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**LANE TRANSIT DISTRICT  
REGULAR BOARD MEETING**

**Wednesday, October 17, 2007  
5:30 p.m.**

**LTD BOARD ROOM  
3500 E. 17<sup>th</sup> Avenue, Eugene  
(off Glenwood Boulevard in Glenwood)**

**A G E N D A**

Page No.

I. CALL TO ORDER

II. ROLL CALL

Evans \_\_\_\_\_ Dubick \_\_\_\_\_ Davis \_\_\_\_\_ Eyster \_\_\_\_\_  
Kortge \_\_\_\_\_ Gaydos \_\_\_\_\_ (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. Pioneer Parkway EmX Review by Springfield City Council (5 minutes) 06
  - B. West Eugene Alignment Alternatives and Process (40 minutes) 07

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

- VII. EMPLOYEE OF THE MONTH – November 2007 (5 minutes) 09
- VIII. AUDIENCE PARTICIPATION
  - ◆ Each speaker is limited to three (3) minutes.

IX.	ITEMS FOR ACTION AT THIS MEETING	
A.	Consent Calendar (1 minute)	10
1.	Minutes of the September 19, 2007, Regular Board Meeting (Page 11)	
2.	Budget Committee Appointments (Page 19)	
B.	APTA Emergency Preparedness Plan (10 minutes)	23
X.	ITEMS FOR INFORMATION AT THIS MEETING	
A.	Board Member Reports (20 minutes)	25
1.	Meetings Held or Attended	
(a)	LCOG Board of Directors—September 22	
(b)	Metropolitan Policy Committee— October 11	
2.	No Meeting/No Report	
(a)	Walnut Station Steering Committee	
(b)	Board Service Planning & Marketing Committee	
(c)	Board Finance Committee	
(d)	EmX Steering Committee	
(e)	Board HR Committee	
B.	EmX Rider Survey (15 minutes)	27
C.	Annual Route Review – Stage One (10 minutes)	61
D.	Student Transit Pass Program Update (5 minutes)	63
E.	Monthly Financial Report—October 2007 (5 minutes)	64
F.	Monthly Department Reports (respond if questions)	76
G.	Board Correspondence (respond if questions)	82
H.	Monthly Performance Reports (respond if questions)	85
XI.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	88
A.	Labor Negotiations	
B.	Service Recommendation	

- C. Joint Meeting with Eugene City Council
- D. General Manager Performance Evaluation
- E. Joint Meeting with Springfield City Council
- F. Franklin EmX Lessons Learned
- G. West Eugene EmX
- H. Park & Ride Program
- I. Pioneer Parkway EmX Design and Budget
- J. River Road Station Status Report
- K. Student Transit Pass Program Update

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).**

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## AGENDA ITEM SUMMARY

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**DATE OF MEETING:** October 17, 2007

**ITEM TITLE:** SEPTEMBER FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

**BACKGROUND:** Financial results for the first three months of the FY 2007-08 are summarized in the attached reports.

Passenger fares were about the same for the first three months of the new year over the same period last year, and are down slightly versus budget. The negative variance should disappear when the billing system for the reinstated Student Transit Pass Program is better understood. Passenger boardings for the rolling twelve-month period, which ended September 30, increased 6 percent over the previous period. For the first time in LTD's history, total boardings in the rolling twelve-month period exceeded ten million.

Payroll tax revenues are about as anticipated by the current year budget. Self-employment receipts coincide with State tax payment deadlines, none of which occurred in September. As always, though, receipts occur from filing extensions, audit adjustments, and other reasons, and are as expected through September. Receipts are down versus last year because of the special collection effort by the Oregon Department of Revenue that occurred in the last fiscal year.

First quarter State-in-lieu receipts are slightly less than were anticipated by the budget. It is very difficult to analyze these receipts, because the program is administered by the Oregon Department of Administrative Services, not the Department of Revenue, and the audit trail is poor.

Interest rates of return have been stable above 5 percent. Returns are down slightly versus the same period a year ago because LTD has had less cash to invest. Returns year to date are above what was anticipated by the current-year budget.

Total personnel services expenditures, the largest category of operating expense, show 6.9 percent growth over the previous year, down from the 7.1 percent reported last month. The 7.2 percent rate of growth in

contract-represented personnel services is due to continued retirements that necessitate accrued leave payouts. There is also increased overtime while new classes of replacement operators are recruited, screened, hired, and trained.

Materials and services results vary widely from department to department. Total materials and services are significantly higher for the first three months of this year as compared to last, but overall spending is within budget for the year to date, indicating that the timing of expenses is different in the current fiscal year. The most significant year-to-year variance is in the Information Technology division. There was a large support services contract required at the beginning of the current year that was not in last year. The contract was included in the adopted budget, so there is no negative variance as a result.

Transfers to Accessible Services have lagged program expenses by a month or more in the past. This year, monthly expense for the latest completed month was estimated and accrued for purposes of timely reporting. It is too early in the fiscal year to know for sure if the current budget is accurate with respect to the timing and amount of transfers. The three-month negative variance is about \$237,000, down from the \$257,000 reported last month. The growth in demand for accessible services and the cost of providing those services remain a concern.

Fuel prices rose in August. The current year budget assumed \$2.35 per gallon. A recent fuel purchase cost \$2.4790 per gallon. This category of expenditure, over which LTD has no control, also remains a concern.

The General Fund is stable through September.

The Commuter Solutions Fund activities are generally as expected through the first three months of the current fiscal year. Accessible Services, as noted above, appears to be under budgeted, despite efforts to anticipate the growth.

Progress payments for the five new hybrid electric articulated buses were the majority of the Capital Projects Fund activity in September. Planning continues for the Pioneer Parkway EmX Corridor and analysis is underway for a possible West Eugene extension of the EmX service.

In December, Board members will receive the FY 2006-07 Comprehensive Annual Financial Report (CAFR). A representative of Grove, Mueller and Swank, LTD's independent audit firm, will attend the Board meeting and present audit results.

**ATTACHMENTS:** Attached are the following financial reports for September for Board review:

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

**PROPOSED MOTION:** None

## Special Mobility Services: RideSource Activity and Productivity Information

August-07	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
<b>RideSource Ridership</b>	13,044	11,875	9.8%	25,152	22,596	11.3%	143,486	134,282	6.9%
RideSource(All Modes)	10,033	9,156	9.6%	19,352	17,140	12.9%	109,534	97,988	11.8%
Shopper	494	628	-21.3%	968	1,131	-14.4%	6,323	6,587	-4.0%
Escort Volunteers-Metro	776	747	3.9%	1,661	1,454	14.2%	9,088	9,284	-2.1%
Escort Volunteers-Rural	1,741	1,344	29.5%	3,171	2,871	10.4%	18,541	20,423	-9.2%
<b>RideSource Cost per Ride</b>	\$ 19.09	\$ 18.99	0.5%	\$ 19.36	\$ 19.07	1.5%	\$ 18.68	\$ 17.35	7.7%
RideSource(All Modes)	\$ 24.12	\$ 23.97	0.6%	\$ 24.48	\$ 24.44	0.2%	\$ 23.74	\$ 23.00	3.2%
RideSource Shopper	\$ 9.45	\$ 8.78	7.6%	\$ 9.45	\$ 8.78	7.6%	\$ 9.45	\$ 8.78	7.6%
RideSource Escort	\$ 2.76	\$ 2.88	-4.2%	\$ 2.71	\$ 2.77	-2.0%	\$ 2.89	\$ 2.55	13.1%
<b>Ride Reservations</b>	10,989	10,083	9.0%	21,172	19,035	11.2%	121,864	110,441	10.3%
Cancelled Number	1,087	830	31.0%	2,010	1,691	18.9%	11,739	10,282	14.2%
Cancelled % of Total	9.89%	8.23%		9.49%	8.88%		9.63%	9.31%	
No-Show Number	103	100	3.0%	216	185	16.8%	1,453	1,128	28.8%
No-Show % of Total	0.94%	0.99%		1.02%	0.97%		1.19%	1.02%	
Ride Refusals Number	0	9	-100.0%	0	10	-100.0%	35	42	-16.7%
Ride Refusals % of Total	0.00%	0.09%		0.00%	0.05%		0.03%	0.04%	
<b>Service Hours</b>	5,391	4,727	14.0%	10,370	8,815	17.6%	57,836	50,245	15.1%
Agency Staff	5,136	4,422	16.1%	9,893	8,311	19.0%	54,931	46,902	17.1%
Agency SMS Volunteer	255	305	-16.4%	477	504	-5.4%	2,905	3,343	-13.1%
Avg. Trips/Service Hr.	1.95	2.07	-5.8%	1.96	2.07	-5.3%	2.00	2.08	-3.8%
<b>RideSource System Miles</b>	76,452	69,397	10.2%	146,240	130,002	12.5%	831,952	732,657	13.6%
Avg. Miles/Trip	7.26	7.09	2.4%	7.20	7.12	1.1%	7.18	7.01	2.5%
Miles/Vehicle Hour	14.18	14.68	-3.4%	14.10	14.75	-4.4%	14.38	14.58	-1.4%

## Special Mobility Services: RideSource Activity and Productivity Information

August-07	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
<b>On-Time Performance %</b>	91.4%	91.6%	-0.3%	91.4%	91.1%	0.4%	92.4%	91.1%	1.5%
Sample	9,078	8,280		17,552	15,477		99,502	87,123	
On-Time	8,296	7,586		16,048	14,097		91,955	79,364	

- 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.



**LANE TRANSIT DISTRICT**  
**FIFTEENTH AMENDED ORDINANCE NO. 35**  
**An Ordinance Setting Fares for Use of District Services**

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

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

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

1.02 Fares.

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

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

	<b>Monday-Sunday</b>
Adult (ages 19–61)	\$1.25
Youth (ages 6-18)*	\$.60
Half-Fare**	\$.60
Senior (ages 62-69)	\$.60

(b) Monthly (Effective 6/24/07) or 3-Month Passes (Effective 6/15/07).

<u>Pass Type</u>	<u>Monthly</u>	<u>3-Month</u>
Adult (19-61)	\$38.00	\$103.00
Youth (6-18)*	\$19.00	\$51.50
Senior (62-69), Half-fare**	\$19.00	\$51.50

\* Youth fare applies to ages 6-18. Children age five and under ride free with parent or guardian.

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

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

The Day Pass rate is 2 times the cash fare.

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

Tokens are worth \$1.25 toward any LTD ride. Tokens are sold in lots of 5 for \$5.50. Tokens are sold to customers and for program use to public agencies and certified private not-for-profit agencies.

- (2) Group Pass Program. The general manager, or his/her designated representative, is authorized to sign contracts on behalf of the District to provide transit service to groups of riders at reduced rates pursuant to policies established by the Board at its May 2, 1990, meeting, as amended, or pursuant to such policies as the Board may hereafter adopt by resolution or ordinance.

Group Pass (*Effective January 1, 2008*)

Current quarterly rates:	\$11.04 taxpayer
	\$12.84 non-taxpayer
Proposed quarterly rates:	\$11.93 taxpayer
	\$13.88 non-taxpayer

**Student Transit Pass Program (*Effective January 1, 2008*)**

**Student per month rate: \$12.00**

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

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

\* Escort is limited door-to-door transportation for medical rides.

\*\* **RideSource** Shopper is specialized transportation service for grocery shopping. **RideSource** Shopper fares are based on round-trip rides. All other fares are one-way rides.

\*\*\* Social service agencies will contract for service and pay 100 percent of the marginal cost of service.

- 2.01 Large-quantity Pass Purchases. The District will provide a discount of 5 percent to private sales organizations authorized by the District to sell passes to the general public.
- 3.01 Effective Date. This ordinance shall take effect 30 days after adoption, at which time this Fourteenth Amended Ordinance will stand in the stead of Ordinance No. 35 in all particulars and all previous amendments, and will govern all fares charged by the District.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
President and Presiding Officer

ATTEST:

\_\_\_\_\_  
Recording Secretary

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 17, 2007

**ITEM TITLE:** ANNOUNCEMENTS AND ADDITIONS TO AGENDA

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

**ACTION REQUESTED:** None

**BACKGROUND:** This agenda item provides a formal opportunity for Board members to make announcements or to suggest topics for current or future Board meetings.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 17, 2007

**ITEM TITLE:** APTA EMERGENCY RESPONSE AND PREPAREDNESS PROGRAM

**PREPARED BY:** Mark Johnson, Director of Transit Operations

**ACTION REQUESTED:** Approve resolution to participate in voluntary emergency response and preparedness program

**BACKGROUND:** The American Public Transportation Association (APTA) has been working with districts across North America to develop a list of resources that transit agencies have available to assist other districts in case of a disaster. The program is voluntary and districts can withdraw from the program at any time. The main purpose of the program is to have an accurate, usable list of resources available in geographic regions throughout the country to draw on in case a disaster strikes a transit system and it needs assistance to maintain operations.

The industry learned through recent disasters that this type of preparation was lacking. APTA took the lead to ensure that transit systems across the U.S. know where to look for help. This is intended to be an efficient and timely way to respond to other districts in need.

The resolution establishes that the Lane Transit District Board of Directors supports participating in this voluntary program.

**ATTACHMENT:** Resolution No. 2007-037

**RESULTS OF RECOMMENDED ACTION:** LTD will become a voluntary participant in the APTA Emergency Preparedness Program and could either provide or request support through this program. The level of LTD's participation will not adversely affect LTD's own requirements for meeting service demands.

**PROPOSED MOTION:** I move approval of LTD Resolution No. 2007-037, a resolution authorizing participation in the APTA Emergency Response and Preparedness Program.

**Lane Transit District Resolution No. 2007-037**

**SUBJECT: PARTICIPATION IN THE APTA EMERGENCY RESPONSE AND PREPAREDNESS PROGRAM**

Whereas, the United States has witnessed catastrophic events brought on by hurricanes and other critical events and the transit industry has been eager to provide support in terms of personnel, equipment, and needed resources; and

Whereas, there has not been an established, clear process or program for providing such support; and

Whereas, the American Public Transportation Association (APTA) has developed the Emergency Response and Preparedness Program (ERPP) as a voluntary industry "Mutual Aid Program" designed to assist fellow transit systems and their cities, regions, and states with emergency evacuation and temporary transit operational needs that may arise from hurricanes or other emergencies; and

Whereas, The Federal Transit Administration (FTA) has partnered with APTA in this program and is making resources available to support the development and administration of this service; and

Whereas, APTA has requested that transit properties and suppliers who are willing to participate in this program sign up to provide voluntary aid to fellow transit systems or communities when such a need arises in the future, in order to create an inventory of transit resources to include vehicle, equipment, and human resources that can be made available in the event of an emergency; and

Whereas, Lane Transit District may benefit from both providing support to and requesting support from the APTA Emergency Response and Preparedness Program;

**NOW, THEREFORE, BE IT RESOLVED**, that Lane Transit District will voluntarily participate in the APTA Emergency Response and Preparedness Program and will identify vehicles, equipment, and personnel resources that can be made available practically to this mutual aid program; and

That LTD's voluntary participation will be provided at a level that will not impact LTD's own requirements for meeting service demands.

