

(This packet was printed on recycled paper.)

Public notice was given to *The Register-Guard* for publication on January 11, 1996.

LANE TRANSIT DISTRICT REGULAR BOARD MEETING

January 17, 1996
7:30 p.m.

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

AGENDA

Page No.

- | | | |
|------|--|----|
| I. | CALL TO ORDER | |
| II. | ROLL CALL | |
| | Saydack _____ Bailey _____ Bennett _____ Hocken _____ | |
| | Kleger _____ Montgomery _____ (vacancy) _____ | |
| III. | INTRODUCTORY REMARKS BY BOARD PRESIDENT | |
| IV. | AUDIENCE PARTICIPATION | |
| V. | EMPLOYEE OF THE MONTH | 04 |
| VI. | PRESENTATION OF AIA AWARD | 05 |
| VII. | ITEMS FOR ACTION AT THIS MEETING | |
| A. | Consent Calendar | 06 |
| | 1. Minutes of the November 29, 1995, special Board meeting | |
| | 2. Minutes of the November 30, 1995, special Board meeting | |
| | 3. Minutes of the December 13, 1995, special Board meeting | |
| | 4. Minutes of the December 21, 1995, regular Board meeting | |

B.	<i>LTD Americans with Disabilities Act (ADA) Paratransit Plan 1995-96 Update</i>	32
1.	Staff Presentation	
2.	Opening of Public Hearing by Board President	
3.	Public Testimony	
4.	Closing of Public Hearing	
5.	Board Deliberation and Decision	
C.	Federal Section 9 Grant Application	37
1.	Staff Presentation	
2.	Opening of Public Hearing by Board President	
3.	Public Testimony	
4.	Closing of Public Hearing	
5.	Board Deliberation and Decision	
D.	Service to Creswell	41
E.	Election of Board Officers	46
VIII.	ITEMS FOR INFORMATION AT THIS MEETING	
A.	Current Activities	
1.	Board Member Reports	47
a.	Metropolitan Policy Committee	
b.	TransPlan Update Symposia Process	
c.	Ferry Street Bridge North Bank Citizen Advisory Committee	
d.	High-Speed Rail Siting Committee	
2.	Commuter Solutions Presentation	49
3.	Eugene Station Update	50
4.	Bus Rapid Transit (BRT) Update	51

5.	Update on Bus Service to Cottage Grove	52
6.	Update on New Eugene Library Site Selection	55
B.	Monthly Staff Report	58
C.	Monthly Financial Report	61
IX.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	70
A.	Appointments to Board Committees	
B.	Selection of Paratransit Provider	
C.	Walkabout Contacts and Agenda	
D.	COBRA Policy	
E.	Family Leave Policy	
F.	Service Changes for Fiscal Year 1996-97	
G.	Pricing Plan for Fiscal Year 1996-97	
H.	Capital Improvements Plan for Fiscal Year 1996-97	
I.	Budget Committee Meetings	
J.	Work Session on Image and Role in the Community	
K.	Eugene Station	
L.	Cottage Grove/Creswell Service	
X.	EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(e), TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO NEGOTIATE REAL PROPERTY TRANSACTIONS, AND PURSUANT TO ORS 40.225, LAWYER-CLIENT PRIVILEGE	72
XI.	ADJOURNMENT	

Alternative formats of printed material (Braille, cassette tapes, or large print) are available upon request. A sign language interpreter will be made available with 48 hours' notice. The facility used for this meeting is wheelchair accessible. For more information, please call 741-6100 (voice) or 687-5552 (TTY, for persons with hearing impairments).

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 1996

ITEM TITLE: EMPLOYEE OF THE MONTH

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: **February 1996 Employee of the Month:** Bus Operator Tim Leberman has been selected as the February Employee of the month. He was hired as a bus operator on April 23, 1991. He has achieved correct schedule operation (CSO) excellence for over four years, and has qualified for the attendance incentive award program numerous times. He was nominated by two customers for the positive way he treats all his customers and for how safe they feel when riding with him. One stated that Tim shows that he cares and takes pride in doing so, and does not hold back in expressing his concern for others. The other customer described a situation in which Tim stopped the bus and used his authority in a positive, professional, and firm way to let a number of youths know they were not to continue to use foul language on the bus. She stated that he set a very good example for those riders and got them to listen to him. She was very appreciative of his actions.

When asked what makes Tim a good employee, Transit Services Administrator Rob Montgomery said that Tim is very conscientious about his job, often bringing his ideas and suggestions to the supervisors with the intent to make things better for his customers and the District.

AWARD: Tim will attend the meeting to be introduced to the Board and receive his award.

G:\WPDATA\EOMSUM.DOC (jhs)

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 1996

ITEM TITLE: PRESENTATION OF AIA AWARD

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: None

BACKGROUND: LTD's University Station South was designed by WBSG Architecture and Planning. Project architect Eric Gunderson will attend the January 17 Board meeting to present a design award for the station from the American Institute of Architects (AIA). In the past, the AIA has presented other awards to WBSG and the District, including an award for the design of the Glenwood facility.

ATTACHMENT: None

PROPOSED MOTION: None

G:\WPDATA\AIASUM.DOC (jhs)

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 1996

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: Approval of Consent Calendar Items

BACKGROUND: Issues that can be explained clearly in the written materials for each meeting, and that are not expected to draw public testimony or controversy, are included in the Consent Calendar, for approval as a group. Board members can remove any items from the Consent Calendar for discussion before the Consent Calendar is approved each month.

The Consent Calendar for January 17, 1996:

1. Approval of minutes: November 29, 1995, special Board meeting
2. Approval of minutes: November 30, 1995, special Board meeting
3. Approval of minutes: December 13, 1995, special Board meeting
4. Approval of minutes: December 21, 1995, regular Board meeting

ATTACHMENTS:

1. Minutes of the November 29, 1995, special Board meeting
2. Minutes of the November 30, 1995, special Board meeting
3. Minutes of the December 13, 1995, special Board meeting
4. Minutes of the December 21, 1995, regular Board meeting

PROPOSED MOTION: I move that the Consent Calendar for January 17, 1996, be approved as presented.

g:\wpdata\ccsum.doc

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING

Wednesday, November 29, 1995

Pursuant to notice given to *The Register-Guard* for publication on November 27, 1995, and distributed to persons on the mailing list of the District, a special meeting of the Board of Directors of the Lane Transit District was held on Wednesday, November 29, 1995, at 5:30 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Kirk Bailey, Vice President
Rob Bennett
Patricia Hocken, President, presiding
Dave Kleger, Treasurer
Roger Saydack
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Absent: Thomas Montgomery, Secretary
(One vacancy, subdistrict #2)

CALL TO ORDER: The meeting was called to order at 5:40 p.m. by Board President Pat Hocken.

EUGENE STATION:

MOTION **Executive Session:** Mr. Bailey moved that the Board move into executive session pursuant to ORS 192.660(1)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions, and pursuant to ORS 40.225, lawyer-client privilege. The motion was seconded by Mr. Kleger and carried by unanimous vote. The executive session began at 5:40 p.m. Joe Richards and Greg Skillman of District counsel were present for this discussion.

VOTE

MOTION **Return to Regular Session:** Upon motion by Mr. Bailey and seconding by Mr. Kleger, the Board voted unanimously to return to regular session at 6:50 p.m.

VOTE

MOTION **Board Direction to Eugene Station Committee and Staff:** Mr. Kleger moved that the District direct its architects to design a single-story building on the southwest corner of the site for the new Eugene Station, with the proviso that if a public purpose for additional stories became clearly available, prior to the "point of no return" in design, then the District would move in that direction and try to shift the additional costs to that tenant. Mr. Saydack seconded the motion.

Mr. Bennett said he was persuaded to reluctantly vote for this motion. He said he thought it was a shame that the District could not fully utilize the site, but he was obliged to accept the current legal advice. Mr. Saydack said that Mr. Bennett's comments summarized his feelings about this motion. He said he would encourage the staff, if the motion carried, to continue to work to find another public use for a second story. He agreed that it was unfortunate that the Board could not authorize a second story at that time.

Mr. Bailey asked to submit written comments on this issue for the record. Those comments follow:

I want to make it clear that I support the two-story building at the southwest corner of the Eugene Station site. I agree with Counsel's observations about what the potential risks are, but my feeling is that LTD is acquiring the property for public purposes, to be used for LTD purposes. The District is not sure what will happen in that building, although it has some pretty good ideas about what is needed, but no one knows what the future is going to hold. It seems to me that there are enough issues on the community's agenda that might require LTD to step up and take a more active role in transportation issues that it is entirely possible that LTD will fill all the space in a two-story building with LTD uses. I think it is poor planning if the District does not go forward with a two-story building, and that it is worth the risk. I want to clarify that my comments about risk are not necessarily aimed at the Board members' personal risk in making the decision, but whether or not there is any risk for whether or not the Board has the authority to make this decision. In terms of the foreseeability for the need for that space, I think it is foreseeable that the District or the community will need that space in a much shorter time frame than ten years. LCOG made it clear that they are running out of space. They have not been able to commit to using space at the transit station because they are not equipped to make that decision as quickly as LTD needs them to. I think it is very apparent that the community may need space of this kind. I did not understand Counsel's advice to the Board to be that the Board is not without authority to acquire and use this building for public purposes. My definition of public purposes is much broader than some others' definitions, but I think that is because of a wide gray area. FTA accepts concessionary spaces in public buildings as appropriate for spending federal money. One is planned for the main CSC building and that is not being questioned. I think that fits within an appropriate public use of the building, and that the Board has the authority to do that. Later on, the community will come back to the District and ask why LTD did not build a two-story building when it had the chance.

VOTE

There was no further discussion, and the motion carried on a vote of 4 to 1, with Mr. Bailey voting in opposition and all others in favor.

WORK SESSION ON BUS RAPID TRANSIT AND FLEET OPTIONS: Ms. Loobey explained that this issue was before the Board because the District was contemplating the purchase of smaller vehicles and discussing how the District's vehicles would work with Bus Rapid Transit (BRT). Staff would describe what the fleet looked like at that time, how the fleet was being used, and what the opportunities would be for making a shift in the fleet, for purposes of meeting the Board's directives under the vision statements.

Planning Administrator Stefano Viggiano discussed BRT and service ideas. He summarized the elements of BRT. Those included: purchase of rights-of-way for improved travel time; type of vehicle (to distinguish the system as well as to reduce delays by using low-floor vehicles with many doors); fare collection; scheduling and operations (such as through routing

and headways); marketing; traffic signal prioritization; stops and stations; and passenger information. He explained that the reasons for a BRT system were for faster, more frequent service that would be more competitive with the single-occupant vehicle; to provide rapid transit at a relatively low cost (a way to achieve some of the benefits of rail service without incurring the costs); to allow an incremental approach to implementing a system; and to reinforce proposed land use patterns.

Mr. Viggiano showed conceptual BRT routes and how those would work with nodal developments, which were being discussed as a part of the TransPlan process; with park and rides; and with feeder lines that would connect with other BRT lines.

Mr. Viggiano also discussed the proposed work plan and schedule, as prepared by JRH Engineering, and stated that there had been a very positive response during discussions with other local units of government at the staff level. Ms. Hocken said she thought that September of 1998 was a very ambitious schedule for construction.

Maintenance Administrator Ron Berkshire discussed the District's fleet options. He reviewed the basic issues to keep in mind as the District began to diversify its fleet and change the fleet mix. He explained that the current fleet was made up of heavy-duty transit buses, which provided a lot of flexibility to provide reliable service with an adequate spares ratio. He showed a seven-week example of spares usage during weekday service. With a 20 percent spares ratio, the average usage during that seven-week period was 18 percent. Mr. Berkshire stated that the District would have to buy additional buses for spares when it began purchasing smaller buses. An additional cost involved with the purchase of a different kind of bus was the cost for training maintenance employees to work on different engines and bus types.

Mr. Berkshire showed slides of different kinds of buses, including small, medium, and heavy-duty; diesel; electric; and low-floor buses. He compared the costs, function, and life span of the different buses, and asked the Board members for feedback about what they had seen.

Mr. Bennett said he was encouraged by the increase in ridership that resulted from the use of battery-powered buses in Santa Barbara and Monterey-Salinas. He said he would not do the wood carriage approach. He liked the electric shuttle bus that had the look of a train. He thought the inside was important. He would give up seats for more room, and would have as many doors as possible and use automatic ticketing for speed of entry and exiting. He would choose something that would provide a good cost benefit and that would market well.

Mr. Kleger said that his major concern was the rapidity of boarding. He would be happy to try the hybrid bus if it were ready by the time LTD was ready, but he was more concerned about easy on and off. He would not go to rear door wheelchair boarding, and wondered about low-floor buses with lifts. He said that dwell time was an important issue. In terms of a downtown circulator bus, he was very interested in the electric bus with the hybrid drive, and would like to go with as modern an appearance as possible. He said he was not opposed to the trolley look, but would use metal rather than wood.

Mr. Saydack said that he was intrigued by the reliability, appeal, and increase in ridership associated with the use of electric buses. If ever a community would embrace electric buses, he said, this was the one. He thought this would provide a new look and a reason for people to ride the bus.

Mr. Bailey thought that the low-floor buses were important for BRT, and for the shuttle, electric buses with the hybrid system seemed to be the best.

Mr. Berkshire commented that the District had until 1998 before implementation, so there could still be some changes in technology. The lead time for ordering would depend on the buses that were ordered. Standard buses from Gillig would not be available until mid-1998 because that manufacturer was booked solid. Forty-five foot buses basically took twelve months between order date and delivery.

Ms. Loobey said staff would like direction from the Board regarding small buses, which could be ordered in the near future for a downtown shuttle and for routes where larger buses could not run. She said staff would like to look in more detail at the three types of electric vehicles in terms of service, maintenance, driving, etc. Mr. Kleger said he would like to see the effect on service time in the hills.

Ms. Hocken said that her basic question was whether it was feasible to use the same kind of bus for the neighborhood loops and the downtown shuttle.

Mr. Kleger said that these vehicles would have a higher cost per ride, but he thought it would be worth absorbing that cost. He thought that the downtown shuttle and neighborhood service were exposure that the District needed. He said there was quite a bit of literature that showed that people were more willing to ride smaller buses than larger buses.

Mr. Bennett said he would argue that because the District may have higher operating costs overall with a new service or more than one new service, it might have to look hard at where the routes were and at minimum productivity. He said he had some difficulty seeing how LTD was going to cover more ground with more service in terms of how it positioned itself differently in relation to how it saw itself in the future.

Mr. Kleger said that the District needed higher productivity expectations, and should make it known to people that the higher cost of those vehicles required that. He said the Board needed to know how long it would take to promote that kind of service and get a good test of it.

Mr. Kleger asked about zone fares. Ms. Loobey said that LTD had charged zone fares years ago, and the enforcement and accounting were the expensive issues associated with the difference in fares. Also, there were issues for the operators to deal with, such as what happened when a customer rode from half of one zone half-way into another zone. People were not necessarily complaining, but the District decided at that time that it was easier not to charge zone fares. Ms. Loobey added that the District needed to be careful about performance standards. She said buses could not bring people to the hub unless they were picked up in the outer areas. Service outside the corridor was needed to keep the corridor running. The routes were designed where there was the greatest opportunity for the most ridership. If the District started cutting out coverage, it also would start cutting segments of ridership.

Mr. Saydack said that if the District increased service with feeder routes, shuttles, etc., it would have to increase ridership or find some other way to pay for increased service with a subsidy. However, the District had been hearing that the subsidies would be vanishing. If LTD talked about expansion that was based on increases in service, it would have to know how it could

sustain that in the future, and that there would be enough productivity. Ms. Loobey said that the existing routes might not stay; there could be a different configuration. Feeder routes might feed the BRT, which would take people to their final destinations.

Mr. Saydack stated that if the District did not find ways to increase ridership, it would not be able to sustain the same level of service. Ms. Loobey said that also would make it more difficult to justify increased capital costs. Mr. Saydack said the Board was not yet looking at projections, how to pay for the service, how it would produce, etc., but would need that information in order to make decisions.

Ms. Hocken asked if the Board would be asked to approve the BRT schedule. Mr. Viggiano said that the staff would proceed with the schedule unless they heard differently from the Board. There would be issues throughout the project for which staff would return to the Board for decisions. Mr. Bennett asked about the operating budget for this project. Mr. Viggiano replied that staff had assumed that BRT would be a major work task for them, and had budgeted some money for staff time and consulting services. He added that a staff reorganization had made it easier to concentrate on this type of project.

Ms. Hocken asked for copies of the schedule, Mr. Berkshire's list of buses, and copies of the photos of the buses.

