

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, November 17, 1993

Pursuant to notice given to *The Register-Guard* for publication on November 11, 1993, 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, November 17, 1993, at 7:30 p.m. in the LTD Board Room at 3500 E. 17th Avenue, Eugene.

Present: Kirk Bailey
Peter Brandt, Treasurer
Janet Calvert
Tammy Fitch, Vice President
Patricia Hocken
Thomas Montgomery, Secretary
Keith Parks, President, presiding
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Appointed Board Members: Attending the meeting were three Board nominees, who had been appointed by the Governor, but not yet confirmed by the Senate, for terms beginning January 2, 1994. They were: Steven Engel, Rob Bennett, and Dave Kleger.

CALL TO ORDER: Mr. Parks called the meeting to order at 7:30 p.m.

AUDIENCE PARTICIPATION: Mr. Parks asked for participation from any member of the audience.

John Gallagher introduced himself as the marketing developer at the Eugene Airport, and said he would come to Board meetings from time to time to provide updates about the airport. He said he was a supporter of LTD and would love to be able to ride the bus to the airport. He explained that Morris Air was carrying about 30 percent of the travelers from Eugene, many of whom probably traveled by Greyhound bus before Morris Air became available. Also, students had begun attending LCC's maintenance training facilities at the airport during fall term, and 60 to 65 students daily were expected by winter term. Mr. Gallagher thought that the airport could create more demand for LTD service to the airport, and said he had received a lot of calls from people looking for alternative transportation to the airport. He thought that would become a larger issue due to the TransPlan Update and other transportation planning documents and regulations.

Mr. Engel asked if there currently was any scheduled transportation to the airport. Mr. Gallagher replied that there was not. The Hilton provided service for its own guests, and the only other options were private car, taxi, or rental car. He said he regularly received calls from people wanting to use public transportation to the airport; most recently, he heard from

an Oakland, California, fireman, who commuted from his home in Eugene. Ms. Hocken said that a representative of the Eugene/Springfield Convention and Visitors Bureau stated at a TransPlan Update meeting that his office regularly received calls about where to catch public transportation to the airport. She said she knew the Board had just reviewed this issue last winter, but might have to do so again.

Mr. Parks asked for other testimony from the audience. There was none.

Commendation from LCC: Community Work Experience Program: Marketing Administrator Ed Bergeron explained that for many years LTD had made extensive use of interns, and one of the more successful intern programs had been with Lane Community College (LCC). He introduced Graphic Artist Laura Golden, who was a former LCC instructor, and explained that interns helped with some of the District's projects, especially those brought in-house during the last year. Mr. Bergeron said that staff believed the District had gained a lot through this program, and that LCC believed that LTD had contributed to LCC's program, as well.

Mr. Bergeron introduced Thomas Rubick, head of the Graphic Design Program at LCC, who had designed LTD's logo approximately ten years before. Mr. Rubick explained that he had been the coordinator for the graphic design internship program for five years, and that the internship program at LCC was the largest of its kind in community colleges in the United States, with more than 2,000 interns each year. He said that LCC's involvement with LTD in this program was small, but that LTD was one of the program's best sites, because the students were exposed to a variety of work and received tremendous support from Ms. Golden and Mr. Bergeron. He presented the District with a framed certificate as a small token of the program's appreciation, and said he wanted the Board to know how important LTD's participation was to help make the LCC program successful.

EMPLOYEE OF THE MONTH: Mr. Parks introduced Inside Bus Cleaner Mary Braun, the November 1993 Employee of the Month. Ms. Braun was hired on December 9, 1990, and had received awards for two years with no time-loss accidents and for exceptional attendance. She was nominated by a co-worker, who said that cleaning buses was a tough occupation, but Ms. Braun brought a wit, charm, and happy frame of mind to work every day, which spilled over into all the departments and made her a joy to know and work with. The co-worker had also said that Ms. Braun's hard work and dedication at LTD were contagious.

Mr. Parks presented Ms. Braun with her certificate and check. She thanked everyone for the award, stating that she truly liked cleaning and had been extremely happy and thankful to be hired for the job at LTD.

