

MINUTES OF THE DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, February 18, 1998

Pursuant to notice given to *The Register-Guard* for publication on February 12, 1998, 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, February 18, 1998, at 7:00 p.m., in the LTD Board Room at 3500 East 17<sup>th</sup> Avenue, Eugene.

Present: Rob Bennett  
Patricia Hocken, President, presiding  
Dave Kleger, Treasurer  
Dean Kortge  
Mary Murphy, Secretary  
Hillary Wylie  
Phyllis Loobey, General Manager  
Susan Hekimoglu, Recording Secretary

Absent: Kirk Bailey, Vice President

**CALL TO ORDER:** Board President Pat Hocken called the meeting to order at 7:01 p.m.

**INTRODUCTORY REMARKS BY BOARD PRESIDENT:** Ms. Hocken stated that Dean Kortge was attending his first meeting as a confirmed Board member. She welcomed him to the Board of Directors.

**EMPLOYEE OF THE MONTH:** Ms. Hocken introduced Bus Operator Melinda Raven as the March 1998 Employee of the Month. Ms. Raven was hired on June 17, 1996, and had achieved one year of safe driving and one year of correct schedule operation (CSO). She recently was selected as an instructor for new bus operators.

Two customers nominated Ms. Raven for Employee of the Month. One of the customers said that Ms. Raven's thoughtful, courteous, friendly, and professional manner greatly contributed to the pleasure of her ride. The other customer stated that Ms. Raven had been instrumental in assisting with a vehicle fire.

Field Supervisor Gary Taylor said that Ms. Raven had shown perfection in each task that she had taken on. She was punctual and had never missed a day of

work. Her driving record was exceptional, and she provided outstanding customer service to all customers, including those with disabilities. Additionally, he commented that Ms. Raven's quick reaction saved the woman who was trapped in her seatbelt in the vehicle fire incident.

Ms. Hocken presented Ms. Raven with a letter of congratulations, a certificate, and a monetary award. Ms. Raven stated that she was honored to receive the award. She had been looking for a good, solid company to work for and retire from, and she thought that mass transit in the Eugene/Springfield area had more solidity and more potential than anything else out there, and she appreciated that she had been hired at LTD. In addition, she stated that she really appreciated the quality of the management and the standards that were set for everyone.

**AUDIENCE PARTICIPATION:** There was no one in the audience who wished to speak before the Board.

**FISCAL YEAR 1998-99 SERVICE RECOMMENDATIONS:** Service Planning and Marketing Manager Andy Vobora presented preliminary service recommendations for September 1998. Mr. Vobora explained that the focus of the proposed service package had been to address running time problems on the #11 Thurston, provide more direct service to Junction City businesses along the Highway 99 corridor, provide service to the growing number of businesses along Chad Drive, and serve the growing Jasper Road area between 32<sup>nd</sup> and 42<sup>nd</sup> Streets. Staff currently were proposing a net annual service addition of 2.82 percent for Fiscal Year 1998-99 at a cost of \$324,200.

A public hearing was scheduled for this meeting, but was not required. The required public hearing would be held during the March 1998 Board meeting. However, by holding a public hearing in February, staff then had the opportunity to further adjust the proposed service package prior to asking for Board approval in March.

Mr. Vobora stated that the changes, and, in particular, the service deletions, often were difficult to talk about because they did affect people's lives. However, they were based upon Board-adopted standards for productivity that routes must meet. Mr. Vobora then reviewed the main productivity measure, which was rides per vehicle hour.

The average urban route standard currently was 33 rides per vehicle hour. That average was multiplied by two-thirds, and the result was the minimum standard of 22 rides per vehicle hour, which all urban routes must meet. In addition, there was a minimum evening standard of 19.7 rides per hour.

The standard could be applied to an entire route as well as to a segment of a route. If a segment of a route was unproductive, that segment of the route could be deleted and the route realigned to make it more productive as a whole. Individual trips also could be deleted due to low productivity.

Routes that currently were recommended for deletion included two evening trips of the #61s Oakway and one evening trip of the #27 Fairmount. Staff recommended deleting the entire #63 VRC/Delta route and a segment of the #92 Lowell/LCC route that served Jasper, Fall Creek, and Unity. In addition, the segment of the #95 Junction City route that served Airport Road and the Airport was being recommended for deletion.

Mr. Bennett asked about the adherence to the productivity standards. Mr. Vobora replied there were certain individual cases where staff recommended waiting longer to determine if ridership would increase. New service typically was given two years to mature. In other instances, staff looked at the area served, and whether or not there were other bus routes nearby. A Comprehensive Service Redesign (CSR) would be conducted during the next two years, and Mr. Vobora stated that many of the substandard routes would be more closely evaluated during that process.

Mr. Kortge asked if productivity would be expected to increase in other nearby routes, when a route was cut. Mr. Vobora replied that typically was true.

Mr. Bennett stated that another alternative to deleting an entire route would be to run that route less often. Mr. Vobora replied that this had been done in the past. However, where other nearby service was provided with regular frequency, staff often recommended deletion of the least productive route in the area.

