

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, October 21, 1992

Pursuant to notice given to *The Register-Guard* for publication on October 15, 1992, and distributed to persons on the mailing list of the District, the regular monthly meeting of the Board of Directors of the Lane Transit District was held on Wednesday, October 21, 1992, at 7:30 p.m. in the LTD Board Room at 3500 E. 17th Avenue, Eugene.

Present: Jack Billings
Peter Brandt, Treasurer
Janet Calvert
Tammy Fitch, Vice President, presiding
Patricia Hocken
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Absent: Keith Parks, President
Thomas Montgomery, Secretary

CALL TO ORDER: Ms. Fitch called the meeting to order at 7:30 p.m.

EMPLOYEE OF THE MONTH: Ms. Fitch introduced the September 1992 Employee of the Month, Customer Service Center Representative Bob Evers. Ms. Fitch explained that Bob was hired on October 13, 1975; has received awards for exceptional attendance; and was previously chosen as an Employee of the Month in 1984. He was nominated this time by a customer who said that Bob had "saved" her every time her bike and car had failed her. She appreciated his knowledge of the routes and the Eugene/Springfield streets, and said she felt encouraged to ride the bus and enjoy the adventure because of his wonderful attitude. When asked what makes Bob a good employee, Customer Service Center Administrator Andy Vobora had said that Bob is someone Andy can count on. Bob is there early, stays late, and is at work even in the heaviest snow storms. He is always eager to help his co-workers and consistently handles the busiest sales shifts. On top of all of this, Andy said, Bob is a quality person and friend.

Ms. Fitch presented Bob's certificate to him, stating that he had received his check in September. Mr. Evers said he had enjoyed working at LTD for 17 years; he appreciated the District, enjoyed working with people, and liked his job.

Ms. Fitch then introduced the October Employee of the Month, Bus Operator Warren Carlson. She said that Warren was hired on September 11, 1973, and had received an award for 18 years' safe driving. He was nominated by a bus rider, who wanted Warren to be recognized for the caring way in which he helped an older woman off the bus. When asked

what made Warren a good employee, Transportation Administrator Bob Hunt said that Warren always looked "sharp," drove professionally, and had received commendations for Correct Schedule Operation (CSO) for each of the last nine years. He also had a friendly word for everyone, and often made constructive suggestions for running a better bus company.

Ms. Fitch presented Mr. Carlson with his certificate and check. Mr. Carlson thanked everyone for the award, and said he was pleased to receive it, knowing what it took to earn it. He said he was happy to be nominated and would continue to do his job. Because he liked people, he said, that would be easy to do.

EDI AWARD FROM NATIONAL EASTER SEAL SOCIETY: Ms. Loobey introduced Christie McDonald, Regional Director of the Easter Seal Society of Oregon. Ms. McDonald said she was representing the Oregon and the National Easter Seal Society that evening, to discuss a very important award. She said that the National Easter Seal Society had the great pleasure each year to recognize organizations that help promote independence for people with disabilities. For the previous six years, they had recognized print and electronic journalists and corporations and their advertising agencies for positive portrayals of people with disabilities, and for covering disability issues. This year, for the first time, the National Easter Seal Society had honored American corporations with the EDI Award (standing for Equality, Dignity, and Independence). The EDI Award recognized corporations which had fostered Easter Seal's mission, to help people with disabilities obtain independence. These companies had gone beyond the provisions of the 1990 American with Disabilities Act (ADA), to support the spirit of this landmark civil rights legislation. The EDI Award for Corporate Leadership recognized corporations whose activities and attitudes had made a difference in the lives of people with disabilities. One hundred and sixty affiliates of the National Easter Seal Society had each nominated one or more corporations or agencies. Serious consideration was given to companies that had taken actions such as ensuring that their facilities were accessible; employing and promoting people with disabilities; and including people with disabilities in their advertising and marketing programs. A panel of judges reviewed several hundred applications and selected three organizations nationwide to receive this recognition. Those were Sears Roebuck and Company; US BankCorp in Portland, Oregon; and Lane Transit District.

