

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, May 17, 1995

Pursuant to notice given to *The Register-Guard* for publication on May 16, 1995, 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, May 17, 1995, at 7:30 p.m. in the LTD Board Room at 3500 E. 17th Avenue, Eugene.

Present: Pat Hocken, President, presiding  
Dave Kleger, Treasurer  
Kirk Bailey, Vice President  
Rob Bennett  
Roger Saydack  
Siobhan Briley, Minutes Recorder  
Phyllis Loobey, General Manager  
Jo Sullivan, Recording Secretary

Absent: Thom Montgomery, Secretary  
(one vacancy)

**CALL TO ORDER:** Ms. Hocken called the meeting to order.

**ROLL CALL:** Ms. Loobey called roll.

**INTRODUCTORY REMARKS BY BOARD PRESIDENT:** Ms. Hocken made no introductory remarks.

**AUDIENCE PARTICIPATION:** There were no requests to speak.

**EMPLOYEE OF THE MONTH:** The May Employee of the Month was Bus Operator Arline Link. Ms. Link was hired on January 3, 1974, and had a 19-year safe-driving record and excellent attendance. She was nominated by two bus operators and a co-worker, who all spoke of Ms. Link's extra efforts to help the customers and give the best service possible. One rider noted Ms. Link's excellent driving during icy road conditions, as well as her helpfulness in advising customers of alternative places to transfer so they wouldn't have to wait long in cold weather. Another said she was always friendly, and made the ride to work very enjoyable.

When asked what made Ms. Link a good employee, System Supervisor Rob Montgomery said that Arline's customer service was exemplary. Her customers were frequently praising her for being so kind, friendly, and helpful, and she worked especially well with people with disabilities. He described Ms. Link as a genuinely caring person, who not only cared about her customers on the bus, but about her co-workers, as well. He explained that for years Ms. Link

had taken it upon herself to gather cards and signatures for employees who had injuries or long-term illnesses, and ensure that the cards were delivered. Rob Montgomery added that it was very rare to see Ms. Link without a big smile. Ms. Link was presented with a letter of congratulations, a certificate, and a financial bonus.

Ms. Link said she felt very special to be operating a bus and thanked the Board.

### **ITEMS FOR CONSIDERATION AT THIS MEETING**

**CONSENT CALENDAR:** Mr. Kleger asked if the Disadvantaged Business Enterprise (DBE) goals were part of the consent calendar. Ms. Hocken said that they were.

MOTION Mr. Kleger moved, seconded by Mr. Bailey, to approve the consent calendar. The consent calendar included the March 15, 1995, regular Board meeting minutes, the April 19, 1995, special work session and regular Board meeting minutes, and the FY 95-96 DBE Goals. The motion passed unanimously, 5:0.

VOTE

**COMMUNITY TRANSPORTATION GRANT PROGRAM AND FIVE-YEAR SPECIAL TRANSPORTATION CAPITAL PLAN REVIEW:** Transit Planner Micki Kaplan provided the staff report and said the Board would be asked to approve the grant applications that evening. She said the STF funds were currently declining, and in a few years LTD would have to obtain a 20 percent local match for RideSource capital purchases. She introduced Terry Parker, representing the Lane Council of Governments (LCOG), who provided a detailed overview of the program.

Using an overhead projector, Ms. Parker reviewed the ranking order for the 1997-98 Community Transportation grant application requests, including capital replacement, new and other capital, and planning and development. The chart, which was included in the Board's agenda packet, compared the Fiscal Year 1996-97 data to the 1997-98 needs. Ms. Parker explained that all applications that were received were given a ranking score. She also commented on how successful LCOG had been in receiving the money it requested for capital projects.

Responding to a question from Mr. Bennett, Ms. Parker said the figure in 1998 was higher because three RideSource vehicles would be replaced that year. Ms. Hocken asked why LTD was determining rankings for capital projects outside the LTD service area. Ms. Parker explained that the requirement of the program was that LCOG coordinate and rank all applications and give each a unique number; rural and metropolitan projects could not be ranked in separate lists. For this reason, the Board was being asked to approve the joint list for all projects in Lane County.

Mr. Saydack asked if all projects currently were funded. Ms. Parker said that LCOG was requesting funding for all twelve, but Fiscal Year 1997-98 funding was yet to be determined. Ms. Kaplan clarified that LTD's only obligation was to RideSource.

Responding to a question from Mr. Saydack, Ms. Parker listed the criteria for ranking projects as follows: (1) existing services; (2) who is served; (3) impact on the community; and

(4) whether service or an alternative to service already exists in the community. She then reviewed the highest and lowest rankings and who was served.

Responding to a question from Ms. Hocken, Ms. Parker said the state required that LCOG submit concept ideas for a five-year plan, which they called an "anticipated project list." This did not include a funding commitment. She explained that projects often dropped out as the deadlines approached. Ms. Kaplan said the five-year plan for RideSource was consistent with the Americans with Disabilities Act (ADA) plan.

