

k(This packet was printed on recycled paper.)

Public notice was given to *The Register-Guard* for publication on December 13, 2007.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

Wednesday, December 19, 2007
5:30 p.m.

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

A G E N D A

	<u>Page No.</u>
I. CALL TO ORDER	
II. ROLL CALL	
Kortge _____ Davis _____ Dubick _____ Evans _____	
Eyster _____ 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. Independent Audit Report (10 minutes)	06
B. Commuter Solutions Annual Report (20 minutes)	07
C. West Eugene EmX Extension Purpose and Need/Goal and Objectives (20 minutes)	

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

VII. EMPLOYEE OF THE MONTH – January 2008 (5 minutes)	08
VIII. AUDIENCE PARTICIPATION	
◆ Each speaker is limited to three (3) minutes.	

IX. ITEMS FOR ACTION AT THIS MEETING

- | | | |
|----|---|----|
| A. | Consent Calendar (1 minute) | 09 |
| 1. | Minutes of the October 17, 2007, Regular Board Meeting (Page 10) | |
| 2. | Minutes of the November 26, 2007, Special Board Meeting/Executive Session (Page 16) | |
| 3. | Minutes of the November 30, 2007, Board Strategic Planning Work Session (Page 17) | |
| B. | Acceptance of Independent Audit Report (5 minutes) | 19 |
| C. | 2008 Annual Route Review – Stage One Decision (5 minutes) | 20 |
| D. | West Eugene EmX Extension Purpose and Need/Goal and Objectives (5 minutes) | 22 |
| E. | Olympic Trials Shuttle Pricing (5 minutes) | 61 |

X. ITEMS FOR INFORMATION AT THIS MEETING

- | | | |
|-----|--|----|
| A. | Board Member Reports (20 minutes) | 62 |
| 1. | Meetings Held or Attended | |
| (a) | Board HR Committee – November 27 and December 11 | |
| (b) | EmX Steering Committee – December 4 | |
| (c) | Board Finance Committee – December 12 | |
| (d) | LCOG Board of Directors – December 13 | |
| (e) | Board Service Planning & Marketing Committee – December 19 | |
| 2. | No Meeting/No Report | |
| (a) | Metropolitan Policy Committee | |
| (b) | Walnut Station Steering Committee | |
| B. | Board Outreach – Neighborhood Meetings (5 minutes) | 65 |
| C. | Comprehensive Annual Financial Report (10 minutes) | 69 |
| D. | Federal Funding Requests (10 minutes) | 72 |
| E. | Garfield Property: Sale or Lease (10 minutes) | 80 |
| F. | Monthly Financial Report—November 2007 (5 minutes) | 83 |

	<u>Page No.</u>
G. Monthly Department Reports (respond if questions)	95
H. Board Correspondence	101
I. Monthly Performance Reports (respond if questions)	103
XI. BOARD HUMAN RESOURCES COMMITTEE RECOMMENDATION	110
A. EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(i), to review and evaluate, pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the general manager of LTD	
B. Review Proposed General Manager Goals and Objectives	
C. Approve Committee Recommendation	
XII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	115
A. The Strategic Plan	
B. Capital Improvements Program Adoption	
C. Long-Range Financial Plan Adoption	
D. FY 2008-09 Service Recommendation	
E. FY 2008-09 Pricing Plan	
F. Pioneer Parkway EmX Design and Budget	
G. West Eugene EmX Project Status	
H. February 25 Joint Meeting with Springfield City Council/Special LTD Board Meeting	
I. Franklin EmX Lessons Learned	
J. Park & Ride Program	
K. River Road Station Status Report	
L. Student Transit Pass Program Update	
XIII. 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).

Q:\Reference\Board Packet\2007\12\Regular Meeting 12-19-07\bdagenda.doc

Lane Transit District
COMPREHENSIVE ANNUAL FINANCIAL REPORT
For the Fiscal Year Ended June 30, 2007

EXECUTIVE SUMMARY

Prepared by Diane Hellekson
Director of Finance and Information Technology
December 19, 2007

The *Comprehensive Annual Financial Report* for the most recently completed fiscal year was distributed to the Board of Directors with the packet materials for the December 19 LTD Board meeting. At the December 19 meeting, Charles Swank of the accounting firm Grove, Mueller and Swank will provide a positive report of LTD's financial position and controls. LTD has received an unqualified audit opinion, which is included in the report document.

There are several aspects of the financial performance that should be noted. Highlights include the following.

Operating Revenue

- **Fixed-route transportation revenue** increased 4.4 percent as compared to the previous fiscal year. Growth slowed due to the continuation of the Student Transit Pass Program, and ridership increased due to the high cost of vehicle fuel and success of the Franklin EmX Corridor service implemented in January 2007.
- **Employer payroll tax revenue** increased 3.5 percent due to a cooling local economy. Receipts were \$746,569 above the previous fiscal year. Because the FY 2006-07 budget anticipated stronger growth, receipts were \$840,000 below annual budget.
- **Self-employment tax revenue** increased 2.1 percent versus the previous year. Receipts exceeded annual budget by more than \$350,000, a robust rate of growth. The budget for this resource was underestimated due to an assumption that the results of the special collection effort by the Oregon Department of Revenue in the previous fiscal year were one-time.
- **State-in-lieu revenue** increased 8.2 percent. Revenue exceeded budget by \$135,000.

Total operating revenue (including Accessible Services) increased 7.6 percent. Total operating and nonoperating revenues increased 3.3 percent. Total growth was down versus the previous fiscal year due to the slower growth of payroll tax receipts.

Operating Expense

- **Personnel services** increased 8 percent. The budget anticipated this growth.

- **Materials and services** increased by 14.3 percent due to the continued volatility and high cost of fuel.
- **Insurance** increased 7.7 percent compared to FY 2005-06, but total expense was still below that of FY 2004-05.
- **Accessible services** expenses increased 25.3 percent, a rate of growth that will not be sustainable in the future without some form of additional subsidy. In the absence of new funding, continued significant growth in both demand for and cost of services will have an impact on other LTD services.

Total operating expense (including accessible services) increased 4.6 percent. Total expense less depreciation increased 10.9 percent. Managing the growth of operating expense in accordance with the expected growth of operating revenues and other resources will continue to be important to LTD’s long-term financial health and to achievement of the Strategic Plan goals.

Farebox Recovery (fixed-route service)

Ratios were as follows for the last ten fiscal years:

1997-98	24 percent	2002-03	24 percent
1998-99	23 percent	2003-04	22 percent
1999-00	22 percent	2004-05	21 percent
2000-01	21 percent	2005-06	22 percent
2001-02	21 percent	2006-07	21 percent

The normal farebox recovery ratios for public transit agencies of comparable size to LTD are in the range of 20 to 30 percent.

System Productivity

System productivity, which is expressed as boardings per hour, was as follows for the last ten years:

1997-98	25.895
1998-99	26.104
1999-00	25.706
2000-01	27.008
2001-02	25.421
2002-03	26.627
2003-04	26.555
2004-05	28.644
2005-06	31.377
2006-07	32.379

Fiscal year 2006-07 system productivity was the highest of the last twenty years due to ridership increases.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2007

ITEM TITLE: PRESENTATION OF *COMPREHENSIVE ANNUAL FINANCIAL REPORT* FOR FY 2006-2007

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

ACTION REQUESTED: None

BACKGROUND: The *Comprehensive Annual Financial Report* (CAFR) for the fiscal year ending June 30, 2007, is included with the agenda packet as a separate document for Board members. This report includes audited statements and the opinions of the independent audit firm of Grove, Mueller and Swank, P.C. Charles Swank, representing LTD's auditors, will attend the December 19 meeting to discuss the audit results. An overview of Lane Transit District's financial position at June 30, 2007, will be presented by staff at the December 19 Board meeting.

Board acceptance of the independent audit report for the fiscal year ending June 30, 2007, is scheduled during the Items for Action portion of this meeting.

ATTACHMENTS:

1. Comprehensive Annual Financial Report: Executive Summary
2. *Comprehensive Annual Financial Report* for the year ended June 30, 2007

NOTE: The *Comprehensive Annual Financial Report* is being included as an enclosure with the LTD Board agenda packet to Board members only. Other interested parties may obtain a copy by contacting LTD.

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

2

DATE OF MEETING: December 19, 2007

ITEM TITLE: NOVEMBER FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

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

Passenger fares including group pass receipts were up 6.9 percent for the first five months of the new year over the same period last year, and are up slightly versus budget. Passenger boardings for the rolling twelve-month period, which ended November 30, increased 8.7 percent over the previous period, up from 7.4 percent reported last month.

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 November. As always, though, receipts occur from filing extensions, audit adjustments, and other reasons, and are about as expected through November. Receipts are down slightly 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 were reported in September and 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, after a period of stability above 5 percent, have begun to fall as the Federal Reserve has lowered the federal funds rate. The Local Government Investment Pool rate of return on November 30 was 4.87 percent and headed down. Returns are down versus the same period a year ago for this reason and because LTD has had less cash to invest. Returns year to date are above what was anticipated by the current-year budget, because the declining availability of funds available for investment was anticipated. A rate of return below 5 percent was not anticipated, however, and the positive budget variance could decline over the balance of the current fiscal year.

Total personnel services expenditures, the largest category of operating expense, show 6.4 percent growth over the previous year, down from the 7.4 percent reported last month. Because the new Amalgamated Transit Union contract was not finalized until December and its provisions are retroactive to July 1, and because retroactive payments will not be posted until December, the analysis of personnel services expenditures will appear in next month's report.

Materials and services year-to-date results are as anticipated by the budget with the exception of fuel. The year-to-date average price per gallon of fuel is \$2.5055 up from \$2.4527 reported last month. Prices have stabilized recently, however. The November high was \$2.8934 on November 8, down from \$2.9037 reported for October. The purchase price on November 30 was \$2.6506. The FY 2007-08 budget assumed an average price of \$2.35 per gallon. A supplemental budget is planned for June 2008 to address the anticipated budget shortfall for this line item.

Transfers to Accessible Services continue to be a concern. Through November, transfers are 27 percent above the same period in the last fiscal year. This line item is already showing a negative budget variance of \$250,000. The negative variance is not expected to decline over the remainder of the fiscal year, and could increase.

With the exception of fuel expenditures and transfers to Accessible Services, General Fund activity year to date is as expected.

The Commuter Solutions Fund activities are generally as expected through the first five months of the current fiscal year. A federal grant was received in December that eliminated the fund deficit and paid back the loan from the General Fund that covered it. Accessible Services, as noted above, appears to be under budgeted, despite efforts to anticipate the growth in demand for and cost of services.

Future EmX corridor planning was part of the Capital Projects Fund activity in November. Planning continues for the Pioneer Parkway EmX Corridor and analysis is underway for a possible West Eugene extension of the EmX service. Year to date, replacement buses continue to represent the majority of capital expenditures.

