

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, September 16, 1998

Pursuant to notice given to *The Register-Guard* for publication on September 11, 1998, and distributed to persons on the mailing list of the District, the regular meeting of the Board of Directors of the Lane Transit District was held on Wednesday, September 16, 1998, at 5:30 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

I. ROLL CALL

Present: Patricia Hocken
Dave Kleger, Treasurer
Dean Kortge
Hillary Wylie, Secretary, Presiding
Phyllis Loobey, General Manager
Susan Hekimoglu, Recording Secretary

Absent: Kirk Bailey, President
Rob Bennett, Vice President
(One Vacancy, Subdistrict #2)

II. CALL TO ORDER

Board Secretary Hillary Wylie called the meeting to order at 5:35 p.m.

III. INTRODUCTORY REMARKS BY BOARD PRESIDENT: Ms. Wylie stated that she would chair the meeting in Mr. Bailey's absence. Mr. Bennett was expected to arrive late.

IV. ITEMS FOR INFORMATION AT THIS MEETING

Current Activities, Board Member Reports:

Metropolitan Policy Committee (MPC): Ms. Hocken reported that the MPC met the previous Thursday. The committee discussed various road projects for the State Transportation Improvement Plan (STIP). While LTD was not involved in these projects, Ms. Hocken stated that it always was interesting to listen to the people from the other jurisdictions interact with the representatives of the Department of Transportation, in terms of the rankings of the various projects.

The item that was of most interest to LTD was the proposed changes to the Transportation Planning Rule (TPR). The Land Conservation Development Commission (LCDC) passed a rule several years ago that included a goal to reduce vehicle miles traveled (VMTs) by 10 percent during the next 20 years. Locally, the jurisdictions had

found that it was a fairly difficult goal to achieve. In fact, all of the modeling that was done for TransPlan indicated that even with the fully operational bus rapid transit (BRT) and other improvements in place, that goal still could not be reached. Other agencies had given similar feedback to the LCDC. As a result, the LCDC had proposed to change the reduction goal from 10 percent to 5 percent. In addition, the LCDC was proposing a different method of measurement other than VMTs to determine if jurisdictions were progressing toward the goal of reducing overall vehicular travel.

One of the local issues was that most of the development that would take place during the next 10 years would be along the fringes of the urban growth boundary, so trips would be longer and VMTs would increase. If proposed TPR changes were adopted, it would give jurisdictions the ability to show a reduction in vehicular use in other ways.

The LCDC had not yet adopted the changes to the TPR, but was considering the proposals and gathering testimony from the various jurisdictions. The three smaller metropolitan areas, Salem, Eugene/Springfield, and Medford, were working together to propose changes to the TPR. Also, the LCDC was proposing different standards for Portland than for the other metropolitan areas.

Ms. Wylie asked if population growth versus vehicular use was being considered. Ms. Hocken replied that the VMTs were a per-capita number.

Statewide Livability Forum: Ms. Hocken stated that the next meeting was scheduled for October 29, 1998, in Salem. She would attend and report back to the Board in November.

BRT Steering Committee / Public Design Workshops: Planning and Development Manager Stefano Viggiano and BRT Engineer Graham Carey were present to discuss this topic.

Mr. Viggiano stated that an informal open house had been held, where people were invited to look at and comment on potential alternative designs for the pilot BRT corridor and potential station designs. The intensive part of the work had been a two-part workshop. Between 35 and 40 people participated, including neighborhood representatives, business owners, stakeholders, and agency staff. The workshop had been an interactive process in which participants worked together with LTD and other agency staff, engineers, and architects to discuss design options and to produce design alternatives and ideas. The intent was not necessarily to get to a single preferred design, but to have several options. The last step in this process was to hold a final open house where the public could view the options that resulted from the workshop and make final comments.

The design alternatives for the Franklin segment would be presented to the BRT Steering Committee, but no decisions would be made until all eight corridor segments had undergone the same type of process and the study was complete.

The three alternatives that resulted from the first part of the Franklin segment workshop were:

- A. Single-lane median busway, removing no existing travel lanes;
- B. Two-lane busway, removing one west-bound travel lane; and
- C. Two-lane busway, removing one travel lane in each direction.

During the second part of the workshop, the participants reviewed the three options and identified flaws and amenities for each option.

