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**LANE TRANSIT DISTRICT  
SPECIAL BOARD MEETING**

**Wednesday, April 23, 2008  
5:30 p.m.**

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

**A G E N D A**

Page No.

I. CALL TO ORDER

II. ROLL CALL

Davis \_\_\_\_\_ Dubick \_\_\_\_\_ Evans \_\_\_\_\_ Eyster \_\_\_\_\_  
Gaydos \_\_\_\_\_ Kortge \_\_\_\_\_ Necker \_\_\_\_\_

**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. EMPLOYEE OF THE MONTH – May 2008 (5 minutes) 06

VII. AUDIENCE PARTICIPATION

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

VIII. ITEMS FOR ACTION AT THIS MEETING

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□ Minutes of the March 10, 2008, Special Board Meeting/Public Hearing on Fares and Service (Page 08)

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B. Public Hearing and Adoption, Federal Grant Applications (5 minutes)	13
1. Staff Presentation	
2. Opening of Public Hearing by Board President	
3. Public Testimony	
• Each speaker is limited to three (3) minutes.	
4. Closing of Public Hearing	
5. Board Action	
C. Second Reading and Adoption of Amended Fare Ordinance (5 minutes)	19
IX. ITEMS FOR INFORMATION AT THIS MEETING	
A. Board Member Reports (10 minutes)	24
1. Meetings Held or Attended	
(a) Cottage Grove City Council Meeting – March 24	
(b) Board HR Committee – April 8	
(c) Metropolitan Policy Committee – April 10	
2. Other Activities	
(a) Governor’s Speech on Transportation – March 25	
(b) SeQUential Biofuels Carbon Challenge Press Conference – April 1	
3. No Meeting/No Report	
(a) LCOG Board of Directors	
(b) APTA Authorization Committee	
(c) EmX Steering Committee	
(1) West Eugene EmX Extension Corridor Committee	
(2) Pioneer Parkway Corridor Committee	
(d) Board Finance Committee	
(e) Board Service Committee	
(f) Walnut Station Steering Committee	
B. Monthly Financial Report—March 2008 (5 minutes)	27
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X. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

38

- A. Budget Committee Meetings (April 23 and 24)
- B. LTD Boundaries (May 21 and June 18)
- C. New Charter Regulations (May 21)
- D. LTD Employee Committee Updates (May 21)
- E. River Road Station Status Report (May 21)
- F. Pioneer Parkway EmX Design and Budget / Resolution to Proceed with Pioneer Parkway Property Acquisitions (May 21)
- G. Public Hearing and Adoption, Construction Management/General Contractor Process (May 21)
- H. EmX Interior Ads (May 21)
- I. West Eugene EmX Extension Project Updates (May 21 and June 19)
- J. Technology Update (May 21)
- K. Strategic Planning Work Session (June 9, 3:00 p.m.)
- L. Fiscal Year 2007-08 Supplemental Budget (June 18)
- M. Fiscal Year 2008-09 Budget Adoption (June 18)
- N. Public Hearing and Approval, Job Access Reverse Commute Funding Application (June 18)
- O. Revised Lane Coordinated Plan (June 18)
- P. Triennial Review Report (June 18)
- Q. LTD Sustainability Plan (June 18)
- R. Park & Ride Program (future)
- S. Student Transit Pass Program Update (future)

XI. 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).**

## Special Mobility Services: RideSource Activity and Productivity Information

February-08	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
<b>RideSource Ridership</b>	13,343	11,596	15.1%	100,019	91,153	9.7%	149,796	137,558	8.9%
RideSource (All Modes)	10,433	8,769	19.0%	78,901	68,512	15.2%	117,711	103,073	14.2%
Shopper	538	539	-0.2%	3,908	4,328	-9.7%	6,066	6,542	-7.3%
Escort Volunteers-Metro	789	738	6.9%	6,235	6,060	2.9%	9,056	9,154	-1.1%
Escort Volunteers-Rural	1,583	1,550	2.1%	10,975	12,253	-10.4%	16,963	18,789	-9.7%
<b>RideSource Cost per Ride</b>	\$ 18.76	\$ 15.84	18.4%	\$ 20.59	\$ 18.33	12.3%	\$ 20.11	\$ 18.01	11.7%
RideSource (All Modes)	\$ 23.39	\$ 20.23	15.6%	\$ 25.50	\$ 23.64	7.9%	\$ 24.96	\$ 23.28	7.2%
RideSource Shopper	\$ 11.15	\$ 9.43	18.2%	\$ 11.15	\$ 9.43	18.2%	\$ 11.15	\$ 9.43	18.2%
RideSource Escort	\$ 2.64	\$ 2.77	-4.7%	\$ 2.76	\$ 2.80	-1.5%	\$ 2.87	\$ 2.78	3.4%
<b>Ride Reservations</b>	11,459	9,739	17.7%	86,936	77,264	12.5%	129,399	115,877	11.7%
Cancelled Number	1,070	867	23.4%	8,841	7,704	14.8%	12,557	11,238	11.7%
Cancelled % of Total	9.34%	8.90%		10.17%	9.97%		9.70%	9.70%	
No-Show Number	154	90	71.1%	1,031	986	4.6%	1,467	1,355	8.3%
No-Show % of Total	1.34%	0.92%		1.19%	1.28%		1.13%	1.17%	
Ride Refusals Number	0	5		3	37	-91.9%	11	55	-80.0%
Ride Refusals % of Total	0.00%	0.05%		0.00%	0.05%		0.01%	0.05%	
<b>Service Hours</b>	5,657	4,503	25.6%	42,349	36,045	17.5%	62,585	53,747	16.4%
Agency Staff	5,436	4,332	25.5%	40,511	34,126	18.7%	59,734	50,471	18.4%
Agency SMS Volunteer	221	171	29.2%	1,838	1,919	-4.2%	2,851	3,276	-13.0%
Avg. Trips/Service Hr.	1.94	2.07	-6.3%	1.96	2.02	-3.0%	1.98	2.04	-2.9%
<b>RideSource System Miles</b>	77,896	65,389	19.1%	589,757	527,160	11.9%	878,311	787,427	11.5%
Avg. Miles/Trip	7.10	7.03	1.1%	7.12	7.24	-1.6%	7.10	7.18	-1.2%
Miles/Vehicle Hour	13.77	14.52	-5.2%	13.93	14.63	-4.8%	14.03	14.65	-4.2%

## Special Mobility Services: RideSource Activity and Productivity Information

February-08	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
<b>On-Time Performance %</b>	88.1%	92.7%	-5.0%	90.2%	92.0%	-2.0%	91.1%	91.9%	-0.8%
Sample	9,398	8,038		70,871	61,991		106,307	92,053	
On-Time	8,277	7,454		63,929	57,048		96,885	84,556	

- 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

2

**DATE OF MEETING:** April 23, 2008

**ITEM TITLE:** MARCH FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

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

Passenger fares including group pass receipts were up 11.7 percent for the first nine months of the current fiscal year over the same period last year, and are up \$397,000 versus budget. Passenger boardings for the rolling twelve-month period, which ended March 31, increased 12.7 percent over the previous period, about the same rate of growth as reported last month.

Payroll tax revenues are up 7.8 percent over last year, but are still down slightly versus the current-year budget. After healthy receipts through the first half of the last fiscal year, payroll tax revenue growth began to drop, so it is good news that current-year receipts remain fairly strong. Receipts, including the rate increase that went into effect on January 1, 2008, will be disbursed to LTD in May. May receipts will be an important financial indicator of the local economy's health.