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 November 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

October-07	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	14,267	12,371	15.3%	50,839	46,147	10.2%	145,622	135,920	7.1%
RideSource(All Modes)	11,527	9,355	23.2%	39,831	34,588	15.2%	112,565	99,765	12.8%
Shopper	525	547	-4.0%	1,937	2,168	-10.7%	6,255	6,467	-3.3%
Escort Volunteers-Metro	822	904	-9.1%	3,231	3,179	1.6%	8,933	9,511	-6.1%
Escort Volunteers-Rural	1,393	1,565	-11.0%	5,840	6,212	-6.0%	17,869	20,177	-11.4%
RideSource Cost per Ride	\$ 18.78	\$ 16.57	13.4%	\$ 19.54	\$ 18.22	7.2%	\$ 19.07	\$ 17.50	8.9%
RideSource(All Modes)	\$ 22.71	\$ 21.19	7.2%	\$ 24.32	\$ 23.57	3.2%	\$ 23.98	\$ 23.07	3.9%
RideSource Shopper	\$ 11.17	\$ 8.99	24.2%	\$ 11.17	\$ 8.99	24.2%	\$ 11.17	\$ 8.99	24.2%
RideSource Escort	\$ 2.80	\$ 2.74	2.1%	\$ 2.74	\$ 2.75	-0.5%	\$ 2.89	\$ 2.61	10.8%
Ride Reservations	12,500	10,491	19.1%	43,448	38,520	12.8%	124,655	112,016	11.3%
Cancelled Number	1,117	979	14.1%	3,964	3,420	15.9%	11,982	10,380	15.4%
Cancelled % of Total	8.94%	9.33%		9.12%	8.88%		9.61%	9.27%	
No-Show Number	132	226	-41.6%	465	532	-12.6%	1,355	1,272	6.5%
No-Show % of Total	1.06%	2.15%		1.07%	1.38%		1.09%	1.14%	
Ride Refusals Number	1	10	-90.0%	1	26	-96.2%	20	56	-64.3%
Ride Refusals % of Total	0.01%	0.10%		0.00%	0.07%		0.02%	0.05%	
Service Hours	5,628	4,829	16.5%	20,819	17,950	16.0%	59,150	51,484	14.9%
Agency Staff	5,416	4,564	18.7%	19,924	16,922	17.7%	56,351	48,074	17.2%
Agency SMS Volunteer	212	265	-20.0%	895	1,028	-12.9%	2,799	3,410	-17.9%
Avg. Trips/Service Hr.	2.14	2.05	4.4%	2.01	2.05	-2.0%	2.01	2.06	-2.4%
RideSource System Miles	80,998	70,480	14.9%	296,167	267,720	10.6%	844,161	755,837	11.7%
Avg. Miles/Trip	6.72	7.12	-5.6%	7.09	7.28	-2.6%	7.10	7.11	-0.1%
Miles/Vehicle Hour	14.39	14.60	-1.4%	14.23	14.91	-4.6%	14.27	14.68	-2.8%

Special Mobility Services: RideSource Activity and Productivity Information

October-07	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	91.6%	91.6%	0.0%	91.2%	92.3%	-1.2%	92.0%	91.7%	0.4%
Sample	10,409	8,527		36,092	31,046		102,473	88,360	
On-Time	9,532	7,810		32,907	28,644		94,267	80,986	

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

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

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

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

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2007

ITEM TITLE: EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i)

PREPARED BY: Gerry Gaydos, President, Board of Directors

ACTION REQUESTED: That the LTD Board of Directors meet in Executive (non-public) Session pursuant to ORS 192.660(2)(i), to review and evaluate, pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the chief executive officer (general manager) of LTD

ATTACHMENT: None. (Combined performance evaluation comments will be distributed to Board members under separate cover.)

PROPOSED MOTION: I move that the LTD Board of Directors meet in Executive Session pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of the LTD general manager.

Neighborhood Meetings by Board Subdistrict

BOARD MEMBER	NEIGHBORHOOD	MEETING DATES	TIME	DATE SCHEDULED	CONTACT
DEBBIE DAVIS	Southwest Thurston Neighborhood Assn.	TBD			
MIKE EYSTER	Harlow Neighbors (Eugene)	Every two months	7-9 pm	Interested. Peg Reinkert will call Eileen to set a time.	Bob Kline (541) 345-0643 kline7796@comcast.net
	Washburne Neighborhood Assn.	Every two months	7 p.m.		
	Game Farm Neighbors Assn.	TBD			
MIKE DUBICK	Southeast Neighbors (Eugene)	Second Tuesdays	7-9 pm	Arrange by e-mail	Kevin Matthews 345-7421 matthews@artifice.com
	Laurel Hill Valley Citizens (Eug)	Quarterly	7-9 pm		Jeff Hazel 345-6565 rhazelr@yahoo.com
SUSAN BAN	Cal Young Neighborhood	Quarterly	7-9 pm	Ben moved; no longer chair or contact	Ben Cogdill 541-912-4962 bencogdill@mac.com
	River Road Community Org.	3rd Mondays	7-9 pm	BOOKED: Monday, November 19; 7p-9p; River Road Annex, 1055 River Rd.	COMPLETED Jolene Siemsen 689-2667 jsiemsen@uoregon.edu
	West University Neighbors	First Thursdays	7-8:30 pm	BOOKED: Thursday, Dec. 6, at Central Presb. Church; 555 15th Avenue (enter from the ally); 7 p.m.-8:30 p.m.	COMPLETED Deborah Healey 683-7454 healeyd@onid.orst.edu

GERRY GAYDOS	Whiteaker Community Council	Second Wednesdays	7-8:30 pm	BOOKED: Wed., Nov. 14; 7:20p-7:50p; Whiteaker Community Center at Clark and North Jackson	COMPLETED Ethan Nelson; 344-0895 - ethann.whiteaker@gmail.com ;
	Fairmount Neighbors	Quarterly	7-9 p.m		Sue Jakabosky suej@remax.net
	Friendly Area Neighbors	Quarterly	7-9 pm	Phone number disconnected-10/3/07	Carlos Barrera 344-5599 Justphone@gmail.com
	Amazon Neighbors	Third Wednesdays	7-9 pm		Erik Muller (541) 344-1053 multipop@bossig.com
	Far West Neighborhood				Shane Kavanaugh Shanedixonkavanaugh@gmail.com 345-8867
GREG EVANS	Active Bethel Citizens	No set schedule		Emailed 7-3 pending	Linda Swisher lswisher@efn.org (541) 689-2339 --Wrong number 10/3/07
	Trainsong Neighbors	Third Wednesdays	7-9 pm		Beth Bridges beth.b.bridges@ci.eugene.or.us
	West Eugene Community Org.	No regular meetings			Clayton Walker 484-4422
	Santa Clara Community Org.	First Thursdays	7-9 pm	BOOKED: Thurs, Jan. 3, 2008; Messiah Lutheran Church, 3280 River Road; 7 p.m.	Jerry Finigan 688-1406 jerfinigan@comcast.net
	Industrial Corridor Community Org.	No regular meetings			
DEAN KORTGE	Churchill Area Neighbors	Fourth Wednesdays (call first)	7-8:30 pm	BOOKED: Wednesday, October 24; Andy, Tom Schwetz, Greg Evans	COMPLETED Craig Topham 513-0321 ctopham@caneugene.org

	Far West Neighborhood	Quarterly	7-9 pm		Beth Bridges beth.b.bridges@ci.eugene.or.us
	Crest Drive Citizens Ass.	Third Tuesdays	7-9 pm		Kathy Saranpa 687-7119 ksaranpa@comcast.net --Phone number disconnected; 10/3/07
	Jefferson/Westside Neighbors	Tom Schwetz and staff attended this neighborhood group and gave a presentation on EmX, WE, etc. They felt that Tom et al had it covered, and we didn't schedule anything more (10-07).			COMPLETED
	South University Neighborhood		7-9 pm		Bob Peters 344-8479 pegbobbpeters@msn.com

M:\andysneighborhoodmeetinglist10-07.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 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

**2008 Annual Route Review
Stage One Service Change Summary
Route 12 Gateway**

Route	Item	Annual Hours Cost	Service Increase
<i>Additions</i>			
12	Extend routing to International Way	4,169	1.33%
12	Increase frequency to 20 minutes from 30 minutes between 1:00 p.m. & 6:00 p.m. on weekdays	3,060	0.97%
12	Add two outbound morning trips at 7:15 a.m. & 7:45 a.m. from Eugene Station	511	0.16%
Total		7,740	2.46%

***** Long-Range Financial Plan identified 7,500 hours for RiverBend opening. *****

AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 19, 2007
- ITEM TITLE:** 2008 ANNUAL ROUTE REVIEW - STAGE ONE DECISION
- PREPARED BY:** Will Mueller, Service Planning Manager
- ACTION REQUESTED:** Adopt 2008 Annual Route Review - Stage One Service Proposal
- BACKGROUND:**
- At the October 17 Board meeting, the Board was presented with a preliminary list of Route 12 Gateway service enhancements, and on October 25, 2007, staff held an open house to discuss these ideas with interested riders.
- At the November 12, 2007, Board meeting, staff presented the 2008 Annual Route Review (ARR) - Stage One service package for review and discussion. A public hearing on the proposed service changes also was held at this meeting.
- The comments that were received at the open house and the November Board meeting/public hearing, and e-mail and written correspondence received, as related to the proposed service change have been uniformly positive. One customer did express concerns regarding the impact the changes would have on interlining (when a bus changes from one route to another) at Springfield Station with the service to LCC. The proposed staff recommendation is to adopt the changes as outlined at the November 12 Board meeting. The recommendation represents an annual service change of 7,740 hours.
- Included with this packet is the proposed list of service changes. This list remains unchanged from the list that the Board reviewed on November 12.
- ATTACHMENTS:** Proposed 2008 Annual Route Review - Stage One Service Summary for Route 12 Gateway
- PROPOSED MOTION:** I move the following resolution: LTD Resolution No. 2007-043: It is hereby resolved that the LTD Board of Directors approves Stage One of the FY 2008-09 service recommendations as presented on December 19, 2007, and as shown on the 2008 Annual Route Review – Stage One Service Summary.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 19, 2007
- ITEM TITLE:** ACCEPTANCE OF AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2007
- PREPARED BY:** Diane Hellekson, Director of Finance & Information Technology
- ACTION REQUESTED:** That the Board accept the independent audit report for the fiscal year ending June 30, 2007
- BACKGROUND:**
- At the conclusion of each fiscal year, an independent audit of Lane Transit District's financial statements and internal controls is performed. The results of the independent audit are incorporated into the District's *Comprehensive Annual Financial Report* (CAFR). The completed FY 2006-2007 CAFR is enclosed for Board members with the December 19 meeting agenda packet.
- Staff have submitted the previous eleven CAFRs to the Government Finance Officers Association of the United States and Canada (GFOA) for consideration of the award for excellence in financial reporting. The award was granted to LTD for all eleven reports. After Board acceptance, staff will submit the FY 2006-2007 CAFR to GFOA in an attempt to continue a tradition of reporting excellence as evidenced by the financial reporting award. Special recognition should be given to Carol James, accounting manager, for her work on the current CAFR.
- Charles Swank of Grove, Mueller and Swank, P.C., will attend the December Board meeting to make a presentation and answer any questions Board members may have about the audit process or results.
- ATTACHMENT:** None. (The audit report and audited statements are wholly contained in the Comprehensive Annual Financial Report.)
- PROPOSED MOTION:** I move the following resolution:
- LTD Resolution No. 2007-042: Resolved, that the LTD Board of Directors accepts the Independent Audit Report for the fiscal year ending June 30, 2007.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2007

ITEM TITLE: WORK SESSION: AUDIT REPORT FOR FISCAL YEAR ENDING
JUNE 30, 2007

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

ACTION REQUESTED: None

BACKGROUND: At the conclusion of each fiscal year, an independent audit of Lane Transit District's financial statements and internal controls is performed. The results of the independent audit are incorporated into the District's *Comprehensive Annual Financial Report* (CAFR). The completed FY 2006-2007 CAFR is enclosed for Board members with the December 19 meeting agenda packet.

Charles Swank of Grove, Mueller and Swank, P.C., will attend the December 19 Board meeting work session to make a presentation and answer any questions Board members may have about the audit process or results. There is a management letter this year.

ATTACHMENT: (The audit report and audited statements are wholly contained in the *Comprehensive Annual Financial Report*.)

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 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. **Board HR Committee:** The Board HR Committee is composed of Mike Dubick, Mike Eyster, and Chair Gerry Gaydos. The committee met on November 27 and December 11. On November 27 the committee met in executive session to review and evaluate the work-related performance of the general manager. On December 11 the committee met to draft the general manager's goals and objectives, and also to discuss the general manager's compensation package. Recommendations to the full Board are included as Action items for the December 19 meeting.
2. **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 met on December 4. The agenda for that meeting included a brief overview of the Pioneer Parkway project. A 30 percent design previously had been provided to the City of Springfield for review. The primary agenda item was consideration of a Draft Final

Purpose and Need Statement and Goal and Objectives for the West Eugene EmX Extension project. The Committee discussed the advice received from the West Eugene Corridor Committee and the staff recommendation, made revisions, and passed a recommendation for consideration by the LTD Board at its December 19 meeting. The next meeting is scheduled for February 5, 2008.

West Eugene EmX Extension (WEEE) Corridor Committee: This committee is a subcommittee of the EmX Steering Committee and is composed of Board members Greg Evans, Dean Kortge, and Gerry Gaydos, along with members of local government and community representatives. The Committee met on November 29 and provided final advice on the West Eugene EmX Extension project Purpose and Need Statement and Goal and Objectives.

Pioneer Parkway Corridor Committee: This committee is also a subcommittee of the EmX Steering Committee and is composed of Board members Debbie Davis, Mike Dubick, and Mike Eyster and local government and community representatives. The committee last met on November 1. The next meeting is tentatively scheduled for sometime in January 2008.

