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Public notice was given to *The Register-Guard* for publication on April 20, 2006.

LANE TRANSIT DISTRICT SPECIAL BOARD MEETING

Wednesday, April 26, 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) _____	
III. PRELIMINARY REMARKS BY BOARD PRESIDENT	
IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA	03
V. BOARD CALENDARS (5 minutes)	04
VI. AUDIENCE PARTICIPATION	
◆ Each speaker is limited to three (3) minutes.	
VII. ITEMS FOR ACTION AT THIS MEETING	
A. Pioneer Parkway EmX Locally Preferred Design (30 minutes)	05
B. Second Reading and Adoption of Amended Fare Ordinance (5 minutes)	33
C. Special Service Policy Revision (5 minutes)	37
D. General Manager Employment Agreement	40

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VIII. ITEMS FOR INFORMATION AT THIS MEETING

- A. Board Member Reports (respond if questions)
 - 1. Meetings Held or Attended
 - (a) Metropolitan Policy Committee—April 13
 - (b) Board HR Committee—March 28 and April 19
 - (c) Region 2050 Policy Advisory Board—April 26
 - (d) EmX Steering Committee—April 4
 - 2. No Meeting/No Report
 - (a) Board Service Planning & Marketing Committee
 - (b) Board Finance Committee
- B. Monthly Financial Report—March 2006 (5 minutes)
- C. Board Correspondence
- D. News Articles About Transit Issues Around the Country
- E. Monthly Department Reports (respond if questions)
- F. Monthly Performance and Labor Trends Reports (respond if questions)

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IX. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Budget Adoption
- B. Resolution Reaffirming LTD Boundaries
- C. EmX Updates

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X. ADJOURNMENT

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

Special Mobility Services: RideSource Activity and Productivity Information

February-06	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	11,129	10,208	9.0%	86,598	84,397	2.6%	131,731	126,964	3.8%
RideSource(All Modes)	7,728	7,558	2.2%	61,183	58,895	3.9%	91,551	88,346	3.6%
Shopper	494	650	-24.0%	4,479	5,210	-14.0%	7,033	7,763	-9.4%
Escort Volunteers-Metro	786	880	-10.7%	6,420	8,229	-22.0%	10,879	12,112	-10.2%
Escort Volunteers-Rural	2,121	1,120	89.4%	14,516	12,063	20.3%	22,268	18,743	18.8%
RideSource Cost per Ride	\$ 16.70	\$ 15.32	9.0%	\$ 16.44	\$ 15.21	8.1%	\$ 15.97	\$ 15.19	5.1%
RideSource(All Modes)	\$ 23.12	\$ 20.10	15.0%	\$ 22.47	\$ 21.12	6.4%	\$ 22.20	\$ 21.14	5.0%
RideSource Shopper	\$ 8.03	\$ 7.69	4.4%	\$ 8.03	\$ 7.69	4.4%	\$ 8.03	\$ 7.69	4.4%
RideSource Escort	\$ 2.47	\$ 2.25	10.0%	\$ 2.34	\$ 1.97	18.9%	\$ 2.14	\$ 1.99	7.1%
Ride Reservations	8,723	9,127	-4.4%	69,854	68,292	2.3%	104,910	102,032	2.8%
Cancelled Number	881	982	-10.3%	6,609	6,674	-1.0%	9,767	9,704	0.6%
Cancelled % of Total	10.10%	10.76%		9.46%	9.77%		9.31%	9.51%	
No-Show Number	93	97	-4.1%	753	755	-0.3%	1130	1,114	1.4%
No-Show % of Total	1.07%	1.06%		1.08%	1.11%		1.08%	1.09%	
Ride Refusals Number	6	2		22	29	-24.1%	41	41	0.0%
Ride Refusals % of Total	0.07%	0.02%		0.03%	0.04%		0.04%	0.04%	
Service Hours	4,015	3,328	20.6%	31,220	27,948	11.7%	46,394	42,164	10.0%
Agency Staff	3,702	3,131	18.2%	29,309	26,103	12.3%	43,690	39,309	11.1%
Agency SMS Volunteer	313	197	58.9%	1,911	1,845	3.6%	2,704	2,855	-5.3%
Avg. Trips/Service Hr.	2.05	2.47	-17.0%	2.10	2.29	-8.3%	2.12	2.28	-7.0%
RideSource System Miles	58,026	47,018	23.4%	451,877	402,968	12.1%	668,823	604,482	10.6%
Avg. Miles/Trip	7.06	5.73	23.2%	6.88	6.29	9.5%	6.78	6.29	7.9%
Miles/Vehicle Hour	14.45	14.13	2.3%	14.47	14.42	0.4%	14.42	14.34	0.6%

Special Mobility Services: RideSource Activity and Productivity Information

February-06	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	90.5%	90.0%	0.6%	90.8%	90.0%	0.9%	90.6%	87.3%	3.8%
Sample	7,043	6,802		54,747	52,619		81,941	78,891	
On-Time	6,375	6,122		49,735	47,377		74,235	68,870	

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

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

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

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

AGENDA ITEM SUMMARY

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DATE OF MEETING: April 26, 2006

ITEM TITLE: MARCH FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

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

Passenger fares were 15.9 percent higher for the first nine months of the 2005-06 fiscal year over the same period last year. Ridership for the rolling twelve-month period, which ended March 31, increased 9.8 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. The loss of service during the one-week strike in March 2005 is also a factor in the year-to-year comparison.

Payroll tax revenues are up 13.3 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. This resource is now more than \$1,000,000 ahead of year-to-date budget.

Self-employment receipts coincide with State tax payment deadlines, none of which occurred in March. However, revenue was received in March for prior-year amounts owed and for early filers. Year-to-date receipts are 30.5 percent over the same period last year, but payment timing anomalies make it difficult to interpret this result. Most of the revenue from this resource is received in May. Tax payments are reported on a cash basis in monthly reports to simplify the information. For audit purposes, the amounts are accrued back to the previous year.

State in lieu receipts for the quarter ended March 31, 2006, were up 4 percent after inexplicably lower than expected receipts for the previous two quarters. Third quarter receipts brought year-to-date results to last year's level, which is slightly below current-year budget.

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

Total personnel services expenditures, the largest category of operating expense, grew 5.7 percent year to date, an increase over the 4 percent reported last month. The increase in growth rate is primarily the result of the General Manager termination, which occurred in March.

Administrative salary growth is also 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. The program was proposed and implemented after the FY 2005-06 budget was adopted. It is included in the FY 2006-07 Proposed Budget, so the cost will not result in negative budget variances in the next fiscal year.

Materials and services results continue to vary widely from department to department. Total materials and services are significantly higher for the first nine 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, nine 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. March's highest price of \$2.0703 per gallon occurred on March 13, down from February's high of \$2.10. The lowest for March was \$1.9524 on March 27. 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 nine-month average dropped again and is now \$2.0720, down from \$2.0852 through February. Through nine months, the fuel budget shows a slightly positive variance.

The General Fund is stable through March.

The Commuter Solutions and Accessible Services Funds activities are generally as expected through the first nine months of the current fiscal year. It is likely that the Commuter Solutions Fund will require a supplemental budget in June, as was done last year, to loan General Fund money to cover Commuter Solutions grant revenues that will not be received before fiscal year end. The loan will eliminate the appearance of deficit spending and will be repaid in FY 2006-07.

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 Budget Committee meetings beginning April 26. The Proposed Budget notebooks were delivered on April 20. A briefing of the citizen members of the Budget Committee was held on April 12.

ATTACHMENTS:

Attached are the following financial reports for March 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

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)	<u>\$1.25</u>
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)	<u>\$ 35.00</u>	<u>\$ 95.00</u>
Youth (5-18)*	<u>17.50</u>	<u>47.50</u>
Senior, Reduced	<u>17.50</u>	<u>47.50</u>

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

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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: April 26, 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 26, 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 April 13, 2006. At that meeting, MPC: approved the FY 2007 Unified Planning Work Program; recommended rankings and priorities for the *ConnectOregon* applications, which Pioneer Parkway EmX is prioritized as two out of four; approved MTIP amendments, which LTD has the Job Access and Reverse Commute (JARC) and New Freedom programs; had a status report on the West Eugene Parkway; and discussed programming of the Surface Transportation Program (STP)-Urban program for 2007-09. Commuter Solutions and various other LTD projects are funded out of this program.
2. **Board HR Committee:** The Board HR Committee (Susan Ban, Mike Eyster, and Chair Gerry Gaydos) met on April 19, 2006. The Committee reviewed a draft employment contract for General

Manager Mark Pangborn. The committee voted to recommend board adoption of the draft contract at its April 26 Board meeting.

3. **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 will meet April 26, 2006. The Policy Advisory Board will discuss the impact of Springfield and Cottage Grove declining to continue to participate in the program and timing for technical evaluation of the draft Growth Strategy.
4. **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. However, the Committee held a special meeting on April 4, 2006, to develop a recommended preferred design for the Pioneer Parkway EmX corridor. Their recommendation is detailed in the Pioneer Parkway EmX agenda item scheduled for action at this meeting.

NO MEETINGS HELD

1. **Board Service Planning & Marketing Committee**: The Board's Service Planning & Marketing Committee is comprised of Mike Eyster, David Gant, and Dean Kortge. The committee last met on February 28, 2006. Another meeting will be scheduled in the near future.
2. **Board Finance Committee**: The Board Finance Committee (Debbie Davis, David Gant, and Dean Kortge) last met on March 7, 2006. No other meetings are scheduled at this time.

AGENDA ITEM SUMMARY

DATE OF MEETING: April 26, 2006

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Mark Pangborn, General Manager

ACTION REQUESTED: None

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

- ❑ March 23, 2006, letter from Board President Gerry Gaydos, to Cottage Grove City Manager Richard Meyers, regarding ridership in Cottage Grove and Creswell.
- ❑ March 25, 2006, letter from Marilyn Perez, expressing her concerns regarding Cottage Grove service, and response from Service Planning Manager Will Mueller.
- ❑ March 27, 2006, letter from City of Springfield Mayor Sid Leiken, commenting favorably on the outcome of the City Council work session concerning the Pioneer Parkway EmX proposal, and response from Board President Gerry Gaydos.

At the April 26 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, 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

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AGENDA ITEM SUMMARY

DATE OF MEETING: April 26, 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 for discussion at each Board meeting. Updated Board Activity Calendars are included with this packet for Board members.

