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Public notice was given to *The Register-Guard* for publication on November 14, 1996.

LANE TRANSIT DISTRICT REGULAR BOARD MEETING

November 20, 1996
7:00 p.m.

(Please note this new meeting time for regular monthly Board meetings.)

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

A G E N D A

Page No.

I. CALL TO ORDER

ROLL CALL

Hocken <u>✓</u>	Kleger <u>✓</u>	Montgomery <u>✓</u>	Murphy <u>✓</u>
Saydack <u>✓</u>	Bailey <u>✓</u>	Bennett <u>✓</u>	

II. INTRODUCTORY REMARKS BY BOARD PRESIDENT

III. AUDIENCE PARTICIPATION

IV. EMPLOYEE OF THE MONTH

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2. Minutes of the October 16, 1996, regular Board meeting

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- H. Follow-up Work Session on Labor Relations Goals
- I. Work Session on Special Services and Service, Fare, and Group Pass Policies
- J. Americans with Disabilities Act Plan Update
- K. Board Structure and Operating Procedures
- L. Work Session on Image and Role in the Community
- M. Eugene Station
- N. Bus Rapid Transit

VIII. 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 687-4265 (TTY, for persons with hearing impairments).

AUDIENCE PARTICIPATION - LTD BOARD MEETING

Date 11/20/96

NAME	ADDRESS & TELEPHONE	GROUP
Brian Knowles	485-6923 1133 OLIVE ST. APT 915	STF
Linda Reynolds	2800 MAH DR	STFC
Ed Necker	688-8633 3692 Hickory	STFC
GRACE RETFORD	855 SENECA, 345-1801	GOODWILL
Russ Matthews	950 Lewis 689 7678	STF

Proposed Ridesource Fare Increase

Telephone Testimony

Received by LTD and LCOG staff

Prior to 5:00 p.m. on Wednesday, November 20, 1996

Presented to the LTD Board of Directors

Received from: Lucille Johnston
1466 W. 24th Place
Eugene, Oregon 97405

Received by: Micki Kaplan, Transit Planner, LTD

Comments: *I am a RideSource rider, and I am supportive of the service and will not mind having the RideSource fare increase to \$1.00. However, I am concerned about those riders who are on limited and fixed incomes who may not be able to afford the increase. Thank you.*

Received from: Paul McGuire
946 Coburg Road
Eugene, Oregon 97401

Received by: Terry Parker, LCOG

Comments: *It kinda hurts. I don't think that they should raise it that much because some people can't afford it. And also, I go to my parents house sometimes, and they can't afford it either.*

AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 1996

ITEM TITLE: EMPLOYEE OF THE MONTH

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: December 1996 Employee of the Month: Bus Operator JoAn Montgomery was selected as the December 1996 Employee of the Month. JoAn was hired on April 17, 1973. She has 18 years of Safe Driving and more than 12 years of Correct Schedule Operation (CSO). During her employment with LTD, JoAn has served on many committees, including the Affirmative Action Advisory Committee (1978), the first Drivers' Planning Committee, and employee selection committees. She currently is a member of the Safe Driving Awards Program Committee, and has served as a bus operator instructor. She commented that she has seen and been a part of a lot of growth in the organization during her 23 years at LTD. JoAn was nominated for this award by a customer, who praised JoAn's sense of humor and her kindness to all passengers.

When asked what makes JoAn a good employee, Transit Operations Manager Patricia Hansen said that JoAn has contributed a lot to the District during her 23-year career with LTD--as a bus operator, as an instructor, and through her involvement in many District committees and programs. She was among the first women to drive for LTD, which is reflected by the fact that today she is LTD's top-seniority female operator. JoAn always has set high performance standards for herself, and is committed to providing excellent service to our customers. She truly cares about her customers and her co-workers, and goes the extra mile to help them whenever she can. JoAn is very pleasant to work with, and her professionalism sets an example for us all.

AWARD: JoAn will attend the November 20 meeting to be introduced to the Board and receive her award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 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 November 20, 1996:

1. Approval of minutes: October 16, 1996, special meeting/work session
2. Approval of minutes: October 16, 1996, regular Board meeting

ATTACHMENTS:

1. Minutes of the October 16, 1996, special Board meeting/work session
2. Minutes of the October 16, 1996, regular Board meeting

PROPOSED : I move that the Board adopt the following resolution:

Resolved, that the Consent Calendar for November 20, 1996, is hereby approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING/WORK SESSION

Wednesday, October 16, 1996

Pursuant to notice given to *The Register-Guard* for publication on October 14 1996, 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, October 16, 1996, at 5:00 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

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

Absent: Patricia Hocken, President

CALL TO ORDER: The meeting was called to order at 5:10 p.m. by Board Vice President Kirk Bailey. Ms. Loobey stated that Ms. Hocken was not present because she was performing an audit in Portland, and the next day would be meeting with the committee that had been established as a part of the Governor's Oregon Transportation Initiative.

STATE POLICY TO LOCATE OFFICES IN DOWNTOWN AREAS: Ms. Loobey stated that there was a policy requiring state agencies to give preference to downtown sites when buying, renting, or leasing office space. Staff had read in the newspaper that the Eugene Branch of the Adult and Family Services (AFS) division was considering renting in the Chad Drive area, so planned to write a letter to the district manager encouraging them to remain downtown and offering to help with the transportation component for their clientele and employees. Ms. Loobey said there had been mixed results working with the State on location of their facilities, and she wanted to inform the Board that staff would be following up with the State.

WALKABOUT MATERIALS: Staff handed out sample materials to be used during the Board's community walkabout process.

WORK SESSION ON WEST 11TH PARK AND RIDE PROJECT: Planning & Development Manager Stefano Viggiano began by discussing Park and Ride facilities in general. He discussed the reasons people use Park and Ride facilities; different types of facilities; a map of proposed LTD Park and Ride facilities, and how that fit with long-range planning; important considerations in developing Park and Ride facilities; a survey of River

Road Transit Station users, with a map showing where those riders began their trips; and the results of a 1994 Park and Ride report. He stated that there were two main reasons people used Park and Ride lots: to save money and to save time. Most people considered only their out-of-pocket costs, such as for parking or the cost of the transit fare. The time savings included not only the bus or car trip, but it also included walking or driving to the bus and time spent waiting for the bus. In fact, people tended to view the time spent waiting at a bus stop as relatively more important than travel time.

The research indicated that there were three types of Park and Ride facilities. Local Park and Ride lots usually were lease arrangements to use a business's parking lot, accommodating a minimal number of cars. LTD had 20 of those around the community. The second type was the remote Park and Ride, such as LTD's River Road station. Those usually were owned by the transit agency or public entity, were larger, and offered express service. The third kind, which the local community did not have, was a peripheral Park and Ride, just outside the urban area. People would drive most of the way by car and park before they entered the more congested central business district. A shuttle route usually connected them with downtown. Remote Park and Ride facilities cut out more of the car travel and helped with VMT reduction more than peripheral facilities, which tended to reduce congestion, pollution, and the need for parking in the downtown area.

LTD's plan was to build more of the remote Park and Ride facilities. Ideally, staff would like to have a Park and Ride lot at each of the major arterials going into the central business district. In addition to the current River Road and Parkway stations and the planned East Springfield and West 11th facilities, there might be others along Coburg Road, Delta Highway, and Highway 99, and in the Gateway area. Autzen stadium also had been mentioned as a peripheral-type of Park and Ride facility.

In discussing LTD's recent survey of Park and Ride use at the River Road station, Mr. Viggiano showed where people came from to use the station. The express service on Beltline Road was an incentive for people to go a little out of direction to use the station rather than catching the regular route along River Road. This survey found that, although most of the Park and Ride users were from the River Road area, people also accessed the Park and Ride from Junction City, Monroe, and the Bethel/Danebo area. Most of the people using the Park and Ride lots were going to the UO, Sacred Heart, and downtown Eugene, with some going to Lane Community College (LCC), and very few going anywhere else. Of those, LCC was the only destination without parking costs, so those riders probably were saving wear and tear on their automobiles, or possibly bicycling to the bus. All but 1 percent were going either to work or school, so it was an exclusively commuter population. For the system as a whole, there was a much wider range of trip purposes. Most of the shopping destinations had free parking, so people were less apt to use Park and Ride lots to go shopping.

The survey also asked what people found most important about a Park and Ride facility and what needed improvement. People found express bus service to be very important, as well as parking availability, access to the bus, and bus frequency. Most people traveled less than three miles to the bus stop.

Mr. Bennett commented about meeting the time frame and schedule of people who wanted to shop for a short period, and the fact that even the Park and Ride locations for Valley River Center during the Christmas shopping period were not well used. He asked if any systems offered the right kind of vehicle every eight to ten minutes on an exclusive route to attract this kind of rider. Mr. Viggiano said that Portland's Lloyd Center was served by MAX (light rail), and offered to see how much MAX was used for shopping trips. Mr. Kleger stated that almost the entire schedule of buses was packed during the holiday season, and people were always wondering where they were going to put their packages. Mr. Bennett said that a different kind of vehicle was needed, in terms of size, shape, storage space, how people get on and off, etc. He said that maybe that was not as efficient as packing buses full, but it would appeal to a different market.

Mr. Saydack wondered if staff had considered a Park and Ride to Valley River Center from South Eugene High School, since it was more difficult to get to Valley River Center from South Eugene than it was from River Road. Mr. Viggiano said they had not, but could consider that. In response to Mr. Bennett's comments, he said that if buses are in the same traffic as the cars and there are no parking costs or restrictions on parking, there is not much incentive to park and ride and get there at the same time.

Mr. Viggiano said that what the District was trying to do with BRT was to speed travel, and often that was measured in the number of seconds saved at different points. If a Park and Ride lot required circuitous travel, that would offset the other savings. For the West 11th Park and Ride lot, having the bus stay on West 11th at the facility would eliminate the out-of-direction travel on the site and would be a big advantage. That made a site right on West 11th more attractive.

Mr. Viggiano said that there had been questions about the environmental assessment for the West 11th Park and Ride at the last Board meeting. He explained that the District followed an Urban Mass Transportation Administration (UMTA) Rule from 1979, which was still in effect. It outlined the types of things that had to be considered in an environmental assessment (EA). They included land acquisition and displacement, land use and zoning, air quality, noise, and water quality. The EA was a requirement for using federal funds, and there were no waivers for Park and Ride facilities.

Mr. Bennett asked if any of the information needed for the EA already might be available. Mr. Viggiano said that it was fairly site-specific information, but sometimes it was possible to obtain base data without using an engineer. However, engineers were needed for certain types of analysis, such as traffic impact studies or air quality analysis.

Mr. Bennett wanted to make a comment for the record. He said that it was not that some of the issues were not important, but that someone from the private sector generally could get the crux of the important information without going to an engineer. His sense was that the information would already be there, and would be reviewed during the permit process. To him, this was an example of spending another 10 to 15 percent on the site, which he thought was a shame.

Mr. Saydack asked if the District would have to go through the environmental assessment if it built the Park and Ride without federal funds. Mr. Viggiano said that it would not.

Mr. Viggiano discussed a project schedule. Staff were recommending that at the November meeting the Board take action to select one or more sites on West 11th for further study. That study would include a Level I site assessment to review the history of the site and receive a risk assessment regarding possible contamination. Staff would proceed with an appraisal estimate, and thought it might be appropriate to hire someone with a development expertise to assist with the site study, as had been suggested during the tour of the West 11th sites. At the December 18 Board meeting, the appraisal information would be available and the Board would be asked to approve proceeding with an environmental assessment. In May, staff would ask the Board to take action on a grant application for the project. The application and the draft EA would need to be forwarded to the Federal Transit Administration (FTA) by June 1, 1997, because the money was in the statewide Transportation Improvement Program for the current fiscal year. If the funds (\$435,000) were not transferred to FTA by September 30, 1997, they would be lost to LTD. The time pressure would ease once the money had been transferred. At that time, the design process and land acquisition could begin.

West 11th Park and Ride Site Tour: Transit Planner Micki Kaplan discussed the sites visited by the Board the previous Monday. She had obtained more information since that time, in response to Board questions.

Site M: This 2.5-acre site included Arby's, Lanz Saw Shop to the west, and Coles Furniture and old houses to the south. Ms. Kaplan discussed different combinations of these parcels. Mr. Viggiano said that one option for Site M would be to keep the bus on West 11th rather than circulate it on the site, which would take less space and decrease travel time. Two acres was about the size of the River Road Transit Station, which contained about 150 spaces. Mr. Bennett commented that there already was a signal at Conger, which Ms. Kaplan said would save about \$100,000 in development costs.

Mr. Bennett asked about criteria for frontage. Mr. Viggiano said that staff would look at how much space would be needed for a bus shelter, and Mr. Bennett mentioned the need for a pedestrian way to the parking area, as well as room for cars going in and out.

The Board discussed several options for Site M, including different combinations and sizes of property. The Aqua Serene property would add the issue of higher cost, but would allow access to Oak Patch Road. Ms. Murphy suggested that this access would make it easier for many to get into the site, since West 11th would be a more difficult access. Mr. Viggiano said that there would be natural access from Conger, which could be made into a four-pronged intersection. Tax lot 200 probably would have to be included in order to do so.

Mr. Kleger wondered where an express bus to downtown and the UO would turn around. Ms. Kaplan said that it could let people off on the corner of Conger, and they could cross the street on west-bound trips. Mr. Kleger suggested an enhanced shelter on that

side of the street, because of weather, traffic, and the time people might have to wait to cross the street.

Mr. Saydack asked how much room the site would need in five to ten years, assuming that the typical riders would travel to the UO and Sacred Heart Hospital. Ms. Kaplan discussed demand estimates. The research had pointed out that every community was unique. Since the River Road Transit Station was functioning well, staff used data from that facility. They developed demand forecasts based on the River Road Transit Station and West 11th Avenue. Mr. Montgomery thought that the north side of the parabola was comprised mostly of commercial and industrial areas, so he wondered where the ridership would come from in that area. Ms. Kaplan said that Mr. Branch had used transportation analysis zones, which follow population. Mr. Viggiano said that the ridership would be almost all from the south side of West 11th Avenue.

Mr. Saydack asked, assuming that some of the Board's planned initiatives were successful and more people would be in the community in the next five to ten years, how many parking spaces the District would need to be successful. Ms. Kaplan said that if assuming a 5.5 percent ridership growth rate, a 150-car parking lot would be at 96 percent capacity by 2010.

Mr. Saydack asked about growth due to bus rapid transit (BRT). Mr. Viggiano replied that the beauty of a Park and Ride that did not require a bus deviation was that after it reached capacity, it could still serve as a Park and Ride for that number of cars, and another Park and Ride could be built along the BRT route to handle increased capacity.

Mr. Saydack wondered if the District should buy land for 250 cars now, because that would be needed ten years in the future. He said it presumably would be cheaper to buy the land now. Mr. Bennett said he thought the District might find that within ten years the community would grow within the urban growth boundaries and property would be more fully developed. To purchase a site later might be much more expensive. Mr. Viggiano mentioned the political implications of buying more land than was needed at the time, using the River Road Transit Station as an example, since it had taken several years for the site to be well used. However, a site could be developed incrementally, as needed.

Mr. Saydack asked if the District could purchase the Aqua Serene site now and let them use it until it was needed. Mr. Viggiano said he would like to get an attorney's opinion as an answer to that question.

Mr. Bennett asked what staff would consider doing differently with the River Road Transit Station, if anything, knowing what they now knew. Mr. Viggiano said he would not recommend anything different because of the way the site was being used. Mr. Bennett said that purchase of the land really was not a political issue; it was an issue of making good business decisions. He thought that Mr. Saydack made a good argument for at least seriously considering what would happen if LTD was successful. Mr. Viggiano thought that if a 150-car parking lot were developed, it probably would be half-utilized within two years, and grow from there. He thought the option of having the property and not tearing down buildings and displacing businesses was a good one, if it was a legal option for the District.

Mr. Bennett wondered about the time frame the District really was talking about. He thought they should be talking about 25 years. He wondered if staff discussed transportation projects in terms of less than 25 years. He said he was talking about the ability to utilize and increase the market share and the ability to compete with the automobile.

Mr. Viggiano said that staff would like some direction from the Board on whether or not to continue to look at other sites.

Ms. Murphy mentioned Site E by Fred Meyer, and thought that it merited further consideration because it already was a destination for the theaters and Fred Meyer. Mr. Viggiano said that the land owner's preference was to lease the site. To purchase it, the District would have to reach an agreement or use eminent domain. He discussed the funding constraints. He explained that the District had \$435,000, which probably would not buy the land. LTD also was asking for \$1.2 million as part of the Surface Transportation Improvement Plan (STIP) funding for the area. That probably would not be enough for the new facility and to purchase Site E, but staff could look at that possibility if the Board members were interested.

Mr. Kleger asked if the catchment area studied so far extended beyond the railroad tracks to the north. Given that Seneca was one of the connections between the West 11th area and the Highway 99 area, he thought staff might want to look at the housing developments on the south side of the Danebo area. He said it was extremely easy to get from those places down Seneca to West 11th, so the catchment area should be larger to the north. Ms. Kaplan added that about 10 to 13 percent would come from the rural areas as well.

Mr. Bennett said he was convinced that being on the south side had specific benefits, so he had concentrated on that for a main Park and Ride facility looking to the future. Mr. Bailey and Mr. Kleger agreed that the south side of West 11th was better for a Park and Ride facility.

The Board members agreed that the District should look at one of the variations of Site M.

Mr. Bailey reiterated Mr. Saydack's question about what the District could do about buying all that land and leaving the buildings there. Mr. Viggiano replied that this was both a legal and a funding issue. Mr. Saydack said he viewed it as a strategic issue, and a very important decision. This would be a landmark type of facility that would show the community what BRT would be. It was a straight shot to the UO and Sacred Heart Hospital, and the area was growing and expanding. There already was a lot of traffic congestion, and LTD could show the community the impact BRT could have. He thought it was a great opportunity for the District.

Mr. Kleger agreed. He suggested looking at a long-term option on the Aqua Serene land in order to have the potential for expansion and keep that property from being

developed further in the meantime. Mr. Viggiano said that Aqua Serene was assessed at \$600,000 and the other lots combined were assessed at about \$300,000. Mr. Bennett was not sure that an option would work, but it might. Mr. Saydack said he feared that the threat of condemnation could be a compensation issue. Mr. Pangborn said that it was a problem with using federal funds. The District would have to be able to make a good argument that in 20 years it would need the property, with a plan showing that the best way to develop it would be over that period.

Mr. Saydack asked if local funds could be used for part of the property, and suggested that buying all of parcel M might be just as good. Ms. Murphy thought that Arby's should be included in the purchase because its value would increase with more traffic. Mr. Bennett said that this was a good point, but the Arby's building was not very old. He wondered if the District would have to tear it down. He thought it was a reason for people to stop at that site.

Mr. Bennett asked if looking at both the Aqua Serene Site and the Coles/Saw Shop site would amount to \$1 million. Mr. Viggiano said it probably would, which would leave too little money for site development. Mr. Bennett asked staff's sense of additional funding. Mr. Viggiano replied that funding would likely need to be reallocated from other projects, such as the \$300,000 allocated for the relocation of the Springfield Station.

Mr. Saydack said he would be interested in seeing a financial overview, a feasibility study, of what the District could do. He would like to see if what the Board wanted to do could actually be done right now. He asked to see a site plan for the different options and how those could be funded. Mr. Viggiano asked if the Board would like staff to proceed with more accurate land costs. This would mean spending some additional resources to look at the appraised value.

Mr. Bennett said he would like to see the original Site M in its totality. He wanted to look at tearing down the Arby's building or leaving it. He did not want it to end up looking like a converted Arby's, or have a space layout that did not work.

Mr. Saydack and Mr. Bennett thought that having the appraised value, although maybe not the full appraisal, would help a lot in the decision. Mr. Saydack added that the District could then do a feasibility test based on the appraised values.

Mr. Viggiano said that in November, staff would bring to the Board site plans for the four different options for Site M, and how those could be funded.

Mr. Bennett added that it would be helpful if someone could say whether there had been service stations on those sites.