3. **Board Finance Committee:** The Board Finance Committee (Mike Dubick, Debbie Davis, and Chair Dean Kortge) met on December 12 to discuss the possibility of selling LTD property located at 3rd and Garfield in Eugene, fare changes for 2008, and budget development issues that affect the Long-Range Financial Plan and the Capital Improvement Program. The next meeting is scheduled to be held at 4 p.m. on January 16, 2008, preceding the Regular Board meeting.
4. **LCOG Board of Directors:** LTD Board Member Mike Dubick represents LTD on the Lane Council of Governments (LCOG) Board of Directors as a non-voting member. The LCOG Board met on December 13. The agenda included consideration of the Lane County Coordinated Population Projections for adoption.
5. **Board Service Planning & Marketing Committee:** The Board's Service Planning & Marketing Committee is composed of Greg Evans, Mike Dubick, and Chair Mike Eyster. The next meeting is scheduled to be held on December 19. The agenda for that meeting includes a review of system productivity; a discussion of the Long-Range Financial Plan, including the assumption that there will be no funding for service fixes; and a review of the Annual Route Review - Phase Two.

NO MEETINGS HELD

1. **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 December meeting was canceled. The next meeting will be held on January 10, 2008.
2. **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.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2007

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Mark Pangborn, General Manager

ACTION REQUESTED: None

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

- December 4, 2007, e-mail message from Peter Sorenson to General Manager Mark Pangborn, requesting that the LTD Board of Directors be informed of his resignation from the Board EmX Steering Committee, effective January 2, 2008.

PROPOSED MOTION: None

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
REGULAR BOARD MEETING/WORK SESSION

Wednesday, October 17, 2007

Pursuant to notice given to *The Register-Guard* for publication on October 11, 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, October 17, 2007, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Gerry Gaydos, President, presiding
 Dean Kortge, Secretary
 Debbie Davis, Treasurer
 Michael Dubick
 Mike Eyster, Vice President
 Greg Evans
 Mark Pangborn, General Manager
 Jo Sullivan, Clerk of the Board
 Kim Young, Minutes Recorder

Absent: (One Vacancy, Subdistrict 4)

CALL TO ORDER/ROLL CALL – Mr. Gaydos called the meeting to order at 5:37 p.m. and Mr. Pangborn called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT – None

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA – Mr. Gaydos asked Mr. Dubick and Mr. Evans to comment on the recent American Public Transportation Association (APTA) Conference. Mr. Dubick said that he learned that transit system structures and funding were different across the country, although many of the issues were the same. He believed that LTD was out front of most districts its size in regard to transit technology. He noted the good presentation done by Steve Parrot. He said many issues were coming up and it was important to play an active role in Washington, D.C. Mr. Evans concurred with Mr. Dubick's remarks regarding LTD's leadership, noting that many other areas were in the process of considering bus rapid transit systems and he expected that LTD would have a visit from a representative of one district soon. He commended LTD's leadership in accessibility and said other districts looked to see what LTD did. He also commended staff. Mr. Evans noted his involvement in the APTA Reauthorization Committee and the APTA Transit Board Members Committee. He anticipated that he would be involved in the federal transit reauthorization effort.

BOARD CALENDARS – Mr. Pangborn called attention to the schedule of future meetings. There were no questions.

WORK SESSION

Pioneer Parkway EMX Review by Springfield City Council

Mr. Schwetz noted the memorandum in the packet explaining the reason for the delay of the joint meeting originally scheduled for October 22.

West Eugene Alignment Alternatives and Process

Mr. Schwetz called attention to the meeting packet developed for the October 8-9 Public Scoping Meeting for the West Eugene EmX Extension Project Environmental Impact Statement, included in the Board meeting packet. He explained that the project was in the scoping phase, which would result in the Purpose and Needs Statement.

Mr. Schwetz said that more than 100 people attended the two meetings, both of which were held at locations in the study corridor. He reviewed the agenda and format of the meetings. Many ideas were received and staff were reviewing them. Outreach on the project scope would continue until November 6. Staff were attempting to schedule an EmX Steering Committee meeting and two Corridor Committee meetings to solicit additional ideas and comments. Staff would then respond to the comments and he hoped to review that work at the Board's November meeting. The Board would be asked to adopt a range of alternatives to take to the environmental process in December. The Board would also be asked to adopt the project's Purpose and Needs Statement.

Mr. Schwetz referred the Board to the project decision timeline, included in the public scoping meeting packet on page 5. He reviewed the timeline.

Mr. Gaydos thanked Mr. Schwetz for his work on the project. He regretted being unable to attend the public scoping meetings and encouraged Board members to attend them and the corridor meetings.

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports

Metropolitan Policy Committee—October 11: Mr. Viggiano reported on the recent Metropolitan Policy Committee (MPC) meeting, noting the public hearing on the Regional Transportation Plan tentatively scheduled for adoption in November 2007. Five people had testified. Some of those testifying had objected to specific projects in the plan they did not believe had gone through the proper process and some had objected to how transportation planning was being done because of issues such as global warming. There had been a good discussion on those issues. He believed that the MPC would adopt the plan.

Lane Council of Governments (LCOG) Board of Directors—September 22: Mr. Dubick reported on the LCOG Board meeting in Oakridge, which had been scheduled to adopt population estimates. He said that adoption was delayed because there was no consensus about the

estimates. Mr. Schwetz concurred. He said that the LCOG Board agreed to keep the process open in response to the Lane Board of County Commissioners desire to have a longer process. Mr. Pangborn asked if the complaints were regarding overestimation or underestimation of population. Mr. Schwetz indicated that a concern was raised by a Lowell resident who was concerned that the estimates were too high for Lowell.

EmX Survey

Mr. Viggiano reminded the Board that a survey of EmX riders had been conducted by the National Bus Rapid Transit Institute. The survey was funded by the Federal Transit Administration and looked at EmX rider trip patterns, trip purposes, and opinions on a variety of service issues. Mr. Viggiano called attention to the survey results, which commenced on page 28 of the packet.

Mr. Viggiano provided a brief PowerPoint presentation showing statistics for Franklin EmX ridership, travel times, reliability, and collisions. Mr. Viggiano then reviewed the survey results. He called attention to Table 7 in the meeting packet, *Customer Ratings of Different Aspects of the Rapid Bus Service*, and noted the generally positive ratings the EmX service received as compared with the #11 in the areas of dependability, wait times, and travel times.

Mr. Viggiano said the results indicated that 29 percent of EmX riders were new riders and that they were more likely to own a car than other bus riders.

Responding to questions from Mr. Gaydos, Mr. Pangborn said that the plan was to complete the survey annually. He suggested that the most appropriate time to institute an EmX fare would be at the time the extended service opened. He said the Board might want to discuss having a free-fare square for EmX, which probably would entail a survey. Mr. Gaydos said that one of the questions was whether novelty drove the increase in ridership. He thought an in-house survey using the same questions would also be appropriate.

Mr. Viggiano called attention to the table on page 38 and noted that 85 percent of riders were in employee or student groups who participated in group pass programs. Or those riders, the free fare was clearly not a factor.

Mr. Evans asked if there was a way to determine why people thought the EmX was faster. He suggested that riders' perceptions of the time traveled were different because of the way the route was set up with queue jumping and exclusive lanes. Mr. Viggiano agreed it was clear the perception was there and said staff could look into ways to measure the perception. Mr. Evans observed that light rail also had that affect on people. Mr. Gaydos said the frequency of service might also be a factor. He suggested that the survey questions could be refined to discover the answer to that question.

Annual Route Review

Mr. Vobora and Service Planning Manager Will Mueller provided a PowerPoint presentation entitled *2008 Annual Route Review: Stage One*. Mr. Mueller reported that the 2008-2009 Annual Route Review process would occur in two stages. The process was being modified

because of service changes needed to accommodate the opening of the Peace Health River Bend campus. The first phase would address those route changes and the changes would be implemented in June 2008. The Board would hold a public hearing on the changes in November and adopt a final decision in December. Mr. Mueller said the second phase of the route review would occur as it normally did in early 2008.

Mr. Mueller reviewed the proposed changes, which were focused on the #12 Gateway. Board members asked questions clarifying the details of the changes.

Mr. Vobora said staff had been holding off on changes to the #12 route. He believed the afternoon peak hours were the heaviest hours of use.

Mr. Gaydos wanted to think about neighborhood connectors going into the route as it would ultimately become the bus rapid transit route. Mr. Vobora said staff would map the proposed Pioneer Parkway route and show how other services would connect with that route.

Mr. Gaydos asked if PeaceHealth would want shuttles to the new hospital campus. Mr. Vobora said that was a good question; LTD was awaiting a decision from Peace Health. He anticipated that employees would be surveyed about where they would be working and if they intended to ride the bus, but Peace Health had not yet decided if it would charge employees for parking, which would affect employees' decisions. He noted that currently, Peace Health paid for the 75X shuttle service from the fairgrounds to the hospital, but he understood the hospital would not continue the service as it would no longer be needed.

Mr. Mueller observed that when he talked to PeaceHealth employees, he found that they expected that something would replace the 75X, but LTD had no funds to operate such a service.

Mr. Vobora reviewed the outreach activities that would occur in conjunction with the changes being proposed to the #12 Gateway route.

Mr. Dubick asked about service to shift workers. Mr. Vobora noted that the 75X ran earlier than other buses, but the #12 did not readily accommodate early morning and late night shift work, and neither did the system. If that was a need, it had to be discussed with the hospital. Mr. Dubick had the impression that hospital personnel knew where they would end up when the move occurred. Mr. Vobora agreed, although some had to bid for jobs and would not know for some time. He thought the survey would be useful in identifying if there were early morning needs. Mr. Mueller suggested a hybrid solution could be achieved and staff would try to identify that prior to November.

EMPLOYEE OF THE MONTH – The Board recognized Customer Service Representative Zach Fish as Employee of the Month. Mr. Fish introduced his wife Lynn and his five-month old son Gavin.

Mr. Gaydos thanked Mr. Fish for his dedication to LTD's mission and presented Mr. Fish with a certificate of appreciation, a check, and pin commemorating his award. Mr. Fish thanked the Board and said he would not have been honored without the support of his team in Customer Service.

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

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar** – Mr. Dubick moved adoption of LTD Resolution 2007-36: “It is hereby resolved that the Consent Calendar for October 17, 2007, is approved as presented.” Mr. Evans provided the second. The Consent Calendar consisted of the minutes of the September 19, 2007, Regular Board Meeting and the Budget Committee reappointments of Peter Davidson and Jon Hinds.

VOTE The Consent Calendar was approved as follows:
AYES: Davis, Dubick, Evans, Eyster, Gaydos, Kortge (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: (One Vacancy, Subdistrict 4)

EMERGENCY PREPAREDNESS PLAN

Transit Operations Director Mark Johnson introduced the item, which was a resolution to participate in the APTA emergency response and preparedness program. He described the scope of LTD's involvement and emphasized the voluntary nature of the program.

Responding to a question from Mr. Gaydos, Mr. Johnson said that those running Portland's exercise had not contacted LTD for equipment as the program was just getting up and running. Mr. Pangborn said the Portland exercise was a local exercise. LTD had participated in similar local exercises as well as a real event at the airport.

MOTION Mr. Kortge moved approval of LTD Resolution 2007-37: "A resolution authorizing funding for the APTA Emergency Response Preparedness Program." Mr. Evans provided the second.

VOTE The resolution was approved as follows:
AYES: Davis, Dubick, Evans, Eyster, Gaydos, Kortge (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: (One Vacancy, Subdistrict 4)

ITEMS FOR INFORMATION AT THIS MEETING (continued)**Student Transit Pass Program Update**

Mr. Vobora reported that LTD had received a request from the Department of Energy to postpone the item because the department was still working on its calculations and wanted to pay for actual usage. He believed that the department would generate a figure that would still keep LTD revenue-neutral.

Monthly Financial Report

Ms. Hellekson called attention to the report, on page 64 of the packet. She reported that revenues were solid, as was ridership. She expressed concern about fuel costs and noted rapidly escalating fuel prices. Costs had risen approximately 40 cents in one week and staff would watch the situation carefully given its potential impact. She said that she was also concerned about accessible services costs and would continue to report on them.

Mr. Evans asked what was spiking the cost of fuel. Ms. Hellekson said that crude prices had reached an all-time high.

Monthly Department Reports

There were no questions.

Board Correspondence

There were no questions.

Monthly Performance Reports

There were no questions.

ADJOURNMENT

Mr. Gaydos adjourned the meeting at 6:50 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Monday, November 26, 2007

Pursuant to notice given to *The Register-Guard* for publication on November 23, 2007, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting on Monday, November 26, 2007, beginning at 7:40 p.m., in the McNutt Room at Eugene City Hall, 777 Pearl Street, Eugene.