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

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: April 26, 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 April 26, 2006:

1. Approval of minutes: March 13, 2006, special meeting on Fares and Service
2. Approval of minutes: March 15, 2006, regular Board meeting
3. Approval of minutes: April 3, 2006, special meeting on Pioneer Parkway Preferred Design

ATTACHMENTS:

1. Minutes of the March 13, 2006, special meeting on Fares and Service
2. Minutes of March 15, 2006, regular Board meeting
3. Minutes of April 3, 2006, special meeting on Pioneer Parkway Preferred Design

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.



Lane Transit District
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MONTHLY DEPARTMENT REPORTS

April 26, 2006

DEVELOPMENT SERVICES

Stefano Viggiano, Director of Development Services

EmX PLANNING

Graham Carey, BRT Project Engineer

Pioneer Parkway Corridor: Staff have continued to meet with property owners/tenants along the corridor. An open house held on March 22nd at Springfield City Hall was well attended. This meeting was followed by a stakeholder meeting involving interested parties who had helped shape the project in 2002. These two meetings provided useful input into the design of the system. Following a presentation at the LTD Board work session on April 3, staff presented the proposed Locally Preferred Design (LPD) to the EmX Steering Committee. While the Steering Committee members were very supportive of the project, they relayed some concerns they had received regarding Gateway Street and Harlow Road. As a result of this discussion, two alternatives for Gateway Street and Harlow Road will be forwarded as the Locally Preferred Design: Alternative 1 (primarily single-lane transitways), and Transportation System Management (mixed traffic with localized transit priority measures). On April 17, the Springfield City Council will be asked to select the Locally Preferred Design (LPD). The LPD will then be subjected to further analysis as part of the Environmental Assessment, culminating in project approval in Summer 2006.

MLK Parkway: Contractors are busy constructing the northern half of the roundabout at the Pioneer Parkway and Hayden Bridge Way intersection. Pioneer Parkway north of "Q" Street will be closed for a 90-day period, starting in June, to allow for the construction of the southern half of the roundabout. The Commuter Solutions Department is assisting in developing detour information and other route planning to assist displaced travelers.

METROPOLITAN PLANNING

Anita Yap, Transit Development Planner

Region 2050: The Region 2050 Policy Advisory Board will meet April 26. The Policy Board will discuss the Draft Regional Growth Concept and the alternative measurements to

ascertain whether or not the growth concept can be implemented. Springfield and Cottage Grove decided to opt out of the process. According to LCOG, two cities withdrawing from the project should not negatively affect the regional growth program. 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 preferred alternative was presented to the Eugene Planning Commission on March 20. The Planning Commission determined that the alternative should be called an “Emerging Vision”. They have agreed to allow the concept for two dedicated EmX lanes on Franklin Boulevard to move forward to the traffic analysis phase, in addition to a “multi-way boulevard” concept forwarded by the Fairmont Neighbors group. The next phases of the project, evaluation and code implementation, should start sometime in late August or September. Mike Eyster and Dave Kleger agreed to continue to participate in this process.

I-5/Franklin Planning: Oregon Department of Transportation is completing the first phase on the I-5/Franklin Interchange Feasibility Study. The Cities of Eugene and Springfield agreed to fund a portion of another phase of a study to continue to look at off-ramp possibilities. This study is planned to start up in late summer or early fall. LTD will continue to participate at a staff level and provide reports to the Board.

ConnectOregon: LTD has a \$5.4 million application for the Pioneer Parkway EmX project with *ConnectOregon*. The transit applications were reviewed by the State Public Transportation Advisory Committee on April 10, and recommendations will be forwarded for further priority ranking. The Area Commission on Transportations (ACTs) will review and prioritize projects, which will then be ranked by a “Super ACT” that includes all of the ACTs in the region. This will be forwarded to a Consensus Committee that will rank and recommend projects by region to the Oregon Transportation Commission. A public hearing is scheduled for June 29, 2006, and a decision by the Oregon Transportation Commission is expected on July 19, 2006.

Other Studies: LTD staff participated in the following local planning studies:

- Ongoing participation in the Oregon Department of Transportation Highway 126 Expressway Management Plan
- Eugene City Hall public forum on March 23
- I-5 Bridge Replacement Open House April 5
- City of Springfield downtown design charrette on April 8
- UO Sustainable Advantage Conference on April 21

SERVICE PLANNING

Will Mueller, Service Planning Manager

- **Annual Route Review (ARR):** Service Planning staff have started route revisions (mainly in the form of timepoint adjustments) now that the ARR package has been approved.
- **Summer Bid:** Work has begun on summer bid scheduling. A significant change will be the reconfiguration of the Eugene Station bay layout in order to accommodate the

EmX bay construction slated for this summer and the arrangement necessary to accommodate the EmX-generated bay reshuffling. In addition two trips (6:30 a.m. outbound and 4:05 p.m. inbound) are being added to route 7x Symantec schedule this summer due to increasing demands from the International Way area (especially River Bend annex).

- **Staffing:** The interview process to fill the vacant Transit Planner position has been initiated. We hope to make a selection by the end of April.

COMMUTER SOLUTIONS

Connie B. Williams, Program Manager

Program Management

- **Staffing:** Interviews are being conducted for the Commuter Solutions Administrative Secretary position.
- **Budget:** A proposed budget for Commuter Solutions for FY 06-07 was submitted to Finance staff. Members of the Transportation Options Advisory Committee participated in the process.

Regional Transportation Projects & Planning:

- **2008 Olympic Trials:** Connie has been appointed to the 2008 Olympic Trials Transportation and Parking Committee. A general discussion meeting was held and smaller work groups will begin meeting on a regular basis to define issues, strategies, and implementation plans for the variety of transportation needs associated with an event of this nature.
- **Congestion Mitigation/KeepUsMoving:** Commuter Solutions is playing a key role in working with the local jurisdictions to inform and educate the public about major road projects planned for Spring, Summer, and Fall of 2006, and to demonstrate project coordination among the agencies. Encouraging motorists to reduce their vehicle trips, use designated detour routes, avoid peak hour travel, and use alternatives to driving alone, will be messages relayed to the public. LCOG is coordinating an expanded KeepUsMoving.Info website that will have project information and educational elements for all major road projects in the region that are expected to result in traffic congestion. Information on the projects is relayed back to LTD staff in an attempt to keep the information flowing to all those impacted by the projects.
 - 1) *City of Springfield/Lane County RoundAbout Project:* Commuter Solutions will be playing a key role in assisting Springfield staff in public education and awareness efforts, and business outreach and public relations/publicity work, addressing the anticipated traffic congestion associated with the project. Educating the public on how to use the two-lane roundabout will part of the outreach efforts.
 - 2) *Lane County Delta Highway Overlay Project:* Commuter Solutions staff will also be playing an important role in helping Lane County get the word out about the Delta

Overlay project planned for May 1. Services being provided include business outreach; production and distribution of information posters and flyers for customers, employees and vendors; and working with the media.

3) *City of Eugene Hilyard Street Reconstruction Project.* Commuter Solutions will be assisting the City of Eugene in alerting the public to the shut-down of Hilyard Street for a reconstruction project this spring and summer. Business outreach efforts, regional coordination, and marketing services, will be provided.

4) *ODOT I-5/Beltline:* Commuter Solutions staff are in conversations now with ODOT staff on communications and public outreach plans for the interchange and associated projects. Preliminary work on the I-5/Beltline work has started and activity will begin to increase in the near future.

5) *LTD EmX Projects:* Project Information on the Franklin EmX corridor, as well as the proposed Pioneer Parkway Corridor, will be featured on the KeepUsMoving.Info website. EmX, Commuter Solutions, and LCOG staff are coordinating outreach and information efforts.

- **Gateway Transportation Projects:** An employee transportation survey is ready to be distributed to Gateway employees beginning in the northern section of Gateway. The goal of the survey is to determine the transportation needs and preferences of employees and employers in the area; then to propose programs to help meet those needs. It is anticipated that the request for transit services will exceed the District's ability to respond to all of the needs. Providing a variety of options (vanpools, carpools, park & rides) will help meet some of the needs specific to the employees north of Beltline in Gateway. As contacts with businesses are made, information on road construction projects and the proposed Pioneer Parkway Corridor will be distributed.

Group Pass/Emergency Ride Home Programs:

- Marcia Maffei gave a Group Pass Program (GPP) presentation to department managers of Alvord-Taylor. Marcia also met with the Federal Courthouse property manager regarding a transportation survey and provided information on the Group Pass Program.

The center for Appropriate Transport is no longer a Group Pass Program participant. The majority of their participants are covered under the Student Transit Pass program:

- 13 Group Pass/Emergency Ride Home (GPP/ERH) inquiries, representing over 500 employees
- 5 GPP/ERH information packets were mailed.

Rideshare and Vanpool Programs:

- Transit matching has been added to the RidePro matching database so that any person requesting a carpool match can also receive a transit match where that might work.

- The long awaited ODOT/Valley VanPool Subsidy Grant was finally approved and the nine vans currently operating started receiving their subsidies in March. A third Eugene-to-Salem vanpool has since been formed.

Smart Ways to School Program:

- Staff from LTD, Commuter Solutions, and Lane Council of Governments, met with Oregon Department of Energy staff to discuss the potential of being approved for a Business Energy Tax Credit to continue the Student Transit Pass Program for the 2006-07 school year. If approved, the program would serve 22,250 Eugene-Springfield students, plus an additional 5,400 students in rural communities where LTD provides service.
- Preparation is under way to launch a six-week contest for students who walk, bike, carpool, or ride a bus to and from school this spring. The contest last fall attracted nearly 700 students from 66 schools. The goal for the spring contest is to increase participation in numbers of students and schools represented.
- Lisa VanWinkle continues to serve as 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. Meetings are held every two to four weeks.
- Lisa VanWinkle continues 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. Several meetings have been held since late February.

CAPITAL PROJECTS

Charlie Simmons, Facilities Services Manager

Springfield Station Retail Space: The retail space has been completed and “Johnny Cakes” opened last month.

Shelter Replacement: Replacement of older shelters with the new vandal-resistant shelters continues.

Franklin EmX:

Sue Viggiano, EmX Communications

Twenty-four (24) hour lane closures during the Spring break week allowed crews to make significant progress with excavation work along the median on Franklin Blvd. In addition, the Agate Street intersection was a busy place during this time. Crews relocated signals, excavated and reconstructed a crosswalk, and completed curb and sidewalk work--all on the south side. Construction on the Agate Station will begin as soon as NW Natural Gas completes the relocation of gas lines within the median.