A member of the audience asked how the automatic passenger counter worked. Mr. Vobora replied that the automatic passenger counter (APC) provided a random sample of every route in the system. It also counted passengers at a particular bus stop. Another member of the audience asked if the count included bicycle boardings. Mr. Vobora replied that the APC counted people stepping onto the bus. Bicycles were counted separately by the bus operators.

Ms. Murphy asked what constituted evening service. Mr. Vobora replied that evening service began at 6:30 p.m.

Staff were recommending that peak timepoints be added to various routes and an additional 1,200 hours of contingency service for tripper buses be added. Staff also proposed adding 5,654 hours to the #11 Thurston route in order to provide six trips per hour on weekdays.

Service additions included a revision to the #77 UO/Westmoreland route to include the new Seneca Park & Ride, new express service for Junction City, and a new route on Jasper Road between 32<sup>nd</sup> and 42<sup>nd</sup> Streets.

Mr. Vobora summarized the service package by stating that staff were proposing an addition of 8,391 annual service hours at a cost of \$324,200, with expected ridership estimated to be 272,700.

Mr. Vobora stated that staff continued to work with LCC staff on a group pass program for LCC students. A tripper service contingency of \$55,000 was recommended for LCC bus overloads, to be funded through that group pass program. In addition, the pilot project to Cottage Grove would be in effect through September, and staff had planned an additional \$11,000 to cover the service beyond September through the November election, which was the date that Cottage Grove would vote on joining the service district. Those two amounts were not included in the proposed service package cost of \$324,200.

Mr. Vobora then highlighted the proposed package item by item as presented in the agenda packet, beginning on page nine.

Mr. Bennett asked about the overall productivity on the #27 Fairmount route. Mr. Vobora stated that the overall productivity was above the standard, but that the one evening trip at 9:10 p.m. was way below the standard, at 10.5 rides per service hour.

Mr. Kleger observed that the ridership in the evenings was considerably higher on the next to the last bus than on the last bus on the routes that he typically rode. He asked if by deleting some of the later trips, ridership would be affected earlier in the evening. Mr. Vobora stated that it was a possibility, and staff would monitor that.

Mr. Kortge asked about ridership at the south end of the #63 route along Country Club Road and if it were unproductive as well. He was concerned about the reduction of service in that area, particularly given that there were several large businesses located or being located there. Mr. Vobora replied that there were other routes that served Country Club Road, and it was expected that ridership would increase on those routes.

Mr. Kortge asked what the procedure was for restarting a route. Mr. Vobora explained that if a route were to be restarted, staff would propose the restart to the Board for approval.

With regard to the deletion of the Jasper/Fall Creek/Unity segment of the #92 Lowell/LCC route, a member of the audience asked what the mileage difference was to have the bus return on Highway 58 as opposed to the Jasper loop. Transit Planner Will Mueller replied that the Jasper/Fall Creek/Unity segment was 12 to 15 miles long. Mr. Vobora added that routes were not determined by mileage, but by time.

Ms. Murphy asked about the #11 Thurston route. She taught at Thurston Middle School, and she had observed two buses arriving at the bus stop there within minutes of each other. When buses were staggered, she asked if they alternated buses to pick up passengers. Mr. Vobora replied that in that case, the first bus already was behind schedule and the second bus had caught up with it. Usually the

bus that was behind schedule would go out of service and only allow deboardings until it caught back up with its timepoints closer to town.

With regard to the proposed expansion of peak service from 6:30 p.m. to 7:00 p.m., Mr. Bennett asked about the expected ridership on the additional service. Mr. Vobora replied that 24 rides per hour were being predicted. Mr. Bennett noted that number was below the two-thirds of system ridership standard. Mr. Vobora stated that it was based on average evening ridership standards. Mr. Kortge asked how accurate those predictions were. Transit Planner Paul Zvonkovic replied that the ridership predictions were modeled on other similar service. For instance, the predicted ridership for the proposed Junction City express was based on current Cottage Grove route ridership and the number of employees in the Junction City area.

Ms. Murphy asked about the proposed changes to the #68c Willakenzie Route, and if the students at Sheldon High School would have other service options. Mr. Vobora replied that the #67 Coburg/VRC route provided half-hour service to Sheldon High School. A member of the audience noted that the #68c route operated only early morning and mid to late afternoon, and she asked if that would change. Mr. Vobora stated that there would be a couple of trips would be added, but that it would continue to be considered peak-hour service. Mr. Bennett noted that even though two loops were being deleted from the #68c route and the Chad Drive segment was being added, there still was an additional cost. Mr. Vobora replied that the added cost was associated with the additional time the route would take to travel all the way down Chad Drive to the *Register-Guard*.

A member of the audience asked about the deletion of the Bailey Lane/Willakenzie loop segment of the #68c route. Mr. Vobora stated that there would be no service to that loop on the east side of Coburg Road. Mr. Kleger added his observation that LTD had attempted to serve that area east of Coburg Road and ridership had never been very high. Mr. Vobora replied that was correct, and several routes had been deviated into that area without much success.

