

(This packet was printed on recycled paper.)

Public notice was given to *The Register-Guard* for publication on December 12, 1996.

## LANE TRANSIT DISTRICT REGULAR BOARD MEETING

December 18, 1996  
7:00 p.m.

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

Kleger \_\_\_\_\_ Montgomery \_\_\_\_\_ Murphy \_\_\_\_\_ Saydack \_\_\_\_\_

Bailey \_\_\_\_\_ Bennett \_\_\_\_\_ Hocken \_\_\_\_\_

II. INTRODUCTORY REMARKS BY BOARD PRESIDENT

III. AUDIENCE PARTICIPATION

IV. EMPLOYEE OF THE MONTH

04

V. ITEMS FOR ACTION AT THIS MEETING

A. Consent Calendar

05

1. Minutes of the November 20, 1996, special meeting/work session

2. Minutes of the November 20, 1996, regular Board meeting

B. Proposal to Increase RideSource Fare

20

1. Staff Presentation

2. Second Reading, Fifth Amended Ordinance No. 35

3. Board Discussion and Decision



C.	Federal Section 3 and Section 9 Capital Grant Application for New Buses	27
1.	Staff Presentation	
2.	Opening of Public Hearing by Board President	
3.	Public Testimony	
4.	Closing of Public Hearing	
5.	Board Discussion and Decision	
D.	West 11th Park & Ride	29
E.	1997 Legislative Agenda	32
VI.	ITEMS FOR INFORMATION AT THIS MEETING	
A.	Current Activities	
1.	Board Member Reports	39
a.	Metropolitan Policy Committee	
b.	Board Walkabout	
c.	Eugene Station Art Selection Committee	
2.	Monthly Financial Report--November Financial Statement	40
3.	Staff Presentation--Transportation Demand Management Strategies Promoted Through LTD's Commuter Solutions Program	49
4.	Fred Meyer Park & Ride	51
a.	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	
b.	Board Discussion	
5.	Bus Service to Cottage Grove	53
6.	Eugene Station Update	57



7.	Bus Rapid Transit (BRT) Update	58
8.	Board Correspondence	59
9.	Calendar of Board Activities	67
B.	Monthly Staff Report	69
VII.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	75
A.	West 11th Park and Ride Site Approval	
B.	Eugene Station Art Presentation	
C.	Compensation Study	
D.	Deferred Compensation Quarterly Report	
E.	Follow-up Work Session on Labor Relations Goals	
F.	Work Session on Special Services/Service and Group Pass Policies	
G.	Americans with Disabilities Act Plan Update	
H.	Fiscal Year 1997-98 Service Changes	
I.	Fiscal Year 1997-98 Pricing Issues/Fare Policy	
J.	Board Structure and Operating Procedures	
K.	Work Session on Image and Role in the Community	
L.	Eugene Station	
M.	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).**



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 20, 1996

**ITEM TITLE:** EMPLOYEE OF THE MONTH

**PREPARED BY:** Jo Sullivan, Executive Secretary

**ACTION REQUESTED:** None

**BACKGROUND:** January 1997 Employee of the Month: Bus Operator Ray Chapman was selected as the January 1997 Employee of the Month. Ray was hired on September 4, 1990. He has four years of Safe Driving and has achieved excellence in Correct Schedule Operation (CSO) for more than six years. A customer nominated Ray for this award to recognize him for excellence in service and job accomplishments and excellence in providing accessible bus service to customers with disabilities. The customer said that Ray handled a difficult situation very well. After being informed that three youth were bothering a customer with disabilities at the back of the bus, Ray informed the youth that their behavior was not acceptable. The customer like the way that Ray handled the situation so that no one was in danger or embarrassed, including the person reporting the incident and the three youth.

When asked what makes Ray a good employee, Transit Operations Manager Patricia Hansen said that Ray is a quiet, considerate person who seems to really enjoy his job. The supervisors he works with find him to be dependable and easy to get along with, and they really appreciate his willingness to help them out by working over his shift when needed. She added that Ray is also blessed with that quality that is so important in any job working with people: a great sense of humor.

**AWARD:** Ray will attend the December 18 meeting to be introduced to the Board and receive his award.





## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 18, 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 December 18, 1996:

1. Approval of minutes: November 20, 1996, special meeting/work session
2. Approval of minutes: November 20, 1996, regular Board meeting

**ATTACHMENTS:**

1. Minutes of the November 20, 1996, special Board meeting/work session
2. Minutes of the November 20, 1996, regular Board meeting

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

Resolved, that the Consent Calendar for December 18, 1996, is hereby approved as presented.

g:\wpdata\ccsum.doc



MINUTES OF DIRECTORS MEETING  
LANE TRANSIT DISTRICT  
SPECIAL MEETING/WORK SESSION

Wednesday, November 20, 1996

Pursuant to notice given to *The Register-Guard* for publication on November 19, 1996, and distributed to persons on the mailing list of the District, a special meeting/work session of the Board of Directors of the Lane Transit District was held on Wednesday, November 20, 1996, at 5:00 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

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

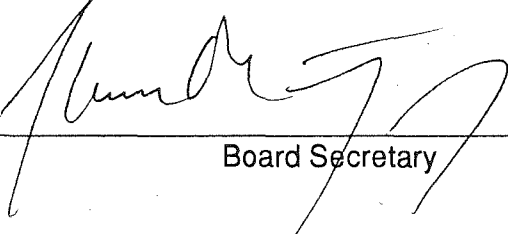
Absent:

**CALL TO ORDER:** Before the meeting, the Board members toured a prototype low-floor bus manufactured by Gillig; a 100-series bus, one of the District's newest buses; and a 700-series bus, one of the District's oldest buses, for comparison purposes. The work session was called to order at 5:20 p.m. by Board President Pat Hocken.

**WORK SESSION ON LABOR NEGOTIATIONS:** Mr. Bailey moved and Mr. Saydack seconded that the Board move into Executive Session pursuant to ORS 192.660(1)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. The motion carried by unanimous vote. Joe Richards and Ed Rutledge of the District's negotiating team were present for this discussion with the Board.

**RETURN TO REGULAR SESSION:** The Board returned to regular session at 6:55 p.m.

**ADJOURNMENT:** There was no further business, and the meeting was unanimously adjourned at 6:55 p.m.

  
\_\_\_\_\_  
Board Secretary

C:\WPDATA\BDM1120W.DOC



MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, November 20, 1996

Pursuant to notice given to *The Register-Guard* for publication on November 14, 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, November 20, 1996, at 7:00 p.m. in the LTD Board Room at 3500 East 17th Avenue, Eugene.

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

Absent:

**CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Board President Pat Hocken.

**INTRODUCTORY REMARKS BY BOARD PRESIDENT:** Ms. Hocken announced that the District had received an award from a program called Transitions to Success, a program to help displaced homemakers and single parents achieve self-sufficiency. LTD provided assistance to the participants by providing bus passes for the program.

Ms. Hocken also asked Ms. Loobey to share with the Board what LTD had done to rescue people in a flooded area in Pleasant Hill. Ms. Loobey explained that the Sheriff's office had called LTD at 4:45 a.m. to see if the District could help evacuate people from a rest home in Pleasant Hill because water was coming up around the home. LTD responded immediately with one bus and driver, who made two trips with people and equipment. Together, other emergency vehicles and the District's bus were able to evacuate the rest home. The bus operator said that he would not have taken the bus across the road a third time because the water was getting too high. Ms. Murphy said she had been proud to hear of LTD's role in this evacuation on the news that day.

**AUDIENCE PARTICIPATION:** There was no audience participation of a general nature at this meeting.

**EMPLOYEE OF THE MONTH:** Ms. Hocken introduced Bus Operator JoAn Montgomery as the December 1996 Employee of the Month. Ms. Montgomery was hired on April 17, 1973, and had 18 years of Safe Driving and more than 12 years of Correct Schedule Operation (CSO). During her employment with LTD, Ms. Montgomery had served on many committees, including the Affirmative Action Advisory Committee, the first Driver's Planning Committee, and employee selection committees. She also had served as a bus operator instructor. Ms. Montgomery was nominated for this award by a customer, who praised Ms. Montgomery's sense of humor and her kindness to all passengers.