MOTION Mr. Kleger moved, seconded by Mr. Bailey, that the Board approve the project ranking presented for the 1997-98 *Community Transportation Program* applications and direct staff to forward it to the Oregon Department of Transportation (ODOT) by June 16, 1995, as required.

VOTE The motion passed unanimously, 5:0.

MOTION Mr. Kleger moved, seconded by Mr. Bailey, that the Board approve the *5-Year Project Plan for Lane County Paratransit Services* and direct staff to forward it to ODOT by June 16,

VOTE 1995, as required. The motion passed unanimously, 5:0.

**FACSIMILE SIGNATURE POLICY:** Ms Weaver provided the staff report. She explained the current procedure used by LTD for facsimile signatures on its payroll, and said that the internal control procedures were working well. Staff were now asking the Board to extend the facsimile signature policy to include accounts payable checks. Ms. Weaver explained the internal control procedures, which were distributed to the Board. District Counsel and Jones and Roth had assisted in writing the policy.

Ms. Hocken asked if the bank signers were also being changed. Ms. Weaver said they were not. She explained that District Counsel Joe Richards had improved the resolution to include the "by facsimile" sentence; the policy for checks written by hand was not being altered.

MOTION Mr. Kleger moved, seconded by Mr. Saydack, that the Board adopt the Resolution authorizing staff to use Lane Transit District facsimile equipment to sign General Account checks.

VOTE The motion passed unanimously, 5:0.

#### **BOARD EUGENE STATION COMMITTEE RECOMMENDATIONS:**

**Eugene Station Design Guidelines:** Mr. Kleger summarized the issues presented in the memo. He said the general idea was to build a station that would be functional and artistic and stay within the budget.

Mr. Saydack expressed his desire to see public art in the station. Ms. Loobey reiterated a previous discussion regarding incorporating art into the station design as part of the station's function, so that an artful design would result.

Mr. Kleger said facilities designed in this manner had a considerably lower vandalism rate. Ms. Loobey cited similar facilities in Stockholm, London, Munich, and Paris, noting that the Munich facility, like similar ones in Montreal and Toronto, had underground shops.

MOTION Mr. Kleger moved, seconded by Mr. Bailey, that the Board approve the Eugene Station  
VOTE Design Guidelines as presented. The motion passed unanimously, 5:0.

**Commercial Space at Eugene Station:** Mr. Kleger provided some history on the consideration of this issue. He said the most recent decision (three or four years ago) excluded commercial space from the station. The design committee recommended changing that decision to include or attempt to include commercial space in the new station. Mr. Kleger said the committee needed the approval of the Board if the architect were to spend time on it.

Mr. Bennett suggested soliciting input from local retailers regarding how to arrange the space before presenting the ideas to the architect. Ms. Hocken asked for clarification, noting that the retail space would not be on the perimeter of the station or on the street but inside the station itself.

Mr. Bennett encouraged the Board to get good specific advice. He volunteered to call Alan Evans.

Mr. Saydack, asking for clarification, said he was unsure whether space that was not designated for other uses would be designated commercial space or whether the design committee wanted to create a specific commercial space within the station. Ms. Hocken said it could be either.

Mr. Kleger said the committee was merely looking for approval to explore the issue and would return to the Board when a specific plan was developed.

Ms. Loobey cautioned the Board to consider that the station was being built with public funds. Including commercial space may be problematic in that the private sector may regard such investment as inappropriate for a tax-supported facility.

MOTION Mr. Kleger moved, seconded by Mr. Bailey, that the Board approve the Board Eugene  
VOTE Station Committee recommendation to continue considering the creation of commercial space within the Customer Service Center of the new Eugene Station. The motion passed unanimously, 5:0.

MOTION **BOARD COMPENSATION COMMITTEE RECOMMENDATION:** Mr. Kleger moved,  
VOTE seconded by Mr. Saydack, to move into Executive Session pursuant to ORS 192.660(1)(i), to evaluate the employment-related performance of the General Manager. The motion carried unanimously, 5:0.

MOTION **Return to Regular Session:** After returning to regular session, Mr. Saydack moved,  
VOTE seconded by Mr. Bailey, that the Board approve an increase of 3 percent against the General Manager's base salary for Fiscal Year 1995-96, and approve continuation of the General Manager's employment contract with the Board of Directors upon the same terms and conditions as in the present contract, with the following exception: The second sentence of Section 4: Compensation will delete the provision for mutual agreement for modification and instead provide as follows: "Said compensation shall be subject to modification from year to year by Board action and be based upon the same criteria as have been used by the Board in the past." The motion passed unanimously, 5:0.

MOTION **EXECUTIVE SESSION PURSUANT TO ORS 40.225, AND PURSUANT TO ORS  
192.502(8) and ORS 192.660(1)(f):** Mr. Bailey moved, seconded by Mr. Saydack, that the Board

VOTE move into Executive Session pursuant to ORS 40.225, ORS 192.502(8), and ORS 192.660(1)(f), to consider records exempt from public inspection. The motion carried unanimously, 5:0.