ADMINISTRATIVE STAFF REORGANIZATION: Ms. Loobey said that the staff reorganization work was moving ahead and the Board was being asked to approve the results. Background materials were handed out to the Board members. She said there were some important things for the Board to understand. The bottom line was that staff changes were made that could not be anticipated until the process was finished, and staff needed approval from the Board to make those changes. The cost for FY 95-96 would be \$8,000, and the annualized, ongoing cost would be approximately \$50,000 per year.

Ms. Loobey explained that when looking at the Board's vision statements and the number of staff vacancies that had occurred at one time, staff realized that they had the opportunity to look at the organization to see if it was organized the best way for effective and efficient operations. She explained that the one of the goals of the reorganization process was to reduce a layer of the decision making. The positions of Director of Administrative Services and Director of Operations had been eliminated, and a new Assistant General Manager position had been created, to assist the new departments and the General Manager. She explained that a new Planning and Development department would be specifically charged with the responsibility for long-range development, marketing, finance, facilities, etc., including BRT and Park and Ride. LTD had never had a staff person or function for long-range financing and planning such as this. The other new department, Service Planning and Marketing, would deal with the day-to-day product, to develop and deliver fixed-route service. This would be the first time that the perspectives of service development, marketing, transit operations, and maintenance would be integrated to provide the District's product. Ms. Loobey stated that it would be the responsibility of the Assistant General Manager to be sure the message of the organization was facilitated and coordinated up and down through the organization.

Ms. Loobey also discussed the financial impact of the reorganization recommendation. She explained that the Director of Operations position had not been filled since it became vacant. The Director of Administrative Services position would become the Assistant General Manager. The

division administrator titles would be changed to department managers, since staff found the term administrator to be too bureaucratic. The departments involved with marketing the District in any way would work together in a marketing council, which would be chaired by the Public Affairs Manager and would include staff involved with the long-range and short-range marketing of the District and its image, to ensure that the marketing program was consistent with the message and direction of the Board. A new position, Assistant Finance Manager, had been created. Staff had contemplated requesting this position in the budget last spring, and believed that it was very clear that it was important to have an assistant to the Finance Manager, whose current staff positions were technicians who did not have the skills to back up the position. The Assistant Finance Manager position also would allow the Finance department to take on duties from the former Director of Administrative Services position and additional reporting duties to meet the performance reporting goals set by the Board.

Ms. Loobey told the Board that the former Customer Service Administrator, Andy Vobora, had been promoted to the Service Planning and Marketing Manager. The Customer Service Administrator position description had been rewritten (reclassified) to make it a supervisory position and not an administrative position. This position would be necessary as a manager of the new Eugene Station and the Customer Service staff, but would not perform the many additional marketing and outreach duties Mr. Vobora had performed in the Administrator position. A Transportation Supervisor position would not be filled, and a Transit Projects Coordinator would be created, instead. An Accounting Technician position would be upgraded to a GL/Grant Accountant, and the Transportation Secretary position would be upgraded to an Administrative Assistant position in Transit Operations.

Ms. Loobey stated that she was firmly convinced that the staff would not be able to do what the Board wanted them to do unless they made the proposed changes. It was not just a matter of being more efficient; rather, it was a matter of being more prepared to achieve the goals the Board had set. Staff had spent a lot of time during the past year determining the best way to accomplish that. Ms. Loobey explained that staff had hired a consultant with a lot of experience in the private sector to assure that staff were heading in the right direction. The result of that work was a recommended new table of organization. In some cases, new job descriptions had been developed because the positions needed to be filled. In other cases, the job descriptions would be developed as staff gained some experience in their new positions.

Mr. Bennett asked if staff would have made the change even if the District were not embarking on new initiatives. Ms. Loobey replied that there were some changes that needed to be made anyway. Pushing the decision-making down further in the organization was one of them. Also, key staff vacancies allowed staff the opportunity to make the changes. It had been a concern over the years that all staff working with service issues were not integrated as well as they might be. Other important new tasks for staff included pursuing any projects in the community that had to do with transportation, and being included in the early planning processes. Staff had begun aggressively seeking the opportunity to be where they needed to be to ensure this participation.

Mr. Bennett asked if the salary schedules for the new positions were consistent with the latest information from the salary study. Ms. Loobey said that they were, that staff believed those positions had been appropriately placed. After a year's experience with the new organization and positions, the next compensation study would show if other changes would be needed because of changes in responsibility, but that could not be known yet.

Mr. Bennett said that if the District took on new administrative costs, this carried the additional responsibility that in the private sector would bring in new revenues or a new economic activity within the organization. He stated that staff were suggesting that the District take on additional administrative overhead whether it did BRT and other new projects, or not. He said that needed to be done very carefully. The other reason for this type of increase would be if staff believed the District had been woefully deficient in the past, and this reorganization would give staff an organization that would make the District more effective in the community. He had not heard Ms. Loobey say that, and was interested in additional comment about this issue.

Ms. Loobey stated that she had given a rushed presentation in an effort to allow the Board to adjourn fairly soon, or she would have spoken about this. She said that the District had not been on top of things as much as it should have been in the community. The Board's increased participation in the community and other activities required a lot of staff management that had not been required before. These efforts were directly related to the vision statements, as well as beginning the BRT process, which would be enhanced by the new Planning and Development focus. Staff level outreach also was needed, in addition to the governing body-level of outreach, to be in the forefront in transportation issues. Also, staff knew that there was a market the District had not yet reached. Part of the reorganization focus was to enhance the cooperation among staff in their new departments. The needs of the organization were greater than they were just five years ago, and someone had to pick up the additional assignments. Ms. Loobey stated that the District could not use Finance Manager Tamara Weaver's talents in financing and performance measures if her time had to be used for only meeting the statutory requirements of the District. For what was at stake for the District, she thought that \$54,000 out of a \$14 million budget was a reasonable amount.

Mr. Saydack said he appreciated the discussion. He agreed that when overhead was increased, it needed to be done for some reason, whether that be a bigger mission or greater productivity. He heard that this was what Ms. Loobey was saying; that the District needed to reach into the community to get the job done. If this reorganization was what it would take to get this done, then he was in favor of it. He said that the public would ask if the District had been able to accomplish that, and the Board would need to see the answer to that question in the future, whether that meant by increased earned income or ridership, etc.

Mr. Kleger said he would like to comment very favorably on the changes in the planning structure. He thought the planning function might not have been as in touch with the entire organization as it needed to be, and he thought this change probably would fix that. He said he knew the District was at a point where very long-range planning was critical, and he thought the new structure would help address that more effectively. He liked having decision-making closer to where the work was being done, and thought that this was a reasonable cost for those changes.

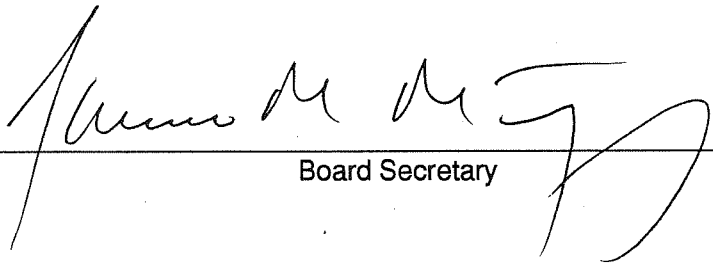
Mr. Bailey said he appreciated the work that Ms. Loobey and staff had put into trying to increase the efficiency of the organization. He asked a question to clarify the FTE and salary for the Finance Manager. Ms. Loobey explained that Ms. Weaver already did the work of 1.3 persons, and would need to absorb more from the Director of Administrative Services. The Assistant Finance Manager would be more of the manager of the day-to-day functions and take on the work with performance measures that were currently performed by the Finance Manager, such as the Section 15 federal reports and the annual audit.

MOTION Mr. Saydack moved that the Board approve the administrative staff reorganization plan as discussed and as presented in the attachments to the budget transfer resolution. Mr. Bailey
VOTE seconded the motion. There was no further discussion, and the motion carried by unanimous vote.

FY 95-96 BUDGET TRANSFER: Ms. Loobey explained that the transfer was necessary for several reasons, not just the reorganization. Ms. Hocken commented that the primary change was the loss of state funding in the form of Special Transportation Fund money from the cigarette tax. Every year, the District made a transfer from the General Fund to the Special Transportation Fund to provide special transportation services, and this year the state contribution was not as great as expected.

MOTION Mr. Kleger moved that the Board adopt the Resolution transferring \$43,540 from General Fund Operating Contingency to General Fund Personal Services (\$15,540) and increasing the General Fund Transfer to Special Transportation Fund (\$28,000) and Direct Support - RideSource
VOTE in the Special Transportation Fund (\$28,000). Mr. Bailey seconded, and the motion carried unanimously.

ADJOURNMENT: The meeting was unanimously adjourned at 9:10 p.m. The December meeting was scheduled to be held one week early, at 7:30 p.m. on December 13, in order to assure a quorum before the holidays. The regular meeting on December 20 would be canceled.


Board Secretary

C:\WPDATA\BDMN1129.DOC

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING

Thursday, November 30, 1995

Pursuant to notice given to *The Register-Guard* for publication on November 28, 1995, and distributed to persons on the mailing list of the District, a special meeting of the Board of Directors of the Lane Transit District was held on Wednesday, November 30, 1995, at 12:00 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Kirk Bailey, Vice President
Patricia Hocken, President, presiding
Dave Kleger, Treasurer
Thomas Montgomery, Secretary
Roger Saydack
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Absent: Rob Bennett
(One vacancy, subdistrict #2)

CALL TO ORDER: The meeting was called to order at 12:00 p.m. by Board President Pat Hocken.

BOARD DISCUSSION OF TRANSIT ISSUES WITH STATE REPRESENTATIVE JIM WELSH: Ms. Loobey complimented Representative Welsh for his efforts to be available to his constituents, and thanked him for his time. She spoke of the Board's attempts to get out into the community more to discuss LTD issues, such as the Board's visions and the UNCC Study results, which Representative Welsh said he had read. Ms. Loobey stated that from the standpoint of effectiveness and efficiency, LTD was ranked in the top 20 of all size of transit systems across the country, and number two in its peer group; only Santa Barbara was ranked higher. She said that the Board of Directors had set the tone and direction for the organization, and staff and the Board were very proud of the District's accomplishments. Ms. Loobey said that the Board had wanted to meet with the local area's legislators about how the Board saw the District's future and why they were moving in that direction. She added that there were some things the District may need Representative Welsh's help with. Some were housekeeping measures, such as an amendment to ORS 267, which would not be very controversial but would allow the District to operate in more efficient and effective ways.

Mr. Kleger explained the building on the southwest corner of the Eugene Station site plan. If the District built a two-story building, there would be excess space that would not be used in the near term, but ORS 267 did not allow the District to have an extra space to rent out. Mr. Kleger stated that the mix of transit with other commercial activity was what made transit effective. Ms. Hocken informed Representative Welsh that this issue could come up in the future as the District expanded its system of Park and Ride locations. She said that the District would like its customers to have access to some small vendors such as coffee or newspapers.

Ms. Hocken said that LTD only carried about 3 percent of the trips made in the area. In order to increase that percentage, the District would like to do some other things, such as bus rapid transit (BRT). She said that as a business person, Board member Rob Bennett, who was not present but was very interested in BRT, understood that a business did not succeed unless it could compete with its competitors. The District knew that there were a lot of people who could not use transit, and a lot who did not use it but who could if it were more convenient for them. The District was looking at ways to make the system more convenient for more people. The system was very successful in downtown Eugene and near the University of Oregon and Sacred Heart Hospital, where there was a shortage of parking. Because bus trips were almost always going to take longer than trips in a private vehicle, the District was looking at ways to make trips faster, including how fares were collected; signal preemption; and using dedicated rights of way for a BRT system, so buses were not tied up in congestion. The Board members wished to present these ideas to the local area's senators and representatives to get their feedback.

Ms. Hocken explained that the state statutes allowed emergency vehicles to change signals by using a computer activation system. The City of Eugene was in the process of acquiring such a system, and did not have a problem with buses also using it. However, state statute did not allow use by buses, so the Board hoped to have the law changed. She stated that one aspect of BRT was to have Park and Ride locations throughout the community, so people could have express service with some of the convenience of the automobile but reduced congestion and parking problems.

Ms. Hocken asked Representative Welsh for feedback on where the District appeared to be headed.

Representative Welsh stated that when he began his legislative term, he did not view transportation as a high priority, but that view had changed. He had a background in private industry and wood products, and some of those issues were priorities in the state. Being closely associated with Eugene, and traveling more, he began thinking more about transportation issues. Going through the special session with the south/north light rail issue, he had gained a tremendous interest. He said that he had given testimony on it, and that his vote on Portland was not a vote against transportation; rather, he did not think the plan addressed the true needs of the city. He said that this opened his eyes to some of the needs of a growing urban area, from Portland to Eugene to Medford. He told the Board that he wanted to be as much help as possible and stay up-to-date on the transportation issues. During the session, he worked with the trucking industry, which also was very interested in transportation throughout the whole state. Looking at the different modalities and funding for them, and realizing that the federal funding would be very different, would be important for the state.

Representative Welsh said that he realized that LTD had a big part in putting together a transportation package to lessen Hyundai's impact on the community. He said that the highway from Elmira and Veneta was dangerous, and would become an even greater problem if Hyundai moved in, because there would be growth in Veneta. He saw that LTD could play a strong role in that situation. He believed that the Elmira/Veneta area could conceivably take about 30 to 50 percent of the growth from Hyundai. With thousands of employees, possibly 80 percent would want new homes. He hoped that decent funding packages could be put together to deal with this kind of growth. That was his greatest concern for his district at that time, and he was interested in knowing if LTD had any plans for helping with those transportation needs.

Representative Welsh said also that he supported high speed rail along the I-5 corridor as an important component for transportation. To put that together with the rail and bus lines that went off it would be beneficial. He said that rail played an important part in transportation, and the state already had the rights of way. The biggest expense for the north/south light rail in Portland would be acquiring the right of way, but it had to be done.

Mr. Kleger discussed how the BRT vision fit with light rail. The District could begin accumulating rights of way in small pieces for BRT, rather than having to spend all the money at one time. LTD could acquire pieces as they became available and when the money was available, and thus gradually develop a route system for BRT. When the density of the area required it, the BRT system could be changed to a rail system. Ms. Loobey added that the LTD Board was interested in becoming more competitive with the private auto, and could do that incrementally with BRT.

Ms. Loobey informed Representative Welsh that in the past, the District had worked closely with the Oregon Department of Transportation (ODOT) on a transportation plan and state funding for transit. In past legislative sessions, work had been done on a motor vehicle registration fee. Ms. Loobey asked Representative Welsh if he saw any opportunities that could be supported, adding that there was a constitutional prohibition on use of the gas tax that limited the ability for transportation funding. Representative Welsh said that if this were done properly and sideboards were kept on, he thought this had been discussed enough that it would not be out of the picture to make this change. He said it had to be well planned, and it would have to be clear where those dollars would be spent, and presented so that everyone would know. Amendments would kill it by adding too much.

Ms. Hocken asked if restricting it to capital as opposed to operating would give it a better chance, or just where limits should be placed. Mr. Welsh said he thought capital and operating funding needed to be separated at this time. He thought that the people who would pay this would clearly accept this separation and understand it. If this were looked at for the entire state, which should be done, from a policy standpoint, people could understand the need for capital investment and would know that perpetual dollars would be needed to make it run. He thought that would help address the issues more easily at the local levels. He said the "two Oregons" (rural versus urban) needed to be protected, but he thought it could be more acceptable to them both in this way.

Ms. Loobey said that she knew Mike Meredith had been interested in a change in the weight/mile tax. At one time, he had an alternative scheme that truckers were willing to try, but ODOT thought there would be too much evasion of payment. She thought the transit industry would continue to work with Mr. Meredith to look for ways to find alternative funding sources. Representative Welsh said the heavy vehicle tax would be discussed in the future. An ODOT study should be completed by the end of December; ODOT had supported the weight/mile concept. All but about six states did not have weight/mile taxes; most used fuel taxes and payment at the pump. The biggest concern was evasion. ODOT did not think there was much evasion, but there was a tremendous number of compliance officers in the field. Inspectors checked trucks, log books, where the truck had been, and whether the tax had been properly applied to the weight/mile concept. Mr. Welsh said that there were over 30,000 individual companies in the state traveling in and out of the state daily, with several hundred thousand trucks. What bothered him was that the port of entry was in Wilsonville, but approximately two-

thirds of the population in the Portland metropolitan area was being served by trucks coming in from the north and east, with the port of entry in the south. To him, that did not look like there was much control of evasion. Other states were doing a better job of payment at the pump by use of dyed fuels and working with retailers selling that fuel. He thought that with a better system the state might gain from 20 to 30 percent in weight/mile road dollars coming from the pump. Businesses and farmers were very concerned about paying more. In the plan, the biggest change would be for 80,000 and above in weight to take the brunt of the tax, holding harmless many of those in lower weight brackets, such as buses and farmers. He said he would give Ms. Loobey a copy of the legislation if she needed to look at it, although LTD was exempt from this tax. He said it was very important that everyone be at the table to talk about this, since it would change a system that had been in place since 1948.

