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LANE TRANSIT DISTRICT SPECIAL BOARD MEETING

Tuesday, September 19, 2006
5:30 p.m.

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

A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

Ban _____ Davis _____ Eyster _____ Gant _____
Gaydos _____ Kortge _____ (Vacancy) _____

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT

IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 04

V. BOARD CALENDARS (5 minutes) 05

VI. WORK SESSION

A. November 2006 Ballot Measures (15 minutes) 06

B. Franklin EmX Update (30 minutes) 08

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

VII. EMPLOYEES OF THE MONTH – August, September, and October 2006 (10 minutes) 09

VIII. AUDIENCE PARTICIPATION

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

IX. ITEMS FOR ACTION AT THIS MEETING

- | | | |
|----|---|----|
| A. | Consent Calendar (1 minute) | 11 |
| | 1. Minutes of June 12, 2006, Special Meeting/Work Session with Eugene City Council (Page 12) | |
| | 2. Minutes of June 21, 2006, Regular Meeting (Page 19) | |
| | 3. Minutes of July 10, 2006, Special Meeting/Work Session with Springfield City Council (Page 28) | |
| | 4. Minutes of July 10, 2006, LTD Special Meeting (Page 35) | |
| | 5. Minutes of July 19, 2006, Canceled Regular Meeting (Page 38) | |
| | 6. Minutes of August 16, 2006, Canceled Board Meeting (Page 39) | |
| | 7. FY 2006-07 Disadvantaged Business Enterprise Program and Policy (Page 40) | |
| B. | EmX Vehicle Debt Resolution (10 minutes) | 43 |
| C. | Not-for-Profit Discount Program Update (10 minutes) | 47 |

X. ITEMS FOR INFORMATION AT THIS MEETING

- | | | |
|----|--|---------|
| A. | Board Member Reports (respond if questions) | 49 |
| | 1. Meetings Held or Attended | |
| | (a) Metropolitan Policy Committee—August 10 | |
| | (b) Board Service Planning & Marketing Committee—July 17 | |
| | (c) Board HR Committee—August 22 | |
| | (d) Region 2050 Policy Advisory Board Report | |
| | 2. No Meeting/No Report | |
| | (a) Board Finance Committee | |
| | (b) Board Communication & Process Committee | |
| | (c) EmX Steering Committee | |
| B. | Board Two-Day Strategic Planning Work Session (20 minutes) | 52 |
| C. | West Eugene Transportation Study (15 minutes) | 55 |
| D. | LTD Sustainability Plan (10 minutes) | 56 |
| E. | Monthly Financial Report—July and August 2006 (5 minutes) | 57 & 75 |
| F. | Board Correspondence (respond if questions) | 58 |

G.	News Articles About Transit Issues Around the Country (respond if questions)	60
H.	Monthly Department Reports (respond if questions)	65
I.	Monthly Performance and Labor Trends Reports (respond if questions)	73 & 75
XI.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	74
A.	Pioneer Parkway Decision Process	
B.	Alternative Mobility Standards—Tom Schwetz	
C.	Annual Performance Report	
D.	Third EmX Corridor	
E.	EmX Updates	
F.	Annual Strategic Planning Work Session	
G.	General Manager Evaluation	
XII.	ADJOURNMENT	

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

AGENDA ITEM SUMMARY

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DATE OF MEETING: September 21, 2005

ITEM TITLE: JULY AND AUGUST FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

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

Passenger fares increased by 8.8 percent for the first two months of the new year over the same period last year. Ridership for the rolling twelve-month period, which ended August 31, is up 12.4 percent. Last year at this time, the trend was flat preceding the growth that resulted from the Student Transit Pass Program and the effects of rising fuel gasoline prices. Group pass revenue continues to be strong. Revenue from this resource increased 8.5 percent over the previous year.

Payroll tax revenues are up 16.9 percent versus last year due to the steady economic recovery of Lane County, and also the large construction payrolls associated with the major projects in the Eugene-Springfield area.

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

Interest rates on invested cash balances continue to improve. The Local Government Investment Pool (LGIP) rate is now above 5 percent.

Total personnel services expenditures, the largest category of operating expense, increased 7.9 percent over the previous year. The primary reasons are additional drivers for fall service, new employees approved in the FY 2006-07 budget process, a significant increase in retirement plan contributions, and the termination by retirement or resignation of several administrative employees resulting in payouts of accrued leave. Annual expenses are expected to be within budget parameters.

Materials and services results vary widely from department to department. Total materials and services expenses are 1.7 percent higher for the first two months of this year as compared to last, reduced by the elimination of a transfer to capital in FY 2006-07. Overall spending is within budget for the year to date indicating that the timing of expenses is different in the current fiscal year. Transfers to Accessible, in accordance with the FY 2006-07 plan.

Fuel prices are still volatile, high, and likely to go higher. The current-year budget assumed \$2.25 per gallon. The price per gallon exceeded \$2.60 in the early weeks of the new fiscal year. The most recent price per gallon was \$2.49, an improvement, but still above budget. Forecasts are for a continued reduction in fuel prices, so it is still too early in the fiscal year to predict if the FY 2006-07 fuel budget will be sufficient to cover actual expenditures.

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

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

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

Fieldwork for the audit of the 2005-2006 fiscal years was begun the week of September 11. The Comprehensive Annual Financial Report (CAFR), including auditors' statements, will be distributed before the November Board meeting. A representative of the audit firm *Grove, Mueller & Swank* will attend the November meeting to present audit findings and answer any questions that Board members may have.

ATTACHMENTS:

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

1. Operating Financial Report - comparison to prior year
2. Comparative Balance Sheets
 - a. General Fund
 - b. Commuter Solutions Fund

- c. Accessible Services Fund
- d. Capital Projects Fund

3. Income Statements

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

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

2

DATE OF MEETING: September 19, 2006

ITEM TITLE: JULY AND AUGUST FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: The 2006 July and August financial reports are included as an addendum to the Board packet.

ATTACHMENTS: None

PROPOSED MOTION: None

Special Mobility Services: RideSource Activity and Productivity Information

August-06	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	11,875	11,225	5.8%	22,596	21,317	6.0%	134,282	130,374	3.0%
RideSource(All Modes)	9,156	7,872	16.3%	17,140	14,896	15.1%	97,988	89,397	9.6%
Shopper	628	685	-8.3%	1,131	1,237	-8.6%	6,587	7,563	-12.9%
Escort Volunteers-Metro	747	831	-10.1%	1,454	1,684	-13.7%	9,284	12,585	-26.2%
Escort Volunteers-Rural	1,344	1,837	-26.8%	2,871	3,500	-18.0%	20,423	20,829	-1.9%
RideSource Cost per Ride	\$ 18.99	\$ 15.58	21.9%	\$ 19.07	\$ 15.59	22.4%	\$ 17.35	\$ 15.26	13.7%
RideSource(All Modes)	\$ 23.97	\$ 21.45	11.8%	\$ 24.44	\$ 21.53	13.5%	\$ 23.00	\$ 21.55	6.8%
RideSource Shopper	\$ 8.78	\$ 7.65	14.8%	\$ 8.78	\$ 7.65	14.8%	\$ 8.78	\$ 7.65	14.8%
RideSource Escort	\$ 2.88	\$ 2.26	27.6%	\$ 2.77	\$ 2.23	24.5%	\$ 2.55	\$ 1.88	35.3%
Ride Reservations	10,083	8,945	12.7%	19,035	17,061	11.6%	110,441	103,285	6.9%
Cancelled Number	830	753	10.2%	1,691	1,552	9.0%	10,282	9,899	3.9%
Cancelled % of Total	8.23%	8.42%		8.88%	9.10%		9.31%	9.58%	
No-Show Number	100	83	20.5%	185	176	5.1%	1,128	1,101	2.5%
No-Show % of Total	0.99%	0.93%		0.97%	1.03%		1.02%	1.07%	
Ride Refusals Number	9	0	#DIV/0!	10	8	25.0%	42	57	-26.3%
Ride Refusals % of Total	0.09%	0.00%		0.05%	0.05%		0.04%	0.06%	
Service Hours	4,727	3,914	20.8%	8,815	7,492	17.7%	50,245	44,031	14.1%
Agency Staff	4,422	3,662	20.8%	8,311	7,063	17.7%	46,902	41,496	13.0%
Agency SMS Volunteer	305	252	21.0%	504	429	17.5%	3,343	2,535	31.9%
Avg. Trips/Service Hr.	2.07	2.19	-5.5%	2.07	2.15	-3.7%	2.08	2.20	-5.5%
RideSource System Miles	69,397	57,334	21.0%	130,002	109,489	18.7%	732,657	633,096	15.7%
Avg. Miles/Trip	7.09	6.70	5.9%	7.12	6.79	4.8%	7.01	6.53	7.3%
Miles/Vehicle Hour	14.68	14.65	0.2%	14.75	14.61	0.9%	14.58	14.38	1.4%

Special Mobility Services: RideSource Activity and Productivity Information

August-06	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	91.6%	90.5%	1.2%	91.1%	91.0%	0.1%	91.1%	90.4%	0.8%
Sample	8,280	7,096		15,477	13,163		87,123	80,035	
On-Time	7,586	6,424		14,097	11,976		79,364	72,346	

- 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.

2006 General Election Ballot Measures
A summary prepared by The Ulum Group

Measure 39: Eminent Domain: Prohibits governments from condemning property to give it to a private party. Measure 39 is part of a national property rights movement in response to a 2005 U.S. Supreme Court decision that upheld the right of the city of New London Conn., to condemn private property for use in a private waterfront redevelopment project. It is not related to 2004 Measure 37 about Oregon's land use laws.

Measure 40: Electing judges: Requires that judges of the Oregon Supreme Court and state Court of Appeals be elected from districts rather than statewide. The goal of the measure is to make the courts more conservative. A similar measure was rejected in 2002.

Measure 41: Federal Tax Exemption: Allows taxpayers to use the more generous federal personal tax exemption for a state tax credit, that will be \$165 a person in 2007. For most taxpayers that will equal approximately \$140 in additional tax savings and would reduce state revenues by more than \$400 million a year beginning in 2008.

Measure 42: Insurance rates: Bans insurance companies from using credit scores to determine rates. Credit scores are used for first-time buyers and when someone switches auto and homeowners insurance companies.

Measure 43: Abortion notice: Requires 48-hour written notice to parents before girls ages 15-17 can obtain an abortion. Parental consent is already required for a child under 15 to undergo any medical procedure. Voters rejected a similar measure in 1990.

Measure 44: Drug program: Expands the state prescription drug discount program to allow any Oregon resident without prescription drug coverage to participate. The program is currently only available to uninsured Oregonians 55 and older.

Measure 45: Term limits: Amends the state constitution to limit legislators to six years as a representative, eight years as a senator. In 1992, Oregon voters approved term limits for state lawmakers, statewide officeholders and Oregon's representatives in the U.S. house and Senate. The measure was later overturned by the U.S. and Oregon Supreme courts.

Measure 46: Campaign contributions: Amends the constitution to authorize campaign contribution and expenditure limits. The Oregon Court of Appeals ruled in April that Measure 46 was unconstitutional because it made two distinct and unrelated changes to the constitution. This ruling has been appealed to the Supreme Court.

Measure 47: Campaign contributions: Implements campaign finance limits. Bans corporate contributions and limits individual contributions. Oregon voters approved campaign contribution and expenditure limits in 1994 but they were overturned by the state Supreme Court in 1997.

Measure 48: Spending limit, also known as Taxpayer Bill of Rights (TABOR) or the Rainy Day Amendment: Limits increases in state spending to population increase plus inflation. The Legislative Fiscal Office estimates that it would limit spending by approximately \$2.2 billion in the 2007-2009 biennium.

LTD Board Strategic Planning Workshop
November 10-11, 2006
Lane Community College
Center for Meeting and Learning

Welcome

- Comments by Board Chair Gerry Gaydos and General Manager Mark Pangborn
- Agenda Review

Board Ground Rules

- Discussion of Issues from the Board Communication and Process Committee

Strategic Plan

- Review Vision/Mission Statement/Core Values/Guiding Principles
- Goal 1: Deliver reliable public transportation service
 - Productivity vs. Coverage: What is the current productivity/coverage split? Is it appropriate?
 - Bus Plus Planning: How is this proceeding? How should we select future corridors?
 - Performance Measures for this goal
- Goal 2: Develop innovative service that reduces dependency on the automobile
 - EmX Third Corridor Selection: How involved should LTD (staff and Board) be in the selection of the corridor?
 - Neighborhood Connectors: Are we moving ahead with this? Should we buy smaller buses to use for this service?
 - Performance measures for this goal
- Goal 3: Maintain LTD's fiscal integrity
 - Capital vs. Operating: Is the current priority between capital expenditures and operating expenditures appropriate?
 - Application of payroll tax increase: How is the payroll tax increase being used?
 - Pioneer Parkway EmX Funding: What is the status of the Small Starts application? How do the ConnectOregon funds affect the funding picture?
 - Capital Funding: What are the priority projects? What are the options for funding the third EmX corridor?
 - Performance measures for this goal

- Goal 4: Provide leadership for the community's transportation needs
 - Board Leadership: Is the Board role appropriate? Should the Board be more active representing LTD's interests?
 - Sustainability: How aggressive should LTD be in pursuing sustainable business practices?
 - Future role of LTD on United Front (post-Linda): Should LTD maintain a leadership role in this effort?
 - Performance measures for this goal

- Goal 5: Develop a workplace environment that allows employees to succeed
 - Communications Audit: Are we following through with the suggestions in the audit?
 - *Looking to the Future*: What are the next steps in implementing this plan?
 - Cultural privilege training: How can the District integrate this training throughout the organization?
 - Performance measures for this goal

FY 2007-08

- Overview of LRFP/CIP

- Budget Priorities for FY 07-08

ADDENDUM TO
SEPTEMBER 19, 2006,
BOARD MEETING AGENDA PACKET

1. July 2006 Financial Statements
2. August 2006 Financial Statements
3. July 2006 *RideSource* Performance Reports
4. (August 2006 Performance Reports will be handed out at the meeting.)