The Walnut Station is well underway. Ramps, platform, utilities, and masts are all in place.

Testing the vehicle at Altoona, Pennsylvania, continues. A full report is expected to be available by early fall.

There has been a lot of interest in learning more about EmX. Tours are being promoted and scheduled.

MARKETING AND COMMUNICATIONS

Andy Vobora, Director of Marketing and Communications

MEDIA

- *The Eugene Weekly* provided an article on tree removal associated with the Franklin EmX project. The tone of the article was positive.
- EmX dominated coverage that included construction updates, an editorial by the *The Register-Guard*, a live interview with Lars Larson, and coverage of the Pioneer Parkway Open House.
- The Annual Route Review (ARR) process and pricing changes were covered.
- Mark Pangborn, Gerry Gaydos, and Andy Vobora met with *The Register-Guard* Editorial Board. The Editorial Board was given an opportunity to meet Mark and follow-up on previous conversations. *Register-Guard* reporter Jeff Wright joined us for part of the meeting. Jeff will be covering LTD in the future. LTD staff provided an in-depth briefing on EmX for Jeff on April 10.
- Articles about EmX were forwarded to *Passenger Transport* and *BRT Quarterly*.

OUTREACH

- Mark Pangborn and I have discussed a revised outreach plan that will consist of two elements: The first element will be general outreach to civic clubs. Mark will be scheduled to “hit the circuit” with a general LTD presentation. The second element is small group breakfast meetings that will be scheduled once a month and will include five or six invited guests. These meetings will include Mark, a Board member, and occasionally another staff person. The invitation list is being generated with the help of the local chambers of commerce, LTD staff, The Ulum Group staff, and LTD Board input.

- Staff met with the Santa Clara Neighborhood Association on Thursday, April 6. The Progressive Corridor Enhancement (PCE) project was the topic of discussion.
- LTD is a sponsor of the Earth Day Celebration event on Saturday, April 22. Activities will take place at the EWEB Plaza, and LTD will have an information booth set up. LTD also will offer free bus rides on Earth Day to encourage attendance at the event.

INTERNAL COMMUNICATIONS AUDIT

- All qualitative interviews are now complete. The Ulum Group staff are generating the written survey, which will go to a research firm for review prior to fielding. Information about the process was included in an article in the LTD employee newsletter *Inside Lane* in April. The survey should be in the hands of employees by mid-April and back to The Ulum Group by May 1. Following review, The Ulum Group staff will present their findings to the Leadership Council, employees, and then the Board.

EVENT SERVICES

- Butte to Butte organizers have agreed to again provide shuttles for race participants on Tuesday, July 4. One additional vehicle will be added to better accommodate the more than 1,700 racers who ride the shuttle.
- Olympic Trials' organizers have discussed various needs related to the trials and will approach the Board with a sponsorship proposal in the near future. The timing of the trials will provide a number of challenges for LTD. One of the most challenging days may be Tuesday, July 4, 2008, when LTD will be faced with Butte to Butte event shuttles and two fireworks show shuttles--in addition to the Olympic Trials' shuttles. Thankfully, we have time to carefully evaluate all of these needs!

TOKEN DISCOUNT PROGRAM

- Staff participated in a meeting to discuss the needs of the homeless in our community. A specific focus on transportation needs was facilitated by City of Eugene staff member Richie Weinman. The Eugene City Council is committed to addressing homelessness as a top priority this year. Human services agencies in attendance expressed a great need for expanded transportation options. LTD participates by providing the Not-for-Profit Agency Discount Program and is reaching more people with the expanded EZ Access Program; however, greater needs still exist. It was suggested that a meeting be held with Terry Parker, Richie Wienman, and Steve Manela from Lane County. We will discuss potential ways to meet the transportation needs of the homeless by partnering and evaluating new sources of funding. LTD has struggled to provide consistent service to some homeless adults when their behavior becomes detrimental to the rest of the customers on the bus. This will be a topic of discussion when we meet.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

Terry spent three days in Washington, D. C., in late March, attending a 1-1/2 day meeting on the New Freedom and Job Access Reverse Commute programs under the Safe, Accountable, Flexible, and Efficient Transportation Equity Act (SAFETEA-LU). She had the opportunity to provide recommendations to Federal officials regarding targeted strategies for implementing the coordinated planning provision under the Federal Transit Administration's authority, and other related topics. During this trip, Terry also attended an Easter Seals Project ACTION National Steering Committee meeting, of which she is a member.

Accessible Services staff are gearing up to issue a Request for Proposal for four Accessible Services contracts. These include the local Transit Host and Training program, currently contracted with Alternative Work Concepts; South Lane County transportation services, currently contracted with South Lane Wheels; Florence transportation services, currently contracted with River Cities Taxi; and a local screening and transportation service to mental health services, currently contracted with White Bird Clinic. The four current contracts expire on June 30, 2006.

A meeting was held on April 4, with local human service agency contacts to discuss the Brokerage Call Center program, to begin formation of a Brokerage Steering Committee, and to discuss the Public Transit - Human Services Coordination Plan now required under State and Federal rules.

The Accessible Transportation Committee met on March 21, to review and approve the STF Budget for Fiscal Year 2006-07 and to review an update of the interior design of the EmX vehicle. Staff also provided the committee an update of the Annual Route Review results.

Several meetings will be held in the coming months with local agency transit trainers in preparation for training seniors and people with disabilities in the use of the EmX system.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

There is no Transit Operations report this month.

MAINTENANCE

Tom Brush, Director of Maintenance

During the week of March 6, 2006, LTD Maintenance staff met with Coach Manufacturer Gillig Corporation, Hayward, California, to begin the pre-production meetings for the District's twenty 40-foot, low-floor, clean diesel coach procurement.

The pilot coach is scheduled to enter the assembly line on October 9, 2006. Production for the remaining nineteen coaches is to begin on November 29, with all coaches anticipated for delivery prior to January 31, 2007.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Carol James, Accounting Manager

Three hundred eighty-three (383) vendor checks, totaling \$2,344,480, were processed during the month of March, including \$911,211 to Wildish Building Company for work related to the EmX Franklin Corridor.

One hundred eleven (111) payroll checks and 1,379 payroll direct deposits totaling \$1,191,386 were made in March 2006. These numbers reflect three pay dates in March.

Thirteen cash fare deposits totaling \$108,078 were made in March 2006.

PURCHASING

Jeanette Bailor, Purchasing Manager

Negotiations continue with New Flyer for a final delivery date of five articulated vehicles. A contract has been signed for armored car services to handle farebox cash and other deposits. Changes made to the group pass policy are being transferred to individual agreements, and the existing agreement templates updated to reflect changes. The Request for Proposal process has started for several accessible service providers of rural transportation. A Request for Proposals has gone out for a photocopy machine to replace the aging machine in the Administrative copy room.

INFORMATION TECHNOLOGY

Steve Parrott, IT Manager

The IT group is involved with work on several levels assisting LTD staff with preparations for testing of elemental components that will support the new EmX service. Research into technology that provides real-time passenger information continues along two paths. One path utilizes an add-on feature to LTD's TransitMaster system called "OnStreet". The OnStreet module uses location information from equipment on LTD's vehicles to forecast actual arrival and departure times for buses at certain stops along a route. The forecasts are displayed at all EmX platforms via Light-Emitting Diode (LED) display panels. Siemens VDO has indicated that they may not be able to supply the OnStreet solution for LTD in time for the start up of EmX. Consequently, the IT group is looking into the possibility of building an in-house system to provide this service in a manner very similar to the OnStreet product.

The IT group continues efforts to improve LTD's communications infrastructure and capabilities of existing systems. Work is completed to modify all revenue vehicle radios so that operators delivering service on the McKenzie route will have voice communications with LTD dispatchers through a new radio link in that area of the county. The group, IT, is preparing to present a new radio control console technology to the Transit Operations group for review and comment. Once an appropriate production configuration is approved for service, training materials and classes will need to be prepared as a part of the technology roll-out plan for this new system.

HUMAN RESOURCES

Mary Neidig, Human Resources Director

HEALTH CARE

The new health risk assessment tool was made available on-line from February 1 through March 10. A total of 131 employees/dependents took the survey--which is 42% utilization. Of the 131 respondents, 91 have low health risks (up to two risk factors), 29 have medium health risks (three to four risk factors), and 13 have high health risks (5 or more risk factors). All respondents in the high risk category have been personally contacted by a health coach and will receive ongoing support over the rest of the year. A closing risk assessment will be taken in late November to measure improvements in health risk factors.

SELECTION AND HIRING

It has been a very busy month for district hiring. Will Mueller was hired to fill the vacant Service Planning Coordinator position, creating an opening for his prior position of Transit Planner. Bus Operator Heather Lindsay was hired to fill the Transit Planner position. Marcia Maffei's selection as the newly-created Commuter Solutions Program Manager resulted in an opening in her prior position of Employer Program Specialist. Bob Ransom of Salem Transit accepted this position in early March. Jeff Sherman was selected as the new

Facilities Maintenance Specialist, working to maintain the district's many facilities. Other current openings are: Journeyman Mechanic, Commuter Solutions Administrative Secretary and Operations Administrative Services Assistant. In addition, we will be hiring a new group of Bus Operators for a class beginning in June.

OTHER ACTIVITIES

The annual Employee Recognition Barbecue was held on March 24. All Employees of the Month for 2005 were honored, and Kiyo Clark was announced as the 2005 Employee of the Year. Well over 100 employees attended for the presentation or for the great barbecued food.

The Human Resources Director completed the classroom work toward her CAPPP Certification in Public Pension Plans, a professional certification program. Certification requires passing two separate tests. Results of the two tests will be available some time in June.