Mr. Carey discussed the details of the preferred designs from the workshop.

Ms. Hocken added that there was less interest in taking two travel lanes, but much interest in not expanding the pavement, and in keeping as much green space as possible.

Mr. Carey stated that while there was broad support for the single-lane median BRT line, there also was broad support for two lanes to be built on either side of the BRT stations in order to accommodate door openings on only the right side of the bus. Ms. Hocken added that she thought that the real value of the process was that this station design came entirely from the participants.

Mr. Carey reviewed the workshop designs of each of the intersections along the Franklin segment. The workshop participants also had discussed the "look" of the segment. The participants preferred that the central BRT line have its own look and theme, while the neighborhood connector stops blended into the overall look of each individual neighborhood.

Mr. Kleger asked about the stacked station illustration. Mr. Carey explained that in order to have buses at the station directly opposite each other, a very wide platform would be needed to accommodate customers. This particular design idea called for narrower, "stacked," or offset, platforms with inbound and outbound travelers separated by a level on a narrower platform.

Mr. Kleger also cautioned against using red brick for walkways, because with wear and tear, as was evident at 7th Avenue near Willamette Street, those walkways would become dangerous for people who used wheelchairs. Mr. Viggiano stated that the red coloring in the illustrations did not necessarily signify the use of brick, but could be colored concrete, or something different than the typical diagonally striped walkways. He also said that materials would not be identified until much later in the process. Ms. Wylie added that there was much new development in the use of colored concrete.

Ms. Hocken stated that, overall, she was very pleased with the process and how it worked. She thought that the participants and the designers enjoyed the workshop. She was somewhat concerned that there was not a good cross-section of the community represented at the workshop.

Ms. Hocken continued to say that in some ways, she saw a conflict of goals of the group. One of the real priorities was to retain as much as the median as possible and create a green, attractive boulevard entrance into the City of Eugene, and the other goal was to make transit as fast as it could be through the segment. There was no interest in widening the roadbed. The only choice to meet these goals was to take travel lanes away.

She felt that in another sense, this most likely was the easiest segment of the entire corridor. There was no need to take on-street parking, or to worry about heritage trees, or to be concerned about too many driveways. Yet, there would be problems if LTD tried to put exclusive bus lanes in this environment.

Ms. Hocken stated that an issue about TransPlan was brought up at the workshop. In the TransPlan, it was suggested that any time arterial improvements were made, bike lanes must be included. If LTD were required to include bike lanes on this project, it would take more space, and, therefore, right-of-way along the sides of the corridor would need to be purchased. The state actually allowed parallel bike paths, such as those found adjacent to Franklin, so the state would not require adding bike lanes to this particular improvement, but along other segments of the corridor where adjacent bike paths were nonexistent, then TransPlan suggested that bike lanes would be required. Ms. Hocken thought that issue should be researched further. Mr. Viggiano stated that it was the local street plan that required bike lanes. City Planner Allen Lowe was at the workshop, and his feeling was that bike lanes were to be added only if there was a demand or real need for them. He did not believe there was a great demand for bike lanes along Franklin Boulevard. However, staff would further research the issue as Ms. Hocken requested.

Mr. Kortge asked if cost estimates had been made for any of the segment designs. Mr. Carey replied that specific cost estimates had not been made. Mr. Viggiano added that cost estimates would be done as part of the project once it was more refined.

Mr. Kortge asked about the number of stops that were being considered for the Franklin segment. Mr. Viggiano replied that staff were considering three stops, one at the Robinson Theatre (East 11th Avenue, near Franklin), one at Agate, and one at Villard or Walnut. Staff had sketched the entire corridor and had identified 25 stop locations in each direction.

Mr. Kortge asked about the overall pilot corridor deadline. Mr. Viggiano replied that the intent was to try to have all the segments designed by the end of 1999, and have the pilot route in place by the year 2002. Ms. Hocken added that an attempt would be made to complete the initial design work on three central segments by the spring of 1999, in time for the United Front trip to Washington, D.C. Also, no final decisions would be made until more of the pilot corridor study was complete.

Ms. Wylie stated that it was very exciting to see so much progress. Ms. Hocken encouraged the Board members to attend the next design workshop.