AGENDA ITEM SUMMARY

DATE OF MEETING: September 19, 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

May 19

DATE OF MEETING: September 19, 2006

ITEM TITLE: NOVEMBER 2006 BALLOT MEASURES

PREPARED BY: Stefano Viggiano, Assistant General Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: Doug Barber from the Ulum Group will be at the September Board meeting to review the November 2006 ballot measures. While most initiatives have little relevance to Lane Transit District, measures that affect state spending may have significant indirect impact. Transportation services for the elderly and people with disabilities receive state funds from the cigarette tax, from a fee for state-issued identification cards, and from other transportation funds. It is likely that transit advocates will seek an increase in state support for these special transportation services in the 2007 legislative session. To the degree that state spending is preempted or directed to specific activities, transit's ability to achieve such an increase is reduced.

Less immediate is the result of turnover in the state legislature. As with the Congress, the longer legislators serve, the more familiar they are with the issues and the less dependent they are on the bureaucracy for information. The Oregon Transit Association has taken a position in opposition to the measure establishing term limits.

Mr. Barber will be prepared to offer a fuller explanation of the measures and to answer questions about their effect on LTD.

ATTACHMENTS: Ballot Measure Summary prepared by the Ulum Group

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 19, 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 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 attended the MPC meeting on August 10, 2006. At that meeting, the MPC approved a Metropolitan Transportation Improvement Program (MTIP) amendment for the City of Springfield's Bob Straub Parkway and reviewed the draft Public Participation Plan, which is open for public comment. They also reviewed the new eMPO project, a Web-based informational tool for MPO transportation planning in the area, and discussed revised criteria for programming STP-U funds for planning, modernization, preservation, project development, and TDM. The MPC also was presented options for an alternative MPO dispute resolution mechanism.
2. **Board Service Planning & Marketing Committee:** The Board's Service Planning & Marketing Committee is comprised of Mike Eyster, David Gant, and Dean Kortge. Members Gant and Kortge

met on July 17, 2006, with Cottage Grove Mayor Gary Williams, Council Member Mike Fleck, and City Administrator Richard Meyers. This meeting was coordinated in response to a request by Councilor Fleck. Topics covered included the following:

- a. How LTD plans and provides service
- b. Cottage Grove service performance and needs
- c. LTD's paratransit service and how South Lane Wheels fits into the service delivery model

All parties participated in the discussion and evaluated the new Cottage Grove service to be implemented in Fall 2006. There is keen interest on the part of the Cottage Grove representatives that the demands for service be monitored closely and that additional service be a consideration for the LTD 2007 annual route review process. The meeting concluded with a discussion of Mr. Gant's Board term and an interest by Cottage Grove to have his seat filled with another Cottage Grove resident. A review of the subdistrict boundary was mentioned and the Governor's process of selecting LTD Board members was reviewed. No future meetings were scheduled with Cottage Grove. The next meeting of the LTD Service Planning & Marketing Committee will occur in Fall 2006.

3. **Board HR Committee**: The Board HR Committee (Susan Ban, Mike Eyster, and Chair Gerry Gaydos) last met on August 22. The committee received staff reports regarding Maintenance Department training and succession planning and the work of the new training specialist. The annual general manager evaluation process also was reviewed. The next meeting will be held on October 3.
4. **Region 2050 Policy Advisory Board**: Susan Ban is the Board's representative on the Region 2050 Policy Advisory Board (Policy Board); Mike Eyster is the alternate. There was no meeting this month; however, the City of Eugene decided to withdraw from the Region 2050 process, joining Springfield and Cottage Grove. It is expected that some of the small cities will continue to participate in the process, but the outcome is uncertain at this time. The next Policy Board meeting is scheduled for October 30 to discuss the next steps.

NO MEETINGS HELD

1. **Board Finance Committee**: The Board Finance Committee (Debbie Davis, David Gant, and Dean Kortge) last met on March 7, 2006. The committee will meet again in the fall of 2006.

2. **Board Communication & Process Committee:** This *ad hoc* committee is comprised of Mike Eyster, David Gant (chair), and Gerry Gaydos. The committee last met on June 15.
3. **EmX Steering Committee:** Board President Gerry Gaydos and Board members Dean Kortge and Debbie Davis are members of LTD's EmX Steering Committee, along with members of local units of government and community representatives. The committee meets quarterly. The committee held a special meeting on April 4, 2006. The June 6, 2006, meeting was canceled due to a lack of agenda items. The next meeting is scheduled for October 3, 2006.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 19, 2006

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Mark Pangborn, General Manager

ACTION REQUESTED: None

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

- Letter from Governor Kulongoski to Board President Gerry Gaydos expressing support for LTD following the Governor's ConnectOregon funding announcement

PROPOSED MOTION: None

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING/WORK SESSION
JOINT MEETING WITH EUGENE CITY COUNCIL
AND EMX TOUR

Monday, June 12, 2006

Pursuant to notice given to *The Register-Guard* for publication on June 8, 2006, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special Board meeting/work session on Monday, June 12, 2006, beginning at 5:30 p.m., in the LTD Board Room at the LTD Headquarters at 3500 East 17th Avenue, Eugene.

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

Absent: David Gant, Secretary

CALL TO ORDER – Mr. Gaydos called the meeting of the LTD Board of Directors to order, and welcomed the Eugene City Council and City of Eugene staff. He hoped that LTD and the City could work collaboratively to ensure that the community had the best possible mass transit system.

Her Honor Mayor Kitty Piercy called the work session of the Eugene City Council to order. She thanked the Lane Transit District (LTD) Board of Directors for hosting the meeting, and hoped that more such joint meetings occurred in the future

Mr. Papé arrived.

ROLL CALL – Mr. Gaydos dispensed with the calling of the roll.

WORK SESSION

Ridership/Service Overview

LTD General Manager Mark Pangborn provided a status report on LTD, highlighting some major changes. He noted an increase in ridership between 1998 and 2005 and pointed out that rider trends were steeper than population trends, suggesting successful market penetration on the part

of LTD. He attributed a 12 percent ridership increase in the current year to LTD's student transit pass programs, increased gas prices, and employment and population growth.

Mr. Pangborn provided data on ridership from the week of May 21 broken down by day of the week, time of day, boardings per hour, and route.

Mr. Pangborn recalled criticism aimed at the District during recent labor negotiations, suggesting that LTD was sacrificing service at the expense of capital expenditures. He said that during the 1990s when the economy was growing, LTD had increased service hours by 44 percent. A portion of revenues were set aside for capital reserves in recognition that the good economic times would not last. Mr. Pangborn said that this gave LTD the opportunity to match the federal funds for the Franklin EmX corridor. When the recession of 2000 came, LTD lost money and jobs, and reduced service by 9 percent. With the economy in recovery, LTD proposed to increase service by 2 percent in 2006 and would continue to add service if economic conditions were good.

Mr. Pangborn shared information about LTD's transportation demand management programs and projects, which included group pass programs; Commuter Solutions; RideSource; employer outreach; Park & Rides; and the Diamond Express, which served Oakridge and Westfir.

Mr. Pangborn compared LTD's operating characteristics with those of selected transit providers with fixed-route systems, noting that the data indicated that LTD's performance was better than average in terms of cost and much better than average in terms of ridership.

Responding to a question from Mr. Papé, Mr. Pangborn clarified that the comparisons did not include capital expenditures. Capital expenditures for transit agencies could vary wildly from year to year, depending on the projects and programs being funded. In response to a follow-up question from Mr. Papé, Mr. Pangborn said that as a public agency, LTD did not depreciate its assets.

Mr. Pangborn invited questions.

Ms. Ortiz determined from Mr. Pangborn that the Business Energy Tax Credit (BETC) grant was a credit that came through from the State of Oregon, and it did not affect the reimbursement the school districts received from the State school funding formula. They were separate programs. Mr. Pangborn noted that the 4J School District previously has started a program where it sold bus passes to high school and middle school students living near LTD bus lines and reduced its transportation service costs.

Mayor Piercy asked if LTD had a way of knowing which schools took the most advantage of the bus pass programs. Mr. Pangborn said that LTD counted people getting on and off the bus and could compare utilization at stops near schools when school was in and out of session. He said that LTD knew there was high student use of the passes to travel to and from school, but he acknowledged that LTD lacked information about whether students used passes at other times to reach other destinations. He noted that the State Department of Energy had been pleased by the statistics LTD had shared with it in regard to the student programs. Mayor Piercy questioned if LTD could benefit from the experience of schools having greater success with the programs. Mr. Pangborn said that LTD began its effort with the schools with the best bus service and had worked with those schools to promote the program to students. He noted that this was the first

full year of the program and he anticipated that LTD would learn with experience and increase use.

Mr. Kelly found the statistics provided by LTD to be a testament to the good work the District did. When he had moved to Eugene he had been struck by the size of the bus network compared with the size of the city. He believed ridership statistics showed increased demand, and he believed there could be a quantum leap in demand with a higher level of service. He said that people who did not have to use the bus were discouraged from using it when routes were not nearby or did not travel at a frequency that encouraged use. He thought that fare was less of a consideration for such riders. Mr. Pangborn agreed. Mr. Kelly supported the payroll tax that underwrote the system now but suggested that more discussion was needed about how to broaden the revenue base to increase service levels. He thought that discussion could appropriately occur at the Metropolitan Policy Committee (MPC) as that group weighed transportation priorities around the region.

Mr. Kortge noted the difficult process that the LTD Board went through in evaluating routes on an annual basis. Mr. Kelly acknowledged that, noting that before he joined the Council he had lobbied the Board in regard to Laurel Valley service.

In response to Mr. Kelly's comments, Mr. Pangborn concurred, and noted that demand in Cottage Grove for more services resulted in the addition of articulated buses to the route, which were consistently full, with standing room only for buses leaving Creswell. He agreed that more revenues were needed for LTD to provide more service.

Walnut Street Station

Kurt Yeiter of the Eugene Planning and Development Department provided an overview of the Walnut Street Mixed-Use Development Project, which was named for one of the two EmX stations that will serve the area. He introduced Planning Commissioner John Lawless, a member of the steering committee overseeing the study. Mr. Yeiter called the Board members' and Councilors' attention to the meeting packet materials provided for the item, which included a map showing the project area. He noted the many stakeholders in the process, including public agencies, the business community, and residents, and emphasized the collaborative nature of the project.

Mr. Yeiter reviewed the phases of the project, noting that Phase 1, which resulted in an "emerging vision," recently ended. He anticipated that future phases would allow flexibility for new options and approaches.

Mr. Yeiter noted the other projects affecting the area, such as the replacement bridge over I-5, the proposed basketball arena, the Agate Street Study, and LTD's EmX project, and said that the area was ripe for redevelopment. Several key properties were currently vacant. He said that analysis indicated that 1,400 housing units were needed in the area, adding to the opportunity to create a mixed-use center at higher densities.

Mr. Yeiter said that the City was considering "form-based" zoning in the area, which was a cutting-edge planning concept.

Mr. Yeiter anticipated that traffic in the area would increase about 50 percent in the next 20 years, and it would be a challenge to create a pedestrian-comfortable neighborhood that accommodated cars and future needs. He suggested that cutting-edge street design and different ways of thinking about traffic could help to accomplish the goal of a pedestrian-comfortable neighborhood.

Mr. Yeiter thanked LTD for its contributions to the project and its support of the recent speakers series that brought in outside experts to discuss new trends and approaches.

Mr. Yeiter called attention to a list of issues to be addressed in the second phase of the project. He invited questions.

Mr. Papé referred to a memorandum included in the Agenda Item Summary entitled "Walnut Street Station Mixed-Use Development Project," which discussed the planning process and indicated that the process fell short of identifying the goal of a preferred alternative. He asked what the specific goal was, and what gap existed in meeting it. Mr. Yeiter responded that one goal was for a more specific, defined plan. That did not occur by the end of the first phase, so a range of options continued to exist, the number varying by topic. He cited the issue of the street treatment as one example, where no consensus could be reached about a proposed boulevard approach. Mr. Papé asked if the street treatment would guide other outstanding decisions. Mr. Yeiter said yes, to some degree; the street treatment helped define the level of adjacent development. Mr. Papé asked if the City had a process to reach other decisions. Mr. Yeiter said yes, the second phase of the project, during which all interests would again be brought together. Staff wanted to ensure that people understood the ramifications of their preferences. He added that it was likely that staff would return at key points for further direction from the Planning Commission and the Council.

Ms. Ban asked how the project affected north-south and bicycle traffic. Mr. Yeiter noted the bicycle connection, near Agate Street where many bicycles cross Franklin Boulevard. He said that the City had not yet heard from residents to the north. He hoped to engage the bicycle commute community, as that could affect the design of the street.

Ms. Bettman recalled that in May 2003 the City Council had adopted a modified boundary for the node that removed a section of the neighborhood south of 17th Avenue in response to residents' concerns. The boundary had been at Moss Street, but the boundary shown on the map in the Agenda Item Summary went beyond that. She asked if the Council had adopted a new boundary. Mr. Yeiter clarified that the boundary shown was the study area boundary. The node boundaries remained the same until further Council action. Ms. Bettman recalled that the definition of a node called for its center to be a quarter-mile from the edge, which was why the boundary was moved to Moss Street. She was concerned about the study boundary.