Present: Gerry Gaydos, President, presiding
Michael Dubick
Greg Evans
Mike Eyster, Vice President
Dean Kortge, Secretary (present via telephonic connection)
Mark Pangborn, General Manager
Jo Sullivan, Clerk of the Board, Minutes Recorder

Absent: Debbie Davis, Treasurer
(One vacancy, Subdistrict 4)

CALL TO ORDER/ROLL CALL – Mr. Gaydos called the meeting to order at 7:40 p.m. Mr. Kortge was present by telephone conference call for this meeting.

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. The motion was seconded and approved by unanimous vote.

The Board entered Executive Session at 7:40 p.m. The members of the LTD bargaining team (Director of Human Resources and Risk Management Mary Adams, the Board designee for labor negotiations; Director of Finance and Information Technology Diane Hellekson; Director of Transit Operations Mark 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 8:02 p.m.

ADJOURNMENT – There was no further business, and the meeting was adjourned at 8:02 p.m.

Board Secretary

MINUTES OF DIRECTORS
STRATEGIC PLANNING WORK SESSION

LANE TRANSIT DISTRICT

SPECIAL MEETING

Friday, November 30, 2007

Pursuant to notice given to *The Register-Guard* for publication on November 26, 2007, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a strategic planning work session on Friday, November 30, 2007, in a meeting room at PacificSource, 110 International Way, Springfield.

Present:

Board

Debbie Davis, Treasurer
Mike Dubick
Greg Evans
Mike Eyster, Vice President
Gerry Gaydos, President, presiding
Dean Kortge, Secretary

Staff

Mary Adams, Director of Human Resources and Risk Management
Diane Hellekson, Director of Finance & Information Technology
Mark Johnson, Director of Transit Operations
Mark Pangborn, General Manager
Steve Parrott, IT Manager
Tom Schwetz, Director of Development Services
Jo Sullivan, Administrative Services Manager/Clerk of the Board (Recording Secretary)
George Trauger, Director of Maintenance
Stefano Viggiano, Assistant General Manager
Andy Vobora, Service Planning & Marketing Manager

Absent:

(one vacant position, Subdistrict 4)

Charlie Simmons, Facilities Services Manager

CALL TO ORDER: The meeting was called to order by Board President Gerry Gaydos at 8:30 a.m. on Friday, November 30. During the course of the day, the Board and staff discussed the following topics and their strategic impact on the District.

VISION FOR THE FUTURE: John Morgan of the Morgan CPS Group led the Board through a visioning exercise. A proposed vision for LTD had been developed based on interviews with community leaders, Board members, and management staff. The Board discussed the importance of community values and outside influences (such as fuel price, fuel availability, and climate change) in the development of the District Vision. The Vision that was developed will drive strategic planning for LTD and will be incorporated into the next update of the Strategic Plan

STRATEGIC PLAN/BRAND PLAN: The Board discussed a document, tentatively titled *The LTD Way*, which combines the District's Strategic Plan with the LTD Brand Plan and the HR Plan, *Looking to the Future*. The Board reviewed the current LTD Vision Statement, Mission Statement, and 10 Valued Competencies. Some minor changes were suggested to those items. The Board

agreed with the concept of a combined plan and asked that a draft plan be brought to the Board for approval in early 2008.

LONG-RANGE FINANCIAL PLAN: The Board reviewed and discussed three different long-range (8-year) scenarios for revenues and expenditures. The three scenarios had varying assumptions regarding the cost for fuel and growth of the LTD payroll tax. Under any realistic scenario, the impact of increased fuel prices and a softening economy point toward some financial challenges during the next eight years.

SUCESSION PLANNING: Over the next several years, expiring Board member terms and retirements are expected to create turnover in Board leadership and in upper management. The Board discussed some Board member recruitment strategies and training for Board members that can help ease the Board leadership transition. The discussion of turnover of senior management will be discussed at a subsequent Board work session.

FUNDING ISSUES: This agenda item, which involved discussion of federal United Front requests, preparation for the reauthorization of the Federal Transportation Bill, and State Legislative requests for 2009, was postponed to a future Board meeting.

ADJOURNMENT: After a brief review of the day, the work session was adjourned at 4:45 p.m.

Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2007

ITEM TITLE: BOARD OUTREACH – NEIGHBORHOOD MEETINGS

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

ACTION REQUESTED: Review neighborhood group list and provide direction to staff on availability for attending meetings over the coming fiscal year.

BACKGROUND: Neighborhood group meetings provide an excellent outreach opportunity for LTD Board and staff, and also provide area residents with an opportunity to contribute input on District plans and programs.

The attached list includes both Eugene and Springfield neighborhood groups. Board members have been assigned groups based on the subdistrict they represent. If the Board would like to change these assignments, staff will revise the list.

Staff will provide informational handouts and accompany Board members to these meetings.

RESULTS OF RECOMMENDED ACTION: Staff will begin contacting the neighborhood groups to determine meeting schedules and agenda time availability. A tentative meeting time will be booked and later confirmed with the Board member involved.

ATTACHMENT: Neighborhood Group List

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2007

ITEM TITLE: WEST EUGENE EmX EXTENSION PURPOSE AND NEED STATEMENT AND GOAL AND OBJECTIVES

PREPARED BY: Tom Schwetz, Director of Planning and Development

ACTION REQUESTED: Adopt the Draft Final Purpose and Need Statement and Goal and Objectives (the evaluation framework) for the West Eugene EmX Extension (WEEE) project.

BACKGROUND: LTD staff and consultants revised the proposed Purpose and Need Statement and Goal and Objectives for the WEEE Project based on comments received from the public and partner agencies during the Scoping comment period (October 5, 2007, to November 6, 2007); advice received from the WEEE Corridor Committee meetings held on October 25, October 30, and November 8, 2007; and recommendations received from the EmX Steering Committee on December 5, 2007. The result is the attached Draft Final Purpose and Need Statement and Goal and Objectives (updated on December 5, 2007). Also attached is a more detailed Purpose and Need Statement and Goal and Objectives Scoping Report documenting the following:

- Public and agency comments received, and committee advice and recommendations received;
- Changes from the Proposed Purpose and Need Statement and Goal and Objectives to the Revised Draft Final version; and
- The rationale behind the Draft changes.

The memorandum will be updated if necessary, based upon final action by the LTD Board of Directors.

Project Proceeding Through Scoping Phase:

LTD and the Federal Transit Administration (FTA) initiated the project on September 18, 2007, by publishing in the *Federal Register* the Notice of Intent to prepare an Environmental Impact Statement (EIS) for the project. The first phase of the EIS process is called Scoping. The primary objectives of Scoping are to establish a purpose and need for the project and assemble the range of alternative alignments for the project. The Purpose and Need Statement for the project is used to develop a set of criteria that will be used to evaluate the range of alternatives selected. The alternatives will be carried into the Alternatives Analysis/Draft Environmental Impact Statement phase of the project.

The Development Process of the WEEE Project Purpose and Need Statement and Goal and Objectives:

The federal environmental process requires the development of a project Purpose and Need Statement. In addition, FTA procedures require the development of companion Goal(s) and Objectives. This Purpose and Need

Statement is a summary of the reasons for the project. The project's Goal and Objectives outline, in general, the desired outcome of the project. Together they serve 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 – constituting the project's evaluation framework. Based on the initial proposed Purpose and Need Statement, comments were collected during Scoping and categorized by Scoping topics (Purpose and Need, Goal and Objectives, Alternatives, Issues and Concerns, Air Quality, Noise, and approximately twenty other topics). Additional comments were received at meetings held with the City of Eugene, the West Eugene Collaborative, neighborhood groups, and various service organizations. Overall, approximately 1,000 comments were collected. In order to refine the development process of the project Purpose and Need Statement, LTD staff documented the advice the WEEE Corridor Committee members provided during a review of the comments specific to the proposed Purpose and Need and the Goal and Objectives.

Draft Final Purpose and Need Statement:

The attached Revised Draft Final Purpose and Need Statement and Goal and Objectives was prepared by LTD staff and considered: (1) comments received from the public and partner agencies and jurisdictions; (2) advice received from the WEEE Corridor Committee; and (3) a recommendation adopted by the EmX Steering Committee.

Public Involvement and Agency Coordination Conducted for Scoping:

As part of the Scoping phase, a significant public involvement and agency coordination process was conducted. This effort focused on introducing the public and public agencies to the project and getting feedback on the four main products of the Scoping phase:

1. The Proposed Draft Purpose and Need Statement
2. The Proposed Draft Goal and Objectives
3. The Proposed Range of Alternative Alignments for Further Study
4. The Scope of Analysis

On September 18, 2007, the FTA and LTD issued a Notice of Intent to publish an Environmental Impact Statement for the WEEE Project and initiated the project's Scoping phase. As a part of Scoping, LTD issued and invited public and agency comment on its proposed Purpose and Need and Range of Alternatives to be studied in the Draft Environmental Impact Statement (DEIS). The Scoping comment period extended through November 6, 2007. During the comment period, LTD staff made presentations on Scoping products to various interest groups, including the West Eugene Collaborative, neighborhood groups, and service organizations. Meetings of the West Eugene Corridor Committee and EmX Steering Committee also were held during this period.

Scoping Process Decision Making:

Following LTD Board action to adopt the Final Purpose and Need Statement and Goal and Objectives, LTD staff will work to reach consensus on the document with the FTA (the project's federal lead agency) and with any agency identified

as a federal cooperating agency. Reaching a consensus on the Final Purpose and Need Statement and Goal and Objectives for the project may require additional action by the LTD Board of Directors if revisions to the document are requested by FTA and/or the federal cooperating agency. Consideration of the Range of Alternative Alignments for Further Study and the Scope of Analysis, which are also elements of Scoping, is scheduled to be requested at the Board's February 13, 2008, meeting.

Next Steps and Overall Project Schedule:

The Scoping process will be followed by an Alternatives Analysis and preparation of a Draft Environmental Impact Statement (DEIS). A 45- to 60-day public comment period, including a public hearing, will follow publication of the DEIS. The Alternatives Analysis, DEIS, and public and agency comment will be considered as LTD, the City of Eugene, and the Metropolitan Policy Committee are asked to consider and adopt 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. The FTA will then issue a Record of Decision, which will allow the project to proceed to final design and construction.

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

ATTACHMENTS:

- 1) Revised Draft Final Purpose and Need Statement and Goal and Objectives, dated December 5, 2007
- 2) Comparison of the "Proposed" and the "Revised Draft Final" Purpose and Need Statement and Goal and Objectives (showing track changes)
- 3) Summary of Public Outreach
- 4) WEEE Project Screening and Evaluation Flow Chart
- 5) Draft Scoping Report to the LTD Board of Directors on the Revised Draft Final Purpose and Need Statement

NOTE: The Draft Scoping Report and public and agency comments received during the Scoping period are being included as enclosures with the LTD Board agenda packet to Board members only. Other interested parties may obtain a copy by contacting LTD.

PROPOSED MOTION:

I move approval of LTD Resolution No. 2007-044: It is hereby resolved that the LTD Board of Directors adopts the recommended Draft Final Purpose and Need Statement and Goal and Objectives, dated December 5, 2007.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 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 winter and spring vacation dates.

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

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 19, 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 December 19, 2007:
1. Minutes of the October 17, 2007, Regular Board Meeting
 2. Minutes of the November 26, 2007, Special Board Meeting/ Executive Session
 3. Minutes of the November 30, 2007, Board Strategic Planning Work Session
- ATTACHMENT:**
1. Minutes of the October 17, 2007, Regular Board Meeting
 2. Minutes of the November 26, 2007, Special Board Meeting/ Executive Session
 3. Minutes of the November 30, 2007, Board Strategic Planning Work Session
- PROPOSED MOTION:** I move that the Board adopt the following resolution:
- LTD Resolution No. 2007-041: It is hereby resolved that the Consent Calendar for December 19, 2007, is approved as presented.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2007

ITEM TITLE: WORK SESSION: COMMUTER SOLUTIONS PROGRAM REPORT

PREPARED BY: Tom Schwetz, Director of Planning and Development

ACTION REQUESTED: None. Information only.

BACKGROUND: Since 1995 the Commuter Solutions Program has supplied the region with transportation management strategies that have been endorsed and coordinated with local and state agencies. Programs and services implementing these strategies are offered to businesses, agencies, educational institutions, and individuals.

There has been positive growth in the number of businesses participating in Commuter Solutions programs. Commuter Solutions program offerings have grown to include the Student Transit Pass Program, which resulted in significant growth in bus ridership. Staff will present an update to the Board that reviews Commuter Solutions growth and development, highlights the program's achievements to date, and presents the program's opportunities for the future.

