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LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, March 15, 2006
5:30 p.m.

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

A G E N D A

	<u>Page No.</u>
I. CALL TO ORDER	
II. ROLL CALL	
Kortge _____ Ban _____ Davis _____ Eyster _____	
Gant _____ Gaydos _____ (Vacancy) _____	
<u>The following agenda items will begin at 5:30 p.m.</u>	
III. PRELIMINARY REMARKS BY BOARD PRESIDENT	
IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA	04
V. BOARD CALENDARS (5 minutes)	05
A. Schedule April Board Work Session	06
VI. WORK SESSION	
A. District Liability Insurance Overview (30 minutes)	07
B. EmX Franklin Corridor Vehicles: Possible Purchase of Sixth Vehicle (15 minutes)	08
<u>The following agenda items will begin at 6:30 p.m.</u>	
VII. EMPLOYEE OF THE MONTH – April 2006 (5 minutes)	09
VIII. AUDIENCE PARTICIPATION	
♦ Each speaker is limited to three (3) minutes.	

IX. ITEMS FOR ACTION AT THIS MEETING

A.	Consent Calendar (1 minute)	11
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	2. Minutes February 15, 2006, Regular Board Meeting (Page 17)	
B.	Fiscal Year 2006-07 Pricing Plan and First Reading of Amended Fare Ordinance (5 minutes)	27
C.	Revision of LTD Group Pass Program Policy (10 minutes)	31
D.	Fiscal Year 2006-07 Service Proposal (15 minutes)	36
E.	Capital Improvements Program (CIP) Approval (10 minutes)	38
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X. ITEMS FOR INFORMATION AT THIS MEETING

A.	Board Member Reports (respond if questions)	56
	1. Meetings Held or Attended	
	(a) Metropolitan Policy Committee—March 9	
	(b) Board Finance Committee—March 7	
	(c) Board HR Committee—February 28	
	(d) Board Service Planning & Marketing Committee— February 28	
	(e) Region 2050 Policy Advisory Board—February 22	
	(f) EmX Steering Committee—March 7	
B.	Pioneer Parkway EmX (3 minutes)	58
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D.	FTA Small Starts Program (5 minutes)	63
E.	Effect of 2006 Winter Bid Service Changes on System Performance (5 minutes)	64
F.	Monthly Financial Report—February 2006 (5 minutes)	67

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XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	111
A. Pioneer Parkway Preferred Design	
B. Quarterly Performance Report	
C. EmX Updates	
XII. ADJOURNMENT	

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

LANE TRANSIT DISTRICT

**Pricing Proposal Summary
2006-2007**

Cash Fare

	Current:	Proposed:
Adult	\$1.25	n/c
Youth	\$0.60	n/c
Child	\$0.60	n/c
Reduced	\$0.60	n/c
Senior	\$0.60	n/c

Ride Source

	Current:	Proposed:
Regular	\$2.50	n/c
Escort	\$2.50	n/c
Shopper	\$2.00	n/c
<i>10 Tickets</i>	\$20.00	n/c
*Round-trip fare		

Passes

Adult

1-Month:	\$35.00	n/c
3-Month:	\$95.00	n/c

Youth, Senior, Reduced

1-Month:	\$17.50	n/c
3-Month:	\$47.50	n/c

Sales Outlet Wholesale Discount

Current:	Proposed:
-----------------	------------------

Day Pass

Adult

\$2.50	n/c
--------	-----

Youth, Senior, Reduced

\$1.20	n/c
--------	-----

Passes	Discount	Discount
0-500+	5.0%	n/c

Tokens

Full Fare	\$1.00 (5 for \$5.00)	\$1.10 (5 for \$5.50)
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Shuttle Fare

\$0.50	n/c
--------	-----

EmX Green Line - free

Special Programs - not covered by ordinance	Group Pass (2007 change)	+6.0%
Summer Youth Pass - June/July/Aug tbd	Current quarterly rates:	\$10.41 taxpayer
		\$12.12 non-taxpayer
	Proposed quarterly rates:	\$11.04 taxpayer
		\$12.84 non-taxpayer

AGENDA ITEM SUMMARY

- DATE OF MEETING:** March 15, 2006
- ITEM TITLE:** Capital Improvements Program (CIP)
- PREPARED BY:** Diane Hellekson, Director of Finance & Information Technology
- ACTION REQUESTED:** Approve plan as proposed or amended.
- BACKGROUND:** On March 7, 2006, the Finance Committee approved a revised Capital Improvements Program and directed that it be forwarded to the full Board for consideration and approval. As Board members know, the Capital Improvements Program is a rolling plan that is reviewed and revised annually with focus placed on the first eight years. Components of the Capital Improvements Program were discussed at the December Board work session at Lane Community College, and various plan versions have been considered by the Finance Committee over the last three months as the plan was refined and finalized.
- The plan version chosen by the Finance Committee includes the following components:
- Holding the Pioneer Parkway EmX corridor budget to \$37 million, including vehicles. (Please note that one of the four vehicles planned for this corridor has been moved forward and added to the Franklin EmX corridor vehicle purchase.)
 - Restructuring the vehicle purchases for the first two EmX corridors so that six vehicles are acquired for the Franklin corridor and three for the Pioneer Parkway corridor.
 - Moving the Pioneer Parkway EmX corridor implementation up one year. (This possibility was discussed with the full Board at the February 15 meeting. The likelihood of implementation actually advancing a year early was discussed at the Finance Committee meeting.)
 - Installing automated fare machines at stations to go into service with the implementation of Pioneer Parkway EmX service.
 - Deferring a third EmX corridor implementation until Year 9 of the plan.
 - Maintaining LTD's investment in hardware, software, and technology that supports all aspects of District operations.

- Replacing LTD's radio system in FY 2007-08 to comply with new federal specifications.

As will be noted in the Long-Range Financial Plan discussion, the Capital Improvements Program, as presented, will require \$8 million in debt proceeds, form of debt to be determined, in FY 2007-08. The Finance Committee approved this plan provision and recommends approval by the full Board.

RESULTS OF RECOMMENDED ACTION:

The first year of the plan (FY 2006-07) will become the basis for the Capital Projects Fund FY 2006-07 Proposed Budget.

ATTACHMENTS:

Capital Improvements Program

AGENDA ITEM SUMMARY

2

DATE OF MEETING: March 15, 2006

ITEM TITLE: FEBRUARY FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

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

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

2

DATE OF MEETING: March 15, 2006

ITEM TITLE: FEBRUARY FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Financial results for the first eight months of the 2005-06 fiscal year are summarized in the attached reports.

Passenger fares were 9.9 percent higher for the first eight months of the 2005-06 fiscal year over the same period last year. Ridership for the rolling twelve-month period, which ended February 28, increased 4.5 percent. Ridership strength and growth appear to be a combination of the effect of the new middle and high school pass program and reaction to continued high fuel costs.

Payroll tax revenues are up 4 percent (reported on a cash basis) 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 growth rate appears to drop as compared to the last few months because LTD received a large one-time payment connected to the tax court case in February of last year, which distorts the comparison. Without the payment included, the year-to-year growth would exceed 9 percent.

Self-employment receipts coincide with State tax payment deadlines, none of which occurred in February. However, revenue was received in February for prior-year amounts owed and for early filers. 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. There were no state-in-lieu receipts in February. The next disbursement is expected the first week of April for the quarter ending March 31, 2006.

Interest rates have improved in the last year and continue to inch upward. Returns, therefore, have also improved. Through February, receipts are nearly double those in the same period of the last fiscal year.

Total personnel services expenditures, the largest category of operating expense, continue to show modest growth over the previous year. Growth in this expense category is 4 percent over last year, about the rate of growth reported last month, which indicates stability. Year-to-year comparisons are now consistent since the VEBA contributions to ATU employee accounts for calendar year 2006 were made in January.

Administrative salary growth is up due to the implementation of a vacation sell-back program that allows nonrepresented employees to sell one week of accrued leave back to LTD in conjunction with taking a full week off. Employees are generally limited to two weeks of sell-back per fiscal year, but exceptions can be made by the General Manager if there is a compelling business reason to allow more. Several administrative employees have taken advantage of this new program, which encourages employees to take quality time off from work and reduces the accrued leave liability, which gets larger the longer it remains on the books.

Materials and services results continue to vary widely from department to department. Total materials and services are significantly higher for the first eight 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. Factors contributing to year-to-year comparison anomalies are labor negotiation expenses last year, eight months of Springfield Station operating expenses this year versus four months last year, and the APTA Expo in the current fiscal year. LTD traditionally sends a larger contingent of Board members and employees to the expositions, which are held every three years and feature displays of equipment and technology.

Transfers to both Accessible Services and Capital are up, in accordance with the FY 2005-06 plan. The annual transfer of \$5,000 to the Commuter Solutions Fund has been made in full.

Fuel prices continue to be volatile. February's highest price of \$2.10 occurred on February 27. The lowest for the month was \$1.77 on February 2. As previously reported, the year-to-date low of \$1.6765 per gallon occurred on December 12, 2005. The highest fuel price of \$2.6633 per gallon was reached on October 13. The current-year budget assumed a rate of \$2.10 per gallon. The eight-month average dropped again and is now \$2.0852, down from \$2.1260 through January. If fuel prices remain below the budgeted average, it could be possible to finish the current fiscal year on budget for fuel.

The General Fund is stable through February.

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

Capital Projects Fund activity showed continued Franklin EmX corridor construction. Planning work continued for the Pioneer Parkway EmX corridor, also.

Fiscal year 2006-07 budget development continues with revised versions of the Capital Improvements Program (CIP) and Long-Range Financial Plan (LRFP) presented for consideration and approval by the Board as action items for the March 15 meeting. A briefing of the citizen members of the Budget Committee will be scheduled in the first half of April. The date will be shared with Board members when the meeting is finalized. The full Budget Committee is scheduled to meet on April 26 and 27.

ATTACHMENTS:

Attached are the following financial reports for February 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

AGENDA ITEM SUMMARY

2

DATE OF MEETING: March 15, 2006

ITEM TITLE: REVISED CAPITAL IMPROVEMENTS PROGRAM

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

ACTION REQUESTED: Approval or amendment of the plan as presented.

BACKGROUND: The Finance Committee of the Board of Directors met on March 7, 2006, to review the most recent draft of the Capital Improvement Program (CIP). Because that meeting occurred after the deadline for March 15 meeting materials, it was not possible to include the material in the body of the agenda packet. The CIP materials, including a complete agenda item cover memorandum and proposed motion, is an addendum to the March 15 meeting packet.

ATTACHMENTS: Included in addendum

PROPOSED MOTION: Included in addendum

AGENDA ITEM SUMMARY

DATE OF MEETING: March 15, 2006

ITEM TITLE: Long-Range Financial Plan (LRFP)

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

ACTION REQUESTED: Approve plan as presented or amended.

BACKGROUND: At the March 7, 2006, Finance Committee meeting, the attached revised Long-Range Financial Plan (LRFP) was approved and forwarded to the full Board for consideration. As Board members know, there have been many iterations of the revised plan considered over the past several months, with opportunities for Board direction provided at the two-day Board work session in December, and at regular Finance Committee meetings.

Highlights of the revised LRFP include:

Revenue:

- Healthy growth in payroll tax receipts through FY 2006-07. Steady, but more modest, growth thereafter.
- Implementation of a payroll tax rate increase per the schedule included in Ordinance 39, which was passed in 2005, beginning January 1, 2007.
- Successful application for New Starts federal funds (in whatever sub-category we ultimately fall) for Pioneer Parkway EmX.
- Debt financing of the Pioneer Parkway EmX corridor local match of federal funds in order to fund a sixth vehicle for the Franklin corridor service and accelerate the Pioneer Parkway project by up to a year.

Expenses:

- A change in the funding assumptions for both the represented and administrative employee pension plans, as approved by the Board on February 15, 2006, at the regular Board meeting. The new assumptions include a twenty-year amortization schedule for both plans, and 7.5 percent rate of return on investment.

- A fixed route service annual inflation factor of 2 percent in FY 2006-07 and 1 percent thereafter except for the addition of service in conjunction with the completion of the Pioneer Parkway EmX corridor.
- The addition of three new positions to support priorities identified at the December Board work session: an operations supervisor, a fleet maintenance position, and an organization development specialist to implement a comprehensive employee training and development program.
- Except for the changes noted for pension funding and new positions, total personnel services growth held to 5 percent annually.
- A community outreach/public relations program in FY 2006-07.
- The acceleration of Pioneer Parkway EmX corridor service in conjunction with direction provided by the Board..
- Accessible Services programs will continue to be funded at levels required to meet demand, whether the services are required by the Adults with Disabilities Act (ADA) or not.
- Planning for the third EmX corridor will continue, but implementation will occur outside the eight-year planning window.

RESULTS OF RECOMMENDED ACTION:

Staff will implement the provisions of the revised plan. The first year of the plan (FY 2006-07) will become the FY 2006-07 Proposed Budget, which will be presented to the Budget Committee on April 26 and 27, 2006.

ATTACHMENTS:

Long-Range Financial Plan

LANE TRANSIT DISTRICT

THIRTEENTH AMENDED ORDINANCE NO. 35

An Ordinance Setting Fares for Use of District Services

Deleted: TENTH

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

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

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

1.02 Fares.

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

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

	Monday-Sunday
Adult (ages 19 – 61)	_____ \$1.25
Youth (ages 5-18)	\$.60
Reduced Fare**	\$.60
Senior (ages 62 -69)	\$.60

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

Deleted: 9/01/00

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

- Deleted: 28.00
- Deleted: \$65.00
- Deleted: \$14.00
- Deleted: \$32.50
- Deleted: \$14.00
- Deleted: \$32.50
- Deleted: 7/01/01

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

The Day Pass rate is 2 times the cash fare.

(d) Tokens (Effective 7/01/06).

Tokens are worth \$1.25 toward any LTD ride. Tokens are sold in lots of 5 for ~~\$5.50~~. Tokens are sold to guests through LTD vending machines and for program use to public agencies and certified private non-profit agencies.

- Deleted: 4.25
- Deleted: \$2.10

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

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

- (2) Group Pass Program. The general manager, or his/her designated representative, is authorized to sign contracts on behalf of the District to provide transit service to groups of riders at reduced rates pursuant to policies established by the Board at its May 2, 1990, meeting, as amended, or pursuant to such policies as the Board may hereafter adopt by resolution or ordinance.
- (3) Special Event Discounts. The promotional distribution of free tickets from time to time is necessary or convenient for the provision of a public transit system. The general manager, or his/her designated representative, is authorized to reduce or eliminate fares, or to approve the distribution of free tickets for use of District facilities during special events, or at specified times, on a finding by the general manager, or his/her designated representative, that the fare reduction or elimination will promote increased use of the District's public transit system or will otherwise further the provision of a public transit system.
- (4) Reduced Fares for Low-Income Persons. The general manager, or his/her designated representative, is authorized to sign contracts with local nonprofit agencies whereunder the District may agree to provide transit fare instruments at reduced prices to such agencies, for distribution to low-income persons within the service area who need transportation assistance. Definitions of those who are "low-income persons" and "who need transportation assistance" shall be part of such contracts, verbatim or by reference.
- (5) Paratransit. Fare structure (*Effective 7/01/01*):

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

Deleted: 2.00

Deleted: 2.00

Deleted: 15.00

- * Escort is limited door-to-door transportation for medical rides.
- ** **RideSource** Shopper is specialized transportation service for grocery shopping. **RideSource** Shopper fares are based on round-trip rides. All other fares are one-way rides.
- *** Social service agencies will contract for service and pay 100 percent of the marginal cost of service.

