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LANE TRANSIT DISTRICT SPECIAL BOARD MEETING/WORK SESSION

Monday, April 3, 2006
5:30 p.m.

LTD Board Room
3500 E. 17th Avenue, Eugene
(off Glenwood Blvd.)

A G E N D A

Page No.

- | | | |
|-------|--|----|
| I. | CALL TO ORDER | |
| II. | ROLL CALL | |
| | Ban _____ Davis _____ Eyster _____ Gant _____ | |
| | Gaydos _____ Kortge _____ Vacancy _____ | |
| III. | PRELIMINARY REMARKS BY BOARD PRESIDENT | |
| IV. | ANNOUNCEMENTS AND ADDITIONS TO AGENDA | 03 |
| V. | EMPLOYEE OF THE YEAR – 2005 (5 minutes) | 04 |
| VI. | EMPLOYEE OF THE MONTH – May 2006 (5 minutes) | 05 |
| VII. | AUDIENCE PARTICIPATION | |
| | ◆ Each speaker is limited to three (3) minutes. | |
| VIII. | WORK SESSION | |
| | A. Pioneer Parkway EmX Preferred Design (60 minutes) | 06 |

	<u>Page No.</u>
B. Proposed Revision to Special Service Policy (15-20 minutes)	07
C. Unified Planning Work Program (15 minutes)	11
IX. ADJOURNMENT	

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

AGENDA ITEM SUMMARY

DATE OF MEETING: April 3, 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: April 3, 2006

ITEM TITLE: MAY 2006 EMPLOYEE OF THE MONTH

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

BACKGROUND: **May 2006 Employee of the Month:** Development Services Planning Associate Joe McCormack was selected as the May 2006 Employee of the Month. Joe was hired as an intern by LTD in 1999. He became a full-time Planning Technician in 2000 and was subsequently promoted to Planning Associate in 2005. He was nominated for this award by a fellow employee who values the integral part Joe has played in a number of key LTD projects.

Joe has made significant contributions to the EmX project (both corridors); has assisted with the management of the Springfield Station; and has played lead roles in both the construction management of the RideSource facility and the project to install new bus shelters.

When asked to comment on Joe's selection as Employee of the Month, Director of Development Services Stefano Viggiano said:

Joe is the consummate team player. He is always willing to pitch in and help on any aspect of any project, always does first-rate work, and is a great co-worker. He has excelled in project management. Joe's skills in this area have enabled LTD to use him on increasingly complex projects and give him greater and greater levels of responsibility.

Joe also helps keep the workplace fun. Under what appears to be a reserved demeanor is a great sense of humor.

In addition, Joe has won the Rodeo "Greenhorn" award four times!

Our congratulations to Joe on his selection as the May 2006 Employee of the Month!

