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Public notice was given to *The Register-Guard* for publication on June 10, 2008.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

**Wednesday, July 16, 2008
5:30 p.m.**

**LTD BOARD ROOM
3500 E. 17th 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. WORK SESSION | |
| A. Service Planning Outreach Plan | 06 |
| B. Revenue Options | 07 |

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

- | | |
|--|----|
| VII. EMPLOYEE OF THE MONTH – August 2008 (5 minutes) | 14 |
| VIII. AUDIENCE PARTICIPATION | |
| ◆ Each speaker is limited to three (3) minutes. | |

IX. ITEMS FOR ACTION AT THIS MEETING

- | | | |
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| A. | Consent Calendar (1 minute) | 15 |
| | 1. Minutes of the November 12, 2007, Special Board Meeting/Public Hearing on Service (Page 16) | |
| | 2. Minutes of the November 21, 2007, Canceled Board Meeting (Page 24) | |
| | 3. Minutes of the April 16, 2008, Canceled Board Meeting (Page 25) | |
| | 4. Minutes of the April 23, 2008, Special Board Meeting (Page 26) | |
| | 5. Minutes of the June 9, 2008, Special Board Meeting (Page 30) | |
| | 6. Budget Committee Nomination (Page 39) | |
| B. | Public Hearing and Second Reading and Adoption, Sixteenth Amended LTD Ordinance No. 35, An Ordinance Setting Fares for Use of District Services | 42 |
| | 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. Staff Comments | |
| C. | Use of Biofuel (5-10 minutes) | 47 |

X. ITEMS FOR INFORMATION AT THIS MEETING

- | | | |
|----|---|----|
| A. | Board Member Reports (10 minutes) | 51 |
| | 1. Meetings Held or Attended | |
| | a. LCOG Board of Directors – June 26 | |
| | b. Metropolitan Policy Committee – July 10 | |
| | 2. No Meeting/No Report | |
| | a. APTA Authorization Committee | |
| | b. West Eugene EmX Extension Corridor Committee | |
| | c. EmX Steering Committee | |
| | d. Board HR Committee | |
| | e. Gateway EmX Extension Corridor Committee | |

f.	Board Service Committee	
g.	Board Finance Committee	
B.	Triennial Review Final Report (15 minutes)	53
C.	EmX Interior Advertising (10 minutes)	72
D.	Gateway EmX Extension Project Budget (10 minutes)	73
E.	West Eugene EmX Extension Project Update (10 minutes)	92
F.	Monthly Financial Report—June 2008 (to be mailed separately on or before July 31, 2008)	94
G.	Monthly Department Reports (respond if questions)	95
H.	Monthly Performance Reports (respond if questions)	101
XI.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	102
A.	Gateway Station Construction Update (August or September)	
B.	LTD Annual Performance Evaluation (September)	
C.	Modify Payroll Tax Ordinance (September)	
D.	LTD Sustainability Plan (September)	
E.	West Eugene EmX Extension Project Update (September)	
F.	Technology Update (September)	
G.	Rewards & Recognition (September or October)	
H.	New Board Member (September or October)	
I.	General Manager Performance Evaluation (November or December)	
J.	Gateway EmX Extension Update (future meetings)	
K.	Park & Ride Program (future meeting)	

XII. ADJOURNMENT

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

Q:\Reference\Board Packet\2008\07\Regular Mtg 07-16-08\bdagenda.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: July 16, 2008

ITEM TITLE: JUNE FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Because the fiscal year-end closure process takes a period of several weeks to complete, the June financial report is not available at this time. In accordance with a statutory requirement, a preliminary financial report for the fiscal year ended on June 30 is always mailed to Board members on or before July 31 of each year. The Comprehensive Annual Financial Report (CAFR), which contains audited financial statements for the previous fiscal year, is presented to the Board in the fall of the subsequent fiscal year.

The first phase of field work for the independent audit of Fiscal Year 2007-2008 was conducted the week of June 23, 2008. The balance of the field work is scheduled for September. Staff expect the CAFR to be ready for acceptance by the Board at the regular meeting in November 2008.

ATTACHMENTS: None

PROPOSED MOTION: None

LANE TRANSIT DISTRICT
SIXTEENTH 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).

	Monday-Sunday
Adult (ages 19–64)	\$1.50
Youth (ages 6-18)*	\$.75
Half-Fare**	\$.75
Senior (ages 65 and older)**	Free

(b) Monthly and Three-Month Passes (Effective 8/24/08).

<u>Pass Type</u>	<u>Monthly</u>	<u>Three-Month</u>
Adult (ages 19-64)	\$45.00	\$122.00
Youth (ages 6-18)*	\$22.50	\$61.00
Half-Fare**	\$22.50	\$61.00
Senior (ages 65 and older)**	Free	Free

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

** LTD's EZ Access Program provides a half-hare program for persons with disabilities and Medicare cardholders. The EZ Access Program also provides the Honored Rider pass, providing free rides for persons 65 years of age and older. The half-fare and Honored Rider photo-identification cards may be obtained at LTD Customer Service.

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

The Day Pass rate is two times the cash fare.

- (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 monthly rates:	\$3.98 taxpayer
	\$4.63 non-taxpayer
Proposed monthly rates:	\$4.33 taxpayer
	\$5.04 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*):

RideSource	\$3.00	one way
Escort*	\$3.00	one way
RideSource 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 five (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 on August 15, 2008, at which time this Sixteenth 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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(c) Day Pass (Effective 9/01/00).

The Day Pass rate is two times the cash fare.

(d) Tokens (Effective 9/01/08).

Tokens are worth \$1.50 toward any LTD ride. Tokens are sold in lots of 100 for \$110.00 and are only available for purchase by governmental agencies and organizations registered in the Lane Transit District Not-for-Profit Discount Program.

- (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.

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3.01 Effective Date. This ordinance shall take effect on July 30, 2008, at which time this Sixteenth 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. Sixteenth Amended Ordinance No. 35 will be adopted by an emergency adoption process. The emergency adoption process allows for implementation of the fare changes by the September 1, 2008. The implementation of these fare changes generates revenue needed by Lane Transit District in order to address a budgetary shortfall that will result in service reductions. The additional fare revenue will mitigate a portion of these service reductions.

ADOPTED this _____ day of _____, 2008.

President and Presiding Officer

ATTEST:

Recording Secretary

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Pioneer Parkway EmX Cost Increase Analysis July 9, 2008

The Locally Preferred Alternative (LPA) for the Pioneer Parkway EmX project was selected in May 2006. That summer, a cost estimate for the project was completed and submitted as part of a Small Starts application in September 2006. The estimated cost for the project at that time was \$36.986 million. In May 2008 the cost estimate was updated after the design had reached 70 percent completion. The cost based on the 70 percent drawings has been established as \$41.295 million, which is an increase of \$4,309,000 compared to the LPA estimate. This is an increase of 11.65 percent. This document provides an analysis of the increase.

It should be noted that the initial cost estimate based on the 70 percent drawings was well over \$43 million. LTD pursued a cost reduction exercise that reduced the project cost by more than \$2 million. The items that were reduced, while resulting in significant cost decreases, will not adversely affect the operation of the system. The changes did not affect the amount of exclusive transit lanes or the number of stations.

The most significant cost increases between the September 2006 and the May 2008 estimates are itemized below. The first three items are cost increases related to significant changes in the scope of the project. The next six items are unanticipated increases in the cost for real estate and various commodities used in the project. The last item is an increase in contingency for the project, which can be attributed to the volatility in the price of key commodities for the project.

1. **Additional Spare Vehicle**

Amount of Increase: \$780,000

The cost for an EmX vehicle is just over \$1 million. This is about \$250,000 more than the cost of a conventional hybrid-electric articulated bus (LTD paid \$750,000 for hybrid articulated buses in 2007). The additional cost for the EmX vehicle is attributed to the addition of doors on the left-hand side of the vehicle, ramps at all doors, a specially designed exterior, and specially designed interior. The LTD EmX buses have been jointly procured with Cleveland (for their BRT service), and the joint order resulted in a lower cost per unit than we would otherwise have been able to receive.

Note that although an EmX vehicle costs in excess of \$1 million, the September 2006 cost estimate had assumed a higher per vehicle cost than the final guaranteed price for the vehicles. Thus, the net increase in the vehicle line item is less than the price of the one additional vehicle.

Reason for Change: The EmX line currently in service is operated with six buses, with four buses in service and two spares. The Pioneer Parkway EmX is an extension of the first line, and the combined service is expected to require eight buses in service. Originally, LTD expected that two spares would be sufficient for the entire combined line. Thus, the original budget included four additional EmX vehicles. However, our experience operating the first EmX line has led us to conclude that an additional spare vehicle (which would make the total purchase five vehicles) is needed to ensure reliable service. There have been times when an EmX bus is unavailable for extended periods

of time due to an accident or a significant maintenance issue. Due to the unique design of the EmX system, other buses from the LTD fleet cannot be used on the EmX line. The very high ridership on the EmX service discourages the option of operating one bus short (with longer headways) if a spare vehicle is not available.

The table below summarizes the changes in anticipated bus needs for the EmX service:

<u>LPA Assumption</u>	<u>Buses in Service</u>	<u>Spares</u>	<u>Total</u>
Franklin EmX	4	2	6
With Pioneer Parkway EmX	8	2	10
<u>Current Plan</u>			
Franklin EmX	4	2	6
With Pioneer Parkway EmX	8	3	11

2. Median Safety Improvements

Amount of Increase: \$470,000

Reason for Change

The southbound EmX line between F Street and Hayden Bridge Way travels in a planted median adjacent to a multi-use (bicycle and pedestrian) path (see photo simulation below). In addition, there is a point at which the southbound lane crosses the multi-use path.



During the review of the 30 percent design with the City of Springfield, a concern was expressed regarding the safety of the bus traveling next to the path. It was agreed that path lighting and a simple barrier between the path and the busway would be added.

The barrier would be installed wherever the busway came within 8 feet of the path, and the lighting would extend approximately 100 feet north and south of the EmX stations. Landscaping will also help provide a barrier between the path and the EmX line.

The Springfield City Council also had a concern regarding the safety of the crossing of the path by the southbound EmX lane. To address this concern, it was agreed that passive and active warning systems for bicyclists and pedestrians would be installed. In addition, the path will be realigned to create a safer crossing angle.

Both of these requirements were itemized in the resolution that was approved by the Springfield City Council on May 5, 2008. It should be noted that the agreed-upon safety improvements were scaled back considerably compared to the original requests from the City. Springfield had requested that the barrier and lighting be installed along the entire length of the median and that the path crossing be eliminated, which would have required a costly grade-separated design or elimination of a significant amount of exclusive transit lane. We believe that the design, which has been approved, provides for a safe design at a much lower cost than the originally requested changes.

3. Pedestrian Street Crossings

Amount of Increase: \$280,000

Reason for Change

There are three EmX stations that are not located near a signalized pedestrian crossing. Two of these stations--the Pheasant Station on Harlow Road and the Postal Way Station on Gateway--are paired curbside stations. The third station is the International Way East Station, which is in the median of International Way.

During the review process, a concern was expressed regarding the safety of pedestrians crossing the streets at these unsignalized locations. Gateway and Harlow are both five-lane busy streets with 35 mph speed limits. Options to relocate the stations to signalized intersections would have required inconsistent stop spacing and were not attractive from a service standpoint. As an alternative, it was agreed to install pedestrian crosswalks with a median refuge island and flashers to warn motorists. Note that these are not fully signalized pedestrian crossings. Full signals would be considerably more expensive.

4. Real Estate Costs

Amount of Increase: \$1,254,000

Reason for Change

The property to be acquired for the project is typically strips of land adjacent to the right-of-way. No businesses or residences are displaced. The majority of the acquisitions are along International Way, an area that has been experiencing very rapid development.

The original estimate in the LPA was based on an average per square foot cost for land. The cost was based on discussions with local appraisers but was not based on formal

appraisals. The cost included in the more recent cost estimate is based on a detailed analysis of every individual acquisition.

There are two primary reasons for the increase. First, commercial property in the Gateway and International Way area has increased tremendously in value during the last two years. These increases have surprised local real estate experts, especially given the general weakening of the economy.

The second reason is that LTD is undertaking many small property purchases. Smaller purchases tend to have higher per-square-foot costs. In addition, the effort needed to complete a property transaction is not much less for a small piece of property than for a larger parcel. Thus, contract services for small acquisitions are a higher percentage of the cost than for larger parcels.

Commodity Cost Increases

Since the LPA estimate was completed two years ago, there have been some very significant changes in the price for some products. A reasonable cost inflation was assumed in the LPA estimate, but this was not enough to account for the cost increases that actually occurred.

For each of Items 5 through 9 below, information is provided on the cost assumed in the LPA in Year of Expenditure (YOE) dollars as well as the current estimated cost. Much of the unexpected cost increases can be attributed to the skyrocketing costs of fuel. Some products, such as asphalt, are petroleum based and, thus, experience a direct increase in price when petroleum prices increase. Others are indirectly affected by the increase in petroleum costs since transportation costs of products have increased dramatically.

5. Steel Prices: Unexpected Increase in Price: \$199,207

Steel prices have increased more rapidly than expected. The estimate for structural steel framing for the Gateway Station was \$157,014. The successful bidder's price is \$356,222, for an increase of \$199,207. Supporting documents are attached as Exhibit A. It should be noted that the successful bidder, Brown Contracting, was one of four bidders, and all the bids were within a close range of costs, suggesting a competitive bidding environment.

There is also considerable steel in the remaining 13 smaller stations. As indicated in Exhibit B, the cost for this increased has been absorbed within the total station cost estimate.

The price increases for items six through nine are explained in Exhibit B, the memorandum from Parsons Brinkerhoff dated July 7, 2008.

6. Concrete Prices: Unexpected Increase in Price: \$650,200

7. Asphalt Concrete Prices: Unexpected Increase in Price: \$92,400

8. Aggregate Base: Unexpected Increase in Price: \$76,650

9. Traffic Signals: Unexpected Increase in Price: \$1,172,000

10. Construction Contingency

Amount of Increase: \$600,000

Reason for Change

The price for commodities has been very volatile. The sharp increase in fuel costs has increased the price of almost all products and services. In addition, some commodities, such as structural steel and concrete have experienced very high recent price increases. In fact, steel prices have increased significantly just in the time from when the cost estimate was prepared in May 2008, to July 2008, when this document was prepared.

To guard against continued unpredictable increases in commodities, the construction contingency for the project was increased from 10 percent, which would be typical at 70 percent of design, to 12.5 percent. This is an increase of approximately \$600,000 in the budget.

Exhibit A

CONSTRUCTION
FOCUS, INC.
*Cost Estimating and
Consulting Services*

July 7, 2008

Mark Young
Rowell Brokaw Architects P.C.
One East Broadway, Suite 300
Eugene,, Oregon 97401

Mark:

Our last cost estimate for the LTD Gateway Station project was submitted on February 27, 2008. More design work was completed over the next several weeks until the final bid documents were submitted to prospective bidders. On April 29, 2008 the bids were opened and at that time it was noted that the low bid was approximately \$188,000 higher than our submitted cost estimate.

What might explain the difference between these numbers? The apparent low bidder, Brown Contracting has submitted a Schedule of Values for this project and that has given us an opportunity to understand where the cost differences exist. See the attached comparison sheet between the Statement of Probable Cost that Construction Focus, Inc. prepared and the Schedule of Values data that was provided by the low bidder. I have taken some liberty to adjust the low bidder's numbers in an effort to extract the profit amount into a separate line item.

The areas of greatest negative discrepancy are Concrete, Brick Paving, Structural Steel, Steel Decking, Sheet Metal, and Painting. At least some part of the difference between the cost estimate and the Schedule of Values is attributable to the rising prices of fuel and steel. From February 2008 until May 2008 #2 diesel fuel increased 38.9 %. Concrete products increased 1.5% and steel mill products increased 23.3 % during this same time span. These figures were obtained from the Associated General Contractors. While these commodity price increases do not explain the discrepancy in painting numbers they do offer some insight into why costs have increased dramatically during the first two quarters of 2008 for materials that either contain or utilize steel, concrete, or diesel fuel.

Respectfully submitted,
CONSTRUCTION FOCUS, INC.

By



Steve Gunn, President

LTD GATEWAY STATION
Compare Statement of Probable Cost
To The Schedule of Values

1/1

ITEM	CFI TOTAL \$	SOV	DIFF CFI-SOV
Traffic Control & Erosion Control	6,000	5,700	300
Survey	5,133	12,349	-7,216
Excavation	177,363	156,738	20,625
Storm Water	30,417	27,548	2,870
Domestic Water	14,636	9,499	5,137
Concrete	312,729	377,120	-64,391
Asphalt Paving	51,688	36,097	15,591
Brick Unit Paving	40,434	56,995	-16,561
Structural Steel Framing	157,014	356,222	-199,207
Steel Decking	10,256	20,898	-10,642
Sheet Metal Work	6,129	51,296	-45,167
Metal Framed Skylights	143,460	142,489	971
Painting/Striping	21,692	61,745	-40,053
Signage	87,482	94,992	-7,510
Electrical	373,197	365,721	7,476
Landscaping	74,617	56,046	18,572
Site Furnishings	22,594	8,625	13,969
Markups	277,466	160,000	117,466
	1,812,307	2,000,080	-187,773

ARCH: RBA
 DWG DATE: Dec. 4, 2007
 DESIGN LEVEL: DD

CONSTRUCTION FOCUS, INC.
 541-686-2031
 EUGENE, OREGON

ESTIMATE DATE: Feb 27, 2008
 REVISION #: 10
 CONST. START: 2 QTR_08



To: Stefano Viggiano, Charlie Simmons
From: Christopher Hemmer *CH*
Date: July 7, 2008
Subject: Pioneer Parkway EmX – Commodity Cost Escalation Assessment

The memorandum summarizes increases in estimated construction costs due to increase of commodity prices. This comparison is based upon the 70% design level construction estimate prepared in May 2008 and the capital cost estimate prepared for the Locally Preferred Alternative based on the route concept engineering in May 2006. The May 2006 estimate did not explore many specific unit priced items due to the limited level of engineering completed. Enough was done, however, to draw comparisons for a number of items that have shown substantial increases in price than would have otherwise been expected or accounted for in the May 2006 estimate. Those items are as follows:

Item	2006 Unit Price	2008 Unit Price	% Increase	Cost Effect (2008\$)
Asphalt Concrete	\$51/ton	\$75/ton	47%	\$92,400
Aggregate Base	\$24/cubic yard	\$40/cubic yard	67%	\$76,650
Concrete Busway	\$133/route foot	\$220/route foot	65%	\$650,200
Signals	\$169,150/ea	\$298,840/ea	77%	\$1,172,000
Stations	\$270,000/ea	\$270,000/ea	0%	(see description)

A number of other items were also examined including bridge construction, earthwork, curbs, sidewalk, and concrete bus lanes. It was found that these items followed inflationary patterns that do not represent a significant deviation from what would have been expected between the 2006 and 2008 estimates.

Item Summaries:

Asphalt Concrete – Asphalt Concrete is composed of two primary components. Asphalt oil and aggregate base rock. Both of these material commodities have seen substantial increase in price over the past two years, and the trend is likely to continue at least for the asphalt oil due to the continuing price pressures within the oil industry. This risk is neutralized somewhat, however, but the somewhat limited quantity of asphalt concrete material needed on this project.

Aggregate Base – Aggregate base rock has risen in price substantially the last two years. It is not entirely clear what is driving the price increase. It appears it may have to do with the cost to extract and haul the material due to increasing fuel prices. Additional market pressures may also be to blame.

Concrete Busway – The concrete busway, which is a unique LTD design composed of two curbed concrete “tracks” with a center water quality filter strip, has seen a substantial increase in costs and, in terms of civil construction, is one of the most significant to the project. While some of the cost is related to a refinement to the busway design that includes additional width, the majority of the cost increase is specifically tied to a number of commodities, including reinforcing steel. A breakdown of the key increases is as follows:

Concrete - additional .05 CY/ft = \$20/ft

Steel - cost increase from \$1/lb to \$2/lb = \$39/ft

Aggregate Base/sand media volume increase from 0.37 CY to 0.51 CY = \$3/ft

Aggregate Base/filter sand media composite cost increase \$24/CY to \$35/CY = \$6/ft

Addition of impermeable fabric to design = \$19/ft

Signals – Signal costs were originally estimated using a typical cost per intersection of \$170,000. In 2008, this cost is approximately \$300,000. The reason for this increase is two fold, but difficult to separate. First, ODOT adopted in 2007 the AASHTO guidelines for signal pole design. This design requirement change has resulted in substantially increase signal foundation sizes as well as signal poles constructed of heavier gauge steel, for which there is not a 2006 comparable product. Additionally, metals used in the signal poles and in the wiring have increased significantly in cost. Finally, labor costs for signal installation have risen substantially in the last two years, affecting the total cost per intersection price.

A note on the “net effect” value presented in the table for signal construction. At the time of the LPA estimate, signals were estimated by applying a standardized price per each. Because design has reached a reasonable stage of completion, the cost at each intersection in the 70% estimate is based on the actual work to be completed. Therefore, to better assess the effect of commodity increases over the last two years, the 77% factor has been applied to determine a signal work price in 2006 dollars and the difference expressed in the table.

Stations – In the 2006 estimate, stations were estimated per each based on the high range of station costs associated with the then nearly complete Franklin Corridor EmX. Despite significant increases in steel costs the last two years, the slightly smaller and more consistent stations on the Pioneer Parkway EmX have resulted in an estimated price that appears to have translated well to the 2008 estimate. Stations are included in this memorandum, however, because of the volatility in the price of steel. Though price neutral between 2006 and 2008, the stations have absorbed available contingency money. Steel prices, a significant portion of the station costs due to the use of the metal in canopies, signage, and station furniture, remain volatile in the current market and represent a significant risk moving forward for cost escalation. This escalation is difficult to predict at this time, so the monetary effect to the project cannot be quantified. What is known is that there is a high likelihood that the cost of steel will continue to rise at a rate greater than the annual inflation rate of 3.5%.