MOTION **CONSENT CALENDAR:** Ms. Fitch moved that the Consent Calendar for November 17, 1993, be approved. Mr. Montgomery seconded, and the Consent Calendar was approved by unanimous vote. The only item on the Consent Calendar for this meeting was the minutes of the October 20, 1993, regular meeting.

OPERATING FUND BALANCE AND RESERVE POLICY: Mr. Brandt, Chairman of the Board Finance Committee, said that the proposed policy was nothing more than formalization

of what the District was already doing, and that the District had been building reserves for the past three years. The Committee had thought it important to have a policy to give the Board direction about the purpose of reserve funds, the criteria for the funds, and the maximum and minimum reserve funding levels that should be considered when developing budgets in the future. He added that the policy could be changed by the Board at any time.

MOTION Mr. Brandt moved that the Board accept the LTD Budgetary Reserve Policy and Financial Policy for Unreserved Fund Balances set forth on pages 16 and 17 of the agenda packet. Ms. Fitch seconded the motion. Ms. Hocken asked if the Committee had any time frame in mind when using the term, "to accumulate over a reasonable period of time." Mr. Brandt said that the reserves were not intended to accumulate in one year. These were fairly big sums of money, and what seemed reasonable one year might not be reasonable the next. He said that reasonable to him meant more than two years but fewer than ten years.

Ms. Hocken asked how the Committee arrived at the percentages for self-insurance risk reserves, which seemed to be an area with a lot of unpredictability. Finance Administrator Tamara Weaver explained that for one major-loss accident, the District's maximum exposure would be \$250,000, so the policy recommended covering two bus accidents plus \$100,000 to \$200,000 for other needs. As of June 30, 1993, the District had reached the recommended minimum level of reserves. Mr. Engel asked if the intent was to increase reserves to the maximum level. Ms. Weaver replied that this would be discussed by the Board twice a year and would be an annual budget decision. She said that there would be a point where the District would have too little cash, and one where there would be too much cash, so the policy would provide guidance for the staff and Board when discussing the level of reserves. She did not believe that the District would reach the 40 percent maximum unless it worked hard at doing so. Mr. Brandt commented that this was a policy to follow so that the Board would not be "squirling away" money in a good year, but might look at reducing tax rates instead. Ms. Hocken asked about capital reserves, and Ms. Weaver said that those were handled separately.

VOTE There was no further discussion, and the motion carried unanimously.

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: (1) Metropolitan Policy Committee (MPC)--Ms. Hocken reported that there were no MPC meetings in October and November. The November meeting cancellation notice had included a description of action taken by the Springfield City Council toward moving the two cities closer together. The Eugene City Council was scheduled to take action on this issue before the December MPC meeting. (2) V-PACT--Ms. Hocken had attended a meeting of the Willamette Valley Policy Advisory Committee on Transit (V-PACT) in Salem on October 21. There had been a presentation on freight issues by the Port of Portland, Horizon Air, and rail freight. At a future meeting, the four metropolitan policy organizations (MPOs) were to give presentations on transportation planning in their areas, and a video on high-speed rail would be shown. Ms. Hocken said that at this point, the V-PACT members were gathering information, and would prepare a work plan in February. (3) TransPlan Update: Ms. Fitch reported that more than 100 people attended a TransPlan Update Symposium on November 4, representing a wide range of interests. Her small-group

discussion period included people representing alternate modes, bicycles, the airport, private citizens, public officers, and transit. She had been assigned to a task force on land use, which would begin meeting in December. Ms. Hocken said she had been assigned to a Transportation Demand Management (TDM) task force, and that people who attended the first TransPlan Symposium had been much more supportive of alternate modes than people in the community. One of the concerns discussed was how to develop a realistic plan that the rest of the population could support. Mr. Kieger also attended the Symposium. He agreed that there had been a disproportionate share of alternate modes supporters, and added that there was strong acceptance for using positive efforts rather than negative pressures to encourage changes in behaviors. He said he was appointed to the Transportation Systems Improvements task force, and that he had gone into the TransPlan process to serve as a watchdog for people with disabilities, to be sure that new barriers were not created by the process, but would also participate as an LTD Board member. Planning Administrator Stefano Viggiano added that about 60 people were on the three task forces, with 20 to 22 people on each.