Ms. Loobey said that the Oregon Transit Association was toying with the idea that the transit community should step away from ODOT and work on issues independently. That had not yet been determined. Just from the standpoint of growth, she said, LTD and the transit community in the state needed to be energized to work closely with the legislative assembly so that past and future investments in infrastructure were protected and enhanced.

Regarding the issue of governance of LTD, Ms. Loobey said that Representative Welsh had been very helpful when this issue had come up in the legislature. Senator Dwyer had told the Board that he was determined to bring this issue up again. Mr. Kleger said that he was not philosophically opposed to an elected board, but that he was opposed under the current funding and campaign financing circumstances. He explained that the District was funded essentially by a business tax, and was in competition with the people who paid the tax for good employees, so he thought there was a legitimate sense of resentment. The District's market penetration was small; the portion of the community that participated in using the service was small, which he thought made the LTD Board a perfect target for a name-recognition-only election basis. He said that the District easily could end up with a Board of people who were willing to spend the most money to campaign, at the expense of the public in terms of service and spending public money. He thought that until there was a higher percentage of the people using the service or a broader-based funding structure and a greater sense of ownership from the general population, the District could end up with virtually no service. Mr. Kleger said also that one element of the legislation specified that one LTD Board member must be a regular user of the service. He did not know how that could be accomplished with an elected Board. He stressed that this was important to make the service work for the community. Representative Welsh mentioned that he had taken the bus from the River Road Transit Station to the Civil War football game, and had never gotten out of Autzen Stadium so fast in his life.

Mr. Saydack said that another justification for an appointed Board was that LTD's Board was in many ways a lot more like an administrative agency than legislative. The Board looked at a narrow range of issues. When appointed, members had to demonstrate an interest in this narrow range of issues and a willingness to study and learn. He thought that it made sense for someone like the Governor to make the decisions about appointments to the Board of this agency, like a lot of agencies.

Representative Welsh said that the appointed system still seemed to work, and that he could agree with Mr. Kleger's reasons due to the size of the system. He stated that he had played a big role in this issue during the last legislative session, and that the issue had become much

bigger much faster than anticipated. In response to a question from Mr. Bailey, Mr. Welsh said that it depended on the dynamics of the next legislature whether this would get much mileage in the next session.

Mr. Kleger asked if Representative Welsh saw any significant amount of support for looking at a more broadly-based funding structure for transit. Mr. Welsh said that he saw it growing, but he did not have a good sense of where it was at that time. Mr. Kleger said he knew that if LTD ever proposed something like that it would go nowhere without good, strong, private backing.

Representative Welsh said that what the District was doing was exactly right. He said that ratings in the UNCC report were what would help support this program, especially within the private sector. He said that the larger taxpayers could help with smaller ones, and he thought the Board's plan to talk to taxpayers was a good one. Representative Welsh suggested that the District work with the small business coalition at the state level. It included a lot of the smaller players in the state. Ms. Hocken mentioned that the Board had sent invitations to all of the members of the local area's legislative delegation, and Senator Kintigh had chosen not to meet with the Board, so the Board had not had a chance to discuss the issues with him.

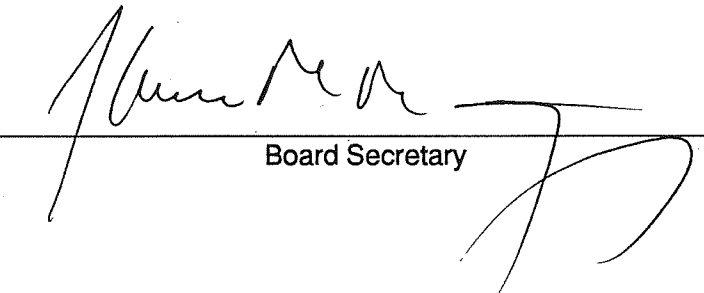
Ms. Loobey informed Mr. Welsh that Senator Dwyer and John Lively had lunch the day before, and Senator Dwyer had told Mr. Lively that he was willing to advance Mr. Lively's reappointment to the Governor's office. Mr. Lively said he was willing to stand for reappointment, but did not want it to collapse on the Senate floor as it had done the first time. Ms. Hocken said that John Lively seemed to be a good candidate for the Board, with broad community experience and a pro-business attitude in his daily work. Ms. Loobey added that the vacancy was a little over a year old, and the issue of whether the Board should be elected did not even touch on whether the current vacant position should be filled so the District could continue its business. Mr. Welsh likened this to the issue of taxation without representation for the people of Springfield.

Representative Welsh asked what kind of relationship the District had with the Associated Oregon Industries (AOI). Ms. Loobey said that she had a good relationship with Jim Whitty, from working with the AOI, AGC, and AAA in a coalition on transit. She thought that Mr. Whitty had been very helpful with the transit issues with some of the legislators. AOI's interest on transportation issues came to the fore when they started looking at some of the provisions of the Clean Air Act and understanding the issues of clean air and the need for compliance and improvements. Mr. Whitty saw that transit was part of the solution for economic prosperity. Mr. Welsh said he would let Ms. Loobey know the name of the executive director of the small business coalition, which was very new. He said also that it was a good time to study issues and get input into them before the next legislative session. He offered to help with specific issues.

Ms. Hocken informed Representative Welsh that one of the other things the Board was trying to do, in following up on the labor upheaval that the District had a couple of years ago, was to try to work in a more collaborative way with the union. The Portland leadership did not seem to be excited about working with the District, but the Board and staff were trying very hard to work with them, to try to avoid that kind of confrontation the next time. Mr. Welsh said he thought that management should have a well-documented, strong track record of trying to work with the union. Ms. Hocken added that the Board had also tried to be very responsible as a public agency in paying administrative, non-union people what the market indicated, rather than more than should

be paid. The District had gone through an extensive compensation study in the last year and a half or so, and had managed to obtain some private employer data to add to the study, as well. She stated that it was an exciting and busy time to be with the District because they were finding new and better things to do.

Ms. Hocken thanked Representative Welsh for his time. With no further discussion, the meeting was adjourned at 1:30 p.m.


Board Secretary

G:\WPDATA\BDMN1130.DOC

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING

Wednesday, December 13, 1995

Pursuant to notice given to *The Register-Guard* for publication on December 7, 1995, and distributed to persons on the mailing list of the District, a special meeting of the Board of Directors of the Lane Transit District was held on Wednesday, December 13, 1995, at 7:30 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Kirk Bailey, Vice President
Rob Bennett
Patricia Hocken, President, presiding
Dave Kleger, Treasurer
Thomas Montgomery, Secretary
Roger Saydack
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Absent: (One vacancy, subdistrict #2)

CALL TO ORDER: The meeting was called to order at 7:30 p.m. by Board President Pat Hocken.

AUDIENCE PARTICIPATION: There was no one present who wished to address the Board.

EMPLOYEE OF THE MONTH: Ms. Hocken introduced the December 1995 Employee of the Month, Bus Operator Emilio Garcia. Mr. Garcia was hired in February 1976, and during his employment had served on many committees, including the 1994 negotiating committee, the planning advisory committee, a committee on automatic passenger counters, and the selection committee for the current Human Resources Manager. He was nominated by a customer for his excellence in service and job accomplishments and his excellence in providing accessible bus service to customers with disabilities. The customer indicated that Mr. Garcia assisted people in finding the correct bus stop and was polite to all his passengers. When asked what made Mr. Garcia a good employee, Transit Projects Administrator Rick Bailor had stated that Mr. Garcia was easy-going, low-keyed, approachable, and concerned about his customers; worked well with his supervisors; and set a great example for his peers to follow.

Ms. Hocken presented Mr. Garcia with his certificate and monetary award. Mr. Garcia thanked everyone, and stated that some of the changes that were being made were for the positive, evidenced by the fact that the "troops" were not saying negative things about the company. He thought the District had gone over a big hurdle, and that in his opinion it was the openmindedness of the administration to make changes that was making things better.

RESEARCH PRESENTATION ON ORIGIN & DESTINATION SURVEY AND ATTITUDE & AWARENESS SURVEY: Transit Planner Paul Zvonkovic explained that two surveys involving the community and bus riders had been completed during the last two years. An Attitude and Awareness Study was conducted at the beginning of the year by a research consultant using a random telephone survey. An Origin and Destination Survey was done in the spring of 1994 and involved the surveying of every rider on the bus during a specified period of time.

Mr. Zvonkovic explained that the purpose of the **Origin and Destination Survey** was to provide information to help with service planning. It showed where people were getting on and off the bus, what kinds of transfers they made, and the purpose of their trip(s). The survey also gathered demographic information about riders, as well as their opinions about LTD service. Using overhead projections to illustrate the information, Mr. Zvonkovic discussed the rider demographics. The survey showed that there were slightly more female riders than male (in the 1980s, there was a larger female bus riding population); that 40 percent were 21 years old or younger; and that 57 percent were low-income riders, with household earnings of \$15,000 or less. Mr. Zvonkovic stated that this was typical of past surveys, but that the riders actually were starting to move to higher income levels. There were more "choice riders" (riders who have other options but choose to ride the bus) because of group passes and work commuters. In 1988, 17 percent of those surveyed had a car available for their trips, and in 1994, 31 percent had a car available, which also pointed to more choice riders. On weekends, however, only 20 percent of those surveyed had a car available, so there were more transit-dependent riders on weekends.

Mr. Kleger commented that some people may use cash fares after 7:00 p.m. on weekdays because of the discounted fares at that time. Mr. Zvonkovic said that the fare payment for weekday and weekday evening riders had been considered together but could be reviewed separately. In discussing trip purpose, Mr. Zvonkovic said that two-thirds of the weekday riders traveled to work and school, and two-thirds of the weekend riders traveled for shopping and social reasons. In the performance rating category, Mr. Zvonkovic explained that in the last four surveys, 85 percent of riders had rated LTD as good to excellent, although the excellent category had been decreasing and good or fair had increased. Staff speculated that this was happening because as LTD became more efficient in accommodating more and more riders, people were not always getting a seat or their bus might be late, etc.

Riders also suggested improvements in more frequent weekend service, later service on weekdays and weekends, and service to new areas. In general, Mr. Zvonkovic said, people wanted more service. Since the survey in 1994, LTD had increased weekend frequencies and evening service, a direct response to customer input. The District had provided more service and better facilities, especially in major nodes, such as at the University of Oregon (UO) or in downtown Eugene. The District also had pursued group pass programs with large employers and organizations. The resulting revenues would allow more service to be added to meet increased demands, and give pass holders low-cost transit options. LTD also had refined school-oriented service to meet increasing demands from student riders; had examined new express and cross-town services that improved route direction and travel time; and had continued to improve performance by adjusting service to operate under increased traffic congestion and development.

Marketing Representative Dan Tutt discussed the **Attitude and Awareness Study**. The objectives were to identify attitudes and opinions toward LTD and its services; assess attitudes toward transit that affect transportation choices; profile riders and nonriders; profile commuters; and

identify attitudes and opinions about alternative transportation options such as buses, carpooling, and vanpooling. The information had been gathered through a telephone survey to 605 people, 500 of whom were in the urban area, in late January/early February of the current year. Mr. Tutt stated that the survey was a fairly lengthy one, and staff were pleased with the high completion rate.

The respondents thought that the community's transportation goals should include better public transportation, improved roads, and better routes and schedules. Mr. Tutt said that there were a lot of public transit components in this category that people were interested in. In assessing the public's awareness of LTD's service, the survey found that 98 percent were aware of the bus service and 97 percent were aware of the downtown station. In 1988, the last Attitude and Awareness Study, 9 percent of respondents said they had taken five or more bus rides during the last month; in 1994, that number increased to 14 percent. Approximately one-third had used special events service, showing that these services provided a good opportunity to introduce LTD to non-riders. According to this study, LTD's riders tended to be in the 16 to 19 or 25 to 34 age groups, made \$20,000 per year or less, and had fewer cars per household. The number-one reason for no longer riding the bus was a change in circumstances, including moving, not working, obtaining a driver's license or car, and a change in "fit" with the bus schedule. A reasonably high number stated that they were willing to return to riding the bus if their circumstances changed.

The survey found that 68 percent of respondents drove alone, 15 percent carpoled or vanpoled, 8 percent rode the bus, 5 percent walked, and 4 percent rode bicycles. Downtown was the destination of 18 percent of those using high-occupancy vehicles and 18 percent of those using single-occupant vehicles. In describing what was important when deciding to use the bus, 21 issues were rated on a five-point scale. Every issue scored over 3 on the scale. The most important were on-time performance, personal safety, and mechanical dependability. The least important were customer service facilities, evening and weekend service, comfort of the buses, and the cost of service. Performance was rated as good (57 percent) to excellent (23 percent), with 20 percent rating performance as fair to poor. The highest ratings were found in mechanical dependability, courteous and helpful drivers, ability to obtain information, clarity of the Rider's Digest and timetables, personal safety on the buses, and on-time performance. The lowest ratings were for personal safety at bus stops and weekend/evening service. In assessing advertising recall, there was a positive response of 79 percent.

A quadrant analysis was done to assess the importance and performance of service, as viewed by the respondents. Areas of high importance/low performance were seen as areas of opportunity for the District. Those included frequency of service, number of transfers, travel time, personal safety at bus stations and bus stops, and comfort and cleanliness of stations. Mr. Tutt commented that Seattle Metro had found that if it reduced cleanliness in response to a ranking lower in importance, the perception of safety declined.

Mr. Tutt summarized what LTD had learned from this survey: people thought the District was doing a good job; there was a high level of awareness of LTD's service in the community; people were looking to LTD for leadership in helping to solve transportation problems; personal safety at bus stops was a big issue; and there was strong support for alternative modes of transportation. The information supported and tied into the Board's objectives. For example, the community expected LTD to be a leader in shaping local and regional transportation strategies, which was Vision I. To respond to some of the community's concerns, staff were developing a security plan, had installed video cameras at some stations, and had increased station cleaning. Conflict

resolution was being provided for bus operators, because the perception of safety was related to how operators decided to handle or not handle certain situations. Mr. Tutt suggested that good use of media could address a lot of the negative perceptions of community members. He showed how advertising used that fall had addressed questions or issues with a "you asked for it" theme.

The information gathered when respondents were asked about the one improvement they would make would be forwarded to the service advisory committee for use during the annual route review.

Mr. Kleger commented that he thought both surveys were handled in a very even-handed manner.

CONSENT CALENDAR: Mr. Bailey noted that comments he made regarding a two-story building as a proper public use at the new Eugene Station were not included in the minutes of the November 29, 1995, special meeting, and asked that they be added to those minutes. The November 29, 1995, special meeting minutes were removed from the Consent Calendar for December 13.

MOTION Mr. Kleger moved approval of the minutes of the Consent Calendar for December 13, 1995, which now included two items: minutes of the November 2, 1995, special Board meeting, and minutes of the November 15, 1995, regular Board meeting. Mr. Saydack seconded, and the motion

VOTE carried by unanimous vote.

FEDERAL SECTION 3 GRANT APPLICATION: Assistant General Manager Mark Pangborn called the Board's attention to page 40 of the agenda packet. He explained that the Section 3 grant application was for funding for the new radio system. The District had requested \$1.3 million and received 50 percent, or \$650,000. Three grants were involved in this project: (1) the 1994 bus grant, which included \$347,000 that had not yet been spent for the radio system; (2) this Section 3 grant for \$650,000; and (3) a Section 9 grant application that included \$280,000 for radios. This accounted for 80 percent of the purchase price, or \$1,277,000. The other 20 percent, \$300,000, would be LTD's local match requirement, for a total of \$1,577,000.

LTD's Systems Analyst, Mike Northup, explained that the radio purchase began two years ago with assurances from a number of local vendors that LTD could purchase the system it needed for about \$350,000. However, it became clear that this sum would not meet LTD's needs for a radio system. In January 1995, the District hired a consultant, who had since produced an analysis of the current system, a needs analysis of the District's requirements, and draft bid specifications. The project would go out to bid in January for two months, and staff planned to award the contract in April. The radio system design would be refined during the spring and summer, in order to create a customized system to meet LTD's needs. It would take about a year to turn the design into a reality; installation was expected in the summer of 1997, with completion by that fall. Mr. Northup said that there were a lot of operational problems with the current system, so installation would be a high priority.