12/05 UNIT PRICES

0620-0128000J	COLD PLANE PAVEMENT REMOVAL, 9 INCH DEEP	999,252	SQUARE FEE	134,137.00	0.13
0620-0133000J	COLD PLANE PAVEMENT REMOVAL ON BRIDGE DECK	75,493	SQUARE FEE	44,984.15	0.60
0620-0134000J	COLD PLANE PAVEMENT REMOVAL ON BRIDGE DECK, 0 - 2 INC	40,731	SQUARE FEE	36,560.00	0.90
0620-0135000J	COLD PLANE PAVEMENT REMOVAL ON BRIDGE DECK, 2 - 4 INC	137,196	SQUARE FEE	238,084.50	0.26
0620-9290000J	SEC 0620 MISCELLANEOUS	278,155	SQUARE YAR	2,689,368.50	1.74
0640-0100000M	AGGREGATE BASE	16,125	TON (MG)	211,086.00	13.09
0640-0101000M	AGGREGATE SHOULDERS	103,856	TON (MG)	1,047,394.00	10.09
0641-0100000M	AGGREGATE SUBBASE	792,090	TON (MG)	8,594,292.16	28.39
0641-0102000M	AGGREGATE BASE	166,652	TON (MG)	1,960,342.00	10.85
0641-0102000M	AGGREGATE BASE	1,050	TON (MG)	62,738.00	11.76
0641-0102000M	AGGREGATE BASE	20,751	TON (MG)	22,050.00	25.40
0641-0107000M	PLANT MIX AGGREGATE BASE	10	CUBIC YARD	500.00	13.04
0641-0112000M	3/4 INCH - 0 AGGREGATE BASE	132	CUBIC YARD	3,030.00	50.00
0641-0112000M	3/4 INCH - 0 AGGREGATE BASE	106,131	CUBIC YARD	1,059,209.50	22.95
0641-0112000M	3/4 INCH - 0 AGGREGATE BASE	1,857	TON (MG)	56,800.00	9.98
0641-0115000M	1 INCH - 0 AGGREGATE BASE	6,540	CUBIC YARD	83,750.00	30.59
0641-0117000M	1-1/2 INCH - 0 AGGREGATE BASE	359	CUBIC YARD	67,868.91	12.81
0641-0121000M	2-1/2 INCH - 0 AGGREGATE BASE	3,197	TON (MG)	2,900.00	189.05
0641-0130000M	AGGREGATE SHOULDERS	14,602	CUBIC YARD	403,373.00	0.91
0641-9290000K	SEC 0641 MISCELLANEOUS	2,756	TON (MG)	50,000.00	27.62
0680-9290000K	SEC 0680 MISCELLANEOUS	2,308	TON (MG)	533,935.00	18.14
0705-0101000M	EMULSIFIED ASPHALT IN FOG COAT	1,900	CUBIC YARD	47,500.00	231.34
0705-0102000M	AGGREGATE IN COVER MATERIAL	1,900	CUBIC YARD	47,500.00	25.00
0710-0100000K	AGGREGATE IN EMULSIFIED ASPHALT SURFACE TREATMENT	254	TON (MG)	36,800.00	203.50
0710-0100000M	AGGREGATE IN EMULSIFIED ASPHALT SURFACE TREATMENT	331	TON (MG)	65,400.00	144.88
0710-0102000M	EMULSIFIED ASPHALT IN SURFACE TREATMENT	3,801	TON (MG)	876,011.50	197.58
0715-9290000K	SEC 0715 MISCELLANEOUS	5,498	TON (MG)	1,483,975.00	12.82
0719-0100000M	LIME FOR TREATED RECYCLE	4,377	CUBIC YARD	94,562.00	230.47
0721-0101000M	RECYCLING AGENT IN CRP	2,497	TON (MG)	136,841.50	21.60
0730-0100000M	ASPHALT IN TACK COAT	4,111	TON (MG)	234,460.00	54.80
0735-0100000M	EMULSIFIED ASPHALT CONCRETE MIXTURE	71	TON (MG)	3,975.25	55.98
0735-0101000M	EMULSIFIED ASPHALT IN MIXTURE	491	TON (MG)	23,750.00	48.37
0735-0102000K	CHOKO AGGREGATE	3,504	TON (MG)	194,917.13	55.63
0744-0201000M	LEVEL 2, 3/4 INCH DENSE HMAC MIXTURE	1,223	TON (MG)	117,408.00	96.00
0744-0202000M	LEVEL 2, 1/2 INCH DENSE HMAC MIXTURE	1,378	TON (MG)	21,250.00	15.42
0744-0231000M	LEVEL 2, 1/2 INCH DENSE HMAC MIXTURE IN LEVELING	6,449	TON (MG)	193,050.00	29.93
0744-0301000M	LEVEL 3, 3/4 INCH DENSE HMAC MIXTURE	600	TON (MG)	33,000.00	55.00
0744-0302000M	LEVEL 3, 1/2 INCH DENSE HMAC MIXTURE	3,968	TON (MG)	68,400.00	17.24
0744-0303000M	LEVEL 3, 1/2 INCH DENSE HMAC MIXTURE	1,549	TON (MG)	86,485.50	55.83
0744-0304000M	LEVEL 3, 1 INCH DENSE HMAC	225	TON (MG)	9,450.00	42.00
0745-0201000M	LEVEL 2, 3/4 INCH DENSE HMAC	435	TON (MG)	435.00	1.00
0745-0202000M	LEVEL 2, 1/2 INCH DENSE HMAC	198,213	TON (MG)	4,251,020.90	21.45
0745-0203000M	LEVEL 2, 3/4 INCH DENSE HMAC	668,966	TON (MG)	14,501,127.93	21.68
0745-0204000M	LEVEL 2, 1 INCH DENSE HMAC	48,379	TON (MG)	1,089,052.00	22.51
0745-0301000M	LEVEL 3, 3/4 INCH DENSE HMAC	30,693	TON (MG)	519,582.00	16.93
0745-0302000M	LEVEL 3, 1/2 INCH DENSE HMAC	37,217	TON (MG)	899,150.00	24.16
0745-0303000M	LEVEL 3, 1/2 INCH DENSE HMAC	519,842	TON (MG)	10,392,549.00	19.99
0745-0304000M	LEVEL 3, 1 INCH DENSE HMAC	61,286	TON (MG)	29,700.00	24.48
0745-0311000M	LEVEL 3, 3/4 INCH OPEN HMAC	26,121	TON (MG)	1,576,668.00	25.73
0745-0312000M	LEVEL 3, 1/2 INCH OPEN HMAC	3,968	TON (MG)	656,820.90	25.15
0745-0313000M	LEVEL 3, 1/2 INCH DENSE LIME TREATED HMAC	310,825	TON (MG)	114,012.00	28.73
0745-0314000M	LEVEL 3, 1/2 INCH DENSE LIME TREATED HMAC IN LEVELING	25,166	TON (MG)	7,456,948.00	23.99
0745-0315000M	LEVEL 3, 1/2 INCH DENSE LIME TREATED HMAC IN TEMPORARY		TON (MG)	548,100.00	21.78
0745-0401000M	LEVEL 4, 3/4 INCH DENSE HMAC		TON (MG)		
0745-0402000M	LEVEL 4, 1/2 INCH DENSE HMAC		TON (MG)		

\$12/Ton ASSUMED
 = \$24/CUBIC YARD

↓
 = \$52/Ton A/C
 \$51/Ton USED
 IN EST.

ODOT'S BAMS/DSS Statistical Analysis Models
April 2006 through March 2008 Awd Contracts - English Conv

WEIGHTED AVERAGE ITEM PRICE REPORT
BY REGION, ITEM, AND QUARTER

REGION	ITEM	CALENDAR QUARTER	NUMBER OF OCCUR'S	TOTAL QUANTITY	TOTAL DOLLARS	AVERAGE AWARDED PRICE	AVERAGE OF LOW 3 BIDDERS
2	COLD PLN PVMT REMV ON BR DECK / SOFT						
	0620-0133000J	2006Q2	1	3,250.00	\$1,918	\$0.59	\$0.81
			1	3,250.00	\$1,918	\$0.59	\$0.81
	COLD PLN PVMT REM ON BR DECK, 0-2 IN DP						
	0620-0134000J	2006Q2	3	10,624.00	\$7,936	\$0.75	\$0.40
		2008Q1	1	5,850.00	\$2,340	\$0.40	\$0.41
			4	16,474.00	\$10,276	\$0.62	\$0.40
	COLD PLN PVMT REM ON BR DECK, 2-4 IN DP						
	0620-0135000J	2007Q2	7	29,135.00	\$25,086	\$0.86	\$0.64
			7	29,135.00	\$25,086	\$0.86	\$0.64
	AGGREGATE BASE / TON						
	0640-0100000M	2006Q2	5	9,705.00	\$175,757	\$18.11	\$19.18
		2006Q3	2	4,800.00	\$82,650	\$17.22	\$17.30
		2006Q4	5	5,183.00	\$155,125	\$29.93	\$25.56
		2007Q1	1	70.00	\$3,850	\$55.00	\$63.33
		2007Q2	4	4,400.00	\$110,335	\$25.08	\$24.10
		2007Q3	2	1,066.00	\$25,903	\$24.30	\$30.04
		2007Q4	1	900.00	\$28,800	\$32.00	\$27.03
		2008Q1	1	19,050.00	\$340,995	\$17.90	\$18.63
			21	45,174.00	\$923,415	\$20.44	\$20.44
	AGGREGATE SHOULDERS / TON						
	0640-0101000M	2006Q2	1	6,600.00	\$146,190	\$22.15	\$21.35
		2006Q4	3	5,366.00	\$120,840	\$22.52	\$20.45
		2007Q4	1	422.00	\$16,036	\$38.00	\$32.65
			5	12,388.00	\$283,066	\$22.85	\$21.35

≅ \$40/CUBIC YARD

ODOT'S BAMS/DSS Statistical Analysis Models
April 2006 through March 2008 Awd Contracts - English Conv
WEIGHTED AVERAGE ITEM PRICE REPORT
BY REGION, ITEM, AND QUARTER

REGION	ITEM	CALENDAR QUARTER	NUMBER OF OCCUR'S	TOTAL QUANTITY	TOTAL DOLLARS	AVERAGE AWARDED PRICE	AVERAGE OF LOW 3 BIDDERS
2	LVL 3, 1/2 INCH DENSE HMAC / TON						
	0744-0302000M	2006Q2	1	150.00	\$21,300	\$142.00	\$137.00
		2006Q3	1	300.00	\$21,600	\$72.00	\$76.00
		2006Q4	4	3,378.00	\$270,475	\$80.07	\$80.24
		2007Q1	2	1,901.00	\$146,853	\$77.25	\$74.56
		2007Q2	4	4,998.00	\$303,432	\$60.71	\$64.08
		2007Q3	2	1,170.00	\$78,875	\$67.41	\$78.31
		2007Q4	2	1,664.00	\$121,100	\$72.78	\$83.19
		2008Q1	1	2,000.00	\$165,380	\$82.69	\$79.90
			17	15,561.00	\$1,129,015	\$72.55	\$74.95
	LVL 3, 1/2 INCH DS IN LVL / TON						
	0744-0331000M	2007Q1	1	65.00	\$5,460	\$84.00	\$77.00
			1	65.00	\$5,460	\$84.00	\$77.00
	LEVEL 2, 3/4 INCH DENSE HMAC / TON						
	0745-0201000M	2006Q2	1	70.00	\$9,800	\$140.00	\$126.67
			1	70.00	\$9,800	\$140.00	\$126.67
	LEVEL 2, 1/2 INCH DENSE HMAC / TON						
	0745-0202000M	2008Q1	1	5,536.00	\$332,160	\$60.00	\$38.67
			1	5,536.00	\$332,160	\$60.00	\$38.67
	LEVEL 3, 3/4 INCH DENSE HMAC / TON						
	0745-0301000M	2006Q4	1	4,365.00	\$274,995	\$63.00	\$63.49
		2007Q1	1	5,499.00	\$285,948	\$52.00	\$50.00
		2007Q2	2	11,013.00	\$440,094	\$39.96	\$44.24
			4	20,877.00	\$1,001,037	\$47.95	\$49.78



PARSONS BRINCKERHOFF COMPUTATION SHEET

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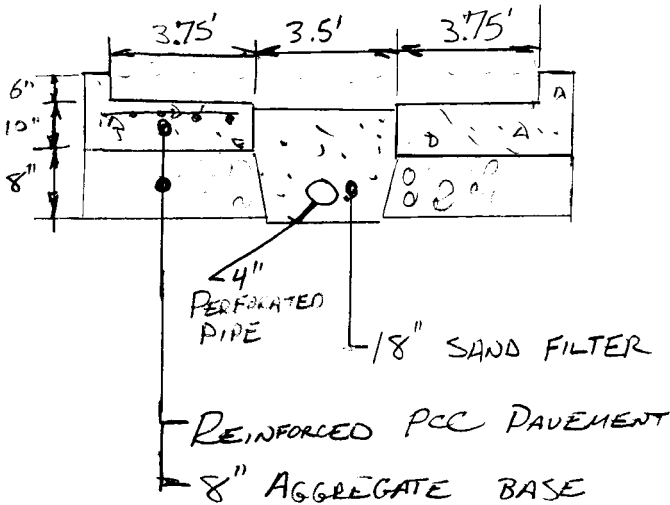
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Date

Subject BRT PIONEER PKWY
BUSWAY SECTIONS

TYPE B - PIONEER PKWY, HAYDEN, GATEWAY (2006 \$)



CONCRETE:

$$2(3 \times 0.83 + 0.5 \times 1.33) / 27 = 0.23 \text{ CY/FT} \times \$400/\text{CY} = \$92/\text{FT}$$

STEEL:

$$10 \#5 = 10 \times 1.043 \text{ lb/FT} = 10.43 \text{ lb/FT}$$

$$2 - 3' \#3 @ 1 \text{ FT OC} = 6 \times 0.376 \text{ lb/FT} = 2.25 \text{ lb/FT}$$

$$1.1' \#5 \text{ hook} = 1.1 \times 1.043 = 1.15 \text{ lb/FT}$$

$$2' \#5 \text{ hook} = 2 \times 1.043 = 2.09 \text{ lb/FT}$$

$$\frac{15.92 \text{ lb/FT} \times 2}{16} = 31.84 \text{ lb/FT} \times \$1/16 = \$31.85$$

DRAINPIPE: \$15/FT

AGG BASE/SAND FILTER MEDIA:

$$(0.67 \times 2 \times 3.5 + 1.5 \times 3.5) / 27 = 0.37 \text{ CY/FT} \times \$24/\text{CY} = \$8.90/\text{FT}$$

EXCAVATION:

$$11.5 \text{ FT} \times 2' / 27 = 0.85 \text{ CY/FT} \times \$12/\text{CY} = \$10.20/\text{FT}$$

TOTAL = \$157.95/FT



PARSONS BRINCKERHOFF COMPUTATION SHEET

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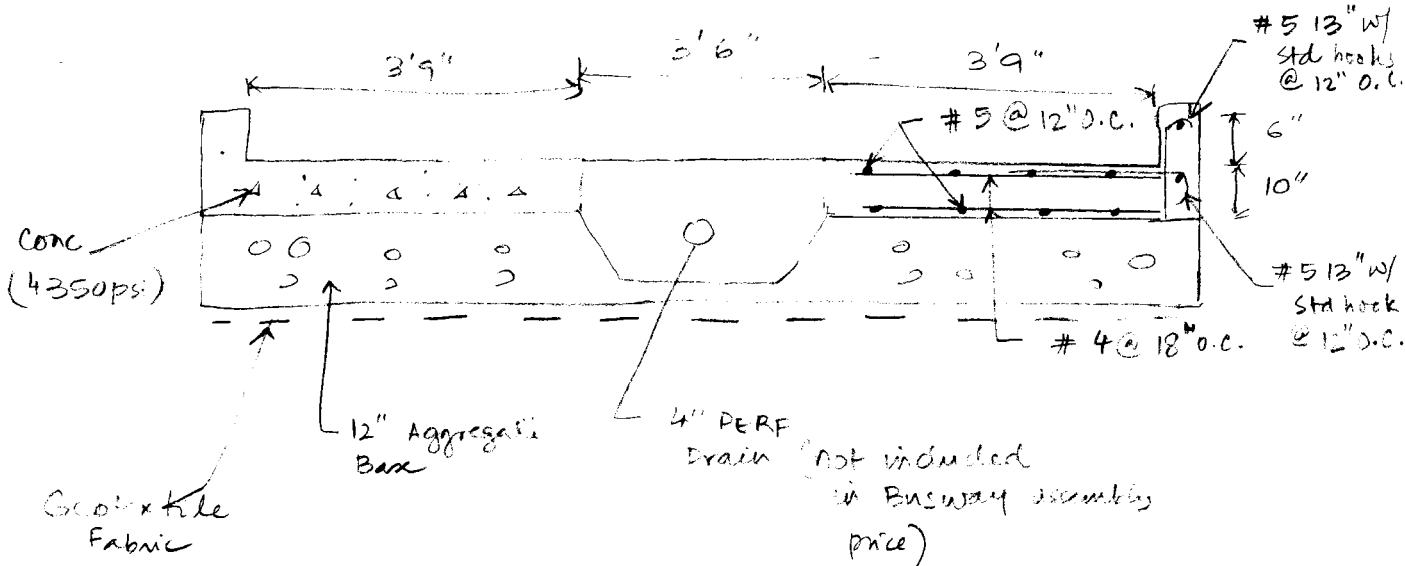
Date 5/12/08

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Date _____

Subject PIONEER PARKWAY 307

BFT BUSWAY COST / LF (2008 \$)



Concrete $2(3.75' \times 0.83' + 0.5' \times 1.33') \times \frac{1}{27} = 0.28 \text{ CY/ft} \times \$400/\text{ft} = \$111.93/\text{ft}$

Steel 2, #5 - 13" Hook = $1.083' \times 1.043 \text{ lb/ft} = 1.129 \text{ lb/ft} \times 2 = 2.26 \text{ lb/ft}$
 10 - #5 (Top + Bottom) = $10 \times 1.043 \text{ lb/ft} = 10.43 \text{ lb/ft}$
 2 - 3'9" long #4 = $2 \times 3.75 \times 0.668 = 5.01 \text{ lb/ft}$
 Total = $2[2.26 + 10.43 + 5.01] = 35.41 \text{ lb/ft} \times \$2/\text{lb} = \$70.8/\text{ft}$

Sand filter media $(3.5' \times 1.5') \frac{1}{27} = 0.194 \text{ CY/ft}$

12" Aggregate Base $\frac{2}{27} (1' \times 4.25') = 0.315 \text{ CY/ft}$

Total for Filter + Agg Base = $(0.194 + 0.315) \times \$35/\text{ft} = \$17.82/\text{ft}$

Geotextile Fabric = $12' = 12' \times \$1.57/\text{ft} = \$18.88/\text{ft}$

TOTAL = $(\$111.93 + \$70.8 + \$17.82 + \$18.88)/\text{ft} = \$219.43/\text{ft}$

Traffic Signal Estimate

Project	EMX PIONEER PARKWAY SEGMENT	Estimator	John Emmons
Intersection	Typical	Client	LTD
Bid Item	Traffic Signal Construction	Date	5/14/2006
		Total Estimate	

Item	Unit	Unit Price	Qty	Total Cost	Item	Unit	Unit Price	Qty	Total Cost
Cabinets					Signs				
Model 170/332	ea	\$10,500	1	\$10,500.00	Illuminated Sign	ea	\$850		
Model 170/337	ea	\$9,000			Aluminum Sign	ea	\$300	4	\$1,200
Service Cabinet	ea	\$2,750	1	\$2,750.00	SNS - Illuminaated	ea	\$1,060		
Loop Det Amp	ea	\$350			SNS - Aluminum	ea	\$600	4	\$2,400
Load Switch	ea	\$300			Conduit				
Terminal Cabinet	ea	\$250	4	\$1,000.00	Conduit in pavement	ft	\$32	200	\$6,400
Mast Arm Poles					Conduit in dirt	ft	\$15	500	\$7,500
MP1	ea	\$3,000			Junction Box	ea	\$550	14	\$7,700
MP2	ea	\$3,500			Wiring				
MP3	ea	\$4,000			Interconnect Cable	ft	\$3		
MP4	ea	\$5,000			Wire Teriminations - Controller	ea	\$1,000	4	\$4,000
MPL1	ea	\$5,500			Wire in Conduit & Poles	ft	\$5	1000	\$5,000
MPL2	ea	\$6,000	1	\$6,000.00	Vehicle Detection				
MPL3	ea	\$6,500	3	\$19,500.00	Loop Stub-out	ea	\$400	24	\$9,600
MPL4	ea	\$7,000			Saw Cut Loop	ea	\$400	12	\$4,800
Mast Arm - 15	ea	\$2,200			Loop Splice	ea	\$50	24	\$1,200
Mast Arm - 20	ea	\$2,300			Preemption				
Mast Arm - 25	ea	\$2,500			Opticom Det	ea	\$600	4	\$2,400
Mast Arm - 30	ea	\$3,000			Opticom Ph Selector	ea	\$1,800	2	\$3,600
Mast Arm - 35	ea	\$3,500	3	\$10,500.00	Installation Costs				
Mast Arm - 40	ea	\$4,000	1	\$4,000.00	Controller Cabinet	ea	\$2,500	1	\$2,500
Mast Arm - 45	ea	\$4,500							
Mast Arm - 50	ea	\$5,000							
MA Pole Install	ea	\$500	4	\$2,000.00	Misc Items				
L Arm Install	ea	\$275			Splice Conduit	ea	\$600		
Wood Pole - Misc	ea				Remove Wire-Existing	ft	\$1		
Luminaire Pole					DC Isolators	ea	\$100		
Luminaire Pole	ea	\$1,000			Luminaire/Lamp	ea	\$300	4	\$1,200
Luminaire Arm	ea	\$500	4	\$2,000.00	Remove Existing Signal	ea	\$750		
Pole - Install	ea	\$300			Relocate Existing Box	ea	\$1,000		
Arm - Install	ea	\$275			Traffic Control	ea	\$5,000	1	\$5,000
Pedestals									
Ped Pedestal	ea	\$800	4	\$3,200.00					
PB Post	ea	\$400			Estimate of Materials & Labor				\$169,150
Vehicle Sig Pedestal	ea	\$1,000							
Foundations					Construction 2006 Bid Total				\$169,150
Mast Arm Poles	ea	\$6,000	4	\$24,000.00	Construction 2008 Bid Total				\$298,840
Luminaire Pole	ea	\$5,000			% Difference in 2006 to 2008				77%
Pedestal	ea	\$800	4	\$3,200.00					
Controller/Service Cabinet	ea	\$1,000	2	\$2,000.00					
Vehicle Signals									
12/12/12 wo LED	ea	\$550							
12/12/12 w LED	ea	\$1,000	8	\$8,000.00					
Dog House wo LED	ea	\$850							
Dog House w LED	ea	\$1,200							
PVS Signal	ea	\$1,500							
Pedestrian Signals									
Ped Signal w LED	ea	\$500	8	\$4,000.00					
Ped Pushbutton	ea	\$250	8	\$2,000					

AGENDA ITEM SUMMARY

DATE OF MEETING: July 16, 2008

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

PREPARED BY: Jeanne Schapper, 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

**LANE TRANSIT DISTRICT
BUDGET COMMITTEE MEMBERS**

(FY 2008-2009 Budget)

Note: Budget Committee members are not required to live in the same subdistrict as the nominating Board member.

SUBDISTRICT	NOMINATING BOARD MEMBER	BUDGET COMMITTEE MEMBER	TERM EXPIRES
1	Debbie Davis	B. Dean Huber	1/01/10
2	Michael Eyster	Warren Wong	1/01/12
3	David Gant <i>(Michael Dubick)</i>	Darrel Williams	1/01/09
4	Susan Ban <i>(Ed Necker)</i>	Michael Langis	1/01/09
5	Gerry Gaydos	Dwight Collins	1/01/10
6	Greg Evans	Jon Hinds	1/01/11
7	Dean Kortge	Peter Davidson	1/01/11

A Board member whose name is in italics has been appointed since the last Budget Committee nomination in that subdistrict, and would make the next appointment in that subdistrict.



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

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

**CONSENT CALENDAR ITEM:
BUDGET COMMITTEE NOMINATIONS**

July 16, 2008

Background:

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

Board member Mike Eyster is nominating Warren Wong to fill the position being vacated by Russ Brink, who is moving out of the area. Since this unexpired term will end on January 1, 2009, the Board is also being asked at this time to approve the nomination of Mr. Wong to a full term on the Budget Committee beginning on January 1, 2009, and ending on January 1, 2012.

The nomination form for Mr. Wong is attached. Also attached is a list of Budget Committee members showing the term expiration date for each, as well as the nominating Board member.

Attachments:

1. List of 2007-08 Budget Committee Members
2. Nomination Form for Warren Wong

Recommended Action:

The Board is asked to approve this nomination in the Consent Calendar presented for approval by the Board at the July 16 meeting.



**LANE TRANSIT DISTRICT
NOMINATION FOR BUDGET COMMITTEE**

BUDGET COMMITTEE APPOINTMENT QUALIFICATIONS: ORS 294.336

Budget Committee: (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body. . . . (5) The appointive members of the budget committee shall be appointed for terms of three years. The terms shall be so staggered that one-third or approximately one-third of the appointive members' terms ends each year.