Ms. McDonald said she would like to share with the Board why LTD received this award. She said that long before the Americans with Disabilities Act took effect, LTD was providing transportation services for people with disabilities. In the seven cities in which LTD operated services, each city had fully-accessible, lift-equipped bus service. All 77 of LTD's buses and 98 percent of its bus stops were accessible. In the 1970s, the District adopted a visionary policy of working toward the provision of fully accessible fixed-route service, as well as paratransit service. Ten years ago, LTD began offering accessible bus service, which became 100 percent accessible in 1985, five years ahead of the ADA. Included with these services was free training on how to use the lifts for anyone within the service area. Ms. McDonald said she knew that off-duty buses went to the people to show them how to use the bus, and she thought this was a marvelous service. Other reasons that contributed to LTD's receiving the national EDI Award were that timetables were available in large print; people with disabilities had been shown in the District's marketing materials and advertising; efforts had been made to incorporate people with disabilities in the work force; training about people with disabilities had been offered to employees, as well as training on how to improve the

accessible service; and the District had been participating in research and new technology. LTD had demonstrated that fixed-route, accessible bus services were a cost-effective and practical way to integrate customers with disabilities, and that accessible transportation was a critical link in promoting equal access to society and independent living.

Ms. McDonald said that LTD was a company whose vision and leadership were models for the transportation industry and the nation. She explained that the previous month, LTD Bus Operator Frank Roberson had represented LTD at the national Easter Seal Society awards banquet in New York City, attended by more than 300 people. She had received feedback that Mr. Roberson was very articulate on LTD's behalf.

Ms. McDonald said she had the real pleasure of presenting to the Board the EDI Award for Corporate Excellence. She read the engraving on the award, "The EDI Award for Corporate Leadership is presented to Lane Transit District for making a difference in the lives of people with Disabilities by the National Easter Seal Society." She congratulated the District, and said she hoped the Board realized that this was a very important award for the local community, as well as nationwide.

Mr. Billings said he would like to express his gratitude to Ms. Loobey and all who created the circumstance which caused the Easter Seal Society to consider this award. He said he thought this was done without the thought of awards, but it was also great to be recognized, and added that he was delighted and impressed with the award and with the District's vision in this area. Ms. Calvert added that the process of providing accessible services had begun when Ms. Loobey was working on a thesis proposal when she was attending the University of Oregon, to find out what was possible to do, as well as the efforts of many others who felt this was the way to go. The efforts had continued over the years under Ms. Loobey's leadership, and Ms. Calvert said she thought it was terrific to receive the award.

Ms. Loobey introduced Mr. Roberson by saying that he was selected to attend the awards ceremony because he was one of the District's top-notch trainers who had been active in training other bus operators to provide the lift service and in training people with disabilities to use the accessible service.

Mr. Roberson said he had been surprised to be asked to accept the award in New York City, and it had been an exciting trip. He said the awards ceremony was at the Hudson Theatre, and the award had been very well presented; Cliff Robertson was the host of the awards ceremony, and slides of those receiving awards were shown on a big screen. He explained that EDI stood for Equality, Dignity, and Independence, and said he had appreciated the spirit of courage among the people with disabilities who accepted awards, and the spirit of working hard to bring about equality, dignity, and independence. He said it was a very heartwarming experience.

Mr. Roberson repeated for the Board his short acceptance speech. He said that in 1976 the District had begun a paratransit program and had expressed its commitment to fixed-route accessible service. The first lift-equipped buses had been put into service in 1980, and in 1985 the buses were 100 percent accessible. He had mentioned the recent comprehensive service redesign, which bus operators hoped would give them more time to pick up people with

disabilities on their routes. He also had mentioned that just that week, Braille plaques and tactile letters were being installed in the downtown transit station, and the people at the ceremony seemed to appreciate that. He said he had accepted the award on behalf of all at LTD--the Board, staff, mechanics, bus operators, Customer Service Center staff, administrative staff--who had worked so hard to make the system accessible. At the reception, he said, he was asked many questions, and received many favorable comments about LTD. He also handed out many of the District's accessible services brochures. Mr. Roberson said he personally felt that all who worked to make LTD's services accessible should be pleased and proud that the District had received this award for its pioneering efforts, and that LTD, a fairly small bus system, was way ahead of everyone else and the ADA. Mr. Roberson closed by saying he was honored to have been chosen to accept this award.