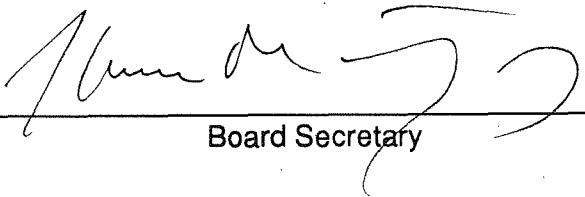
Mr. Saydack reviewed the four options for Site M: tax lots 300 and 200; tax lots 300, 200, and 100; the original Site M with Arby's; and Site M2, excluding Arby's.

Ms. Murphy asked if the appraisals included land as is; that is, who would be responsible for hauling trash off the sites, etc. Ms. Loobey said that this might be handled

through negotiations. She was concerned about old vehicles leaking fuel on the site. Mr. Viggiano said the appraiser would not get into contamination issues. The District would receive an appraisal assuming that there was no contamination, and that would be investigated separately.

Mr. Saydack asked also for a general idea of how the site would be used, including some analysis of whether the bus would go onto the site or stay on West 11th.

ADJOURNMENT: There was no further discussion, and the meeting was adjourned at 7:00 p.m.



Board Secretary

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, October 16, 1996

Pursuant to notice given to *The Register-Guard* for publication on October 11, 1996, and distributed to persons on the mailing list of the District, the regular monthly meeting of the Board of Directors of the Lane Transit District was held on Wednesday, October 16, 1996, at 7:00 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

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

Absent: Patricia Hocken, President

CALL TO ORDER: The meeting was called to order at 7:10 p.m. by Board Vice President Kirk Bailey.

AUDIENCE PARTICIPATION: Mr. Bailey opened the meeting for audience participation. Daniel Boone of 4105 Pearl Street, Eugene, said that LTD was a good bus system--the best he had known in all the cities he had lived in--but there was always room for improvement. He explained that his first problem occurred after the summer bid. He said that as part of his job he picked up two developmentally disabled adults at the Eugene Station after their jobs. He did not know that the buses would change until the day the change went into effect, and he did not realize that the bus numbers, etc., would change. He gave CSC staff the previous bus number and asked what time it would arrive and where it would come from. He said that he was given three different bus number times and stations, one of which was correct. He had to report a missing person, and luckily, an individual from that person's work took him to the correct bus. After the fall bid, the bus he used to ride was deleted from service, so he now had five minutes to complete the transfer, which was fine. The bus was supposed to arrive at Section A but did not; it went to Section D. The CSC staff did not seem to know about a shuttle that got the employees there earlier in the day. Mr. Boone said that all these problems with the CSC he relayed to the CSC Supervisor, Angie Sifuentez, and he said she was a great help. He had problems with different people at LTD. He said that one bus operator wanted to see one man's three-month bus pass every time he got on the bus, and Mr. Boone saw a lack of politeness. He was concerned that maybe LTD had violated the Americans with Disabilities Act (ADA). He said he respected LTD and felt that the problems could be worked out.

Mr. Bailey thanked Mr. Boone for speaking to the Board. He said that the Board and the organization had a great deal of pride in its ADA compliance, and he appreciated that the community took it seriously, as well.

EMPLOYEE OF THE MONTH: Mr. Bailey introduced the October Employee of the Month, Bus Operator Paul Burgett. Mr. Burgett was hired on January 3, 1985, and had nine years of safe driving and eleven years of correct schedule operation (CSO), as well as exceptional attendance. He previously was the Employee of the Month in July 1990, and the 1990 Employee of the Year. He was nominated by a customer, who praised the way Mr. Burgett dealt with a rude and obnoxious customer, saying that Mr. Burgett's actions should have been taped and used for a training film. The customer thought that Mr. Burgett went above and beyond what anyone should expect, and was truly professional.

When describing what made Mr. Burgett a good employee, Transit Projects Administrator Rick Bailor said that Mr. Burgett had always been an enjoyable person to work with. He was known for wearing a big smile and for possessing a friendly and cooperative attitude, and his supervisors relied on his positive attitude and dependability. They also considered him to be a man of integrity and a natural leader. He was very knowledgeable of the system and willing to share this knowledge with others. He was well respected by his supervisors, co-workers, and customers, and demonstrated the kind of professionalism that gave the District its great reputation.

Mr. Bailey presented Mr. Burgett with his certificate and monetary award. Mr. Burgett said that he could not really express himself regarding the employees he worked with; he couldn't say enough about the drivers, supervisors, and excellent mechanics. He added that he liked being around people, and his job had been enjoyable.

Mr. Bailey next introduced the November Employee of the Month, Bus Operator Will Gaunt. Mr. Gaunt was hired on June 19, 1995, and promoted to full-time on September 20, 1996. He had earned awards for one-year safe driving and one-year CSO. He was nominated by three bus riders who had many positive comments to make about him. One stated that she rode the bus to work five days a week, and Mr. Gaunt was one of the nicest drivers she ever rode with--he had a sunny disposition and always a kind word to cheer people up; he was very personable to all riders regardless of their age; and he was always very helpful to riders with disabilities, truly not treating them differently than he treated others. Another rider said that Mr. Gaunt always took the time to listen carefully to questions and comments and answered them thoughtfully, and took care to see that the bus did not get underway until the infirm, elderly, and disabled were safely in their seats, yet was always on time. When there were problems, she said, Mr. Gaunt handled them quietly, with tact and understanding for all involved, and most of the time other passengers were unaware that there had even been something wrong. She said that his driving was outstanding--smooth and careful--and his smile and good humor made the day much brighter for his passengers. The third customer wrote a grateful letter about LTD's terrific group of drivers, and Mr. Gaunt, specifically, for helping resolve a transportation problem that developed after they rode the football shuttle service.

When asked what made Mr. Gaunt a good employee, System Supervisor Dan Budd said that Mr. Gaunt had charm and charisma, was well-respected by co-workers and customers, and set a very good example for others. He was poised and handled customers well, and represented LTD in a very positive manner.

Mr. Bailey presented Mr. Gaunt with his certificate and monetary award. Mr. Gaunt said that he was very proud to be part of the LTD family, and that he was just doing what he was trained and paid to do.

MOTION
VOTE

CONSENT CALENDAR: Mr. Kleger moved adoption of the Consent Calendar for October 16, 1996. Mr. Bennett seconded, and the Consent Calendar was adopted by unanimous vote (Bailey, Bennett, Kleger, Montgomery, Murphy, Saydack in favor; none opposed). Included in the October 16, 1996, Consent Calendar were minutes of the September 18, 1996, special Board meeting/work session and the September 18, 1996, regular Board meeting.

BOARD COMPENSATION COMMITTEE RECOMMENDATIONS: Since Mr. Bennett, the Board Compensation Committee chair, needed to leave the meeting early that evening, Mr. Bailey asked the Board's permission to move these items forward on the agenda.

Resolution to Void the Effects of Measure 8: Ms. Loobey reviewed the background of this issue, which began with the passage of Ballot Measure 8. Ballot Measure 8 required the District to modify the salaried employees' retirement plan to comply with the requirement that public employees had to contribute 6 percent of their salaries for retirement purposes. That 6 percent had been fully paid by the District prior to that time. In modifying the retirement plan, the Board chose to keep the employees whole in regard to salary. Therefore, the entire salary schedule for administrative employees was increased by 6 percent and then 6 percent was deducted and contributed to the salaried trust in their names. Since then, a court decision held that Ballot Measure 8 was unconstitutional; thus, the Board Compensation Committee was recommending that the Board reverse its action regarding Measure 8.

Mr. Bennett said that the only issue requiring some discussion by the committee was the date of the Board's action to reverse the prior action. Finance Manager Diane Hellekson explained that the trust attorney had thought that the action should be effective June 21, the date of the Supreme Court's decision. However, that action would affect salaries paid during the prior year and the previous calendar quarter. She did not want staff to have to inform the IRS that money reported as income really was not income, nor did staff want to redo all of the grant quarterly reports and the audit. July 1 was considered, as the beginning of the next pay period after the court decision, but a question of due process arose; specifically, whether it was fair to employees to retroactively decrease their gross pay, even though there would be no out-of-pocket costs to them. Also, staff would have had to recalculate the payroll since that time. The total savings to the District for using the July 1 date would have been just under \$2,800, which would have been more than offset by overtime in recalculating payroll or from any potential litigation from employees. Staff believed that being prospective with this change would be appropriate, so were recommending the first day of the first pay period after the Board action that evening.

Employees could be informed about the change and the effect of the change before the salary reductions were made. Staff did not anticipate any protests from salaried employees, and there would be no out-of-pocket administrative costs to make the change.

Ms. Loobey explained that Ballot Measure 8 did not impact bargaining unit employees as it did the administrative employees because the labor agreement was in full force and effect. The District did negotiate the same retirement plan change for the bargaining unit employees if the decision had not been forthcoming prior to the expiration of the current labor agreement. The Board would have put into effect the arrangement negotiated with the ATU, in which the salary scale would have increased 6 percent and the same amount deducted from bargaining unit employee wages and contributed to the joint trust, but avoided having to do so because of the timing of the decision on Ballot Measure 8.

MOTION Mr. Saydack moved adoption of the following resolution: "Resolved, that the Resolution to Void the Effects of Measure 8 is hereby adopted, and that the First Amendment to the Restated Lane Transit District Salaried Employees Retirement Plan is approved as presented." Mr. Kleger seconded, and the resolution passed by unanimous VOTE vote (Bailey, Bennett, Kleger, Montgomery, Murphy, Saydack in favor; none opposed).

General Manager's Performance Evaluation and Salary Adjustment for Fiscal Year 1996-97: Mr. Bennett explained that the Board Compensation Committee had met to discuss the annual review and salary of the General Manager. He stated that the agenda item summary on page 81 was a good summary of the committee's discussion and recommendation. Essentially, the committee believed that it was an unusual year for the District, since LTD was in a period of reorganizing certain areas of administrative responsibility, had undergone significant changes in administrative personnel, was considering and developing serious new initiatives, and was managing additional sources of income. The committee believed that it was too early in these processes to provide a meaningful evaluation, and therefore recommended that the Board express its confidence in the general manager but wait until early 1997 to formally evaluate her performance and the possibility of a merit increase. Before that time, the committee would recommend changes to the current evaluation form and procedures.

In recommending to renew the general manager's employment contract, the committee wished to express its strong support of and confidence in the general manager in her efforts to successfully integrate new key administrative personnel, efficiently utilize the new sources of revenue, and balance the new initiatives with the other important, ongoing responsibilities of the District.

The committee recommended that the general manager's compensation for Fiscal Year 1996-97 be increased by 3 percent against her base salary. This increase would match the 3 percent increase approved by the Board for the administrative salary scale for FY 96-97. The committee also recommended continuation of the general manager's employment contract with the Board of Directors.

MOTION Mr. Saydack moved the following resolution: "The Board of Directors hereby resolves that the general manager's base salary for Fiscal Year 1995-96 shall be increased by 3

VOTE

percent effective July 1, 1996, and that the general manager's employment contract with the Board of Directors shall be continued upon all other terms and conditions as in the present contract." Mr. Kleger seconded, and the resolution was passed by unanimous vote (Bailey, Bennett, Kleger, Montgomery, Murphy, Saydack in favor; none opposed).

AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 1996: Ms. Hellekson explained that normally the audit and a comprehensive financial report were presented at the same time. This year, because the staff required the Board's action on several time-constrained projects at the October meeting, the staff presentation of the comprehensive annual financial report was being postponed to a later meeting. Forrest Arnold and Mike Lewis of Jones & Roth, P.C., the District's independent auditors, were present to discuss the audit process and results with the Board.

Mr. Lewis stated that he viewed the presentation to the Board as one of the most important aspects of the audit process. As auditors, their responsibility was directly to the Board to present any findings and results, as well as to present their opinion on the financial statements. He acknowledged Ms. Hellekson and Assistant Finance Manager Roy Burling for their help, saying that they had all worked as a team and that he appreciated the help from the District.

Mr. Lewis stated that there were several reports in the financial statements issued by Jones and Roth. One was the unqualified report on the financial statement. They also issued several reports on internal accounting control in compliance with laws and regulations, required by the State Division of Audits and by governmental auditing standards. When federal money was received, the auditors tested the controls in several areas, including civil rights and discrimination, revenues, political activity, and cash management. Mr. Lewis said that Jones & Roth had no significant findings to be brought to the Board's attention, either in the report or in a management letter. They would be having some discussions with the finance manager regarding the report and its presentation, but the Board should feel really good about the systems and financial report.

Mr. Lewis said that the auditors tried to look at areas that the Board may want them to review, even though those areas may have no significance to the audit itself. He called the Board's attention to the Statements of Revenues, Expenses, and Changes in Retained Earnings on page 42 of the agenda packet, and said that there were some interesting things that spoke well for the District. He noted that operating revenues had increased from \$3,400,000 to \$3,900,000, a 14.5 percent increase. Operating expenses had increased by only 4.7 percent, which he said was a good ratio. The bottom line was that the District had \$889,000 in net income. If the loss on disposal of assets because of the sale of the Garfield property was removed, that was a significant improvement in the total bottom line. Payroll taxes and the self-employment tax revenues were part of the additional revenue to make up for losses in revenues.

Mr. Lewis encouraged the Board to read the notes in the financial statement, because they provided more detail about the significant accounting policies.

Mr. Saydack asked whether the significant net increase in cash and cash equivalents was because LTD was generating a lot more operating revenue. Mr. Lewis replied that it was, although it was not just operating. Comparing 1995 and 1996, net cash used by operating activity went from a negative \$12 million to a negative \$10 million. That was a significant increase in cash, because that was \$2 million less deficit being funded by other sources. Cash from non-capital financing activities went from \$12,600,000 to \$13,400,000. This included payroll and self-employment taxes and grant moneys.

Mr. Saydack asked if the District anticipated additional revenues from self-employment tax collections. Ms. Hellekson replied that the District had received an additional amount since June 30. Self-employment tax revenues were \$695,000 at year end, and by September 9, an additional \$56,000 had been received. That amount was right on budget, just not all received during the 1995-96 fiscal year. Mr. Lewis added that the District could be receiving additional self-employment tax revenues from 1995 because the tax deadline was October 15.

MOTION The Board thanked Mr. Lewis for the presentation of the audit. Mr. Saydack then
VOTE moved the following resolution: "Resolved, that the Board accepts the Independent Audit
Report for the fiscal year ending June 30, 1996." The motion was seconded by
Mr. Montgomery and carried by unanimous vote (Bailey, Bennett, Kleger, Montgomery,
Murphy, Saydack in favor; none opposed).

1997 SECTION 9 FEDERAL GRANT APPLICATION: Assistant General Manager Mark Pangborn handed out a revised page 61 for the agenda packet because the actual numbers had been revised. He said that staff were asking the Board to do something a little different with regard to the Section 9 grant. He explained that the Section 9 grant was the District's annual federal grant allocation that could be used for capital or operating expenses, and the amount had fluctuated in the past from as little as \$1.2 million to as much as \$2.5 million. The current amount was in the area of about \$1.5 million. The funds were allocated on a formula basis, and this was the money that staff had anticipated would slowly diminish over time to zero, because of the federal deficit. However, this year the money came in at about the same amount as the previous year. Mr. Pangborn stated that the District no longer used any of this money for operating expenses because of the number of federal regulations attached to operating grants; this grant was scheduled entirely for capital.

Mr. Pangborn stated that the Board normally adopted a budget with a Capital Improvement Program (CIP), and the CIP was funded with federal capital money. Staff were asking the Board to approve the addition of three more buses in the current bus purchase. Those additional buses had not been included in the CIP for the current fiscal year.

Mr. Pangborn explained the categories and dollar amounts included on pages 61 and 62, including the need for the three additional buses. He said that last year the Board approved the purchase of six smaller buses for the first time. Because of federal bidding requirements, it was only two months ago that staff opened bids on those buses. Gillig was the successful bidder, with a good price. It was always part of the option to add buses on bids. Sometimes smaller systems tacked on to an order by a larger district, in order to

obtain the same purchase price. Corvallis and Albany were doing so with LTD's current bus purchase. The District also could exercise that option.

Mr. Pangborn explained that the District had begun running up against a crunch in the number of buses. Hyundai was moving faster than anticipated, and the order length for buses had been extended because there were only two or three manufacturers in the United States. Staff decided to exercise the option to purchase additional buses, but wanted larger ones. The Federal Transit Administration (FTA) said that the District could do that, but would only allow the purchase of three large buses on this bus order.

Staff were proposing to amend the CIP and request federal funding to buy three 40-foot buses similar to those in the current fleet. Since the District would be using \$690,000 in resources, staff wanted to be sure that the buses were needed and there were no other options. Mr. Pangborn reminded the Board that Ms. Loobey and Mr. Bailey had gone to Washington, D.C., to ask for \$9 million federal funding for 35 new buses to replace the District's oldest vehicles. Instead of \$9 million, LTD would be granted a little over \$3 million, which meant that the District would be seriously short of buses with the next purchase.

Transit Planner Paul Zvonkovic reviewed the current peak bus situation and the need for additional buses. He said that staff believed it to be important to add the three buses, for both immediate and near-future service needs, especially for running buses during the peak hour. He explained that the District currently used 85 buses during the peak, out of a fleet of 102 buses. Eighteen of those were GMC buses from 1980; they were still good buses and the Fleet Services department was doing a good job of keeping them on the road. However, they did have reduced capacity to carry passengers and their mechanical capability was less than the newer buses. They were not used for long distances, on big hills, or for the heavy passenger-load trips. On a day-to-day basis, only the 700-series buses were available for spares. A spares ratio of 20 percent was about the industry standard, but because LTD's spares ratio was made up of older buses, LTD was "skating on the operational edge." The District would receive six smaller buses during the summer of 1997, and those would be put into service. A study of Annual Route Review information showed that the District probably could replace one or two peak buses with smaller buses. The other small buses would be used for feeder route service for bus rapid transit (BRT). They would take people to the main lines or transfer stations, and these first small buses would provide a good test for BRT.

Mr. Zvonkovic said that staff believed there was enough service demand and community growth to require the additional three larger buses. The demand was in part caused by a reduction in operating speed due to traffic congestion, the growth of development, and additions to and expansion of the group pass program, which was the most effective tool for reducing vehicle miles traveled (VMTs) in Lane County. The group pass programs formed a core constituency of students and employers with a great demand for efficient and express services. Current group pass holders were experiencing ridership increases and looking for more service, especially in light of parking restrictions. Sacred Heart Hospital was providing LTD with additional funding for some earlier trips for the earlier nurses' shifts. Staff also anticipated adding more service for group pass organizations in

the future. Hyundai already had signed a group pass contract, and staff thought that would spark other companies and other large employers in that area to join the program.

Mr. Zvonkovic discussed projected peak bus needs projections from 1997 through 2003. He said that staff expected pressure to expand in new areas, and wanted to be ready to meet those opportunities. He stated that it would be possible to hold off and not purchase the three additional buses. However, that would mean reducing the spares ratio, and it was difficult to maintain pull-outs with a reduced number of spares, which could result in a negative reaction from discretionary riders, who were the riders the District was working hard to attract and keep.

Transit Planner Will Mueller said that another way to deal with the shortage of buses would be to delete some current service. He discussed updated productivity measurements from the winter 1996 bid, which ran from February to June, 1996. Currently in the urban area, the average was 32.3 rides per hour. The standard was 67 percent of the urban average, so for weekdays, the standard was 21.6 rides per hour. That was somewhat of an arbitrary number that was considered in determining whether a route was successful or not. The standard for express service was 25 rides per trip, or 1.25 times the urban peak average, and the standard for rural service was an average 20 boardings per round trip.