**RETURN TO REGULAR SESSION/ITEMS FOR INFORMATION AT THIS MEETING:**

**Current Activities:**

**Metropolitan Policy Committee:** There was no report from this committee.

**Willamette Valley Policy Advisory Committee on Transportation (V-PACT):** Ms. Hocken said that a draft report would be ready shortly. At Ms. Hocken's request, Mr. Viggiano said he would put the item on the agenda for action in June.

**TransPlan Update Symposia Process:** Mr. Kleger said the Transportation Systems Management task force was still waiting for study reports. He reiterated that the Urban Rail Study had selected three corridors for further study by the consultant. He gave an overview of the corridors.

**Ferry Street Bridge North Bank Citizen Advisory Committee:** There was no report from this committee.

**High-Speed Rail Siting Committee:** Mr. Bailey said he was not able to attend the last meeting of the committee. He said, however, that the committee saw no need to locate the maintenance facility separate from the station. He said sites that were currently under consideration were the existing downtown station and the Springfield Booth Kelly area. He explained that other sites had been removed from consideration due to issues such as safety and location. He announced that the committee would meet again on June 9.

**Eugene Station Update:** There was no report on this issue.

**Market Research Report:** Ms. Hocken said there would be a formal presentation in the fall regarding the research findings. At Ms. Hocken's request, Marketing Administrator Ed Bergeron explained that he was waiting for the results of the origin and destination study, which would be helpful to compare to other studies, since a comparison was necessary before this study could be interpreted. Ms. Hocken asked for a copy of the survey done with the employees of Sacred Heart. Mr. Viggiano said a final copy of that survey was not yet ready.

**News Media Training:** Ms. Hocken announced that the Board had an opportunity to participate in a news media relations training session. Mr. Bergeron said June 15 was the most likely date for the training.

**University of North Carolina at Charlotte (UNCC) Study:** Ms. Hocken pointed out the new UNCC report in the agenda packet.

Ms. Weaver gave a brief staff presentation on the report. She said that next year LTD would look more deeply into its performance measures, and briefly reviewed what was found in the present study. Responding to a question from Mr. Bailey, she said that the Springfield Chamber of Commerce had responded to the study positively during a presentation at a Chamber meeting.

Ms. Weaver explained that the peer group study was quite useful and that LTD had placed second. She said the real import of the peer group study was for staff to examine the features of the peer group that render them a little better or worse than LTD. She said the national study was in its second year. She explained the performance graph resulting from the study and pointed out LTD's performance in the various areas. She then presented the result ratio graph, noting LTD's above-average performance at a national level.

Mr. Bennett asked if anyone in LTD's peer group was garnering a significantly larger number of trips than LTD. Ms. Weaver said that, compared with its peers, LTD rated best in ridership rates.

Ms. Weaver explained a graph entitled "Actual performance to relative ranking." She pointed out that LTD had maintained or improved performance ratios over prior years when compared to itself. She also provided a map showing the locations of LTD's peer group. Mr. Viggiano explained that the peer group study tried to focus on west coast properties.

Ms. Weaver reviewed the quality factors that were not assessed in the study. Mr. Viggiano pointed out that during the period of the study Phoenix did not have Sunday service. Ms. Weaver said the study favored transit districts with light rail and depressed statistics for RideSource-type services, which made the high ranking of LTD even more impressive. Ms. Weaver also provided a definition of superior performance according to the study.

Mr. Bennett said that LTD should continue to increase fares as long it was not losing ridership, since increased fares allow LTD to continue providing thorough services. He noted that LTD's productivity has been stable since he began serving on the Board a year and a half ago. Mr. Saydack said the ability to serve the community as a whole should encourage the Board to re-examine the breadth of its service. Responding to a question from Mr. Saydack, Mr. Viggiano said that currently LTD carried 19 trips per hour. This translated into 26 boardings per hour, the figure used in the study (the study used boardings rather than complete trips, which include transfers). Mr. Bailey asked what markets needed to be served that were not currently being served in order to produce the most trips for the money. Mr. Bennett cautioned that such an approach could lower the productivity standard. Mr. Bailey said the problem with the service now was not the breadth, but that service did not go where people wanted to go.

Mr. Saydack said he would like to figure out how to use the figures in the study to evaluate in more depth how LTD was doing.

Ms. Loobey pointed out that some budget decisions were value judgments and sometimes there was so much information that it was hard to know what was useful.

**Commendation of North Eugene High School Bus Riders:** Ms. Hocken was unsure whether the Board should send a letter regarding specific riders. She suggested obtaining a report on high school bus riders in general and making a general statement from that.

**Board Correspondence:** A comment was made that it may not be possible to implement bus signal preemption right now, since buses are not emergency vehicles. Mr. Bailey asked when and how the provision applied. Mr. Viggiano said transit preemption was prohibited. Mr. Bailey said that a set-up system may not be preemption. Mr. Saydack asked if the provision applied to transit districts. Mr. Viggiano said that it did.

**ADJOURNMENT:** The meeting adjourned at 10:00 p.m.

  
Board Secretary