Ms. Loobey stated that LTD was indeed proud of the honor, which was reflective of the fact that this organization cared about people and that it was part of the District's corporate culture. The real mission on staff's part was to impart to the District's employees that LTD has a higher standard of care than other transit districts because LTD was running a transit system to which people entrusted their children and their parents. She said the employees were proud and received a tremendous amount of satisfaction from the fact that the organization operated in this manner. Ms. Loobey said that the District's employees had spent a lot of time working with people with disabilities, including people like Dave Kleger, who had been on many of the District's advisory committees. Staff were also working with Dr. Kate Hunter-Jaworski in the School of Engineering at Oregon State University on an improved tie-down system for three-wheeled wheelchairs on the buses, and staff continued to receive calls from across the country, asking for information on how to do certain things. LTD also continued to be among the top ten transit districts in the country in number of lift boardings.

Ms. Loobey said that the accessible service direction was a strategic decision that the LTD Board had made years ago, and had saved LTD so much in the way of resources. The national transit association and transit properties across the country had resisted putting lifts in their buses for years, and that intransigence had resulted in the regulations of the ADA moving through Congress the way they did. LTD's early efforts to accommodate people with disabilities meant that the District currently was not faced with the costs of retrofitting buses and bus stops like other transit properties were.

Ms. Loobey said that the District's decision to provide accessible services was an important decision for LTD, and had made the District a role model for the country. She said she was proud of LTD's accomplishments, and proud that LTD had been able to send Frank Roberson to receive the award. She said sending Mr. Roberson was an appropriate choice, because the employees were out on the road providing the services day to day, and it was appropriate to send someone with Mr. Roberson's stature and time with the District to accept this important award.

MOTION **APPROVAL OF MINUTES:** Mr. Billings moved approval of the minutes of the September 16, 1992, regular Board meeting. Ms. Calvert seconded the motion, and the

VOTE minutes were approved by unanimous vote.

FISCAL YEAR ENDING JUNE 30, 1992:

(1) Acceptance of Independent Audit for Fiscal Year Ending June 30, 1992: Finance Administrator Tamara Weaver introduced John Joyce and Belinda Waters of Coopers & Lybrand. Mr. Joyce said that the FY 92-93 audit had been completed, and that he would briefly comment about various reports and a couple of items in the footnotes, and Ms. Waters would talk about the management comments.

The first accountant's report covered the basic financial statements and the basic budgetary basis. Mr. Joyce said that the District had received a "clean opinion"; that is, one with no exceptions. The footnotes were a little different than in the past. First, Ms. Weaver and her staff had identified grant-funded properties, so the auditors had been able to do a reclassification and match-up of those with contributed capital (note 7 on page 14 of the audit report). A "schedule of equities" showed movement between those two. On page 21 there was a discussion of property held for sale, indicating that the District expected to realize approximately \$1.3 million in assets.

Mr. Joyce said that the back of the report dealt with client's issues, and that there were no issues of budget compliance or findings of question costs in single-audit reports. He thanked the Board, saying that being the District's independent auditors for the past five years had been a good experience for Coopers & Lybrand, and that they were interested in continuing that relationship.

Ms. Waters explained that the purpose of the management letter was to assist in improving internal controls and provide suggestions for improving operational efficiency. She said that the auditors had not found a lot of areas in which to make suggestions, and expressed her appreciation to Ms. Weaver and her staff for assisting with the audit. The auditors did suggest that there be an increase in the capitalization limit. They also suggested a signature plate to save time spent in manually signing all the checks; encouraged the District to continue the process associated with automating the bus operator schedules and also processing the payroll internally; and suggested increasing mandatory vacation usage for administrative staff, to reduce the number of hours that were being accumulated.

Ms. Hocken said she was a CPA and performed audits, and said that one of the concerns that surfaced with a signature plate was a lack of control. She had seen sites where people without authorization had control of the check signature plate, which effectively eliminated the internal controls. Ms. Water said that part of the process would be for a check signer to review the checks after the check-signing process. She explained that currently two people signed checks, and this would reduce it to one. She thought a dollar limit could be established, with higher check amounts needing to be examined by a reviewer.