Public Education Campaign Update: Mr. Bergeron stated that money had been allocated for a public education campaign in the FY 93-94 budget. The Board had wanted additional information about the proposed campaign, and had requested examples of what that campaign might look like. He circulated some examples from other cities, and explained that there were two basic themes: transit systems starting to talk more about alternate modes, as LTD had (bicycles, walking, car pooling, etc., which were all complementary to transit); and the positioning of transit systems with the issues of clear air, etc. He showed videos from Vancouver, B.C., and Spokane, Washington, which were being used as advertising to educate the communities about transportation issues. Transit districts in a number of communities, such as Vancouver, B.C., were forming coalitions with other agencies, which LTD also had discussed.

Mr. Bergeron said that he did not yet know what specific themes would be most appropriate for the Eugene/Springfield community, but there was still time to hold the discussions to determine that. Based on Board direction, staff had begun discussions with potential partner agencies. The City of Eugene had given a positive response, at the staff level, and would have more information about the Council's interest in the future. Mr. Parks said it would be good for basic governments to be involved, since the legal responsibility to see that the state and federal mandates were carried out belonged to those basic governments. Mr. Bailey asked if Vancouver and Spokane had done "before and after" polls, to see if there was an increase in transit use. Mr. Bergeron said that the campaigns were just being implemented, so it was too early to see results. He believed that their goal was more an awareness of issues, with a gentle call to action, so if anything were to be measured, it would be how much people's awareness shifted as a result of the campaign.

Ms. Fitch asked if there were any lasting results from the District's TDM project. Mr. Bergeron explained that for the project, a University of Oregon student had worked with eight agencies. Four of those agencies had only a basic level of involvement, such as passing on information to the employees. The other four agencies had a higher level of involvement in transportation planning, such as holding "transportation fairs" for employees. The results of the surveys were a little disappointing; the surveys themselves were not filled out as extensively as staff had hoped. Mr. Viggiano added that the response rate was not high

enough for statistical conclusions. LTD would be receiving a grant from the State to conduct a TDM project with state employees, to provide a bus pass for one year and try to promote other alternative modes use. Staff would have more control over this project, and better structural information.

Mr. Montgomery asked how the British Columbia video had been used. Mr. Bergeron said it was an "infomercial," but also could be used at public presentations, for speeches, etc. It was longer than a commercial, and needed a captive audience to sit and listen long enough.

Mr. Bergeron closed by saying that more information about the District's plans for a public education campaign would be shared with the Board at a later date, but staff might suggest using a combination of several approaches to find the best campaign for the local area.

Response to Audit Management Letter: Ms. Loobey stated that there were a number of questions raised in the Management Letter from the auditors. A written response to those questions was included in the agenda packet. Ms. Hocken asked if invoices that did not match purchase orders in dollar amount had to be returned to Parts even if the price went down. Ms. Weaver explained that the District's experience had been that with a more flexible policy, staff were not always making consistent decisions about when to send invoices back to Parts, so a more rigid policy was being used and seemed to be working better.

Draft LTD Americans with Disabilities Act (ADA) Plan Update: 1993-94: Ms. Loobey called the Board's attention to the Mobility Celebration on December 2, from 12:00 to 2:00 p.m. at the Hilyard Community Center, hosted by LTD, the Lane Council of Governments (LCOG), and Special Mobility Services (SMS). She said that the fact that LTD has reached full compliance with the ADA had not been a major trauma for LTD because the District had been working on those issues since 1980. However, the event would celebrate the fact that LTD had reached full compliance one year earlier than originally projected, and several years before the 1997 federal mandate. The dial-a-ride service had a new name, Ride Source, which was being introduced at the Mobility Celebration, as well. Board members were invited to attend and celebrate with people who worked hard toward full accessibility and ADA compliance.

