of connector service to the development area north of Beltline was also a consideration. He said that the River Road station was a valuable Park and Ride facility and would continue to be used; the proposal would take the River Road route through the River Road station to a terminus farther north of Beltline where other routes would feed into it.

Continuing, Mr. Carey said the LCC/River Road route was being recommended because it met the selection criteria, it had complementary service between LCC and River Road, there was an opportunity for signal priority along River Road, little would need to be done in the way of stop

consolidation along River Road, and it would be relatively easy to achieve Level 2 progressive corridor enhancement on the route. He said that unresolved issues included late night/school vacation schedules, operator restrooms at both ends of the corridor, and a turnaround north of Beltline. He said the Bus Rapid Transit Steering Committee recommended the corridor to the Board.

Mr. Kleger commended the work of the committee and staff and agreed with the recommendation. He noted that the issue of access north of Beltline to the system was critical to marketing the service.

MOTION Mr. Kleger moved approval of LTD Resolution No. 2005-022: "It is hereby resolved that the LTD Board of Directors approves the selection of the LCC/River Road corridor as the first Level 2 Progressive Corridor Enhancement corridor." Mr. Kortge provided the second.

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

F. Youth School Bus Pass Program for 2005-06 School Year – Ms. Williams related that a high school bus pass pilot program was underway. It was hoped that this pilot program would evolve into a regional high school bus pass program.

Ms. VanWinkle said that the LTD bus pass program was piloted at high schools but encouraged the Board to think of it as a student pass program. She said the purpose was to reduce school-related traffic, increase transit ridership among high school-aged youth, and decrease fuel consumption. She said the strategy used was to offer students at selected schools the opportunity to ride LTD free beginning February 1 through June 30, 2005, any time of the day and any day of the week that buses were running. She related that the program was supported by BETC funds and was currently serving 4,900 students at 11 participating high schools in the Bethel, Eugene, and Springfield school districts.

Ms. VanWinkle reported that 55 percent of students in the participating schools obtained a sticker that allowed them to use the bus and 25 percent of those students had not been frequent LTD riders. She said the highest usage occurred at North Eugene and Willamette high schools; a week-long count conducted each month of the program and during February 2005 showed that stickers were shown more than 7,000 times to board the buses; a full report on ridership during the program would be available. She noted that Eugene 4J School Board chair Beth Gerot encouraged making the program available to middle school students.

Ms. VanWinkle stated that the program was predicated on receiving approval for a Business Energy Tax Credit (BETC) through the Oregon Department of Energy and continuation of Pacific Continental Bank as a partner. She indicated that the bank was likely to remain a program partner. She reviewed options for the Youth Bus Pass Program for the 2005-2006 school year:

Option 1: All public and private high schools plus one public middle school in each district – 13,750 students

Option 2: All public and private high schools and middle schools in Eugene-Springfield area
– 22,246 students

Mr. Viggiano pointed out that receipt of BETC funding would make the program revenue-neutral.

Mr. Kleger asked if there were plans to tie the program into a marketing effort for the summer youth pass. Ms. VanWinkle said that those students currently on the program were offered an option of purchasing a two-month pass at \$22.

Mr. Kleger noted that the proposed motion indicated that the program was contingent upon receipt of BETC funds.

Ms. Ban asked if there were any reasons not to include all middle school students that resulted in the two program options. Ms. Van Winkle said there could be some operational concerns if very large numbers of students participated. Mr. Viggiano said that staff was confident that LTD could meet the demands of an expanded program with the availability of BETC funds. Ms. VanWinkle added that staff also thought that the Board might want to consider an option for incremental expansion along with the full expansion proposal.

Ms. Williams said that the School Transportation Task Force had recommended the option to expand the program to all middle and high schools.

MOTION Mr. Eyster moved approval of LTD Resolution No. 2005-023: "It is hereby resolved that the LTD Board of Directors approves implementation of the Youth School Bus Pass Program for all public and private middle and high school students in Eugene-Springfield during the academic year 2005-2006 as recommended by the staff, contingent upon the program receiving Oregon Department of Energy approval of its Business Energy Tax Credit (BETC) Application for Preliminary Certification, and assuming that securing a BETC Pass-through Partner will be easily achieved. Ms. Ban provided the second.

Mr. Viggiano noted that BETC funds were received after the conclusion of the program and would not be available until the next fiscal year.

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

ITEMS FOR INFORMATION AT THIS MEETING

General Manager's Report – Mr. Hamm pointed out internal activities related to the pension trusts for the ATU pension plan and the administrative retirement plan as well as the Joint Insurance Committee (JIC). He said that staff had been working on a human resources/labor relations plan and strategies and would ask the Board for comments on how to involve the Board in that process. He said that staff continued to meet informally and formally with internal and external leaders and the discussions had been collaborative in nature. He felt there was a willingness among those involved to seek opportunities to create a different environment.

Monthly Financial Report – Ms. Hellekson reported that the report was for the eleventh month of LTD's current fiscal year and the preliminary report provided by Board members at the end of July 2005 would include the supplemental budget approved earlier in the meeting.

ADJOURNMENT

The meeting was adjourned at 7:51 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING

Monday, August 8, 2005

Pursuant to notice given to *The Register-Guard* for publication on August 5, 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 Monday, August 8, 2005, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

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

Absent: Susan Ban, Vice President

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

ROLL CALL – General Manager Ken Hamm called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT – Mr. Gaydos thanked those present for attending the meeting.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA – Mr. Gaydos announced that he and Ms. Ban would not be able to attend the Metropolitan Policy Committee (MPC) meeting on August 1, 2005, and Mr. Kleger would attend on their behalf.

LOOKING TO THE FUTURE—DRAFT IDEAS – Director of Human Resources and Risk Management Mary Neidig stated that following recent labor negotiations the Board had discussed with staff the need to adopt a more formalized plan for working with LTD's human resource similar to adopted plans for other LTD activities. She said that staff had devised a draft based upon the Board's interest in a plan that would accomplish the following:

- allow the Board a certain level of involvement with employees,
- provide a comprehensive healing process for LTD, and
- address building relationships for the long-term

Ms. Neidig referred to the draft document *Looking to the Future* dated August 8, 2005, and said it had been reviewed by the Board's Human Resources Committee and some initial input had been

received. She emphasized that the plan was a “work in progress” and hoped that it represented the Board’s direction and provided the right strategic process for LTD.

Mr. Gaydos stated that the purpose of the meeting was for the Board to review the draft plan and provide feedback to staff regarding whether the document should be distributed for comments throughout the organization. He noted that the Human Resources Committee had met twice to discuss the plan. He noted that the plan presented concepts in a bulleted format instead of narrative and was subject to any revisions the Board wished to suggest. He asked for comments from Board members.

Mr. Hamm added that it was the sense of the Leadership Council during reviews of the draft and discussions with the Human Resources Committee that to create a collaborative environment that was an employee-involved learning environment, it was necessary to incorporate the employees’ thoughts and suggestions; the draft was presented as a framework with details to be added through feedback from the Board and employees.

Mr. Gaydos pointed out that there would be budget impacts and the Board should bear that in mind as it reviewed the draft.

Mr. Kortge noted a reference in the plan to an “external environment” and commented that the plan would appear to be more internally focused. He said the plan should emphasize accountability and responsibility for all involved, including the Board and employees.

Mr. Gaydos commented that the reference to an external environment related to external components of recognizing and rewarding exceptional performance as a part of creating an atmosphere of inclusiveness. He said that bus operators were LTD’s face to the community and it was important to support and strengthen that presence.

Mr. Kleger agreed with Mr. Kortge’s comments regarding linkages with responsibility and accountability. He liked the plan in general terms and had no specific objections. He noted the plan’s emphasis on education and observed that there was a need among line workers to understand better how LTD was funded, the limitations and restrictions on use of funds, and the necessity for maintaining a balance between current and future operations and operational and capital expenses. He cautioned against the tendency to try to manipulate the process to achieve specific outcomes at a later date.

Mr. Gaydos agreed that language regarding responsibility and accountability could be added either to the introduction or as another bulleted item under Goals for the Future.

Mr. Gant stated that the plan should acknowledge the need to balance the Board’s desire to foster good employee relations with its responsibility to represent the public’s interest and be good stewards of public funds.

Mr. Gaydos reminded the Board that the plan was not directed only toward relationships with union employees but toward all staff, including management. He said one of the goals was to raise issues during the organization-wide employee feedback process and cautioned against being too specific about particular issues at this time.

Mr. Gant commented that conducting training for all employees on topics such as budget and finance was an effective approach.

Mr. Hamm suggested that the plan could reference LTD's core values, of which accountability was one.

Mr. Gaydos asked Ms. Neidig to provide a revised draft based on the Board's comments. He said the Human Resources Committee had discussed how best to obtain feedback once the Board approved release of the draft plan. He said one option was to hold "drop-in" sessions where employees informally talk to Board members.

Mr. Kortge pointed out an apparent duplication of references to the Joint Insurance Committee in goals 2 and 3.

Mr. Gaydos determined that there was a consensus to review the revised draft and then distribute it to employees for comment. He reiterated his request for Board members to participate in discussions with employees.

FRANKLIN EMX PROGRESS REPORT – Facility Services Manager Charlie Simmons presented an update on progress in the areas of design work and permits, property acquisition, construction, vehicles, operations and budget. With respect to design work and permits, he said that the City of Eugene had requested two-way traffic on 10th Avenue and that redesign had been approved; plans were now approved for the entire Eugene segment. He used photographs to illustrate four existing street trees that would be removed to accommodate a wider street and said they would be replaced with new trees once the widening was completed. He indicated that final plans for the portion of Franklin Boulevard under Oregon Department of Transportation (ODOT) jurisdiction had been submitted and LTD was waiting to receive a construction permit within the next month.

Mr. Simmons stated that a majority of the 25 properties to be acquired had been purchased and he did not anticipate any problems in purchasing the remaining 7 properties. He said that one of the properties was owned by Conner-Wooley, who planned to donate the property to the project and provide a construction easement.

Mr. Kleger asked that LTD publicly acknowledge the donation.

Mr. Simmons used a map of the EmX route to indicate construction progress. He said that construction was on schedule. Agreement had been reached with Eugene Water & Electric Board (EWEB), Qwest, and Eugene on the cost of undergrounding utilities and joint trenching.

Mr. Hamm reminded the Board that the cost of undergrounding was split three ways among EWEB, LTD, and the City of Eugene.

Mr. Simmons described the work to be completed in Glenwood and noted that a cost reduction exercise had scaled back the project to curbside stations because of the potential for redevelopment in that area. He used photographs to illustrate various aspects of the project, including the use of concrete to delineate the bus lane.