Ms. Bettman appreciated the expertise brought into the community and regretted that she had conflicts preventing her from attending the presentations. She hoped staff did more such education to overcome business community objections to boulevard treatments. She said that Alan Jacobs had made a presentation at the Oregon League of Cities regarding boulevards that demonstrated such treatments reinvigorated commercial activity.

Ms. Bettman called for design standards for the high-density development to make such development more palatable to neighbors. She suggested that the City consider bringing in

additional outside expertise to discuss design standards that would help such areas to accommodate higher densities without destroying property values. She maintained that for residents, the issue was "not really density, it was design," and suggested that higher-density housing could serve as a transition area between lower-density residential and commercial areas. Ms. Bettman said the City could call on Calper Associates or the New Urbanism Associates to assist in those efforts.

Selection of Third EMX Route

LTD's Director of Development Services Stefano Viggiano said the goal of the meeting was to agree on a selection process for a third EmX corridor. He noted the upcoming completion of the first corridor, the Franklin EmX corridor, which would connect downtown Eugene and Springfield.

Mr. Viggiano reported that the Board had decided on ten-minute headways in the corridor and LTD had purchased an additional bus to ensure that occurred.

Mr. Viggiano said that the second corridor, which would be continuation of Franklin EmX from downtown Springfield to Gateway, was under consideration. He anticipated that the Board would make a final decision on the route in September 2006. Funding for the project was coming together. If every thing went well, it should be under construction in 2008 and open for service in 2009 or in 2010.

Mr. Viggiano anticipated that the third corridor would be located in Eugene. He said that LTD would work with the City on the selection of the corridor, noting that the Board generally asked the affected jurisdiction to take the lead on that decision. He further anticipated that construction would occur in 2014-15, putting funding for the corridor outside LTD's budgeted Capital Improvement Program (CIP). Mr. Viggiano anticipated that 60 to 80 percent of the project funding would come from the federal government, with the remainder to come from a local match. LTD intended to seek opportunities to fund the local match from a source outside of its general fund, such as the ConnectOregon Program.

Mr. Viggiano reviewed a schedule for the third corridor selection and construction process, indicating that the corridor would need to be selected by 2007 to ensure that service began in 2015. He reviewed steps in the corridor selection process and invited questions.

Mr. Kelly complained about the slip in the timeline for the third corridor, saying it was painful because the need would be there and would be greater with each passing year. He termed that unfortunate. Mr. Viggiano indicated that the timeline depended on funding. The project was moved out in the CIP because LTD could not fund the local match. Mr. Kelly asked if LTD had brought the issue to the MPC. Mr. Viggiano said no. Mr. Kelly suggested that might be appropriate given the role of the MPC, adding that he previously had no idea that the delay was caused by the lack of the local match. Mr. Viggiano indicated that LTD also had to secure the necessary federal funding.

Ms. Bettman determined from Mr. Viggiano that the ConnectOregon funds were one-time moneys, but there was discussion that there might be a second round of ConnectOregon funding. Ms. Bettman noted that the City's ConnectOregon funds might have been better used for the corridor than for the use they were intended.

Ms. Bettman asked if LTD had learned enough from past experience to constrict the timeline, or whether the timeline was dependent on money. Mr. Viggiano responded that it was possible the timeline could be compressed, but funding was still an issue. He estimated that construction could be moved up to 2012 if the dollars were in place.

Ms. Bettman said the corridor selection process as presented looked good, but it did not reflect the motion included in the Council's packet. Mr. Kelly referred Ms. Bettman to page 20 of the meeting packet, where the selection process was laid out.

Ms. Bettman recalled that when the Council had selected the Coburg corridor, it had done so on a close vote. Much of the data presented at that time supported a northwest Eugene corridor, and she suggested that, given the work that had been done and the fact the Coburg corridor did not seem to be viable, the Council place its focus there.

**COUNCIL
MOTION**

Ms. Solomon, seconded by Ms. Ortiz, moved to direct the City Manager to coordinate a process with LTD as described on page 20 of the meeting packet.

Mr. Kelly asked that LTD provide the Council with the corridor selection criteria when the Council considered potential corridor options. He requested that LTD also provide the Council with the statistics mentioned by Ms. Bettman that the Council had considered during its earlier discussions.

The Council briefly discussed whether it could take action outside the corporate limits of the City of Eugene. City Manager Dennis Taylor indicated that under the Council's operating agreements, it could take action at this time.

Mr. Papé shared Ms. Bettman's and Mr. Kelly's interest in the data previously provided, particularly along West 11th Avenue.

The motion passed unanimously, 8:0.

FRANKLIN EMX TOUR

Mr. Viggiano shared a timeline for the completion of the Franklin corridor, information about its cost, and examples of the signal heads. He said that automated guidance was not part of the initial design because the needed technology was not available. Mr. Viggiano said that LTD had requested federal funding for a demonstration project for the guidance technology.

Mr. Viggiano shared a picture of the New Flyer vehicles that LTD purchased for the EmX system.

Mr. Viggiano invited Councilors to contact him if they were interested in a tour of LTD's Springfield Station.

ADJOURNMENT

Mr. Gaydos adjourned the meeting of the LTD Board of Directors and Mayor Piercy recessed the meeting of the Eugene City Council to allow the Board and Council to tour the Franklin EmX corridor.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, June 21, 2006

Pursuant to notice given to *The Register-Guard* for publication on June 15, 2006, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular Board meeting on Wednesday, June 21, 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
Mike Eyster
Dean Kortge
Mark Pangborn, General Manager
Jo Sullivan, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: David Gant, Secretary

CALL TO ORDER/ROLL CALL – Mr. Gaydos called the meeting to order and called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT – Mr. Gaydos commented that the tour of the first bus rapid transit (BRT) corridor was very impressive. He said there was good news regarding ConnectOregon funding for the Pioneer Parkway corridor. He noted that Mr. Eyster would need to leave the meeting early.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA – There were no announcements or additions to the agenda.

BOARD CALENDARS – Mr. Pangborn highlighted a number of future activities. He said November 9-11, 2006, had been tentatively reserved for the fall strategic planning session and asked which two dates were preferred. There was consensus to schedule the session on Friday evening and Saturday morning, November 10 and 11. He announced that PeaceHealth was offering tours of the River Bend site and Board members should let staff know if they wanted to participate.

EmX Public Relations Representative Sue Viggiano reported on the number of LTD employees and community members who had taken the EmX tour and said that many more tours were scheduled. She said reactions were very positive and the tours were an important marketing and public information tool.

Ms. Ban commented that there were a number of groups from other communities who had expressed an interest in the tour.

WORK SESSION

Debrief June 12 Joint Meeting with Eugene City Council – Mr. Pangborn remarked that the joint meeting had been very positive and the council had enjoyed the tour.

Mr. Kortge observed that the council was very interested in and responsive to the LTD operational information that was presented and it helped to answer many of the councilors' questions.

Mr. Eyster agreed that the operational data was well received and said the comparative data was particularly compelling.

Mr. Pangborn indicated the same approach would be used for the joint meeting with the Springfield City Council on July 10, 2006, although a tour would not be included because of time constraints.

Mr. Gaydos noted that Councilor David Kelly had raised the issue of broadening LTD's revenue base and suggested creation of a work group with representatives from Eugene, Springfield, Lane County, and LTD to explore possibilities.

In response to a comment from Mr. Kortge, Mr. Pangborn said that the incoming councilors, Mike Clark and Alan Zelenka, along with the new Lane County commissioner were being briefed on LTD operations and issues.

Security Denial and Reinstatement Procedure – Mr. Pangborn said that the presentations would address operational issues related to denial of bus ridership and handling of customer input.

Transit Operations Director Mark Johnson said there needed to be a balance between community and District needs in order to serve both in the best way. He said the District's security program managed the denial and reinstatement process. He said the primary goal was safety and security of the system and assurance that riders felt safe and comfortable. He said the District's aim was to work with people with problems, which often involved parole officers, counselors, parents, and mental health care providers in determining if there were special needs that should be accommodated in order for a person to be able to ride the bus. He said despite those efforts there were occasional denials, and those typically related to Ordinance 36 violations such as drugs, vandalism, or drunk and disorderly conduct. He said smoking and loitering were lesser offenses that generally did not involve denial but required enforcement activities.

Mr. Johnson related that ridership was automatically reinstated at the end of a 30-day denial period; an indefinite denial required the person to meet with LTD employees and develop a plan for reinstating riding privileges. He said the bulk of denials were indefinite and the citation that was issued outlined the reinstatement process and consequences of riding the bus before being reinstated; those consequences were being cited for trespassing and arrested. He noted that the courts were impressed with both LTD's reinstatement process and the clarity with which it and the consequences were spelled out to riders. He said comprehensive records of denials were maintained and a majority of denials were reinstated fairly quickly. He said a few individuals were too dangerous ever to be allowed back on the system.

In response to a question from Mr. Pangborn, Mr. Johnson said there were approximately 25 denials per month and 15 reinstatement reviews. He gave a recent example of employees going to extraordinary lengths to assist a person who needed help.

Security and Station Manager Rick Bailor said a 30-day denial was imposed for repeat offenses not related to property or person crimes such as constant loitering. He said the 30-day denial was used following education and written warnings to enforce the message.

Mr. Johnson said there were also permanent denials and daily denials, although those were used infrequently.

Ms. Ban asked if a permanent denial could be appealed if a person's circumstances changed. Mr. Bailor said a person could always request review of a denial but there had been fewer than ten permanent denials and all of them were lifetime criminals and regarded as dangerous.

Mr. Kortge asked if drivers had the ability to eject a passenger from the vehicle. Mr. Johnson said that a driver could ask someone to leave the bus and was then required to call that action in so a supervisor and security officer could respond.

Mr. Gaydos said he had only received two calls regarding denials and felt the system was fair and judicious and worked well.

Ms. Ban agreed that the denial and reinstatement process was absolutely appropriate and having consequences for inappropriate behavior was necessary.

Mr. Eyster left the meeting at 6:10 p.m.

Customer Input Process – Mr. Johnson introduced Transit Services Manager Sue Quick, who was responsible for managing the customer comment process. He referred to a recent newspaper article that was critical of how TriMet handled customer complaints and comments. He said that LTD's system was straightforward and there were standards established for operators related to customer complaints. He said that four complaints in a six-month period or eight complaints in a year or repeats of certain types of complaints would trigger a review of the situation with respect to that operator. He said complaints could be submitted in writing, over the telephone or by e-mail and had to include the complainant's name, address, and telephone number; anonymous complaints were not accepted.

According to Mr. Johnson, employees were notified of routine complaints and offered an opportunity to respond; urgent complaints related to safety concerns or violations of laws were investigated immediately by a supervisor. He said that videos were used to coach operators in some instances. He believed that the customer input process assured the District's accountability. He reviewed the customer input statistics provided in the agenda packet and pointed out that the most complaints were in the non-operator chargeable (NOC) category, which meant a supervisor had determined that the operator could not have done anything about the situation.

Mr. Kortge asked if complaints went into a driver's personnel file and ever resulted in termination. Mr. Johnson said specific complaints did not go into the personnel file but the information was

maintained in a separate database and tracked for a two-year period. He pointed out that the District had changed its hiring approach and the focus was now on good customer relations skills instead of driving skills; driving skills could always be taught. He said while a high level of customer complaints might be a factor in a termination, there were generally other factors as well.

Mr. Pangborn pointed out that the ratio was approximately 10 complaints per 100,000 boardings. Mr. Johnson added that the goal was 8 or fewer complaints per 100,000 boardings.

Ms. Ban remarked that the frequency of complaints also could be affected by employee morale, greater congestion, and other factors. Mr. Johnson agreed that the frequency and type of complaints were indicators that supervisors could use to monitor the system.

EMPLOYEES OF THE MONTH – Mr. Johnson introduced Bus Operator Shannon Alpers, the June 2006 Employee of the Month. He said that Ms. Alpers was hired by LTD in April 2005 and was nominated for Employee of the Month by customers four times in her first year.

Ms. Alpers thanked the Board for her award and recognition.

Mr. Johnson introduced July 2006 Employee of the Month Bus Operator Gary Levy. He said that Mr. Levy had been employed by LTD since 1985 and recently received an award for 20 years of safe driving.

Mr. Levy thanked the Board for his award and commended the District's willingness to invest in its employees, citing employee incentive programs that had helped him make positive changes in his life through smoking cessation and weight loss.

AUDIENCE PARTICIPATION – There was no one wishing to speak.

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar** – Ms. Ban moved adoption of LTD Board Resolution No. 2006-020: "It is hereby resolved that the Consent Calendar for June 21, 2006, is approved as presented." Ms. Davis provided the second. The Consent Calendar consisted of the minutes of the December 9-10, 2005, strategic planning session, March 13, 2006, special Board meeting; March 15, 2006, regular Board meeting; April 3, 2006, special Board meeting; April 19, 2006, canceled Board meeting; April 26, 2006, special Board meeting; May 10, 2006, special Board meeting; May 17, 2006, canceled Board meeting; and Boundary Resolution.

VOTE The Consent Calendar was approved as follows:
 AYES: Ban, Davis, Gaydos, Kortge (4)
 NAYS: None
 ABSECTIONS: None
 EXCUSED: Eyster, Gant (2)

FY 2005-2006 Supplemental Budget – Director of Finance & Information Technology Diane Hellekson stated that the supplemental budget was a housekeeping action taken at the end of

the fiscal year to realign the budget and eliminate budget anomalies. She said there were modest changes, primarily related to filling administrative positions with contractual services, fuel costs, accrual of grant funds, and advance payment of certain grant expenses to allow for reimbursement. She distributed a corrected version of the resolution.