Community Relations Manager Ed Bergeron stated that there was another piece to the segment design, and that was the community outreach that had taken place. He reported that 39 businesses had been contacted within the last two months. For each of those contacts, staff filed a call report, which documented what was discussed and who staff talked with. It all became part of the official database of public involvement for this process, ensuring documentation of all outreach efforts made by LTD. Mr. Bergeron added that the meetings had gone very well. The business owners were appreciative that LTD had taken the time to contact them individually and to show them what LTD had in mind. The reaction had been tremendously positive.

Springfield Station Steering Committee: Ms. Wylie reported that the committee had not met in August and would not meet again until September 17, 1998, so she had nothing to report at this meeting, but would have a report for the Board meeting in October.

Monthly Financial Report: Finance Manager Diane Hellekson stated that the July financial report was distributed at the meeting. The August financial report would be mailed to the Board members within the next week. The first month of the fiscal year was good. Ridership was up 8 percent. There was not a commensurate increase in fares because customers were shifting from cash fares to low-cost instruments, which was a good sign, as pass holders tended to be loyal riders. She noted that the report had changed somewhat in response to Board comments. It now contained an additional comments page, which would be included with the report on a monthly basis. She asked the Board to let her know if the additional comments page met their expectations.

Seneca Station Update: Ms. Loobey stated that the report was included in the agenda packet. Transit Planner Micki Kaplan added that the station was expected to be in use for bus service on Friday, September 18, 1998. Grand opening activities would take place September 30 through October 2, 1998, and Board members were invited to go see the station at any time during the grand opening, as there would be no formal opening ceremony.

Mr. Vobora introduced two new members of his staff, Transit Planner Ken Auguston and Marketing Representative DeLynn Anderson.

Monthly Staff Report: Ms. Loobey stated that staff were available to answer any questions the Board members might have regarding the monthly staff report. Ms. Hocken commented that she appreciated reading about various staff member activities in the Transit Operations report. She thought it was good for the Board to hear about those activities.

V. EMPLOYEE OF THE MONTH: Ms. Wylie introduced the October 1998 Employee of the Month, Kelly Perron. Ms. Perron was hired on May 1, 1996, as a part-time receptionist, and since then had been called on to assist with clerical tasks in several departments in addition to her receptionist duties. She was nominated by a co-worker who said that Ms. Perron went above and beyond the call of duty on a daily

basis. Additionally, Ms. Perron was enthusiastic about her work, put in a lot of effort to do the job correctly, and thought of new and better, more efficient ways of doing things. The co-worker also complimented Mr. Perron on the way in which she handled specific receptionist duties, including her interactions with co-workers, customers, and employment applicants and candidates; making good decisions regarding the transferring of calls; and always being willing to help out when assistance was needed.

Ms. Wylie presented Ms. Perron with a letter of congratulations, a plaque, and a monetary award. Ms. Perron stated that her job was fun, which was important to her. She thanked the Board for the honor, and stated that she could not have achieved it without the support of the great staff at LTD.

VI. AUDIENCE PARTICIPATION: Ms. Wylie asked for comments from any member of the audience. There were none.

VII. ITEMS FOR ACTION AT THIS MEETING: Mr. Bennett arrived at this time.

Consent Calendar: Ms. Hocken noted an error in the minutes of the LTD Board meeting on August 19, 1998. On page 4 of the minutes, in the last paragraph, reference was made to the Deschutes National Forest. That reference should have been made to the Willamette National Forest. The minutes would be corrected as noted.

MOTION

VOTE

There being no further discussion, Mr. Kortge moved that the Board adopt the following resolution: It is hereby resolved that the Consent Calendar for September 16, 1998, is approved as presented. Ms. Hocken seconded the motion, which passed by unanimous vote, 5-0, with Bennett, Hocken, Kleger, Kortge, and Wylie voting in favor, and none opposed.

Employee Association Concept: Ms. Wylie stated that this item had been added to the agenda, and the Board members had received a handout at the meeting.