Self-employment receipts coincide with State tax payment deadlines, none of which occurred in March. As always, though, receipts occur from filing extensions, audit adjustments, and other reasons, and are about as expected through March. 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.

As reported for December, second-quarter State-in-lieu receipts in December were significantly less than were anticipated by the budget. The error that caused the shortfall was apparently corrected with the March 31 disbursement. Year-to-date receipts are now 6.5 percent more than last year and \$102,000 more than anticipated by the current-year budget.

Interest rates of return continue to fall. The Local Government Investment Pool rate of return on March 31 was 3.6 percent, down from 3.95 percent on February 29. 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 for investment was anticipated. A rate of return below 5 percent was not anticipated, however, and the positive budget variance continues to decline each month.

Total personnel services expenditures, the largest category of operating expense, show 7.4 percent growth over the previous year, the same rate of growth reported last month. Total personnel services are expected to be within annual budget for the fiscal year.

Materials and services year-to-date results are generally as anticipated by the budget with the exception of fuel. The year-to-date average price per gallon of fuel is \$2.6376, up from \$2.5465 reported last month. Fuel purchased in April has all been at a cost of over \$3.50 per gallon. The current-year budget assumes 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 the Accessible Services Fund continue to be a concern. Through March, transfers are 29 percent above the same period in the last fiscal year. This line item is showing a negative budget variance of \$276,000. The negative variance is expected to increase over the remainder of the fiscal year.

With the exception of fuel expenditures and transfers to the Accessible Services Fund, General Fund activity year to date is generally as expected through the first half of the current fiscal year.

Commuter Solutions Fund activities are also generally as expected through the first nine months of the current fiscal year. 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 March. 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. Spending on the new RideSource Call Center continued in March as operations began for rural areas and plans for rolling out the new services to all service areas progressed.

As previously reported, Lane Transit District is subject to a Triennial Review by the Federal Transit Administration every three years. This

review is a comprehensive audit of all components of service that are federally regulated and includes a desk audit of requested materials followed by an on-site audit. LTD completed the desk audit materials in March to meet an April 1 submission deadline. The on-site component of the Triennial Review has been scheduled for May 21-23, 2008. More information about this important event will be provided in future reports.

**ATTACHMENTS:**

Attached are the following financial reports for March for Board review:

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

**PROPOSED MOTION:**

None



## AGENDA ITEM SUMMARY

2

**DATE OF MEETING:** April 23, 2008

**ITEM TITLE:** MARCH FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

**BACKGROUND:** The monthly financial report will be distributed at the April 23 meeting.

**ATTACHMENTS:** None

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

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

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

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

1.02 Fares.

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

(a) Cash Fare (Effective 7/01/08).

	<b>Monday-Sunday</b>
Adult (ages 19–61)	\$1.50
Youth (ages 6-18)*	\$.75
Half-Fare**	\$.75
Senior (ages 62-64)	\$.75

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

<u>Pass Type</u>	<u>Monthly</u>	<u>3-Month</u>
Adult (19-61)	\$38.00	\$103.00
Youth (6-18)*	\$19.00	\$51.50
Senior (62-64), Half-fare**	\$19.00	\$51.50

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

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

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

The Day Pass rate is 2 times the cash fare.

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

Tokens are worth \$1.50 toward any LTD ride. Tokens are sold in lots of 5 for \$5.50. Tokens are sold to customers and for program use to public agencies and certified private not-for-profit agencies.

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

Group Pass (*Effective January 1, 2009*)

Current quarterly rates:     \$11.93 taxpayer  
    \$13.88 non-taxpayer

Proposed quarterly rates:   \$12.99 taxpayer  
    \$15.12 non-taxpayer

- (3) Special Event Discounts. The promotional distribution of free tickets from time to time is necessary or convenient for the provision of a public transit system. The general manager, or his/her designated representative, is authorized to reduce or eliminate fares, or to approve the distribution of free tickets for use of District facilities during special events, or at specified times, on a finding by the general manager, or his/her designated representative, that the fare reduction or elimination will promote increased use of the District's public transit system or will otherwise further the provision of a public transit system.

- (4) Reduced Fares for Low-Income Persons. The general manager, or his/her designated representative, is authorized to sign contracts with local nonprofit agencies whereunder the District may agree to provide transit fare instruments at reduced prices to such agencies, for distribution to low-income persons within the service area who need transportation assistance. Definitions of those who are "low-income persons" and "who need transportation assistance" shall be part of such contracts, verbatim or by reference.

- (5) Paratransit. Fare structure (*Effective 7/01/01*):

<b>RideSource</b>	\$3.00	one way
Escort*	\$3.00	one way
<b>RideSource</b> Shopper**	\$2.00	round trip
Social Service Agencies***	100	percent
Book of Ten Tickets	\$30.00	

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

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

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

- 2.01 Large-quantity Pass Purchases. The District will provide a discount of 5 percent to private sales organizations authorized by the District to sell passes to the general public.

3.01 Effective Date. This ordinance shall take effect 30 days after adoption, at which time this Fifteenth Amended Ordinance will stand in the stead of Ordinance No. 35 in all particulars and all previous amendments, and will govern all fares charged by the District.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

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

ATTEST:

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

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** April 23, 2008

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

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

**ACTION REQUESTED:** None

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

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** April 23, 2008

**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. **Cottage Grove City Council Meeting:** Board Member Mike Dubick and Service Planning, Accessibility, and Marketing Director Andy Vobora attended the March 24 Cottage Grove City Council meeting to report on service and ridership following the extra trips that were added in Fall 2007.
2. **Board HR Committee:** The Board HR Committee is composed of Mike Dubick, Mike Eyster, and Chair Gerry Gaydos. The committee met on April 8. Items discussed included an administrative salary compensation plan, the *Diversity Plan*, and the HR Department's *Looking to the Future* plan.
3. **Metropolitan Policy Committee (MPC):** MPC meetings generally are held on the second Thursday of each month. Board members Gerry Gaydos and Greg Evans are LTD's MPC representatives, with Mike Dubick serving as an alternate. The MPC last met on April 10. Action items included adoption of the FY 2008-09 Unified Planning Work Program (UPWP), approval of the programming of the MPO's discretionary funds in support of the UPWP, and approval of the MPO's priorities for *ConnectOregon 2* grant applications (including a joint Veneta/LTD Park & Ride project).

**OTHER ACTIVITIES**

1. **Governor's Speech on Transportation:** On March 25 Board Member Mike Eyster attended an event at which Governor Kulongoski spoke, at the I-5 "flyover" being constructed at the Belt Line Road exit.
2. **SeQuential Biofuels Carbon Challenge Press Conference:** On April 1 Board Member Greg Evans attended a press conference regarding SeQuential Biofuels' challenge to Eugene-area businesses and residents to reduce carbon dioxide emissions by 1,000,000 pounds in April, and their hosting of an Earth Day celebration. LTD participated in this event by donating bus pass gift certificates.