When asked what made Ms. Montgomery a good employee, Transit Operations Manager Patricia Hansen said that Ms. Montgomery had 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. Ms. Montgomery was among the first women to drive for LTD, reflected by the fact that she currently was LTD's top-seniority female operator. She always had set high performance standards for herself, and was committed to providing excellent service to her customers. She truly cared about her customers and her co-workers, and went the extra mile to help them whenever she could. Ms. Hansen stated that Ms. Montgomery was very pleasant to work with, and her professionalism set an example for all LTD employees.

Ms. Hocken presented Ms. Montgomery with her certificate, letter, and monetary award. Ms. Montgomery thanked the Board.

MOTION  
VOTE

**CONSENT CALENDAR:** Mr. Bailey moved approval of the Consent Calendar for November 20, 1996. The motion was seconded and carried by unanimous vote (Bailey, Bennett, Hocken, Kleger, Montgomery, Murphy, Saydack in favor; none opposed). Items on the Consent Calendar were the minutes of the October 16, 1996, special meeting/work session and the October 16, 1996, regular Board meeting.

**PROPOSAL TO INCREASE RIDESOURCE FARE:** Ms. Kaplan stated that staff had given a presentation on this proposal at the October Board meeting. A memorandum and fare analysis from Terry Parker of LCOG were included in both the October and November agenda packets. Staff and the Special Transportation Fund (STF) Advisory Committee were proposing that the RideSource fare be raised from \$.80 to \$1.00. The last fare increase was in September 1994, and ridership and costs had increased significantly, while STF revenues from the statewide cigarette tax had remained flat or declined. The actual cost per trip for RideSource was \$12.50, with less than a 6 percent farebox recovery ratio. Staff believed that RideSource already was a heavily subsidized program, and that it was fair for riders to help pay more of the costs of the program. Increasing the fare also would maintain some level of incentive for people who were able to ride the fixed route to do so.

The STF Advisory Committee recommended the increase, but was a little concerned about eventually charging the maximum allowed by the Americans with Disabilities Act (ADA), which would be \$1.60, or twice the adult cash fare on the fixed route. The Committee would continue its discussions about future increases.

**Public Hearing on Proposed RideSource Fare Increase:** Ms. Hocken opened the public hearing on the proposed RideSource fare increase. She called the Board's attention to the comments received by telephone that were written and handed out to the Board members. First, Lucille Johnston of Eugene said that she was a RideSource rider who supported the service and would not mind having the fare increase to \$1.00. However, she said, she was concerned about those riders who were on limited and fixed incomes who may not be able to afford the increases. Second, Paul McGuire of Eugene said that the increase kind of hurt. He did not think that it should be raised that much because some people could not afford it. Also, he said, he went to his parents' house sometimes and they could not afford it, either.

Several people in the audience asked to speak to the Board, as well.

(1) Brian Knowles of Eugene said that he served on the STF Advisory Committee as a community representative for three consecutive terms. He said that the decision to recommend the fare increase was a difficult decision for him to make, because he knew the impact it would have on those with low incomes. However, he deemed it necessary, having seen the decline in revenues during the last few years.

(2) Linda Reynolds of Eugene stated that she had been a RideSource user for several years, and had been able to go to the Cuthbert Amphitheater in the summer, the Hult Center, and art shows, and to do many things that she could not do otherwise, since her electric chair was too large for the fixed-route buses. She also was a member of the STF Advisory Committee. She had reviewed the facts and understood that the program was heavily subsidized. She described herself as low-budget, but she believed that 20 cents was minimal and it would be important to budget for the change in fare. She thought the fare increase was important and necessary in order to continue the RideSource service in this wonderful, accessible community. She said that Eugene was a great place and she believed that the service should be accessible to everyone, but should not lean on other services.

(3) Ed Necker of Eugene said that he supported the fare increase, although he would have reservations about an increase to \$1.60 because he also had a limited income. However, he thought that an increase of 20 cents was not too much to ask, and agreed that it might be an incentive for some people to use fixed-route service instead of RideSource.

(4) Grace Retford stated that she worked for Goodwill Industries and was speaking on behalf of her clients. She said that they did not understand finances and how heavily subsidized RideSource was, and it might be a hardship for them to pay an additional 20 cents per ride. However, she said, it would be a bigger hardship if RideSource did not exist, so her clients would manage somehow.

(5) Russ Matthews of Eugene said that he was a RideSource rider and also was on one of the STF subcommittees. He supported the fare increase as an incremental increase. He said he personally would gladly pay another 20 cents per ride because the service was a bargain at \$1.00. He thought it was more than reasonable as one way to pursue funding

sources outside of what currently was available, and could offset several thousands of dollars in operating costs each year.

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

MOTION **Board Discussion and Decision:** Mr. Kleger moved that Fifth Amended Ordinance No. 35 be read by title only. Mr. Bailey seconded.

Mr. Bennett said that because so many RideSource riders were present, he would be interested to know if any had suggestions for improving the quality of the service and whether they thought it was a good value.

Mr. Necker said he lived in a facility for head-injured people, and he had asked the leader of the facility about the service. He said that she did not object to the increase, and thought it was good service. She thought it was important to keep the service. However, sometimes when she called to RideSource and talked to the people in the office, they acted as if they were doing a favor and had forgotten about customer service. Mr. Necker said he was quite satisfied with the service, himself.

Ms. Reynolds said that she liked the service a lot, and used it quite a bit, especially at night. She said that RideSource had a small van, which she could use, but it took a little bit of doing. Her wish would be that RideSource could get a little bit bigger van. She liked the ability to go places the same as if she were on a bus, and said it really provided service for her. She thought it was a necessary service, and said she appreciated it.

Mr. Matthews agreed. He said that he had taken a taxi ride on a holiday when RideSource wasn't offered, and the fare had cost him \$.80, when it normally would have cost \$30, which he would have had to pay if it were not for RideSource. He said he had a higher appreciation of the service after sitting on the committee and realizing what went into an average day at RideSource. He added that he was very thankful for the service.

Ms. Retford said she had been in the RideSource office many times because of clients who were not always appropriate on the bus. She appreciated the cooperation and brainstorming of the RideSource staff.

Ms. Kaplan said that RideSource riders had been surveyed through a mail-out survey not too long before, to measure customer satisfaction. She said that the ratings came out very high. She had asked colleagues at a recent conference about surveying customers, and they said they would trust a telephone survey and focus groups more than a mail-out survey, so those probably would be done in the future.

VOTE There was no further discussion. The motion to read the ordinance by title only passed by unanimous vote (Bailey, Bennett, Hocken, Kleger, Montgomery, Murphy, Saydack in favor; none opposed). Ms. Hocken read the title: "Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services." Copies of the ordinance were available to the audience.



**EUGENE STATION CONSTRUCTION BID AWARD:** Mr. Viggiano explained that Phase 2 of the construction project had recently gone out to bid, and the bids were opened two weeks before. There were six bidders, four of them from local firms. All the bids were over budget. The apparent low bid was withdrawn due to a bid error, and the next low bid was by Wildish Building Company, at about \$800,000 over budget. Four of the bids were very close together, within about 1 percent of each other, which suggested that this was a competitive bid. Staff met with the Board's Eugene Station Committee the previous week to discuss several options for how to address this situation. Three options were being presented to the Board: award the bid and build as designed; award the bid and reduce costs through deductive change orders and other cost-saving changes; or redesign and rebid. Staff and the Committee did not believe that it would be appropriate to bid again, as it was unlikely that the costs would change substantially. Further, it was not appropriate to rebid without redesigning the project unless there was something wrong with the original bid.

Mr. Viggiano discussed the advantages and disadvantages of rebidding the project. He also discussed the bid options and what they meant. He stated that the Eugene Station Committee had recommended the middle option. He then discussed possible design changes that could reduce the cost of the station. He handed out a list of other design changes that were considered and which the Committee deemed less attractive. Some of them were very significant. Mr. Viggiano stated that in order to get to no budget increase, the District would have to make many of the changes included on that list.

Mr. Montgomery asked what advantage color concrete had and what the disadvantage of losing one inch of concrete would be. Mr. Viggiano explained that specifying 10-inch concrete was a guess before the soil conditions were known, but the engineers now were comfortable with nine-inch concrete. The color concrete was a bid alternate that would save \$74,000. The concrete on the bus driveway would be colored charcoal or dark gray. In the long run, it would look better because it would not show the oil and tire marks like regular concrete. Additionally, it would address some safety issues for people with disabilities, because it would look more like an asphalt street. Mr. Viggiano said that staff had considered whether certain deductions could be added back in without too much of a penalty at a later date. With the color concrete, there would be no second chance. The recommendation was to not exercise this as a bid alternate at the beginning of the contract, and wait to see how other changes worked out before possibly deducting this item later.