ATTACHMENTS: None

PROPOSED MOTION: None



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

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

MONTHLY DEPARTMENT REPORTS

December 19, 2007

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

PROJECT DEVELOPMENT

West Eugene EmX: Staff are ready to recommend adoption of the West Eugene EmX Extension (WEEE) Purpose and Need Statement and Goal and Objectives (PNGO) to the LTD Board of Directors. The Revised Draft Final PNGO reflects input received from the following:

1. A 45-day public Scoping period (including the October 8 and 9 open house events)
2. Advice provided by the WEEE Corridor Committee
3. Meetings held with the City of Eugene and the West Eugene Collaborative (WEC)
4. Presentations to other groups (such as the Eugene Bicycle Coalition) and neighborhood associations (Churchill, Far West, Jefferson Westside, Whiteaker and River Road)
5. LTD EmX Steering Committee recommendations

LTD staff expect additional comments on the Revised Draft Final PNGO from the Federal Transit Administration (FTA) and 29 federal, state, and local agencies invited to become participating agencies. To explain the process of developing the recommendations, LTD staff have prepared a summary that is included as a separate agenda item. Further changes to the Revised Draft Final PNGO are not anticipated, but may result from communications among the FTA, participating agencies, and the LTD Board of Directors.

Upon adoption of a final PNGO, LTD staff will devote their energy to the range of alternatives and the development of screening criteria and measures. Staff anticipate that a recommended list of alternatives for future analysis will be presented to the Board of Directors for its consideration in February 2008.

COMMUTER SOLUTIONS

Connie B. Williams, Program Manager

Program Management: Commuter Solutions staffed information booths at the Eugene Chamber of Commerce's Work Trends Conference and at the City of Springfield's Employee

Benefits Fair. Staff made presentations to the Gateway Development Committee and attended the 2008 Olympic Trials Transportation Committee meeting.

A peer review project investigating Rideshare programs in similar-sized communities was recently completed. The next step in the project is to use what has been learned to develop a Rideshare strategic plan for the region.

Recruitment efforts have begun to fill the vacant Rideshare coordinator staff position. It is hoped that the new hire can begin in January, which would bring the Commuter Solutions program to a full staffing level.

Group Pass/ETC Programs: McKay Investments, representing Oakway Mall, enrolled in the Commuter Club Voucher Program.

CarPool/VanPool/Emergency Ride Home Program (ERH): The Cottage Grove/Creswell vanpool to RiverBend Annex started on November 1. Commuter Solutions is in discussions with PakTech about forming a vanpool for their work site. Four new commuters have registered for the Emergency Ride Home program. Employees at RiverBend Annex have indicated an interest in supporting seven new vanpools to the International Way area.

Smart Ways to School: Lisa VanWinkle chaired the Oregon Safe Routes to School Advisory Committee, which made infrastructure grant funding recommendations to improve walking and bicycling routes to school. Applicants from our region included Monroe Middle School (Eugene 4J School District) and Thurston Elementary (Springfield School District). The Committee and the Oregon Department of Transportation have approved these applications.

Student Transit Pass Program: Staff worked with the Oregon Department of Energy to develop a new Business Energy Tax Credit category for “Transportation Services for K-12 Students.” The public comment period closed in November and the new rules were approved on December 1, 2007. These rules will enable LTD to apply directly for a Business Energy Tax Credit under the new category to fund the Student Transit Pass Program for the foreseeable future.

CAPITAL PROJECTS

Charlie Simmons, Facilities Services Manager

Pioneer Parkway EmX: Thirty percent design drawings were submitted to the City of Springfield prior to the Thanksgiving holiday. City staff anticipate completing their review by early January 2008, in preparation for an update to be presented to the Springfield City Council on February 4, 2008.

Gateway Station: Design is at a 60 percent level. General Growth has given LTD the approval to move forward with a modification to the Mall’s site plan. The design team will submit drawings to the City of Springfield for the site plan review in mid-December. Construction is still on schedule to begin in late Spring 2008 and the new station should be open in Fall 2008.

SERVICE PLANNING, ACCESSIBILITY, AND MARKETING

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

Service: Winter bid work continues. Two trippers, which were added to address school overloads, will be incorporated into the service package. Analysis of Annual Route Review items continues. Discussion will occur with the employee Service Advisory Committee on December 18 and with the Board Service Planning, Accessibility, and Marketing Committee on December 19. An abundance of work continues on planning for the Olympic Trials shuttles. It is likely that the plan will not be final until right before the Trials.

Media: Covered topics included the ESPN GameDay shuttles, ridership increases, labor negotiations, Board vacancy, Stuff the Bus activities, and the Rosa Parks commemoration.

Outreach: Neighborhood meetings continued during the past month, including the Churchill, Whiteaker, River Road, and West University areas. Annual Route Review outreach included direct mail to Junction City and Veneta, and to residents along the affected routes. Open houses were held at four locations (two in each community) on December 3 and 4.

Fleet Branding: The new logos and striping have been applied and the fleet is sporting the most uniform look it has had in many years. Many compliments on the new look have been received.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

Accessible Services began work on several large projects this past month. Staff are preparing to submit an application to the National Center on Senior Transportation for a grant intended to improve mobility for seniors under the federal United We Ride initiative. The application seeks to expand the Travel Training and Transit Host programs to include seniors and to develop and introduce friendly, alternative training and information resources for seniors. In addition, a team of stakeholders has formed to submit an application for participation in the Easter Seals Project Action Mobility Management Institute in April 2008. The Institute selects teams from around the country to spend three days together problem solving such issues as financing, politics, service gaps, etc., that typically are prevalent among agencies that need to coordinate transportation for their clients. The team from Eugene includes representatives from Senior and Disabled Services, Lane County Mental Health, the Department of Human Services, and LTD, and a representative for people with disabilities who use public transportation. Regardless of the selection to participate in the Institute, this team will continue to meet to work through several issues that have been identified.

Staff have been working with the LCOG Senior & Disabled Services outreach staff in both Oakridge and Florence to develop Americans with Disabilities Act (ADA) eligibility assessment tools.

Special Mobility Services (SMS) hired Kristine Lyon as the RideSource Call Center manager in late November. The lead customer service representative position has been posted and will be filled by the end of December.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

APTA Standards Working Groups: The director attended a meeting in Atlanta to work with several safety and security professionals who met to develop standards for emergency management and response for transit systems. These were interesting, informative, and productive meetings. The goal of the standards working groups is to provide recommended practices documents that can serve as a guide to transit systems developing their own plans. These trips are reimbursed through APTA.

Football Service - A Great Success: The LTD-UO football game service was a resounding success this year. Operations supervisors Shawn Bradley and Van Snyder had the primary responsibility of organizing the service this year and several changes were made that helped make it a successful year. Many other supervisors also gave up days off in order to ensure that LTD successfully supported the community. The efforts of these staff members were greatly appreciated.

Another New Operator Class: Six new bus operators will begin their careers at LTD in mid-December. This has been an active year for hiring operators. Thankfully, LTD is able to recruit successfully for bus operators.

MAINTENANCE

George Trauger, Director of Maintenance

Bio-Fuel: The District has upgraded to a 15 percent bio-diesel mix. No major mechanical problems have been experienced using this fuel thus far. It is planned to upgrade to 20 percent in two months. After that time, and before including the remaining revenue vehicles, an extensive study of the pros and cons of using bio-diesel will be conducted.

New Employees: Technical Supervisor David Svendsen and General Service Worker Jordan May began work on November 5. The department is currently in the hiring process for two new journeyman mechanics.

**FINANCE AND INFORMATION
TECHNOLOGY**

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Carol James, Accounting Manager

Three hundred twenty-three (323) vendor paper and electronic checks totaling \$2,498,561 were processed during the month of November. No significant checks (more than \$25,000) for capital outlay were processed during the month.

Seventy-three (73) payroll checks and 936 payroll direct deposits totaling \$874,167 were made in November 2007. These numbers reflect two pay dates in November.

Eleven (11) cash fare deposits totaling \$151,767 were processed in November 2007. These receipts include \$17,737 attributed to one home football game.

PURCHASING

Jeanette Bailor, Purchasing Manager

Bids were received for the RideSource Call Center remodel. Staff are working with the apparent low bidder, McKenzie Commercial, to finalize the contract, and also are bidding and ordering separately the furnishings needed to complete this contract. Staff anticipate delivery to coincide with the completion of construction. Requests for Proposals are being developed for consulting services for the electronic document management system project, vehicle video surveillance equipment, and security monitoring.

**HUMAN RESOURCES AND
RISK MANAGEMENT**

Mary Adams, Director of Human Resources and Risk Management

Health Care: The annual Benefits Fair was held on November 14. In addition to having all health-related contractors available throughout the day to talk with employees, a bio-metric screening service was provided and flu shots were given. Overall attendance was smaller than last year, but those who attended commented that the Fair's offerings were very helpful.

Selection and Hiring: Hiring activity remained high in November. Interviews were held and a new general service worker and a new maintenance technical supervisor began work on November 5. Bus Operator Bob Neis retired on November 30 after 31 years of service.

Testing for new bus operators was conducted four times during the first week of November. Twelve new bus operators were hired: six began class on December 13, and six will begin class in early February 2008.

Labor Contract Negotiations: A tentative agreement between LTD and the Amalgamated Transit Union (ATU) Local 757 was reached in mid-November. The ATU leadership recommended approval of the agreement, and its membership, by an overwhelming vote of 160 to 9, approved the contract on Sunday, December 9. The Board of Directors met in a special session on Tuesday, December 11, and approved the final three-year contract, which is retroactive to July 1, 2007.

Other: Trustees for the LTD Salaried Pension Plan and the LTD/ATU Pension Plan attended the annual International Foundation for Education, Benefits, and Compensation Employee Benefits Conference in Anaheim, California, during the first week of November. Valuable information related to all facets of pension plan management was presented in more than 100 individual classes and workshops.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2007

ITEM TITLE: JANUARY 2008 EMPLOYEE OF THE MONTH

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

BACKGROUND: January 2008 Employee of the Month: Bus Operator Fred Pearson was selected as the January 2008 Employee of the Month. He was hired as a bus operator in May 2003. Fred was nominated for this award by two regular riders who wanted to thank him for being so pleasant and personable while consistently telling passengers to "have a nice day."

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

Fred Pearson has displayed exemplary service to LTD and to our customers. He has consistently gone a step above in his work as an operator and in his service to our community. Fred has received many positive customer comments and Employee of the Month nominations over the years for outstanding customer service.

Fred has volunteered to work as a transportation coordinator at many of LTD's special events during many of his off-duty hours. Whether coordinating service for the Country Fair or the University of Oregon Duck games, Fred ensures orderly movement of the buses and assists customers with their designated boarding. He has the ability to remain calm, think quickly, and make appropriate decisions while managing the boarding of thousands of Duck fans.

During the Fall 2007 football season, Fred volunteered to work as the lead coordinator for the Willamette Leadership Academy. His attention to detail and ability to communicate effectively with today's youth will be an asset to this vital service.

Fred's work ethic and sense of pride are highly valued and his professionalism sets him apart from his peers. Fred is well-deserving of this award.

Congratulations to Fred on being selected as the January 2008 Employee of the Month!

AWARD: Fred will attend the December 19, 2007, meeting to be introduced to the Board and receive his award.

Franklin Boulevard Redesign

Prepared by Assistant General Manager Stefano Viggiano
December 19, 2007

Franklin Boulevard is a key transportation link that connects Eugene and Springfield and serves the University of Oregon and other key activity centers. It also acts as a primary visitor entrance into Eugene and Springfield.

Project Scope

This project involves the redesign and reconstruction of Franklin Boulevard between the Springfield Bridge and the Ferry Street Bridge (note that Franklin becomes Broadway west of Hilyard Street). Elements of the redesign include the following:

- Consideration of a multi-way boulevard in certain sections
- Creation of wider sidewalks to enhance pedestrian movement
- Addition of bike lanes
- Installation of double EmX lanes between the Springfield Bridge and 11th and Franklin
- Improved aesthetics (landscaping, undergrounding of utilities)

Benefits of the Franklin Redesign

A redesign of Franklin Boulevard can provide a number of benefits to the community. The project will support economic development efforts, improve the mobility for all modes of transportation, address safety concerns, and beautify a major entrance into our community.