**NO MEETINGS HELD**

1. **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 last met on February 28 in Junction City. The next meeting is scheduled to be held on Thursday, April 24, in Cottage Grove.
2. **APTA Authorization Committee:** The American Public Transportation Administration (APTA) Authorization Task Force is developing transit requests for a new surface transportation bill. SAFETEA-LU, the current surface transportation bill, expires on September 30, 2009. Board member Greg Evans has been appointed to the APTA Authorization Task Force. The next Committee meeting is scheduled to be held during the APTA Bus and Paratransit Conference in Austin, Texas, on May 3.
3. **EmX Steering Committee:** Board President Gerry Gaydos and Board members Debbie Davis and Greg Evans are members of LTD's EmX Steering Committee, along with members of local units of government and community representatives. The Committee last met on March 4. The next meeting is scheduled for June 3.
  - a. **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 last met on March 3. The next meeting will be held on May 15. Agenda items for the meeting include a project update, a review of new information and comments received, and a schedule of upcoming community workshops.
  - b. **Pioneer Parkway Corridor Committee:** This committee also is 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 January 17, 2008. The next meeting has not yet been scheduled.

4. **Board Finance Committee**: The next meeting of the Board Finance Committee (Mike Dubick, Debbie Davis, and Chair Dean Kortge) has not been scheduled.
5. **Board Service Committee**: The name of the Board Service Planning & Marketing Committee has been shortened to "Board Service Committee." Its members are Greg Evans, Mike Dubick, and Chair Mike Eyster. New Board Member Ed Necker will be replacing Mike Dubick on the committee at its next meeting. This committee last met on February 20. The next meeting is not yet scheduled.
6. **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, 2007.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 19, 2008

**ITEM TITLE:** CORRESPONDENCE

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

**ACTION REQUESTED:** None

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

1. February 21, 2008, letter from Whiteaker Community Council regarding Whiteaker neighborhood recommendations on West Eugene EmX
2. Copy of February 26, 2008, letter from Lane County Board of Commissioners to Eugene Mayor Kitty Piercy, regarding the proposed development of a new University of Oregon basketball arena

**PROPOSED MOTION:** None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING/WORK SESSION/PUBLIC HEARING

Monday, March 10, 2008

Pursuant to notice given to *The Register-Guard* for publication on February 7, and March 9, 2008, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special Board meeting on Monday, March 10, 2008, beginning at 5:30 p.m., in the Bascom-Tykeson Room of the Eugene Public Library, 100 West 10th Avenue, Eugene, Oregon.

Present: Gerry Gaydos, President, presiding  
Michael Dubick  
Dean Kortge, Secretary  
Ed Necker  
Stefano Viggiano, Acting General Manager  
Jo Sullivan, Clerk of the Board  
Linda Henry, Minutes Recorder

Absent: Debbie Davis, Treasurer  
Greg Evans  
Mike Eyster, Vice President

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

**PRELIMINARY REMARKS BY BOARD PRESIDENT** – Mr. Gaydos thanked everyone for attending the public hearings and asked them to be cognizant of the three-minute limit for testifying during the two public hearings.

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

**PUBLIC HEARING ON FY 2008-09 FARE RECOMMENDATIONS** – Director of Service Planning, Accessibility, and Marketing Andy Vobora reviewed the pricing proposal summary for 2008-09. He reviewed the public outreach efforts, and distributed a 48-page document entitled *Annual Route Review 2007-08 Public Comment Summary*. The Board was scheduled to take action on March 19, 2008, on the FY 2008-08 Pricing Plan and service changes. Fare changes were done by ordinance and would require two readings of the ordinance on April 16 and May 21, 2008. Phase 1 route changes would become effective on June 15, while the majority of pricing changes would be implemented on July 1. The Phase 2 service changes would be implemented on September 21.

Mr. Vobora said there were no changes to the Pricing Plan from the last public hearing. The proposal was to increase the cash fare from \$1.25 to \$1.50; the last increase occurred in 2001. The cash fare change would affect other fares, increasing the Day Pass price from \$2.50 to \$3.00 and the RideSource Fare from \$2.50 per trip to \$3.00 per trip. The Group Pass rates would increase by 8.8 percent on January 1, 2009. Staff recommended lowering the Honored

Rider age from age 70 to age 65, and raising the senior fare age from age 62 to age 65, and phasing the implementation over a three-year period. The holiday taxi reimbursement would increase from \$10.00 to \$20.00.

**Public Hearing on Fares:** Mr. Gaydos opened the public hearing and called for testimony.

**Zachary Vishanoff**, Eugene, stated that there were better options for saving money than increasing the fares. He suggested that the Board would receive better public input by having all meetings at the Eugene Public Library and having them televised. He said the multi-way boulevard was expensive and would erode public support for LTD. He cautioned the Board to avoid helping the University of Oregon (UO) with the arena project.

There being no further testimony, Mr. Gaydos closed the public hearing.

**PUBLIC HEARING ON FY 2008-09 SERVICE RECOMMENDATIONS** – Service Planning Manager Will Mueller offered the staff report. He used a table to illustrate the service change summary for FY 2008-09. He noted that the information was consistent with that provided to the Board in February, with the addition of three items described in the Additions category. He said that Phase One changes to address the new RiverBend hospital complex had been approved by the Board. He reviewed the Phase Two service additions, which were similar to those presented in February. Route deletions were the result of low ridership.

**Public Hearing on Service:** Mr. Gaydos opened the public hearing and called for testimony.

**David Jones**, River Road, Eugene, said there was a need for two buses daily, one in the morning and another in the evening, and asked that the Board not lock residents out due to high fuel prices. He expressed his willingness to pay a fare increase to fund continued service.

**Marian Walters**, Eugene, said there would be more riders on Route 28 if it ran on the hour and half-hour. She asked for a return of the Breeze if Route 28 was eliminated. She asked when the neighborhood buses would begin running to the EmX. She said explained how dangerous it was to cross Franklin Boulevard in the UO area. Because she rode the buses for free, she had made a contribution to Birth to Three to help provide transportation funding for their clients, and encouraged others to do the same.

**Zachary Vishanoff**, Eugene, said it was not necessary to cut any routes. He said the free and reduced fares for the Breeze and EmX were discriminatory and proprietary for the Fifth Street Market and UO students. Game day service was not part of LTD's core mission.

Mr. Vobora explained that group passes paid through incidental student fees were issued to UO students. The game day service was paid in full by the UO and not subsidized by the taxpayers. About 9 percent of EmX riders rode free, while others had already paid a fare through a transfer or have a group or monthly pass. It was intended that a fare eventually would be charged for EmX.

**David Cohen**, Eugene, addressed LTD's plan to reduce the Honored Rider age. Currently a three-month pass cost \$51.50. As gas prices increased, more people would ride the bus. Reducing the Honored Rider age would result in a substantial loss of revenue to LTD while increasing costs.

**Rick Ingham** of Veneta said that he represented the City of Veneta. He said that Veneta residents had worked with LTD staff and were encouraged and supported the changes taking place. He said the City of Veneta was taking no position on route changes other than those related to Route 93, noting there was significant community support for the additional a.m. and p.m. route currently being proposed.

**Melvin Hauser of** Alvadore delivered a petition signed by fifteen people. He said bus service was needed for people who wanted to use Fern Ridge Reservoir in the summer and for disabled area residents to travel to Eugene for health care and other needs.

**Nathaniel Norton**, Cottage Grove, represented himself and other Cottage Grove residents regarding Route 98, which served Cottage Grove and Creswell. He noted that he was the only person from that area to testify because the last bus left the Eugene Station in downtown Eugene at 6:00 p.m., and did not allow much opportunity for feedback from people who lived in South Lane County. He offered several recommendations. First, he said, LTD should provide an express route directly from the Eugene Station to Cottage Grove, noting that the commute time was currently about two times as long as using a car, which deterred ridership. He said additional service was needed, noting there were usually passengers standing regardless of the time. A later bus, specifically one at 7:00 p.m., would be used for students and people who worked in Eugene. He suggested that a late evening bus at 10:00 p.m. or 11:00 p.m. on weekends would allow people to take advantage of cultural and social opportunities in the Eugene/Springfield area.