Ferry Street Bridge: Letter to Eugene City Council: Ms. Loobey distributed a draft letter from the Eugene Chamber of Commerce, which had formed a coalition supporting improvements to the Ferry Street Bridge. LTD staff had attended the first meeting of the group, and it had been determined that it was important to show support before the Eugene City Council for improvements to the bridge. She asked if the Board wanted to support the coalition's position. In October, the Board had taken a position on Alternative B, but the Ferry Street Bridge Citizen Advisory Committee had since supported an eight-lane bridge improvement, and the Eugene Planning Commission had supported six lanes, not included in the Draft Environmental Impact Statement (DEIS). Following Board discussion, staff had drafted a letter for the City Council stating LTD's position in favor of Alternative B, and adding that if that alternative were not chosen, the District urged the City to consider improvements which would enhance alternative modes of transportation. The Chamber was asking whether LTD would participate with a multi-modal transportation coalition in their position that the no-build alternative was not an option as far as they were concerned, and stating their support

of some improved capacity on the bridge as well as alternative modes improvements to the bridge. The Chamber did not, however, support an alternative modes bridge.

Ms. Hocken asked if Ms. Loobey was suggesting that the Board sign the Chamber's letter rather than the one drafted by staff and included in the agenda packet. Ms. Loobey said that the District needed to make it's position consistent, and that it made some sense to be involved to some degree with the coalition, so sending the LTD letter should be consistent with the coalition's letter. She said it seemed to be a political decision that there would not be an alternative modes bridge on Agate or a bridge for regular traffic on Moss Street, both of which would go through Alton Baker Park. The coalition letter did not say whether the Ferry Street Bridge should be six or eight lanes in order to support alternative modes on that bridge.

Ms. Calvert thought it was foolish for the Board to continue to support Alternative B when there was no potential for that option to be adopted. The Board's letter clearly indicated that the District's intent was to support alternative modes in some form. She said she would support joining the coalition and drafting a letter that described the Board's position better. Ms. Hocken said she would be in favor of sending the Board's own letter that described the Board's position and suggested what could be done to benefit transit and alternative modes. Mr. Montgomery said he didn't see why LTD would abandon Alternative B even though no one else supported it. He thought the Board should still support it if it truly was the best option for LTD, and then state what the Board's back-up position would be. Ms. Loobey explained that the options on the table currently were a no-build option, a six-lane bridge, and an eight-lane bridge, and the Chamber letter was just supporting increased capacity on the bridge. Ms. Calvert thought the Board had supported Alternative B because it was very clear alternative modes choice, not because it was an issue of six or eight lanes on the Ferry Street Bridge. Mr. Montgomery thought the Board should make it clear that if the final decision were for a six-lane or an eight-lane bridge, alternative modes considerations should be included.

Mr. Brandt thought it was wrong for the Board to take a position until it had all the facts, and that the District was now in an embarrassing position. He thought the Board ought to say that what was really important was expanded capacity on the bridge and an alternative modes bridge, because that was what the Board chose, and he thought the right choice was made the first time. He also thought that the people making that choice knew more about the issues than did the coalition members, who probably had not studied the issue in much detail. He recommended that the Board not join a group that was going along with something because it would happen anyway. Ms. Calvert said that she was more concerned that more people who knew even less about the bridge and alternative transportation issues would be in favor of the no-build option than she was about changing the Board's position. Ms. Hocken said it was not a question of the best alternative; rather, the City needed to hear people saying it should build something, because about 90 percent of the testimony was against building. She said that in the District's testimony, she did say that the Board had not had a chance to look at the DEIS before taking a position. Mr. Brandt said the Board already had registered that it was in favor of a change. Mr. Parks was in favor of sending the Board's own letter rather than signing the coalition letter.

Mr. Bailey said the question was whether the Board broke away from the alternative modes bridge. He found the word "confine" in the coalition letter objectionable, because there

could be a plethora of alternatives that were good for the community. He proposed that the Board support the coalition letter if the word "confine" could be eliminated, and the letter matched the Board's original position of supporting alternative modes.

