

Public notice was given at the
July 16 regular meeting and to the
Register-Guard for publication on
July 18, 1985.

LANE TRANSIT DISTRICT
REGULAR BOARD MEETING

July 23, 1985

7:30 p.m.

Municipal Courtroom #1,
Eugene City Hall

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
Brandt_____ Calvert_____ Eberly_____ Nichols_____
Parducci_____ Pusateri_____
- III. INTRODUCTORY REMARKS BY BOARD PRESIDENT
- IV. AUDIENCE PARTICIPATION
- V. EMPLOYEE OF THE MONTH
- VI. ITEMS FOR ACTION AT THIS MEETING
 - A. Approval of Minutes
 - B. Summary of Recommendations for Adjustments to the Routes and Schedules
 - 1. Staff Introduction
 - 2. Opening of Public Hearing by Board President
 - 3. Public Testimony
 - 4. Closure of Public Hearing
 - 5. Board Discussion

- C. Zone Fares
 - D. FY 85-86 Insurance Quotation
 - E. Facilities Subcommittee Involvement in Facilities Process
- VII. ITEMS FOR INFORMATION AT THIS MEETING
- A. Current Activities
 - 1. New Board Member
 - 2. Oregon Country Fair Report
 - 3. Letter Regarding Safety of Downtown Transfer Station
 - B. Monthly Financial Reporting
 - C. Quarterly Reporting
- VIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING
- A. General Manager Salary Review/Executive Session Pursuant to ORS 192.660(1)(i)
 - B. FY 85-86 Section 9 Grant Application
 - C. Audit Report
 - D. Adoption of TransPlan
 - E. Transit Development Program (TDP) Adoption
 - F. 10th and Olive Project
- IX. ADJOURNMENT

AGENDA NOTES

Page No.

V. EMPLOYEE OF THE MONTH: The July Employee of the Month, Arline Link, will be present to receive her check and certificate and to be introduced to the Board.

VI. ITEMS FOR ACTION AT THIS MEETING

A. Approval of Minutes: The minutes of the June 18, 1985 regular meeting and the July 16, 1985 regular meeting are included in the agenda packet for Board review and approval. 9

B. Summary of Recommendations for Adjustments to the Routes and Schedules: 16

1. Staff Introduction:

a. Issue Presented: Should the Board approve service changes as proposed in the agenda packet?

b. Background: Each year, the Planning Division conducts a comprehensive evaluation of the District's service which is known as the Annual Route Review (ARR). This evaluation is done in order to determine if adjustments in routes or schedules are necessary or warranted.

Included in the agenda packet is a description of all route and schedule changes recommended by staff. The discussion of each recommendation includes information on cost or savings to the District, as well as ridership and productivity expectations.

Also included in the packet are letters and summaries of telephone calls from patrons which address their concerns regarding proposed service changes.

c. Staff Recommendation: That the Board first hold a public hearing on the proposed service adjustments and then approve the service adjustments as outlined in the agenda packet.

d. Results of Recommended Action: Service changes will be effective with the September bid. Staff

will inform the public and affected patrons of the changes in service.

2. Opening of Public Hearing by Board President
3. Public Testimony
4. Closure of Public Hearing
5. Board Discussion

C. Zone Fares:

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Issue Presented: Should the Board approve the elimination of zone fares and establishment of a single zone fare structure?

Background: The District's zone fare system, involving three zones, was implemented when non-urban service was added, in an effort to establish a distance-based fare structure. However, as the memorandum in the agenda packet explains in more detail, LTD's current zone fare system is not strictly distance-based, and is inequitable in terms of trip length and zone fare charged. As the memorandum also explains, administrative costs for informing the public of the fares and for collection and accounting procedures require a substantial portion of the revenues received from zone fares.

Staff Recommendation: That the Board vote to eliminate the zone fares and establish a single zone fare structure.

Results of Recommended Action: Zone fares would be eliminated on September 29, 1985, with implementation of Fall service. Staff will inform patrons of the change, and the changes will be printed in the District's new informational materials for Fall service.

D. FY 85-86 Insurance Quotation:

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Issue Presented: Should the District purchase insurance coverage as quoted by Tromp & McKinley, minus auto collision insurance, in order to reduce the impact on the budget caused by higher than expected insurance premiums?

Background: During the budget process, staff projected costs for the Risk Management Fund based on the best information available at that time. However, recent quotes

received from Tromp & McKinley, the District's insurance brokers, are higher than anticipated and would result in costs of \$105,027 over what was budgeted. A memo in the agenda packet discusses cancelling the auto collision portion of the package policy, which is one option for reducing those insurance costs. The District's increased liability which would result from such under-funding is also discussed.

Staff Recommendation: That the Board approve purchase of insurance coverage as quoted by Tromp & McKinley and presented in the agenda packet, less the auto collision portion. Staff further recommend that this matter be discussed at the Budget Committee meeting in November.

Results of Recommended Action: This insurance package will result in an increase of \$40,936 over budget. There are currently sufficient funds in the Risk Management Fund to cover all premium costs and some of the deductible costs. Staff will watch closely the activities in the Risk Management Fund and will bring those, as well as firmer revenue and expense projections for the balance of the fiscal year, to the November Budget Committee meeting for further discussion.

E. Facilities Subcommittee in Facilities Process

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Issue Presented: What is the level of involvement the Facilities Subcommittee and full Board wish to have in the architect selection and further facilities processes?

Background: The Board Facilities Subcommittee met on July 9 to discuss the appropriate levels of Board and Subcommittee involvement in certain stages of the process to build a new facility. Included in the agenda packet is a preliminary timeline for making certain decisions in the facilities process. Also included are a memo from the Subcommittee which recommends specific duties for the staff, Subcommittee, and Board during the architect selection process for the facility, and a general description of key factors to be used in selection of an architect.

Staff and the Subcommittee will be prepared to discuss these issues at the July 23 meeting. If the Board wishes to have more time in which to discuss the levels of involvement and delegation for future decisions, a special work session of the full Board can be scheduled.

Subcommittee Recommendation: That, in the architect selection process, the staff screen the written proposals submitted to the District and select three qualified applicants to be interviewed for final selection by staff and the Facilities Subcommittee.

Results of Recommended Action: Staff will work with the Facilities Subcommittee to proceed with the selection process.

VII. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. New Board Member: Richard N. Smith, a Springfield dentist, has been appointed to the Board to fill the position vacated by Velma Scheve. Dr. Smith has attended several Board meetings as a visitor and has met most of the Board members. He will take his place on the Board upon confirmation by the Senate Confirmation Committee in mid-August, and his term will expire December 31, 1988. Dr. Smith has been a dentist in Springfield since 1979. He is president of the Springfield Twin Rivers Rotary Club, a member of the Springfield Chamber of Commerce and the Springfield PTA, a member of the American Dental Association, the Oregon Dental Association, and the Lane County Dental Society, and serves on the Health Occupations Advisory Committee for Springfield School District #19.

2. Update on Oregon Country Fair: Included in the agenda packet is a memo from staff which describes the service and ridership levels for this year's Oregon Country Fair, held July 12-14. The amount and types of advertising done to promote the Fair, including bus service to the Fair, is also discussed.

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3. Letter Regarding Safety of Downtown Transfer Station: Included in the agenda packet is a letter received by the District in which a member of the community expressed concerns for her personal safety should she use the bus system.

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B. Monthly Financial Reporting: Due to end of the year reporting procedures, the financial statements for June,

1985 will not be available for Board review until the August meeting.

C. Quarterly Reporting:

1. Ridership: Quarterly ridership figures will not be available until the August meeting.
2. Operations: Included in the agenda packet is the quarterly report from the Operations Department.

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VIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. General Manager Evaluation/Executive Session Pursuant to ORS 192.660(1)(i): At the September Board meeting, an executive session will be held for the purpose of reviewing the employment-related performance of the chief executive officer (General Manager) of the District. The standards and criteria to be used for the evaluation were duly adopted at a meeting open to the public on October 18, 1983, in accordance with Oregon law. Prior to the September meeting, the Board President will call a meeting of the Salary Subcommittee to review the performance appraisal forms submitted by the Board members.
- B. FY 85-86 Section 9 Grant Application: At the September meeting, a grant application for UMTA Section 9 operating and capital grant funds for the Federal Fiscal Year 1986 will be on the agenda for Board review and approval.
- C. Audit Report: Each year, an audit of the District's financial statements is performed by an independent accounting firm. At the September meeting, an audit report and summary of the findings during the examination of the District's financial statements for the year ending June 30, 1985 will be presented for review and acceptance by the Board.
- D. Adoption of TransPlan: A draft of TransPlan, the updated long-range transportation plan, should be available for Board review at the September Board meeting. Final adoption of the Plan is anticipated for Fall, 1985.
- E. Transit Development Program (TDP) Adoption: The TDP, the District's planning and reference document, is scheduled to be completed for Board review at the October meeting.

- F. 10th and Olive Project: District staff continue to explore alternate on- and off-street options to relieve the potential problems with the opening of Willamette between 10th and 11th.