Support for Economic Development

While there is potential for redevelopment along the entire length of this section of Franklin Boulevard, there are several major redevelopment efforts currently underway:

- **Glenwood Redevelopment:** Glenwood is viewed as a key redevelopment opportunity in the Eugene-Springfield area. A redesigned Franklin Boulevard is a critical element in plans to redevelop Glenwood. Franklin Boulevard through Glenwood does not have continuous sidewalks, bike lanes, or EmX lanes, all of which would benefit new development. In addition, a multi-way boulevard concept could be used in this section, especially for development on the north side of Franklin.
- **Walnut Station Mixed-Use Area:** The City of Eugene has identified the area near the Walnut EmX Station as a priority mixed-use area. There is considerable redevelopment potential in this area, with several vacant or underused parcels of land. Planning efforts for the mixed-use area have been underway for two years. Improvements to Franklin Boulevard can make this area more pedestrian friendly, which is a key element in making a mixed-use area successful.

- UO Arena: The University of Oregon is expected to pursue construction of a new university arena to be located southwest of the Franklin and Villard intersection (at the former site of William's Bakery). The arena would replace Mac Court as the home of the University's basketball teams. It would also be a key venue for other events. Franklin Boulevard is the key transportation facility serving the new arena.
- EWEB/Federal Courthouse: The new Federal Courthouse and the Eugene Water and Electric Board property are very close to downtown Eugene, but difficult to access due to the barrier created by Broadway where it joins the Ferry Street on-ramps and 6th/7th Avenues. The new Federal Courthouse has the potential to encourage nearby redevelopment. EWEB is planning to relocate, making its large tract of riverfront property available for redevelopment. A redesign of Broadway (which is part of this project) would greatly improve access to this riverfront area and support the redevelopment.

Improved Mobility

The current design of Franklin Boulevard works fairly well for automobile use and has some transit improvements, but is woefully lacking in accommodating other transportation modes. The proposed redesign would significantly improve facilities for alternative transportation modes, while continuing to provide for convenient auto access and use.

- Pedestrian Facilities: There are many sections of Franklin Boulevard that do not have sidewalks, and the sections that have sidewalks are often of minimal width and adjacent to traffic. The Franklin Boulevard reconstruction would create continuous sidewalks along the length of the corridor; the sidewalks would be wider than minimum width and designed to provide for a comfortable pedestrian environment, including a separation from higher-speed traffic. The project could also realign offset intersections across Franklin Boulevard, creating more opportunities to cross the street safely. Pedestrian facilities are especially important, given the current high pedestrian use in some areas, such as the University, and the expected high pedestrian use in the redeveloped areas.
- Bicycle Facilities: There are very few sections of Franklin Boulevard that have bicycle lanes. While there is a parallel bicycle facility in certain parts of the corridor, it is not continuous and is not close enough to serve destinations on Franklin. This project would create a safe, convenient, and continuous bicycle facility along Franklin Boulevard.
- Transit (EmX) Facilities: LTD's first EmX line is located on Franklin Boulevard. The new service has been very well received by the public and has had exceptional ridership. EmX facilities along Franklin Boulevard consist of a combination of double EmX lanes, single (bi-directional) EmX lanes, and travel in mixed traffic (mostly in Glenwood). The single, bi-directional lanes create some delay when an EmX vehicle must wait for a vehicle traveling in the opposite direction to clear the single-lane section. This problem will become more significant if the service frequency increases. The mixed-traffic sections have the potential for delay from traffic congestion, which will become a bigger problem as the community grows and as this corridor redevelops. The Franklin Boulevard project would include double EmX lanes along Franklin.

- **Automobile Facilities:** Franklin Boulevard generally works well for automobile trips along the corridor. The Franklin Boulevard redesign will attempt to retain existing traffic capacity, while also improving automobile access to development along the corridor. One method to accomplish this is a multi-way boulevard, which separates through-traffic flow from traffic that is accessing businesses.

Improved Safety

The new bicycle and pedestrian facilities constructed as part of the Franklin Boulevard project would greatly improve the safety of users of those modes of travel. In addition, the project will create more pedestrian crossing opportunities, which will eliminate some of the mid-block crossings that are pervasive near the University of Oregon. The realignment of off-set intersections crossing Franklin will also improve automobile safety.

Improved Aesthetics

Franklin Boulevard is not only a heavily used transportation corridor linking Eugene and Springfield, it is a primary entrance into the community for visitors. The Franklin Boulevard and Glenwood Boulevard exits from Interstate 5 route automobiles onto Franklin Boulevard. Virtually every visitor to the University of Oregon uses Franklin Boulevard to access the campus. This project would include the addition of landscaping and undergrounding the above-ground utilities on the corridor, which would improve the aesthetics of Franklin Boulevard. The project would also include improved signage and consistent and attractive street lighting.

Potential Participating Agencies

- City of Eugene
- City of Springfield
- Lane County
- Lane Transit District
- Oregon Department of Transportation
- University of Oregon
- Eugene Water and Electric Board

Cost/Funding

It is very difficult to estimate a cost at this preliminary stage of discussion; however, it is safe to say that this will be an expensive project. There are some potential funding sources. Federal sources, including the Federal Transit Administration (FTA) and the Federal Highway Administration, could help fund portions of the project. Given the size of the project, this federal request would most appropriately be made as part of reauthorization of the transportation bill. State funding for economic development, perhaps using lottery funds, is another option.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 19, 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. **The Strategic Plan**: The Board will be asked to adopt an updated Strategic Plan (tentatively titled *The LTD Way*) at either the January 16 or February 20, 2008, regular Board meeting.
 - B. **Capital Improvements Program Adoption**: Approval of the FY 2008-09 Capital Improvements Program will be on the agenda for the February 20 or March 19, 2008, regular Board meeting.
 - C. **Long-Range Financial Plan Adoption**: Approval of the FY 2008-09 Long-Range Financial Plan will be requested at the February 20 or March 19, 2008, regular Board meeting.
 - D. **FY 2008-09 Service Recommendation**: Public hearings on proposed changes to routes and schedules will be held on February 11 and March 10, 2008, at the Eugene Public Library. The Board will be asked to approve the final recommended service package at the March 19, 2008, regular meeting.
 - E. **FY 2008-09 Pricing Plan**: Public hearings on any proposed changes to the pricing plan are scheduled for February and March 2008, with direction from the Board to be provided at the March 19, 2008, regular Board meeting. Fare changes supported by the Board will require a change in the fare ordinance, which would occur in Spring 2008.
 - F. **Pioneer Parkway EmX Design and Budget**: The Board will periodically review the Pioneer Parkway EmX design and budget as the project proceeds to construction. The Board will review the 30 percent design at the January 16, 2008, meeting. At the February 20, 2008, meeting, the Board will be asked to adopt a resolution regarding property acquisition.
 - G. **West Eugene EmX**: The Board will be provided periodic updates on planning efforts related to a possible West Eugene EmX route. At the February 20, 2008, meeting, it is expected that the Board will be asked to approve a range of alternatives to study in the environmental process.

- H. **February 25 Joint Meeting with Springfield City Council/Special LTD Board Meeting:** The LTD Board and Springfield City Council will meet on February 25, 2008, at Springfield City Hall. 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.
- I. **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.
- J. **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.
- K. **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.
- L. **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.

Possible Sale or Lease of Garfield Property Summary of Advantages and Disadvantages

Sale Option Advantages

- The sale of the property would result in an influx of approximately \$1 million in local funds that could be transferred to either the General Fund or the Capital Projects Fund. In the Capital Projects Fund, the money would match \$4 million of federal funds.
- The Eugene Police Department would be a very good neighbor to RideSource, and its presence likely would reduce the vandalism and theft that has occurred at the site.
- The sale of the property would demonstrate partnership with a local agency that has provided assistance to LTD on a number of issues.
- It is unknown if and when LTD will need to develop a satellite facility. It is likely the need will not occur until the LTD fleet has reached 200 buses, which is not expected to occur for at least 20 years.

Lease Option Advantages

- The lease of the property would provide a positive cash flow and allow the District to retain the site for possible use or sale (at an appreciated value) in the future. The annual lease fee could be used to fund operations or as local match for capital projects.
- The Eugene Police Department would be a very good neighbor to RideSource, and its presence likely would reduce the vandalism and theft that has occurred at the site.
- The lease of the property would demonstrate partnership with a local agency that has provided assistance to LTD on a number of issues.
- It is unknown if and when LTD will need to develop a satellite facility. It is likely the need will not occur until the LTD fleet has reached 200 buses, which is not expected to occur for at least 20 years.

Disadvantages of a Sale/Lease

- Large tracts of close-in industrial property are scarce and will become more scarce and more expensive in the future. This property would clearly be unavailable if sold. If leased, it may be very difficult in 20 or 30 years to request that the Eugene Police relocate.
- Maintaining ownership and availability of the property provides greater flexibility to respond to unexpected changes in transit demand or new technologies. Although current growth patterns suggest that the satellite facility will not be needed for 20 years or more, changes in fuel availability, fuel price, or other unexpected factors could shorten that timeline.
- As a satellite facility, the parcel is strategically located to complement the Glenwood location and minimize deadhead travel time for the fleet as a whole.
- The plan accommodates RideSource property needs for the next 20 years. Retaining the extra property would provide for RideSource expansion far beyond the 20-year planning horizon--or even within the 20-year period if the growth in the RideSource fleet is greater than anticipated.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 19, 2007
- ITEM TITLE:** POSSIBLE SALE OR LEASE OF GARFIELD PROPERTY
- PREPARED BY:** Stefano Viggiano, Assistant General Manager
- ACTION REQUESTED:** Provide direction on the possible sale or lease of the LTD property on Garfield Street
- BACKGROUND:**
- In 2003 LTD purchased a tract of property on Garfield Street to house a new RideSource facility. The District chose to purchase more land than was required for the RideSource facility with the intent that the additional property could be used as a possible LTD satellite facility at some point in the future. An analysis of bus “deadheading” patterns indicated that a site in that general West Eugene area would be an efficient location for a satellite facility. When the property was purchased, the “extra” parcel was subdivided from the RideSource portion and acquired using local funds.
- The City of Eugene has expressed an interest in the property as the site of a Eugene Police station. The attached map shows the RideSource facility property needs based on an estimated 20-year projection of fleet growth. The remaining property is approximately 3.5 acres, which is of sufficient size for the Eugene Police station.
- Staff seek direction on whether to pursue a sale or lease of this property to the City of Eugene. Attached is a document that summarizes some of the pros and cons of the sale and lease options.
- The Finance Committee considered this issue at their meeting on December 12, 2009. Their thoughts on this question will be provided to the Board at the December 19 Board meeting.
- ATTACHMENTS:**
1. Plan view of Garfield Site
 2. Advantages and Disadvantages of Possible Sale/Lease of the Garfield Property
- PROPOSED MOTION:** None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 19, 2007
- ITEM TITLE:** BOARD HUMAN RESOURCES COMMITTEE RECOMMENDATION
- PREPARED BY:** Gerry Gaydos, Chair, Board of Directors Human Resources Committee
- ACTION REQUESTED:**
- (1) Hold executive session to evaluate the performance of the general manager
 - (2) Review Proposed General Manager Goals and Objectives
 - (3) Approve Committee Recommendation
- BACKGROUND:**
- The Board's Human Resources (HR) Committee is charged with conducting an annual evaluation of the general manager. For this fall's evaluation, the Committee solicited feedback from key community leaders. Board members and Leadership Council members also filled out an assessment questionnaire. In an ongoing effort for consistency, both processes used the same assessment tools as were used in the 2006 evaluation. Confidential results were compiled and presented to the Committee at its November 27, 2007, meeting. Additional discussion was held at the December 11, 2007, HR Committee meeting.
- The Committee was impressed with the strong positive feedback received through this evaluation process. The Committee has provided the compiled evaluation materials to all Board Members in preparation for this meeting.
- On December 11, the Committee also discussed updated goals and objectives for the general manager. Those are being presented for discussion at this meeting. Board input can be incorporated into the draft, and revised goals can be brought back to the Board for approval at the January 16, 2008, meeting.
- COMMITTEE RECOMMENDATION:**
- The Committee recommends that the Board approve a one-time contribution of \$10,000 to the general manager's Retirement Plan Employer Contribution Account, as recognition for his outstanding performance during the past year. This can be accomplished by adopting the attached amendment to the Salaried Employees' Retirement Plan.

- ATTACHMENTS:**
- (1) Draft General Manager Goals and Objectives for 2008
 - (2) Fifth Amendment to the Restatement of the Lane Transit District Salaried Employees' Retirement Plan Dated June 19, 2002
 - (3) Combined performance evaluation comments are being distributed to Board members under separate cover.