In response to a question from Mr. Kleger, Mr. Simmons said that he did not anticipate any conflicts with bus traffic leaving the Greyhound station. Continuing, he described the station design and installation of stations and shelters on the route. He noted that maintaining access to properties along the construction route was challenging.

Mr. Gant asked if the City would make it illegal for vehicles to drive in the dedicate bus lanes. Assistant General Manager Mark Pangborn replied that current ordinances would allow enforcement of exclusive use of lanes by buses. Mr. Simmons said that lanes were designed with "domes" to help delineate the lane and channel traffic. Mr. Pangborn added that LTD's experience in Springfield with "bus only" lanes had been positive with very few problems with vehicles using the lanes.

Mr. Simmons reported that most of the vehicle exterior design work had been completed and staff would travel to New Flyer's facility in late August to give final approval. He said that prototype production would then commence with Altoona testing scheduled to begin in January 2006. He expected production of LTD's vehicles to occur from June to September 2006, with testing and training during September and October 2006.

Mr. Gant asked if there had been any consideration given to a unique sound for the EmX vehicles as they arrived and departed stations. Mr. Pangborn said that staff would discuss that possibility.

Mr. Simmons explained that there were many components of the operational plan, which would be headed by Transit Operations Director Mark Johnson. He said the operational plan would address training for operators and mechanics, block signaling, and procedures for emergencies, bad weather, breakdowns, and other unexpected situations. He explained that block signaling controlled bidirectional traffic at EmX stations.

Mr. Gant asked if there would be any difference in pay scale or uniforms for EmX operators. Mr. Johnson replied that discussions with the union had been initiated.

Discussing future enhancements, Mr. Simmons said that real-time passenger information was not planned for the opening of the EmX service but was budgeted in the capital plan. He said that "lane keeping" was a new term used by the Federal Transit Administration (FTA) for what had been called "vehicle guidance" and "precision docking."

Mr. Hamm related that an FTA official had encouraged LTD to submit a white paper on being a demonstration project for the lane-keeping concept. He said that LTD possibly could be a demonstration site for several different types, with the potential benefit for some of the cost paid for by the federal government.

Mr. Simmons reviewed the budget and pointed out that \$5,211,177 of the \$23,864,487 budget had been expended to date.

Mr. Gaydos emphasized the importance of the Board being conversant with all aspects of the EmX project in order to be able to respond to questions.

LOOKING TO THE FUTURE (continued) AND OTHER ITEMS – Mr. Gaydos remarked that following the labor strike there was some dissention and the Human Resources Committee had

discussed hiring a consultant to conduct an organizational assessment. He said the assessment could include interviews with represented and administrative staff and possibly community leaders. He indicated that there were funds in the budget for such an assessment and asked for consensus from the Board for the committee to move forward with the project.

Mr. Kleger urged that the subject be discussed with Ms. Allred before any action was taken. Mr. Gaydos agreed with the suggestion.

Mr. Gaydos mentioned a recent community event to thank Congressman Peter DeFazio for his work on the federal transportation bill and asked Mr. Hamm to provide an update on the legislation.

Mr. Hamm stated that LTD would receive \$2,985,714 for regular fleet bus replacement, \$2.5 million, less the federal share, for progressive corridor enhancements and forgiveness of over \$1 million in debt for the AVS hybrid-electric buses. He said that LTD also would receive \$1 million for the Pioneer Parkway alternatives analysis. He listed other awards for jurisdictions in Lane County. He noted that having an LTD project authorized in the legislation was an advantage for obtaining funds from the New Starts Program. He said the legislature had passed Senate Bill 71, Connect Oregon, which included \$100 million for non-highway transportation projects, including transit. He noted that the state funds could be used as match for federal funds.

SCHEDULE ANNUAL STRATEGIC PLANNING WORK SESSION – It was the consensus of the Board that the strategic planning work session would be scheduled for Friday and Saturday, December 2-3, 2005.

ADJOURNMENT – The meeting was adjourned at 6:50 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, July 20, 2005

The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, July 20, 2005, at 5:30 p.m., was canceled for lack of agenda items requiring action.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, August 17, 2005

The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, August 17, 2005, at 5:30 p.m., was canceled for lack of agenda items requiring action.

Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2005

ITEM TITLE: BOARD COMMITTEE ASSIGNMENTS

PREPARED BY: Gerry Gaydos, Board President

ACTION REQUESTED: Designate Board members to Board committee assignments

BACKGROUND: Following the Board's decision to return to the use of committees to review information and make policy recommendations to the full Board, three standing committees have been formed. Those are the Board Human Resources (HR) Committee, Board Finance Committee, and Board Service Planning and Marketing Committee. Earlier, Susan Ban, Mike Eyster, and Gerry Gaydos were named to the Board HR Committee and have held several meetings.

At the September 21 Board meeting, Board President Gerry Gaydos will complete the committee appointments. Those are:

Board Finance Committee

Debbie Davis
David Gant
Dean Kortge

Board Service Planning & Marketing Committee

Mike Eyster
David Gant
Dave Kleger

As a reminder, the following also are current assignments:

BRT Steering Committee

Debbie Davis
Gerry Gaydos
Dean Kortge

MPC Representatives

Susan Ban
Gerry Gaydos
Dave Kleger (alternate)

Region 2050 Policy Advisory Board

Susan Ban
Mike Eyster (alternate)

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2005

ITEM TITLE: WORK SESSION: TRIENNIAL REVIEW FINAL REPORT

PREPARED BY: Jeanette Bailor, Purchasing Manager

ACTION REQUESTED: None

BACKGROUND: Every three years, the Federal Transit Administration (FTA) requires a complete review of all aspects of a federally funded recipient's operations. A satisfactory final report following this review is required in order for the grantee to remain eligible for federal funds. The most recent Triennial Review was conducted in June 2005, with the site visit occurring June 9 and 10.

After a comprehensive review of 22 areas for which compliance is required, the two FTA-contracted reviewers found five areas of deficiencies, which were noted at the time and in the final report. The findings were reviewed with LTD staff at the conclusion of the site visit, and the final report was received July 8, 2005. The majority of concerns were related to fleet maintenance and required corrective action by LTD to be completed no later than October 8, 2005. A copy of the report follows this summary.

The review areas requiring corrective action follow, listed by FTA category, including status of corrective action.

Continuing Control

A review of Lane Transit District's bus contingency plan showed that the plan had not been updated to include five MAN articulated buses that are used for special events. Maintenance has revised the bus contingency plan to accurately reflect its contingency fleet. This corrective action has been completed and will be part of the submittal of a revised maintenance plan to the FTA Region X office in October.

Fleet Maintenance

The written vehicle maintenance plan did not include goals and objectives, and the plan's preventive maintenance (PM) checklists were inconsistent with the current fleet. A review of PM records for four fixed-route vehicles showed a pattern of late PM inspections. These issues were under review prior to the Triennial Review, and Sam Marra, director of Maintenance, had begun to address the occurrence of late PMs.

Inconsistent maintenance reports had been occurring due to software issues. Maintenance has ordered and installed hubometers for each active bus to assist LTD in scheduling PM activities until it can remedy its software system.

Maintenance is revising the fleet maintenance plan to include contracted service goals and objectives, a definition of how the stated goals and objectives are to be achieved, preventive maintenance checklists consistent with the current fleet, and a remediation plan to address how it will come into compliance with the federal regulations. The revised plan will be submitted to the FTA Region X office for comment and review.

Lane Transit District contracts its paratransit service to a service provider, Special Mobility Services, which includes a maintenance plan and preventive maintenance checklists consistent with the paratransit fleet. Special Mobility Services contracts a portion of its preventive maintenance to local automotive repair businesses. Preventive maintenance records for two paratransit vehicles indicated a pattern of late PM inspections, which can be attributed to inadequate contractor oversight. A formal plan for overseeing the contractor's maintenance activities, including regular inspections of the federally funded vehicles, is currently being completed, and will be submitted to the FTA Region X for comment and review.

Facilities Services utilizes MAXIMO, an electronic facilities and equipment maintenance package, to develop and produce PM checklists, store facilities and equipment manuals, and maintain inspection records. However, no written facility and equipment maintenance plan has been developed. A written facilities and equipment maintenance plan is currently being written and will be submitted to the FTA Region X office for review.

Procurement

During the review, various change orders were reviewed to determine if cost analyses were performed, and it was noted that LTD does not have a formal process for this required activity. This procedure has been clarified in the procurement policy and has been submitted to FTA for review.

Public Comment Process for Fare and Service Changes

During the review, it was noted that LTD has written procedures for soliciting public comments for intended fare increases or major service reductions, but does not have documented procedures to describe how comments are considered prior to making service and or fare changes. First Amended Ordinance No. 33 is being presented to the Board of Directors at this meeting, modified to include the process regarding consideration of public comments. The First Amended Ordinance No. 33 has been submitted to the FTA Region 10 office for review.

Half Fare

While LTD's internal policies clearly reflect that half fare is extended to elderly persons, persons with disabilities, and Medicare cardholders, some public information such as LTD's Web site, bus fare placards, and public timetable and route map did not state that persons with disabilities were eligible for half fare. During the site visit, LTD updated its Web site to describe its half-fare program properly, to include persons with disabilities.

The bus fare placards and the *Rider's Digest* public timetable and route map have been updated, with submittal of printed information to the FTA Region X office.

ATTACHMENTS: FY 2005 Triennial Review Transmittal Letter
FY 2005 Triennial Review Final Report

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 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 each Board meeting for discussion.

The enclosed Board Activity Calendars are included for the Board members' information. Please contact Jo Sullivan with any changes in your availability for LTD-related meetings and events, or to provide your fall and winter vacation dates.

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

PROPOSED MOTION: None

August 8, 1995

(Revised: August 11, 2005)

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BYLAWS

Lane Transit District

Accessible Transportation Committee (ATC)

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ARTICLE I - Name

This Committee, established by the Lane Transit District (LTD) Board of Directors, serving as an agent for the administration of *Special Transportation Fund for the elderly and people with disabilities*, and as an advisory committee to LTD regarding accessibility for seniors and people with disabilities, shall be known as the Accessible Transportation Committee (ATC).

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ARTICLE II - Purpose

ATC members are appointed by LTD to: 1) review, advise, and assist in the distribution of monies from the *Special Transportation Fund for seniors and people with disabilities*; and 2) to advise the District on other matters relating to the provision of accessible transportation services in Lane County, including:

- ◆ Identifying the transportation needs of Lane County residents who are elderly and/or disabled;
- ◆ Identifying and coordinating the use of available resources;
- ◆ Advocating for new and expanded services in Lane County;
- ◆ Planning for services;
- ◆ Making the most productive use of Special Transportation Funds and other available funds; and
- ◆ Conveying to LTD Board of Directors and staff views on transportation matters affecting seniors and people with disabilities.