MOTION Ms. Calvert moved that the Board join the coalition. Ms. Hocken seconded the motion. Ms. Fitch asked if this meant signing the letter as presented. Mr. Brandt asked if the Board had seen the coalition's by-laws and statements, and asked whether it was a legal organization. Mr. Brandt thought the Board would be jumping into something without knowing all the facts, which would not be prudent. Ms. Loobey explained that it was an advisory group formed by the Eugene Chamber of Commerce.

VOTE The motion failed on a vote of 6 to 1, with Ms. Calvert voting in favor and all others opposed.

Ms. Fitch said the Board should reiterate up-front that the no-build option was not an option. She suggested saying in the Board letter to the City Council that Alternative A was not an option and that Alternative B was ideal from a transit standpoint, but the Board understood there were some inherent problems with funding. Mr. Viggiano said that the City had performed the 4-F analysis already, and he didn't think they would have done that if they couldn't use federal funds. He thought it was legally possible, and the problems probably were more political than legal. Mr. Parks commented that in the park's deed, the land was dedicated to park purposes only.

Ms. Calvert said that the Board's two issues were that Alternative A (no-build option) was not an option, and that alternative modes should be built into whatever option was chosen. Ms. Fitch said that Alternative B would solve a lot of problems with natural corridors to the University of Oregon/Sacred Heart Hospital area. However, before plugging Alternative B, she thought the Board should say that, no matter what was done, there should be consideration for transit and alternative modes. Mr. Montgomery agreed that whatever was selected needed to provide better access for transit and alternative modes, and that Alternative B was still the Board's choice. Mr. Parks commented that there already were pedestrian and bicycle bridges into the University area. Ms. Hocken said she would like more specifics to talk about the ways the bridge could be developed. Ms. Fitch said that some samples were in the DEIS, such as HOV lanes and queue jumping. Ms. Hocken asked if the Board wanted to support any of those options specifically. Ms. Loobey said that the letter could mention specific techniques that might be used. Ms. Fitch and Mr. Montgomery thought that should be done.

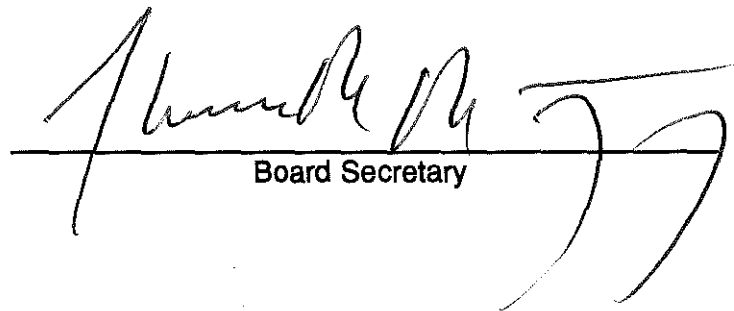
MOTION Ms. Fitch moved that the Board send a letter to the Eugene City Council supporting Alternative B and requesting that transit and alternative modes considerations be considered in any option, with a listing of some specifics that could be used. Mr. Montgomery seconded, and the motion carried 6 to 1, with Mr. Brandt voting in opposition and all others in favor.

VOTE

Letter to Editor: Ms. Loobey informed the Board that staff had spent some time talking with a woman who had written to the editor about LTD's non-response to a complaint she had made, and that the writer seemed fine with the results of those conversations. Ms. Loobey explained that there was a long, elaborate internal process for handling customer service complaints, of which between 20 and 40 were received each month, or eight to twelve per

100,000 person trips. The process had been revised to ensure that complaints were not delayed if the staff person handling them was sick or on vacation. She added that the number of complaints typically increased for a period of time after service changes were made.

ADJOURNMENT: There were no further items for discussion, and the meeting was unanimously adjourned. Board members were invited to stay for a few minutes to have cake in honor of the three Board members whose terms would expire in January.


Board Secretary