MOTION Ms. Ban moved approval of LTD Board Resolution No. 2006-022, amending the fiscal year 2005-2005 budget as represented in the corrected resolution. Ms. Davis provided the second.

VOTE The resolution was approved as follows:
 AYES: Ban, Davis, Gaydos, Kortge (4)
 NAYS: None
 ABSENTIONS: None
 EXCUSED: Eyster, Gant

FY 2006-2007 Budget Adoption – Ms. Hellekson corrected her June 21, 2006, memorandum by deleting the last three sentences in the second paragraph. She stated that the budget as presented in the agenda packet was approved by the Budget Committee and consistent with Board direction and priorities.

Public Hearing on FY 2006-07 Budget – Mr. Gaydos opened the public hearing. He determined there was no one wishing to speak and closed the public hearing on the 2006-2007 budget.

MOTION Mr. Kortge moved approval of LTD Board Resolution No. 2006-023, adopting the LTD fiscal year 2006-2007 budget and appropriating \$79,852,690. Ms. Davis provided the second.

VOTE The resolution was approved as follows:
 AYES: Ban, Davis, Gaydos, Kortge (4)
 NAYS: None
 ABSENTIONS: None
 EXCUSED: Eyster, Gant

Monthly Financial Report—May 2006 – Ms. Hellekson remarked that 11 months of the fiscal year had been completed. She said that payroll tax receipts had held up well, ridership increases were still in double digits and there had been a slight softening of fuel prices. She said the books would be closed and the new fiscal year would begin in two weeks.

Grant Applications – Regarding the grant request for 2006 bus discretionary funds, Mr. Pangborn noted that the Board had already approved the purchase of five articulated buses. He said that LTD representatives had traveled to Seattle to evaluate the hybrid-electric propulsion system in use there. He said that Seattle was extremely pleased with hybrid-electric bus performance and, consequently, staff were proposing that the articulated buses be purchased with hybrid-electric drive, which was more expensive. He said that funds were allocated in the capital budget and staff believed that the investment would pay off in the long run.

Grant Administrator Todd Lipkin explained that the increased cost per vehicle was \$200,000 and the majority of that increase was reflected in the 2006 Bus Discretionary Funds grant request for the purchase of one hybrid-electric articulated bus for use on the proposed River Road-Lane Community College PCE (progressive corridor enhancement) corridor. He said the remaining

buses would be purchased with 2006 Urbanized Area Formula Funds and discretionary funds approved by the Board in December 2005. He said the two remaining 2006 grant applications were being developed for Job Access/Reverse Commute and New Freedom funds.

Mr. Lipkin briefly reviewed the grant applications for 2006 Urbanized Area Formula Funds (5307), 2006 Bus Discretionary Funds (5309), and 2006 Alternatives Analysis Funds (5339).

Mr. Kortge commented on problems the District had experienced with other new bus technology. Interim Director of Maintenance Tom Brush replied that this particular hybrid electric technology had been in use for a number of years and was well proven. He said that the EmX vehicles would use the same technology.

Mr. Gaydos opened the public hearing on the grant applications. He determined there was no one wishing to speak and closed the public hearing.

MOTION Ms. Davis moved adoption of LTD Board Resolution No. 2006-024: "It is hereby resolved that the LTD Board of Directors approves the proposed grant applications listed below, which total \$2,883,147 in federal funds, and authorizes the general manager to submit these applications to the Federal Transit Administration for approval: 2006 Urbanized Area Formula Funds (5307) - \$1,824,000; 2006 Bus Discretionary Funds (5309) - \$564,147; 2006 Alternatives Analysis Funds (5339) - \$495,000. Ms. Ban provided the second.

VOTE The resolution was approved as follows:
AYES: Ban, Davis, Gaydos, Kortge (4)
NAYS: None
ABSENTIONS: None
EXCUSED: Eyster, Gant

Funding Request from Downtown Eugene Incorporated (DEI) – Mr. Gaydos stated that he was on the board of directors of DEI and would recuse himself from the discussion and abstain from voting on the request.

Mr. Johnson stated that the request was for a contribution to fund a mall guide position related to downtown safety. He said the original request was for \$18,000 to fund half of a position. He said LTD was being asked to participate in supporting downtown safety although there was no direct benefit to the District. He said LTD's partnership in downtown was important and noted the District's financial contribution for police officers and donation of space for a police substation in the downtown station. He said that support for the mall guide program was planned for or budgeted and staff recommended providing \$10,000.

Ms. Ban cautioned against characterizing use of District funds for something that did not provide a direct service to LTD. She felt that if the request was approved there should be recognition that improved safety around the downtown station did directly benefit LTD.

Mr. Pangborn agreed that there was a direct service to the District but not on the platform itself.

Mr. Kortge asked how staff had arrived at \$10,000. Mr. Johnson replied that DEI was experiencing financial difficulties and seeking whatever funding sources might be available. The mall guide program was important to downtown but because of building vacancies, contributions

were not enough to keep the program going. He said that DEI had made a one-time funding request of LTD in the hopes that during the next year sufficient revenue would be generated to continue the program.

Ms. Ban said if there was a value to investing public dollars intended for transit in a program that enhanced the safety and security of the station, then LTD should consider ongoing instead of one-time funding. Mr. Pangborn said the request was for one-time funding because the City of Eugene had committed to only one year of funding and if that support was eliminated, LTD's funding was not sufficient to sustain the program.

Ms. Ban argued that if the program was of value to LTD, the reference to "one time" should be stricken from the resolution. Mr. Pangborn agreed and stated that the staff recommendation would be amended to remove the phrase "one time."

Mr. Kortge said he was still unclear about how the \$10,000 amount was determined. Mr. Pangborn said that staff met with DEI Executive Director Russ Brink and discussed the fact that a contribution to DEI had not been budgeted, although there was value to maintaining the program. He said the figure of \$10,000 had been mutually agreed upon as having value to DEI for support of the mall guide program.

MOTION Ms. Ban moved adoption of LTD Board Resolution No. 2006-025: "It is hereby resolved that the LTD Board of Directors approves an allocation of \$10,000 to Downtown Eugene Incorporated for FY 2006-07, to continue the Mall Guide program for one year. Mr. Kortge provided the second.

VOTE The resolution was approved as follows:
 AYES: Ban, Davis, Kortge (3)
 NAYS: None
 ABSENTIONS: Gaydos
 EXCUSED: Eyster, Gant

Election of Board Officers – Assistant General Manager Linda Lynch reported on a Board Communication and Process Committee discussion about Board officers, the merits of rotating officers or retaining the same person as president, and succession of the vice president to the presidency. She said the committee thought that continuity in "LTD's face" was of value to the organization and the recommendation was that it be a matter of practice, although not a formal policy.

Mr. Kortge agreed with the recommendation on succession as a practice when it was appropriate but not a formal policy.

Ms. Lynch said the committee discussed a number of scenarios related to terms and succession and concluded that members joined and left the Board for a variety of reasons; term lengths could not be anticipated and a formal policy would make that assumption. She pointed out that by statute the Board was required to elect officers every two years and those officers were president, vice president, secretary, and treasurer. She noted that David Gant had served as secretary for the past two years and his term on the Board would expire at the end of 2006.

In response to a question from Mr. Kortge, Mr. Gaydos said that he was willing to serve another term as president.

Mr. Gaydos nominated Mr. Kortge as the LTD Board secretary for a two-year term beginning July 1, 2006.

Ms. Ban nominated Ms. Davis as the LTD Board treasurer for a two-year term beginning July 1, 2006.

Ms. Davis nominated Ms. Ban as the LTD Board vice president for a two-year term beginning July 1, 2006.

Ms. Ban nominated Mr. Gaydos as the LTD Board president for a two-year term beginning July 1, 2006.

There being no further nominations, Mr. Gaydos closed the nominations and called for a vote.

VOTE The slate of candidates was elected as follows:

AYES: Ban, Davis, Gaydos, Kortge (4)

NAYS: None

ABSENTIONS: None

EXCUSED: Eyster, Gant

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports

Metropolitan Policy Committee – Mr. Gaydos reported that LTD had taken the position that it would participate in the collaborative process to explore alternatives to the West Eugene Parkway. He said that the Oregon Transportation Commission and Oregon Department of Transportation (ODOT) were both somewhat negative about the collaborative process, preferred to move forward to a record of decision (ROD,) and expressed concern about the lack of time and economic constraints on the process. He indicated that the Federal Highway Administration had proposed an alternate southern route in response to public comments, and Eugene suggested that this route be considered during the collaborative process. He said that Lane County and Springfield had not committed to participating yet and Springfield's position was that it lacked a significant interest in the issue. He said the July meeting would be devoted to a discussion of the collaborative process, but if ODOT was unwilling to participate, the process could not work.

Mr. Kortge commented it did not make sense to study the parkway issue further and he hoped it would go forward to an ROD.

Mr. Gaydos said he would encourage people to collaborate as he hoped to see the parkway built.

Ms. Ban referred to a May 2006 survey by the Ulum Group that indicated that 67 percent of those surveyed supported construction of the parkway.

Board Human Resources Committee - Director of Human Resources and Risk Management Mary Neidig noted that preliminary results of the communication audit were presented at the

June 14, 2006, Board HR Committee meeting. She said that the report and recommendations would be finalized and on the agenda for the Board's July 10 work session.

Mr. Gaydos noted the earlier remarks by Employee of the Month Gary Levy and asked about the status of incentive programs. Ms. Neidig said a *Looking to the Future* plan strategy was to organize a District-wide workgroup to examine the big picture of employee recognition, rewards, and incentives.

Mr. Pangborn reviewed a number of coming meetings and events.

ADJOURNMENT: The meeting adjourned at 7:30 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING/WORK SESSION

JOINT MEETING WITH SPRINGFIELD CITY COUNCIL

Monday, July 10, 2006, 5:30 p.m.

Pursuant to notice given to *The Register-Guard* for publication on July 6, 2006, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special Board meeting/work session with the Springfield City Council on Monday, July 10, 2006, beginning at 5:30 p.m., in the Springfield City Hall Library Meeting Room at 225 Fifth Street, Springfield.

Present: Gerry Gaydos, President
Susan Ban, Vice President
Debbie Davis, Treasurer
David Gant, Secretary
Mike Eyster
Dean Kortge
Mark Pangborn, General Manager
Amy Sowa, Springfield City Recorder/Minutes Recorder

Absent: (one vacancy, Subdistrict 6)

Present from Springfield were Councilors Woodrow, Ballew, Ralston, Lundberg, and Pishioneri. Also present were City Manager Gino Grimaldi, Assistant City Manager Cynthia Pappas, City Attorney Joe Leahy, Administrative Coordinator Julie Wilson, and members of the staff. Mayor Leiken and Councilor Fitch were absent (excused).

Joint City Council and Lane Transit District (LTD) Work Session.

Assistant Public Works Director Len Goodwin and Transportation Planning Engineer Gary McKenney were present. The previous joint meeting was held on June 12, 2004. At that meeting the Council and Board discussed updates on the Springfield Station, the Franklin EmX project, and the Pioneer Parkway EmX plan, and toured the Springfield Station project. At the joint meeting on July 10 LTD staff will give brief presentations on Ridership and Service trends, EmX Phase II Environmental Assessment, "Bus Plus" System Features, and Future EmX corridors; City staff will provide presentations on Bus Routes and Stops, and Gateway/Beltline Design.

Mark Pangborn, LTD General Manager, introduced this topic. He provided a power point presentation. The following points were reviewed:

- LTD Ridership, Service, and Service area population 1988-2005. He reviewed the population and service hours as well as customer trips.
 - Over 9.1 million boardings in last 12 months

- ❑ Ridership up 10 percent due to possibly the following reasons:
 - Student transit pass
 - Gas prices
 - Population and employment growth
- ❑ Ridership by day of week
- ❑ Ridership by time of day
- ❑ Ridership per route (weekly boardings)

Councilor Ralston asked how boardings were calculated.

Mr. Pangborn explained. They used the federal standard.

Councilor Ballew asked what percentage of LTD riders were Springfield residents.

Stefano Viggiano from LTD said Springfield was about twenty percent of the ridership and twenty percent of the population. He said LTD could calculate the percent of ridership of Springfield residents.

- Comparative Operating Performance
 - ❑ Transit property selection criteria
 - Service level comparable to LTD
 - University community
 - ❑ FY 2004-2005 data
 - ❑ Fixed-route bus service only
 - ❑ Tri-Met not included in averages

Mr. Pangborn discussed the following charts showing the comparisons of LTD with other comparable communities:

- Service hours per capita
- Boardings per capita
- Cost per service area

Councilor Ralston asked about the cost per boarding to run the bus. It was noted that overall ridership was highly subsidized throughout the United States.

Councilor Ralston asked how much of that cost was born by other vehicles on the road.

Mr. Pangborn said about 76% was paid by some sort of payroll tax, including the State of Oregon. There was also advertising revenue. Federal funds were received for construction.

- Ride *Source*
 - ❑ Federally mandated
 - ❑ Increasing demand
 - ❑ 121,171 rides per year
 - ❑ 25 vehicles
 - ❑ State funding flat
 - ❑ LTD Contribution Increasing (\$1.8 M in FY 07)

The cost per ride on Ride *Source* is about \$18 (LTD cost). Mr. Pangborn noted the efforts made by LTD to move people from the Ride *Source* program to the fixed route buses.

Councilor Pishioneri asked about the distance of the Ride *Source* trips.

Mr. Pangborn said the cost to the rider on Ride *Source* was about \$2.50. The federal law allowed them to charge \$1.25. Medicaid sometimes covered some of the cost.