MOTION Mr. Brandt moved that the Board accept the audit and management letter as presented.
VOTE Mr. Billings seconded, and the motion carried by unanimous vote.

Ms. Weaver stated that staff would not make any of the changes in the internal operating procedures recommended by Coopers & Lybrand without first checking with the Board Finance Committee. She said that using signature plates was a big issue and she did not necessarily

agree with the recommendation, but if staff did wish to change something, they would check with the Finance Committee first.

Mr. Brandt asked about the large amount of vacation time allowed to accrue. Ms. Weaver explained that administrative staff had a Consolidated Annual Leave (CAL) plan, which included sick leave as well as vacation time, so there were some issues with the amount of time allowed to accrue that were different than just vacation accrual. However, she said, staff would be addressing those issues.

Ms. Loobey said that in January the District would begin the Request for Proposals (RFP) process to select an auditor, and the Finance Committee could look at check signing and vacation accrual at that time, unless the Board wished to do so sooner. Mr. Brandt asked if the District had to do an RFP for new auditors this year. Ms. Weaver replied that the auditor's contract had been renewed for the last three years so, by policy, it would be necessary to go through the auditor selection process before the next audit.

Ms. Calvert asked about vacation accrual among bargaining unit employees. Ms. Loobey explained that bargaining unit employees exhausted their vacation time each year, and were not part of the CAL plan.

Staff Presentation--Fiscal Year 1991-92 Year-end Report: Ms. Weaver said that it was important at times such as the audit to stop and see how the District was doing in relation to the Long-Range Financial Plan (LRFP). The primary goals for the LRFP were to give the District a high probability of being able to sustain operating expenses over a five-year time frame within the expected resources; the ability to set the tax rate and to smooth the operating and revenue expense fluctuations by using a planned working capital carry-forward as part of that process; and the ability to project the capital plan and assist the Board and staff in knowing when they needed to commit funds from the General Fund to capital expenditures.

Ms. Weaver said that the District's financial position had met and exceeded its Plan goals as of June 1992. She began with page 24 of the agenda packet to discuss the current financial picture. The audit summarized according to transportation, special transportation, maintenance (including the facility and bus maintenance), marketing and planning, administration, and risk and insurance. In one year, the District's most significant increases were in special transportation and in risk and insurance. Compared with three years ago, the current expenditures were \$2 million more. Those resources had been channeled primarily to transportation and facility and bus maintenance. The annual average change for three years had been an 8.1 percent increase.

Ms. Weaver called attention to page 35 of the audit report. She said that the revenue margin had improved slightly during a ten-year period, to 23.1 percent as of 1991-92. The revenue per service hour had increased slightly more than the expense per service hour. The cost per trip did increase significantly in 1991-92 when compared with the previous year, but the cost per trip was actually less than the cost per trip ten years ago. Ms. Weaver said she thought it was interesting that although the maintenance costs had increased considerably in pure dollars, the cost per mile was actually significantly less than ten years ago.

The totals summary on page 22 of the agenda packet for that evening compared the actual amended budget and the numbers used when estimating for the Long-Range Financial Plan. The LRFP numbers were significant because the remainder had been projected after revenue and expenses that would be added to the resource base. In relationship to the LRFP, the beginning unrestricted fund balance was \$730,000 after revenues and expenses, rather than \$472,000, as estimated in the LRFP. That was added to the spendable portion of the existing fund balance, and ended the year with \$1.4 million in the General Fund Balance. Because the Risk Fund was closed at the end of the fiscal year, the \$68,000 remaining in that fund was added, for a total of \$1.5 million in the General Fund balance as of June 30, 1992.

Mr. Brandt commented that he didn't know that he would show the transfer to the Capital Fund, because the District really did a lot better than \$730,000. Ms. Weaver said there was a net amount of \$518,000, which, when added to the \$470,000 was in the neighborhood of almost \$1 million from the budget in the beginning. Mr. Brandt stated that page 22 didn't really show that.