ARTICLE III - Constituency of the Committee

To qualify to serve on the ATC, an individual must be a resident of or operate specialized transportation services within Lane County, Oregon, and fit into one of the following categories:

1. User of public transportation services who is elderly or has a disability;
2. Provider of transportation to persons who are elderly or have a disability.

LTD Accessible Transportation Committee
Bylaws (Revised August 11, 2005)

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3. A person who is elderly or has a disability and lives in an area of Lane County where there are no public transportation services;
4. A representative of persons who are elderly;
5. A representative of persons who have disabilities;
6. An LTD bus operator; or
7. An interested citizen.

The definitions used for Committee membership shall be consistent with the *Special Transportation Fund for the Elderly and Disabled* Administrative Rules, OAR 732-05-010.

ARTICLE IV - Composition

The Committee shall be composed of no more than fifteen (15) persons residing or operating specialized transportation services within Lane County, Oregon. Committee membership shall be broadly representative of the entire county including people who are elderly or have a physical, developmental, mental, or emotional disability and shall conform with state requirements (OAR 732-05-065).

For these purposes, a metro representative is defined as a person who resides within or operates specialized transportation services within the urban growth boundaries of Eugene and Springfield, Oregon. A rural representative is defined as a person who resides outside of or operates specialized transportation services outside of the urban growth boundaries of Eugene and Springfield, Oregon.

1. Council membership shall include:
 - ◆ Metro Users & Representatives 4
 - ◆ LTD Bus Operator 1
 - ◆ Area Agency on Aging Representative 1
 - ◆ Metro Providers 2
 - ◆ Rural South Lane County Provider 1
 - ◆ Rural East Lane County Provider 1
 - ◆ Rural West Lane County Provider 1

LTD Accessible Transportation Committee
Bylaws (Revised August 11, 2005)

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- ◆ Rural user 2
- ◆ Member-at-large 2

2. The four- (4) Metro User/Representative positions shall be designated as follows:

- ◆ Elderly 1
- ◆ Physically Disabled 1
- ◆ Developmentally Disabled 1
- ◆ Mentally and Emotionally Disabled 1

3. LTD Board members are considered non-voting, ex-officio members of the ATC.

4. In addition to the 15 voting members, up to five (5) Community Representatives may be appointed to participate as non-voting members.

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ARTICLE V - Nomination, Appointment, and Tenure of Committee Membership

1. The LTD Board of Directors shall make all appointments to the Committee in accordance with LTD policy on appointments to advisory committees.

2. Nominations for appointment shall be made to LTD by the Accessible Transportation Committee.

3. Terms of Service:

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a) The term of service for Committee members shall be for two (2) years. While re-appointment to the Committee is permissible, no person shall serve more than three (3) consecutive two- (2) year terms, except as noted herein. If a person is initially appointed for a partial term, the length of the partial term shall govern the individual's eligibility for re-appointment. If the partial term is twelve (12) months or less, re-appointment to three additional two- (2) year terms is permitted. If the partial term is greater than twelve (12) months, however, the individual is eligible for re-appointment to two additional two- (2) year terms. Re-appointment to the Council beyond the aforementioned limits may occur only after an absence from the Council for one (1) full year. Except for partial terms, all terms commence on July 1.

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b) The term of service for Community Representatives shall be for one (1) year. While re-appointment is permissible, no Community Representative shall serve more than three (3) consecutive one- (1) year terms. All terms commence on July 1.

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LTD Accessible Transportation Committee
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4. Membership terms that expire in any given year shall expire on June 30 of that year. Seven (7) of the membership positions (three user, three provider, and one at-Large position) will expire on June 30 of even-numbered years, and eight (8) of the membership positions (three user, two provider, one at-large, the LTD Bus Operator position, and the Area Agency on Aging position) will expire on June 30 of odd-numbered years.

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5. A vacancy on the Committee may occur by resignation, relocation, or by the declaration of vacancy by LTD for sufficient and proper cause upon the recommendation of the ATC members. Any vacancy shall be filled in a manner consistent with the aforementioned nominations and appointment procedures. The appointee's term of service shall be the length of the unexpired term.

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ARTICLE VI - Conduct of Meetings

1. Meetings:

a) Regular Meetings: The Committee shall meet on the third Tuesday of each month, unless the members agree otherwise.

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b) Special Meetings: Special meetings may be called, with reasonable notice, by the Committee Chair, or upon written notice to the Committee by any four- (4) members.

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2. Voting Privileges:

a) Each member of the Committee shall be entitled to one vote on each motion presented at any regular or special meeting at which the member is present.

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b) Conflict of Interest: Oregon law allows providers to vote on all motions before the Committee because Committee membership qualifications are defined by law (OAR 732-005-0061....0081).

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3. Public Participation: The meetings of the Committee shall be open to the public, pursuant to Oregon's Open Meeting Law. Participation at meetings shall be permitted upon recognition by the Chair.

4. Quorum: Fifty-one percent (51%) of the membership of the Committee shall constitute a quorum.

LTD Accessible Transportation Committee
Bylaws (Revised August 11, 2005)

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5. Parliamentary Authority: Roberts' Rules of Order, Revised (current edition), shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws.

6. Recordkeeping: LTD staff will serve as the Recording staff for the Committee.

ARTICLE VII - Officers and Duties

1. Officers: The officers of the Committee shall be the Chairperson and Vice Chairperson, to be elected at the Committee's annual June meeting or as soon as possible thereafter.

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2. Duties of the Officers:

a) Chair: The Chair of the Committee shall:

- 1) Preside at all meetings of the Committee;
- 2) Serve as chair of the ATC Executive Committee;
- 3) Appoint chairs of all ATC committees; and
- 4) Serve as an ex-officio member of all ATC committees.

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Vice Chair: The Vice Chair shall perform all duties of the Chair in his or her absence.

ARTICLE VIII – Standing and Ad Hoc Committees

1. ATC Executive Committee

a) Composition: The ATC Executive Committee shall be composed of the Chair, Vice Chair, and two additional members appointed by the Chair.

B) Responsibilities: The ATC Executive Committee shall act on behalf of the Committee between regular meetings and will act as the ATC Budget Committee.

LTD Accessible Transportation Committee
Bylaws (Revised August 11, 2005)

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2. ATC Membership and Nominating Committee:

a) Composition: The ATC Membership and Nominating Committee shall be composed of no fewer than three (3) and no more than five (5) Committee members.

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b) Responsibilities:

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- 1) At the May meeting each year, make nominations for the Committee's officers after determining that the nominees will serve, if elected;
- 2) With the assistance of LTD staff, recruit, screen, and recommend to the ATC: Nominees for appointment to the Committee, keeping in mind the need to maintain a balanced representation of users and service providers; and individuals to serve as non-Committee members on standing and ad-hoc committees.
- 3) With the assistance of LTD staff, review and recommend terminations of membership according to Article IX – Termination of Membership

3. Ad Hoc Committees: The ATC Chair may appoint any number of ad hoc committees to assist the ATC discharge its duties. Each ad hoc committee shall have a clearly defined charge and a specified time period within which to accomplish its charge. The ATC Chair shall appoint a Chairperson for each ad hoc committee.

4. Membership: With the exception of the Executive Committee, membership on Ad Hoc Committees is open to both Council members and Community Representatives. However, a majority of the Committee membership shall be composed of Council members.

a) Appointment: Appointments to Committee shall be made by the ATC Chair.

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b) Voting Privileges: All duly appointed members of a Committee shall be entitled to vote on matters coming before that committee.

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c) General Scope of Responsibility: Unless specifically directed by the ATC, Committees may not act on behalf of the ATC. Rather, they are charged with formulating and presenting to the ATC for its consideration recommendations specific to their respective areas of responsibility.

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LTD Accessible Transportation Committee
Bylaws (Revised August 11, 2005)

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ARTICLE IX - Termination of Membership

1. Resignation: A member may resign by written or verbal notice to the ATC or supporting LTD staff.
2. Absence: The ATC may recommend to the LTD Board, as the appointing authority, that a member's seat be declared vacant if he/she misses three (3) consecutive meetings.
3. Location: Automatic resignation from the Committee occurs when a member moves from Lane County or when the member no longer qualifies under state regulations or ATC Bylaws.

ARTICLE X - Amendment of Bylaws

1. Committee Action: These bylaws may be amended by majority vote of no less than fifty-one (51) percent, with no less than seven (7) days' notice to all Committee members in writing of the proposed changes to the rules.
2. Approval: With ATC approval, all such amendments shall become effective upon approval by the LTD Board of Directors.

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CONSENT CALENDAR ITEM: SPECIAL TRANSPORTATION ADVISORY COUNCIL BYLAWS

Prepared by Terry Parker, Accessible Services Manager
September 21, 2005

BACKGROUND

A Bylaws and Membership subcommittee of The Special Transportation Advisory Council (STAC) worked during the summer to revise the Bylaws of the council to better reflect the scope of focus of the council and to make minor revisions to the membership roster. At its August 16, 2005, the Special Transportation Advisory Council voted to adopt the Bylaws as revised, and forward the Bylaws to the LTD Board for approval. The amended Bylaws are attached for LTD Board review.

HIGHLIGHT OF BYLAWS REVISIONS

Name Change: In addition to oversight of the Special Transportation Funds to service providers within Lane County, the council regularly reviews accessible issues affecting both fixed-route and paratransit services. Because the focus of the group has evolved to encompass a broader range of issues, it has been recommended that the name of the council be changed to *Accessible Transportation Committee (ATC)*.

Membership Roster: Also because of the broader focus of the council, the membership roster is being altered slightly to include participation by an LTD bus operator. The council proposes changing the composition of membership from 16 to 15 members by reducing the number of Metro paratransit and bus user representative positions from 6 to 4 and adding an LTD bus operator position. In addition, the council recommends adding 5 community representative positions to the membership roster. The community representative positions would be non-voting positions made up of interested citizens who regularly participate in the meeting discussions. These positions would be appointed for one-year terms.

Meeting Date: The council recommends changing the meeting date from the 4th Tuesday of the month to the 3rd Tuesday of the month. This change is being made to better enable staff to meet other deadlines within the LTD organization, such as the LTD Board meeting agenda packet preparation.

In other STAC business, Ed Necker was re-elected to chair the Special Transportation Advisory Council, and Ann Angvick of Shelter Care was re-elected co-chair. Both positions serve one-year terms, ending June 30, 2006.

Special Transportation Advisory Council Bylaws
September 2005
Page 2

Several vacancies are being filled at this time, and the membership list will be forwarded to the LTD Board for approval in October.