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Date

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Board President

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 17, 2007

**ITEM TITLE:** ANNUAL ROUTE REVIEW - STAGE ONE

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

**ACTION REQUESTED:** None. Information only.

**BACKGROUND:** The 2007-08 Annual Route Review (ARR) process has begun, with the solicitation of ideas for service changes, scheduling of meetings by the District's Service Advisory Committee (SAC), scheduling of open houses, and analysis by Service Planning staff. This year's process is being modified in order to accommodate service changes that need to be implemented earlier than the traditional September implementation schedule. To meet this earlier schedule, staff will bring the ARR proposals to the Board in two stages.

Stage One involves route and schedule changes that are necessary in order to meet the opening of the Sacred Heart Medical Center at RiverBend. RiverBend training is scheduled to begin in late Spring 2008, and full hospital operations are scheduled to begin in August 2008. LTD's traditional September ARR implementation date would not meet customer needs; therefore, service changes will be made in June 2008. Staff will review the routing and scheduling proposal, including the budget impact.

Outreach opportunities will include an open house scheduled for Thursday, October 25, from 4 p.m. to 7 p.m. at LTD Customer Service at the Eugene Station, and a public hearing at the November 12 LTD Board meeting. Communications regarding these opportunities will be distributed over the coming weeks.

Staff will provide a recap of input gathered, make a final recommendation, and ask for Board approval at the December 19 Board meeting.

Stage Two of the Annual Route Review process will follow the traditional schedule. Staff will present a preliminary review of possible additions, reductions, and changes to service at the January 2008 Board meeting. This will be followed by public hearings in February and March 2008.

**ATTACHMENTS:** None

**RESULTS OF RECOMMENDED ACTION:** None

**PROPOSED MOTION:** None





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Fax: (541) 682-6111*

**CONSENT CALENDAR ITEM:  
BUDGET COMMITTEE NOMINATIONS**

July 16, 2008

**Background:**

The LTD Budget Committee is comprised of the seven Board members and seven community members who are nominated and approved by the Board and serve for three-year terms. The non-Board Budget Committee members must reside within the District's service boundaries, but are not required to live in the same subdistrict as the Board member making the appointment.

Board member Dean Kortge is nominating Peter Davidson to a new three-year term, following Mr. Davidson's appointment to fill an unexpired term last year. Board member Greg Evans is nominating Jon Hinds to a new three-year term, following Mr. Hinds' appointment to fill an unexpired term in April 2005. These new terms will expire on January 1, 2011.

The nomination forms for both Mr. Davidson and Mr. Hinds are attached. Also attached is a list of Budget Committee members showing the term expiration date for each, as well as the nominating Board member.

**Attachments:**

1. List of 2007-08 Budget Committee Members
2. Nomination Form for Peter Davidson
3. Nomination Form for Jon Hinds

**Recommended Action:**

The Board is asked to approve these nominations in the Consent Calendar presented for approval by the Board at the October 17 Board meeting.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 17, 2007

**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), the Lane Council of Governments (LCOG) Board of Directors, 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. **LCOG Board of Directors:** LTD Board Member Mike Dubick represents LTD on the LCOG Board of Directors as a non-voting member. The last meeting of the Board was held on Saturday, September 22, in Oakridge. The primary agenda topic was consideration of an updated coordinated population forecast for cities within Lane County. The Board agreed to include an opportunity for public comment during its December meeting. The next meeting of the LCOG Board is scheduled to be held on December 13 at 7:00 p.m. at Lane County Youth Services in Eugene.
2. **Metropolitan Policy Committee:** MPC meetings generally are held on the second Thursday of each month. Board members Gerry Gaydos and Greg Evans are LTD's MPC representatives, with Mike Dubick serving as an alternate. The MPC met on October 11. Details of that meeting are provided in the Planning and Development Department Report. The next meeting is scheduled to be held on November 8, at LCOG in Eugene.

**NO MEETINGS HELD**

1. **Walnut Station Steering Committee**: Board member Mike Eyster is a member of this committee, staffed by the City of Eugene. The City of Eugene last held a Walnut Station Steering Committee meeting on May 30.
2. **Board Service Planning & Marketing Committee**: The Board's Service Planning & Marketing Committee is composed of Greg Evans, Mike Dubick, and Chair Mike Eyster. The last meeting took place on August 7, 2007. The next meeting of the Committee has not been scheduled.
3. **Board Finance Committee**: The Board Finance Committee (Mike Dubick, Debbie Davis, and Chair Dean Kortge) last met on August 16. The next meeting has not been scheduled.
4. **EmX Steering Committee**: Board President Gerry Gaydos and Board members Debbie Davis and Greg Evans are members of LTD's EmX Steering Committee, along with members of local units of government and community representatives. The Committee last met on September 4, 2007. The next meeting is scheduled for December 4, 2007.
5. **Board HR Committee**: The Board HR Committee is composed of Mike Dubick, Mike Eyster, and Chair Gerry Gaydos. The committee last met on September 11. The next meeting is scheduled for October 23, 2007.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 17, 2007

**ITEM TITLE:** CORRESPONDENCE

**PREPARED BY:** Mark Pangborn, General Manager

**ACTION REQUESTED:** None

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

- September 19, 2007, letter from 3RT Board member Pauline Hutson to Board President Gerry Gaydos and Director of Planning and Development Tom Schwetz, regarding W. 11<sup>th</sup> Avenue construction issues; and September 28, 2007, response from Tom Schwetz.

**PROPOSED MOTION:** None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, September 19, 2007

Pursuant to notice given to *The Register-Guard* for publication on September 13, 2007, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held its regular monthly meeting on Wednesday, September 19, 2007, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17<sup>th</sup> Avenue, Eugene.

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

Absent: Greg Evans

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

**SEPTEMBER EMPLOYEE OF THE MONTH** – Transit Operations Director Mark Johnson introduced Bus Operator Jerry Ambrose as the September 2007 Employee of the Month, who was nominated by a rider for his consistent courtesy and pleasant treatment of passengers. Mr. Gaydos presented Mr. Ambrose's awards and expressed the Board's appreciation for his exceptional customer service.

**BOARD CALENDARS** – Because the regular Board meeting in November would fall on the day before Thanksgiving, Mr. Pangborn proposed canceling the regular Board meeting and instead holding the meeting on Monday, November 12, 2007, and combining it with the work session. There were no objections. He said the joint meeting with the Springfield City Council had been tentatively rescheduled from October 22 to January 14, 2008. Based on a poll of Board members, a Board strategic planning session was tentatively scheduled for November 30, with December 14 as a backup date.

**WORK SESSION**

**Legislative Debriefing** – Assistant General Manager Stefano Viggiano introduced Kelly Brooks and Doug Barber of the Ulum Group to provide a status report on the 2007 legislative session, preview the 2008 and 2009 sessions, and discuss Senate Bill 10 relating to rules of conduct for public officials.

Regarding the 2008 session, Ms. Brooks stated that ConnectOregon legislation had passed with language more favorable to transit projects, but elderly and disabled transit funding (HB 2422) did not pass and would be taken up again in the next session. She said the elected board bill died in committee and bus replacement funding was approved, with LTD receiving funds for one or two vehicles. She said lottery funds for the next EmX line had not been secured, but she thought that had potential in the next session. She said that proposals for a comprehensive transportation funding package for highways did not move forward but she expected that would happen during the 2009 session. She identified the top two issues for the 2009 session as funding for elderly and disabled transit and EmX.

Mr. Kortge stated that he preferred to see the focus be on elderly and disabled transit instead of EmX because he was concerned about emphasizing funding for the West Eugene EmX without a formal coordinated effort with the City of Eugene. Mr. Viggiano replied that there had been discussions of a state-level coordinated effort similar to the federal United Front initiative.

Mr. Gaydos agreed with Mr. Kortge that senior and disabled transit funding should be the first priority. He said the next priority should be local match. Ms. Brooks replied that LTD was participating with other transit districts in the state and the Oregon Department of Human Services to develop a funding proposal to fill the gap between demand and capacity.

Mr. Kortge observed that paratransit services were a federal mandate that states were being asked to fund. Mr. Viggiano said that even though the federal government historically had not wanted to fund operational needs, that issue would be raised during reauthorization of the federal transportation bill.

Ms. Brooks distributed an information sheet on Senate Bill 10 relating to new guidelines for public officials. She said that the provisions of the bill would go into effect in January 2008 and reviewed the new requirements regarding gifts and entertainment. She said that rules were being developed to implement the legislation.

Mr. Barber remarked that it was likely that a lawsuit would be filed to challenge the constitutionality of the legislation. Mr. Viggiano added that the law would apply to all LTD employees in addition to the Board.

**West Eugene EmX Extension** – Director of Development Services Tom Schwetz introduced Mary Archer, a new development planner. He reported that the first step in development of an environmental impact statement (EIS) had been taken with posting of a Notice of Intent in the *Federal Register*. He said next steps included a scoping phase and coordination with all federal, state and local agencies having some regulatory authority over an environmental or historic resource. He said that public workshops at which alternatives would be explored were scheduled on October 8-9, 2007. He said the Board would then adopt a range of alternatives to proceed with development of an EIS. This action would be requested at the Board's December 19, 2007, meeting.

Mr. Schwetz said that cost estimates for alternatives would be developed for the federal transportation bill reauthorization process by Fall 2008. He said that adoption of a locally preferred alternative would lead into design and construction. He said the EIS process was

intended to promote full disclosure of all potential impacts (both benefits and costs) on resources, people, and the community.

**RECOGNITION OF SUSAN BAN** – The final work session items were postponed to later in the meeting. Board members and staff paid tribute to Ms. Ban for her years of service as an LTD Board member and her contributions to the community. Ms. Ban resigned from the LTD Board in order to devote more time to other community initiatives on behalf of her constituents.

Ms. Ban told the Board and staff that it had been an honor to be a part of the LTD team. She said she had learned a great deal during her time on the Board and admired the competence and dedication of the employees. She joined the Board because she cared about the vulnerable members of the community for whom transit was essential to their quality of life and believed that the District would continue to be attentive to those needs.

**EMPLOYEES OF THE MONTH** – Mr. Johnson introduced Bus Operator Cindy Phillips as the August 2007 Employee of the Month and Bus Operator Mel Morgan as the October 2007 Employee of the Month. Mr. Gaydos presented awards to Ms. Phillips and Mr. Morgan and expressed the Board's appreciation for their exceptional service.

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

#### ITEMS FOR ACTION AT THIS MEETING

**MOTION** **Consent Calendar** – Mr. Eyster moved adoption of LTD Resolution 2007-029: "It is hereby resolved that the Consent Calendar for September 19, 2007, is approved as presented." Ms. Ban provided the second. The Consent Calendar consisted of the minutes of the May 16, 2007, regular Board meeting; the June 11, 2007, special Board meeting; the June 20, 2007, regular Board meeting; the July 18, 2007, canceled regular Board meeting; the August 15, 2007, canceled regular Board meeting; and the FY 2007-08 Disadvantaged Business Enterprise Policy and Program.

**VOTE** The Consent Calendar was approved as follows:  
 AYES: Ban, Davis, Dubick, Eyster, Gaydos, Kortge (6)  
 NAYS: None  
 ABSENCES: None  
 EXCUSED: Evans (1)

**Debt Resolution** – Director of Finance & Information Technology Diane Hellekson stated that in order to assure timely purchase of the property on which LTD's River Road Station and Park & Ride were currently located, it might be necessary to borrow up to \$3 million on a short-term basis until future formula funds became available. She said that the Board's authorization did not guarantee that the debt would be incurred and the Finance Committee and the Board would be notified in advance if it became necessary to borrow funds to complete the property purchase.

**MOTION** Mr. Kortge moved approval of LTD Resolution No. 2007-031 authorizing debt financing of the purchase of designated River Road Property. Ms. Davis provided the second.

Mr. Kortge stated that the Finance Committee had reviewed the request.

VOTE The resolution was approved as follows:  
AYES: Ban, Davis, Dubick, Eyster, Gaydos, Kortge (6)  
NAYS: None  
ABSENTIONS: None  
EXCUSED: Evans (1)

**Setting Rate for Florence Pilot Project** – Director of Marketing and Communications Andy Vobora related that the potential expansion of LTD service boundaries to include Florence continued to generate interest. He said the City of Florence needed a cost estimate in order to prepare a proposal for ConnectOregon funds. Staff had developed a preliminary service package consisting of five weekday trips, three trips on Saturday, and three trips on Sunday. He said the annualized cost for that package was approximately \$350,000 at direct costs. He said it appeared that there would be ample revenue from the Florence area to cover that service package at a fully allocated rate. He said staff recommended using the direct cost rate for the pilot project.

Mr. Kortge asked why a fully allocated cost was not being used at the beginning. Mr. Vobora replied that once service boundaries were expanded, the tax would cover service costs but no tax would be levied during the pilot phase of the project.

Mr. Pangborn said that a similar approach was used when service was extended to Creswell and Cottage Grove and a direct cost rate would cover the full cost of the service and most of the overhead. He thought that the rate was reasonable and said it would avoid having LTD subsidize the service.

Mr. Dubick asked when the pilot project would begin. Mr. Vobora replied that it could begin with the September 2008 or February 2009 service changes.

MOTION Mr. Dubick moved approval of LTD Resolution No. 2007-032: "It is hereby resolved that the Lane Transit District Board of Directors approves the application of the LTD direct cost rate for the development of costs associated with a Florence bus service pilot project." Mr. Kortge provided the second.