- PROPOSED MOTIONS:**
- (1) I move that the LTD Board of Directors meet in Executive Session pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of the LTD general manager.
 - (2) **In Open Session:** I move adoption of LTD Resolution 2007-045: Resolved, the LTD Board of Directors adopts the Fifth Amendment to the Restatement of the Lane Transit District Salaried Employees' Retirement Plan Dated June 19, 2002, as recognition for General Manager Mark Pangborn's outstanding performance during the past year.

DRAFT

LTD General Manager 2008 Performance Goals and Objectives April 24, 2020

The Board of Directors and the general manager understand that the general manager's role is to provide oversight and direction to staff for accomplishing many of the following goals. Ultimately, the Board holds the general manager responsible for the overall accomplishments of these goals and the performance of Lane Transit District.

1. **One-Year Goals - 2008**
 - a. Direct the completion of the design of the Pioneer Parkway EmX line and the construction of Gateway Mall transit station.
 - b. Provide leadership in community discussions on a West Eugene corridor of EmX. Prepare necessary material and complete the planning process so that a preferred design for this corridor could be selected in 2009.
 - c. Oversee the development and implementation of a plan to provide for possible federal funding for the design and construction of the West Eugene EmX.
 - d. Oversee the development of a plan to present to the Oregon state legislature that includes funding for critical LTD initiatives.
 - e. Direct staff in the planning and provision of transit services to the Olympic trials.
 - f. Continue to build on the employee relations gains made in the past three years.
 - g. Oversee the development and implementation of a long-range plan that ensures that LTD continues to evaluate and implement sustainable operational practices.
 - h. Oversee the development and implementation of an LTD Diversity Plan.

2. **Manage the District's Strategic Work Plan - External**
 - a. Provide leadership for the community's transportation needs and direct staff to accomplish the following tasks:
 - (1) Improve the community's understanding of its transportation/transit needs and actively promote and market LTD's products and services. This would include a plan to initiate a community dialogue on the long-term role of LTD in providing transportation services to the community.
 - (2) Make sure transit is being considered in all aspects of development planning.
 - b. Personal Goals in this category include:
 - (1) Continue to develop new and maintain current relationships within the community of metro leaders and decision makers through groups such as SEL and others.
 - (2) Become more actively involved in media coverage so that I am identified as a primary spokesperson for LTD.

3. LTD Organizational Performance - Internal

- a. Deliver reliable, responsive, and accessible public transportation services.
- b. Provide outstanding customer service that meets or exceeds performance standards for fixed-route service.
- c. Continue to develop and implement innovative service that reduces dependency on the automobile and maximizes ridership.
- d. Maintain LTD's fiscal integrity.
 - (1) Ensure balanced budget and unqualified audit.
 - (2) Develop a plan to provide for funding of the Capital Improvements Program and the Long-Range Financial Plan.
- e. Provide support to the Board so that they can perform the responsibilities of their job effectively and efficiently.
 - (1) Ensure constant two-way communication—no surprises.
 - (2) Provide adequate and appropriate information and staff support to the Board so that they can make informed decisions and carry out the responsibilities of their position.
 - (3) Have processes in place that can anticipate issues that the Board will face and provide a recommendation on how to address those issues.
 - (4) Provide opportunities for individual and collective Board training to develop their skills base.
 - (5) Assist the Board in the development of a Board leadership succession process.

FIFTH AMENDMENT TO THE RESTATEMENT OF THE
LANE TRANSIT DISTRICT SALARIED EMPLOYEES' RETIREMENT PLAN
DATED JUNE 19, 2002

The restatement of the LANE TRANSIT DISTRICT SALARIED EMPLOYEES' RETIREMENT PLAN dated June 19, 2002, and amended December 16, 2002, September 17, 2003, February 18, 2004, and December 19, 2005, is amended effective December 19, 2007, to provide that Employer will contribute \$10,000 to Member Mark Pangborn's Employer Contribution Account during the Plan Year ending June 30, 2008. This \$10,000 contribution will be allocated to Mr. Pangborn's Employer Contribution Account as of December 31, 2007, and is in addition to any contribution required by Section 10.1 of the Plan but is subject to the Plan provisions implementing the limitation on annual additions in Internal Revenue Code Section 415 as in effect for the Plan's limitation year ending December 31, 2007. No later amendment or restatement of the Plan shall affect this Fifth Amendment unless the amendment or restatement specifically refers to and specifically amends this Fifth Amendment.

SIGNED December 19, 2007.

LANE TRANSIT DISTRICT

By _____
Gerry Gaydos, President of Board of Directors

Q:\Reference\Board Packet\2007\12\Regular Meeting 12-19-07\ltd plan db salaried 2002 amendment 5th 0712191.doc

FIFTH AMENDMENT

LTD United Front Requests: 2008

Prepared by Assistant General Manager Stefano Viggiano
December 19, 2007

□ **Additional EmX Vehicle**

Amount Requested: \$1 million
Suggested Funding Source: FTA 5309 Bus and Bus Discretionary

Justification:

The Franklin EmX, LTD's first bus rapid transit line, has been extremely successful, with ridership after just a few months exceeding 20-year projections. On a typical weekday, more than 5,600 boardings occur on the four-mile route. This is nearly a 90 percent increase as compared to the conventional bus service that EmX replaced. While there are a number of factors that contribute to the success of the EmX service, the 10-minute weekday service frequency and the reliability of the service are considered key factors. An additional spare EmX vehicle is needed to ensure that 10-minute frequency is maintained and that the EmX schedule is reliable.

There are currently six EmX vehicles: four vehicles are needed to provide the 10-minute service, leaving two vehicles to serve as spares. As originally planned, the addition of the Pioneer Parkway EmX leg would result in eight vehicles in service and two spare vehicles. While this would normally be an adequate spare ratio, the small number of actual spare buses makes it difficult to guarantee the availability of a spare bus. Due to the unique operating characteristics of EmX, it is not possible to use other LTD buses on the EmX route. If an accident or significant maintenance issue takes an EmX bus out of service for an extended period of time, there would be only one spare available, which could create a problem maintaining service. An additional spare bus would greatly improve the ability to maintain reliable service on the route.

□ **West Eugene EmX Environmental Analysis**

Amount Requested: \$2 million
Suggested Funding Source: FTA 5309

Justification:

West Eugene has been selected by the Eugene City Council and the LTD Board of Directors as the third EmX line to pursue. This corridor would be an extension of the Franklin EmX line to the west. It would serve an area that is experiencing significant development and has significant transportation challenges.

In FY 2007-08, funds were allocated to conduct an Alternatives Analysis for the West Eugene EmX corridor. The next step in the process is to complete the environmental analysis required by the National Environmental Policy Act. This funding would allow project development to proceed without delay. Specifically, the funding would pay for completion of an Environmental Impact Statement (EIS), including preliminary engineering to approximately 30 percent of design.

□ **Gateway Park & Ride**

Amount Requested: \$2 million

Suggested Funding Source: FTA 5309 Bus and Bus Discretionary

Justification:

Park & Ride lots are an important strategy in LTD's plans to serve the community, and are an integral element of the EmX system. Strategically located Park & Ride lots along EmX corridors can intercept auto trips before they reach the congested city center, offering a connection to a high-quality transit service.

As part of the Pioneer Parkway EmX project, LTD has been investigating options for a Park & Ride facility in the vicinity of Gateway and Beltline. A suitable property that is owned by the Oregon Department of Transportation has been identified and is available. This request would fund the development of that facility.

Neighborhood Meetings by Board Subdistrict

BOARD MEMBER	NEIGHBORHOOD	MEETING DATES	TIME	DATE SCHEDULED	CONTACT
DEBBIE DAVIS	Southwest Thurston Neighborhood Assn.	TBD			
MIKE EYSTER	Harlow Neighbors (Eugene)	Every two months	7-9 pm	Interested. Peg Reinkert will call Eileen to set a time.	Bob Kline (541) 345-0643 kline7796@comcast.net
	Washburne Neighborhood Assn.	Every two months	7 pm		
	Game Farm Neighbors Assn.	TBD			
MIKE DUBICK	Southeast Neighbors (Eugene)	Second Tuesdays	7-9 pm	Arrange by e-mail	Kevin Matthews 345-7421 matthews@artifice.com
	Laurel Hill Valley Citizens (Eug)	Quarterly	7-9 pm		Jeff Hazel 345-6565 rhazelr@yahoo.com
SUB DISTRICT 4 (Vacant)	Cal Young Neighborhood	Quarterly	7-9 pm	Ben moved; no longer chair or contact	Ben Cogdill 541-912-4962 bencogdill@mac.com
	River Road Community Org.	3rd Mondays	7-9 pm	BOOKED: Monday, November 19; 7pm-9pm; River Road Annex, 1055 River Rd.	COMPLETED Jolene Siemsen 689-2667 jsiemsen@uoregon.edu
	West University Neighbors	First Thursdays	7-8:30 pm	BOOKED: Thursday, Dec. 6, at Central Presb. Church; 555 15th Avenue (enter from the ally); 7 pm-8:30 pm	COMPLETED Deborah Healey 683-7454 healeyd@onid.orst.edu

GERRY GAYDOS	Whiteaker Community Council	Second Wednesdays	7-8:30 pm	BOOKED: Wed., Nov. 14; 7:20pm-7:50pm; Whiteaker Community Center at Clark and North Jackson	COMPLETED Ethan Nelson; 344-0895 - ethann.whiteaker@gmail.com;
	Fairmount Neighbors	Quarterly	7-9 pm		Sue Jakabosky suej@remax.net
	Friendly Area Neighbors	Quarterly	7-9 pm	Phone number disconnected-10/3/07	Carlos Barrera 344-5599 Justphone@gmail.com
	Amazon Neighbors	Third Wednesdays	7-9 pm		Erik Muller (541) 344-1053 mulpop@bossig.com
	Far West Neighborhood				Shane Kavanaugh Shanedixonkavanaugh@gmail.com 345-8867
GREG EVANS	Active Bethel Citizens	No set schedule		Emailed 7-3 pending	Linda Swisher lswisher@efn.org (541) 689-2339 --Wrong number 10/3/07
	Trainsong Neighbors	Third Wednesdays	7-9 pm		Beth Bridges beth.b.bridges@ci.eugene.or.us
	West Eugene Community Org.	No regular meetings			Clayton Walker 484-4422
	Santa Clara Community Org.	First Thursdays	7-9 pm	BOOKED: Thurs, Jan. 3, 2008; Messiah Lutheran Church, 3280 River Road; 7 pm	Jerry Finigan 688-1406 jerfinigan@comcast.net
	Industrial Corridor Community Org.	No regular meetings			
DEAN KORTGE	Churchill Area Neighbors	Fourth Wednesdays (call first)	7-8:30 pm	BOOKED: Wednesday, October 24; Andy, Tom Schwetz, Greg Evans	COMPLETED Craig Topham 513-0321 ctopham@caneugene.org

	Far West Neighborhood	Quarterly	7-9 pm		Beth Bridges beth.b.bridges@ci.eugene.or.us
	Crest Drive Citizens Ass.	Third Tuesdays	7-9 pm		Kathy Saranpa 687-7119 ksaranpa@comcast.net --Phone number disconnected; 10/3/07
	Jefferson/Westside Neighbors	Tom Schwetz and staff attended this neighborhood group and gave a presentation on EmX, WE, etc. They felt that Tom et al had it covered, and we didn't schedule anything more (10-07).			COMPLETED
	South University Neighborhood		7-9 pm		Bob Peters 344-8479 pegbobbpeters@msn.com

Q:\Reference\Board Packet\2007\12\Regular Meeting 12-19-07\neighborhoodmeetings10-07.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 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: November 2007 Performance Report
October 2007 RideSource Activity and Productivity Report

PROPOSED MOTION: None

LTD Surface Transportation Bill Reauthorization Requests Preliminary List

Prepared by Assistant General Manager Stefano Viggiano
December 19, 2007

□ Third EmX Corridor

Amount Requested: To be determined
Suggested Funding Source: FTA Small Starts

LTD seeks to have the third EmX corridor “named” in the reauthorization of the Surface Transportation Bill. It is likely that this corridor will be located in West Eugene, which has been selected by the Eugene City Council and the LTD Board of Directors as the third EmX line to pursue. This corridor would be an extension of the Franklin EmX line to the west and would serve an area that is experiencing significant development and has significant transportation challenges.