Mr. Bennett said he was interested in knowing how the District arrived at 67 percent for the urban route productivity average, and wondered how full a bus was at 32.3 rides per hour. Mr. Mueller said that 32 rides per hour was between one-half and two-thirds full for most of the trip of an hourly route. That might be compared with 20 to 25 people boarding on the outbound trip and 10 people on the inbound trip. The coaches would be full with 40 to 45 people. Mr. Bennett wondered, however, why that was a number on which to base productivity minimums. Mr. Mueller replied that it was a relational standard; the District was comparing itself to itself, so had to look at other systems to see if those numbers were acceptable. That was done through the University of North Carolina, Charlotte (UNCC) Study. Mr. Pangborn added that he was not sure the District had a standard in 1982 when he was hired, but that was not atypical for publicly-subsidized service, and the District had been created initially in 1972 as a public service, to maintain service for the too-old, the too-young, the disabled, and the poor. What drove service and productivity was the availability of resources. During the fuel crisis, there was high productivity, and when the local community experienced a recession, service was cut. After that, the District concentrated on keeping expenses down and increasing productivity. The Board started talking about LTD as a business, so the District began developing productivity standards to give a basis or foundation for making decisions about adding service or lowering tax rates. The standard started at 50 percent of average, which was an arbitrary number. The standard was raised to 67 percent in response to the current Board's more focused attention to the issue of productivity. In the area of productivity, LTD performed well when compared with other systems of the same size; the District had a lot of service on the road, but carried a lot of people in relation to other systems.

Ms. Murphy asked if that was a measurement standard to measure how LTD was doing as an organization. Mr. Pangborn replied that it was a tool that the service planners used each year during the Annual Route Review process--they received a list of requested

service, and considered what should or could be done the following year. Mr. Mueller added that as the District became more successful in carrying more people, its standards were rising.

Mr. Mueller explained that LTD had 12 or 13 buses equipped with automatic passenger counting equipment, and those buses were circulated throughout the system, taking counts every day. As a result of the current standard of 21.6 rides per week, several routes had been deleted and a couple had been revised.

Mr. Mueller discussed what would happen if the standard were raised to 75 percent. A few more routes would fall below standard, but cutting them would start to get into the "meat and potatoes" routes of the system. During peak hours, those routes were well above the standard.

Mr. Bennett asked about revising the schedule so those routes did not run as much. Mr. Mueller said that could be done up to a point, but if service were offered less than once every half-hour, it would ruin the viability of some routes, especially in terms of service to Gateway and Lane Community College (LCC). The routes could not be reduced to one time per hour during peak times, and staff were having a difficult time determining what peak service should or could be deleted without interfering with the system.

Mr. Saydack asked, if the District were to delete service as a way of saving buses, how much would have to be deleted in order to alleviate the need for three additional buses. Mr. Mueller said that there were many unknowns because staff currently did not know about the numbers needed for Hyundai, LCC, or other groups. He thought that four or five peak buses might have to be eliminated, because just adding peak timepoints in the current year had necessitated two additional peak buses. No additional buses were listed for Cottage Grove and Creswell, which begged the question of what the District would do if they voted to ask for service. Eliminating a route that took an hour and was served by two buses would save two buses.

Mr. Mueller said that the District was beginning to try to establish premium services for discretionary riders. Some of the Sacred Heart Hospital service was not meeting standards, but that service was just being established and needed more time for better results.

Mr. Bennett said it was difficult for him to know the route system well enough to know what schedules had a reasonable likelihood of increasing, and therefore it made sense to hold the line with the potential that it might increase the market share. The issue of the area around the hospital and University of Oregon (UO) should not be ignored, and maybe Gateway was in the same camp. He wanted people to think about the fact that in the future the District may not have all the options that currently were available and may have to make some hard choices. He said that if the District could rise to the next level, it would be because it increased its market share and been a real force in the transportation plan. He thought it would be critical for LTD to sell its service as aggressively as possible and go into the next century as part of a phased plan. He commented that LTD might need all the self-employment tax revenue for capital; the payroll tax rate was at its statutory limit; and there may be additional decreases in federal funding.

Mr. Bennett said he hoped staff were looking at all the possibilities, because the District might not be able to do everything it wanted to. He wanted staff to be inventive and creative to get what it needed without jeopardizing the areas where it wanted and needed to grow.

Mr. Mueller said he thought that staff currently were milking the system very hard, in terms of designing schedules and variations of what parts of service could be combined. He stated that efficiency was important to staff, and the District currently was right up against the fleet needs.

Mr. Bennett said that if he had a choice, he would never buy another bus like the current buses. He did not think that was the future or what would get people's attention. However, staff were saying that there essentially was no choice except to buy three buses just like the current fleet. He mentioned the constraints of the federal requirements to test buses, and said that if he went to Washington, D.C., he would place a lot of emphasis on that issue.

Ms. Loobey commented that the District was going through its puberty, and in some cases had more success than it could handle. The corollary to getting new buses was to replace a 700-series bus; with the older buses, the District had less of a chance to increase its market share. Mr. Kleger noted that some people avoided riding on the 700s. Ms. Loobey stated that Mr. Bennett was right: LTD needed to look different. However, when searching the market for buses that had gone through the required testing, the District was not going to be able to find the bus of its dreams. Even the low-floor buses used in Calgary looked like LTD's current fleet. A new Gillig would be manufactured with a new look, but the District would have to go through an entire bidding process of 12 to 24 months in order to purchase any of those.

Ms. Loobey stated that staff were not waiting for BRT to try to reduce VMTs. The group pass programs were prime conduits to get people to ride the bus. Mr. Bennett said that the issue about the group pass programs was important; he did not want to ignore that, but said he would continue to lobby hard to get a different look.

Mr. Bennett asked staff to show him the inroads the District was making into reductions in VMTs. He was very encouraged because ridership was increasing, but until LTD could become a bigger player, he thought it was destined to do what many other communities continued to do. He thought that if LTD did not push as hard as it could every day, it would never get people to take it seriously. If staff told him that, based on group pass programs, needs, compact urban growth, etc., LTD could significantly increase its market share, then that was what they should do. But he did not think he was hearing that the kind of bus did not matter. Ms. Loobey agreed, but stated that the current problem was that the District was tied to federal regulations in terms of bus purchases.

Ms. Saydack said he thought that staff had made a good case for the additional three buses. The frustrating thing was that from the Board's position, it felt like a status quo type of decision. With the Board's goals, the three buses were not nearly enough, and those would be the same kind of bus that people currently did not want to ride.

Mr. Bailey said he agreed with Mr. Saydack and Mr. Bennett, but thought that maybe they were carrying some assumptions that might not be accurate. He said he rode from downtown to the UO, and the newer buses were more comfortable and pleasant. The newest buses would replace the ugly, old buses that people did not want to ride. While this order may be the status quo, he said, it was not necessarily true that people did not want to ride them. He agreed with the vision and the need to go wholeheartedly forward. He noted that LTD was the first to comply with the Americans with Disabilities Act (ADA) and was making inroads with VMT reduction. Grace Crunican, the former assistant transportation secretary, had made it clear that LTD was way out in front of other transit districts in what it wanted to do.

Mr. Pangborn said that in November staff planned to show the Board what types of buses were available. Fleet Services Manager Ron Berkshire had attended a bus conference and looked at the latest equipment, and would be making recommendations to the Board. He added that the District would be making hard choices about spending its capital money on Park and Ride lots or buses.

Mr. Montgomery commented that the staff were only talking about three buses, which were not going to do anything for BRT. He thought that if the District did not purchase these three buses, it would not even be able to offer the status quo.

Public Hearing on Grant Application: Mr. Bailey opened the public hearing on the District's application for federal Section 9 grant funding. Bus operator Tim Leberman stated that he drove 700s, 800s, 900s and the new 100s, and had found that he could not get from point A to point B fast enough in the old 700-series buses. Occasional breakdowns frustrated the drivers and the public, and the mechanics complained that they could not get parts. It was a frustration of wanting to serve the public and not being able to.

Closure of Public Hearing: There was no further testimony, and Mr. Bailey closed the public hearing.

MOTION **Board Discussion and Decision:** Mr. Kleger moved the following resolution: "The Board hereby resolves that the Board approve the proposed 1997 Section 9 federal grant application for \$1,485,814 in federal funds and authorize the General Manager to submit this application to the Federal Transit Administration for approval." The motion was
VOTE seconded and carried by unanimous vote (Bailey, Bennett, Kleger, Montgomery, Murphy, Saydack in favor; none opposed).

Mr. Bennett left the meeting at this point.

DOWNTOWN CONSTRUCTION SHUTTLE DELETION: Service Planning & Marketing Manager Andy Vobora explained that the construction shuttle that had been created to help downtown employees and LCC downtown students and employees travel to work and classes during several major construction projects downtown had not been successful in attracting riders. Staff waited until the last possible moment to recommend deletion, and ridership did not grow, even with resumption of LCC classes. Staff recommended that this service be reallocated to areas where there were overloads. They

believed that the half-price pass for downtown riders, which was growing in use, provided the necessary mitigation for parking removal for Eugene Station construction.

Mr. Kleger asked if staff had consulted with LCC. Mr. Vobora said they had, and had explained that four buses an hour in regular service were still going by the Park and Ride at the Fairgrounds, and LCC representatives believed that to be acceptable.

MOTION Mr. Kleger moved the following resolution: "Resolved, the LTD Board approves the elimination of service provided by the downtown construction shuttle effective October 19, 1996." Mr. Montgomery seconded, and the motion carried unanimously (Bailey, Kleger, Montgomery, Murphy, Saydack in favor; none opposed).

ITEMS FOR INFORMATION AT THIS MEETING

Response to Fair Manager's Transportation Recommendations: Mr. Bailey commented that the Board had not discussed Mr. Gleason's recommendations at the September meeting, and asked if they wanted to do so. Mr. Kleger thought that the staff materials in the agenda packet were more than adequate in expressing an appropriate response. Mr. Saydack agreed, and thought it was important that the response be a part of the record. Ms. Loobey said that staff would work with Mr. Gleason on these issues. Additionally, LTD's public affairs manager, Ed Bergeron, was the current president of the board of the convention and visitors bureau, so would continue to explore ways to have a productive, cooperative future.

Board Reports: Metropolitan Policy Committee: Ms. Loobey stated that the main issue for the MPC the previous week had been the siting of a prison. There was no discussion about transportation for employees or visitors, and LTD staff thought it would be useful to write a letter to the Governor and MPC to say that one of the important parts of the infrastructure would be transportation to the site. **TransPlan:** Mr. Bailey and Mr. Kleger had no report. Mr. Viggiano said that there had been some staff work to begin putting together a draft plan. **Oregon Transportation Initiative Base System Working Group:** Ms. Loobey stated that Ms. Hocken was not at the meeting that evening because she was in Portland and would be attending a meeting of the OTI financing committee. The base system work group had been defining a base system for transit and roads. Fred Miller, chairman of the Financing Committee, did not like the way the base system for transit had been defined (elderly and handicapped, fixed-route plus an allowance for growth, plus all the initiatives transit was trying to do as part of the solution to VMTs, etc.). Ms. Loobey commented that Ms. Hocken would have her work cut out for her on the committee.

Selection of Compensation Study Vendor: Human Resources Manager Ed Ruttledge informed the Board that staff had decided to hire the management consulting firm of Moss-Adams of Seattle to perform the administrative compensation study, based on the selection and interview process. He said that their product and time lines were good, and they had some transit and private-sector experience. He explained that the consultants would meet with staff the following week to explain the process, and then meet with individual staff during the week of November 11. Mr. Ruttledge explained that the request for proposals had been designed to require an individualized study, in order to study each

position after the internal reorganization. Some classification titles might no longer be accurate, and staff wanted to be sure there was an accurate description and comparison of positions. Staff expected to receive a report by the end of December.

Proposal to Increase RideSource Fares: Transit Planner Micki Kaplan explained that she managed the paratransit program, and Terry Parker of the Lane Council of Governments (LCOG) managed the day-to-day operations of the program. Ms. Kaplan reviewed the RideSource goals from the budget process, and stated that the Special Transportation Fund (STF) Advisory Committee believed the increase from \$.80 to \$1.00 per ride to be an adequate proposal. The Board would be asked to hold a public hearing and the first reading of the fare ordinance at the November meeting, and approve the ordinance in December. In the long-term, staff would like to see the fare brought to the ADA maximum, which was to not exceed two times the adult cash fare.

Ms. Parker said that staff had checked around the country to compare paratransit systems. Many systems did charge the full ADA-allowed fare. The recommended increase had received a positive response from small work groups. She said that a change needed to be made as soon as possible in order to have an effect on the current fiscal year's budget. The increase would mean \$5,500 in additional revenues for the year. Establishing a higher rate than the fixed-route adult cash fare was being done to create an incentive to use the fixed-route service over RideSource for those who could. The maximum that could be charged over the LTD evening fare would be \$1.00.

Ms. Parker said that there would be an informal fair in early November to discuss fares, eligibility, etc. Staff planned to look more closely at a Wisconsin system that had increased fares from \$1.20 to \$2.30, although LTD would plan to make that kind of change over time.

Mr. Kleger said that when paratransit service first began in Eugene, the rate had been set at \$1.00 per ride, so this fare would just be going back to that rate. This idea had carried weight with a number of people.

Mr. Bailey asked if the Board members were comfortable with the recommended fare increase. There was agreement that they were.

UNCC Study Report: Assistant Finance Manager Roy Burling presented a brief update on the most recent UNCC Study. The national study involved 120 of the nation's largest bus systems, and an additional peer group study of similar-sized systems. LTD consistently ranked in the top one-fourth. Measures studied were resources, population per vehicle mile of service, operating efficiency, cost effectiveness per mile, etc.

LTD's peer group was made of systems of similar size and similar characteristics. LTD ranked fourth in that group this year. In four years, LTD had been ranked third, fifth, second, and fourth.

Ms. Murphy asked if the demographics included Eugene and Springfield, even though the study only mentioned Eugene. Ms. Loobey replied that Eugene was used because it was where LTD was headquartered, but the study covered the entire service area.

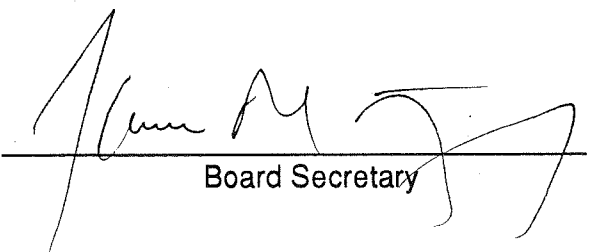
Eugene Station Update: Planning & Development Manager said that a pre-bid conference had been held that day, and bids were due October 30. Eight general contractors had picked up plans, and seven had come to the pre-bid conference.

Mr. Kleger said that he had been pleased with the rapidity with which Eugene Sand and Gravel had gotten the site work done. Mr. Viggiano agreed, saying that Eugene Sand and Gravel had been an excellent contractor to work with, and had done a good job.

Board Correspondence: Ms. Loobey commented on the letter from Senator Hatfield encouraging the District to be timely in expending its federal grant money. She said that in Washington, D.C., staff had asked for the money that had been left on the table for the station from prior appropriations. The Senator said he could support the money for the buses, but was not as forthcoming about the money for the station. Congress had set a ceiling for total appropriations. All of the projects in the State of Oregon except Tri-Met were cut by half before going to the appropriations committee. The conference committee cut all Oregon projects in half again, except for Tri-Met.

Oregon Transportation Conference: The annual Oregon Transportation Conference sponsored by the Oregon Transit Association was to be held at the end of the month. Mr. Kleger, Mr. Bailey, and Ms. Loobey all planned to attend.

ADJOURNMENT: There was no further discussion, and the meeting was unanimously adjourned at 9:30 p.m.


Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 1996

ITEM TITLE: PROPOSAL TO INCREASE RIDESOURCE FARE

PREPARED BY: Micki Kaplan, Transit Planner

ACTION REQUESTED: (1) Conduct public hearing on proposed RideSource fare increase
(2) Read fifth Amended Ordinance No. 35 by title only

BACKGROUND: Information and a staff presentation on a proposal to increase the RideSource passenger fare from 80 cents to \$1.00 per ride were provided at the October Board meeting. Attached is a copy of Fifth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services. The Ordinance has been amended to reflect the proposed RideSource fare increase from 80 cents per one way ride to \$1.00 per one way ride. No other fare change is proposed.

The Board will recall that staff were directed to develop strategies to increase revenues for RideSource and manage demand. As stated in the fare analysis provided at the October meeting, the proposed fare increase is projected to provide approximately \$5,000 in revenue for this fiscal year if the increase is implemented February 1, 1997. When annualized over 12 months, this is approximately \$13,000 in additional revenue. The purpose of the fare increase is to:

** provide an incentive for those RideSource riders who are able, to use the LTD fixed-route bus; and*

** to generate new revenue for the RideSource program due to declining STF revenues and increasing costs from inflation and ridership growth.*

The last RideSource fare increase was more than two years ago, in September 1994. The RideSource fare policy was designed to keep pace with LTD's adult cash fare of 80 cents. However, due to declining revenue and increased demand for the service, staff and the STF Advisory Committee recommend eliminating this policy.

The fare increase was advertised in "BusTalk," LTD's on-board newsletter, and via the RideSource newsletter, which was mailed to all

RideSource riders, as well as the Special Transportation mailing list, which includes a variety of social service agencies and nursing homes in the Eugene-Springfield metropolitan area. Posters advertising the public hearing and the proposed fare increase were placed in all RideSource vehicles. In addition, the public was invited to attend a "RideSource Fair" at the Hilyard Community Center on November 5. Seventeen members of the public, many of whom are RideSource riders, attended the event. Information on the proposed fare increase was provided. A survey measuring customer opinion about the proposed fare increase was distributed at the fair; however, only six surveys were completed. Five of the six respondents indicated that they would be supportive of a \$1.00 or higher fare for RideSource. One respondent thought there should be no fare increase.

Staff recommend annual increases in the RideSource fare during the next several years, and eventually charging the ADA maximum of twice the LTD adult cash fare, in order to increase the farebox ratio and manage demand. Future fare increases will occur in conjunction with LTD fare increases. The Special Transportation Fund (STF) Advisory Committee recommends moving ahead with the February 1, 1997, fare increase, analyzing the impact of the fare increase, and then discussing the staff recommendation of eventually charging the ADA maximum fare.

All LTD fare changes must be implemented by ordinance. The first such ordinance, Ordinance No. 35, was adopted in June 1992. This will be the fifth amendment to Ordinance No. 35. The first reading of the Fifth Amended Ordinance No. 35 is scheduled for this meeting, and the second reading and adoption will be scheduled for the December 18, 1996, LTD Board meeting. The Board can elect to read the ordinance by title only. Copies of the ordinance will be available at the meeting for anyone who wishes one. Staff will be present to respond to questions.

ATTACHMENTS:

- (1) RideSource Fare Proposal prepared by Terry Parker of LCOG (also included in the October 16, 1996, Board agenda packet)
- (2) Fifth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services

PROPOSED MOTION:

I move that the Fifth Amended Ordinance No. 35 be read by title only.

(Following an affirmative vote, the ordinance title should be read: **Fifth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services**).

LCOG Lane Council of Governments

125 East Eighth Avenue Eugene, Oregon 97401 (503) 687- 4283 Fax: (503) 687- 4099 TDD: (503) 687- 4567

October 7, 1996

TO: Micki Kaplan, LTD

FROM: Terry Parker, LCOG

SUBJECT: **RideSource** Fare Proposal

Background

One of the discussions that we had last Spring, when ride demand seemed to be sky rocketing and funds remained relatively static, was the need to look at a number of strategies for decreasing costs and increasing revenues. One of the sources of revenue that we said we would evaluate is the fare for **RideSource** rides. The amount we charge on **RideSource** needs to be viewed not only as revenue generating but as a partial incentive to encourage riders who are able (conditionally eligible on **RideSource**) to use fixed-route bus service whenever possible.

Currently, the **RideSource** fare is 80 cents per one-way ride, the same as the adult cash fare on LTD. The Americans with Disabilities Act (ADA) stipulates that **RideSource** fares cannot exceed *twice the amount of the fixed-route regular fare*. At present LTD bus fares are 80 cents for a regular fare throughout the day and 50 cents after 7:00 p.m.

These are some of this considerations reviewed by the Special Transportation Fund Advisory Services Review and Appeal Committee in preparing their proposal:

- If we want to stay with one fare for **RideSource** then the highest fare possible is \$1.00 under LTD's current cash fares.
- If we choose to charge different fares for daytime and evenings, like LTD, then the highest fare that can be charged under ADA is \$1.60 during the day and on weekends (as per LTD's recent fare changes) and \$1.00 for evening rides.
- Going from 80 cents to \$1.00 is a 25% increase.
- In order to benefit from any increase in fare revenue during this fiscal year, a fare change must be considered as soon as possible.