VOTE The resolution was approved as follows:  
AYES: Ban, Davis, Dubick, Eyster, Gaydos, Kortge (6)  
NAYS: None  
ABSENTIONS: None  
EXCUSED: Evans (1)

**West Broadway (Eugene) Redevelopment** – Mr. Viggiano referred to the recommendations from the West Broadway Advisory Committee (WBAC) and the committee's final report on redevelopment in downtown Eugene. He said the recommendations would support transit-oriented mixed-use development and asked that the Board consider taking a position in favor of transit-oriented and larger-scale development. He stressed that the Board would not be taking a position on the ballot measure to finance redevelopment.

MOTION Mr. Eyster moved approval of LTD Resolution No. 2007-033: "It is hereby resolved that the Lane Transit District Board of Directors supports the proposed redevelopment of West Broadway in downtown Eugene." Mr. Dubick provided the second.



Mr. Kortge commented that supporting redevelopment was essentially the same as supporting the ballot measure. However, Mr. Dubick pointed out that the ballot measure was the funding vehicle for whatever redevelopment project eventually moved forward; it was not tied to a specific proposal. Mr. Gaydos stated that the Board was supporting revitalization and increased density in downtown, not a specific project or funding mechanism. He commended WBAC co-chairs for their dedication of time and energy to the effort.

VOTE The resolution was approved as follows:  
AYES: Ban, Davis, Dubick, Eyster, Gaydos, Kortge (6)  
NAYS: None  
ABSENTIONS: None  
EXCUSED: Evans (1)

MOTION **Election of Board Vice President** – The Board vice president position would become vacant upon Ms. Ban’s resignation from the Board. Ms. Davis nominated Mike Eyster to fill the unexpired term of Board vice president, beginning October 1, 2007, and ending July 1, 2008.

There being no further nominations, Mr. Gaydos closed the nominations.

VOTE Mr. Eyster was elected Board vice president as follows:  
AYES: Ban, Davis, Dubick, Eyster, Gaydos, Kortge (6)  
NAYS: None  
ABSENTIONS: None  
EXCUSED: Evans (1)

**Board Committee Appointments** – Mr. Gaydos reviewed the Board appointments and noted that Mr. Dubick would replace Ms. Ban as the Metropolitan Policy Committee alternate and as a Board Human Resources Committee member.

MOTION **International Transit Studies Program Fall 2008 Mission** – Mr. Kortge moved approval of LTD Resolution No. 2007-034: “Resolved, the LTD Board of Directors approves the application of General Manager Mark Pangborn to participate as team leader in the Fall 2008 International Transit Studies Program, and agrees to submit a letter of endorsement to be signed by the Board President.” Ms. Davis provided the second.

VOTE The resolution was approved as follows:  
AYES: Ban, Davis, Dubick, Eyster, Gaydos, Kortge (6)  
NAYS: None  
ABSENTIONS: None  
EXCUSED: Evans (1)

**General Manager Cost-of-Living Adjustment** – Mr. Gaydos stated that the current contract with the general manager did not include provisions for cost-of-living adjustments. He said that Mr. Pangborn had not received any type of salary increase since his appointment in February 2006 and the Human Resources Committee was proposing an amendment to his employment agreement to include automatic cost-of-living adjustments the same as those of other administrative employees, retroactive to July 1, 2006. He said that merit increases could be considered in the future as appropriate. He indicated that Mr. Pangborn's salary was comparable to that of general managers in other districts. He noted that feedback from LTD employees, Board

members, and the community on Mr. Pangborn's performance had been overwhelmingly positive.

Mr. Kortge indicated that he would vote against the proposal as he felt it was unsound to provide cost-of-living adjustments to general managers, as increases should be based on merit.

**MOTION** Mr. Dubick moved approval of LTD Resolution No. 2007-035: "It is hereby resolved by the LTD Board of Directors that the general manager will receive an annual cost-of-living increase equal to the increase granted all other LTD administrative employees and that this provision will become an amendment to the LTD General Manager Employment Agreement, as provided in this agenda summary. The amended language would be effective as of July 1, 2006. Mr. Eyster provided the second.

Mr. Eyster remarked that Mr. Kortge's point was valid, but that he would vote for the motion, as Mr. Pangborn had not had a salary increase since he was hired as general manager in February 2006.

**VOTE** The resolution was approved as follows on a roll call vote:  
AYES: Ban, Davis, Dubick, Eyster, Gaydos (5)  
NAYS: Kortge (1)  
ABSENTIONS: None  
EXCUSED: Evans (1)

## **ITEMS FOR INFORMATION AT THIS MEETING**

**Board Member Reports** – There were no questions.

**Annual Performance Report** – Mr. Viggiano reviewed the report on performance goals, measures, and objectives. He reported that the performance objective was exceeded in 13 measures, data was not yet available in 4 measures and the objective was not met in 1 measure. He said the performance objective was not met in the measure related to the adjusted cost per mile and it was likely that measure was unrealistic because of factors that were out of the District's control.

In response to a comment from Mr. Kortge, Director of Human Resources and Risk Management Mary Adams said the significant decrease in time loss days was reflecting the fact that in the past year one employee was on continuous leave, which greatly affected statistics for a small work force such as LTD's.

Mr. Gaydos suggested including results of the United Way basic needs survey in the report. He asked if there were still problems with operators' breaks. Mr. Viggiano said that as on-time performance improved, more breaks were taken as scheduled.

Mr. Gaydos expressed interest in tracking the cost and performance of EmX separately.

**Fare Ordinance Change** – Mr. Vobora stated that in order to be consistent with new program requirements, the Oregon Department of Energy was requesting a Board-adopted student group pass rate of \$12 instead of the current \$19 rate. He said a \$12 rate would generate a tax credit

reflecting a revenue-neutral program and staff would prepare an updated fare ordinance for public comment and Board adoption.

**Monthly Financial Report** – Director of Finance & Information Technology Diane Hellekson reported that the District was doing well during the first two months of the fiscal year. She said fuel prices were within budget and there had been a slight reduction in cost in August. She commented that the District was experiencing problems with the automated passenger counting system but expected that those would be resolved in the near future.

**United Front Update** – Mr. Viggiano said that some changes in the United Front process were being considered and suggested that could be a subject for discussion at the Board's strategic planning workshop.

### **WORK SESSION (continued)**

**Pioneer Parkway EmX Design Issues** – Mr. Schwetz reviewed the agenda materials and said a presentation would be made to the Springfield City Council on October 22. He indicated that the council had expressed an interest in having a role in the design process. He said the annual inflation rate for construction made it essential to move as quickly as possible on the project. He said there were a number of design issues remaining to be resolved and those were detailed in his memorandum and would be shared with the council. He said that addressing design objectives at the policy level would provide a foundation for resolving any future issues. He asked the Board to review the EmX design objectives.

Ms. Ban asked how the term "quality" as it related to the design was defined. Facilities Services Manager Charlie Simmons said there were a number of quality levels for both facilities and the system as a whole.

Mr. Gaydos and Ms. Ban encouraged staff to identify specific quality factors to avoid the appearance of subjectivity in making the determination of quality. Mr. Gaydos added that neighborhood circulators were discussed as part of the original bus rapid transit concept and that issue should be addressed in the report to the City Council.

### **ITEMS FOR INFORMATION AT THIS MEETING**

**River Road Station Site Purchase** – Mr. Gaydos reported that he, Mr. Evans and Mr. Dubick had spoken to Lane County commissioners, who were supportive of the District's acquisition of most of the site.

**MOTION EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(d), LABOR NEGOTIATIONS** - Mr. Eyster moved that the Board meet in Executive Session pursuant to ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Mr. Dubick provided the second.

VOTE The motion was approved as follows:  
AYES: Ban, Davis, Dubick, Eyster, Gaydos, Kortge (6)  
NAYS: None  
ABSENTIONS: None  
EXCUSED: Evans (1)

The Board entered Executive Session at 7:35 p.m. Ms. Adams and the other bargaining team members (Ms. Hellekson, Mr. Johnson, and Director of Maintenance George Trauger) were present for this discussion with the Board.

**RETURN TO REGULAR SESSION** – The Board returned to regular session at 8:15 p.m.

**ADJOURNMENT** – There was no further business, and the meeting was adjourned at 8:15 p.m.

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Board Secretary

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 17, 2007

**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 fall and winter vacation dates.

**ATTACHMENT:** Board activity calendars are included separately for Board members.

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** October 17, 2007
- 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 October 17, 2007:
1. Approval of minutes: September 19, 2007, regular Board meeting
  2. Budget Committee Appointment: Peter Davidson
  3. Budget Committee Appointment: Jon Hinds
- ATTACHMENTS:**
1. Minutes of the September 19, 2007, regular Board meeting
  2. Form nominating Peter Davidson to new three-year term on LTD Budget Committee
  3. Form nominating Jon Hinds to new three-year term on LTD Budget Committee
- PROPOSED MOTION:** I move that the Board adopt the following resolution:
- LTD Resolution No. 2007-036: It is hereby resolved that the Consent Calendar for October 17, 2007, is approved as presented.



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## MONTHLY DEPARTMENT REPORTS

October 17, 2007

### PLANNING AND DEVELOPMENT

*Tom Schwetz, Director of Planning and Development*

#### METROPOLITAN PLANNING

**Metropolitan Policy Committee (MPC)/Transportation Planning Committee (TPC):** At the September 13 meeting, MPC passed an amendment to both the FY 2006-09 and FY 2008-11 Metropolitan Transportation Improvement Programs (MTIP), adding a grant received from FTA for use on the West Eugene EmX Extension project. MPC also held a public hearing on the draft Regional Transportation Plan (RTP), extending the public comment period to the October 11 MPC meeting. The group discussed the Oregon Metropolitan Planning Organization Consortium (OMPOC) draft legislative agenda in preparation for the OMPOC Summit that is scheduled for October 12 and 13.

At its October 11 meeting, MPC will be holding a final public hearing on the Regional Transportation Plan (RTP) update and discuss adoption of the plan in November. MPC will also hold a public hearing on the air quality conformity determination required as part of the RTP update. The group will hear a report from ODOT Region 2 Manager Jeff Scheick on ODOT's budget, State Transportation Improvement Program (STIP) priorities, and the Region 2 large project strategy. MPC will also consider items related to letters of support for ConnectOregon II applications, amendments to the Citizen Advisory Committee (CAC) bylaws, and the MPO's Certification Review final report.

#### PROJECT DEVELOPMENT

**West Eugene EmX:** Work continues on a number of elements of the West Eugene EmX Extension planning project. An update on the project's progress is provided in a separate Work Session agenda item.

#### COMMUTER SOLUTIONS

*Connie B. Williams, Program Manager*

**Program Management:** Program Manager Connie Bloom Williams and Employer Programs Coordinator Marcia Maffei attended the Association for Commuter Transportation (ACT) International Conference in Seattle. Staff also participated in the Transportation Options Group of Oregon (TOGO) Board meeting and the Oregon Department of Energy's Business Energy Tax Credit (BETC) Public Workshop.

**Group Pass/ETC Programs:**

- Western Environmental Law Center, Alternative Work Concepts, and VersaLogic Corporation have joined the Group Pass Program, comprising more than 95 employees.
- A pre-Group Pass Program transportation survey was conducted for VersaLogic employees.
- Commuter Solutions conducted a satisfaction and informational survey during a recent Employee Transportation Coordinator (ETC) luncheon.
- Benefit and Transportation Fairs were held for VersaLogic Corporation staff and LCC faculty and staff.
- Marcia Maffei attended the Westside Transportation Alliance Stakeholder meeting. The topic of discussion was development of a course for Employee Transportation Coordinators (ETC) at Portland Community College.

**CarPool/VanPool/Emergency Ride Home Program (ERH):** Six new work sites have enrolled in the Emergency Ride Home (ERH) program. Ten new commuters have registered for carpool matching and the Emergency Ride Home program.

**Smart Ways to School Program (SWTS)/Student Transit Pass Program (STPP):**

- Program flyers and LTD passes have been distributed to participating schools. Calls from many parents and school staff were received as students began the new school year.
- More than 125 families have registered to receive SchoolPool, the free carpool match service.
- Staff are assisting several parents who want to organize walking or biking groups for students who wish to travel together to and from school.
- Adams Elementary School parents have organized an official “walking school bus.” The bus follows a specific route to school and stops along the way at pre-planned locations to allow more children to join the group. Smart Ways to School is providing the group with reflective vests for the parent guides and children.
- Display information has been provided for open house events at several schools.
- LTD is working with the Oregon Department of Energy to adopt Business Energy Tax Credit (BETC) administrative rule changes. These changes would allow mass transit districts that provide service to K-12 students in communities of more than 50,000 residents to apply directly for a BETC. Mass transit districts in smaller communities are already able to apply directly for transit pass BETC projects.

**CAPITAL PROJECTS**

*Charlie Simmons, Facilities Services Manager*

**Shelter Replacement:** Six shelters remain to be installed from the current order. The rainy season will slow down the number of installations completed during the coming months.



**Pioneer Parkway EmX:** All of the design contracts have been negotiated. A number of key design issues have been resolved and the design should be 30 percent complete by November. Contact with various property owners will be occurring over the next few weeks in order to prepare them for Lane County's property acquisition process. LTD has acquired the services of Lane County to help facilitate the property purchases for the Pioneer Parkway EmX.

**Gateway Station:** The design team has completed the schematic design and has entered the design development stage. Curb lines, elevations, and general layout of the platform area have been determined. Station electrical systems, landscaping, shelter structure, and materials will be detailed over the next couple of months. Staff continue to work closely with local and regional General Growth management.

## SERVICE PLANNING, ACCESSIBILITY, AND MARKETING

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

**Service:** Current efforts are focusing on the annual update of the District's Snow and Ice Plan; Annual Route Review Stage One analysis and Stage Two data gathering; preparation for University of Oregon basketball shuttle service; and implementation of an origin and destination survey of riders.

**Media:** Media coverage has been very positive and has focused on a variety of subjects. EmX has received interest for both Green Line ridership and the West Eugene outreach process. Labor negotiations have been featured in several *Register-Guard* articles.

**Events:** UO football ridership increased strongly at the start of the season and is now settling into normal PAC 10 ridership levels. Service changes, implemented following the first game and adjusted a bit more after game two, have worked well. Kudos to the operators and operations team for doing a great job with the changes.

**Back to School:** For two days during the first days of classes, staff participated in trip planning at the UO. Overall, the bid implemented very well. Staff are watching overload situations and have identified up to five situations that may require tripper service if ridership loads don't diminish.

