

Public notice was given to *The Register-Guard* for publication on August 16, 1991.

**LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING**

WORK SESSION ON EUGENE TRANSIT STATION

**August 21, 1991
4:00 p.m.**

**LTD BOARD ROOM
3500 E. 17th Avenue, Eugene
(off Glenwood Blvd.)**

A G E N D A

I. CALL TO ORDER

II. ROLL CALL

Billings_____ Brandt_____ Calvert_____ Fitch_____

Montgomery_____ Parks_____ (vacant)_____

III. INTRODUCTORY REMARKS BY BOARD PRESIDENT

IV. APPROVAL OF MINUTES - June 19, 1991; July 17, 1991

V. EUGENE STATION WORK SESSION

Informational materials to facilitate Board discussion on possible sites for a new Eugene Station will be distributed at the meeting.

VI. DINNER BREAK (6:00 p.m.)

VII. EUGENE STATION WORK SESSION, CONTINUED

VIII. ITEMS FOR INFORMATION

It is not anticipated that the Board will be discussing information items at this meeting. However, a separate informational packet, including letters to the Board from bus riders and the June 30, 1991, financial statements, is being distributed with this agenda packet.

IX. ADJOURNMENT

a:bdagwork.ets

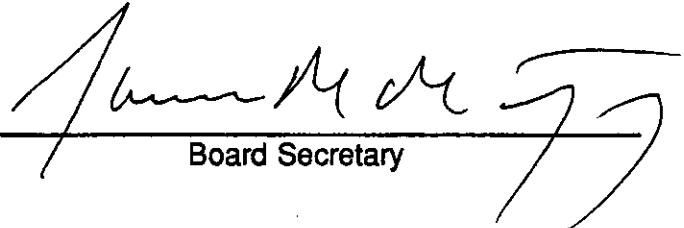
MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, July 17, 1991

The regular monthly meeting of the Board of Directors of the Lane Transit District, scheduled for Wednesday, July 17, 1991, was cancelled due to lack of agenda items. No other meetings were held during July.


Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, June 19, 1991

Pursuant to notice given to *The Register-Guard* for publication on June 13, 1991, and distributed to persons on the mailing list of the District, the regular monthly meeting of the Board of Directors of the Lane Transit District was held on Wednesday, June 19, 1991, at 7:30 p.m. in the LTD Board Room at 3500 E. 17th Avenue, Eugene.

Present: Peter Brandt, Treasurer
Janet Calvert
Tammy Fitch, Vice President
Herbert Herzberg, Secretary
Thomas Montgomery
Keith Parks, President, presiding
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Absent: (vacancy in subdistrict 5)

CALL TO ORDER: The meeting was called to order at 7:30 p.m.

NEW MEMBER APPOINTED TO BOARD: Mr. Parks introduced Jack Billings, who had been appointed by the Governor to fill the position vacated by H. Thomas Andersen, and was scheduled to appear before the Senate for his confirmation hearing the following morning.

EMPLOYEE OF THE MONTH: Mr. Parks introduced Maurice Brown, the June Employee of the Month. Maurice was hired on August 21, 1984, and had received awards for six years' safe driving and exceptional attendance. During his employment with LTD, Maurice had never had a preventable accident and had never missed a day of work due to illness. A co-worker nominated Maurice because of his integrity, honesty, loyalty, professionalism, and service orientation, as well as his quick smile and sensitivity for others' needs.

Mr. Parks presented Mr. Brown with an award and check. Mr. Brown said he had just heard a lot of good things about himself, but said he had always had good attendance, so it didn't seem like that impressive of an accomplishment to him. He said he appreciated the award very much, and didn't know how to thank the staff and the Board.

REQUEST FOR FOURTH OF JULY SHUTTLE SERVICE: County Commissioner Steve Cornacchia was present to request the donation of bus service for a Lane County Board of Commissioners-sponsored parade and ceremony on July 4th to welcome home local military participants in the Persian Gulf conflict. A letter requesting LTD's assistance was included in the agenda packet for that evening. He explained that, although the County Commissioners were sponsoring the event, the cost of staging the parade and ceremony was being borne by

donations from the private and public sectors. Corporations, businesses, and individuals were donating cash, materials, and services, and Lane County, Springfield, and the State of Oregon were donating police services for traffic control.

He explained the history of the project, the amount of community involvement in it, and the other events occurring in the community the same day. He explained the parade route from Hamlin Middle School in Springfield to Autzen Stadium.

Because of the traffic complications and the reduced parking, the welcome home ceremony committee thought that LTD should be contacted about providing shuttle service. The committee was quoted a price of \$2,000 for three buses, as the entire cost with no fares charged. The committee had been told it would need 30 buses to handle 150,000 people.

Mr. Cornacchia said he "sold" the event to the Lane County Board of Commissioners on the basis that saying thanks and welcome home to troops and their families was a community-wide event. He stressed that it would not be a celebration of war or victory or a comment regarding the relationship between the United States and Iraq. The committee wanted to keep the event as non-political as possible, and to create a positive experience for everyone and decrease the potential for protests.

Mr. Cornacchia said he could not tell the Board exactly what the committee needed, but that he was there to ask for whatever the Board could provide to them, and whatever breaks the Board could give them. He added that his intention was not to sit and wait for the Board to make a decision; rather, he would just present the request, and was prepared to wait until a later date for the Board's decision. He thanked the Board members for their time.

AUDIENCE PARTICIPATION: Mr. Parks asked for audience participation on any other topic. There was none.

MOTION VOTE **APPROVAL OF MINUTES:** Ms. Fitch moved approval of the March 13, 1991, and May 15, 1991, Board minutes as distributed. The motion was seconded, and the minutes were approved by unanimous vote.

DISCUSSION OF REQUEST FOR FOURTH OF JULY SHUTTLE SERVICE: Mr. Parks asked Ed Bergeron, Marketing Administrator, about Mr. Cornacchia's request for shuttle service. Mr. Bergeron said the staff had discussed the request, and their best guess was that 15 buses would be a good place to start. He said this kind of effort had not been done before in the community, but staff were impressed with the work of the committee and the volunteers. Staff believed that the most need for shuttle service would be before and after the fireworks. Normally, there would be no bus service at all on the Fourth of July, so it would require operators to work on a holiday.

Mr. Parks asked if the shuttles would go from Gateway to Autzen, as suggested earlier. Mr. Bergeron said that if that many buses were used, other shuttle sites, such as South Eugene High School, would also be used. The Gateway Mall had become a regular LTD park and ride location, for football service and other special events, and it was staff's understanding that the mall would welcome LTD on the Fourth of July.

Mr. Brandt asked why staff thought the event would be so big. Mr. Bergeron thought that it might take even more buses, but the difficulty for staff was that holiday service was so expensive to gear up. They did not want to provide too much service, but also did not want to provide too little. Mr. Brandt asked Mr. Cornacchia how many people would be allowed into that area. Mr. Cornacchia said he did not know. The Fourth was on a Thursday, and many people would have to work that day. He anticipated that the crowd would be close to what the community experienced during a University of Oregon football game at Autzen Stadium. With a stage at one end and fireworks set up at the other, there would not be room for 40,000 people in the stadium. Mr. Cornacchia mentioned that the Eugene Emeralds baseball team would be having its fireworks for 5,000 to 7,000 people, and Fern Ridge's fireworks and regatta would also draw people away from Eugene. If only 10,000 people attended the welcome home ceremony, there would be ample parking at Autzen. The committee really did not know what to expect.

Mr. Cornacchia added that the people who had worked with the LTD staff had relayed to him their complete satisfaction and the cooperation on the part of the staff. He said they were thrilled to date with the response from LTD.

Mr. Brandt asked how additional buses would be scheduled, if they were needed. Transportation Administrator Bob Hunt said that the District could gear up for a contingency, but before staff went much farther, they needed to be fairly comfortable with the number of buses needed. If more buses were needed on the holiday, many bus operators might be out of town. Mr. Brandt wondered if the Board could just approve a maximum amount that evening, and the District would have more specific information later. Ms. Loobey said that was an option. She stated that this was a community-wide event, and there was a Board policy in place which allowed the District to participate in community-wide events. She was concerned that if the Board approved 15 buses and staff found they needed 17, would staff need to go back to the Board for further approval? She said her preference would be for the Board to say this was a community event it would like to support by providing service. It was known that the original three buses would not be enough; LTD would not look good if it provided far too little service. Mr. Hunt said he would like to post the bid for bus operators the following day.

Ms. Loobey told Mr. Cornacchia that it was very important that the public service announcements (PSA's) indicate that there would be shuttle service, and where those locations were. She said that many people in the community were accustomed to going to Autzen Stadium on the bus, and would respond very well to taking the bus rather than driving in traffic. Mr. Cornacchia said that KEZI had already produced the video for the television PSA's, but the radio PSA's could be changed. He said he would also be putting together a letter for everyone's doorstep along the route. He said the committee took seriously the commitment that it had to deal with the impacts it created.

Mr. Herzberg asked if a fare would be charged on the shuttles. When Ms. Loobey replied that it would not, Mr. Herzberg expressed concern that there might be a problem with basketball and football shuttles. Ms. Loobey said, however, that the District had provided free service for other community events, although it did charge for the sports shuttles.

Ms. Calvert said she realized that this was a community event, but said it was too bad that those events did not get together and find ways to pay for the service. She said she had some problems with providing this service, since the Board had been buffeted by some very serious needs in the community that it had to refuse.

MOTION Mr. Brandt moved that the Board allow staff to determine and provide the number of buses necessary for the welcome home parade and ceremony at no cost. Ms. Fitch seconded the motion.

Mr. Herzberg said he disagreed with no cap on the donation of service. He thought it would still be good to charge a small fare, possibly \$.30 or \$.35 for the day, to ride to Autzen and back, to help defray some of the costs. He thought some sports events would want the same kind of consideration. He said also that some people would bypass all the other festivities and just go the fireworks, which was an annual event and not related to the welcome home ceremony. Mr. Brandt suggested that the District could charge the committee \$500 to show that it had charged for some of the service. Mr. Montgomery suggested that the Board charge a token fee and then donate that amount to those who had asked for increased assistance in the past.