- In 1982 when SMS first started providing service for LTD under the Dial-a-Bus program the fare was \$1.25 but then decreased over time to as low as 35 cents per one-way ride.
- In July 1992 the fare was raised from 35 to 50 cents then up to 75 cents in July 1993.
- The last fare increase was in September 1994 up to 80 cents to equal LTD's adult cash fare.

How do we compare with other paratransit services for revenue received from fares?

Fare box recovery figures to compare with RideSource are not readily available. Tri-Met in Portland, for example, keeps track of fare revenue at a cost recovery rate of only around 1% but this does not include the sale of passes. Prior to instituting a paratransit pass their fare recovery was between 2 and 2.5% of their operating costs.

To get a national average for fare box recovery I contacted both the Federal Transportation Administration (FTA) and Community Transportation Association of America (CTAA). All demand-response programs are considered together (services to elderly and disabled are not separate from other demand-response services) and passenger fares are combined with contracted service revenue resulting in a recovery rate of 28.1%.

Within our own mix of services this is the breakdown per program showing the percentage that fares and other direct revenues contribute:

Ridership, Fare/Other Resources and Cost per Program for FY95-96:

Service	# of Rides	Revenue (Fare & Other)	Total Annual Cost	% Recovery
RideSource	51,060	\$37,039	\$638,262	5.80%
Pearl Buck	10,819	\$31,334	\$65,676	47.71%
Title XIX	7,527	\$41,815	\$61,601	67.88%
Shopper & Escort	32,492	\$7,569	\$61,049	12.40%
Total	101,898	\$117,757	\$826,588	14.25%

Federal *Older Americans Act*, state *Special Transportation Funds* and local funds from *Lane Transit District's General Fund* are not included in the revenues indicated above and cover the remaining costs.

The average revenue to operating cost for twenty paratransit services in California is 9.85% with the lowest at 3% and the highest at 18.9%¹. RideSource cost recovery is between 5% and %².

¹ The low and high figures are only within those programs included in the comparison.

² There is going to be some variation depending on the base number of rides used.

Possible Revenue from Increases in RideSource Fares

Increasing the **RideSource** fare from 80 cents to \$1.00 will bring an estimated \$13,300 in increased fare revenue for one full year. Fares would still cover between 5% and 6% of the current cost of operations.

If we want to increase the fare recovery percentage then we need to consider having a day time (peak hour weekday/weekend) fare different from the evening fare. As an aside, there may be some shifting from daytime to evening service for some rides. We would need to look at **RideSource** fare rides by purpose in order to evaluate the possible shifting of rides. Since 82% of the riders are elderly and many services are available only during the day the potential number of rides that would actually shift to evening service to avoid a higher fare during the day would be somewhat limited.

By taking the percentage of daytime rides and applying it to the projected **RideSource** fare rides for next year, the following additional revenues would be realized if the daytime fare were to increase up to the maximum of \$1.60. The new revenue indicated assumes a \$1.00 base fare.

Additional Revenue Projections for Fare Increases over \$1.00 up to \$1.60³:

Fare	# of Projected Rides	Additional Revenue	New Revenue for 1 Year	New Revenue for 6 Months	Fare Revenue % of Total Operations
\$ 0.05	53,885	\$ 2,441	\$ 15,730	\$ 7,865	5.73%
\$ 0.10	53,885	\$ 4,882	\$ 18,171	\$ 9,086	6.00%
\$ 0.15	53,885	\$ 7,323	\$ 20,612	\$ 10,306	6.26%
\$ 0.20	53,885	\$ 9,764	\$ 23,053	\$ 11,527	6.53%
\$ 0.25	53,885	\$ 12,205	\$ 25,494	\$ 12,747	6.79%
\$ 0.30	53,885	\$ 14,646	\$ 27,935	\$ 13,968	7.06%
\$ 0.35	53,885	\$ 17,087	\$ 30,376	\$ 15,188	7.32%
\$ 0.40	53,885	\$ 19,528	\$ 32,817	\$ 16,409	7.59%
\$ 0.45	53,885	\$ 21,969	\$ 35,258	\$ 17,629	7.85%
\$ 0.50	53,885	\$ 24,410	\$ 37,699	\$ 18,850	8.12%
\$ 0.55	53,885	\$ 26,851	\$ 40,140	\$ 20,070	8.38%
\$ 0.60	53,885	\$ 29,292	\$ 42,581	\$ 21,291	8.65%

³ The projected number of rides remains static. Although riders may be sensitive to fare increases, with the exception of conditional users, **RideSource** passengers do not have other options and will use the service. The projected of 53,885 is based on daytime rides in fiscal year 1996-97.

Requested Action

The STFAC is proposing the following Fare Increase Schedule:

February 1, 1996	from \$.80 to \$1.00
September 1997	\$1.30 day time / twice LTD for the evening fare
September 1998	\$1.80 day time / twice LTD for the evening fare (or twice daytime Adult Cash Fare)

LANE TRANSIT DISTRICT
FIFTHFOURTH AMENDED ORDINANCE NO. 35

An ordinance setting fares for use of District services.

The Board of Directors of Lane Transit District does hereby ordain that Ordinance No. 35 of said District is hereby amended to read as follows:

1.01 Definitions. As used in this ordinance, unless the context requires otherwise:

- (1) "District" means Lane Transit District.
- (2) "Service Area" means the area designated in Ordinance No. 22 of Lane Transit District entitled "An Ordinance Altering the Territorial Boundaries for Lane Transit District and Repealing Ordinance No. 17," adopted January 19, 1992, as such area is now constituted and as it may be altered from time to time hereafter by ordinance of this District.

1.02 Fares.

- (1) Fares on the District transit system shall vary according to the status of the rider and method of payment and shall be in accordance with the following schedule:

(a) Cash Fare (Effective 9/01/96).

	<u>Monday-Sunday</u>	
	<u>Daytime</u>	<u>Evenings***</u>
Adult (ages 12 and older)	80¢	50¢
Child* (ages 5-11)	40¢	25¢
Reduced Fare**	40¢	25¢
Senior (ages 62 and older)	40¢	25¢

* Child fare applies to ages 5-11. Up to two children under age five ride free with parent or guardian. All additional children pay child fare.

** Reduced fare applies to all persons who meet the Federal Transit Administration-approved definition of persons with disabilities.

*** Evening fare reduction begins at 7:00 p.m.

(b) Monthly or 3-Month Passes.

	<u>9/01/95</u>	<u>9/01/96</u>	<u>9/01/96</u>
<u>Pass Type</u>	<u>Monthly</u>	<u>Monthly</u>	<u>3-Month</u>
Adult	\$24.00	\$26.00	\$60.00
Child, Senior, Reduced	\$12.00	\$13.00	\$30.00
Youth	\$18.00	\$19.50	\$45.00

(c) Day Pass (Effective 9/01/94). \$ 2.00

(d) Tokens.

Regular (large) tokens are worth 80¢ toward any LTD ride. Tokens are sold in lots of 5 for \$3.25. Small tokens are worth 40¢ toward any LTD ride. Small tokens are sold in lots of 5 for \$1.60.

- (2) Group Pass Program. The General Manager, or her designated representative, is authorized to sign contracts on behalf of the District to provide transit service to groups of riders at reduced rates pursuant to policies established by the Board at its May 2, 1990, meeting, as amended, or pursuant to such policies as the Board may hereafter adopt by resolution or ordinance.
- (3) Special Event Discounts. The promotional distribution of free tickets from time to time is necessary or convenient for the provision of a public transit system. The General Manager, or her designated representative, is authorized to reduce or eliminate fares, or to approve the distribution of free tickets for use of District facilities during special events, or a specified times, on a finding by the General Manager or her designated representative that the fare reduction or elimination will promote increased use of the District's public transit system or will otherwise further the provision of a public transit system.
- (4) Reduced Fares for Low-Income Persons. The General Manager, or her designated representative, is authorized to sign contracts with local non-profit agencies whereunder the District may agree to provide transit tokens at reduced prices to such agencies, for distribution to low-income persons within the service area who need transportation assistance. Definitions of those who are "low-income persons" and "who need transportation assistance" shall be part of such contracts, verbatim or by reference.
- (5) Paratransit. Fare structure (*Effective 2/01/97/01/94*):

<i>RideSource</i>	\$1.00 one-way
Escort*	80¢ one-way
<i>RideSource</i> Shopper (ADA eligible)**	\$1.10 round-trip
<i>RideSource</i> Shopper (Non-ADA eligible)	\$1.35 round-trip
Social Service Agencies***	100 percent

* ~~Subscription service is for ongoing guaranteed rides.~~ Escort is limited door-to-door transportation for medical rides.

** *RideSource* Shopper is specialized transportation service for grocery shopping. *RideSource* Shopper fares are based on round-trip rides. All other fares are one-way rides.

*** Social service agencies will contract for service and pay 100 percent of the marginal cost of service.

2.01 Transfers. A passenger may transfer from one regularly-scheduled District route to another without paying additional fares as follows:

- (1) The holder of a pass or a transfer may transfer to another regularly-scheduled route at any time during the period for which the pass or transfer is valid.
- (2) Transfers are not transferable to another person.

(d) Tokens.

Regular (large) tokens are worth 80¢ toward any LTD ride. Tokens are sold in lots of 5 for \$3.25. Small tokens are worth 40¢ toward any LTD ride. Small tokens are sold in lots of 5 for \$1.60.

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<i>RideSource</i>	\$1.00 80¢ one-way
Escort*	80¢ one-way
<i>RideSource</i> Shopper (ADA eligible)**	\$1.10 round-trip
<i>RideSource</i> Shopper (Non-ADA eligible)	\$1.35 round-trip
Social Service Agencies***	100 percent

* ~~Subscription service is for ongoing guaranteed rides.~~

** *escort is door to door transportation for medical rides.*
~~*RideSource* Shopper is specialized transportation service for grocery shopping. *RideSource* Shopper fares are based on round-trip rides. All other fares are one-way rides.~~

*** Social service agencies will contract for service and pay 100 percent of the marginal cost of service.

2.01 Transfers. A passenger may transfer from one regularly-scheduled District route to another without paying additional fares as follows:

- (1) The holder of a pass or a transfer may transfer to another regularly-scheduled route at any time during the period for which the pass or transfer is valid.
- (2) Transfers are not transferable to another person.

3.01 Large-quantity Token and Pass Purchases. The District will provide a discount to individuals or organizations who have been authorized by the District to sell tokens and passes to the general public in accordance with the following schedule. The discount will be applied to the approved retail price.

(1) Passes	0-9	0.0%
	10-24	2.5%
	25-100	5.0%
	101-500	10.0%
	501	20.0%
(2) Tokens*	0-49	0.0%
	50-99	2.5%
	100-249	5.0%
	250+	10.0%

* Quantities listed are for individual packages; each package contains five tokens.

4.01 Effective Date. This ordinance shall take effect 30 days after adoption, at which time this ~~Fifth~~^{Fourth} Amended Ordinance will stand in the stead of Ordinance No. 35 in all particulars and all previous amendments, and will govern all fares charged by the District.

ADOPTED this _____ day of _____, 1996.

President and Presiding Officer

ATTEST:

Board Secretary

Recording Secretary

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AGENDA ITEM SUMMARY

- DATE OF MEETING:** November 20, 1996
- ITEM TITLE:** EUGENE STATION CONSTRUCTION BID AWARD
- PREPARED BY:** Stefano Viggiano, Planning and Development Manager
- ACTION REQUESTED:**
1. Award the Eugene Station Phase 2 contract to Wildish Building Company;
 2. Increase the Eugene Station project budget by \$450,000; and
 3. Authorize the General Manager to sign the construction contract.
- BACKGROUND:**
- Bids for the Phase 2 contract for the Eugene Station were opened on November 7, 1996. Six bids were received, all of which were higher than the cost estimate. The apparent low bid is being withdrawn due to a bid error. The next lowest bid is \$6,907,000 by the Wildish Building Company. Full funding of the Wildish base bid (without exercising any of the deductive bid alternates) would require an increase of approximately \$800,000 in the project budget. This budget includes 5 percent for change orders during construction.
- The Eugene Station Committee met on November 13, 1996, to discuss the Phase 2 bids. The committee considered several options to reduce the cost of the project and discussed the question of whether to award the contract or put the work out to bid again. The committee recommends that the contract be awarded to Wildish, and that bid alternates and careful management of change orders be used to reduce the budget shortfall to \$450,000. Additional information on the bids, bid alternates, and change order issues will be presented at the Board meeting.
- There are several possible sources for the additional funds to be used to cover the budget increase. Staff are investigating these possible sources and will make a presentation at the Board meeting.
- ATTACHMENT:** None
- PROPOSED MOTION:** I move that the Board adopt the following resolution: Resolved, that the LTD Board of Directors hereby: (1) awards the Eugene Station Phase 2 contract to the Wildish Building Company; (2) increases the Eugene Station project budget by \$450,000; and (3) authorizes the general manager to sign the construction contract.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** November 20, 1996
- ITEM TITLE:** WEST 11TH PARK AND RIDE
- PREPARED BY:** Micki Kaplan, Transit Planner
- ACTION REQUESTED:**
- (1) Pursuant to ORS 192.660(1)(e), ORS 192.660(1)(f), and ORS 192.501(6), conduct the discussion of this item in executive session.
 - (2) In open session, approve conducting a Level I environmental assessment on Site M, Option B (the south side of W. 11th at Conger, tax lots 100 and 200).
- BACKGROUND:** Following the Boards' request, staff conducted further research on the Cole's Furniture, Arby's, and Aqua Serene sites located on the south side of West 11th Avenue at Conger. The confidential results of the research are provided with the agenda materials for Board members only.
- ATTACHMENT:** None
- PROPOSED MOTION:**
- (1) I move that the Board meet in 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 ORS 192.660(1)(f), to consider records that are exempt by law from public inspection pursuant to ORS 192.501(6), regarding information relating to the appraisal of real estate prior to its acquisition.
 - (2) **In open session:** I move that the Board adopt the following resolution: It is hereby resolved that the LTD Board of Directors approve hiring a consultant to conduct a Level I environmental assessment for a proposed Park and Ride facility located at the south side of West 11th Avenue at Conger, also known as Site M, Option B (tax lots 100 and 200) on the attached maps.

AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 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, and a committee working on the Governor's Oregon Transportation Initiative. 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. At the Board meeting, LTD's MPC representatives, Pat Hocken and Rob Bennett, can report on the November 14 MPC 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 November 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. **Oregon Transportation Initiative Base System Working Group:** In September 1996, the Governor's office appointed Board President Pat Hocken as the transit representative on a new committee to discuss Phase II of the Governor's Transportation Initiative. She subsequently was appointed to the Revenue Committee discussing this same initiative. At the November 20

Board meeting, she will report to the Board about the recent activities of these committees.

Eugene Station Art Selection Committee: Board member Roger Saydack is a member of the Art Selection Committee for the new Eugene Station. He will provide the Board with periodic updates on the progress of this selection process.

Eugene Station Groundbreaking: The groundbreaking ceremony for the new Eugene Station was held on Friday, November 8. Board Vice President Kirk Bailey will provide a brief description of the event for Board members who were unable to attend.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 1996

ITEM TITLE: FIRST-QUARTER PERFORMANCE REPORT

PREPARED BY: Roy Burling, Assistant Finance Manager

ACTION REQUESTED: None

BACKGROUND: At the meeting, staff will present the quarterly performance report. The results of the first quarter of fiscal year 1996-97 continue to show growth in passenger ridership and revenues. Charts showing the daily passenger boardings, weekday ridership, system productivity, and passenger revenues are included.

ATTACHMENTS: Quarterly Performance Report
Charts depicting LTD FY 1996-97 Daily Passenger Boardings
Weekday Ridership July - October
System Productivity
Passenger Revenues by Type July 1994 through October 1996