2.01 Large-quantity Pass Purchases. The District will provide a discount of ~~.5~~ percent to private sales organizations authorized by the District to sell passes to the general public.

Deleted: 10%

3.01 Effective Date. This ordinance shall take effect 30 days after adoption, at which time this Thirteenth Amended Ordinance will stand in the stead of Ordinance No. 35 in all particulars and all previous amendments, and will govern all fares charged by the District.

ADOPTED this _____ day of _____, 2006.

Deleted: 1

President and Presiding Officer

ATTEST:

Recording Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: March 15, 2006

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: March 15, 2006

ITEM TITLE: APRIL BOARD WORK SESSION

PREPARED BY: Stefano Viggiano, Director of Development Services

ACTION REQUESTED: Set date for the April 2006 Board Work Session

BACKGROUND: The Pioneer Parkway EmX decision schedule calls for the determination of a "Preferred Design" for the corridor in April 2006. The following meeting dates have been set:

March 20	Springfield City Council Work Session
March 22	Project Open House and Stakeholder Meeting
April 4	EmX Steering Committee Recommends Preferred Design
April 17	Springfield City Council Selects Preferred Design
April 18	Lane County Comm. Selects Preferred Design (tentative)
April 19	LTD Board Selects Approves Preferred Design

Staff believe that it is important for the Board to hold a work session on the preferred design for the project, and that the work session should ideally fall after the open house but prior to the April 7 mail out for the Springfield City Council meeting. The regular Board work session is scheduled for April 10, 2006. Staff would like to reschedule the work session for April 3, 2006 or, possibly, April 5, 2006.

ATTACHMENTS: None.

PROPOSED MOTION: None

2006 Annual Route Review -- Service Change Summary for FY 06-07

Change in Schedule Hours

Route	Description	Change in Annual Schedule Hours	Percent Increase or Decrease	Cumulative % Change	Comments
Recommended Proposals					
system	Contingency	1,488	0.50%	0.50%	
7x	Add 6:30 a.m. outbound & 4:05 p.m. inbound trips	290	0.10%	0.60%	
11/EmX	C. 10 minute EmX -- 15 minute #11	3,024	1.03%	1.63%	
22	Convert to school route (no summer service). Eliminate 5:20 p.m. trip.	-285	-0.10%	1.53%	
27	Eliminate SA 8:05 p.m. trip	-45	-0.02%	1.52%	
28	Begin & end at UO on selected trips	-845	-0.29%	1.23%	
28	Restore weekday mid-day trips (4)	643	0.22%	1.45%	
30	Restore weekday mid-day trips (4)	1,126	0.38%	1.83%	
51	Add 2 morning switch-out trips & 1 peak cycle time	422	0.14%	1.97%	
76	Eliminate summer service & City View loop.	-294	-0.10%	1.87%	
98	Add 2:30 p.m. & 6:00 p.m. (approximate) trips	1,200	0.41%	2.28%	
Proposals Not Recommended					
Breeze	Restore Saturday service (1/2 hour frequency)	752	0.25%		
1	Commuter deviations to/by new courthouse (3)	128	0.04%		
11/EmX	A. 10 minute EmX -- 20 minute #11	5	0.00%		
11/EmX	B. 12 minute EmX -- 15 minute #11	230	0.08%		
11/EmX	D. 12 minute EmX -- 20 minute #11	-2,676	-0.91%		
25	Restore weekday mid-day trips (5)	1,148	0.39%		
33	Restore weekday mid-day trips (5)	643	0.22%		
52	Eliminate SA 7:00 p.m. trip	-36	-0.01%		
misc.	Add 1800/1900 SA trips (13, 30, 40, 51, 67, 73)	561	0.19%		
misc.	Restore Weekday 11:40 p.m. departures	2,670	0.91%		
misc.	Restore Saturday 11:40 p.m. departures	675	0.23%		
misc.	Restore Weekday 6:00 a.m. departures	926	0.31%		
TOTALS		11,749	3.98%	2.28%	

AGENDA ITEM SUMMARY

DATE OF MEETING: March 15, 2006

ITEM TITLE: ANNUAL ROUTE REVIEW – 2006 SERVICE PROPOSAL

PREPARED BY: Will Mueller, Service Planning Manager

ACTION REQUESTED: Adopt the 2006 Service Package

BACKGROUND: Over the past three months, the Board has received information and public testimony on possible service changes as part of the 2006 Annual Route Review. The service change package has been amended based on the public comment, Board direction, and staff analysis. The Board now is requested to approve a package of service changes.

RESULTS OF RECOMMENDED ACTION: The service changes will be implemented in September 2006. Any change in costs associated with the service changes will be reflected in the proposed budget for FY 2006-07.

ATTACHMENT: 2006 Annual Route Review Service Change Summary for FY 2006-07

PROPOSED MOTION: I move the following resolution: LTD Resolution No. 2006-010: It is hereby resolved that the LTD Board of Directors approve the FY 2006-07 service recommendations as presented on March 15, 2006, and as shown on the 2006 Annual Route Review Service Change Summary.



Oregon

Theodore R. Kulongoski, Governor

Department of Transportation Area Manager/Project Manager

644 'A' Street
Springfield, OR 97477
(541) 726-2552
FAX (541) 726-2509

February 17, 2006

To: Springfield Mayor and City Council

From: Tom Boyatt, ODOT Senior Planner

Re: I-5/Franklin Proposed Interchange
Community Dialogue Decision

Background

During the past year the Oregon Department of Transportation has managed a multi-jurisdictional process to assess the potential for new interchange ramp connections between Interstate 5 and Franklin Blvd. This process, originally conceived as a 'community dialogue', included a high level technical assessment of potential interchange concept categories, existing conditions and potential constraints, engineering and cost analysis, and potential revenue sources. The process also included public involvement through public open houses, meetings with neighborhood and stakeholder groups, and information made available via the internet. Both the Springfield and Eugene City Councils and the Lane County Board of Commissioners have been briefed twice during the course of the project, providing input and validating the community dialogue process. The final step in the current decision process is to ask each of the three elected bodies to make a decision about whether or not to move ahead with additional refinement planning for a potential upgrade to the I-5@ Franklin interchange. The recently adopted federal transportation bill, SAFETEA-LU, includes a \$400,000 earmark to continue to assess ramp connections at this location. This would be the source of funding for any further analysis. ODOT policy is that local communities pay the match requirement for federal earmark projects which are not on the ODOT's adopted earmark priority list. Studying a potential I-5 @ Franklin interchange is not an ODOT earmark priority.

Public Involvement

At the last round of elected officials briefings in November, ODOT project staff summarized the technical findings from the high level analysis completed in order to inform this phase of the project. Since the November briefings, ODOT staff have met with both the Laurel Hill Valley and Fairmount Neighborhood Groups at regularly scheduled monthly meetings, and the project team has hosted three public open houses. Input received at the open houses and by email through January 25, 2006 is presented in the attached Public Open House Summary Memo

(CH2MHill, January 25, 2006). Approximately 150 people attended the three open houses in December 2005, submitting 138 comment forms. 38 emails were received by January 24, 2006. Open House comment forms tested whether or not the study should go forward and provided space for general comments. 54 respondents felt the study should go forward, 20 felt a study should go forward with conditions, 25 felt the study should not go forward unless conditions were added, and 34 felt the study should not go forward. The overwhelming majority of email comments were opposed to the project citing concerns about river, parks, natural area and neighborhood impacts, and the best use of limited transportation dollars. When all input is combined from open house comment forms and emails, the top comments are: Prefer Category 4, Glenwood Interchange, if choice is made to invest (54); Concern for environmental impacts to park, wetland and river (48); and, Believe any option would require further information about impacts to local traffic and circulation on nearby roads and through neighborhoods (37).

ODOT Project Assessment

ODOT staff have reviewed and discussed the technical and public output from the community dialogue phase of the project. The following points related to the proposed I/5@Franklin ramp connections are material to moving forward:

- The objective first cut technical analysis finds no state highway transportation problem to ‘solve’ at this location, in terms of congestion or safety issues. This process involved local staff and is completely transparent.
- Community interest in the project is divided, with strong opinion on both sides.
- It is important to prioritize and address other large projects which are driven by documented technical need.
- The next step in the planning process would be development of a Refinement Plan. ODOT does not want to set false expectations as to outcomes, but recognizes the local jurisdictions may wish to pursue interchange planning for local reasons, and that an earmark is secured to go to the next step. (ODOT policy is that local communities pay the earmark match requirement for earmark projects which are not on the state’s adopted earmark priority list.)

The work done to date suggests that new ramp connections at Franklin are much more of a community access and development project than a state transportation project driven by current congestion or safety problems:

- There are no existing or projected capacity or safety problems at the Glenwood or Judkins Point interchanges out to 2020. (ODOT 2000 State of the Interstate Report).
- New ramp connections at Franklin add as much as 20% more traffic on I-5 north of Franklin for local and regional travel, depending on the category of interchange option assessed¹. (October 14, 2005 Kittleson Traffic Forecasts Memo).

¹ Four categories of interchange configurations were studied: Full Interchange at Franklin, Partial Interchange at Franklin, Split Interchange where moves to and from the north are at Franklin and moves to and from the south are at a rebuilt Glenwood Interchange, Reconstructed Glenwood Interchange Full Urban Diamond.

- New ramp connections at Franklin causes traffic to reroute from local streets and lower order highways onto I-5 in order to link to I-105/OR 126 and Beltline Highway. (October 14, 2005 Kittleson Traffic Forecasts Memo).
- New ramp connections at Franklin provide a more direct route between I-5 and the redeveloping Glenwood Riverfront area to the east and Franklin/University of Oregon corridor to the west, and ultimately to the downtowns of both Eugene and Springfield.

Finally, public input suggests that while new ramp connections do have public support, there are also a group of stakeholders who have significant concerns about the proposed project concept. This opposition is largely from citizens who are concerned about possible impacts to Alton Baker Park, the Whilamut Natural Area, the Willamette River and surrounding natural environment, and from residents in the Fairmount and Laurel Hill Valley neighborhoods who are concerned about Franklin Blvd. traffic impacts, impacts to the Walnut Mixed Use center concept, and neighborhood traffic and noise impacts.

Community Dialogue Decision

The question before this elected body today has been refined and agreed to by the multi-jurisdictional project management team (PMT). The PMT believe it is important for each jurisdiction to respond to the same question:

Should we conduct a detailed planning study (Refinement Plan) to help define the problem, refine, compare and recommend a solution(s), followed by a decision whether to include the project in the RTP?

ODOT Position on Further Analysis

The information produced thus far does not reveal any particular transportation problem that would be solved by adding ramps to the I-5 @ Franklin Interchange. Consequently, ODOT does not see a clear transportation system justification within the next 20 years for developing interchange ramps between I-5 and Franklin Boulevard at this time. However, ODOT would not preclude further consideration of this action if some other community problem could be identified and successfully addressed by adding ramps at the I-5 @ Franklin Interchange with no additional degradation to the state transportation system. If the decision is made locally to move ahead with refinement planning for I-5 @ Franklin and explore other possible justifications for making such an investment, ODOT will participate with the following understanding:

Given the technical information and public input the project has generated to date, and with respect to the community's ability to move forward on a project such as this, ODOT would commit to co-managing a more detailed refinement planning effort where ODOT staff manages procurement, contract administration, and the technical aspects of a refinement plan, and the local jurisdictions provide the staff resources needed to manage both the public and local political (multi-jurisdiction) processes. This work would need to be funded by the \$400,000 SAFETEA-LU earmark and the required local match.

AGENDA ITEM SUMMARY

DATE OF MEETING: March 15, 2006

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 Board Committees and to the Metropolitan Policy Committee (MPC), and, on occasion, 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 or other meetings they have attended on behalf of LTD.

1. **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. Mr. Gaydos and Ms. Ban attended the MPC meeting on March 9, 2006. At that meeting, MPC reviewed the Draft FY 07 UPWP (Unified Planning Work Program), which FTA and FHWA reviewed last month, the integration of the RTP and Eugene/Springfield's TSP (TransPlan), the update of the RTP to 2030, ODOT Region 2 Straw Proposal for FY 08-11 STIP Modernization Priorities and the status report on the West Eugene Parkway Collaborative Process. March 14-15 the Oregon Transportation Commission (OTC) will hold their meeting in Eugene. LTD will provide a tour of the Franklin EmX corridor for the OTC on Tuesday, March 14. The next MPC meeting is scheduled for April 13, 2006. The agenda for that meeting will include MTIP amendments for two new programs in SAFETEA-LU, New Freedom and Job Access and Reverse Commute (JARC) that LTD will administer.

2. **Board Finance Committee:** The Board Finance Committee (Debbie Davis, David Gant, and Dean Kortge) met on March 7, 2006. The agenda included group pass contract language changes, and capital improvement program and long-range financial plan proposals.
3. **Board HR Committee:** The Board HR Committee (Susan Ban, Mike Eyster, and Chair Gerry Gaydos) met on February 28, 2006. The Committee reviewed progress on the Looking to the Future Plan and updated the committee two year work plan. Committee members also agreed to start meeting monthly on the fourth Tuesday of the month rather than every other week. The next meeting will be March 28.
4. **Board Service Planning & Marketing Committee:** The Board's Service Planning & Marketing Committee is comprised of Mike Eyster, David Gant, and Dean Kortge. The committee met on February 28, 2006 to determine recommended service changes for the 2006 annual route review. The committee also discussed an issue regarding smoking at the Eugene Station, an EmX marketing plan, and Progressive Corridor Enhancement public outreach.
5. **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 February 22, 2006. Neither Ms. Ban nor Mr. Eyster was able to attend that meeting. The Policy Advisory Board reviewed the Draft Regional Growth Management Strategy. Policy Board members will be seeking endorsement from their community for the strategy and discuss moving forward with technical evaluation.
6. **EmX Steering Committee:** Board President Gerry Gaydos and Board members Dean Kortge and Debbie Davis are members of LTD's EmX Steering Committee, along with members of local units of government and community representatives. The Committee meets quarterly. The Steering Committee last met on March 7, 2006. The agenda for that meeting focused on the decision process for the Pioneer Parkway project review and approval. A special meeting of the committee is scheduled for April 4, 2006 to develop a recommended preferred design for the Pioneer Parkway EmX corridor.