**John Huberd**, Eugene, urged LTD to not change Route 95. He said more people would ride Route 95 if there were more bus stops further north on River Road. He added that a good amount of growth had occurred within the Urban Growth Boundary (UGB) north of Springcreek Road that could be served by extending Route 51 at least to Beacon Drive.

**Valerie Anne**, Springfield, supported leaving Route 93 intact. She needed secure bus transportation, and the community needed consistency for ridership to increase. Route 95 to Junction City was being streamlined and service was being reduced to those who needed bus transportation. She was concerned she would lose her job if Route 93 did not go around the lake. She proposed that LTD postpone Phase 2 and save the existing routes that people depended on.

**Mel Barnes** of Springfield said that many people, particularly at the Willamalane Senior Center, had asked why additional service was not available. He added that shuttles were needed in Springfield to take people to the main lines and the EmX in the future, between Centennial Boulevard and I-105, between Q Street and Hayden Bridge, and along Marcola Road.

**Rich Enlove** was an employee at Golden Temple. Golden Temple employees recently participated in a survey to help LTD plan its north- and southbound routes. The proposed changes did not help the employees because they did not coordinate with the three shift start and end times. He opined gas prices would climb to \$4.75 by summer, which would create a greater demand for bus service. He asked that LTD coordinate more with employers to encourage more ridership and provide a tool that would allow employers to partially fund and track employee bus use.

**Melina Fittings** expressed her appreciation for the opportunity to participate in the public hearing. She said that she worked for Cascade Health Solutions at the Monaco Coach clinic. She said there were only three buses that served Monaco, none of which were close to her shift start and end times. She asked what she could do to encourage more service to Monaco.

**Sandra Shotridge** of 18th Avenue and Oakpatch Road, Eugene, said the bus schedule impacted her job search possibilities. She asked if the Board would consider earlier morning routes.

There being no further comments Mr. Gaydos closed the public hearing and asked for the staff response.

**Staff Response:** Mr. Vobora commented that earlier morning and later night service was cut in 2002 when there was a dip in the economy. He explained that LTD's primary funding source was from payroll taxes by business, and as the economy went down, LTD lost funding just as more people wanted transit service. Reinstating early morning/late night service was high on the priority list, but there currently were not sufficient resources to do so.

Mr. Vobora said that LTD worked directly with employers to purchase group passes that would fund additional service, and he had talked with Monaco about purchasing group passes for its employees over many years, but the company had not been interested in making that investment in its employees.

Mr. Necker stated that he had had several conversations about Route 95 and deleting River Road. He asserted some trips should remain in the schedule. He added that May through October were busy months for local farm workers.

The Board took a short break.

**WORK SESSION—WEST EUGENE PROJECT RANGE OF ALTERNATIVES FOR FURTHER STUDY PRELIMINARY PUBLIC**—Director of Planning and Development Tom Schwetz provided the staff report included in the Agenda Item Summary (AIS). He distributed a memorandum dated March 10, 2008, to the LTD Board, "Detail on Requested Board Actions for the West Eugene EmX Extension (WEEE) Project." He reviewed the actions the Board would be asked to consider at the March 19, 2008 meeting:

- Adopt the proposed revised Purpose and Need Statement based on the Federal Transit Administration's (FTA) review and request for modification to the statement that was previously adopted by the Board on December 19, 2007.
- Adopt the Range of Alternatives Report on staff recommendations for alternatives to be taken into the Alternatives Analysis/Draft Environmental Impact Statement (AA/DEIS) phase of the project, and then forward to FTA for concurrence.
- Adopt the proposed Range of Environmental Disciplines for the EIS.

Mr. Schwetz indicated that on March 19 the Board also would be asked to direct staff to develop a clear description of how the process would work to create a Transit System Management (TSM) alternative and how the alternatives could be mixed and matched to best meet the needs of the project. The Board also would be asked to direct staff at the March 19, 2008, meeting to

schedule a check-in that would occur during the alternatives analysis phase to verify the five alternatives that had been selected.

Responding to a question from Mr. Necker, Mr. Schwetz said alternatives not previously considered could be reviewed during the alternatives analysis phase.

Mr. Schwetz reviewed the alternatives that had been selected for further study in the project's AA/DEIS:

- Selected Mode Alternatives
  - Transportation systems management (TSM) bus improvements.
  - Bus rapid transit (BRT)
- Selected Alignment Alternatives (by Segment)
  - *Segment A—Eugene Station to Garfield Street*
    - Alternative 1—13<sup>th</sup> Avenue
    - Alternative 2—6<sup>th</sup>/7<sup>th</sup> Avenues
  - *Segment B—Garfield Street to Beltline Road*
    - Alternative 1—7<sup>th</sup> Place/Stewart Road Alternative
    - 3—Amazon Channel
    - Alternative 4—11<sup>th</sup> Avenue
  - *Segment C—West of Beltline Road Segment*
    - Alternative—11<sup>th</sup> Avenue to Gerry Street Loop

**ADJOURNMENT** – The meeting adjourned at 6:55 p.m.

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Board Secretary

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** April 23, 2008

**ITEM TITLE:** BOARD CALENDARS

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

**ACTION REQUESTED:** Discussion of Board member participation at LTD and community events and activities

**BACKGROUND:** Board members are asked to coordinate the Board Activity Calendars with their personal calendars for discussion at each Board meeting. Updated Board Activity Calendars are included with this packet for Board members.

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

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

**PROPOSED MOTION:** None



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 19, 2008

**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 March 19, 2008:

1. Approval of the minutes of the March 10, 2008, Special Board Meeting/Public Hearing on Fares and Service

**ATTACHMENTS:**

1. Minutes of the March 10, 2008, Special Meeting/Public Hearing

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

LTD Resolution No. 2008-013: It is hereby resolved that the Consent Calendar for April 23, 2008, is approved as presented.



**Lane Transit District**  
 P. O. Box 7070  
 Eugene, Oregon 97401  
 (541) 682-6100  
 Fax (541) 682-6111

## MONTHLY DEPARTMENT REPORTS

April 23, 2008

### PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

#### PROJECT DEVELOPMENT

**West Eugene EmX:** With the Board's adoption on March 19 of the revised Purpose and Need Statement, range of alternatives for further study, and list of disciplines for environmental analysis, the West Eugene EmX Extension project is moving into the Alternatives Analysis/Draft Environmental Impact Statement (AA/DEIS) phase of the project. The Scoping phase of the project will be complete with the FTA's concurrence with the Board action, which is expected by the end of April. In the AA/DEIS phase, the alternatives carried forward from the screening process will be developed in detail. An extensive assessment of these alternatives will be the basis for selection of a preferred alternative, which will be used to complete the final Environmental Impact Statement.

#### COMMUTER SOLUTIONS

Connie B. Williams, Program Manager

##### Program Management:

- Staff continue working with Funk/Levis & Associates on Commuter Solutions brand identity and the development of a marketing and communication plan.
- Staff continue working with IT on the Area Commission on Transportation (ACT) contact management database pilot project.
- Staff attended the following meetings and events:
  - Statewide Transportation Options Working Group meeting
  - Transportation Options Group of Oregon (ToGo) Board meeting.