Ms. Hocken asked if staff had considered extending the proposed new route for the Jasper Road area to 58<sup>th</sup> instead of 42<sup>nd</sup> Street. Mr. Vobora replied that pairing that route with the #14 Fairview was the best option at this time; however, during the CSR, neighborhood feeder service would be considered for those neighborhoods south of Main Street to 58<sup>th</sup> Street.

Mr. Vobora then discussed the addition of lifeline service for the airport using the #41 Barger route. He stated that the proposed trips would be early in the morning; however, his recommendation would be not to provide the service at this time, but to continue to work with the businesses along Airport Road to meet their shift times and to obtain employee commitment to use the service. The cost associated with this proposal would then go toward contingency service. Ms. Hocken stated that there had been many requests for service to the airport, and she was concerned about totally abandoning that service.

Mr. Vobora then reviewed the service proposals that would not be recommended by staff at this time. They included switching the major pulse times at some point in the afternoon and adding service in the River Road area. Mr. Bennett asked why a cost was associated with switching the major pulse times. Mr. Vobora replied that the cost was associated with the 10-minute lapse or down time at the time the switch would be made in the afternoon. Mr. Bennett asked about the projected productivity level of 14 rides per hour that was associated with the major pulse time switch. Mr. Vobora replied that the switch would accommodate more people leaving work in the afternoon, which would result in additional ridership.

Mr. Kleger asked when the CSR was to take place. Mr. Vobora replied that it would begin in the fall of 1998, with implementation in the fall of 2000.

**Public Hearing on Fiscal Year 1998-99 Service Recommendations:**

(1) Patsy Diess of Eugene stated her concern about the #51 Santa Clara route and the fact that often people with bicycles were being left behind when the bike racks were full. She also stated that the #40 Royal route was full at 5:00 p.m., and she requested more service on that route at that time.

(2) Paul Blaylock of Eugene stated his request for more service from the River Road area. He stated that there was a need for more outbound #40 Royal service between the hours of 2:30 p.m. and 6:00 p.m., due to full loads. He requested 15-minute service during that period. In addition, Mr. Blaylock asked the Board to consider direct service to and from the Eugene Station and Valley River Center during the holidays.

(3) Suzi Prozanski of the *Register-Guard* Guild stated that the *Register-Guard* was a 24-hour facility, and people came and went from work at all hours. Some people needed their cars at work, but many did not, and those who did not worked anytime from noon until 9:00 p.m. and 4:00 p.m. until 1:00 a.m. She asked that the Board consider running the proposed Chad Drive service as late at night as possible. Currently, the service to TCI Cable on Chad Drive ended at 5:30 p.m. Ms. Prozanski's shift ended at 8:00 p.m., and it was a one-mile walk in the dark to Coburg Road to catch a bus. Ms. Wylie asked Ms. Prozanski if there were many *Register-Guard* employees who ended their shifts at 8:00 p.m. Ms. Prozanski replied that it was not a regular shift break, and that there were people who got off work at 8:00 p.m., 9:00 p.m., 11:00 p.m., and 1:00 a.m.

(4) Terry Hooton of Eugene, stated that he represented the University of Oregon and had several issues to discuss with the Board. He stated that he worked the graveyard shift at the University of Oregon, and when LTD changed the route he used this year, his travel time was negatively effected. Previously, he was able to catch the bus at Daneland at 10:00 p.m. and get to his job by 10:45 p.m., which worked just fine. However, now the bus left ten minutes later, and when the bus was on time, he could get to work with five minutes to spare. If the bus was delayed for

any reason, he would be late for work, and his boss had said that if he were more than five minutes late to work, he would be docked. He requested that LTD consider reverting back to the 10:30 time (on the hour and half hour) in the evening to give people who worked graveyard a chance to get to work on time. When the timepoint was changed, his travel time was changed by 22 minutes. There were others who worked graveyard at the University who were affected by the timepoint change as well.

Another issue he wished to address was the 26c bus that was scheduled for 7:40 a.m. at the UO Station, which then traveled back to the Eugene Station. The public was receiving confusing messages because every three months when adjustments were made, bus operators were given different instructions. In one instance they were instructed to deadhead from South Eugene High School and not pick up passengers, then the next time they were instructed to remain in service and pick up passengers. Those were conflicting messages for both the bus operators and the customers.

Mr. Hooton also related a situation that occurred when the :30 timepoint was changed to :40 after the hour and the new short buses were put into service. An operator had a problem with the new bus, and she continually called her problem into the office and was given different instructions each time. Finally, they made it to the Eugene Station with barely enough time for Mr. Hooton to make his connection, and the bus operator had been told to stop and restart the bus upon her arrival at the Eugene Station. When she attempted to restart the bus, it would not start, and she had to wait an extra half hour for a repair. Mr. Hooton stated that he thought it was irresponsible of management to have allowed this incident to go as long as it did. He said that management knew the operator was having difficulty way ahead of time and could have sent a replacement bus much earlier.