Mr. Bennett asked if staff believed they could get the shortfall to \$450,000 by managing the bid carefully. Mr. Viggiano replied that it would require making some of the design changes on the list, some of which would have to be committed to before signing the contract. Mr. Bennett asked if the District could discuss deductions with Wildish after awarding the contract but before deciding on the numbers. Mr. Viggiano said it was his understanding that LTD could not negotiate any changes before having a signed contract with an initial dollar figure.

Mr. Bennett was concerned that changes would be made that would cut out things that people would see and appreciate every day, what he called "skinnying the finish." He

would prefer that the District look at materials that did not show or diminish the appearance without affecting the quality of materials used. He thought the project had been pretty well thought out and the Eugene Station Committee had done a good job. He said his choice would be to try to raise the money to complete the project.

Mr. Kleger stated that the Committee did consider what could be cut without changing the appearance or which could be added back later at a minimal increase in cost. For instance, with the sound system, the District would pay the front-end cost of the conduit and locating the signs, but the signs would be installed at a later date. He also discussed some of the things the Committee considered doing to save on labor and materials without doing away with the distinct features of the station. Mr. Viggiano added that the preference was to save costs with items that did not affect appearance and function; unfortunately, however, there were not many of these kinds of items that could be identified. The project already had been through a value engineering process, so some of those items had been caught before the project went out to bid.

Mr. Viggiano said that the architect, Eric Gunderson, had worked hard on the list to end up with a project that the District still could be proud of. He added that the bid had to be awarded first, but the contractor may have ideas that staff and the Committee had not considered. He said that Wildish had a good reputation as a contractor, and staff believed Wildish would look for those areas. In checking references, staff found that Tri-Met in Portland experienced the same situation, and reported that Wildish was very accommodating and provided good value for the changes.

Mr. Saydack said that he was comfortable with the process the Station Committee had gone through and thought they were right on track. He then asked about reasons for the high bids. Mr. Viggiano said that staff did not have the answers yet. The estimating firm in Portland was reviewing the bidder information to see where the estimates were off. An allowance for the tight construction market had been included, but it apparently was not high enough. It also appeared that there were some errors in the estimates.

Mr. Gunderson stated that the market factor had a bigger impact than he had experienced in the past. Masonry work came in \$200,000 to \$300,000 higher than estimated. Electrical, including all the special systems, was about \$250,000 over the estimate. The rest of the estimates were still being reviewed.

Mr. Viggiano suggested that if the Board agreed with the Committee's recommendation, the District would work on the list and reserve the right to change its mind on any issues if it found it was saving more money than expected in other areas. It would then be the Board's prerogative to decide if it did not want to make the changes and add additional money to the budget.

Mr. Montgomery asked about the clock tower. Ms. Hocken stated that the citizen design review committee had thought the clock tower was an important feature, and the Eugene Station Committee was reluctant to remove it for that reason. Mr. Bailey added that the Committee members had picked apart these kinds of design issues, but were very aware that most of them had gone through the design review committee and therefore felt

very strongly about preserving the design. Ms. Hocken gave the example of the shelter skylights. The Committee rejected the idea of eliminating those, because the community and design review committee thought those were an essential element of the design and loved the way they looked.

Mr. Montgomery asked what effect eliminating half of the video cameras would have on security. Mr. Viggiano replied that he was not sure, but that there still would be fairly good coverage with nine. After operating there for a while, staff would know whether nine were operating sufficiently or some additional cameras needed to be added. Mr. Kleger added that the Committee discussed wiring the station for all 18 locations but buying and installing nine cameras at the beginning. Those nine could then be relocated if it became apparent that other locations were better.

Mr. Montgomery then asked about extruded unit pavers. Mr. Viggiano replied that those bordered walkways and helped people who could not see and used canes to tell where the edge of the walking space was. Staff had worked closely with members of the visually-impaired community on these kinds of issues, and this was the agreed-upon solution. Staff had walked blindfolded through various materials, and the extruded pavers were more detectable than others. If a change were made, the District would have the responsibility of working out another way to accomplish this.

Ms. Hocken stated that staff and the Eugene Station Committee had talked about every item on the list and could provide a reason for each. Otherwise, the Board could approve the direction and the District could continue to work with the contractor.

MOTION Mr. Kleger moved 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." Mr. Bailey seconded the motion.

VOTE There was no further discussion, and the resolution passed by unanimous vote (Bailey, Bennett, Hocken, Kleger, Montgomery, Murphy, Saydack in favor; none opposed).

MOTION **WEST 11TH PARK & RIDE:** Mr. Bailey moved 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 192.551(6), regarding information relating to the appraisal of real estate prior to its acquisition. Mr. Saydack seconded the motion, and the Board unanimously moved into Executive Session at 8:08 p.m.

VOTE

**Return to Regular Session:** The Board unanimously returned to regular session at 8:40 p.m.

In response to questions asked by Mr. Saydack, Ms. Kaplan discussed the benefits of providing Park & Ride facilities. Mr. Saydack then asked how large a Park & Ride lot the

District would want at that location if cost were not considered, how many cars LTD wanted to take out of traffic each day, and how many spaces would be needed to do so. Ms. Kaplan replied that staff believed that a facility with 100 parking stalls would be at capacity in eight to ten years, not assuming bus rapid transit (BRT). Mr. Viggiano added that this was based on LTD's experience with River Road Transit Station, which currently was at half-capacity. When the 100 or 115 spaces on West 11th filled up, LTD could purchase the adjoining property or build another Park & Ride lot farther along the route. Because the bus would not pull through the lot, there would be no added operating expense to serve two lots. The BRT concept had Park & Ride lots located strategically along the corridors.

In response to a question by Mr. Saydack, Ms. Kaplan indicated that the Park & Ride facility would provide several benefits. Though it would have only a minimal impact on congestion, it would reduce vehicle miles traveled and vehicle emissions. Furthermore, the Park & Ride would reduce the need to build additional parking in downtown Eugene and the University of Oregon area.

Ms. Kaplan then discussed the time line for this project. In December, the Board would receive additional information from the Level 1 environmental assessment. A full environmental assessment would need to be completed by June.

Assistant General Manager Mark Pangborn stated that typically the property owner would pay the cost of an environmental cleanup. Mr. Viggiano added that federal funds could not be used for environmental cleanup. The federal government assumed that the agency was buying a clean property. He explained that a Level 1 assessment essentially was a paper review that researched the history of the site. It would provide an idea of how likely it would be that contamination would be found on the site. During a Level 2 assessment, holes are drilled on the property, but staff recommended waiting to perform a Level 2 assessment until the District formally committed to the property.

Ms. Hocken asked if a Level 1 would look at surrounding sites. Mr. Viggiano was not sure, but said that typically, if contamination migrated onto a site, the owner of the site in question was not responsible. The owner of the source property would be responsible for that cleanup.

Mr. Bailey asked if the Level 1 would include a legal description of the size and the boundaries. Mr. Viggiano said it would not, but staff could provide that information for the Board.

## MOTION

Mr. Bailey moved 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 1 environmental assessment for a proposed Park & 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." Mr. Kleger seconded, and the resolution passed by unanimous vote (Bailey, Bennett, Hocken, Kleger, Montgomery, Murphy, Saydack in favor; none opposed).