Ms. Loobey discussed with the Board the option for employees to form an informal employee association. Management staff had researched this option very closely, and Human Resources Manager Dave Dickman had experience with an association in Josephine County. Employees would be asked to consider an informal association as an alternative to unionization. Ms. Loobey asked the Board members for their support of her and other management staff efforts in this regard. She stated that there were many advantages of an informal employee association. Those advantages included allowing for direct representation of the employees to the management team, enhancing communications, improving the decision-making and task-teaming process, and boosting morale. Also, there would be no barrier to one-on-one communication, as there could be with a union.

In addition, Ms. Loobey stated that if an informal employee association were formed, the employees themselves would be organizing it by determining who their representatives would be, what the bylaws would be, on what kind of basis they would meet, and what issues they would entertain. She thought it would have great value to

the organization by allowing staff to concentrate on some internal issues that lately had not been given enough attention.

Mr. Kortge stated that he had never heard of an employee association. Ms. Loobey stated that it was not a brand new concept, but could have many different forms.

Ms. Hocken asked, if the employees chose to form the employee association, whether it would have official status so that management would be conferring with the group. Ms. Loobey said that it would be the institutionalization of two-way communication, and the association would have some status within the organization. It would ensure that communications were free flowing and consistent. Basically, it was a process to focus communication on day-to-day operational issues; however, the association would not address Board policy issues.

Mr. Kleger asked if legal counsel had reviewed the association concept. Ms. Loobey replied that it had. Mr. Kleger stated that he liked the idea.

MOTION

There being no further discussion, Ms. Hocken moved that the Board declare LTD's willingness to work with an informal employee association at LTD. Mr. Kleger seconded the motion, which passed unanimously, 5-0, with Bennett, Hocken, Kleger, Kortge, and Wylie voting in favor, and none opposed.

VOTE

Permanent Funding of Two Full-time Field Supervisors: Transit Operations Manager Mark Johnson reminded the Board members that these two positions had been temporarily funded for a six-month trial period when the Eugene Station opened in March. Based on the expansion of service and the success of the positions at the station, he was asking the Board to approve the funding of these positions as permanent and to approve the transfer of funds to finance the positions.

MOTION

The Board had no comment or questions on this issue. Mr. Kleger moved that the Board adopt the resolution approving the funding of two permanent, full-time field supervisor positions, including a transfer of funds from contingency. Mr. Kortge seconded the motion, which passed unanimously, 5-0, with Bennett, Hocken, Kleger, Kortge, and Wylie voting in favor, and none opposed.

VOTE

Statewide Transportation Improvement Program (STIP) Priority List for Transit Projects: Mr. Viggiano provided an overview of the STIP priority list that was included in the agenda packet on page 31. The STIP adopted a four-year plan, and this list was a request for the STIP that would be adopted in October 1999.

There were three different priority lists: one for roadway projects, one for transit projects, and one for transportation demand projects. The latter two would be reviewed and approved by the LTD Board. In October the Metropolitan Policy Committee (MPC) would review the lists for approval.

The transit priority list was divided by funding type. Section 5307 funding was for capital expenditures, such as the Springfield Station. Section 5309 funding was the discretionary funding that was requested during the United Front lobbying trip. Local Surface Transportation Program (STP) funds were allocated to the region annually and by informal agreement of the regional agencies, LTD would receive 16 percent of those funds. In addition, there were STP funds that were allocated from the State on a discretionary basis, which LTD would apply for.

Transit projects for those discretionary STP funds competed against other areas, and included, in order of priority, the Springfield Station, Automatic Vehicle Location/Passenger Information systems, an Automated Fare System, a Coburg Park & Ride station, BRT Corridor Park & Ride facilities, and Passenger Boarding Improvements. Mr. Viggiano stated that \$4 million were available statewide for transit projects as part of the STP transfer, excluding Portland and Tri-Met.

Mr. Viggiano further explained that even though most of the high-priority projects were shown for the year 2000, if the State indicated that there would be money available in the year 2001, LTD would be willing to shift some projects over to that year in order to receive the funding.

Ms. Wylie asked about the \$11 million request for BRT pilot corridor construction that was split between the years 2000 and 2001. Mr. Viggiano pointed out that the request was for both Section 5309 funding and Transportation Efficiency Act (TEA 21) funding. TEA 21 was part of the new transportation bill that had been approved by Congress. That money was available to LTD if the decision was made to move forward with the BRT project. The \$4.4 million per year already was approved as part of the bill, and there was some flexibility as to how it could be spent. Although it could not be spent ahead of time, if it were not spent by the end of the year, it would carry forward for three years and would not be lost.