(5) Reba West, an LTD bus operator, stated that she drove the midday Lowell route, and she had figured out that from Pleasant Hill to Lowell took 20 minutes, and the loop around Fall Creek back to Pleasant Hill took 25 minutes. She stated that usually she had at least a 5-minute layover when she arrived at LCC. She thought that layover could be eliminated to give the 5-minute time to the loop, if that would help to ensure the continuation of that service. She also thought it might be more cost-effective to use one of the smaller buses for that loop. She doubted that LTD would pick up much ridership if the bus returned back on Highway 58 as opposed to taking the Jasper / Fall Creek / Unity loop. If there were extra riders, they would be on the outbound routing. She stated that there were riders on the loop who depended entirely on transit. She stated that a regular rider, Mrs. Lynch, who was over 80 years old and no longer able to drive, rode the bus two times per week. In addition, there were three people who rode on a regular basis from Unity, two from Fall Creek, and three from Jasper. She realized that was not a lot of people, but they truly depended on the route. Ms. West added that she loved driving the bus in that area.

(6) Susan Bowden of 1330 Goodpasture Island Road stated that she rode the bus by choice. She wished to address the #63 VRC/Delta route, and particularly the morning commute. About one year ago, Ms. Bowden related, there was a bus operator who many had complained about, and several people had quit riding the bus at that time because of the bus operator. She had been a regular rider on that bus for more than three years, and it was her observation that ridership was increasing, at least on that 7:15 a.m. trip. She asked that the commuter portion of that route be maintained either with that route or other routes that could be routed through the Lakeridge area. Parking was getting worse at Sacred Heart and parking costs were increasing as an encouragement to employees to use the bus. There were many Sacred Heart employees who lived in that area of Ferry Street Bridge, and if service was not provided, then there was no chance for an increase in ridership.

In addition, Ms. Bowden discussed the proposed deletion of two of the evening trips on the #61s Oakway route. She knew that there were many regular riders on the 6:30 p.m. trip, and she requested that an additional trip be added at or near 6:30.

(7) Betty Anderson of 3393 Jasper Road stated that she was in favor of the proposed service on Jasper Road between 32<sup>nd</sup> and 42<sup>nd</sup> Streets in Springfield. She lived near 34<sup>th</sup> and Jasper Road and currently walked nearly one mile to 32<sup>nd</sup> and Main to catch a bus. Most of that road had no sidewalks, and it was dark and cold. She knew there were many people who walked farther than she did. She also realized that she had the option of using a Park & Ride, but many others did not have that option. The area was growing rapidly, and she thanked the Board for considering this service.

(8) Jerry LeCamp from the *Register-Guard* thanked the Board for considering the proposed extension of service on Chad Drive. Many people worked nights and the shifts varied. There was a large group of people who arrived at work just before midnight and worked until 5:00 a.m., many of whom were college students and part-time employees. Attempts to get employees to share rides had been made, but the *Register-Guard* was located quite a distance from Coburg Road where there was bus service. He stated that he appreciated the Board's consideration of his request.

**Closure of Public Hearing:** There was no further testimony, and Ms. Hocken closed the public hearing.

**Board Discussion:** Mr. Kleger suggested that staff consider a possible van pool arrangement for *Register-Guard* employees to use to get to Coburg Road. Mr. Vobora stated that a group pass program would provide additional opportunity for LTD to add trips to the *Register-Guard*.

Ms. Wylie asked how staff responded to the customers who gave ARR input. Mr. Vobora stated that staff responded immediately with telephoned comments, and staff would respond in writing to written comments and public testimony as well.



Ms. Wylie asked if staff considered the requests of customers when preparing the proposed service package. Mr. Vobora replied that all requests were considered.

Ms. Murphy asked about the list of miscellaneous service requests that was included in the agenda packet on page 15 and the request to restore the #16 Springfield Mall route. She thought that LTD provided other service in that area. Mr. Vobora replied that there was service both on Centennial and on Mohawk that served that shopping area. Ms. Murphy also stated that with regard to the increased service proposal for the #11 Thurston route, she earlier had voiced a concern to Mr. Vobora that the increased service would end at 5:30 p.m. instead of 6:00 p.m., but that Mr. Vobora had stated that there were two trips of the #11 between 5:30 p.m. and 6:00 p.m.

Mr. Bennett stated his concern about productivity and the possibility of lost community confidence in LTD when productivity standards were not adhered to. He thought LTD should be careful not to compromise productivity, and if productivity were being compromised, other options could be considered, such as a different fare structure to compensate for the increased cost of operating substandard routes. He stated his support for further Board discussion about the productivity issue. He did not want to risk losing community support for other issues because of compromised productivity on certain routes.

Ms. Hocken asked if Mr. Bennett had specific suggestions about the items in the proposed service package that he might think were inappropriate requests due to compromised productivity. Mr. Bennett stated that, for instance, no matter how important the #11 Thurston route was, he would think very carefully about adding \$218,000 to that route, when the two additional trips per hour were expected to produce at lower than the standard. He restated his concern about community confidence. He thought that the Board and staff had worked hard to gain a high level of confidence in the community for LTD projects, and he did not want to see that confidence jeopardized.

Mr. Vobora stated that the cost figures did not include farebox recovery, but staff could calculate what the net cost would be. In addition, he stated that the current #11 Thurston route had a productivity rate of 43 rides per hour, and while the expected 30 rides per hour on the two additional trips would bring the overall productivity level of that route down, it would remain above the standard. Also, the #11 Thurston operated along the pilot corridor for BRT, which was estimated to run six times per hour. Mr. Vobora then offered to have staff prepare further analysis of the other substandard routes to show the Board estimates of the overall effect to the entire system of deleting those routes.