AWARD: Joe will attend the April 3, 2006, meeting to be introduced to the Board and receive his award.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** April 3, 2006
- ITEM TITLE:** 2005 EMPLOYEE OF THE YEAR
- PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board
- BACKGROUND:** **2005 Employee of the Year:** At an employee event on March 24, Bus Operator Kiyoshi (Kiyō) Clark was introduced as LTD's 2005 Employee of the Year. Kiyō was hired by LTD on August 4, 1992. He has received awards for eight years of correct schedule operation and ten years of safe driving, and has received the General Manager's Award for Excellence four times—every year that it has been offered.
- Kiyō was nominated for the October 2005 Employee of the Month award by his supervisor, Jim Coffman, who said that Kiyō has been an excellent employee since he was hired in 1992. Some of the compliments Kiyō has received over the years include: "very pleasant attitude," "patient," "very courteous and nice," and, "great attitude and is greatly appreciated." He also has received compliments on his driving ability. One guest stated, "Awesome job maneuvering his bus; displayed excellent driving skills; impressive."
- Since Kiyō has been employed with LTD, he has rarely missed a day of work. Many years his attendance record has been flawless. This past June he received the award for 10 years of safe driving.
- When asked to comment on Kiyō's selection as Employee of the Year, Transit Operations Supervisor Rick Thompson added:
- Kiyō always comes to work with a smile and a great attitude, has always had an excellent attendance record, and is well liked by his co-workers and customers.
- Kiyō began working in a mill just out of high school and continued that position for the next 17 years. He says he is glad he made the move to bus driving and that it is the best job he has ever had. He enjoys observing the changes taking place around town and meeting the diverse groups of people who board the bus.
- Kiyō recently took up golf and is really enjoying it. His other interests include photography and drawing. His family plays a large role in his life and he spends time with them whenever he can.
- Our congratulations to Kiyō on his selection as LTD's 2005 Employee of the Year!
- AWARD:** Kiyō will attend the April 3, 2006, meeting to be introduced to the Board and receive his award.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** April 3, 2006
- ITEM TITLE:** PIONEER PARKWAY EmX PREFERRED DESIGN
- PREPARED BY:** Stefano Viggiano, Director of Development Services
- ACTION REQUESTED:** Provide direction on alternative designs
- BACKGROUND:** The schedule for the Pioneer Parkway EmX project calls for the selection of a Locally Preferred Design in April 2006. In preparation for that, staff have been conducting an intensive public involvement campaign to solicit comments on the design options. The public involvement has included:
- Letters to all businesses, residences, and property owners directly impacted by the project
 - Direct contact (sometimes multiple contacts) with businesses and residences most impacted by the project
 - Mailing to all addresses within ¼ mile of the corridor
 - An Open House
 - A meeting of project stakeholders
 - Presentations to community groups
- The decision process will include the following reviews/approvals:
- Springfield City Council Work Session: March 20, 2006
 - Technical Advisory Committee: March 30, 2006
 - LTD Board Work Session: April 3, 2006
 - EmX Steering Committee April 4, 2006 (RECOMMENDATION)
 - Springfield City Council: April 17, 2006 (ACTION)
 - LTD Board: April 26, 2006 (ACTION)
- Note that this action by the Springfield City Council and the LTD Board to approve a Locally Preferred Design does not constitute project approval. Final approval for the project will occur in July, after release of the Environmental Assessment.
- This work session is intended to review the various design options and public comments on those options. Board feedback and direction on the various design options is requested.
- ATTACHMENTS:** None
- PROPOSED MOTION:** None

Special Service Policy

Service to Community Events

Definition

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

Access

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

Restrictions

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

Fees

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

Level One events are charged the District's direct cost rate plus one-half of the indirect cost rate and require the following:

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

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

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

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

The event organizer will determine the fare charged.

Service Provided Through Charter Agreements

Definition

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

Access

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

Restrictions

Charter service will be directed to local private providers to determine the availability and willingness of these providers to provide the desired service. The District will consider contracting, through subcontracting agreements with private providers, when service on fixed routes is not compromised and when bus operators are available.

The only exception will be for organizations that are exempted in FTA 49 CFR Part 604, which allows the District to contract directly with a government entity that is a qualified social service agency, or a private, non-profit organization serving seniors or people with disabilities.

Fees

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

The event organizer will determine the fare charged.

Maintenance of the Charter and Community Events Service Policy

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

AGENDA ITEM SUMMARY

DATE OF MEETING: April 3, 2006

ITEM TITLE: PROPOSED REVISION TO LTD SPECIAL SERVICE POLICY

PREPARED BY: Andy Vobora, Director of Marketing and Communications

ACTION REQUESTED: Provide staff direction.

BACKGROUND: The Special Service Policy outlines two types of service that are different from the regular fixed-route service provided by the District: 1) Community event service is service open to the general public; and, 2) Charter service is service designed to meet the needs of a specific group of individuals. The Federal Transit Administration is very clear that charter service may be provided only in limited situations, and the fees charged must total the District's fully allocated costs. Federal Transit Administration regulations do not require the levying of fully allocated costs for community event service. Therefore, transit districts vary in how these services are designed and paid for.

In September 2005, the LTD Board adopted changes to the Special Service Policy. It was decided that the District would charge fees based upon the level of LTD resources required to plan and implement the shuttle service. Level One event pricing would be based upon the sum of direct operating costs and one-half the sum of indirect operating costs, as outlined in the District's Fully Allocated Cost Plan. Level Two event pricing would be based upon the sum of all direct and indirect operating costs, measured at a rate per schedule hour of service (rounded up to the nearest whole dollar), as outlined in the District's Fully Allocated Cost Plan. Events that are not clearly identified as Level One or Level Two service would be priced through an in-depth review of all associated costs.