IX. ADJOURNMENT

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

June 18, 1985

Pursuant to notice given to The Register-Guard for publication on June 13, 1985 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 Tuesday, June 18, 1985 at 7:30 p.m. in the Eugene City Hall.

Present: Janet Calvert, President, presiding
Janice Eberly, Vice President
Joyce Nichols
Gus Pusateri
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Absent: Peter Brandt, Treasurer
Larry Parducci, Secretary

AUDIENCE PARTICIPATION: Paul Bonney of 587 Antelope Way, Eugene, stated that he would like to say a good word for the new buses. He said they are comfortable to ride in, and he liked the fact that the transom windows on the sides keep patrons from putting their hands and heads outside the bus. He added that he and other patrons who suffer from asthma would appreciate having less draft on the patrons from the drivers' windows.

EMPLOYEE OF THE MONTH: Ms. Calvert introduced the June Employee of the Month, Don White, who has been a bus operator with LTD for 11 years, with excellent attendance and safety records. She said he had been nominated by both a patron and a fellow employee, which showed his ability to get along well with both, and told the Board that Mr. White has approximately 41 games of chess going at one time through the mail. She then thanked Mr. White for his service to the District, and added that the bus drivers are the ones who make the service successful. After Ms. Calvert presented his check and award to him, Mr. White stated that receiving the award had been quite a surprise and an honor and that he appreciated it very much.

MOTION

APPROVAL OF MINUTES: Ms. Eberly moved, seconded by Ms. Nelson, that the minutes of the May 21, 1985 regular meeting and the May 28, 1985 adjourned meeting be approved as circulated. There were no corrections or additions, and the motion carried by unanimous vote.

VOTE

GRANT APPLICATION FOR URBAN MASS TRANSPORTATION ADMINISTRATION (UMTA) SECTION 9 AND SECTION 3 CAPITAL FUNDS: Ms. Loobey introduced this topic by stating that staff were combining the application for Section 3 and

Section 9 capital funds because both applications require the same process, even though the funding sources are different. She explained that Section 3 capital money comes from the penny per gallon gas tax fund, while Section 9 monies are from the General Fund of the U.S. Treasury. In discussing the application with District staff, UMTA Region X officials in Seattle expressed concerns regarding the planning horizon, or the number of years into the future for which LTD planned to build a facility. Ms. Loobey stated that it was important for the District to plan the grant in concert with what the UMTA officials said because they are the ones who have to "sell" the application for LTD.

Mr. Pangborn then talked about the options for the facilities project. He reviewed Option 1, the option to build the lowest cost facility (based on anticipated costs for the Eugene Drive-in site) for the year 2005, at a cost of \$9.7 million. Option 3A, chosen by the Board, was to construct buildings for the year 2005 but to equip them at this time only for use through the year 1995. Also included in this option were the purchase of land for the year 2005 and construction of employee and bus parking only through 1995, for a total cost of approximately \$9.5 million. The federal officials say this kind of planning is optimistic, and the national-level UMTA officials say to plan for only five years. However, regional officials agree that building now for the future and saving costs later make sense, and suggested planning for ten years from the time LTD would move into the facility. If it takes three years to build a facility, then the District would build for ten years from 1988, which would be the year 1998. Hopefully, he said, it would be possible to build in modules in order to add on at a later date. This would reduce the costs by about \$100,000, to \$9.4 million. Mr. Pusateri expressed concern that by using this reasoning to save \$100,000 now, the District would actually spend more in the future, with additional building projects. Mr. Pangborn stated that the regional UMTA administrator agrees, but is working under an edict from the national officials. He thought that ten years would be better than the District's present situation, and said the planning process would include expansion after 1998.

Mr. Pangborn also explained that staff had been told by UMTA that the District must allocate two full years of Section 9 capital money to the facility, which amounts to \$1.8 to \$2 million. The balance of the money would be received from Section 3 funds.

Two more applications will have to be completed before the project is final: one for Section 9 formula funds for Federal Fiscal Year 1986, and a portion of Section 9 funds for Federal Fiscal Year 1987. The balance of the 1987 funds could go toward the District's other capital needs for the future.

In summary, Mr. Pangborn stated that \$9,394,000 is the new anticipated facility cost.

PUBLIC HEARING ON UMTA SECTION 9 AND SECTION 3 GRANT APPLICATION:
Ms. Calvert opened the public hearing on the District's application for

Section 9 and Section 3 capital grant funds from the Urban Mass Transportation Administration for a new bus maintenance and operations facility. Hearing no comment from members of the public, she closed the public hearing.

MOTION

Ms. Eberly then moved that the Board adopt the resolution authorizing the General Manager to proceed with the application for UMTA Section 9 and Section 3 capital funds. Ms. Nichols seconded, and the motion carried by unanimous vote.

VOTE

SUPPLEMENTAL BUDGET FOR FY 1984-85: Ms. Loobey explained that three budget items were on the agenda for Board approval: a supplemental budget for Fiscal Year 1984-85; adoption of the FY 85-86 budget and appropriation of funds; and approval of an ordinance reestablishing the payroll tax rate at .005 of gross payrolls within the District.

Karen Rivenburg, Finance Administrator, explained that the Supplemental Budget for FY 84-85, as presented in the agenda packet, had been approved by the Budget Committee on May 21, 1985. In response to a question from Mr. Pusateri, she stated that the Supplemental Budget allowed the District to increase revenues and expenditures and transfer funds, due to revenues projected to be greater than budgeted.

PUBLIC HEARING ON SUPPLEMENTAL BUDGET: Ms. Calvert opened the public hearing on the Supplemental Budget for Fiscal Year 1984-85. There was no testimony from the audience, and Ms. Calvert closed the public hearing.

MOTION

Mr. Pusateri moved that the Board adopt the Resolution Adopting the Supplemental Budget, in the total amount of \$58,000, and the Resolution Making Appropriations for FY 84-85, found on page 20 of the agenda packet. Ms. Nichols seconded the motion. With no further discussion, the Supplemental Budget for FY 84-85 was unanimously adopted.

VOTE

APPROVED BUDGET, FISCAL YEAR 1985-86: Ms. Calvert called the Board's attention to the budget resolution on page 22 of the agenda packet. The FY 85-86 budget had also been approved by the Budget Committee on May 21.

PUBLIC HEARING ON APPROVED BUDGET FOR FISCAL YEAR 1985-86: Ms. Calvert opened the public hearing on the approved budget for Fiscal Year 1985-86. Hearing no comment from the members of the audience, she closed the public hearing.

MOTION

Ms. Nichols moved that the Board adopt the resolution approving the Fiscal Year 1985-86 budget and appropriate the funds as detailed in the agenda packet. After seconding by Ms. Eberly, the motion carried by unanimous vote.

VOTE

ORDINANCE NO. 29, AN ORDINANCE IMPOSING AN EXCISE TAX ON EMPLOYERS, PROVIDING FOR ADMINISTRATION, ENFORCEMENT, AND COLLECTION OF THE TAX,

TERMINATING THE APPLICATION OF ORDINANCE NO. 28, AND DECLARING AN EMERGENCY: Ms. Calvert stated that passing this ordinance was important because the District needed to reestablish the payroll tax rate at .5% before June 30, or it would revert to the .6% level as of April 1, 1985.

PUBLIC HEARING ON ORDINANCE NO. 29: Ms. Calvert opened the public hearing on Ordinance No. 29. There was no comment from the audience, and the public hearing was closed.

Ms. Nichols moved that Ordinance No. 29 be read by title only. Ms. Eberly seconded, and the motion carried by unanimous vote. Ms. Calvert then read the title of the ordinance ("Lane Transit District Ordinance No. 29, An Ordinance Imposing an Excise Tax on Employers, Providing for Administration, Enforcement, and Collection of the Tax, Terminating the Application of Ordinance No. 28, and Declaring an Emergency"). Extra copies of the ordinance were available for members of the audience.

MOTION
VOTE

Ms. Eberly then moved that the Board adopt Ordinance No. 29 at that time. Mr. Pusateri seconded, and the motion passed unanimously.

MOTION
VOTE

ORDINANCE NO. 30, AN ORDINANCE MAKING THE BOARD OF DIRECTORS OF THE LANE TRANSIT DISTRICT (LTD) THE LOCAL CONTRACT REVIEW BOARD FOR LTD AND DECLARING AN EMERGENCY: Ms. Eberly moved, seconded by Ms. Nichols, that Ordinance No. 30 be read by title only. The motion passed by unanimous vote, and Ms. Calvert read the title of the ordinance ("Lane Transit District Ordinance No. 30, An Ordinance Making the Board of Directors of the Lane Transit District (LTD) the Local Contract Review Board for LTD and Declaring an Emergency"). Extra copies were available for members of the audience.

MOTION
VOTE

Ms. Nichols then moved that the Board pass Ordinance No. 30 at that meeting. Mr. Pusateri seconded, and the motion carried by unanimous vote.