Mr. Bennett stated that he realized that there were other responsibilities of providing service than just the productivity standard, but he thought it would be important for the Board to examine overall productivity and reiterate its productivity standards and expectations of income.

Ms. Hocken suggested that with the Comprehensive Service Redesign set to begin in September 1998, it presented a good opportunity for the Board to discuss those issues before then.

Ms. Wylie stated she was touched by the people who had testified about the proposed deletion of the Jasper/Fall Creek/Unity segment of the #92 Lowell, and she asked if that segment could be considered a lifeline route. She asked that staff consider alternatives in order to keep that route. She was concerned about the proposed deletion of the #63 Delta/VRC route due to the large amount of public input in favor of retaining that route. She noted that route had a productivity level that was at or near the expected productivity of other proposed service additions. She stated that she was concerned that when people became accustomed to or were dependent upon LTD services and then LTD changed those services, it created havoc and became a public relations issue.

With regard to the Fall Creek segment of the #92 Lowell route, Mr. Vobora stated that it was not tremendously expensive overall, except on a cost per trip basis. Differential fares for that route would not gain much, because there were a limited number of trips offered and ridership may decrease.

Mr. Bennett asked if staff could produce calculations of what zone fares would have on revenues. Mr. Vobora stated that could be done.

Mr. Vobora stated, in response to Ms. Wylie's concern about the #63 Delta/VRC route, that there could be some alternatives, such as blending the #62 and #63 routes. Staff would review possible options for presentation to the Board in March.

Mr. Kortge stated that since the #92 Lowell bus had to travel back into Eugene, he asked what the actual savings were if the #92 traveled back to Eugene on Highway 58 as opposed to traveling back through Fall Creek, Jasper, and Unity. Mr. Mueller responded that 15 minutes of travel time would be saved.

Mr. Bennett stated that every route that had ever been deleted had hurt someone who relied on that route. If that were the criteria, LTD would not be able to operate. There must be standards and the standards should be adhered to.

Mr. Kleger asked what the average operating cost was per hour. Mr. Vobora replied that it was \$38.54. Mr. Kleger then asked if the cost per hour was significantly different between the smaller buses and the larger buses. Mr. Vobora replied there was not much difference.

Ms. Murphy stated that LTD needed to be accountable to the system, both in meeting productivity standards and to the number of people who needed to ride. When LTD could provide lifeline service, attempts should be made to do so, but it was not an exact science, and she understood that staff were sensitive to lifeline service and spent a great deal of time weighing and measuring options.

Ms. Murphy asked Marketing Representative Michael Schumacher to respond to an article in the Springfield News that referred to the daily ridership of the #11 Thurston route versus the #23 Fox Hollow. Mr. Schumacher responded that those numbers were from the Winter 1997 Automated Passenger Counter (APC) data. The #11 and #23 were very busy routes. Daily boardings averaged 3,500 on the #11, and 1,200 on the #23 route.

Ms. Murphy then asked about the proposed addition of service on the #11 Thurston route, and if each of those buses was expected to be full throughout the day, or if there were certain times of the day when the buses were not so full. Mr. Mueller replied that without the contingency trippers that currently were operating, the route would not be functional, as overloads consistently were experienced. Currently, the trippers were operational from 12:00 p.m. until 5:30 p.m., so the cost for the proposed service included the cost of the current (tripper) service, plus additional service during the morning hours.

Mr. Bennett asked if the morning trips of the #11 were experiencing overloads or were expected to. Mr. Mueller stated that some of the morning trips were experiencing overloads. In addition to efficiency, staff also were working toward simplifying the system for the customers. If the #11 were to be running four times per hour in the morning and six times per hour in the afternoon, plus there were other special times, it would be very confusing for the customers.

Ms. Murphy added that the #11 Thurston was beneficial to the Bus Rapid Transit pilot corridor and particularly to build up popularity in Springfield among its civic leaders, by demonstrating ridership and use among the citizens of Springfield. Also, the #11 Thurston route passed in front of Thurston High School, which would facilitate the high school bus service proposal to the Springfield School District. She believed that sometimes an investment had to be made, then the maturity period had to be given a chance, then a measurement of the outcome to decide whether to keep or delete the service needed to be made.

Ms. Hocken asked if the schedule changed at other times during the year. Mr. Vobora replied that a major schedule change was made in September, when the service package was implemented, including the production of the Rider's Digest and System Map. In addition, minor service adjustments were made in the winter and in the summer. The adjustments that were made in the summer mostly coincided with the summer break for school service. The winter and summer adjustments were incorporated into the Rider's Digest. However, there also were times when minor timepoint adjustments were made at other times throughout the year. Those minor adjustments could cause confusion, but staff attempted to get the information out to the customers as thoroughly as possible.

Ms. Hocken asked if staff could provide an analysis of the winter and summer adjustments. Mr. Vobora replied that those changes were responsive to scheduling

issues and to customer requests. He stated that staff would bring that analysis to the Board.