Board Member:	Mike Eyster	
Date of Nomination:	July 16, 2008	
Term of Budget Committee Appointment:	July 16, 2008	January 1, 2012
	Effective Date	Term Expiration Date
Approved by Board:	Date	

NOMINEE'S NAME: WARREN WONG

Home Address: 3303 Stoney Ridge Rd., Eugene 97405

Telephone Number: (541) 345-4009

Business Address: N/A

Telephone Number:

PREFERRED MAILING/DELIVERY ADDRESS: home

Occupation: Retired

Brief statement of nominee's background that is relevant to budget committee appointment:
Mr. Wong has a background of 27 years staffing various budget committees. He holds a Bachelor's degree in Economics, with a MBA in Finance and Accounting. Following graduate school, he taught Finance and Accounting for two years at Washington State University. He served two years as a House Appropriations Committee Research Analyst for the Washington State Legislature. For 20 years he held the position of Executive Manager, Administrative Services for the City of Eugene. His duties for the City included Finance, Budget, and Budget Committee support. He recently retired after seven years as the Managing Director of the Lane County Fair Board.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 16, 2008

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

ACTION REQUESTED: None

BACKGROUND: Board members have been appointed to Board Committees and to the Metropolitan Policy Committee (MPC), the Lane Council of Governments (LCOG) Board of Directors, and, on occasion, to other local or regional committees. Board members also present testimony at public hearings on specific issues as the need arises. After meetings, public hearings, or other activities attended by individual Board members on behalf of LTD, time will be scheduled on the next Board meeting agenda for an oral report by the Board member. The following activities have occurred since the last Board meeting:

MEETINGS HELD

Board members can take this opportunity to report briefly on any one-on-one meetings they have held with local officials or other meetings they have attended on behalf of LTD.

1. **LCOG Board of Directors:** LTD Board Member Mike Dubick represents LTD on the Lane Council of Governments (LCOG) Board of Directors as a non-voting member. The LCOG Board met on June 26 and discussed MPO applications to the ODOT Transportation Operations Innovation and Demonstration Program. These applications included two involving LTD: the first to utilize LTD buses as vehicle probes to provide real-time data on congestion within the MPO area; and the second related to LTD's project on Vehicle Assist and Automation on the EmX system. The Board endorsed the applications and authorized Vice Chair Chris Pryor to sign the endorsement letter.
2. **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. MPC met on July 10 in Springfield. Items discussed included consideration of a case statement for the 2010 Campaign for Active Transportation, approval of Commuter Solutions STP-U funding, and approval of MPO priorities for the ODOT statewide Earmark project list.

NO MEETINGS HELD

1. **APTA Authorization Committee:** The American Public Transportation Association (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. Mr. Evans will attend a Task Force meeting in Seattle on July 21, 2008.
2. **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 is scheduled to meet on July 24 to review progress from community design workshops held on July 7 (focus on 6th/7th alignments), and July 8 (focus on West 13th alignments). Feedback from the committee will help staff plan for other workshops to be held on July 28 (focus on West 7th Place/Stewart Road), August 20 (overview of all alternatives), and tentatively on August 18 (focus on the Amazon Channel).
3. **EmX Steering Committee:** Board members Gerry Gaydos, 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 next meeting is scheduled to be held on August 5.
4. **Board HR Committee:** The Board HR Committee is composed of Mike Dubick, Mike Eyster, and Chair Gerry Gaydos. The committee last met on April 8. The next meeting is tentatively scheduled to be held on August 26.
5. **Gateway EmX Extension Corridor Committee:** This committee (formerly Pioneer Parkway Corridor Committee) also is a subcommittee of the EmX Steering Committee. It 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.
6. **Board Service Committee:** The Board Service Committee 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. The committee last met on February 20. The next meeting has not yet been scheduled.
7. **Board Finance Committee:** The Board Finance Committee is composed of Dean Kortge (chair), Mike Dubick, and Debbie Davis. The next meeting of the Board Finance Committee has not been scheduled.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2008

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Mark Pangborn, General Manager

ACTION REQUESTED: None

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

- May 27, 2008, Letter to Board President Gerry Gaydos from the Eugene 08 Olympic Team Trials—Track & Field Organizing Committee thanking the Board and staff for LTD's contributions to the event

PROPOSED MOTION: None

LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING

Wednesday, April 23, 2008

Pursuant to notice given to *The Register-Guard* for publication on April 17, 2008, 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 Wednesday, April 23, 2008, beginning at 5:30 p.m., in the LTD conference room at 3500 East 17th Avenue, Eugene.

Present: Gerry Gaydos, President, presiding
Debbie Davis, Treasurer
Mike Dubick
Mike Eyster, Vice President
Greg Evans
Ed Necker
Mark Pangborn, General Manager
Jo Sullivan, Clerk of the Board/Minutes Recorder

Absent: Dean Kortge, Secretary

CALL TO ORDER – Mr. Gaydos called the meeting to order at 5:35 p.m. Mr. Evans was not yet present.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA – Mr. Pangborn noted the award that had been received from the Government Finance Officers Association for excellence in financial reporting. This was the twelfth year in a row that the District's Comprehensive Annual Financial Report (CAFR) had received the award. Mr. Pangborn thanked the Finance Department staff for their work on the CAFR, and Director of Finance and Information Technology Diane Hellekson acknowledged Finance Manager Carol James' work, especially.

Mr. Pangborn also distributed copies of an article by Mr. Evans from the most recent American Public Transportation Association (APTA) publication, *Passenger Transport*. He said that in July he would be attending an APTA meeting in Cleveland and would see what the bus rapid transit system looked like there. Cleveland was buying 22 buses on the same contract through which LTD bought its EmX buses, and probably would have 17 or 18 on the road at one time.

BOARD CALENDARS – Mr. Pangborn noted that on May 5, the Springfield City Council would be addressing its resolution on Pioneer Parkway. The Board had scheduled a strategic planning work session to begin at 3 p.m. on Monday, June 9.

EMPLOYEE OF THE MONTH – Mr. Pangborn explained that the May Employee of the Month, Bus Operator Erik Dahl, was unable to attend the meeting, since his shift began at 4 a.m. and he started his day at 2 a.m. Mr. Pangborn added that he liked the way Mr. Dahl was focused on fitness and encouraged other employees to use the fitness equipment at LTD.

AUDIENCE PARTICIPATION – There was none.

ITEMS FOR ACTION AT THIS MEETING

MOTION **CONSENT CALENDAR** – Ms. Davis moved, seconded by Mr. Dubick, approval of LTD Resolution No. 2008—13: “It is hereby resolved that the Consent Calendar for April 23, 2008, is approved as presented.” On the Consent Calendar were the minutes of the March 10, 2008, special Board meeting/public hearing on fares and service.

VOTE The Consent Calendar was approved as follows:
 AYES: Davis, Dubick, Eyster, Gaydos, Necker (5)
 NAYS: None
 ABSTENTIONS: None
 EXCUSED: Evans, Kortge (2)

FTA GRANT APPLICATIONS – Grant Administrator Todd Lipkin briefly discussed the grants listed in the summary on page 13 of the agenda packet. There were four Federal Transit Administration (FTA) grant applications. The largest, an application for \$4,900,152 in Federal Section 5307 Urbanized Area Formula Funds, was for purchase of the land at the River Road Transit Station and to pay off the short-term note for the Gillig bus purchase. The second application was for \$932,387 in 2008 Surface Transportation Funds for the Commuter Solutions program and for a portion of the purchase of one Pioneer Parkway EmX vehicle. A Section 5309 Bus Purchase grant request for \$776,286 was for the final payments for the 2007 New Flyer articulated bus purchase and to provide funding for a portion of an EmX vehicle for Pioneer Parkway. The fourth application was for a Section 5339 Alternatives Analysis grant, requesting \$545,000 in funding in 2007 and 2008 for technical studies and alternatives analysis activities for the West Eugene EmX Extension project.

Public Hearing: Mr. Gaydos opened the public hearing on the federal grant applications under consideration. A person in the audience asked if it would be possible to receive a copy of the alternatives grant. Mr. Lipkin replied that it had not yet been drafted. There was no testimony, and Mr. Gaydos closed the public hearing.

MOTION Board Acton: Mr. Eyster moved, seconded by Ms. Davis, that the Board adopt 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-34-0005)

VOTE The resolution was approved as follows:
 AYES: Davis, Dubick, Eyster, Gaydos, Necker (5)
 NAYS: None
 ABSTENTIONS: None
 EXCUSED: Evans, Kortge (2)

Mr. Viggiano noted that the River Road Transit Station was part of this funding request. He said that the request would go to the County for approval on April 30, and then the purchase was expected to close on May 7. In response to a question from Mr. Gaydos, Mr. Viggiano said that the possible bank tenant was still in negotiations with the County and LTD because of some joint access issues.

Mr. Dubick asked if LTD would be fronting the money for the purchase and then getting it back from the FTA. Mr. Lipkin said this was correct, and that LTD expected to receive the funds in June or July.

FISCAL YEAR 2008-2009 PRICING PLAN AND SECOND READING AND ADOPTION OF AMENDED FARE ORDINANCE – Director of Service Planning, Accessibility, and Marketing Andy Vobora noted that the Board previously had held two public hearings on the recommendations found in the amended fare ordinance and had held the first reading at the March 19 Board meeting.

MOTION Mr. Dubick moved that Fifteenth Amended Ordinance No. 35 be read by title only. Mr. Eyster seconded the motion.

VOTE The motion was approved as follows:
 AYES: Davis, Dubick, Eyster, Gaydos, Necker (5)
 NAYS: None
 ABSTENTIONS: None
 EXCUSED: Evans, Kortge (2)

Mr. Dubick then read the title: "Fifteenth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services." Additional copies of the ordinance were available for anyone in the audience who wished to have one.

MOTION Mr. Dubick then moved 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." Mr. Eyster provided the second.

VOTE The ordinance was adopted as follows:
 AYES: Davis, Dubick, Eyster, Gaydos, Necker (5)
 NAYS: None
 ABSTENTIONS: None
 EXCUSED: Evans, Kortge (2)

ITEMS FOR INFORMATION AT THIS MEETING

Mr. Evans arrived at 5:50 p.m.

Monthly Financial Report – Ms. Hellekson stated that ridership still was extremely strong, at a 12.7 percent increase; these were record levels and showed no sign of slippage. She said that LTD had received the State-in-Lieu of payroll tax revenues that were missing, and those revenues had increased. The bad news, she said, was that fuel costs still were increasing. This issue would be discussed with the Budget Committee later that evening. She noted that fuel costs tended to move up and down over time, and LTD generally budgeted what was anticipated to be the average cost for the year.

Mr. Eyster said that there had been a discussion about a person who would write down the names on subcontractors' trucks on local construction projects. He wondered how that was going. Ms. Hellekson said that it did not go very well, since the person could not get onto most of

the construction sites. Finance Manager Carol James said that the PeaceHealth construction site had submitted a list of subcontractors.

ADJOURNMENT – There was no further discussion, and the meeting was adjourned at 5:55 p.m.

Board Secretary

LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING/
STRATEGIC PLANNING WORK SESSION

Monday, June 9, 2008

Pursuant to notice given to *The Register-Guard* for publication on June 5, 2008, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting/strategic planning work session on Monday, June 9, 2008, beginning at 3 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Gerry Gaydos, President, presiding
Mike Dubick
Mike Eyster, Vice President
Greg Evans
Dean Kortge, Secretary
Ed Necker
Mark Pangborn, General Manager
Jo Sullivan, Clerk of the Board/Minutes Recorder

Absent: Debbie Davis, Treasurer

CALL TO ORDER – Mr. Eyster called the meeting to order at 3:14 p.m. Mr. Gaydos was not yet present.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA – Mr. Pangborn introduced Warren Wong, who had been invited to participate with the Budget Committee as an interested person. He also thanked Budget Committee member Darrel Williams for attending.

STRATEGIC PLANNING SESSION

Latest Budget Information – Director of Finance and Information Technology Diane Hellekson introduced this topic and said that staff would be asking the Board for direction on budget reduction options. She noted that the Budget Committee had approved \$3.75 as the average per-gallon fuel price for Fiscal Year 2008-09, but the price already had reached \$3.89. Payroll tax receipts had grown by 8.4 percent, largely due to construction projects. Ms. Hellekson said that a slowing of the growth rate had to be factored in. She explained that the payroll tax revenues had increased 8.4 percent—5 percent in overall growth, and 3.4 percent due to a two-step rate increase. This rate was projected to be 2.8 percent in the future, and then lower in outer years.

Mr. Gaydos asked how much the payroll tax receipts were affected by the slowdown in residential construction. Ms. Hellekson replied that the last time staff looked into this, residential housing had not been a major factor. However, delays in huge projects, especially public projects that were subject to the Davis-Bacon Act, would have a major impact. Mr. Pangborn stated that there had been a 5 percent growth rate to that point, and asked the Board to keep that in mind during the evening's discussions. He added that if LTD had to cut service, there would be no way to do that so that no one lost service, since LTD did not run service that no one rode.

Mr. Gaydos arrived at 3:25 p.m.

Service Reduction Analysis – Director of Service Planning, Accessibility, and Marketing Andy Vobora stated that planning for possible service reductions was at the idea stage, and there were no specific recommendations at that point. He asked the Board to talk at a macro level about objectives and what they wanted to accomplish, maybe even to the point of a service redesign.

Mr. Vobora used a PowerPoint presentation to discuss redesign objectives and a restatement of the Service Policy. He explained that the ridership standard for routes was 67 percent of the system average. This was a floating standard that went up as the buses became fuller. Productivity and coverage were allocated in the system at 80 percent and 20 percent, respectively. Mr. Vobora said that a new issue to consider resulted from Title VI rulings requiring that systems ensure that they were serving lower-income populations. Other service issues to consider were 60-minute headways, a timed-meet pulse system, and stop spacing at 1,000 feet. Mr. Vobora noted other scheduling issues as well, such as school bell times, in order to meet the needs of middle and high school students.

Additional issues for consideration were the need to meet budget objectives, including the impact of dramatically increased RideSource use, maximizing peak bus use, and the transit equity considerations and mandates of Title VI of the U.S. Civil Rights Act. Mr. Evans said that the Title VI issues were for underserved populations, not just minority populations, but rural as well.

Mr. Kortge thought that some of the issues were service related rather than economic, such as the grid versus radial system. Mr. Vobora discussed some service elements, including productivity on the different days of service (weekdays, Saturdays, and Sundays).

Mr. Vobora discussed additional issues for consideration, including span of service, midday frequency, reduced coverage, and cross-town service. He explained a three-phase outreach program. Following Board feedback, LTD would be accepting feedback throughout the summer. During June through October, staff would be developing alternatives. Public involvement would occur from August through November, with public hearings in October and November, and the Board would be asked to make a decision about FY 2009-10 service in December 2008. New service levels would be implemented in September 2009.

Mr. Wong asked what would happen if the economy took a stronger dive mid-year, since Oregon typically lagged behind the national economy. Mr. Vobora said that the Board would be working from a priority list for service, but these issues would have to be known soon in order to make changes in February 2009.

Mr. Evans said that a lot of people thought that LTD was spending money needlessly on EmX and cutting service. He stated that this was a complicated issue that LTD had to meet head on. Mr. Vobora replied that EmX was a long-term strategy and operationally productive. Mr. Necker wanted to be sure that the public was educated about these kinds of projects being federally funded. Mr. Pangborn stated that this was part of the full range of what LTD would be looking at, as well as a full redesign. He stressed that the course had not yet been set.

Other Possible Cost Savings

Budget Reduction Options: Administrative Personnel, FY 2008-09 – Assistant General Manager Stefano Viggiano called attention to page 7 of the meeting packet. The first paragraph explained that the number of bus operators was determined by the amount of service that was provided, as

were some other positions that supported service a little less directly, such as mechanics. Other positions that provided critical support services not directly tied to service on the street were required in order to maintain LTD programs. Mr. Viggiano explained that LTD had a performance objective to maintain administrative overhead expenditures at less than 20 percent of the operating budget; currently, those expenses were at approximately 17 percent.

Mr. Kortge asked if grant-funded positions could be used to pay for fuel. Mr. Viggiano and Director of Planning & Development Tom Schwetz explained that those discretionary, project-related capital funds could be used for specific projects only. Mr. Pangborn added that Commuter Solutions funding could not be used for operational expenses.

Mr. Viggiano stated that staff were not recommending eliminating other administrative staff positions. Staff were working at capacity, so eliminating positions would mean eliminating work products.

Mr. Gaydos stated that the Eugene mayor's race might be making an issue of travel expenses. Mr. Pangborn stated that this could be a recommendation in "Plan B" if the local economy took a harder dive. Mr. Kortge said that a salary freeze meant a lot to the public, so he would not take that off the table yet.

Budget Reduction Options: Materials & Services – Mr. Viggiano then discussed recommendations for reductions in Materials & Services, found on pages 9 and 10 of the packet. He noted that these would not be one-year reductions. If agreed to, they would be programmed into the Long-Range Financial Plan.

Mr. Kortge asked again about travel. Mr. Pangborn replied that reductions in travel were fairly minor, at his direction. He explained that in the past when there were financial downturns, travel and training had been cut back more extensively. When adding a training specialist position, LTD had made a commitment to training and increasing the competency of the staff. He said that staff were being asked to do more with more skills, and he also wanted them to maintain their professional contacts and networking, which he described as critical to running an effective operation. He stated that staff were very careful to focus on learning specific skills, with no extraneous "perks" built in. He said that all staff travel expenses combined amounted to \$120,000.

Mr. Wong asked if LTD had considered outsourcing anything. Mr. Viggiano said that they had not considered additional outsourcing areas. He explained that each department looked at its own budget, but he was not aware of anyone talking about outsourcing. Mr. Wong suggested that payroll could be outsourced, as an example.

Mr. Williams left the meeting at 4:40 p.m.

Mr. Gaydos asked about local police and security staffing. Mr. Pangborn said that having Eugene Police at the Eugene Station had been valuable. In the future they would be paying to rent the space, but LTD would continue to pay for part of a police officer. Mr. Pangborn stated that a mobile Wackenhut security officer position had been included in the recommended reductions.

Mr. Gaydos wondered if LTD would have to do more if public safety staffing were reduced county-wide. Mr. Viggiano said that LTD would have to watch that issue closely.

Budget Reduction Options: Capital Expenditures – Mr. Viggiano explained that if LTD eliminated discretionary capital projects, the capital money would be lost to LTD, but that the 20 percent for matching funds would be available for operations. He stressed that this would be a one-time savings. With federal formula funds, he said, there was an opportunity to use them for certain operational needs. As a short-term solution, staff were recommending that approximately \$1 million in formula funds a year for three years be used to fund RideSource. A list of recommendations for project elimination, reduction, or delay began on page 12 of the agenda materials.

Mr. Kortge wondered how LTD would recover the capital local match funding if these funds were spent. Mr. Viggiano replied that the Board would have to put funds back in the Long-Range Financial Plan, but the funds that were spent down would be gone.

Mr. Viggiano noted that projects not being recommended for elimination were described on page 14. He noted that Bus Plus (progressive corridor enhancement) funds could be used for some aspects of the Pioneer Parkway Corridor project, including a fifth vehicle.

Mr. Viggiano summarized the staff recommendation, saying that elimination or reduction of the first three capital items would generate close to \$3 million, so that \$1 million per year could be allocated to RideSource. Mr. Pangborn stressed that it should be seen as a temporary source of funding, because once LTD began to use it, there would be no regaining it unless another source of revenue could be found. In the future, the District would need that money for capital projects. He said that staff would make a concerted effort to find additional funding for RideSource; if successful, the federal dollars could be backed out. However, he said, if LTD was not successful in finding an additional funding source, these federal dollars would be spent on RideSource rather than capital projects.

Mr. Evans said that the American Public Transportation Association (APTA) was trying to find a way to incorporate some type of funding for paratransit in the next federal authorization bill.

Mr. Kortge repeated Mr. Wong's point about outsourcing. He said he would look at outsourcing payroll, but he did not think that outsourcing Human Resources at LTD made sense. He wondered about graphics or some marketing aspects.

Mr. Wong thought that it was a "slippery slope" to start using capital money on the operating side. Mr. Kortge thought that if LTD was never going to spend the money on a capital project, then it would be okay, but if it was something that LTD had to have, he did not want to give up that money. Mr. Viggiano stressed that LTD would have to keep eliminating more items to come up with another \$3 million in future years.

Mr. Pangborn stated that Mr. Wong had captured the angst among staff: if LTD did not do this, then another \$1 million per year would have to be added to service cuts, or revenue sources found to replace that money.

The Board took a break from 5:15 to 5:38 p.m.

In reflection, Mr. Gaydos said that in focusing on infrastructure, LTD had done an excellent job; facilities were designed and constructed well and they held up well. He thought this was an important aspect to mention. He said it also was important to balance efficiency, coverage, and productivity. He noted that former Board Member Dave Kleger would be saying that if LTD kept

having buses in traffic, they would just be suffering from congestion. Mr. Gaydos said that the Board members were the stewards of the infrastructure and system, and he wanted to make sure that continued. He explained that he was not necessarily saying that EmX was in the future, but that the Board should keep that future vision.

Mr. Gaydos noted that Mr. Wong had said that using the federal money for operations was a slippery slope and hard to recover; on the other hand, he said, it would buy LTD some time. His personal opinion, he said, was that LTD needed to focus on the future, but that might cost something in the present. He said that the Board had the opportunity to choose the future it wanted. He hoped LTD would not give up on the future or on providing the best service it could, and he knew that if the buses could not be out of the congestion, it would be worse in the future. He did not want to jump to conclusions that this process would solve the problem, but he also did not want to walk away from the challenge. He hoped the Board and Budget Committee could come together for a solution that would be a present fix but continue the future look.

Revenue Options – Fare Increases (and other user fees) – Mr. Pangborn called the Board's attention to page 16 of the packet. He stated that the two on page 16 were the most relevant: Fare Increases (and other user fees) and Planned Funding Requests. He said that at the June 18 Board meeting, the staff would be recommending additional fare increases. Mr. Vobora added that a public hearing and the first reading would be held in June, and a second hearing, the second reading, and adoption would be scheduled for the July 16 Board meeting. Changes would take effect in September 2008.

Mr. Pangborn stated that when LTD had to make service cuts in 2009, it would be traumatic for a lot of people, so staff would prefer not to make the fare changes at the same time as the service cuts. He noted that TriMet in Portland was raising fares for buses and light rail service, and that TriMet had zone fares because of its size and the distances traveled.

Planned Funding Requests – Mr. Viggiano said that the federal reauthorization legislation could be delayed depending on the new Administration, and chances were small that the federal government would step in with local operating assistance. He said that the best hope for additional funding would be at the state level.

Mr. Kortge asked if staff were optimistic about state funding and whether there was a champion for transit funding at the state level. LTD consultant Linda Lynch replied that staff were optimistic. The state was looking at the actual need and predicted future need for the next five to ten years. She said it was hard to guess what percentage of the people would be transit dependent or want to use public transportation more as the population aged. She added that quite a bit of work was being done on this issue around the state, and the case was being made to the governor for a transportation package for the next legislative session.

Ms. Lynch explained that the Oregon Department of Human Resources budget required that a committee meet and come up with a dollar number. She expected that this number would be pretty accurate, likely between \$15 million and \$20 million per year, so there probably would need to be some kind of political assessment.

Mr. Necker mentioned the fee for Oregon ID cards going to special transportation. He said that fewer IDs were being issued, so whether that money would come from the general fund or some other fund would "paint the picture" for the future.