MOTION
VOTE

LTD CONTRACT REVIEW BOARD SESSION TO ADOPT CONTRACT REVIEW BOARD RULES: Ms. Calvert announced that the Board was now sitting in its official capacity as the LTD Contract Review Board in order to adopt rules for the Contract Review Board's operation. Mr. Pangborn explained that the rules are consistent with state law and are actually a simplification of what the State Attorney General had drawn up to govern public contract review boards.

Ms. Eberly moved that the LTD Contract Review Board adopt the Resolution Adopting the Rules of the LTD Contract Review Board, as stated on page 54 of the agenda packet. Ms. Nichols seconded, and the motion passed by unanimous vote.

MOTION
VOTE

MOTION
VOTE

RETURN TO REGULAR SESSION: Ms. Calvert closed the session of the LTD Contract Review Board and the LTD Board of Directors meeting was again in session.

BUDGET TRANSFER: Ms. Loobey stated that Ms. Rivenburg would respond to any questions the Board might have about the budget transfer. Mr. Pusateri asked if this was basically a bookkeeping procedure. Ms. Rivenburg explained that the increases in Marketing and Planning were due to larger than anticipated increases in accrued leave at the end of the year, and that it was normal to need budget transfers at the end of a fiscal year.

MOTION
Ms. Nichols moved that the Board approve the resolution transferring funds found on page 78 of the agenda packet. After seconding by Mr. Pusateri, the motion carried unanimously.

VOTE
Mr. Pusateri stated that he had received a second letter from a Mr. Fox, and wondered if staff and the other Board members had also received one. Ms. Loobey replied that staff were in the process of responding to that letter.

Mr. Pusateri then asked to be excused and left the meeting.

ITEMS FOR INFORMATION AT THIS MEETING:

Facilities Subcommittee: Ms. Calvert stated that at the July meeting, when more Board members are present, the Board will be asked to discuss the facilities process, including how much the Board wants to be involved and how much the Facilities Subcommittee should be involved. It was anticipated that the Subcommittee would be meeting to discuss these questions before the July meeting, and would bring a recommendation to the Board.

Ms. Loobey updated the Board on the facilities process by stating that the Oregon Legislature had allocated \$5 million from lottery proceeds to transit properties in the State. Of that \$5 million, \$600,000 had been appropriated as local share for the District's bus maintenance facility, and the balance would go to Salem and Tri-Met. Ms. Loobey stated that it was her understanding that the funds will be available for the District's use. She added that those who supported the allocation, including Senator Meeker and Tom Mason of Portland, liked the idea that LTD could leverage \$7.5 million in federal funds and have the opportunity to bring those funds into the community. Ms. Loobey further stated that staff would keep the Board informed of developments in this issue.

Oregon Country Fair: Ms. Calvert asked about charter service for the Oregon Country Fair. Ed Bergeron, Marketing Administrator, replied that the advertising theme for the Fair is "The Fair Will Pay Your Fare," which would help avoid the confusion about who is actually providing the service. He stated that 336 hours of service are planned for the four days of the Fair, and that the staff expect 12,000 to 15,000 rides to be

taken. The Fair, in accordance with Board discussion at a previous meeting, will pay approximately \$8,000, and LTD will contribute \$4,000 for the service. The Fair Board is also buying advertising on the exterior of the buses.

Letter Regarding Higher Education Budget: Ms. Calvert drew the Board's attention to the responses, included in the agenda packet, from various Oregon legislators. She commented that she didn't know if the Board's letter had helped or not, but the State System of Higher Education budget seemed to be in a relatively good situation. Ms. Loobey stated that the University of Oregon came out very well--not as well as they had hoped, but better than they had anticipated.

Certificates of Appreciation: Ms. Calvert also commented about the certificates of appreciation various staff members had received from the Lane County ESD and Association for Retarded Citizens. She thought those certificates were a nice recognition for their efforts.

Next Meeting: The next regularly scheduled Board meeting would be on July 16. However, both Joyce Nichols and Larry Parducci plan to attend an American Public Transit Association Board Members Workshop in Seattle during that time. Since the Board might have difficulty having a quorum at a meeting on the sixteenth, it was suggested that the meeting be held on the following Tuesday, July 23, instead.

ADJOURNMENT: With no further discussion, Ms. Eberly moved that the meeting be adjourned. After seconding, the meeting was unanimously adjourned at 8:10 p.m.

MOTION
VOTE

Larry Parducci
Secretary

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

July 16, 1985

The regular monthly meeting of the Lane Transit District Board of Directors was held in the Eugene City Hall at 7:30 p.m. on July 16, 1985. Notice of a public hearing on service adjustments was published on June 16, 1985.

Present: Janet Calvert, Board President, presiding
Mark Pangborn, Director of Administrative Services

Absent: Peter Brandt, Treasurer
Janice Eberly, Vice President
Joyce Nichols
Larry Parducci, Secretary
Gus Pusateri

Due to lack of a quorum, the meeting was adjourned to Tuesday, July 23, 1985 at 7:30 p.m. in the Eugene City Hall.



Board Secretary

STATISTICS FOR THE ENTIRE PACKAGE

Changes in Service Hours: - 21:41 per week

Cost Savings: \$41,800 in FY 85-86 (includes the deletion of the #29 route in the summer)
\$30,500 annualized savings for FY 86-87

Expected ridership change: 88,300 ride increase in FY 85-86

Expected productivity: The recommended changes are expected to increase the productivity of the entire system by about 3% in FY 85-86. This increase is in addition to other increases anticipated through the normal growth of the system.

SPECIFIC RECOMMENDATIONS

Springfield Redesign

It is recommended that some routes in the Springfield sector be redesigned in order to improve ridership productivity and eliminate route segments which do not meet productivity standards. The redesign is also intended to reduce travel times for many trips and provide service to areas of high ridership potential. The major changes in service resulting from the proposed redesign of the Springfield sector are:

- * Decreased travel time between the Gateway area/Ashlane apartments and ICC. The time savings are approximately 15 minutes per trip.
- * Addition of service to Virginia, Camelia, and Daisy Streets south of Main Street. This area includes many high-density mobile home parks.
- * Reduction of the number of buses on the Gateway loop from 6 per hour to 4 per hour during weekdays. This change would be attractive to those residents on Game Farm Road who have complained about the buses running on their street.
- * More direct connections from Springfield to Eugene.
- * Addition of service on 5th Street on weekends.
- * Direct connections from Harlow Road to the Springfield Transit Station and ICC.

- * Service between the Mohawk Shopping Center and the Springfield Transit Station would be more consistent since the same departure point at Mohawk would be used for all trips. In addition, there would be more weekend service between those two locations.
- * The departure time of the #13 CENTENNIAL route from the Eugene Transit Station would be changed in order to connect with more buses.
- * The Yolanda loop on the #10B route would be eliminated. There are about 21 passengers on the #10B loop who ride on an average weekday. This gives the loop approximately 30% of the productivity of other residential service. This ridership is well below the Board-adopted 50% limit which is used to define substandard service.
- * Elimination of weekday evening and weekend service on the #14 FAIRVIEW route. This route has also had poor productivity. Only about 9 people ride the bus on an average weekday evening, about 75 trips are provided on Saturday, and 27 trips are provided on Sunday. This ridership level is substandard relative to other service provided during those time periods.
- * Reduction in weekday service on 5th Street between the Springfield Station and 5th & "Q" Streets from a bus every 30 minutes to a bus every 60 minutes.

The service changes will not have significant impact on many bus riders in the sector. Major changes in routing affect only the #10B MOHAWK/YOLANDA (eliminated) and the #15 LCC/ASHLANE (split into two routes), while major scheduling changes will primarily affect patrons of the #13 and #14 routes. Service on the #11 THURSTON route, which carries about half the riders in the sector, is unchanged.

Change in service hours:	- 48:20 hours per week
Cost savings:	\$50,900 in FY 85-86
Ridership change:	No ridership change expected (the improvements in service will offset the elimination of some route segments). It is expected that ridership increases will be realized by the redesign in the future as the service matures.
Productivity change:	Increase of 1 ride per hour in the Springfield sector (a 4% increase).

#11 THURSTON Trips

Proposed is the addition of 7:50 p.m. and 8:50 p.m. trips on weekdays. These trips would arrive back at the Eugene Transit Station at 9:20 p.m. and 10:20 p.m. respectively, thereby providing pulse connections for riders coming from Springfield and requiring a transfer to another bus.

Change in service hours:	+ 15:00 hours per week
Cost:	\$15,800 in FY 85-86
Ridership:	+ 9,000 in FY 85-86
Productivity:	17 rides per hour in FY 85-86 for the added service.

#16 MCKENZIE BRIDGE Trips

By using a transfer at 69th & Main Streets and combining some trips on the #16 with the #11 route, it is possible to add a midday trip and extend another trip on the #16 MCKENZIE BRIDGE with no additional cost. LTD has received a petition requesting this service from residents along the McKenzie Bridge route.