Mr. Bennett asked how the original estimate could have been so far off. Mr. Northup explained that it was a combination of staff's lack of knowledge about the market and the original vendors making the estimates being local vendors who knew radio but had not worked with transit radio systems. The most recent cost estimates came from a consultant who had installed

approximately 30 transit radio systems in the U.S. and Canada. Ms. Loobey added that originally staff did not have an understanding of what a radio system could be used for in terms of efficiency and effectiveness and doing a better job.

Mr. Bennett asked if the new radios would be installed in all buses and about the replacement schedule. Mr. Northup explained that the newest buses had the oldest radios, from buses that were sold. The 900-series buses had relatively inexpensive radios because when those buses were purchased staff knew the system would be upgraded. To the extent possible, those radios would be used in the supervisor vehicles after purchase of the new system. Mr. Pangborn added that new radios would be put in future buses.

Ms. Hocken asked where the money for the radio system came from. Mr. Pangborn explained that the District had the 1994 Section 3 funding and needed to spend it. The 1996 Section 3 funding was just signed into law by President Clinton, and LTD's funds had been earmarked by Senator Hatfield. The 1996 Section 9 funding had been appropriated and staff would request it in the current grant. He stated that the District was lucky to have this federal funding, and would be putting in a system that staff hoped would last another 20 years, since the District might not receive this kind of money again.

Mr. Kleger asked if the District would be shifting from analog to digital radio standards. Mr. Northup replied that the system would use digital control elements but not digital voice; the system would use current technology but not necessarily the latest technology.

Public Hearing on Federal Section 3 Grant Application: Ms. Hocken opened the public hearing for public testimony. There was none, and she closed the public hearing.

MOTION **Board Deliberation and Decision:** Mr. Kleger moved that the Board approve the 1996 federal Section 3 grant application for \$650,000 in federal funding and authorize the LTD General Manager to submit this application to the Federal Transit Administration for approval. Mr. Bailey

VOTE seconded, and the motion carried by unanimous vote.

FEDERAL SECTION 9 GRANT APPLICATION: Mr. Pangborn discussed the grant application information found on page 42 of the agenda packet. He explained that the District applied for Section 9 funding on an annual basis. In the federal transportation funding appropriations bill that President Clinton had signed into law, transit funding was cut, while roads and highways funding increased. Mr. Pangborn stated that this cut would be significant in the long run. In 1994, LTD had received \$1.7 million in Section 9 funding. In 1995, the District received \$1.83 million, and in 1996, LTD's appropriation would be \$1.5 million. The \$330,000 reduction amounted to almost 20 percent of the District's budget. Mr. Pangborn said he thought the reductions would continue in the future. The good news was that the District had planned ahead and saved \$.5 million from last year to carry forward for small buses and radios, and would use Special Transportation Program (STP) money for a Park and Ride in east Springfield. The District was applying for \$2.5 million in federal funds, requiring a 20 percent local match of \$556,676.

Mr. Pangborn explained that LTD was no longer using Section 9 funding for operations, but Section 9 would be used for a fairly ambitious capital projects program, including the purchase of small buses and construction of a Park and Ride in east Springfield. The last Park and Ride the District had constructed was the River Road Transit Station. In response to Board direction, staff

had begun planning for the East Springfield Park and Ride and two others, to be located near West 11th and Beltline and along the Coburg Road corridor.

Transit Planner Will Mueller discussed the East Springfield Park and Ride. He explained that the Service Planning and Marketing (SP&M) staff had looked in the vicinity of 58th and Main, at lots within 500 feet of Main Street between 54th and 63rd with convenient access for buses and customers. The cost of land and development also was considered, as were how the lot would relate to existing or future development nodes, future growth of east Springfield, and the opportunity for an express route between east Springfield and the downtown Eugene/Sacred Heart Hospital area. Nine sites were evaluated for further study, using 15 criteria. The District had allocated \$515,000 to build and develop a station in this area.

Two finalist sites were chosen for further study. Both were owned by the Oregon Department of Transportation (ODOT), and LTD would almost certainly be able to arrange a long-term lease agreement. Mr. Mueller explained why site A-1 was staff's preferred site: (1) it was adjacent to commercial areas; (2) it provided a better link for an express route on I-105; and (3) it was estimated to cost \$30,000 less to develop than the other site. Mr. Mueller showed phase 2 development drawings. Cars could enter or exit the transit station from an access road and through the adjacent shopping center parking lot; staff had already talked with the owner of the shopping center. Phase 1 would allow about 110 parking spaces, and another 110 would be added during phase 2. LTD would be responsible for constructing an access road for the first phase, which was accounted for in the cost estimate. Staff would work with the City of Springfield in its planning process, and expected that the Park and Ride would be completed in May of 1997.

Mr. Bennett asked about the risk that the Park and Ride parking might be used for the shopping center. Mr. Mueller replied that there was a lot of parking at the shopping center. Mr. Viggiano added that the District's peak-hour need could fill the Park and Ride by 8:00 or 9:00 a.m., before retail parking would fill the lot.

Mr. Bennett mentioned that it was easier to do paving work in September and October than in January and February.

Mr. Pangborn also discussed the ongoing costs and transportation demand management (TDM) grant expenses shown on page 44. Mr. Bennett asked about the TDM grant. Mr. Pangborn explained that it was State money that had been allocated to LTD for one staff position. Commuter Resources Coordinator Connie Bloom Williams had been working primarily with local employers on transportation issues, and the District wanted to continue this funding for three more years.

Public Hearing on federal Section 9 grant application: Ms. Hocken opened the public hearing on the federal Section 9 grant application for federal fiscal year 1996. There was no public testimony, and the hearing was closed.

MOTION **Board deliberation and decision:** Mr. Kieger moved that the Board approve the proposed 1996 Section 9 federal grant application for \$2,508,169 in federal funds and authorize the General Manager to submit this application to the Federal Transit Administration for approval. The motion
VOTE was seconded by Mr. Montgomery and carried by unanimous vote.

SPECIAL EVENTS SERVICE AND CHARTER POLICY: Marketing Representative Angie Sifuentez explained that throughout the year, people called the District asking for special services and rates. The federal government had strict regulations that prohibited the District from providing services directly with contractors unless they were subcontracted through private carriers. However, the regulations did allow the District to provide service for special events that were open to the public, or for public relations purposes. With special services, the District hoped to encourage people to try the service. The proposed policy would allow staff to continue providing services and allow flexibility in negotiating with special events providers.

Ms. Loobey stated that this policy actually was a continuation of past practice in some cases, and would help LTD maintain compliance with federal regulations. Mr. Bennett asked if the District would be doing anything differently. Ms. Sifuentez said that the policy would allow the District to give discounts for services that met certain criteria. Mr. Bennett recalled that the District was not able to work out an agreement for service to the Lane County Fair because it could not recover its costs, and he wondered if this was an effort for more flexibility in that regard. Ms. Loobey stated that it would be more in response to events, especially when they were first starting up. A first-time event discount would mostly be a joint promotional effort for major community events. Regarding the Fair, this policy may provide better opportunities to negotiate contracts that will provide more of the District's costs. In the past, the District had given the Fair more service than the Fair had paid for, but this policy was not necessarily for ongoing contractual agreements. Ms. Sifuentez mentioned that staff would be meeting with Lane County Fair staff the following day to talk about service.

Mr. Bailey asked how many community service organizations the District might be working with. Ms. Sifuentez said that Mobility International was the only one at the moment. She said that the District was allowed to do some service such as this if it followed special rules. The District had to write to private carriers to let them know that LTD wanted to provide some special services such as for United Way loaned executive tours. If the private carriers did not oppose the service, then LTD could provide it.

Mr. Bailey asked about joint promotions. Ms. Sifuentez cited the Eugene Celebration and Filbert Festival as examples. LTD helped promote the event, and the events helped promote LTD's services to the event.

Ms. Hocken asked if the discounts were cumulative, and if an event could qualify for a 20 percent discount. Ms. Sifuentez said that was correct; the maximum discount would be 20 percent. The District's fully-allocated cost was \$59. At a 20 percent discount, \$47.20, events were still paying the District's fixed costs.

Ms. Sifuentez explained that when private businesses called for first-time events, those services had to be subcontracted. Staff were hoping that a couple of restaurants would become Park and Ride locations, so LTD could start giving the local business community some of these discounts.

MOTION Mr. Saydack moved that the Board adopt the LTD Special Event Service and Charter Policy
VOTE as presented by staff. After seconding, the motion carried by unanimous vote.

MOTION **EUGENE STATION: EXECUTIVE SESSION PURSUANT TO ORS 192.600(1)(e) AND ORS 40.225:** Mr. Bailey moved that the Board move into Executive Session pursuant to ORS 192.660(1)(3), to conduct deliberations with persons designated by the governing body to negotiate real property transactions, and pursuant to ORS 40.225, lawyer-client privilege. The motion was
 VOTE seconded by Mr. Kleger and carried unanimously. District Counsel Robert Fraser was present for this discussion with the Board, which began at 9:05 p.m.

Return to Regular Session: The Board unanimously returned to regular session at 10:05 p.m. upon motion by Mr. Montgomery and seconding by Mr. Bailey.

There was some discussion about the City's proposed purchase agreement, section 6.1 repurchase agreement. The City had expressed some concern about the language; that is, if LTD did not build the station, the City would buy it back. Mr. Fraser stated that this language had come from the City's first option, but because of the parking structure construction, the intent of the repurchase changed, and the City asked to look at that again. If the Board approved the contract, Ms. Loobey asked if the District and City would be able to discuss section 6.1 further. Mr. Fraser asked what the District would want to do with the property if LTD owned it but did not build a station.

Ms. Loobey explained that the City would have taken the funding from LTD and given to Pankow for parking garage construction, and any funding left was programmed to build a west side parking garage. If the City had to buy the McDonald Theatre site back, that would jeopardize the west side parking garage. She said that if the Board wanted the staff to stand firm on this section of the contract, staff would do that, but she wanted to raise the issue for the Board. Ms. Hocken asked Mr. Fraser if he would prefer that the Board adopt as is, or if he had other advice for the Board. He replied that at the time the District paid this money, it probably would have a contract to build the station, so this probably was academic. To the extent that the agreement said, "In the event that it is not," the station would be a non-event. However, this clause did give LTD the assurance about what would be done with the property. Mr. Bennett asked why that couldn't be a Board decision if that happened; the District could re-sell the land or investigate creating another transit purpose. This was his position unless Counsel felt differently. Mr. Saydack asked if the Board would have any authority issues if this clause were to be removed. Mr. Fraser replied that he felt that if it was in the agreement, LTD could unload property it did not want, and which it was not going to use for a transit station. He thought there was a possibility that the City would have to take the land back because of the Urban Renewal Plan. Also, under condemnation statutes, when property was acquired as a public entity, the person from whom it was bought had a right to buy it back. Those were two reasons that clause could have been included. Mr. Fraser said he felt comfortable having it in the agreement, and he did not see how the City would get hurt, because once the District paid the City the money, the transit station would be a certainty.

Mr. Saydack asked when the District would pay the money to the City. Ms. Loobey replied that when the District signed the purchase agreement for the land, a wire transfer would be made and the City would receive its \$665,000. Mr. Pangborn added that if the City Council agreed to this on January 17, this could happen within a day or two after that, as long as there was a signed agreement. Ms. Loobey said that at that point, LTD would have every reasonable expectation that the station would be built, and this contract would require the City to accomplish a number of steps. Mr. Pangborn listed LTD's steps: purchase of the land, alley vacation, building permits, demolition, purchase of the Hammer building, contracts for excavation and demolition, etc.

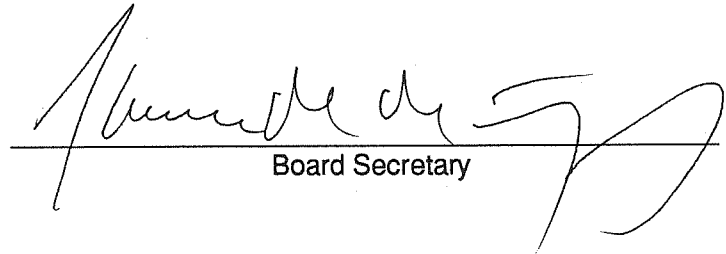
MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, December 20, 1995

Pursuant to notice given to *The Register-Guard* for publication on December 14, 1995, the regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, December 20, 1995, was canceled because a quorum was not available. A special meeting, for which notice was published on December 7, 1995, was held on December 13, when a quorum was available.



Board Secretary

G:\WPDATA\BDMN1220.DOC

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 1996

ITEM TITLE: *LTD AMERICANS WITH DISABILITIES (ADA) PARATRANSIT PLAN 1995-1996 UPDATE*

PREPARED BY: Micki Kaplan, Transit Planner

ACTION REQUESTED:

- (1) Conduct a public hearing on the ADA Plan Update
- (2) Approve the 1995-1996 Plan Update

BACKGROUND: The Federal Americans With Disabilities Act (ADA) requires LTD to develop an ADA Paratransit Plan and submit annual updates of the Plan to the Federal Transit Administration (FTA) by January 26 of each year. LTD's development of the ADA Plan Update is routine. LTD has been in full compliance with the transit requirements of the ADA since September 1993. This is the fifth consecutive year that LTD will submit an ADA Plan Update to FTA.

This year, the FTA significantly reduced its reporting requirements for transit districts in compliance with the paratransit requirements of the ADA. LTD is required to file a one-page ADA Plan Update. This year's update is greatly simplified in comparison with prior years, when LTD and LCOG staff devoted significant staff resources developing LTD's ADA Plan and documenting subsequent Plan Updates.

LTD should be proud of being among the first transit districts in the northwest to reach full compliance with the ADA. It should also be noted that the ADA would have cost LTD considerably more if it were not for LTD's pioneering efforts and success in providing accessible fixed-route bus service.

ATTACHMENTS:

- (1) *LTD Americans with Disabilities Act Paratransit Plan 1995-1996 Update*

- (2) Minutes from December 5 public forum to review *RideSource*.

MOTION: I move that the Board approve the *LTD ADA Paratransit Plan 1995-1996 Update* and forward the plan to the Federal Transit Administration.

H:\WPDATA\BDADA96.DOC

1996 ADA Paratransit Implementation Plan Update
submitted to the
Federal Transit Administration

prepared by:

Lane Transit District
P.O. Box 7070
Eugene, OR 97401; and

Lane Council of Governments
125 E. 8th Avenue
Eugene, OR 97401

authorized person (or persons, multi-operator Joint update):

Ms. Phyllis Loobey
General Manager
(541) 741-6100



Phyllis Loobey, General Manager

contact person for questions on update submission:

Terry Parker
Lane Council of Governments
(541) 687-4380
TTY (541) 687-4567

Micki Kaplan, Planner
Lane Transit District
(541) 741-6100
TTY (541) 687-4265

As developed in our 1992 through 1995 ADA paratransit Plan update submissions to the Federal Transit Administration, Lane Transit District is currently in **full compliance** with all six ADA paratransit service requirements and continues to meet the ongoing requirements for the public participation of persons with disabilities.

Lane Transit District held its **public hearing** on this annual ADA paratransit Plan update submission to FTA on December 5, 1995, and January 17, 1996. Several issues discussed at the hearing are summarized on the attached page for your review. Throughout the past year, our paratransit coordinator met with our advisory committee of persons with disabilities to discuss ADA paratransit service relative to the six service criteria.

MINUTES

RideSource Review

Tuesday, December 5, 1995 from 4:00 to 5:30 p.m.

Hilyard Community Center -- 2580 Hilyard Street

Eugene, Oregon

Present:

Community Members: Avaneil Vanaman, Lois Field, Russell Matthews, Linda Reynolds

Special Transportation Advisory Committee Members: Ione Pierron, Ted Reams

Others: Fred Stoffer, Special Mobility Services (SMS); Joan Shimp, SMS; Kay Hammer, SMS Volunteer Driver; Brian Knowles, LCOG Disabled Services Advisory Committee; Micki Kaplan, LTD; Terry Parker, LCOG

Terry Parker made a brief introduction regarding the purpose of the **RideSource** Review. The Review is designed to be an informal discussion about the **RideSource** service.