PROPOSED MOTION: None

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LANE TRANSIT DISTRICT

Quarterly Performance Report

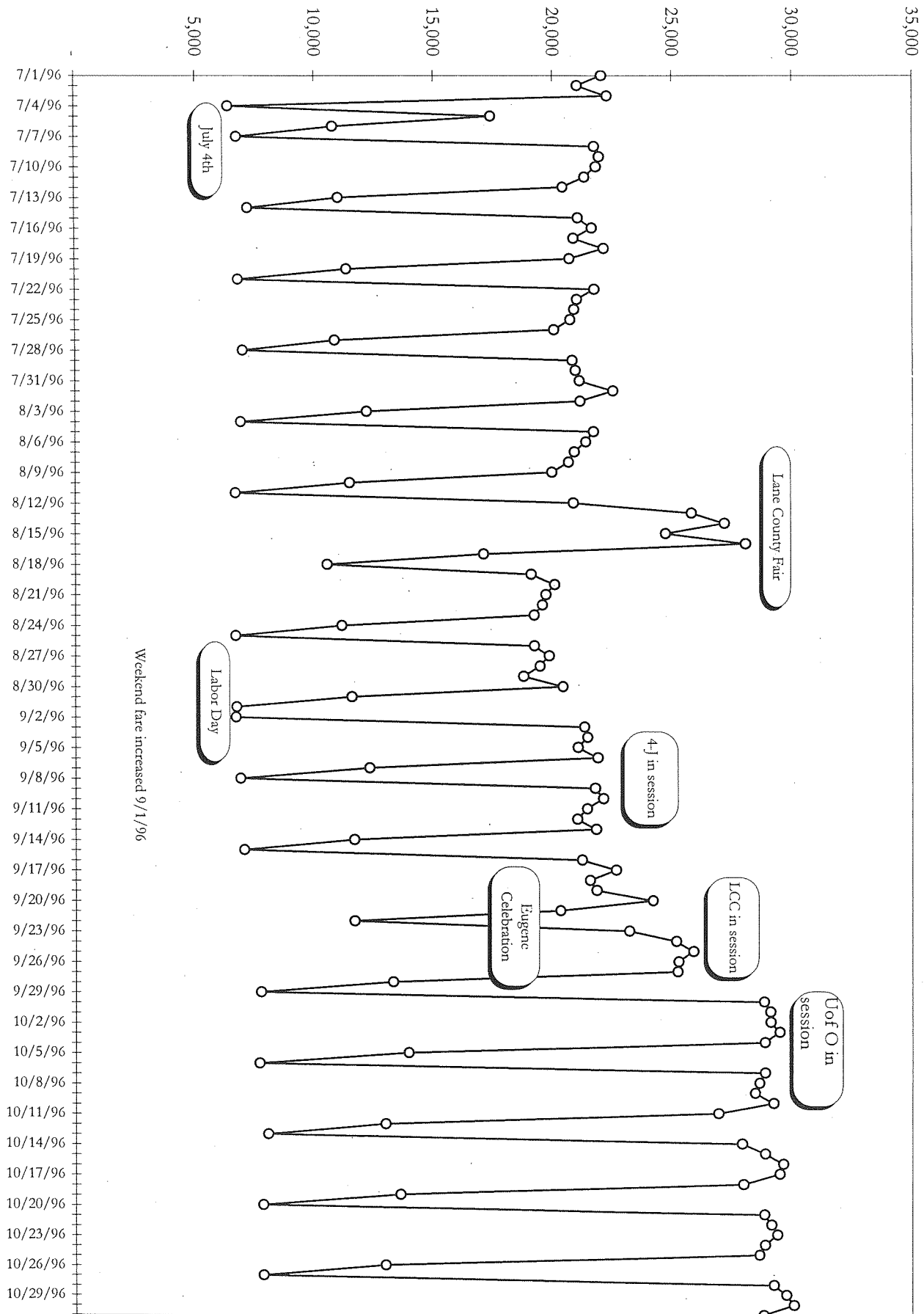
13-Nov-96

PERFORMANCE MEASURE	CURRENT QUARTER	PRIOR YEAR'S QUARTER	% CHANGE	CURRENT Y-T-D	PREVIOUS Y-T-D	% CHANGE	CURRENT 12 MONTH	PRIOR 12 MONTH	% CHANGE
AVERAGE WEEKDAY PT	15,922	15,073	5.6%	15,922	15,073	5.6%	18,929	17,695	7.0%
AVERAGE SATURDAY PT	9,368	9,618	-2.6%	9,368	9,618	-2.6%	10,482	9,769	7.3%
AVERAGE SUNDAY PT	5,170	4,735	9.2%	5,170	4,735	9.2%	5,526	4,913	12.5%
TOTAL PERSON TRIPS	1,216,509	1,153,124	5.5%	1,216,509	1,153,124	5.5%	5,690,411	5,302,156	7.3%
TOTAL DAYS:									
WEEKDAYS	64	63		64	63		255	256	
SATURDAYS	13	14		13	14		52	53	
SUNDAYS	15	15		15	15		57	53	
TRANSFER RATE	1.356	1.357	0.0%	1.356	1.357	0.0%	1.345	1.345	0.0%
AVERAGE PASSENGER FARE	\$0.57	\$0.54	6.1%	\$0.57	\$0.54	6.1%	\$0.55	\$0.53	3.7%
TRIPS PER SCHEDULE HOUR	18.1	17.9	1.1%	18.1	17.9	1.1%	20.6	19.8	3.9%
WEEKLY SCHEDULE HOURS	5,133	5,059	1.5%	5,133	5,059	1.5%	5,352	5,222	2.5%
TOTAL PASSENGER REVENUE	\$693,566	\$623,749	11.2%	\$693,566	\$623,749	11.2%	\$3,109,394	\$2,807,653	10.7%
TOTAL FAREBOX REVENUE	\$261,322	\$243,723	7.2%	\$261,322	\$243,723	7.2%	\$1,060,548	\$960,812	10.4%
REGULAR TOKENS	46,144	42,573	8.4%	46,144	42,573	8.4%	197,574	169,662	16.5%
REDUCED FARE TOKENS	15,171	16,391	-7.4%	15,171	16,391	-7.4%	64,027	66,074	-3.1%
ADULT PASS	6,444	5,377	19.8%	6,444	5,377	19.8%	31,362	22,588	38.8%
MULTI MONTH PASSES	1,488	1,301	14.4%	1,488	1,301	14.4%	7,430	5,657	31.3%
YOUTH PASS	1,128	1,008	11.9%	1,128	1,008	11.9%	16,463	14,794	11.3%
REDUCED FARE PASS	2,658	2,493	6.6%	2,658	2,493	6.6%	11,108	10,773	3.1%
DAY PASS	8,599	8,080	6.4%	8,599	8,080	6.4%	34,688	32,046	8.2%
SMS RIDES	25,664	23,619	8.7%	25,664	23,619	8.7%	103,943	95,390	9.0%
TOTAL LIFT RIDES	17,848	15,221	17.3%	17,848	15,221	17.3%	64,072	62,164	3.1%
MILES/MECH. ROAD CALL	3,765	3,270	15.1%	3,765	3,270	15.1%	3,754	3,246	15.7%
FUEL COST PER MILE	\$0.180	\$0.143	25.6%	\$0.180	\$0.143	25.6%	\$0.177	\$0.148	19.1%
OIL COST PER MILE	\$0.0020	\$0.0017	20.0%	\$0.0020	\$0.0017	20.0%	\$0.0019	\$0.0016	21.1%
TOTAL REPAIR COST PER MILE	\$0.382	\$0.467	-18.2%	\$0.382	\$0.467	-18.2%	\$0.410	\$0.435	-5.7%
TOTAL PM COST PER MILE	\$0.069	\$0.073	-4.6%	\$0.069	\$0.073	-4.6%	\$0.073	\$0.071	1.8%

LTD FY 1996-97 Daily Passenger Boardings

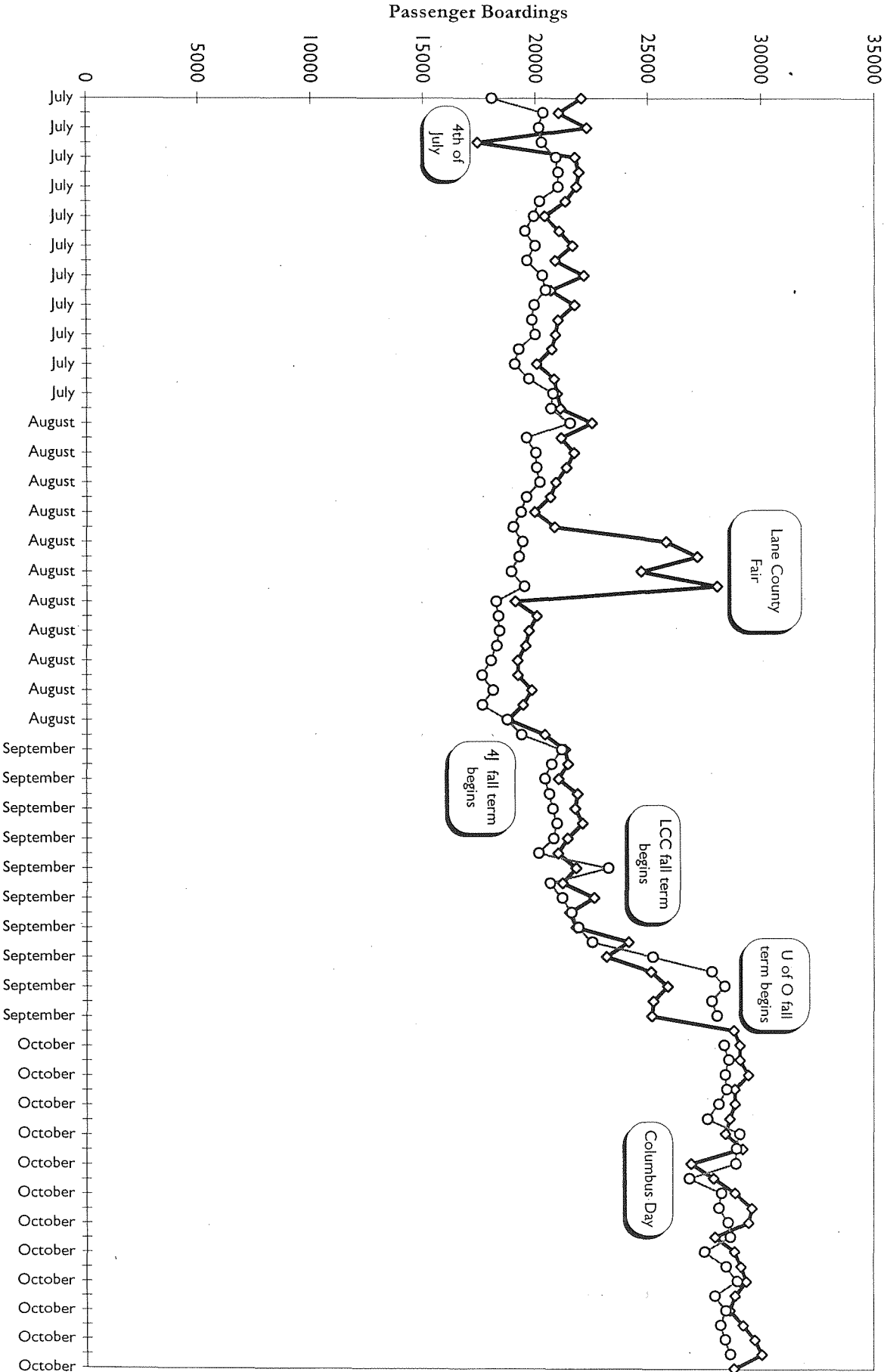
Passenger Boardings

11/13/96



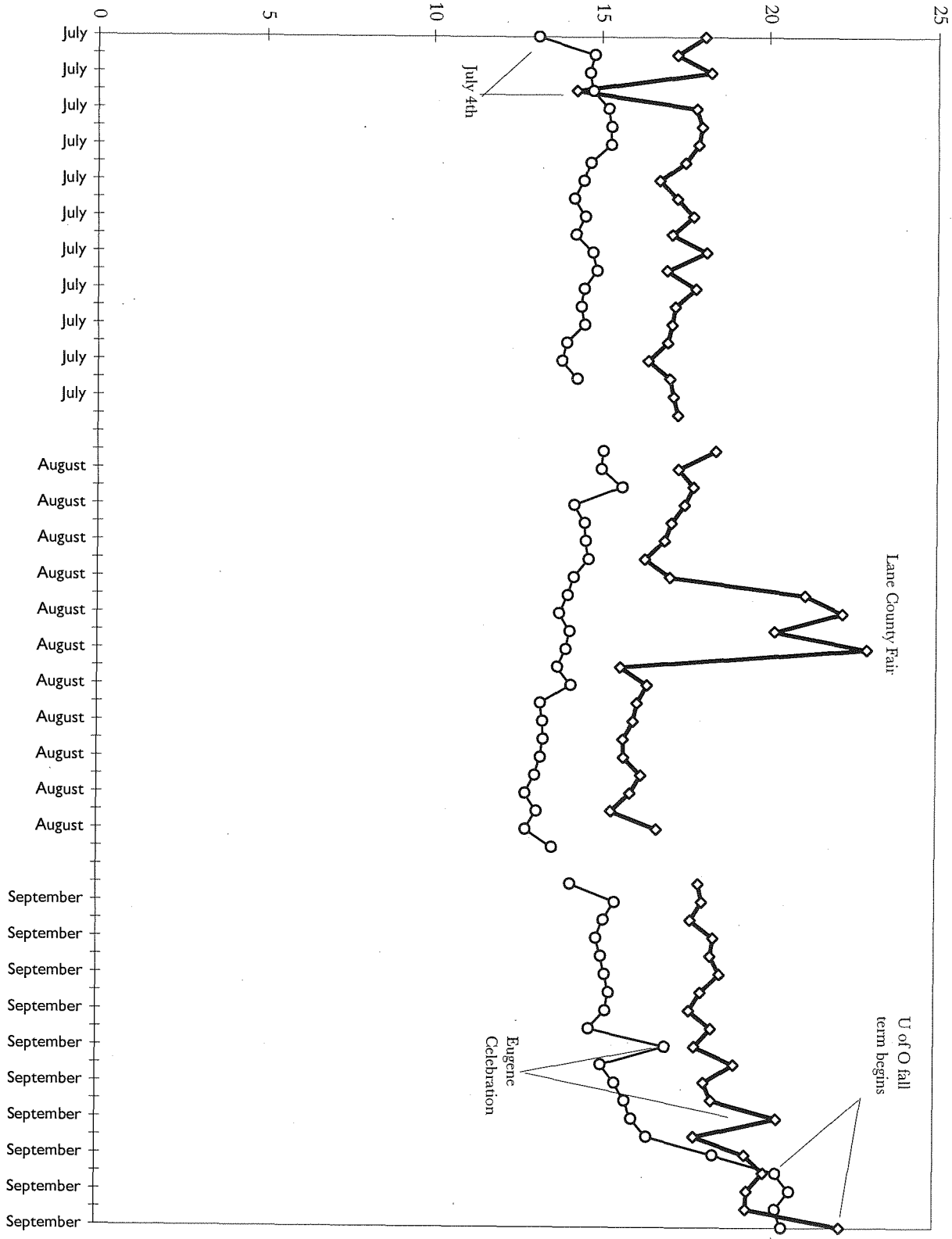
Daily Passenger Boardings

Lane Transit District
 Weekday Ridership July - October



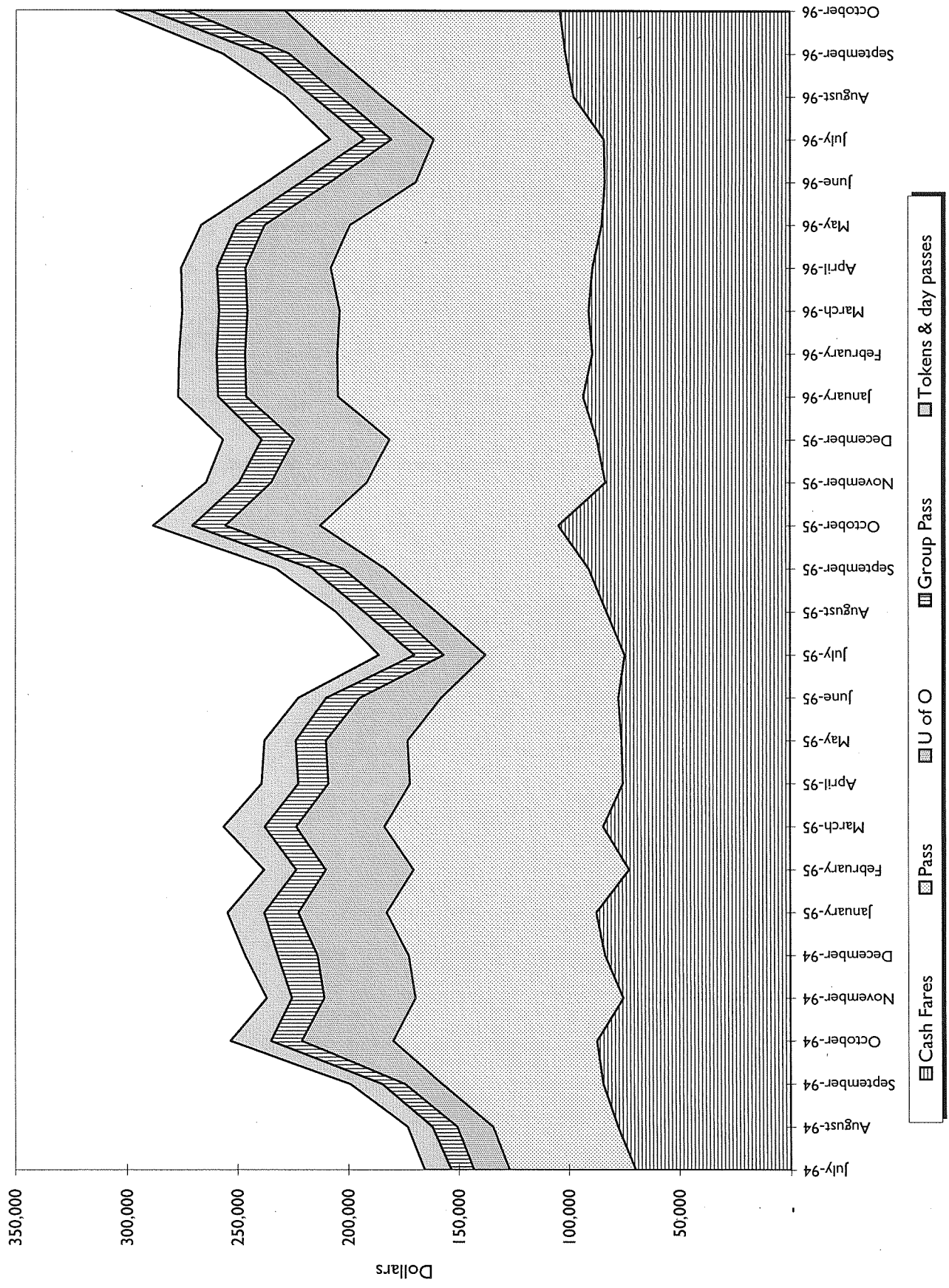
Customer Trips / Schedule Hour

Lane Transit District
 System Productivity July - September



◆ FY 1996-97 ○ FY 1995-96

Lane Transit District
 Passenger Revenues by Type July 1994 through October 1996



AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 1996

ITEM TITLE: BUS PURCHASE ALTERNATIVES

PREPARED BY: Mark Pangborn, Assistant General Manager
Ron Berkshire, Fleet Services Manager

ACTION REQUESTED: None

BACKGROUND: LTD has just been awarded a grant of \$2,530,000 in federal funds to purchase replacement buses. This grant request initially was for \$6,640,000 to purchase 35 new buses to replace 18 buses that were over 17 years old and 15 buses that were over 12 years old, and to expand the fleet by 3 additional buses. Because the actual amount is approximately \$3,900,000 less than the \$6,640,000 that was requested, LTD is now faced with a decision on what to do about bus replacement and expansion. To that end, staff have been meeting to revise the current fleet replacement plan and to develop a recommendation to the Board on the appropriate choice for future bus purchases.

There are two decisions to be made:

1. Does LTD wish to use local resources to purchase more buses than the federal grant will allow?
2. What type and style of buses, and with what amenities, should LTD purchase with the federal and local funds?

The next step in the process is to develop a bus bid document specifying what type and style of bus LTD wants to purchase. The intent would be to award a contract for bus purchases in March 1997, with delivery by August 1998.

Preceding the work session on November 20, the Board will be able to walk through a prototype bus of the latest design, as well as the oldest and newest buses in LTD's current fleet. During the regular Board meeting, staff will discuss the options available to LTD in purchasing equipment and solicit Board recommendations on what type and style of buses they would like to include in the next bus purchase, and what amenities the Board members would like those buses to have.

Those recommendations will be incorporated into a federal grant application for the funds to purchase the new buses, which will then be brought to the Board for approval.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 1996

ITEM TITLE: LTD TV SHOW UPDATE

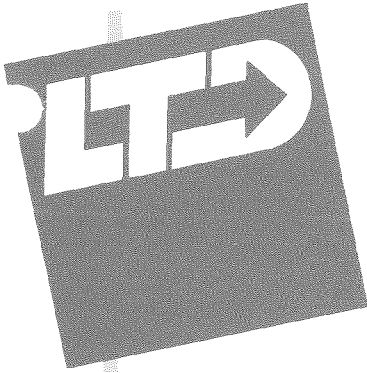
PREPARED BY: Ed Bergeron, Public Affairs Manager

ACTION REQUESTED: None

BACKGROUND: I have been working with the staff from Metro TV on the development of the new LTD TV series on Channel 11. We plan to telecast our first show in January. Production has begun on two segments. The first is a special "pilot" show that will introduce LTD to the audience through segments on the District's past, present, and future. The pilot show will be rebroadcast at various times for several months, while we are introducing the new series to the community. In addition to the pilot, a regular monthly show also is in production for January telecast, which introduces the audience to routine show segments featuring LTD services, projects, and people. Each monthly show will be rebroadcast several times for the convenience of the audience. A promotions plan for the show is being developed in cooperation with staff from our advertising agency, Cappelli Miles Wiltz & Kelly.

ATTACHMENT: None

PROPOSED MOTION: None



Lane Transit District
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Eugene, Oregon 97401-0470

(541) 741-6100
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MONTHLY STAFF REPORT

November 20, 1996

TRANSIT OPERATIONS

Prepared by Patricia Hansen, Transit Operations Manager

NEW OPERATOR TRAINING CLASS

Three new hires started training on November 11. These operators will fill vacancies created by attrition and long-term medical absences.

We have conducted six separate operator training sessions so far this year. In previous years, we usually conducted about 3 or 4 training sessions per year. It is interesting to note that almost a quarter of our operators have been here for two years or less.

FOOTBALL SERVICE

LTD will be providing service to the last University of Oregon home game this Saturday, November 16. The service has gone very well this year, thanks to the hard work of the operators, supervisors, maintenance personnel, and administrative staff. Covering the sheer volume of service we operate on a football Saturday (about 40 football schedules in addition to 49 regular service schedules), provides a real challenge for Transit Operations supervisors. For the last game on November 9, for example, 30 operators worked on their days off, and 4 operators worked longer than their regular Saturday assignments, in order to cover all of the service. We appreciate their long hours and hard work.

HUMAN RESOURCES

Prepared by Ed Rutledge, Human Resources Manager

RECRUITMENT AND SELECTION

During the month of October the District did not have any open positions.

In an effort to improve its selection process for bus operator positions, the Human Resources Department is revising its pre-employment physical process for prospective new bus operators through the development of a pre-placement test designed to test a candidate's physical ability to perform the essential functions of the bus operator position. This addendum to the bus operator job analysis was prepared by the Workers Action Program of McKenzie Willamette Hospital and is in response to the increase in wheelchair securing duties performed by bus operators. It was written after a direct observation of two District bus operators. A pre-placement test has been developed, and validity testing of the test will occur during November. Twelve bus operators have been selected to participate in the validity testing, based on demographic profiles of the current bus operator work force and random selection. The validity test will involve administering the pre-placement test to current bus operators followed by discussion between the operator and a representative of the Workers Action Program regarding how accurately the test reflects the physical requirements of the bus operator position.

TRAINING

The fall operators' training continued throughout the month. This year's training curriculum includes a session on LTD's future projects, sexual harassment, and labor-management relations.