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

May 19

- DATE OF MEETING:** April 26, 2006
- ITEM TITLE:** SECOND READING AND ADOPTION OF AMENDED FARE ORDINANCE
- PREPARED BY:** Andy Vobora, Director of Marketing and Communications
- ACTION REQUESTED:** Hold the second reading of Thirteenth Amended Ordinance No. 35, and then adopt the revised ordinance.
- BACKGROUND:** A public hearing on the proposed fare structure for FY 2006-07 was held in February 2006, followed by the first reading of the fare ordinance at the March 2006 Board meeting. The Board did not direct staff to change any part of the fare structure following the first reading.
- The fare changes must be implemented by ordinance. The first such ordinance, Ordinance No. 35, was adopted in June 1992. The first reading of Thirteenth Amended Ordinance No. 35 was held on March 15, 2006. The second reading and adoption of the ordinance is scheduled for the April 26, 2006, 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.
- Following adoption, a copy of Thirteenth Amended Ordinance No. 35 will be filed with the County Clerk and made available for public inspection. Fare information will be updated in the District's information materials.
- ATTACHMENTS:**
- (1) Pricing Plan Summary
 - (2) Thirteenth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services
- PROPOSED MOTION:**
- (1) I move that Thirteenth Amended Ordinance No. 35 be read by title only.

(Following an affirmative vote, the ordinance should be read: Thirteenth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services.)
 - (2) I move the following resolution

LTD resolution No. 2006-016: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Thirteenth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services.

Three hundred eighty-three (383) vendor checks, totaling \$2,344,480, were processed during the month of March, including \$911,211 to Wildish Building Company for work related to the EmX Franklin Corridor.

One hundred eleven (111) payroll checks and 1,379 payroll direct deposits totaling \$1,191,386 were made in March 2006. These numbers reflect three pay dates in March.

Thirteen cash fare deposits totaling \$108,078 were made in March 2006.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** April 26, 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. **Budget Adoption:** The fiscal year 2006-07 proposed budget will be on the agenda for adoption at the June 21, 2006, regular Board meeting. The budget must be adopted before the end of the fiscal year on June 30.
 - B. **Resolution Reaffirming LTD Boundaries:** State law requires that LTD annually determine the territory in the District in which the transit system will operate. If boundary changes were to be made, that would be done by ordinance. Since no changes are planned, a resolution reaffirming the current boundaries will be scheduled for approval at the June 21, 2006, regular Board meeting.
 - 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.

**LANE TRANSIT DISTRICT
GENERAL MANAGER COMPENSATION ADMINISTRATION
APRIL 15, 2006**

Salary History:

<u>Date</u>	<u>Increase</u>	<u>Salary</u>
02/27/00	Hire Salary	\$ 110,000
03/27/01	4% Increase	\$ 114,400
03/01/02	3% Increase *	\$ 117,832
07/01/02	0.75% Increase	\$ 118,716
06/22/03	2% Increase	\$ 121,090
01/01/05	1% Increase **	\$ 122,301
06/01/06	2.5% Increase	\$ 125,358

* Additional 40 hours of CAL granted annually

** Additional monthly car allowance increase of \$100

Compensation Comparisons:

Attached is a summary of compensation comparisons of general manager-type roles in five similar-sized transit districts. Also included are comparisons for other local employers and Lane County employers. Lane Transit District participated in all three surveys.

2005 C-TRAN Pay and Benefits Survey

General Manager

<u>District</u>	<u>Kitsap</u>	<u>Lane</u>	<u>Salem</u>	<u>Ben Franklin</u>	<u>C-Tran</u>
Employees	419	312	222	270	343
2004 Budget Operating	\$30 Mil	\$24 Mil	\$23 Mil	\$22 Mil	\$31 Mil
2004 Budget Capital	\$21 Mil	\$30 Mil	\$7 Mil	\$11 Mil	\$18 Mil
Salary	\$117,041	\$125,358	\$107,500	\$105,274	\$109,956
Vehicle Allowance	N/A	\$4,800	N/A	\$3,600	\$6,000

**Local CEO Salary and Benefits Survey
Prepared by Willamalane Recreation District**

<u>Agency</u>	<u>Base Salary</u>	<u>Retirement by Agency</u>	<u>Retirement by Manager</u>	<u>Annual Car Allowance</u>
Eugene SD	\$109,867	6%	0%	\$4,500
SUB	\$136,162	0%	3%	\$4,200
Lane County	\$115,939	0%	6%	\$4,380
Springfield	\$135,344	0%	0%	\$ 0
Average	\$124,328			\$4,360
LTD	\$125,358	6%	0%	\$4,800

**2005 Local Compensation Surveys
General Manager Function**

2005 Cascade Regional Salary Survey:

<u>Simple Average</u>	<u>Weighted Average</u>	<u>Average Start</u>	<u>25% of Range</u>	<u>Median of Range</u>	<u>75% of Range</u>
\$122,941	\$143,812	N/A	\$ 85,923	\$106,700	\$153,609

GENERAL MANAGER EMPLOYMENT AGREEMENT

BETWEEN: Mark Pangborn (“Mr. Pangborn”)

Deleted: ¶

AND: Lane Transit District (the “District”)

EFFECTIVE

DATE: February 1, 2006

RECITALS:

A. The Board of Directors of the District (the “Board”) is authorized pursuant to ORS 267.200(5) to enter into contracts on behalf of Lane Transit District and to appoint and fix the salary of the General Manager.

B. Mr. Pangborn assumed the duties of General Manager on January 27, 2006, and has been employed as General Manager of the District pursuant to Board resolution made on February 15, 2006.

C. The parties wish to amend and restate the terms of Mr. Pangborn’s employment pursuant to the terms of this agreement.

AGREEMENT:

Therefore, in consideration of the foregoing recitals and terms and conditions of this agreement, the parties agree as follows:

Section 1: Duties and Responsibilities.

(a) The District agrees to continue Mr. Pangborn’s employment as General Manager, and Mr. Pangborn hereby accepts such employment upon the terms and conditions set forth in this agreement.

(b) Mr. Pangborn shall have, and agrees to perform in good faith, the duties and responsibilities of General Manager as directed by the Board. The Board reserves the right to change the responsibilities at its discretion. As such, Mr. Pangborn shall maintain his office at the headquarters of the District, and shall:

1) Have full charge of the acquisition, construction, main tenancy, and operation of the transit system of the District.

General Manager Employment Agreement - 1

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- 2) Have full charge of the administration of the business affairs of the District.
- 3) Enforce all ordinances adopted by the Board.
- 4) Administer the personnel system adopted by the Board, and, except for officers appointed by the Board, appoint, discipline, or remove all officers and employees, subject to ORS 267.010 to 267.390 and the rules of the Board.
- 5) Prepare and submit to the Board within 90 days after the end of each fiscal year a complete report of the finances and administrative activities of the District for that preceding fiscal year.
- 6) Keep the Board advised as to the needs of the District.
- 7) Prepare all plans and specifications for acquisition of equipment or construction of improvements or facilities for the District.
- 8) Cause to be installed and maintained a system of auditing and accounting that shows completely and at all times the financial condition of the District.
- 9) Devote his entire working time to the business of the District. Mr. Pangborn's participation in civic and charitable affairs is deemed to be business of the District within the meaning of this provision and he shall keep the Board informed as to such activities.
- 10) Perform such other duties as the Board requires by resolution.
- 11) Attend the meetings of the Board and may participate in its deliberations, but has no vote.

Section 2: Term of Employment.

Mr. Pangborn is an "at will" employee. His employment shall continue only so long as is mutually agreed by both parties. Mr. Pangborn may be removed by the Board only by an affirmative vote of a majority of its members.

Section 3: Compensation and Evaluation.

General Manager Employment Agreement - 2

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(a) As compensation for the services rendered to the District during the fiscal year 2006-07, and commencing as of February 1, 2006, Mr. Pangborn shall be paid a salary of \$125,358.47, and a monthly automobile allowance of \$400, in accordance with the District's regular payroll procedures. Such compensation shall be subject to modification from year to year by Board action following its annual evaluation of Mr. Pangborn ' s performance as General Manager. Any modification shall be inclusive of cost of living adjustments, if any, as the Board determines is appropriate for Mr. Pangborn and such other factors as the Board may deem pertinent including, but not limited to, industry peer analyses, employee performance evaluations, and changes in the Consumer Price Index. In addition, Mr. Pangborn shall be entitled to the fringe benefits that are generally available to other administrative employees of the District, which presently include: hospital; surgical, medical, dental, or other group health insurance; life insurance and disability benefits; holidays; sick leave; vacation; and participation in the Lane Transit District pension or retirement program.

(b) Mr. Pangborn shall be entitled to full compensation and benefits during periods of suspension.

(c) Compensation and benefits received by Mr. Pangborn from other parties after notice of termination or suspension, for services performed for other parties during the period of 90 days after notice of termination or during periods of suspension, shall reduce the compensation and benefits to which Mr. Pangborn shall be entitled under this agreement.

(d) The Board shall, in consultation with Mr. Pangborn, set annual performance goals and objectives. The Board shall review and evaluate Mr. Pangborn ' s performance at least annually, including his attainment of such performance goals and objectives, and share such evaluation with him.

Section 4: Severance Benefit.

In the event the Board terminates Mr. Pangborn ' s employment without cause, he shall receive a six-month severance payment of salary and benefits, which severance payment shall not include retirement and leave accrual benefits. Such severance payment shall be due and payable at the District ' s standard pay periods during the six-month period following the date of termination and shall be in lieu of all other payments, or in a lump sum at the Board ' s discretion.

If Mr. Pangborn is terminated for cause, he shall not be entitled to receive any severance benefit and shall be paid only the salary and benefits accrued through the date of such termination.

Section 5: Termination/Suspension.

General Manager Employment Agreement - 3

(a) Before Mr. Pangborn's employment is terminated, if specifically requested by Mr. Pangborn after receiving notice of termination, he shall be given a written statement of the reasons for his termination. If requested, he shall be given an open hearing at a meeting of the Board before the final vote for his termination where he may be represented by counsel and present witnesses and other evidence on his behalf; such hearing shall be not less than thirty (30) days after the Board serves written notice of termination; however, the Board may by resolution suspend him from office pending a hearing. The action of the Board in suspending or terminating Mr. Pangborn, if approved by a majority of the members of the Board, may be reconsidered by the Board, but is otherwise final and not subject to appeal.

(b) The parties agree to give each other written notice of termination. Notice of termination given by Mr. Pangborn to the District shall be effective at the date specified therein, which date shall be not less than 60 days after the date of service of the notice. Notice of termination given by the District to Mr. Pangborn shall be made effective at the date specified therein, which date shall be not less than 60 days after the date of service of the notice; provided, however, that notice of termination may be effective immediately if the Board terminates Mr. Pangborn for cause, subject to his right to request a hearing as provided in subsection (a) above.