Mr. Kortge asked if staff were asking the Board to consider the priority of the projects. Mr. Viggiano stated that staff had identified these projects in order of priority, but that the Board could provide input if it disagreed with the order of priority. BRT was LTD's future, and the Springfield Station was a project in and of itself, but also had a direct relation to the BRT pilot corridor.

MOTION There being no further discussion, Mr. Kleger moved that the Board adopt the following resolution: It is hereby resolved that the LTD Board of Directors approves the proposed 2000-2003 Statewide Transportation Improvement Program priority list for transit projects, and recommends that it be approved by the Metropolitan Policy Committee. Mr. Bennett seconded the motion, which passed unanimously, 5-0, with

VOTE Bennett, Hocken, Kleger, Kortge, and Wylie voting in favor, and none opposed.

Ms. Loobey added that this was the hierarchy process of capital improvements, beginning with LTD's own Capital Improvement Program (CIP), which the Board adopted in the early spring, that reflected these projects. Then, because federal funding was involved, LTD projects needed to be approved by the MPC, and were forwarded to the

State as part of the Transportation Improvements Program (TIP). Ms. Hocken and Mr. Bennett were members of the MPC. Once approved by the MPC, the funding requests were forwarded to the State to be included in the STIP, or State Transportation Improvement Program. All of that had to be in place in order for the money to flow from the federal level.

Ms. Hocken added that MPC, of which she and Mr. Bennett were members, also approved the road projects that were forwarded to the State in the STIP.

Statewide Transportation Improvement Program Priority List for the Transportation Demand Management (TDM) Program: Commuter Solutions Coordinator Connie Williams reviewed the TDM priority list. The first item on the list was to continue funding Ms. Williams' position. The second item was for a TDM/rideshare assistant, which would be a position to oversee the rideshare program within the community and to assist with other TDM projects.

The TDM projects mostly were programs and services rather than capital projects. In reviewing the various project-funding requests, Ms. Williams noted that without the TDM assistant, much of the program money would not be requested.

Ms. Hocken asked about the Air Quality Reader Board request. Ms. Williams responded that the reason the request was coming through the TDM program was that the Lane Regional Air Pollution Authority had no avenue to directly request STIP money. It was a very valid project that would provide good educational information to car operators. A site had not been chosen for the reader board, and it was possible that it would be portable, much like the speed signs that were used by the police. Ms. Hocken cautioned staff to keep in mind concerns of the Eugene Station Committee of having such a reader board located at or near the Eugene Station.

MOTION

There being no further discussion, Mr. Kleger moved adoption of the following resolution: It is hereby resolved that the LTD Board of Directors approves the proposed 2000-2003 Statewide Transportation Improvement Program priority list for TDM projects, and recommends that it be approved by the Metropolitan Policy Committee. Ms. Hocken seconded the motion, which passed unanimously, 5-0, with Bennett, Hocken, Kleger, Kortge, and Wylie voting in favor, and none opposed.

VOTE

Bus Rapid Transit Policy Change: Mr. Viggiano explained that the draft TransPlan currently under review contained a policy on bus rapid transit. There were three conditions placed on BRT, and there were concerns about the condition that BRT must be shown to materially reduce existing or projected traffic congestion. Staff believed that this condition would be difficult to define, to measure, and to prove, since traffic congestion was affected by so many different variables, such as population growth, employment growth, and the number of new road, bikeway, and pedestrian projects. TransPlan modeling had shown that no matter what might be done, traffic congestion was expected to significantly increase in the community.

The second concern with the phrase was that it did not take into account other potential benefits of a BRT system, such as increased transit ridership, shorter travel times for bus users, and improved LTD operational efficiency. There were many benefits that were not reflected in the BRT policy statement.

Staff suggested that the phrase "materially reduce existing or projected traffic congestion" be replaced by the phrase "increase transit ridership." This phrase would not reflect the broad benefits that a BRT system could make, but it was easily measurable and verifiable.

Mr. Viggiano stated that he had a conversation with Mr. Bennett earlier in the day, and Mr. Bennett suggested the phrase "increase transit market share along the BRT corridors."