**Outreach:** Staff continue to work on scheduling Board members to speak at neighborhood association meetings. This has been a slow process, but the first confirmation came in and more will follow. Solicitation for the Subdistrict 4 position is in full swing. This includes chamber contacts, Web postings, media releases, e-mail contacts, information to riders, and more. LTD will have a booth at the Eugene Chamber Expo on October 16. Everyone is welcome to come by. Cosette Rees is overseeing the booth, which will feature information on EmX West Eugene and the open Board position.

**ACCESSIBLE SERVICES**

*Terry Parker, Accessible Services Manager*

Accessible Services staff were thrilled to receive a generous 55 minutes to talk about accessibility for people with disabilities during fall training for bus operators this year. Staff are focusing on reasonable accommodation under the Americans with Disabilities Act and LTD policy; identifying and brainstorming solutions to operators' top issues; and presenting a video featuring Bjo Ashwill and Gweneth Van Frank, local disability advocates (and bus riders), concerning sensitivity to people with disabilities.

Staff currently are reviewing responses to Requests for Proposals for the Florence Rhody Express service, Travel Training and Transit Host services, and Mental Health and Homeless Eligibility and Transport services.

Call Center development activity continues. Special Mobility Services, the Call Center operator, has posted the brokerage manager position, which will remain open until filled. Ethan Nelson has been hired to develop the Web-based interface between the Call Center and the transportation providers. A scheduling software program has been installed and is undergoing a 30-day testing period to determine if it will work as an automated ride scheduler.

**TRANSIT OPERATIONS**

*Mark Johnson, Director of Transit Operations*

**Coordination with Utilities to Ensure Continuity of EmX Service:** Transit Operations and Information Technology staff met with representatives from EWEB and the City of Eugene to discuss routine maintenance and emergency responses that the utilities may have that would impact EmX service. This was an extremely productive meeting. It was clear that all parties understood the importance of LTD schedules and were willing to adjust the way they operate to ensure that bus service can be maintained. Problem areas were identified and resolutions agreed upon. There will be subcommittee meetings to address other issues related to continued coordination.

**APTA Standards:** Mark Johnson participated in two APTA Operations Committee meetings: the first related to standards for operator recruitment and retention, and the second concerned developing standards for emergency management and security programs. The APTA standards program has been very active during the past couple of years. The purpose of the program is to develop industry standards in several areas of operation so that agencies can go to one place for program development and get the information that they need. The recommended standard uses industry best practices and accepted strategies in an outline for districts to use as they develop various programs.

## MAINTENANCE

*George Trauger, Director of Maintenance*

**New Articulated Bus Build:** All of the five 7100-series articulated buses have arrived: three have been put into service, and the final two will be going into service within days--provided some small issues are resolved.

**Lane County Auction:** Maintenance employees are in the process of preparing equipment for the Lane County Auction on October 25-27. Sixteen 900- and 950-series buses, along with other miscellaneous equipment and support vehicles, will go to auction.

**Employee Retirement:** A mechanic retired from the District on September 22 after 15 years of service, and another journeyman mechanic resigned the same day. At this time the department is in the process of interviewing interested candidates.

**Thurston High School Work Experience Group:** A group of juniors and seniors from Thurston High School's Work Experience Group toured the maintenance shop on October 10. The group, consisting of staff and 16 students, is interested in future job opportunities at the District.

**Fall Training for Shop Employees:** Shop employees will attend the 2007 Fall Training session. The department director believes all employees would benefit from the training.

**New Graphics for 2007 New Flyer Articulated Buses:** The new graphics are being produced for the new buses. Vendor estimates installation to be completed by the end of October.

## FINANCE AND INFORMATION TECHNOLOGY

*Diane Hellekson, Director of Finance and Information Technology*

### **FINANCE**

*Carol James, Accounting Manager*

*(There will be no Finance Report this month.)*

**PURCHASING**

*Jeanette Bailor, Purchasing Manager*

Proposals have been received and are currently being evaluated for shelter cleaning services; Community Transportation Services for Florence-Rhody Express; Metro Mental Health and Homeless Transportation Services; and Fixed-Route Transit Host and Training Services. A Request for Proposals is being developed for consulting services for the electronic document management system project.

**HUMAN RESOURCES**

*Mary Adams, Human Resources Director*

**Health Care:** The Wellness Committee continues an aggressive program for improving employee health. September was Cholesterol Awareness Month. Posters and informational materials were designed and posted around the buildings. October is dedicated to planning the biggest event of the year – the Benefits Fair on November 14. Biometric screenings and flu shots will be available at the Fair to employees and eligible dependents for the first time. All health-related service providers will be on hand to meet with employees and to share program information. Last year 130 employees took advantage of the free biometric screenings. This year the Committee hopes to double that number.

**Selection and Hiring:** Mary Archer became LTD's new Development Planner on September 14 following an extensive recruiting process. Tim Blankenship was hired as a journeyman mechanic, and a class of eight new bus operators began training on September 17.

Mechanic David Caffey, and Bus Operators Gloria Turcotte and Betty Raz retired in September. Two additional bus operators and one mechanic left for other reasons.

Recruiting is currently going on for the next class of new bus operators who are scheduled to begin work in January. Final interviews were held for two vacant journeyman mechanic positions and for the maintenance technical supervisor position.

**Labor Contract Negotiations:** The last regular negotiations session was held on August 19. A joint request for mediation assistance from Oregon's Employment Relations Board was made in mid-September. The first mediation session is scheduled for November 9.

**Other Activities:** The annual employee picnic was held on Sunday, September 23. The dry fall weather provided for a well-attended event. Children and adults played in the "jump room," balloon hats were made, and bingo was played. Triple Cross (with LTD's own Carl Faddis) performed relaxing music, and more than 150 hamburgers were served.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 17, 2007

**ITEM TITLE:** EmX RIDER SURVEY

**PREPARED BY:** Stefano Viggiano, Assistant General Manager

**ACTION REQUESTED:** None. Information only.

**BACKGROUND:** The National Bus Rapid Transit Institute (NBRTI) in Florida conducted a study of EmX riders. The study, which was funded by the Federal Transit Administration, looked at EmX rider trip patterns, trip purposes, and opinions on a variety of service issues. Results of the study were compared to the results of a similar survey conducted of #11 Thurston riders a year ago, prior to the start of EmX service.

Attached is an NBRTI analysis of the surveys as well as a copy of an article from the September 28, 2007, Eugene *Register-Guard* reporting on the study. At tonight's meeting staff will provide a brief presentation on the study and an update on Franklin EmX operations, including ridership, travel time, and accident history.

Staff are considering additional rider research to look more closely at the reasons for the increased ridership on EmX.

**ATTACHMENTS:**

1. An Analysis of On-board Surveys: EmX and Route 11
2. A copy of a September 28, 2007, Eugene *Register-Guard* article.

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 17, 2007

**ITEM TITLE:** NOVEMBER 2007 EMPLOYEE OF THE MONTH

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

**BACKGROUND:** **November 2007 Employee of the Month:** Customer Service Representative Zach Fish was selected as the November 2007 Employee of the Month. He was hired as a customer service representative in August 2004. Zach has served as co-chairman of Relay for Life, and has also served on the Rewards and Recognition and Pass Review committees. Zach was nominated by a customer who appreciated the attention Zach recently gave the customer's mother, who needed assistance boarding an EmX bus. The rider noted Zach's pleasant manner when he left his post and walked her mother right over to the bus.

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

Zach has established himself as a very competent customer service representative, even though he has only been with the District for a relatively short period of time. He has a great sense of humor, and often shares this with all of the Customer Service staff. I have received numerous compliments from customers regarding Zach's attention to detail and willingness to help solve problems. Zach is ambitious and involves himself in several projects and committees within the District. His selection as employee of the month is well deserved and I expect that there will be more rewards to come over the years.

Congratulations to Zach on being selected as the November 2007 Employee of the Month!

**AWARD:** Zach will attend the October 17, 2007, meeting to be introduced to the Board and receive his award.

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** October 17, 2007
- 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. **Labor Negotiations:** Labor negotiations began on April 19, 2007, and six negotiating sessions have been held since that time. The Board of Directors will be updated during negotiations, and will ultimately be asked to approve final recommendations of the bargaining team.
  - B. **Service Recommendation:** A public hearing on proposed adjustments to service for June 2008 implementation, and approval of the final staff recommendations, is scheduled for the November 12, 2007, Board meeting.
  - C. **Joint Meeting with Eugene City Council/Special LTD Board Meeting:** The LTD Board and Eugene City Council will hold a joint meeting on Monday, November 26, at 5:30 p.m. at Eugene City Hall. Work session items will include discussion of the West Eugene EmX Corridor planning process, and updates on EmX performance and LTD service and ridership. Other agenda items will include Walnut Station/Franklin EmX planning and transportation demand management efforts.
  - D. **General Manager Performance Evaluation:** An Executive Session to evaluate the performance of the general manager is tentatively scheduled for the December 19, 2007, Board meeting.
  - E. **Joint Meeting with Springfield City Council/Special LTD Board Meeting:** The LTD Board and Springfield City Council are in the process of scheduling a joint meeting early in 2008. Work session items will include an overview of LTD ridership; updates on the Gateway Station and Pioneer Parkway EmX; and a discussion regarding Glenwood redevelopment.
  - F. **Franklin EmX Lessons Learned:** Internal research has now been completed concerning Franklin EmX corridor planning and implementation. Discussion with the Board about what worked well and what could be improved in the implementation process of the Pioneer Parkway EmX corridor will be scheduled for a future meeting.

- G. **West Eugene EmX**: The Board will be provided periodic updates on planning efforts related to a possible West Eugene EmX route.
- H. **Park & Ride Program**: Issues regarding LTD's Park & Ride facilities will be discussed with the Board's Service Planning and Marketing Committee and then brought to the full Board for discussion at a future meeting.
- I. **Pioneer Parkway EmX Design and Budget**: The Board will periodically review the Pioneer Parkway EmX design and budget as the project proceeds to construction.
- J. **River Road Station Status Report**: It is anticipated that the River Road Station site purchase will be finalized within the next few months. A final report will be presented to the Board at that time.
- K. **Student Transit Pass Program Update**: Staff will prepare documentation for submission to the Oregon Department of Energy, per its program requirements. A Student Transit Pass Program update will be provided to the Board at a future meeting.



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 17, 2007

**ITEM TITLE:** STUDENT TRANSIT PASS PROGRAM UPDATE

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

**ACTION REQUESTED:** None. Information Only.

**BACKGROUND:** The Student Transit Pass program is funded through the Oregon Department of Energy's (ODOE) Business Energy Tax Credit program. The Student Transit Pass program was scheduled to end following the 2006-07 school year; however, the Department of Energy established a method to provide bridge funding for the period of September through December 2007, and currently is conducting rulemaking changes that will give transit districts the opportunity to secure ongoing funding.

On October 11, 2007, the Oregon Department of Energy informed LTD staff that the tax credit calculation method would need to be handled in a different manner. The proposed method uses ridership by students rather than a pass rate per participant. LTD staff have reviewed this methodology and feel confident that the calculation will yield the necessary funds to make the program revenue neutral.

Due to the change in costing methodology, the need to update the Lane Transit District Ordinance 35 will be unnecessary.

**CONSEQUENCES OF REQUESTED ACTION:** Lane Transit District will prepare the necessary documentation of ridership as part of the agreement with the Oregon Department of Energy.

**ATTACHMENTS:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 17, 2007

**ITEM TITLE:** MONTHLY PERFORMANCE 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:** September 2007 Performance Report (*separate handout at Board meeting*)  
August 2007 RideSource Activity and Productivity Report

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 17, 2007

**ITEM TITLE:** PIONEER PARKWAY EmX REVIEW BY SPRINGFIELD CITY COUNCIL

**PREPARED BY:** Tom Schwetz, Director of Planning and Development

**ACTION REQUESTED:** None. Information only.

**BACKGROUND:** The Springfield City Council work session on Pioneer Parkway EmX was previously scheduled for October 22, displacing the joint meeting between the City Council and the LTD Board that had been scheduled for that evening. The Council work session on Pioneer Parkway EmX has now been rescheduled for January 28, 2008. A new date for the LTD Board/Springfield City Council joint meeting has not yet been set.

The delay for the Council review does not reflect a delay in LTD's project design process. Rather, it is based on reconsideration by City of Springfield staff of the appropriate level of design to be reviewed by the Council. The original approach was that the Council would review preliminary design drawings, focusing on a few key design issues. The current plan is that the Council would review more detailed and more complete designs (referred to as "30 percent drawings") following a complete review of the drawing set by Springfield staff.