AGENDA ITEM SUMMARY

DATE OF MEETING: March 15, 2006

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Mark Pangborn, General Manager

ACTION REQUESTED: None

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

- February 7, 2006, letter from bus rider Dan Dubach commenting favorably on a new bus shelter, and response from Board President Gerry Gaydos.
- February 22, 2006, letter from JRH Engineers Principal Land Use Planner Larry Reed regarding the Bureau of Land Management's (BLM's) stance on the West Eugene Parkway project, including Wetlands Recommendations map and Amazon Creek Wetland map enclosures.
- March 7, 2006, letter from United States Department of the Interior, Bureau of Lane Management, Acting District Manager Mark Buckbee responding to Larry Reed's letter of February 22.

At the March 15 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

REGULAR BOARD MEETING

Wednesday, January 18, 2006

Pursuant to notice given to *The Register-Guard* for publication on January 13, 2006, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held its regular monthly Board meeting on Wednesday, January 18, 2006, 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
Dean Kortge
Mike Eyster
Ken Hamm, General Manager
Jo Sullivan, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: David Gant, Secretary
(one vacancy)

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

ROLL CALL – General Manager Ken Hamm called the roll. Ms. Davis was not yet present.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA – Mr. Hamm added a *ConnectOregon* grant application to the agenda as an action item.

BOARD CALENDARS – Ms. Ban said that she would be unable to attend the January 25, 2006, Region 2050 meeting. Mr. Eyster agreed to attend in her place.

Assistant General Manager Mark Pangborn invited Board members to an event in recognition of Ken Hamm on February 8, 2006, at the Hilton Hotel.

WORK SESSION

FY 2006-07 Pricing Plan – Director of Marketing and Planning Andy Vobora reviewed the history of fare policy changes, which had departed from the practice of making small incremental changes annually to making major changes in cash fare, tokens and pass prices. He said that no changes had been made over the past several years in consideration of the economic downturn and the Board Finance Committee was now recommending a return to incremental changes on a rotating basis among fare categories. He drew the Board's attention to the Finance Committee recommendations set forth in his memorandum of January 18, 2006. He said a comparison of the District's fares with its peer group indicated that cash fares were in the

upper half and pass pricing was somewhat below the average. He highlighted proposed changes in the Fare Policy.

Mr. Gaydos said he often heard from people that the farebox recovery should play a larger role and asked that the policy better articulate the balance between fare increases and the need to avoid ridership decreases.

Mr. Eyster remarked that he had noticed when riding the bus that not everyone paid or showed identification when boarding, although in some cases that might be because they were daily riders and the driver knew them. Mr. Vobora said the training was that everyone showed a fare or paid a fare. He agreed that in some cases drivers knew the passengers and said there was a spectrum of enforcement approaches among drivers, but most did a good job of understanding the role of the farebox and educating people about the correct fare.

Mr. Gaydos asked if the Board's decision that EmX would initially be fareless was reflected in the policy. Mr. Vobora said the decision was not articulated in the policy so much as in the pricing plan document.

Mr. Gaydos said that decision should be formalized because the Board eventually would need to adopt a policy for EmX fare machines. Mr. Vobora said the decision could be addressed under the policy section related to fare promotions and set forth in the pricing plan.

Mr. Gaydos asked if there were special arrangements for the Olympic Trials. Mr. Vobora said that service would fall under the special service policy and special service pricing. He said the Finance Committee or Service Planning and Marketing Committee should discuss Olympic Trials service issues, such as any assumptions made around budgeting for transportation.

Mr. Hamm said that federal funds had been available to Salt Lake City for hosting the winter Olympics and funds might also be available for communities hosting Olympic trial events.

Continuing, Mr. Vobora noted other recommended policy changes, including adding private non-profit 501(19)(c) agencies to the fare discounts program for non-profits, linking group pass increases to changes in the consumer price index and increasing the price of tokens from \$1.00 to \$1.10. He noted that tokens were sold in units of five and the increase in cost still provided a discount from the cash fare while generating \$25,000 in additional revenue at current sales.

2006 Annual Route Review – Director of Development Services Stefano Viggiano stated that the Annual Route Review (ARR) could include service adjustments or fixes to address operational problems, service enhancements, major redesign, and addressing substandard service. He said the ARR process had begun two months before, with service planners collecting information obtained throughout the year, and would continue with Board discussions of service changes, two public hearings at the Eugene Library, a Board decision on ARR services changes in mid-March, and implementation of changes in September, with the exception of EmX service changes, which would be implemented in December 2006.

Mr. Viggiano reviewed the ARR process and data collection techniques:

- Collection of information from employees, particularly bus operators, throughout the year, with items pertinent to the ARR flagged for that process

- Multi-departmental Service Advisory Committee focused on ARR
- Direct input from operators on particular routes
- Public notification of ARR
- Public comments received throughout the year and solicited in response to service changes
- Meetings in affected neighborhoods

Mr. Viggiano said he did not anticipate much controversy over the ARR this year. He reviewed the list of possible service changes and highlighted some of the key issues and options on which the ARR would focus:

- EmX/Thurston – frequency of service on EmX between downtown Eugene and downtown Springfield and frequency of service east of Springfield Station
- Service to the federal courthouse in fall 2006 – many road changes will not be completed for some time and initially vehicle and pedestrian access to the facility will be difficult
- #22 – school-oriented route operated only when school is in session, eliminate 5:20 p.m. trip that failed to meet target
- #76/University of Oregon/Westmoreland – poor ridership route, eliminate
- #98/Cottage Grove – high ridership route, possibly add extra trips in the afternoon to relieve overloads, separate routes
- Eugene Station bay assignments to accommodate EmX, Olive Street routing to expedite station departures
- Add back some service reductions from previous years, including increasing midday frequency on #28 and #30
- #28 – most ridership oriented toward the University of Oregon, possibly terminate route there

Ms. Ban asked if some of the changes reflected a shift from the hub model. Mr. Viggiano said that the University of Oregon and Sacred Heart represented a major destination and counts would be made of the number of riders traveling through to downtown; approximately a half-dozen routes already terminated at the University. Mr. Hamm added that terminating at the University also saved space at the Eugene station.

Mr. Viggiano said that some of the requests to add back service related to later trips. Adding those trips could affect earlier trips as it would open opportunities for people who worked swing shift to use transit; they did not currently take the earlier trip because there was no way to return at the end of their shifts.

Ms. Ban asked if midday trips would be restored only on certain routes. Acting Service Manager Will Mueller replied that trips would be restored on major routes that represented the core system.

Mr. Gaydos asked for clarification of eliminating Wednesday exceptions on #451 and Madison routes. Mr. Mueller explained that there were four trips on Wednesday that ran differently than during the rest of the week and, unless they were structured into the service package in a certain way, there was a cascading effect on the system used to schedule work and created administrative problems. He said the exceptions provided accommodation for schools that had different schedules on Wednesdays.

Mr. Gaydos asked what impact closing of the University's Westmoreland student housing might have on routes in that area. Mr. Viggiano said the assumption at this point was that even if the housing was not the University's it would be occupied and current service should be maintained for at least a year to determine what impact, if any, there would be.

Mr. Gaydos encouraged staff to use service change public outreach and education strategies similar to those that were highly successful for the Interstate 105 construction project last summer.

Ms. Davis arrived at 6:30 p.m.

BUSINESS MEETING

EMPLOYEE OF THE MONTH – Transit Services Manager Sue Quick introduced February 2006 Employee of the Month Bus Operator Javier Rodriguez. She described Mr. Rodriguez's exemplary service to LTD and its customers and said he had been nominated by two customers and a co-worker.

Mr. Gaydos presented Mr. Rodriguez with his awards and thanked him for his service.

Mr. Rodriguez expressed his appreciation for the award and said he felt lucky to work for LTD.

AUDIENCE PARTICIPATION – Mr. Gaydos called for comments from the audience on non-agenda topics.

Shannon Wilson of Eugene spoke to the Board about a proposed bike path to improve safety along 14th Avenue. He said the path would be located on LTD property. He said he had ridden a bicycle along Franklin Boulevard for ten years and it was very dangerous due to lack of sidewalks or bike lanes. He urged LTD to advocate for the path as future transit projects on Franklin Boulevard would increase the danger to bicyclists and pedestrians.

Lisa Hollingsworth of Eugene addressed the Board about a personnel issue and stated she felt she was wrongfully terminated from LTD employment.

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar** – Ms. Ban moved adoption of LTD Board Resolution No. 2006-001: "It is hereby resolved that the Consent Calendar for January 18, 2006, is approved as presented." Mr. Kortge provided the second. The Consent Calendar consisted of the minutes of the December 2, 2005, special Board meeting, the December 21, 2005, regular Board meeting, and the nomination to the Budget Committee of Darrel Williams.

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

Supplemental Budget for FY 2005-06 – Director of Finance & Information Technology Diane Hellekson explained that the supplemental budget would make adjustments to the FY 2005-2006 General Fund, Commuter Solutions Fund, and Capital Projects Fund budgets as described in the agenda item summary to accommodate receipt of grant funds for the Commuter Solutions program and move funds for the purchase of revenue vehicles into the current fiscal year.

Mr. Gaydos opened the public hearing and called for testimony. There being no one wishing to speak, he closed the public hearing.

MOTION Ms. Ban moved approval of LTD Resolution 2006-002, which amended the LTD fiscal year 2005-2006 budget as represented in the resolution. Ms. Davis provided the second.

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

ConnectOregon Grant Application – Mr. Viggiano stated that the grant application was for funding under the multi-modal *ConnectOregon* program to be used as local match for the Pioneer Parkway EmX project and to pay for elements of the project, such as the RiverBend Transit lanes, which were best constructed prior to completion of all the federal requirements. He said the application would be competing with other rail, aviation, marine, and transit projects for the funds. He said that applications were due February 17, 2006, and if the Board approved submission of the application it would go before the Metropolitan Policy Committee (MPC) on February 9, 2006, and the Board's MPC representatives may advocate for it.

Mr. Eyster asked if the \$7.6 million requested would come from *ConnectOregon* funding allocated for the region or statewide funding. Government Relations Manager Linda Lynch replied that the funding was regarded by the Oregon Transportation Commission, which would determine which projects were funded, as a single pot of money with the hope that funding would be fairly evenly distributed across modes and regions. She explained that jurisdictions would not apply for a specific regional or statewide allocation; that would be up to the Oregon Department of Transportation staff to decide. Ms. Ban added that it was likely there would be other allocations in future years.

MOTION Mr. Eyster moved approval of LTD Resolution 2006-004: It is hereby resolved that the LTD Board directs staff to submit an application for *ConnectOregon* funds in the amount of \$7.6 million to be used to help pay for the Pioneer Parkway EmX project. Mr. Kortge provided the second.

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

Franklin EmX Property Acquisition – EmX Public Relations Representative Sue Viggiano stated that the resolution described property identified for the eastbound Glenwood station for the Franklin EmX corridor. She said the redesign of EmX in Glenwood resulted in four small curbside stations and the need for property not originally part of the plan. She said the property was owned by CCJS Holding, the owners had indicated a willingness to sell and negotiations were in progress.

MOTION Mr. Kortge moved approval of LTD Resolution 2006-003 authorizing the Lane Transit District to acquire by purchase or by the exercise of the Power of Eminent Domain certain Real Property necessary for the Franklin EmX project as represented in the Resolution. Ms. Ban provided the second.

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

Election of Board Treasurer and Committee Assignments

MOTION Mr. Kortge moved that Debbie Davis be elected treasurer of the LTD Board of Directors to fill an unexpired term ending June 30, 2006. Mr. Eyster provided the second.

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

Mr. Gaydos announced that Ms. Davis also would be the Board's alternative MPC representative.

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports – Ms. Ban reported on agreement at the January 2006 MPC meeting to move forward with a collaborative process proposed by Eugene Mayor Kitty Piercy to consider alternatives to the West Eugene Parkway. She said that LTD would participate in the process, which would be facilitated by the Institute for Environmental Conflict Resolution. She said that Metropolitan Transportation Improvement Program (MTIP) time-sensitive projects were approved.

Mr. Gaydos said he would participate as a member the committee to develop criteria and select the facilitator for the collaborative process.

General Manager Selection Process – Mr. Gaydos referred to handout materials that described the process. He said that the Board would have an opportunity to discuss a number of approaches that included moving swiftly to hire a new general manager, retaining an interim general manager for a longer period, or appointing an internal candidate without any process.

Mr. Kortge said he preferred an expedited process that would have a new general manager starting sooner than January 2007. Mr. Gaydos replied that the materials identified several options and the Board could discuss them more fully, with public notice, at the February meeting and determine what approach was preferred.

Monthly Financial Report – Ms. Hellekson referred to the written report included in the agenda packet and said that, with the exception of a slight concern about diesel fuel price increases, LTD was in a very stable condition halfway through the fiscal year.

The meeting adjourned at 7:15 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, February 15, 2006

Pursuant to notice given to *The Register-Guard* for publication on February 9, 2006, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held its regular monthly Board meeting on Wednesday, February 15, 2006, 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, Treasurer
Dean Kortge
Mike Eyster
Mark Pangborn, Interim General Manager
Jo Sullivan, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: David Gant, Secretary
(one vacancy)

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

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

PRELIMINARY REMARKS BY BOARD PRESIDENT – Mr. Gaydos thanked those who had attended the public hearing on fares and services.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA – Mr. Gaydos indicated that the work session items could be attended to quickly and as many information items as time allowed would be moved forward on the agenda and addressed prior to Employee of the Month. He said that a report from Government Relations Manager Linda Lynch would be added to the agenda.

Mr. Eyster asked for time on the agenda to discuss the Walnut Station mixed-use development plan.

BOARD CALENDARS – There were no comments.

WORK SESSION

Board Feedback from Hearing on Fares and Service – Director of Development Services Stefano Viggiano asked Board members for any reactions they had to comments from the public at the recent hearing on fares and service, particularly comments regarding elimination of the #76 loop and addition of service on the #98 route to Cottage Grove.

In response to a question from Ms. Ban, Service Planning Manager Will Mueller said that a survey of riders specifically asked about additional #98 trips, particularly in the afternoon and evening, as that was when the most crowding was experienced. He said in part the issue was riders' perception of the safety of standing on the bus while it was on the freeway.

Regarding the #76 loop, Mr. Viggiano said there were comments that some service delivery issues had affected ridership and that was probably true. He said that actual ridership on that loop was higher than the figures presented to the Board but still did not meet the minimum standard. He said that elimination of the route had been raised and discussed for the past several years and whatever decision was made this year should be one the District was willing to live with for the foreseeable future. He said that the staff recommendation was still that ridership did not meet the standard and that service could be used more productively somewhere else.