Mr. Cornacchia added that the 20-30 Club would be taking a \$5.00 donation to park inside Autzen. He said the PSA could let people know they could ride the bus for a small fee or pay \$5.00 to park. Mr. Herzberg said that people would be riding the bus for free and the 20-30 Club would not be getting its money.

Mr. Brandt said he really thought this event was positive, and that it had been positive all across the country. He thought it was a great opportunity for LTD to show that it participates in the community. He saw this totally as a community event, with a lot of government agencies supporting it. He said he had enough trust in the staff that they would not decide to put 100 buses into service for the event. He thought maybe the bid should be posted for a few extra buses, but the number of shuttle buses needed would probably be better known closer to the date of the event.

VOTE There was no further discussion. The motion carried by a vote of 4 to 2, with Ms. Calvert and Mr. Herzberg voting in opposition and all others in favor.

Mr. Cornacchia thanked the Board for its support of this event. He said, for the Board members who had concerns, that he was still raising money, and there was still a possibility that the committee could defray some of the District's costs. He said their concerns about costs were very legitimate, but the committee did not know yet how much money would be available.

MOTION **BUDGET TRANSFER:** Mr. Brandt moved that the Board adopt the resolution transferring \$13,000 from the General Fund to the Capital Fund for the purpose of meeting unexpected capital expenditures, and transferring \$35,000 within the Operations General Fund budget, from Materials and Services to Personal Services. Mr. Herzberg seconded the motion.

VOTE There was no discussion, and the motion carried by unanimous vote.

ADOPTION OF FISCAL YEAR 1991-92 BUDGET: Mark Pangborn, Director of Administrative Services and Budget Officer, explained that budget estimates done in January for the current year were based on half of the fiscal year and were very conservative. Staff suggested that an additional \$377,235 be transferred to the Capital Projects Fund as a cash carry-forward. He stated that a number of things had changed since the January estimate, and that an additional \$405,073 had been received. Passenger fare revenues were \$147,550 higher than anticipated; \$62,000 were available from additional interest earnings; and payroll tax collections were \$75,500 higher than estimated. Mr. Pangborn said that the payroll tax revenues were the most interesting, with a 9.8 percent increase in the first quarter of FY 90-91, an 8.3 percent increase during the second quarter, a 3.6 percent decrease during the third quarter, and a 2.6 percent increase during the fourth quarter. Because of the decrease in the third quarter, staff had estimated a loss of 2 percent in the fourth quarter, so that resulted in a 4.7 percent fluctuation. He said it was hard to know why this fluctuation occurred, except that some people did not pay their payroll taxes in the third quarter and then did pay them in the fourth quarter. On the expense side, the District had under-expended by \$127,000, and the Board had just transferred \$13,000 to capital for over-expenditures there.

Mr. Pangborn discussed what the District should do with the additional \$405,000 anticipated for FY 90-91. In the past, most of the year-end balances had gone into capital, risk management, and a reserve for sick leave and vacation accrual. However, staff were proposing that a portion of the \$405,000 (\$350,000) be used to create a rainy day reserve, called a payroll tax fluctuation contingency account. This was the flexibility account that had been discussed with the LTD Budget Committee, to adjust for fluctuations in payroll tax revenues. The District had an opportunity to create such an account, so it would be available for future years, to help when LTD faced a fluctuation in revenues similar to what it had experienced that year. Staff also suggested that the balance of the \$405,000 (\$55,000, or the actual final balance at year-end) be transferred to local capital. He said staff would know the actual final balance, which was expected to be somewhat higher than \$55,000, by June, and could let the Board know in July or August. He stated that the long-term financial plan showed that the budget could be balanced in the long term, and he recommended setting up the contingency plan as explained.

Mr. Brandt asked what the Board would be voting on. Mr. Pangborn said it needed to vote on adoption of the revised resolution for the FY 91-92 budget, as well as the transfer of the actual ending fund balance to the Capital Fund. Mr. Brandt asked if this was the same budget approved by the Budget Committee, and if it included service to Laurel Hill. Ms. Loobey responded affirmatively to both questions. Mr. Brandt asked when the payroll tax was scheduled to increase. Mr. Pangborn said it would increase on January 1, 1992, and that the Board would have to make a final decision in September or October. The District would receive the August collections before the Board would have to make its final decision about increasing the payroll tax rate.

Public Hearing on Fiscal Year 1991-92 Budget: Mr. Parks asked for public comments on the proposed FY 91-92 LTD budget. There was no testimony from the audience, and Mr. Parks closed the public hearing.

Board Deliberation and Decision: Ms. Fitch said she was very happy that the District was setting up a contingency, and thought it would help in the future not to have to deal with fluctuations in revenues.

MOTION Ms. Calvert moved that the Board approve the transfer of the actual ending fund balance which exceeds the estimate of \$727,235 from the General Fund to the Capital Fund. Ms. Fitch
VOTE seconded, and the motion carried by unanimous vote.

MOTION Ms. Fitch moved the resolution on the revised page 40 of the agenda packet, adopting the budget of Lane Transit District for the Fiscal Year 1991-92 in the total combined fund sum of \$16,304,919. Mr. Montgomery seconded the motion, and the budget was passed by
VOTE unanimous vote.

MOTION **RESOLUTION REAFFIRMING DISTRICT BOUNDARIES:** Mr. Brandt moved the resolution reaffirming the District's boundaries for FY 91-92. Ms. Calvert seconded the motion. Ms. Loobey stated that this was a "housekeeping" measure; that LTD was required under law to do so annually. Mr. Parks stated that there were no changes to the service boundaries.
VOTE With no further discussion, the motion carried unanimously.

TRANSPORTATION/LAND USE PLANNING: Ms. Loobey said that the Board previously had reached consensus that it was important for the District to present its position on various land use documents, so others would understand how important it was for them to incorporate transit issues in those documents. A number of those documents were before the District at that time, and more were expected before the end of the year. Staff wanted to give the Board a sense of the magnitude of the community's direction in transit land use issues.

Mr. Viggiano said there were a number of local planning documents at various stages of local review and approval, and called the Board's attention to page 49 of the agenda packet. On April 29, 1991, the Land Conservation and Development Department approved the LCDC Transportation Rule. This rule defined requirements for the implementation of Statewide Planning Goal 12 (Transportation). Communities would have two or more years, depending on the specific requirement and the size of the urban area, to implement the provisions of the rule. Some of the most significant items in the rule for LTD and the local community were a 20 percent reduction, over 30 years, in vehicle miles traveled per capita; implementation of a parking plan which achieves a 10 percent reduction in the number of parking spaces per capita; and required code changes to make new development and street patterns more compatible with transit, pedestrian, and bicycle use. Mr. Viggiano said there seemed to be a growing recognition that transportation and land use were very strongly linked, and very specific items had been included in this transportation planning rule.

The other three plans discussed in the packet were local plans that had not been adopted. The packet included a written response from Board President Keith Parks to a draft commercial land use study. Mr. Viggiano said the Willakenzie section of the Ferry Street Bridge area was the fastest growing area in the community. Gateway included quite a bit of undeveloped land, and it was anticipated that the Gateway area would be where most of Springfield's development would occur.

Mr. Viggiano showed the Board the Gateway plan and how staff were providing input into the planning process, and were looking for a way to loop bus service through the Gateway area efficiently. The plan included three scenarios for traffic in the Gateway area, but the various would not affect LTD, because the District would continue to use Game Farm Road. LTD had no major issues with this plan. LTD typically worked at the staff level on these local transportation issues, and provided input to the Planning Commission during the review process.

Ms. Calvert said she was having trouble visualizing the Willakenzie plan. Mr. Viggiano showed sub-areas of that plan, including the area between the city limits and urban growth boundaries that could be developed and were in the jurisdiction of the City of Eugene. The concerns staff had were that it would include two commercial centers as well as mid-density housing. One of the commercial centers would be difficult to serve, and it would be more difficult to serve two small nodes than one larger one, so staff would like to see the commercial centers combined. Staff also wanted the road to go straight through the center of the developed area. The plan was also to barricade VanDuyn from Harlow and Bailey, and staff would like to see that portion of VanDuyn open.

Mr. Brandt wondered why the staff needed a resolution from the Board in order to provide comment, and Mr. Parks added that the Board had already determined that land-use planning was a number-one priority. He said staff knew generally what the Board's goals were, and unless an issue became a big political battle, he thought staff should just handle these transportation land use issues based on past discussion.

Ms. Calvert wondered if staff would be making a statement about which Ferry Street Bridge option the District preferred. Mr. Viggiano said that he was a member of the technical committee, and would be commenting as the plans went through the review process. Ms. Calvert asked to be brought up to date on that as the process went along. Ms. Fitch said that the Ferry Street Bridge issues would not go before the Central Area Transportation Study (CATS) citizen advisory committee, of which she was a member. She said CATS was talking about the report as it affected other plans, and would be suggesting or recommending that other committees be reconvened to update their plans to avoid future problems.

Mr. Parks said that the location of a new Ferry Street Bridge was a key issue in the search for a new Eugene Transit Station site. Mr. Viggiano said staff had checked every currently-known design for the Ferry Street Bridge, and LTD would have good access to all of them.

LEGISLATIVE UPDATE: Ms. Loobey said she had been following closely the Surface Transportation Assistance Act (STAA) reauthorization process, and was working with the Oregon Department of Transportation Commission on a response to the proposed federal legislation, which was being modified often.