The risk/safety/benefits specialist attended the Annual Oregon PRIMA Chapter Conference. Some of the sessions attended included :

- Workplace Security and Safety
- When Workers' Compensation and Employment Torts Cross
- Cost of Risk
- Disaster Recovery

The human resources specialist and the risk/safety/benefits specialist attended a workshop lunch sponsored by the SAIF Corporation for local clients. The purpose of the workshop was to discuss hiring practices as part of a comprehensive program in workers' compensation claims mitigation.

The human resources specialist attended two training seminars, one regarding hiring and the other, unlawful harassment.

The human resources secretary attended an ACT seminar on telecommuting. The purpose of this seminar was to review telecommuting as a possible alternative to work-site labor and employment.

RISK/SAFETY/BENEFITS

A bus stop at one particular location was inspected to determine if it was safe to board wheelchairs and three-wheel carts. It was determined that it was. However, it was recommended that a white line be painted at the stop to show all bus operators the best boarding area at the stop.

The fall meeting of the Snow Service Committee was held on October 15. During this meeting, last year's service was discussed in order to consider if any changes needed to be made in the service protocols.

The risk/safety/benefits specialist met with a representative of Sturgiss Vocational Counseling to investigate any possible work at LTD for an employee who has a chronic health condition. After discussion, it was determined that LTD does not have any work for the employee that would be compatible with his current physical limitations.

Arrangements were made with the Occupational Health Nursing Services of McKenzie Willamette Hospital to provide flu shots to all employees who wished to be inoculated. Flu inoculations were given during October.

The risk/safety/benefits specialist met with Bryce Anderson, the new ITT Hartford representative. This meeting was a courtesy call from ITT.

COMPENSATION STUDY

Moss-Adams was selected as the vendor to complete the compensation study for all administrative positions. This study was requested by the Board Compensation Committee to assist in the consideration of these positions subsequent to the reorganization that has occurred. The human resources staff met with representatives of Moss-Adams, and the first two phases (employee in-service meetings and the initial survey distribution) of the study have already been completed. It is expected that Moss-Adams will have its report prepared prior to the end of December.

EMPLOYEE RELATIONS

Administrative employees were invited to attend one of three in-service meetings regarding the compensation study that has begun (see above). Employees were provided information regarding the study, how it would be done, and how to complete the initial survey forms.

The human resources manager and the risk/safety benefits specialist met with an employee to arrange a disability retirement. The employee had been advised by his physician to discontinue his employment as a bus operator.

LABOR RELATIONS

The human resources manager met with representatives of ATU Local 757 in the regular monthly meeting of the Labor-Management Committee (LMC). The LMC resolved a question regarding certain employee practices at the Customer Service Center. The LMC also discussed recent events in negotiations at Salem Transit.

The human resources manager attended a one-day workshop on SB 750. Passed in the 1995 session of the State Legislature, SB 750 amended the Public Employee Collective Bargaining Act (PECBA). Trends in bargaining strategies resulting from SB 750 as well as recent case law involving these amendments were reviewed.

The human resources manager attended a board meeting of the Oregon Chapter of the Industrial Relations Research Association (IRRA).

The human resources manager was a co-presenter with the State Conciliator at this year's Oregon Transportation Conference. The topic of the presentation was the impact of SB 750 on PECBA and a recent case involving a transit property in Oregon.

OTHER

The hard work of the human resources secretary gave new energy to the annual United Way campaign. Further, the campaign was designed to involve employees in activities that went beyond the traditional informational meetings. Employees participated in basketball and table tennis tournaments, bake sales, and raffles.

SERVICE PLANNING & MARKETING

Prepared by Andy Vobora, Service Planning & Marketing Manager

EAST SPRINGFIELD PARK AND RIDE UPDATE

◆ *Environmental Assessment*

The Environmental Assessment (EA) document was made available for public review during the month of October. Various public agencies and officials were also informed of its availability for review. No public comment on the EA was received. A letter was sent to the Federal Transit Administration (FTA) asking for a FONSI (Finding of No Significant Impact), which when issued, will have the effect of formalizing the EA's FTA approval.

◆ *City of Springfield Development Review Process*

A Discretionary Use/Site Plan application has been submitted to the City of Springfield. Additional traffic study data is being prepared by Branch Engineering to fulfill Springfield staff requests for additional information.

◆ *Oregon Department of Transportation (ODOT) Lease Negotiations*

Discussions continue with ODOT representatives concerning the details of LTD's lease from ODOT for the Park and Ride property.

◆ *Design Aspects*

The architectural firm, TBG, is preparing a design proposal for the project.

UO FOOTBALL SHUTTLE RIDERSHIP

With two home games to go, LTD is carrying an average of 7,242 rides per game. This translates into a modal split of 8.4 percent, which is a 15 percent increase over the 1995 average.

In anticipation of more football fans wanting to use the bus next year, LTD has begun a process to evaluate new Park and Ride sites. Surveying of customers at the River Road Station, Valley River Inn, Red Lion Inn, and Gateway Station Park and Ride sites was conducted during pre-game boarding for the Washington game. Results of the survey are not yet available.

BUS BUDDY PROGRAM

During the past two months, LTD's Bus Buddy Program to train seniors to ride the buses has received some positive interest and attention. In October, we received four calls from individuals with parents who are interested in learning more about the programs (either new to the area or looking for a substitution for driving). Although I have not yet received the reports, I know that seniors were using this program in September and October, some of whom were repeat customers.

LTD is advertising the program as a means to gain independence and an active lifestyle in the October, November, and December issues of *Senior News*, with subscription sales at 17,000 in Lane County and visible placement at retirement and activity centers (copy of advertisement attached).

A brochure outlining the program and resources is expected to be ready for distribution in mid-November. It will be placed at area retirement centers, senior activity centers, the

LTD Customer Service Center, Senior & Disabled Services, McKenzie-Willamette, Sacred Heart, various pharmacies, and other locations, and distributed by RideSource.

An identification card is being designed for Bus Buddies to use at establishments that have agreed to provide a beverage for a volunteer and customer. This will encourage debarking, discussion, and planning for a return trip during the training.

A weather page ad was dedicated to Bus Buddies in November. A presentation was made through St. Alice Church to 21 women who had lost their spouses in the past three years. There was a high degree of interest in the Bus Buddies program, with about a quarter of the women offering testimony of LTD as a safe and efficient alternative to driving or depending on others to get around.

LTD met with Terry Parker at LCOG to discuss the complementary nature of RideSource and the Bus Buddy program. With RideSource preparing to identify current riders who can be either moved or directed from RideSource to the fixed route, the Bus Buddy program offers a good method to their goal, at least with seniors.

In late winter/early spring, we will be sending out postcards to various centers and agencies letting them know we are available to give group presentations on the Bus Buddy and RideSource programs. We have one such presentation scheduled at McKenzie-Willamette in January.

THANKSGIVING HOLIDAY SERVICE

LTD will offer no bus service on Thanksgiving day; however, the holiday taxi program will be available. The taxi program allows customers to use a taxi and receive up to \$10.00 credit toward LTD passes or tokens by presenting a receipt at the Customer Service Center.

On the day before Thanksgiving, LTD will offer free rides to seniors as part of the Festival of Trees at Valley River Inn.

The day after Thanksgiving, the "biggest shopping day of the year," LTD will offer free rides to all customers. This day marks the official beginning of the holiday shopping season and LTD will be encouraging folks to leave the driving to us.

COMMUTER SOLUTIONS

The Group Pass Contract with Hyundai Semiconductor America was signed last week. Staff will be giving presentations at all-employee meetings and new employee orientation meetings on an ongoing basis.

Group Pass discussions continue with HMT Technologies and PSC, Inc. (formerly Spectra-Physics).

Employer surveys have been conducted at HMT Technologies, PSC, Inc., Cascade-Pacific Industries, and Hyundai Semiconductor America. Staff are waiting for the research firm to complete tabulating the surveys and issue a report.

The educational interactive touch screen program produced for employer work sites and public spaces is complete. On November 14, 1996, members of the Transportation Planning Committee (TPC) reviewed the program. LTD staff are becoming familiar with the program, which is now located in the operators' lounge. Staff will schedule placement of the program at various locations for the remainder of this year and the first half of 1997.

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 1996

ITEM TITLE: OCTOBER FINANCIAL STATEMENT

PREPARED BY: Diane W. Hellekson, Finance Manager

ACTION REQUESTED: None

BACKGROUND: Year-to-date financial results for the 1996-97 fiscal year meet or exceed budget plan expectations in all major revenue and expense categories. Passenger fare revenue growth has declined from the 14 percent levels of previous months, but continues to show a healthy 11.5 percent increase over the prior-year four-month period. Group pass sales are flat in year-to-year comparison, but should show an increase in future months as the Hyundai program is implemented. Advertising sales continue to grow as a contributor to earned income, and are 71 percent ahead of FY 1995-96 levels.

Late self-employment tax payments for 1995 have resulted in year-to-date receipts of \$102,838, which were not anticipated by the budget. The 1995 receipts now total a net \$797,943, which exceeds last year's budget of \$749,380. It appears at this time that the combination of 1995 payments received in FY 1996-97 and 1996 payments expected this year will meet or exceed the current self-employment tax budget of \$799,400. Preliminary information is now available on self-employed taxpayer demographics. That information was presented to the Finance Committee on November 19, 1996, and will be shared with the Board as a committee report.

Payroll tax receipts are as anticipated by the current-year budget. A recent increase in collections since mid-October suggests that second-quarter tax revenue will show a significant increase over the prior-year period. A list of contractors currently working on major local projects has been compiled and submitted to the Department of Revenue to determine if the payroll tax program is being administered appropriately. The Board of Directors will be informed of the results of this inquiry at a subsequent meeting.

A recent Board decision to implement Bus Rapid Transit with 100 percent exclusive right-of-way will require extensive revision of both the Capital Improvements Plan (CIP) and the Long-Range Financial Plan. This issue will be brought back to the Board in future meetings, and as part of the FY 1997-98 budget development process. In addition, the CIP will be affected by the results of various grant applications that will affect bus purchases and major projects. Project or purchase budget changes will be brought to the Board as individual agenda items. At this time, the anticipated FY 1988 purchase of 35 buses has funding only at the 19- or 20-bus level. In addition, the Eugene Station project may require budget adjustment.

ATTACHMENT:

Attached are the following financial reports for Board 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

**LANE TRANSIT DISTRICT
OPERATING FINANCIAL REPORT
FOR THE FISCAL PERIOD ENDING 10/31/96 WITH COMPARISONS TO PRIOR YEAR-TO-DATE**

	Prior YTD 95-96	Current year - 96-97			
		Annual Budget	YTD Actual	% budget	% over last year
REVENUE					
Passenger fares	\$ 756,278	\$2,669,830	\$ 842,994	31.6%	11.5%
Group pass	155,638	602,510	155,607	25.8%	0.0%
Special service	47,318	70,000	45,835	65.5%	-3.1%
Advertising	60,282	315,510	103,108	32.7%	71.0%
Miscellaneous	48,784	42,250	8,887	21.0%	-81.8%
Total operating	1,068,300	3,700,100	1,156,431	31.3%	8.2%
Payroll tax	3,737,698	12,672,110	4,204,996	33.2%	12.5%
Self-employment tax	-	799,400	102,838		
FTA operating grnt	45,968	186,000	23,034	12.4%	-49.9%
State-in-lieu	135,663	867,580	184,428	21.3%	35.9%
Total taxes & grants	3,919,329	14,525,090	4,515,296	31.1%	15.2%
Interest income	201,533	722,000	236,831	32.8%	17.5%
Sale of assets	-	-	-	-	-
Total revenue	5,189,162	18,947,190	5,908,558	31.2%	13.9%
EXPENSES					
Personnel Costs					
Administration wages	746,122	2,593,220	863,182	33.3%	15.7%
Adminstration fringe	176,353	612,150	208,401	34.0%	18.2%
Total administration	922,475	3,205,370	1,071,583	33.4%	16.2%
Contract as administration	25,205	40,400	10,969	27.2%	-56.5%
Contract wages	2,048,161	6,557,410	2,163,443	33.0%	5.6%
Contract fringe	558,870	1,914,520	605,222	31.6%	8.3%
Total contract	2,632,236	8,512,330	2,779,634	32.7%	5.6%
Total personnel	3,554,711	11,717,700	3,851,217	32.9%	8.3%
Materials & Services					
Administration	49,378	141,500	30,204	21.3%	-38.8%
Public Affairs	-	146,600	14,444		
Finance	17,613	32,200	14,501	45.0%	-17.7%
Information Services	15,295	63,750	13,828	21.7%	-9.6%
Human Resources	35,475	239,960	40,865	17.0%	15.2%
Planning & Development	3,150	54,450	26,777	49.2%	750.1%
Commuter Solutions	8,903	56,870	6,480	11.4%	-27.2%
Service Planning & Marketing	294,586	452,600	257,097	56.8%	-12.7%
Customer Service	27,539	78,250	33,598	42.9%	22.0%
Transit Operations	55,499	163,990	28,578	17.4%	-48.5%
Fleet Services	392,585	1,515,450	453,903	30.0%	15.6%
Facility Services	95,052	383,360	96,169	25.1%	1.2%
Insurance / Liability Costs	429,373	621,360	501,824	80.8%	16.9%
Transfer - STF	150,967	602,000	194,000	32.2%	28.5%
Total Materials & services	1,575,415	4,552,340	1,712,268	37.6%	8.7%
Total expenses	5,130,126	16,270,040	5,563,485	34.2%	8.4%
Revenue less expenses	59,036	2,677,150	345,073		484.5%
Transfer to capital	-	2,958,980	-		-
Net to fund	59,036	5,636,130	345,073		484.5%

LANE TRANSIT DISTRICT
COMPARATIVE BALANCE SHEET
GENERAL FUND
October 31, 1996

	CURRENT BALANCES	BALANCE 6/30/1996
ASSETS		
Cash & short term investments	\$6,263,555	\$6,041,249
Receivables	545,888	435,539
Inventory	581,674	531,237
Prepaid expenses	331	28,032
Treasury Bill	0	0
Certificate of deposit	0	100,000
Deferred compensation	1,760,598	1,658,870
VRC lease	83,333	83,333
Property, plant and equipment	23,411,469	23,411,469
Total Assets	<u><u>\$32,646,848</u></u>	<u><u>\$32,289,729</u></u>
LIABILITIES		
Accounts payable	\$164,416	\$301,219
Payroll payable	356,966	424,081
Unearned income	188,364	72,066
Liability claims/other payable	145,488	147,550
CAL/sick accrual	1,012,114	1,012,114
Deferred compensation	1,760,598	1,658,870
Total Liabilities	<u><u>\$3,627,946</u></u>	<u><u>\$3,615,900</u></u>
FUND BALANCE		
Reserved for long term lease	\$83,333	\$83,333
Property, plant and equipment	23,411,469	23,411,469
Fund Balance restricted to assets	<u><u>\$23,494,802</u></u>	<u><u>\$23,494,802</u></u>
Fund balance 6/30/96	\$5,179,027	\$5,179,027
Change in fund balance	345,073	
Ending fund balance	<u><u>\$5,524,100</u></u>	<u><u>\$5,179,027</u></u>
Total reserves and fund balances	<u><u>29,018,902</u></u>	<u><u>28,673,829</u></u>
Total Liabilities & Fund Balances	<u><u>\$32,646,848</u></u>	<u><u>\$32,289,729</u></u>

LANE TRANSIT DISTRICT
 COMPARATIVE BALANCE SHEET
 SPECIAL TRANSPORTATION FUND
 October 31, 1996

	CURRENT BALANCES	BALANCE 6/30/1996
ASSETS		
Cash & short term investments	\$27,591	\$24,256
Receivables	0	0
Prepaid expenses	<u>97,000</u>	<u>0</u>
Total Assets	<u><u>\$124,591</u></u>	<u><u>\$24,256</u></u>
LIABILITIES		
Accounts payable	<u>\$124,591</u>	<u>\$24,256</u>
Total Liabilities	<u><u>\$124,591</u></u>	<u><u>\$24,256</u></u>
RESERVES & BALANCES		
Fund balance	\$0	\$0
Change in fund balance	<u>0</u>	<u>0</u>
Ending fund balance	<u>\$0</u>	<u>\$0</u>
Total Liabilities & Fund Balances	<u><u>\$124,591</u></u>	<u><u>\$24,256</u></u>

LANE TRANSIT DISTRICT
 COMPARATIVE BALANCE SHEET
 CAPITAL FUND
 October 31, 1996

	CURRENT BALANCES	BALANCE 6/30/1996
ASSETS		
Cash & short term investments	\$6,092,356	\$6,517,821
Receivables	122,766	228,666
Prepaid	0	0
Deposits	0	0
Total Assets	<u>\$6,215,122</u>	<u>\$6,746,487</u>
LIABILITIES		
Accounts payable	\$11,331	\$227,525
Retainage payable	5,792	0
Total Liabilities	<u>\$17,123</u>	<u>\$227,525</u>
RESERVES & BALANCES		
Fund balance	\$6,518,962	\$6,518,962
Change in fund balance	<u>(320,963)</u>	
Ending fund balance	<u>\$6,197,999</u>	<u>\$6,518,962</u>
Total Liabilities & Fund Balances	<u>\$6,215,122</u>	<u>\$6,746,487</u>

LANE TRANSIT DISTRICT
GENERAL FUND INCOME STATEMENT
For the period 7/01/96 to 10/31/96

	Percent of year					33%
	ORIGINAL	AMENDED	Y-T-D	OCTOBER		
	BUDGET	BUDGET	ACTUAL	1996	BALANCE	YTD %
				ACTUAL		BUDGET
REVENUES						
Passenger Fares	\$2,669,830	\$2,669,830	\$842,994	\$243,337	(\$1,826,836)	31.6%
Group Pass Payments	602,510	602,510	155,607	61,699	(446,903)	25.8%
Special Services	70,000	70,000	45,835	2,664	(24,165)	65.5%
Advertising	315,510	315,510	103,108	25,777	(212,402)	32.7%
Miscellaneous Income	42,250	42,250	8,887	5,866	(33,363)	21.0%
Payroll Tax Revenue	12,672,110	12,672,110	4,204,996	1,150,591	(8,467,114)	33.2%
Self-employment tax	799,400	799,400	102,838	46,188	(696,562)	12.9%
State In-Lieu-of-Tax	867,580	867,580	184,428	184,428	(683,152)	21.3%
Operating Grants	186,000	186,000	23,034	11,419	(162,966)	12.4%
Interest Income	722,000	722,000	236,831	55,745	(485,169)	32.8%
Total General Fund Revenues	\$18,947,190	\$18,947,190	\$5,908,558	\$1,787,714	(\$13,038,632)	31.2%
EXPENSES/TRANSFERS/RESERVES						
General Administration	568,660	568,660	\$164,163	\$46,266	\$404,497	28.9%
Public Affairs	219,380	219,380	39,198	10,843	\$180,182	17.9%
Finance	401,520	401,520	136,854	38,807	264,666	34.1%
Information Services	189,930	189,930	56,651	15,059	133,279	29.8%
Human Resources	466,040	466,040	115,031	28,328	351,009	24.7%
Planning & Development	256,220	256,220	97,845	33,922	158,375	38.2%
Commuter Solutions Program	107,600	107,600	23,771	5,288	83,829	22.1%
Service Planning & Marketing	813,640	813,640	379,553	89,755	434,087	46.6%
Customer Service Center	439,330	439,330	145,934	35,760	293,396	33.2%
Transit Operations	7,710,070	7,710,070	2,519,055	646,859	5,191,015	32.7%
Fleet Maintenance	3,363,550	3,363,550	1,051,376	295,571	2,312,174	31.3%
Facility Services	510,740	510,740	138,230	41,622	372,510	27.1%
Insurance / Liability Costs	621,360	621,360	501,824	39,199	119,536	80.8%
Total before transfers	\$15,668,040	\$15,668,040	\$5,369,485	\$1,327,279	\$10,298,555	34.3%
Special Transportation Transfer	602,000	602,000	\$194,000	\$48,500	\$408,000	32.2%
Capital Transfer	2,958,980	2,958,980	0	0	2,958,980	0.0%
Total General Fund Expenses	\$19,229,020	\$19,229,020	\$5,563,485	\$1,375,779	\$13,665,535	28.9%
UNRESERVED FUND BALANCE						
Change to fund balance	(281,830)	(281,830)	345,073			
Beginning balance	6,070,050	6,070,050	5,224,762			
Ending balance	\$5,788,220	\$5,788,220	\$5,569,835			