Change in service hours:	- 1:05 per week
Cost savings:	\$1,100 in FY 85-86
Ridership change:	+ 3,900 in FY 85-86
Productivity:	#16 productivity would increase by about 2.0 rides per hour.

U of O Service

The primary intent of the changes in service to the University of Oregon is to eliminate the duplication of service that currently exists and also to eliminate some unproductive service.

The changes can be highlighted as follows:

- * Elimination of the #29 route and, thus, elimination of service to Agate Street. This segment has had fairly poor productivity and residents have access to buses on Franklin and 19th. In addition, a redesign of the #36 route will add some service back onto Agate Street.
- * Extension of service on the #1 DOWNTOWN SHUTTLE in the morning to replace U of O/Eugene Mall portion of the deleted #29 service.

- * Elimination of midday service on the #36 UNIVERSITY route with the establishment of more frequent peak period service. In addition, it is proposed that the routing be changed to provide peak period service to the 13th & University intersection and east campus area.
- * Establishment of 30-minute frequency on the #27 FAIRMOUNT in order to replace deleted service on the #29 route. Note that this will also require increasing the midday frequency of service on the #33 JEFFERSON route.

Changes in service hours: - 17:30 per week
Cost Savings: \$36,600 in FY 85-86 (includes savings of \$19,200 realized by deleting the #29 during the summer).
Ridership: + 2,500 rides in FY 85-86 (includes rides lost by #29 in the summer).
Productivity: Productivity of affected routes will increase by about 3 rides per hour (an 11% increase in productivity).

LCC Service

The only substantive changes in service to LCC from the patron's perspective involves the #39 PARKWAY. In order to eliminate unproductive segments of the route, the #39 will operate only during the peak periods and will travel all the way to LCC from West 18th (also providing service as the #20 30TH AVENUE SHUTTLE during that time). Other changes in service involve pairing the #21 and #22 routes as two 45-minute routes. This change will not affect service on the routes but will result in cost savings.

Changes in service hours: - 22:10 per week
Cost Savings: \$23,300 in FY 85-86
Expected ridership: No change.
Expected productivity: Productivity of the affected routes will increase by about 2 rides per hour (a 6% increase).

Bethel/Danebo Improvements

Proposed is the establishment of a connection, via Beltline, between the Bethel/Danebo area and the River Road Transit Station and Valley River Center. The connection can be accomplished by linking the end of the #44 ECHO HOLLOW route with the end of the #54 VRC/RIVER ROAD route. In order to provide enough time for this linkage, the Roosevelt portion of the #44 route must be eliminated. It is, therefore, recommended that the #40 ROYAL route, which also covers Roosevelt Street, have its midday

Summary of Recommendations - Adjustments to Routes and Schedules
July 23, 1985
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frequency improved from a bus every 60 minutes to a bus every 30 minutes. This connection has been requested numerous times by patrons.

Changes in service hours: + 25:52 hours per week
Cost: \$27,300 in FY 85-86
Expected ridership: 20,500 in FY 85-86
Expected productivity: 20 rides per hour in FY 85-86 for the added service.

Bertelsen Service to Fred Meyer

It is recommended that the ends of the #30 BERTELSEN route and the #32/35 routes be linked so as to provide service on West 11th, west of Fred Meyer, and to provide a connection between the Bertelsen neighborhood and Fred Meyer on weekdays. There is no cost for this additional service.

Changes in service hours: None
Cost: None
Expected ridership: 2,900 in FY 85-86
Expected productivity: The productivity of the #30, #32, and #35 routes would increase by about .5 rides per hour (a 1.5% increase).

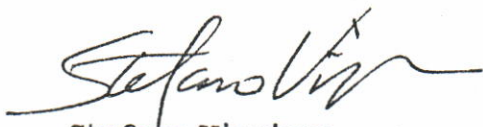
Saturday Service

Proposed is the establishment of 30-minute headways (instead of the present 60-minute headways) on the #30 BERTELSEN and #41 BARGER routes on Saturday. This was done successfully with the #11 THURSTON route in September. Also proposed is the addition of the #66B route on Saturdays to provide service on Coburg Road. This would also allow for the establishment of 15-minute service to Valley River Center on Saturday. All of these Saturday service changes are the result of patron requests.

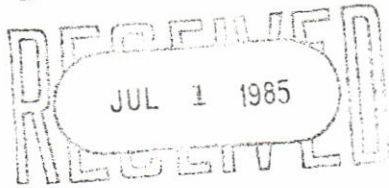
Changes in service hours: + 26:32 per week
Cost: \$27,900
Expected ridership: 25,500 rides in FY 85-86
Expected productivity: 24 rides per hour in FY 85-86 for the added service.

STAFF RECOMMENDATION

That the Board approve the service adjustments as outlined in this memo.


Stefano Viggiano
Planning Administrator

LANE TRANSIT DISTRICT



6-20-85

By _____

Lane Transit
Planning Dept.

I am a daily passenger
on Lane Transit Mohawk
Yolanda 10 B. I am
employed in downtown Eugene
and have to depend on the
bus for transportation.
Now I have found that
you plan on discontinuing
this service.

There are several schools
in the area.

Senior citizens need transportation
The reason I moved out
here was that I was on
the bus line. Now you
plan on taking it off. I
will be up the creek

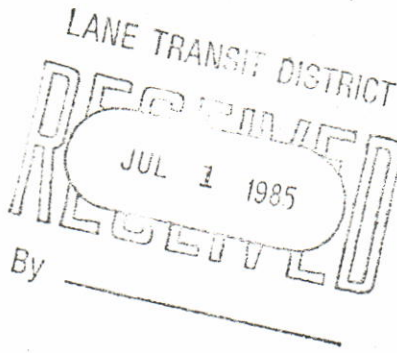
3

without a paddle. I would like to plead & urge that you reconsider and leave the Bus on when I moved here 5 1/2 years ago. Hayden Bridge bus ran out here and all the way to Eugene. That was discontinued and we had to transfer. But I was so very grateful to have a bus here.

I again urge you to reconsider and give us some transportation in the Fall and continue service.

Thank you
Elizabeth Howard
2145 N 31st Sp 77
Springfield 97478

Springfield Ore.
June 22, 1985



Lane Transit
Planning Dept.
Eugene, Ore.

Dear Sirs:

I am writing to you to let you know how much we need bus service in our Area. The bus serving us at this time is 10 B. Yolanda, Madras.

We understand you are planning on taking this bus from service.

You asked the patrons to fill out a survey sheet & I feel if you remove this bus route you will be telling us you do not care about our needs & wishes.

We are Senior Citizens & my husband has Alzheimer's & we do not drive any longer & have to rely on the bus service completely. We ride the bus at least once & many times more than once a day & have no other mode of transportation.

When we bought our home, the bus service was one of the reasons for buying. Please consider the Sr. Citizens & keep the bus running. Thank you

2640 Viewmount
Mrs. John Dixon
Springfield Ore.

July 14, 1985

Dear Janet Calvert,
I understand Lane Transit is considering taking the Mohawk/Yolanda bus off in Sept. I beg them to reconsider as it is my only means of transportation to an afternoon job which is my only means of livelihood.

I would like to attend the meeting on July 23rd, but since I am severely hearing impaired it would be useless. Then too, at that time of the evening, I would not be able to get there + back.

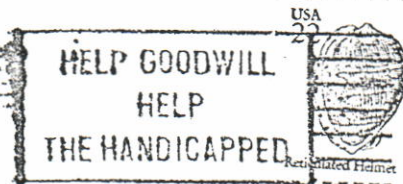
I do have one suggestion and that is that the 9 street bus run it's old route. Since each

runs every hour, I can see when it would be feasible & cheaper to the bus company. Also I have heard that from Hayden Bridge to Payless there is seldom pick ups. Even less than Mohawk Yuleta (if any at all). So please bring this to the Board's attention.

As it is now I have to walk five blocks, but anything is better than nothing!

Thank You,
Nora J. Saign

2446 N. 20th Street
Springfield, OR

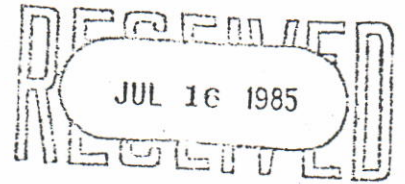


Janet Calvert
LTD Board President
P.O. Box 2710

Eugene, OR 97402

July 15, 2985

LANE TRANSIT DISTRICT



Janet Calvert
LTD BOARD PRESIDENT
P.O. Box 2710
Eugene, Or. 97402

By _____

Madam,

I recently became aware of some planned changes in some of the routes effective Sept. of this year. In the listing it requested comments from the public, and especially, I would hope, the riders.

Listed under the heading of "other improvements" was #30 Bertelson. It stated that this route will be extended to serve West 11th and the Fred Meyer Shopping center. This is somewhat vague. I am hopeful that it means that the bus will run all the way out West 11th to Bertelson, especially during the morning (to work) and evenings (going home).