Ms. Loobey explained that Senate Bill 2175-B was a state companion bill for implementation of the Clean Air Act that Congress passed last year, which defined what the state must do. SB 2175-B would regulate the replacement of wood stoves, industrial emissions, and automobile emissions. There was a lot of controversy around the bill when it

went through the House side, but not from industry, who had wanted a bill which gave them time to respond. The Senate Agriculture and Natural Resources Committee put the bill back together again and it was scheduled to go through Ways and Means that week. Funds from this bill would be dedicated to transit capital across the state. The testimony in the Senate was that it was time to do something about other transit needs in the state, in addition to light rail, which was already being funded. The bill could have an annual impact of \$200,000 to \$300,000 for LTD for capital needs, which was equal to one or two points of payroll tax revenues.

Senate Bill 766, as originally written, would have an impact only on Tri-Met and Rogue Valley Transportation District in Medford, requiring them to use alternatively-fueled buses. However, the bill had been amended to include all transit districts. The Board had earlier opposed the bill, and Ms. Loobey had been working against it, showing the impact it would have on LTD. She said that requiring alternative fuels for 3 percent of the vehicles that use diesel would not be the way to clean the air. Instead, efforts should be based on vehicle miles traveled, which is highest among automobiles.

Ms. Calvert wondered if, since most older cars were owned by people who could not afford new cars, there were any concerns about how the \$4 fee would affect those people. Ms. Loobey said she had not heard any. Mr. Brandt said he was not in favor of supporting SB 766, which he said was just another revenue-raising tax. He thought that if the state wanted to clean up the environment, laws which changed things should be set, rather than raising taxes. He was not in favor of another tax increase. Ms. Calvert said, however, that things begin to happen when issues hit people "in their back pockets." Mr. Brandt thought that it would not have an impact on anyone other than poor people, since it was only \$4 every two years. Mr. Herzberg commented that Portland's emission standards required people to clean up their cars, so this bill probably only would affect people outside Portland. He said he was not in favor of taxes, but at least this bill might help clean up the air. Mr. Brandt said he didn't know why the Board should support this bill, unless it was as another source of revenue. Ms. Loobey said that the funds would be used for transit capital, so it would be another source of revenue. The bill stated that non-attainment areas would not get transit funds. LTD would receive part of the funds for alternative transportation modes. Mr. Montgomery said it seemed to him that if LTD did not take its cut in this, the money would go to someone else.

MOTION Ms. Fitch moved that the LTD Board of Directors formally support House Bill 2175-B.
VOTE Mr. Herzberg seconded, and the motion carried 5 to 1, with Mr. Brandt voting against, and all others in favor.

ITEMS FOR INFORMATION AT THIS MEETING:

Eugene Station Site Selection Update: Mr. Parks said he wanted to talk with the Board about the Eugene Station site selection process. He said it appeared to him that the District had been going in all directions, with the same results over and over again. He said the District needed to recommend a potential number of sites, and the Board should be ready to discuss the issues and come to some decision. He recommended that the Board not discuss this topic that evening, unless the Board members were ready to make some decisions.

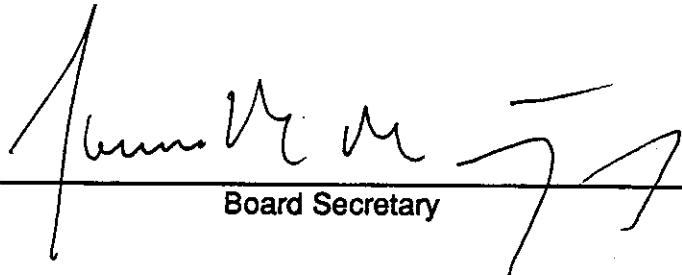
Mr. Brandt asked about cost estimates. Mr. Parks replied that some costs were available, but the Board needed total costs. He thought the Board needed time to discuss the sites one at a time and eliminate 90 percent of the potential sites.

Mr. Parks also thought the Board should wait to hold any further discussions until the new Board member was officially confirmed. Since Mr. Billings would be involved in the final decision on the Eugene Station, Mr. Parks thought he should be involved in the process as soon as possible.

Mr. Brandt asked if the Board needed to hold the Executive Session that was on the agenda. Ms. Loobey said it was not; staff had planned to talk about property values, and did not want those to be part of the public discussion, but those were only part of the total costs.

Mr. Herzberg asked if a work session could be scheduled so the Board could complete this discussion. Ms. Calvert agreed that this would be best. Mr. Brandt said there had been a lot of discussions at the committee level, and the key was not to get frustrated and make decisions just to be making decisions. He thought it made sense to wait for the new Board member, since the Board seemed to be at a new starting point. The downtown mall streets were not to be reopened, and that had been an issue previously. It was agreed that a special work session would be held in July or August.

ADJOURNMENT: Mr. Brandt moved that the meeting be adjourned. Mr. Herzberg seconded the motion, and the meeting was unanimously adjourned at 9:10 p.m.


Board Secretary

INFORMATIONAL MATERIALS

FOR LTD BOARD OF DIRECTORS

AUGUST 21, 1991

**AGENDA NOTES FOR INFORMATIONAL PACKET
AUGUST 21, 1991**

Page No.

I. Current Activities:

- | | | |
|----|---|----|
| A. | <u>Letter of Resignation from Board Member Herbert Herzberg:</u> Attached is a copy of a letter from Herbert Herzberg to Governor Barbara Roberts. Mr. Herzberg moved out of his subdistrict in July, and can no longer serve on the LTD Board of Directors. | 04 |
| B. | <u>Fourth of July Special Service:</u> Attached is a letter from County Commissioner Steve Cornacchia, expressing his appreciation for special service donated by LTD for the Fourth of July Welcome Home Troops community event. Also included is a brief report of the cost and ridership for the service. | 05 |
| C. | <u>Letter from Bus Rider Jo Kloepping:</u> In the attached packet are a letter of complaint to the Board and a staff response to that letter. | 07 |
| D. | <u>Service Request:</u> Also in the packet is a letter requesting a service change to include McKenzie River Drive in Blue River. The requested change will be made in September 1991. | 10 |

II. Monthly Financial Reporting:

- | | | |
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| 4. | Recap of Division Expenditures | 18 |

III. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. **SECTION 9 GRANT APPLICATION:** Approval of an application for federal Section 9 capital and operating funds will be scheduled for the September Board meeting.
- B. **ELECTION OF BOARD SECRETARY:** In September, the Board will need to elect a new Board Secretary, to fill Mr. Herzberg's unexpired term in that office.
- C. **FIRST AND SECOND READINGS AND ADOPTION OF PAYROLL TAX ORDINANCE:** The first reading of the Payroll Tax Ordinance will be scheduled for the November 1991 Board meeting. The second reading and adoption will be scheduled for the December meeting.

COPY

July 31, 1991

The Honorable Barbara Roberts
Governor of Oregon
254 State Capitol
Salem, Oregon 97310

Dear Governor Roberts:

I was appointed to the Lane Transit District Board of Directors on May 25, 1989, to a four-year term ending December 31, 1992. During July, I sold my home in LTD's subdistrict 7 and last week moved into subdistrict 3. I understand that since I have moved from subdistrict 7, I can no longer serve on the LTD Board of Directors. This letter is official notice of my resignation.

It has been my pleasure to serve my community as a member of the LTD Board of Directors. If a vacancy should occur in subdistrict 3, I would be pleased to be considered for reappointment to the Board.

Sincerely,



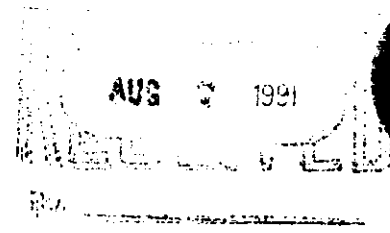
Herbert Herzberg
5100 Imperial
Eugene, Oregon 97405

HH:js

cc: Phyllis Oster, Assistant to the
Governor for Executive Appointments
Lane Transit District

STEVE CORNACCHIA
LANE COUNTY BOARD OF COMMISSIONERS
SPRINGFIELD DISTRICT

Lane
County



August 5, 1991
WP bc/sc/00156/C

Lane Transit District
Attention: Phyllis Loobey
Box 7070
Eugene, OR 97401

Dear Phyllis:

Please pass along to your Board of Directors my sincere appreciation and gratitude for the District's assistance during the community events of July 4th. The additional buses provided by LTD were crucial in the success of the events. The parade was completed with no mishaps and a minimum of traffic delay. Over 15,000 people enjoyed the ceremony and fireworks in Autzen Stadium, and many of them came and left on your buses. Throughout the day and evening smiling and satisfied faces were the rule.

The Welcome Home Troops Committee, which organized and produced the events, were a bunch of rookies who did not realize the magnitude of the task they volunteered for. They did a remarkable job. The District's contribution provided them with the opportunity to stage a successful and meaningful day for our community.

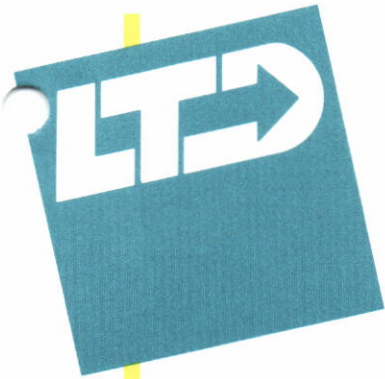
The District's leadership in a worthwhile endeavor is due acknowledgment and praise. On behalf of the Committee, Veterans and Lane County citizens I salute and thank you.

Best regards,

Steve Cornacchia
Lane County Commissioner

SC:cb

c: Welcome Home Troops Committee
Board of County Commissioners



Lane Transit District

P.O. Box 7070
Eugene, Oregon 97401-0470

(503) 741-6100
Fax (503) 741-6111

August 21, 1991

MEMORANDUM

TO: Board of Directors
FROM: Bob Hunt
RE: Fourth of July Service

Lane Transit District donated 106 hours of service for the Fourth of July parade and fireworks celebration. The total value for the service at current charter rates was \$6,110.

Ridership was 3,269. Comments from operators who drove the charters, supervisors on the scene, and our customers confirm that the service was well received.