(c) As used in this agreement, "cause" includes, but is not limited to, fraud, dishonesty, misappropriation of funds, embezzlement, similar serious acts of misconduct in the rendering of services to or on behalf of the District, or Mr. Pangborn's willful failure or refusal to comply with the policies, standards, directions, or regulations of the District as they are established periodically.

Section 6: Expenses.

The District shall reimburse Mr. Pangborn for reasonable and necessary business expenses incurred by him in the performance of the duties and responsibilities set out in this agreement, upon presentation, in accordance with the District's normal practice, of reasonably detailed statements of expense for which reimbursement is claimed. In addition, Mr. Pangborn shall receive a total monthly automobile expense allowance of \$400.

Section 7: Deferred Compensation.

Mr. Pangborn shall be eligible to participate in the District's Section 457 deferred compensation plan in accordance with its terms.

Section 8: Illness or Death.

In the event Mr. Pangborn dies or becomes disabled during the term of this agreement or any extension thereof, this agreement shall terminate upon the date of such death or disability. Disability shall mean any health condition that prevents Mr. Pangborn from performing his duties for a period that exceeds 12 consecutive weeks.

Section 9: Indemnification.

To the maximum extent permitted by law, the District shall defend, indemnify, and hold Mr. Pangborn harmless from and against any and all claims, demands, suits, actions, or proceedings of any kind or nature arising out of his good faith performance of his duties and responsibilities as General Manager, provided that his performance is not contrary to established statutes or ordinances, or the resolutions, policies, and reasonable standards of conduct adopted by the Board.

Section 10: Arbitration.

The parties agree that any controversy or claim arising out of or relating to this agreement, or any dispute arising out of the interpretation or application of this agreement, which the parties are unable to resolve, shall be finally resolved and settled exclusively by arbitration in Eugene, Oregon, by a single arbitrator under the Oregon Arbitration Rules. If the parties cannot agree upon an arbitrator, then each party shall choose its own independent representative and those independent representatives shall in turn choose the single arbitrator within 30 days of the date of the selection of the first independent representative.

Section 11: Assignment.

This agreement is personal to Mr. Pangborn and cannot be assigned by him to any other person.

Section 12: Entire Agreement.

This agreement represents the entire agreement between the parties and supersedes any prior agreements or understandings, whether oral or written between the parties, without limitation.

Section 13: Amendments.

This agreement cannot be changed or terminated orally and may be modified only by a written agreement executed by both parties that specifically refers to this agreement.

Section 14: Notices.

Any notice to the District under this agreement shall be given to the President of the Board of Directors at the President's latest address as shown by the records of the Clerk of the Board of the District. Any notice to Mr. Pangborn under this agreement shall be given to him at his latest address as shown on the records of the Clerk of the Board of the District. Notices shall be deemed given when delivered in person or within two business days after being mailed by certified mail at the United States Post Office in Eugene or Springfield, Oregon, with postage fully prepaid and addressed as hereinabove specified.

IN WITNESS WHEREOF, the undersigned have executed this agreement in duplicate on this 26th day of April, 2006.

LANE TRANSIT DISTRICT

Mark Pangborn

By: _____
President, Board of Directors

AGENDA ITEM SUMMARY

- DATE OF MEETING:** April 26, 2006
- ITEM TITLE:** GENERAL MANAGER EMPLOYMENT AGREEMENT
- PREPARED BY:** Mary Neidig, Director of Human Resources and Risk Management
- ACTION REQUESTED:** Adoption of proposed employment agreement between LTD and General Manager Mark Pangborn
- BACKGROUND:** At the April 19, 2006, meeting of the Board of Directors' Human Resources Committee, a draft employment agreement was reviewed. Legal counsel representing both LTD and Mr. Pangborn have reviewed and approved this draft. Mr. Pangborn is satisfied with the draft. It is now being recommended by the members of the Human Resources Committee.
- CONSEQUENCES OF REQUESTED ACTION:** This agreement forms a binding agreement between LTD and General Manager Mark Pangborn.
- ATTACHMENTS:**
- (1) Draft Employment Agreement
 - (2) General Manager Compensation
- PROPOSED MOTION:** I move the LTD Resolution No. 2006-018: Resolved, that the LTD Board of Directors hereby approves the General Manager Employment Agreement as presented at the April 26, 2006, Board meeting.



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

Q:\Reference\Board Packet\2006\02\Regular Mtg\GM Report to Bd Feb 06.doc



*Lane Transit District
P. O. Box 7070
Eugene, Oregon 97401*

*(541) 682-6100
Fax: (541) 682-6111*

**Pioneer Parkway EmX
Locally Preferred Design
EmX Steering Committee Recommendation
April 26, 2006**

This document describes, segment by segment, a recommendation from the EmX Steering Committee for a Locally Preferred Design for the Pioneer Parkway EmX. The EmX Steering Committee includes local elected officials, LTD Board representatives, an Oregon Department of Transportation (ODOT) representative, and three community representatives.

The Locally Preferred Design represents the current preferences, given available information, on the design for the corridor. The Locally Preferred Design will be carried forward into an Environmental Analysis. There are two very important points to make about the selection of a Locally Preferred Design.

The selection of a Locally Preferred Design does not constitute approval of that design. Project approval would occur in Summer 2006, after the release of the Environmental Assessment.

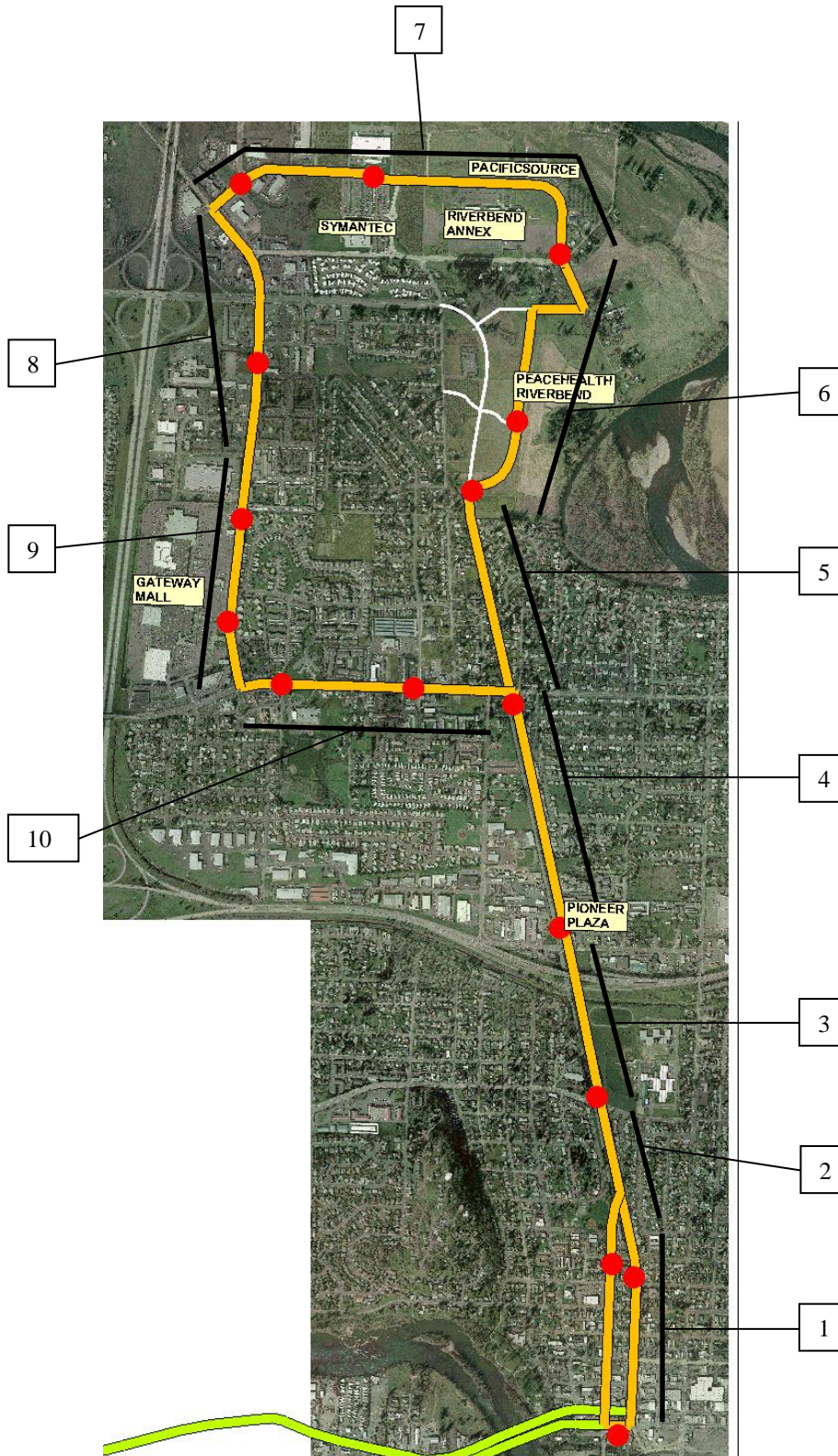
The Locally Preferred Design can include more than one design option to be carried forward into the Environmental Assessment.

The EmX Steering Committee recommendation has taken advantage of the flexibility to carry options forward. For the portion of the route on Gateway and Harlow Streets, the Steering Committee is carrying an option for mixed traffic (the Transportation Systems Management alternative), as well an option that includes transit lanes.

As part of the decision on a Locally Preferred Design, LTD conducted an intensive public communication and involvement effort that included direct contact with many businesses and residents along the corridor, an open house, a mailing to all households in the area, and a meeting of stakeholders. This recommendation takes into account public comment on the design alternatives. The recommendation also takes into consideration other planned studies and projects, most notably a study by the City of Springfield regarding the Gateway/Beltline intersection.

The descriptions in this document follow a general south to north progression along the corridor, and then follow the corridor counter-clockwise around the RiverBend/ International Way/Gateway/Harlow loop. The discussion is broken into corridor segments, as shown on the map on the following page.