I have been riding this bus in the mornings (7:50 out of the Mall) for over a year. The route requires the bus to turn south from West 11th on Oak Patch, continue on up to 18th and all the way out 18th to Bertelsen turn back and retrace the route. I work on West 11th and Obie St. I am required to get off the bus at 18th and Baily Hill and walk back to West 11th and over about three blocks to Obie St. I have watched the ridership during this time and find that almost everyone who needs to go further down West 11th gets off at the Oak Patch turn and starts walking up West 11th. Also something that seems strange, is that each morning we meet a bus at the corner of 18th and Oak Patch heading back. It seems that this must be a duplication of service in that area.

I am very hopeful that the plan change would be a bus going out West 11th at least as far as Baily Hill before turning back up to 18th, or that the bus would return back up West 11th instead of retracing its route by turning back up to 18th from west 11th and Bertelsen.

Thank you for taking the time to read my comments. If you have any questions or if you wish me to expand on what I have stated above, please feel free to call me during the day at my work place (683-3838) or in the evening at my home. (344-0901)

Sincerely,

Mrs C.W. (Patricia) Broughton *P. Broughton*
Rt. 2 Box 528 (439 E. Mill, Coburg)
Eugene, Oregon 97401



LANE TRANSIT DISTRICT

2860

Date Received: 6/24/85
Received By: Ed Bergeron

CUSTOMER SERVICE FORM

Complaint _____
Commendation
Suggestion _____

Customer's Name JUDY LYNARD

Address 2749 Burlington

Phone 747-0312

Zip _____

DATE OF INCIDENT: _____ TIME: _____ A.M. _____ INBOUND _____
P.M. _____ OUTBOUND _____ BUS # _____

ROUTE #: 10B MOHAWK/YOLANDA Employee's Name _____
(if known)

LOCATION: _____

- | | | |
|--------------------------------|---------------------------------------|---|
| OPERATIONS _____ | _____ Bus did not show | INFORMATION SERVICES _____ |
| _____ Driver attitude/conduct | _____ Off Route | MARKETING _____ |
| _____ Careless driving/comfort | _____ Fare/Trans. Dispute | ADMINISTRATION _____ |
| _____ Early | _____ Wrong Signage | PLANNING _____ |
| _____ Late | _____ Motor run/lights on at terminal | _____ Route Protest |
| _____ Passed By | _____ Disturbance | _____ Stop signs/Shelters |
| _____ Missed Transfer | _____ Accident | _____ <input checked="" type="checkbox"/> Service Request |
| _____ Overload | _____ Other | MAINTENANCE _____ |

CUSTOMER'S REMARKS: WANTS SERVICE TO BE RETAINED ON THE #10B MOHAWK/YOLANDA. SHE RIDES THE BUS ABOUT ONCE A WEEK. HER SON HAS A TOTALLY TRANSIT PASS & RIDES MORE OFTEN.

1. FORWARD TO ADMINISTRATION

2. Route to: OPS _____ Information Services _____ Marketing _____ Planning _____ Maintenance _____

(SUPERVISOR USE ONLY) Action Taken and Comments. _____

LTD BOARD MEETING
07/23/85 Page 28

Date _____

3. ADMINISTRATION Action Taken: Date _____ Correspondence _____ Other _____



LANE TRANSIT DISTRICT

2861

Date Received: 7/4/85
Received By: Leon Skiles

CUSTOMER SERVICE FORM

Complaint _____
Commendation _____
Suggestion _____

Customer's Name ALGA DIXON

Address 2640 VIEWMONT

Phone 747-0606

Zip _____

DATE OF INCIDENT: _____ TIME: _____ A.M. _____ INBOUND _____
P.M. _____ OUTBOUND _____ BUS # _____

ROUTE #: 10B MOHAWK/YOLANDA Employee's Name (if known) _____

LOCATION: _____

- | | | |
|---|--|---|
| <input type="checkbox"/> OPERATIONS _____ | <input type="checkbox"/> Bus did not show | <input type="checkbox"/> INFORMATION SERVICES _____ |
| <input type="checkbox"/> Driver attitude/conduct | <input type="checkbox"/> Off Route | <input type="checkbox"/> MARKETING _____ |
| <input type="checkbox"/> Careless driving/comfort | <input type="checkbox"/> Fare/Trans. Dispute | <input type="checkbox"/> ADMINISTRATION _____ |
| <input type="checkbox"/> Early | <input type="checkbox"/> Wrong Signage | <input type="checkbox"/> PLANNING _____ |
| <input type="checkbox"/> Late | <input type="checkbox"/> Motor run/lights on at terminal | <input type="checkbox"/> Route Protest |
| <input type="checkbox"/> Passed By | <input type="checkbox"/> Disturbance | <input type="checkbox"/> Stop signs/Shelters |
| <input type="checkbox"/> Missed Transfer | <input type="checkbox"/> Accident | <input checked="" type="checkbox"/> Service Request |
| <input type="checkbox"/> Overload | <input type="checkbox"/> Other | <input type="checkbox"/> MAINTENANCE _____ |

CUSTOMER'S REMARKS: Doesn't want service deleted on the #10B Mohawk/Yolanda. Uses the bus every day. Her husband has Alzheimer's disease and also uses the bus.

1. FORWARD TO ADMINISTRATION

2. Route to: OPS _____ Information Services _____ Marketing _____ Planning _____ Maintenance _____

(SUPERVISOR USE ONLY) Action Taken and Comments. _____



July 23, 1985

MEMORANDUM

TO: Board of Directors
FROM: Planning Administrator
RE: Proposal for Elimination of Zone Fares

The District currently operates a three zone fare system. The base fare for Zone 1 travel is currently \$0.55. Travel between Zone 1 and Zone 2 costs \$0.85, while travel between Zone 1 and Zone 3 costs \$1.65. Senior citizens, who make up a relatively large percentage of Zone 2 and 3 riders, pay \$.25 for all trips, regardless of zone.

Five bus routes (providing service to Veneta, Junction City, Coburg, McKenzie Bridge, and Lowell/Jasper) operate in Zone 2. Only one route, the #16 McKenzie Bridge, operates in Zone 3. In contrast, 38 routes operate exclusively in Zone 1.

The zone fare system was implemented when non-urban service was added, in an effort to establish a distance-based fare structure. This kind of fare structure is commonly used within the transit industry. However, the current system is not strictly distance-based. For example, Coburg, which is in Zone 2, is closer to the center of the bus system (the Eugene Mall) than some areas within Zone 1. Another method of determining cost and, therefore, zone fares is running time. The longer it takes a bus to make a round trip, the more it costs the District to operate that route. The current zone fares are not equitable, since a round trip on the Thurston route, which is completely within Zone 1, takes more time to complete than four of the five Zone 2 routes.

In addition, the District incurs administrative costs in maintaining a zone fare system. A zone fare system requires the preparation of separate bus passes and separate accounting. In addition, the Marketing Division must include information on the different fares in much of the District's printed material. Given the minimal amount of service and ridership attributed to Zones 2 and 3, these costs become a significant percentage of the the total revenues generated by the added zone fare.

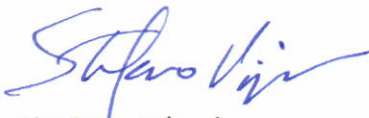
Ridership on the zone fare routes has consistently lagged behind that of the urban system. In response to the low ridership, the District reduced service to non-urban locations in June, 1980. The service level that is now provided on the five non-urban routes is minimal, with limited weekday and no weekend service.

Zone Fares, Cont.
Page 3
July 23, 1985

As a means of increasing productivity, reducing administrative costs and creating more consistency in fare pricing, the staff would propose the elimination of zone fares and the operation of all routes within the same zone. The elimination of zone fares would have a significant impact on ridership in Zones 2 and 3. A conservative estimate is that Zone 2 ridership would increase by 25% and Zone 3 ridership by 50%. This would yield an additional 14,000 trips per year. If this ridership were achieved, the elimination of zone fares would result in a revenue loss of approximately \$4,000 per year.

Staff Recommendation:

That zone fares be eliminated and the District establish a single zone fare structure.



Stefano Viggiano
Planning Administrator

SV:ms



Lane Transit District

P.O. Box 2710 Eugene, Oregon 97402 Telephone: (503) 687-5581

July 23, 1985

MEMORANDUM

To: Board of Directors
From: Gary Deverell, Safety and Risk Manager
Re: FY 85-86 Insurance Quotation

During the budget process, staff projected costs for the Risk Management Fund based upon the best information available at the time. Even with the chaotic condition current in the insurance industry, staff believed that realistic costs were proposed in the budget. That assumption was not correct. The chart below describes the FY 84-85 program, FY 85-86 adopted budget, and the current quotation from Tromp & McKinley.