Mr. Kortge asked about the actual ridership numbers. Mr. Mueller said that ridership was almost nine people (boardings) per day on the trips, and the standard was ten. Mr. Viggiano noted that the nine riders were on all four loops per day, not nine people per trip.

Mr. Eyster asked if #76 was interchangeable, in terms of dollars, with adding a morning run on #98. Mr. Mueller said that combination of the #22 and #76 deletions, at a tenth of a percent each, equaled adding one weekday trip on #98.

Mr. Eyster said he was persuaded by the Cottage Grove service need and the possibility of adding both a morning and evening trip. Mr. Viggiano noted that testimony regarding crowding on the #98 route referred to standing loads and from the District's perspective it was acceptable to have riders standing on buses; standing was a common occurrence on urban transit and riders stood on buses at highway and freeway speeds in other situations as well. He said it was not a safety issue and ten people standing was not an overload issue either, but that could be the perception of a rider.

Mr. Kortge asked if there was any indication that people did not ride the bus if it was crowded, particularly on the Lane Community College (LCC) to Creswell trip. Mr. Mueller said it was more of an issue when there were problems with the articulated buses and 40-foot vehicles were used on that route. He remarked that there were people standing on the Oregon Country Fair and football services. He said that staff wanted to add another afternoon trip on the #98 to distribute the load better.

Mr. Pangborn said that concern with standing was a relative perception; in many metropolitan areas standing shoulder-to-shoulder on transit was the standard. He said as LTD's ridership had grown and the District tried to create more efficiency, sometimes people had to go without seats on some portions of a trip.

Mr. Gaydos asked if drivers had concerns about standing. Mr. Mueller said there were concerns when a bus was packed, but all afternoon trips were assigned articulated buses to minimize overcrowding.

Ms. Ban suggested that the situation offered an opportunity for communication with and education of passengers on those buses regarding courtesy on such things as younger passengers offering their seats to older people who were less able to stand.

Mr. Mueller said that adding two trips on the #98 would mean that 20 percent of the service increases were going to the Cottage Grove route. He said that five more articulated buses were being delivered in the fall and perhaps one could be added on a #98 morning trip.

Mr. Gaydos reminded the Board that there would be additional public comments on service before decisions would be made. Regarding the #76 route he said that people often made decisions about where to live based on bus stops and locations and he hoped that in general the District would honor that and only change service when it was really important for operations.

Mr. Eyster hoped that the District could find ways to take pressure off drivers by communicating the rationale for regarding standing as acceptable.

Ms. Ban urged staff to consider ways that other routes might be modified to provide access for #76 riders. Mr. Mueller said that one of the people who testified at the hearing offered a proposal for combining the #76 with the #22 route. He said that might be possible but he felt the service was correctly fashioned as it was and did not meet productivity standards.

Mr. Kortge said the District had established a standard and worked closely to help the area increase ridership. He felt it was time to discontinue the service.

Mr. Viggiano said the Board Service and Marketing Committee would meet on February 28, 2006, and develop a set of recommended service changes for the fall of 2006. There would be a second public hearing on March 13, and the Board would make its decision on March 15.

Mr. Gaydos asked if LCC student concerns about better service to the campus had been discussed. Mr. Mueller said he met with student representatives following the hearing and a concern, in addition to crowding, was later night service to Springfield. He indicated that there was later night direct service to Springfield on that route a few years ago and there was very little ridership, averaging six or seven boardings on the trips that were deleted.

Ms. Ban observed that the Board's role was to establish that the policy was a productivity standard.

Mr. Gaydos added that another policy could relate to long-term stops and riders' reliance on those stops. He said that the District, through initiatives such as the Walnut Station node, wanted to encourage reliance on transit.

Mr. Eyster asked staff to provide Board members with an e-mail update on the February 21 meeting in Cottage Grove.

Mr. Kortge asked if the suggestions for modifying routes to preserve #76 service were realistic. Mr. Mueller said that the changes would provide better service to South Eugene High School and Roosevelt Middle School students in the neighborhood but would not improve productivity on the route.

Director of Marketing and Communication Andy Vobora remarked that there had been only one public comment on fares and there would be another opportunity to comment at the next hearing. He said that group passes were being handled separately outside the ordinance process through resolution and those would be presented to the Board in April 2006.

Pioneer Parkway EmX Corridor Update – Mr. Viggiano related that there had been a change in the decision process, but it was positive and presented an opportunity. He said the technical analysis of the four alternatives to the Pioneer Parkway corridor had been completed in January 2006. He said staff presented the findings to the Federal Transit Administration (FTA) and asked if it would be appropriate to conduct an environmental assessment instead of an environmental impact statement. He said the analysis showed there were no significant environmental impacts and the FTA had indicated that it was likely to approve an environmental assessment once it had reviewed the technical reports. He expected a final answer from FTA on February 21. He said the assessment process was much simpler than an environmental impact statement and could result in saving an entire year in the decision and construction process. He felt that that a final decision on the environmental process could be achieved in the summer of 2006 instead of 2007 and that would mean a fairly compressed decision schedule, which might or might not be feasible. He said a year of savings just in construction inflation could be \$1 million and an earlier Small Starts application meant less competition for available funding.

Mr. Viggiano explained that in order to have a completed environmental document by August 15, 2006, an environmental assessment had to be submitted to FTA by June 1 and that required identification of a locally preferred alternative, which meant that a preferred corridor design would have to be selected by the Board in April. He said that design selection also had to be confirmed by the Springfield City Council and Lane County Board of Commissioners. He said the environmental assessment would be subject to a public review process. He emphasized that a compressed timeline would still include an intensive public involvement process. He reviewed the plan for public outreach activities and the decision-making process. He said that staff would be updating the Springfield City Council about the opportunity for a compressed project timeline and the advantages that would have.

Mr. Kortge asked if staff were contacting Harlow Road businesses regarding access concerns. Mr. Viggiano replied that staff were meeting with those businesses with the intent of finding solutions, which could include operating in mixed traffic at some points on the route. He said the most significant impacts of the corridor would be on Gateway Street and along Harlow Road. He said the locally preferred alternative initially could include some design options, but a final decision on a single design would be required by July 2006.

RiverBend Transit Lane Construction – Mr. Viggiano said there was a timing problem in that RiverBend Drive would be built before the transit project was ready to go. It clearly made sense, he said, to build the transit lane on RiverBend Drive at the same time as the rest of the roadway. He said PeaceHealth had quoted \$250,000 to construct the lanes and *ConnectOregon* funds, if the District received them, could be used; the alternative, if *ConnectOregon* funds were not approved, was to use local funds. He said that staff would recommend signing a contract with PeaceHealth and putting in the lanes now.

Mr. Gaydos supported the idea of compressing the timeline and moving forward on an accelerated schedule, even though it committed staff and the Board to much more work. He said it was important to work closely with partners and be generous in terms of accommodating their schedules.

Mr. Viggiano stressed that the plan for an accelerated schedule was ambitious and might not work but it was worth the effort to pursue it.

Pension Plans – Director of Human Resources and Risk Management Mary Neidig reported that the Board’s Human Resources Committee and Finance Committee had separately considered questions related to the pension plans. She said the purpose was to determine whether any increase in funding should be built into the budget. She said the Finance Committee had agreed on a target of funding both pension plans at 100 percent and reached consensus on a recommendation to reduce the amortization period for the Amalgamated Transit Union (ATU) plan from the current 24 years to 20 years to make it consistent with the salaried plan. She said there was also agreement to look at a reduced assumed interest rate but disagreement about what that rate might be. She said two members were comfortable with a 7.5 percent rate and one member preferred a 7.25 percent rate. She said the investment advisers had recommended the 7.5 percent assumed interest rate.

Mr. Kortge said that it was likely the committee would be more comfortable with a 7.5 percent rate given the information from the investment advisers.

Ms. Neidig said that the Board Human Resources Committee had a similar discussion and reached similar conclusions that the long-term goal for both plans was 100 percent, it made sense to reduce the ATU amortization period to 20 years, and a 7.5 percent assumed interest rate was appropriate.

Ms. Ban said the Human Resources Committee also had recommended that pension plan reviews be conducted more frequently.

Director of Finance & Information Technology Diane Hellekson said the version of the long-range financial plan reviewed by the Board Finance Committee assumed a 20-year amortization period for both plans and a 7.5 percent rate of return. She emphasized that the correct term was “rate of return” and not “interest rate.”

In response to a comment from Mr. Kortge, Ms. Neidig said that the average years of service at retirement for District employees had gone down over the last four or five years and was now closer to 20 years.

Mr. Pangborn stated that the will of the Board on the plans would be incorporated into the budget document. Ms. Hellekson said that the revised long-range financial plan would be presented to the Board in March and that would provide another opportunity to discuss pension plans.

Monthly Financial Report – January 2006 – Ms. Hellekson indicated that the rate of growth and payroll tax receipts had slowed somewhat but was still well ahead of budget. She said personal services was at about a 4.2 percent annual growth, well within the targeted amount in the current-year budget. She said that fuel costs were still a concern but fuel expenditures year-to-date were within budget.

2006 Federal Agenda – Ms. Lynch referred to agenda packet materials that provided an overview of the process for developing the Eugene-Springfield area unified federal agenda for presentation to the Oregon Congressional delegation. She said that participating jurisdictions developed their agendas based on identified needs in capital improvement programs and budgets and the agendas were organized into a single document organized by appropriations area rather than jurisdiction. She said there was no competition among projects with appropriations subcategories, and representatives from jurisdictions would be going to

Washington, D.C., at the end of the following week to present the unified agenda. She said that LTD was requesting \$2 million to help with the purchase of a new radio system and \$1.5 million for preliminary engineering for the Pioneer Parkway corridor.

Oregon Transportation Plan Update – Ms. Lynch stated that comments on the draft plan were due March 1, 2006, and she had drafted a letter that addressed the following points:

- Support for the vision of a multi-modal connected system
- Limits on the Oregon Transportation Commission's (OTC) authority to execute the concept
- Point out that increased service was the best source of increased ridership, not just marketing
- Funding: taking funds from elderly and disabled transportation services, which was one of the few sources of flexible funds; lack of commitment to funding public transportation – increasing fares was not the answer

Mr. Kortge asked if the funding issues represented the philosophy of the OTC. Ms. Lynch said it was more likely a drafting issue and it was important that those concerns about the draft be raised to the commission. She said she would e-mail a copy of the draft comment letter to Board members for review prior to its being signed by the Board president.

Mr. Gaydos suggested that the letter also could emphasize the role of transit in increasing the capacity of corridors.

Board Vacancy – Ms. Lynch reported that the Governor's office was having difficulty identifying a potential Board member who was a regular transit user as defined by law. She asked the Board for assistance in identifying suitable candidates and noted that "regular" did not imply daily usage. Mr. Kortge indicated that he could be a "regular" user.

EMPLOYEE OF THE MONTH – Transit Operations Manager Mark Johnson introduced Bus Operator Emilio Garcia, March 2006 Employee of the Month. He said that Mr. Garcia had been employed by the District since February 1976 and was nominated by a regular rider for his consistently pleasant attitude and kind consideration.

Mr. Gaydos presented Mr. Garcia with his awards and thanked him for his service.

Mr. Garcia thanked the Board for its recognition and presented Mr. Gaydos and Mr. Pangborn with "easy" buttons to use when making hard decisions.

AUDIENCE PARTICIPATION – Mr. Gaydos called for comments from the audience on non-agenda topics.

Fred Simmons, 312 South 52nd Place, Springfield, an LTD retiree, said the joint insurance committee reviewing Medicare was considering three plan choices: Pacific Source, Providence, and the Regency. He asked the Board to forward a request to the committee to examine whether there were opportunities for improvement of the offering. He stressed he was not asking for an increase in the dollar amount; rather, for an enhanced mix of offerings. He urged staff to monitor planning for a new Springfield jail as it could generate substantial rider opportunities.

Mr. Pangborn explained that when an employee retired, the District provided a supplement that could be used for purchasing insurance, either before qualifying for Medicare or after.

Paula Praus-Williams, 2171 East Irwin Way, Eugene, thanked the Board and Commuter Solutions on behalf of Home Source, an alternative education program for home school students, for the Smart Ways to School program and making passes available to Home Source students.

Mr. Gaydos mentioned that Commuter Solutions was also identifying ways to help KidSports use the Smart Ways program.

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar** – Mr. Eyster moved adoption of LTD Board Resolution No. 2006-005: “It is hereby resolved that the Consent Calendar for February 15, 2006, is approved as presented.” Mr. Kortge provided the second. The Consent Calendar consisted of the minutes of the January 18, 2006, regular Board meeting and the nominations to the Budget Committee of Russ Brink and Michael Langis.

VOTE The Consent Calendar was approved as follows:
AYES: Ban, Davis, Eyster, Gaydos, Kortge (5)
NAYS: None
ABSENTIONS: None
EXCUSED: Gant, (one vacancy)

Strategic Plan Approval – Mr. Viggiano remarked that the updated Strategic Plan reflected the four budgetary priorities for the coming years, as well as other updates to the strategic actions. He said the Board requested an internal review of the plan and four priority areas, and that had occurred. He said the plan had not generated a great deal of reaction but the comments received were generally positive.

Referring to performance measures on page 10 of the plan, Mr. Gaydos asked for staff feedback on how soon the debt-standard and New Starts funding criteria standards would be defined and when the concept of neighborhood shuttles associated with EmX would be implemented. Mr. Viggiano said that neighborhood shuttles would be implemented when EmX corridors were implemented.

Mr. Gaydos suggested that neighborhood shuttles be reflected as short- or mid-term implementation strategies.

Mr. Pangborn noted that neighborhood shuttles also would be a part of progressive corridor enhancement.

MOTION Mr. Kortge moved approval of LTD Resolution 2006-006: “It is hereby resolved that the LTD Board approve the 2006 Strategic Plan as amended in accordance with Mr. Gaydos’ suggestion.” Mr. Eyster provided the second.

VOTE The 2006 Strategic Plan as amended was approved follows:
AYES: Ban, Davis, Eyster, Gaydos, Kortge (5)
NAYS: None
ABSENTIONS: None
EXCUSED: Gant, (one vacancy)

EmX Steering Committee Appointments – Mr. Viggiano presented the recommendation that Steve Gordon be appointed to fill the At-Large position. Mr. Gordon had been a planner with Lane Council of Governments for many years and was a nationally recognized wetlands expert. Mr. Viggiano said that there had been a recent suggestion to invite Springfield City Councilor Christine Lundberg to join the Steering Committee during the Pioneer Parkway process. He said that would be an additional position and if the Board agreed she would be asked to join the committee.

Ms. Ban pointed out that she was listed as a committee member instead of Debbie Davis.

MOTION Ms. Ban moved approval of LTD Resolution 2006-007: It is hereby resolved that Steve Gordon and Christine Lundberg be appointed to the EmX Steering Committee. Ms. Davis provided the second.