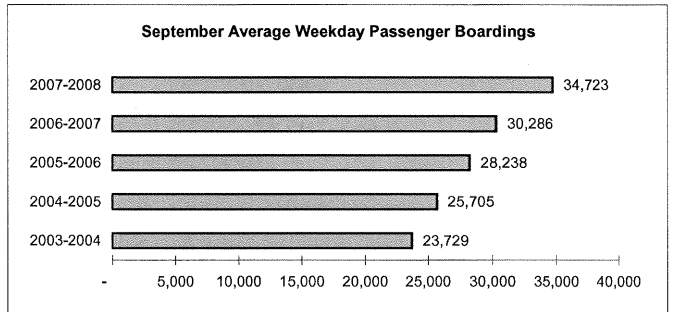
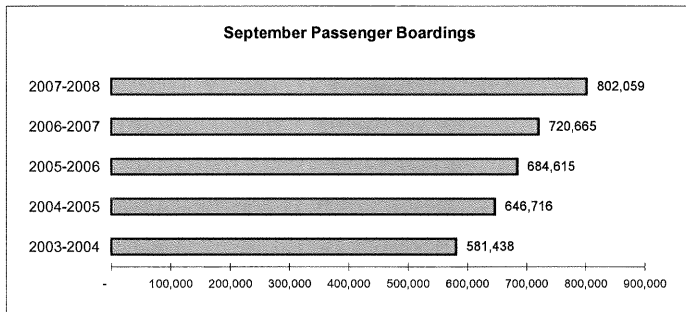
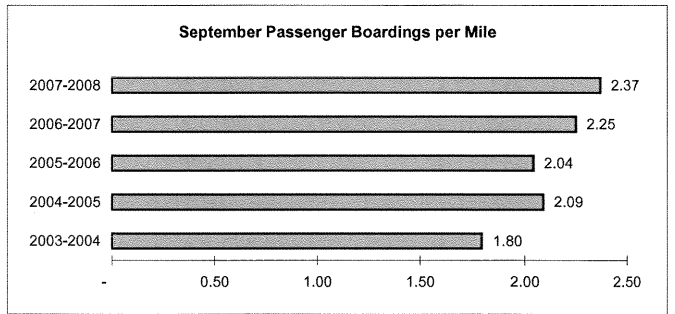
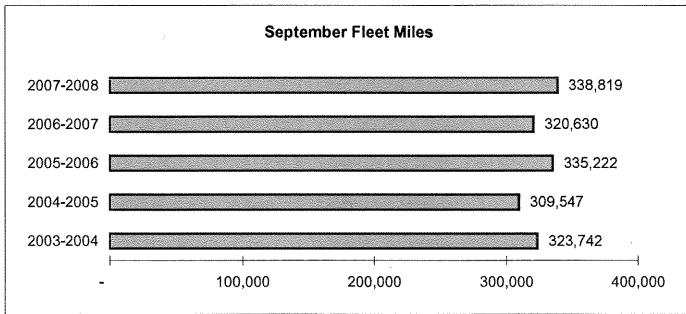
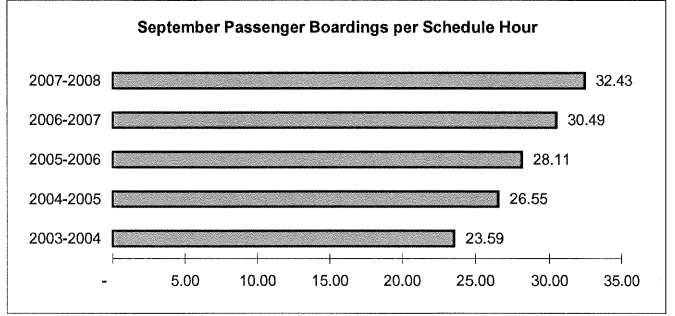
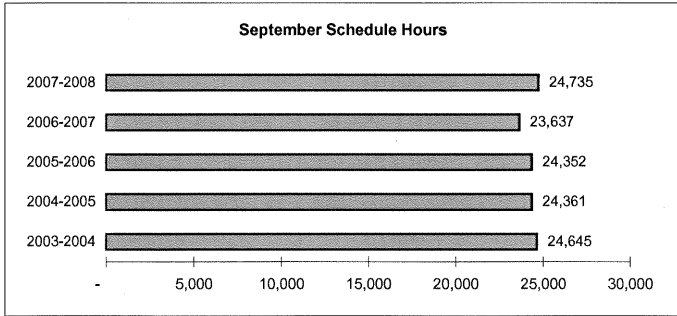
**ATTACHMENT:** None

**PROPOSED MOTION:** None

**LANE TRANSIT DISTRICT**  
**September 2007 Performance Report**  
17-October-2007

Performance Measure	Prior			Current Y-T-D	Previous Y-T-D	% Change	Current		
	Current Month	Year's Month	% Change				12 Month	Prior 12 Month	% Change
<b>Fixed Route Service</b>									
Passenger Boardings	802,059	720,665	+ 11.3%	9,757,984	9,309,528	+ 4.8%	10,027,298	9,442,109	+ 6.2%
Mobility Assisted Riders	9,116	9,116	+ 0.0%	106,791	106,054	+ 0.7%	106,862	106,806	+ 0.1%
<u>Average Passenger Boardings:</u>									
Weekday	34,723	30,286	+ 14.7%	33,176	31,822	+ 4.3%	34,104	32,303	+ 5.6%
Saturday	17,249	15,318	+ 12.6%	16,044	14,528	+ 10.4%	16,557	14,887	+ 11.2%
Sunday	9,513	7,669	+ 24.0%	8,544	7,893	+ 8.2%	8,925	7,983	+ 11.8%
Monthly Scheduled Hours	24,735	23,637	+ 4.6%	301,371	296,700	+ 1.6%	305,040	296,623	+ 2.8%
Boardings Per Schedule Hour	32.4	30.5	+ 6.4%	32.38	31.38	+ 3.2%	32.87	31.83	+ 3.3%
Weekly Schedule Hours	6,118	5,721	+ 7.0%	5,868	5,770	+ 1.7%	5,938	5,780	+ 2.7%
Weekdays	19	20		254	255		254	254	
Saturdays	5	5		53	54		52	55	
Sundays	6	5		56	54		57	54	
<b>Special Services *</b>									
Passenger Boardings	31,411	20,465	+ 53.5%	54,533	60,333	- 9.6%	114,866	111,422	+ 3.1%
Scheduled Hours	1,601	1,082	+ 48.1%	2,229	1,920	+ 16.1%	5,427	4,450	+ 22.0%
Boardings Per Schedule Hour	19.6	18.9	+ 3.7%	24.5	31.4	- 22.2%	21.2	25.0	- 15.5%
<b>Passenger Revenues &amp; Sales</b>									
Total Passenger Revenues	\$334,273	\$381,420	- 12.4%	\$5,213,706	\$5,078,581	+ 2.7%	\$5,131,205	\$5,177,708	- 0.9%
Average Passenger Fare	\$0.417	\$0.529	- 21.3%	\$0.53	\$0.55	- 2.1%	\$0.51	\$0.55	- 6.7%
Farebox Revenue	\$107,746	\$122,448	- 12.0%	\$1,453,508	\$1,388,897	+ 4.7%	\$1,427,011	\$1,399,269	+ 2.0%
Adult Pass	1,894	2,064	- 8.2%	25,187	24,226	+ 4.0%	25,091	24,295	+ 3.3%
Youth Pass	97	207	- 53.1%	2,086	3,917	- 46.7%	1,730	2,316	- 25.3%
Reduced Fare Pass	823	1,049	- 21.5%	12,091	10,354	+ 16.8%	12,206	11,159	+ 9.4%
Senior/Child	88	91	- 3.3%	1,302	1,295	+ 0.5%	1,353	1,236	+ 9.5%
Adult 3 Month Pass	71	68	+ 4.4%	792	759	+ 4.4%	782	743	+ 5.3%
Youth 3 Month Pass	6	7	- 14.3%	54	96	- 43.8%	48	57	- 15.8%
Senior 3 Month Pass	9	9	+ 0.0%	162	171	- 5.3%	165	157	+ 5.1%
Reduced Fare 3 Month Pass	136	145	- 6.2%	1,542	1,376	+ 12.1%	1,564	1,401	+ 11.6%
Regular Tokens	17,167	18,871	- 9.0%	227,160	254,606	- 10.8%	220,213	249,230	- 11.6%
Reduced Fare Tokens	24	75	- 68.0%	554	1,720	- 67.8%	401	936	- 57.2%
<b>Fleet Services</b>									
Fleet Miles	338,819	320,630	+ 5.7%	4,029,581	3,909,576	+ 3.1%	4,067,362	3,909,550	+ 4.0%
Average Passenger Boardings/Mile	2.37	2.25	+ 5.3%	2.42	2.38	+ 1.7%	2.47	2.42	+ 2.1%
Fuel Cost	\$190,070	\$223,458	- 14.9%	\$2,350,519	\$2,225,152	+ 5.6%	\$2,263,977	\$2,332,366	- 2.9%
Fuel Cost Per Mile	\$0.561	\$0.697	- 19.5%	\$0.583	\$0.569	+ 2.5%	\$0.557	\$0.597	- 6.7%
Repair Costs	\$137,075	\$127,459	+ 7.5%	\$1,971,557	\$1,901,936	+ 3.7%	\$2,010,249	\$1,881,331	+ 6.9%
Total Repair Cost Per Mile	\$0.405	\$0.398	+ 1.8%	\$0.489	\$0.486	+ 0.6%	\$0.494	\$0.481	+ 2.7%
Preventive Maintenance Costs	\$29,006	\$32,718	- 11.3%	\$349,366	\$340,493	+ 2.6%	\$344,740	\$363,846	- 5.3%
Total PM Cost Per Mile	\$0.086	\$0.102	- 16.1%	\$0.087	\$0.087	- 0.4%	\$0.085	\$0.093	- 8.9%
Mechanical Road Calls	65	61	+ 6.6%	998	1,088	- 8.3%	967	1,074	- 10.0%
Miles/Mech. Road Call	5,213	5,256	- 0.8%	4,038	3,593	+ 12.4%	4,206	3,640	+ 15.5%
<b>Special Mobility Service</b>									
SMS Rides	11,034	11,180	- 1.3%	140,764	132,812	+ 6.0%	143,068	134,670	+ 6.2%
SMS Ride Refusals	-	6	- 100.0%	41	44	- 6.8%	25	52	- 51.9%
RideSource	6,083	5,176	+ 17.5%	68,569	58,596	+ 17.0%	71,645	60,789	+ 17.9%
RideSource Refusals	-	-	+ 0.0%	10	4	+ 150.0%	10	4	+ 150.0%

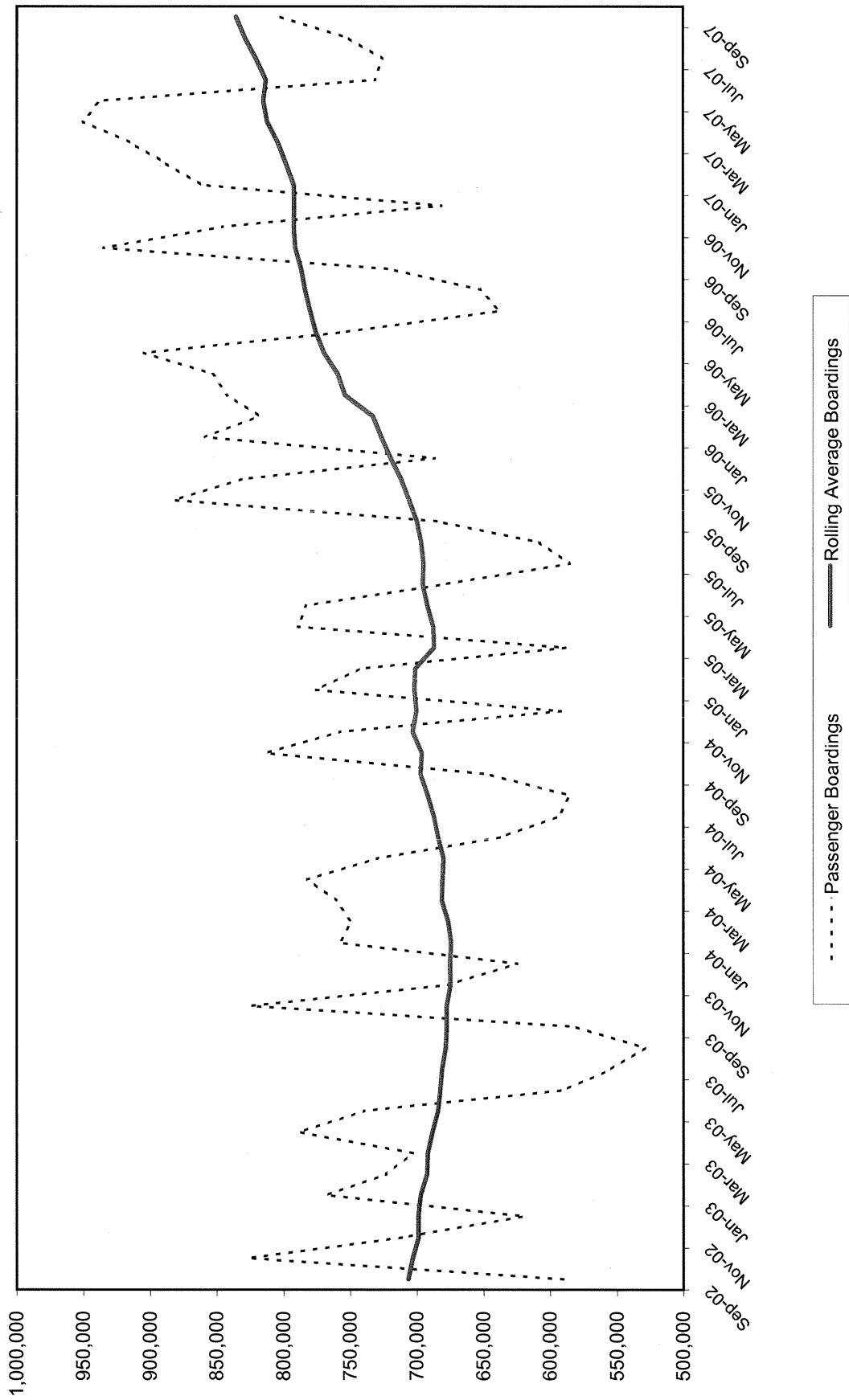
\* Special Services includes Football, Basketball, Oregon Country Fair, and Lane County Fair



**Football Service Recap - 2-way rides**

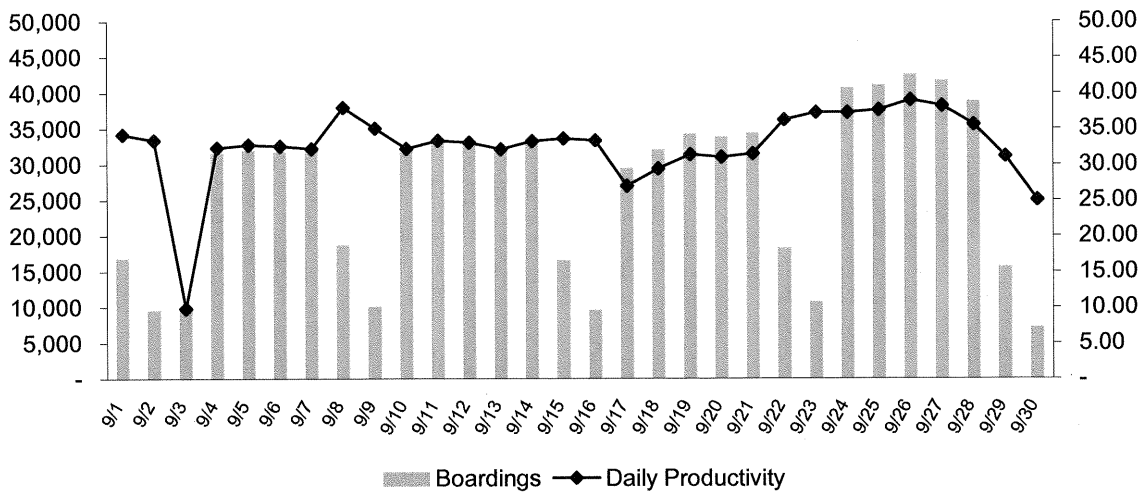
Date	Passenger Trips
09/01/07	20,720
09/15/07	22,288
09/29/07	19,814