Bob Hunt
Transportation Administrator

BH:ms:ecm

1926 Lake Isle Drive
Eugene, Oregon 97401
July 1, 1991

Board of Directors
Lane Transit District
P.O. Box 7070
Eugene, Oregon 97401

Chairman of the Board;

RE: An incident occurring on the #66 VRC bus leaving the Eugene Station at
6:50 P.M. Friday, June 28, 1991

I have been riding the bus five days a week to and from work at Sacred Heart General Hospital since moving to this address in December, 1987. I find the service to be excellent, dependable and reliable.

At the time Sacred Heart offered free bus service to employees I encouraged many co-workers to begin riding the bus. It is very convenient, no traffic hassles and there is opportunity for pleasant conversations with other daily commuters or a time to catch up on reading. For those who had no experience riding the bus, I talked of the courteous, friendly drivers who were very willing to assist with schedules and transfers. I was speaking of my personal experiences as I learned my schedules and routes, and also of my observations of drivers interacting with other passengers. The drivers display excellent driving skills, good judgement and tact as they represent LTD in a most professional manner.

Friday evening I was very shocked to encounter a driver who does not remotely meet the standards of LTD. I hope to never, at any time in the future, ride a bus this woman is driving. LTD cannot under any circumstances expect her to represent the company in a positive manner or depend on her actions in any given situation.

After unexpectedly working two overtime hours I boarded the inbound #11 at the 11th and Alder Street stop at 6:35 P.M. Upon arrival at Eugene Station this bus was to become #66 VRC departing at 6:50 P.M. For much longer than I have been an LTD customer this bus will upon request continue around Goodpasture Island Road to service residents of the condos (and now new apartment complexes) between Valley River Center and K-Mart. There have been many occasions when I have returned home from work at this time as does another resident of Island Lakes.

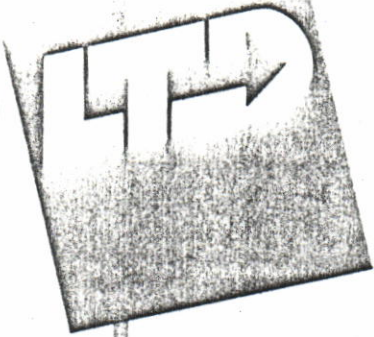
When the bus stopped at the Eugene Station I stated to this driver that I wished to go to the condos across from K-Mart. It was very evident by her body language and lack of verbal response that she was very unhappy with this request.

After departing from the Eugene Station, the trip to Valley River Center was as would be expected--a smooth ride and reasonable speed. However, after leaving VRC she increased the speed and on three occasions slammed on the brakes when approaching very close to the rear of cars turning off Goodpasture Island Road. As she rounded the corner by Selko Credit Union (across from Goodpasture Lakes Loop) I rang the bell as I always do at that location. Drivers have never once failed to stop at the next bus stop which is located across from James Road (approximately at the center of the K-Mart parking lot). When I rang the bell this driver increased the speed even more. I called out to her asking her if she intended to stop. She ignored both the bell and my verbal request to stop and proceeded to pass the bus stop. She again slammed on the brakes and jerked to a stop even beyond the bus stop located by KLSR which is approximately two blocks past my usual stop. As I left the bus she pointed to the rear of the bus and very sarcastically said, "This is the K-Mart stop. The store is right back there."

It was most evident that her manner of driving after leaving VRC, her failure to speak to me, and the deliberate act of passing my bus stop were retaliation for providing this service to a customer. As I left the bus I told her that I was very unhappy with her behavior and that I would report this incident. I am sure LTD management does not condone this behavior. I believe you need to be made aware of this unprofessional, immature driver who exists among your many excellent employees.

Sincerely,

Jo Kloeping
Jo Kloeping



Lane Transit District

P.O. Box 7070
Eugene, Oregon 97401-0470

(503) 741-6100
Fax (503) 741-6111

July 17, 1991

Ms. Jo Kloeping
1926 Lake Isle Drive
Eugene, OR 97401

Dear Ms. Kloeping:

Thank you for your positive comments about our system and our service. We are very proud of our good reputation and of those who make it possible--our operators. They do, as you say, "represent LTD in a most professional manner."

I am sorry that you had difficulty on a recent trip with us. I have checked the operator's file and spoken with the operator about the incident. She has a good driving record and has been commended for excellence in public relations. She told me that she was not unhappy about the request for the route variation, and did not mean to convey that she was by either her body language or her driving. She did, however, forget that you wanted off at the K-Mart stop. She said that after missing the stop, she stopped as soon as she could safely do so. She is sorry that she missed the stop and that you were inconvenienced.

I, too, am sorry that you had a bad experience on our system and I apologize for our operator's oversight. I hope you continue to ride with us and enjoy the excellent service. Please let me know, if the service falls below that standard of excellence.

Sincerely,

Bob Hunt
Transportation Administrator

cc: Phyllis Loobey
Bill Nevell

BH:ms

July 1, 1991

Board of Directors
Lane County Transit District
P. O. Box 7070
Eugene, OR 97401

RE: Reroute Bus Service Request
(Please refer to attached diagram for clarification. Concern
for year round senior citizen residents living within the park
is a major issue.)

Dear Board Members:

We have been in verbal communication with the planning/route staff since January of this year requesting they re-route to include McKenzie River Drive (Blue River) instead of doubling back on Hwy 126. We have been unsuccessful, thus far. We offered to distribute flyer announcements and advertise in the local River Reflections informing the local people of a change to avoid waiting for new schedules to be printed because our summer season starts in May. There are two parks located on McKenzie River Drive: Rainbow Mobile Home and RV Park; The Patio RV Park. Many of our RV visitors here at Rainbow Mobile Home and RV Park find it inconvenient to unhook their motor homes to go to town.

Also, there are other potential riders living south of the McKenzie River that would find the proposed re-route more convenient. It is ironic that the transit district together with the Gateway Mall is offering free rides to senior citizens and yet can't justify a simple and probably profitable re-route that would substantially minimize the walking distance required to use the bus service as it is presently offered. (Again, please refer to the attached diagram.)

We have been advised by Mr. Viggiana that there will be a change in September. We will only add that we hope it is so; we're sorry it can't be sooner; and if in fact a change occurs, we wish to inform you that we maintain a shelter structure that could be used by anyone waiting for the bus (it is located at the street across from Belknap Bridge). We are planning field trips for our seniors and would anticipate using the bus service whenever feasible. If service changes can be confirmed we can begin to alter plans accordingly.

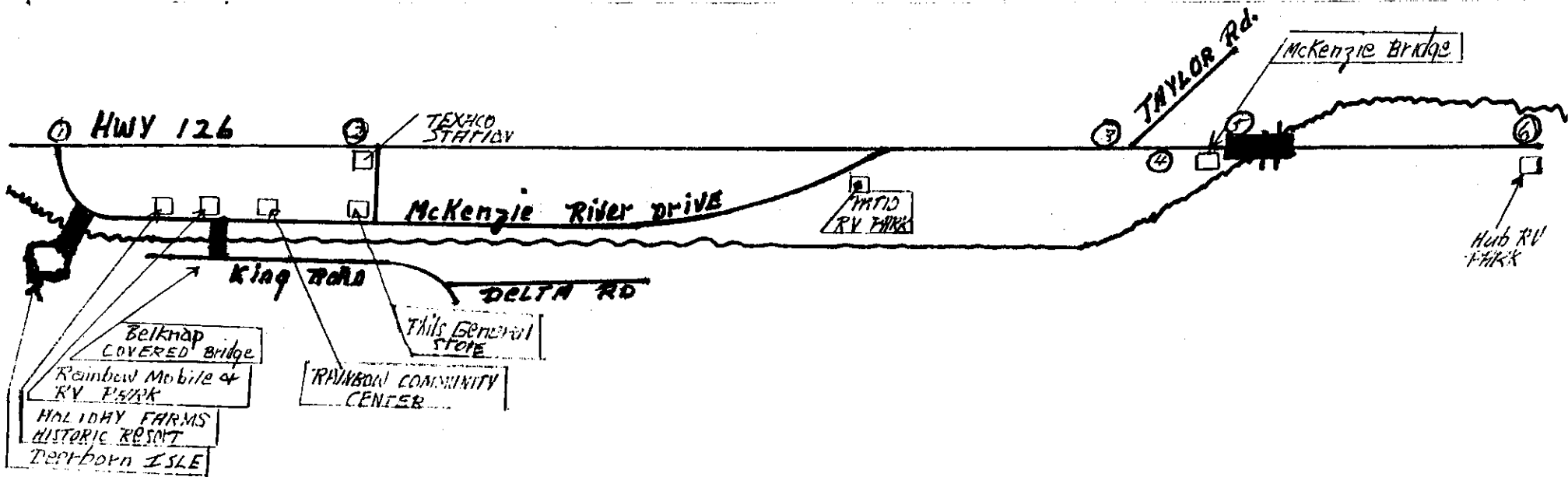
Respectfully,



Beveren and Ann Cverstreet
Rainbow Mobile and RV Park
54655 McKenzie River Drive
Blue River, OR 97413-9710

cc Stephano Viggiana, Planning Department

INFORMATIONAL PACKET
08/21/91 Page 10



- DATA:
- A. Going East on Hwy 126 there are presently 6 Bus-stop signs (numbered and circled above); a total distance of 5 miles.
 - B. We suggest the outbound route be on Hwy 126 and the return trip be on McKenzie River Drive (or vice versa).
 1. There is only 2 tenth's of one mile difference in mileage.
 2. In the 2.8 mile run from where McKenzie River Drive leaves the highway and returns, there are 80 homes plus the 27 mobile homes and quite a few RV visitors within the two parks. Other residents live on the south side of the river on King and Delta Roads. Along this same 2.8 mile distance on the highway, your present route only drives by 8 homes.
 3. Stated slightly differently, your present route bypasses in excess of 90% of the residents of the community of Rainbow and any potential revenue therein with miniscule difference in distance.