VOTE The resolution was approved as follows:
AYES: Ban, Davis, Eyster, Gaydos, Kortge (5)
NAYS: None
ABSENTIONS: None
EXCUSED: Gant, (one vacancy)

Decision Regarding General Manager Selection Process – Ms. Neidig reviewed the February 15, 2006, report from the Board Human Resources Committee, including the proposed time period for selecting the general manager. She said the committee had developed a draft work plan for 2006 and 2007 and described the various ongoing and special activities. She pointed out that the process for selecting a long-term general manager would commence in January 2007 with consideration of selection criteria and the goal was to select a general manager by the end of 2007.

Mr. Kortge said that the District currently had a general manager, Mark Pangborn, and given the numerous tasks facing the District and the Board it made sense to postpone the general manager selection process until 2008 or 2009.

Mr. Eyster concurred with Mr. Kortge.

Mr. Kortge said it was appropriate to conduct a general manager evaluation in August 2006 but he was not comfortable having a written plan saying a new general manager would be selected in December 2007.

Mr. Gaydos said the Human Resources Committee had developed a two-year plan and felt it could accomplish all necessary tasks within a reasonable period of time, but the general manager selection process did not have to be scheduled at a particular time.

Mr. Kortge agreed that the steps outlined in the committee's plan were good but should not have specific dates attached.

Mr. Gaydos determined that there was agreement among Board members with Mr. Kortge's suggestion to postpone selection of a new general manager by removing specific dates attached to the process.

Mr. Gaydos said that currently Mr. Pangborn's authority was based on a resolution appointing him as interim general manager in the event there was no general manager. He said the Human Resources Committee was recommending appointment of Mr. Pangborn as general manager.

Mr. Kortge agreed with the recommendation and added it was important to also appoint a general manager pro tempore, in the event that Mr. Pangborn was out of town or otherwise unavailable.

MOTION Mr. Kortge moved LTD Resolution No. 2006-008, to appoint Mark Pangborn as Lane Transit District general manager and that the Executive Committee or Board HR Committee negotiate an employment contract and, once that was concluded, the Board appoint a general manager pro tempore. Ms. Ban provided the second.

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

Mr. Pangborn thanked the Board for its confidence in naming him general manager.

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports

Walnut Station – Mr. Eyster reported on the Walnut Station mixed-use development plan. He distributed materials from the City of Eugene Planning and Development Department and said that TransPlan required efforts to reduce vehicle miles traveled (VMT). He said that nodal development, or mixed-use centers, was proposed as an alternative to the 5 percent reduction in vehicle miles traveled and the Walnut Station plan reflected that initiative. He said a steering committee had presented three alternatives for public comment and would be meeting on March 8 to consider that feedback and develop a specific proposal.

Mr. Pangborn said the Walnut Station design included dual corridors for BRT and the District's current design had a single corridor.

Mr. Eyster said that the steering committee was taking the position that two lanes were preferable.

Mr. Viggiano said that TransPlan included more than 30 nodes and the Walnut node was selected as a priority in large part because of the EmX service and station.

Metropolitan Policy Committee – Mr. Gaydos reported that the West Eugene Parkway facilitator selection committee had received three applications and hoped to select a facilitator at its meeting on February 17. He said the facilitator would conduct an assessment of the situation that should be accomplished by May 2006.

Mr. Pangborn added that the MPC had endorsed all three *ConnectOregon* applications from the area, as had the Lane County Board of Commissioners.

Board Communication and Process Committee – Mr. Gaydos said that Mr. Gant had requested, and the committee agreed, that there should be time available to discuss issues such as how the Board related to the general manager and the role of the Board president, and those discussions should be included on future meeting agendas.

Mr. Eyster noted that the committee had also committed to having more regular work sessions on Monday nights in order to accomplish those types of discussions and facilitate communication.

Springfield Chamber of Commerce – Mr. Eyster said that he, Mr. Pangborn, and Ms. Neidig had met with the Chamber's Legislative Issues Committee and it was a good conversation.

ADJOURNMENT: The meeting adjourned at 7:15 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING/PUBLIC HEARING ON FARES AND SERVICE

Monday, February 13, 2006

Pursuant to notice given to *The Register-Guard* for publication on February 9, 2006, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting on Monday, February 13, 2006, beginning at 5:30 p.m. in the Bascom/Tykeson Room of the Eugene Public Library.

Present: Susan Ban, Vice President
Mike Eyster
Gerry Gaydos, President, presiding
Dean Kortge
Mark Pangborn, Interim General Manager
Jo Sullivan, Clerk of the Board, Recording Secretary

Absent: Debbie Davis, Treasurer
David Gant, Secretary
(one vacancy)

CALL TO ORDER: The meeting was called to order at 5:33 p.m. by Board President Gery Gaydos.

PRELIMINARY REMARKS/ADDITIONS TO AGENDA: Mr. Pangborn called the Board's attention to information regarding an OASIS breakfast on April 13, to which Board members were invited.

PRELIMINARY PUBLIC HEARING ON FY 2006-07 FARE RECOMMENDATIONS: Director of Marketing and Communications Andy Vobora presented the staff's recommendation for an increase in the price of tokens from \$1.00 to \$1.10. He noted that tokens provided riders with an interim step between cash fares and passes. Previous fare increases included a cash fare increase in July 2001, tokens in July 2002, and monthly passes in July 2002. Mr. Vobora explained that the District typically staggered changes in fares to allow customers an opportunity to change fare types and save money. Information about this potential change had been distributed through *Bus Talk*, on-board bus posters, a display in the Customer Service Center, and on the District's Web page, and was covered in *The Register-Guard*. If directed by the Board, this fare increase would be included in the fare ordinance scheduled for a first reading on March 15, 2006, with the second reading and adoption scheduled for April 19, 2006. The token price would be implemented on July 1, 2006.

Mr. Vobora explained that the second recommendation being considered was to increase group pass prices by 6 percent for 2007. Group pass prices were not included in the District's fare ordinance, so this would be a separate action item for the Board on April 19, 2006.

Public Hearing on Fares: Mr. Gaydos opened the public hearing on the fare recommendation. There was no one wishing to testify, and the public hearing was closed.

PRELIMINARY PUBLIC HEARING ON FY 2006-07 SERVICE RECOMMENDATIONS: Service Planning Manager Will Mueller presented the service changes under consideration for FY 2006-07. He used a PowerPoint presentation to discuss the proposed service changes, the 2006 annual route review process and schedule, the public involvement process, annual route review and EmX service coordination; and key annual route review issues. The key issues for consideration were:

- (1) Whether the Franklin EmX should operate on 10-minute or 12-minute headways on weekdays and the #11 Thurston should operate on 15-minute or 20-minute headways on weekdays
- (2) When and how to provide service to the new federal courthouse
- (3) Possible elimination of the 5:20 p.m. trip on the #22 Crest Drive route and summer service
- (4) Possible elimination of the loop service on the #76 UO/Westmoreland route and summer service
- (5) Possible addition of additional afternoon and later service on the #98 Cottage Grove route
- (6) The juggling of bus bay assignments at the Eugene Station with the implementation of EmX service
- (7) Possible reinstatement of midday service frequencies on routes #25, #28, and #30

Public Hearing on Service Recommendations: Mr. Gaydos opened the public hearing on the FY 2006-07 service recommendations. He asked that speakers limit their remarks to three minutes.

- (1) Mel Barnes of Springfield handed written comments to the Board. He suggested several service changes in Springfield, including the area northeast of 5th Street and Q Street, on Jasper Road (between 32nd and 42nd Streets); and a route on 32nd via Virginia/Daisy to 69th for older people who lived in the area. He said that more than 500 homes were being built south and east of 58th Street, in the Potato Hill area.
- (2) Mike Fleck introduced himself as a Cottage Grove city councilor and explained that he had been instrumental in helping get LTD service to Cottage Grove. He said he had quit riding the bus 18 months ago because he had to work later, and that he appreciated the consideration of a later evening route. He said that people were standing on the buses in the morning, and he knew of one person turned away from service recently. He appreciated the articulated buses, and said that occasionally when smaller buses had to be used, they ran out of room, and people had complained to him. He said that Mr. Vobora would be speaking to the City Council that evening and could bring the Council's feedback back to the Board. He stated that the 7 a.m. bus to Eugene typically was two-thirds full to Creswell and then standing-room-only after that, every day. He said that this route really needed the additional service.
- (3) The Brandt family of Eugene spoke about the #76 loop service. Kathleen Brandt said that they had moved to their neighborhood because it had hourly bus service, and she commuted to PeaceHealth. Then the service changed to only morning and evening trips. She stated that her family believed in alternative transportation, so she had switched to biking, but there were steep hills and she had been injured. She said that the family would miss the bus service very much if they did not have it, and that currently she took her bike on the bus. Genevieve Brandt said that she would be going to Roosevelt Middle School the following year and wanted to ride the bus to school with the other neighborhood kids. Jon Brandt, a bike rider, said he had broken his arm six months ago and rode the bus five

days a week, preferring taking the bus to driving a car. He said that his son Everett rode the school bus every day and that would lead to riding the city bus. Natalie Brandt said that it was fun to walk and ride the bus and that it was good exercise.

- (4) Marion Walter of Eugene expressed her appreciation that the hearing was at the Eugene Library instead of in Glenwood. She said she would e-mail more comments, but had a question about the #11 Thurston. Mr. Pangborn said that the EmX Franklin Corridor would follow the #11 route. Ms. Walter was concerned that EmX would not be on campus and would not stop at the PC Market of Choice and Hirons, which would be more difficult for those with shopping bags. She also asked if the #25 would be restored midday. Mr. Mueller explained that the recommendation was to restore service on the #28 and #30, but that the #25 did not make the cut. Ms. Walter said she had ridden the #27 for 27 years and that few people rode on Saturday because the first bus got downtown at 10:25 a.m. and also missed transfers downtown. She stated that she was glad that Saturday Breeze service was being restored. She said that having a bus every hour was very difficult because of connections, sometimes causing a wait of 25 to 55 minutes downtown, and she asked the Board to think of the people like herself who did everything by bus. Mr. Mueller clarified that the Saturday Breeze service was not recommended to be restored. He noted that the goal was to provide a 2 percent service increase overall, and the current list of recommendations was higher, at 2.28 percent.
- (5) Lucas Murphy of Springfield said that he had come before the Board in November requesting that the #11 Thurston resume traveling to B Street between 5th and 14th Streets. He liked the idea of a possible route down 32nd, Virginia, and Daisy, and thought that a bus by Agnes Stewart School would be nice. Regarding a bus stop at Hirons and PC Market, he said that he would not want to be in the block by the deserted auto agency parking lot with a bag of groceries at night, and that he felt safe where the stop currently was. He said that he had e-mailed comments regarding safety concerns about crossing South A Street to get back to Springfield on the #11. He said it was a very busy street and somewhat deserted until the residential area on North A Street. He stated that the Board should consider these kinds of safety concerns in service requirements as much as anything else. Regarding the restoration of service on B Street, he said, the bus at the Springfield Station had eight minutes to wait during peak periods and that many times the bus stopped and waited a couple of minutes at the Thurston Station because it was ahead of schedule. He thought the #11 could easily be restored to that B Street segment and the operators still would have recovery time.
- (6) Happi Matthews of Eugene stated that he was with the Associated Students of Lane Community College student government, with a responsibility to address issues for students. He said that it was difficult for students to take the #98 when they had night courses and could not get back to Cottage Grove. He thought that safety on the #98 was an issue, with standing room only at 60 miles an hour on the freeway, and he said that some students had been turned away because the bus was full. He recommended a later route for people who worked until 6 p.m., and that the #85 go to the Springfield Station instead of riders having to transfer to the #11 at the Eugene Station. He wondered if the #85, #12, and #13 could go to the Springfield Station on a rotating schedule, and wondered if there could be more routes from LCC so that people did not have to go to the Eugene Station. He said he would provide his comments in writing before the service decision and would return with additional recommendations from students on March 13.

- (7) Dennis Turner of Springfield said that he had ridden LTD extensively for many years, including the #12, #11, and the Breeze. He asked LTD to consider restoring Saturday Breeze service and later service, and said he supported scenario C for EmX.
- (8) Chris Phillips of Eugene spoke about the #76 service to City View and 28th Avenue in Eugene. Residents had been told that four riders per hour would be enough to keep the service and he thought that had happened, but that the new target had changed to five riders per hour. He said that ridership was hurt considerably in September, the new bid period for drivers. During that time, the 7:30 a.m. inbound bus to the UO was at least 10 minutes late and most times 15 minutes late for one and a half weeks at the beginning of the new term, because it was late from Junction City. He said that many people did not begin riding because of that. When driven by operators on the extra board, there was a different driver every day, and the last two times the bus did not go around the loop. Therefore, he said, people could not count on the bus; however, ridership had been increasing. He said that he had seen an average of 6 or 6.5 riders on the bus by the time the loop ended, with quite a few occasional riders and new faces on the bus on afternoon trips. He thought that more people would ride as a result of increases in the cost of gasoline. He mentioned also that he had sent an e-mail suggesting a possible rearrangement of the #76 and #22. He said that about 15 or so schoolchildren currently served by the #76 and not the #22 were attending Roosevelt. He thought they might be more likely to ride the bus if the connection with the #22 were better. Currently, the #22 got to 28th and Chambers about two minutes after #76 had gone by.
- (9) Robert L. Hixon of Eugene said he understood that LTD might do away with the #76 altogether. He said that when he bought his home in 1988, there was hourly bus service between 6 a.m. and 6 p.m. and it was a joy to be able to take the bus. Now he said he no longer rode because he would have to ride at 6:30 a.m. and 5:30 p.m. He said he was 76 years old and depended on his car, but his original intent was that the bus at 28th and City View was going to be his lifeline.
- (10) Lorie Inglis of Eugene said she was a neighbor of the Brandts and Chris Phillips, and they had gotten her to start riding the #76. She said that the #33 was a 15-minute walk to her house but the #76 was a two-block walk. She said she could appreciate earlier service in the morning and could not ride the #76 home because she had to work later, so she had to ride the #33 and walk. She said she had been stranded at night with the next bus at 11 p.m. with children. She said she appreciated the #76 and asked LTD to keep it. She thought that some errors, such as a couple of weeks ago when the operator missed Westmoreland and had to go back around, might discourage occasional riders from riding again.
- (11) Laurie Gansel of Cottage Grove said that she had been riding bus #98 since it started, and that it was crowded at 11:0f a.m. into Eugene and 4:30 p.m. outbound. She said it was normal for people to have to stand, and dangerous to stand at Interstate speeds. She urged LTD to add another bus, and asked for an evening bus leaving Eugene late enough so that people could attend UO athletic events and Hult Center events.
- (12) Colleen Shaw of Eugene said that she wanted to live on a bus route and recently bought a house served by the #76. She did not have class until 10 a.m. so took the #33 rather than the 7:30 a.m. #76. She said there were always at least three people, as well as friends who lived in the area, who would ride the #76 if there were midday service.
- (13) Kurt Yeiter of Eugene said that he lived on 28th Avenue on the #76 loop. He called attention to his written comments on page 5 of the packet of comments received by LTD.