- Commuter Solutions Program (a joint program with Oregon Department of Transportation, City of Springfield, City of Eugene, Lane Transit District, and Lane Regional Air Pollution Authority)
- Group Pass Programs
 - 62 participating organizations – private/public
 - 41,240 Group Pass Participants
 - 21,350 Student Transit Pass Participants
 - 62,590 Total Transit Pass Participants
- Service Changes
 - Major service changes considered once per year in annual route review process
 - Public Hearings February and March
 - Decision by the Board in March
 - Changes implemented in September
 - Possible changes:
 - Service fixes (overloads, scheduling problems)
 - Service enhancements (service requests; new development; improved frequency on routes)
 - Modification / deletion of substandard service
 - Comprehensive service re-design every 5-7 years

Councilor Lundberg referred to the chart that showed that Reno was making a couple of million dollars more than LTD. She asked why they had more revenue.

Mr. Pangborn said he could find out.

Councilor Lundberg said there was a lot of potential for businesses to contribute, such as PeaceHealth.

Mr. Pangborn said PeaceHealth was the first private organization to buy group passes. He discussed future service to new locations such as Peace Health, Symantec, and the Royal Caribbean Call Center.

LTD discussed Reno and the large visitor market in that area. LTD's fare types are different and can't charge as much.

LTD would call and find out about other companies and the possibility of having them pay or subsidize for service.

Councilor Ballew asked about the total number of miles of all routes.

Mr. Pangborn said LTD would need to calculate that figure.

Mr. Pangborn discussed capital purchases. He said they will look at a five year average of capital expenses to determine whether or not LTD was spending too much in that area.

Traffic Engineer Brian Barnett referred to Attachment C which outlined the Lane Transit District Annual Route Review Process for new routes or stops. Springfield's interest was for

safe operation and street wear. Springfield found the policy outlined in Attachment C worked quite well.

LTD Staff provided information regarding Pioneer Parkway EmX Status. The following points were reviewed:

- Corridor selected in 2001
- Stakeholder process to identify design alternatives
- Alternatives analysis (technical reports)
- Public improvement
 - Mailings/Open House/Stakeholder mtg./Presentations
 - Corridor contacts
- Locally preferred design (April/May 2006)
- Environmental Assessment (July – Sept. 2006)
- Project approval (September 2006)

Councilor Ralston said it was his understanding that the Pioneer Parkway design was not set in stone. Council was to revisit that design again.

Mr. Viggiano said more information would be coming to Council after the Environmental Assessment (EA) was completed. Council would then have the opportunity to formally approve the project and the design in September.

Councilor Ralston said he would like an opportunity before making the final decision to allow Council to state any objections to the proposed route. He said he had some serious problems with this route.

Mr. Viggiano said a work session was scheduled for September 11 and the decision was scheduled on September 18. He said the goal was to keep Council updated as they went through the process, but an earlier meeting could be scheduled.

Councilor Ralston said there were businesses at the end of the route that would be losing parking and he wanted to address that issue. He wanted it to go straight on Harlow Road, not jog over when it came to the schoolgrounds. Those and other issues still remained for him.

Councilor Ballew asked if LTD was issuing something for public comment.

Mr. Viggiano said the Environmental Assessment would allow comment. He said the option to retain the parking at the south end of the route had been retained along Pioneer Parkway East.

Councilor Ralston asked if there was an option for the corridor to go straight as it passed the school.

Mr. Viggiano said that was not the design that came out of the public meeting, but there was an alternative showing that. It was not being evaluated in the EA, but could be included.

Councilor Ralston said he made it clear when Council voted on this that it was not a done deal and Council would have additional input. He said he was disappointed to hear LTD was already moving forward.

Mr. Viggiano said LTD was moving forward with the EA, but recognized that Council had not given final approval.

Mr. Grimaldi asked Mr. Viggiano to discuss the steps following the EA, such as changes that could be made without starting the process over.

Mr. Viggiano said the EA looked at the design that was developed to about five percent of the total design and was fairly conceptual. He said issues would come up as they went through the design. If there were significant changes, such as additional property to purchase or remove additional parking, a supplemental EA would need to be done. If the changes were minor enough, the EA would remain. The Federal Transit has final authority related to specific decisions made related to the project. He said going from five percent to one hundred percent of design there would be changes and issues to resolve. He referred to the Franklin Boulevard corridor and changes made along the way in that process.

Councilor Ralston wanted to be sure there was some flexibility when they got down to the details. He wanted to continue to move forward, but wanted a chance to address his issues.

Discussion was held regarding the Franklin Boulevard corridor through Glenwood and decisions made before the EA.

Mr. Viggiano discussed the bike lane in this corridor.

Photos were reviewed displaying the following:

- Pioneer Parkway (existing)
- Pioneer Parkway (with transit lanes)
- Pioneer Parkway EmX Unresolved Issues were reviewed.
 - Environmental Assessment/Project Approval
 - Springfield Study of Gateway/Beltline (possible impact on EmX)
 - Funding
 - Federal funding request
 - Local match (including Connect Oregon)

Mr. Viggiano reviewed the Pioneer Parkway EmX Development Schedule

- Design and Engineering: 2007-08
- Construction: 2008-09
- Service Start: 2009-10

Mr. Goodwin discussed the RiverBend construction project and the cooperation between the City of Springfield, LTD and PeaceHealth to economize the EmX construction costs.

Councilor Lundberg said the Pioneer Parkway Corridor was a better plan than others, but she had understood that Eugene was going to do Coburg Road to complete the system. She said part of the piece that made the system work was the connectivity across to Coburg Road to relieve congestion. She asked about the status of that corridor.

Mr. Viggiano said the plan was to go through a process with the City of Eugene to select a third corridor in 2007. Coburg would be one of those options discussed, but may not be selected. A corridor on Highway 99 or West 11th was more supported by the Eugene City Council. As the system grew, it would improve the connectivity and eventually Coburg would be built.

Councilor Lundberg said it was not the fault of LTD, but she was frustrated that it did not work out.

An LTD representative discussed constraints with the infrastructure along that corridor that would have made the project very difficult.

Councilor Pishioneri asked if there was a plan in place for the interim for riders from RiverBend.

Mr. Viggiano said they did have an interim plan. He explained.

Councilor Ballew asked how people could provide comment on the EA.

Mr. Viggiano said it would be on the internet and copies would be at the Libraries in Springfield and Eugene as well as at LTD. CD's would also be available for people to view. The hard copies would be provided on a loan basis or at a charge.

LTD Staff reviewed the following:

- Elements of EmX
 - Exclusive Right-of-way
 - Transit Signal Priority
 - Level Passenger Boarding
 - Off-Board Fare Collection
 - Wider Stop Spacing
 - High Level of Amenities at Stations
 - Real-time Passenger Information
 - New, Sleeker, "Green" Vehicles
 - New Image (Brand)
 - Automated Guidance
- Bus Plus levels 1-4 were reviewed.
 - Level One: Transit Signal Priority
 - Level Two: Improved stops; somewhat wider stop spacing; selected queue-jumpers.
 - Level Three: EmX style stations with raised platforms and off-board fare collection; wide stop spacing; extensive queue-jumpers.
 - Level Four: Complete EmX design, including exclusive right-of-way.
- Future EmX Corridors (previously reviewed).

Councilor Ralston asked about the signal priority and if it would change the lights that were already timed for traffic to move through smoothly.

An LTD staff representative said those issues would be worked through and signal priority may not be feasible at all intersections.

Discussion was held regarding funding available for projects such as these corridors. LTD would be talking to the City of Eugene about the next corridor in the near future. It is important to have a system in place for the entire community. An LTD representative discussed shuttle services.

Mr. Viggiano discussed neighborhood connectors. He addressed a question from Councilor Ballew and said the intent was to make service changes once the Pioneer Parkway corridor is complete.

An LTD representative thanked Council for their support up to this point. He reminded Council of the challenge for funding. Transit failed in the late 1960's, but the Federal and now State government recognized the importance of transit. Transit continues to remain important and Springfield's support is critical. He said a work session would be scheduled before the September 11 date to allow Councilor Ralston time to address his concerns.

The Joint Meeting was adjourned at 7:00 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, July 19, 2006

The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, July 19, 2006, at 5:30 p.m., was canceled for lack of agenda items requiring action.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, August 16, 2006

The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, August 16, 2006, at 5:30 p.m., was canceled for lack of agenda items requiring action. An informational packet was distributed to Board members and persons on the Board agenda distribution list.

Board Secretary

Board Strategic Planning Session: 2006 Summary of Goal 2 Issues

GOAL 2: DEVELOP INNOVATIVE SERVICE THAT REDUCES DEPENDENCY ON THE AUTOMOBILE

Issue #1: EmX Third Corridor Selection

Key Policy Question: How involved should LTD (staff and Board) be in the selection of the corridor?

Background: The third EmX corridor is scheduled to be selected in 2007. The corridor is likely to be in Eugene. The LTD Board has consistently stated that the District would not build an EmX corridor that was not supported by the local jurisdiction in which the corridor is located (City of Eugene, in this case). The District could choose to simply stand aside and let the City select the corridor, or take a more active role in recommending a corridor.

Importance of the Issue: EmX corridor selection is very important. Ridership, which will vary from corridor to corridor, will have an impact on funding (Small Starts) and on the public's image of EmX. The ease of implementation of EmX elements can also vary from corridor to corridor.

Recommended Strategy: Clearly communicate the District's analysis of the corridors at both the staff and policy level.

Budget Impact: No direct budget impact.

Issue #2: Neighborhood Connector Service

Key Policy Questions: Are we moving ahead with this? Should we buy smaller buses to use for this service?

Background: An important element of the planned EmX system is the establishment of neighborhood connector routes that use smaller buses. The neighborhood connectors are intended to serve neighborhood destinations (schools, shopping, parks, etc.) as well as connect a neighborhood to the EmX line. The first corridor was close to downtown, so it did not make sense to establish the Connector routes. Pioneer Parkway and future corridors are expected to have neighborhood connectors.

The advantage of separate corridor and neighborhood routes is that the service frequency and size of the vehicle can be tailored to ridership demand. There is also less duplication of service. The primary disadvantage is the creation of a transfer for riders traveling between the neighborhood and the rest of the system.

There is also the option of establishing neighborhood connectors for Bus Plus routes. This is somewhat more problematic because the transfer penalty is not offset by significant corridor service improvements.

Importance of the Issue: The establishment of neighborhood connectors affects service and operations. The connector service also requires the purchase of additional smaller buses, which creates some additional cost and less flexibility for maintenance.

Recommended Strategy: Purchase small buses and implement the neighborhood connector system design for EmX. It is an integral part of the EmX system, and will result in a more efficient system operation. Carefully evaluate on a corridor-by-corridor basis whether neighborhood connectors should be part of Bus Plus.

Budget Impact: The use of small buses could increase overall fleet maintenance costs.

Performance Measures

Peak-hour transit mode split on congested corridors: Transit ridership on congested corridors will be collected using APC data and will be compared to counts of vehicle use on the corridor that is collected by the cities.

EmX corridor ridership: EmX ridership will be collected using APC data. Before and after surveys of the EmX corridor service will also be conducted.

Percent choice riders on the system: This data will be collected as part of an on-board survey that is conducted every four years.

Q:\Reference\Board Packet\2006\09\Special Mtg 09-19-06\Board retreat summary - goal 2.doc

AGENDA ITEM SUMMARY

May 19

DATE OF MEETING: September 19, 2006

ITEM TITLE: BOARD STRATEGIC PLANNING SESSION

PREPARED BY: Stefano Viggiano, Assistant General Manager
Mark Johnson, Director of Transit Operations

ACTION REQUESTED: None. Information only.

BACKGROUND: The Board's annual Strategic Planning Session is scheduled for November 10-11, 2006 at Lane Community College (in a larger room than we had last year).

The Board is asked to provide direction to staff on the agenda for the meeting. As a starting point for the Board's discussion, a draft agenda has been developed and is attached. The major part of the agenda is proposed to be a discussion of issues framed in the context of the Strategic Plan goals. A sample of explanatory information that could accompany each issue is attached.

Please note that we do not have firm starting and ending times for the Friday and Saturday sessions. These will need to be determined at the Board meeting. Staff also are planning a dinner for Friday evening.

ATTACHMENTS: Draft Board Strategic Planning Session Agenda
Example of Agenda Item summary to be prepared by staff

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 19, 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 summer and fall vacation dates.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 19, 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 September 19, 2006:

1. Approval of minutes: June 12, 2006, special Board meeting
2. Approval of minutes: June 21, 2006, regular Board meeting
3. Approval of minutes: July 10, 2006, special Board meeting/work session with Springfield City Council
4. Approval of minutes: July 10, 2006, special Board meeting
5. Approval of minutes: July 19, 2006, canceled Board meeting
6. Approval of minutes: August 16, 2006, canceled Board meeting
7. FY 2006-07 Disadvantaged Business Enterprise Policy and Program

ATTACHMENTS:

1. Minutes of the June 12, 2006, special Board meeting
2. Minutes of the June 21, 2006, regular Board meeting
3. Minutes of the July 10, 2006, special Board meeting/work session with Springfield City Council
4. Minutes of the July 10, 2006, special Board meeting
5. Minutes of the July 19, 2006, canceled Board meeting
6. Minutes of the August 16, 2006, canceled Board meeting
7. Resolution No. 2006-028, A Resolution Revising DBE Policies and DBE Affirmative Action Program

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

LTD Resolution No. 2006-027: It is hereby resolved that the Consent Calendar for September 19, 2006, is approved as presented.