Mr. Viggiano reported that the current policy statement had been reviewed and endorsed by the local elected officials. The draft TransPlan currently was being reviewed by the planning commissions, which would make recommendations to the elected officials. If the Board agreed to this change, staff would take the proposed change to the staff Transportation Planning Committee for endorsement and a recommendation to the planning commissions. The planning commissions then would consider the change and make a recommendation to the respective elected officials. It was expected that the elected officials would formally endorse the plan in January or February of 1999. That would be the first time, formally, that the elected officials would see the revised wording.

Mr. Kleger asked if staff had received any informal indication of the views of the other jurisdictions. Mr. Viggiano replied that staff of other agencies were among those who encouraged the change in the wording.

Mr. Kortge asked how it would be known if BRT was shown to do anything before it was built. Mr. Viggiano stated that extensive research, modeling, and projecting had been and would continue to be performed by staff. Mr. Kortge said that it seemed more reasonable to assume an increase in transit ridership than a decrease in traffic congestion.

Mr. Viggiano pointed out that one of the other conditions was that local government had to demonstrate support for BRT. In a way, local government would be the judge of whether or not LTD had effectively proven that BRT was a good project.

Ms. Hocken stated that she liked Mr. Bennett's suggested wording. She thought it was a bit risky to try to change the wording at this time, but thought that it was better to try to change the wording now than to be stuck with something later on that would not work. It was the case that the original language was put together in a very short period of time, and Congressman DeFazio had said that LTD must show community support before he would release the money. She thought it would be a good idea to talk with some elected officials about the proposed change to gauge reaction.

Mr. Bennett stated that he supported the changed wording. He believed that LTD could make the case even if there was no change in the wording, but as written, it was harder to understand and measure. The proposed change gave LTD more flexibility.

Ms. Wylie stated that she supported the proposed wording suggested by Mr. Bennett.

Mr. Kleger stated that he also supported Mr. Bennett's suggested wording. The essence of what LTD was trying to accomplish was to have a more substantial effect upon the community, which to him was the whole justification for proposing BRT. The transit market share would be easier to sell than increased ridership.

Ms. Hocken stated that one reason for the current language was that some of the elected officials were more concerned about LTD taking traffic lanes to create exclusive right-of-way than they were about increasing ridership. She thought that the local elected officials would not be as concerned with market share as they would be with the streets that they controlled. She still believed that an attempt should be made to change the language, but the proposed language would not be the focus of elected officials.

MOTION

Mr. Kleger moved that the Board direct staff to pursue the suggested transit market share wording change to the BRT policy in the draft TransPlan. This was a slight change from the drafted motion. Mr. Bennett seconded the motion.

Ms. Virginia Lauritsen, who was appointed but not yet confirmed for the vacant Board position, stated that Mr. Kortge had a good suggestion about taking another look at the wording to show that the system had to be in place prior to proving the condition, whether in the current wording or in the proposed wording.

Ms. Hocken stated that she did not want the Board to tinker too much with the words. There were some modeling based on projections that could prove the condition prior to BRT being in operation.

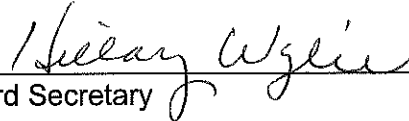
VOTE

Ms. Wylie called for the vote on the motion, which passed unanimously, 5-0, with Bennett, Hocken, Kleger, Kortge, and Wylie voting in favor, and none opposed.

Comments by Board Secretary: Ms. Wylie asked Ms. Lauritsen to report about her recent confirmation hearing at the State Senate. Ms. Lauritsen said that the Senate Committee approved her appointment, and a recommendation for confirmation would be forwarded to the full Senate for consideration on September 17, 1998.

Ms. Loobey stated that staff were preparing for the Board Work Session that would occur on October 10 and 11, 1998, at the Eugene Hilton. The Boundary Committee was scheduled to meet on the following two Wednesdays. Mr. Bennett had been appointed to chair the Legal Services Committee, and Mr. Kortge and Ms. Lauritsen had been appointed to that committee as well. Ms. Lauritsen asked if she could obtain a copy of the Request for Proposals for legal services.

Adjournment: There being no further business, Ms. Wylie adjourned the meeting at 7:35 p.m.


Board Secretary