Naming the corridor in the bill does not ensure funding. The project will be required to proceed through the Small Starts analysis and be recommended for funding by the Federal Transit Administration (FTA). Having the corridor named in the bill facilitates the eventual funding of the project.

□ Operating Base Renovation and Expansion

Amount Requested: To be determined
Suggested Funding Source: FTA 5309 Bus and Bus Discretionary

The LTD Maintenance and Operations Facility in Glenwood was completed in 1990. The facility houses all maintenance and operational functions for the District as well as the administrative offices. The facility was originally sized for 20 years of growth, and it is rapidly approaching the 20-year time frame. Since the planning and design of the current facility was completed, LTD service has increased approximately 35 percent and ridership has increased approximately 90 percent. In addition, LTD has begun using higher-capacity 60-foot articulated coaches, which were not envisioned when the maintenance facility was designed and constructed.

As a facility approaches 20 years of age, there is also a need for renovation. Many building systems and finishes require upgrades or replacement when they reach 20 years. The renovation allows LTD to implement sustainable construction and operating principles, as has been the District’s practice for all new facility design and construction. The “greening” of the facility will pay dividends both for operating efficiencies and for the impact of the LTD operations on the environment.

LTD is in the process of completing a Master Plan for the Glenwood facility. The Master Plan would estimate space needs for a 20-year period and analyze options to accommodate the growth, including possible phasing of site improvements.

□ **Franklin Boulevard Improvements**

Amount Requested: To be determined

Suggested Funding Source: FTA 5309 Small Starts and potentially other non-transit funding sources

(Please see attached description of the possible Franklin Boulevard project.)

□ **Elderly and Disabled Transportation Funding**

Amount Requested: To be determined

Suggested Funding Source: To be determined

Obtaining additional funding to meet the growing demand and cost of paratransit service for persons with disabilities is a high priority for LTD. Demand and cost for these services have been increasing at a very high rate, and continued increases are expected, given the high numbers of people who are reaching retirement age. LTD's experience is shared by transit systems across the state and across the country.

LTD, in collaboration with other transit systems in the state, is preparing an elderly and disabled (E&D) transportation funding request for the 2009 State Legislative Session. It is recommended that a parallel funding request be made as part of the reauthorization of the federal transportation bill. Note that this would be a national strategy, with funding provided on a formula basis to all transit systems.

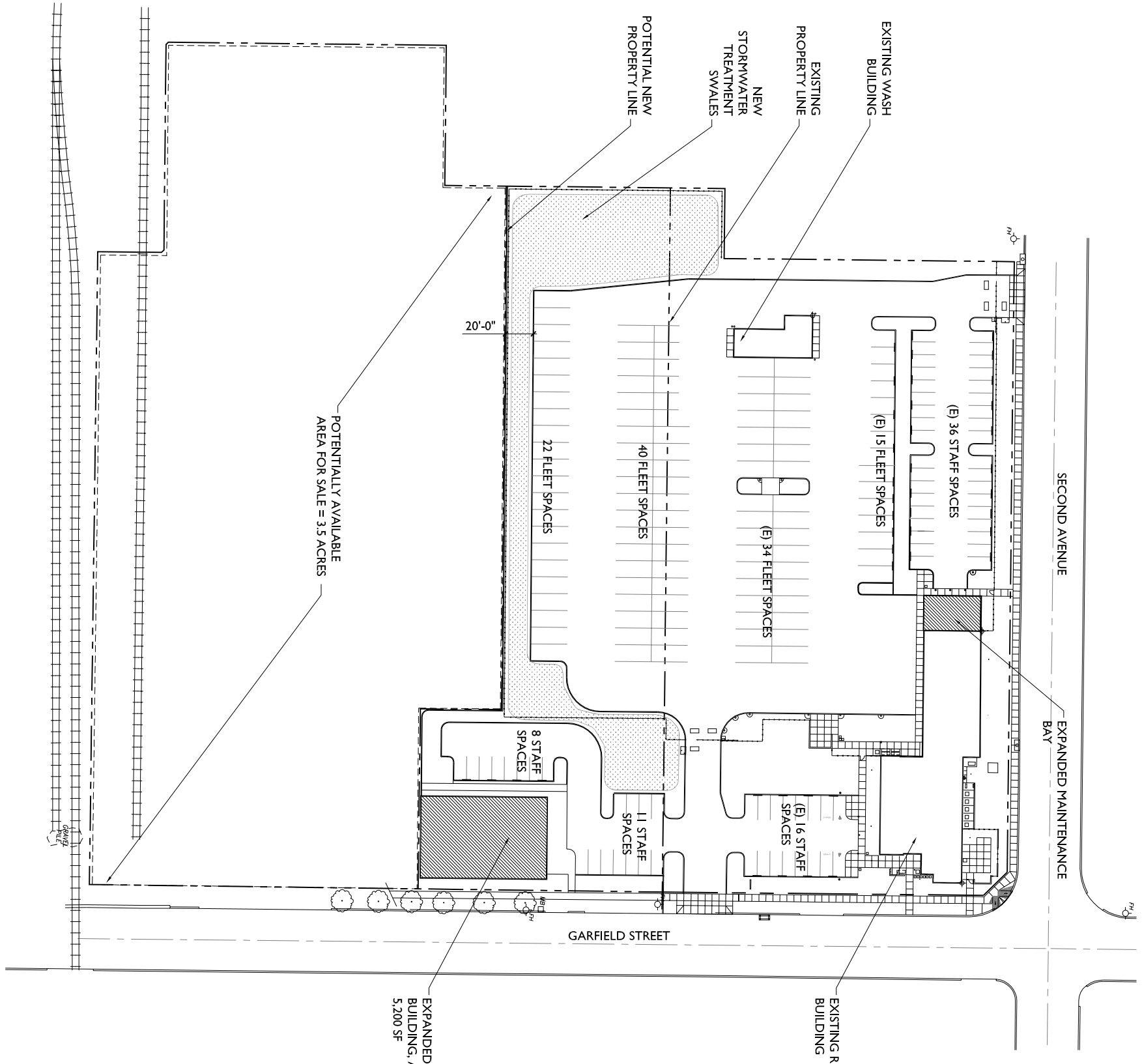
Board member Greg Evans has been appointed to the American Public Transportation Association (APTA) Reauthorization Committee. His participation on this committee provides an opportunity to raise this issue with other transit leaders and determine if there is interest in pursuing this possible funding.

The federal government has been moving away from operating subsidies for transit. Federal funding for E&D transportation, which is an operations subsidy, would be going against this trend. However, there are good reasons to pursue the request:

- The requirement to provide curb-to-curb transportation for persons with disabilities is from the Americans with Disabilities Act, a federal law. It would be requested that the federal government fund its mandate.
- SAFETEA-LU, the current transportation bill, added "New Freedom" funding, which is formula funding to transit districts to be used on elderly and disabled transportation. The funding is small (\$55,000 per year for LTD), but does indicate a willingness for Congress to fund elderly and disabled transportation.
- There may be opportunities for non-transit funds, intended to assist with the needs of persons with disabilities, to be used for this transportation service.



NOVEMBER 20, 2007



EXPANDED CALL CENTER
BUILDING, APPROXIMATELY
5,200 SF

EXISTING RIDESOURCE
BUILDING

POTENTIALLY AVAILABLE
AREA FOR SALE = 3.5 ACRES

20'-0"

22 FLEET SPACES

40 FLEET SPACES

(E) 34 FLEET SPACES

(E) 15 FLEET SPACES

(E) 36 STAFF SPACES

8 STAFF SPACES

11 STAFF SPACES

(E) 16 STAFF SPACES

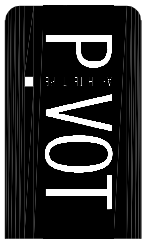
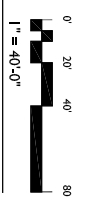
SECOND AVENUE

EXPANDED MAINTENANCE BAY

GARFIELD STREET

PARKING SUMMARY

FLEET	2008	FUTURE (TARGET)	FUTURE (SHOWN)
	49	101	111
STAFF	2008	FUTURE (TARGET)	FUTURE (SHOWN)
	52	70	71



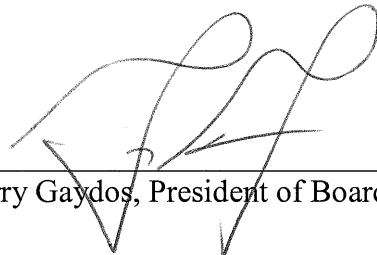
RIDESOURCE MASTER PLAN - OPTION I

FIFTH AMENDMENT TO THE RESTATEMENT OF THE
LANE TRANSIT DISTRICT SALARIED EMPLOYEES' RETIREMENT PLAN
DATED JUNE 19, 2002

The restatement of the LANE TRANSIT DISTRICT SALARIED EMPLOYEES' RETIREMENT PLAN dated June 19, 2002, and amended December 16, 2002, September 17, 2003, February 18, 2004, and December 19, 2005, is amended effective December 19, 2007, to provide that Employer will contribute \$10,000 to Member Mark Pangborn's Employer Contribution Account during the Plan Year ending June 30, 2008. This \$10,000 contribution will be allocated to Mr. Pangborn's Employer Contribution Account as of December 31, 2007, and is in addition to any contribution required by Section 10.1 of the Plan but is subject to the Plan provisions implementing the limitation on annual additions in Internal Revenue Code Section 415 as in effect for the Plan's limitation year ending December 31, 2007. No later amendment or restatement of the Plan shall affect this Fifth Amendment unless the amendment or restatement specifically refers to and specifically amends this Fifth Amendment.

SIGNED December 19, 2007.

LANE TRANSIT DISTRICT

By 

Gerry Gaydos, President of Board of Directors

Q:\Reference\Board Packet\2007\12\Regular Meeting 12-19-07\ltd plan db salaried 2002 amendment 5th 0712191.doc

Agenda Item - Olympic Trials Shuttle Pricing

I move adoption of LTD Resolution No. 2007-046: It is hereby resolved that the LTD Board of Directors authorizes an event shuttle rate of \$65 per service hour for approximately 1,600 hours of service for the 2008 Olympic Trials shuttle service package.

Q:\Reference\Board Packet FINAL\2007\12\Regular Board Meeting 12-19-07\shuttle pricing resolution handout.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2007

ITEM TITLE: OLYMPIC TRIALS SHUTTLE PRICING

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

ACTION REQUESTED: Discuss, and potentially take action on, a pricing recommendation from the Board Service Planning, Accessibility, and Marketing Committee

BACKGROUND: The Board Service Planning, Accessibility, and Marketing Committee and the Board Finance Committee were both scheduled to review the pricing of shuttle service for the 2008 Olympic Trials at the request of the Trials organizing committee. These meetings were scheduled for times after completion of the Board meeting agenda packet, so no recommendation is included at this time. Committee members may provide a recommendation for review by the full Board at the December 19 meeting.

ATTACHMENTS: None

RESULTS OF RECOMMENDED ACTION: Dependent on Board action

PROPOSED MOTION: To be determined based on Board deliberation

AGENDA ITEM SUMMARY

May 19

DATE OF MEETING: December 19, 2007

ITEM TITLE: FEDERAL FUNDING REQUESTS

PREPARED BY: Stefano Viggiano, Assistant General Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: Every year LTD participates with Lane County; the cities of Eugene, Springfield, and Coburg; and Springfield Public Schools to develop a package of federal priorities. This effort, called the United Front, is intended to provide a coordinated set of local priorities for federal funding. Staff and officials representing each of the participating agencies travel to Washington, D.C., to present these priorities to the Oregon Congressional delegation. This year's United Front trip is scheduled for March 3-5, 2008.

The attached document describes LTD's United Front requests for 2008-09. Three requests are listed: an additional EmX vehicle; environmental analysis funds for the West Eugene EmX extension; and funding for a Gateway area Park & Ride facility.

SAFETEA-LU, the federal surface transportation bill, will expire on September 30, 2009. Discussions regarding the reauthorization of the transportation bill are getting started. LTD was very active in discussions leading to the adoption of SAFETEA-LU, and expects to take an active role in this next reauthorization. Board Member Greg Evans has been appointed to the American Public Transportation Association Reauthorization Committee, and staff and Board members will be discussing the new bill directly with Congressional representatives. In preparation for these meetings and discussions, staff will prepare a report that lists LTD and United Front partner goals for reauthorization. Attached is a preliminary list of LTD requests for reauthorization for Board review and discussion.

ATTACHMENTS:

1. LTD United Front Requests: 2008
2. LTD Surface Transportation Bill Reauthorization Requests: Preliminary List

PROPOSED MOTION: None