**LANE TRANSIT DISTRICT**  
 Five Year History of Passenger Boardings



## Daily Ridership Recap September 2007

Day	Service	Boardings	Mobility		Daily Productivity
			Assisted Boardings	Scheduled Hours	
9/1/2007	Saturday	16,883	460	493.70	34.20
9/2/2007	Sunday	9,642	251	288.70	33.40
9/3/2007	Monday	9,649	113	976.10	9.89
9/4/2007	Tuesday	31,595	130	976.10	32.37
9/5/2007	Wednesday	32,000	400	976.10	32.78
9/6/2007	Thursday	31,794	382	976.10	32.57
9/7/2007	Friday	32,032	348	994.40	32.21
9/8/2007	Saturday	18,753	319	493.70	37.98
9/9/2007	Sunday	10,125	224	288.70	35.07
9/10/2007	Monday	32,042	121	994.40	32.22
9/11/2007	Tuesday	33,158	342	994.40	33.34
9/12/2007	Wednesday	32,901	379	994.40	33.09
9/13/2007	Thursday	31,940	385	994.40	32.12
9/14/2007	Friday	33,076	386	994.40	33.26
9/15/2007	Saturday	16,588	366	493.70	33.60
9/16/2007	Sunday	9,640	207	289.10	33.34
9/17/2007	Monday	29,476	71	1,092.80	26.97
9/18/2007	Tuesday	32,107	331	1,092.80	29.38
9/19/2007	Wednesday	34,294	393	1,092.80	31.38
9/20/2007	Thursday	33,870	350	1,092.80	30.99
9/21/2007	Friday	34,437	338	1,092.80	31.51
9/22/2007	Saturday	18,294	354	505.30	36.20
9/23/2007	Sunday	10,774	203	289.10	37.27
9/24/2007	Monday	40,691	99	1,092.80	37.24
9/25/2007	Tuesday	41,102	362	1,092.80	37.61
9/26/2007	Wednesday	42,607	360	1,092.80	38.99
9/27/2007	Thursday	41,747	406	1,092.80	38.20
9/28/2007	Friday	38,877	337	1,092.80	35.58
9/29/2007	Saturday	15,729	462	505.30	31.13
9/30/2007	Sunday	7,246	237	289.10	25.06
<b>Totals</b>		<b>803,069</b>	<b>9,116</b>	<b>24,735.20</b>	<b>32.47</b>



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 17, 2007

**ITEM TITLE:** WEST EUGENE EmX EXTENSION STATUS REPORT

**PREPARED BY:** Tom Schwetz, Director of Planning and Development

**ACTION REQUESTED:** None. Information only.

**BACKGROUND:** Work continues on a number of elements of the West Eugene EmX Extension planning project. At ~~tonight's~~ meeting, staff will provide the Board with an update on the project's progress. This memo provides background information for that presentation.

### Project Proceeding Through Scoping Phase:

As indicated at last month's Board meeting, LTD and FTA have initiated the process for the development of an Environmental Impact Statement (EIS) for the project. The first phase of that process is called the Scoping phase. ~~The primary objectives of Scoping are to adopt the project's Purpose and Need (i.e., what transit problems are the District trying to solve; what opportunities are being capitalized on; and what travel markets are the District trying to service), and to identify the small set of alternatives that can address the project's Purpose and Need. When these alternatives are adopted by the LTD Board of Directors, they will be taken into the Alternatives Analysis/Draft Environmental Impact Statement phase of the project for a more detailed analysis of their costs, benefits and impacts.~~

### Range of Alternatives Proposed for Further Study:

~~First, all Federal EIS's require a No-Build Alternative, which, for this project, would be defined as all of the project's included in the RTP's financially constrained plan--with the exception of the West Eugene EmX extension. Second, FTA requires a Transportation System Management (TSM) Alternative to be studied. This is the alternative that would address the project's Purpose and Need, using relatively low-cost improvements (e.g., queue jumps and transit signal priority at congested intersections), but generally without reserved transit right-of-way. Third, the region has already selected BRT as the transit system's high capacity transit mode; therefore, the project's EIS would focus on alternative BRT alignments and possible terminus points for extensions of EmX in the West 11<sup>th</sup> Avenue Corridor. LTD staff recently met with a group of architects, BRT design engineers, environmental consultants, and staff from the City of Eugene to produce a proposed range of BRT alternative alignments that will be used as a starting point for the Scoping process and discussion. The discussion will involve the public, agencies, and jurisdiction. A map is included in the attached materials packet that illustrates the results of that effort. The BRT alignment alternatives shown on this map, together with the project's draft Purpose and Need Statement, and Goal and Objectives discussed below.~~

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were the focus of the public scoping meetings held on October 8, and 9. Staff will provide a summary of those meetings at the October 17, Board meeting.

Proposed Purpose and Need, Goal and Objectives:

The federal environmental process requires the development of a project Purpose and Need Statement; and the public and interested agencies need to have an opportunity to review and comment on the proposed Purpose and Need, Goal and Objectives before they are adopted for use in the EIS. This document is a summarization of the reasons for the project. It serves as the foundation for the development of criteria that will be used to evaluate the range of alternatives taken into the Alternatives Analysis/Draft Environmental Impact Statement phase of the project. The draft Purpose and Need Statement is attached.

Public Involvement and Agency Coordination Initiated:

As part of the Scoping phase, a significant public involvement and agency coordination process has been initiated. This effort is focused on introducing the public and public agencies to the project and getting feedback on the three main products of the Scoping phase:

1. The draft Purpose and Need Statement: Does the Purpose and Need Statement appropriately capture the scope of reasons for the project?
2. The proposed range of alternatives to be studied further: Are all of the alternatives on the table that viably meet the Purpose and Need Statement and merit further study?
3. Proposed Evaluation Objectives: Do the proposed objectives fully reflect the region's values and concerns with respect to the project?

Scoping Process Decision Making:

Following the public scoping meetings held on October 8, and 9, a comment period is required that will allow the public and other public agencies the opportunity to provide feedback on the Scoping products. This comment period would end on November 6, providing the maximum 30 days allowed under US DOT guidelines. During the comment period, LTD staff will be actively presenting the Scoping products to various interest groups, including the West Eugene Collaborative. Meetings of the Corridor Committee and EmX Steering Committee will also be held.

Following the comment period, The EmX Steering Committee will consider the public comment received and input from the Corridor Committee in the development of a recommendation to the Board on the three Scoping products. Board action to adopt the range of alternatives, Purpose and Need statement, Goal and Objectives, and evaluation criteria would be requested at the December 19, Board meeting.

Next Steps and Overall Project Schedule:

As indicated above, the Scoping process is followed by an Alternatives Analysis and preparation of a Draft EIS. These efforts will include opportunities for public and agency input. This will lead to the selection of a preferred alternative. A final EIS will be prepared based on the preferred

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alternative. Each of these tasks includes an opportunity for public and agency comment. FTA will then issue a Record of Decision which will allow completion of the final design and construction, similar to the process being used for the Pioneer Parkway EmX project.

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A schedule for the above mentioned tasks is attached. It is expected that the Alternatives Analysis and preparation of a Draft EIS would be completed by the end of 2008. A preferred alternative would be selected in Spring, 2009. The final EIS would be prepared and submitted to FTA for review in early 2010.

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**PROPOSED MOTION:** None

**ATTACHMENTS:** Public Scoping Meeting Materials Packet

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Attachment 1 - Map of the Range of Alternatives for Further Study with Draft Purpose and Need Statement and Project Schedule on the back.¶  
Attachment 2 -

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 17, 2007

**ITEM TITLE:** WEST EUGENE EmX EXTENSION STATUS REPORT

**PREPARED BY:** Tom Schwetz, Director of Planning and Development

**ACTION REQUESTED:** None. Information only.

**BACKGROUND:** Work continues on a number of elements of the West Eugene EmX Extension planning project. At the October 17 meeting, staff will provide the Board with an update on the project's progress. This memo provides background information for that presentation.

Project Proceeding Through Scoping Phase:

LTD and FTA have initiated the process for the development of an Environmental Impact Statement (EIS) for the project. The first phase of that process is called the Scoping phase. The primary objective of Scoping is to assemble the range of alternative alignments for the project. These alternatives will be carried into the Alternatives Analysis/Draft Environmental Impact Statement phase of the project. In addition, a Purpose and Need for the project is established during the Scoping phase and a set of criteria is developed that will be used to evaluate the range of alternatives selected. Each of these products of the Scoping phase is described in more detail below.

Range of Alternative Alignments Proposed for Further Study:

LTD staff recently met with a group of architects, Bus Rapid Transit design engineers, environmental consultants, and City of Eugene staff to produce a proposed range of alternative alignments that would be used as a starting point for the Scoping process. A map is included in the enclosed materials packet that illustrates the results of that effort. In addition to the EmX alignment alternatives, a No-Build (no project) alternative and a Transportation Systems Management (low-cost, enhanced bus) alternative will be studied. These alternatives, together with the Draft Purpose and Need Statement discussed below, were the focus of the public scoping meetings on October 8 and 9.

Project Purpose and Need Statement Drafted:

The federal environmental process requires the development of a project Purpose and Need Statement. This document is a summary of the reasons for the project. It serves as the foundation for the development of criteria that will be used to evaluate the range of alternatives taken into the Alternatives Analysis/Draft Environmental Impact Statement phase of the project. The draft Purpose and Need Statement is also included in the enclosed materials packet.

Public Involvement and Agency Coordination Initiated:

As part of the Scoping phase, a significant public involvement and agency coordination process has been initiated. This effort is focused on introducing the public and public agencies to the project and getting feedback on the three main products of the Scoping phase:

1. The draft Purpose and Need Statement
2. The proposed range of alternative alignments
3. The proposed evaluation criteria

Scoping Process Decision Making:

Following the public scoping meetings held on October 8 and 9, a 30-day public comment period will allow the public and other public agencies the opportunity to provide feedback on the Scoping products. This comment period will end on November 6. During the 30-day comment period, LTD staff will be actively presenting the Scoping products to various interest groups, including the West Eugene Collaborative. Meetings of the Corridor Committee and EmX Steering Committee will also be held.

Following the comment period, The EmX Steering Committee will consider the public comment received and input from the Corridor Committee in the development of a recommendation to the Board on the three Scoping products. Board action to adopt the range of alternatives, Purpose and Need statement, and evaluation criteria would be requested at the December 19 Board meeting.

Next Steps and Overall Project Schedule:

The Scoping process is followed by an Alternatives Analysis and preparation of a Draft Environmental Impact Statement (EIS). These efforts will include opportunities for public and agency input. This will lead to the selection of a locally preferred alternative (LPA). A final EIS will be prepared based on the LPA. Each of these tasks includes an opportunity for public and agency comment. FTA will then issue a Record of Decision, which will allow the project to proceed to final design and construction.

A schedule for these tasks is included in the enclosed packet. It is expected that the Alternatives Analysis and preparation of a Draft EIS would be completed by the end of 2008. A preferred alternative would be selected in Spring 2009. The final EIS would be prepared and submitted to FTA for review in early 2010.

**ATTACHMENTS:** Public Scoping Meeting Materials Packet *(included separately with Board packet)*

**PROPOSED MOTION:** None



Welcome  
October 8 & 9, 2007  
Public Scoping Meeting  
West Eugene EmX Extension  
Project  
Environmental Impact Statement

This packet contains:

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## Meeting Purpose

Welcome to the Public Scoping Meeting for the West Eugene EmX Extension Project Environmental Impact Statement (EIS). Scoping is a key process in the development of the EIS as it identifies what the range and significance of issues to be addressed in the EIS is determined.

The purpose of this meeting is to:

- Inform the public about the corridor's transit problems and opportunities, and the need for improvements to solve those transit problems;
- Inform the public about the environmental review process;
- Ask for input about the project process, alternatives, and issues to be studied in the EIS; and
- Identify issues of concern and areas of potential impact.

Throughout the duration of this project, you can receive project updates by attending public open houses, signing up to receive the project newsletter, and/or visiting our website ([www.ltd.org](http://www.ltd.org)).

## How to Provide Input

### Project Information on the Web

Please take time to visit the LTD website ([www.ltd.org](http://www.ltd.org)) where additional information is available about the project. LTD has set up an email address ([we.emx@ltd.org](mailto:we.emx@ltd.org)) that you can use to send comments or ideas to the study team. The LTD website will be continually updated to provide information about the current status of the project.

### Your Input is Important

Your input is an important part of this project. You are encouraged to complete and submit the enclosed comment sheet and/or provide oral comments to the study team. Comments also can be submitted by:

US Mail: Lane Transit District  
Tom Schwetz, Director of Planning and Development  
P.O. Box 7070  
Eugene, OR 97401

Fax: Attn: Tom Schwetz  
541-682-6111

Email: [we.emx@ltd.org](mailto:we.emx@ltd.org)

Telephone Comment Line: (541) 682-6100

## Project Description

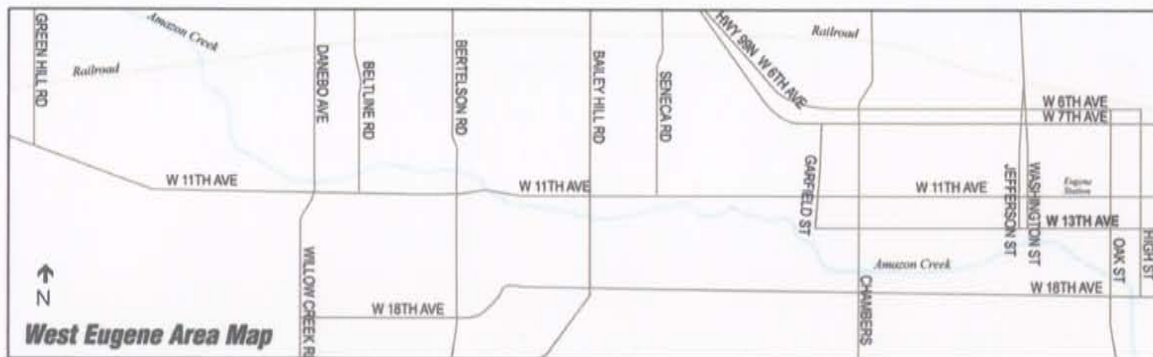
Known as the West Eugene EmX Extension (WEEE), this project is examining bus rapid transit (BRT) improvements and other alternatives in the West 11<sup>th</sup> Corridor. Based on a Federal Major Investment Study, the Eugene-Springfield metropolitan region in 2001 and 2004 adopted a Regional Transportation Plan (RTP). The RTP identifies BRT as the preferred high-capacity transit strategy for the twenty-year plan horizon. BRT was adopted as a comprehensive system plan, which includes full build-out of approximately 61 miles. The general locations of the corridors, including the West 11<sup>th</sup> Corridor, have been identified in the approved plan. Phase 1, the Franklin Corridor, is a four-mile east-west corridor alignment connecting downtown Eugene with the University of Oregon and downtown Springfield—construction is complete and service began in January 2007. Phase 2, the Pioneer Parkway Corridor currently is in Project Development (preliminary and final design) and is scheduled to be in service by 2010. The remaining parts of the system will be implemented in priority order as determined by local policy officials through a corridor selection process. In January 2007, the Eugene City Council and the LTD Board of Directors selected the West 11<sup>th</sup> Corridor as the next BRT priority corridor to pursue in Eugene. The project proposes to implement BRT improvements in this corridor, generally focusing on east-west transit travel, generally between downtown Eugene and Green Hill Road.