Ms. Hocken thanked Mr. Vobora and staff for the presentation. She then thanked the members of the public who had testified and stated that the Board would make a decision regarding the service package at its March 1998 meeting.

MOTION

**CONSENT CALENDAR:** Mr. Bennett moved that the Board adopt the following resolution: "It is hereby resolved that the Consent Calendar for February 18, 1998, is approved as presented." The Consent Calendar consisted of the Minutes of the January 20, 1998, special Board meeting; the Minutes of the January 21, 1998, regular Board meeting; a Budget Committee Nomination Form for George Rode; and the Contract Award for Independent Audit Services. Mr. Kortge seconded the motion, which passed by unanimous vote of 6 to 0, with Bennett, Hocken, Kleger, Kortge, Murphy, and Wylie voting in favor; none opposed.

VOTE

**SECOND READING AND ADOPTION, LANE TRANSIT DISTRICT ORDINANCE 36, 1998 REVISION, "REGULATIONS GOVERNING CONDUCT ON DISTRICT PROPERTY:** Assistant General Manager Mark Pangborn explained that the first reading of Ordinance 36, 1998 Revision, had taken place at the regular meeting of the Board on January 21, 1998. This was to be the required second reading of the Ordinance, and once adopted, the Ordinance would take affect in 30 days.

MOTION  
VOTE

Mr. Kleger moved that Ordinance 36, 1998 Revision, be read by title only. Mr. Kortge seconded the motion, which passed by unanimous vote of 6 to 0, with Bennett, Hocken, Kleger, Kortge, Murphy, and Wylie voting in favor; none opposed.

Ms. Hocken then read Ordinance 36, 1998 Revision, by title only: "Lane Transit District Ordinance 36, 1998 Revision, Regulations Governing Conduct on District Property." Additional copies of the ordinance were available for those who wished to have them.

MOTION  
VOTE

Following the reading of the title, Mr. Kleger moved the following resolution: "It is hereby resolved that Lane Transit District Ordinance 36, 1998 Revision, Regulations Governing Conduct on District Property, is adopted as read." Mr. Bennett seconded the motion, which passed by unanimous vote of 6 to 0, with Bennett, Hocken, Kleger, Kortge, Murphy, and Wylie voting in favor; none opposed.

**CAPITAL IMPROVEMENTS PROGRAM:** Finance Manager Diane Hellekson presented the Capital Improvements Program (CIP) for fiscal years 1998-99 through 2002-03. She stated that the CIP supported many short- and long-term goals. It was reviewed and revised each year prior to the budget hearings. The five-year plan formed the foundation for the proposed Long-range Financial Plan. The first year of the rolling CIP became the capital budget for the next fiscal year.

The CIP was divided into categories as defined by the federal granting agency. Ms. Hellekson then reviewed the categories. She stated that the larger projects, such as Bus Rapid Transit, were not included in the general categories, but were listed separately. Next year, for instance, the Eugene Station, which had previously been listed separately, would become part of the regular facilities improvements category. The Federal Transit Administration (FTA) did not allow transit facilities to build a project to meet needs that exceeded a ten-year period, such as the building of a facility. The Glenwood facility was in its eighth year, and already was beginning to exceed capacity.

Ms. Hellekson further explained that the FTA mandated that grant project contingency funds could no longer be so labeled. As a result, staff were building contingency amounts into the categorical costs of capital projects and not listing those amounts separately.

In addition, Ms. Hellekson explained that by adopting the CIP, the Board was not adopting a particular budget. Each project within the CIP would be part of the normal budget hearing process.

Ms. Hellekson then reviewed the specific projects within the categories of the CIP. Mr. Bennett asked if the yield law was being enforced. Fleet Services Manager Ron Berkshire replied that the law would not be enforced until all the transit buses in the state were fitted with the yield signs and a public educational process was complete. Ms. Loobey added that this was the first time in Oregon that type of authority was given for transit vehicles. That law did exist in other states.

Mr. Bennett then asked about the public education process. Ms. Loobey replied that there would be a campaign both at the state level and at the local level. The yield law also would be included in driving manuals. In addition, Ms. Loobey thought there would be an adjustment period. Mr. Bennett commended the LTD bus operators for their current skills in getting the bus back out into traffic. Ms. Loobey stated that the problem was very apparent where there were bus pullouts that removed the bus entirely from the lane of traffic. Ms. Murphy asked if there would be a punitive assessment to the person who violated the yield law and where the liability would be if there was an accident. Ms. Loobey replied that failure to yield would be a citable offense, and the liability in the event of an accident caused by the failure to yield would rest on the automobile operator.

Mr. Bennett asked about the bus parking lot expansion that was listed under the Facilities category and if LTD was acquiring property for such an expansion. Facilities Services Manager Charlie Simmons responded that the bus parking lot would be expanded to the east to meet the growing number of buses. He explained that LTD already owned the property. The east berm would be moved to the far eastern border of the property, and, through two phases, 101 parking spaces would be constructed to accommodate fleet expansion for the next 15 to 20 years. There were 18 acres of property at the Glenwood facility, of which 5 currently were undeveloped.