## VOTE

**ITEMS FOR INFORMATION AT THIS MEETING:**

**Board Member Reports:** Metropolitan Policy Committee (MPC) - Ms. Hocken reported that at the most recent meeting, held the previous week, MPC discussed the TransPlan process and a recommended draft update. Copies of that draft were handed out to the Board. LCOG staff would attend an LTD Board work session on TransPlan at 5:00 p.m. on Wednesday, December 18. The Planning Commissions would make recommendations to the City Councils and the County Board of Commissioners, and they would give direction to LCOG staff, who would then draft the plan. LTD's opportunity to provide input would be at the December work session. TransPlan - Mr. Kleger reported that nothing else was happening with the TransPlan committees. Oregon Transportation Initiative - Ms. Hocken reported that both the Base System Working Group and the Revenue Committee had completed their work. The transit recommendation said the state should have the responsibility for about \$53 million statewide in elderly and handicapped service. LTD would receive about \$1.6 million, which would be a significant increase. There were still several hurdles, including a constitutional amendment to allow vehicle registration fees to be used for transit. Eugene Station Art Selection Committee - Mr. Saydack reported that the art committee would consider final art proposals for the station during the first week of December. Eugene Station Groundbreaking - Mr. Bailey stated that the groundbreaking went extremely well. The weather was beautiful, and Senator Hatfield gave a good speech in support of transportation. Attendance was good, and the story was covered by all the local television newscasts.

**First-Quarter Performance Report:** Finance Manager Diane Hellekson explained that the information in this report was used for various purposes, and that during the last six months the job of reporting the numbers in a usable format had transferred to the Finance Department. She said that the report was a work in process; staff would be reporting to the Board on a quarterly basis and would like feedback from the Board about what additional measures they might find helpful.

Assistant Finance Manager Roy Burling discussed the report that began on page 42 of the agenda packet. He explained that it compared the current quarter with the last quarter, showing the percent of change; it compared the current quarter with the previous year's quarter; and it compared the previous year, October 1995 through September 1996, in a rolling average of the last twelve months. It measured weekdays, Saturdays, and Sundays. Person trips, which included transfers, were measured rather than individual boardings. The chart on page 45 showed trips per schedule number, which provided productivity numbers. Mr. Burling explained that productivity was measured by person trips divided by service hours. The report showed that LTD was putting more riders on the bus on weekdays than during the previous year. Revenues were up 10 percent over the rolling average year. All sales items were up, except Reduced Fare tokens. Even though pass prices increased in September, sales remained strong for the first quarter. Page 46 showed that revenues were increasing but were very seasonal.

Mr. Burling said that RideSource rides were up about 9 percent in the current quarter, largely due to volunteer program rides. Lift rides on the fixed-route system had increased significantly.

Mr. Bailey asked why cost per mile decreased. Fleet Services Manager Ron Berkshire said that trends went through the fleet and projects such as lift overhauls and engine overhauls created the differences. The previous year was a heavy overhaul year, so the current year showed a dramatic reduction in repair costs.

Ms. Hocken thought this was a good report, and said that the graphics were helpful. She suggested that the Board discuss the usefulness of the report after seeing it for a couple of quarters. She also suggested that Board members tell staff if additional reports would be helpful for them.

**Bus Purchase Alternatives:** Mr. Pangborn discussed the fact that the District had submitted a federal grant application 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 three additional buses, but had been awarded only \$2,530,000. This meant that the Board would need to make decisions about using local resources to purchase more buses than the grant would allow, and staff also wanted input on what kinds of amenities and what type and style of buses the District should purchase.

Mr. Pangborn explained that LTD kept buses up to about 18 years, but the older buses were in lesser use after about 12 years, which was their typical life span. The Board had seen one of the 700-series buses that evening. Those were the District's oldest buses, at 16 years old, and 18 of them were in daily use. The Fleet Services Department was having trouble obtaining parts for those buses.

Mr. Pangborn stated that LTD typically had expansion needs for three to five buses a year. In the 1993 plan, staff predicted 80 peak buses for 1996, but the District currently was using 85 buses during peak hours. With changes that had occurred in service, such as with School District 4J and Sacred Heart Hospital, the District was oriented more toward peak-hour service. Mr. Pangborn stated that peak-hour service was directly related to the issue of productivity, because those were the hours when people wanted to travel and LTD wanted to affect vehicle miles traveled (VMTs).

Mr. Pangborn discussed the long-range fleet plan for the year 2007. Staff currently were discussing the purchase of fourteen 40-foot diesel buses and what that meant for the future. It was anticipated that 32 buses would be needed in 1999 and 18 more in 2001. Last spring, Mr. Bailey and Ms. Loobey had gone to Washington, D.C., to ask for money to purchase 35 new buses for replacement and expansion, at an anticipated cost of approximately \$280,000 per bus. An 80 percent federal share would amount to \$6.7 million, but the District had been awarded only about \$2.5 million, which would purchase about 13 buses. LTD also had funds from an old grant for electric shuttle buses for downtown Eugene. When the District applied for that grant, the technology was for battery-powered buses, but those became outdated technology within one year. Staff were proposing to combine that grant with the current grant, for almost \$2.8 million in federal funds, with a local share of \$348,200, which would buy 14 buses and spare parts. The question was what those buses would look like and how they would be used.

Mr. Pangborn stated that staff had met that day with the federal lobbyist to discuss the next reauthorization of federal funding. Staff would come back to the Board at a future meeting to discuss going to Washington, D.C., to ask for funding for 32 more buses. The schedule for bus replacement and expansion was for six 30-foot buses and three 40-foot buses to be ordered in November 1996 and delivered in August 1997; fourteen 40-foot buses to be ordered in March 1997 and delivered in June 1998; and 32 buses to be ordered in January 1998 and delivered in June 1999.

Mr. Berkshire explained that in the past the growth in fleet size had been based on a percentage of service increases. Now it was being based on peak assignments, which created a dramatic change in needs.

Mr. Bennett asked how many of the new buses were projected to replace older buses. Mr. Berkshire said that the District currently had 18 1980 GMC buses. The chart assumed that they would cease to be used in 1999, but they would be kept as contingency buses. There would be an increase of 11 peak-hour buses at that time. The 800-series fleet would be reduced by six buses, but those would have to be used again in the year 2000. He stated that staff believed that the 14 buses being proposed were essential to replace aging buses and meet higher peak demands.

Mr. Bennett asked about the 18 buses projected for 2001. Mr. Berkshire replied that some of the older buses would be dropped to the contingency fleet at that time. He added that staff were trying to equal out the purchases over every three years if possible, and maintain a 20 percent spares ratio. The assumption was that at the end of 12 years the District would put buses into lesser service if it had the opportunity to do so, but would continue to use them until they were 18 years old, at which time staff would prefer to take them out of service. Buses might be held until they were 20 years old in case they were needed, and it probably was less expensive to maintain known buses rather than selling them and having to purchase someone else's used buses.

Mr. Berkshire then discussed alternative fuels, explaining that this was an area that needed to be constantly monitored. The use of ethanol and methanol had become almost insignificant in the transit industry because of toxicity and corrosion. Liquid natural gas (LNG) and compressed natural gas (CNG) were popular, but the infrastructure to build plants was very expensive, and there were other problems inherent in using liquid gas. CNG seemed to be preferred over LNG. Mr. Berkshire recommended that LTD not become too interested in CNG, because it was very expensive to provide large gas lines and pumping stations. The fueling process was expensive and slow.

Mr. Berkshire said that electric and battery-powered buses were viable. The local community did not have overhead lines for electric-powered vehicles. Battery-powered bus development was still underway, and the hybrid electric bus was beginning to be popular. Mr. Berkshire thought that would be a significant power source for transit buses. One bus manufacturer, Gillig, might be offering a low-floor hybrid electric in 1999. That bus would use a battery pack with a small engine, possibly propane or CNG, to drive the generator.

Mr. Berkshire also discussed clean-diesel buses, which were the standard diesel bus with the latest technology and upgrades. He recommended that the District consider hybrid and clean-diesel buses and continue to monitor the others. Mr. Kleger recommended discussing Special Mobility Services' experiences with propane buses.

Mr. Berkshire then described the various kinds of buses, including low-floor; articulated; specialty; and standard, new-look buses. He showed overhead projections of the different types and described the advantages and disadvantages of each. He told the Board that a New Flyer low-floor bus would be on the property on December 4, and invited the Board members to view it. He said that these were well-built, dependable buses, although they appeared a little less aerodynamic than the Gillig design.

Mr. Berkshire talked about using electric hybrid buses for a downtown shuttle. He said that he needed more research to determine how far these buses could travel before being recharged. Usually, they traveled in a loop of three miles or less, which would make them ideal for a downtown shuttle route.