Lane Transit District
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CONSENT CALENDAR ITEM

FISCAL YEAR 2006-2007 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

Prepared by Jeanette Bailor, Purchasing Manager
September 19, 2006

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

LTD's Board of Directors is being asked to approve the revised FY 2006-2007 goal and program.

Program Components:

- (1) Resolution Revising DBE Policies and DBE Affirmative Action Program
- (2) Fiscal Year 2006-2007 Overview and Goals
- (3) Fiscal Year 2006-2007 Policy Program and Appendices

Attachments: Attached are the Goals and Overview of the revised FY 2006-2007 DBE Policies and Programs. The entire document is being distributed to the Board under separate cover and can be reviewed upon request by any member of the public. Also attached is LTD Resolution No. 2006-028, A Resolution Revising DBE Policies and DBE Affirmative Action Program.

Staff Recommendation: Staff recommend that the Board adopt the attached Resolution Revising DBE Policies and DBE Affirmative Action Program as part of the Consent Calendar for September 19, 2006.

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

LANE TRANSIT DISTRICT

RESOLUTION NO. 2006-028

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

THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

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

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

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

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

WHEREAS, the attached policies and program previously were amended to FY 2005-2006 DBE Policies and DBE Affirmative Action Program;

NOW, THEREFORE, BE IT RESOLVED that the FY 2006-2007 DBE Policies and DBE Program, copies of which are attached to and hereby made a part of the Resolution, are adopted.

September 19, 2006
Date

Board President



Lane Transit District
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MONTHLY DEPARTMENT REPORTS

September 19, 2006

PLANNING AND DEVELOPMENT

Stefano Viggiano, Assistant General Manager

EmX PLANNING

Graham Carey, BRT Project Engineer

PIONEER PARKWAY CORRIDOR

Environment Assessment (EA): The release of the EA was delayed as a result of a request from the Federal Transit Administration Region 10 to make the document more “readable.” The revised document was sent to FTA on September 7, 2006. Staff hope to begin the 30- day public comment period on or about September 22, 2006. Once the release date is set, the open house, EmX Steering Committee, and partner agency approval dates will be set.

Small Starts Submittal: Staff met the deadline of September 15, 2006, for submitting the submittal package for Small Starts funding for the Pioneer Parkway EmX project.

MARTIN LUTHER KING JR. PARKWAY

The Martin Luther King Jr. roundabout construction continues in its second phase. Traffic on Hayden Bridge Way has been moved to the north side of the new roundabout and is restricted to one lane in each direction from Laura Street East. Both directions on Pioneer Parkway remain closed between Hayden Bridge Way and the Pioneer Plaza traffic signal. Traffic continues to be detoured to Laura Street or 5th Street. This traffic pattern will continue until the project is completed in early October.

METROPOLITAN PLANNING

Anita Yap, Transit Development Planner

Region 2050: Continuation of the Region 2050 project is uncertain at this time. The City of Eugene recently decided not to participate in the regional planning program, joining the Cities of Springfield and Cottage Grove in declining to participate. It is likely that several of the small cities in the region will continue to participate in a limited way. The Region 2050 Policy Board will meet in October to discuss the next steps.

Metropolitan Policy Committee (MPC)/Transportation Planning Committee (TPC): At the August 10 meeting, the MPC approved an amendment to the Metropolitan Transportation Improvement Program (MTIP) for the Bob Straub Parkway (Jasper Road area); reviewed and discussed the draft Public Participation Plan; reviewed the eMPO project (a Web-based information tool for understanding transportation planning projects at the Metropolitan Planning Organization [MPO]); discussed the programming for Surface Transportation Program-Urban (STP-U) funding for FY 07-09 for planning, preservation, modernization, project development, and transportation demand management (TDM) for October discussion; and reviewed and discussed alternatives for MPO alternative dispute resolution. Oregon Department of Transportation (ODOT) staff discussed rising construction costs and provided an article from *The Oregonian* regarding cost increases for the Interstate bridge program.

COMMUTER SOLUTIONS

Connie B. Williams, Program Manager

Group Pass / ETC Programs: Commuter Solutions staffed an information booth at LCC New Student Orientation. Discussions are underway with several area businesses about joining the Group Pass Program: Sheldon Oaks Retirement, EPIC Education Policy Improvement Center, and Looking Glass Riverfront.

CarPool/VanPool/Emergency Ride Home Program (ERH): A new Commuter Benefits brochure has been created and is in the final stages of editing. LCOG and Network Charter School have enrolled in the ERH program. The Emergency Ride Home program will now become a part of the Group Pass Program Contract. A new update process for SchoolPool participants in the ride-matching database has been created in preparation for the new school year.

Smart Ways to School Program (SWTS): More than 28,000 Student Transit Pass Program stickers were distributed to 100 public and private schools in the Eugene-Springfield area and rural communities within LTD's service area. The stickers, when placed on student identification cards, will enable students in grades 6-12 to board LTD buses for free from September 1, 2006, through June 30, 2007.

As co-chair of the Oregon Safe Routes to School Advisory Committee, Lisa Van Winkle presented the draft Oregon Administrative Rule (OAR) to the Oregon Traffic Safety Committee and received its endorsement of the draft rules. This will allow public comment on the OAR to occur during September and October. The rules could become effective as early as mid-November. The committee expects the first round of Oregon Safe Routes to

School funds will be granted next spring. Lisa will work with local stakeholders to submit a funding proposal for our area.

Lisa joined 15 other volunteers in conducting an assessment of walking and bicycling conditions around Roosevelt Middle School, as part of a collaborative effort with the University of Oregon Public Policy, Planning and Management department. The data will be used to develop improvement plans.

CAPITAL PROJECTS

Charlie Simmons, Facilities Services Manager

Shelter Replacement: This multi-year project to replace older shelters with new shelters is proceeding. No significant problems have been encountered.

FRANKLIN EmX

Sue Viggiano, EmX Communications

A minor redesign of the eastbound approach to the Hilyard Station is in the works. Even though the first driving test worked, it was determined that making the approach straighter would make for a smoother ride for passengers and an easier maneuver for operators to perform. The redesign involves pushing back a portion of the sidewalk and curb from the west end. In this same section, the railing will be removed. It is an easy fix and one that staff believe will be of great benefit. The schedule for the work is being coordinated with the busy schedule Wildish Construction is juggling and the back-to-school schedule at the University of Oregon. The plan is to have everything completed by the beginning of October.

Paving of Franklin Boulevard will be the most noticeable construction work this month. The night work is expected to take approximately three days and should be completed by September 21.

The additional shelters for the median stations will begin arriving the first week of October and then will be scheduled for installation. The shelters were cut from the project as part of the Cost Reduction Exercise in 2004; adding them back was made possible by using remaining contingency funds budgeted for the project.

Tours continue to be of interest to both staff and community members. They have been a fantastic way of sharing information about the project and showing people what they can look forward to once service begins.

EmX Vehicle: The EmX vehicle delivery has been delayed by about two weeks. Up-to-date information on the EmX vehicle will be provided at this meeting by Maintenance Director George Trauger.

SERVICE PLANNING, ACCESSIBILITY, AND MARKETING

Andy Vobora, Director of Service Planning, Accessibility, and Marketing

MEDIA

- Earned media focused coverage on EmX construction, Bus Plus, event shuttles, and LTD's solar bus shelter project. Additional coverage of holiday service information, the distribution of the new *Rider's Digest*, and service changes was included. A public records request for information related to a personnel issue was made by the *Eugene Weekly*. A story appeared in the September 7 issue.
- Paid media was minimal in August. Sixty-second radio spots featured Mark Pangborn talking about District activities and invited people to stop by the LTD booth at the Lane County Fair. Fall service and football advertising began at the end of the month. The media buy will accelerate in September. There will not be a week in September when a newspaper ad or television ad will not run.
- A guest editorial will be submitted by Susan Ban and Mayor Piercy. The content highlights the partnerships needed to begin addressing the issue of homelessness and the expansion of LTD's Not-for-Profit Discount program to deliver a higher level of transportation to homeless people. It is possible that this piece will run prior to the Board meeting.

OUTREACH

- The September issue of "On the Move" was mailed to businesses and elected officials. If Board members did not receive a copy or would like to have copies for your office, please let staff know.
- Meetings with rural city administrators and mayors were the August focus, which included meetings with the mayor of Veneta and administrators from Veneta and Junction City.
- The full-color LTD informational handout was updated and is available if the Board would like office copies or copies to distribute.

INTERNAL COMMUNICATIONS

- *Inside Lane* was distributed for September. Please let staff know if you did not receive a copy.
- Communication audit implementation continues. Some of the more basic activities, such as cleaning up the bulletin board uses and establishing post and pull dates on posted materials, are being integrated into staff processes.
- Discussion is underway that would involve the possible use of a consultant to assist the District in merging activities from the communication audit, the Human Resources

plan, LTD's mission and objectives, and the brand plan into a cohesive system that would guide District work and create an organizational culture that is clearly articulated.

EVENT SERVICES

- Successful delivery of service was made to the Lane County Fair in August. Fair attendance was up and LTD shuttle use increased 5 percent, to 8,123 boardings.
- The first couple of football games will have occurred by the time this report is read, but everything is set to go and staff are prepared for another busy season.
- Staff continue to be involved with the Olympic Trials planning. It is still early in the process, but the various committees are meeting to develop plans and budgets to present to the oversight committee.
- Plans are underway for establishing a certified marathon to be held in April of 2007. Staff has attended meetings with the City of Eugene traffic engineer, police, and the organizers to review route options. The course will cross Franklin Boulevard, but this occurs early on a Sunday morning and therefore EmX service should not be significantly affected. More information will follow.

SERVICE MATERIALS

- *Rider's Digests* were distributed at the Lane County Fair and are now on the buses and in distribution sites throughout the community.
- Station graphics and bus stop information will be changed out just prior to the fall service change on September 17. These materials have been produced and are ready for installation.
- Web updates have occurred and customers are able to view current bid and fall bid timetable information.
- Service planners have developed the first set of timetables for EmX. This schedule will be tested later this fall as bus operator training occurs. Evening and weekend service will be on a 20-minute schedule.

BRAND

- Final decisions were made on exterior design for the 20 Gillig buses and the 5 articulated buses. The design maintains The Bus! Logo; however, the logos are slightly larger and the LTD logo is incorporated. Additionally, subtle green and blue stripes are being added to provide a higher level of identity while not competing with the advertising.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

Terry Parker and Andy Vobora attended a South Lane Wheels Board of Directors meeting in August to review the Special Transportation Fund and changes in funding to South Lane Wheels, and to discuss the *Route Around Town* deviated routes service that South Lane

Wheels is piloting this summer. Also in August, Accessible Services staff completed the Federal 5311 Small City funding applications for Florence and South Lane Wheels. Terry and Finance Manager Carol James attended a two-day meeting of the Oregon Medicaid Medical Transportation Brokerage managers. LTD's Accessible Services Program once again was showcased when Easter Seals Project Action staff recommended that transportation planners in Chico, California, visit LTD to learn about our fixed-route accessibility and paratransit programs, including the coordination of volunteer drivers for medical trips in rural areas surrounding Eugene and Springfield.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

There is no Transit Operations report this month.

MAINTENANCE

George Trauger, Director of Maintenance

There is no Maintenance report this month.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Carol James, Accounting Manager

Three hundred nineteen vendor checks and ACH deposits, totaling \$5,602,948, were processed during the month of August, including \$757,849 to New Flyer of America, Inc., as a progress payment on the first six BRT vehicles. August payments also included testing of ACH processing, which sends funds directly to a vendor's bank account without a paper check being printed. The first ACH deposit was a transfer for student transit passes to LCOG totaling \$3,000,850.

Ninety-three (93) payroll checks and 919 payroll direct deposits totaling \$759,752 were made in August 2006. These numbers reflect two pay dates in August.

Fourteen (14) cash fare deposits totaling \$141,102 were made in August 2006.

PURCHASING

Jeanette Bailor, Purchasing Manager

The District's Disadvantaged Business Enterprise program was revised to meet new FTA Region 10 guidelines and will be presented this month as a consent calendar item to the Board of Directors. The requirements for our region have been revised as a result of a Ninth Circuit Court ruling in Washington State earlier this year, mandating that we deem our goal "aspirational" rather than race-conscious.

Requests for proposal will be sent out during September for design services for Gateway Transit Station and for miscellaneous architectural services.

INFORMATION TECHNOLOGY

Steve Parrott, IT Manager

There is no IT report this month.

HUMAN RESOURCES

Mary Adams, Human Resources Director

HEALTH CARE

The Joint Insurance Committee reviewed the Request for Proposal for the health plan renewals. The RFP has now been distributed and bids are expected by the first week of October. The current utilization data indicates that we should expect a moderate increase in premiums this year.

SELECTION AND HIRING

Hiring activity continues to be very strong. In the past month we have hired two journey mechanics, Scott Scnear and Craig Schatz, both internal applicants. As a result of hiring internally, two general service workers also were hired: Clyde Parker and Allen Schipp. Stefano Viggiano was selected as the assistant general manager, to be effective upon Linda Lynch's retirement. As a result of this internal hiring, applications are now being taken for the director of Planning and Development. In the administrative area, Jonnie Myers was hired as the new administrative assistant in the front reception area, and applications are

now being taken for a ¾ time administrative secretary. Finally, as a result of hiring Karl Hayes to fill the new operations supervisor position created in the FY 2006-07 budget, four new temporary supervisors were selected. Temporary supervisors become the training pool for future operations supervisor positions. Jeramy Card, Charles Clarke, Lora Rangel, and Van Snyder were selected from a group of 12 bus operator applicants.