Ms. Hellekson then explained that the Passenger Boarding Improvements category for Fiscal Year 1998-99 was expected to make up 16 percent of the total capital budget. It was the second largest category and included all bus stops, Park & Ride lots, shelters, transfer stations, and the Springfield Station project. Ms. Murphy asked about the Coburg Road Park & Ride project. Planning and Development Manager Stefano Viggiano replied that staff had approached the City of Eugene about purchasing the old fire station property at Coburg and Harlow. Ms. Hellekson stated that the Coburg Park & Ride and the 13<sup>th</sup> & Chambers Park & Ride amounts essentially were placeholders in the budget, and it was hoped that the projects would begin during the next year. Mr. Bennett asked about the status of the 13<sup>th</sup> & Chambers Park & Ride. Ms. Loobey replied that while the local and regional Army staff were in support of the project, the next level of support was unfavorable. There were several reasons for the lack of support, and staff would continue to address the issues and concerns.

Mr. Bennett also asked about the Coburg site and what would be the timing of acquiring that site. Mr. Viggiano replied that there was a process at the City level for surplus land. If it were determined that the City did not need the property, it would be first offered to LTD. He stated that LTD and the City had been talking during the past year about the property. LTD staff recently had checked with City staff during preparation of the CIP and learned that the City process had not yet begun, but LTD had been told to go ahead and put the project in the CIP. Ms. Hocken stated that she thought there could be several operational problems with that site, and she thought the Board and staff should hold a more thorough discussion about it at a later date.

With regard to the radio purchase, Mr. Kleger asked when the linkage of the radio and the automatic vehicle location system would occur. Information Services Manager Joe Janda stated that would occur during the next year.

Ms. Hellekson stated that in some cases, the cost figures represented the high-end, easily-obtained estimate that staff included when the actual specifications and cost research had not yet been done.

Under the category of Support Vehicles, a used Boom Truck was planned for purchase in fiscal year 1998-99. Ms. Hellekson stated that LTD often rented a boom truck whenever shelters were moved. The \$39,000 amount listed for service vehicles would include the Boom Truck and a utility vehicle for facility services. Ms. Murphy thought that a Boom Truck would be a good expenditure. She recalled a few years ago when an LTD bus was stuck in the mud during the heavy rain and flood season. The hired tow-truck operator had a difficult time getting the bus out, and Ms. Murphy thought if LTD had its own truck and trained operators, these types of incidents would be more easily solved.

Ms. Hellekson stated that a \$200,000 local contingency had been created last fiscal year because LTD was embarking on a major construction project, for which there might be uncertain expenditures. That contingency to date had not been used

for anything related to the Eugene Station, but some of it had been used for unanticipated computer expenses. Staff did not anticipate that LTD's agenda was going to decrease at all, in terms of capital projects and capital improvements; therefore, staff believed it would be prudent to continue to maintain the local match contingency.

The total Capital Improvements Program for fiscal year 1998-99 was \$9,122,950. Ms. Hellekson stated that the CIP was built to some extent without regard to revenue. Staff tried to determine what actually was needed, then projected what funds would be available.

She then reviewed the anticipated funding by granting source, the local project funding, and the Comparative Combined Statement showing the capital expenditures for the previous ten years.

Ms. Murphy asked if the self-employment tax was applied toward capital improvements. Ms. Hellekson replied that the proceeds from the self-employment tax initially were accepted into the general fund, then were transferred out into the capital fund as part of what the general fund contributed to capital.

Mr. Bennett thought it was important to show that LTD was committed and serious about the use of those funds, and that the long-range financial plan would include discussions about how the self-employment tax was used. Ms. Hellekson stated that the long-range financial plan would be presented to the Board at the March 1998 meeting, and that would be a good time for the Board to discuss the self-employment tax. There was nothing that mandated how that money was to be used, which was the same as payroll tax receipts.

Ms. Hellekson stated that staff were requesting the Board's approval of the Capital Improvements Program at this meeting, and she had no additional material to present. If the Board approved the program, it did not mean that it could not be changed during the next several months. Ms. Loobey added that typically when grants were involved, there were many opportunities to review actual numbers, as each grant application was brought before the Board for review and approval to submit. Ms. Hellekson stated that 50 percent of the grant funding already had been approved.

**MOTION**

Mr. Kortge moved that the Board approve the following resolution: "It is hereby resolved that the proposed Capital Improvements Program for fiscal years 1998-99 through 2002-2003 is approved as presented." Ms. Wylie seconded the motion, which passed by unanimous vote of 6 to 0, with Bennett, Hocken, Kleger, Kortge, Murphy, and Wylie voting in favor; none opposed.

**VOTE**

**LCC GROUP PASS PROGRAM UPDATE:** Mr. Vobora stated that he and Commuter Solutions Coordinator Connie Bloom Williams had attended the LCC Board meeting in February, when the LCC Group Pass was on the agenda. LCC President Jerry Moskus made opening comments, then staff members commented

about the different funding options that were being considered. Those included a student activity fee, which was similar to the UO student program where students using the main campus would pay the fee. Another option would expand the program beyond the main campus to other LCC facilities. There would be an access or transportation fee to anyone who took a class at LCC. That emerged as the preferred option, with support from most of the LCC Board members. The LCC Board asked the task team to come back in April with a firm price for a decision by the Board. A recommendation to the LTD Board would be presented in March. Mr. Vobora thought it was very positive, with both LCC Board and student support.