Long-Range Financial Plan (LRFP) – Director of Finance and Information Technology Diane Hellekson said that there still were a lot of unknowns about the coming years, and LTD could not guess on every variable. She said that the LRFP assumed there were no major surprises when building the Pioneer Parkway EmX extension; there were no major contingencies in the proposal. She pointed out that service cuts would be required in the LRFP, as shown on page 27 of the packet. She stated that added service to the new hospital at RiverBend had been in the budget as long as the RiverBend project had been planned.

Ms. Hellekson discussed growth rate projections for year one (2009-10). The worst case showed a 2.8 percent rate, assuming no overall growth in payroll tax receipts and only an increase in the tax rate. This would result in a 14.2 percent reduction in service hours, with no capital contingency.

Mr. Evans asked, given the increases seen during the last six months in the price of oil, whether it was conceivable that estimating \$5 per gallon for gas was low. Ms. Hellekson replied that in the analyses she had been reading, the price was expected to level off for awhile and then increase by smaller increments. She added that using \$10 per gallon would mean a 30 percent service reduction, and would be hard to “sell” for something that had not yet happened.

Mr. Kortge said he thought \$5 per gallon was a realistic number.

Mr. Dubick asked if the 2009-10 LRFP was trying to speculate where the diesel fuel cost might be by that year. Ms. Hellekson said yes, as well as what the economy might be doing. She said that the payroll tax growth rate had been 3.5 percent in the previous year, and 8.1 percent in the current year. She thought that 2.8 percent was unlikely for 2009-10, that 7.8 percent might be a little optimistic, and that 5.8 percent was more realistic. That amounted to a 3 percent growth rate plus the scheduled rate increase.

Mr. Pangborn said that when assuming \$5 per gallon for fuel prices, the range for service cuts was between 7 percent and 14.2 percent. Mr. Dubick commented that gas currently was \$3.90, and LTD was trying to see 15 months down the road. Mr. Viggiano clarified that this scenario was built on fuel prices for 2008-09. Ms. Hellekson said that staff were proposing that service cuts be implemented in 2009-10, but all of the other cuts sooner.

Mr. Dubick and Mr. Kortge agreed that a 9.2 percent service cut was the best option. Mr. Kortge added that he wanted to have more Board discussion about capital funding recommendations. Mr. Pangborn noted that the LRFP option they were considering included the \$1 million in capital funding for operations. If the Board did not make that change, the cuts would be higher.

Mr. Dubick thought that LTD had to put the effects on service first, and that maybe 14.2 percent was the worst case. He wanted to know what 9.2 percent and 14.2 percent would look like in terms of the choices between service changes, not just percentage numbers.

Mr. Vobora reminded the Board that in 2002 and 2004, LTD cut 9 percent and 4 percent of service, respectively. He said that service could be cut all at one time or in steps, depending on whether the recession got more severe. He said that staff could develop a priority list within the current route structure or using different boundaries.

Mr. Dubick thought that a 14.2 percent cut would result in a paradigm change.

Mr. Kortge said that if LTD had to make a 15 percent cut, it would just have to do it. He thought the Board should look at that now instead of later. He did not think that this was terribly pessimistic, given the current situation.

Mr. Dubick disagreed, saying that he did not think LTD was looking at no growth in the economy or payroll tax, and that the 14.2 percent service cut scenario assumed that the economy would come to a screeching halt.

Mr. Evans said that if, as Mr. Wong had said, the local area lagged behind the rest of the country in the recession, the local area could get a whiplash effect. He agreed with Mr. Kortge in thinking that the Board should look at 14.2 percent in cuts, and possibly not making them all at one time. He wanted to look at a staggered approach to implementing cuts, if possible.

Mr. Kortge thought that LTD should let the ridership know what the Board was reviewing, and that the wild card was the cost of diesel.

Mr. Evans thought that LTD needed to educate the public, as through a citizen advisory committee. He said that LTD needed a grassroots effort so the public would demand federal government aid for transit operations and at a state level, as well, because the federal government wanted to push everything to the local level. He thought LTD needed to look at how the District interacted with its ridership, which was a strong constituency group of transit-dependent riders, veterans, the elderly, and others, who could speak on LTD's behalf.

Mr. Wong wondered if the Board would want to direct staff to come back to the Board with a 15 percent cut, in priority order. As LTD got closer to implementation, the Board would know more about fuel prices, etc., and could back off from the entire decrease if possible.

Mr. Dubick said that he wanted to see a human face on that figure before the Board got too far down the road with service cuts. He said that the Board needed to keep an open mind about how much it was willing to cut service before giving the go-ahead.

Speaking about the percentage of service cuts, Mr. Necker said that he would want to see which ones were acceptable and which were not.

Mr. Dubick suggested taking this to the City and County public sector partners as part of the District's appeal to them to come up with alternate funding sources.

Mr. Necker wondered about receiving payroll tax revenue from the City and the County. Ms. Hellekson said that in that case LTD also would have to pay the tax. Mr. Pangborn said that LTD would gain in this scenario, and that this was one of the strategies LTD could talk to its partners about. He said that it would affect special districts and other local cities. The District would need to sit down with them with the 15 percent service cuts and discuss the alternatives.

Mr. Eyster said it seemed that for months the District had been saying that it needed to make clear to the public what dilemmas the District was facing.

Mr. Evans stated that LTD needed a coalition that included partners in the environmental movement and people talking about sustainability, not just the City and County. He thought the Board needed to work across a broad scope of the community on a transit fee or SDC charge, as well as the payroll tax. He thought that was one of the least intrusive revenue generators LTD

could look at. He said it was long overdue because LTD was a public utility and needed to say so and be willing to work on that.

Returning to the service discussion, Mr. Vobora said that the Board could approach the cuts from a phased approach. However, if the reductions were made little by little, there would be no printing and advertising time, and the results of the previous cuts would not yet be known. He said that staff would prefer to make the cuts all at one time. He thought it would be more traumatic to do a little every four months.

Mr. Necker said that then people would have the opinion that LTD was always cutting back. Ms. Hellekson said that staff had talked with the federal auditors about this and heard that other properties were facing the same issues. The auditors were adamant that LTD needed a long lead time to communicate effectively with the public.

Mr. Wong asked if LTD had a minimum capital reserve and any outstanding bonds. Ms. Hellekson replied "no" to both. Mr. Wong thought it was important to have a policy on minimum working capital in the Capital Projects Fund.

Mr. Pangborn summarized that the general consensus from the Board seemed to be to develop cuts of 15 percent, in priority order.

Mr. Dubick was still concerned about the effect on people, such as what it meant to have routes completely gone or only one-hour service. He thought that these changes might result in a major change in the way LTD did business.

Mr. Kortge brought up charging for EmX service. Mr. Pangborn stated that this was coming.

Mr. Necker stated that the Board had not yet decided on 15 percent. He said it would be important to bring a list of service cuts and see what percentage they would result in. Mr. Vobora said that in the next six to seven weeks staff would be communicating the magnitude of the issue.

Mr. Kortge said that if the number was to be 15 percent, he would like to see what would happen if the Board added back in the capital contribution. Mr. Vobora said that this would be another 5 percent. Mr. Pangborn added that it cost about \$200,000 per percent of service.

Mr. Eyster asked if staff had an input plan. Mr. Vobora said that staff would take advantage of as many opportunities as they could. They wanted general feedback, but also had to show a plan in order to receive specific feedback.

Mr. Wong guessed that with 20 percent cuts, LTD probably would have to redesign the whole system.

Mr. Evans wondered if the numbers would be ready by the July Metropolitan Policy Committee meeting. Mr. Vobora said that staff currently were working very hard on Olympic Trials service and fall service issues. He noted that former LTD Transit Planning Manager Paul Zvonkovic had been hired to work on a redesign, which he said probably was a different service structure. Staff would look at the system in terms of the existing structure and then as a redesign. He added that this would take some time.

Mr. Dubick thought there would have to be a major change in coverage. Mr. Pangborn used the example of cutting Sunday service entirely, saying that this would put about \$1 million back in the budget. Mr. Evans spoke of his history as a transit-dependent child, and said that Sunday service was critical.

ADJOURNMENT – There was no further discussion, and the meeting was adjourned at 6:30 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING/ PUBLIC HEARING ON SERVICE

Monday, November 12, 2007

Pursuant to notice given to *The Register-Guard* for publication on November 8, 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 12, 2007, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

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

Absent: (Vacancy, Subdistrict 4)

CALL TO ORDER/ROLL CALL – Mr. Gaydos called the meeting to order at 5:30 p.m. Mr. Pangborn called the roll. Mr. Evans, who was not yet present, arrived at 5:40 p.m.

BOARD CALENDARS – The Board briefly discussed future meetings on the calendar. Mr. Gaydos noted that he had just returned from a conference on benefits, in his role as Pension Trustee at LTD. He said he appreciated that the EmX Steering Committee and corridor committees had met.

PUBLIC HEARING ON SERVICE RECOMMENDATIONS – Mr. Gaydos said that although the public hearing was scheduled for 6:30 p.m., one piece of information had said it would begin at 5:30. Therefore, he opened the public hearing on service.

Jonathan Cantego wondered what would happen to the direct LCC route if Route 12 no longer turned into the 85. Service Planning Manager Will Mueller explained that it would be pulled apart through a lot of the day because it would be routed on International Way, and the time required to go into PeaceHealth would require this change. The #12 left at certain times and the #85 had to get to classes in time and leave at a convenient time for people to get out of class. There might be a 20- or 25-minute layover. There was a chance that current convenient connections would be lost. Mr. Vobora added that if it ran every 20 minutes, there may be more opportunities to connect to it; it just would not be interlined. Mr. Pangborn stated that there would be notices ahead of time to let people know of the changes. Mr. Mueller noted that the only two stops that route 12 would be missing were two stops on Belt Line. He said that the #85 was not taken away because it was a direct route.

There was no other testimony at this time. Mr. Gaydos closed the public hearing and said it would reopen after 6:30 p.m.

WORK SESSION

West Eugene EmX Extension Update – Director of Planning & Development Tom Schwetz provided an overview of the current status of the West Eugene EmX Extension (WEEE) project, including the schedule for decision-making for the West Eugene extension, and the Purpose and Need Statement and Goal and Objectives, scheduled for adoption at the December 19 Board meeting. Noting that the corridor had many segments with different character, he described the neighborhood character out to Chambers Street and then to the commercial area and low-density industrial area to Bailey Hill, where businesses were set far back from the street because of the right-of-way that was set aside for the Highway 126 option. He stated that there would be modal alternatives, alignment alternatives, and link alternatives, and the likely terminus would be somewhere west of Beltline.

Mr. Schwetz explained that as part of the scoping process there had been public and local agency review. He said that more than 100 people had attended open houses on October 8 and 9, and had provided good comments, which all had been entered into a database. Staff were beginning to process those comments to see how they could be used in making scoping decisions and as a starting point for the West Eugene Corridor Committee. He noted that this committee had met three times and would meet once more before the Board was asked to make any decisions.

Mr. Schwetz explained that the West Eugene Corridor Committee was an advisory committee to the EmX Steering Committee and the Board, but was not a decision-making body. Staff had found the Corridor Committee's conversations to be very useful. The EmX Steering Committee had met the previous week and would meet again on December 4 to develop a recommendation for the December 19 Board meeting. At that time, the Board would be asked to consider adopting a range of alternatives for further study.

Mr. Schwetz indicated that LTD was involved with the West Eugene Collaborative (WEC). LTD had received comments from the WEC, which Mr. Schwetz described as a valuable set of comments that represented an interesting consensus of a diverse group of people.

Mr. Schwetz said that people were talking about the same kinds of values for this project as LTD's values, found in the LTD Strategic Plan (mission, vision, guiding principles, etc.). Therefore, materials were being developed to explain the project and to help people understand what LTD was all about.

Mr. Evans said that he thought this idea resonated with the members of the committee. He thought the committee needed a framing of values to set out this process because there was so much concern about the impact on the neighborhood, commercial development, etc. He thought it was important to say what they were trying to achieve as a community.

Mr. Dubick said that he supported the idea, which he said was very common among public agencies. He said that sometimes they did a better job of communicating what was driving a project internally rather than externally. He thought it was a good idea to say, "this is why, because of what we value." Mr. Eyster thought it was important for a project to grow organically

from a values statement. Mr. Gaydos agreed with the other Board members, and added that LTD should see if this was consistent with general purpose governments.

Mr. Gaydos said that the WEEE group was truly a group of people willing to come together early and late, who cared about transit and the community. He said that they were very bright and capable individuals, and that it was a pleasure to serve on that committee.

Mr. Schwetz said that the project schedule described would lead to a decision on the scoping process. After the Board took action, it would go to the Federal Transit Administration (FTA) for their concurrence. Staff also were checking with the FTA ahead of time, and so far they had been supportive of what LTD was trying to accomplish.

Joint Meeting with Eugene City Council – Assistant General Manager Stefano Viggiano provided some information to prepare for a scheduled meeting with the Eugene City Council. He said there would be a joint presentation by LTD and the City, with an opportunity to have a dialog about the issues of mutual interest. The hope was that LTD would begin to get a sense of the City Council's perspective on the West Eugene corridor as a possible EmX line, and how LTD and the City could work together to move ahead on that project in the best way.

Mr. Gaydos encouraged staff to have a brief presentation to allow time for conversation during the 90-minute meeting. He said he very much wanted to hear from the Council members. Mr. Viggiano said that the staff presentation would be limited so that the emphasis could be on a dialog between the two policy bodies.

Mr. Viggiano explained that there would be four agenda items. Two of them were updates that could be discussed if time permitted. He thought the Board and Council might spend an hour on West Eugene and 30 minutes discussing Franklin Boulevard. He explained that Franklin Boulevard also was a joint project, with the City taking the lead. This was not a transit project, but had transit and economic development components. There would be an impact on EmX service.

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports – Mr. Dubick noted that the Metropolitan Policy Committee finally had approved the regional transportation plan at its last meeting. Mr. Pangborn said that this was significant because LTD's funding depended on that plan.

Mr. Evans said, regarding the update to the Regional Transportation Plan, Commissioner Bobby Green had indicated that he appreciated that the mayor wanted a planning process to move forward. Mr. Evans said he knew that the American Public Transportation Association (APTA) provided some metropolitan policy organization (MPO) training, and that other communities were grappling with this as well.

Mr. Schwetz explained that local governments were signatories to the TransPlan. He said that at the state level, there was concern that the TransPlan had not been updated since 2001. From a federal standpoint, there were only four years to work with partners to have the next rendition go to 2035. He wanted to make sure that homework was done in the next year to ensure that the process could go smoothly in ten years. He said that at a policy level, there was a commitment to do what needed to be done. The Oregon Department of Transportation (ODOT) and the

Department of Land Conservation and Development (DLCD) were on the same page; there was a commitment from both of them to outline the mutual expectations for what needed to happen.

Board Strategic Planning Session – Mr. Viggiano said that the strategic planning session would include a half-day visioning session, followed by an opportunity to discuss specific items, including the Long-range Financial Plan. Mr. Viggiano asked for Board feedback regarding other possible items for discussion, such as incorporating the Brand Plan into the LTD Strategic Plan. Mr. Kortge wondered if that was a Board issue. Director of Service Planning, Accessibility, and Marketing Andy Vobora said that staff would present what was being done to integrate the Board's Human Resources Plan, *Looking to the Future*, and other plans into a consolidated strategic plan. Mr. Pangborn explained that in the morning the Board would discuss where they wanted LTD to be in 20 years, and then in the afternoon how to get there and how to pay for it.

Mr. Dubick said that he would like the Board to consider succession planning. Mr. Gaydos concurred.

Mr. Evans asked about an employee morale survey that was listed. Mr. Viggiano explained that the topic was listed because at one time Mr. Evans had suggested doing one. Mr. Evans said that he rode the buses, so he heard what bus operators and riders were saying, and he thought LTD should zero in on some of those issues. He said that one issue was the recruitment and training of technical personnel, such as mechanics—what was being done and what might be possible in a program with Lane Community College in order to develop LTD's own people in those positions. Mr. Viggiano said that items that were not discussed at the strategic planning session could be discussed during work sessions throughout the year.

In preparation for the visioning exercise, Mr. Schwetz said that the Board and Leadership Council would be asked to respond to some questions ahead of time. Those responses would be synthesized as a starting point for the day. He planned to talk with some external partners, as well.

Monthly Financial Report – Director of Finance & Information Technology Diane Hellekson reported that there was good news regarding the payroll tax, with receipts a little ahead of budget. Personnel Services looked good, but the District and the Amalgamated Transit Union had not yet reached a contract, which likely would be retroactive to July 1, 2007. The bad news was the fuel budget, with costs averaging \$2.35 for the year. She said that for every ten cents that fuel was over budget, it meant \$95,000 the District would have to cover. Prices were bumping up against \$3.00 per gallon, and by the end of the fiscal year LTD probably would have to balance the budget with reserves. She said that LTD had the reserves to cover fuel costs but needed to look at this carefully in the Long-range Financial Plan.

Mr. Kortge wondered about projections for retirements and leave payouts, etc., in the next ten years. Ms. Hellekson said that staff were looking at these issues in the departments, in order to plan ahead.

Mr. Evans wondered about joining a consortium to hold down fuel costs. Ms. Hellekson said that futures transactions did not make a lot of difference because any risk would be passed on to LTD. Maintenance Director George Trauger said that he had been looking into a national consortium to purchase fuel. He said that they were in business to make money, so would not be offering low prices. He added that usually the market went down at that time of the year, but this was not happening in the current year.

Legal Services Contract – Mr. Viggiano provided some background information on an action item scheduled for later in the meeting. He said that Arnold Gallagher Saydack Percell Roberts and Potter, PC (Arnold Gallagher), had been the District's attorneys for nine years. The most recent extension of their contract was scheduled to expire in 2008, and the Board HR Committee was recommending that the Board extend the contract for another three-year period. He referred to the Agenda Item Summary and staff memorandum beginning on page 27 of the agenda packet.

Mr. Dubick said that the Board HR Committee members were in agreement that they were satisfied with Arnold Gallagher's services and long-term relationship, and that it did not make sense to change at that time.

The Board took a brief break before beginning the business portion of the meeting at 6:35 p.m.

DECEMBER EMPLOYEE OF THE MONTH – Transit Operations Director Mark Johnson introduced Transit Operations Administrative Services Assistant Dianne Presley as the December 2007 Employee of the Month. He said that her main job was to support the bus operators on a day-to-day basis, and that she handled things in a very kind and helpful way. In fact, she had been nominated by 13 co-workers for her friendliness, courteousness, and professionalism. Mr. Gaydos presented Ms. Presley's awards and expressed the Board's appreciation for her exceptional customer service. Ms. Presley thanked the Board for making LTD a great place to work, and Mr. Johnson, Transit Operations Manager Sue Quick, and the bus operators for making her job so fun.

RECOGNITION OF FIRST EmX OPERATORS – Mr. Johnson said that LTD was still developing the buses, service, timing, and traffic signals when the initial group of EmX operators signed up, and that they were genuinely interested in making the system work. In fact, he said, it would not have worked without their dedication. He presented each of them with a framed picture and said a few words about each one. Those operators were Dan Drier, Bill Millican, Tony Semien, Don Herbison, John Dukes, Javier Rodriguez, Dick Ellis, and Charlie Tincher. Mr. Johnson noted that only four of the operators chose to return to driving regular routes at the bid change.

AUDIENCE PARTICIPATION – Mr. Gaydos opened the meeting for audience participation of a general nature.

Jozef Siekiel-Zdzicnicki of Eugene spoke on behalf of Residents for Responsible Rapid Transit (3RT). He quoted goals and guidelines and said they were not Oregon Revised Statutes or Oregon Administrative Rules, but were something to hold onto. He said that there were a lot of addresses on 13th Avenue, including 15 commercial addresses, 14 multi-unit residences amounting to 72 units, 10 duplexes, 81 single residences, and 3 churches, which amounted to 173 residence units and 24 commercial units. Five blocks on the south side were taken by the Fairgrounds, and two blocks were used for military reserve centers and an armory. The Faith Center church took up two blocks. However, he said, overall it was a residential street. He thought that 6th and 7th Avenues would be a reasonable alternative to 13th Avenue, as the border between the Whiteaker and Jefferson neighborhoods.

ITEMS FOR ACTION AT THIS MEETING

Fiscal Year 2008-09 Service Recommendations – Mr. Mueller called the Board’s attention to information beginning on page 13 of the agenda packet. On page 14 was a Stage One Service Change Summary. Mr. Mueller explained that there were two parts to the service recommendations. Initially, staff were recommending some service changes in the 2008 Summer Bid in order to meet the opening of the hospital at RiverBend.

Public Hearing on Service Recommendations – Mr. Gaydos opened the public hearing on the service recommendations.

Phillip Farrington, the PeaceHealth director of land use planning, spoke in support of the route changes. He said that PeaceHealth had had an outstanding relationship with LTD, and that LTD had been a great partner to help support the needs of growing employment in the Gateway area. He said that there had been a higher mode split than anticipated when they moved to the RiverBend Annex, and he had been pleasantly surprised by the use of alternate modes. He thought that people’s commuter patterns would continue to grow. He said they were working with Commuter Solutions on a vanpool project. He thought that the recommended Route 12 changes would be an integral part of this movement toward alternate modes.

Mr. Farrington urged the Board to consider other service options that may be of value to employees, such as service from the River Road Park & Ride, similar to the 3X service. He said that employees had been asking about their transit options, and that PeaceHealth was looking forward to continuing to work with LTD through implementation. He closed by saying that any expanded service would be helpful.

No one else wished to testify, and Mr. Gaydos closed the public hearing.

Mr. Vobora said that one of the things staff were considering, once employees knew in mid-January at which facility they would be working, was an all-employee survey to see what their transit decisions would be. He hoped to have that information to use in time for Stage Two of the service recommendations.

Selection of Board Legal Counsel – Ms. Davis moved approval of LTD Resolution

MOTION No. 2007-039: “Resolved, that the LTD Board of Directors approves the extension of the legal services contract with Arnold Gallagher Saydack Percell Roberts and Potter, PC, for a three-year period.” Mr. Dubick provided the second.

VOTE The resolution was approved as follows:

AYES: Davis, Dubick, Evans, Eyster, Gaydos, Kortge (6)

NAYS: None

ABSENTIONS: None

EXCUSED: (Vacancy—Subdistrict 4) - (1)

Diversity Policy – Director of Human Resources and Risk Management Mary Adams introduced Senior Human Resources Analyst David Collier, who introduced two other members of the Diversity Council, Assistant General Manager Stefano Viggiano and Accessible Services Manager Terry Parker. He explained that the Diversity Action Plan was a draft plan for some of the things that the Council would like to accomplish at LTD.

Mr. Kortge asked about the purpose of the Council and the *Diversity Plan*. Mr. Collier said that the purpose was to make LTD and the community a better place.

Mr. Kortge then asked about a statement that implied that diversity had something to do with political diversity. Mr. Collier explained that this was one of the reasons for a climate survey in January—some employees felt that if they expressed their opinions in debates they weren't looked at favorably, that if they stated their opinions in certain areas they might get "flack" for that. Ms. Adams added that if there is an environment in which someone cannot speak about some other things that are protected, that issue is about ensuring a place where employees feel safe.

Mr. Dubick said he remembered conversations that some people did not feel comfortable. He said it was one thing to have a value and another to express that "that is who we are." He thought it was valuable to do that and say that we respect everyone.