ATTACHMENTS: Special Transportation Advisory Council Bylaws

REQUESTED ACTION:

The Special Transportation Advisory Council adopted the attached bylaws at its August 16 meeting, and recommends that the LTD Board of Directors approve them, as well.

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AGENDA ITEM SUMMARY

- DATE OF MEETING:** September 21, 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 September 21, 2005:
1. Approval of minutes: June 13, 2005, special Board meeting
 2. Approval of minutes: June 15, 2005, regular Board meeting
 3. Approval of minutes: July 20, 2005, canceled Board meeting
 4. Approval of minutes: August 8, 2005, special Board meeting
 5. Approval of minutes: August 17, 2005, canceled Board meeting
 6. Approval of Special Transportation Advisory Council (now Accessible Transportation Committee) Bylaws
 7. Approval of FY 2005-06 Disadvantaged Business Enterprise (DBE) Policy and Program
- ATTACHMENTS:**
1. Minutes of the June 13, 2005, special Board meeting
 2. Minutes of the June 25, 2005, regular Board meeting
 3. Minutes of the July 20, 2005, canceled Board meeting
 4. Minutes of the August 8, 2005, special Board meeting
 5. Minutes of the August 17, 2005, canceled Board meeting
 6. Accessible Transportation Committee Bylaws
 7. LTD Resolution No. 2005-025, A Resolution Revising DBE Policies and DBE Affirmative Action Program
- PROPOSED MOTION:** I move that the Board adopt the following resolution:
- LTD Resolution No. 2005-024: It is hereby resolved that the Consent Calendar for September 21, 2005, is approved as presented.

LANE TRANSIT DISTRICT

RESOLUTION NO. 2005-025

**A RESOLUTION REVISING DBE POLICIES AND
DBE AFFIRMATIVE ACTION PROGRAM**

THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

WHEREAS, the LTD Board of Directors established by resolution an Affirmative Action Program and Disadvantaged Business Enterprise (DBE) Policy and adopted the same on the 20th day of October 1981; and

WHEREAS, LTD is required by 49 CFR Part 26 (formerly administered under 49 CFR Part 23), as amended, to maintain a policy statement giving DBE firms the maximum opportunity to participate in the performance of contracts financed in whole or part by the Department of Transportation (DOT) or other federal agencies; and

WHEREAS, LTD adopts new DBE policies and program on an annual basis; and

WHEREAS, said policies and program require amendment to comply with updated regulations; and

WHEREAS, the attached policies and program previously were amended to FY 2004-2005 DBE Policies and DBE Affirmative Action Program;

NOW, THEREFORE, BE IT RESOLVED that the FY 2005-2006 DBE Policies and DBE Program, copies of which are attached to and hereby made a part of the Resolution, are adopted.

September 21, 2005
Date

Board President



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CONSENT CALENDAR ITEM

FISCAL YEAR 2005-2006 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

Prepared by Jeanette Bailor, Purchasing Manager
September 21, 2005

On October 20, 1981, the LTD Board of Directors established by resolution an affirmative action program for disadvantaged business enterprise participation in Department of Transportation or other federal agency financial assistance projects. Since that time, the Board has adopted revised Disadvantaged Business Enterprise (DBE) Policies and DBE Affirmative Action Programs on an annual basis. DBEs are defined as women- and minority-owned business enterprises.

LTD's Board of Directors is being asked to approve the revised FY 2005-2006 goal and program.

Program Components:

- (1) Resolution Revising DBE Policies and DBE Affirmative Action Program
- (2) Fiscal Year 2005-2006 Overview and Goals
- (3) Fiscal Year 2005-2006 Policy Program and Appendices

Attachments: Attached are the Goals and Overview of the revised FY 2005-2006 DBE Policies and Programs. The entire document is being distributed to the Board under separate cover and can be reviewed upon request by any member of the public. Also attached is LTD Resolution No. 2005-025, A Resolution Revising DBE Policies and DBE Affirmative Action Program.

Staff Recommendation: Staff recommend that the Board adopt the attached Resolution Revising DBE Policies and DBE Affirmative Action Program as part of the Consent Calendar for September 21, 2005.

Consequences of Recommended Action: The revised DBE Policy and Program will be submitted to the Federal Transit Administration (FTA) for approval.



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MONTHLY DEPARTMENT REPORTS

September 21, 2005

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

A complete report was given at the September 12, 2005, Board work session.

DEVELOPMENT SERVICES

Stefano Viggiano, Director of Development Services

EmX PLANNING

Graham Carey, BRT Project Engineer

Pioneer Parkway Corridor: Staff are proceeding with the environmental assessment of the Pioneer Parkway EmX project with the goal of releasing the Alternatives Analysis by the end of January 2006. Staff currently are following the standard New Starts process but are hoping to adopt the less rigorous "small starts" process, once more information about that becomes available. Provided the analysis proceeds as planned, the draft EIS should be available for public review in the fall of 2006.

Discussions are continuing with the management of Gateway Mall regarding the relocation of the station near Target to the front of the Mall adjacent to Gateway Road.

MLK Parkway: Construction continues on the north end of MLK Parkway. Beltline Road between Gateway Road and Game Farm Road East currently is being widened and resurfaced. The new Beltline Road/MLK Jr. Parkway intersection is nearly complete. Construction of MLK Jr. Parkway from Beltline to RiverBend Drive will be completed this year. In the southern section of MLK Jr. Parkway construction of the sound wall is proceeding. The northern half of the roundabout at Harlow Road also will be constructed this

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year. Construction of the roadway in the southern section of MLK Jr. Parkway, which includes the EmX lane, will occur next year. At that time traffic at the Pioneer Parkway/Harlow Road intersection will be diverted onto the northern section of the roundabout.

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Progressive Corridor Enhancement (PCE): Staff have been working to mount the signal priority emitters on the buses. Typically the emitters are located on the roof of the buses; however, concern has been raised that the particular bus wash that LTD uses may damage the emitter. Staff are mounting an emitter on a bus to test the appropriateness of this location. The emitter will be monitored for damage over a two-month period.

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Two potential sites to develop a terminus on River Road, north of Beltline have been identified. At this time, discussions are occurring with property owners of the Santa Clara School site and the Peace Presbyterian Church site at the intersection of River Road and Ferndale.

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METROPOLITAN PLANNING

Stefano Viggiano, Director of Development Services

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Transportation Planning Committee (TPC): The TPC meets monthly, while subcommittees of TPC meet weekly. LTD staff participate in both the regular TPC group and the subcommittees. The key issue discussed during the past month includes the allocation of Surface Transportation Program funds for FY 07 through FY 09. The Metropolitan Policy Committee will be taking action on these during the next several months.

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Walnut Mixed-Use Center: Staff are participating on a study to develop conceptual plans for redevelopment adjacent to the Walnut Street EmX Station. A Steering Committee, which is expected to include one or more LTD Board members, is being formed.

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SERVICE PLANNING

Paul Zvonkovic, Service Planning Manager

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- Lane County Fair service ran smoothly, despite paring down last year's service level due to the Fair's budget constraints. A ridership report will be produced in September.

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- Planning staff completed work on the Fall Bid and operators already have bid their work assignments. Fall Bid began on Sunday, September 18. Staff produced extra communication pieces for bus operators, highlighting changes brought on by the new labor contract. Many of the runs have a new look in order to accommodate the paid meal break requirement. Planning staff worked shifts in the operators' lounge to explain the changes. Staff also wanted to highlight changes designed to clarify travel and relief instructions on the run sheets.

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- The Royal Caribbean Cruise Line has expressed interest in participating in the group pass program and funding service to its new location off International Way. Planning

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many great historic photos. The reaction by those who picked up a copy has been very positive. Distribution of supplies to outlets has taken place and stocking of buses will occur on Labor Day weekend.

- The Spanish Digest is at the printer and will be distributed prior to bid implementation.
- Station graphics and bus stop information has been produced and will be placed the weekend of September 18.

EVENTS

- Lane County Fair booth activity was steady all week. Peak activity occurred on Wednesday as the Fair hosted Senior day. The booth featured the 35-year anniversary on the backdrop and highlighted LTD services in a PowerPoint slide show. The EZ Access program got a boost as staff processed applications for the half-fare program and the Honored Rider program. Approximately 250 photo ID cards were processed at the booth. A big thanks to Board member Dave Kleger and Accessible Services Committee member L.M. Reese, who volunteered time in the booth.
- Football materials have been produced and placed for the first home game on September 10. Advertising of the shuttle service will appear in the college football supplement in the Register-Guard on September 1, and will be followed by additional advertising highlight the partnership LTD has developed with the UO.

BRANDING

- New Glenwood facility signage was completed.
- Nearly all buses have been fitted with the new logo package. The process should be complete by the end of September.

MEDIA

- August media activity included a wide range of stories, including AVS buses, event shuttle services, security, EmX, fuel prices, ridership, and federal funding.
- Purchased media included event shuttle ads and the beginning of an ad series on the Register-Guard weather page.

OUTREACH

- A September edition of On the Move was mailed. Articles featured EmX, an annual ridership update, a frequently asked question response (use of large buses), and information on how LTD measures performance against peer group transit properties.

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- The LTD information handout has been updated with current-year budget information and updated project update pages. Please let me know if you would like a supply for your offices or if you are attending a meeting where you would like to distribute copies.
- Work is proceeding on the Register-Guard supplement that will appear on October 13. In addition to an historical overview of key milestones and a feature on EmX and future service, feature articles will include:
 - o 20th anniversary of full accessibility
 - o Employee feature – Armando Reyes
 - o Rider feature
 - o Capital investment means local jobs
 - o Partnership – Sacred Heart’s purchase of employee shuttle
 - o Event services – how LTD worked with the UO to meet demand at Autzen
 - o LTD Board – who serves, why, and the Board’s role

BUS ADVERTISING CONTRACT

- The RFP for bus advertising services has been updated and will be out for review in September. Bid opening is scheduled for October 13, 2005. The contract will be a five-year contract and will include a three-year renewal period.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

LTD received the final delivery on a 13-vehicle order for senior and disabled transportation services. In total this year LTD received 3 modified minivans and 11 small buses.

One of the buses is operated by the City of Eugene Hilyard Community Center and has been available for summer programming. Beginning in mid-September the Center will provide Friday service in collaboration with RideSource. A number of trips will be dispatched by RideSource to the Hilyard service at a discounted per-ride rate, preserving capacity on RideSource and providing lower-cost trips. South Lane Wheels received 3 new vehicles, 2 small buses and 1 modified minivan. The service that the agency provides for medical trips into the metro area can be operated more efficiently with the smaller vehicle. One new minivan has been stationed in Oakridge for the same purpose. RideSource took possession of 6 small buses and 1 modified minivan. The latter will be used primarily by volunteers who provide door-to-door service through RideSource Escort.