The West 11<sup>th</sup> Corridor is the primary east/west transit travel shed linking West Eugene to the Eugene Station in downtown Eugene. The corridor contains several major employment centers, large commercial developments, a growing residential population, and valuable natural resources. The West 11<sup>th</sup> Corridor experiences a high level of traffic congestion and safety issues that adversely affect general purpose traffic as well as transit service and operations. Without improvements, transit travel times, reliability, efficiency, and effectiveness in the corridor will only worsen into the future. The area also is experiencing residential, retail, and commercial growth and is a focus for local and regional land use plans that emphasize nodal and mixed-use development, all aimed at maintaining and improving the area's livability.

## Project Location

The West 11<sup>th</sup> Corridor encompasses a general corridor (travel shed) focused on east/west transit travel demand, generally between downtown Eugene and Green Hill Road. The exact alignment of alternatives to be studied will be determined as part of the Scoping process.

### Project Location Map



## Proposed Project Purpose and Need

### West Eugene EmX Extension Project

#### Proposed Purpose and Need Statement, Goals and Objectives

The proposed **Purpose** of the West Eugene EmX Extension Project is to improve transit travel time, reliability, ridership, efficiency, and effectiveness in the West 11<sup>th</sup> Corridor (east/west); to support local and regional plans and goals for land use and transportation; to support economic development opportunities in the corridor, while being sensitive to and protecting environmental resources; and obtaining local public support.

The proposed **Need** for the project results from:

- Historic and projected increases in traffic congestion in the West 11<sup>th</sup> Corridor due to increases in regional and corridor population and employment;
- Lengthy transit travel times and deteriorating transit reliability in the West 11<sup>th</sup> Corridor due to growing traffic congestion;
- Increasingly scarce transit operating revenues;
- Adoption and amendment of the Regional Transportation Plan that reflect bus rapid transit (BRT) as the region's preferred high capacity transit mode;
- Recent removal of the West Eugene Parkway as a regional transportation system improvement;
- Growing reliance on transit by the region to meet mobility needs in the West 11<sup>th</sup> Corridor;
- Prioritization of the West 11<sup>th</sup> travel shed by the City of Eugene and LTD as the region's third BRT corridor;
- Local and regional land use and development goals and objectives that target the West 11<sup>th</sup> Corridor for residential, commercial, retail, and industrial development to help accommodate forecasted regional population and employment growth; and
- Identification and protection of important resources in the natural and built environment in the West 11<sup>th</sup> Corridor, including but not limited to wetlands, and rare plants and animals and their habitat that could limit options for improvements to the transportation system.



## Proposed Goals and Objectives

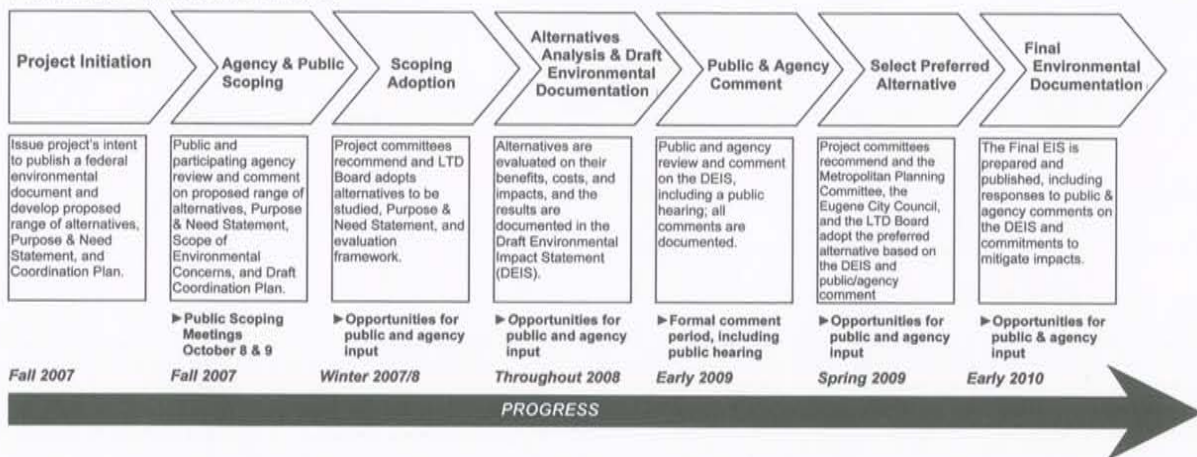
The proposed **Goal** of the West Eugene EmX Extension Project is to improve transit travel time, reliability, ridership, efficiency, and effectiveness in the West 11th Corridor (east/west); to support local and regional plans and goals for land use and transportation; and to support economic development opportunities in the corridor, while being sensitive to and protecting environmental resources and obtaining local public support.

The proposed **Objectives** of the West Eugene EmX Extension Project in the West 11<sup>th</sup> Corridor are to:

- Provide convenient, fast, and reliable transit service in the Corridor;
- Improve the efficiency and effectiveness of transit service in the Corridor;
- Support the desired land use patterns and development in the Corridor;
- Help accommodate future growth in travel demand in the Corridor;
- Seek opportunities to enhance the safety and operations for pedestrians, bicyclists, and motorists traveling in the Corridor;
- Provide for a fiscally stable and efficient transit system; and
- Provide an environmentally sensitive design for the project.

## Project Decision Process

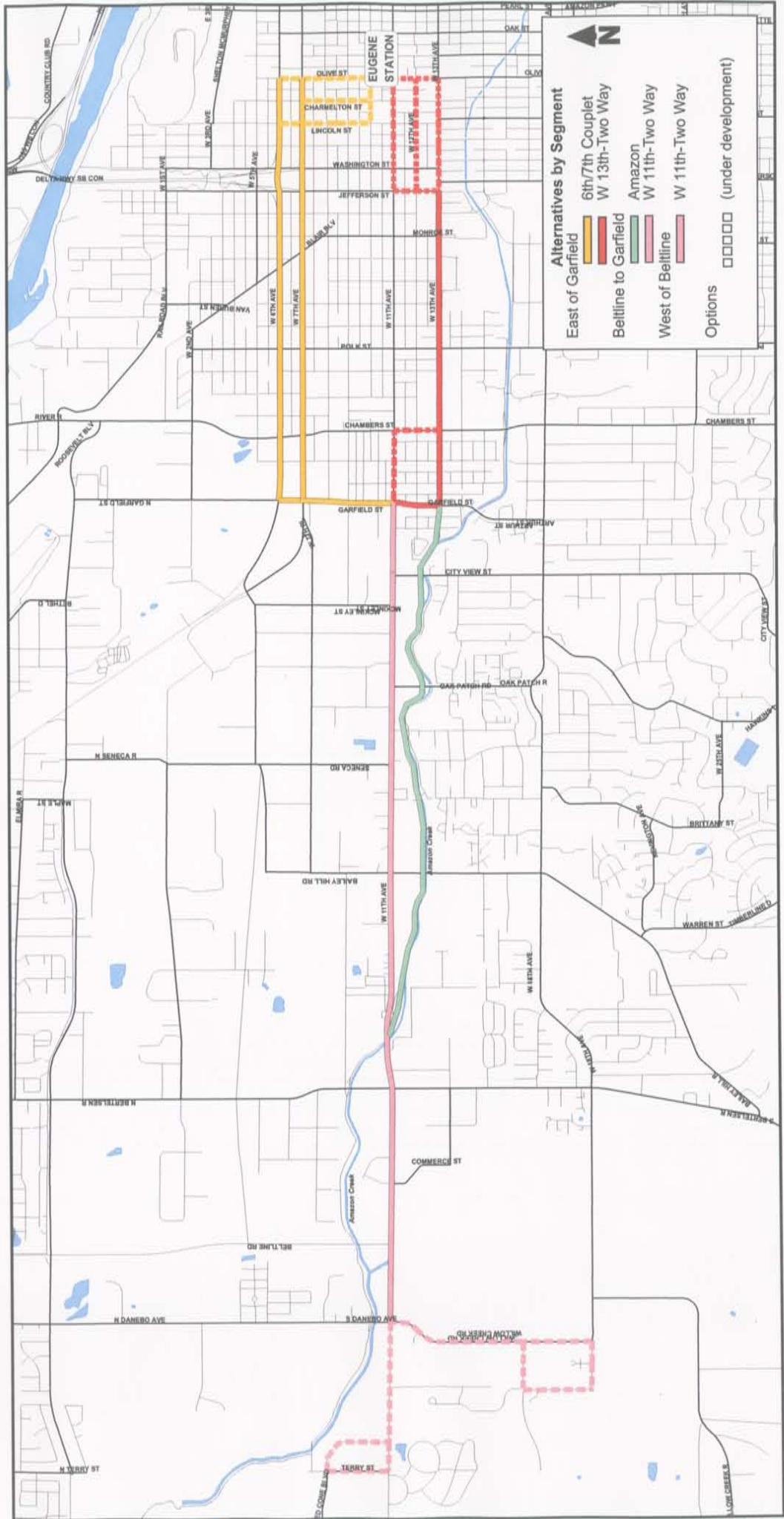
### Preliminary Process and Timeline





**West Eugene EmX Extension Project  
Proposed Range of Alternatives for Further Study  
Open House October 8-9, 2007**

← West of Beltline Segment → Beltline to Garfield Segment → East of Garfield Segment →



# Elements of a Bus Rapid Transit System

Dedicated facilities to bypass auto traffic congestion



Transitways

Improved transit stops and stations with shelters, lighting, wider stop spacing, and passenger information



Improved stations



Exclusive transit lanes



Increased weekday boardings (up 72%)



Transit signal priority



At-grade boarding

Easy to board low-floor, express transit vehicles on main traffic corridors



New vehicles  
Hybrid-electric propulsion

Convenient Park & Ride lots



Springfield Station  
Walnut Station

Prepaid Fares



To be implemented with the introduction of the Pioneer Parkway EmX Corridor

Neighborhood Connector



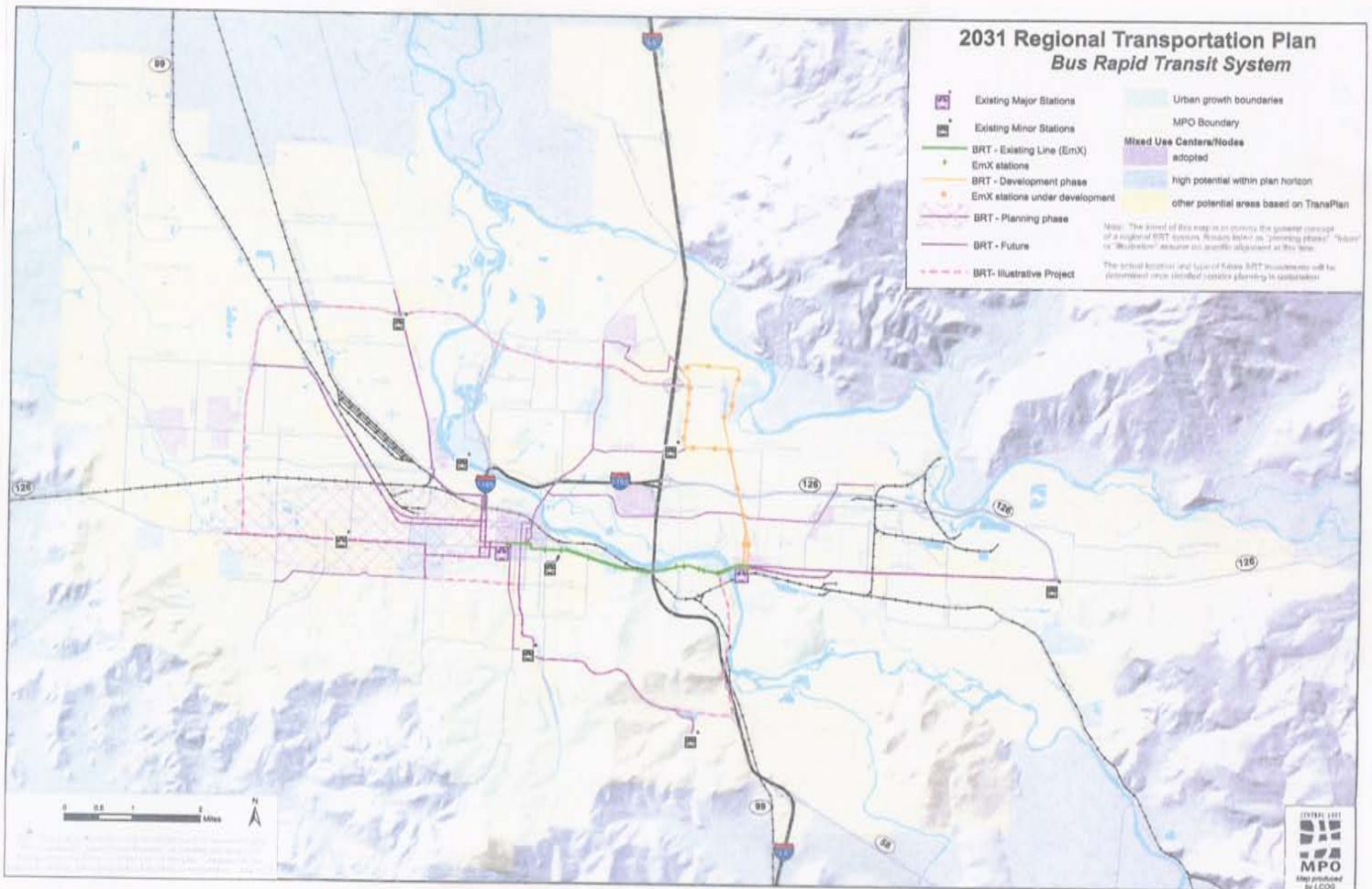
To be implemented on future EmX corridors



## The EmX Franklin Corridor

## Why West Eugene

The West 11<sup>th</sup> Corridor is a logical westerly extension of Franklin EmX, has a relatively high level of population and employment to support EmX, and is a rapidly developing part of the community. Since West 11<sup>th</sup> is a designated EmX corridor in the Regional Transportation Plan, it is logical to consider EmX as part of a West 11<sup>th</sup> Corridor study. Proceeding with a corridor study that does not consider EmX could lead to partial and less effective transportation solutions. There also is efficiency in combining City and LTD planning grants into a single corridor study.