Mr. Evans said he was more concerned with the action pieces in the document as related to succession planning and the fact that LTD needed to have employees who reflected different aspects and orientations prepared to assume roles throughout the organization. It was a lofty goal, and he said he would like to see teeth in it. He said he was looking at proactive timing to make those things happen so LTD could make progress over the years, so the organization would not still look the same as it did currently. He said that when looking at upper management, LTD was a pretty "white" organization, and that the line staff were moving toward more diversity. He reiterated that he would like to see LTD prepare more people of color and diverse backgrounds to assume leadership roles in the organization. Mr. Kortge said that he endorsed Mr. Evans' point.

Mr. Kortge referred to page 4 of the draft *Diversity Plan*, item F, and asked if cultural competency standards could be developed. Mr. Dubick said that this had been done in the field of education, and Mr. Evans added that it had been done in the private sector as well. Mr. Eyster said that good work also had been done at the University of Oregon.

Mr. Kortge then asked what item H had to do with diversity ("Establish educational and career development opportunities so that all employees understand opportunities to advance their careers at LTD"). Mr. Evans said that, from his perspective, people had to have the resume. Mr. Dubick said that the word "all" spoke to him. Mr. Kortge thought that of course this would be done. Mr. Evans replied that sometimes not all employees were considered "groomable" for some positions, so the goal was to have all employees have that access.

Mr. Kortge asked about item F on page 6 of the draft *Diversity Plan* ("Conduct community research about perceptions of LTD as a service provider"). Mr. Collier said that would measure how LTD was treating its customers in a culturally diverse-sensitive way. Mr. Dubick agreed with this point.

Mr. Kortge then asked what item G ("Evaluate demographic information within LTD's service area") would do. Mr. Collier replied that LTD wanted to ensure that the District mirrored or exceeded the diversity of the area. However, Mr. Kortge did not think that the statement said what Mr. Collier had just explained. Mr. Dubick thought it could be referred back to diversity training, if LTD knew what population it was serving. Mr. Evans thought it was related to the changing demographic areas of the community, so the issue was becoming how to engage that

population that was mostly relying on LTD for transportation, in regard to language, cultural issues, etc., or issues in the context of how LTD delivered service.

Mr. Gaydos asked the Board members to review the policy stated on page 16 of the agenda packet, and said that staff would bring the draft *Diversity Plan* back to the Board for adoption.

MOTION Mr. Kortge moved approval of LTD Resolution No. 2007-038: "It is hereby resolved that the LTD Board of Directors adopts the proposed Diversity Policy as presented on November 12, 2007." Mr. Evans and Mr. Dubick provided the second.

VOTE The resolution was approved as follows:
AYES: Davis, Dubick, Evans, Eyster, Gaydos, Kortge (6)
NAYS: None
ABSENTIONS: None
EXCUSED: (Vacancy, Subdistrict 4) - (1)

Mr. Gaydos remarked that this had been a good discussion, and that LTD needed a policy framework for this issue.

EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(d) – Mr. Gaydos asked that the press not be present for the executive session on labor negotiations.

MOTION Mr. Eyster moved, seconded by Ms. Davis, 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.

VOTE The motion was approved as follows:
AYES: Davis, Dubick, Evans, Eyster, Gaydos, Kortge (6)
NAYS: None
ABSENTIONS: None
EXCUSED: (Vacancy, Subdistrict 4) - (1)

The Board entered Executive Session at 7:15 p.m. Ms. Adams and the other bargaining team members (Ms. Hellekson, Mr. Johnson, and Director of Maintenance George Trauger) were present for this discussion with the Board.

RETURN TO REGULAR SESSION – The Board returned to regular session at 8:05 p.m.

ADJOURNMENT – There was no further business, and the meeting was adjourned at 8:05 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, April 16, 2008

The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, April 16, 2008, at 5:30 p.m., was canceled for lack of agenda items requiring action.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, November 21, 2007

The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, November 21, 2007, at 5:30 p.m., was canceled for lack of a quorum.

Board Secretary

BIO VS ULSD

Date	ULSD Price	B5 Price	B10	B15	B20	Per/Gal Delta	Bio Gals	Per/Load Delta
05/08/07	\$ 2.19	\$ 2.19				\$ -	3001	\$ -
06/01/07	\$ 2.17	\$ 2.19				\$ 0.02	3002	\$ 60.04
06/18/07	\$ 2.18	\$ 2.20				\$ 0.02	2807	\$ 56.14
06/29/08	\$ 2.17	\$ 2.19				\$ 0.02	3001	\$ 60.02
07/13/07	\$ 2.27	\$ 2.28				\$ 0.01	2802	\$ 28.02
07/25/07	\$ 2.37	\$ 2.39				\$ 0.02	3004	\$ 60.08
08/08/07	\$ 2.24	\$ 2.28				\$ 0.04	3001	\$ 120.04
08/22/07	\$ 2.27		\$ 2.30			\$ 0.03	3002	\$ 90.06
09/04/07	\$ 2.30		\$ 2.33			\$ 0.03	3001	\$ 90.03
09/13/07	\$ 2.32		\$ 2.35			\$ 0.03	3001	\$ 90.03
09/26/07	\$ 2.42		\$ 2.44			\$ 0.02	2671	\$ 53.42
10/08/07	\$ 2.68		\$ 2.68			\$ -	3001	\$ -
10/17/07	\$ 2.84		\$ 2.84			\$ -	2902	\$ -
10/29/07	\$ 2.90		\$ 2.88			\$ (0.02)	2804	\$ (56.08)
11/08/07	\$ 2.89		\$ 2.89			\$ -	2804	\$ -
11/20/07	\$ 2.80		\$ 2.81			\$ 0.01	2800	\$ 28.00
12/03/07	\$ 2.56			\$ 2.62		\$ 0.06	3005	\$ 180.30
12/13/07	\$ 2.66			\$ 2.71		\$ 0.05	2803	\$ 140.15
12/27/07	\$ 2.64			\$ 2.71		\$ 0.07	2803	\$ 196.21
01/10/08	\$ 2.53			\$ 2.55		\$ 0.02	3003	\$ 60.06
01/23/08	\$ 2.39			\$ 2.42		\$ 0.03	2803	\$ 84.09
02/01/08	\$ 2.65			\$ 2.78		\$ 0.13	3003	\$ 390.39
02/15/08	\$ 2.82			\$ 2.96		\$ 0.14	2900	\$ 406.00
03/03/08	\$ 3.08				\$ 3.21	\$ 0.13	2803	\$ 364.39
03/18/08	\$ 3.32				\$ 3.42	\$ 0.10	2802	\$ 280.20
04/03/08	\$ 3.25				\$ 3.46	\$ 0.21	2802	\$ 588.42
04/18/08	\$ 3.63				\$ 3.76	\$ 0.13	2824	\$ 367.12
05/05/08	\$ 3.56				\$ 3.73	\$ 0.17	2802	\$ 476.34
05/22/08	\$ 4.12	\$ 4.16				\$ 0.04	2800	\$ 112.00
						Total Bio-Diesel:	83,757	
							TOTAL COST:	\$ 4,325.47
						B5 Avg. Diff:	\$ 0.02	
						B10 Avg. Diff:	\$ 0.01	
						B15 Avg. Diff:	\$ 0.07	
						B20 Avg. Diff:	\$ 0.15	
						Overall Avg. Diff:	\$ 0.05	

Fuel Pricing As of 06/18/2008

ULSD-Branded Avg.	\$3.9052	Use the lowest of the two averages.	
ULSD-Un-Branded Avg.	\$3.8676		
Bio-Diesel - B5 Avg.	\$3.9225		
Bio-Diesel - B20 Avg.	\$4.0246		
Cost Diff. B5 vs. ULSD	\$0.0549	\$54,900.0000	=1 million gallons per year
Cost Diff. B20 vs. ULSD	\$0.1570	\$157,000.0000	=1 million gallons per year
Cost Diff. B5 vs. ULSD, if =	\$0.0200	\$20,000.0000	=1 million gallons per year
Shipping costs add .01 to .02			
Miles per gallon 100 series Avg. Regular Fleet		4.54	
Miles per gallon 100 series Avg. Test Fleet		4.43	
		-0.11	
Test MPG Loss/Gain		-2.42%	

AGENDA ITEM SUMMARY

DATE OF MEETING: July 16, 2008

ITEM TITLE: USE OF BIOFUEL

PREPARED BY: George Trauger, Director of Maintenance

ACTION REQUESTED: Direction on the continued use of Biofuel

BACKGROUND: LTD began testing biodiesel fuel on 10 fleet buses on May 21, 2007. The initial test was with a blend of B5. This is a blend of 5 percent biofuel and 95 percent ultra-low sulfur diesel. This was done for a period of four months, after which a blend of B10 (10 percent biofuel) was tested. Since their fleet continued to respond well, the test buses were given B15 and were given B20 three months later - the highest level required for testing. Other than one or two fuel filter plugging issues and one power complaint, the vehicles performed normally.

Opinions differ regarding the environmental benefits of biofuel. Particulate emissions are improved, while nitrous oxide emissions are worsened. There also is some question regarding the environmental consequences of creating the biofuel. Since 2007 diesel engines have been equipped with particulate traps to burn out the particulates and clean the exhaust to meet approved emission levels.

Biodiesel gels at a higher temperature than traditional diesel, which creates a potential problem in winter. Cold weather issues can arise when temperatures drop below 28 degrees. This will cause the buses to quit running and may cause damage to fuel pumps.

Due to the solvent cleaning nature of biodiesel, fuel storage tanks also require a thorough cleaning before introducing biofuel into the tanks. Biodiesel is also susceptible to water contamination and will not store as long, or as well. This also contributes to fuel filter plugging issues on the vehicles.

More industry research is needed to show results of the use of blends higher than B20 on fuel lines and fuel injection systems. B5 seems to benefit the lubricity of the fuel system, but mixes of B20 or higher may require the conversion to stainless steel lines and tanks, which would result in a major expense.

Mileage also is affected by the use of biofuel. Test vehicles experienced a 2.42 percent decrease in miles per gallon. The most noted difference was with the B20 blend.

The cost variance of the biodiesel was the largest difference during the test phase. While the cost of fuel has risen dramatically, the cost of biodiesel has increased even faster than the cost for diesel. The attached documents provide detailed information on the price differences. As of July 1, the cost difference between traditional ultra-low sulfur diesel and B5 is \$.055, and the difference between ultra-low sulfur diesel and B20 is \$.16. LTD uses approximately 1,000,000 gallons of fuel each year, so a \$.01 increase in fuel adds \$10,000 to the budget.

At this time it is recommended that we discontinue the use of biodiesel due to the increasing cost. The maximum blend (if we were to use biodiesel) should be B5 for its lubricity benefits. A change to a B5 mixture can be easily accomplished in the future.

ATTACHMENTS:

1. Biodiesel/diesel cost comparatives
2. Fuel Pricing, June 16, 2008

PROPOSED MOTION:

I move that the Board adopt the following resolution:

LTD Resolution No. 2008-030: It is hereby resolved that the LTD Board directs staff to use ultra-low sulfur diesel for the entire fleet of buses.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 16, 2008

ITEM TITLE: BOARD CALENDARS

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

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

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

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

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

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: July 16, 2008

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Jeanne Schapper, 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 July 16, 2008:

1. Approval of the minutes of the November 12, 2007, Special Board Meeting/Public Hearing on Service
2. Approval of the minutes of the November 21, 2007, Canceled Board Meeting
3. Approval of the minutes of the April 16, 2008, Canceled Board Meeting
4. Approval of the minutes of the April 23, 2008, Special Board Meeting
5. Approval of the minutes of the June 9, 2008, Special Board Meeting
6. Budget Committee Nomination: Warren Wong

ATTACHMENTS:

1. Minutes of the November 12, 2007, Special Board Meeting/Public Hearing on Service
2. Minutes of the November 21, 2007, Canceled Board Meeting
3. Minutes of the April 16, 2008, Special Board Meeting
4. Minutes of the April 23, 2008, Special Board Meeting
5. Minutes of the June 9, 2008, Special Board Meeting
6. Form nominating Warren Wong to LTD's Budget Committee

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

LTD Resolution No. 2008-028: It is hereby resolved that the Consent Calendar for July 16, 2008, is approved as presented.

Gateway EmX Cost Reduction Items - July 2008

#	Description	Net Savings	
1	Eliminate contingency for HAWK signals	\$ 397,052	Reductions Made
2	Remove redundant Mobilization from Signal estimate	\$ 218,897	
3	Remove redundant Mobilization from Landscape estimate	\$ 149,626	
4	PPE @ Main - Redesign curb to save pole replacement	\$ 122,377	
5	PPW @ Main - Redesign curb to save pole replacement	\$ 73,183	
6	Reduce signal pole foundations via structural design	\$ 263,683	
7	Delete AC in electrical panels	\$ 88,371	
8	Landscape reductions	\$ 648,000	
9	Change Z crossing mast arm poles to median signal pedestals	\$ 141,484	
10	Reduce E and F (Riverbend NB?) stations to match Gateway (48' long)	\$ 44,417	
11	Delete station style railing at path crossing	\$ 58,283	
12	Change 2" water meters for irrigation to 1", coord. With stations	\$ 29,958	
13	Pre-purchase plant material (contract grow)	TBD	
14	Remove Beltline/Gateway intersection signal priority	\$ 26,856	
15	Change station style fencing to barrier fencing in landscape	\$ 238,085	
		\$ 2,500,272	
16	Delay Riverbend/Cardinal signal installation (stop signs only)	\$ 408,303	Possible
17	Eliminate mast signal @ PPE and 126 for EmX	\$ 49,177	
18	Reduce Station landscape footprint (Centennial/Q/Hayden Br.)	\$ 281,250	
19-A	Use opticom instead of loops in mixed traffic sections	\$ 741,398	
19-B	Eliminate bus priority @ mixed traffic sections (gateway/harlow)	\$ 825,300	
20	Reduce Gateway/Harlow stations to Glenwood style	\$ 341,601	
21	Delete (1) column/shelter @ Hayden and International Way Stations	\$ 202,447	
22	Change ITS system to wireless (assumes added equipment to cabinets)	\$ 204,602	
23	Eliminate conduit & J-box for future city lighting on parkway	\$ 217,625	
		\$ 2,446,403	
24	Use non-integral color concrete at all stations	\$ 84,630	Undesirable
25	Eliminate water @ stations without landscape/irrigation	\$ 63,200	
26	Redesign station railings	\$ 62,889	
27	Delete passive detection @ Pheasant & Postal	\$ 476,810	
28	Eliminate APS @ stations	\$ 47,120	
29	Re-positon Riverbend SB to west side of MLK	\$ 81,796	
30	Change concrete bus lane to asphalt	\$ 620,389	
31	Change concrete bus lane to asphalt with thermoplastic inlay	\$ (24,210)	
32	No bus lane pavement rehabilitation (stripe only) PPW F to Main	\$ 570,884	
		\$ 1,983,507	



Lane Transit District
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MONTHLY DEPARTMENT REPORTS

July 16, 2008

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

PROJECT DEVELOPMENT

West Eugene EmX: Staff provided the FTA with a draft Analysis of Methods and Data Reports (AMDRs), which form the basis for analyzing the current alternatives carried forward in the Alternatives Analysis/Draft Environmental Impact Statement (AA/DEIS) phase. Staff incorporated comments from FTA and revised the AMDRs. Upon FTA's approval of the updated AMDRs, the reports will be circulated to the Participating Agencies (public stakeholder agencies specified in the WEEE project Coordination Plan) later this month.

Several Community Design Workshops (CDWs) are scheduled for July and August. At the next meeting on July 24, the WEEE Corridor Committee will review feedback received during the first two CDWs. The Eugene City Council will have a work session regarding the project on August 11, 2008. Staff anticipate much discussion over the results of the upcoming community design workshops and about how the City and LTD can coordinate communication efforts and provide ongoing project information to the community throughout the design and environmental review process.

COMMUTER SOLUTIONS

Connie B. Williams, Program Manager

Group Pass/Employee Transportation Coordinators (ETC) Programs: Balzhiser & Hubbard Engineers and its 60 employees joined the GPP/ERH.

Emergency Ride Home Program:

- Marathon Coach and Oak Patch Gifts, representing a total of more than 430 employees, have enrolled in the Emergency Ride Home Program.
- Eight new commuters have registered for the Emergency Ride Home Program, and 22 new commuters registered in the Commuter Solutions database for a Rideshare match report, with 18 commuters receiving at least one match.

Vanpools:

- Commuter Solutions has received numerous e-mail requests from commuters interested in new vanpools. (Current vanpool routes are full and each has a waiting list.) Possible routes include Eugene to Salem, Eugene to Corvallis, and Salem/Corvallis to Eugene.
- Two Valley Vanpool Information meetings have been held. A meeting was held at OSU for Eugene-to-Corvallis commuters (36 commuters have expressed interest in a Corvallis route). A meeting also was held at Invitrogen for Salem and Corvallis commuters traveling to west Eugene via Highway 99 (24 commuters have expressed interest in a Hwy 99 route).
- KVAL-TV aired a news segment on Valley Vanpool in light of the rising fuel costs. This story included on-air interviews with the drivers of both Eugene-to-Corvallis vanpools. This segment aired on June 10.
- Tracy participated in a Valley Vanpool Meeting, Statewide Transportation Options Working Group meeting, and a ToGo (Transportation Options Group of Oregon) Board meeting.

Car Pools and Other Plans:

- Tracy and Connie met with Marathon Coach staff to discuss a transportation options program for their organization.
- Tracy and Connie met with PeaceHealth and Enterprise Rideshare to discuss instituting a car sharing program at PeaceHealth.
- Tracy assisted the City of Eugene with the bicycle and pedestrian count along paths and high-use streets in order to evaluate existing use and measure progress as the Pedestrian and Bicycle Strategic Plan is implemented.

Education and Outreach:

- Commuter Solutions staffed an information booth at Royal Caribbean.
- Marcia and Connie attended a Transportation Business Energy Tax Credit training in Beaverton at the Westside Transportation Alliance site.
- Marcia presented at Balzhiser & Hubbard Engineers.
- Staff attended the Oregon Statewide Transportation Options meeting in Salem.
- Staff presented route changes to PeaceHealth staff.
- Staff attended the Springfield Gateway Development Committee meeting.

CAPITAL PROJECTS

Charlie Simmons, Facilities Services Manager

Gateway EmX Extension (formerly Pioneer Parkway EmX): Staff have submitted an application to FTA for a Project Construction Grant Agreement. This document will set the

final budget for the project and will form the basis of the final contract agreement between LTD and FTA. Staff conducted a cost-reduction exercise as noted in the Gateway EmX Extension Budget agenda item in this packet.

Gateway Station: Initiation of work on the Gateway Station has been slowed by some difficulties encountered in obtaining the necessary permits and agreements. The problems seem to have been worked out and construction should begin before the end of the month. It now seems very unlikely that the work will be completed before the required shutdown date of November 15.

SERVICE PLANNING, ACCESSIBILITY, AND MARKETING

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

Service: Summer bid is under way and going well. Ridership continues to climb and a number of routes are showing up consistently on the weekly “white line” report. This report shows buses that are completely full and buses that are completely full for people who use mobility devices; and the report also shows when customers are left at a stop. This is unusual for the summer when, typically, the reduction in student commute trips frees up capacity. It appears that capacity is quickly being filled by people who are choosing not to pay over \$4 a gallon for gas.

Service planners are immersed in the fall bid work. Maintaining the timeline for fall bid work is challenging as staff also work on events that include the Olympic Trials, the Oregon Country Fair, and other events.

Event Planning: Olympic Trials, Butte to Butte, and Oregon Country Fair service went very well. Kudos to everyone involved in making these events successful.

Media: This has been a full month of activity in the earned media category. Stories have included the following topics: ridership, carpooling, fare increases, summer service changes, potential service cuts, fuel prices, ConnectOregon funding, Olympic Trials service, and the community survey LTD conducted.

Outreach: General Manager Mark Pangborn and Board President Mike Eyster were featured guests on KLCC at noon on Sunday, June 29.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

Accessible Services staff attended the June 18 Board meeting and provided updates on recent major projects, including the Lane Coordinated Plan, the Job Access Reverse Commute (JARC) funding, and the RideSource Call Center. Work has continued on finalizing

the Coordinated Plan for posting and distribution and preparing the JARC application that will be submitted to FTA by the end of July.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

The Olympic Trials: Trials service went very well and was well-utilized by the public. Operations staff put in long hours working during the week of the trials. All department vacations were cancelled for the week, and the employees stepped up to support the District's professional reputation.

Oregon Country Fair: LTD ran more than 20 buses a day to accommodate the crowds that attended The Oregon Country Fair on July 11-13.

Bus Roadeo: This year's Bus Roadeo will be held on Sunday, July 20. There are more operators signed up this year than in any previous year, and organizing staff are excited to have such a well attended event. There will be a barbeque lunch along with the awards presentation, and all employees and their families are welcome.

MAINTENANCE

George Trauger, Director of Maintenance

The Olympic Trials: The Maintenance Department prepared for the Trials by completing early bus inspections, preventative maintenance schedules, and repairs. The office was fully staffed for the July 4 holiday in anticipation of manpower needs arising from the Olympic Trials and the Butte to Butte.

Algae Problem in Fuel Tanks: The algae problem in the fuel tanks is ongoing. The tanks were treated earlier with an algacide solution. Samples of the treated fuel have been drawn and are being analyzed. In the meantime, the department is dealing with the cost and inconvenience of replacing plugged fuel filters.

Evaluation on Continuing Use of Biofuel: The use of biofuel versus ultra low sulfur fuel is being evaluated. In summary, the cost is more than had been anticipated. A written proposal on whether or not to continue its use will go to the Board at the July 16 meeting.

Gateway EmX Extension Bus Purchase: The blanket purchase order has been generated. At this time, both vendor and LTD are working through standard change orders and prices.

LTD Barbeque: Many thanks to the members of the Events Committee for their hard work. Maintenance employees appreciate the committee's decision to expand the time of the barbecue to include the swing shift employees.

Awards and Recognition: Many thanks to the Awards and Recognition Committee for providing pizza and drinks to maintenance employees in recognition of the determination and hard work they exhibited in order to successfully pass the 2008 Triennial Review. Maintenance employees truly appreciated the recognition.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Todd Lipkin, Financial Services Manager

- Three hundred twenty-two (322) vendor paper and electronic checks totaling \$4,804,733 were processed during the month of June 2008, including \$2,323,804 for the purchase of the River Road Station.
- Seventy-six (76) payroll checks and 603 payroll direct deposits totaling \$778,956 were made in June 2008. These numbers reflect two pay dates in June.
- Ten (10) cash fare deposits totaling \$107,742 were processed in June 2008.
- The financial system was prepared for Fiscal Year 08-09 processing so departments could begin inputting requisitions for the new year.

PURCHASING

Jeanette Bailor, Purchasing Manager

As a new fiscal year begins, it is time to close out last year's open purchase orders that have not yet been closed and write new blanket purchase orders for those items routinely purchased. Staff are in the process of closing out 650 purchase orders for last fiscal year. July 1 was the renewal date for many contracts as well, and those documents have been in process during the last month.

Proposals were received for the Construction Manager/General Contractor for the Gateway Station construction project and are being evaluated.

HUMAN RESOURCES AND RISK MANAGEMENT

Mary Adams, Director of Human Resources and Risk Management

Workplace Safety:

Renewal for the Workers' Compensation coverage was due July 1. For the 2007 claims year, injury claims were down 32 percent, time loss days were down 97 percent, and paid losses were down 86 percent. This follows significant reductions in the 2006 plan, creating a very favorable trend line. As a result, there were several very attractive options for Workers' Compensation coverage for 2008. The District selected a retro payment plan through SAIF. This plan is based on performance, with a total maximum premium (worst case scenario) of \$769,065 -- nearly \$200,000 less than the maximum premium for the 2007 plan year.