Ms. Weaver said that staff's primary concerns in planning were the balances, the amount that could be budgeted to use as a resource and to spend in future years, or to budget as a reserve. In 1989-90, the General and Risk funds combined had a balance of \$491,000. Through the Long-Range Financial Planning process, it had been increased in one year by \$206,000 and in two years by \$1 million.

Ms. Weaver said that the \$1.5 million in the Fund Balance, equal to 10.2 percent of the operating budget, had been accumulated over the two-year time period to pay for the reserves that were set up by the Board. A \$350,000 reserve had been set up for payroll tax fluctuations, and there was a traditional \$250,000 reserve for current-year operating fluctuations, such as fuel price changes. The \$320,000 was in the LRFP and gave the District flexibility in budgeting, and staff expected every year that expenses would be under the amount budgeted. There was a \$355,000 amount that had not been discussed before, and that would be available as an additional resource for 1993-94, or in future years. The Board could decide to use that as capital, or to use it in carry-forward over several years. Ms. Weaver said that would be discussed again later.

Ms. Weaver discussed the capital fund as shown on page 23. In 1989-90, the Capital Fund had \$3.5 million, right before the last major bus purchase. Following that purchase, the Capital Fund dropped to \$1.9 million, because the match was closer to 55/45 percent, so it took more local match than previous purchases. With the larger transfer to Capital, the Capital Fund was back to \$2.7 million, which represented money set aside for the next two bus purchases in 1993-94 and in 1997-98, and for the Eugene Station. Ms. Weaver said that those numbers were not rigid as far as how they were allocated; there could be some shifting. In the LRFP, the 1993-94 bus purchase was estimated to be \$5.9 million, which would mean that the District would need another \$75,815 to complete that purchase. The bus purchase in 1997-98 was estimated to be \$8.1 million, which meant the District would need another \$1.3 million to complete that purchase. In the LRFP, which paralleled the Capital Improvements Program for last year, the Eugene Station was estimated at \$8.4 million, according to the last Board action. However, in some of the recent documents the Board had been looking at, this figure was more like \$10 million. It would require future Board action to change that number.

To complete the Eugene Station at the current figure, another \$200,000 would be needed. If the station cost another \$2 million, another \$400,000 in local funds would be needed.

Ms. Weaver stated that as of June 30, 1992, the District had met or exceeded the planned goals in the Long-Range Financial Plan. Staff had begun to update the LRFP, and would work with the Board to set new goals and parameters for Fiscal Year 1993-94 and beyond.

APPOINTMENT TO SPECIAL TRANSPORTATION FUND (STF) ADVISORY COMMITTEE: Micki Kaplan, Transit Planner, called the Board's attention to page 36 of the agenda packet, which provided background information for this topic. She said that the first major change in the STF contract between LTD and the Lane Council of Governments (L-COG) for the provision of paratransit services had to do with the STF Advisory Committee. She explained that the Special Transportation Fund was money raised from a statewide tax on tobacco products and earmarked for special transportation. The STF Advisory Committee must be comprised of users, providers, and representatives of the elderly and persons with disabilities. There were currently 15 members on the Committee. Its primary purpose was to recommend how to spend the STF funds locally. Until the changes in the contract, the STF Advisory Committee had been advisory to the L-COG Board of Directors, where LTD had no official representative. Since LTD retained financial responsibility for the Dial-A-Ride program, it would be in LTD's interest to appoint its own representative to the Committee.

Ms. Kaplan explained that the STF dollars allowed the District to allocate fewer resources from its operating fund toward special transportation services. The LTD Board would be advised of issues of interest to LTD's service district, and special transportation funding and service decisions for the LTD service area, such as fare recommendations, service recommendations, and appointments to the STF Advisory Committee, would come before the LTD Board. Ms. Kaplan said that staff believed that these changes in the contract would help LTD comply with the ADA and position LTD for the future.

Ms. Hocken asked if there was any required mix between users and providers on the Committee. Ms. Kaplan said that L-COG had set by-laws placing representatives of the elderly, transportation providers, etc., in actual slots on the Committee.