LANE TRANSIT DISTRICT
SPECIAL TRANSPORTATION FUND INCOME STATEMENT
For the period 7/01/96 to 10/31/96

	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	OCTOBER 1996 ACTUAL	Percent of year BALANCE	33% YTD% BUDGET
REVENUES/TRANSFERS						
State Special Transp Funds	\$374,000	\$374,000	\$124,591	\$124,591	(\$249,409)	33.3%
STF - contingency & capital	302,180	302,180	\$0	\$0	(302,180)	0.0%
State Special Grant	0	0	\$0	\$0	-	-
Transfer from general fund	602,000	602,000	\$194,000	\$48,500	(408,000)	32.2%
Total Revenues	\$1,278,180	\$1,278,180	\$318,591	\$173,091	(\$959,589)	24.9%
EXPENSES/TRANSFERS/RESERVES						
STF - flow through transfer	676,180	676,180	124,591	124,591	551,589	13.4%
Direct support - Ride Source	540,000	540,000	173,333	43,333	366,667	32.1%
Direct support - LCOG admin	62,000	62,000	20,667	5,167	41,333	33.3%
Total Expenses	\$1,278,180	\$1,278,180	\$318,591	\$173,091	\$959,589	24.9%
UNRESERVED FUND BALANCE						
Change to fund balance	0	0	0.00			
Beginning balance	0	0	0.00			
Ending balance	\$ -	\$ -	\$ -			

LANE TRANSIT DISTRICT
CAPITAL FUND INCOME STATEMENT
For the period 7/01/96 to 10/31/96

Percent of year 33%

	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	OCTOBER 1996 ACTUAL	BALANCE	YTD % BUDGET
REVENUES						
Grant income	\$9,584,700	\$9,584,700	\$1,483,639	\$1,162,238	(\$8,101,061)	15.5%
Other income	\$0	\$0	\$11,794	\$0	\$0	
Transfer from General Fund	2,958,980	2,958,980	0	0	(\$2,958,980)	0.0%
Total resources	\$12,543,680	\$12,543,680	\$1,495,433	\$1,162,238	(\$11,048,247)	11.9%
EXPENDITURES						
GRANT PAID CAPITAL						
Bus related equipment	\$0	\$0	\$0	\$0	0	
Bus stations, stops, & terminals	837,000	837,000	51,632	19,289	785,368	6.2%
Eugene Station	7,500,000	7,500,000	1,607,167	1,334,382	5,892,833	21.4%
Facilities	30,000	37,200	9,787	0	27,413	26.3%
Revenue rolling stock	1,580,000	1,580,000	1,870	0	1,578,130	0.1%
Support vehicles	85,000	85,000	0	0	85,000	0.0%
ADP hardware & software	119,100	122,540	31,085	3,420	91,455	25.4%
Shop equipment	53,680	53,680	6,119	2,363	47,561	11.4%
Miscellaneous equipment	1,686,600	1,693,160	108,736	64,093	1,584,424	6.4%
Budgeted for capital contingency	100,000	82,800	0	0	82,800	0.0%
Total federal capital purchases	\$11,991,380	\$11,991,380	\$1,816,396	\$1,423,547	\$10,174,984	15.1%
LOCALLY FUNDED CAPITAL						
Eugene Station	\$0	\$0	\$0	\$0	\$0	0.0%
Other local only	0	0	0	0	0	0.0%
	\$0	\$0	\$0	\$0	\$0	0.0%
Total expenditures	\$11,991,380	\$11,991,380	\$1,816,396	\$1,423,547	\$10,174,984	15.1%
Change in Fund Balance	552,300	552,300	(320,963)	(261,309)		58.1%
Beginning Fund Balance	4,667,305	4,667,305	6,518,962			
Ending Fund Balance	\$5,219,605	\$5,219,605	\$6,197,999			

AGENDA ITEM SUMMARY

DATE OF MEETING: October 16, 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. **TransPlan Modeling Results**: A work session to discuss the TransPlan modeling results will be scheduled for 5:00 p.m. on December 18, 1996.
- B. **West 11th Park and Ride Site Approval**: Further discussion and possible approval of a preferred site for the West 11th Park and Ride lot will be scheduled for the December 18, 1996, Board meeting.
- C. **LTD Legislative Agenda**: At the December 18, 1996, Board meeting, bill drafts prepared by District counsel for the 1997 Oregon legislative session will be discussed with the Board.
- D. **Eugene Station Art Presentation**: Following more detailed discussion by the Art Selection Committee, staff will arrange a presentation on the art for the Eugene Station, perhaps for the December 18, 1996, Board meeting.
- E. **Section 3 Grant Application**: A public hearing and approval of a Section 3 federal capital grant application will be on the agenda for the December 18, 1996, Board meeting.
- F. **Second Reading and Adoption. Fifth Amended Ordinance No. 35**: The second reading and adoption of the amended fare ordinance, increasing the RideSource cash fare, will be scheduled for the December 18, 1996, Board meeting.

- G. **Compensation Study:** A Board Compensation Committee recommendation regarding the administrative staff compensation study will be brought to the full board after completion of the study.
- H. **Follow-up Work Session on Labor Relations Goals:** A second work session on labor relations may be scheduled to continue the Board's discussion of labor relations and bargaining goals.
- I. **Work Session on Special Services and Service, Fare, and Group Pass Policies:** A work session to discuss the District's special services and the policies on service, fares, and group passes will be held at 5:00 p.m. on January 15, 1997.
- J. **Americans with Disabilities Act Plan Update:** A public hearing and approval of LTD's ADA Paratransit Plan Update for 1997 will be scheduled for the January 15, 1997, Board meeting.
- K. **Board Structure and Operating Procedures:** Discussion of the Board's structure and operating procedures will be held with the Board during future meetings.
- L. **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.
- M. **Eugene Station:** Various action and information items will be placed on Board meeting agendas during the design and construction of the Eugene Station.
- N. **Bus Rapid Transit:** As the District develops the Bus Rapid Transit (BRT) system, various action and information items will be placed on Board meeting agendas.

Proposed Ridesource Fare Increase

Telephone Testimony

Received by LTD and LCOG staff

Prior to 5:00 p.m. on Wednesday, November 20, 1996

Presented to the LTD Board of Directors

Received from: Lucille Johnston
1466 W. 24th Place
Eugene, Oregon 97405

Received by: Micki Kaplan, Transit Planner, LTD

Comments: *I am a RideSource rider, and I am supportive of the service and will not mind having the RideSource fare increase to \$1.00. However, I am concerned about those riders who are on limited and fixed incomes who may not be able to afford the increase. Thank you.*

Received from: Paul McGuire
946 Coburg Road
Eugene, Oregon 97401

Received by: Terry Parker, LCOG

Comments: *It kinda hurts. I don't think that they should raise it that much because some people can't afford it. And also, I go to my parents house sometimes, and they can't afford it either.*

AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 1996

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: None

ATTACHMENTS: The attached correspondence is included for the Board's information:

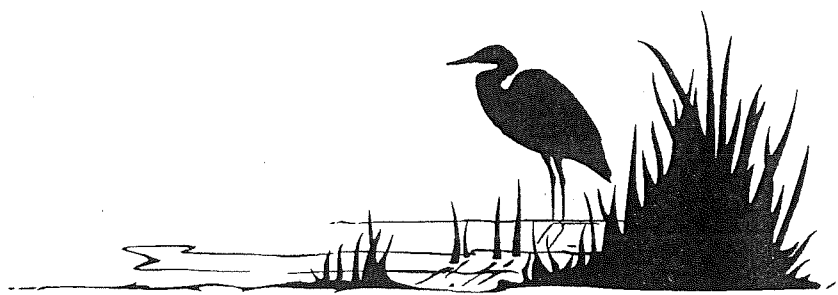
- Letter from Janet Beals of Island Lake Condominiums Association regarding bus shelter, with District response
- Letter from Dennis Stoddard to Kirk Bailey regarding approved products and manufactures for bidding process, with District response

At the November meeting, staff will respond to any questions the Board members may have about this correspondence.

PROPOSED MOTION: None

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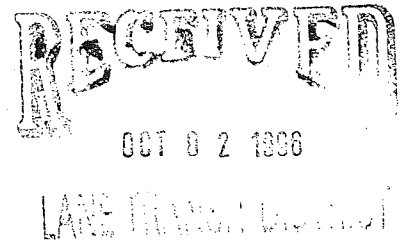
**Association of
Unit Owners
Island Lakes
Condominiums**



**1980 Lake Isle Drive, Eugene, Oregon 97401
(541) 465-1419**

October 1, 1996

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



Re: Request for bus shelter

The Board of Directors of the Island Lakes Condominiums is requesting a bus shelter to be placed on the existing concrete pad at Goodpasture Island Road at Goodpasture Lakes Loop.

The concrete pad has been there since the mid-1980's. This area has been developing rapidly. There are now three large apartment complexes, many homes, and another apartment complex being started. All this is in addition to the 120-unit Island Lakes Condominium complex. K-Mart's customers use this bus stop--both coming and going. Island Lakes homeowners have requested the shelter so they can wait out of the winter wind and rain.

Increased use of this stop is readily apparent from the greater amount of cigarette butts, soft drink cartons, and other trash left on the ground. Island Lakes has been providing clean-up service for years.

We are requesting that a bus shelter with a trash basket be installed on the pad. There is such a shelter across Goodpasture Island Road that was installed when buses stopped going inside K-Mart's parking lot. We take pride in our condominium complex and the grounds, and appreciate your attention to our request.

If you need more information, please call.

Sincerely,

Janet A. Beals, Chair
Board of Directors

STOP # 596

10.3 arg. bd 9

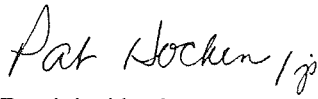
17.6 arg. deboarding

Janet A. Beals
November 18, 1996
Page 2

receptacles on the buses for that purposes. With more than 1,700 stops in our system, we are not in a financial position to provide for trash collection other than at our shelter facilities.

Thank you again for taking the time to submit your comments and shelter request. The District will continue to monitor bus stop use and prioritize shelter placement throughout the system. If you have additional questions, or if staff can be of further assistance, please call Transit Planner Lisa Gardner at 741-6100. She also would be happy to meet with you at your convenience.

Sincerely,



Patricia Hocken
President, Board of Directors

PH:LG:js

LTD: H:\WPDATA\BEALS.DOC (lg)

Dennis Stoddard
3453 Stark Court
Eugene, Or 97404

November 9, 1996

Mr. Kirk Bailey
Lane Transit District
PO Box 7070
Eugene, Or 97401

Dear Mr. Bailey:

Well, the voters in the State of Oregon have voted, and measure 47 has passed. I did not vote for it. I did not think it was a well-written law that addressed the issues correctly. The law has passed however and perhaps it is time we took a look at some of the abuses that take place with the taxpayer's money.

Lets take a look at the LTD transit station. Lets take a close look at the equipment being specified for this job. It is my understanding that one of the fixtures specified had only one manufacturer. The attempts that were made to get an alternate manufacturer approved were apparently turned down on the basis that it was a "city spec." Do you understand what you are doing when you do not allow at least one alternative manufacturer to products that are specified on a bid project? In the industry it is known as "having a lock on a project." The manufacturer at this point has no motivation to give the most competitive price he can for this equipment. Hence the taxpayers pay more for what is in most cases strictly a cosmetic difference. The problem however does not just stop there. Electrical equipment of this type is most often sold through distributors. As all distributors do not have access to pricing from all manufacturers, a large portion of the distributors are "locked out." They are unable to give a competitive quotation to the electrical contractors. The distributors that do have access to the product that has no "approved equals," can then use this advantage to "package the job." They can try to lock up a larger portion of the equipment on the job, at higher prices than the taxpayers should pay, by quoting the electrical contractors "all or nothing" fixture and if possible gear packages.

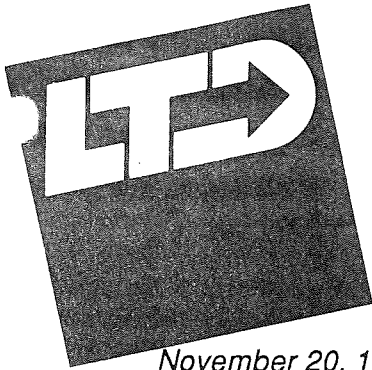
The bottom line is this. There should be no occasions at all when any fixtures specified on a publicly funded job have only one manufacturer approved. When it comes to lighting, there is always an equivalent product out there. Unless you have an architectural or engineering firm that is writing a "tight spec." This is a spec that the manufacturer will quite often provide to an engineer to include in the project specifications. The specifications are written in such a way that there cannot be another manufacturer approved. Look this is the taxpayer's money. We need to tell the engineering and architectural firms that they must have at least three approved products on all material specified. This requirement to get approved equals, on all products, before a bid can be made should extend not only to the fixture packages but also to all other equipment being provided for publicly funded jobs. Due to time constraints and other issues, it is often difficult to get "equals" approved after a public bid has been requested. It is only in this way that the taxpayers are being properly served and that the public agencies are in fact getting truly competitive bids. The light fixtures, were not the only electrical products on this bid, that the taxpayers did not get the best possible price on.

November 9, 1996

I have been in this industry for almost fifteen years. I have seen jobs being specified one manufacturer with no-sub more times than I care to think about. Understanding the industry I know that the reasons given for this spec are in most cases emotional and esthetic. The costs to the taxpayer for these types of specifications are very significant. Why haven't more people spoken up about this issue in the past? The problem is fear of retaliation. Not all jobs are publicly funded. When I talked of writing this letter with my employer he advised I should only write it as a private citizen. LTD should require bid packages to specify three manufactures, on all products, before public bids can be made. I urge you to evaluate this situation carefully and propose that these requirements be made on any future public bids for LTD.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dan Stalder". The signature is written in dark ink and is positioned below the word "Sincerely,".



Lane Transit District

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

(541) 741-6100
Fax (541) 741-6111

November 20, 1996

Dennis Stoddard
3453 Stark Court
Eugene, OR 97404

Dear Mr. Stoddard:

Thank you for your letter dated November 9 regarding the Eugene Transit Station. The District understands your concerns regarding the purchasing process for the street light fixtures. The reason alternates were not allowed on that particular item is that the City of Eugene mandated the use of that particular street light fixture on our location as one of the requirements of our Conditional Use Permit. The fixture is a street lighting standard defined by the City in the American Public Works Association, Oregon Chapter, 1990 Standard Specifications for Public Works Construction. LTD did raise the question of alternates with the City at the time they gave us the specification, but we were not permitted to deviate.

We are very aware of the consequences of having a restrictive specification. We try in all circumstances to specify more than one item or product, and are open during the bidding process to substitution allowances. We discuss this issue with our design team prior to preparing construction documents, and review the specifications accordingly. We did receive numerous substitution requests on this project and responded favorably in many cases. However, when a regulatory agency gives us a specification, we must comply.

We would like you to know that we believe that we allow the maximum competition on bids, in the spirit of public interest, and put a considerable amount of effort into that issue. If you have further questions about our bidding processes, please feel free to contact Jeanette Bailor, LTD's purchasing administrator.

Thank you for your interest in this project.

Sincerely,

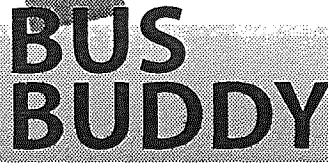
Kirk Bailey
Vice President, Board of Directors

KB:JB:js

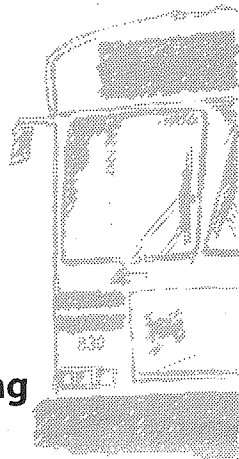
Are you looking for...?

- * Greater independence
- * Freedom and flexibility
- * Reliable transportation
- * Better quality of life
- * Access to shopping, work, activities

Introducing



BUS BUDDY PROGRAM



**A personalized bus training
program for seniors**

For information, call the Lane Transit District
Customer Service Center at 687-5555 (voice) or
687-4265 (TTY -- for persons with hearing disabilities)

LANE TRANSIT DISTRICT
 EUGENE STATION PHASE II
 CONSTRUCTION BID TABULATIONS
 BID OPENING: November 7, 1996

John Hyland Const
 PO Box 7867
 Eugene OR 97401
 Tel: (541) 726-8081
 Fax: (541) 741-0896

Lee Construction
 PO Box 10367
 Eugene OR 97440
 Tel: (541) 683-3607
 Fax: (541) 485-1344

Marion Construction
 PO Box 12218
 Salem OR 97309
 Tel: (503) 581-1920
 Fax: (503) 399-0823

McKenzie Commercial
 865 West 2nd Ave
 Eugene OR 97402
 Tel: (541) 343-7143
 Fax: (541) 343-3306

Slayden Construction
 PO Box 625
 Stayton OR 97383
 Tel: (503) 769-1969
 Fax: (503) 769-4525

Wildish Construction
 PO Box 7248
 Eugene OR 97401
 Tel: (541) 485-1700
 Fax: (541) 683-7722

	6,936,708.00	6,966,000.00	7,210,000.00	6,969,000.00	6,475,000.00	6,907,000.00
BASE BID						
ALTERNATIVE NO. 1	(85,157.00)	(67,500.00)	(70,000.00)	(71,626.00)	(67,500.00)	(74,000.00)
ALTERNATIVE NO. 2	(20,496.00)	(23,600.00)	(22,000.00)	(18,055.00)	(20,000.00)	(16,000.00)
ALTERNATIVE NO. 3	(104,817.00)	(101,400.00)	(100,000.00)	(107,520.00)	(99,900.00)	(105,000.00)
ALTERNATIVE NO. 4	(30,861.00)	(49,500.00)	(38,000.00)	(34,652.00)	(30,580.00)	(45,000.00)
ALTERNATIVE NO. 5	(46,883.00)	(64,000.00)	(42,000.00)	(89,501.00)	(46,500.00)	(53,000.00)
ALTERNATIVE NO. 6	(53,788.00)	(52,000.00)	(51,000.00)	(55,174.00)	(51,300.00)	(54,000.00)
ALTERNATIVE NO. 7	(111,689.00)	(107,000.00)	(106,000.00)	(120,452.00)	(73,400.00)	(118,000.00)
ALTERNATIVE NO. 8	3,984.00	4,500.00	5,000.00	4,030.00	3,800.00	4,000.00
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<input checked="" type="checkbox"/> Good Faith Efforts	<input checked="" type="checkbox"/> Good Faith Efforts	<input checked="" type="checkbox"/> Good Faith Efforts	<input checked="" type="checkbox"/> Good Faith Efforts	<input checked="" type="checkbox"/> Good Faith Efforts	<input checked="" type="checkbox"/> Good Faith Efforts	<input checked="" type="checkbox"/> Good Faith Efforts

handout to Bd 11/20/96

Eugene Station Budget Options

	Original Budget	Wildish Base Bid	Committee Recommendation	No Budget Increase
Property Acquisition	2,173,759	2,173,759	2,173,759	2,173,759
Mitigation	\$ 964,000	\$ 964,000	\$ 964,000	\$ 964,000
Environmental Work	\$ 110,884	\$ 110,884	\$ 110,884	\$ 110,884
Construction Contracts				
Phase 1	\$ 246,740	\$ 246,740	\$ 246,740	\$ 246,740
Phase 2	5,855,000	6,907,000	6,684,000	6,594,000
Phase 3	108,832	108,832	97,949	97,949
Construction Contingency	298,192	5,442	4,897	4,897
Subtotal: Phase 1, 2, & 3	6,508,764	7,268,014	7,033,586	6,943,586
Change Orders during Construction	320,526	358,488	173,383	(85,567)
Subtotal: Construction Contracts	6,829,289	7,626,502	7,206,970	6,858,020
Other Construction Costs				
Public Art	83,000	83,000	83,000	25,000
Materials testing	25,000	25,000	25,000	25,000
Computer/Phone/Pass Info	43,870	43,870	43,870	20,900
Passenger Information	25,000	25,000	20,000	15,000
Permits/City Fees	55,073	55,073	55,073	55,073
Misc. Construction Costs	69,836	69,836	155,836	147,836
Temporary Relocation	30,000	30,000	25,000	15,000
Subtotal: Other Construction	\$ 331,779	\$ 331,779	\$ 407,779	\$ 303,809
Consultants	\$ 1,538,062	\$ 1,538,062	\$ 1,538,062	\$ 1,538,062
LTD Staff	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Owner's Construction Rep.	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Non-Construction Contingency	\$ 51,411	\$ 50,000	\$ 50,000	\$ 50,000
TOTAL	\$ 12,174,184	\$ 12,969,986	\$ 12,626,453	\$ 12,173,533
BUDGET	\$ 12,174,184	\$ 12,174,184	\$ 12,174,184	\$ 12,174,184
SHORTFALL	\$ -	\$ 795,802	\$ 452,269	\$ (651)

"Wildish Base Bid" assumes: full funding of project; 5% available for change orders.