PACKAGE POLICY

<u>FY 84-85 Actual</u>	<u>FY 85-86 Budget</u>	<u>FY 85-86 Quotation</u>	<u>% Increase</u>
\$59,900	\$ 90,000	\$171,022	185%
Limits: \$25,000 (per occurrence)	Same	\$100,000 (per occurrence)	300%
\$125,000 (annual aggregate)	\$150,000 (annual aggregate)	\$300,000 (annual aggregate)	140%

Package Policy Breakdown:

Property & CGL	\$ 6,331
Auto Liability	\$ 80,142
Auto Specified Perils (Fire)	\$ 20,458
Auto Collision	\$ 64,091

TOTAL \$171,022

UMBRELLA POLICY

<u>FY 84-85 Actual</u>	<u>FY 85-86 Budget</u>	<u>FY 85-86 Quotation</u>	<u>% Increase</u>
\$8,600	\$ 17,200	\$ 39,947	365%
Limits: \$10 million	Same	Same	

The Umbrella Policy provides coverage in the event of a catastrophic loss beyond the limits of any of the individual policies.

DIC POLICY

<u>FY 84-85 Actual</u>	<u>FY 85-86 Budget</u>	<u>FY 85-86 Quotation</u>	<u>% Increase</u>
\$6,500	\$ 6,500	\$ 7,758	19%
Limits: \$300,000	same	same	

The DIC (Differences in Conditions) Policy covers the District, its Board and Budget Committee, and employees for wrongful acts, including bodily injury and property damage, discrimination, etc.

SUMMARY:

	<u>FY 85-86 Budget</u>	<u>FY 85-86 Actual</u>	<u>Difference</u>
Package Policy	\$ 90,000	\$171,022	\$ (81,022)
Umbrella Policy	17,200	39,947	(22,747)
DIC Policy	6,500	7,758	(1,258)
TOTAL	<u>\$113,700</u>	<u>\$218,727</u>	<u>\$(105,027)</u>

The proposal for the Risk Management Fund is over budget by \$105,027. One option for lowering costs is to cancel the auto collision portion of the package policy. This would reduce costs by \$64,091. The District, therefore, would assume risk for all collision accidents. Currently, the buses are fully insured with a \$10,000 deductible. By dropping the collision portion, the District would bear the full cost of any damage to a bus in a collision accident. During the District's history, we have never suffered a collision loss over \$10,000, with most losses falling in the \$200 to \$1,200 range. This risk seems reasonably assumable by the District. However, please

Board of Directors
FY 85-86 Insurance Quotation
July 23, 1985
Page 3

remember that because of the increase in the annual aggregate deductible in auto liability from \$150,000 to \$300,000, the District is under-funded by \$150,000.

Staff Recommendation:

That the District purchase the above insurance coverage quoted by Tromp & McKinley less the auto collision portion. The result is an increase of \$40,936 over budget. There are sufficient funds currently in the Risk Management Fund to cover all premium costs and, in addition, some of the deductible costs. Staff further recommend that this matter be brought back to the Board and the Budget committee at its November meeting, when firmer revenue and expense projections for the balance of the year will be available, as well as almost six months' loss experience from fleet operations.



Gary Deverell
Safety and Risk Manager

GD:ks:js

Premiums rocketing sky-high

*Some insurance
now hard to get*

Recent news of heavy insurance losses being suffered by venerable Lloyd's of London has been greeted in Eugene-Springfield as a foreign financial curiosity.

But Lloyd's losses are caused by the same set of circumstances that are sending insurance premiums sky-high for a variety of Lane County businesses. In some cases, Lloyd's problems are directly affecting premiums here — and making some policies impossible to buy.

"Some insurance companies won't write liability insurance anymore for logging companies," says Ronald Bochi, president of Tromp & McKinley Insurance Inc., of Eugene, among the largest independent insurance agencies in the state. "The businesses hardest hit are those that need liability insurance — like manufacturers and doctors and architects . . . bars or taverns and companies that operate fleets of cars or trucks."

For many businesses, auto and liability insurance premiums have increased as much as 300 percent in one year.

"One of our clients with a large truck fleet paid \$50,000 in premiums last year, but they'll pay more than \$160,000 this year," Bochi says. "Doctors with malpractice insurance are up against the same thing."

Liability insurance became prohibitively expensive or impossible to get for bars and taverns once Oregon's tougher drunken driving laws went into effect. Some insurance companies were canceling their policies with bars — until the state insurance commissioner called a halt to the practice.

High premiums — which have not affected most homeowner and auto policies — are the result of a combination of factors, says Oregon Insurance Commissioner Josephine Driscoll.

The increases are corrections for especially low premiums charged during the "premium wars" of the early 1980s. As yields on investments rose, many insurance companies wanted to stimulate cash flow by lowering premiums, hoping to cover losses and operating expenses with high investment income.

"But the courts started coming in with high settlements and as defense costs rose, companies were caught with their premiums down and their expenses high," Driscoll said Monday.

When insurance companies tried to spread the risk by reinsuring some of their clients with Lloyd's of London, they found that Lloyd's new rates had jumped drastically in an attempt to correct for its own losses. The heavy losses at Lloyd's have come mostly from American legal cases involving product liability, medical malpractice, asbestosis and pollution.

Insurance companies' ability to write new policies is limited by the amount of capital on hand. When losses eat into the surplus capital, insurance firms must raise new capital or limit the amount of new business they can write.

It's not unusual anymore to write new policies for only about half the insurance that a client seeks. Each area is given an insurance allocation.

About 20 insurance company offices in Portland and Eugene have been closed as companies hope to cut expenses by servicing policies from regional offices. Some companies have stopped writing environmental liability insurance in an atmosphere in which an overturned oil tanker truck can cause a \$100,000 cleanup and the possibility of dozens of citizen lawsuits.

"We insist that companies give service to their agents and to their customers," Driscoll said. "If I hear of long delays from companies that have moved their offices to Seattle or elsewhere, we're going to start raising sand."

She said the state has issued an emergency rule that mass cancellation of policies in mid-term by insurance companies will be considered an unfair trade practice.

"Some companies are trying to clean up their books by canceling unprofitable policies," Driscoll said. "We're telling them that they entered into an agreement when they wrote the policy, and they'll have to live by that agreement."

Most insurance people agree that the current condition will ease within a few years. They say this sort of crunch is cyclical.

"Premiums will increase dramatically while losses remain at a constant level," Bochi said. "As premiums once again are able to take care of losses, profits will start to be made — which will attract capital, which in turn will allow companies to return to writing more insurance."

Bochi says he believes that the cycle will take about five years. Driscoll says she believes that it will take closer to 10.



July 23, 1985

MEMORANDUM

TO: Board of Directors
FROM: Facilities Subcommittee
RE: Architect Selection and Future Decisions

The Facilities Subcommittee met recently to review a process for architect selection and for making other key decisions during the course of developing the new bus maintenance facility. As you know, the facility will take at least three years to complete and will involve several key decisions along the way. It will be valuable for the Board to determine what will be the role of the Board, the Subcommittee, and the staff in reaching these decisions. A preliminary time line is attached for your reference.

Many decisions will need to come to the full Board. Grant applications, land purchase, and major construction contracts will need Board action. Other decisions could be made by the Subcommittee or staff and reported to the Board periodically.

The Subcommittee recommends, and requests Board approval of, the following procedure for selection of the architect. Staff will screen the written proposals, which have been submitted to the District, and will select three qualified applicants for interview. The Subcommittee and staff will then conduct interviews with the three finalists and make a final selection. An outline of selection criteria is attached for your review.

We will be prepared to discuss these issues at the July Board meeting. If necessary, a special work session of the Board could be scheduled to consider the levels of involvement and delegation most appropriate for future decisions.

Janet Calvert/jc
Janet Calvert
Chair, Facilities Subcommittee

JC:TD:sbe

Preliminary
7-1-85

DECISION POINTS
MAINTENANCE FACILITY PROJECT

<u>ACTIVITY</u>	<u>DATE</u>
Determine need, budget, and preliminary site selection	Complete
Submit federal grant application (Sec 9 and Sec 3 FY '85)	Complete
Select design architect	July '85
Final site selection and decision to purchase property	Oct. - Dec. '85
Sec 9 FY '86 federal grant application	Oct. '86
Design facility (multiple phases and approvals)	Oct. '85 - Dec. '86
Revise budgets (as project progresses)	Ongoing
Contract for site preparation construction	June '86
Specify equipment	July - Oct. '86
Sec 9 FY '87 federal grant application	Oct. '86
Purchase equipment	Nov. '86
Contract for building construction	Jan. '87
Accommodate change orders	Jan. '87 - July '88

facsub9.td

MAINTENANCE FACILITY
ARCHITECT SELECTION

7-85

This is a general description of the key factors used in both written screening and interview evaluation, and the point weight assigned to each factor. There are a total of 1890 points possible.

DESIGN APPROACH

A description of the approach intended to arrive at a final design for the facility. Include anticipated problems and methods to solve them, and any innovative approaches which might be used. 380 points.

EXPERIENCE

A description of recent similar projects which demonstrate schedule control, cost control, problems and resolutions, and how successfully the project met the clients' needs. 490 points.

PROJECT CONTROL

Who will be responsible for, and what control techniques will be used, to insure schedule and cost control during this project. 200 points.