Used vehicles that are being cycled out of daily service but have some residual use will be offered to local non-profits that serve seniors and people with disabilities. Agencies that demonstrate a reduced reliance on RideSource service will be given priority in the leasing of used equipment.

LTD Accessible Services has reached a new milestone with the integration of accessible services and products under EZ Access. Customer Service, Marketing, and Accessible Services staff have worked diligently to make this transition successful.

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Accessible Services Program Assistant Susan Hekimoglu has taken the lead in developing the accessibility sessions for Fall Training. Working closely with Operations trainers, they have created a curriculum that highlights understanding generational differences when working with the public, introducing the Securement Loop and Wheelchair Marking Pilot Project to aid operators in locating the optimum securement location on wheelchairs, and covering "hot topics" for people with disabilities who use LTD.

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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:¶

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TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

There is no Transit Operations report this month.

MAINTENANCE

Sam Marra, Director of Maintenance

There is no Maintenance report.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Carol James, Accounting Manager

Three hundred fifty-one (351) vendor checks, totaling \$2,187,856, were processed during the month of September, including \$360,746 to Wildish Building Company for work related to EmX Franklin Corridor.

One hundred twenty-seven (127) payroll checks and 1346 payroll direct deposits totaling \$1,141,587.10 were made in September 2005. These numbers reflect three pay dates in September.

Twelve cash fare deposits totaling \$185,550 were made in September 2005. This included approximately \$53,486 from special service for three football games.

LTD's external auditors, Grove Mueller and Swank, CPAs, were on site on September 12 and 13 for the completion of their field work for FY 2004-2005 audit. A draft of the Comprehensive Annual Financial Statements (CAFR) for FY2004-2005 is substantially complete. The FY2004-2005 CAFR will be presented to the Board in November.

PURCHASING

Jeanette Bailor, Purchasing Manager

Several Requests for Proposal are out at the current time, including Transit Advertising. Recent contracts awarded include (old) Springfield Station demolition and reconstruction, shelter pad construction, and incident report management software. The triennial review response is being completed, as noted earlier in this Board packet.

INFORMATION TECHNOLOGY

Steve Parrott, IT Manager

There is no IT report this month.

HUMAN RESOURCES

Mary Neidig, Human Resources Director

LABOR CONTRACT IMPLEMENTATION

A new labor contract is at the printer now and should be available for all employees very soon. The new sick leave and family and medical leave policies are drafted and being routed for comment. These should be the final steps toward implementing the new contract language.

HEALTH CARE TRANSITION

The Joint Insurance Committee continues to meet monthly, and this month approved the Request for Proposal for the renewal quotes. The committee has developed a more trusting

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relationship with Wilson-Heirgood as the new broker. The broker believes we should receive some favorable quotes from multiple carriers. I am optimistic that we will have a healthy discussion once the bids are in. There are still many opportunities to provide fitness-related benefits to all employees, and I am looking forward to shifting to that focus as soon as the renewal process is over.

SELECTION AND HIRING

The Operations Department remains fully staffed. Two recent retirements occurred in the Maintenance Department, and few candidates are applying for the positions. The new Maintenance director has expressed an interest in developing an internal training program that will help this situation significantly. I look forward to working with him on what will be a very large project.

OTHER ACTIVITIES

The department director has been busy working with the Board Human Resources Committee on a District-wide organization assessment process, as well as a comprehensive human resource plan entitled "Looking to the Future." Both activities have taken significant effort and have the potential to provide much-needed improvements in the internal work environment.

September will be an active month that will include various employee activities. Employee interviews and group meetings will provide opportunities for sharing ideas and concerns.

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AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 15, 2005
- ITEM TITLE:** JULY 2005 EMPLOYEE OF THE MONTH
- PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board
- BACKGROUND:** **July 2005 Employee of the Month:** Bus Operator Heather Lindsay was selected as the July 2005 Employee of the Month. Heather was hired by LTD in August 2000. She has earned awards for safe driving for four years, and is a two-time recipient of the General Manager's Award for Excellence. She was nominated for this award by a guest who appreciates the way Heather stops right at the curb and lowers the step for her. She also commented how very nice Heather is to her riders.
- When asked to comment on Heather's selection as Employee of the Month, Transit Operations Supervisor Robert Prine said:
- Heather Lindsay takes pride in everything she does and it shows with the excellent job she does here at LTD. She was a Eugene Downtown Guide before joining us at LTD and brought with her many good qualities she learned there. Heather treats everyone with respect and dignity and is one of the kindest people I have ever known. As an operator Heather sets her standards high for customer service. She is constantly striving for improvement in herself and her job. While working full-time at LTD, she also attends college at LCC. Heather is a great asset to LTD and I'm proud to work with her. Congratulations, Heather, on this well-deserved honor.
- Our congratulations to Heather on her selection as the July 2005 Employee of the Month!
- AWARD:** Heather will attend the June 15, 2005, meeting to be introduced to the Board and receive her award.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2005

ITEM TITLE: AUGUST 2005 EMPLOYEE OF THE MONTH

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

BACKGROUND: **August 2005 Employee of the Month:** Bus Operator Rick Remior was selected as the August 2005 Employee of the Month. Rick was hired by LTD in December 2000. He has earned awards for safe driving for four years. Rick was nominated for this award by a customer who appreciated that Rick went above the call of duty to help her board the bus with a large purchase she had made, and by a regular rider who appreciates his overall abilities as a bus operator.

When asked to comment on Rick's selection as Employee of the Month, Transit Operations Supervisor Robert Prine said:

Rick has been nominated for Employee of the Month three times in the last year. One of the nominations describes him as an "overall good person." That's a very accurate description of Rick. Many times I have seen Rick go out of his way to help someone, whether it's a fellow operator or one of our customers. He is always willing to help out in a pinch.

Since he started driving in February of 2001, Rick has had no accidents and has never been late for work. His easygoing attitude and quick smile explain why he has had no complaints in almost three and a half years. In April of this year, Rick was selected to become one of our new operator instructors. With his strong work ethic and dedication to his job, Rick will make an excellent Instructor.

Congratulations, Rick, on this well-deserved honor.

Our congratulations to Rick on his selection as the August 2005 Employee of the Month!

AWARD: Rick will attend the September 21, 2005, meeting to be introduced to the Board and receive his award.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 15, 2005
- ITEM TITLE:** JULY 2005 EMPLOYEE OF THE MONTH
- PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board
- BACKGROUND:** **July 2005 Employee of the Month:** Bus Operator Heather Lindsay was selected as the July 2005 Employee of the Month. Heather was hired by LTD in August 2000. She has earned awards for safe driving for four years, and is a two-time recipient of the General Manager's Award for Excellence. She was nominated for this award by a guest who appreciates the way Heather stops right at the curb and lowers the step for her. She also commented how very nice Heather is to her riders.
- When asked to comment on Heather's selection as Employee of the Month, Transit Operations Supervisor Robert Prine said:
- Heather Lindsay takes pride in everything she does and it shows with the excellent job she does here at LTD. She was a Eugene Downtown Guide before joining us at LTD and brought with her many good qualities she learned there. Heather treats everyone with respect and dignity and is one of the kindest people I have ever known. As an operator Heather sets her standards high for customer service. She is constantly striving for improvement in herself and her job. While working full-time at LTD, she also attends college at LCC. Heather is a great asset to LTD and I'm proud to work with her. Congratulations, Heather, on this well-deserved honor.
- Our congratulations to Heather on her selection as the July 2005 Employee of the Month!
- AWARD:** Heather will attend the June 15, 2005, meeting to be introduced to the Board and receive her award.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2005

ITEM TITLE: OCTOBER 2005 EMPLOYEE OF THE MONTH

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

BACKGROUND: **October 2005 Employee of the Month:** Bus Operator Kiyoshi (Kiyō) Clark was selected as the October 2005 Employee of the Month. Kiyō was hired by LTD on August 4, 1992. He has received awards for eight years of correct schedule operation and ten years of safe driving, and has received the General Manager's Award for Excellence four times. Kiyō was nominated for the Employee of the Month award by his supervisor, who said that Kiyō has been an excellent employee since he was hired in 1992, always comes to work with a smile and a great attitude, has always had an excellent attendance record, and is well liked by his co-workers and customers. He added that Kiyō is well overdue for this award and it would be hard to find anyone more deserving.

When asked to comment further on Kiyō's selection as Employee of the Month, Transit Operations Supervisor Jim Coffman added:

Kiyō 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. Kiyō sets an outstanding example in providing excellent customer service. Some of the compliments Kiyō has received are: "very pleasant attitude," "patience," "very courteous and nice," and "great attitude and is greatly appreciated." He also has received compliments on his driving ability. One guest stated, "awesome job maneuvering his bus; displayed excellent driving skills; impressive."

Since Kiyō has been employed with LTD he has rarely missed a day of work. Many years his attendance record has been flawless. Kiyō is a four-time recipient of the General Manager's Award of Excellent and in June he received the award for 10 years of safe driving. Congratulations, Kiyō, for receiving this much-deserved recognition.

Our congratulations to Kiyō on his selection as the October 2005 Employee of the Month!

AWARD: Kiyō will attend the September 21, 2005, meeting to be introduced to the Board and receive his award.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2005

ITEM TITLE: SEPTEMBER 2005 EMPLOYEE OF THE MONTH

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

BACKGROUND: **September 2005 Employee of the Month:** Customer Service Representative Tony Zacchino was selected as the September 2005 Employee of the Month. Tony was hired by LTD in August 2004. He was nominated for this award by a customer who sincerely appreciated the way Tony went out of his way to help her.

When asked to comment on Tony's selection as Employee of the Month, Eugene Station/Security Manager Rick Bailor said:

Tony is an excellent customer service representative. He is empathetic, helpful, a team player, and an all-around great employee. He is very knowledgeable of the transit system, and conveys this information to our customers in a friendly manner. Customers like his easy-going manner, and his smiling face makes it easy for people to approach him. His peers say he is great to work with. Tony deserves this recognition.

Our congratulations to Tony on his selection as the September 2005 Employee of the Month!