"Committee Recommendation" assumes: exercising two deductive alternates; reducing change orders; other savings

"No Budget Increase" assumes: exercising three deductive alt; substantial reduction in change orders; other savings.

Eugene Station Possible Design Changes to Reduce Cost

- A. Eliminate the Public Address System and associated LED displays (Bid Alternate)
- B. Reduce site furnishings
- C. Reduce the thickness of the concrete in the bus drives by one inch
- D. Eliminate the trellis from the south side of the McDonald Theatre building
- E. Simplify the pavement pattern in the plaza areas
- F. Use existing tree grates in the right-of-way
- G. Eliminate off-site crosswalks (at 11th & Willamette and 11th & Olive)
- H. Eliminate conduit from low-voltage ceiling wire, as allowed by code
- I. Revise the drainage for the big tree in the plaza area
- J. Reduce the lighting on the buildings
- K. Reduce furniture costs (a future bid) by 10 percent
- L. Delete the emergency battery power on the passenger platform
- M. Use non-operable windows
- N. Reduce free-standing planters by 25 percent
- O. Eliminate half of the leaning rails
- P. Reduce the cost of the oil/water separator
- Q. Reduce the use of stainless steel
- R. Reduce by half the video cameras on the site
- S. Eliminate the gate at the west end of the alley
- T. Delete the directional signs at the station pedestrian entrances
- U. Delete the bike racks on 11th Avenue (bike racks remain on-site and on 10th Avenue)
- V. Replace the glass on the CSC balcony with railing
- W. Work with the general contractor and subcontractors to identify cost-saving construction options

Please note that this list identifies *possible* design changes and is not inclusive. Further research is needed before a definitive decision is made to actually implement the change. Staff will work with the Eugene Station Committee to make final decisions on design changes.

Eugene Station Other Design Considered

- A. Redesign the CSC counter
- B. Simplify the terrazzo floor
- C. Eliminate colored concrete in bus drives
- D. Delete irrigation from columns at entry portico
- E. Delete awnings on 11th Avenue and Olive Streets
- F. Delete coiling doors in bathrooms
- G. Simplify exterior lighting controls
- H. Reduce cost of aluminum storefront system
- I. Eliminate fence barriers
- J. Eliminate Olive Street portico
- K. Eliminate shelter skylight
- L. Eliminate all CCTV
- M. Delete electrical outlets for push carts
- N. Delete electrical outlets for decorative lighting
- O. Delete clock tower
- P. Delete CSC skylight
- Q. Delete acoustical panels in CSC
- R. Delete vinyl wall covering
- S. Delete interior masonry in CSC
- T. Paint only first 10 feet with Tnemic paint
- U. Delete framing surrounding pedestrian entrances
- V. Delete extruded unit pavers
- W. Delete unit pavers in right-of-way
- X. Delete site hot water system
- Y. Eliminate color in pedestrian concrete

LANE TRANSIT DISTRICT
COMPARATIVE COMBINED STATEMENTS OF REVENUES AND EXPENDITURES
FOR THE YEARS ENDED JUNE 30, 1987 THROUGH JUNE 30, 1996

	<u>1987</u>	<u>1988</u>	<u>1989</u>	<u>1990</u>	<u>1991</u>	<u>1992</u>
REVENUE BY SOURCE:						
Passenger fares	\$ 1,481,631	\$ 1,563,550	\$ 1,776,538	\$ 1,850,145	\$ 2,101,785	\$ 2,248,548
Other operating revenue	53,310	68,331	79,787	213,525	129,510	165,422
Employer payroll taxes	5,146,688	5,433,886	5,932,303	6,602,535	6,910,234	7,447,224
Self-employment taxes						
Federal operating asst.	909,600	893,448	1,073,037	1,075,160	1,159,926	1,012,516
Federal inventory grant	-	-	-	-	-	-
State payroll assessment	594,425	513,356	605,266	616,608	690,513	719,794
State operating grant	-	-	-	-	5,000	-
Special transportation	271,395	295,586	255,893	387,181	323,729	523,752
Interest	166,624	257,972	356,394	387,455	343,039	234,655
Capital funding	1,352,121	1,414,745	6,699,999	1,301,359	3,011,606	245,422
Other grant	25,282	31,761	9,422	35,699	187,825	36,677
Totals	<u>10,001,076</u>	<u>10,472,635</u>	<u>16,788,639</u>	<u>12,469,667</u>	<u>14,863,167</u>	<u>12,634,010</u>
GENERAL EXPENDITURES BY FUNCTION:						
Personal services	\$ 5,568,692	\$ 5,818,458	\$ 6,343,390	\$ 6,817,507	\$ 7,232,203	\$ 7,774,899
Materials and services	1,442,070	1,715,391	1,723,821	1,836,556	2,086,081	2,120,385
Special transportation	271,395	295,586	255,893	494,281	435,113	726,612
Insurance	370,668	399,020	506,947	351,611	385,359	560,119
Other	277,191			-	-	
Capital expenditures	1,429,254	1,723,093	7,823,415	2,927,307	5,446,240	371,790
Totals	<u>9,359,270</u>	<u>9,951,548</u>	<u>16,653,466</u>	<u>12,427,262</u>	<u>15,584,996</u>	<u>11,553,805</u>
Excess (deficiency) of revenue over expenditures	<u>\$ 641,806</u>	<u>\$ 521,087</u>	<u>\$ 135,173</u>	<u>\$ 42,405</u>	<u>\$ (721,829)</u>	<u>\$ 1,080,205</u>

Definition of Terms

Bid: A bid is when drivers select work shifts. Bids are held at least three times per year per the labor agreement, and allow the opportunity to implement service changes.

Boardings: A boarding, or unlinked trip, occurs every time a customer boards a bus. Thus, a trip requiring a transfer would count as two boardings.

Community Events: Community events are defined as both one-time events, such as concerts at Autzen Stadium, and annual or repeating events, such as the Oregon Country Fair and University of Oregon football games.

Coverage: The percentage of households that are within one-quarter mile of a bus stop.

Deadhead: Deadhead refers to bus travel when not in revenue service; for example, travel time to the garage after the bus has completed scheduled service.

Express Service: Express service significantly reduces travel time for customers compared to regular bus service. Express service typically is only offered during peak times and is oriented toward commuter travel.

Farebox-to-Operating-Cost Ratio: The farebox-to-operating-cost ratio measures the percentage of the operating cost paid by customers. It is computed as the total farebox revenue (including sales of passes and tokens) divided by the total operating cost.

Headway: Bus headway refers to the amount of time between consecutive buses on a given route. The lower the headway, the more frequent the service.

Layover time: This term identifies time that a bus is not in operation between scheduled revenue service. The typical 5-minute pause at the Eugene Station between trips is not considered layover time, but instead is considered part of revenue hours.

On-Time Operation (OTO): On-time operation is when a bus leaves a timepoint not earlier than the scheduled time and not more than four minutes late.

Passenger Trips: A passenger trip occurs when a customer travels from trip origin to trip destination, regardless of the number of transfers required to complete the trip. Thus, a trip requiring a transfer still counts as only one passenger trip.

Pay Hours: Pay hours refers to the number of hours actually paid to the drivers to provide the service. Overtime is counted at time and one-half (one hour of overtime is 1.5 hours at regular pay).

Peak Hour: The peak-hour time period on the system is weekdays between 6:00 a.m. and 9:00 a.m. and between 3:00 p.m. and 6:00 p.m.

Platform Hours: A platform hour is counted for every hour that a driver is with a bus, including deadhead and layover time. This does not include report time or turn-in time.

Report Time: This term refers to the 10 minutes allotted each driver to check a bus out from the garage.

Revenue Hours: A revenue hour is each hour that a bus is in revenue service. This is equivalent to platform hours less deadhead time and layover time.

Ridership Productivity: Ridership productivity, as used in this document, is defined as the number of boardings per revenue hour of service. Ridership productivity is defined with different units, such as passenger trips per schedule hour, in other applications.

Run: A run is the work operated by a driver, either full-time or part-time, on a given day. Runs can be either straight (with no unpaid breaks in the workday) or splits, composed of two or more pieces of work with unpaid breaks between them.

Run Cut: The run cut is the collection of runs developed from a set of schedules. A separate run cut is developed for weekdays, Saturdays, and Sundays.

Run Cut Efficiency: The run cut efficiency measures how efficiently the schedules are divided into runs. It is computed as the percentage of pay hours that are used to provide platform hours. The formula is $1 - ((\text{pay hours} - \text{platform hours}) / \text{platform hours})$.

Rural Route: A rural route is a route that operates at least in part outside the Eugene/Springfield urban growth boundary.

Schedule: A schedule delineates the service operated by a bus from the time it leaves the garage until it returns. A schedule will typically operate more than one route.

Schedule Efficiency: Schedule efficiency measures how efficiently the service is written into schedules. It is computed as the percentage of platform hours that are actually in revenue service. The formula is $1 - ((\text{platform hours} - \text{revenue hours}) / \text{platform hours})$.

Schedule Hours: Schedules hours are simply the amount of time on the schedules.

Transfer: Transfer slips are given to customers at the time the cash or token fare is paid. A transfer slip is valid for one hour from the time of issuance, and may be used to board any bus at any time within that period.

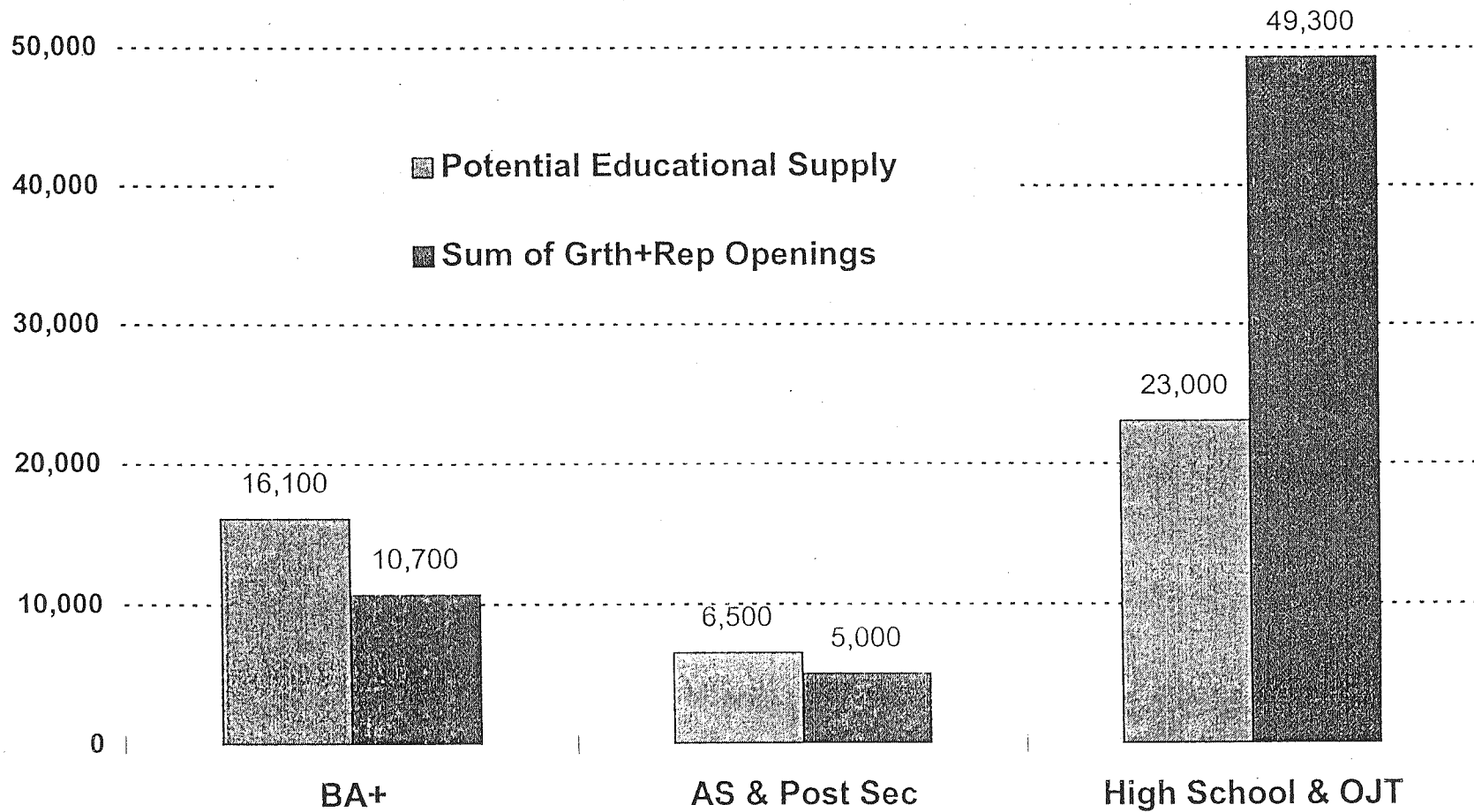
Trippler: A tripper is a fixed-route bus trip that operates only occasionally throughout the day and is specifically designed and scheduled to meet a particular demand.

Turn-In Time: This term applies to the five minutes of time provided every driver when the bus is returned to the garage.

Urban Route: A route that operates entirely within the Eugene/Springfield urban growth boundary. Lane Community College, although just outside the urban growth boundary, is considered within the urban area for the purposes of route identification.

Oregon's Workforce Imbalance?

(Annual Supply of Workers versus Job Openings; 1995-2005)



WAGE COMPARISON

OPERATOR FT - LOW

PROPERTY	EES	DATE	WAGE
Pierce	675	7/1/96	13.7
Spokane	484	10/1/95	12.96
C-Tran	297	9/1/96	11.92
Salem		7/1/96	11.11
LTD		6/30/96	10.78
Valley	48	Jul-96	10.76
Intercity		Jan-96	9.94
Tri-Met		Jun-96	8.88
RVTD		7/1/96	7.64
Average			10.85

OPERATOR FT - HIGH

PROPERTY	EES	DATE	WAGE
Pierce	675	7/1/96	17.11
Spokane	484	10/1/95	16.2
Tri-Met		6/1/96	16.15
C-Tran	297	9/1/96	15.67
Intercity		1/1/96	15.08
LTD		6/30/96	14.38
Salem		7/1/96	13.31
RVTD		7/1/96	11.97
Valley	48	Jul-96	11.73
Average			14.62

OPERATOR PT - LOW

PROPERTY	EES	DATE	WAGE
Spokane	484	10/1/95	12.96
C-Tran	297	9/1/96	11.92
Pierce	675	7/1/96	11.26
Salem		7/1/96	11.11
LTD		6/30/96	10.78
Valley	48	Jul-96	10.76
Intercity		Jan-96	9.94
Tri-Met		Jun-96	8.88
RVTD		7/1/96	7.64
Average			10.58

OPERATOR PT - HIGH

PROPERTY	EES	DATE	WAGE
Spokane	484	10/1/95	16.2
Tri-Met		6/1/96	16.15
C-Tran	297	9/1/96	15.67
Intercity		1/1/96	15.08
Salem		7/1/96	13.31
Pierce	675	7/1/96	13.02
LTD		6/30/96	12.21
RVTD		7/1/96	11.97
Valley	48	Jul-96	11.73
Average			13.93

WAGE COMPARISON

MECHANIC - LOW

PROPERTY	EES	DATE	WAGE
Pierce	675	7/1/96	18.23
Intercity		7/1/96	14.12
Spokane	484	10/1/95	13.86
Salem		7/1/96	12.66
Valley	48	Jul-96	12.5
RVTD		7/1/96	12.15
C-Tran	297	7/1/96	12.05
LTD		6/30/96	11.58
Tri-Met		6/1/96	11.52
Average			13.19

MECHANIC - HIGH

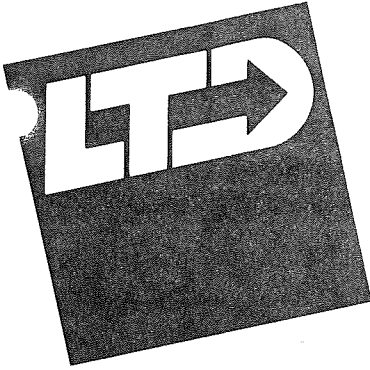
PROPERTY	EES	DATE	WAGE
Pierce	675	7/1/96	18.96
RVTD		7/1/96	18.21
Intercity		7/1/96	18.1
C-Tran	297	9/1/96	17.65
Spokane	484	10/1/95	17.33
Tri-Met		6/1/96	16.69
LTD		6/30/96	16.19
Salem		7/1/96	15.36
Valley	48	Jul-96	13.25
Average			16.86

CUSTOMER SERVICE REP - LOW

PROPERTY	EES	DATE	WAGE
Tri-Met		6/1/96	12.84
Pierce	675	7/1/96	11.62
C-Tran	297		9.08
Intercity		7/1/96	8.78
Salem			8.51
LTD			8.51
Spokane	484	10/1/95	6.24
Valley	48	7/1/96	6.24
RVTD		7/1/96	n/a
Average			8.98

CUSTOMER SERVICE REP - HIGH

PROPERTY	EES	DATE	WAGE
Tri-Met		6/1/96	17.12
Pierce	675	7/1/96	13.36
Intercity		7/1/96	12.33
C-Tran	297		11.6
LTD			11.33
Salem			11.09
Spokane	484	10/1/95	7.8
Valley	48	7/1/96	6.4
RVTD		7/1/96	n/a
Average			11.38



Lane Transit District

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

(541) 741-6100
Fax (541) 741-6111

November 18, 1996

Ms. Janet A. Beals
Chair, Board of Directors
Association of Unit Owners
Island Lake Condominiums
1980 Lake Isle Drive
Eugene, Oregon 97401

Dear Ms. Beals:

Lane Transit District has received your letter regarding the request for a bus shelter at Good Pasture Island Road and Goodpasture Lakes Loop. We appreciate your taking the time to bring the changes in bus stop use at this location to our attention.

Our system is rapidly expanding as our community continues to grow, and with that expansion, we are experiencing an increase in transit ridership. As our ridership grows, so does the need for additional passenger boarding improvements, including shelters and benches. We are working hard to keep up with the increased demand for facility improvements.

In determining locations for new shelters, LTD uses a standard of the weekday average number of boardings per day at the bus stop. Our current standard is an average of 25 boardings per weekday. Because of the huge demand for new shelters and increased ridership, we are currently attempting to install new shelters at stops averaging over 30 boardings per weekday. There are more than 50 stops which meet our current standard for shelter placement, the majority of which won't receive shelters this year because of budget constraints. The stop for which you have requested a shelter, bus stop #596, is averaging fewer than 15 boardings per day according to our most recent data. Unfortunately, this falls well below the standard for shelter placement.

At this time, it is unlikely that LTD will be able place a shelter at the requested location. An option your Condominium Association may want to consider is purchasing a shelter to be placed at your stop.

Regarding your concern about the increase in trash left at the stop, LTD currently is able to provide trash receptacles only at those stops with shelters. Whenever possible, we encourage our riders to bring their trash onto the bus, and we provide trash