Mr. Berkshire suggested that the District begin considering the purchase of a 60-foot articulated bus, since several routes currently required trippers because the scheduled bus was full. Trippers had become necessary more than one time a day on some routes, during a two- to four-hour period. Using one operator for two busloads of people would reduce operating costs. Mr. Bailey asked if the District had the right kind of routes for these buses, which typically were longer commutes with high ridership. Mr. Viggiano said that this was a good question, and that there was a process to go through to determine whether or not articulated buses would work for a particular transit system. Mr. Berkshire added that articulated buses made up 40 percent to 50 percent of Seattle Metro's fleet, and that articulated buses worked very well for them. The bus operators had found the articulated buses to be easier to operate.

Mr. Bennett said he was interested in knowing the seating options of the 40-foot low-floor buses, and what the options did to the number of seats. He mentioned again the idea of providing storage for riders' possessions. Mr. Berkshire said that it was easy to create any seating configuration. Mr. Viggiano explained some options, which were perimeter seating facing the inside of the bus, perimeter seating facing forward, double seats on one side of the bus and single seats on the other, etc. Normally, those kinds of arrangements were done to add standing room for higher capacity for short trips.

Mr. Berkshire stated that the low-floor design seemed to be appealing to the Board and that staff would look at seating configurations in some of the buses. Ms. Hocken commented that she did not like the back door on the low-floor bus that the Board had seen that day. Her experience was that the bi-fold that passengers operated seemed to work more quickly than if the driver controlled the doors. Mr. Berkshire said that this was a good point, and that the community was used to the bi-fold doors. It may be possible to order a wider door of the same kind.

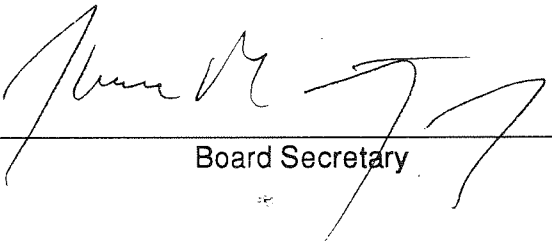
**Follow-up from Board Strategic Planning Work Session:** Ms. Loobey said that there were two lists of unresolved issues from the Board's strategic planning work session.



She asked the Board members if they wanted to schedule a one-day session before the end of the calendar year to discuss some of the major issues, and look at the rest after the first of the year, or wait until the holidays to begin. The Board members understood that there was a lot to discuss, but were concerned that December would be too busy. Ms. Loobey said that staff would contact the consultant for available dates in December and January and let the Board decide which worked best.

**Meetings with Local Area State Delegation:** Ms. Loobey said that State Representative Lee Beyer had suggested that the Board invite all of the local delegation to one meeting instead of separate meetings as they had done last year. She said that staff would attempt to find two dates during early December when such a lunch meeting, or two meetings, might be held.

**ADJOURNMENT:** There was no further discussion. The meeting was unanimously adjourned at 10:07 p.m.

  
Board Secretary



## AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 18, 1996
- ITEM TITLE:** PROPOSAL TO INCREASE RIDESOURCE FARE
- PREPARED BY:** Micki Kaplan, Transit Planner
- ACTION REQUESTED:**
- (1) Approve RideSource fare increase from \$.80 to \$1.00 per ride
  - (2) Read Fifth Amended Ordinance No. 35 by title only
- BACKGROUND:**
- Information and a staff presentation on a proposal to increase the Ride-Source passenger fare from \$.80 to \$1.00 per ride were provided at the October and November Board meetings. A public hearing was held on the proposed fare increase at the November Board meeting.
- State law requires that fare changes be made by ordinance. Attached are two copies of LTD's Fifth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services: one with the additions underlined and lines through the deleted materials, and a "clean" copy showing the amended ordinance without highlighting the changes. The ordinance has been amended to reflect the proposed RideSource fare increase from \$.80 per one-way ride to \$1.00 per one-way ride, effective February 1, 1997. No other fare change is proposed. The first reading of this amended ordinance was held at the November Board meeting. Copies of the amended ordinance will be available at the meeting for members of the public.
- ATTACHMENT:** Fifth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services
- PROPOSED MOTION:**
1. I move that 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."**)
  2. I move that the Board adopt the following resolution: It is hereby resolved that the LTD Board of Directors approves an increase in the RideSource fare from \$.80 per one-way ride to \$1.00 per one-way ride effective February 1, 1997, and adopts Fifth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services.

H:\WPDATA\ADA\BDSUMFA2.DOC



**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).

	<b>Monday-Sunday</b>	
	<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>Pass Type</u>	<u>9/01/95</u>	<u>9/01/96</u>	<u>9/01/96</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 <del>80¢</del> 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.





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~~<sup>Fourth</sup> 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

H:\WPDATA\ORDINANC\5THORD35.DOC



**LANE TRANSIT DISTRICT  
FIFTH 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).

	<b>Monday-Sunday</b>	
	<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>Pass Type</u>	<u>9/01/95</u>	<u>9/01/96</u>	<u>9/01/96</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*):

<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

\* . 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.



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 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

H:\WPDATA\ORDINANC\5THORD35.DOC





## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 18, 1996

**ITEM TITLE:** FEDERAL SECTION 3 & SECTION 9 CAPITAL GRANT APPLICATION FOR NEW BUSES

**PREPARED BY:** Lisa Gardner, Transit Planner

**ACTION REQUESTED:** Approval of grant application

**BACKGROUND:** LTD has developed a fleet replacement plan to replace our 700-series buses, which have been in service for eighteen years. Our current spares ratio is 18.3 percent, and the next bus purchase will increase the spares ratio and reduce the reliance on the 700 series buses.

This grant application includes requests for \$2,786,000 in federal Section 3 funds and reprogrammed Section 9 funds. These funds will be used to purchase fifteen 40-foot buses for fleet replacement, spare parts, and capital maintenance. This application includes \$256,000 in reprogrammed Section 9 funds previously applied for to purchase two electric vehicles. Since the electric vehicles were not purchased as part of the 1996 Section 9 grant, the reprogrammed funds will be used to supplement the \$2,530,000 appropriated in Section 3 funds for this bus purchase. These funds will provide 80 percent of the project funding. The balance of \$696,500 constitutes the 20 percent local match, which is in the LTD Capital Fund.

**ATTACHMENTS:** Program of Projects and Budgets for Section 3 & 9 (reprogrammed) federal grant for new bus purchase.

**PROPOSED MOTION:** I move that the Board adopt the following resolution: It is hereby resolved that the Board approve the attached 1997 Section 3 federal grant application for \$2,787,000 in Section 3 federal funds and reprogrammed Section 9 federal funds and authorize the General Manager to submit this application to the Federal Transit Administration for approval.



**FY 1997 PROGRAM OF PROJECTS AND BUDGET  
SECTION 3 & 9**

12/18/97

GRANTEE: Lane Transit District  
Eugene, Oregon

GRANT NO.: FY 1997

	FEDERAL AMOUNT	TOTAL AMOUNT
<u>SCOPE</u>		
111-01 REVENUE ROLLING STOCK PURCHASE BUSES BUS-RELATED EQUIPMENT SECTION 3 FUNDS (80% / 20%)	\$ 2,786,000	\$ 3,482,500
 <u>ACTIVITY</u>		
11.12.01 15 BUSES 40 FOOT \$235,000/BUS	2,760,000	3,450,000
11.12.40 SPARE PARTS/ASSOC CAPITAL AND PROJECT ADMINISTRATION	26,000	32,500

SOURCES OF FEDERAL ASSISTANCE

FUNDING UZA: 411440  
FUNDING UZA NAME: EUGENE-SPRINGFIELD, OREGON

FY 1996, SEC.9 CAPITAL (REPROGRAMMED)	\$ 256,000
FY 1997, SEC. 3 CAPITAL	<u>2,530,000</u>
<b>TOTAL FY97, SECTION 3</b>	<b>2,786,000</b>

LTD: H:\WPDATA\197SEC3\97PROGRM.DOC (lg)  
Last Saved: December 9, 1996



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 18, 1996

**ITEM TITLE:** WEST 11TH PARK & RIDE

**PREPARED BY:** Micki Kaplan, Transit Planner

**ACTION REQUESTED:** Authorize staff to conduct an Environmental Assessment (EA) on Tax Lots 100 and 200, Map 17-04-35-42 (Cole's Furniture and Saw Shop site), at the south side of West 11th at Conger

**BACKGROUND:** The Board previously requested that staff conduct 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 were provided during executive session at the November meeting. Also at the November meeting, the Board directed staff to conduct a Level I Environmental Assessment on the Cole's Furniture and Saw Shop site because it appeared to be an affordable site, within LTD's budget for the project, and appeared to be the most attractive site for developing a West Eugene Park & Ride facility.