##### Group Pass/Employee Transportation Coordinators (ETC) Programs:

- Three new employers have joined the Group Pass Program:
- Good Company (10 employees)
  - The Kiva (32 employees)
  - Enterprise Rent-A-Car Call Center (120 employees)

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**CarPool/VanPool/Emergency Ride Home Program (ERH):**

- [Staff attended a meeting with Cherriots Rideshare regarding the Valley VanPool Program.](#)
- [Tracy Smith staffed an information booth at Pentagon Federal Credit Union's benefit fair, providing information about RideShare opportunities and the Emergency Ride Home Program.](#)
- [Staff completed a SWOT \(Strengths, Weaknesses, Opportunities, and Threats\) Assessment of the RideShare goals, objectives, and strategies as part of the RideShare program's strategic planning process.](#)
- [Three new businesses have enrolled in the Emergency Ride Home Program:](#)
  - [Enterprise Rent-A-Car](#)
  - [The Kiva](#)
  - [UO Facilities Services](#)
- [Ten new commuters have been added to the RideShare database.](#)

**Smart Ways to School:** [Lisa VanWinkle serves on the Eugene Safe Routes to School Team. Staff and parents of McCornack Elementary School and Kennedy Middle School students have accepted assistance from the Team in order to prepare a Safe Routes to School Action Plan. The schools also may apply for Oregon funding. Smart Ways to School provided Parent Survey forms to help the schools begin their data gathering.](#)

**Student Transit Pass Program:** [From March through early June 2008, LTD is conducting periodic counts of the number of students boarding LTD through the Student Transit Pass Program. These counts will document the actual student usage to determine the program reimbursement to LTD under the new rules set by the Oregon Department of Energy.](#)

**CAPITAL PROJECTS**

*Charlie Simmons, Facilities Services Manager*

**Pioneer Parkway EmX:** [At its third work session the Pioneer Parkway EmX project on April 14, the Springfield City Council reviewed the 30 percent drawing for the project. When LTD receives approval of the 30 percent drawing, the design team will continue design for the 70 percent drawing submittal that is scheduled to be complete by the end of May. Other project tasks scheduled for April and May include coordination with utility companies and gathering additional design information for easements and property acquisitions.](#)

**Gateway Station:** [Construction bids were due on April 22. LTD's latest cost estimate is about \\$1.5 million for construction. Building permits are anticipated to be issued by the City at the end of May, and construction may begin as early as June 2.](#)

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## SERVICE PLANNING, ACCESSIBILITY, AND MARKETING

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

**Service:** Finishing touches are being put on the summer bid and staff have produced the timeline for fall bid implementation. Service Planning Assistant Heather Lindsay is on maternity leave for the next few months, which means that the three remaining staff members will be under an extra workload as fall bid moves into high gear. This may be relieved to some extent if the District is no longer involved in event services; however, there has been no interest indicated from private providers concerning UO football service at this time.

**Event Planning:** Staff continue to be challenged by the implementation of the new charter rules. A fair amount of anxiety is being expressed by the event organizers as LTD endeavors to understand the process and attempts to get specific answers from Federal Transit Administration (FTA) staff. The FTA has been slow to respond. Staff will provide an update to the Board at the April 23 meeting.

**Bus Advertising:** LTD received feedback from a community member who expressed displeasure with a radio station's bus ad promoting the addition of Michael Savage to its lineup. The objection stemmed from the community member's belief that Mr. Savage is a racist. Because the ad has no controversial content, it would be difficult for LTD to request removal of the ad based upon a community member's belief about the commentator. If the ad contained racist remarks or was expressly addressing a political issue, then it might be possible for LTD to reject the ad. LTD is tracking the TriMet court case involving a political issue ad TriMet rejected. Staff will keep the Board informed of the progress of this case.

**Media:** It's been another busy month as LTD has responded to stories involving the District's financial position and how this may affect service. Other stories have included coverage from two press conferences by other organizations: (1) U.S. Public Interest Research Group (USPIRG) released a report calling for more federal support for transit; and (2) SeQuential Biofuels announced a "carbon challenge." Both press conferences provided opportunities for LTD participation. The new charter rules generated a buzz in the media as reporters learned that LTD may not be able to provide these services in the coming year. West Eugene EmX updates were also reported during the period.

**EmX Anniversary Planning:** LTD has developed an advertising package for Earth Day. This multi-faceted promotions plan provides LTD a good partnership opportunity for Earth Day activities, but also establishes a media piece that can be used during the coming year or farther into the future. This promotion is of benefit to LTD, in that LTD turns over approximately one-third of its ridership each year. Students coming and going, businesses starting up or changing locations, and new residents coming into the area are all reasons why LTD needs to continue to market itself as the mode of choice.

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**ACCESSIBLE SERVICES**

*Terry Parker, Accessible Services Manager*

Accessible Services Manager Terry Parker attended an Easter Seals Project ACTION National Steering Committee meeting in early April in Washington, D.C. Human Services Transportation Specialist Rand Stamm was invited to join an American Public Transit Association (APTA) Call Center workgroup and attended a meeting in Sacramento in mid-April. This group will work together to develop call center guidelines.

The draft 2008 update of the Lane Coordinated Human Services Public Transportation Plan, a document required for federal and state funding of transportation programs and projects for older adults, persons with disabilities, and those with low incomes, is nearly complete. The revised Plan will undergo a public review prior to being presented to the Board in June for approval. In addition, the federal Job Access Reverse Commute (JARC) funding application process is underway. LTD will solicit transportation proposals for projects that meet the definition of JARC and that are reflected in the Coordinated Plan.

A local Mobility Management Team has met several times during the past few months in preparation for the Easter Seals Project ACTION Mobility Planning Institute, which will be held in Washington, D.C., during the week of April 21. The Lane County team will be developing an action plan to implement an innovative mobility management program in Lane County. This action plan will include integrated transportation assessments that will serve to coordinate multiple transportation services and program eligibility into a combined process, and provide administrative guidance across programs to the RideSource Call Center.

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**TRANSIT OPERATIONS**

*Mark Johnson, Director of Transit Operations*

Transportation Safety Administration (TSA) Baseline Assessment and Security Enhancement Review: LTD Security Manager Rick Bailor and Director of Transit Operations Mark Johnson recently met with a team of security experts from the Transportation Safety Administration (TSA) to assess the District's security and emergency management program. The purpose of the base assessment is for the TSA to understand more clearly the weaknesses in transit security and emergency preparedness on an industry-wide basis. TSA began the assessment with the largest 50 transit districts in the United States and is now working its way through the next 50 transit districts, including LTD. The goal is to identify areas that need attention and provide funding for transit districts so that they can enhance their security programs. LTD did quite well overall in the assessment. There are some areas that need to be addressed, primarily around training, drills, and emergency management oversight, but the good news is that LTD is well ahead of most of its peers in creating an effective security and emergency management program.

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# MAINTENANCE

George Trauger, Director of Maintenance

**Pioneer Parkway Bus Purchase:** The Master Resolution List and vehicle pricing are under review by Maintenance staff in preparation for the pre-production meeting tentatively set for the week of April 21.

**Training for Maintenance Supervisors, Lead Mechanics, and Instructors:** Training is being held for maintenance supervisors, lead mechanics, and instructors during the week of April 21. Supervisors will attend segments on Verbal Judo, First Aid/CPR, Blood Borne Pathogens, and Crucial Conversations. Lead mechanics and instructors will attend First Aid/CPR and Blood Borne Pathogens classes.