Selection and Hiring:

Hiring has slowed down significantly as the District begins looking at service changes in 2009. Jeanne Schapper was selected as the new Administrative Services Manager/Clerk of the Board on June 23. Jeanne's position of Administrative Secretary is currently open.

Other staff changes include Renee Remior's position change from Transit Operations Supervisor to Bus Operator on June 18 and the termination of a Bus Operator on June 24. David Lindelien was selected as the new Risk Manager and will begin work on July 17.

Other:

The District's Events Committee organized another successful Employee Barbeque on June 19. Board member Mike Eyster attended, along with over 150 employees who enjoyed a grilled sandwich, salads and desserts, restful music, and a chance to enjoy the company of co-workers.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 16, 2008

ITEM TITLE: EmX INTERIOR ADVERTISING

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

ACTION REQUESTED: Discuss plans to offer interior advertising opportunities on EmX vehicles.

BACKGROUND:

As part of the branding of EmX, originally the District chose not to provide opportunities for interior or exterior advertising. A similar decision was made when *The Breeze* service began; however, the limitations for advertising on *The Breeze* were limited to only exterior ads.

Due to an interest by advertisers to utilize a heavily targeted advertising space, along with the District's interest in generating additional revenue, advertising on the back of *Breeze* buses was added several years ago. The criteria for selling this advertising space was that it had to be sold as a package to one advertiser and the ad placement was limited to the lower half of the back of *Breeze* buses. This ensured a uniform look and provided an opportunity to sell an advertiser on a package of ads that carried a greater value, thereby increasing the revenue opportunity for LTD and Lamar Advertising.

A similar environment exists with respect to the EmX service. Advertising on EmX vehicles allows advertisers to target specific audiences, and the service is very visible to the general public. Staff are not prepared to open up exterior opportunities at this time, but staff support the addition of interior advertising. The criteria for interior ads will be similar to those employed for *Breeze* exterior ads: the EmX vehicles will be sold as a package to one advertiser. Staff believe this exclusivity will generate a consistent image among the vehicles and provide the best opportunity to maximize revenues.

Exterior EmX advertising remains a possibility; however, staff wish to explore this idea further before changing current practice.

Staff continue to explore other advertising possibilities, including bus shelter and station advertising. Bus shelter advertising may require changes to city sign codes, while transit station advertising currently is possible due to ads being placed within LTD facilities.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: July 16, 2008

ITEM TITLE: AUGUST 2008 EMPLOYEE OF THE MONTH

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

BACKGROUND: **August 2008 Employee of the Month:** Bus Operator Dirk Beaulieu was selected as the August 2008 Employee of the Month. He has served as a bus operator for LTD since August 2000 and has received the annual Safe Driving Award four times. He has served as the United Way Loaned Executive in 2006 and is a member of the LTD Health for Life Committee. Dirk was nominated for this award by a fellow employee who appreciates Dirk's hard work as Chair of the Health for Life Committee.

When asked to comment on Dirk's selection as Employee of the Month, Operations Field Supervisor Dave Thulstrup said:

Dirk was recently recognized by a fellow Health for Life committee member through LTD's new Rewards and Recognition Program. Dirk was commended for exemplifying four specific values: Teamwork, Commitment, Initiative, and Personal Growth. We, in operations, have known for a long time that Dirk possesses the above qualities. He is universally respected by operators and supervisors alike--and not because he happens to be a certified Brew Master known for his craft beers!

Dirk is one of those rare individuals that most people take to upon first introduction. He is low key, yet highly motivated, and is generous, friendly, and responsive to those around him. Dirk is a genuine leader, though he disclaims such labels. He is not interested in impressing people; he is much more concerned with getting to know and understand them, and he will go to great lengths to assist others in any way he can.

Dirk is truly deserving of the Employee of the Month Award.

Congratulations to Dirk on being selected as the August 2008 Employee of the Month!

AWARD: Dirk will attend the July 16, 2008, meeting to be introduced to the Board and receive his award.

FINANCE

Todd Lipkin, Financial Services Manager

- Three hundred twenty-two (322) vendor paper and electronic checks totaling \$4,804,733 were processed during the month of June 2008, including \$2,323,804 for the purchase of the River Road Station.
- Seventy-six (76) payroll checks and 603 payroll direct deposits totaling \$778,956 were made in June 2008. These numbers reflect two pay dates in June.
- Ten (10) cash fare deposits totaling \$107,742 were processed in June 2008.
- The financial system was prepared for Fiscal Year 2009 processing so departments could begin inputting requisitions for the new year.

FINAL REPORT

FY2008 TRIENNIAL REVIEW

of the

**Lane Transit District
(LTD)
Eugene, Oregon**

Desk Review: January 21, 2008

Site Visit: May 21-23, 2008

June 2008

**Prepared for the
Federal Transit Administration
Region 10
Seattle, Washington**

by

CDI/DCI Joint Venture

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I. TRIENNIAL REVIEW BACKGROUND

The United States Code, chapter 53 of title 49, requires the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT) to perform reviews and evaluations of Urbanized Area Formula Grant activities at least every three years. This requirement is contained in 49 U.S.C. 5307(i).

- (2) At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient's program, specifically referring to compliance with statutory and administrative requirements and the extent to which actual program activities are consistent with the activities proposed under subsection (d) of this section and the planning process required under sections 5303-5306 of this title.
- (3) The Secretary may take appropriate action consistent with the review, audit and evaluation under this subsection, including making an appropriate adjustment in the amount of a grant or withdrawing the grant.

The Triennial Review includes a review of the grantee's compliance in 23 different areas. The basic requirements for each of these areas are summarized below.

This report presents the findings from the Triennial Review of Lane Transit District (LTD) of Eugene, Oregon. This review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993) and included preliminary reviews of documents on file at the Region 10 Office in Seattle and on-site discussions and review of the procedures, practices, and records of LTD as deemed necessary. The review concentrated primarily on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. During the visit, administrative and statutory requirements were discussed, documents were reviewed, and facilities were toured. Specific documents examined during the Triennial Review are available in FTA's and LTD's files.

II. REVIEW PROCESS

The desk review was conducted in the Region 10 Office on January 21, 2008. Following the desk review, an agenda package was sent to the LTD advising it of the site visit, indicating additional information that would be needed and identifying issues that would be discussed.

The site visit to LTD occurred on May 21-23, 2008. The individuals participating in the review are listed in Section VII of this report.

At the entrance conference, the purpose of the Triennial Review and the review process were discussed. During the site visit, urbanized area formula grant program administrative and

statutory requirements were discussed and documents were reviewed. LTD's transit facilities were toured to provide an overview of activities related to FTA-funded projects. A sample of FTA-funded vehicles was inspected during the site visit.

On completion of the review, an exit conference was held with LTD staff to discuss findings, corrective actions, and schedules. This information is summarized in the table in Section V of this report. A draft copy of this report was provided to LTD at the exit conference.

III. DESCRIPTION OF THE LTD

LTD provides transit service in Eugene, Springfield, Coburg, Junction City, Veneta, Cottage Grove, Creswell, Lowell, Pleasant Hill, and portions of unincorporated areas within Lane County. LTD is a County Transit Agency under the laws of the state of Oregon. It directly operates fixed route and bus rapid transit (BRT) service and contracts for Americans with Disabilities (ADA) paratransit service with Special Mobility Services, Inc. The population of the service area is approximately 286,400.

LTD operates a network of 51 fixed routes. Service is provided weekdays from 4:45 a.m. to 11:15 p.m. Saturday service is operated from 6:25 a.m. to 11:15 p.m. Sunday service operates between 7:25 a.m. and 10:00 p.m. LTD's complementary paratransit service, known as RideSource, operates during the same days and hours of service as the fixed routes. LTD also coordinates a vanpool service.

At the time of the review, the basic adult fare for bus service was \$1.25. A reduced fare of \$0.60 was offered to persons over 62 years old, persons with disabilities, and youth 6 to 18 years old. Persons 70 years of age or older and children under six rode free. The fare for ADA paratransit service was \$2.50. Fares are going to increase on July 1, 2008. The new fares will be \$1.50 basic adult fare; half fare of \$0.75 (with the maximum age increased to 65 from 62 years), free fare for persons over 65 years of age, and an ADA paratransit fare of \$3.00. BRT service is and will continue to be offered free, although due to its integration into the overall system surveys show that more than 90 percent of the riders have fare passes. LTD will continue to offer a number of fare passes including day, monthly, and three-month passes. Also, LTD will continue its "group passes" to college students, employers, and other groups where the organization enters into a contract with LTD for all persons to receive annual passes at a significantly discounted rate.

LTD operates a fleet of 115 buses for fixed-route service. Its bus fleet consists of standard 30- and 40-foot transit coaches and 60-foot articulated buses, including six BRT articulated vehicles. The current peak requirement is for 96 vehicles. LTD also has a fleet of 43 minibuses, which are operated in the RideSource service.

LTD operates the fixed route service from the Glenwood maintenance and administration facility on 17th Avenue in Eugene. RideSource operates from a separate facility on Garfield Street in Eugene. Fixed route service is oriented around a transit center in downtown Eugene with a companion facility in downtown Springfield. LTD also has transit centers at Valley River,

River Road, Seneca, Lane Community College, Thurston, Gateway, University of Oregon, and Amazon. The BRT service includes 10 stations at High Street, Hilyard, Dad’s Gate, Agate, Walnut, Glenwood Eastbound, Glenwood Westbound, Lexington Eastbound, Lexington Westbound, and McVay.

LTD’s National Transit Database Report for FY2007 provided the following financial and operating statistics for its fixed-route and paratransit service:

	Fixed-Route Service	Paratransit Service	Vanpool Service
Unlinked Passengers	9,757,980	141,053	14,280
Revenue Hours	279,788	72,942	1,577
Operating Expenses	\$29,461,278	\$3,133,939	\$40,873

Over the past three years, LTD implemented one of the first BRT systems in the county. The EmX Green Line began operations on January 14, 2007. This line provides service from the Eugene transit station to the Springfield transit station with branded hybrid-electric articulated buses operating in exclusive bus lanes and in mixed traffic. The project has proved to be more successful than planned, and LTD is in the process of developing a second line. To operate the BRT service, LTD acquired six articulated BRT vehicles. Also, for its regular service, it acquired 20 40-foot low-floor buses.

At the time of the site visit, LTD had reached the 70 percent design level for the new BRT service. FTA designated the extension of the EmX Green Line as an official Small Starts project. The planned Pioneer Parkway line will be operated from the Eugene Station to the Springfield Station and up to the Gateway Station. LTD is acquiring five additional BRT articulated vehicles that initially will be operated on the existing Green Line and placed into service on the expanded Pioneer Parkway service in 2010. LTD has also begun preliminary consideration of a third BRT line. While the BRT moves forward, at the time of the site visit LTD had begun analyzing its options for dealing with increased costs and how to balance planned capital and service plans for regular fixed route and paratransit services with the realities of available funding.

Over the next three to five years, in addition to implementing the new BRT line, LTD plans to renovate the Glenwood facility, replace 26 buses, develop strategies for dealing with rising fuel costs, and explore a new fare management system.

IV. RESULTS OF THE REVIEW

The Triennial Review focused on LTD’s compliance in 23 different areas. This section provides a discussion of the basic requirements and findings in each area. No deficiencies were found with the FTA requirements in 19 of the 23 areas reviewed. Findings were made in the other four areas: Maintenance, Disadvantage Business Enterprises, School Bus, and Drug and Alcohol Program. Following the site visit, LTD took corrective actions to close all findings in the DBE area.

1. Legal

Basic Requirement: The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA funded projects. The authority to take all necessary action and responsibility on behalf of the grantee must be properly delegated and executed.

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for legal.

2. Financial

Basic Requirement: The grantee must demonstrate the ability to match and manage FTA grant funds, to cover cost overruns, to cover operating deficits through long-term stable and reliable sources of revenue, to maintain and operate federally funded facilities and equipment, and to conduct an annual independent organization-wide audit in accordance with the provisions of OMB C A-133.

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for financial.

3. Technical

Basic Requirement: The grantee must be able to implement the Urbanized Area Formula Grant Program of Projects in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices.

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for technical.

4. Satisfactory Continuing Control

Basic Requirement: The grantee must maintain control over real property, facilities and equipment and ensure that they are used in transit service.

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for satisfactory continuing control.

5. Maintenance

Basic Requirement: The grantee must keep federally funded equipment and facilities in good operating order.

Findings: During this Triennial Review of LTD, deficiencies were found with the FTA requirements for maintenance.

The maintenance functions for facilities and equipment are divided between the maintenance department and facilities services in the planning and development department, with the maintenance department responsible for maintenance equipment in the shops and facilities services responsible for the maintenance of facilities.

The written plan used by the facilities services group does not address record keeping in terms of requiring documentation showing what work has been completed. While not addressed in the plan, LTD does enter data into its software system. However, the statistics being generated on preventive maintenance from the software system do not accurately reflect the work completed. The tracking of completed work depends upon the knowledge of the individuals involved. LTD is aware of these problems and is updating the software used for facility maintenance.

Corrective Actions and Schedule: By September 23, 2008, LTD must submit to FTA a revised facilities maintenance plan that shows how completed preventive maintenance will be accurately documented in hard copy or within the software program in order to maintain a database on the preventive maintenance being performed at the facilities.

6. Procurement

Basic Requirement: FTA grantees will use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and that the procedures conform to applicable federal law including 49 CFR Part 18, specifically Section 18.36 and FTA C 4220.1E, "Third Party Contracting Requirements." Grantees will maintain a contract administration system that ensures that contractors perform in accordance with terms, conditions, and specifications of their contracts or purchase orders.

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for procurement.

7. Disadvantaged Business Enterprise (DBE)

Basic Requirement: The grantee must comply with the policy of USDOT that DBEs, as defined in 49 CFR Part 26, are ensured nondiscrimination in the award and administration of USDOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for USDOT-assisted contracts; ensure that only firms that fully meet eligibility standards are permitted to participate as DBEs; help remove barriers to the participation of DBEs; and assist the development of firms that can compete successfully in the marketplace outside the DBE program.

Findings: During this Triennial Review of LTD, deficiencies were found with USDOT requirements for DBE.

The LTD DBE Officer is the Purchasing Manager. During the past three years, LTD has had major construction and planning contracts involving DBE participation. In one contract with PB America for the design of the Pioneer Parkway BRT line, LTD did not establish a DBE goal but did require best efforts. PB America indicated that they would attempt to achieve DBE participation of four to five percent. The contract is approaching the 70 percent completion level and had participation to date of approximately 1.1 percent. The potential subcontractors identified to meet the goal at time of proposal submission were certified DBE contractors; however, one of the subcontractors let the certification lapse during the first six months of the contract. This was unknown to PB. The other identified DBE subcontractor was filling a design requirement that was eliminated from the final scope of work after negotiation with LTD. While the DBE Officer was aware of the subcontractor that let the DBE certification lapse, LTD did not have documentation of efforts to monitor participation and to oversee the efforts PB America was taking to reach the four to five percent level.

Following the site visit, LTD had a meeting with PB America in which it indicated that it may still be able to fulfill the DBE requirement during the balance of the contract. PB America identified subcontracting opportunities to explore that include cost estimating, quality control and assurance, specification writing, and construction administration and inspection services. PB will be documenting its outreach efforts in these areas and will report to LTD. Also, after the site visit, LTD implemented procedures to ensure contractors are monitored in terms of efforts to meet DBE goals for current and future projects and to improve the participation of the DBE Officer in all phases of procurement. The new procedures required the DBE Officer to participate in meetings to ensure all personnel involved in procurements and projects understand the DBE requirements, to review DBE goals and utilization plans submitted by contractors, to evaluate payrolls and subcontractor use, to monitor on-going DBE use compared to proposed use of subcontractors, to perform interim audits of payments to DBE firms, to ensure prompt payment, to review change orders, and to review and approve changes in DBE subcontractors. The actions taken by LTD close this finding.

8. Buy America

Basic Requirement: Per Buy America law, federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless FTA has granted a waiver, or the product is subject to a general waiver. Rolling stock must have a 60 percent domestic content and final assembly must take place in the United States.

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for Buy America.

9. Suspension/Debarment

Basic Requirement: To protect the public interest and prevent fraud, waste, and abuse in federal transactions, persons or entities, which by defined events or behavior, potentially threaten the integrity of federally administered programs, are excluded from participating in FTA assisted programs. Federal agencies use the government-wide nonprocurement debarment and suspension system to exclude from Federal programs persons who are not presently responsible. Grantees are required to ensure to the best of their knowledge and belief that none of the grantee's "principals" (as defined in the governing regulation 49 CFR Part 29), subrecipients, and third-party contractors and subcontractors is debarred, suspended, ineligible, or voluntarily excluded from participation in federally assisted transactions or procurements. Grantees are required to review the Excluded Parties Listing System (<http://epls.arnet.gov/>) before entering into any third party contracts.

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for suspension/debarment.

10. Lobbying

Basic Requirement: Recipients of federal grants and contracts exceeding \$100,000 must certify compliance with Restrictions on Lobbying before they can receive funds. In addition, grantees are required to impose the lobbying restriction provisions on their contractors.

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for lobbying.

11. Planning/Program of Projects

Basic Requirement: The grantee must participate in the transportation planning process in accordance with FTA requirements, SAFETEA-LU, and the Metropolitan and Statewide Planning Regulations.

Each recipient of a grant shall have complied with the public participation requirements of Section 5307(c)(1) through (7). Each recipient is required to develop, publish, afford an opportunity for a public hearing on, and submit for approval a Program of Projects (POP).

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for Planning/POP.

12. Title VI

Basic Requirement: The grantee must ensure that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participating in, or denied the

benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance. The grantee must ensure that federally supported transit service and related benefits are distributed in an equitable manner.

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for Title VI.

13. Public Comment Process for Fare Increases and Service Reductions

Basic Requirement: The grantee must have a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation services.

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for public comment process for fare increases and service reductions.

14. Half Fare

Basic Requirement: Grantees must ensure that elderly persons and persons with disabilities, or an individual presenting a Medicare card, will be charged during non-peak hours for transportation using or involving a facility or equipment of a project financed under Section 5307 not more than 50 percent of the peak hour fare.

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for half fare.

15. ADA

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of complementary paratransit service.

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for ADA.

16. Charter Bus

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service except on an incidental basis and when one or more of applicable exceptions for urban areas set forth in the charter service regulation at 49 CFR 604.9 (b) applies.

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for charter bus.

17. School Bus

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the grantee qualifies under specified exceptions. In no case can federally funded equipment or facilities be used.

Findings: During this Triennial Review of LTD, deficiencies were found with the FTA requirements for school bus.

The LTD operates three school tripper routes. These routes are shown on the schedules but not on the system map included in the *Rider's Digest*.

Corrective Actions and Schedule: By September 23, 2008, update the *Rider's Digest*, and provide FTA a copy of the revised document.

18. National Transit Database (NTD)

Basic Requirement: The grantee must collect, record, and report financial and non-financial data in accordance with the Uniform System of Accounts (USOA) and updated with the *National Transit Database (NTD) Reporting Manual* as required by 49 USC 5335(a).

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for National Transit Database.

19. Safety and Security

Basic Requirement: Any recipient of Urbanized Area Formula Grant Program funds must annually certify that it is spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

Under the safety authority provisions of the Federal transit laws, the Secretary has the authority to investigate the operations of the grantee for any conditions that appear to create a serious hazard of death or injury, especially to patrons of the transit service. However, FTA has no specific requirements for transit safety. States are required to oversee the safety of rail fixed guideway systems through a designated oversight agency.

Under security, a list of 17 Security and Emergency Management Action Items has been developed by FTA and the Department of Homeland Security's Transportation Security Administration (TSA). This list of 17 items, an update to the original FTA Top 20 security action items

list, was developed in consultation with the public transportation industry through the Mass Transit Sector Coordinating Council, for which the American Public Transportation Association (APTA) serves as Executive Chair. Security and Emergency Management Action Items for Transit Agencies aim to elevate security readiness throughout the public transportation industry by establishing baseline measures that transit agencies should employ.

Findings: A summary of LTD's expenditures of Section 5307 funds for security projects is provided in Section VI of this report.

During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for Safety and Security.

20. Drug-Free Workplace

Basic Requirement: Grantees are required to maintain a drug-free workplace for all employees and to have an ongoing drug-free awareness program.

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for drug-free workplace.

21. Drug and Alcohol Program

Basic Requirement: Grantees receiving FTA funds under Capital Grant, Urbanized Area Formula Grant, or Non-Urbanized Area Formula Grant Programs must have a drug and alcohol testing program in place for all safety-sensitive employees.

Findings: During this Triennial Review of LTD, deficiencies were found with the FTA requirements for the drug and alcohol program.

LTD primarily has relied upon reviewing the annual MIS reports from its safety sensitive contractors as a means to monitor their drug and alcohol testing programs. Such monitoring provides one means to review performance but is not sufficient to ensure that the programs of the contractors are meeting FTA requirements. Also, LTD has not developed a program to monitor its third-party contractor that operates the collection site to ensure that its procedures meet FTA requirements.

Corrective Actions and Schedule: By July 23, 2008, LTD must report to FTA on the steps it has taken to implement effective oversight programs for both its safety sensitive contractors and its collection site contractor.

22. Equal Employment Opportunity (EEO)

Basic Requirement: The grantee must ensure that no person in the United States shall, on the ground of race, color, creed, national origin, sex, age, or disability be excluded from participating in, denied the benefits of, or be subject to discrimination in employment under any project, program or activity receiving federal financial assistance from the federal transit laws.

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for EEO.

23. ITS Architecture

Basic Requirement: Intelligent Transportation Systems (ITS) projects funded by the Highway Trust Fund and the Mass Transit Account must conform to the National ITS Architecture, as well as to U. S. Department of Transportation (USDOT) adopted ITS standards.

Findings: During this Triennial Review of LTD, no deficiencies were found with the FTA requirements for ITS architecture.