LANE TRANSIT
BALANCE SHEET
GENERAL FUND
June 30, 1991

	6/30/90	6/30/91	(Decrease)
	-----	-----	-----
ASSETS			
Cash	\$10,513	\$46,175	\$35,662
Cash - LGIP	196,078	948,128	752,050
Accounts receivable	287,519	108,400	(179,119)
Other receivables	73,418	312,670	239,251
Prepaid expenses	5,985	6,097	112
	-----	-----	-----
Subtotal	573,514	1,421,469	847,956
Inventory	300,598	418,388	117,789
Deferred compensation	326,971	401,335	74,364
Prepaid lease	120,833	114,583	(6,250)
	-----	-----	-----
Subtotal	748,402	934,306	185,904
Property net of depreciation	18,771,619	22,728,244	3,956,625
	-----	-----	-----
Total assets	\$20,093,535	\$25,084,019	\$4,990,484
	=====	=====	=====
LIABILITIES & FUND BALANCES			
Accounts payable	\$167,872	\$161,569	(\$6,303)
Payroll payable	149,523	147,609	(\$1,914)
Unearned income	34,948	45,926	\$10,978
Bid bonds/ other payable	16,810	7,082	(\$9,728)
	-----	-----	-----
	369,153	362,186	(6,967)
Vacation/Cal/Sick payable	625,792	648,817	\$23,025
Deferred Comp payable	326,971	401,335	74,364
	-----	-----	-----
	952,763	1,050,152	97,389
	-----	-----	-----
Total Liabilities	1,321,916	1,412,338	90,421
Fund balance in:			
Invested in Property	18,771,619	22,728,244	3,956,625
Reserved for long term lease	0	114,583	114,583
Reserved for grant paid parts	0	101,620	101,620
Unreserved cash balance	0	727,235	727,235
	-----	-----	-----
	18,771,619	23,671,682	4,900,063
	-----	-----	-----
Total Liabilities & Fund Balances	\$20,093,535	\$25,084,019	\$4,990,484
	=====	=====	=====
Memo:			
Change in Fund Balance:			
Beginning fund balance	18,771,619	22,728,244	3,956,625
Add income/transfers	11,111,429	11,753,035	641,606
Subtract expenses	(11,111,429)	(10,809,597)	(301,832)
	-----	-----	-----
Ending Fund Balance	18,771,619	23,671,682	4,900,063

LANE TRANSIT GENERAL FUND
 COMPARISON OF YEAR-TO-DATE ACTUAL REVENUES AND EXPENDITURES TO BUDGETED
 GENERAL FUND
 FOR THE PERIOD 7/1/90 TO 6/30/91

100.00% OF YEAR COMPLETED

	PRIOR YTD FY 89-90	YEARLY BUDGET	YTD FY 90-91	BUDGET VARIANCE OVER(UNDER)	% RECEIVED/ EXPENDED
REVENUES					
Operating Revenues:					
Passenger Fares	1,850,146	1,920,000	2,101,785	181,785	109.47%
Charters	88,245	28,000	26,751	(1,249)	95.54%
Advertising	79,615	88,200	92,549	4,349	104.93%
Miscellaneous	45,665	2,000	10,210	8,210	510.52%
TOTAL OPERATING REVENUES	2,063,670	2,038,200	2,231,295	193,095	109.47%
Non-Operating Revenues:					
Interest	366,275	180,000	343,039	163,039	190.58%
Payroll Taxes	6,602,535	6,847,000	6,910,234	63,234	100.92%
Federal Operating Assistance	1,075,000	1,100,000	1,159,216	59,216	105.38%
State In-Lieu-Of Payroll Taxes	616,608	636,000	690,513	54,513	108.57%
State Special Transportation	387,181	544,000	323,729	(220,271)	59.51%
Other Operating Grants	160	0	5,000	5,000	
Other	0	0	710	710	
UMTA grant - parts	0	0	71,231	71,231	
Cash on sale of assets	0	0	18,068	18,068	
TOTAL NON-OPERATING REVENUES	9,047,759	9,307,000	9,521,740	214,740	102.31%
TOTAL REVENUES	11,111,429	11,345,200	11,753,035	407,835	103.59%
EXPENDITURES					
Administration:					
Personal Services	668,080	697,700	683,355	(14,345)	97.94%
Materials and Supplies	118,771	185,650	135,108	(50,542)	72.78%
Contractual Services	105,510	124,450	114,916	(9,534)	92.34%
Total Administration	892,361	1,007,800	933,379	(74,421)	92.62%
Marketing and Planning:					
Personal Services	607,944	628,200	604,327	(23,873)	96.20%
Materials and Supplies	201,796	221,850	219,418	(2,432)	98.90%
Contractual Services	182,534	173,300	162,999	(10,301)	94.06%
Total Marketing and Planning	992,274	1,023,350	986,743	(36,607)	96.42%
Transportation:					
Personal Services	4,414,698	4,767,350	4,736,901	(30,449)	99.36%
Materials and Supplies	20,463	23,650	14,388	(9,262)	60.84%
Contractual Services	505,337	656,158	435,677	(220,481)	66.40%
Total Transportation	4,940,498	5,447,158	5,186,966	(260,192)	95.22%
Maintenance:					
Personal Services	1,126,785	1,239,900	1,207,620	(32,280)	97.40%
Materials and Supplies	999,727	1,283,500	1,212,860	(70,640)	94.50%
Contractual Services	196,700	248,350	234,228	(14,122)	94.31%
Total Maintenance	2,323,212	2,771,750	2,654,708	(117,042)	95.78%
Contingency	0	57,000	0	(57,000)	0.00%
Transfer to Capital Projects	1,553,384	552,397	724,402	172,005	131.14%
Transfer to Risk Management	409,700	485,745	323,400	(162,345)	66.58%
TOTAL EXPENDITURES	11,111,429	11,345,200	10,809,597	(535,603)	95.28%
EXCESS (DEFICIT)	0	0	943,437	943,437	0.00%

LANE TRANSIT
 BALANCE SHEET
 CAPITAL PROJECTS FUND
 June 30, 1991

	6/30/90	6/30/91	Increase (Decrease)
	-----	-----	-----
ASSETS			
Cash - LGIP	\$3,557,548	\$1,919,135	(\$1,638,413)
Cash - retainage accounts	447,499	155,945	(291,554)
Capital grants receivable	147,091	25,422	(121,669)
Deposits - capital grants	4,016	2,637	(1,379)
	-----	-----	-----
Total assets	4,156,154	2,103,139	(2,053,015)
	=====	=====	=====
LIABILITIES & FUND BALANCES			
Accounts payable	\$146,059	\$49,402	(\$96,657)
Retainage payable	452,982	166,906	(286,076)
	-----	-----	-----
Total Liabilites	599,041	216,308	(382,733)
Beginning fund balance	3,593,978	3,557,114	(36,864)
Add income/transfers	2,890,442	3,672,189	781,747
Subtract expenses	(2,927,307)	(5,342,472)	2,415,165
	-----	-----	-----
Ending Fund Balance	3,557,114	1,886,831	(1,670,282)
Total Liabilities & Fund Balances	\$4,156,154	\$2,103,139	(\$2,053,015)
	=====	=====	=====

LANE TRANSIT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 CAPITAL PROJECTS FUND
 FOR THE PERIOD 7/01/90 TO 6/30/91

	AMENDED YEARLY BUDGET	100.00% YTD ACTUAL	OF YEAR COMPLETED YTD VARIANCE FAVORABLE (UNFAVORABLE)
	-----	-----	-----
RESOURCES			
Beginning Fund Balance	2,795,728	3,557,114	761,386
Revenues:			
UMTA Section 3-Buses	2,127,000	2,245,671	118,671
UMTA Section 3-Capital			
UMTA Section 9-Buses	140,000		(140,000)
UMTA Section 9-Capital	238,000	251,041	13,041
UMTA Section 18	360,000	443,663	83,663
UMTA Section 18-LCC			
Federal Highway Admin			
Transfer from Gen'l Fund	724,402	724,402	0
Miscellaneous revenue		7,413	7,413
Other (Sale of Old Facility)	50,000		(50,000)
	-----	-----	-----
Total Revenues	3,639,402	3,672,189	32,787
	-----	-----	-----
TOTAL RESOURCES	6,435,130	7,229,303	794,173
EXPENDITURES			
Locally Funded:		149,057	(149,057)
Cost of sale (8th & Garfield)		48,659	(48,659)
	-----	-----	-----
Total Local	494,150	197,716	296,434
UMTA Funded:			
Computer Software		20,596	
Office Equipment		39,911	
Maintenance Equipment		2,278	
Bus Stop Improvements		385,976	
Land & Buildings		15,339	
Buses		4,623,696	
Bus Related Equipment		26,236	
Service Vehicles		15,810	
Miscellaneous			
	-----	-----	-----
Total UMTA Funded	5,095,000	5,129,841	(34,841)
Capital Lease Principal	14,850	14,915	(65)
	-----	-----	-----
TOTAL EXPENDITURES	5,604,000	5,342,472	261,528
	-----	-----	-----
NET CHANGE TO FUND	(1,964,598)	(1,670,282)	228,741
	-----	-----	-----
ENDING FUND BALANCE	831,130	1,886,831	1,055,701
	=====	=====	=====

LANE TRANSIT
BALANCE SHEET
RISK FUND
June 30, 1991

	6/30/90	6/30/91	Increase (Decrease)
	-----	-----	-----
ASSETS			
Cash - risk account	\$5,000	\$5,000	0
Cash - LGIP	560,866	665,738	104,871
Receivables	20,963	0	(20,963)
Prepaid insurance	4,194	3,394	(801)
	-----	-----	-----
Total assets	591,023	674,131	83,108
	=====	=====	=====
LIABILITIES & FUND BALANCES			
Accounts payable	\$5,704	\$2,417	(\$3,287)
SAIF payable	0	28,660	
Claims payable	94,200	51,550	(42,650)
	-----	-----	-----
Total Liabilites	99,904	82,626	(17,278)
Beginning fund balance	411,849	491,119	79,270
Add income/transfers	430,880	485,745	54,865
Subtract expenses	(351,610)	(385,359)	33,749
	-----	-----	-----
Ending Fund Balance	491,119	591,505	100,386
	-----	-----	-----
Total Liabilities & Fund Balances	\$591,023	\$674,131	\$83,108
	=====	=====	=====