Land and Water Environmental Consultants were hired to conduct the Level I Environmental Assessment. The objective of a Level I Environmental Assessment is to research historic use of the property to assess the likelihood of finding environmental contaminants at the site. Due to the tight time line of the project, the consultants' Level I Environmental Assessment is projected to be completed Tuesday, December 17, 1996. An executive summary and full copy of the Level I Environmental Assessment will be distributed for discussion at the December Board meeting.

The Board will recall that environmental contaminants, if any exist, are the responsibility of the property owner, not the buyer. Even if the Level I Environmental Assessment determines that there is a possibility of environmental contaminants at the site, it will not determine the degree of contamination, nor the cost to clean up the hazard.

After completion of the Level I Environmental Assessment, the next step in the West 11th Park & Ride project would be to conduct a full Environmental Assessment. The Board will recall that a full Environmental Assessment is required by the federal government before LTD



can make a final site selection and before federal funds will be released to purchase property. A full Environmental Assessment may take several months to complete and requires LTD to document whether the Park & Ride project will cause significant cultural, historical or environmental impacts.

In order to measure the extent of environmental contamination at the site, if any, LTD must gain access to the property to conduct a "Level II" Environmental Assessment. It has been LTD's experience to conduct the Level II Environmental Assessment after a full Environmental Assessment is completed, or if the property owner is willing to provide LTD with access to the site before completion of the full Environmental Assessment. A Level II Environmental Assessment typically includes on-site drilling and soil and water sampling to measure the extent and origin of environmental contaminants. Please see staff attachment for definitions of Level I, Level II, and full Environmental Assessments.

Now that LTD has completed the Level I Environmental Assessment and if the Cole property remains the Boards' preferred site, the Board would need to authorize the staff to conduct a full Environmental Assessment on the Cole's Furniture and Saw Shop site, tax lots 100 and 200.

**ATTACHMENT:**

None. The Level I Environmental Assessment Report will be distributed at the Board of Directors meeting.

**PROPOSED MOTION:**

I move that the Board adopt the following resolution: It is hereby resolved that the LTD Board of Directors directs staff to conduct a full Environmental Assessment on Tax Lots 100 and 200, Map 17-04-35-42, also known as the Cole's Furniture and Saw Shop site.





# Understanding Federal Environmental Regulations

## Glossary

### **Level I Environmental Assessment:**

A Level I Environmental Assessment (EA) involves researching prior uses of a property. Typically this is a "paper" search only and does not involve any on-site drilling or sampling. The objective of a Level I Assessment is to determine whether there is evidence of prior use which may cause contamination or evidence of existing storage tank or tank removal. The primary objective of the Level I Assessment is to conclude whether a Level II investigation is warranted.

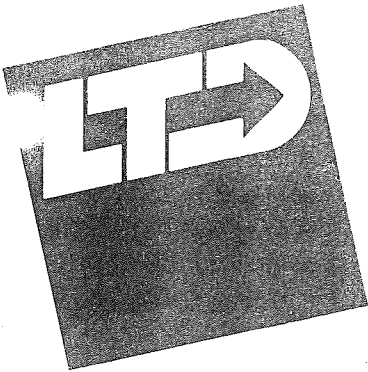
### **Level II Environmental Assessment:**

A Level II EA involves actual on-site drilling and sampling of ground water and/or soil to measure the type and extent of environmental contaminants. A Level II may also measure whether contaminants have migrated onto or off a property and may include an estimate to clean up contaminants. LTD may conduct a Level II EA on a property only if the owner provides permission. In the event of an unwilling owner, it is staff's current understanding that the full EA must be completed first. Staff are checking with legal counsel to confirm this interpretation.

### **Environmental Assessment:**

A full EA is a lengthy process required by the Federal Government to document whether a proposed project will cause significant cultural or environmental impacts. A full EA also requires LTD to conduct a public input process for the proposed project. The full EA is not to be confused with Level I or II EAs, which are strictly related to the determination and measurement of environmental contaminants at a site. A full EA is not as comprehensive a review as an Environmental Impact Statement (EIS), which is required for larger projects such as the Eugene Station. Less significant projects such as a Park & Ride project are required to complete a full EA.





**Lane Transit District**

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

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

December 18, 1996

**MEMORANDUM**

TO: LTD Board of Directors

FROM: Micki Kaplan, Transit Planner *Micki Kaplan*

RE: Update on the West 11th Park and Ride

The Cole family, owners of the Cole property currently under consideration for a West Eugene Park & Ride facility, has retained local attorney Michael Farthing to represent their interests regarding the LTD West 11th Park & Ride project. During the last week, correspondence has occurred between LTD's attorney Greg Skillman and the Cole's attorney Michael Farthing. The Cole family has stated they are not interested in selling their property.

Mr. Farthing has hired land use consultant Mr. Al Couper to obtain copies of information prepared to date regarding the site selection process. Mr. Farthing and Mr. George Cole plan to address the Board at this evening's Board meeting. A compilation of recent correspondence is attached for your convenience, some of which has already been included in the LTD Board packet for the December meeting. LTD's attorney will be present at the Board meeting this evening.

MK/crt

Attachments

H:\PARKRIDE\BDUD.DOC

HANDOUT  
12/18/96



Cole Family Interests  
2760 West 11<sup>th</sup> Street  
Eugene, Oregon 97402

November 29, 1996

Mr. Stefano Viggiano  
Planning & Development Manager  
Lane Transit District  
3500 East 17<sup>th</sup> Avenue  
P.O. Box 7070  
Eugene, Oregon 97401

Re: Cole Family Property Located at 2760-2780 West 11<sup>th</sup> Street, Eugene Oregon

Dear Mr. Viggiano:

We are writing to clear up certain misunderstandings that exist relative to Lane Transit District's (LTD's) proposed location of a Park and Ride lot on the above-named properties. We are adamantly opposed to any such location and feel that it is a direct affront to our continued development of the property, as well as the economic benefit that our continued use and development will bring to the community. This letter addresses the history of the property, our knowledge of LTD actions to date, our specific concerns, and a summary of critical issues.

### **History of the Property**

The original piece of property encompassed approximately 7 acres bounded by West 11<sup>th</sup> Street (at that time known as Rural Route F), Oak Patch Road, the Amazon channel, and the edge of the Hiram Plat (where The Tile Store is now located). The property was settled by Maude B. Sweet in 1907. Mrs. Sweet had moved to Oregon from Butte, Montana to live out her final years and chose what was then a picturesque rural site on the banks of a small creek. She had a small clapboard-sided house erected on the property which still stands next to the existing furniture store. The design and materials of this house are significant and represent a disappearing slice of Americana.

Our family first became acquainted with Mrs. Sweet in the late 1930s, when Floyd Cole, our late Father/Grandfather, delivered bread for Pete's Bakery and became acquainted with Mrs. Sweet and others on the route. That friendship blossomed over the years and our families became very close. We have fond memories of many weekend picnics on the site prior to the development of West Eugene.

Over the years, Mrs. Sweet also sold off portions of the property to supplement her income, including the parcels along Oak Patch Road, and the parcel that we own once again across from Conger Street.



Letter to Stefano Viggiano of November 29, 1996

We first occupied the property for business purposes in the late 1950s, and constructed the building that now holds Cole's Furniture store. After Maude Sweet's passing in 1962, George Cole inherited the property and developed additional portions to support the furniture store and G. Cole, Inc., his construction business. We also redeveloped a portion of the property into a restaurant in the late 1970s. At that time, we had plans to redevelop the entire property, but the economic downturn of the early 1980s changed those plans.

We did, however, continue to reassemble portions of the original holding and prepare for redeveloping the property. We repurchased the 2780 property, and purchased an additional strip from the back of the Hiram Plat. We did and continue to consider purchase of other adjacent properties to support our development plans. When West 11<sup>th</sup> Street was widened in 1993, we invested substantial internal and external effort and expense in securing a street light for the property to enhance our access to 11<sup>th</sup> Street.