Level One events require the following:

1. A minimal level of planning. Some events require a higher level of planning the first year but remain relatively unchanged in future years, thereby requiring fewer planning resources.
2. Operations oversight is conducted by the on-duty field supervisor and a minimal number of transportation coordinators.
3. LTD marketing resources are not used to provide paid media promotion.
4. The use of LTD vehicles does not create a hardship for fixed-route operations.

Level Two events require the following:

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

This year's update of the District's Fully Allocated Cost Plan resulted in significant cost increases. Level One events will see a rate increase from \$78 per hour to \$93 per hour. Level Two events will see an increase from \$91 per hour to \$104 per hour. The driving forces behind the increase are fuel costs and personnel services costs.

Last year's testimony focused on two points. First, event organizers did not feel they should pay indirect costs. They felt that District staffing levels were not impacted by the work involved with their events, and that the impact on the bus fleet was insignificant when viewed in relation to the total hours LTD buses operate in regular fixed-route service. Event organizers believed that it was their responsibility to cover the direct costs associated with fleet costs, operator expenses, and operations supervision. Second, LTD had a responsibility to the community, and by partnering with event providers, the District demonstrated this responsibility.

If the Level One pricing formula were changed to include only the sum of direct costs, the change would lower the cost to event organizers from \$93 per hour to \$81 per hour. At \$81 an hour, event organizers would pay an additional \$3 per hour over the 2005 rate. This is a rate that event organizers could absorb in their budgets and an amount that District staff believe would cover the costs for Level One events. This pricing recognizes that Level One events should cover the direct cost incurred by the District and acknowledges that the District is a community partner in addressing transportation needs for important community events.

RESULTS OF RECOMMENDED ACTION:

Staff will prepare a revised Special Service Policy for Board action on April 26, 2006.

ATTACHMENT:

Special Service Policy

PROPOSED MOTION:

None.