He stated that LTD provided a "class act," and thanked the Board. He said that Mr. Mueller had talked to his neighborhood group earlier in the year. He told the Board that he was proud of his daughter for taking the Breeze to the prom. He suggested adding service instead of cutting the #76, since people were unable to ride this service if they worked later in the evening. He said that it was very limited service and sometimes seemed like one-directional service. He said that the loop only took a couple of minutes. He did not think it picked people up westbound on 18th, so he didn't think it hurt timing to make the loop. From his observations, ridership seemed to be increasing. He said there was a lot of turnover in the neighborhood, with quite a few homes up for sale each year, and he saw new faces on the bus. He said he did not know what the future held for Westmoreland student housing, so it seemed to him that LTD could continue the service and it might expand, and then LTD could assess the service again later.

- (14) Jim Weston of Sacred Heart Medical Center/PeaceHealth thanked the Board for helping get their employees to work. He also thanked Ken Augustson for helping with the #75x and Mr. Mueller for his work on service to International Way. He said he was there to speak in support of service for International Way, and said he thought the #76 service should be retained. He also spoke in support of the 11:40 p.m. departure times being restored. Lastly, he spoke about his concern about escalating costs for the group pass program.
- (15) Dorothy Ehli asked when the courthouse would open and what transportation would be provided. Mr. Mueller said that the courthouse was scheduled to open in Fall 2006 and staff were considering deviating some trips near there. He explained that a lot of road and signal improvements would not be made until late 2007 or 008, so it was difficult to plan service. Staff hoped to have the #28 let people off at the crossing at Broadway until the crossing at 8th and Mill was ready in 2008.

There was no other testimony, and Mr. Gaydos closed the public hearing. Mr. Kortge left the meeting during the public testimony. The rest of the Board took a brief break.

EMX PROJECT UPDATE: Facilities Services Manager Charlie Simmons, EmX Public Relations Representative Sue Viggiano, and Development Services Planning Associate Technician Joe McCormack provided an update on the EmX project, including lane construction, property acquisition, utilities undergrounding, stations, roadwork, public art, vehicles, and budget.

FACILITIES CAPITAL PROJECTS UPDATE: Mr. Simmons and Mr. McCormack updated the Board on removal of old shelters and the installation of new shelters through the LTD service area. They also provided information on the joint development tenants at the Springfield Station and demolition and reconstruction of the old Springfield Station, as well as updates on other LTD facilities, including the property at 310 Garfield, the year-old RideSource facility, the Amazon Station, and new pedestrian crossings on Country Club Road and at other locations.

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

Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: March 15, 2006

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 Board Activity Calendars with their personal calendars and for discussion at each Board meeting. Updated Board Activity Calendars are included with this packet for Board members.

Please see the following memo from Stefano Viggiano regarding April meeting dates.

Please contact Jo Sullivan with any changes in your availability for LTD-related meetings and events, or to provide your winter and spring vacation dates.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: March 15, 2006

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 March 15, 2006:

1. Approval of minutes: February 13, 2006, special meeting on Fares and Service
2. Approval of minutes: February 15, 2006, regular Board meeting

ATTACHMENTS:

1. Minutes of the February 13, 2006, special meeting on Fares and Service
2. Minutes of February 15, 2006, regular Board meeting

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

LTD Resolution No. 2006-009: It is hereby resolved that the Consent Calendar for March 15, 2006, is approved as presented.

PROPOSED MOTION FOR CIP APPROVAL

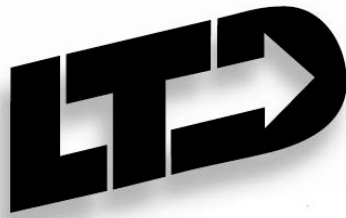
I move that the Board adopt the following resolution:

LTD Resolution No. 2006-013: It is hereby resolved that the revised Capital Improvement Program is approved as presented [amended].

PROPOSED MOTION FOR LRFAP APPROVAL

I move that the Board adopt the following resolution:

LTD Resolution No. 2006-014: It is hereby resolved that the revised Long-Range Financial Plan is approved as presented [amended].



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MONTHLY DEPARTMENT REPORTS

March 15, 2006

GOVERNMENT RELATIONS

Linda Lynch, Government Relations Manager

Federal lobbying: The annual local government lobbying trip to Washington, D.C., was February 27 – March 3. It is impossible to predict the appropriations process and outcomes, but there were several important meetings and opportunities for all six local governments participating in this trip. The ground rules require that each jurisdiction's projects are supported by others, that if there are differences of opinion, they are worked out at home. The trip always produces an interesting mix of people and events. It builds bridges among jurisdictions. For example, Sheriff Russ Burger became the best advocate for LTD's radio communications upgrade proposal.

At the FTA offices we learned that LTD and Orlando, Florida, are likely to be test sites for precision docking mechanisms. The goal is to demonstrate that such a system should be commercially produced and made available to BRT systems around the country. Final word on that will be in April. Testing could begin as soon as the Franklin corridor vehicles arrive.

Oregon Transportation Plan: At the last Board meeting, proposed comments on the draft Oregon Transportation Plan were discussed. Attached to this report are the letter and enclosure that were sent to the Transportation Commission.

Connect Oregon: The State received 103 applications requesting \$236 million. (There is \$100 million available.) In Region 2, the region in which LTD competes, there were 24 applications totaling \$62 million. Statewide, LTD's \$7.6 million request was among the largest, but staff hopes that the application was clear: that a smaller amount would fund the most important part of the project. The applications are being reviewed to determine which actually qualify for funding; then will move on to review by modal advisory committees. The grants proposed to be funded will be announced in June, with final Transportation Commission action in July.

DEVELOPMENT SERVICES

Stefano Viggiano, Director of Development Services

EmX PLANNING

Graham Carey, BRT Project Engineer

Pioneer Parkway Corridor: As reported last month, the Federal Transit Administration (FTA) has indicated that the Pioneer Parkway EmX project may proceed with an Environment Assessment rather than an Environmental Impact Statement. This provides an opportunity to meet the August 2006 New Starts submissions. In order to meet federal New Starts submissions schedules, a preferred design (locally preferred alternative) must be selected by the end of April 2006. A presentation of the new schedule was made to the Springfield City Council by Mike Eyster on February 21, 2006. Staff have been meeting with property owners/tenants along the corridor, culminating in an Open House on March 22, 2006 at the Springfield Library Room. A further presentation is planned for the Springfield City Council on March 20th, 2006. Additional activities include a mailing to all residents within a quarter mile of the corridor and a meeting of the three stakeholder groups from the planning work two years ago.

MLK Parkway: The decision on the contractors request to close the intersection of Pioneer Parkway and Hayden Bridge Way for a period of approximately three weeks to construct the roundabout is still pending. The recent good weather has allowed the construction of the sound wall and other earth moving activities to proceed at a rapid pace.

METROPOLITAN PLANNING

Anita Yap, Transit Development Planner

Region 2050: The Region 2050 Policy Advisory Board met February 22. The Policy Board discussed the Draft Regional Growth Concept, developed over the last five years. The concept includes future growth areas for the region. The Policy Board decided to move forward with certain jurisdictions with evaluation of the concept. Some communities wanted to discuss the assumptions with their respective councils and boards. The next step will be an evaluation phase of the concept to determine the impact and needs of the growth concept. This is expected to move forward in the next month.

Walnut Mixed Use Station: A technical advisory committee and Steering Committee meeting is scheduled for March 8 with the City of Eugene. A preferred alternative will be presented for the Steering Committee to discuss and make a recommendation to the Eugene Planning Commission. Eugene developed the preferred alternative based on a public involvement process that included stakeholders in the area.

I-5/Franklin Planning: Based on the studies of the proposed interchange, ODOT has determined that there is not a transportation problem; however they will support Eugene and

Springfield to study the issue further. The cities of Springfield and Eugene agreed to fund the match for developing a refinement plan for the interchange area, which includes the Glenwood interchange. The planning will have some limitations relating to design that will need to be scoped in the next phase of planning.

SERVICE PLANNING

Will Mueller, Service Planning Manager

- **Annual Route Review (ARR):** Staff reviewed the ARR service proposal based upon community and customer input at the public hearing and other communication venues, as well as the Board direction from the February 15 meeting. Another Service Advisory Committee (SAC) meeting was held on February 27, along with another Board Service & Marketing Committee meeting on February 28, in order to fashion a recommended service change package for full Board consideration on March 15.
- **Winter Bid:** Winter Bid started on February 6. Winter bid included a number of operational fixes involving time added to various routes to improve their ability to operate on time. So far, 'non-late' performance for the winter bid stands at 93.4 percent compared to the fall bid average of 90.2 percent. Planning staff will do an analysis of the winter bid meal breaks to determine how well they are working sometime in early March.
- **UO Basketball Service:** UO Basketball service concluded the last weekend of February. This season, LTD changed one of its park & ride locations from River Road Station to the Valley River Inn. The move reduced the number of buses needed to provide pre-game service. Some key statistics from the season include: The modal split for a total of thirty-eight games dropped to 5.4 percent from last season's 6.1 percent. Rides per schedule hour, however, rose from 23.9 to 26.0 for the season. In addition, the number of Transportation Coordinator (LTD operators used to provide crowd management) hours dropped almost 17 percent--from 750 for the 2004-05 season to 643 hours for this year's UO basketball service.

COMMUTER SOLUTIONS

Connie B. Williams, Program Manager

Program Management

- Bob Ransom, Mid-Valley Rideshare Manager, was offered and accepted the position of Rideshare Program Coordinator. He will begin in this capacity beginning March 13.
- Annette Speck, Commuter Solutions Administrative Assistant, has accepted a position outside of Lane Transit District. Her last day of work will be March 24. A job posting and solicitation for her replacement will be done in March.
- A Monthly Department Report was provided to the LTD Board of Directors, LTD General Manager, and the Transportation Planning Committee (TPC).

Congestion Mitigation Program (CMP)/KeepUsMoving.Info Web Site

- On February 27, a meeting was held with the City of Springfield to discuss communications assistance from Commuter Solutions for the City's roundabout project near Harlow Road and Hayden Bridge Road.

Smart Ways to School Program

- Lisa VanWinkle has been appointed vice chair of the Oregon Safe Routes to School Advisory Committee. The Committee will help guide the Oregon Department of Transportation Traffic Safety Division in developing Oregon Administrative Rules governing the use and distribution of federally-funded Safe Routes to School monies. The first meeting was held Tuesday, February 28.
- Lisa VanWinkle was appointed to serve on the Advisory Committee for the Oregon Department of Energy Business Energy Tax Credit regarding Transportation Projects. The Committee will give input regarding proposed changes to Oregon Administrative Rules. The first meeting was held Thursday, February 23.
- A survey was conducted with LTD Operators about the Student Transit Pass Program. The majority of respondents were very positive about the value of the program for LTD and the community. Instances of student misbehavior are a concern for a good portion of the responding drivers. A team will meet to discuss what actions are appropriate to address this issue.
- A proposal has been developed to apply for a Business Energy Tax Credit for a 2006-07 Student Transit Pass Program. If approved, the plan would serve 22,000 Eugene-Springfield students plus an additional 5,000 students in rural communities where LTD currently provides service.
- Staff met with KIDSPORTS and YMCA to discuss collaborating to offer free carpool-match services to families of youth participating in after-school activities. No decision on implementing a pilot project has yet been made.

Regional Transportation Planning/Strategies

- Marcia and Connie attended the Statewide Transportation Options Working Group meeting in Salem on February 24.
- The Transportation Options Advisory Committee (TOAC) held meetings on February 2 and February 23.

Group Pass/Emergency Ride Home Programs:

- Incline Management, doing business as three businesses: West Bros BBQ (new owners); Days Inn of Gateway; and Quality Inn & Suites on Franklin Boulevard, will begin a Group Pass Program on March 1.

CAPITAL PROJECTS

Charlie Simmons, Facilities Services Manager

Springfield Station Retail Space: Work on the southern portion of the retail space at the Springfield Station was completed and the new business, Johnny Cakes, opened in mid February.

Shelter Replacement: The replacement of the older shelter with a new, vandal-resistant, shelter continues.

Franklin Corridor EmX:

Sue Viggiano, EmX Communications

February ended with a couple of good weeks of weather, making it possible for excavation on the south side of Franklin Boulevard in Eugene to proceed at a rapid pace. In addition, the construction of curb-side stations in Glenwood is nearing completion. The McVay Station will be constructed next and will have two separate platforms: one for eastbound travel and one for westbound travel. The eastbound platform will be constructed first. Construction on the westbound platform will happen after the new signals are complete and lane reconfigurations near the station and intersection are in place.

By late March, work in the median on Franklin Boulevard between East 11th Avenue and Walnut Street will begin. Plans include the construction of a single bidirectional EmX lane from East 11th Avenue to the new Agate Station, two EmX lanes from Agate Street to the east side of Moss Street, and a single bidirectional lane from Moss Street to the new Walnut Station.

Communication efforts include an e-newsletter, regular contacts with businesses along Franklin Boulevard; neighborhood newsletter articles; fliers at area grocery stores, retail outlets, and hotels; and informational door hangers.

MARKETING AND COMMUNICATIONS

Andy Vobora, Director of Marketing and Communications

MEDIA

- *The Eugene Weekly* followed through on a story related to the severance package negotiated between the Board and Ken. It seemed to be a shorter version of the same piece they had run earlier.
- Several positive pieces ran on EmX construction.
- Ridership reports were highlighted and picked up by several media outlets. The UO Emerald ran a fairly extensive piece that went into some depth on the Student Transit Pass Program.
- Winter bid changes attracted some attention.
- The annual route review process and pricing changes were covered.
- Mark's appointment as General Manager was picked up by *The Register Guard*.

OUTREACH

- The Cottage Grove outreach has generated a good response to requests for feedback on the annual route review. Postcards mailed to all homes generated letters and emails, and helped communicate the Open House date. The Open House was visited by 38 people and the discussion was lively and informative.
- Additional dates are being set for outreach related to the River Road PCE project. Cosette Rees is handling these arrangements and there is growing interest by the neighborhood groups. Our first opportunity will be to introduce the project at a Whitaker Neighborhood meeting on 3/2. This will be followed by more focused meetings where PCE will be the only subject. Board members will be invited.