Training for the Series 50 buses (770s) is scheduled for May 6-8. The three-day training is being offered to six journeyman mechanics, three of whom are instructors. This important training is needed to combat the engine issues that Maintenance is now experiencing with the buses.

**Washington State Transportation Association:** Two maintenance supervisors and the inventory supervisor attended the Washington State Transit Association Maintenance Forum on April 8-9 in Yakima, Washington. This is a valuable tool for gathering information and developing working relationships with other transit properties and transit vendors. Maintenance Department personnel continuously benefit from participation in this annual forum.

**Fuel Tanks:** In mid-March algae was discovered in some of the buses' fuel filters. This finding further substantiated the fuel problems that are recurring with the majority of the bus fleet. Further investigation and tank samplings by LTD and its fuel vendor verified a major algae problem existing in diesel tanks 1 and 4. Plans to correct the problem include drawing down the inventory as low as possible, siphoning from the bottom, and adding an algacide to treat the remaining fuel. It is hoped that this process will successfully treat the algae problem.

**Biofuel:** Ten buses are currently using 20 percent biodiesel. This has been a gradual, almost problem-free, process. The department is comparing costs between using the B-5 blend versus the B-20 blend throughout the fleet; however, no change is anticipated until the algae problem is corrected.

**Yearly Parts Inventory:** Another successful parts inventory was conducted between March 30 and April 3. The total loss value for Fiscal Year 2007-08 totaled \$1,356.50.

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## FINANCE AND INFORMATION TECHNOLOGY

*Diane Hellekson, Director of Finance and Information Technology*

### FINANCE

*Carol James, Accounting Manager*

Two hundred fifty-seven (257) vendor paper and electronic checks totaling \$1,783,800 were processed during the month of March, 2008, including \$35,440 to Rowell, Brokaw Architects, PC, for design services related to the Gateway Station.

Eighty-one (81) payroll checks and 961 payroll direct deposits totaling \$865,818 were made in March, 2008. These numbers reflect two pay dates in March.

Twelve (12) cash fare deposits totaling \$143,715 were processed in March, 2008.

### PURCHASING

*Jeanette Bailor, Purchasing Manager*

Bids were received for the RideSource Call Center site work, and the contract award to Brown Contracting is being processed. Bids are due April 24 for the Gateway Transit Station construction project.

Work continues in preparation for the Triennial Review. Materials are due mid-May in preparation for the reviewers' visit, scheduled for May 21 through May 23.

## HUMAN RESOURCES AND RISK MANAGEMENT

*Mary Adams, Director of Human Resources and Risk Management*

Health Care: The Health for Life (wellness) Committee presented its proposed 18-month work plan to the Joint Insurance Committee on April 16. With the approval of the work plan, the Committee will proceed with an aggressive program to increase employee awareness and improve employee health through a combination of screening, and educational and promotional activities. The Joint Insurance Committee and Health for Life Committee will be hearing a presentation from PacificSource, LTD's insurance carrier, on the health plan utilization for 2007. This will be the first year LTD will have trend data to determine the effectiveness of the many health and wellness activities offered since 2006.

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- One hundred twenty-four (124) payroll checks and 1,438 payroll direct deposits totaling \$1,297,781 were made in February 2008. These numbers reflect three pay dates in February. ¶
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**Selection and Hiring:** LTD staff attended multiple job fairs in the past month. Three LTD military veterans, Dave Musgrove, Fred Pearson and Doran Elce, attended a job fair at Fort Lewis. They talked to numerous departing military personnel who were considering employment in the private sector. In addition, Perry Crawford, David Collier, Shawn Mercer, and Mary Adams attended the Lane County Job Fair and handed out 120 applications for the bus operator position vacancies. Several applications were returned from that group. Lastly, David Collier and Perry Crawford attended a youth job fair at Cottage Grove High School.

Applications for eight new bus operators were taken through March 21. A total of 112 applications were received. Testing was done the week of March 27 and interviews were conducted the week of April 7. The new class of eight bus operators will begin May 5.

Mary Green was hired on March 12 as the new administrative secretary for the Commuter Solutions program. Bus Operators Tim Leberman and Betty Sanchez resigned during the month, and temporary Bus Cleaner Andrew Chaddock's position ended on March 27.

**Other:** Department work continues on the FTA Triennial Review through May. The System Security Program Plan document is being updated and other such preparations are being made.

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Deleted: Spring is the time when schools often conduct career fairs. This year LTD staff will participate in five fairs. Three fairs involve high schools, including Cottage Grove, Springfield, and Lane County. LTD staff will also attend the Willamette Valley Career Fair, an event open to all members of the public. On March 11, three LTD veterans will attend a job fair for military employees at Fort Lewis. This fair gives military personnel leaving military service an opportunity to meet with potential employers. Staff are hoping to talk with possible candidates for future LTD openings. ¶

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In addition to normal recruiting schedules, hiring has continued at a fast pace. As of this month, all vacancie...

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## AGENDA ITEM SUMMARY

- DATE OF MEETING:** April 23, 2008
- ITEM TITLE:** MAY 2008 EMPLOYEE OF THE MONTH
- PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board
- BACKGROUND:** **May 2008 Employee of the Month:** Bus Operator Erick Dahl was selected as the May 2008 Employee of the Month. Erick was hired as a bus operator in June 1996, is a member of the Wellness Committee, and has received the Safe Driving Award 12 times. Erick was nominated by a fellow bus operator, who observed Erick carrying a shovel to his bus during recent snowy weather conditions. It should be noted that Erick operates the number 91 bus, which serves the Highway 126 route to higher elevations and the McKenzie Bridge. When questioned about his intentions, Erick replied that he would do whatever it took to keep his bus running. "My passengers are counting on me," he said.
- When asked to comment on Erick's selection as Employee of the Month, Transit Operations Supervisor Shawn Mercer said:
- I was very happy to learn of Erick's selection as the May LTD Employee of the Month. Erick was a recipient of one of the first monthly value awards in our new Employee Rewards and Recognition program. His nomination by a fellow operator is testament to his concern for the welfare and comfort of the passengers who ride his bus on a regular basis.
- Over the course of his employment with LTD, Erick has received numerous other compliments from customers similar to the sentiments expressed by one rider who stated that Erick 'is a very nice guy and a pleasure to have as a bus operator.' Another customer relayed a story that illustrates Erick's care and concern for his passengers: The customer reported that he was running to a bus stop while struggling to carry a radiator he had just purchased. Even though the customer had not quite reached the bus stop, Erick made a special effort to stop the bus and wait for him. The customer reported that this extra attention from someone doing something so nice really made his day.
- Congratulations, Erick. Your contributions are greatly appreciated and your selection as Employee of the Month is well deserved.
- Congratulations to Erick on being selected as the May 2008 Employee of the Month!
- AWARD:** Erick will attend the April 23, 2008, meeting to be introduced to the Board and receive his award.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** April 23, 2008

**ITEM TITLE:** ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

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

**ACTION REQUESTED:** None at this time

**BACKGROUND:** The action or information items listed below will be included on the agenda for future Board meetings:

- A. **Budget Committee Meetings:** The LTD Budget Committee is scheduled to meet on Wednesday and Thursday, April 23 and 24, at 6:30 p.m. If a third budget meeting is needed, it will be held on Wednesday, April 30.
- B. **LTD Boundaries:** State law requires that LTD annually determine the territory in the District in which the transit system will operate. In March, the Board approved service changes that will change the District's boundary. This change will require two readings and adoption of a revised ordinance describing the District's territorial boundaries. The first reading will be scheduled for May 21, and the second reading and adoption for June 18, 2008.
- C. **New Charter Regulations:** New federal charter regulations and how they affect LTD services will be discussed with the Board at the May 21, 2008, meeting.
- D. **LTD Employee Committee Updates:** The Employee Health for Life (wellness) Committee and the Rewards and Recognition Committee, which resulted from the Board's HR Plan *Looking to the Future*, will be scheduled to provide updates on their work at the May 21 Board meeting.
- E. **River Road Station Status Report:** It is anticipated that the River Road Station site purchase will be finalized soon. A final report will be presented to the Board at the May 21 Board meeting.
- F. **Pioneer Parkway EmX Design and Budget / Resolution to Proceed with Pioneer Parkway Property Acquisitions:** A Pioneer Parkway update will be presented during the work session on May 21. Approval of property acquisition will be requested during Items for Action at that same meeting.