Specific comments regarding service include:

- √ The **RideSource** **Shopper** operates too early in the day for one attendee to use.
- √ The wheelchair accessible taxi vehicle operated by Airport Taxi is too small for individuals with oversize wheelchairs. *Response: The low-floor mini van leased to the taxi recognizably has its limitations. Before purchasing another vehicle of its kind LCOG and LTD will do a thorough review of the options now available.*
- √ The **RideSource** service works out well for the most part.
- √ Three-way rides (for example; going to one meeting, being picked up to go to a second meeting and then going back home) seem to be discouraged by **RideSource** staff. Why is this so? *Response: Many of these types of trips occur on RideSource. Problems arise when the timing of the trip connections are too tight and RideSource cannot guarantee a timely arrival given the scheduling windows that are needed. It may be that a particular connection cannot be easily met within the specific time requested but there is no reason why the*

rider shouldn't continue to request linked trips. (RideSource has a one hour window in which to try to meet the requested ride time.)

- √ In regard to the new policy requiring two-hour notice of all ride cancellations, some riders may have conditions that are unpredictable and two-hour notice is not possible. Response: *The policy gives each and every rider four opportunities to incur no-shows without any penalty. After the fifth no-show a temporary one-month suspension goes into effect. Medical emergencies that include a hospitalization or unscheduled doctor visits are excluded. Staff will work with the new policy over the next few months to see what problems arise.*

- √ There is inconsistency over how each driver notifies riders that a vehicle has arrived; some honk the horn, some use the back-up beeper. For someone visually impaired the beeper is easier to distinguish than a typical horn. Response: *Drivers are told to use their own discretion because of complaints of using the beeper during early morning hours. This raises an important question of overall consistency within RideSource policies and procedures. On the one hand riders ask for consistency and on the other request specific exceptions to meet individual needs. Where is the middle ground?*

- √ What does the driver know about an individual's disability? Response: *The driver knows enough information to provide the service for the rider and to take care of special needs. The information is taken from the eligibility form completed by the rider. A rider can request that information be updated. Sometimes drivers will tell office staff of changing conditions that need to be noted so that the next driver can be made aware of something new.*

- √ In the case of bad weather, at a particular pick-up location, why can't the driver come to the building to let the rider know of the vehicle's arrival. Response: *RideSource is a curb-to-curb transportation service. Riders who need additional assistance must be accompanied by an attendant. Almost every circumstance seems to have some variability and RideSource attempts to be as flexible as possible. However, it is a policy not to leave riders unattended while sitting in vehicles. There is no guarantee that when coming to make a pick-up at a particularly difficult location that the driver will be free to leave the vehicle unattended. Again, this brings up the question of consistency. What is most important; maintaining clear expectations about the level of service, safety considerations versus convenience for all riders, adapting to every contingency? This raises a good question!*

- √ What does a rider do when an evening ride, that usually is made by taxi, did not get on the schedule. Can the rider call the taxi directly to schedule the ride?

Response: Unfortunately, there are bound to be some scheduling errors on a system as busy as RideSource but hopefully these do not happen often. It is not possible for riders to schedule rides directly with taxis for a number of reasons. Taxis in the RideSource system are used an extension of the service and the taxi operators cannot take individual ride requests. They do not have access to eligibility information or information regarding the special needs of individual riders. RideSource provides this information when making ride reservations. On any given ride a RideSource fleet vehicle, volunteer or taxi may be dispatched. There are different costs for these different modes and the RideSource staff must carefully monitor all costs. Also, there are a fairly small portion of the rides dispatched to taxis and it wouldn't be fair to other riders who would not have this same option. If a ride is missed or late due to a RideSource error then RideSource will provide riders with tickets to cover the cost of their next ride. Just as each rider is given opportunities to have no-shows so, too, should there be some allowance for the inevitable but limited number of errors on the part of RideSource.

Meeting closed at 5:50 p.m.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 1996

ITEM TITLE: 1996 SECTION 9 GRANT APPLICATION

PREPARED BY: Mark Pangborn, Assistant General Manager

ACTION REQUESTED: Review and Approve Amended 1996 Section 9 Grant Application

BACKGROUND: At the December 1995 meeting, the Board reviewed and approved an application for federal Section 9 grant funds. That application was incomplete. Three separate STP funded projects were not included in the original application. Those projects are highlighted on the application attached to this summary. They are: (1) Using \$92,000 in STP funds to purchase new buses; (2) Using \$46,000 in STP funds to construct a drivers' toilet at the Amazon Transfer Station; and (3) Using \$30,000 in STP funds to build bike racks and lockers. All of these funds have been allocated to LTD and are available to fund these projects.

ATTACHMENT: FY 1996 Program of Projects and Budget, Section 9

PROPOSED MOTION: I move that the Board approve this revised 1996 Section 9 grant application for \$2,676,169 in federal funding and authorize the General Manager to submit this application to the Federal Transit Administration for funding.

H:\WPDATA\SEC9196.DOC

**FY 1996 PROGRAM OF PROJECTS AND BUDGET
SECTION 9**

GRANTEE: Lane Transit District
Eugene, Oregon

12/15/95
OR-90
Attachment #2

GRANT NO.: FY 1996

	FEDERAL AMOUNT	TOTAL AMOUNT
<u>SCOPE</u>		
111-01 REVENUE ROLLING STOCK	\$ 1,273,976	\$ 1,580,000
PURCHASE SMALL BUSES		
SECTION 9 FUNDS (80% / 20%)	1,181,976	1,477,470
STP FUNDS (89.73% / 10.27%)	92,000	102,530
<u>ACTIVITY</u>		
11.12.03 6 BUSES 30 FOOT		
\$180,000/BUS		\$ 1,080,000
11.12.03 2 BUSES 30 FOOT		
ELECTRIC \$250,000/BUS		500,000
<u>SCOPE</u>		
113-01 BUS - STATION / STOPS / TERMINALS		
SECTION 9 (80% / 20%)	80,000	100,000
<u>ACTIVITY</u>		
11.33.20 PASSENGER BOARDING		
IMPROVEMENTS	80,000	100,000
<u>SCOPE</u>		
113-02 BUS - STATION / STOPS / TERMINALS		
PARK & RIDE FACILITIES		
STP FUNDS (89.73 % / 10.27 %)	395,360	440,611
<u>ACTIVITY</u>		
13.33.04 CONSTRUCT PARK & RIDE LOTS		
(EAST SPRINGFIELD)	395,360	440,611
<u>SCOPE</u>		
113-03 BUS - STATION / STOPS / TERMINALS		
PARK & RIDE FACILITIES		
SECTION 9 (80% / 20%)	219,233	274,041
<u>ACTIVITY</u>		
13.31.04 LOCATE PARK & RIDE LOTS,		
ENVIRONMENTAL REVIEW &		
PROPERTY ACQUISITION		
BELTLINE @ I-5 AND/OR WEST 11TH	219,233	274,041

**FY 1996 PROGRAM OF PROJECTS AND BUDGET
SECTION 9**

	FEDERAL AMOUNT	TOTAL AMOUNT
<u>SCOPE</u>		
113-04 BUS - STATION / STOPS / TERMINALS STP FUNDS (89.73% / 10.27%)	46,000	51,265
<u>ACTIVITY</u>		
11.33.20 MISCELLANEOUS FACILITIES (Driver Restroom)	46,000	51,265
<u>SCOPE</u>		
114-01 BUS SUPPORT EQUIPMENT/FACILITIES SECTION 9 (80% / 20%)	301,600	377,000
<u>ACTIVITY</u>		
11.42.07 COMPUTER HARDWARE	60,000	75,000
11.42.08 COMPUTER SOFTWARE	35,200	44,000
11.42.11 SUPPORT VEHICLES	78,400	98,000
11.43.03 FACILITIES IMPROVEMENTS	48,000	60,000
11.73.00 CONTINGENCIES	80,000	100,000
<u>SCOPE</u>		
114-02 BUS SUPPORT EQUIPMENT/FACILITIES STP FUNDS (89.73%/10.27%)	30,000	33,343
<u>ACTIVITY</u>		
11.43.42 BICYCLE RACKS AND LOCKERS	30,000	33,434
<u>SCOPE</u>		
116-01 SIGNAL & COMMUNICATIONS SECTION 9 (80% / 20%)	280,000	350,000
<u>ACTIVITY</u>		
11.62.03 NEW RADIO SYSTEM	280,000	350,000
<u>SCOPE</u>		
117-01 BUS - OTHER CAPITAL ITEMS STP FUNDS (89.73% / 10.27%)	50,000	55,723
<u>ACTIVITY</u>		
11.72.11 TRANSPORTATION DEMAND MANAGEMENT	50,000	55,723
TOTAL	\$2,676,169	\$3,159,453

SOURCES OF FEDERAL ASSISTANCE

FUNDING UZA: 411440

FUNDING UZA NAME: EUGENE-SPRINGFIELD, OREGON

FY 1995, SEC.9 CAPITAL (CARRYOVER)	\$ 556,821
FY 1996, STP	613,360
FY 1996, SEC. 9 OPERATING & CAPITAL	<u>1,505,988</u>
TOTAL	\$2,676,169

I:\GRANT\96\PROGRM.DOC

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 1996

ITEM TITLE: SERVICE TO CRESWELL

PREPARED BY: Micki Kaplan, Transit Planner

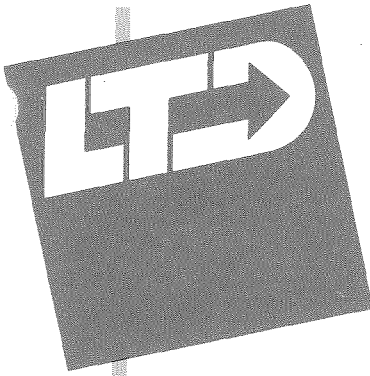
ACTION REQUESTED: That the Board approve the concept of contracting with the City of Creswell for a 12-month demonstration of bus service.

BACKGROUND: The Creswell City Council has decided to place a measure on the March ballot to propose funding a trial demonstration of LTD bus service to Creswell. Staff conclude that the service should exceed rural productivity standards at maturity. Staff are recommending that the LTD Board of Directors approve the concept of contracting with the City of Creswell for a limited-duration, 12-month bus service demonstration. The City of Creswell will be required to pay LTD's fully-allocated cost rate for service, less fare revenue.

ATTACHMENT: Staff Report: Service to Creswell

PROPOSED MOTION: I move that the Board approve the concept of contracting with the City of Creswell for a 12-month demonstration of bus service.

h:\wpdata\summary.doc (jhs)



Lane Transit District

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

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

SERVICE TO CRESWELL

Prepared by Micki Kaplan, Transit Planner
January 17, 1995

I. Background:

During the last year, LTD has responded to numerous requests for bus service to Creswell and Cottage Grove. LTD staff have provided information on bus service to the City Councils and participated in a joint survey with Cottage Grove and Creswell, which indicated strong interest in and support for LTD bus service among local residents.

The LTD Board of Directors previously approved the concept of Cottage Grove and Creswell contracting with LTD for a limited-duration bus service demonstration project (12- to 24-month test period). After the trial period, Cottage Grove and Creswell would be required to implement the LTD payroll tax and self-employment tax as a condition for continuing bus service.

The Creswell City Council has decided to place a measure on the March ballot to ask Creswell registered voters whether they are willing to fund a serial levy to contract with LTD for a 12-month bus service demonstration. The Creswell City Council has decided that it is not interested in waiting for the City of Cottage Grove to take a position on this issue. Creswell is interested in exploring options for bus service, and is willing to take this issue directly to Creswell voters this spring. Information on Creswell's ballot measure and trial bus service demonstration follows:

- The ballot measure proposes to fund a 12-month demonstration project for five weekday trips per day between Creswell, LCC, and Eugene;
- The ballot measure proposes to fund the bus service with a serial levy;
- The Creswell election will occur March 12;
- The service will cost approximately \$98,000 for a 12-month trial;
- The service assumes that the City of Creswell will contract with LTD and pay LTD's fully-allocated cost rate of \$56 per hour of service, less fares collected.

II. Staff Analysis:

Research conducted by LTD staff indicates that bus service to Creswell should exceed LTD's rural productivity standard of 20 rides per trip. At service maturity, staff project that bus service to Creswell should be comparable to ridership generated by other similar rural cities LTD serves, having the potential to generate approximately 22 to 26 rides per trip. A route typically requires several years to mature. Therefore, during a 12-month demonstration, staff expect the service to Creswell to generate 20 rides per trip by the end of the 12-month demonstration.

Staff reviewed demographic data from the U.S. Census, journey to work data provided by the Lane Council of Governments, and LTD ridership data of other comparable rural cities to conclude that bus service to Creswell has the potential to be successful. (See attached Census data and rural ridership tables.)

III. Conceptual Bus Service Plan

Staff will propose to the City of Creswell that bus service be provided between Eugene and Creswell via Lane Community College. The route also would serve major employment and residential destinations in Creswell such as Fircrest, the Creswell City Business District, and major housing centers. Additional information on the service costs, ridership, and productivity for the 12-month demonstration are listed below:

Service Hours:	1,905 hours per year
Projected Productivity:	20 rides per trip at the end of 12 months
Frequency:	5 trips per weekday
Projected Fare Revenue:	\$ 8,900
Net Cost*:	\$ 98,000

*The net cost assumes that the City of Creswell will pay LTD's fully-allocated cost rate of \$56 per hour less fare revenue. Staff expect the service to meet LTD's rural minimum productivity standard at the end of the 12-month demonstration.

III. Recommendation:

Staff recommend that the Board approve the concept of contracting with the City of Creswell to conduct a 12-month, limited duration demonstration of LTD bus service for the following reasons:

- The Creswell City Council has demonstrated that it is willing to be proactive and place the bus service issue on the ballot, independent of Cottage Grove;
- If the ballot measure is successful, the City of Creswell will pay LTD's fully-allocated costs for the trial period, resulting in no additional cost to LTD or LTD payroll taxpayers;
- LTD staff research indicates that the service should exceed rural productivity standards;
- Public transportation will be expanded to Creswell, a community that currently has no access to public bus service and has demonstrated a high level of interest and public support for LTD bus service.

Proposed Motion:

I move that the LTD Board of Directors approve the concept of contracting with the City of Creswell for a 12-month demonstration of bus service.

H:\WPDATA\CRESBD.DOC (mbk)

1990 U.S. CENSUS DATA

POPULATION		PERCENTAGE 65 OR OLDER
Eugene	112,669	12.7
Cottage Grove	7,402	16
Creswell	2,431	13.6
Junction City	3,670	18.8
Veneta	2,519	10.8
Coburg	756	21.8

TOTAL ADULTS OVER 15 YRS. OLD		PERCENT OVER 15 YRS. OLD WITH A WORK DISABILITY
Eugene	89,891	11.3
Cottage Grove	5,393	16.1
Creswell	1,691	20.4
Junction City	2,698	16.8
Veneta	1,774	19
Coburg	576	21.2

PER CAPITA INCOME	
Eugene	\$13,886
Cottage Grove	\$9,206
Creswell	\$8,817

NUMBER OF HOUSEHOLDS	
Eugene	46,385
Cottage Grove	2,762
Creswell	884
Junction City	1,480
Veneta	906
Coburg	295

LTD RURAL RIDERSHIP
1994 APC DATA

Route	Day	Average Boardings per Trip	Number of Trips per day	Total Bdgs/Day
#91 McKenzie Br.	Weekday	43.1	4	172
#91 McKenzie Br.	Saturday	45.8	2	92
#92 Lowell/LCC	Weekday	34.8	5	174
#93 Veneta	Weekday	26	6	156
#93 Veneta	Saturday	24.5	2	49
#95 Junction City	Weekday	26.8	6	161
#96 Coburg	Weekday	18.5	6	111

LTD rural route productivity standard = 20 boardings per round trip.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 1996

ITEM TITLE: ELECTION OF BOARD OFFICERS

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: That the Board elect officers to fill two-year terms, beginning January 17, 1996

BACKGROUND: In accordance with ORS 267.120(1), the Board of Directors must elect from among its members, by majority vote, a President, Vice President, Secretary, and Treasurer, to serve two-year terms. Elections were held in January 1994 for two-year terms ending January 1, 1996. The current officers are Pat Hocken, President; Kirk Bailey, Vice President; Thom Montgomery, Secretary; and Dave Kleger, Treasurer.