LANE TRANSIT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 RISK MANAGEMENT FUND
 FOR THE MONTH OF JUNE ENDING 6/30/91 (100% OF YEAR COMPLETED)

	YEAR-TO-DATE =====	% ACTIVITY =====	YEARLY BUDGET =====	VARIANCE FAVORABLE (UNFAVORABLE) =====
RESOURCES				
Beginning Fund Balance	491,119		395,705	95,414
Revenues:				
Transfer from Gen'l Fund	323,400	66.58%	485,745	(162,345)
SAIF refund	162,345		0	162,345
Interest	0	0.00%	25,000	(25,000)
	-----	-----	-----	-----
Total Revenues	485,745	95.11%	510,745	(25,000)
	-----	-----	-----	-----
TOTAL RESOURCES	976,864	107.77%	906,450	70,414
EXPENDITURES				
Administration	3,150	75.00%	4,200	1,050
Worker's Compensation	151,890	60.76%	250,000	98,110
Liability Program	219,193	34.79%	630,100	410,908
Miscellaneous Insurance	11,126	50.23%	22,150	11,024
	-----	-----	-----	-----
TOTAL EXPENDITURES	385,359	42.51%	906,450	521,091
	-----	-----	-----	-----
ENDING FUND BALANCE	591,505			591,505
	=====			=====

RECAP OF DIVISION EXPENDITURES
AS OF 6/30/91
100% OF YEAR COMPLETED

DIVISION	ANNUAL BUDGET	EXPENDITURES YEAR TO DATE	CURRENT MONTH	YTD OVER (UNDER)	PERCENT EXPENDED
ADMINISTRATION	397,250	390,254	35,121	(6,996)	98.24%
MGMT INFO SVCS	164,600	149,893	13,426	(14,707)	91.07%
FINANCE	217,550	213,695	18,038	(3,855)	98.23%
PERSONNEL	100,050	90,200	14,344	(9,850)	90.15%
SAFETY & TRAIN	128,350	89,336	8,444	(39,014)	69.60%
MARKETING	538,350	516,200	21,520	(22,150)	95.89%
PLANNING	214,250	200,130	13,489	(14,120)	93.41%
CUSTOMER SVC	270,750	270,413	20,653	(337)	99.88%
TRANSPORTATION	4,791,758	4,751,853	419,218	(39,905)	99.17%
SPEC. TRANS.	655,400	435,113	93,317	(220,287)	66.39%
VEH. MAINT.	2,484,250	2,387,585	188,907	(96,665)	96.11%
FACILITIES OP	287,500	267,123	35,790	(20,377)	92.91%
	10,250,058	9,761,795	882,268	(488,263)	95.24%
TRANSFERS	1,038,142	1,047,802	508,405	(9,660)	100.93%
CONTINGENCY	57,000	0	0	57,000	0.00%
GENERAL FUND	11,345,200	10,809,597	1,390,673	(440,922)	95.28%
CAPITAL PROJ.	5,344,000	5,342,472	8,219	(1,528)	99.97%
RISK MGMT.	906,450	385,359	(838)	(521,091)	42.51%
TOTALS	17,595,650	16,537,428	1,398,054	(963,541)	93.99%

AGENDA ITEM SUMMARY

DATE OF MEETING: August 21, 1991

ITEM TITLE: Eugene Station Work Session

ACTION REQUESTED: Select three or four sites, in priority order, to be investigated further.

BACKGROUND: The Board has decided that the District needs a new Eugene Station, that the station should be located in downtown Eugene, and that the station preferably should be off-street.

ATTACHMENT: Attached are:

1. A summary of the proposed decision-making process for the issue;
2. A summary of the agenda for a staff presentation and Board discussion;
3. A map of downtown Eugene showing possible station sites;
4. Eugene Station Site Evaluation: Initial Cut;
5. Rating: Size of Site;
6. Rating: Location of Site;
7. Rating: Operational Characteristics of Site;
8. Rating: Cost of Site; and
9. Summary of Ratings and Staff Recommendation.

PROPOSED MOTION: I move that the Board direct staff to conduct additional investigation on the following sites, listed in priority order: #24 I-HOP site; #4 Elections Site; #31 Sears Site; and #32 McDonald Theatre Site.

EUGENE STATION RELOCATION
PROPOSED DECISION-MAKING PROCESS AND SCHEDULE

August 21, 1991 Board Work Session #1:

Narrow number of sites to top three or four, in priority order. Direct staff to collect additional detailed cost information on the finalist sites.

October 1991 Board Work Session #2:

Develop a "program" for the station, including functions to be accommodated, amenities to be provided, size of structures, and quality of construction.

December 1991 Board Work Session #3:

Determine the preferred site and a project budget. Direct staff to seek public review and City of Eugene review and approval for site.

March 18, 1992 Board Meeting:

Approve site. Direct staff to begin process of securing funds, conducting an environmental assessment, acquiring land, and hiring an architect.

Notes:

- * The City Council, Eugene Planning Commission, and Eugene Downtown Commission will be kept apprised of and requested to comment on the issue at key points in the decision-making process.
- * Public comments from earlier stages of the site selection process will be re-examined as we proceed with these later steps in the process. In addition, public comments will be solicited during the review of the preferred site that will occur in the winter of 1992. All work sessions and Board meetings are open to the public and will allow time for public comment.

h:esproc.smv

LTD BOARD OF DIRECTORS
EUGENE STATION WORK SESSION
August 21, 1991

I. REVIEW OF PRIOR BOARD ACTION/DIRECTION ON THE EUGENE STATION

- A. LTD needs a new Eugene Station.
- B. The station should be located in downtown Eugene.
- C. The station should, preferably, be off-street.
- D. Federal funding for the station should be requested.
- E. All half-block sites have been eliminated.

II. TIMING FOR A DECISION

- A. Problems with the current station exist now and will get worse.
- B. Design and construction of a new station are expected to take four years.
- C. Availability of and match rate for federal dollars (currently 20 percent local match required) is uncertain.
- D. Availability of vacant (or near vacant) parcels in the downtown Eugene core will decrease over time.
- E. There is currently support for a new station with the City Council and other groups.

III. FUNCTION OF THE STATION

- A. Serves heaviest concentration of employment in metropolitan area.
- B. Functions as the main transfer point in the system.

IV. OBJECTIVES FOR A NEW STATION

- A. Meets projected 20-year capacity needs (analysis attached).
- B. Provides for convenient, safe, fast transfers.
- C. Provides a safe environment (both actual and perceived) for bus riders.
- D. Is cost-effective.
- E. Provides for efficient and safe bus travel to, through, and from the site.
- F. Accommodates disabled customers.
- G. Provides amenities for customers, including shelter from weather and Customer Service Center functions.
- H. Is compatible with surrounding properties.
- I. Is an attractive element of downtown Eugene.

V. SITING FACTORS

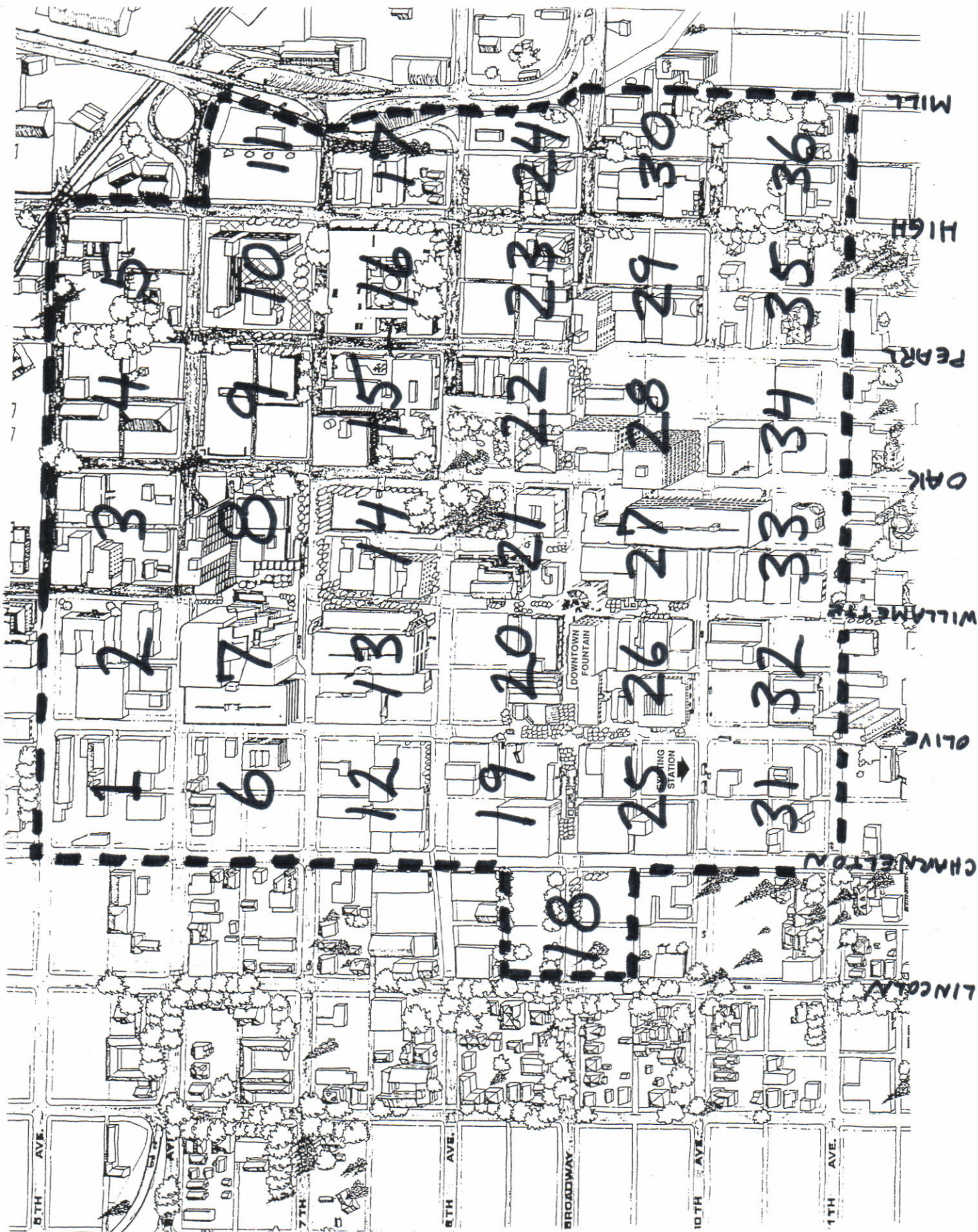
- A. Size of site.
 - 1. Need to accommodate 20-year capacity needs.
 - 2. Space for passenger amenities, disabled access, CSC function.
 - 3. Only three-fourths-block and full-block sites are under consideration.
- B. Location of site.
 - 1. Proximity to employment and other activity centers.
- C. Operational characteristics of site.
 - 1. Ease of transfers.
 - 2. Bus access into, through, and out of station.
 - 3. Bus access to and from station through downtown area.
- D. Cost of site.
 - 1. Estimates only include costs for the purchase and construction of the pavement for the bus parking and passenger boarding area (a site without structures). The issue of how much to spend on shelters, the CSC, and other passenger amenities is to be treated as a separate issue and will be dealt with in the coming months.
- E. Parking and compatibility with adjacent uses.
 - 1. These items are not treated at this point as rated criteria, except that an estimated cost for parking damages is included in the cost estimate. However, these issues can be very complex, will vary from site to site, and need to be carefully evaluated prior to a decision on a preferred site. These factors will be considered carefully during the detailed investigation of the finalist sites.