We do not wish to discuss our long-term plans in great detail, but, in summary, we plan to do the following:

- Progressively migrate the construction company and other industrial uses to industrial property in another area of Eugene.
- Remove some of the older buildings, creating a vehicular circulation path through the property to the Conger light.
- Develop the property along a home and yard decorating theme to include an expanded Cole's Furniture. Potential additional tenants include a nursery, bed and bath store, kitchen store, other home furnishings, etc.
- Renovate the Sweet house in accordance with appropriate Federal preservation standards.
- Restore green spaces with riparian planting to create a "park-like" feel along the Amazon.
- Reevaluate placement of a pedestrian bridge across the Amazon channel (a plan that we developed in 1977, but abandoned due to financial constraints and security concerns).

As you see, this property means a lot to our family, and we have every intention of keeping it indefinitely, and expanding it. Its value to us comes from the elements that we have combined together over time, and we have no desire to split off any portion.

In addition, we currently have long-term leases with four of the five tenants on the property.

#### **LTD Actions to Date**

We feel that LTD has intentionally misled us concerning our property, has consistently failed to give appropriate notice of various proceedings, and has held proceedings out of the public eye. These are all issues for our attorneys to address, and they are in the process of doing so.





Of most concern to us is the fact that one of your planners, Ms. Micki Kaplan, misled George Cole during a conversation in early November. When asked if it was likely that our property was under consideration, she responded that the process was at a very preliminary stage and that three other parcels were being considered. This was in spite of the fact that Ms. Kaplan herself attended a meeting on October 16<sup>th</sup>, at which time our property, Parcel M, was the only one discussed and was the clear favorite.

Ms. Kaplan's lack of candor has cost us valuable time in retaining appropriate legal counsel to represent us in this matter and is, we suspect, a violation of Oregon's sunshine laws.

Furthermore, we are astounded by the fact that you have basically thrown out your extensive engineering study completed last July, no doubt with the expenditure of valuable taxpayer money. That study recommended several other properties ahead of ours. We understand that this "change" occurred during a tour of the site by board members, none of whom is an engineer, in early October. We feel that this process lacked appropriate public scrutiny and lacks the technical forethought that went into your previous study.

### **Summary of Our Concerns**

Our concerns are twofold. First, you are proposing to take away something that means a great deal to our family and that we believe will have much greater value in the future. Second, we believe that your Park and Ride program lacks the economic benefit that our redevelopment will create, and has several harms that you have failed to address, include the following:

- Disregard for the Clean Water Act. We are committed in our redevelopment to restore substantial areas of vegetation, to installing oil and gas traps, and other measures to minimize our impact on the Amazon channel. Your proposals to pave a substantial portion of the area will result in more contaminated run-off entering the Amazon channel. We are aware that there is a private right of action under the Clean Water Act and will direct our attorneys to pursue that avenue with vigor should you take any portion of our property by eminent domain.
- Disregard for the Americans with Disabilities Act. Your proposal to commit substantial federal dollars to a Park and Ride program is insulting to and discriminatory against people with disabilities that prevent them from operating an automobile. Such money should, as dictated by Federal Law, be spent expanding your system and providing an infill service so that all citizens reap a benefit.

We understand that you are operating under the auspices of the Clean Air Act, but all Federal regulations require an assessment of economic impact. We believe that the negative impact noted above far outweighs any potential positive impact that your Park and Ride program will create, particularly given the low levels of participation that you have achieved in the program to date and the tenuous nature of your future projections.



Letter to Stefano Viggiano of November 29, 1996

### Summary of Critical Issues

In summary, we find your actions reprehensible on the part of a public agency. Not only are you threatening to take our property, but you have the potential to cause much more harm than good. We want to stress that, as far as we are concerned, the property is not for sale at any price.

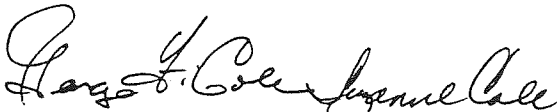
In the future, we ask that you keep us informed of any and all actions taken regarding this property and place us on your notice list for all postings. We will gladly compensate you for any of the associated costs.

Furthermore, by way of this letter, we notify you that no administrative employees, board members, consultants, or others affiliated with LTD shall enter our property or any business establishments therein for the purpose of viewing or evaluating any aspect of the property without written permission from our designated representative noted below. Any violation of this request shall be considered trespass, for which we will pursue any and all legal remedies available to us.

All notices and other communication should be directed to Linda M. Cole, who will coordinate our representation in this matter, at the following address:

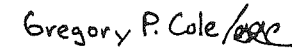
Linda M. Cole  
RTE Group, Inc.  
220-230 Commercial Street, Suite 2F  
Boston, Massachusetts 02109  
617-523-5150  
617-523-5115 fax

Sincerely yours,

  
George F. Cole

  
Suzanne Cole

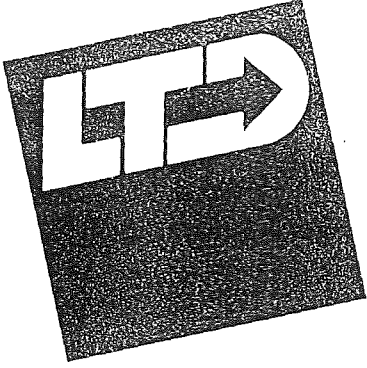
  
G. Gabriel Cole

  
Gregory P. Cole

cc:

Phyllis Loobey  
Thomas Montgomery  
Mary Murphy  
Roger Saydack.  
Robert D. Bennett  
Kirk A. Bailey  
Dave Kleger  
Patricia Hocken  
Micki Kaplan





**Lane Transit District**

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

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

December 5, 1996

Linda Cole  
RTE Group, Inc.  
220-230 Commercial Street, Suite 2F  
Boston, Massachusetts 02109

Dear Ms. Cole:

As you requested, LTD will send you copies of future Board of Directors meeting agendas prior to the meetings. LTD Board meetings are the third Wednesday of each month at 7:00 p.m. The next Board meeting will be on December 18 at 7:00 p.m. at the LTD Administrative offices at 3500 East 17th Avenue in Eugene. The West 11th Park and Ride project likely will be on the agenda for that meeting pending completion of a Level I environmental assessment by a consultant.

LTD Board agendas are mailed out the Friday before the meeting. Since you live in Boston, you may receive notice of the meetings on the day of the meeting or possibly after the meeting has occurred. Is there a local representative in the Eugene area to whom I may also send a copy of the notice?

It is unfortunate that you feel that Mr. Cole was provided misleading information. Having a local contact to receive LTD Board of Directors meeting notices may be helpful in improving communication. Per your request, no LTD employees or representatives will enter your family's property for evaluating or viewing without written permission. If there is any additional information you need or if you would like to discuss the project, please feel free to contact me at 541-741-6141.

Sincerely,

Micki Kaplan  
Transit Planner

MK:js



December 11, 1996

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

*orig. to file*  
*copies to PL*  
*MP*  
*SV*  
*MK*  
*EB*  
*JS*

Re: Site Selection for West 11th Avenue Park and Ride Station

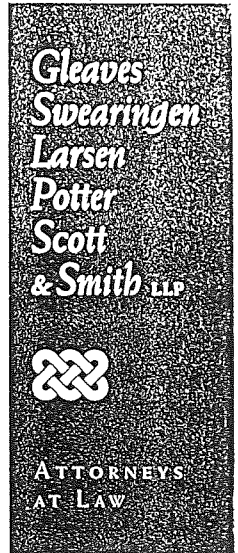
Dear Board Members:

This firm represents George and Suzanne Cole and their family with regard to property they own on the south side of West 11th Avenue and the intersection of Conger Street. In the Site Selection Report (July 1996) prepared by Branch Engineering for Lane Transit District ("LTD"), the Coles' property is identified as site "M." At present, the Coles operate two businesses at this site and lease property to Arby's Restaurant and to a boat manufacturer.

You have already received a letter from the Cole family expressing their concern about LTD's apparent interest in acquiring this site for location and construction of a park and ride station. In that letter, the Coles express their frustration at not being advised by LTD's staff of its plans and intentions at the time the Coles made inquiry to LTD. From their earlier conversations with LTD personnel, the Coles were led to believe that selection of a park and ride site was in the very early stages and, furthermore, their property was not one of the leading contenders. This fact is supported by the Branch Site Selection Report, which identifies sites A, C and D as the "preferred sites."