OTHER ACTIVITIES

Pat Rather has assumed his new duties as Training Specialist and has been immediately involved with a number of projects and orientation activities. He has visited with TriMet and Pierce Transit, and will be preparing a six-month work plan for review this week.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 19, 2006

ITEM TITLE: EmX VEHICLE DEBT RESOLUTION

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

ACTION REQUESTED: Approval

BACKGROUND: LTD is about to take delivery on six EmX vehicles for Franklin EmX corridor service. The terms of the contract with New Flyer require that the cost of the vehicles essentially be paid before the date(s) on which the vehicles are delivered.

As the Board is aware, the first production vehicle was sent to Altoona for testing. Staff have since learned that the Altoona report of the test results will not be available until January at the earliest. The Federal Transit Administration (FTA) has approved putting the six vehicles into service in advance of receipt of the final Altoona report. However, FTA will not allow grant reimbursement of the vehicle cost until after the Altoona report is received. Therefore, there will be a period of several months between the payment for the six vehicles and reimbursement of 80 percent of the vehicle cost, as provided by the EmX vehicle federal grant.

In order to protect liquidity, it will be necessary to borrow up to \$6 million on a short-term basis. The attached resolution provides the authority to do so. Board members may remember the resolution approved in December 2005 to debt finance the purchase of twenty 40-foot Gillig vehicles and five articulated vehicles, with expected delivery in December 2006, for a total of \$9.2 million. It now appears that only \$2.6 million in debt will be required to finance the twenty Gillig vehicles. (The articulated vehicles have not yet been ordered.) Therefore, for a period of several weeks, total debt will be \$8.6 million. The EmX vehicle debt will be retired as early in 2007 as possible. The Gillig vehicle debt will be retired in FY 2007-08 per the provisions in the Capital Improvements Program.

RESULTS OF RECOMMENDED ACTION: LTD will solicit financing proposals and negotiate appropriate terms.

ATTACHMENT: EmX Vehicle Debt Resolution

PROPOSED MOTION: I move approval of LTD Resolution 2006-029, authorizing debt financing of six Franklin EmX corridor vehicles.

**Lane Transit District
Resolution No. 2006-029**

**A Resolution Of Board Of The Lane Transit District Authorizing The District
Undertake A Loan In An Amount Not To Exceed \$9,200,000 For The
Purpose Of Providing Interim Financing for Certain Buses**

WHEREAS, the Lane Transit District (the "District") is in the process of building and equipping a bus rapid transit system to be used in its mass transit operations, including the acquisition of the bus rapid transit vehicles that will run on such system (the "BRT Vehicles"); and

WHEREAS, the District has arranged long-term financing for the BRT Vehicles consisting of federal discretionary grants which the District expects to receive in calendar year 2007 following final acceptance of the BRT Vehicles (such federal grants being herein collectively called the "Grants"); and

Deleted: Replacement Buses

WHEREAS, pursuant to a contract entered into with the manufacturer of the BRT Vehicles, the BRT Vehicles are currently being manufactured and the District is obligated to make progress payments to the manufacturer, which progress payments have already begun and will continue to need be paid prior to receipt of the Grants; and therefore the District needs to make provision for securing interim financing of the BRT Vehicles pending receipt of the Grants; and

WHEREAS, pursuant to ORS 271.390 (the "Act"), the District is authorized to enter into contracts for the purpose of financing or refinancing real or personal property that the Board determines is needed for District purposes, including property such as the BRT Vehicles; and

WHEREAS, the District has incurred, and will incur in the future, preliminary expenditures relating to the acquisition of the BRT Vehicles, all within the meaning of Treasury Regulations, Section 1.150-2, and will continue to incur from time to time additional costs of acquiring the BRT Vehicles (such preliminary expenditures together with such other costs of the BRT Vehicles incurred and paid prior to the closing of the financing authorized herein being herein collectively called the "Pre-Issuance Expenditures"), which Pre-Issuance Expenditures, in accordance with the budget for the BRT Vehicles and the District's operating budget, will ultimately be financed on an interim basis out of the proceeds of the financing authorized herein; and

WHEREAS, pending the issuance of, and the availability of the proceeds derived from the financing authorized herein, the Pre-Issuance Expenditures have been and will be paid on an interim basis out of monies which, in accordance with the District budget and budgetary practices, are not and will not be available on a long-term basis to pay such costs (the "Advances"), with the expectation and intent that the District will be reimbursed for all such Advances out of the proceeds of the interim financing when the same closes;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. Subject to the limitations set forth herein, the Board hereby authorizes, empowers and directs the General Manager of the District (the "General Manager") and the District's Finance and Information Technology Director/Chief Financial Officer (the "Finance Director"), and each of them acting individually, to do the following for and on behalf of the

District: (a) solicit proposals from banks and other financial institutions to provide interim financing for the BRT Vehicles (the "**Financing**"); (b) select the interim Financing proposal that best meets the needs of the District, including the execution and delivery of a term sheet setting forth the same and the payment of any commitment or loan fee required to be paid in connection therewith; and (c) negotiate the terms and conditions of such Financing, including the terms and conditions to be included in the related note and financing agreement.

Section 2. The Board further authorizes the District to undertake the Financing pursuant to the Act in a principal amount not to exceed \$6,000,000, or in such lesser principal amount as shall be sufficient to provide the funds needed for the interim financing of the BRT Vehicles. The principal amount of the Financing shall mature over a period not to exceed 2 years and shall bear interest payable periodically in arrears at a rate to be established pursuant to negotiations with the lender, which shall not exceed the rate of 6% *per annum*, except in the event of a default by the District, in which case the note may bear interest at a default rate established pursuant to the Financing documents. The District's obligation to repay the moneys loaned pursuant to the Financing shall be evidenced by a promissory note (the "**Note**"). The Note shall be issued in the form of a single fully registered Note. The Note shall be subject to prepayment in whole or in part at such times, under such conditions and at such price as shall be negotiated as authorized herein.

Section 3. Pursuant to and in accordance with the Act and other applicable laws of the State of Oregon, the obligation of the District to make the payments under the Note as provided in the Financing Agreement shall be an unconditional obligation of the District payable from all lawfully available revenues of the District, including without limitation: (a) revenues credited to the District's general fund; (b) any the payroll and self-employment taxes imposed by the Issuer pursuant to ORS 267.380 and 267.385, as amended; and (c) the Grants (the foregoing being herein collectively called the "**Security**"). The District is hereby authorized to pledge all or any part of the Security as security for the payment of the amounts owing under the Note. The District hereby covenants and agrees to budget and appropriate in each fiscal year, in accordance with applicable law, sums sufficient to pay when due all amounts owing under the Note. The foregoing security provisions shall be included in the Note.

Section 4. The Financing Director shall be the custodian of the moneys received by the District from the Financing. The Financing Director shall apply such moneys for the purposes for which the Financing has been hereby authorized (including, without limitation, the payment of all costs incurred in connection with undertaking the Financing, including fees and expenses of Bond Counsel to the District and any fees or expenses of the Financing required to be paid by the District, including but not limited to any loan or commitment fees). Pending such application, such moneys shall be held in such bank account as the Finance Director shall determined and invested in accordance with the laws of the State of Oregon and the District's investment policies.

Section 5. The General Manager and the Finance Director, and each of them acting individually, are each hereby authorized, empowered and directed, for and on behalf of the District, to enter into, execute and deliver any and all documents, instruments or certificates as may be necessary or appropriate in order to accomplish the Financing, including but not limited to the Note and the related financing agreement, and to do and perform any and all other acts and things which may be required to obtain the Financing as contemplated by this Resolution.

Section 6. The Board of the District hereby declares its intent to finance all Pre-Issuance Expenditures out of the proceeds of the Financing as and when the such proceeds become

available to the District, and to reimburse itself out of the proceeds of the Financing for all Advances made for the purpose of paying on an interim basis all Pre-Issuance Expenditures. The District acknowledges that such reimbursement from Financing proceeds may be made only to the extent that all other applicable requirements of Treasury Regulations, Section 1.150-2, are met with respect to the Financing, the Pre-Issuance Costs, the sources of fund used to make the Advances and such reimbursement from Financing proceeds, but intends, and hereby directs all District officials and personnel, to take such lawful actions as may be necessary or appropriate in order to ensure that the Advances may be reimbursed from Financing proceeds to the fullest extent permitted by law. This Section 6 is intended to constitute an official declaration on the part of the District to reimburse itself out of the proceeds of the Financing for all Advances made to pay Pre-Issuance Expenditures, all within the meaning of and pursuant to Treasury Regulations, Section 1.150-2. Within 30 days after the date of adoption of this resolution, the Secretary of the Board shall make a certified copy hereof available for public inspection at the main administrative offices of the District, and shall keep such certified copy available for public inspection at said administrative offices until the Financing has been obtained.

Section 7. This Resolution shall take effect immediately upon its adoption by the Board.

Adopted by the Lane Transit District Board of Directors on the 19th day of September, 2006.

Date

Board President

AGENDA ITEM SUMMARY

DATE OF MEETING: September 19, 2006

ITEM TITLE: AUGUST, SEPTEMBER, AND OCTOBER 2006 EMPLOYEES OF THE MONTH

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

BACKGROUND: **August 2006 Employee of the Month:** Journeyman Mechanic Chris Ham was selected as the August 2006 Employee of the Month. Chris was hired by LTD in August 2002 as general service worker, and promoted to journeyman mechanic in December 2004. He was nominated for this award by a bus operator who appreciated Chris' knowledge, patience, and friendliness, and who said that he always enjoyed working with Chris.

When asked to comment on Chris' selection as Employee of the Month, Director of Maintenance George Trauger said:

Chris was hired in August 2002 as a general service worker. He had good mechanical skills from his past automotive background, and was promoted to the journeyman mechanic position in December 2004. Chris possesses a wealth of mechanical abilities and performs at a top level all the time. Over a short period of time, he has developed a very good working relationship with his co-workers. Some of the comments I hear from them are about Chris's willingness to help out whenever he is asked, and that he is pleasant to be around, cooperative, and respectful of his co-workers and lead mechanic. Chris always seems to keep a smile and a super attitude, even working the late-night shift. He has worked hard to learn the bus mechanical systems and always is interested finding out how to do something new. He is a self-starter, has great work ethics, and does quality repairs. He never hesitates to help out whenever he is needed, and is willing to put in an extra effort to make sure buses are ready for the morning service in time. Chris has proven to be a valued asset and an important part of the LTD maintenance team. He is very deserving of this award and, had it not come from a bus operator, I am positive he would have been nominated by his peers in Maintenance.

September 2006 Employee of the Month: Bus Operator Mike Duran was selected as the September 2006 Employee of the Month. Mike was hired by LTD in February 1996 as a bus operator. He has received an award for 10 years of safe driving, and four times has received the General Manager's Award for Excellence. Mike was nominated by two customers. One said how much she appreciated his politeness and his willingness to help with problems. The other said that on the very busy Thurston route, Mike maintained the "five Cs of bus driving": he stays calm on a standing-room-only bus; he stays cool no matter how crazy it gets; he stays collected in any circumstances; he's always courteous; and he gives a real comfortable ride. This customer also suggested that LTD should use a tape of Mike in training sessions on how to be a professional bus operator.

When asked to comment on Mike's selection as Employee of the Month, Transit Services Manager Sue Quick said:

Mike Duran has been employed with the District since 1996. As a bus operator he has consistently displayed excellent customer service, safe operating procedures, and a positive attitude toward his work. His professionalism has earned numerous nominations for Employee of the Month. Mike has been an active member of the Operations Department by submitting suggestions for improvements when needed. We appreciate his great outlook and opinions. He has earned the General Manager's Award for Excellence four years. The qualifications for this award are stringent and Mike takes pride in his achievement. Mike earned his 10th year of Safe Driving in 2006.

You may have seen Mike around town on his bicycle or walking. He has a high commitment to alternate transportation and uses his bicycle as his primary mode. As an example, while working the extra board, where operators work various hours each day, Mike rode his bike to work consistently—rain or shine. Way to go, Mike!

October 2006 Employee of the Month: Bus Operator Dawn Wrigley is the October 2006 Employee of the Month. Dawn was hired as a bus operator in February 2004 and has received an award for two years of safe driving. She was nominated by a co-worker, who said, "Dawn is a breath of fresh air to work with. Her attitude is always awesome to be around. She always has a smile filled with laughter. She is always willing to help anyone with anything she can. She is always awesome with her customers." The co-worker also mentioned Dawn's caring attitude and her wonderful laughter that brightens up everyone around her.

When asked to comment on Dawn's selection as Employee of the Month, Transit Services Manager Sue Quick said:

Dawn Wrigley was nominated by a co-worker who stated it best, "Dawn always has a smile filled with laughter. She is willing to help anyone with anything when she can." Dawn's laugh is well known around the LTD lounges. She has been a bus operator with the District since 2004. Most of her tenure has been spent working the mini-extra board. Dawn greets many operators each day with a smile and positive outlook. Additionally, Dawn goes the extra mile to ensure customer satisfaction. People have observed her walking sight-impaired riders to their connections, and requesting supervisor assistance for customers in need of that little extra attention.

Dawn is also well known for her menagerie of animals. She always has room at her house for a stray dog, cat, or even a peacock or two. Her commitment to her community and service to the people at LTD is appreciated by all. Thanks, Dawn!

Our congratulations to Chris, Mike, and Dawn on their selection as the August, September, and October 2006 Employees of the Month!

AWARD:

Chris, Mike, and Dawn will attend the September 19 2006, meeting to be introduced to the Board and receive their awards.

AGENDA ITEM SUMMARY

May 19

DATE OF MEETING: September 19, 2006

ITEM TITLE: FRANKLIN EmX

PREPARED BY: Stefano Viggiano, Assistant General Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: Service on Franklin EmX is scheduled to begin on December 17, 2006. Staff are working on a number of different tasks in preparation for the service implementation and for the grand opening event that will follow in early January.