ATTACHMENT: None

PROPOSED MOTION: I nominate _____ for a two-year term as the LTD Board (President: Vice President: Secretary: Treasurer), beginning immediately and ending January 1, 1998.

g:\wpdata\electsum.doc (jhs)

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 1996

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: Board members have been appointed to the Metropolitan Policy Committee (MPC), the TransPlan Update Symposia process, the Ferry Street Bridge North Bank Citizen Advisory Committee, and the High-Speed Rail Siting Committee. Board members also will present testimony at public hearings on specific issues, as the need arises. After meetings, public hearings, or other activities attended by individual Board members on behalf of LTD, time will be scheduled on the next Board meeting agenda for an oral report by the Board member. The following activities have occurred since the last Board meeting:

- a. **MPC:** MPC meetings generally are held on the second Thursday of each month; however, the January MPC meeting was canceled. If the Board members wish, Board MPC representatives Pat Hocken and Rob Bennett can provide a brief MPC update at the January 17 Board meeting.
- b. **TransPlan Update Symposia:** Board members Dave Kleger, Kirk Bailey, and Roger Saydack represent LTD in the TransPlan Update Symposia and task force process. At the October Board meeting, the Board representatives will provide an update on the activities of the Transportation Systems Management (TSM) task force, the Land Use task force, and the Transportation Demand Management (TDM) task force.
- c. **Ferry Street Bridge North Bank Committee:** At the January 1995 Board meeting, Rob Bennett was appointed to represent LTD on the citizen advisory committee discussing the north bank of the Ferry Street Bridge corridor. The committee developed a recommendation that was presented to the City, and recently began work on refinements to that initial recommendation. At the January Board meeting, Mr. Bennett will provide an update on the committee's activities.

- d. **High-Speed Rail Siting Steering Committee:** In September 1994, the Metropolitan Policy Committee (MPC) created an ad hoc steering committee for issues related to high-speed rail in the Eugene/Springfield area. Later, the Joint Planning Commission Committee (JPCC) added additional stakeholders to the committee to provide more public oversight for a site selection study. On March 27, 1995, the JPCC appointed Board member Kirk Bailey to the High-Speed Rail Station Siting Steering Committee. At the January 17 Board meeting, he will report to the Board about this committee's activities.

ATTACHMENTS: None

PROPOSED MOTION: None

g:\wpdata\bdrepsum.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 1996

ITEM TITLE: COMMUTER SOLUTIONS PRESENTATION

PREPARED BY: Connie Bloom Williams, Commuter Resources Coordinator

ACTION REQUESTED: None

BACKGROUND: Lane Transit District's Commuter Solutions Program has been operating for a little more than a year. Creation of a flexible presentation educating audiences on the services LTD provides through Commuter Solutions is in production. Commuter Resources Coordinator Connie Bloom Williams will present the first phase of the education program for the Board's review.

ATTACHMENT: None

PROPOSED MOTION: None

h:\wpdata\csboard.doc (cbw)

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 1996

ITEM TITLE: EUGENE STATION UPDATE

PREPARED BY: Stefano Viggiano, Planning and Development Manager

ACTION REQUESTED: None. Information only

BACKGROUND: **Conditional Use Permit:** The public hearing for a modification to the CUP for the Eugene Station was held on December 20, 1995. Three persons testified in favor of the changes, including representatives of Lane Community College and Olive Plaza. No one testified in opposition. The Hearings Official released the revised Conditional Use Permit on January 8, 1996. The CUP, as modified, meets the District's needs and will allow the station design to proceed as proposed.

Purchase Agreement with the City of Eugene: The Eugene City Council is scheduled to meet and discuss this issue at 11:30 a.m. on January 17, 1996. An update of the Council meeting will be provided at the Board meeting.

Design Process: Design work is proceeding, with the expectation that the design development phase will be completed in mid-February. It has been decided to construct the station in two phases. Phase one will be demolition and site preparation and will occur during the summer of 1996. Phase two will be the station construction, which will start during the fall. This approach will allow the most weather-sensitive work to occur during the summer months and should result in a reduced overall construction cost.

ATTACHMENT: None

PROPOSED MOTION: None

H:\WPDATA\EUGSTAT\MESSUM.DOC

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 1996

ITEM TITLE: BUS RAPID TRANSIT UPDATE

PREPARED BY: Stefano Viggiano, Planning and Development Manager

ACTION REQUESTED: None. Information only

BACKGROUND: Staff have been proceeding with route selection, the first phase of the BRT project. During the past month, staff have developed a plan for public involvement during this initial phase of the project, and have formed a Technical Advisory Committee, composed of staff from the City of Eugene, the City of Springfield, and the Lane Council of Governments. We have begun the gathering of data necessary for the route selection.

It appears at this point that the route selection will occur in April, rather than March as originally scheduled. This will allow enough time to conduct the public outreach effort and collect and evaluate the selection data.

ATTACHMENT: None

PROPOSED MOTION: None

H:\WPDATA\BRTSUM.DOC

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 1996

ITEM TITLE: UPDATE ON BUS SERVICE TO COTTAGE GROVE

PREPARED BY: Micki Kaplan, Transit Planner

ACTION REQUESTED: None

BACKGROUND: **Friends of LTD Ballot Measure:** The Friends of LTD have filed a ballot measure with the Elections Division proposing that the City of Cottage Grove contract with LTD for a limited-duration bus demonstration. The election in Cottage Grove will occur in May. The Friends of LTD is a volunteer citizen group formed to provide leadership to bring LTD bus service to Cottage Grove.

The Friends of LTD will be required to collect approximately 230 signatures to place the proposed measure on the ballot. A copy of the initiative petition is attached.

Update on Cottage Grove City Council: The Cottage Grove City Council has not yet taken a position on LTD bus service and whether the Council supports pursuing a demonstration project with LTD. The City Council will host a public meeting to hear opinions of Cottage Grove residents regarding LTD bus service on Monday, January 27, 1996.

ATTACHMENT: Proposed Friends of LTD Initiative Petition

PROPOSED MOTION: None

H:\WPDATA\BDSUMCG3.DOC

INITIATIVE PETITION:

CAPTION: Lane Transit District demonstration bus service to Cottage Grove

QUESTION: Should Cottage Grove enter a short term contract with Lane Transit District to test the viability of bus service?

Summary: The City of Cottage Grove shall invite Lane Transit District to provide bus service to Cottage Grove. This service is to demonstrate whether the citizens of Cottage Grove will adequately use the provided service. Commencing in 1996, this service shall last for not less than 12 nor more than 24 months. The city shall draw funds for this pilot project from the General Fund. No additional property tax shall be levied.

TEXT:

The people of Cottage Grove ordain as follows:

Section 1. Purpose. The purpose of this ordinance is to authorize and direct the City Manager to enter into negotiations with Lane Transit District for a contract to provide bus service to the City of Cottage Grove to determine long range viability of said service.

Section 2. Enactment. The City Manager is authorized and directed to enter into negotiations with Lane Transit District for the purpose of entering into a contract between the City of Cottage Grove and Lane Transit District to demonstrate interest and usage of this service by and for citizens of Cottage Grove which contract shall be limited as follows:

- (a) The contract shall be for a term of not less than twelve (12) nor more than twenty-four (24) months and shall commence on or before September 30, 1996.
- (b) The service shall consist of not less than six (6) round trips per day for not less than five (5) days per week.
- (c) The City of Cottage Grove shall not be required to join the Lane Transit District and no payroll tax shall be imposed to fund this pilot service.
- (d) The obligation of the City to participate in this service shall not exceed

\$150,000 per year which funds shall be paid from the general fund revenues of the City. No additional property taxes shall be levied to fund this contract.

(e) The City of Cottage Grove and Lane Transit District shall evaluate the results of the usage and expense of the service and may mutually agree to extend the service following the expiration of the contract, Nothing in this ordinance shall require the City or Lane Transit District to continue the service beyond the contract term nor shall it in any way limit the terms, conditions or obligations of the City if Lane Transit District services are continued beyond the initial term.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 1996

ITEM TITLE: UPDATE ON NEW EUGENE LIBRARY SITE SELECTION

PREPARED BY: Micki Kaplan, Transit Planner

ACTION REQUESTED: None

BACKGROUND: The Eugene City Council recently authorized City staff to form a citizen advisory committee to advise the Executive Manager of Library, Recreation, and Cultural Services and the Eugene City Council on alternatives to improve the Eugene Public Library and library services. The advisory committee is comprised of 13 citizen volunteers who met during the last several months to review 15 or so library service options that were presented to the Eugene City Council last April. The citizen advisory committee has two primary tasks: (1) to reduce the number of options for new library sites to a few believed to be reasonable; and (2) to discuss and recommend alternatives for citizen review and comment on library service/site options. One of the potential sites discussed by the advisory committee for the new Eugene Public Library is the Rice 'N' Spice site at 10th and Olive, across the street from the new Eugene Station site.

LTD staff have monitored the meetings and will participate when appropriate. It is likely that a citizen input process will occur this spring on options for a new Eugene library. LTD staff will present the various options for the new library at a future meeting of the LTD Board of Directors. The Board will be asked to forward comments on a preferred site to the Eugene City Council at that time. (See attached memorandum for additional information.)

ATTACHMENT: Memorandum to Eugene City Council from Jim Johnson, Executive Manager of Eugene Library, Recreation, and Cultural Services

PROPOSED MOTION: None

H:\WPDATA\BDSUMLIB.DOC

MEMORANDUM



TO: Mayor Bascom and the Eugene City Council
Mike Gleason and Linda Norris

FROM: Jim Johnson, Executive Manager, LRCS

SUBJECT: Progress of the Department Advisory Committee on
Library Services Alternatives

DATE: December 14, 1995

SUMMARY OF THIS MEMO

The Department Advisory Committee on Library Services Alternatives has been meeting for a number of months now to review the 15 or so library services options presented to the Council last April. The committee has two major tasks: 1) to reduce the number of options to a few they believe are reasonable; and 2) to discuss and recommend alternatives for citizen review and comment on the options. They are almost done with task 1. The three options they will likely recommend include:

1. A 100,000 square foot¹ (sf) new main library on the Rice-'n-Spice (10th and Olive) site just south of the existing Sears Building;
2. An 80,000 sf new main library on the 10th and Olive site, plus two 10,000 sf branches; and
3. Major renovation of the existing main library, with a 22,000 sf addition, plus four 10,000 sf branches.

A work session with the Council is planned for the end of January or first part of February for you to comment on the options selected and on the process for citizen review and comment.

BACKGROUND

As you may remember, your direction earlier this year was to have me form a department advisory committee to narrow down the 15 or so library services options to a manageable few and then seek public review and comment on the shorter list of options. The public review and comment would then provide you with information needed to make a decision related to seeking voter approval of new library services.

Last night the committee completed what I call Task 1 of their assignment--to narrow the options. They still have a bit more refinement, but it appears they believe the three options described below would be a good group for public review and comment:

¹100,000 sf is the same size as the library planned for the Sears site

OPTIONS SELECTED BY THE COMMITTEE

Although the committee may choose to refine the options a bit more, here's the three options they seem to feel would all serve the community very well:

OPTION 1. 100,000SF New Library at Rice'N'Spice site, 10th and

Olive. This option is a new main library only on the city-owned site on the south side of 10th (the site recommended by the West-End Planning Committee and endorsed by the Council). The Library would be 100,000 square feet on two floors. Agreeing with the West-End committee, the library committee believes a layer of parking should be included under the building (about 120 spaces). Using out-of-date cost estimates (but still the best we have), the ROUGH cost range for this option would be:

Rough Construction Cost Estimate Range: \$18 to \$19 million

Rough Operating Cost Estimate: \$800 to \$900,000

OPTION 2. 80,000SF New Library at 10th and Olive Site; Add Two

10,000SF Branches. The new main library on the downtown site would be 80,000sf in size, and would be of scope and design as Option 1 above. In addition to the new main, this option includes two 10,000sf branch libraries. No locations have been decided.

Rough Construction Cost Estimate: New Main - \$13 to \$14 million; 2 Branches - \$4 to \$5 million for a total of \$17 to \$19 million

Rough Operating Cost Estimate: \$1.6 to \$1.9 million

OPTION 3. Renovate Existing Library and Add 22,000SF; Add Four

10,000SF Branches. In this Option, the existing main library would be completely renovated and about 22,000sf would be added, for a new total of about 60,000sf. In addition, four 10,000sf branches would be added to the system to provide branches in the four quadrants of the city. The 22,000 addition is needed to provide additional floor space to the existing library (space for books, new meeting rooms, etc.) and to add square footage for the technical services related to serving the new branches.

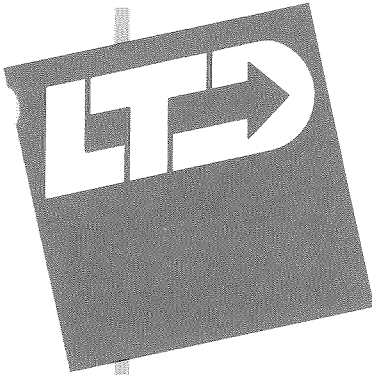
Rough Construction Cost Estimate: Major Renovation and Add SF to Existing Library - \$6 to \$7 million; Range for Four New Branches - \$8 to \$10 million for a total of \$14 to \$17 million

Rough Operating Cost Estimate: \$1.9 to \$2.2 million

NEXT STEPS

A work session will be scheduled with the Council for the last part of January or the first part of February to discuss the options and for the Council to refine them. We also need to discuss alternative methods for citizens to comment on the library service options.

We're still on schedule for a September or November 1996 vote, should the Council choose to proceed to an election.



Lane Transit District

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

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

MONTHLY STAFF REPORT
January 17, 1996

TRANSIT OPERATIONS

Prepared by Patricia Hansen, Transportation Administrator

SUPERVISOR APPOINTMENTS

Two field supervisor positions were vacated as a result of administrative appointments made during the recent reorganization. These vacancies were filled effective December 31 through the appointment of two new field supervisors. Two system supervisor positions are now vacant, and are expected to be filled sometime next month.

RELOCATION OF FIELD SUPERVISORS' OFFICES

One of the suggestions made by Don Valtman, the consultant who assisted in the Transit Operations department's reorganization, was that the field supervisors' offices should be relocated to the Eugene Station. Mr. Valtman suggested that the field supervisors would be more accessible and visible to both customers and operators by having their offices located downtown instead of at the Glenwood facility. Temporary work stations for the field supervisors have now been established upstairs at the Customer Service Center. Permanent office areas for the field supervisors will be included in the plans for the new Eugene Station.

TRAINING

Six new operators are due to complete their training by mid-January.

All Transit Operations administrative and supervisory staff have completed the two-hour training program on "The Supervisor's Role in Administering D.O.T. Regulations and a Drug-Free Work Place."

Trainers from Cascade Employers will be conducting a comprehensive training program for all Transit Operations staff. This program will consist primarily of a series of basic supervisory training modules, as well as an overview of key labor relations subjects.

HUMAN RESOURCES

Prepared by Ed Rutledge, Human Resources Administrator

RECRUITMENT & SELECTION

During the month of December, the District had the following open positions: Assistant Finance Manager; Customer Service Center Supervisor; Field Supervisor (two openings); Journeyman Mechanic; and Part-time Bus Operator (hiring pool).

Applications for the Assistant Finance Manager position have been screened and interviews have been held. Customer Service Center applications have been screened and semi-finalists have been mailed a supplemental questionnaire, with interviews to be held in January. The Field Supervisor positions have been filled. Applications for the Journeyman Mechanic and Bus Operator positions were accepted through December 29, and the selection process began in January.

TRAINING

Preparation for the winter employee training sessions has begun. The training will include segments on accessible service and working with young riders. A segment on lift operation and override may also be included.

EMPLOYEE AWARDS BANQUET

The 1996 Employee Awards Banquet Committee has started planning for the banquet, which will be held on March 3, 1996. Further information about the banquet will be sent to the Board members as details are finalized.

EMPLOYMENT-RELATED LEGAL ACTION

Depositions were taken of four present employees of the District in litigation based on alleged violations of the Americans With Disabilities Act (ADA). Further, the District identified and contacted a potential expert witness whose deposition may also be arranged for this matter.

RISK/SAFETY/BENEFITS

Two work-related injury claims, one of which included some time loss, were submitted during the month. A review of all outstanding claims was conducted with representatives of the SAIF Corporation.

Budgeted funds were used to purchase a treadmill exercise machine. The machine will be placed close to the Transit Operations lounge for use by employees.

DRUG AND ALCOHOL TESTING

Two lists of employees have been provided to McKenzie-Willamette Hospital Occupational Health Services to be used for random drug testing. One list is of safety sensitive employees and the other is a list of four positions that LTD's policy includes although the positions are not covered by the federal regulations. These lists will be updated as employees are hired or are separated from service and will be used by the random selection program at McKenzie-Willamette to determine who is to be tested.

Procedures for notifying employees that they are subject to a random test were finalized.

Supervisors and managers were provided training in "reasonable suspicion."

LABOR RELATIONS

Per a Letter of Agreement executed on November 11, 1995, between the parties, the Union was given notice that the Drug and Alcohol testing policy would be implemented as of January 1, 1996.

The HR. Manager attended the annual ATU Holiday Party held in Portland. Leaders of Local 757 were cordial and the party was a festive event.