AWARD: Tony will attend the September 21, 2005, meeting to be introduced to the Board and receive his award.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** September 21, 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. **Diversity Council Update:** An update on LTD's employee Diversity Council will be presented at the October 10, 2005, Board work session
 - B. **Organizational Assessment:** Discussion of the organizational assessment being performed at LTD is tentatively scheduled for the October 10, 2005, Board work session.
 - C. **LTD Retirement/Pension Plan Review:** A work session to review the LTD retirement and pension plans will be on the agenda for the October 10, 2005, Board work session.
 - D. **Smart Ways to School:** An update on this program will be provided at either the October 10 or October 19 Board meeting.
 - E. **LTD Branding Program:** A discussion of LTD's Brand Plan will be held at a Board meeting in October or November.
 - F. **Salaried Employees Retirement Plan Amendment:** An amendment to the LTD Salaried Employees Retirement Plan will be scheduled for Board approval in October or November.
 - G. **Payroll Tax Ordinance Revision:** The first reading of a revised payroll tax ordinance will be scheduled for the October 19, 2005, Board meeting. The second reading and adoption will be scheduled for the November 16, 2005, regular Board meeting.
 - H. **Commuter Solutions Annual Report:** A presentation on the Commuter Solutions Program will be made in November.
 - I. **Annual Strategic Planning Work Session:** The Board's annual two-day strategic planning work session has been scheduled for

Friday and Saturday, December 9 and 10. The location will be determined in the near future.

- J. **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

September 2005

Prepared by Ken Hamm, General Manager

FUTURE DATES TO REMEMBER

September 18, 2005	LTD Picnic, Richardson Park
Sept. 25-28, 2005	APTA Annual Meeting and Expo
October 3-5, 2005	Oregon Transportation Conference
October 10, 2005	LTD Board Work Session
October 19, 2005	LTD Regular Board Meeting
November 14, 2005	LTD Board Work Session (tentative)
November 16, 2005	LTD Regular Board Meeting
Dec. 9-10, 2005	Annual Two-day Strategic Planning Work Session

EXTERNAL ACTIVITIES

NTI Harassment Prevention and Cultural Diversity Training

On July 21st employees, including the GM, attended training on harassment prevention and cultural diversity, held at LTD by the National Transit Institute of Rutgers University. This program is a part of LTD's commitment to its employees to establish a workplace of understanding, equality, respect, accountability, and opportunity.

FTA Visit

Director of the Office of Mobility Innovation Walt Kulyk, from the Federal Transit Administration (FTA) headquarters in Washington, D.C., visited LTD on July 27. For many years, LTD has partnered with the FTA Office on Research and Development to advance bus rapid transit as a modal option. Walt wanted to see our construction progress on EmX and to dialogue with us about next steps. LTD staff were able to build the concept with Walt for making EmX a demonstration project for "lane keeping" or automated guidance systems. On Walt's advice, LTD has submitted a proposal to FTA.

Building Community Connections

Part of the GM's responsibilities is the ongoing networking in the community: listening to perspectives, responding to questions, and developing partnerships. In July, meetings were held with Jack Roberts (Lane Metro Partnership), Cynthia Pappas (Springfield assistant city manager), and Sid Leiken (Springfield mayor). In August, meetings were held with Kitty Piercy (Eugene mayor), Nancy Golden (Springfield Schools superintendent), Dan Giustina and David Davini (Giustina Resources), Linda Korth and the McKay Investment Group, Pat Hocken (former LTD Board member), David Sohm (appraiser), Claudia Horner (Gleaves Swearingen), Steve Moe (Glenwood Business Association), Alan Evans

(developer), Jeff Robinson (Reed & Cross) and Mel Pyne (new CEO at Peace Health). Many more meetings are scheduled. A summary of these visits will be provided at the Board's work session in December.

DeFazio Press Conference

On August 2nd LTD and other local governments held a press conference to thank Congressman DeFazio for his success in acquiring funding for Oregon transportation projects in SAFETEA-LU, the federal transportation bill. Congressman DeFazio has been a supporter of transit and BRT. SAFETEA-LU provides more than \$60 million for transportation projects in Lane County.

Community Involvement

Your GM is involved in many ways in the community. Monthly meetings of LTD membership include the Springfield/Eugene/Lane County managers' group (SEL), the Metropolitan Policy Committee, the United Way board, the Oregon Trail Council of Boy Scouts board, and the Eugene Rotary Club. In addition, I try to stay connected by participating in other community events. In August, I attended a Eugene Chamber reception for Mel Pyne (new CEO at Peace Health), the grand opening of the Eugene Fire Station, a KVAL lunch and golf tournament, the Lane Workforce Partnership Business Awards Lunch, the Eugene Chamber Business After Hours at Crescent Village, the interview panels for the new Pearl Buck CEO candidates, and the Kitchen Table Leadership Forum.

Oregon Transit Association

As vice president of the Oregon Transit Association, I am chairing a committee that is reviewing the organization's charter, membership, resources, and staffing. The current president's term will end at the end of the calendar year and it is probable that I will succeed him as the next president.

FTA Region 10 Visit

Tom Radmilovich and John Witmer of the Region 10 office in Seattle spent September 8th at LTD. They were briefed on the EmX Franklin Boulevard and Pioneer Parkway corridors. A major focus of their visit was to discuss the New Starts federal funding process, including reviewing what LTD has done to comply so far and what will be required to get the Pioneer Parkway corridor rated and funded in the future.

INTERNAL ACTIVITIES

United Way Campaign

Many years ago, LTD's employees selected United Way as the single annual fundraising campaign for the organization. An employee committee met with Brad Fenstermacher and Ed Baker from United Way on August 3rd to begin building our internal strategies. Margaret Lead, an 11-year bus operator, will represent LTD as a loaned executive during the area drive.

Pension Trust

The trustees of the ATU/LTD pension plan and the LTD Salaried Plan met on August 17. Both trusts are sharing the cost of an evaluation by a third-party contractor of the performance of Columbia Management, our investment managers. This is a standard practice of trustees in their stewardship of employee retirement funds.

Joint Insurance Committee (JIC) Meeting

The JIC met on August 31. Committee members reviewed the Request For Proposals (RFP) that our agent was to send to potential carriers in September.

ATU/GM Meeting

Monthly meetings with our in-house ATU representatives continue. I met with Carol Allred and Lee Lasse on September 15th to discuss the hybrid buses, training, and other matters.

State Legislative Debrief

Linda Lynch and I met with our state legislative consultants, Doug Barber and Jenny Ulum, to debrief this year's session. All felt the Connect Oregon legislation provided an opportunity to secure local match dollars for EmX. Some statewide money for fleet replacement for transit was secured. For LTD that could mean two new buses to replace aging buses.

LANE TRANSIT DISTRICT

FIRST AMENDED ORDINANCE NO. 33

An Ordinance Adopting Procedures Relating to Route, Schedule, and Fare Changes

The Board of Directors of Lane County Mass Transit District, under authority of ORS 267.010 to 267.990 both inclusive and in compliance with Chapter 799, Section 10, Oregon Laws 1987, ordains as follows:

Section 1. Definitions

- A. A "transit route" is a route over which a transit vehicle travels which is specifically labeled or numbered for the purpose of picking up or discharging passengers at regularly scheduled stops and intervals.
- B. A "transit route mile" is a distance of one statute mile along a route regularly traveled by transit vehicles while available for the general public to carry passengers. The length of a route is the round trip distance traveled in traveling completely over the route and returning to the starting point to begin another circuit of the route. If a route is only defined in one direction, then this one-directional distance is the route length.
- C. A "transit revenue vehicle mile" is a distance of one statute mile traveled while a transit vehicle is available to the general public to carry passengers.
- D. "Ridership" means the number of unlinked revenue passenger trips carried. An unlinked passenger trip does not include any transfers. (A single trip by a transit user involving three vehicles and using two transfers is three unlinked passenger trips.)
- E. A "service change" is any addition or deletion resulting in the physical realignment of a transit route, or a change in the type or frequency of service provided in a specific, regularly scheduled transit route.
- F. "Experimental service change" is an addition of service to an existing transit route, or the establishment of a new transit route.

Section 2. When Hearing is Required

- A. Except as provided elsewhere in this ordinance, a hearing must be held when:
 - (1) There is a change in any fare;
 - (2) There is any change in service of:
 - (a) 25 percent or more of the number of transit route miles of a route; or
 - (b) 25 percent or more of the number of transit revenue vehicle miles of a route computed on a daily basis for the day of the week for which the change is made; or
 - (3) A new transit route is established.

- B. Reduced or free promotional fares which are instituted on a daily basis or periodically within a period of 180 days are exempt from the public hearing requirement.
- C. If a number of changes on a route in a fiscal year add up to the percentages in paragraph A of this section, a hearing must be held prior to the last change.
- D. Headway adjustments of up to 5 minutes during peak hour service, and up to 15 minutes during non-peak hour service are exempt from the public hearing requirements.
- E. Standard seasonal variations are exempt from the public hearing requirement unless the number, timing, or type of standard seasonal variations changes.
- F. In an emergency situation, a service change may be implemented immediately without a public hearing being held. A public hearing on the emergency change must be held if the emergency change is to be in effect for more than 180 days and if the change meets the test of paragraph A (2) or (3) of this section. Examples of emergency service changes include but are not limited to those made because of a power failure for a rail or fixed guideway system, the collapse of a bridge over which bus routes pass, major road or rail construction, or inadequate supplies of fuel.
- G. Experimental service changes may be instituted for 180 days or less without a public hearing being held. The public hearing on an experimental service change is required if the experimental service change remains in effect for more than 180 days and if the change meets the tests of paragraph A (2) or (3). The hearing may be held prior to the institution of, or during the period of the experimental service change and will satisfy the requirement for a final public hearing if the hearing notice required by section 3 states that the experiment may become permanent at the end of the experimental period. If a hearing is not held prior to or during the period of the experimental service change, the service that existed prior to the change must be reinstated at the end of 180 days and a public hearing held in accordance with section 3 before the experimental service may be continued.

Section 3. Hearing Requirements

- A. Prior to the institution of a fare change or to a service change that falls within the levels established in section 2, a notice of intent to hold the public hearing shall be published in a newspaper of general circulation in the urbanized area. The notice must also be published in newspapers oriented to specific groups or neighborhoods that may be affected.
- B. The notice must be published at least 30 days prior to the hearing.
- C. The notice must contain:
 - (1) A description of the contemplated service changes, or the fare change, as appropriate, and
 - (2) The time and place of the hearing. If a hearing required by Section 2 C is held, the notice must describe the last change being contemplated, and the prior changes that were made.

- D. If a fare change or substantial service change is mandated by the Interstate Commerce Commission, the Public Utility Commission or equivalent, the state legislature or other public legislative body, the public hearing requirement may be satisfied if the public is afforded the opportunity to appear before these bodies to present their views. The procedures and requirements for appearance before these bodies may be followed; however, the requirements of sections 3 A to 3 C must be followed for such a hearing. The District shall also appear before these bodies to present its views concerning the proposed fare or service change.