VI. SITE RATINGS BY STAFF

- A. Eliminate sites with fatal flaws.
- B. Ratings for remaining, potentially viable sites based on zero to five rating on each of the four siting factors (specific ratings by site to be presented at the work session).

VII. ACTION REQUESTED: PICK TOP THREE OR FOUR SITES, IN PRIORITY ORDER

- A. Sites selected will be investigated further, with top site(s) receiving the most attention. Additional research to include:
 - 1. Contact of property owners at or adjacent to site;
 - 2. More precise cost estimating;
 - 3. Development of options design and cost for CSC, shelters, and other passenger amenities; and
 - 4. Investigation into parking replacement issues (if any).



Eugene Station Site Evaluation Initial Cut

Block #	Fatal Flaw?	Comments
1	Yes	Down to Earth store historic
2	Yes	Post Office
3	Yes	Site almost fully developed
4 - Elections		
5	Yes	Fifth Street Market
6 - IBM		
7	Yes	Hult Center
8	Yes	Hilton, Conference Center
9	Yes	Centennial Bank site, underground parking garage
10	Yes	Federal Building
11	Yes	Too small; access problems
12	Yes	Site almost fully developed
13	Yes	Parcade
14 - Modified Butterfly		
15	Yes	Public Services Building
16	Yes	City Office; south half developed
17	Yes	Too small
18 - Charnelton		
19	Yes	Site almost fully developed
20	Yes	Lorig Development?; site too small
21	Yes	Park block
22	Yes	Park block
23	Yes	Future City Hall; south half developed
24 - IHOP		
25	Yes	Sears; future library?
26	Yes	Site almost fully developed
27	Yes	OverPark, Athletic Club
28	Yes	Citizens Bldg; Quackenbush (historic)
29 - Greyhound		
30	Yes	Register Guard
31 - Sears Lot		
32 - McDonald Theatre		
33	Yes	Site almost fully developed
34 - Modified Firestone		
35	Yes	Site almost fully developed
36 - Pasta Plus		

RATING: SIZE OF SITE

<u>Site</u>	<u>Rating*</u>	<u>Comments</u>
4 - Elections	2	Sufficient size to accommodate required number of buses and all passenger amenities and CSC functions. CSC must be two stories.
6 - IBM	5	Sufficient size to accommodate required number of buses, but three-quarter block site requires narrower platforms which compromises ability to install passenger amenities and restrict size and location of CSC.
14 - Modified Butterfly	3	Triangular shape of parcel is sufficient size to accommodate buses, passenger amenities, and two-story CSC.
18 - Charnelton	1	Largest site: can accommodate all functions without compromises if Broadway closed; Rating would be a 4 if Broadway not closed.
24 - IHOP	2	Sufficient size to accommodate all functions; two-story CSC.
29 - Greyhound	5	Three-quarter block site limits flexibility in locating and designing passenger amenities and CSC.
31 - Sears Lot	2	Sufficient size to accommodate all functions; two-story CSC.
32 - McDonald Th.	5	Three-quarter block site limits flexibility in locating and designing passenger amenities and the CSC.
34 - Mod. Firestone	5	Three-quarter block site limits flexibility in locating and designing passenger amenities and the CSC.
36 - Pasta Plus	2	Sufficient size to accommodate all functions; two-story CSC.

* 1 is the top score; 5 is the lowest score

RATING: LOCATION OF SITE

<u>Site</u>	<u>Rating</u>	<u>Comments</u>
4 - Elections	3	Separated by 6th and 7th Avenues from downtown core and major employment area, but near thriving 5th Street Market area.
6 - IBM	5	Located in far northwest corner and isolated between 6th and 7th Avenues. Far from public employment areas and major retail areas.
14 - Modified Butterfly	1	Located in the heart of downtown and near major employment area.
18 - Charnelton	5	Located adjacent to Mall, but on the opposite side of downtown where development has been occurring. Near possible new library, but no possible commercial development to west due to developed residential area. Possible conflict with residential area.
24 - IHOP	2	Located on east edge of downtown area, but near public employment area. Possible redevelopment potential to east depending on Ferry Street Bridge option selected. Toward University of Oregon (UO) and Riverfront.
29 - Greyhound	2	Good downtown location.
31 - Sears Lot	3	Across the street from possible new library, but far from employment center.
32 - McDonald Th.	3	Near possible new library, but far from employment center.
34 - Mod. Firestone	3	Adequate downtown location.
36 - Pasta Plus	4	Toward UO and Riverfront, but far from main employment and retail areas downtown.

RATING: OPERATIONAL CHARACTERISTICS OF SITE

<u>Site</u>	<u>Rating</u>	<u>Comments</u>
4 - Elections	2	Easy access, although about half of buses will be required to back out of stalls. Good access to/from Ferry Street Bridge. No major traffic issues. Most riders transfer without crossing traffic.
6 - IBM	5	Very difficult access onto and off 6th and 7th Avenues. Additional operational costs for routes serving southeast Eugene, including UO and LCC. Almost all buses back out. Riders transfer without crossing traffic, although transfer distance longer than for other options.
14 - Modified Butterfly	3	Good station design for transferring passengers, but possible difficult access onto Willamette or 7th. Some buses back out.
18 - Charnelton	3	Good ease of transfers if Broadway closed. Easy access onto and off site. Access from south and southeast difficult due to configuration of one-way streets. Rating would be a "2" if Broadway not closed.
24 - IHOP	1	Good access from Ferry Street Bridge and other areas. Design options may limit bus backing and may make it possible that no transfers cross traffic.
29 - Greyhound	4	Almost all buses back out. Riders transfer without crossing traffic, although transfer distance longer than for other options. Some difficulty in bus ingress and egress.
31 - Sears Lot	2	Good access from most parts of community except northeast, including Ferry Street Bridge. Some buses back out of stalls. Most riders transfer without crossing traffic.
32 - McDonald Th.	3	Almost all buses back out. Riders transfer without crossing traffic, although transfer distance longer than for other options. Some difficulty in bus ingress and egress.
34 - Mod. Firestone	3	Almost all buses back out. Riders transfer without crossing traffic, although transfer distance longer than for other options. Some difficulty in bus ingress and egress.
36 - Pasta Plus	2	Good access from most parts of community except northwest. Some buses back out of stalls. Most riders transfer without crossing traffic.

RATING: COST OF SITE

<u>Site</u>	<u>Rating</u>	<u>Cost</u>	<u>Comments</u>
4 - Elections	5	\$5.00 million	High cost for loss of parking
6 - IBM	1	\$2.72 million	Possible soil contamination
14 - Modified Butterfly	5	\$5.41 million	High costs for land, loss of parking
18 - Charnelton	1	\$2.35 million	One owner (City of Eugene); possible parking for new library
24 - IHOP	2	\$3.20 million	
29 - Greyhound	4	\$4.24 million	Greyhound relocation a potential problem
31 - Sears Lot	3	\$3.94 million	Possible parking for new library
32 - McDonald Th.	2	\$3.44 million	
34 - Mod. Firestone	5	\$4.96 million	Possible problem with underground utilities
36 - Pasta Plus	3	\$4.00 million	High cost for loss of parking

Notes about Cost Estimates:

1. These are rough estimates of costs. More detailed estimates will be completed for finalist sites.
2. Costs include only estimates of land acquisition, damages for eliminating parking, business relocation, and construction of the bus and passenger loading platform. Costs for structures are not included. A 25 percent contingency is added to the cost for each site. Costs are in current dollars and will need to be inflated to correspond with the land acquisition and construction schedule when one is established.
3. Construction costs include demolition of existing buildings, concrete pavement, extension of utilities to the site, and design costs and other fees to complete that minimal station work. Possible cost additions include the Customer Service Center, bus shelters, other passenger amenities (benches, trash cans, drinking fountains, signage), more expensive paving (such as pavers on the passenger island), landscaping, and lighting.