The HR Manager conferred with the president of Local 757 in a special meeting. The discussion lasted about two hours and covered a wide range of topics. This conversation did not resolve any specific issues, but it did offer both the Local's President and the "new" HR Manager their first opportunity to share their perspectives on the labor-management relationship at LTD.

G:\WPDATA\BDREPJAN.DOC (jhs)

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 1995

ITEM TITLE: DECEMBER 1995 FINANCIAL STATEMENTS

PREPARED BY: Tamara D. Weaver, Finance Manager

ACTION REQUESTED: None

BACKGROUND: Most Lane Transit District budget or operating performance expectations are good to excellent, with the one exception in operator wages. Operating income is 15 percent over prior years. This excellent performance is due to strong increases in ridership, increased passenger fare prices, and an expanded advertising contract for the buses. Average weekday trips are up 7.6 percent over the prior year, with Saturdays and Sundays up 9.4 and 10.8 percent respectively. At this time, there are no other income categories that vary significantly from expectation or prior reports.

Total expenditures are at 48 percent of budget and 6.1 percent over the prior year. Total administrative personnel costs are 45.4 percent of budget and 5 percent over the prior fiscal year. Total contract employee wages are 49.4 percent of budget and 8.4 percent over the prior year. Within the contract personnel costs, operator wages are significantly higher than expected. Scheduled bus service costs are as expected and the cost increase of 5.6 percent encompasses both service increases and wage changes. But all costs associated with operator absence are exceptionally high. These costs translate to high sick and alternative duty costs and translate to high overtime and training costs. In addition, unpaid time increased significantly as a result of extended leaves due to illnesses and increased retirements. All operator absence seriously impacts the cost of operator wages if it exceeds the 17-person extra-board's ability to absorb. During the first six months of this year, there has been extensive overtime to cover this problem. A portion of this problem will be resolved as six new operators complete training the second week in January. Continued efforts and monthly reports will keep you informed on progress made in this area. From a budgetary standpoint, it is likely that the District can absorb these costs from other division personnel costs. From an operational standpoint, the District will continue to work to improve the issue of costs of absences.

ATTACHMENTS: Attached are the following financial reports for the Board's review:

1. Analysis report - comparison to prior year
2. Comparative Balance Sheets
 - a. General Fund
 - b. Special Transportation Fund
 - c. Capital Fund
3. Income Statements
 - a. General Fund
 - b. Special Transportation Fund
 - c. Capital Fund

PROPOSED MOTION: None

H:\WPDATA\FINSUM12.DOC

**LANE TRANSIT DISTRICT
OPERATING FINANCIAL REPORT
FOR THE FISCAL PERIOD ENDING 12/31/95 WITH COMPARISONS TO PRIOR YEAR-TO-DATE**

	Prior YTD 94-95	Current year - 95-96			
		Annual Budget	YTD Actual	% budget	% over last year
REVENUE					
Passenger fares	\$ 1,023,618	\$2,273,320	\$ 1,161,423	51.1%	13.5%
Group pass	250,896	543,020	271,119	49.9%	8.1%
Special service	57,129	65,000	58,479	90.0%	2.4%
Advertising	74,289	194,510	117,336	60.3%	57.9%
Miscellaneous	32,875	5,650	50,814	899.4%	54.6%
Total operating	<u>1,438,807</u>	<u>3,081,500</u>	<u>1,659,171</u>	<u>53.8%</u>	<u>15.3%</u>
Payroll tax	5,000,922	11,510,110	5,658,831	49.2%	13.2%
Self-employment tax	-	749,380	-		
FTA operating grnt	483,848	139,200	53,292	38.3%	-
State-in-lieu	175,000	854,570	135,663	15.9%	-22.5%
Total	<u>5,659,770</u>	<u>13,253,260</u>	<u>5,847,786</u>	<u>44.1%</u>	<u>3.3%</u>
Interest income	180,531	495,480	312,934	63.2%	73.3%
Sale of assets	293,152	-	-	-	-
Total revenue	<u>7,572,260</u>	<u>16,830,240</u>	<u>7,819,891</u>	<u>46.5%</u>	<u>3.3%</u>
EXPENSES					
Personnel Costs					
Admin. wages	1,029,019	2,465,440	1,123,202	45.6%	9.2%
Admin. fringe	286,791	578,710	258,383	44.6%	-9.9%
Total	<u>1,315,810</u>	<u>3,044,150</u>	<u>1,381,585</u>	<u>45.4%</u>	<u>5.0%</u>
Contract as admin	-	41,000	38,432	93.7%	-
Contract wages	2,868,065	6,240,620	3,107,309	49.8%	8.3%
Contract fringe	809,838	1,782,030	841,253	47.2%	3.9%
Total	<u>3,677,903</u>	<u>8,063,650</u>	<u>3,986,994</u>	<u>49.4%</u>	<u>8.4%</u>
Total personnel	<u>4,993,713</u>	<u>11,107,800</u>	<u>5,368,579</u>	<u>48.3%</u>	<u>7.5%</u>
Materials & Services					
Administration	79,596	268,500	70,240	26.2%	-11.8%
Finance	20,213	32,280	24,006	74.4%	18.8%
M.I.S.	22,637	65,800	21,247	32.3%	-6.1%
Human Resources	45,980	159,600	48,838	30.6%	6.2%
Planning	14,979	42,250	4,274	10.1%	-71.5%
TDM	294	29,500	9,457	32.1%	-
Marketing	336,173	558,550	367,221	65.7%	9.2%
Customer Service	37,103	88,370	37,651	42.6%	1.5%
Transportation	35,156	195,610	69,254	35.4%	97.0%
Maintenance	612,791	1,472,870	595,546	40.4%	-2.8%
Facility	148,140	374,530	143,839	38.4%	-2.9%
Risk/insurance	446,019	599,900	437,634	73.0%	-1.9%
Transer - STF	205,000	480,900	226,450	47.1%	10.5%
Total M & S	<u>2,004,081</u>	<u>4,368,660</u>	<u>2,055,657</u>	<u>47.1%</u>	<u>2.6%</u>
Total all expenses	<u>6,997,794</u>	<u>15,476,460</u>	<u>7,424,236</u>	<u>48.0%</u>	<u>6.1%</u>
Rev. minus exp.	574,467	1,353,780	395,655		-31.1%
To capital	-	(1,621,540)	-		-
Net to fund	<u>574,467</u>	<u>(267,760)</u>	<u>395,655</u>		<u>-31.1%</u>

LANE TRANSIT DISTRICT
COMPARATIVE BALANCE SHEET
GENERAL FUND
December 31, 1995

	CURRENT BALANCES	BALANCE 6/30/95
ASSETS		
Cash & short term investments	\$6,089,705.03	\$3,433,300.86
Receivables	197,550.84	1,327,364.64
Inventory	552,530.94	516,758.41
Prepaid expenses	0.00	94,309.48
Treasury Bill	0.00	975,180.00
Certificate of deposit	100,000.00	100,000.00
Deferred compensation	1,345,546.28	1,215,875.61
VRC lease	95,833.00	95,833.00
Property, plant and equipment	24,835,035.32	24,835,035.32
Total Assets	<u>\$33,216,201.41</u>	<u>\$32,593,657.32</u>
LIABILITIES		
Accounts payable	\$108,923.79	\$288,783.20
Payroll payable	401,948.80	347,762.33
Unearned income	56,868.03	66,415.14
Liability claims/other payable	345,434.84	112,996.17
CAL/sick accrual	940,460.66	940,460.66
Deferred compensation	1,345,546.28	1,215,875.61
Total Liabilities	<u>3,199,182.40</u>	<u>2,972,293.11</u>
FUND BALANCE		
Reserved for long term lease	95,833.00	95,833.00
Property, plant and equipment	24,835,035.32	24,835,035.32
Fund Balance restricted to assets	<u>24,930,868.32</u>	<u>24,930,868.32</u>
Fund balance 6/30/95	4,690,495.89	4,690,495.89
Change in fund balance	<u>395,654.80</u>	<u> </u>
Ending fund balance	<u>5,086,150.69</u>	<u>4,690,495.89</u>
Total reserves and fund balances	<u>30,017,019.01</u>	<u>29,621,364.21</u>
Total Liabilities & Fund Balances	<u>\$33,216,201.41</u>	<u>32,593,657.32</u>

LANE TRANSIT DISTRICT
 COMPARATIVE BALANCE SHEET
 SPECIAL TRANSPORTATION FUND
 December 31, 1995

	CURRENT BALANCES	BALANCE 6/30/95
ASSETS		
Cash & short term investments	\$0.00	\$3,867.00
Receivables	0.00	0.00
Prepaid expenses	<u>0.00</u>	<u>0.00</u>
Total Assets	<u><u>0.00</u></u>	<u><u>- 3,867.00</u></u>
LIABILITIES		
Accounts payable	<u>0.00</u>	<u>3,867.00</u>
Total Liabilities	<u><u>0.00</u></u>	<u><u>3,867.00</u></u>
RESERVES & BALANCES		
Fund balance	0.00	0.00
Change in fund balance	<u>0.00</u>	<u>0.00</u>
Ending fund balance	<u><u>0.00</u></u>	<u><u>0.00</u></u>
Total Liabilities & Fund Balances	<u><u>\$0.00</u></u>	<u><u>3,867.00</u></u>

LANE TRANSIT DISTRICT
 COMPARATIVE BALANCE SHEET
 CAPITAL FUND
 December 31, 1995

	CURRENT BALANCES	BALANCE 6/30/95
ASSETS		
Cash & short term investments	\$4,639,356.33	\$4,720,261.03
Receivables	126,656.00	254,896.00
Prepaid	0.00	0.00
Deposits	0.00	-10,000.00
Total Assets	<u>4,766,012.33</u>	<u>4,985,157.03</u>
LIABILITIES		
Accounts payable	65,657.76	168,565.50
Retainage payable	0.00	0.00
Total Liabilities	<u>65,657.76</u>	<u>168,565.50</u>
RESERVES & BALANCES		
Fund balance	4,816,591.53	4,816,591.53
Change in fund balance	<u>(116,236.96)</u>	<u></u>
Ending fund balance	<u>4,700,354.57</u>	<u>4,816,591.53</u>
Total Liabilities & Fund Balances	<u>\$4,766,012.33</u>	<u>\$4,985,157.03</u>

LANE TRANSIT DISTRICT
GENERAL FUND INCOME STATEMENT
For the period 7/01/95 to 12/31/95

					Percent of year	50.0%
	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MONTH ACTUAL	BALANCE	YTD % BUDGET
REVENUES						
Passenger Fares	\$2,273,320	\$2,273,320	\$1,161,423.55	\$198,758.90	(\$1,111,896)	51.1%
Group Pass Payments	543,020	543,020	271,118.89	57,739.36	(271,901)	49.9%
Special services	65,000	65,000	58,479.09	10,049.44	(6,520.91)	90.0%
Advertising	194,510	194,510	117,336.48	27,777.00	(77,173.52)	60.3%
Miscellaneous Income	5,650	5,650	50,814.33	1,884.50	45,164.33	899.4%
Payroll Tax Revenue	11,510,110	11,510,110	5,658,830.70	-	(5,851,279.30)	49.2%
Self-employment tax	749,380	749,380	-	-	(749,380.00)	0.0%
State In-Lieu-of-Tax	854,570	854,570	135,662.89	-	(718,907.11)	15.9%
Operating Grants	139,200	139,200	53,291.53	3,548.41	(85,908.47)	38.3%
Interest Income	495,480	495,480	312,933.75	56,595.40	(182,546.25)	63.2%
Total General Fund Revenues	16,830,240	16,830,240	7,819,891.21	356,353.01	(9,010,349)	46.5%
EXPENSES/TRANSFERS/RESERVES						
General Administration	681,360	731,460	264,140.02	46,875.86	467,320	36.1%
Finance	306,930	348,280	166,256.32	26,402.12	182,024	47.7%
M. I. S.	188,220	188,220	81,924.13	11,315.37	106,296	43.5%
Human Resources	384,240	384,240	146,595.51	24,912.71	237,644	38.2%
Planning	298,860	261,900	119,801.76	17,217.46	142,098	45.7%
Marketing	822,910	859,870	506,732.63	65,991.26	353,137	58.9%
Customer Service	433,430	429,400	200,080.97	28,899.59	229,319	46.6%
Transit Development Mgt	78,790	78,790	33,868.25	4,169.24	44,922	43.0%
Transportation	7,451,620	7,379,740	3,594,033.97	588,105.38	3,785,706	48.7%
Maintenance	3,221,290	3,221,290	1,438,719.06	236,791.31	1,782,571	44.7%
Facilities	512,470	512,470	208,000.11	37,088.07	304,470	40.6%
Risk and Insurance	599,900	599,900	437,633.68	6,885.60	162,266	73.0%
Total before transfers	14,980,020	14,995,560	7,197,786.41	1,094,653.97	7,797,774	48.0%
Special Transp. transfer	452,900	480,900	226,450.00	37,741.67	254,450	47.1%
Capital transfer	1,621,540	1,621,540	0.00	0.00	1,621,540	0.0%
Total General Fund Expenses	17,054,460	17,098,000	7,424,236.41	1,132,395.64	9,673,764	43.4%
UNRESERVED FUND BALANCE						
Change to fund balance	(224,220)	(267,760)	395,654.80			
Beginning balance	4,201,630	4,201,630	4,690,495.89			
Ending balance	<u>\$3,977,410</u>	<u>\$3,933,870</u>	<u>\$5,086,150.69</u>			

LANE TRANSIT DISTRICT
SPECIAL TRANSPORTATION FUND INCOME STATEMENT
For the period 7/01/95 to 12/31/95

	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MONTH ACTUAL	Percent of year BALANCE	50.0% YTD% BUDGET
REVENUES/TRANSFERS						
State Special Transp Funds	\$400,000	\$400,000	\$134,947.00	\$0.00	(\$265,053)	33.7%
STF - contingency & capital	600,000	600,000	0.00	0.00	(600,000)	0.0%
State Special Grant	0	0	0.00	0.00	-	-
Transfer from general fund	452,900	480,900	226,450.00	37,741.67	(254,450)	47.1%
Total General Fund Revenues	1,452,900	1,480,900	361,397.00	37,741.67	(1,119,503)	24.4%
EXPENSES/TRANSFERS/RESERVES						
STF - flow through transfer	1,000,000	1,000,000	134,947.00	0.00	865,053	13.5%
Direct support - Ride Source	395,500	423,500	197,750.00	32,958.34	225,750	46.7%
Direct support - LCOG admin	57,400	57,400	28,700.00	4,783.33	28,700	50.0%
Total General Fund Expenses	1,452,900	1,480,900	361,397.00	37,741.67	1,119,503	24.4%
UNRESERVED FUND BALANCE						
Change to fund balance	0	0	0.00			
Beginning balance	0	0	0.00			
Ending balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>			

LANE TRANSIT DISTRICT
CAPITAL FUND INCOME STATEMENT
For the period 7/01/95 to 12/31/95

Percent of year 50.0%

	ADOPTED BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	%
REVENUES					
Grant income	\$7,132,530	\$7,132,530	\$589,266.47	\$123,067.59	8.3%
Transfer from General Fund	1,621,540	1,621,540	0.00	0.00	0.0%
Total resources	8,754,070	8,754,070	589,266.47	123,067.59	6.7%
EXPENDITURES					
GRANT PAID CAPITAL					
Bus related equipment	50,200	50,200	10,551.14	0.00	21.0%
Bus stations, stops, & terminals	964,000	974,000	194,044.19	57,227.03	19.9%
Eugene Station	4,972,000	4,972,000	395,373.18	65,929.30	8.0%
Facilities	371,000	320,000	11,980.06	3,341.36	3.7%
Revenue rolling stock	375,000	375,000	0.00	0.00	0.0%
Support vehicles	35,000	44,000	0.00	0.00	0.0%
ADP hardware & software	140,460	138,360	61,060.39	10,404.54	44.1%
Shop equipment	34,200	35,200	17,031.77	580.54	48.4%
Miscellaneous equipment	1,680,500	1,713,600	14,702.70	6,919.44	0.9%
Budgeted for capital contingency	80,000	80,000	0.00	0.00	0.0%
Total federal capital purchases	8,702,360	8,702,360	704,743.43	144,402.21	8.1%
LOCALLY FUNDED CAPITAL					
Eugene Station	0	0	0.00	0.00	0.0%
Other local only	0	0	760.00	433.00	0.0%
	0	0	760.00	433.00	0.0%
Total expenditures	8,702,360	8,702,360	705,503.43	144,835.21	8.1%
Change in Fund Balance	51,710	51,710	(116,236.96)	(21,767.62)	-224.8%
Beginning Fund Balance	4,667,305	4,667,305	4,816,591.53		
Ending Fund Balance	\$4,719,015	\$4,719,015	\$4,700,354.57		

AGENDA ITEM SUMMARY

- DATE OF MEETING:** January 17, 1996
- ITEM TITLE:** ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING
- PREPARED BY:** Jo Sullivan, Executive Secretary
- ACTION REQUESTED:** None at this time
- BACKGROUND:** The action or information items listed below will be included on the agenda for future Board meetings:
- A. **Appointments to Board Committees:** At the February 21, 1996, meeting, Board President Pat Hocken will appoint Board members to District and community committees for the coming year.
 - B. **Selection of Paratransit Provider:** The Board will be asked to approve the selection of the *RideSource* paratransit provider at the February 21, 1996, Board meeting.
 - C. **Walkabout Contacts and Agenda:** At the February 21, 1996, meeting, staff will discuss with the Board a proposed list of contacts and topics for the Board's "walkabout" to discuss BRT and other LTD issues.
 - D. **COBRA Policy:** Following review by District counsel, the District's draft COBRA policy will be brought to the Board for approval at the February 21, 1996, meeting.
 - E. **Family Leave Policy:** A revision to the District's Family Leave Policy will be brought to the Board for approval at the February 21, 1996, meeting.
 - F. **Service Changes for Fiscal Year 1996-97:** A public hearing on proposed service changes for FY 96-97 will be scheduled for the February 21, 1996, Board meeting. A second hearing and Board approval of the final service change proposal will be scheduled for the March 20, 1996, meeting.
 - G. **Pricing Plan for Fiscal Year 1996-97:** A public hearing and approval of the pricing structure for FY 96-97 will be scheduled for the February 21, 1996, Board meeting. The first reading of an

ordinance setting the fares for FY 96-97 will be scheduled for March 20, and the second reading and adoption will be held on April 17, 1996.