PRESENTATION

Quality and completeness of both written and interview presentations. 200 points.

PROJECT TEAM

Who will be on the project team and how they will be organized. Include background and experience of project manager, key personnel, and consultants. 340 points.

SPECIAL EXPERIENCE

Describe specialized experience in value engineering, critical path method, environmental assessment, and community relations on controversial projects. 160 points.

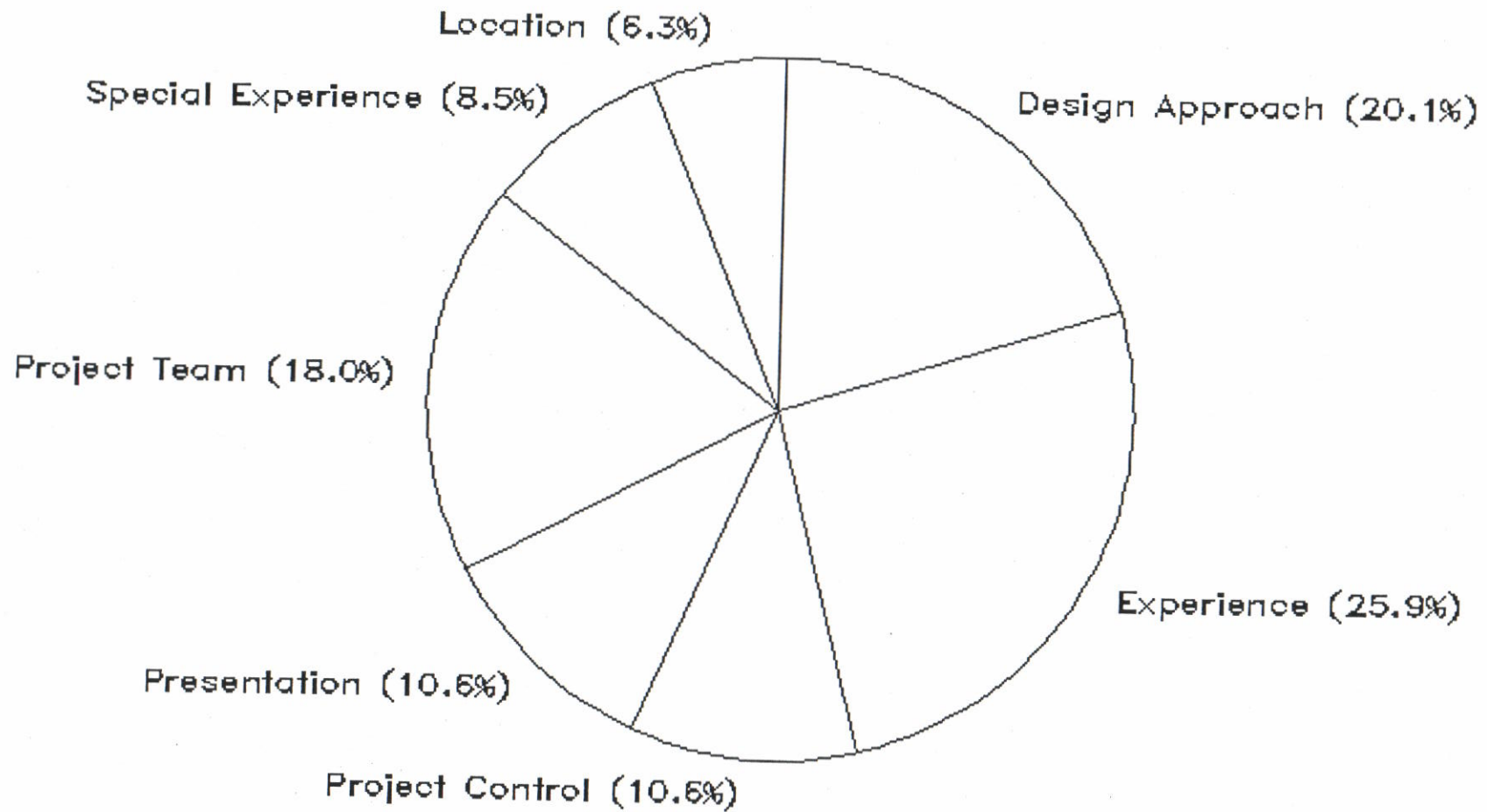
LOCATION

Are the prime firm and key consultants readily available to District personnel? 120 points.

OTHER

Any recent litigation involving the firm and amount and type of liability insurance carried. No points.

ARCHITECT EVALUATION





July 23, 1985

MEMORANDUM

TO: Board of Directors
FROM: Marketing and Planning
RE: Oregon Country Fair

Once again, LTD provided charter bus service to the Oregon Country Fair, held this year on July 12, 13 and 14. As you know, payment of \$8,858 for 337 hours of service was approved at the April Board meeting. It was also discussed at this meeting that the Oregon Country Fair would include the bus service in all of their promotions and advertising.

Service this year included 8 buses from downtown Eugene to the Fair, providing service every 15 minutes, and 4 buses from the River Road Transit Station to the Fair, providing half-hour service at off-peak and 15 minute service at peak hours, for a total of 337 service hours. The River Road departure was a new addition to this year's service, instigated by staff in an attempt to address large crowds backed up at the Mall and complaints from downtown businesses regarding use of parking by Fair attendees. Service from RRIS has been very successful for other activities, such as football shuttles and the Lane County Fair. Twenty percent (20%) of the 1984 Lane County Fair shuttle trips were to and from the RRIS.

The service to Oregon Country Fair was successful this year, with no operational problems reported and no long waiting times for customers. The total number of rides taken on the Fair buses was 11,442. Over 11% of the trips (1,284) were taken from the River Road Transit Station, which helped reduce crowds at the Mall.

For comparison purposes, the Oregon Country Fair ridership was 12,797 in 1984 and 11,023 in 1983. The Oregon Country Fair staff report that Fair attendance was more than 14% lower than the previous year, while ridership was only down 10.5%.

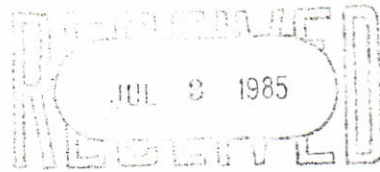
The Oregon Country Fair advertising highlighted bus service free to the Fair site. The Fair advertised in thirteen newspapers in the county, including the Register-Guard and the Springfield News. In addition, they advertised on four local radio stations, and promoted the bus service with exterior advertising on the buses, billboards, public service announcements, and media interviews. The Oregon Country Fair spent a total of \$5,250 on advertising.

Carla Chambers/x

Carla Chambers
Marketing Representative

LTD BOARD MEETING
07/23/85 Page 40

LANE TRANSIT DISTRICT



Lane Transit District By _____

I was shocked and dismayed to read how one of your riders - an elderly woman - was mugged and assaulted while waiting for a bus.

This proves to me again that downtown is a place I don't want to go. For this reason I don't ride the buses - for fear of having to transfer in downtown Eugene.

May I offer these 2 suggestions:

1) that LTD hires their own security guards to patrol the transfer stations - even during daytime.

or

2) that LTD moves their transfer stations out of downtown Eugene.

I know your motto is Take the Bus but mine is Safety First!

Thank you for your time.

S.F.



Lane Transit District
Administration Office

BOARD OF
DIRECTORS

P.O. Box 2710

Eugene, OR 97402

OPERATIONS SUMMARY
APRIL/MAY/JUNE 1985

	APRIL			MAY		
	84-85	83-84	% CHANGE	84-85	83-84	% CHANGE
On-Time Performance	98.82%	98.55%	+ .27%	99.46%	99.30%	+ .16%
Safe Miles Between Accidents/Incidents	16,458	25,054	-34.31%	48,948	60,249	-18.76%
Miles Between Breakdowns	5,725	5,220	New Standards	8,158	6,885	New Standards
Total Miles	263,329	250,542	+5.10%	244,741	240,994	+1.55%
Complaints	17	19	--	19	10	--
Compliments	12	10	--	11	12	--

	JUNE			FISCAL YEAR-TO-DATE TOTALS/AVERAGES			
	84-85	83-84	% CHANGE	GOAL	84-85	83-84	% CHANGE
On-Time Performance	100%	99.81%	+ .19%	98.00%	99.11%	98.71%	+ .41%
Safe Miles Between Accidents/Incidents	45,356	49,453	-8.28%	38,000	31,290	36,950	-15.32%
Miles Between Breakdowns	5,815	4,710	New Standards	15,000	4,988	7,639	New Standards
Total Miles	226,781	197,810	+14.65%	n/a	2,878,701	2,738,195	+5.13%
Complaints	25	21	--	-5%	230	199	--
Compliments	9	7	--	--	117	93	--

July 23, 1985

Lane Transit District Board
PO Box 2710
Eugene, OR. 97402

Members of the LTD Board:


RE: #60 VRC/Cal Young and #61 Oakway

I have reviewed the material on the proposed service changes as included in your agenda for the Board meeting of this date. I would like to make a recommendation to modify existing service that would expand area and time coverage without undue (or no) additional cost.