Rating: Cost of Site (continued)

4. Items which may increase the estimated costs include utility relocation costs (unknown without more research), poor soil conditions (unknown without more research), possible traffic improvements, and inflation.
5. No estimate is included for "consequential damages" (damages to adjacent property resulting from a drop in property value). It is difficult to determine whether these would occur and, if so, how much they might be. In general, these are less likely to occur in situations where the District purchases the entire block and is surrounded by public right of way.
6. The Board will discuss the "programming" for the station (the level, design and quality of structures and other improvements) at the next work session. Passenger amenities (bus shelters, benches, lighting, etc.) and the Customer Service Center will likely add between \$3.5 million and \$6.5 million to the project cost, depending on the level of amenities chosen, materials, and quality of construction.

h:rating.smv

Summary of Ratings

Site	Size	Location	Operations	Cost	Total Points	Staff Ranking
#24 I-HOP	2	2	1	2	7	1
#18 Charnelton	1	5	3	1	10	see notes
#31 Sears Lot	2	3	2	3	10	3
#36 Pasta Plus	2	4	2	3	11	see notes
#4 Elections	2	3	2	5	12	2
#14 Modified Butterfly	3	1	3	5	12	see notes
#32 McDonald Theatre	5	3	3	2	13	4
#29 Greyhound	5	2	4	4	15	
#34 Modified Firestone	5	3	3	5	16	
#6 IBM	5	5	5	1	16	

Notes:

1. The I-HOP site ranks well in every category.
2. The Charnelton Lot is not rated among the top four due to poor location, possible conflict with library parking, the required closure of Broadway Street (which may be difficult to obtain), and the possible elimination of several large Big Leaf Maple trees.
3. The Pasta Plus site is not rated among the top four due to its poor location and possible difficulty resolving parking replacement.
4. The Butterfly Lot is not rated among the top four due to potential conflicts with the Farmers Market and Saturday Market and potential legal problems in acquiring the site.



Lane Transit District

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(503) 741-6100
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July 30, 1990

TO: Eric Gunderson
FROM: Stefano Viggiano
RE: Twenty-year Downtown Station Capacity Needs Analysis

It is necessary to project future use of the downtown station in order to design a facility that adequately addresses the District's needs into the future. I have assumed that a twenty-year planning horizon is appropriate for this analysis. The twenty-year time frame is consistent with UMTA's maximum funding limit for facilities, and projections beyond twenty years become more and more iffy. Assuming a 1993 construction completion, the twenty-year period would take us through the year 2013.

Current station usage is approximately 9,000 boardings per day, and 16 buses at one time. The 16-bus maximum use of the station now occurs at 5:20 p.m. However, three of those buses are rural routes which could be rescheduled by five minutes or so to avoid that peak time. There are now 13 routes which have major pulse departures throughout the day.

Three methods are used to project bus capacity needs for the station, while only one method is used to determine passenger space requirements.

Method 1 - Annual Growth Rates

This method projects ridership and fleet use into the future using various annual growth rates. The results of this analysis are attached on Table 1. The analysis assumes that the lower bound of ridership is the metropolitan area's predicted annual employment growth of 2 percent per year, while the upper bound is an average annual growth rate in ridership that is double the employment growth. Station ridership is assumed to grow at the same rate as the system.

This assumes that ridership increases resulting from programs targeted to downtown (such as the group pass program) are offset by the decentralization of employment and commercial activity that is occurring in the community. Peak station bus use is expected to increase at a slightly slower rate in response to greater use of crosstown routes, longer routes to serve outlying areas, and likely increases in frequency of existing routes (as opposed to creation of many new routes).

The table indicates that in the year 2013 daily station boardings will be between 15,000 and 23,000, while peak bus needs for the station will be between 20 and 29 buses.

Method 2 - System Growth

This method assumes that the service level over the next twenty years will double, but that the route structure and pulse system will remain similar to how they are today.

Routes on the major pulse are assumed to be: all current routes (16 buses peak), plus the #23, #24, #28, #67, another LCC bus, and a bus out west 18th. This would yield a total of 22 buses.

Method 3 - New System

This method assumes use in the future of a somewhat new system. The new system would still have a downtown timed meet, but the scheduling would be somewhat different. Instead of four departure times from the station per hour, there would be six departure times per hour (once every ten minutes). Each major corridor would be served at each of the departures (at least during peak times), while less utilized service could run every 20 minutes, 30 minutes, 40 minutes, or every hour.

A possible peak schedule for such a system is shown on Table 2. The system requires a minimum of 20 bays, although it seems prudent to have an additional bay for contingency. Compared to the current system, the proposed system would more than double service leaving the Transit Station every hour. In addition, layovers at the station would not necessarily be required of buses that operate every 10 minutes.

It is likely that the District will offer express service during peak hours. These are not shown on Table 2. One option to accommodate the express buses is to have them leave between pulses (such as 5:15 p.m.). Otherwise, two additional bays should be added.

Conclusions

For station boardings, the station should be designed to accommodate at least 20,000 boardings per day. This implies that peak hour boardings may be about 4,000 people, with perhaps 1,000 people maximum boarding during one pulse of buses (assuming a six pulse system). It should also be noted that station boardings for the Elections Lot may be somewhat less due to increased boardings at other stops in downtown after the bus left the station.

The station should be designed to accommodate at least 22 buses. This figure is consistent with the results of methods two and three. Method three, in particular, appears to provide a workable solution to the issue of using station capacity in an intensive manner.

The station should also have, ideally, the following features:

1. Parking for three cars (two shuttle vehicles and a spot for the field supervisor);
2. A staging area to accommodate up to three buses (the staging area could be on-street near the station);
3. A bus drop-off location at the station (for buses that deadhead from the station immediately after dropping off passengers);
4. A location for "kiss and ride", where car riders could be dropped off adjacent to (but not in) the station; and
5. Three bays with the flexibility to accommodate articulated coaches. Note that deboarding requires access to all three doors on an articulated coach, while boardings only require front door access (this information provided in case we want to consider a drop-off area for articulated buses and a separate boarding bay).

Table 1

20 Year LTD Ridership, Fleet Size Projection

Year	Annual Ridership (millions)		Peak Fleet Size		Daily Station Boardings		Peak Station Bus Use	
	Lower Bound (2% ann inc)	Upper Bound (4% ann inc)	Lower Bound (1.5% ann inc)	Upper Bound (4% ann inc)	Lower Bound (2% ann inc)	Upper Bound (4% ann inc)	Lower Bound (1% ann inc)	Upper Bound (2.5% ann inc)
1989	4.50	4.50	61	61	9000	9000	16	16
1990	4.59	4.68	62	63	9180	9360	16	16
1991	4.68	4.87	63	66	9364	9734	16	17
1992	4.78	5.06	64	69	9551	10124	16	17
1993	4.87	5.26	65	71	9742	10529	17	18
1994	4.97	5.47	66	74	9937	10950	17	18
1995	5.07	5.69	67	77	10135	11388	17	19
1996	5.17	5.92	68	80	10338	11843	17	19
1997	5.27	6.16	69	83	10545	12317	17	19
1998	5.38	6.40	70	87	10756	12810	17	20
1999	5.49	6.66	71	90	10971	13322	18	20
2000	5.60	6.93	72	94	11190	13855	18	21
2001	5.71	7.20	73	98	11414	14409	18	22
2002	5.82	7.49	74	102	11642	14986	18	22
2003	5.94	7.79	75	106	11875	15585	18	23
2004	6.06	8.10	76	110	12113	16208	19	23
2005	6.18	8.43	77	114	12355	16857	19	24
2006	6.30	8.77	79	119	12602	17531	19	24
2007	6.43	9.12	80	124	12854	18232	19	25
2008	6.56	9.48	81	129	13111	18962	19	26
2009	6.69	9.86	82	134	13374	19720	20	26
2010	6.82	10.25	83	139	13641	20509	20	27
2011	6.96	10.66	85	145	13914	21329	20	28
2012	7.10	11.09	86	150	14192	22182	20	28
2013	7.24	11.53	87	156	14476	23070	20	29

Table 2

Possible Year 2013 Downtown Station Bus Departure Schedule

All Pulses (every 10 minutes)

Bay 1: #11
Bay 2: #12
Bay 3: #13
Bay 4: #22
Bay 5: #23
Bay 6: #25
Bay 7: #28
Bay 8: #30
Bay 9: Other SW Eugene
Bay 10: #41
Bay 11: #51
Bay 12: #66
Bay 13: #67
Bay 14: Downtown Shuttle

:00 Pulse

Bay 15: #21
Bay 16: #33
Bay 17: #40
Bay 18: #44
Bay 19: #50
Bay 20: #60
Bay 21: #61
Bay 22: extra

:10 Pulse

Bay 15: Other Spfld
Bay 16: #24
Bay 17: #26
Bay 18: #27
Bay 19: #52
Bay 20: #65
Bay 21: extra
Bay 22: extra

:20 Pulse

Bay 15: #21
Bay 16: #33
Bay 17: #34
Bay 18: #40
Bay 19: #44
Bay 20: #60
Bay 21: #61
Bay 22: extra

:30 Pulse

Bay 15: Other Spfld
Bay 16: #24
Bay 17: #27
Bay 18: #50
Bay 19: #53
Bay 20: #65
Bay 21: extra
Bay 22: extra

:40 Pulse

Bay 15: #21
Bay 16: #33
Bay 17: #40
Bay 18: #44
Bay 19: #52
Bay 20: #60
Bay 21: #61
Bay 22: extra

:50 Pulse

Bay 15: Other Spfld
Bay 16: #16
Bay 17: #24
Bay 18: #27
Bay 19: #60
Bay 20: #63
Bay 21: extra
Bay 22: extra