INTERNAL COMMUNICATIONS

- The communications audit is in full swing. Staff from the Ulum Group interviewed department directors and several other staff who supervise other administrative and contract employees. The next step was focus groups, which began in early March. One-on-one interviews will follow. Once these qualitative research phases are complete, a quantitative phase will ensue. All employees will be given the opportunity to complete a survey.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

Terry participated in *United We Ride* workgroup sessions organized by the Oregon Public Transit Division. The goal of the sessions was to assist with furthering the coordination efforts between public transit and human service transportation in Oregon. The State has a grant available to provide technical assistance for the development of local coordination plans, which now are required by both state and federal programs that fund transportation services for people who are low-income, elderly, and/or disabled.

LTD was represented at a panel presentation called, "Driving and Dementia Don't Mix." Staff provided information about products and services available through LTD's *EZ Access* program. Sponsored by the Alzheimer's Association, this event focused on information about transportation resources when people who begin experiencing dementia are no longer able to drive.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

There is no Transit Operations report this month.

MAINTENANCE

Tom Brush, Director of Maintenance

There is no Maintenance report this month.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Carol James, Accounting Manager

Two hundred eighty-four (284) vendor checks, totaling \$2,207,085, were processed during the month of February, including \$576,333 to Wildish Building Company for work related to the EmX Franklin Corridor.

Eighty (80) payroll checks and 909 payroll direct deposits totaling \$746,447 were made in February 2006. These numbers reflect two pay dates in February.

Eleven cash fare deposits totaling \$107,248 were made in February 2006.

PURCHASING

Jeanette Bailor, Purchasing Manager

A final price and delivery date for five articulated vehicles continues to be negotiated with New Flyer, with delivery occurring sometime in 2006. A Request for Proposal is going out for armored car services to handle farebox cash and other deposits. The travel policy is being updated to reflect current practices.

INFORMATION TECHNOLOGY

Steve Parrott, IT Manager

Implementation of the iTrak security incident/accident management software application went so well that LTD's project team decided to go live with the application one month early. The end-users of the iTrak application are very satisfied with the product's ease of use and reliability. The next step in this implementation process will be developing management reports to present the data being entered by LTD staff. IT Staff successfully transferred operations of the LTD.org site to an in-house web server. The process worked as planned and the transition was seamless for users of our web site.

LTD's IT manager attended an American Public Transportation Association (APTA) sponsored conference for Transit IT professionals. The conference provided a good opportunity to compare and contrast LTD's technology strategy with other public transit organizations. There were also opportunities to meet with technology vendors and learn about their products/services. Speakers and committee meetings presented information on a range of technology issues such as radio frequency (RF) re-banding, wireless internet protocol (IP) services to buses and commuter trains, web based trip planning and transit system status displays for transit customers via wireless devices (cell phones, personal data assistants (PDA's), etc), and asset management systems (aka ... fleet management). There were a number of discussions dealing with the cost of technology ownership as well.

HUMAN RESOURCES

Mary Neidig, Human Resources Director

HEALTH CARE

More than 110 employees have completed the Health Risk Assessment tool offered on-line. This will give Reliant Behavioral Health enough data to create useful reports to the Joint Insurance Committee about the areas of highest risk for our employees. The committee will then look at educational and screening approaches that can better help employees improve their health.

SELECTION AND HIRING

Recruitments are in progress for Journey Mechanic and Facilities Specialist. Openings will soon be posted for an Administrative Secretary for the Commuter Solutions Program and an Administrative Services Assistant in the Operations Department.

LABOR RELATIONS

The Labor Management Committee met for the first time in several months. This committee, part of the Collective Bargaining Agreement, decided to meet quarterly. The Committee is looking at individuals to provide training.

A grievance arbitration was held February 27 and 28. The issue was whether discipline levied for violent behavior was appropriate under the terms of the Collective Bargaining Agreement. The Arbitrator will receive final briefs within a month, and the Arbitrator's decision will follow several months after that.

OTHER ACTIVITIES

The Communications Audit is well under way, and employee groups will be interviewed during the first two weeks of March.

AGENDA ITEM SUMMARY

DATE OF MEETING: March 15, 2006

ITEM TITLE: District Liability Insurance Overview

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

ACTION REQUESTED: None.

BACKGROUND: Lane Transit District purchases a variety of insurance policies related to district liability. Examples include workers' compensation and vehicle liability coverage. Most are required by law. Tammy Fitch of Wilson-Heirgood Associates, LTD's insurance broker will present an overview of the insurance coverage currently in place.

CONSEQUENCES OF REQUESTED ACTION: There is no action requested.

ATTACHMENTS: None.

AGENDA ITEM SUMMARY

DATE OF MEETING: March 15, 2006

ITEM TITLE: Effect of 2006 Winter Bid Service Changes on System Performance

PREPARED BY: Will Mueller, Service Planning Manager

ACTION REQUESTED: None

BACKGROUND: Service reliability has been identified as a key goal for the District. To that end, staff were directed to design and implement changes for the 2006 winter bid to address the outstanding running time problems in the system. Since the winter bid was implemented on February 5, staff have been monitoring system performance in several arenas. Significantly, one of those components, the percent of buses late at key timepoints, has shown dramatic improvement in the first three-plus weeks of the winter bid. This rate has dropped from the 9.8 percent average late levels averaged during fall bid to 6.7 percent late. Additionally, the percent of trips arriving at the Eugene Station more than four minutes late has been cut in half--from the 7 percent average experienced during the fall bid to 3.5 percent for the month of February. The chart attachments referenced below give a visual representation of this improvement. Staff will also present figures on winter break operator meal break adherence and compare them to our experience during the fall bid.

ATTACHMENT: "Percent Late Buses at Key Timepoints" graph
"Eugene Station – Percent Arrivals 4+ Minutes Late" graph

AGENDA ITEM SUMMARY

DATE OF MEETING: March 15, 2006

ITEM TITLE: EmX VEHICLE: POSSIBLE PURCHASE OF SIXTH VEHICLE

PREPARED BY: Stefano Viggiano, Director of Development Service

ACTION REQUESTED: Provide direction on the possible purchase of a sixth EmX vehicle

BACKGROUND: A key question during the 2006 Annual Route Review process has been the frequency of service on the Franklin EmX on weekdays. The options are 12-minute service using three vehicles, or 10-minute service using four vehicles. Since the current plan is to purchase five vehicles, the 12-minute option would result in two spare vehicles, and the 10-minute option would result in one spare vehicle. It is likely that there are times when more than one EmX vehicle will be out of service.

The Board Service and Marketing Committee recommends that Franklin EmX service operate every 10 minutes on weekdays. To help assure that this happen, the Committee recommends that a sixth EmX vehicle be purchased. Note that the original plan had been to purchase six EmX vehicles, but a vehicle was eliminated as a cost-cutting measure.

The Capital Improvements Program (CIP) is scheduled for Board action at this meeting. Staff will provide one Capital Improvements Program with the planned five EmX vehicles and another that includes a sixth EmX vehicle. Staff will also provide information on the delivery schedule for a possible sixth vehicle, and an estimate of frequency that the schedule would be disrupted if we were to have only one spare.

ATTACHMENT: None.

PROPOSED MOTION: N/A

AGENDA ITEM SUMMARY

DATE OF MEETING: March 15, 2006

ITEM TITLE: APRIL 2006 EMPLOYEE OF THE MONTH

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

BACKGROUND: **April 2006 Employee of the Month:** Bus Operator John Dukes was selected as the April 2006 Employee of the Month. John was hired by LTD in February 2004. He was nominated for this award by a regular rider who commends him for his consistent eagerness to assist passengers—especially the elderly and passengers with children. She comments that he is polite, helpful, and goes the extra mile for his passengers.

John began his transit career in Seattle, Washington. After several years of driving in the Seattle area, he decided he needed to leave the big city for a smaller urban environment. Eugene, Oregon fit the bill. John applied for a job at Lane Transit District and was hired in February 2004.

John passed his probationary year with flying colors, achieving a perfect record during his first year of employment. After the first year, he never looked back. His perfect record of performance continued. During his second year at LTD, John was awarded the General Manager's Award for Excellence.

John's ability to go the extra mile for his passengers was evident this past December 2005. While on his route, he observed a man lying face down on the side of the road. John called Lane Transit District Operations and volunteered to assist the individual. The road supervisor responded and the Eugene Police Department arrived promptly to render aid.

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

His customers tell us about his willingness to go the extra mile and how helpful and polite John is. One elderly woman wrote in to let us know that "other people are talking about this!" She went on to explain how John had helped a woman with three kids get off and on the bus, and how he helps seniors get seated and also helps with their bags.

Another woman gushed, "I wish all drivers were more like him". John is the embodiment of what it means to be *customer oriented*. Seattle's loss is our gain.

Our congratulations to John on his selection as the April 2006 Employee of the Month!

AWARD: John will attend the March 15, 2006, meeting to be introduced to the Board and receive his award.

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AGENDA ITEM SUMMARY

- DATE OF MEETING:** March 15, 2006
- 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. **Pioneer Parkway Preferred Design**: In order to apply for FY 2008 federal funds, regular updates and several decisions by the Board will be required.
 - B. **Quarterly Performance Report**: Performance statistics for the system are regularly reported.
 - C. **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.

AGENDA ITEM SUMMARY

DATE OF MEETING: March 15, 2006

ITEM TITLE: General Manager Pro Tempore

PREPARED BY: Mark Pangborn, General Manager

ACTION REQUESTED: Adopt resolution naming a General Manager Pro Tempore

BACKGROUND: It is necessary to identify a general manager pro tempore at this time because of Mark Pangborn's promotion to general manager. Previously, he had been the designated pro tem. The attached resolution names Interim Assistant General Manager Linda Lynch as the general manager pro tempore. In the event that both Mark and Linda are out of the office, an acting general manager will be named for a designated period. The Board will always be informed of the general manager's absence.

RESULTS OF RECOMMENDED ACTION: This action assures there is always someone to serve in the capacity of the general manager.

ATTACHMENT: Resolution Designating General Manager Pro Tempore

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

LTD Resolution No. 2006-012: It is hereby resolved that the Interim Assistant General Manager Linda Lynch be designated as the general manager pro tempore for Lane Transit District during the absence or disability of the general manager.



LTD General Manager's Report to the Board of Directors

February 2006

Prepared by Mark Pangborn, Interim General Manager

FUTURE DATES TO REMEMBER

February 20, 2006	Presidents' Day – administrative offices closed (regular service)
February 21, 2006	Presentation to Springfield City Council (Davis, Eyster)
March 13, 2006	Special LTD Board Meeting/public hearing on fares and service (at Eugene Library)
March 15, 2006	Regular LTD Board Meeting
April 10, 2006	Special LTD Board Meeting/Work Session (tentative)
April 19, 2006	Regular LTD Board Meeting

ACTIVITIES

STRATEGIC GOALS

Service Reliability

The winter bid began on February 5th with the short-term fixes to improve the tight runs. While still early in the bid, it appears that we have been able to address the most pressing needs. We still need to do some fixes in Gateway service. Due to a change in shift schedules at Royal Caribbean and Oregon Medical Labs, our new service does not exactly meet their needs. The Planning staff is working on a solution.

Fleet

- The contract for the twenty 40-foot replacement buses has been signed with Gillig Corporation and those buses will start arriving in December 2006. The contract for articulated buses is almost complete and as soon as we receive final approval on state funding, we will sign that contract with New Flyer.
- Tom Brush is now working with LTD Maintenance staff on finalizing a plan for maintaining the fleet until the replacement buses arrive. Since Tom is new and was brought in to cover for the sudden departure of the former Maintenance director, I am attaching a short version of his resume to give you a sense of his background.

Facilities

Facilities Services is moving forward on hiring a maintenance specialist. Interviews will be conducted in the next two weeks.

Employee Relations and Health

Communications—Internal

Communication Audit—LTD has contracted with The Ulum Group to conduct an internal audit of LTD. In this process, which will begin immediately, the Ulum group will talk directly with all levels of the organization to help us assess the best methods for improving two-way communication between employees and supervisors at all levels of the organization. The results of the audit will be shared with the Board and all employees and become the blueprint for internal communications. The Union will participate in and is supportive of the process.

Union—I established a regular monthly meeting with Carol Allred. The first two meetings have been very productive. We are working with the Union on finding a method to improve working relationships. The Union has a number of layers of approval, so when they have had a chance to discuss and agree upon our next joint effort, I will report that back to the Board.

Written Material Provided To All Employees:

- A formal written response to the issues raised at the Board and GM listening session (also sent to Board)
- A summary of the FY 2006-07 Board strategic goals and requests for comment
- An expanded monthly edition of *Inside Lane*, a publication intended to cover LTD human interests and operational news (The Board will receive a copy.)

Employees—In the past month I have at least greeted a majority of the LTD employees in a variety of venues. I also have had longer discussions with employees who have expressed discontent in the past or wanted to talk in more detail about the District. I am now working with the department staff on how I can continue this process in a way that works for both my and the employee's work schedule.

Communications—External

Governmental Relations—I have assumed Ken's role in meeting with other local governmental staff on a regular basis to discuss issues of common interest. As issues arise, staff will keep the Board informed.

Training—Human Resources has requested the staffing and funds to implement a comprehensive training program at LTD. The program, if funded, would begin in July 2006 with the start of the new fiscal year.

Incentive And Rewards—Funding for this program has been requested to begin in July 2006.

Health Programs—In cooperation with the Union, LTD has implemented a health assessment program for all employees. The program is voluntary, but includes a \$70 financial incentive for all employees who complete the first year. The purpose of the program is to make employees and their medical benefits dependents more aware of their personal health issues and give them tools to improve their health. A flyer is attached with further information.

EmX – The good weather has been great for moving the project forward. Wildish construction is making excellent progress on the improvement on Franklin Boulevard

next to the University of Oregon. Board members are on the mailing list for weekly updates. The prototype vehicle is out of production and soon to be off to Altoona for testing. LTD staff were in Crookston, Minnesota, to inspect the vehicle. Our driver trainer was able to drive the vehicle and was very pleased to discover that it drove just like our current articulated buses, which handle well, simplifying training for EmX service.

UNITED FRONT—The United Front document is done. The local delegation will be in Washington, D.C., beginning February 26, 2006. Gerry Gaydos and Linda Lynch will be representing LTD. Linda will make a presentation on the LTD agenda at the February 15th meeting.

attachment

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GROUP PASS PROGRAM

OBJECTIVES

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

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Group pass programs attempt to:

1. **Increase ridership and ridership productivity (rides per service hour) by encouraging transit and other mode use as an alternative to drive-alone automobile use and to provide convenient, effective, and efficient public transportation services to all group pass participants;**
2. **To reduce parking demand, traffic congestion, and auto emissions problems in the community;**
3. Maintain or increase **LTD's** farebox to operating cost ratio; and
4. Decrease **LTD's** cost per trip.