Pioneer Parkway EmX Corridor Shown with Corridor Discussion Segments



SEGMENT 1 - Pioneer Parkway East and Pioneer Parkway West: Springfield Transit Station to F Street

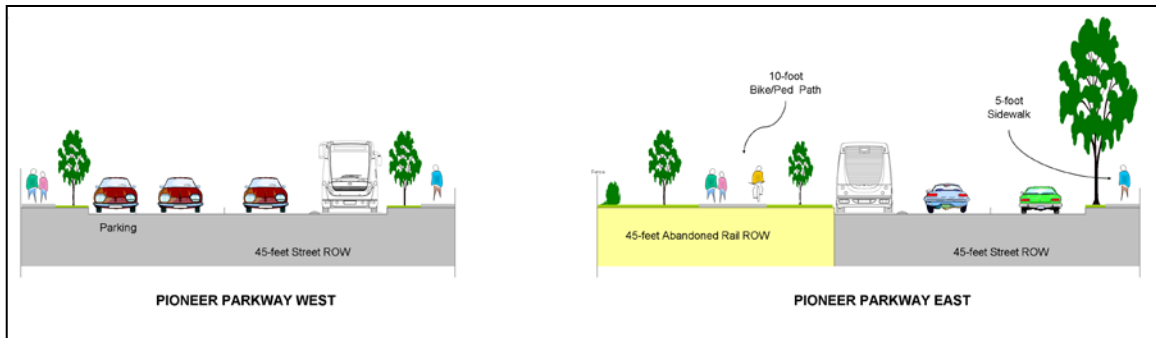
Options Considered

- ❑ No-Build: Service would remain on 5th Street and would not use Pioneer Parkway East or Pioneer Parkway West.
- ❑ Transportation Systems Management (TSM): Transit service would operate in mixed traffic on Pioneer Parkway East and Pioneer Parkway West. Signal priority would be employed, as approved by Springfield and ODOT, at signalized intersections. Curbside stops would be located at E Street on both Pioneer Parkway East and Pioneer Parkway West.
- ❑ BRT Alternative 1: EmX service would operate in transit lanes on both Pioneer Parkway East and Pioneer Parkway West. Signal priority would be employed, as approved by Springfield and ODOT, at signalized intersections

Along Pioneer Parkway East, a northbound transit lane would be on the left (west) side of the one-way street. The two travel lanes would be shifted to the east, with road space made available by eliminating on-street parking on the east side of the street. The multi-modal path and wide right-of-way on the west side of Pioneer Parkway East would remain virtually unchanged. Vehicles turning left from Pioneer Parkway East would merge into the transit lane to make the turn. An EmX station would be located just north of E Street.

Along Pioneer Parkway West, a southbound transit lane would be on the left (east) side of the one-way street. This would be accommodated by removing the on-street parking on the east side of the street. The travel lanes would remain in their present location, and on-street parking would remain on the west side of the street. Vehicles turning left from Pioneer Parkway West would merge into the transit lane to make the turn. An EmX station would be located just south of F Street.

Typical Cross Section of Pioneer Parkway East and Pioneer Parkway West



- ❑ BRT Alternative 2: This alternative is identical to BRT Alternative 1 with the exception that four on-street parking bays on Pioneer Parkway East between Main Street and North A would be maintained by having the transit lane and the two travel lanes shift

to the west. North of North A Street, the lanes would shift back to the east and follow a similar alignment as BRT Alternative 1.

Issues Identified

- The most significant impact along this stretch of the EmX corridor is the loss of some on-street parking. Studies show that overall about 17 percent of the available on-street parking is utilized at the peak parking time, though utilization rates vary from block to block. All property and business owners who would experience loss of on-street parking along their property frontage were contacted. Three concerns emerged:
 - The Springfield Utility Board (SUB) indicated that the on-street parking is used by some employees, who would now have to cross the street and walk farther. SUB did not believe this to be an overwhelming concern and expressed general support for the project.
 - AlethaLou's Mercantile, located at 145 Pioneer Parkway East, is concerned about the loss of two 30-minute parking bays located in front of the business. BRT Alternative 2 retains the parking, and LTD staff are also working with the business owner in investigating other options to replace the parking.
 - A private residence at 623 Pioneer Parkway East expressed concern about the loss of on-street parking in front of the residence. It appears that on-street parking in this particular location can be retained without adjusting either the EmX lane or the travel lanes due to excess right-of-way created as the street veers to the west.
- A second potential issue that was investigated is the impact of the project on the Washburne Historic Area. LTD staff met with the Springfield Historic Commission to discuss the project and the proposed station at Pioneer Parkway East and E Street, which is within the historic district boundary. Using plan drawings and a photo simulation of the station (shown below), the Historic Commission determined that the transit lane and the station would not have an adverse impact on the Washburne Historic Area. They suggested naming that EmX Station the "Washburne Station."



PPE and E Street: Existing



PPE and E Street: With Proposed Station

- Managers of the apartment complexes located along this part of the corridor were contacted, and they see the proposed project as a benefit to their tenants.

EmX Steering Committee-Recommended Locally Preferred Design

It is recommended that BRT Alternative 1 be used in this section of the corridor, with the following changes:

- Identify alternative parking to replace the lost on-street parking in front of the business at 145 Pioneer Parkway East. If suitable alternative parking is not identified, use BRT Alternative 2, which retains the on-street parking in that area.
- Create inset on-street parking bays in the vicinity of 623 Pioneer Parkway East to replace the on-street parking that is displaced in front of that residence.

SEGMENT 2 - Pioneer Parkway: F Street to Centennial

Options Considered

- No-Build: Service would remain on 5th Street and would not use Pioneer Parkway.
- Transportation Systems Management (TSM): Transit service would operate in mixed traffic on Pioneer Parkway. Signal priority would be employed, as approved by Springfield and ODOT, at signalized intersections. A curb-side stop would be located at Centennial Boulevard.
- BRT Alternative 1: As illustrated below, EmX service would operate in transit lanes on the eastern side of the median. The northbound EmX lane essentially would be a third lane on east side of the roadway. The southbound EmX lane would be located in the median, between the multi-modal path and the northbound EmX lane. The multi-modal path would remain in its present location, except near Centennial where it would need to shift slightly to the west.



BRT Alternative 1 in median of Pioneer Parkway

- BRT Alternative 2: This alternative is similar to BRT Alternative 1, except that the northbound lane is also located within the median and separated from the roadway. The multi-modal path would remain in its present location, except near Centennial where it would need to shift slightly to the west.



BRT Alternative 2 in median of Pioneer Parkway

Issues Identified

- Impact on Greenery: Both build alternatives avoid the large trees on the western side of the median, but do impact other smaller trees and some of the grass area. BRT Alternative 2 has a greater impact of the landscaping that BRT Alternative 1. In both cases, the project would replace trees that were displaced.
- Impact on Multi-Modal Path: Both build alternatives leave the path in its current location, except near Centennial where the path is relocated to the west. BRT Alternative 2 puts a transit lane somewhat closer to the path, and this has been mentioned as a possible safety concern. There is also the need to have the path cross the southbound EmX lane. Both alternatives show this as an at-grade crossing, with the path realigned to provide better visibility of approaching transit vehicles at the crossing point.

EmX Steering Committee-Recommended Locally Preferred Design

It is recommended that BRT Alternative 1 be used in this section of the corridor. BRT Alternative 1 has less impact on the median and keeps the transit lane farther from the multi-modal path. The following additional design features are to be investigated:

- Creating a warning signal for pedestrians and bicyclists of an approaching EmX vehicle at the point where the path crosses the southbound EmX lane.

- Building a railing between the multi-modal path and traffic (EmX or other vehicles) in locations where the path is close to a travel lane.

SEGMENT 3 - Pioneer Parkway: Centennial to Q Street

Options Considered

- No-Build: Service would remain on 5th Street and would not use Pioneer Parkway.
- Transportation Systems Management (TSM): Transit service would operate in mixed traffic on Pioneer Parkway. Signal priority would be employed, as approved by Springfield and ODOT, at signalized intersections.
- BRT Alternative 1: EmX service would operate in transit lanes on the eastern side of the median. The travel lanes would be shifted (a gradual shift with appropriate tapers) onto Hamlin Middle School property, allowing the transit lanes to use very little of the median. The multi-modal path would remain in its present location, except near intersections where it would shift to the west. A station would be located on the north side of Centennial and designed as a “split” station, with separate platforms for northbound and southbound EmX service.
- BRT Alternative 2: Under this option, both the northbound and southbound lanes would be located within the median and separated from the roadway. A station would be located on the north side of Centennial and designed with a single central platform to service both northbound and southbound EmX service. The multi-modal path would remain in its present location, except near intersections where it would need to shift slightly to the west.

Issues Identified

- Impact on Greenery: Both build alternatives would impact some of the trees and some of the grass area. BRT Alternative 2 would have a greater impact of the landscaping than BRT Alternative 1. In both cases, the project would replace trees that were displaced.
- Impact on Multi-Modal Path: Both build alternatives would leave the path in its current location, except near intersections where the path would be relocated to the west. BRT Alternative 2 would place a transit lane closer to the path, and this has been mentioned as a possible safety concern.
- Impact of Hamlin Middle School Property: Alternative 1 would require the purchase of a strip of school property approximately 15 feet wide. The Springfield School District has said that it does not object to the sale of this property.
- Impact of the Bridge over Q Street Slough: BRT Alternative 1 would require a widening of the northbound bridge to accommodate the two additional EmX lanes, while BRT Alternative 2 would require a separate EmX bridge just east of the bridge for the multi-modal path.

EmX Steering Committee-Recommended Locally Preferred Design

It is recommended that BRT Alternative 1 be used in this section of the corridor with the following modifications:

- Use the single platform station design (as shown in Alternative 2) for the station on the north side of Centennial. This reduces land requirements since a single platform served by both southbound and northbound vehicles requires less width than separate platforms for northbound and southbound service.
- Build a railing between the multi-modal path and traffic (EmX or other vehicles) in locations where the path is close to a travel lane.
- Be sure that infringement on the school property does not adversely impact the recreational fields.

SEGMENT 4 - Pioneer Parkway: Q Street to Hayden Bridge Way

Options Considered

- No-Build: Service would remain on 5th Street and would not use Pioneer Parkway.
- Transportation Systems Management (TSM): Transit service would operate in mixed traffic on Pioneer Parkway. Signal priority would be employed, as approved by Springfield and ODOT, at signalized intersections.
- BRT Alternative 1: EmX service would operate in transit lanes on the eastern side of the median. The northbound EmX lane essentially would be a third lane on east side of the roadway. The southbound EmX lane would be located in the median, between the multi-modal path and the northbound EmX lane. A station would be located between Q Street and the access road to Pioneer Plaza. Another station would be located just south of the roundabout at Hayden Bridge Way. The multi-modal path would remain in its present location, except near intersections where it would need to shift slightly to the west.
- BRT Alternative 2: Under this option, both the northbound and southbound lanes are located within the median and separated from the roadway. A station would be located between Q Street and the access road to Pioneer Plaza. Station locations would be the same as in Alternative 1. The multi-modal path would remain in its present location, except near intersections where it would need to shift slightly to the west.