V. SUMMARY OF FINDINGS AND CORRECTIVE ACTIONS

Review Area	Finding	Deficiency	Corrective Action	Response Days/Date	Date Closed
1. Legal	ND				
2. Financial	ND				
3. Technical	ND				
4. Satisfactory Continuing Control	ND				
5. Maintenance	D-06	Facility/equipment maintenance plan lacking or inadequate	Update facilities maintenance plan to include recordkeeping and modify software or procedures to accurately reflect work completed	September 23, 2008	
6. Procurement	ND				
7. Disadvantaged Business Enterprise	D-08	Grantee does not monitor compliance	Inform FTA of procedures implemented to monitor contracts and specific results relative to PB America contract	September 23, 2008	June 6, 2008
8. Buy America	ND				
9. Suspension/Debarment	ND				
10. Lobbying	ND				
11. Planning/POP	ND				
12. Title VI	ND				
13. Public Comment Process for Fare Increases and Service Reductions	ND				
14. Half Fare	ND				
15. ADA	ND				
16. Charter Bus	ND				
17. School Bus	D-03	Tripper violations	Update <i>Rider's Digest</i> and provide a copy to FTA	September 23, 2008	
18. National Transit Database	ND				
19. Safety and Security	ND				
20. Drug-Free Workplace	ND				
21. Drug and Alcohol Program	D-08	Contractors, subrecipients and/or lessees not properly monitored	Implement oversight program for contractors with safety sensitive employees and report to FTA	July 23, 2008	
	D-09	Drug and/or alcohol program vendors not properly monitored	Implement oversight program for collection site and report to FTA	July 23, 2008	
22. Equal Employment Opportunity	ND				
23. ITS Architecture	ND				

Findings: ND = No Deficiencies; D = Deficient; AC = Advisory Comment; NA = Not Applicable; NR = Not Reviewed

VI. TRANSIT SECURITY EXPENDITURES

Does the grantee expend one percent or more of its Section 5307 Urbanized Area Formula Grant funds for transit security? Yes X No

If no, why does the grantee consider such expenditure unnecessary (check all that apply):

- No deficiency found from a threat and vulnerability assessment
 TSA/FTA Security and Emergency Management Action Items met or exceeded
 Other (please describe): _____

Security Funding	FTA Section 5307 Funds (in Dollars)		
	FY 2005	FY 2006	FY 2007
Total amount of 5307 Funds expended	\$ 1,775,688	\$ 6,218,303	\$ 6,089,885
Amount of 5307 Funds expended on security	\$ 80,496	\$ 62,279	\$ 81,733
Percent of 5307 Funds expended on security	4.53 %	1.0%	1.34%
Infrastructure/Capital Improvement Security Projects:			
Lighting, Fencing & Perimeter Control	\$ 54,633	\$ 2,176	\$ 25,232
CCTV and Surveillance Technology	\$ 20,658		\$ 3,393
Communications Systems	\$ 5,205	\$ 60,103	\$ 15,956
Security Planning*			
Drills & Tabletop Exercises*			
Employee Security Training*			
Other Security-Related Infrastructure & Capital Improvements (please list): _____			
Operating/Personnel Expenditures (can only be used by agencies in areas with populations UNDER 200,000):			
Contracted Security Force			
In-house Security Force			
Other Security-Related Operating Expenditures (please list): _____			

* SAFETEA-LU amended the definition of a capital project to include:
- projects to refine and develop security and emergency response plans;
- the conduct of emergency response drills with public transportation agencies and local first response agencies; and
- security training for public transportation employees.

VII. ATTENDEES

Name	Title/Organization	Phone Number	e-mail address
<i>LTD</i>			
Todd Lipkin	Financial Services Manager	(541) 682-6153	todd.lipkin@ltd.org
Jeanette Bailor	Purchasing Manager	(541) 682-6158	jeanette.bailor@ltd.org
Mary Adams	Human Resources Director	(541) 682-6184	mary.adams@ltd.org
David Collier	Senior Human Resources Analyst	(541) 682-6182	david.collier@ltd.org
Stefano Viggiano	Asst. General Manager	(541) 682-6104	Stefano.viggiano@ltd.org
Mark Pangborn	General Manager	(541) 682-6105	mark.pangborn@ltd.org
George Trauger	Director of Maintenance	(541) 682-6163	george.trauger@ltd.org
Steve Rayack	Human Resources	(541) 682-6134	steve.rayack@ltd.org
Mark Hay	Inventory Supervisor	(541) 682-6161	mark.hay@ltd.org
Doris Dioszeghy	Maintenance Administrative Support	(541) 682-6160	doris.dioszeghy@ltd.org
Ernie Turner	Maintenance Supervisor	(541) 682-6166	ernie.turner@ltd.org
Diane Hellekson	Chief Financial Officer	(541) 682-6151	diane.hellekson@ltd.org
Rand Stamm	Human Services Transportation Specialist/Accessible Services	(541) 682-3246	rand.stamm@ltd.org
Andy Vobora	Director of Service Planning, Accessibility, and Marketing	(541) 682-6181	andy.vobora@ltd.org
Rick Bailor	Security Manager	(541) 682-7474	rick.bailor@ltd.org
Terry Parker	Accessible Services Manager	(541) 682-3245	terry.parker@ltd.org
Susan Hekimoglu	Accessible Services Coordinator	(541) 682-6108	susan.hekimoglu@ltd.org
Steve Parrott	Information Technology Manager	(541) 682-6136	steve.parrott@ltd.org
Charlie Simmons	Facilities Manager	(541) 682-6129	charlie.simmons@ltd.org
Mark Johnson	Director of Operations	(541) 682-6193	mark.johnson@ltd.org
Tracy Davis	Purchasing Assistant	(541) 682-6178	tracy.davis@ltd.org
Kelly Staines	Facilities Maintenance Supervisor	(541) 501-9246	Kelly.staines@ltd.org
<i>FTA</i>			
Steve Saxton	Transportation Program Specialist	(206) 220-4311	James.saxton@dot.gov
<i>CDI/DCI Joint Venture</i>			
David Norstrom	Reviewer	(614) 846-0492	dnorstrom@ee.net

AGENDA ITEM SUMMARY


- DATE OF MEETING:** July 16, 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. **Gateway Station Construction Update:** Staff will discuss Gateway Transit Station construction with the Board at either the August or September Board meeting.
 - B. **LTD Annual Performance Evaluation:** A report evaluating the District's performance relative to the goals outlined in the *LTD Roadmap* will be provided at the September 17 Board meeting.
 - C. **Modify Payroll Tax Ordinance:** The tax rate to be effective January 1, 2009, in the present ordinance is incorrect. The modified ordinance will correct the error and schedule the final rate increase to the maximum allowed for January 1, 2014. This modified ordinance will be brought to the Board for adoption at the September 17, meeting.
 - D. **LTD Sustainability Plan:** The LTD Board has adopted a sustainability policy. At the September 17 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.
 - E. **West Eugene EmX Extension Project Update:** An informational update on the WEEE project will be included on the agenda for the September 17 Board meeting
 - F. **Technology Update:** A staff presentation on technology being implemented at LTD is scheduled for the September 17 Board meeting.
 - G. **Rewards and Recognition:** The Rewards and Recognition Task Force completed its recommendations, and the District implemented the more comprehensive program in March 2008. This is the result of a specific goal in *The Looking to the Future Plan*. A report on the new Rewards and Recognition plan will be a work session item during the September or October Board meeting.

- H. **New Board Member:** It is expected that a new Board member to replace Debbie Davis will be confirmed by the State Senate in September.
- I. **General Manager Performance Evaluation:** The Board Human Resources Committee will begin meeting in August or September to begin the general manager's annual performance evaluation process. An Executive Session for the full Board to evaluate the performance of the general manager will be scheduled for either the November 19 or December 17, 2008, Board meeting.
- J. **Gateway EmX Extension Updates:** Periodic updates on the progress of the design and construction of the Gateway EmX Extension (formerly the Pioneer Parkway Extension) project will be provided at Board meetings throughout the project.
- K. **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.

Gateway EmX Extension - BUDGET		
	Design Services	\$ 4,716,000
	Other Consulting Services	\$ 3,088,000
	Property Acquisition	\$ 1,834,000
	Construction Contracts	\$ 21,027,125
	Construction Contingency (12.5%)	\$ 3,003,875
	Plan Review/Permits	\$ 250,000
	LTD Staff & Administrative Costs	\$ 1,019,000
	Project Contingency	\$ 1,077,000
	Vehicles	\$ 5,280,000
	Total Project Cost	\$ 41,295,000
	Public Art (1% of construction)	\$ 240,300



Public Comments
 (Mail, E-mail, Telephone)
 LTD Board Meeting
 July 16, 2008 - HANDOUT

ISSUE	COMMENTS
<p>Fares</p>	<p>E-mail: 6/18/08: 3:52 p.m.</p> <p>Speaking for the homeless families with children that we serve, the loss of tokens sold to the public will be a severe blow to people's attempt to again become contributing members of the community. Most of the homeless and at-risk folks just don't have the cash flow to buy a pass and must make due with the periodic purchase of tokens.</p> <p>EVEN MORE URGENTLY I ask you to at least continue to make half-price tokens available to social service agencies like St. Vincent de Paul. Even with the limited number that we can purchase, we can try to meet the most urgent needs of our clients. Even such basic necessities as medical transportation depend on buss access. (I know it doesn't come out of your budget but it is easy to imagine calling an ambulance for transportation when a bus would due.</p> <p>I know that the increased cost of fuel is hurting LTD. I'm sorry to say, it is hurting the working poor and homeless even more.</p> <p>I trust that you'll do what you can to address this urgent need.</p> <p>Thank you, Sincerely,</p> <p>William Wise Director, First Place Family Center wwise@svdp.us Cell: 514-1435</p> <p> Before printing, I think about the environment</p> <p>"Few will have the greatness to bend history itself; but each of us can work to change a small portion of events, and in the total of all those acts will be written the history of this generation." -Robert F. Kennedy</p>
<p>Service & Fares</p>	<p>I had the address wrong -- came back twice - so this is my third attempt. I did cc Mayor Piercy each time and since hers went through twice I will not cc her again ! GREETINGS BOARD MEMBERS and MAYOR PIERCY . I; am sending this message also to Mayor Piercy because I think this is a Ltd AND CITY issue .</p> <p>I don't think I will be able to come to the meeting to- night because it is not at the Library and because of injured knee cannot easily walk from the Eugene Station .The connections to the Court House are not great . Mr Vobora kindly suggested the # 1 bus --but I would have to leave on the 3.14 # 27 to catch it . So I am sending you this hurried message but will be sending a more detailed one some time in the future..</p> <p>I would have come to the meeting because of the cuts in bus service that have been predicted. Of course bus fares are equally important (though I am lucky and am old and ride free).</p> <p>Now, in great haste , - from the vantage point of a more than 30 year 100% bus rider who has</p>



Public Comments
 (Mail, E-mail, Telephone)
 LTD Board Meeting
 July 16, 2008 - HANDOUT

ISSUE	COMMENTS
	<p>never driven, I want to make just a few point :</p> <p>The crisis in transportation is not just an LTD matter - it is also a CITY matter or even a county one. I feel there should be an emergency meeting on the LOCAL TRANSPORT CRISIS. Something must be done - not only to keep present service but to improve it . I am lucky , I am retired, have never driven so am used to taking buses and can afford to take some taxis. But even the cuts so far during the last year have changed the quality of life But what if you are working ? And not necessarily standard hours? Or worse-- having to go many places to look for a job? Or what if you are a bit handicapped and cannot walk 6 blocks? What if you are old and should not be driving ? As neighborhood grocery stores move away from residential neighborhoods people need transport to get their basic food. All of the above has become more urgent now that gas has risen so dramatically in price.</p> <p>What is needed is MORE BUSES and MORE FREQUENT SERVICE. There is no magic about the EmX. When the # 11 bus ran every 10 minutes it was also packed and had it been free it would have been more popular. I know so many people who do not take the bus or who have stopped taking it because hourly or half hourly service, especially if connections are needed but are not good , simply does not meet their needs.</p> <p>Even if gas prices were to remain steady the number of older people is increasing and SO FAR only a few of the injured soldiers have returned home.</p> <p>So, this is just a first note to urge LTD and the City together to consider the CRISIS in transportation. I could-- and will at a later date- give you specific examples of how difficult bus travel is already now compared to say 10 years ago.</p> <p>Many years ago -- may be 10 or so? there was talk by LTD about having 10 minute service on Willamette. LTD recognizes the importance of frequent service and has proved that it is desirable by the popularity of the EmX. But it is popular not because it has a special name . It is popular because during the week it runs every 10 minutes. On the weekend it runs every 20 (The # 11 used to run every 15 mins. on Saturday !)</p> <p>So I urge very one to find ways to not only keep all the buses running but to INCREASE the service. It may need emergency taxation - Besides making life more easy-or even possible - for us retired folks it would</p> <ul style="list-style-type: none"> -help people to take jobs that they have to decline to take because of no or no convenient bus service -help people looking for jobs -encourage people to go to shops and buy things or to go to evening performances increasing business taxes and so also LTD income. -reduce potholes and need for building parking spaces -reduce pollution <p>I REALIZE there is shortage of money but I think it must be found. I am not sure why the age for free bus service is going to be lowered (though i realize it is probably a drop in the bucket). Also I have given some money to Birth to Three for bus passes for poor people because I ride free. How about encouraging others to do contribute tough I realize it too is only a drop in the bucket.</p> <p>I am just typing this quickly because I think I will not get to the meeting (I would have to leave shortly after 3 p.m. to get there by 4.30!) I hope that the next meeting will be at the Library and not at the Court House . It is too far for me to walk while my knee is giving problems.</p>



Public Comments
 (Mail, E-mail, Telephone)
 LTD Board Meeting
 July 16, 2008 - HANDOUT

ISSUE	COMMENTS
	<p>Well it is past the bus time of 3.14 so I will send this off I will write more another time .</p> <p>THANK YOU -- from a stressed - because of threats of cuts of service- more than 30 year 100% LTD bus rider. EXCUSE hurried note MArion Walter P.S.</p>
<p>Fares</p>	<p>Thank you for the opportunity to comment on the proposed fare change recommendations! I am writing to express my disappointment in the proposed discontinuance of tokens, which I've appreciated more for their convenience than for the price discount; I, at least, would be happy to pay the full fare cost if you do decide to maintain the tokens option. Inserting a token or two into the fare slot is easier than fumbling with bills and change, and has been helpful in my efforts to encourage my visitors to use mass transit while in Eugene.</p> <p>In checking transit system policies in other cities of approximately Eugene/Springfield's size or somewhat larger, I notice that though tokens are generally not used (one city of 10 reviewed), 10-trip or more booklets or cards are common (8 of the 10), as well as interesting short and long term pass options that you aren't currently offering. As a long-term LTD commuter, I encourage you to either keep tokens as an option, or substitute a single-fare multiple ticket booklet or other relatively low-tech equivalent.</p> <p>Thank you.</p> <p>Lani J. Timm 1250 W 13th Ave, Eugene</p>
	<p>From: rhodec erickson [mailto:rhodec.erickson@gmail.com] Posted At: Wednesday, June 18, 2008 6:26 PM Posted To: General E-Mail Box Conversation: suggestions Subject: suggestions</p> <p>On the news tonight there where a few things mentioned. I would just like to impot a few ideas. You said that buses are crowded mabey buy a few more artics and use the old ones (I realize that the old artics don't have ramps). Also try using the old electric breez buses (I now that they stall and realize they use a lot of gas to start a hit the switch from gas to electric) I've seen them in the yard.</p>
	<p>To whom it may concern,</p>



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 July 16, 2008 - HANDOUT

ISSUE	COMMENTS
	<p>From: Isabell Norman [mailto:diegartenfrau@gmail.com] Posted At: Wednesday, June 18, 2008 11:44 PM Posted To: General E-Mail Box Conversation: package of fare increases Subject: package of fare increases</p> <p>To whom it may concern,</p> <p>I have in front of me the Bus Talk brochure with shows the changes in the fares which are being proposed.</p> <p>I understand that with the gas increases it is getting more and more difficult to operate the bus services and there the public transit in the US does not get similar subsidies as they get in most of Europe it probably is almost unavoidable to increase some of the fares.</p> <p>So I actually won't even argue with the adult and youth monthly bus passes being increased or increasing the Breeze to regular fare prices.</p> <p>I do think though that eliminating the sale of the 3 month bus pass and discontinuing the bus tokens are unnecessary.</p> <p>In times as today, where we want more people going on mass transit we have to make transit more convenient not more inconvenient.</p> <p>A Customer today who buys a 3-month bus pass to a small reduced price, compared to the one month pass, is going to ride the bus for those 3 months. He/she is a customer you will have for those months and he/she paid in advance. Money in the pocket of the bus company for 3 months straight, even the customer might not even use it every day for those 3 months.</p> <p>The bus tokens make it easy and convenient for people to ride the bus. No more trying to get the right change together.</p> <p>In times as today, where many or even most people don't have much cash on them, there everyone has a check card/debit card and pays most purchases with those cards instead cash, it is a ill conceived idea to discontinue the tokens.</p> <p>I am one of many customers who uses those tokens. I also hardly ever have any cash on me or very little. There to this day the ATM machines don't give out coins or 1 dollar bills, and the change machine inside the bus station often don't work and are only available if one is at the station, there you do not have ticket machines as they have in Europe and Portland or other cities, where one could pay with his check card not having tokens makes bus driving inconvenient.</p> <p>We should try to make riding the bus easier for people if we want to convince them to become bus riders or stay riders.</p>



Public Comments
 (Mail, E-mail, Telephone)
 LTD Board Meeting
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ISSUE	COMMENTS
	<p>Even if I have some cash it is usually in too large of a dimension to use it for paying the bus fare, I have noticed from riding the bus many people have this problem. Having tokens makes riding the bus convenient and hassle free.</p> <p>Having only the cash fare option would probably eliminate much of my bus driving, there I would often not have the proper amount of cash on hand. There the bus drivers do not give change out, as the bus drivers in most of Europe and my home country Germany do, I would be forced to hand over more cash as the fare costs. Something I won't do, then I rather walk, bike or stay home. I also think it is wrong to expect people to overpay the fare, if they don't have exact change just so they can ride the bus.</p> <p>Also I can not see, how eliminating the 3 month bus pass or discontinuing the bus tokens will free much money for increasing the general budget. I remember the last time you tried to eliminate the tokens the savings were so small, it hardly made any dent in the budget. So in my opinion it is not needed to be eliminated. I can not understand how this could help.</p> <p>Please reconsider the proposal for eliminating the 3 month bus pass and the tokens.</p> <p>Isabell Norman</p> <p>p.s.</p> <p>I also know from reading the papers, that LTD is considering eliminating and reducing the hours of some routes. I think this is also an ill conceived idea.</p> <p>Some of the proposed routes, although they might not have enough riders to justify a large bus, nevertheless has people riding them who are dependent on the buses. Many people in this town don't own cars, and need the bus to get to their jobs, shopping or doctor appointments, there are many elderly who do not drive anymore and many disabled people who can't drive cars for whom the bus is the life line to participate in our society and city life. Taken their only option away from getting around in town is cruel and unjust.</p> <p>There are other things which could be done, like they do in Germany in many towns, where at certain hours, when there are not as many riders they use smaller buses (half buses) which use less diesel. Spread the times more out is another option for the times not many people ride the bus, but please do not eliminate routes or stop running the buses to early. The more inconvenient bus riding becomes, the less people will ride the bus, especially in the US where many people have grown up without a well functioning mass transit or non at all. It is easy to lose bus riders if riding the bus is the last thing on their mind because they are not used to it. You make it inconvenient for them, they will stop riding and they are not coming back.</p> <p>We need to get people out of their cars and off the street not back on them.</p>



Public Comments
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LTD Board Meeting
July 16, 2008 - HANDOUT

ISSUE	COMMENTS



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION X
Alaska, Idaho, Oregon,
Washington

Jackson Federal Building
915 Second Avenue, Suite 3142
Seattle, WA 98174-1002
Tel.: 206-220-7954
Fax: 206-220-7959

June 18, 2008

Mark Pangborn
General Manager
Lane Transit District
P.O. Box 7070
Eugene, OR 97401-0470

Re: FY 2008 Triennial Review, Lane Transit District

Dear Mr. Pangborn:

The Federal Transit Administration (FTA) has completed its triennial review of the federally funded mass transportation program of the Lane Transit District (LTD). Enclosed is a copy of the final report. The report is not an audit, but rather FTA's assessment of the LTD's compliance with federal requirements determined by examining grant management practices and program implementation activities. These reviews are important in determining a grantee's continued eligibility for federal funding.

No deficiencies were found with the FTA requirements in 19 of the 23 areas reviewed. Findings were made in the other four areas: Maintenance, Disadvantage Business Enterprises, School Bus, and Drug and Alcohol Program. Following the site visit, LTD took corrective actions to close all findings in the DBE area. The deficiencies and corrective actions that still need to be taken to attain full compliance are described in the report.

Please convey our appreciation to your staff, especially Jeanette Bailor, for the assistance and cooperation she provided to the FTA review team. Jeanette's coordination of LTD's response to the agenda package helped to ensure that we received all of the requested documents on time and that the review questions were answered thoroughly. Please contact Steve Saxton of my staff at (206) 220-4311 if you have questions or need additional information.

Sincerely,

R. F. Krochalis
Regional Administrator

cc (electronically w/ encl.) Todd Lipkin, LTD
Jeanette Bailor, LTD

Enclosure

AGENDA ITEM SUMMARY

- DATE OF MEETING:** July 16, 2008
- ITEM TITLE:** SECOND READING AND ADOPTION OF SIXTEENTH AMENDED FARE ORDINANCE NUMBER 35
- PREPARED BY:** Andy Vobora, Director of Service Planning, Accessibility, and Marketing
- ACTION REQUESTED:** Conduct a public hearing followed by the second reading and adoption of Sixteenth Amended Ordinance No. 35, an Ordinance Setting Fares for Use of District Services.
- BACKGROUND:** Following a public open house on June 18, 2008, to discuss changes to the fare structure, the Board directed staff to modify the proposed fare changes and retain the sale of discounted three-month passes. All other recommendations were supported by the Board. The attached Sixteenth Amended LTD Ordinance No. 35 reflects Board direction, and staff recommend the following changes to the District fare structure:
- Increase the adult monthly pass price from \$38 to \$45.
 - Increase the adult three-month pass price from \$103 to \$122.
 - Increase the youth and EZ Access half-fare monthly pass price from \$19 to \$22.50.
 - Increase the youth and EZ Access half-fare three-month pass price from \$51.50 to \$61.
 - Eliminate the sale of bus tokens to the general public.
 - Eliminate the Holiday Taxi Reimbursement Program.
 - Increase the Breeze fare to regular fare prices.
 - Modify the adult age category to include anyone ages 19 through 64.
- Fare changes must be implemented by ordinance. The first such ordinance, Ordinance No. 35, was adopted in June 1992. This will be the Sixteenth Amendment to Ordinance No. 35. The first reading of Sixteenth Amended Ordinance No. 35 was held on June 18, 2008. This will be the second reading, and staff request 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 Sixteenth 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:

Effective with the sale of September passes on August 24, 2008:

- Increase the adult monthly pass price from \$38 to \$45.
- Increase the adult three-month pass price from \$103 to \$122.
- Increase the youth and EZ Access half-fare monthly pass price from \$19 to \$22.50.
- Increase the youth and EZ Access half-fare three-month pass price from \$51.50 to \$61.

Effective September 1, 2008:

- Eliminate the sale of bus tokens to the general public.
- Increase the Breeze fare to regular fare prices.
- Modify the adult age category to include anyone ages 19 through 64.

Effective Thanksgiving Day 2008:

- Eliminate the Holiday Taxi Reimbursement Program.

ATTACHMENTS:

Sixteenth Amended Ordinance No. 35, an Ordinance Setting Fares for Use of District Services

PROPOSED MOTION:

(1) I move that Sixteenth Amended Ordinance No. 35 be read by title only.

Following an affirmative vote, the ordinance should be read:

Sixteenth Amended Ordinance No. 35, an Ordinance Setting Fares for Use of District Services.

(2) I move the following resolution:

LTD resolution No. 2008-029: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Sixteenth Amended Ordinance No. 35, an Ordinance Setting Fares for Use of District Services.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 18, 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.

ATTACHMENT: June 2008 Performance Report *(will be mailed with Finance Report on or about July 31)*

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: July 16, 2008

ITEM TITLE: GATEWAY EmX EXTENSION BUDGET

PREPARED BY: Charlie Simmons, Facilities Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND: The Gateway EmX Extension project (formerly named Pioneer Parkway EmX) is proceeding toward completion of design. Drawings at the 70 percent level of design were completed this past May and were used to develop an updated cost estimate. This cost estimate is significant, as it will be used by FTA to set a final budget for the project through a document called the Project Construction Grant Agreement (PCGA). PCGAs were created for the Small Starts program. The PCGA being developed by LTD is the first in the country.

As reported last May, the cost estimate for the project has increased. The cost estimate submitted with the Small Starts funding application in September 2006 was \$37 million. Shortly after that, it was decided to add an additional vehicle to the project, bringing the cost estimate to approximately \$38 million. The May 2008 cost estimate was originally \$43.3 million. The cost increase is the result of new items (change in scope) as well as higher commodity costs (primarily steel, concrete, and asphalt). The Cost Increase Analysis (attached) provides more detail on the cost increases.