On page 25 of the agenda packet, an agenda item summary page explained that the LTD Board was being asked to approve an appointment to the STF Advisory Committee. Staff requested that the Board approve the appointment of Joan Shimp, manager of Special Mobility Services, to a two-year term. Although she was not currently a Committee member, Ms. Shimp attended all the meetings. Ms. Kaplan said that Ms. Shimp would bring a wealth of experience and represent LTD's interests on the Committee.

MOTION Mr. Billings moved, seconded by Ms. Calvert, that the Board appoint Joan Shimp to the
VOTE STF Advisory Committee for a two-year term, beginning immediately. There was no further discussion, and the appointment was approved by unanimous vote.

TRANSPLAN UPDATE/L-COG PRESENTATION: Planning Administrator Stefano Viggiano introduced Tom Schwetz, a program manager with the Lane Council of Governments,

who was present to provide information on the update of the TransPlan. Mr. Schwetz explained that the TransPlan was the regional transportation plan for Eugene area, and was required by the federal government in order to receive federal funds. The TransPlan was six years old, and in June 1992, the Metropolitan Policy Commission (MPC) approved a work plan to update the TransPlan.

Mr. Schwetz said that a slide show would be presented to various community groups to let people know about the update. The Board previewed the slide show, which discussed issues such as the growth in population and private vehicle usage, federal spending for highways, and the fact that increased trip distance is caused by sprawling land use patterns. The slide show also explained how federal laws, such as the Intermodal Surface Transportation Efficiency Act (ISTEA), the Clean Air Act, and the Americans with Disabilities Act (ADA), and state laws, such as the Oregon Transportation Plan (OTP) Rule, would affect transportation and land use planning in an effort to reduce vehicle miles traveled (VMTs) and pollution. The OTP Rule required changes in parking and VMTs, outlined regional transportation goals, and led to the Eugene City Council's alternative modes goal. It was the reason for the TransPlan Update.

Key dates for the update process included having a draft ready for review in December 1994, and adoption of the update in the spring of 1996, after public hearings. Workshops for the public would be held on November 16, 1992, in Eugene, and on November 19 in Springfield. In response to a question from Ms. Calvert, Mr. Schwetz explained that the first workshops were "scoping" workshops. A second series of workshops, in the spring, would bring out specific issues.

Ms. Loobey asked how the update would go before the Metropolitan Policy Commission (MPC). Mr. Schwetz explained that a series of working papers, including goals and objectives and alternatives for land use and transportation, would go before the MPC. LTD, Lane County, and the Cities of Eugene and Springfield would review the draft Update as individual agencies. The planning horizon for the TransPlan is 30 years, with updates every five years.

Ms. Calvert asked about possible federal funding for a high speed train through the Willamette Valley Corridor. Mr. Schwetz said that funding was anticipated, but had not yet been announced. The state was preparing a study of the Willamette Valley Corridor development, which was bringing regional transportation agencies together. This study could fit with a broader study of the corridor to Vancouver, B.C. Ms. Loobey said that it was interesting that funds for high speed rail corridors had been allocated at the federal level. In 1968, the U.S. Department of Transportation (USDOT) did a study of high speed rail from Tijuana to Vancouver, B.C. She said that Washington State was far ahead of Oregon in looking at rail because of the congestion on the east side of Puget Sound. She thought it was exciting that the Pacific Northwest was chosen, and said that LTD would want to have some kind of intermodal tie-in with any high speed rail planning.

MOTION **EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(e)**: Ms. Hocken moved that the Board move into Executive Session Pursuant to ORS 192.660(1)(e), to conduct deliberations with persons designated by the governing body to negotiate real property

VOTE transactions. Ms. Calvert seconded the motion, which carried by unanimous vote. District Counsel Randall Bryson was present for this portion of the meeting.

RETURN TO REGULAR SESSION: The Board returned to regular session at 9:00 p.m.