Deleted: Increase ridership and ridership productivity (rides per service hour) by encouraging transit and other mode use as an alternative to drive-alone automobile use and to provide convenient, effective, and efficient public transportation services to all group pass participants

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

APPLICATION

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

PROGRAM GUIDELINES

Qualifying Organizations

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

1. **Consists of employees, students, or residents of a multi-unit residential facility who have an ongoing transit need that requires them to make multiple trips each week to and from a specific destination. Lane Transit District reserves the right to determine whether the transit-related needs of an organization qualify it to participate in the Group Pass Program.**
2. **Includes at least 10 individuals.**

Deleted: Consists of employees, students, or residents who have an on-going transit need and who make regular transit trips to and from a central location. ¶

3. Is financially capable and legally empowered to enter into a contract with LTD and meet the financial obligations dictated by that contract. The Group Pass Program will apply to all members in the organization.
4. LTD will consider qualifying organizations on a first-come/first-served basis, only if LTD has the service and equipment capacity to serve that organization.

Pricing

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

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

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

Rates are effective January 1, 2002. Current rates are available in the annual pricing plan.

2. The cost of additional service that is instituted by the District to directly respond to increased ridership resulting from the Group Pass Program.
3. **Participating group pass organizations shall not, in any manner or form, charge their employees, students, or residents a fee for a group pass that is greater than the fee paid by the organization to Lane Transit District for the group pass without the express written consent of Lane Transit District.**

Term of the Contract

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

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

Operational Issues

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

photo identification will be borne by the organization. Participating organizations will be responsible for administering the program within their organizations.

Marketing

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

Maintenance

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

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AGENDA ITEM SUMMARY

DATE OF MEETING: March 15, 2006

ITEM TITLE: INTERSTATE 5/FRANKLIN INTERCHANGE

PREPARED BY: Stefano Viggiano, Director of Development Services

ACTION REQUESTED: None

BACKGROUND: The Oregon Department of Transportation (ODOT) has been managing a process to assess the potential for a new interchange in Interstate 5 at Franklin Boulevard. Currently, the interchange at that location only provides Franklin Boulevard access to and from I-5 to the south. There was community interest in exploring Franklin Boulevard access to and from I-5 to the north, with possible implementation of the access improvements as part of the construction of the new replacement bridge over the river at that location.

Based on an initial study, ODOT has determined that there is not a transportation congestion or safety problem to 'solve' with the interchange improvements, and that the primary benefits of a new interchange are for community access and economic development. Attached is a memorandum from ODOT that explains their conclusion. The decision at this point is whether to proceed with a detailed planning study. Funding for the detailed study was provided in the Safe Accountable Flexible Efficient Transportation Act: A Legacy for Users (SAFETEA-LU).

Given the conclusion that the interchange improvements would not solve a documented transportation problem, ODOT has declined to act as the lead agency on any further refinement study, although they have offered to be involved in co-managing certain aspects of the study. Eugene has decided that they wish to continue with the planning study with the stipulation to limit the design options to be considered to those that do not require additional pilings in the river. Springfield is expected to also agree to continue with the planning study, though they prefer to keep all design options open for consideration. Each city would pay for half of the local match for the federal grant.

Should the refinement study proceed, LTD staff would remain involved on a technical committee for the study.

ATTACHMENTS: Memorandum from Tom Boyatt, ODOT, dated February 17, 2006.

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** March 15, 2006
- ITEM TITLE:** Medicaid Medical Transportation Call Center and Brokerage
- PREPARED BY:** Terry Parker, Accessible Services Program Manager
- ACTION REQUESTED:** Provide direction to the pursuit of an IGA with Oregon Medical Assistance Program (OMAP) to develop a Lane County Transportation Brokerage.
- BACKGROUND:** Medicaid medical services in Lane County are being purchased on a “fee for service” basis through local human service agencies. The State is creating Brokerage/Call Centers in each county and has asked LTD to provide this service for Medicaid trips originating in Lane County.
- In September staff was directed by the Board to look into the details of contracting with the Oregon Office of Medical Assistance Programs (OMAP) to establish a call center and transportation brokerage within Lane County.
- In short, LTD’s involvement will:
- Help control the impact to the **RideSource** service by managing medical trips rather than leaving that control to an outside party;
 - Put LTD in line with the federal initiative for human service and transit coordination; and
 - Facilitate the efficient use of public funds dedicated to purchasing transportation services for Medicaid recipients in Lane County.
- The salient issues in this discussion fall into these categories: potential financial liability, communications and dispatch systems development, and where to locate the program and staff.
- Financial Risk: There are two-phases to the contracting agreements with the State: (1) a start-up or demonstration period that lasts up to two years, and (2) ongoing operations contracts in subsequent years. When asked whether there was a risk that LTD General Funds would be needed to support the brokerage, Manager Nancy Thomas indicated that at no time has any general fund revenue been used to support the brokerage/call center function operated through TriMet. Similarly, other brokerage managers have indicated that they would not be able to continue providing the service were it not self-sustaining. In both start-up and ongoing operations, LTD would request sufficient funding from the state to operate the brokerage.

When asked about changing the per-ride reimbursement rate due to higher than anticipated costs of ridership, OMAP Manager Larry Daimler indicated that rate changes are allowed at least quarterly (more often if shown to be required). Brokerage managers indicated that requests for rate changes have been honored and that they have not experienced resistance from OMAP when asking to make rate adjustments to their contracts. OMAP provides an amount of operating funds that can be held in reserve for use in contingencies. It takes approximately 15 to 20 days to get a rate change through their current system.

Technology: One of the biggest challenges is putting the two technical components of the project together. Linking scheduling and dispatch to call taking, eligibility, and billing. There are different software programs that do one of these fairly well but no off-the-shelf product that does both.

The automation of the **RideSource** scheduling and dispatch system will need to occur soon regardless of whether the brokerage becomes a part of the service. This is an opportunity to move forward with that development.

Facility: The ideal situation would be to co-locate the **RideSource** operation and the brokerage to make the best use of coordination and staffing efficiencies. However, the new **RideSource** facility was not designed to take on a full call center of 9 to 11 people. By locating in the new **RideSource** facility, we would lose all of the future growth potential that we originally programmed in the design of the facility. However, there has been some preliminary discussion of the potential for upgrading the adjacent facility at 310 Garfield, which was included in the purchase of the **RideSource** site. Staff have requested a preliminary assessment and projected cost of making the facility suitable for this use.

RESULTS OF RECOMMENDED ACTION:

Staff will prepare a budget to be presented to OMAP and Public Transit for their review and acceptance in preparation for entering into an Inter-Governmental Agreement.

RECOMMENDED ACTION:

The staff recommendation is to move forward with the development of a Medicaid Brokerage and Call Center for Lane County that can be integrated with **RideSource** services.

ATTACHMENT:

None.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** March 15, 2006
- ITEM TITLE:** FISCAL YEAR 2006-2007 PRICING PLAN AND FIRST READING OF AMENDED FARE ORDINANCE
- PREPARED BY:** Andy Vobora, Director of Marketing and Communications
- ACTION REQUESTED:** Hold the first reading of Thirteenth Amended Ordinance No. 35, which sets fares for Fiscal Year 2006-2007.
- BACKGROUND:** Following a public hearing in February 2006, staff were directed to make the following changes to District fare structure:
1. Increase token prices from \$1.00 to \$1.10.
- Fare changes must be implemented by ordinance. The first such ordinance, Ordinance No. 35, was adopted in June 1992. This will be the thirteenth amendment to Ordinance No. 35. The first reading of Thirteenth Amended Ordinance No. 35 will be held on March 15, 2006. The second reading and adoption of the ordinance are scheduled for the April 19 Board meeting. The Board can elect to read the ordinance by title only. Staff will have additional copies of the ordinance available for anyone in the audience who desires a copy.
- CONSEQUENCES OF REQUESTED ACTION:** The second reading and adoption of the ordinance will be scheduled for the April 19, 2006, Board meeting. Following adoption, a copy of Thirteenth Amended Ordinance No. 35 will be filed with the County Clerk and made available for public inspection.
- ATTACHMENTS:**
- (1) Pricing Proposal Summary
 - (2) Thirteenth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services
- PROPOSED MOTIONS:** I move that Thirteenth Amended Ordinance No. 35 be read by title only.
- Following an affirmative vote, the ordinance title should be read:
- Thirteenth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services.**

AGENDA ITEM SUMMARY

DATE OF MEETING: March 15, 2006

ITEM TITLE: MONTHLY PERFORMANCE AND LABOR TRENDS REPORTS

PREPARED BY: Mark Pangborn, 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 monthly *Eugene/Springfield Metro Labor Trends* publication from the Oregon Employment Department also is included for the Board's information.

ATTACHMENTS: February 2006 Performance Report
January 2006 RideSource Performance Report
March 2006 *Eugene/Springfield Metro Labor Trends* (handout at meeting)

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: March 15, 2006

ITEM TITLE: PIONEER PARKWAY EmX

PREPARED BY: Stefano Viggiano, Director of Development Services

ACTION REQUESTED: None

BACKGROUND: At last month's Board meeting, a revised schedule for the Pioneer Parkway EmX project was presented that could, if all went well, shave a year off the completion date of the corridor. As you may recall, the revised schedule was contingent on Federal Transportation Administration (FTA) agreeing that the project could move forward with an Environmental Assessment (EA) instead of an Environmental Impact Statement (EIS). We have received confirmation from the Federal Transportation Administration that we can move forward with an Environmental Assessment.

The schedule calls for identifying a preferred design for the corridor this April and making a final decision to proceed with the project in July. Mike Eyster and staff presented this schedule to the Springfield City Council on February 21, 2006. The Council had some concerns with the speed of the decision process, but agreed to try and make it work. A work session is planned for the Council on March 20, 2006.

Staff have begun public involvement activities. We have been meeting with businesses and residents on the corridor that are impacted by access changes, property loss, or parking loss. Information will be mailed to area residents the second week of March, and an open house and stakeholder meeting is scheduled for March 22, 2006.

At the Board meeting staff will provide information on the public comments received to date.

ATTACHMENTS: None

PROPOSED MOTION: None



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RESOLUTION
DESIGNATING GENERAL MANAGER PRO TEMPORE

WHEREAS, ORS Chapter 267.145(2) allows the Board of Directors to designate a general manager pro tempore during the absence or disability of the general manager; and

WHEREAS, the official business of the District must continue during such times when the general manager may be absent or disabled;

NOW, THEREFORE, BE IT RESOLVED that LTD Interim Assistant General Manager Linda Lynch is designated as the general manager pro tempore for Lane Transit District during the absence or disability of the general manager. For planned absences, the general manager will provide notice to the Board and staff that the designation of general manager pro tempore will be in effect for a specific period. For unforeseen or emergency absences of the general manager, the designation will take effect without prior notice. In the event that both the general manager and interim assistant general manager are unavailable for a certain period, the Board authorizes the general manager to designate another general manager pro tempore.

March 15, 2006
Date

President, LTD Board of Directors

AGENDA ITEM SUMMARY

DATE OF MEETING: March 15, 2006

ITEM TITLE: REVISION OF LTD GROUP PASS PROGRAM POLICY

PREPARED BY: Andy Vobora, Director of Marketing and Communications

ACTION REQUESTED: Approve revisions to LTD Group Pass Policy.

BACKGROUND: Lane Transit District has offered group bus pass contracts since 1998, when the District entered into an agreement with students at the University of Oregon. Since 1988, the number of programs has grown to include a number of the area's largest employers, Lane Community College, many small employers, and middle and high school students, as part of the Student Transit Pass Program.

LTD has always attempted to be flexible and work with groups of differing sizes and affiliations. This flexibility has been appreciated by many small employers who would not have been able to participate under the guidelines established early in the program's development. Recently, this flexibility exposed deficiencies in the policy.

The District entered into an agreement with a private, not-for-profit club registered with the State of Oregon. The club's organizer has taken advantage of the Group Pass Program's low pricing and is soliciting membership into the club by offering discounted LTD passes. The intent of the Group Pass Program is to offer passes to an identified group in an effort to create greater transit ridership while maintaining a revenue-neutral position. In this case, the club is providing an opportunity for LTD customers, who are paying standard LTD fares, the opportunity to join the club and pay a substantially reduced rate. This results in LTD losing fare revenue and decreases the District's farebox-to-operating-cost ratio. The club organizer charges new members \$10.00 per month for their group pass fare, which is significantly more than the \$4.04 per month rate LTD charges the club under current group pass pricing. While this may violate an Internal Revenue Service not-for-profit code, it is LTD's concern that current customers are in effect moving from paying \$35.00 per month (LTD monthly pass rate) to \$4.04 a month. The group pass pricing strategy maintains revenue neutrality for the District when the group size is known and somewhat static. This pricing strategy breaks down quickly when the group size is largely unknown and growing almost daily.

Attached is a revised policy that staff developed in an effort to tighten the criteria under which groups qualify for participation. These revisions have gone through legal review and similar revisions will be made to group pass contract documents to provide consistency.

CONSEQUENCES OF

REQUESTED ACTION:

The contract with this club will be cancelled. Club members who have purchased fares through the club will be allowed to continue using their passes through the expiration date shown on the validation sticker.

ATTACHMENT:

Revised Group Pass Policy

PROPOSED MOTION:

I move the following resolution: LTD Resolution No. 2006-011: Resolved, that the LTD Board of Directors hereby revises the LTD Group Pass Policy as described and that these revisions become effective March 15, 2006.

AGENDA ITEM SUMMARY

DATE OF MEETING: March 15, 2006

ITEM TITLE: FTA SMALL STARTS PROGRAM

PREPARED BY: Stefano Viggiano, Director of Development Services

ACTION REQUESTED: None

BACKGROUND: The Federal Transit Administration discretionary funding is broken into three major categories. One category, New Starts, has been used to fund new fixed guideway projects. Almost all of the projects funded in this category have been rail projects, though BRT fixed guideway projects have been eligible. However, since projects funded under New Starts have traditionally been expensive rail projects, the required analysis and review procedures were very complex and quite onerous for a relatively low cost fixed guideway projects such as LTD's EmX corridors.

The new transportation bill, SAFETEA-LU, created a subcategory within New Starts for projects with a New Starts investment of less than \$75 million and a total cost of less than \$250 million. These smaller projects, dubbed Small Starts, would be eligible for streamlined procedural requirements. Recently, FTA issued an "Advanced Notice of Proposed Rulemaking" (ANPR) for the Small Starts program. The ANPR proposes some approaches to simplify the review and approval process for Small Starts. LTD staff have reviewed and issued comments on the ANPR, and will follow through as the proposed rules are refined and eventually adopted.

LTD intends to use the Small Starts funding option for the Pioneer Parkway corridor.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

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DATE OF MEETING: February 15, 2006

ITEM TITLE: NEWS ARTICLES ABOUT TRANSIT ISSUES AROUND THE COUNTRY

PREPARED BY: Mark Pangborn, Assistant General Manager

ACTION REQUESTED: None

BACKGROUND: As begun in 2004, each month's Board packet includes 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

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