Issues Identified

- Impact on Greenery: Both build alternatives would impact some of the trees and some of the grass area. BRT Alternative 2 has a greater impact on the landscaping than BRT Alternative 1. In both cases, the project would replace trees that were displaced.
- Impact on Multi-Modal Path: Both build alternatives leave the path in its current location, except near intersections where the path is relocated to the west. BRT Alternative 2

would put a transit lane closer to the path, and this has been mentioned as a possible safety concern.

EmX Steering Committee-Recommended Locally Preferred Design

It is recommended that BRT Alternative 1 be used in this section of the corridor with the following modification:

- Build a railing between the multi-modal path and traffic (EmX or other vehicles) in locations where the path is close to a travel lane.

SEGMENT 5 - Martin Luther King, Jr. Parkway: Hayden Bridge to RiverBend Drive

This section of the corridor will be completed prior to the start of the Pioneer Parkway EmX. The only addition for both BRT Alternative 1 and BRT Alternative 2 is the construction of a curbside station for northbound service just south of RiverBend Drive.

SEGMENT 6 - RiverBend Drive: Martin Luther King, Jr. Parkway to International Way

Options Considered

LTD is contracting with PeaceHealth to have transit lanes installed in the median of RiverBend Drive as part of the roadway construction. Thus, the transit lanes would be an existing condition. The street network between the north end of RiverBend Drive and International Way has not been determined. LTD service (whether conventional service or EmX) will follow the street network that is eventually developed.

- No-Build: Conventional transit service would use the transit lanes on RiverBend Drive. Stations would be located on RiverBend Drive near Cardinal Way.
- Transportation Systems Management (TSM): Transit service would use the transit lanes on RiverBend Drive. Signal priority would be employed, as approved by Springfield, at signalized intersections. Stations would be located on RiverBend Drive near Cardinal Way.
- BRT Alternative 1: EmX service would operate in the RiverBend transit lanes. A station to serve the south end of the RiverBend development and the Game Farm Road area would be located on the RiverBend median just east of Martin Luther King, Jr. Parkway and RiverBend. Stations to serve the hospital would be located at RiverBend Way and Cardinal.
- BRT Alternative 2: Identical to Alternative 1.

Issues Identified

No significant issues are identified for this segment.

EmX Steering Committee-Recommended Locally Preferred Design

It is recommended that BRT Alternative 1 be used in this section of the corridor.

SEGMENT 7 - International Way: Deadmond Ferry Road to Game Farm Road North

Options Considered

- ❑ No-Build: Conventional transit service would operate in mixed traffic on International Way.
- ❑ Transportation Systems Management (TSM): Transit service would operate in mixed traffic on International Way. Signal priority would be employed, as approved by Springfield, at signalized intersections.
- ❑ BRT Alternative 1: EmX service would operate in median transit lanes. To accommodate the transit lanes, the roadway would be widened approximately five to six feet on each side. There would be no access restrictions to driveways or roads. Stations would be located north of Deadmond Ferry Road, west of Maple Isle Farm Road, and west of Sports Way.
- ❑ BRT Alternative 2: EmX service would operate in median transit lanes. The roadway width would remain as is, but the bike lanes would be relocated to an off-street facility. There are no access restrictions to driveways or roads. Stations would be located north of Deadmond Ferry Road, west of Maple Isle Farm Road, and west of Sports Way.

Issues Identified

- ❑ Comments were received indicating that the station located just north of Deadmond Ferry Road would serve area businesses better if it were located between the RiverBend Annex and Pacific Source.
- ❑ There are many utilities in the International Way area, making any required street widening very costly.
- ❑ An option was suggested for Alternative 2 to build a 10-foot or 12-foot combined pedestrian/bicycle facility on each side of International Way. That design is consistent with other pedestrian/bicycle facilities in the area.

EmX Steering Committee-Recommended Locally Preferred Design

It is recommended that BRT Alternative 2 be used in this section of the corridor, with the following modifications:

- ❑ Relocate the station that is just north of Deadmond Ferry Road to a location between RiverBend Annex and PacificSource;
- ❑ Create combined pedestrian/bicycle facilities on either side of International Way that are designed to allow a safe “co-existence” of bicyclists and pedestrians.

SEGMENT 8 - Game Farm Road North/Gateway Street: International Way to Postal Way

This section of the EmX route is included in a study that the City of Springfield will begin soon, to consider possible improvements to the Gateway and Beltline intersection. The starting point for the study uses a traffic design that was developed as part of the I-5/Beltline Environmental Assessment that shows northbound Gateway Street traffic deviating east on Kruse and north on Hutton to reach Beltline. That traffic configuration has been assumed in the EmX design options. The preferred design of EmX through this segment of the route will be considered tentative pending the results of the Springfield Gateway/Beltline Study.

Options Considered

- ❑ No-Build: Conventional transit service would operate in mixed traffic on Gateway Street.
- ❑ Transportation Systems Management (TSM): Transit service would operate in mixed traffic on Gateway Street. Signal priority would be employed, as approved by Springfield, at signalized intersections.
- ❑ BRT Alternative 1: EmX service would operate in a single median transit lane between International Way and Beltline and south of Kruse Way. On the section between Kruse and Beltline, there would be two EmX lanes, with the northbound EmX remaining on Gateway while other traffic would be routed around on Kruse and Hutton. The southbound EmX lane would be shared with left-turning vehicles. On that section of Gateway Street, the EmX lanes could be added without the need for street widening, since the northbound traffic lanes would have been vacated. Postal Way would be realigned slightly to the south in order to provide left-turn signalized access to the businesses on the east side of Gateway. An EmX station would be located south of Kruse Way.
- ❑ BRT Alternative 2: EmX service would operate with two median lanes between International Way and Beltline, and in a single lane south of Kruse Way. Between Kruse and Beltline, southbound service would operate in an EmX lane that would be shared with left-turning traffic. Northbound EmX would travel in mixed traffic around the Kruse/Hutton/Beltline route. Postal Way would be realigned slightly to the south in order to provide left-turn signalized access to the businesses on the east side of Gateway. An EmX station would be located south of Kruse Way.

Issues Identified

- Median transit lanes may result in some access restrictions. There are opportunities to realign business access to signalized intersections at the Best Buy driveway (new signal to be installed shortly), Gateway Loop, and Postal Way (new signal to be installed with EmX project). Access issues will, of course, depend on the street, driveway, and signal configuration to be determined as part of the Springfield study of the Gateway/Beltline intersection.
- The realignment of Postal Way would affect the Post Office and require their approval. Preliminary discussions with the Post Office have occurred and the reaction to the proposal has been favorable. However, formal approval may be a protracted process.
- The implementation of median transit lanes on Gateway requires the purchase of strips of property along the street. The property strips do not displace any structures. Alternative 2 requires greater property acquisition than Alternative 1.
- The right-of-way purchase from the commercial area east of the intersection of Postal Way and Gateway would affect parking. It appears that purchases from the west side of Gateway Street at that location would not affect parking and may have less impact.

EmX Steering Committee-Recommended Locally Preferred Design

The Steering Committee recommends that two options be carried forward for this segment. One option is the Transportation Systems Management design that results in mixed traffic (no

separate transit lanes) through this segment. The other option is to implement BRT Alternative 1 with the following modification:

- Purchase needed property in the Postal Way area from the west side of Gateway Street in order to minimize impact on the commercial area on the east side of Gateway.

These options are presented without declaring a preference for either design. The eventual design may be one option or the other, or a combination of the two options. It is also understood that this preferred design is a tentative decision, subject to modification based on the results of the City of Springfield study of the Gateway/Beltline intersection.

SEGMENT 9 - Gateway Street: Postal Way to Harlow Road

Options Considered

- No-Build: Conventional transit service would operate in mixed traffic on Gateway Street.
- Transportation Systems Management (TSM): Transit service would operate in mixed traffic on Gateway Street. Signal priority would be employed, as approved by Springfield, at signalized intersections.

- BRT Alternative 1: EmX service would operate primarily in a single median transit lane (with the exception of two lanes just south of Postal Way) through most of this stretch. In the Gateway Mall area, the southbound EmX service would operate in mixed traffic and serve a curbside station south of Oakdale, then re-enter an EmX lane south of the south entrance to the mall. Northbound service in this area would enter the mall at the south entrance, turn north along the outer ring road and serve a station south of Oakdale. The EmX vehicle would then exit at the Oakdale intersection and enter a median EmX lane and continue north. Stations would be located north of the north entrance to the mall (simulation photo below) and south of Oakdale.



EmX Station at Gateway Street and North Entrance to Gateway Mall

- BRT Alternative 2: This alternative is identical to Alternative 1, except that there would be two EmX lanes between the south mall entrance and Harlow Road.

Issues Identified

- Median transit lanes may result in some access restrictions. In this particular section, access except at signalized intersections currently is very limited; thus, the EmX lanes would have limited impact on access. However, there would be an impact on access to the commercial area at the northwest corner of Harlow and Gateway. One option to replace that access would be to allow an additional replacement access from Harlow Road. This alternative access would serve the same traffic flow that now turns left from Gateway into that development.
- The implementation of median transit lanes on Gateway would require the purchase of strips of property along the street. The property strips would not displace any structures. Alternative 2 would require greater property acquisition than Alternative 1.
- Currently, there is no agreement with Gateway Mall regarding the relocation of the Gateway Mall Transit Station. Note that the new proposed transit station would accommodate the conventional transit service in addition to the EmX service.
- Concern was expressed regarding safe pedestrian access from the proposed Gateway Mall Station to the entrance to Gateway Mall. It was suggested that a protected pedestrian walkway would need to be part of the station.

EmX Steering Committee-Recommended Locally Preferred Design

The Steering Committee recommends that two options be carried forward for this segment. One option is the Transportation Systems Management design that results in mixed traffic (no separate transit lanes) through this segment. The other option is to implement BRT Alternative 1 in this section of the corridor, with the following modification:

- Continue to explore other options for the Gateway Mall station.