ITEMS FOR INFORMATION AT THIS MEETING:

Environmental Assessment/Environmental Impact Statement Processes: Planning Administrator Stefano Viggiano informed the Board that CH2M Hill, a Corvallis engineering firm, had been selected to perform the environmental assessment (EA) on the two preferred sites for a new Eugene Station, and was expected to be under contract by the end of the week. Mr. Brandt asked if this was the cheapest bid. Mr. Viggiano explained that all the bids were right around \$100,000 for the two sites. It was difficult in the Request for Proposals to determine the scope of services because the consultants would be talking to people to find out what their concerns were, and those would be addressed in the environmental assessment. Ms. Calvert asked if the EA process was totally subjective. Mr. Viggiano said that some things had to be studied, such as storm water run-off or whether the site was an archaeological site, but the amount of effort was largely tied to the amount of input from the community. The process associated with the EA would be to make sure that people who were interested were involved all along the way. Those people might not agree with the end result, but they would have had a say in the study.

Ms. Fitch asked about the time line for the EA. Mr. Viggiano said that staff had originally hoped the study would be completed by the end of December, but it probably would not be completed until late January or so. The Environmental Assessment would probably take about three months. The consultants were expected to address the Board twice--once after the initial public meeting, and once to present the draft EA.

Ms. Hocken asked if the Board had to approve the contract. Mr. Viggiano said they did not. He added that if the District ended up having to do an Environmental Impact Statement, that would add about \$10,000 more to the process, and additional time. No date had been set for the public meeting. Board members would be encouraged to attend.

Mr. Brandt asked about hiring a firm from Corvallis. Mr. Viggiano said that one local firm did apply, but it was felt that CH2M Hill could do a better job because of its approach to the EA process and its experience with analysis.

Mr. Brandt said also that it bothered him not to do business with local people unless there was a clear case of superiority, because outside companies did not pay the payroll tax. He said it was irritating to business people when their tax money did not stay in the local community. Mr. Viggiano said that the local firm that applied had an office in Bellevue, Washington, and the project manager actually would have come from there.

Shuttle Study: Ms. Loobey said that the summary page on page 29 was included for the Board's information. Staff's intent was that LTD would take the lead in performing a study of the feasibility of a downtown shuttle, with some assistance from the City of Eugene. Ms. Hocken asked how ridership projections were going to be obtained in order to estimate

the demand for shuttle ridership. Mr. Viggiano said that was the most difficult part of the study, and amounted to half art and half science. Planning staff would be contacting other transit districts for their experiences and any examples that would be close to what the Eugene/Springfield community might experience, such as the size of the community, etc. The "art" of the study would include issues such as what is known about the local market and why people ride the bus, etc.

Mr. Brandt asked if the District had done a shuttle study several years ago. Mr. Viggiano said that the District had not done a complete study or any significant research, at least in the last ten years.

Mr. Brandt said there was nothing scientific about the questions, and wondered if the study had to be done. Mr. Viggiano said that the District had told the Citizen Advisory Committee for the Central Area Transportation Study (CATS) that the study would be done; even though the shuttle service may not be an attractive service for the District, it was important to some people in the community. Ms. Calvert said she would like to put the shuttle issue to rest, one way or another. She thought it would be important to address the issue of who would pay for the shuttle service. Ms. Loobey added that the shuttle issue had taken some prominence within the local community, and staff had agreed to perform a study because it was an element of CATS. Intuitively, staff did not believe a shuttle would be productive, but needed an analysis to make a better judgment. Ms. Fitch commented that this issue did not have to be over-studied.

Ms. Hocken said she was not sure there would be any data from a good model if there was no specific local data. She thought it would be a good idea to gather local statistical data, such as who are the expected customers and what are their destinations. She wasn't sure that a shuttle system could be designed based on data from other areas. Mr. Brandt didn't think staff should spend much money on this study.

Ms. Fitch said that what she heard at CATS was an interest in having a bus in view at all times, so that throughout the day people could get to meetings, etc., by shuttle.

Crime Statistics: Mr. Pangborn said that people have an "intuition" that bus stations are unsafe, so he had tried to determine whether the area around LTD's Eugene Station was any less safe than other areas of downtown. He had received from the Eugene Police Department a record of the number of calls for service from specific locations. The calls covered a one-block radius, so were from a four-block area. The areas he concentrated on were 10th and Willamette, Olive and Broadway, Olive and 8th, and 13th and Kincaid. The area at 10th and Willamette was not necessarily just the current Eugene Station, because it included a block of the downtown mall. He explained that calls for service did not mean that a crime actually happened. He had looked at statistics for occurrences that people would probably consider personally threatening.