- G. **Public Hearing and Adoption, Construction Management/General Contractor Process:** At the May 21 meeting, the Board will be asked to hold a public hearing and then adopt a Construction Management/General Contractor process for Pioneer Parkway EmX Corridor construction.
- H. **EmX Interior Ads:** A proposal for ads on the inside of EmX vehicles will be discussed with the Board at the May 21 regular meeting.
- I. **West Eugene EmX Extension Project:** Informational updates on the WEEE project may be included on the agendas for both the May 21 and June 18 Board meetings.
- J. **Technology Update:** A staff presentation on technology being implemented at LTD is scheduled for May 21, 2008.
- K. **Strategic Planning Work Session:** At the Board's Fall 2007 strategic planning work session, the Board asked staff to schedule periodic half-day strategic planning sessions throughout the year. A four-hour session to discuss budget and service issues has been scheduled for 3:00 p.m. on Monday, June 9, in the LTD Board Room.
- L. **FY 2007-08 Supplemental Budget:** The Board will be asked to approve a supplemental budget for the current year at the June 18, 2008, regular meeting.
- M. **Fiscal Year 2008-09 Budget Adoption:** In April, the LTD Budget Committee will discuss the proposed Fiscal Year 2008-09 budget. The budget approved by the Budget Committee will be on the agenda for adoption by the LTD Board of Directors at the June 18, 2008, regular Board meeting. The budget must be adopted before the end of the fiscal year on June 30.
- N. **Public Hearing and Approval, Job Access Reverse Commute Funding:** In order to meet grant timelines, this funding application will be brought to the Board for approval at the June 18, 2008, regular meeting.
- O. **Revised Lane Coordinated Plan:** The 2008 update to the Lane Coordinated Public Transit – Human Services Transportation Plan (Lane Coordinated Plan) has been drafted and will undergo a public review process prior to being presented to the Board for approval at its June 18, 2008, meeting. This is the document that is used to identify transportation needs for seniors, people with disabilities, and people with low-incomes within Lane County. In order to apply for federal and state funding, LTD is required to have a valid, approved coordinated human services transportation plan in effect. The current Lane Coordinated Plan was approved by the Board in January 2007.
- P. **Triennial Review Report:** The Federal Transit Administration will issue a report following the District's federal Triennial Review, being

conducted on site on May 21-23, 2008. A draft report should be available for discussion with the Board at the June 18 meeting.

- Q. **LTD Sustainability Plan:** The LTD Board has adopted a sustainability policy. At the June 18 meeting, the Board will review a plan outlining LTD's role in advancing the social, economic, and environmental sustainability of the Eugene-Springfield metropolitan area.
- R. **Park & Ride Program:** Issues regarding LTD's Park & Ride facilities will be discussed with the Board's Service Committee and then brought to the full Board for discussion at a future meeting.
- S. **Student Transit Pass Program Update:** Staff will prepare documentation for submission to the Oregon Department of Energy, per its program requirements. A Student Transit Pass Program update will be provided to the Board at a future meeting.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** April 23, 2008

**ITEM TITLE:** FTA GRANT APPLICATIONS

**PREPARED BY:** Todd Lipkin, Grant Administrator

**ACTION REQUESTED:** (1) Hold a public hearing on the grant applications  
(2) Approve grant applications

**BACKGROUND:** LTD funds its Capital Improvements Program (CIP) through a combination of federal, state, and local funds. LTD receives federal funds appropriated on an annual basis through the 5307 formula program and awarded through the Federal Transit Administration (FTA). LTD receives federal discretionary funds through the 5309 bus program and the 5339 alternatives analysis program. These federal discretionary programs are funded at 80 percent, with a 20 percent match provided by LTD. LTD also receives Surface Transportation Program State (STP) funds, administered through the Oregon Department of Transportation's Public Transit Division Grant Program, and State Transportation Program-Urban (STP-U) Flexible funds, which are allocated regionally through an application process administered at the discretion of the Central Lane Metropolitan Planning Organization. STP projects are funded at 89.73 percent, with a 10.27 percent match.

### **5307 Urbanized Area Formula Funds (OR-90-X152)**

This grant request is for \$4,900,152 in 2007 and 2008 5307 funds. This request funds the following projects:

- (1) Pay off Gillig bus purchase short-term note.
- (2) Purchase security video infrastructure.
- (3) Fund the River Road Station land purchase from Lane County.
- (4) Purchase shelters for placement at the Sacred Heart Medical Center at RiverBend complex.

### **Surface Transportation Funds (OR-95-X019)**

This grant request is for \$932,387, which includes \$592,387 in 2008 STP funds and \$340,000 in 2008 STP-U funds. This grant provides funding for a portion of the purchase of one Pioneer Parkway EmX vehicle and for the Commuter Solutions program.

**5309 Bus Purchase (OR-04-0026)**

This grant request is for \$776,286 in 2008 5309 funds. This request funds the final payments for the 2007 New Flyer articulated bus purchase and provides funding for a portion of an EmX vehicle for Pioneer Parkway.

**5339 Alternatives Analysis (OR-39-0005)**

This grant request is for \$545,000 in 2007 and 2008 5339 funds. This request funds technical studies and alternatives analysis activities for the West Eugene EmX Extension (WEEE) project.

**EFFECT OF RECOMMENDED ACTION:**

LTD will be able to execute grant agreements with the Federal Transit Administration so that expenses for the applicable projects can be immediately reimbursed at their stated rate of federal participation.

**ATTACHMENTS:**

5307 Urbanized Area Formula Funds (OR-90-X152)  
Surface Transportation Funds (OR-95-X019)  
5309 Bus Replacement (OR-04-0026)  
5339 Alternatives Analysis Funding (OR-39-0005)

**PROPOSED MOTION:**

I move approval of the following resolution:

LTD Resolution No. 2008-014: It is hereby resolved that the LTD Board of Directors approves the proposed grant applications listed below, which total \$7,153,825 in federal funds and authorizes the General Manager to submit these applications to the Federal Transit Administration for approval.