## Scoping Process Fact Sheet

### What is scoping and how is it accomplished?

On September 18, 2007, the Federal Transit Administration published a Notice of Intent (NOI) to prepare an Environmental Impact Statement for the West Eugene EmX extension in the Federal Register. Publishing the NOI signals the start of the environmental review process, as required by the National Environmental Policy Act (NEPA) of 1969, for a proposed project.

Scoping is an early and open process for determining the scope of a proposed action, such as a transit or transportation project. Scoping focuses on the identification of potential environmental impact issues and potential improvement alternatives. Scoping helps those preparing a Draft Environmental Impact Statement (DEIS) to know which issues deserve greater emphasis and which should receive less. The public as well as local, state, and federal resource and regulatory agencies participate in Scoping. Scoping is a process and not a single meeting or event.

The 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (also known as SAFETEA-LU) requires that the lead agencies, in this case LTD and the Federal Transit Administration, give participating agencies and the public the chance to become involved in the development of the project purpose and need statement. This opportunity can occur early during the transportation planning process, or later during the scoping process. For each project, the lead agencies determine the level of involvement, taking into account the overall size and complexity of the project. The form and timing of that involvement is flexible, and the lead agencies coordinate on when and in what form the participating agency and public involvement will occur. The opportunity for involvement must be publicized and may occur in the form of public workshops or meetings, solicitations of verbal or written input, conference calls, postings on web sites, distribution of printed materials, or any other involvement technique or medium. The lead agency also must develop a project's coordination plan that will establish the timing and form of the required involvement opportunities and the timing of the decision on purpose and need.

The opportunity for involvement occurs prior to the lead agencies' decision regarding the purpose and need that will be incorporated into the NEPA document. The lead agencies' decision on purpose and need and their considerations in making that decision is documented and shared with participating agencies.

Regulatory agency scoping often begins after the Notice of Intent (NOI) is published. This is, however, only a minimum requirement of the Council on Environmental Quality (CEQ). Scoping can be initiated earlier. The Federal Transit Administration's regulation on "Environmental Impact and Related Procedures" (49 CFR Part 622) calls for early coordination and public involvement in project development. Every comment that is made in writing and orally at public and agency meetings contributes to defining the scope and focus of the West Eugene EmX Extension Project DEIS.

Typically, as the EIS process progresses and potential transportation improvements are evaluated and refined, additional, more site-specific issues and concerns are raised as a part of on-going public involvement. LTD welcomes this input and will continue to provide opportunities for the public to participate in the process as project alternatives are developed and evaluated. In its guidance on scoping, however, the CEQ advises members of the public not to "hang back until the process is complete and then spring forth with a significant issue or alternatives that might have been raised earlier." The reason for this statement is that it can be difficult and time consuming to give an issue or alternative the serious attention it may deserve when it is raised after the DEIS is finished or nearly finished.

The Federal Transit Administration published the NOI on September 18, 2007, which announced the scoping opportunities for the public and regulatory agencies. The agencies will have additional opportunities to contribute to the project's scope as the study progresses.

What is the legal process for developing a proposed improvement and how can the public participate?

*What is the National Environmental Policy Act?*

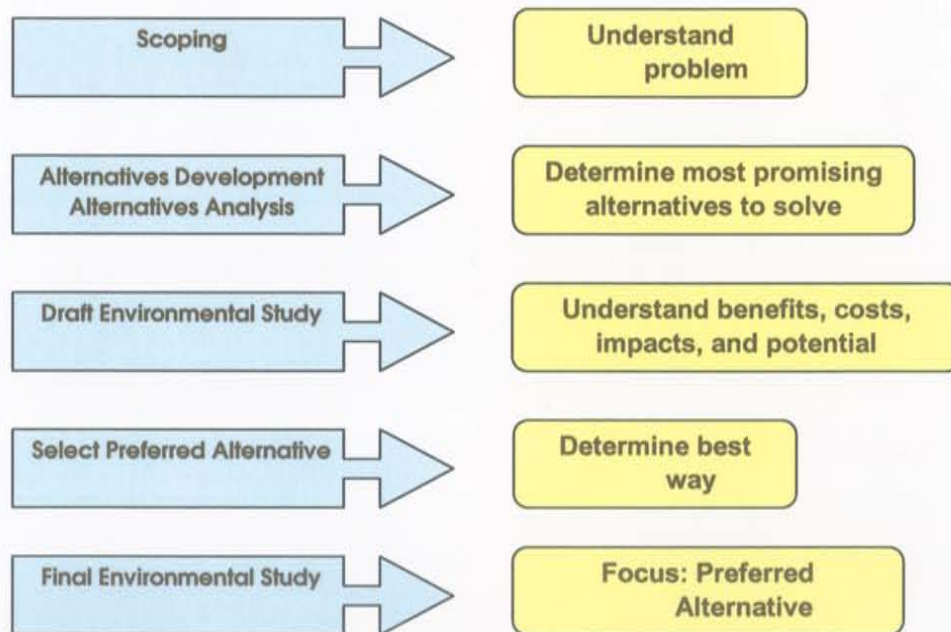
The National Environmental Policy Act (NEPA) of 1969 requires Federal agencies to consider the potential environmental consequences of major Federal actions including transportation projects, to document the analysis, and to make this information available to the public and other agencies for comment prior to implementation of the action. The NEPA also established the President's Council on Environmental Quality (CEQ), which was given the responsibility of interpreting and implementing the law in the form of regulations and guidance. The CEQ's "Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act," are published in the Code of Federal Regulations (Title 40 Section 1500-1508). Under these regulations, an Environmental Impact Statement (EIS) is prepared prior to the implementation of an action that could significantly affect the human or natural environment.

*What is the process for preparing an Environmental Impact Statement?*

An Environmental Impact Statement (EIS) is a concise, full, and fair discussion of the environmental impacts associated with reasonable alternatives for meeting a defined need. There are several required steps in the EIS process.

- **Decision:** The Decision documents the characteristics of the preferred alternative and the reasons for its selection. Once approved by FTA, LTD can proceed with final design and construction of the selected transportation improvements.

## Process Overview



## **What We Have Heard**

### **Public and Agency Comment Summary**

#### **Summary of Open House - May 21, 2007**

On May 21, 2007, Lane Transit District participated in a multi-agency open house, the West Eugene Transportation Study Open House. The event was held from 4:00 p.m., to 7:00 p.m., at the Eugene Public Library meeting rooms.

For LTD, this event was an opportunity to present the West Eugene EmX Study. LTD's information included an overview of bus rapid transit; a brief history of the West Eugene project from 1999-2000; and background and timeline information for the current project. LTD also distributed a questionnaire to gain insight and to identify individuals interested in updates or participation in stakeholder groups.

The entire event drew more than 75 people from a variety of local governmental agencies. LTD received 19 completed questionnaires, and had numerous conversations with individuals wanting information on the project and process and to provide input on the project. Input is still being collected, as attendees were encouraged to provide their input by mail if they did not have time to fill out the form at the event. Comments from the returned questionnaires are available on the LTD website.

Participants in the open house included the City of Eugene, Lane Council of Governments (LCOG), and Commuter Solutions. The multi-agency partnership was a win-win for everyone. The City of Eugene is also launching its own West Eugene Transportation Study. LCOG and Commuter Solutions provided valuable resources for the attendees interested in alternative transportation and demographic information. In addition to the joint mailing and newspaper ads, each agency handled its own outreach to promote the open house, thus increasing attendance and opportunity.

## Acronyms

The environmental review process can be complicated and often uses acronyms and terms that may be unfamiliar. The following table defines some of the acronyms that may be used during this environmental review process.

ADT	Average Daily Traffic
DEIS	Draft Environmental Impact Statement
CEQ	Council on Environmental Quality
EA	Environmental Assessment
EIS	Environmental Impact Statement
EJ	Environmental Justice
FEIS	Final Environmental Impact Statement
GIS	Geographic Information Systems
LCOG	Lane Council of Governments
LOS	Level of Service
LTD	Lane Transit District
NEPA	National Environmental Policy Act
NOI	Notice of Intent
ODOT	Oregon Department of Transportation
OIT	Oregon Institute of Technology
PAC	Project Advisory Committee
PI	Public Involvement
PMT	Project Management Team
PRC	Policy Review Committee
ROD	Record of Decision
ROW	Right-of-Way
TDM	Traffic Demand Management
TSP	Transportation System Plan
USACE	United State Army Corps of Engineers
USFWS	United States Fish and Wildlife Service
V/C	Volume to capacity ratio
VMT	Vehicle miles traveled



## Glossary

The environmental review process can be complicated and often uses acronyms and terms that may be unfamiliar. The following table defines some of the terms that may be used during the environmental review process.

Term	Definition
<b>Comprehensive Plans (Comp Plans)</b>	Comprehensive land use plans are required of all jurisdictions statewide in Oregon. These plans govern all land use actions for an area, such as the City of Milwaukie Comprehensive Plan.
<b>EIS</b>	An EIS (Environmental Impact Statement) is a concise, full, and fair discussion of the environmental impacts associated with reasonable alternatives for meeting a defined need. An EIS is used to inform the public and agency decision makers about potential environmental impacts of a proposed action and to identify mitigation measures. A preferred alternative is selected at the end of the process after considerable public and agency input.
<b>Environmental Justice Analysis</b>	Refers to the process of identifying and addressing, as appropriate, disproportionately high and adverse health and/or environmental effects on minority and/or low-income populations.
<b>Impact</b>	Synonymous with "Effect," Effects result from the proposed actions or project being evaluated and the impact considers whether the effects are direct, indirect, short-term, or cumulative. Impacts may have both beneficial and detrimental effects. Impacts are evaluated for all environmental disciplines such as natural resources, cultural resources, economics, or land uses.
<b>Lead Agency</b>	The public agency with primary responsibility for carrying out or approving the proposed project and preparing the environmental document. For example, the Federal Highway Administration is the lead agency for the Harmony Road Area Transportation Improvements project.
<b>Level of Service (LOS)</b>	An indicator of roadway and operational performance of a transportation facility. The indicator varies from A to F, with A being free flowing and F indicating a complete breakdown of traffic flow.
<b>NEPA</b>	National Environmental Policy Act. The National Environmental Policy Act (NEPA) of 1969 requires Federal agencies to consider the potential environmental consequences of major Federal actions including transportation projects, to document the analysis, and to make this information available to the public and other agencies for comment prior to implementation of the action. The NEPA also established the President's Council on Environmental Quality (CEQ), which was given the responsibility of interpreting and implementing the law in the form of regulations and guidance. The CEQ's "Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act," are published in the Code of Federal Regulations (Title 40 Section 1500-1508). Under these regulations, an Environmental Impact Statement (EIS) is prepared prior to the implementation of an action that could significantly affect the human or natural environment.
<b>Notice of Intent (NOI)</b>	"Notice of Intent" is a notice that an environmental impact statement will be prepared and considered. The Notice of Intent is published in the Federal Register by the lead federal agency.
<b>Scoping</b>	Formal scoping for an EIS includes identifying the range of proposed actions, alternatives, environmental elements and impacts, and mitigation measures to be analyzed in an environmental document. Public and agency scoping meetings are generally associated with this activity for NEPA scoping activities.

**Comment Sheet**  
Public Scoping Meeting  
October 8 & 9, 2007

**Your opinions are important to this project.**

In providing your comments, please consider answering the following six questions, and please print your responses. If you need additional room to write, please use additional comment sheets.

**Optional** (unless you wish to be added to the project mailing list):

Please put me on the project mailing list

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

1) Would you modify the project's proposed Purpose and Need Statement? If so, please explain suggested changes.

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2) Would you modify the project's proposed Goals and Objectives? If so, please list and explain.

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3) Identify any issues and concerns within the project study area that you want this EIS to evaluate.

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4) Do you have comments concerning the proposed study area boundaries, the concept alternatives, or the environmental review process? If so, please explain.

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5) We are interested in hearing your comments about potential impacts related to the project. Please let us know if you have specific concerns about potential impacts to any of the following and explain your concerns.

- |                              |                                 |                                       |
|------------------------------|---------------------------------|---------------------------------------|
| • Air Quality                | • Parks and Open Space          | • Cultural or Historic Resources      |
| • Transportation and Traffic | • Businesses and Employment     | • Land Uses                           |
| • Bicyclists and Pedestrians | • Public Services and Utilities | • Any other Area of Potential Impacts |
| • Water Quality, Flooding    | • Natural Resources             | • Hazardous Materials                 |
| • Neighborhoods and Houses   |                                 |                                       |
| • Noise                      |                                 |                                       |

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6) If you have any suggestions for how we can improve our public outreach process, please explain.

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Other Comments:

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Please drop this sheet in the comment box here at the meeting, mail your comments to the address below, or submit comments electronically using the project website, or via fax:  
we.emx@ltd.org

Lane Transit District  
Tom Schwetz, Director of Planning and Development  
P.O. Box 7070  
Eugene, OR 97401  
Fax No.: 541-682-6111

**Please provide your input by November 6, 2007**