Section 4. Hearing Process

- A. Public comment received through telephone calls, e-mails, and written documents will be collated into a document and presented to the Board of Directors at the first public hearing at which testimony will be accepted. This document will continue to be updated throughout the process and until which time the final public hearing is conducted.
- B. Public comment received during open houses and public hearings will be documented and added to the summary document containing all comments received. The summary document will be reviewed by staff and provided to the Board prior to the meeting at which final action on service or fare changes is scheduled to occur. After consideration of public comments gathered at this point in the process, the Board may provide direction to staff. Under Board direction, staff will conduct additional research and prepare a final recommendation.
- C. Staff will take into account public comment and Board direction, and will present a final recommendation for review and adoption.

Section 5. Decision Notice

- A. Prior to adoption of a proposed fare or service change, notice shall be published in a newspaper of general circulation in the urbanized area.
- B. Prior to adoption of a proposed fare or service change, notice shall be provided on the District's Web site, through on-vehicle publications, and on posted information signage at transit stations and affected bus stops.
- C. District printed information will be updated to reflect service or fare changes at the next scheduled update cycle.

ADOPTED this ____ day of _____, 2005.

Board President

ATTEST:

Recording Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2005

ITEM TITLE: FIRST AMENDED ORDINANCE NO. 33

PREPARED BY: Andy Vobora, Director of Marketing and Communications

ACTION REQUESTED: Approve revisions to Ordinance No. 33

BACKGROUND: Ordinance No. 33 outlines requirements for public hearings when bus service or fares are changed. The ordinance allows the District to make the following changes without public hearings:

- Reducing a route's service hours by 25 percent
- Reducing a route's route miles by 25 percent
- Increasing fares by less than 25 percent

While LTD is not required to hold public involvement processes in these cases, the District has always maintained a process that allows for public comment anytime bus service or fares are changed.

During the FTA's Triennial Review, auditors noted that the District's process for obtaining public comment was adequate. However, they went on to say that the District did not have procedures that describe how comments are solicited and considered prior to making fare or service decisions.

The attached revision of Ordinance No. 33 provides new language to address the auditors' concerns. Section 4 was added to provide detail on how public comments collected through written comment, telephone calls, e-mail, testimony at open houses, and formal public hearings will be reviewed and considered by the Board. Section 5 was added to describe how fare or service changes would be communicated to customers.

The Board may vote to read the ordinance by title only. Extra copies of the entire ordinance will be available at the meeting for anyone who wishes a copy.

RESULTS OF RECOMMENDED ACTION:

The ordinance will be updated to reflect current practice. The ordinance update process of two readings will provide an opportunity for public

comment. This process will take place between October and December 2005.

ATTACHMENT: First Amended Ordinance No. 33.

PROPOSED MOTION: I move that First Amended Ordinance No. 33 be read by title only.

Following an affirmative vote, the ordinance title should be read:

First Amended Ordinance No. 33, An Ordinance Adopting Procedures Relating to Route, Schedule, and Fare Changes.

LANE COUNTY MASS TRANSIT DISTRICT

ORDINANCE NO. _____

An ordinance imposing an excise tax on employers and self-employed individuals, providing for administration, enforcement, and collection of the tax, and terminating the application of tax under Ordinance 37 and Ordinance 38.

The Board of Directors of the Lane County Mass Transit District (doing business as and hereafter referred to as Lane Transit District), under the authority of ORS 267.010 to 267.990, inclusive, does hereby ordain and decree as follows:

1.01 Definitions

- (1) "District" means the Lane County Mass Transit District doing business as Lane Transit District.
- (2) "Service area" means the area designated in Ordinance No. 24 entitled "An Ordinance Describing the Territorial Boundaries of Lane Transit District."
- (3) "Department" means the Oregon Department of Revenue.
- (4) "Taxpayer" means an employer or self-employed person subject to tax under this ordinance as defined by ORS 267.380, and regulations there under.
- (5) "Wages" means remuneration for service performed by an employee for an employer as defined by ORS 267.380, and includes wages which are paid or self-employed earnings for services performed partly with the service area.

1.02 Tax imposed. A tax is imposed on every employer of individuals and self-employed persons, as described by ORS 267.380.

1.03 Rate. Every employer and self-employed person subject to tax shall pay as described in the following table:

Tax Period	Rate
Calendar Year 2006	0.0060
Calendar Year 2007	0.0062
Calendar Year 2008	0.0064
Calendar Year 2009	0.0066
Calendar Year 2010	0.0067
Calendar Year 2011	0.0068
Calendar Year 2012	0.0069
Calendar Year 2013	0.0070
Calendar Year 2014 and Thereafter	0.0070

This rate schedule shall apply to services performed after December 31, 2005.

1.04 Tax period; Department as tax agent for District; Powers. The tax imposed by this ordinance shall be paid in accordance with requirements specified by the Oregon Department of Revenue, as agent for the District. The Department is designated the agent of the District for purposes of administering the tax imposed by this ordinance, and is authorized to exercise all supervisory and administrative powers with regard to the enforcement, collection, and administration of this tax as it is authorized to exercise pursuant to ORS 306.620.

1.05 Effective date. The effective date of this ordinance is December 16, 2005. This ordinance and the taxes hereby imposed shall apply to all wages and

self-employment earnings as the result of services performed after
December 31, 2005, within the District service area.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 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.

The monthly *Eugene/ Springfield Metro Labor Trends* publication from the Oregon Employment Department also is included for the Board's information.

ATTACHMENTS: August 2005 Performance Report
July 2005 RideSource Performance Report
September 2005 *Eugene/Springfield Metro Labor Trends*

PROPOSED MOTION: None

Special Service Policy

Lane Transit District

Service to Community Events

Definition

Public transit service that is organized by LTD or an event organizer to address transportation needs arising from an event, with a sufficient number of participants to cause negative impacts on the community's transportation network or on the neighborhood adjacent to the event site.

Access

Access to the community event transit service must be open to all persons.

Restrictions

1. Operating service for community events should not have a negative impact on regular service. There should not be a reduction in scheduled regular service levels. There also should not be a significant degradation in service capacity or scheduled timing of regular service.
2. Consideration will be given to the availability of buses and the type of bus appropriate for the event.
3. Consideration will be given to the availability of staff.
4. Consideration will be given to the availability of bus operators.
 - a. Service expected to use ten (10) or more bus operators must be scheduled in advance and accounted for in the bus operator vacation bid.
 - b. Service planning and marketing staff shall produce a service analysis for proposed special events not accounted for in the bus operator vacation bid. Transit Operations and Maintenance must agree to the proposed service package before the District contracts with the event organizer.

Fees

The District will charge fees based upon the level of LTD resources required to plan and implement the shuttle service. Level One event pricing will be based upon the sum of direct and indirect operating costs, as outlined in the District's Fully Allocated Cost Plan. Level Two event pricing will be based upon the sum of all direct and indirect operating costs, measured at a rate per schedule hour of service (rounded up to the nearest whole dollar), as outlined in the District's Fully Allocated Cost Plan. Events that are not clearly identified as Level One or Level Two will be priced through an in-depth review of all associated costs.

Level One events are charged the District's direct cost rate and require the following:

1. A minimal level of planning is required. Some events require a higher level of planning the first year, but remain relatively unchanged in future years and therefore require fewer planning resources.

2. Operations oversight is conducted by the on-duty field supervisor and a minimal number of transportation coordinators.
3. LTD marketing resources are not used to provide paid media promotion.
4. Vehicle needs do not create a hardship for fixed-route operations.

Level Two events are charged the District's fully allocated cost rate and require the following:

1. Extensive planning is required to develop and maintain the service package each year. This may include LTD's involvement in securing Park & Ride locations for the event.
2. Operations oversight is extensive and may involve contracting for outside resources.
3. LTD marketing staff develops and implements marketing plan components in order to promote the event shuttles.
4. Vehicle needs are significant and may require that contingency vehicles be used in service.

The event organizer will determine the fare charged.

Service Provided Through Charter Agreements

Definition

Transit service that is organized to meet a transportation need of a private party or organization.

Access

The contracting party or organization will determine access to chartered service.

Restrictions

Annual notification of local private providers will determine the availability and willingness of these providers to provide charter services. Provided no "willing and able" private providers respond to the annual notification, the District will consider contracting to provide charter service if vehicles and bus operators are available.

All Federal Transit Administration charter regulations will be followed.

Fees

The District will charge fees equaling the sum of all direct variable and fixed operating costs, as well as indirect fixed costs (measured at a rate per schedule hour of service), rounded up to the nearest whole dollar, as outlined in the District's Fully Allocated Cost Plan.

The event organizer will determine the fare charged.

Maintenance of the Charter and Community Events Service Policy

The Marketing and Communications Department is responsible for maintaining this policy and recommending changes to the policy as necessary.

Revision Approved by Board of Directors on _____, 2005.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2005

ITEM TITLE: SPECIAL SERVICE POLICY UPDATE

PREPARED BY: Andy Vobora, Director of Marketing and Communications

ACTION REQUESTED: Approve revisions to the Special Service Policy

BACKGROUND: In May 2005 the Board discussed the Special Service Policy. This discussion centered on the pricing of community event shuttle service and the use of the fully allocated rate for all special service operated by LTD. The Board agreed that some community event shuttle services did not require extensive planning, marketing, or operational oversight and, therefore, some overhead costs included in the fully allocated rate should not be passed along to the event organizer. The Board directed staff to create additional policy language that would identify the criteria staff would use to evaluate each event.

The attached policy outlines what elements staff will be considering as event pricing is determined. In most cases events are recurring and staff have a good sense of how each should be priced. The evaluation criteria will allow staff to evaluate events that change significantly due to growth, location changes, etc., and to evaluate new events. Situations that do not seem to fall clearly into one category will be evaluated through an in-depth cost analysis that outlines all costs incurred by the District.

RESULTS OF RECOMMENDED ACTION: Future events will be evaluated using the criteria outlined in the policy update. There should be no financial impact from this change. Current pricing for Level One events will remain at \$78 per hour until the direct cost rate equals or surpasses \$78. Level Two events will continue to be charged the fully allocated rate as outlined in current policy.

ATTACHMENT: Revised Special Service Policy

PROPOSED MOTION: I move the following resolution: LTD Resolution no 2005-026: Resolved, that the LTD Special Service Policy is approved as revised and presented at the September 21, 2005, Board meeting.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 12, 2005

ITEM TITLE: WORK SESSION: APPLICATIONS FOR SURFACE TRANSPORTATION PROGRAM FUNDS

PREPARED BY: Stefano Viggiano, Director of Development Services

ACTION REQUESTED: None

BACKGROUND: The metropolitan area receives an annual allocation of Surface Transportation Program – Urban (STP-U) funds to be allocated for transportation needs within the metropolitan area. These funds are federal funds allocated through the Federal Highway Administration.