- (1) 5307 Urbanized Area Formula Funds (OR-90-X152)
- (2) Surface Transportation Funds (OR-95-X019)
- (3) 5309 Bus Replacement (OR-04-0026)
- (4) 5339 Alternatives Analysis Funding (OR-39-0005)

**OR-90-X152  
FY 2007 and 2008 Funding**

		<b>STIP Key #</b>	<b>Fund Type</b>	<b>Match Ratio</b>	<b>Federal Grant</b>	<b>Project Total</b>
<u>111-00 Bus Rolling Stock</u>						
11.12.01	Replacement Vehicles - 8	14457	2007 5307	80%:20%	\$ 2,229,888	\$ 2,787,360
11.13.01	Expansion Vehicles - 3	14457	2008 5307	80%:20%	<u>800,680</u>	<u>1,000,850</u>
	<b>111-00 Bus Rolling Stock Total</b>				<b>3,030,568</b>	<b>3,788,210</b>
 <u>114-00 Bus Support Equip/Facilities</u>						
11.42.07	Security Video Infrastructure	15216	2008 5307	80%:20%	<u>64,720</u>	<u>80,900</u>
	<b>114-00 Bus Support Equip/Facilities Total</b>				<b>64,720</b>	<b>80,900</b>
 <u>113-00 Bus Stations Stops &amp; Terminals</u>						
11.32.02	River Road Station Land Acquisition	15677	2008 5307	80%:20%	<u>1,760,000</u>	<u>2,200,000</u>
	<b>113-00 Bus Station Stops &amp; Terminals Total</b>				<b>1,760,000</b>	<b>2,200,000</b>
 <u>119-00 Transit Enhancements</u>						
11.93.02	Shelters	15216	2008 5307 TE	80%:20%	<u>44,864</u>	<u>56,080</u>
	<b>119-00 Transit Enhancements Total</b>				<b>44,864</b>	<b>56,080</b>
	<b>Grant Application Total</b>				<b><u>\$ 4,900,152</u></b>	<b><u>\$ 6,125,190</u></b>
 <u>Federal Assistance by Fund Type</u>						
	2007 5307				2,229,888	
	2008 5307				2,625,400	
	2008 5307 TE				<u>44,864</u>	
	<b>Total</b>				<b><u>\$4,900,152</u></b>	

**Surface Transportation Funds (STP)  
OR-95-X019  
FY 2008 Funding**

	STIP Key #	Fund Type	Match Ratio	Federal Grant	Project Total	
<u>111-00 Bus Rolling Stock</u>						
11.12.06	EmX Vehicles	15563	2008 STP	89.73%:10.27%	\$ 491,889	\$ 548,188
<b>111-00 Bus Rolling Stock Total</b>				<b>491,889</b>	<b>548,188</b>	
 <u>117-00 Bus Other Capital Items</u>						
11.72.11	Commuter Solutions - Rideshare Activities	13684	2008 STP	100%	100,498	100,498
11.72.11	Commuter Solutions - Rideshare Activities	15267	2008 STP-U	100%	340,000	340,000
<b>117-00 Bus Other Capital Items Total</b>				<b>440,498</b>	<b>440,498</b>	
 <b>Grant Application Total</b>				 <b><u>\$ 932,387</u></b>	 <b><u>\$ 988,686</u></b>	
 <u><b>Federal Assistance by Fund Type</b></u>						
2008 STP				\$ 592,387		
2008 STP-U				<u>340,000</u>		
<b>Federal Funding Total</b>				<b><u>\$ 932,387</u></b>		



**OR-04-0026  
FY 2008 Funding**

		STIP Key #	Fund Type	Match Ratio	Federal Grant	Project Total
<u>111-00 Bus Rolling Stock</u>						
11.12.06	Articulated Buses	15572	5309	83%:17%	550,624	663,402
11.12.06	EmX Vehicle	15572	5309	83%:17%	\$ 225,662	\$ 271,882
<b>111-00 Bus Rolling Stock Total</b>					<b>776,286</b>	<b>935,284</b>
<b>Grant Application Total</b>					<b>\$ 776,286</b>	<b>\$ 935,284</b>

**Federal Assistance by Fund Type**

5309	\$ 776,286
<b>Federal Funding Total</b>	<b>\$ 776,286</b>

**5339 Alternatives Analysis  
OR-39-0005  
FY 2007 and 2008 Funding**

				<b>Federal</b>	<b>Project</b>	
				<b>Grant</b>	<b>Total</b>	
<u>442-00 Metropolitan Planning</u>	<b>STIP Key #</b>	<b>Fund Type</b>	<b>Match Ratio</b>			
44.23.02	Alternatives Analysis - Technical Studies	15715	2007 5339	80%:20%	\$ 300,000	\$ 375,000
44.23.02	Alternatives Analysis - WEEE	14605	2008 5339	80%:20%	<u>245,000</u>	<u>306,250</u>
<b>442-00 Metropolitan Planning</b>				<b>545,000</b>	<b>681,250</b>	
<b>Grant Application Total</b>				<b><u>\$ 545,000</u></b>	<b><u>\$ 681,250</u></b>	

**Federal Assistance by Fund Type**

2007 5339	\$ 300,000
2008 5339	<u>245,000</u>
<b>Federal Funding Total</b>	<b><u>\$ 545,000</u></b>

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** April 23, 2008
- ITEM TITLE:** FISCAL YEAR 2008-2009 PRICING PLAN AND SECOND READING AND ADOPTION OF AMENDED FARE ORDINANCE
- PREPARED BY:** Andy Vobora, Director of Service Planning, Accessibility, and Marketing
- ACTION REQUESTED:** Hold the second reading and adopt Fifteenth Amended Ordinance No. 35, which sets fares for Fiscal Year 2008-2009
- BACKGROUND:** Following public hearings in February and March 2008, staff were directed to make the following changes to the District fare structure:
- Increase the adult cash fare from \$1.25 to \$1.50.
  - Increase the youth, senior, and half-fare cash fare from 60 cents to 75 cents.
  - Increase the adult Day Pass price from \$2.50 to \$3.00.
  - Increase the youth, senior, and half-fare Day Pass price from \$1.20 to \$1.50.
  - Increase the RideSource fare from \$2.50 per trip to \$3.00 per trip.
  - Increase 2009 Group Pass rates by 8.8 percent.
  - Lower the qualifying age for Honored Riders from age 70 to age 65. In conjunction with this change, raise the senior fare age from age 62 to age 65 and phase in implementation over a three-year period.
  - Increase the holiday taxi reimbursement amount from \$10.00 to \$20.00.
- Fare changes must be implemented by ordinance. The first such ordinance, Ordinance No. 35, was adopted in June 1992. This will be the fifteenth amendment to Ordinance No. 35. The first reading of Fifteenth Amended Ordinance No. 35 was held on March 19, 2008. This will be the second reading and staff requests adoption of the ordinance. The Board can elect to read the ordinance by title only. Staff will have additional copies of the ordinance available for anyone in the audience who desires a copy.
- CONSEQUENCES OF REQUESTED ACTION:** A copy of Fifteenth Amended Ordinance No. 35 will be filed with the County Clerk and made available for public inspection. Implementation of adopted changes will occur as follows:
- **On July 1, 2008:**
    - **Cash fare increases**
    - **Day Pass fare increases**
    - **RideSource fare increases**
    - **Honored Rider age requirement lowered**
    - **Holiday taxi reimbursement increases**

- **On January 1, 2009:**
  - **Group pass rates increase**

**ATTACHMENTS:** (1) Fifteenth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services

**PROPOSED MOTION:** (1) I move that Fifteenth Amended Ordinance No. 35 be read by title only.

Following an affirmative vote, the ordinance should be read:

**Fifteenth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services.**

(2) I move the following resolution:

LTD resolution No. 2008-015: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Fifteenth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** April 23, 2008

**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:** March 2008 Performance Report (*to be handout at Board meeting*)  
February 2008 RideSource Activity and Productivity Report

**PROPOSED MOTION:** None