At the meeting, the Board will be provided with an update on the following project elements:

- Corridor Construction, including the signaling system
- Vehicle Delivery
- System Testing
- Marketing and Promotion
- Grand Opening

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** September 19, 2006
- ITEM TITLE:** ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING
- PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board
- ACTION REQUESTED:** None at this time
- BACKGROUND:** The action or information items listed below will be included on the agenda for future Board meetings:
- A. **Pioneer Parkway Decision Process:** A final decision on the project is expected in October 2006, following public review and comment on the Environmental Assessment.
 - B. **Alternate Mobility Standards:** Tom Schwetz of LCOG will be discussing alternate mobility standards with local units of government during the late summer/early fall of 2006. Time will be scheduled for this presentation to the LTD Board, likely in October.
 - C. **Annual Performance Report:** Staff will prepare an annual performance report to present to the Board during the fall of 2006.
 - D. **Third EmX Corridor:** Discussions on a Eugene EmX corridor will be scheduled for late Fall 2006, possibly at the Board's annual strategic planning work session.
 - E. **EmX Updates:** Information about the EmX opening will be presented at each Board meeting this fall, beginning in September 2006.
 - F. **Annual Strategic Planning Work Session:** The Board's annual strategic planning work session has been scheduled for the afternoon/evening of Friday, November 10, and the morning of Saturday, November 11, at Lane Community College. Staff will work with the Board to develop the agenda and times for this work session.
 - G. **General Manager Performance Evaluation:** The Board HR Committee will schedule the Board's evaluation of the general manager's performance for the December Board meeting, followed by a recommendation for the general manager's compensation and benefits for FY 2006-07.

Fare Discounts

Private Not-for-Profit Agency Program

OBJECTIVE

The District offers private not-for-profit agencies the opportunity to purchase LTD fare media at a 50 percent discount. This discount is granted in recognition of a community need for transportation services for individuals and families who are working with these agencies to seek employment, housing, and medical services.

APPLICATION

This policy applies to any private nonprofit [IRC 501(c)(3) and IRC 501(c)(19)] agencies who wishes to purchase fare media from LTD.

PROGRAM GUIDELINES

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

Fare media purchases are at a 50 percent discount. Agencies/programs may spend up to the monthly cap of \$165.00 per month. The monthly purchase cap will be indexed to token price increases.

MAINTENANCE

The Director of Service Planning, Accessibility, and Marketing is responsible for monitoring and making recommendations for modifications to this policy. A semiannual report of program use will be produced and forwarded to the LTD General Manager for review.

Revised 3/06
Revised 9/06

AGENDA ITEM SUMMARY

May 19

DATE OF MEETING: September 19, 2006

ITEM TITLE: NOT-FOR-PROFIT DISCOUNT PROGRAM UPDATE

PREPARED BY: Andy Vobora, Director of Service Planning, Accessibility, and Marketing

ACTION REQUESTED: Adopt proposed revisions to the Not-for-Profit Discount Program

BACKGROUND: The Not-for-Profit Discount Program provides an opportunity for private not-for-profit agencies to purchase fares at a discounted rate. The discount rate is 50 percent and qualified agencies may purchase up to \$300 of fare instruments per month. Individual agencies and programs within agencies are eligible for purchases up to the maximum per month. There are currently more than 100 agencies and programs participating in the program. In 2005, nearly \$80,000 in fare discounts were provided.

Earlier in 2006 the Board adopted a revision to this program when 501-C-19 agencies were added to the 501-C-3 qualifying agencies. The revisions outlined on the attached policy are related to the monthly purchase limit. As a result of the token fare price increase that took affect July 1, 2006, the buying power of participating agencies was diminished. Agencies were able to purchase 300 tokens for \$300 prior to the price increase; however, after the 10-cent price increase they were able to purchase only 273 tokens.

Staff recommend revising the policy to include an indexing of the monthly limit to token price increases. While costing agencies more to provide the same number of fares, indexing will allow agencies to continue buying the same number of tokens as they currently purchase. The new policy language redefines the monthly cap as the maximum amount an agency may spend on the discounted fare instruments. The current maximum is \$165 per month.

ATTACHMENT: Not-for-Profit Policy

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2006-030: Be it resolved that the LTD Board of Directors hereby adopts revisions to the Not-for-Profit Program as presented on September 19, 2006.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 19, 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.

ATTACHMENTS: Included as addendum to agenda packet:
a. July 2006 Performance Report
b. July 2006 RideSource Performance Report

PROPOSED MOTION: None



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

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

LTD RESOLUTION NO. 2006-031

DESIGNATING GENERAL MANAGER PRO TEMPORE

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

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

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

Date

President, LTD Board of Directors

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

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

LTD RESOLUTION NO. 2006 -032

DESIGNATING LTD REGISTERED AGENT

WHEREAS, the previously-designated registered Agent of Lane Transit District, former General Manager Ken Hamm, has resigned from LTD; and

WHEREAS, a new General Manager has been hired; and

WHEREAS, ORS Chapter 198.340 requires special districts to file with the Oregon Secretary of State's Office a notice of the Registered Agent and Registered Office;

NOW, THEREFORE, BE IT RESOLVED that LTD General Manager Mark Pangborn is designated as the Registered Agent for Lane Transit District at the current Registered Office at 3500 East 17th Avenue, Eugene, Oregon, and is directed to give notice of said change to the Secretary of State of the State of Oregon and to the County Clerk of Lane County, Oregon.

Date

President, LTD Board of Directors

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MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT

SPECIAL MEETING

Monday, July 10, 2006
7 p.m.

Springfield City Hall
Library Meeting Room

Pursuant to notice given to *The Register-Guard* for publication on July 6, 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, July 10, 2006, beginning at 7:00 p.m.

Present: Susan Ban, Vice President
Debbie Davis, Treasurer
Mike Eyster
David Gant
Gerry Gaydos, President, presiding
Dean Kortge, Secretary
Mark Pangborn, General Manager
Susan Hekimoglu, Administrative Services Coordinator, Recording Secretary

Absent: (One Vacancy, Subdistrict 6)

CALL TO ORDER: The meeting was called to order at 7:05 p.m.

WORK SESSION: COMMUNICATIONS AUDIT: Marketing and Communications Manager Andy Vobora introduced Beverly Mayhew of the Ulum Group to review the Internal Communications Audit for the Lane Transit District. She mentioned that she and Ms. Amber Williamson had begun the audit in February 2006. The audit identified strengths and weaknesses in LTD's internal communication processes. Ms. Mayhew provided a brief overview highlighting the key findings in the audit.

Ms. Ban requested that follow-up interviews occur with Maintenance Department employees approximately six to nine months following the hiring of the new maintenance director. It was also mentioned that a follow-up survey of all employees should take place within a year after recommendations were implemented.

Ms. Mayhew reviewed the recommendations to improve internal communications, which included among others, developing a written communications philosophy; communication training for all management/supervisor staff; developing a template for a one-page version of the internal newsletter, *Inside Lane*, for high-priority communication; and better communicating the reasons behind decisions that are made. Miscellaneous recommendations also were reviewed.

Human Resources Director Mary Neidig mentioned that LTD was hiring a new training person who would assess employees' skills, and communication would be at the top of the list of issues for the new staff member to become involved in. Mr. Gant thought that was a good move.

Mr. Vobora noted that the new *Rider's Digest* would highlight employees and would include suggestions to riders to help make the operator's job easier.

Mr. Eyster suggested that the District compare its Employee of the Month program with other agencies and companies to ensure that it was comparable.

Mr. Pangborn said that an employee committee would be formed to review employee recognition issues.

Mr. Gaydos said that once the District had a work plan following the recommendations, the Board HR Committee would follow up on this issue. He added that the Board involvement recommendations needed more thought. Employees wanted to see who the Board members were, and the Board needed to develop a plan to make this happen.

Mr. Gaydos thanked staff and Ms. Mayhew for a very thorough study.

WORK SESSION: MPO RESPONSIBILITY: Mr. Pangborn reported that both Ms. Ban and Mr. Gaydos met recently with Matt Garrett, the executive director of the Oregon Department of Transportation (ODOT) to talk about the West Eugene Parkway (WEP) issue. Disagreement among the local jurisdictions on the WEP had caused the Metropolitan Policy Committee (MPC), which was the designated Metropolitan Planning Organization (MPO) to be unable to come to agreement on the Metropolitan Transportation Improvement Program (MTIP), which could affect federal funding. ODOT was planning to pull out of the WEP if the City of Eugene did not change its position. Lane Council of Governments (LCOG) had delegated its MPO responsibilities to the MPC, which was made up of representatives of all local jurisdictions, including Lane Transit District. The current bylaws of the MPC required that approved motions have a majority of the vote and at least one affirmative vote by a Eugene representative, a Springfield representative, and a Lane County representative. Under the current bylaws, one jurisdiction essentially could veto a motion by having both of its MPC representatives vote against it. As a result of this stalemate, LCOG could decide to take back the MPO responsibility or change the MPC bylaws to eliminate the possibility of this type of stalemate occurring in the future.

LCOG had issued a letter to the MPC requiring that the MTIP be approved in July 2006 and that the bylaws be amended by January 2007 to eliminate the possibility of this sort of stalemate occurring in the future. Mr. Gaydos said that if the WEP were removed from the MTIP, the MTIP would be approved. He stated that virtually every LTD capital project that uses federal funding must be listed in an approved MTIP. He added that there were many tough issues, but he believed that LTD needed to be recognized as the transportation leader in Lane County and as a voting jurisdiction in the bylaws.

MPC would meet again on Thursday, July 13, where it was hoped that many of these issues would be resolved.

OTHER BUSINESS: Mr. Pangborn said that for lack of agenda items, it was likely that the August regular meeting would be canceled. If necessary, a work session might be called. Regardless of whether the Board met or not, an informational packet would be mailed out in August. Interim Assistant General Manager Linda Lynch said that she had received a call from the Governor's Office regarding the award of a ConnectOregon Grant. The Governor was interested in holding a press conference at the Springfield Station on July 20. She said she would confirm the date and

time with the Board members. Mr. Pangborn announced that George Trauger, who had been a maintenance supervisor for many years, had been selected as the new director of maintenance.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:50 p.m.

Board Secretary

AGENDA ITEM SUMMARY

May 19

DATE OF MEETING: September 19, 2006

ITEM TITLE: LTD SUSTAINABILITY PLAN

PREPARED BY: Mark Pangborn, General Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: Sustainability can be defined as meeting the needs of the present without compromising the ability of future generations to meet their own needs. Concerns regarding climate change, energy consumption, resource depletion, and general environmental degradation have created a growing impetus for companies to consider sustainable business practices. LTD has considered sustainability issues in the past, but never in the context of a formal Sustainability Plan. Staff propose developing a Sustainability Plan for the organization.

Automobiles are a major energy user and a large producer of greenhouse gases that create global warming. Public transportation, which can significantly reduce automobile use, is, thus, an important element of a community effort to reduce greenhouse gas emissions. Regional plans and policies that support the increased use of public transportation are part of a community sustainability effort.

The LTD Sustainability Plan will not address the increased use of public transportation in the community, since that is addressed in regional transportation plans. Instead, the LTD Sustainability Plan will focus on business practices and operational procedures that will reduce energy consumption, water use, and generation of waste material.

The City of Eugene has formed a Sustainable Business Initiative Task Force. The City hopes that other organizations join the effort and implement sustainable business practices. The development of an LTD Sustainability Plan addresses this request and places the District in the positive position of promoting environmental stewardship.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

K

DATE OF MEETING: September 19, 2006

ITEM TITLE: NEWS ARTICLES ABOUT TRANSIT ISSUES AROUND THE COUNTRY

PREPARED BY: Mark Pangborn, General Manager

ACTION REQUESTED: None

BACKGROUND: 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

AGENDA ITEM SUMMARY

May 19

DATE OF MEETING: September 19, 2006

ITEM TITLE: WEST EUGENE TRANSPORTATION STUDY

PREPARED BY: Stefano Viggiano, Assistant General Manager

ACTION REQUESTED: None. Information and discussion only.

BACKGROUND: In the aftermath of the decision not to pursue the West Eugene Parkway, the Eugene City Council has directed city staff to develop a list of transportation priorities for North and West Eugene. The list will include a corridor study of West 11th Avenue. It is expected that Eugene will request planning funds through the Surface Transportation Program to pay for this study. The timing and scope of the study have not been fully determined.

City staff are interested in incorporating transit options into the planning work and have asked LTD to participate in the study. LTD staff believe that transit should be incorporated into the study and that EmX is clearly an option that should be considered for this corridor.

Recall that at the LTD Board and Eugene City Council agreed on a process for the selection of the third EmX corridor at a meeting on June 12, 2006. The possible consideration of EmX for West Eugene presents several choices for proceeding with the corridor selection:

1. The City Council and LTD Board select the West Eugene corridor to be the next EmX corridor to consider and decide not to go through a corridor selection process.
2. The City Council and LTD Board proceed with the EmX corridor selection process and, if the selected corridor is not West Eugene, pursue that corridor instead of West Eugene.
3. The City Council and LTD Board proceed with the EmX corridor selection process and, if the selected corridor is not West Eugene, pursue both that corridor and the West Eugene corridor. Note that this option is problematic from a staff resource and a capital funding standpoint.

Clearly, this decision will need to be made in coordination with the City of Eugene. The City Council is scheduled to discuss West and North Eugene transportation issues on September 25, 2006. If the Board has position on this issue, it can be communicated to City staff prior to that meeting.

ATTACHMENTS: None

PROPOSED MOTION: None

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