Last month, MPC decided to seek applications for a portion of the STP-U funds expected to be available for FY 07-09. MPC has split the STP-U funding allocation as follows:

Modernization (new capacity):	20 percent
Preservation (maintain existing infrastructure):	50 percent
Planning and Project Development:	10 percent
Transportation Demand Management: (TDM):	10 percent

MPC is interested in establishing new funding criteria, but wanted to allow enough lead time for projects so that work could proceed in a timely manner. Consequently, MPC decided to seek applications this fall on FY 07 modernization projects (since modernization projects require more lead time than preservation projects) and TDM projects (which are unlikely to be affected by the change in criteria) for all three years. The remainder of the funds (two years of modernization and all the preservation and planning funds) will be allocated next spring after new criteria have been established.

Since approximately \$3.5 million of STP-U are expected to be available per year, the FY 07 modernization funds available are expected to be approximately \$700,000, and the three years of TDM funding is expected to be approximately \$1.05 million.

Staff submitted applications for real time passenger information systems and new passenger shelters. Both these projects are included in the District's adopted Capital Improvements Program. However, TPC did not recommend that these two projects be funded. Staff will resubmit these applications in Spring 2006 for FY 08-09 Modernization.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2005

ITEM TITLE: STUDENT TRANSIT PASS

PREPARED BY: Connie Bloom Williams, Commuter Solutions Program Manager

ACTION REQUESTED: None

BACKGROUND: In June 2005, the LTD Board approved the 2005-06 Student Transit Pass Program, contingent upon:

1. Receiving the Business Energy Tax Credit payment for the pilot project conducted in Spring 2005
2. Receiving Oregon Department of Energy approval for the 2005-06 program
3. Obtaining a pass-through partner for the 2005-06 transit pass program.

All three of these conditions have been met, and the program is set to start on October 1, 2005. From October 2005 through the remainder of the school year, all middle school and high school students will have access to the LTD system by simply showing their student body card displaying the LTD sticker (which will be provided to all students).

Information to the schools and to the community about the program will occur during the remainder of the month.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2005

ITEM TITLE: NEWS ARTICLES ABOUT TRANSIT ISSUES AROUND THE COUNTRY

PREPARED BY: Mark Pangborn, Assistant General Manager

ACTION REQUESTED: None

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

[Long Beach Press Telegraph](#)

BUS: Labor talks ongoing

Tour D'Art, other routes dropped to help close \$3 million gap.

By Jason Gewirtz

Staff writer

LONG BEACH Long Beach Transit will suspend the downtown Tour D'Art bus route, cut several cross-town express routes, and reduce the frequency of buses on other routes to cover a \$3 million shortfall caused by mandated breaks for drivers.

The transit agency's Board of Directors approved the service changes Monday over the objection of several seniors, who said the free Tour D'Art route provides their transportation to grocery stores, city parks and post offices.

The changes will take effect Sept. 11.

In addition to the Tour D'Art, the reductions approved Monday will include fewer buses along routes that serve several city high schools, including Poly and Wilson.

"We're going to have significant overcrowding on these lines and it's going to take us a while to determine our priorities," said Larry Jackson, Long Beach Transit's president and general manager.

The changes approved Monday include:

- *Indefinite suspension of the Tour D'Art service;
- *Elimination of Route 45, an express route along Anaheim Street;
- *Elimination of Route 66 ZAP, an express route along Artesia Boulevard and Atlantic Avenue and downtown;
- *Elimination of Route 96 ZAP, an express route across Seventh Street;
- *Elimination of Route 103 on weekdays, one of two routes between the Westside and Lakewood Center mall;
- *Increase of five to 10 additional minutes between buses along the Passport A, C and D routes, and the Pine Avenue Link.

Express routes would still be served by local routes in most cases, Jackson said.

Transit officials said the reductions were in response to an ongoing labor dispute with the union representing city bus drivers and maintenance employees.

After recent efforts to negotiate new contract language over meal and rest breaks failed, state law mandated that Long Beach Transit implement mid-day breaks for drivers. Jackson said the mandate will cost the agency \$3 million. The agency has already sent layoff notices to 49 employees.

The sides will meet again Monday to continue talks over a deal that might alter the break schedules and possibly restore some of the suspended or eliminated routes.

"The union is still willing to negotiate so the services wouldn't have to be cut," said Barbara Gales, president of Amalgamated Transit Union Local 1589.

Jackson said riders will notice the reductions in the meantime.

"Much of what you're seeing on this list, these cuts will be painful," he told transit board members.

Jackson said the agency had few places to turn for cost reductions. Despite a recent fare hike that raised \$87,000 more during the first month compared with the same period last year, fuel costs have jumped \$100,000 over the same stretch, he said.

Tour D'Art

At Monday's meeting, several residents protested the suspension of the Tour D'Art route.

Tour D'Art was created in June 1999 to take residents and tourists to museums, the East Village Arts District and other downtown locations.

The route goes along Ocean Avenue from Golden to Elm avenues and travels through the East Village Arts District and the Westside with stops near the Museum of Latin American Art, St. Anthony's Church, the historic Willmore building, City Hall and Cesar Chavez Park.

Buses come about once an hour, Jackson said.

Several seniors from the Plymouth West apartments at 240 Chestnut Ave. urged the board not to cut the route.

Ernest Fraser, a Plymouth West resident, said he takes the bus daily to get between the east and west portions of downtown.

"It would not be very easy to replace that," he said.

Tod Spence, who volunteers at a senior lunch program near Broadway and Lime Avenue, presented a petition with more than 80 signatures opposed to the reduction. The program will soon be moved to Chavez Park, which is not easily accessed by other routes, he said.

But Jackson said ridership data shows that, on average, seven people take the Tour D'Art bus per hour. Other buses on the city system average 42 riders per hour, he said.

Still, he said the agency will explore other options for seniors. Those could include a different service that runs on weekday afternoons to accommodate lunch programs.

"I think there will be alternatives we can respond to," he said.

Se Reed, president of the East Village Arts District Association, said she was disappointed by the decision. Her group was unaware of the suspension until after the meeting. But if the service returns, she said, it should have a different route that goes to more arts locations, she said.

"It was not hitting spots that were really art spots," she said. "There wasn't much to tour to."



"New Starts" Projects Facing A More Rigorous Competition For Funds

Reprinted from Innovation Briefs, Sept/Oct 2005

The House Transportation Appropriations Subcommittee has often expressed dissatisfaction with the Federal Transit Administration's rating and evaluation process for New Starts. The process, the committee claimed, was not rigorous enough to weed out marginally cost-effective projects and failed to function as an effective resource allocation mechanism. On several occasions, the subcommittee directed the FTA to adopt a more disciplined approach to managing the program (see "The New Starts Program Receives Low Marks from the House Appropriations Committee," InnoBriefs, Sep/Oct 2004; "Rating and Evaluating New Starts," InnoBriefs, June 2004). The agency complied with the committee's directives to some extent. According to the General Accountability Office (GAO), "the combined number of "recommended" and "highly recommended" projects declined sharply from 27 in the fiscal year 2003 evaluation cycle to 14 in the fiscal year 2004 evaluation cycle, to 10 in the fiscal year 2005 evaluation cycle, while the combined number of "not recommended" and not rated projects rose from 6 to 18 ("Opportunities Exist to Improve the Communication and Transparency of Changes Made to the New Starts Program, GAO-05-674, June 2005, p. 11). The agency also issued revised procedures for project evaluation, reflecting the committee's desire for a more rigorous process ("Reporting Instructions for the Section 5309 New Starts Criteria," FTA, April 2005). But it was only in the new authorization bill (TEA-LU), that Congress was finally able to put its own stamp on the New Starts program.

In Section 3011 of the new surface transportation authorization bill (TEA-LU) Congress amended Section 5309 of Title 49 to spell out in painstaking detail the procedures to be followed in reviewing New Starts projects. To a large extent the legislation enacts into law procedures that the Federal Transit Administration has been following in practice, but by doing so Congress has deprived the agency of the flexibility to modify its procedures by administrative action. The legislation formally establishes three stages in the project evaluation and approval process: Alternatives Analysis, Preliminary Engineering, and Final Design & Construction. Before advancing from one stage to the next, projects must be evaluated and rated on a 5-point scale: high, medium-high, medium, medium-low and low. In order to qualify for a full-funding grant agreement, a project must be authorized for final design and receive at least a "medium" rating.

The legislation establishes two categories of capital investment grants: those of \$75 million or more (major capital investment grants) and those falling below that level. The major grants are subject to three basic conditions of approval: (1) The project must be based on the results of an alternatives analysis; (2) it must be justified on the basis of several criteria including the project's contribution to mobility improvements, its cost-effectiveness and economic development effects; and (3) the project must be supported "by an acceptable degree of local financial commitment, including evidence of stable and dependable financing sources." The legislation describes in detail the factors that are to be used in justifying the project and evaluating local financial commitment.

Less stringent conditions are mandated for the approval of grants of less than \$75 million. Projects eligible in this category include Bus Rapid Transit (BRT), defined as "corridor-based bus projects... if a substantial portion of the project operates in a separate right-of-way dedicated for public transit use during peak hour operations."

A More Rigorous Competition for Funds

Section 3043 of TEA-LU contains a comprehensive listing of all New Starts projects authorized through Fiscal Year 2009. The bill lists 31 projects with Full Funding Grant Agreements (FFGA); 38 projects authorized for Final Design and Construction; and 258 projects authorized for Preliminary Engineering.

Clearly, only a small fraction of the authorized Preliminary Engineering projects will ever reach the stage of Final Design and Construction. Nor will all the Final Design projects currently in the pipeline be awarded the coveted Full Funding Grant Agreement.

Simple arithmetic tells the story. For the remainder of the term of the current authorization (i.e., FY 2006-2009), Congress has authorized \$6.578 billion for New Starts. An additional \$1.437 billion has been voted for FY 2005. Of these amounts (\$8,015), approximately \$3.3 billion is set aside for projects with existing FFGAs. This leaves approximately \$4.7 billion for FFGA awards to the 38 projects currently in Final Design or authorized to go into Final Design. Projects in this category include two "Highly Recommended" megaprojects, the New York Second Avenue Subway and the New York-LIRR East Side Access Project (respectively, \$1.3 billion and \$2.6 billion requested by project sponsors), and the Dulles Rail project (\$750-900 million requested.)

These three projects alone would exhaust the entire authorized amount for New Starts in the current authorization. Thus, the vast majority of the 38 projects in the Final Design pipeline will have to wait in line beyond year 2010, hoping to get funded out of a future reauthorization.

(Data for New Starts authorizations and existing FFGAs from Sections 3036 and 3043 of TEA-LU; Data for pending FFGAs from GAO-05-674, Appendix II, "Projects with Existing FFGAs and Projects in Preliminary Design and Final Design in the FY 2006 Cycle").

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