Staff and the design team conducted a cost reduction exercise and have been able to reduce the current estimate to \$41.3 million. Approximately \$2.5 million was eliminated from the budget; however, the contingency percentage was increased, which resulted in a net reduction of approximately \$2 million. The cost reductions were achieved without impacting items that affect the operation of the system.

The PCGA, which will be based on this cost estimate, sets the maximum budget for the project. Therefore, it is very important that the budget include adequate contingency funds to address the volatility of the construction market and commodity prices. The budget includes a 12.5 percent contingency on construction items, varying contingencies on other items, and a 3 percent unallocated contingency, for a contingency grand total of approximately \$4 million. In addition, the cost reduction exercise yielded additional potential cost reductions that can be implemented if needed to keep the project within this new budget.

The current project budget does not include artwork. Artwork is not required but has been included in all of LTD's major projects. The typical budget for artwork is one percent of construction cost, which is approximately \$240,000 for this project. If added, the artwork would use some of the project contingency. Staff support the inclusion of artwork in the project, with the understanding that it could be eliminated if there is unexpected cost escalation.

The FTA has indicated that additional Small Starts funding could be available for the added cost in the project. This is an unusual offer from FTA and demonstrates its high level of support for this project.

At the meeting staff will provide additional detail on the budget, the cost reduction exercise, and funding for the cost increase.

ATTACHMENT:

1. Gateway EmX Extension Project Budget – July 2008
2. Cost Reduction List
3. Cost Increase Analysis

PROPOSED MOTION:

None

Overview of Possible LTD Property Tax Referral for November 2008

- Purpose of Tax: To maintain and enhance public transportation service
- Board Process: Requires approval of a resolution with the wording for the measure.
- Ballot Title: The ballot title includes a 10-word caption, 20-word question, and a 175-word summary. The ballot title will be subject to scrutiny and should be developed by an expert in those matters.
- Voters' Pamphlet: Since it is a general election, LTD probably can get information regarding the measure into the state Voters' Pamphlet and possibly into a city's if the city (such as Eugene) has a measure on its ballot. LTD would need to share in the cost.
- Boundary Determination: It is anticipated that the existing LTD boundary (used for levying the payroll tax) can be used. Lane County Elections and Lane County Assessment and Taxation are looking into this.
- Schedule: The deadline to be on the November 4, 2008, ballot is September 4, 2008. To allow for review of the ballot measure, the proposed measure should be to the County by August 21, 2008. Board action on the resolution would need to occur no later than August 20, 2008 (which happens to be the date of the August Board meeting).
- Cost: As a special district, LTD would pay for a proportional share of the election cost (cities and counties do not pay). LTD will obtain an estimate for this cost.
- Double Majority: Oregon law requires that tax measures receive a majority of votes in an election with at least 50 percent voter turnout, unless the election is the general election. November 2008 is a general election, so the double majority requirement does not apply, and the measure would pass if it received a majority of "yes" votes. The next election in which the double majority would not be needed occurs in November 2010; although there is a measure on the November 2008 ballot to eliminate the requirement for a double majority.
- Permanent vs. Local Option Taxes: The District, since it has never imposed a property tax, can seek voter approval of a permanent rate limit. There is also a "local option tax" that, if used for operations, has a five-year limit.
- Measure 5 Limits: If total property taxes exceed the limits imposed by Measure 5 (1990), then property taxes will be reduced to the legal limit. Local option taxes would be reduced first (a proportional reduction), and permanent property taxes would be reduced proportionally, if needed, to reach the Measure 5 limits.
- Rate vs. Dollar Amount: Local option taxes can either set a rate (per \$1,000 of valuation) or a dollar amount to be collected. The rate would fluctuate with property values, and the dollar amount would be fixed. Most local option levies have used a fixed dollar amount.
- Possible Rate: It is estimated that a rate of 30 cents per \$1,000 of valuation would generate approximately \$5 million per year. Using average assessed values for 2007 for the various cities with the LTD service area, this would result in an average cost per homeowner of \$33 to \$44 per year.

Q:\Reference\Board Packet\2008\07\Regular Mtg 07-16-08\Property Tax Referral summary.doc

Transit Revenue Options

July 16, 2008

This document provides an overview of some options for increasing LTD revenues. This is not an exhaustive list, nor have these options been fully investigated, and the political feasibility varies among the choices. The Board is asked to provide staff with direction that can guide further research and investigation.

1. Increase Fares

Fare increases are in progress. The Board has approved a cash fare and group pass increase, and will soon be taking final action on an increase in monthly passes. The increases will take effect between July 1, 2008, and January 1, 2009. It is expected that the fare increases will generate more than \$500,000 per year in additional revenue. Future adjustments to fares will be considered on an annual basis.

2. Additional State Funding for E&D Transportation

Under the leadership of the Oregon Transit Association, LTD and other transit systems in the state are pursuing a request to the 2009 State Legislature for increased funding for transportation services for the elderly and people with disabilities (E&D). An increase in state funding for E&D transportation services would reduce the required transfer from the LTD General Fund to the Accessible Services Fund, making those funds available for fixed-route service. The amount to be requested is being determined by a statewide process that includes a steering committee, a small team of graduate students working under a lead researcher at Portland State University, and a working group of transit providers and users. A draft report will be available for public comment by mid-summer, with the final report due to the Legislature by September.

While the source of the funding has not been determined, the tobacco tax is a likely source since it is the primary source for current state funding for E&D transportation.

- ◆ Action by Others: Requires state legislative action
- ◆ Potential Funding: Each 1 cent per pack increase in the tobacco tax yields approximately \$200,000 of revenue per year for LTD.
- ◆ Timing: Assuming action by the State Legislature in the 2009 session, it is likely that the additional funds would be available to LTD in FY 2009-10.

3. Federal Funding for E&D Transportation

LTD is working with the American Public Transportation Association and directly with our congressional representatives to discuss a possible federal role in funding E&D transportation. While this appears to be a long shot given the federal government's reluctance to fund operations, the proposal has been gaining momentum.

- ◆ Action by Others: Requires congressional action
- ◆ Potential Funding: Expansion of New Freedom Initiative; Section 5310A; or a new program
- ◆ Timing: Assuming the reauthorization of SAFETEA-LU occurs as scheduled in September 2009 (an unlikely scenario), funds would be available in FY 2009-10. Note that that is a very optimistic schedule given that the reauthorization of federal surface transportation bills is notoriously late.

4. Carbon Cap and Trade Funds

Congress has been considering establishing a program to cap and trade carbon emissions. This system could allow for transit to benefit from receiving a portion of the sale of carbon credits. A bill was recently defeated in congress, but the issue is expected to be raised again next year. If approved, this could generate a considerable amount of funding for transit nationally, some of which would be allocated to LTD.

- ◆ Action by Others: Requires congressional action
- ◆ Potential Funding: TBD
- ◆ Timing: Could be reconsidered in 2009, which means that funds could be available in 2010.

5. Local Income Tax

The District may impose an income tax (as allowed in ORS267.370) on individuals and/or on business income. However, the statute limits that tax rate to 1 percent and requires that if such a tax is levied, the District must credit the amount of the employer's payroll tax paid to the District.

- ◆ Action by Others: Requires voter approval
- ◆ Potential Funding: Information on which to base a revenue estimate is not readily available. The 2006 Lane County income tax proposal calculated that a 1.1 percent tax on personal and business income would raise \$32.5 million.
- ◆ Timing: Would be implemented the year following a positive vote.

6. Property Tax

The District may ask voters to approve a permanent property tax or a local option rate, which is limited to lasting five years for operating revenues and ten years for capital construction or acquisition. While the District could enact a property tax, the total amount of taxes individual properties are required to pay is constitutionally limited. As a result, some taxable areas may be in compression. That is, if all taxing districts total more than the allowable amount, each district's rate could be reduced. Local option taxes are reduced first. If still compressed after eliminating all local option taxes, permanent rates are reduced proportionally until the total falls below the maximum amount. This could mean that by enacting a property tax, LTD might affect the total tax revenues to some other political subdivision within its boundaries. If the Board chooses to pursue a property tax, an analysis of compression and other possible barriers would be required.

- ◆ Action by Others: Requires voter approval of either permanent property tax rate or local option property tax rate. Election results subject to double majority rules.
- ◆ Potential Funding: LTD would need to seek assistance to determine electoral boundaries of the District and the property values. Using the published Taxable Value After Urban Renewal for the cities of Eugene, Springfield, Cottage Grove, Creswell, Junction City and Veneta, an approximated property value for the District would be \$15,330,900,000. A tax rate of \$.3261 would generate approximately \$5.0 million dollars in property taxes.
- ◆ Timing: Would be implemented the year following a positive vote.

7. Increase Payroll Tax Immediately to Statutory Maximum

The State Legislature sets the maximum payroll tax rate for TriMet and LTD. In 2003 the Legislature increased the maximum rate from .006 (0.6 percent) to .007 (0.7 percent), with the increase to be phased in over a ten-year period. LTD is currently implementing that increase. If the 2009 Legislature agreed to allow LTD to increase the tax to the .007 rate in January 2010, this would generate additional funding for a four-year period. Note that this option does not generate additional revenues beyond 2014.

- ◆ Action by Others: Action by the State Legislature
- ◆ Potential Funding: The District would generate an additional \$4.8 million over the four-year period with the immediate jump to 0.7 percent instead of the phased-in rate increases.
- ◆ Timing: If approved by the Legislature, LTD could move to the maximum 0.7 percent rate in January 2010.

8. Increase in the Maximum Payroll Tax Rate

The State Legislature sets the maximum payroll tax rate for TriMet and LTD. In 2003, the Legislature increased the maximum rate from .006 (0.6 percent) to .007 (0.7 percent), with the increase to be phased in over a ten-year period. LTD is currently implementing that increase. The Legislature could increase the maximum rate further.

- ◆ Action by Others: Action by the State Legislature
- ◆ Potential Funding: Each 0.01 percent increase in the payroll tax rate would generate approximately \$400,000 in funding. Thus, an increase from the current maximum of 0.7 percent (to be reached in 2014) to 0.8 percent would add approximately \$4 million in annual funding for the District. This revenue estimate is based on current payroll tax receipts and would be greater in future years.
- ◆ Timing: The implementation schedule for the new rate would be determined by the legislation and would require action by the LTD Board to implement.

9. Expand the Payroll Tax

Lane Transit District is not authorized to collect the employer payroll tax from local governments, but TriMet has included local governments (with the exception of schools) in its employer base since 1989. LTD could seek a legislative bill to give it the same authority. Because the City of Eugene and Lane County are among the largest employers in the area, this would add significantly to the current payroll tax revenue.

- ◆ Action by Others: Action by the State Legislature
- ◆ Potential Funding: The total number of City of Eugene, Lane County, and City of Springfield employees reported in 2007 financial information totals 3,687; the average pay for NAICS (North American Industry Classification System) classification Local Governments for Lane County for 2007 is \$37,105. Based on these published numbers, newly covered payroll would be \$136.8 million, with a resulting payroll tax of approximately \$875,000.
- ◆ Timing: The option to expand the payroll tax would take effect on January 1 in the year following legislative action. LTD Board action to implement the change would likely be required.

10. Vehicle Registration Fees

TriMet is the only transit district authorized to impose vehicle registration fees. That power is articulated in ORS 801.237, which defines “district” as: “a mass transit district or transportation district of over 400,000 persons established under ORS 267 and a metropolitan service district of over 400,000 persons established under ORS 268.”

Vehicle registration fees are limited to the amount of the state’s fees, which currently is \$27/year for passenger cars. The Driver and Motor Vehicles Services branch of ODOT reports that there were 301,915 passenger vehicles registered in Lane County in 2007 (multiplied by \$27 equals \$8,151,705). Voter approval is required in order for TriMet to impose a vehicle registration fee.

LTD could seek a legislative act to amend that statute, but such an amendment would probably include Salem Keizer Mass Transportation District, which may or may not help its passage. Because this provision is part of the motor vehicle code, the District would need agreement from ODOT to be successful. It is possible that these funds would be limited to capital expenditures within the right-of-way.

- ◆ Action by Others: Action by the State Legislature
- ◆ Potential Funding: TBD
- ◆ Timing: With legislative approval in 2009, implementation could occur in 2010.

11. Parking Space Fee

This would be a fee on every off-street parking space in the LTD area, with the fee collected by the County and dedicated for transit. This could also be implemented by Eugene or Springfield, though then different portions of the LTD service area would be treated differently, which could possibly run afoul of the uniformity clause of the constitution that states that taxpayers have to be comparably treated.

- ◆ Action by Others: TBD
- ◆ Potential Funding: TBD
- ◆ Timing: TBD

12. Congestion Fee

It is not clear how this fee would be assessed and collected. There is new technology emerging that could allow for fees to be charged based on vehicle miles traveled. There are also congestion pricing demonstration projects that are being tested in some cities.

- ◆ Action by Others: TBD
- ◆ Potential Funding: TBD
- ◆ Timing: TBD

13. Systems Development Charge (SDC) for Transit

SDCs are charges on development imposed by general purpose governments. Eugene and Springfield charge SDCs, with the funds used to provide capacity-increasing infrastructure required by development. Transit is an eligible use of SDC funds, though the funds could only be used for capital expenditures. If LTD received SDC funding, those funds could be used as the local match for federal funds, reducing the need to transfer General Fund dollars to the Capital Fund.

- ◆ Action by Others: Action by Eugene, Springfield, and/or Lane County
- ◆ Potential Funding: TBD
- ◆ Timing: Implementation would occur soon after action by the local government.

14. Mass Transit Utility Fee

An option under consideration by both cities is to use a Transportation Utility Fee to pay for road maintenance. A similarly structured fee for mass transit, generally allocated per household and possibly included on utility bills, could be added to provide some funding for transit operations.

- ◆ Action by Others: Action by Eugene, Springfield, and/or Lane County
- ◆ Potential Funding: TBD
- ◆ Timing: Implementation would occur soon after action by the local government.

15. General Obligation Bonds

The District could seek voter approval of general obligation bonds, to be repaid by property taxes. A vote of the District electorate would be required. Such bonds can be used for operating as well as capital, and can be repaid over a relatively long period, up to 30 years.

The total of all general obligation bonds can not exceed 2.5 percent of the real market value of the taxable property of the District. Such bonds would fall outside the limits on general property taxes.

- ◆ Action by Others: Voter approval
- ◆ Potential Funding: TBD
- ◆ Timing: TBD

16. Options Not Identified in ORS 267.300

The list of revenue sources in the statute has historically been considered limiting. That is, LTD would not be authorized to collect revenue from a source not listed, other than an appropriate user fee, as explained below. However, the District has general powers to "do such other acts or things as may be necessary for the proper exercise of the powers granted to a district by ORS 267.010 50 267.390" (ORS 267.200[11]). If the District determined that ORS 267.300 was a general, not finite, list, it could attempt to impose some other tax or revenue source and wait to see if it were challenged. The safer course would be to determine what revenue source was to be explored, and as in the case of vehicle registration fees, LTD could seek a legislative act to amend or expand the list.

ORS 267.320 limits user charges, fees, and tolls to those "who are served by or use the transit system and other facilities and services of the district."

AGENDA ITEM SUMMARY

DATE OF MEETING: July 16, 2008

ITEM TITLE: REVENUE OPTIONS

PREPARED BY: Stefano Viggiano, Assistant General Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND: At a work session on June 9, 2008, the Board discussed budget issues. As a result of that discussion, the Board provided direction for addressing the projected budget deficit. Included in the packet of information for that meeting, but not discussed, were some options for increasing revenues. These revenue options will not have an impact in the short term because of their lengthy implementation times, but may address longer term needs.

Attached is a list of some options to increase revenues. This is not an exhaustive list, and the information on each item is fairly cursory. Board direction is requested to identify those options which should be investigated further.

Consultants Chris Shultz and Linda Lynch will attend the meeting and participate in the discussion.

ATTACHMENT: Transit Revenue Options

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: July 16, 2008

ITEM TITLE: SERVICE PLANNING OUTREACH PLAN

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

ACTION REQUESTED: None

BACKGROUND: In June 2008 the Board directed staff to develop scenarios for reducing service up to 15 percent. Staff are gathering data and beginning the analysis process.

In order to communicate the process and solicit public participation, information is being distributed to stakeholder groups and to the general public through media outlets. This first stage of notification will be followed by an active outreach phase that includes a staffed LTD booth at the following:

- Lane County Fair – August 12 -17
- Fiesta Latina – September 13
- Eugene Celebration – September 13 -14

In addition to these community event opportunities, staff will be scheduling open houses in each Board member's subdistrict. Staff will be contacting Board members to schedule the dates for these seven open houses. The schedule anticipates these to occur in September.

In early October an additional open house will be scheduled at the Eugene Station.

The open houses will be followed by two public hearings. These hearings will take place in mid-October and mid-November.

Staff will continue to work with the full Board, Board Service committee, jurisdictional partners, and various other community groups as the process moves forward. Updates will be provided to the Board on a monthly basis.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: July 16, 2008

ITEM TITLE: **SERVICE PLANNING OUTREACH PLAN**

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

ACTION REQUESTED: None

BACKGROUND: In June 2008 the Board directed staff to develop service reduction scenarios ranging up to 15 percent. Staff is gathering data and beginning the analysis process.

In order to communicate the process and solicit public participation, information is being distributed to many different individuals, groups, and to the general public. This first stage of notification will be followed by an active outreach phase that includes a staffed LTD booth at the following:

- Lane County Fair – August 12 -17
- Fiesta Latina – September 13
- Eugene Celebration – September 13 -14

In addition to these community event opportunities, staff will be scheduling open houses in each Board subdistrict. Staff will be contacting Board members to schedule the dates for these seven open houses. The schedule anticipates these to occur in September.

In early October an additional open house will be scheduled at the Eugene Station.

The open houses will be followed by two public hearings. These hearings will take place in mid-October and mid-November.

Staff will continue to work with the full Board, Board Service committee, jurisdictional partners, and various other community groups as the process moves forward. Updates will be provided to the Board monthly.

ATTACHMENTS: None

RESULTS OF RECOMMENDED ACTION: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: July 16, 2008

ITEM TITLE: TRIENNIAL REVIEW FINAL REPORT

PREPARED BY: Jeanette Bailor, Purchasing Manager

ACTION REQUESTED: None

BACKGROUND: Every three years, the Federal Transit Administration (FTA) requires a complete review of all aspects of a federally funded recipient's operations. A satisfactory final report following this review is required in order for the grantee to remain eligible for federal funds. The most recent Triennial Review was conducted in May 2008, with the site visit occurring May 21–23.

The review was conducted by an FTA staff person and an FTA-contracted reviewer. After a comprehensive review of 23 areas for which compliance is required, the FTA-contracted reviewer found four areas of deficiency, which were noted at the time and in the final report. The findings were reviewed with LTD staff at the conclusion of the site visit, and are included in the draft report. No deficiencies were found in 19 of the 23 areas reviewed. Findings were made in four areas: Facilities Maintenance, the Disadvantaged Business Enterprise, the School Bus Program, and the Drug and Alcohol Program. Following the site visit, corrective actions were taken to close all findings in the Disadvantaged Business Enterprise area as noted in the final report dated June 18, 2008. Corrective actions will be taken by July 23 and by September 23 to close the findings in the other areas as noted. A copy of the report follows this summary.

The review areas requiring corrective action follow (listed by FTA category), including schedule of corrective action.

Facilities Maintenance

The written plan used by the facilities services group does not address record keeping in terms of requiring documentation showing what work has been completed. While not addressed in the plan, LTD does enter data into its software system. However, the statistics being generated on preventive maintenance from the software system do not accurately reflect the work completed. The tracking of completed work depends upon the knowledge of the individuals involved. LTD is aware of these problems and is updating the software used for facility maintenance.

Corrective Actions and Schedule: By September 23, 2008, LTD must submit to FTA a revised Facilities Maintenance Plan that shows how completed preventive maintenance will be accurately documented in hard

copy or within the software program in order to maintain a database on the preventive maintenance being performed at the facilities.

School Bus

LTD operates three school tripper routes. These routes are shown on the schedules but not on the system map included in the *Rider's Digest*.

Corrective Actions and Schedule: By September 23, 2008, LTD will update the *Rider's Digest*, and provide FTA with a copy of the revised document.

Drug and Alcohol Program

LTD primarily has relied upon reviewing the annual Management Information System reports from its safety sensitive contractors as a means to monitor their drug and alcohol testing programs. Such monitoring provides one means to review performance, but is not sufficient to ensure that the programs of the contractors are meeting FTA requirements. Also, LTD has not developed a program to monitor its third-party contractor that operates the collection site to ensure that its procedures meet FTA requirements.

Corrective Actions and Schedule: By July 23, 2008, LTD must report to FTA on the steps it has taken to implement effective oversight programs for both its safety sensitive contractors and its collection site contractor.

ATTACHMENTS: FY 2008 Triennial Review Transmittal Letter
 FY 2008 Triennial Review Final Report

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: July 16, 2008

ITEM TITLE: WEST EUGENE EMX EXTENSION (WEEE) PROJECT UPDATE

PREPARED BY: Tom Schwetz, Planning and Development Director

ACTION REQUESTED: None

BACKGROUND: Staff met with the Federal Transit Administration (FTA) to review the WEEE project status and next steps. LTD provided FTA with a draft Analysis of Methods and Data Reports (AMDRs) that form the basis for analyzing the current alternatives carried forward in the Alternatives Analysis/Draft Environmental Impact Statement (AA/DEIS) phase. Staff incorporated comments from FTA and revised the AMDRs. Upon FTA's approval of the updated AMDRs, the reports will be circulated to the Participating Agencies (public stakeholder agencies specified in the WEEE project Coordination Plan) later this month.

There are several upcoming communication and public outreach events for the WEEE project. The Coordination Plan, which is available on the WEEE project website, highlights efforts to coordinate with affected agencies and the public. In early June LTD distributed a project update newsletter and currently is in the process of finalizing another newsletter that will provide extensive information on the project for the stakeholders (mailed to 21,000 residents and businesses along the project corridor, as well as other project stakeholders). The newsletters announce four alignment-specific community design workshops to be held in July and August. A fifth workshop will provide an overview of all of the alternatives explored to date. The dates and times are as follows:

- Monday, July 7, 6-8 p.m. – Eugene Library (West 6th/7th Avenues)
- Tuesday, July 8, 6-8 p.m. – Faith Center (West 13th Avenue)
- Monday, July 28, 6-8 p.m. – Elks Lodge (West 7th Place/Stewart Road, and West 11th Avenue)
- Monday, August 18, 6-8 p.m. (tentative) – Elks Lodge (Amazon Channel)
- Wednesday, August 20, 2-4 p.m. – Elks Lodge (All Alternatives)

LTD staff also are planning to host a workshop and schedule multiple meetings with identified stakeholder Participating Agencies, including the City of Eugene, Lane Council of Governments, Oregon Department of Transportation, U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, Bureau of Land Management, Federal Highway Administration, Federal Emergency Management Administration, and others.

LTD staff recently met with Eugene staff on the Amazon Alignment and will continue to collaborate with the Amazon Creek Enhancement project team to identify options that contribute to the enhancement efforts.

The next meeting for the WEEE Corridor Committee will be on July 24, 2008, and will include a review of feedback received during the initial community design workshops. The Eugene City Council will have a work session regarding the project on August 11, 2008. Staff anticipate much discussion about the results of the upcoming community design workshops and how the City and LTD can coordinate communication efforts and provide ongoing project information to the community throughout the design and environmental review process.

ATTACHMENTS: None

PROPOSED MOTION: None

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