- H. **Capital Improvements Plan for Fiscal Year 1996-97:** Staff's recommendation for capital improvements for FY 96-97 will be brought to the Board at the February 21, 1996, meeting.
- I. **Budget Committee Meetings:** An informational, background meeting for the seven citizen members of the Budget Committee has been scheduled for April 10, 1996. The budget will be presented to the entire Budget Committee at two consecutive meetings on Wednesday, April 24, and Thursday, April 25. Additional budget meetings are scheduled for May 1 and May 8. Board adoption of the final budget is scheduled for June 19, 1996.
- J. **Work Session on Image and Role in the Community:** Staff recommend that the Board hold a work session on the District's image and role in the community, including a discussion of the Lynx transit system in Orlando, Florida, which recently changed its focus and direction to enhance its role in its community.
- K. **Eugene Station:** Various action and information items will be placed on Board meeting agendas during the design and construction of the Eugene Station.
- L. **Cottage Grove/Creswell Service:** If the City Councils of Cottage Grove and Creswell request LTD service to their communities, the Board will be asked to review this service request for possible addition of service to the Cottage Grove/Creswell area.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 1996

ITEM TITLE: EUGENE STATION: EXECUTIVE SESSION

PREPARED BY: Stefano Viggiano, Planning Administrator

ACTION REQUESTED: That the Board provide direction regarding design aspects of the Eugene Station.

BACKGROUND: LTD's legal counsel will attend the meeting to discuss property acquisition issues with the Board. Staff recommend that the Board move into Executive (non-public) Session pursuant to ORS 192.660(1)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions, and pursuant to ORS 40.225, lawyer-client privilege.

ATTACHMENT: None

PROPOSED MOTION: I move that the Board move into Executive Session pursuant to ORS 192.660(1)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions, and pursuant to ORS 40.225, lawyer-client privilege.

h:\wpdata\eugstatn\summary.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: January 17, 1996

ITEM TITLE: EUGENE STATION: PAYMENT FOR PARKING REPLACEMENT

PREPARED BY: Stefano Viggiano, Planning and Development Manager

ACTION REQUESTED: That the Board authorize the General Manager to sign a purchase agreement for the McDonald site urban renewal property consistent with the attached draft letter to the Eugene Mayor and City Council

BACKGROUND: At an emergency meeting on January 12, 1996, the Board discussed options to address concerns between the City of Eugene and LTD regarding the payment for parking replacement as part of the agreement for the District's purchase of the urban renewal property at the station site. The issue is to be discussed by the City Council on January 22, 1996. Staff recommend that the Board approve a position on the issue and send a letter to the Council stating that position prior to the January 22 meeting.

The attached draft letter from Board President Pat Hocken to the City of Eugene Mayor and City Council outlines the major elements of the land acquisition agreement and states the commitments that the District would have should the transit station project be terminated after the agreement is signed.

ATTACHMENT: Draft letter from Board President Pat Hocken to the Eugene Mayor and City Council.

PROPOSED MOTION: I move that the Board authorize the General Manager to sign an agreement with the City of Eugene for the purchase of the urban renewal property at the McDonald Site that is consistent with the draft letter to the Eugene Mayor and City Council that is included in the Board packet.

DRAFT - 1/17/96

January 18, 1996

Mayor Ruth Bascom and Eugene City Council
Eugene City Hall
777 Pearl Street
Eugene, Oregon 97401

Dear Mayor Bascom and City Council:

LTD has been proceeding with the development of a new transit station in downtown Eugene. The project has required significant coordination between LTD and the City, both at the staff and policy level. We thank you for your past support of the project. We are now asking for your assistance to finalize the agreement for the purchase of the Urban Renewal property at the site. This will be one of the final steps needed to ensure the completion of this critical project.

As you know, LTD has agreed to contribute \$1.8 million, including the cost of the land, to mitigate the loss of parking. The Federal Transit Administration, the agency that administers the federal funds that are being used for the project, has agreed to fund this mitigation measure. A question has surfaced regarding the timing of LTD's commitment to pay for the parking replacement. The District cannot legally commit either federal or local LTD funds without the certainty that the transit station will be built. LTD does not have the authority to pay for the replacement of the parking spaces unless that work is ultimately part of a project that benefits transit. Although the risk that the station will not proceed is exceedingly small and LTD would accept that risk if legally possible, the District cannot irrevocably promise the parking replacement funds at this point.

LTD and City staff have developed an alternative proposal for purchasing the City property that is different than the approach originally approved by the Council and LTD Board. This proposal meets LTD's legal constraints, still maintains LTD's contribution for the parking replacement, minimizes risk, and addresses the cash flow needs for the parking garage. An intergovernmental agreement that incorporates these features includes the following:

1. Both parties will be committed to the successful completion of both the transit station and parking garage.
2. LTD will pay \$1.8 million for land and parking (payment plan described below).
3. LTD will pay up to \$25,000 to the City for staff and legal costs associated with the land acquisition.
4. As part of the station project, LTD will make improvements in the public right of way surrounding the station (including the section adjacent to the McDonald Theatre) and, to a lesser extent, the right of way along 10th Avenue to the east and west of the station block. In

addition, LTD will contribute \$150,000 toward the more extensive future renovation of the 10th Avenue corridor, if that contribution is at least matched by the City of Eugene.

5. LTD agrees to make a serious effort to increase the intensity of development at the site at the time that a major station renovation occurs. In the interim, LTD will consider proposals to add new structures to the site, including possible air rights development. The LTD Board is very supportive of additional development of the station site and would have included more development as part of the current project, but could not do so because of statutory limitations.

The payment of the \$1.8 million by LTD to the City would occur as follows:

\$1,800,000	Total compensation
- \$710,000	Payment for land to be made when the agreement is signed
- \$227,000	A reallocation of Surface Transportation Program (STP) funds from LTD to the Willamette Street opening. This allows an equivalent amount of Urban Renewal funds previously allocated for the street opening to be used for the parking garage. (The Metropolitan Policy Committee has already taken action to set this reallocation of funds in motion.)
- <u>\$100,000</u>	Approximate payment for the alleys to be paid at the time the alleys are vacated.
\$763,000	Approximate balance to be paid when the parking garage has been completed, assuming that the station project is proceeding, that the earthwork phase of construction is underway, and that the District has a reasonable expectation that the final building permit for station construction will be issued.

According to this schedule, LTD will pay to the City the final portion of the \$1.8 million at the time that the City is required to pay the garage developer.

The risk to the City is that the station project is terminated before the final parking replacement funding is paid. While this is a very unlikely scenario, the District can commit to some actions that will reduce this risk. Should the station be terminated, the District would advocate for the reallocation of \$300,000 of STP funds, currently allocated to LTD, to the City of Eugene to be used on projects that provide some transit benefit, such as improvements to streets on which buses operate or the installation of sidewalks. The reallocation of these funds would require the approval of the Metropolitan Policy Committee. Also, since loss of this project would likely eliminate the possibility of any new downtown Eugene station for the foreseeable future, LTD would undertake an extensive renovation of the 10th Avenue bus area, which could include new pavement, improved sidewalk treatment, new shelters, additional passenger amenities, and improved lighting along the entire three-block length of the corridor. It also would be necessary to add a fourth block along 10th Avenue in order to accommodate future service increases. If the station is not built, LTD would give the City the first right of refusal on any sale of the property, including the portions not currently owned by the Urban Renewal Agency.

It is important to reiterate that the possibility that the station will not proceed is exceedingly remote. The project is going very well and has a great deal of momentum. Funding and environmental approvals have been secured and soil testing has indicated a manageable amount of subsurface contamination. In addition, there appears to be very little opposition to the project, even among those, such as Lane Community College or Olive Plaza, who initially had concerns about the proposed project. It is also important to note that the District has invested a considerable amount of time and money in the project. The District would work very diligently to

address any problems that may arise to ensure that the project is completed and that the investment in the project is not wasted.

We also would like to emphasize the importance of the station project to LTD and the community. The construction of a new, off-street downtown station has been a goal of the District for twenty-some years. The current project represents an investment of years of effort and a significant amount of funds. This investment was planned with the firm belief that the new station is absolutely critical to meeting the current and future transit needs of the community. Station usage, currently at 10,000 people per day, is expected to double within the next 20 years. The existing station is currently inadequate, and could not accommodate this growth in ridership.

The District also firmly believes that the new Eugene Station will be a signature facility for the public that will enhance the downtown area and serve as a catalyst for other development. The station, along with the replacement of surface parking lots with structured parking, will allow for increased intensity of development in the downtown area, especially in the southwest portion of downtown.

The design process for the new station has included a high level of public involvement, including focus groups, community workshops, and the ongoing involvement of a citizen advisory committee. The process has yielded a revised station layout that better meets urban design goals and the District's operating needs. We are very excited about the new design and believe it provides a very good fit with its surroundings.

The LTD Board has reviewed and approved the elements of the proposed agreement as described in this letter. We strongly urge you to do the same.

Respectfully,

Patricia H. Hocken
President, LTD Board of Directors

PH:sv:js

H:\WPDATA\EUGSTAT\ICC-PKG.DOC

Mr. Saydack wanted to clarify that the repurchase clause said that if the City did not do the things it had agreed to do, it would buy the land back. Mr. Pangborn said that was correct, but that was not the extent of the issue. Mr. Fraser explained that 5.1, functional replacement, of the agreement included 5.1.4, 5.1.5, 5.1.6, 5.1.7. Mr. Saydack asked if that was basically functional replacement parking, which meant that if the conditions to the functional replacement parking aspect of this fail. Mr. Fraser said it also included construction commitment. He said he saw Mr. Saydack's point and understood his concern. Mr. Saydack said that a lot of this was under City control, many of the conditions, and basically this section of the agreement was saying that if these conditions failed because the City did not do what it said it was going to do, then the City would buy back the land that it had sold to LTD, because LTD bought it in reliance upon the City doing what it said it would do. He asked if that was the intention of the section. Mr. Viggiano stated that he thought the City's intention in including this originally was in case LTD did not fulfill its end of the bargain; if LTD for some reason did not build the station, rather than having that land sitting vacant, the City would want it back for development. He thought it was to LTD's advantage to take it out, because if for some reason LTD was not able to build the station, at least the land would be available for another project and the District would not have to go through land acquisition again. He thought it was a good site that the District would eventually develop. Mr. Montgomery understood that if the City did not follow through on its commitments, it would not get to build its parking garage, so this land would be valuable for parking. Mr. Saydack said that the repurchase agreement could be an option on LTD's part to require the City to repurchase if it chose to do so, but the District could also choose to keep the property or sell it.

Mr. Montgomery said all he was worried about was being protected. He was not so worried that LTD would be "stuck" with the land, because he thought 5.1.4 protected the District as long as the project proceeded. Mr. Fraser said he thought the City put this section in the agreement originally for the reasons he had already stated. When he drafted the draft agreement before the Board at that time, he included paragraph 5.1, which meant "all of the above." He said his intent when he drafted it was just what the Board members were suggesting, a catch-all so that the District would not end up with a piece of property that it did not know what to do with, for the same kinds of reasons that he did not want to end up having paid for a parking garage. He did not think that if the District ended up with the land, having taken it for purposes of building a transit station, that the District had exceeded its authority. He said as a lawyer he was comfortable leaving the requirement in or out, and he thought that was a policy decision the Board should make.

Mr. Saydack suggested that the Board give Ms. Loobey and Mr. Fraser the latitude to leave in, take out, or modify this element of the draft purchase agreement with the City to purchase the site for the Eugene Station, as necessary to make the overall deal happen. A modification he suggested for the City was that this repurchase would come into play at LTD's option if LTD could not develop the property because the City had not done what it was supposed to do. In other words, this would be under the City's control.

MOTION

Mr. Saydack moved that the Board approve Counsel's red-lined draft of December 13, 1995, that the Board give General Manager Phyllis Loobey and District Counsel Bob Fraser the authority to negotiate changes to paragraph 6.1 that they deem in the best interest of achieving agreement, which could include deleting that paragraph in its entirety, leaving it in as it stood, or modifying it to provide that the repurchase is an option that is triggered by the City's failure to perform as it has agreed to perform under the agreement; with another modification that would be

an addition to paragraph 5.1.4, after the words "parking facility," adding "and FTA assurances to LTD that the funds may be released to the City." Mr. Bennett seconded the motion.

VOTE There was no further discussion, and the motion carried unanimously.

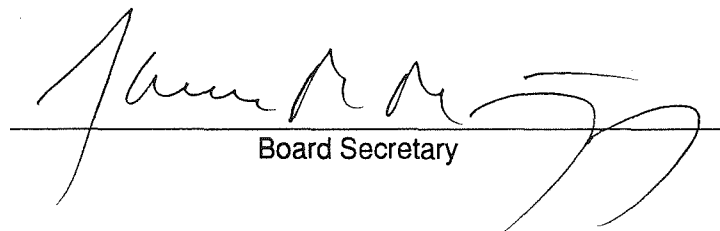
ITEMS FOR INFORMATION AT THIS MEETING:

LTD Issues Before Eugene City Council: Ms. Loobey stated that two LTD issues might be before the Eugene City Council on January 17. One was the issue of buses on Willamette, and the other was the purchase agreement for the Eugene Station site. Ms. Loobey said she did not know whether the issues of buses on Willamette would go before the City again. The Broadway Plaza Committee would not be dealing with that issue again; they would only be looking at how the plaza was to be built and used. Therefore, the issue of buses on Willamette might not go back to the Council the week of the 17th. However, the issue of the purchase agreement would be before the Council at that time. She asked the Board members to discuss this with their respective Council members, and said she would let the Board know when the agenda for that meeting had been set, so the Board members would know what issues to discuss with their Council members. Staff had prepared talking points about the issues, which she distributed to the Board. Mr. Bennett asked if the Board could request that both issues not come up on the same agenda. Ms. Loobey said staff could try to do that, but Council members could also bring up questions or issues that were not on the agenda.

Mr. Bennett asked if the Council could prohibit buses on Willamette Street. Ms. Loobey replied that they could, but they would be in violation of the law. The District had an attorney's opinion that LTD had the authority to run its vehicles on any street on which it wished to operate. She said she would rather not make it a political issue at that point, however.

Bus Rapid Transit: Ms. Loobey handed out a two-page outline of a public information plan for bus rapid transit (BRT). Currently, selection of a corridor for BRT had been scheduled for March. Ms. Loobey asked the Board members to read the outline and give staff input at the January meeting. She said this was intended to be the first tier of public involvement establishing a partnership with local units of government regarding BRT. It may mean that the Board would decide that because of the high level of Board involvement, this process would not be completed within the suggested time line. This issue would be scheduled for discussion at the January 17, 1996, Board meeting.

ADJOURNMENT: There was no further discussion, and the meeting was unanimously adjourned at 10:35 p.m.


Board Secretary

G:\WPDATA\BDMN1213.DOC