

MINUTES OF DIRECTORS
STRATEGIC PLANNING WORK SESSION

LANE TRANSIT DISTRICT

SPECIAL MEETING

Friday and Saturday, November 16-17, 2001

Pursuant to notice given to *The Register-Guard* for publication on November 15, 2001, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a strategic planning work session on Friday and Saturday, November 16 and 17, 2001, beginning at 8:30 a.m. both days, at the Eugene Hilton and Conference Center at 66 East 6th Avenue, Eugene.

Present:

Board

Rob Bennett, Vice President
Patricia Hocken
Dave Kleger, Treasurer
Virginia Lauritsen, Secretary
Robert Melnick
Hillary Wylie, President, presiding

Staff

Ron Berkshire, Maintenance Manager
Dave Dickman, Human Resources Manager
Ken Hamm, General Manager
Diane Hellekson, Finance Manager
Mark Johnson, Transit Operations Manager
Linda Lynch, Government Relations Manager
Mark Pangborn, Assistant General Manager
Jo Sullivan, Executive Assistant/Clerk of the Board
(Recording Secretary)
Stefano Viggiano, Development Services Manager
Andy Vobora, Service Planning & Marketing
Administrator

Absent:

Gerry Gaydos

CALL TO ORDER: The meeting was called to order both days by Board President Hillary Wylie.

STRATEGIC PLANNING WORK SESSION: During the course of the two-day work session, the Board and staff discussed the following topics and their strategic impact on the District:

- Budget – Financial plan issues FY 2001-02 through FY 2004-05; long-term financial forecast assumptions; financial scenarios based on revenue assumptions; three options for budget adjustments (reduce operating expenses, reduce capital project expenses, increase revenue)
- Capital Project Expenses – Capital project priorities; proposed timelines and funding; funding gaps
- Bus Rapid Transit – BRT components, construction, and vehicles; national BRT policy paper
- Immediate Capital Projects/Operational Costs – Springfield Station; additional buses; maintenance building expansion; RideSource facility and fixed-route satellite facility; automated passenger counter/automatic vehicle location system (APC/AVL); bus shelters

- ❑ Comprehensive Service Redesign – ridership; revenues; productivity; coverage; complaints; impact on service standards; potential service reduction standards driven by budget changes

As a result of their discussions, the Board directed staff to:

- ❑ Review current financial policies on reserve levels
- ❑ Develop financial scenarios for additional discussion by the Board
- ❑ Consider pursuing funding from additional sources and prepare an analysis of revenue options for Board consideration
- ❑ Determine whether LTD can use State money for projects that already receive a 50 percent federal match
- ❑ Prepare an analysis of different levels of service adjustments for further Board consideration
- ❑ Provide additional information on ridership and productivity resulting from the fall 2001 comprehensive service redesign, after more experience with the service
- ❑ Continue to develop additional route design, run cutting, and operating efficiencies
- ❑ Explore new technologies for bus cleaning
- ❑ Maintain the current bus maintenance and cleaning standards
- ❑ Prepare an analysis of options to hire additional operators for special services
- ❑ Consider the purchase of retrofitted and new articulated buses to reduce operating expenses
- ❑ Develop proposals for labor and employee event cost reductions that do not unduly jeopardize the current positive working environment at LTD
- ❑ Consider long-term capital needs versus current operational needs during the early stages of project development
- ❑ Include operational costs as part of capital deliberations
- ❑ Consider joint development opportunities to assist with cost and security at the Springfield Station
- ❑ Provide additional options to address the need to expand the Maintenance facility
- ❑ Add a statement in the CIP policy about “willingness to look at innovation in system delivery,” and a statement about the link between capital and operations
- ❑ Further consider BRT projected fares and their impact on service and ridership
- ❑ Refine the potential dollar savings from the items discussed during the retreat, to determine whether the options would result in the target savings of \$600,000 for the next budget year

The Board also asked the Board Finance Committee to review the policy on discounting group pass prices.

ADJOURNMENT: The work session was adjourned at 12:05 p.m. on Saturday.



Board Secretary