LTD SPECIAL BOARD MEETING
04/03/06 Page 02

LTD SPECIAL BOARD MEETING
04/03/06 Page 03

LTD SPECIAL BOARD MEETING
04/03/06 Page 04

LTD SPECIAL BOARD MEETING
04/03/06 Page 05

LTD SPECIAL BOARD MEETING
04/03/06 Page 06

LTD SPECIAL BOARD MEETING
04/03/06 Page 07

LTD SPECIAL BOARD MEETING
04/03/06 Page 08

LTD SPECIAL BOARD MEETING
04/03/06 Page 09

LTD SPECIAL BOARD MEETING
04/03/06 Page 10

LTD SPECIAL BOARD MEETING
04/03/06 Page 11

LTD SPECIAL BOARD MEETING
04/03/06 Page 12

LTD SPECIAL BOARD MEETING
04/03/06 Page 13

LTD SPECIAL BOARD MEETING
04/03/06 Page 14

LTD SPECIAL BOARD MEETING
04/03/06 Page 15

LTD SPECIAL BOARD MEETING
04/03/06 Page 16

LTD SPECIAL BOARD MEETING
04/03/06 Page 17

LTD SPECIAL BOARD MEETING
04/03/06 Page 18

LTD SPECIAL BOARD MEETING
04/03/06 Page 19

LTD SPECIAL BOARD MEETING
04/03/06 Page 20

LTD SPECIAL BOARD MEETING
04/03/06 Page 21

LTD SPECIAL BOARD MEETING
04/03/06 Page 22

LTD SPECIAL BOARD MEETING
04/03/06 Page 23

LTD SPECIAL BOARD MEETING
04/03/06 Page 24

LTD SPECIAL BOARD MEETING
04/03/06 Page 25

LTD SPECIAL BOARD MEETING
04/03/06 Page 26

LTD SPECIAL BOARD MEETING
04/03/06 Page 27

LTD SPECIAL BOARD MEETING
04/03/06 Page 28

LTD SPECIAL BOARD MEETING
04/03/06 Page 29

LTD SPECIAL BOARD MEETING
04/03/06 Page 30

LTD SPECIAL BOARD MEETING
04/03/06 Page 31

LTD SPECIAL BOARD MEETING
04/03/06 Page 32

LTD SPECIAL BOARD MEETING
04/03/06 Page 33

LTD SPECIAL BOARD MEETING
04/03/06 Page 34

LTD SPECIAL BOARD MEETING
04/03/06 Page 35

LTD SPECIAL BOARD MEETING
04/03/06 Page 36

LTD SPECIAL BOARD MEETING
04/03/06 Page 37

LTD SPECIAL BOARD MEETING
04/03/06 Page 38

LTD SPECIAL BOARD MEETING
04/03/06 Page 39

LTD SPECIAL BOARD MEETING
04/03/06 Page 40

LTD SPECIAL BOARD MEETING
04/03/06 Page 41

LTD SPECIAL BOARD MEETING
04/03/06 Page 42

LTD SPECIAL BOARD MEETING
04/03/06 Page 43

LTD SPECIAL BOARD MEETING
04/03/06 Page 44

LTD SPECIAL BOARD MEETING
04/03/06 Page 45

LTD SPECIAL BOARD MEETING
04/03/06 Page 46

LTD SPECIAL BOARD MEETING
04/03/06 Page 47

LTD SPECIAL BOARD MEETING
04/03/06 Page 48

LTD SPECIAL BOARD MEETING
04/03/06 Page 49

LTD SPECIAL BOARD MEETING
04/03/06 Page 50

LTD SPECIAL BOARD MEETING
04/03/06 Page 51

LTD SPECIAL BOARD MEETING
04/03/06 Page 52

LTD SPECIAL BOARD MEETING
04/03/06 Page 53

LTD SPECIAL BOARD MEETING
04/03/06 Page 54

LTD SPECIAL BOARD MEETING
04/03/06 Page 55

LTD SPECIAL BOARD MEETING
04/03/06 Page 56

LTD SPECIAL BOARD MEETING
04/03/06 Page 57

LTD SPECIAL BOARD MEETING
04/03/06 Page 58

LTD SPECIAL BOARD MEETING
04/03/06 Page 59

LTD SPECIAL BOARD MEETING
04/03/06 Page 60

LTD SPECIAL BOARD MEETING
04/03/06 Page 61

AGENDA ITEM SUMMARY

DATE OF MEETING: April 3, 2006

ITEM TITLE: UNIFIED PLANNING WORK PROGRAM (UPWP)

PREPARED BY: Anita Yap, Development Services Department

ACTION REQUESTED: None. Information only.

BACKGROUND: Each year the Metropolitan Policy Committee (MPC) adopts a Unified Planning Work Program (UPWP). The Unified Planning Work Program is a federally required certification document describing the transportation planning activities to be undertaken in and surrounding the Central Lane metropolitan area. Development of the UPWP provides local agencies participating in the transportation planning process with an opportunity to identify transportation planning needs, objectives and products. Within the guidelines set by the U.S. Department of Transportation, the UPWP sets priorities for local transportation planning activities. Staff from the following agencies participate in the development of the UPWP and in the completion of its work activities: Lane Council of Governments, City of Eugene, City of Springfield, City of Coburg, Lane County, Lane Transit District, Lane Regional Air Pollution Authority, Oregon Department of Transportation, Federal Highway Administration, and Federal Transit Administration.

The Unified Planning Work Program contains several elements: The planning tasks and studies that will be conducted over a one- to two-year period; all federally funded studies as well as all relevant state and local planning activities conducted without federal funds; funding sources identified for each project; a schedule of activities; and the agency responsible for each task or study. LCOG coordinates the development of the UPWP with the participating agencies. LTD's projects include: Commuter Solutions programs, Pioneer Parkway EmX planning, New Freedom and Job Access Reverse Commute (JARC) programs, participation in the update of the Regional Transportation Plan (RTP), and other metropolitan planning projects. The Metropolitan Policy Committee is scheduled to adopt the UPWP at its April 13, 2006, meeting.

ATTACHMENTS: None

PROPOSED MOTION: None