The City Hall area and 13th and Kincaid had higher crime statistics than the 10th and Willamette area, and Mr. Pangborn said he knew that the University of Oregon (UO) problems did not have anything to do with the University Station. The UO area was the only one in which calls for service had increased in a five-year period. The others were fairly consistent,

so Mr. Pangborn said that, if a problem existed at the Eugene Station, it was either being managed or was not growing. Ms. Fitch commented that the statistics showed that LTD was not the only cause of any problems. Mr. Pangborn said he was not talking about significant differences, and considering the people who walk through the station who are not bus riders, he believed that LTD was not contributing to any safety problems in the downtown area.

FY 92-93 Transit Development Plan (TDP): Copies of the most recent TDP, a reference document containing a wide variety of information about the District, were distributed to the Board members at the meeting. Mr. Brandt asked why staff prepared this document each year. Ms. Loobey stated that it was a federal requirement for the District. It was used as a reference and resource document by staff, and was distributed to the Board, Budget Committee, other government agencies, and interested citizens. It was not completely rewritten each year; rather, the prior year's document was updated.

Low-income Discount Token Program Update: Mr. Pangborn said that only about 30 percent of the tokens available through this program were being utilized, but staff thought that more would be used during the winter. A brief update of the program was included in the agenda packet for the Board's information.

Painted Bus Advertising Proposal: Ms. Loobey explained that a client of the District's subcontractor for advertising on the buses, Obie Transit Advertising, had suggested that LTD allow one of its buses to be completely repainted with the client's advertising message. She explained that this approach is popular with other transit districts, and mentioned that one transit district in the east had almost all of its 55 buses painted in this way. She said that staff were looking at all the issues involved with such a program, and would talk to the Board about it again.

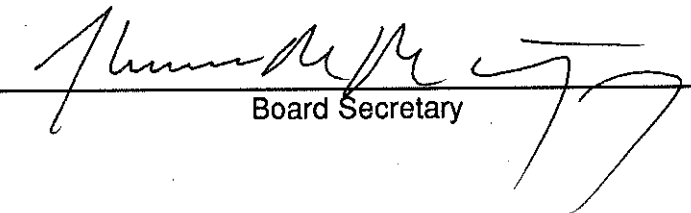
Ms. Fitch asked if anyone on the Board had a great desire not to allow this kind of advertising. Ms. Hocken commented that it would cost the advertiser a lot of money. Mr. Pangborn explained that the advertiser would pay to paint the bus, and then to repaint it when the contract expired, which was usually a three-to five-year period. He said that the issue came down to one of economics and aesthetics. The District would be paid a lot more to have a bus completely repainted with the advertiser's message. Mr. Pangborn said that the \$116,000 in revenues from the existing advertising program paid for service in the community. He said that this kind of advertising on the buses would be a similar issue for the Board to the first discussions about allowing advertising signs on the sides of the buses, whether it would be worth the aesthetic concerns to receive the additional revenues.

Ms. Hocken asked if the District's logo would be recognizable, and was concerned that the bus would still be recognizable as an LTD bus. Ms. Calvert said she thought the revenues would have to buy a lot more service before she would find that this program was worthwhile, because there was a lot of community pride in the buses looking good, and classy, and clean. Mr. Brandt expressed a concern that people might be confused about which bus to get on, if buses with different painted advertising were used on different days on certain routes.

Financial Report: Mr. Brandt said it looked as if the District were doing pretty well financially. Ms. Weaver said LTD was doing fine. She was a little concerned about the payroll

tax receipts, but they would probably be okay. She explained that comparing the prior year's cash collections with the current year, not counting the tax rate increase, payroll tax revenues were coming in only 2 percent higher this year. She said she would guess that the economy was more at a 4 or 4.5 percent increase, but that was only an educated guess.

ADJOURNMENT: It was moved and seconded that the meeting be adjourned. With no further discussion, the meeting was unanimously adjourned at 9:40 p.m.


Board Secretary