The issue concerns the lack of coverage to the west end of Cal Young and Willagillespie after 7:30 p.m. Currently, service to this area from Downtown and/or Valley River Center ends with the 7:20 p.m. #60 VRC/Cal Young schedule. Thus, a fairly sizable area is left with no direct or immediate service to and from Valley River Center, the Downtown area and other areas of the Eugene-Springfield metropolitan area. On the other hand, the #60 Oakway operates on an hourly schedule that 1) results in buses having to "kill time" at bus stops because of the infrequency of stops for passengers and low traffic at that time of day and 2) results in approximately half of the route being duplicated because of its bi-directional nature.

My recommendation, strictly from a layperson's viewpoint and not having delved into the route statistics and scheduling/routing intricacies, is to have the #61 Oakway "pickup" that portion of the #61 VRC/Cal Young at Norkenzie and Cal Young heading in the direction of VRC and Downtown Eugene. The end result appears to be 1) improved service to the residents of areas adjacent to the west end of Cal Young and Willagillespie, 2) more effective use of staff and equipment and 3) creation of an "inner loop" to complement the "outer loop" (\$65A and \$65B--Coburg/Crescent/VRC) to better serve the Ferry Street Bridge and downtown Eugene areas.

Sincerely,



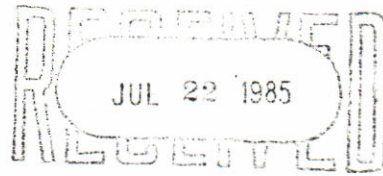
Warren G. Wong
1254 Rio Glen Dr.
Eugene, OR. 97401

cc: S. Viggiano, Planning Administrator

July 20, 1985

JANET CALVERT
LTD BOARD PRES.
PO BOX 2710
EUGENE, OR 97402

LANE TRANSIT DISTRICT



By _____

DEAR MS. CALVERT,

AS A LONG TIME (5 YR) REGULAR LTD RIDER
ON BUS ROUTE # 13, I FIND THE PROPOSED
SCHEDULE IMPROVEMENT (?) UNACCEPTABLE.

AS YOUR SCHEDULE INDICATES, THE ROUTE STILL
ROTATES ON A TWICE HOURLY BASIS, SO WHY
CHANGE THE MALL LEAVE TIMES?

THIS WILL CREATE A HARDSHIP ON THOSE OF
US THAT USE THE BUS FOR TRANSPORTATION
TO AND FROM WORK.

AS AN ACCOUNTANT FOR THE CITY OF EUGENE
I WORK AN 8 TO 5 DAY, WHICH COINCIDES
PRECISELY WITH THE PRESENT SCHEDULE.

DO NOT CHANGE ROUTE # 13

SINCERELY,
FRED MCDANIEL
751 HAMILTON
SPRINGFIELD, OR 97477



LANE TRANSIT DISTRICT

2863

Date Received: 7/23/85
Received By: [Signature]

CUSTOMER SERVICE FORM

Complaint
Commendation
Suggestion

Customer's Name Fred Barker

Address _____

Phone 687-3662

Zip _____

DATE OF INCIDENT: _____ TIME: _____ A.M. _____ INBOUND _____
P.M. _____ OUTBOUND _____ BUS # _____

ROUTE #: #13 Centennial Employee's Name (if known) _____

LOCATION: _____

- | | | |
|---|--|---|
| <input type="checkbox"/> OPERATIONS _____ | <input type="checkbox"/> Bus did not show | <input type="checkbox"/> INFORMATION SERVICES _____ |
| <input type="checkbox"/> Driver attitude/conduct | <input type="checkbox"/> Off Route | <input type="checkbox"/> MARKETING _____ |
| <input type="checkbox"/> Careless driving/comfort | <input type="checkbox"/> Fare/Trans. Dispute | <input type="checkbox"/> ADMINISTRATION _____ |
| <input type="checkbox"/> Early | <input type="checkbox"/> Wrong Signage | <input type="checkbox"/> PLANNING _____ |
| <input type="checkbox"/> Late | <input type="checkbox"/> Motor run/lights on at terminal | <input type="checkbox"/> Route Protest |
| <input type="checkbox"/> Passed By | <input type="checkbox"/> Disturbance | <input type="checkbox"/> Stop signs/Shelters |
| <input type="checkbox"/> Missed Transfer | <input type="checkbox"/> Accident | <input type="checkbox"/> Service Request |
| <input type="checkbox"/> Overload | <input type="checkbox"/> Other | <input type="checkbox"/> MAINTENANCE _____ |

PASSENGER'S REMARKS: Protests proposed change in schedule for the #13 Centennial. Works 8 to 5 and the bus is timed perfectly for him now. Says he won't ride the bus if schedule changes.

1. FORWARD TO ADMINISTRATION

2. Route to: OPS _____ Information Services _____ Marketing _____ Planning _____ Maintenance _____

(SUPERVISOR USE ONLY) Action Taken and Comments. _____

ITD BOARD MEETING
7/23/85 handout

Signature _____ Date _____

3. ADMINISTRATION Action Taken: Date _____ Correspondence _____ Other _____



LANE TRANSIT DISTRICT

2862

Date Received: 7/23/85
Received By: [Signature]

CUSTOMER SERVICE FORM

Complaint
Commendation _____
Suggestion _____

Customer's Name Sandra Eaver

Address 2541 N. 35th

Phone _____

Zip _____

DATE OF INCIDENT: _____ TIME: _____ A.M. _____ INBOUND _____

P.M. _____ OUTBOUND _____ BUS # _____

ROUTE #: 10B Mohawk/Edwards Employee's Name (if known) _____

LOCATION: _____

- | | | |
|---|--|---|
| <input type="checkbox"/> OPERATIONS _____ | <input type="checkbox"/> Bus did not show | <input type="checkbox"/> INFORMATION SERVICES _____ |
| <input type="checkbox"/> Driver attitude/conduct | <input type="checkbox"/> Off Route | <input type="checkbox"/> MARKETING _____ |
| <input type="checkbox"/> Careless driving/comfort | <input type="checkbox"/> Fare/Trans. Dispute | <input type="checkbox"/> ADMINISTRATION _____ |
| <input type="checkbox"/> Early | <input type="checkbox"/> Wrong Signage | <input type="checkbox"/> PLANNING _____ |
| <input type="checkbox"/> Late | <input type="checkbox"/> Motor run/lights on at terminal | <input type="checkbox"/> Route Protest |
| <input type="checkbox"/> Passed By | <input type="checkbox"/> Disturbance | <input type="checkbox"/> Stop signs/Shelters |
| <input type="checkbox"/> Missed Transfer | <input type="checkbox"/> Accident | <input type="checkbox"/> Service Request |
| <input type="checkbox"/> Overload | <input type="checkbox"/> Other | <input type="checkbox"/> MAINTENANCE _____ |

CUSTOMER'S REMARKS: Protests deletion of the route. Rides the bus a couple of times per week. She is an epileptic but cannot qualify for Dial-a-Ride

1. FORWARD TO ADMINISTRATION

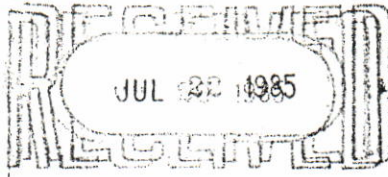
2. Route to: OPS _____ Information Services _____ Marketing _____ Planning _____ Maintenance _____

(SUPERVISOR USE ONLY) Action Taken and Comments. _____

LTD BOARD MEETING
7/23/85 handout

Signature _____ Date _____

3. ADMINISTRATION Action Taken: Date _____ Correspondence _____ Other _____



Springfield Ore.
July 18, 1985.

Janet Calvert
of T.D. President,
Eugene Ore.

Dear Madam:

I am writing in regards to your brochure I picked up on the bus "entitled Fall Service Improvements".

I am sorry but taking the 10 B. bus off is not an improvement for our location. We are Senior Citizens and depend completely on bus service for transportation.

My husband is 80 yrs. old, is an Alzheimer patient in a Doctor Home & I depend on the bus. I ride the bus 5 days a week & would ride on week ends if the bus run.

You asked us to fill out a questionnaire a couple months ago, which I did & many more patrons also & I feel it was a waste of time as you have not even considered our wishes or suggestions.

I would come to the board meeting Tues. but no bus service at nite, which we really need also.

There is no way I can walk up to 19th & Hayden to get the 10 A bus & I do not know

what I will do if the bus route to Mohawk
Yolanda is taken off.

Please reconsider + think of the Patrons
from this area + especially the Seniors
who have no other transportation.

Thank you

Olga Dipson

2640 Viewmount Ave
Springfield, Or. 97478

DATE _____

AUDIENCE PARTICIPATION

NAME

ADDRESS

(GROUP)

Joseph Jay

340 N Adams St 97402

Eleanor Goswick

1415 Bertelsen Sp 72 97402