These options are presented without declaring a preference for either design. The eventual design may be one option or the other, or a combination of the two options.

SEGMENT 10 - Harlow Road/Hayden Bridge Way: Gateway Street to Pioneer Parkway**Options Considered**

- No-Build: Transit service would not operate on this segment of the corridor.
- Transportation Systems Management (TSM): Transit service would operate in mixed traffic on Harlow Road and Hayden Bridge Way. Signal priority would be employed, as approved by Springfield, at signalized intersections. Queue jumps might be used in selected locations.
- BRT Alternative 1: EmX service would operate in a combination of single and dual median transit lanes. The sections between Gateway Street and Hartman Lane and between Pheasant Boulevard and Game Farm Road would have a single EmX lane. The route segment between Game Farm Road and Pioneer Parkway would be in mixed traffic. Stations would be located east of Hartman and west of Pheasant.
- BRT Alternative 2: This alternative would have dual EmX lanes between Gateway Street and Game Farm Road, and operate in mixed traffic between Game Farm Road and Pioneer Parkway. Stations would be located west of Hartman and west of Pheasant.

Issues Identified

- Median transit lanes may result in access restrictions. In this particular section, both Alternative 1 and Alternative 2 would restrict left-turn access between Gateway Street and Game Farm Road except at signalized intersections (exiting left turns would be allowed). This access restriction is of particular concern to the businesses on the north side of Harlow Road.
- The implementation of median transit lanes on Gateway would require the purchase of strips of property along the street. The property strips would not displace any structures. Alternative 2 would require greater property acquisition than Alternative 1. Selco Credit Union was concerned that the property acquisition would have an impact on its parking.

- The safety of students traveling to and from at Guy Lee Elementary School was mentioned as concern.

EmX Steering Committee-Recommended Locally Preferred Design

The Steering Committee recommends that two options be carried forward for this segment. One option is the Transportation Systems Management design that results in mixed traffic (no separate transit lanes) through this segment. The other option is to implement BRT Alternative 1 in this section of the corridor, with the following modifications:

- Develop a design that allows left-turn access to the businesses on the north side of Harlow, west of Pheasant (Les Schwab, New Image Car Wash, Caffe Gourmet, and Rapid Refill Ink). This would be either a single EmX lane with a left-turn pocket or EmX travel in mixed traffic.
- Operate the TSM design (mixed traffic) between Pheasant Boulevard and Game Farm Road. This would allow full access to businesses located in that segment of the corridor.
- Redesign the segment between Gateway and Hartman to continue to eliminate the impact on parking at Selco Credit Union.
- Implement safety improvements for students traveling to and from Guy Lee Elementary School. Improvements would include a railing to help channel bicyclists and a median pedestrian refuge at the EmX station.

These options are presented without declaring a preference for either design. The eventual design may be one option or the other, or a combination of the two options.

Group Pass/Emergency Ride Home Programs:

Marcia gave a GPP presentation to department managers of Alvord-Taylor.
Marcia met with property manager of Federal Courthouse re: transportation survey and GPP.

Center for Appropriate Transport is no longer a GPP participant. Majority of their participants are covered under the Student Transit Pass program.

13 GPP/ERH inquiries; representing over 500 employees

5 GPP/ERH information packets were mailed.

Rideshare Program

A third Eugene to Salem Valley VanPool started on March 13th serving the 8 to 4:30 workdays. Seats are still available.

An update on our carpool matching database, RidePro3, was installed.

AGENDA ITEM SUMMARY

DATE OF MEETING: April 26, 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: March 2006 Performance Report
February 2006 RideSource Performance Report
March 2006 RideSource Performance Report
April 2006 *Eugene/Springfield Metro Labor Trends*

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** April 26, 2006
- ITEM TITLE:** PIONEER PARKWAY EmX: LOCALLY PREFERRED DESIGN
- PREPARED BY:** Stefano Viggiano, Director of Development Services
- ACTION REQUESTED:** Approve a Locally Preferred Design for the Pioneer Parkway EmX
- BACKGROUND:**
- The decision process for the Pioneer Parkway EmX requires the selection of a Locally Preferred Design (called a Locally Preferred Alternative in the federal regulations). The Locally Preferred Design is used for modeling purposes for the New Starts funding application and identifies the corridor design(s) that are to be carried forward into the Environmental Assessment. The selection of a Locally Preferred Design does not constitute final design approval; that will occur in July or August--after the release of the Environmental Assessment. It should also be noted that it is possible to carry design options forward as part of a Locally Preferred Design.
- The decision process for the Locally Preferred Design included extensive public comment opportunities. Public involvement activities are described in an attached memorandum, and comments received are summarized on an attached matrix. Copies of forms, letters, and e-mail comments received will be available at the meeting or can be provided, on request, prior to the meeting.
- Attached is a description for the Locally Preferred Design as recommended by the EmX Steering Committee. The Springfield City Council approved a Locally Preferred Design at their meeting on April 17, 2006. Their approval supported the Steering Committee's recommendation, but indicated a preference for the Transportation Systems Management (TSM) Alternative for Gateway Streets and Harlow Road, pending a study by the City of Springfield for Gateway Street.
- RESULTS OF RECOMMENDED ACTION:**
- The Locally Preferred Design will be carried forward into the Environmental Assessment and form the basis for a funding application to the Federal Transit Administration. Federal regulations also require that the Locally Preferred Design be approved by the Metropolitan Policy Committee, acting as the Metropolitan Planning Organization (MPO) for this area.
- Adopting the Locally Preferred Design approved by the Springfield City Council (emphasizing the Transportation Systems Management Alternative on Gateway and Harlow, until completion of the City's Gateway Street Study) should produce a Finding of No Significant Impact

(FONSI) from the Environmental Assessment in time for the August New Starts application deadline.

ATTACHMENTS:

1. Description of recommended Locally Preferred Design
2. Description of Public Comment Process
3. Summary matrix of public comments

PROPOSED MOTION:

I move the following resolution, LTD resolution No. 2006-015: Be it resolved that the LTD Board of Directors hereby adopts the Locally Preferred Design as approved by the Springfield City Council.

**Pioneer Parkway EmX
Public Involvement Summary
April 26, 2006**

Outlined below are elements of the public participation process used during the consideration of a preferred design. The attached Public Comment Matrix notes all comments received during this process. Each comment is responded to directly within the matrix. Please refer to the **Locally Preferred Design Memorandum** for responses and actions taken to address key issues raised during the public involvement process.

Springfield City Council: Work sessions on February 21 and March 20 provided the City Council with an update on the project schedule and design issues for the corridor. Comments and suggestions were noted at both meetings and addressed either at the meeting or in a follow-up memo. All comments noted at the Council Work Sessions have been recorded in the attached Public Comment Matrix. Comments received this evening from the council and the public will also be recorded and addressed by staff.

Additional public comment opportunities associated with the review of the Environmental Assessment and final decision on the project will be implemented in June and July.

Corridor Contacts: LTD staff identified businesses and residences along the corridor that are directly impacted by the project. Impacts include change in access, loss of property, or loss of on-street parking. LTD staff met individually with these businesses and residents. These meetings provide the opportunity for direct discussion about the proposed project and have been an extremely valuable source of comments. To-date 45 one-on-one contacts have been made, generating 120 comments that have been addressed directly.

In addition, a letter was sent to all property and business owners who may have some changes to their property as a result of our project.

Individual contacts with property and business owners are anticipated to continue through the environmental analysis.

Open House: An open house was held at the Springfield City Hall Library Meeting Room on March 22, 2006, from 4:00 p.m. to 6:00 p.m. The open house was advertised in fliers, in local newspapers, on radio stations, and in television interviews. The open house provided background information on the EmX system, detailed information on the Pioneer Parkway EmX alternatives under consideration, and an opportunity for comment. Approximately 60 people attended the open house. Over 25 comments were recorded at this event.

Stakeholder Meeting: During the early planning process, stakeholder groups were formed for each of three designated segments of the Pioneer Parkway corridor, and these groups helped shape the alternatives to be considered. The stakeholders who participated in these groups were invited to a meeting immediately following the open house on March 22, 2006. This meeting provided an opportunity for discussion and comment on the alternative designs. This stakeholder meeting was attended by approximately 15 individuals.

Mailing: A postcard was mailed to all addresses within one-quarter mile of the corridor (6,900), inviting them to contact LTD or attend the open house.

Other Presentations: LTD staff made presentations to the Springfield Alliance, the Springfield Chamber of Commerce Government Issues Committee, the Springfield Historic Commission, and the Springfield Chamber Gateway Development Committee.

Staff and Agency Coordination: LTD staff continue to meet regularly with Springfield staff and other participating agencies to discuss design options and issues.

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April 17, 2006

MEMORANDUM

TO: Lane Transit District Board of Directors

FROM: Stefano Viggiano
Director of Development Services

RE: **Pioneer Parkway Public Involvement Summary**

PUBLIC INVOLVEMENT SUMMARY

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Memorandum to Springfield City Council
April 17, 2006
Page Two

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SV:jms

Attachment

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AGENDA ITEM SUMMARY

DATE OF MEETING: April 26, 2006

ITEM TITLE: SPECIAL SERVICE POLICY UPDATE

PREPARED BY: Andy Vobora, Director of Marketing and Communications

ACTION REQUESTED: Approve Revised Special Service Policy

BACKGROUND: At the April 3, 2006, Board work session, staff reviewed a modification affecting the pricing of Level One community event service. Level One events require less staff oversight and planning--primarily due to their recurring nature. Staff completed a cost analysis to verify that pricing based on the sum of direct costs would cover all costs associated with providing Level One community event service. The Board concurred and directed staff to bring back a revised policy for adoption.

RESULTS OF RECOMMENDED ACTION: Level One community event service will be charged the sum of direct operating costs. For 2006, the rate will increase from \$78 per service hour to \$81 per service hour.

ATTACHMENT: Revised Special Service Policy

PROPOSED MOTION: I move the following resolution, LTD Resolution No. 2006-017: Be it resolved that the LTD Board of Directors hereby adopts the revised Special Service Policy as presented.

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

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DATE OF MEETING: April 26, 2006

ITEM TITLE: NEWS ARTICLES ABOUT TRANSIT ISSUES AROUND THE COUNTRY

PREPARED BY: Mark Pangborn, 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