Ms. Murphy suggested a waiver for Thurston High School students who attended classes at the LCC campus located at Thurston High School. Mr. Vobora replied that it was his understanding that all students would be assessed the fee. All students who paid the fee would get an unlimited bus pass for each term; so if the fee were \$10, for instance, each student would have unlimited bus rides for a three-month period.

Ms. Hocken stated that LCC was asked to submit the number of students who would be subject to this program, and LTD would calculate a price. It was LCC's decision about who would participate. Mr. Vobora stated that at the last task team meeting, LCC staff had indicated that all students would be included except those at the Florence and Cottage Grove campuses. Ms. Murphy added that she thought it could be a political issue if a high school student provided his or her own transportation to campus, then walked one-half block to the LCC campus for college-credit courses; however, if LCC were dictating the participation rate, they would have to deal with that issue.

**BOARD MEETING TIMES AND PREFERENCES:** Ms. Loobey stated that no action was being requested on this item at this time, but the Board should consider the regular and work session meeting times. Originally, the Board had changed the meeting times to accommodate Board members who no longer were members of the Board.

Ms. Murphy stated that the Springfield City Council met on Mondays and the Eugene City Council met on Tuesdays; therefore, her preference would be to continue to hold the regular monthly Board meeting on Wednesdays. Ms. Wylie stated her preference for Wednesday nights as well. Ms. Hocken stated that she would like to move the work sessions back to a 5:30 p.m. start time. Other Board members agreed, and Ms. Hocken directed Ms. Loobey to move the work sessions to 5:30 p.m.

Mr. Kortge asked if the regular meetings usually ran late into the evening. Ms. Loobey replied that typically not; however, when there was a public hearing that was well attended, the meetings tended to go later than normal.

Mr. Bennett asked about the 7:00 p.m. start time for the regular meetings. Mr. Kortge stated that he would favor an earlier start time. Mr. Bennett said that the



issue for him was not how many hours, but the late hour that the meeting ended. He wondered whether the meetings could be organized so that they did not go over a certain number of hours. He preferred 6:00 p.m. to 9:00 p.m. rather than 7:00 p.m. to 10:00 p.m.

Ms. Loobey stated that a standard meeting time of 5:30 p.m. could be set for both the work session and the regular meeting. Mr. Kleger, Mr. Kortge, Ms. Wylie, Ms. Murphy, and Mr. Bennett were in favor of Ms. Loobey's suggestion of moving both meetings to a 5:30 p.m. start time.

Ms. Hocken stated that when the Board moved the meeting from 7:30 p.m. to 7:00 p.m., it was thought that the meetings might end earlier; however, she was not sure that had happened. Mr. Kleger stated that the 7:00 p.m. meetings were ending approximately 15 to 20 minutes earlier, but that did not help him with bus schedules. Ms. Hocken was concerned about the public's ability to attend the meeting at 5:30 p.m. Ms. Loobey stated that many people had said that earlier was better, because at 5:30 p.m., the bus service was better, and many people did not like to be out after dark.

Mr. Kleger suggested that the Board consider holding the public hearing for such things like route review in a public forum format where several hours were available for the public to come in and make statements to a recorder. Ms. Murphy stated that she liked the face-to-face contact with the public.

Ms. Hocken stated that action would be taken at the March meeting officially to change the time of the regular meeting.

**OTHER ITEMS FOR INFORMATION:** Ms. Hocken pointed out that on page 74 of the Board agenda packet, there was information about the opening events for the Eugene Station. She asked the Board members to review that information and mark their calendars. She noted that the dedication ceremony would begin at 5:00 p.m., on April 2. Ms. Murphy stated that the employee event that was scheduled for March 29, 1998, was on the last day of spring break. Ms. Loobey stated that it did not matter when an event was scheduled, there would always be employees on vacation, because the majority of the employees bid for vacations, and only so many were allowed off at a time. Mr. Vobora added that the employees were touring the facility as part of the training for the station.

Ms. Loobey pointed out that there were two tickets placed at each Board members' seat for the annual Employee Award's Banquet on March 1, 1998. Ms. Hocken added that employees always were pleased to have Board members attend the banquet.

Ms. Loobey stated that she had occasion to tour the station with an elected official, and Mr. Simmons had done a wonderful job of conducting the tour. The completion was very close and the station was looking wonderful. It was very

exciting. Mr. Kleger added that he had received an increasing number of favorable comments from people downtown, and it was very gratifying.

Ms. Loobey added that all the clocks within the station, including the clocks on the clock tower, were atomic, which meant they were adjusted at one time and were corrected every minute.

Ms. Wylie complimented Ms. Hellekson's financial statements as presented in the Board packet. She thought they were very clear and easy to understand.

**ADJOURNMENT:** There being no further discussion, Ms. Hocken adjourned the meeting at 9:55 p.m.

  
Board Secretary