However, sometime between July 1996 and the last few weeks, the Cole property (site M) has been placed at the top of the preferred site list without the Coles or anyone else associated with the Coles being advised of this change. Further, when the Coles first approached me concerning this issue, I contacted LTD personnel sometime in October 1996 and was advised that no information was available and that this issue was in its very early stages and that nothing had been decided. I was not even advised that a report concerning this issue had been prepared approximately four months previously.

Based on these early contacts with LTD personnel, you certainly can understand why the Coles and I are skeptical about LTD's statements concerning this project. In short, we have no idea what to believe or expect with regard to LTD concerning this particular project.



Phone  
541 686-8833  
Fax  
541 345-2034

975 Oak Street  
Suite 800  
Eugene Oregon  
97401-3156

Mailing Address  
P.O. Box 1147  
Eugene Oregon  
97440-1147

Vernor D. Gleaves  
Arlen C. Swearingen  
Eric L. Larsen  
Standlee G. Potter  
Malcolm H. Scott  
Bruce F. Smith  
A. J. Gustina  
Douglas R. Schultz  
Stephen O. Lane  
William H. Martin  
Martha J. Rodman  
Jon V. Buerstatte  
Frederick A. Batson  
Patricia I. Lockary  
Thomas P. F. Herriman  
Michael F. Larthing  
James V. Shepherd  
Jacquelyn M. Corda  
Laura J. Z. Montgomerie  
Karen Lorentino  
Wendy J. Lamb  
Craig C. Potter

Or Call  
Harold D. Gibbs





For these reasons, I have been directed by the Coles to conduct a thorough investigation of LTD's plans for a park and ride facility, which will include review of LTD's authority to construct such a facility, its source of funds, all permits necessary to construct the facility and any other matters relating to LTD's completion of this project. The Coles are strongly opposed to LTD selecting their property as the site for this facility. There are numerous reasons why they are opposed but, most important, is the complete disruption and dislocation of four existing businesses from a very well-established site that would occur if LTD acquired the site. The selection of the Cole site is made even more suspect by the apparent rejection of your own consultant's report and the selection of the Cole site over and above the three identified preferred sites.

I will be sending a land use consultant, Al Couper, to research LTD records with respect to this project. Mr. Couper will also provide me with a report concerning LTD's zoning and planning requirements for constructing such a facility. At this time, it is my belief that any attempt by LTD to identify a site for a park and ride transportation facility constitutes a land use decision as defined by ORS Chapter 197. As a land use decision, LTD is required to satisfy certain requirements and conduct hearings in accordance with ORS Chapter 197. Further, LTD is required to comply with Statewide Planning Goals, the Eugene-Springfield Area Metropolitan Plan ("Metro Plan") and the Transplan component of that plan. These are minimal land use requirements and is certainly not a complete list of the land use requirements that must be addressed and satisfied by LTD.

It is my understanding that the Board will be considering this issue at its Wednesday, December 18 meeting. At this time, I do not know if it is a public hearing or simply a board discussion. I would like the opportunity to address the Board regarding this project and to pose certain questions concerning the process that it has used and will be utilizing in the future for selection of this site.

Finally, you are hereby notified that LTD staff or agents are not authorized to go upon the Coles' property for any reason relating to selection of this site as the future park and ride facility. Any visits to the property must first be approved by George Cole, Suzanne Cole or me. All future communication, staff reports, memorandums, materials and any other information relating to this project should be provided to the Coles and to me at this address.

Please note that I have sent copy of this letter to LTD's legal counsel, Robert Fraser. I have made a telephone inquiry with Mr. Fraser's firm concerning the process that LTD will be conducting to make its decision. At this time, I am not sure whether LTD is treating this as a land use or some other type of

*What about  
Linda Cole in  
Boston, who  
made the  
initial request  
for materials*



Board of Directors  
December 11, 1996  
Page 3

decision. Therefore, all contacts with LTD's Board will be in writing with copy to its attorney until I am directed otherwise.

I look forward to attending the Wednesday, December 18 meeting and responding to any questions you might have.

Sincerely,



Michael E. Farthing

jca

cc: George and Suzanne Cole  
Gabe and Linda Cole  
Al Couper  
Robert Fraser



LUVAAS, COBB, RICHARDS & FRASER, P. C.

JOHN L. LUVAAS  
RALPH F. COBB  
JOE B. RICHARDS  
ROBERT H. FRASER  
J. DOMINIC MONAHAN  
VARNER JAY JOHNS III  
LOUIS L. KURTZ  
JOEL S. DEVORE

ATTORNEYS AT LAW  
777 HIGH STREET, SUITE 300  
EUGENE, OREGON 97401-2787

MAILING ADDRESS  
P.O. BOX 10747  
EUGENE, OREGON 97440-2747  
(541) 484-9292  
FACSIMILE (541) 343-1206

DONALD E. JOHNSON  
RODNEY B. CARTER  
GREGORY E. SKILLMAN  
JAMES W. KEMPER  
P. REBECCA KAMITSUKA  
LISA FROST CHERNAIK  
DAVID A. JACOBS  
DAVID W. SMILEY

ROBERT L. SHAW 1934-1990

Also Member of Washington Bar

Inactive  
Also Member of District  
of Columbia Bar

December 13, 1996

Michael E. Farthing  
GLEAVES, SWEARINGEN, et al.  
P.O. Box 1147  
Eugene, OR 97440-1147

Post-it® Fax Note	7671	Date	12/13/96	# of pages ▶
To	MICKI KAPLAN	From	G SKILLMAN	
Co./Dept.	LTD PLANNING	Co.	LCRF	
Phone #	741-6141	Phone #	484-9292	
Fax #	741-6111	Fax #	343-1206	

LET ME KNOW WHAT YOU THINK - GES

RE: West 11th Park and Ride Facility

Dear Mr. Farthing:

This is in response to your December 11, 1996, letter on behalf of George and Suzanne Cole and their family, and also in response to the Coles' previous request for certain information from Lane Transit District. I understand that you are sending Al Couper to LTD to review documents related to the West 11th Park and Ride facility, and I presume he will be requesting copies of certain documents from LTD's files.

To simplify LTD's response to these requests, LTD will provide the information requested in the Coles' letter along with the copies of documents requested by Mr. Couper, and any additional information you request, in one submission to you for you to distribute to your clients as you see fit. Of course, any documents subject to any privilege will not be provided, and in the event privileged documents are inadvertently provided to you, LTD expressly does not waive that privilege and will request the return of such inadvertently supplied documents.

I enclose the Agenda for the Wednesday, December 18, 1996 meeting of LTD's Board. As you can see, LTD's staff is requesting that the Board authorize an environmental assessment of your clients' property, pursuant to NEPA. The Board may, during the meeting, request public comment on agenda items and you would be able to speak to those agenda items at that time. If a public hearing is scheduled by the Board on this or any other issue, the Board will welcome the comments of you or your clients.

You mention that all "future communication, staff reports, memorandums (sic), materials, and any other information relating to this project should be provided" to you. Although LTD is willing to provide you with copies of public documents relating to this project, it is impractical for the organization to routinely copy you on every report or memorandum that might relate to this proposal. At the same time, LTD staff will be providing me with



Michael E. Farthing

December 13, 1996

Page 2

---

relevant documents relating to this project and if it appears they will assist your clients to understand LTD's processes and considerations for the development of the Park and Ride facility, I will send them on to you. If you have a request for a specific public record or document, I will be glad to provide it to you.

Finally, I do not regard LTD's consideration of the acquisition of your clients' property to be a land use decision, pursuant to ORS Chapter 197. It is not a final decision or determination that concerns the adoption, amendment or application of the goals, comprehensive plan, or land use regulations. ORS 197.015(10)(a)(A). LTD will only make decisions which will determine final engineering design, construction, operation, and maintenance of a transportation facility which is authorized by and "consistent with the comprehensive plan and land use regulations." This is not a land use decision under ORS 197.015(10)(b)(D). LTD will, at some point, request permits for the facility and, if any governmental entity is going to be making a land use decision relating to the Park and Ride facility, I believe it would be the City of Eugene.

I appreciate you copying this letter to LTD's legal counsel, and your willingness to continue to copy us with your correspondence to LTD. We will be reviewing and approving LTD's responses to you.

Very truly yours,



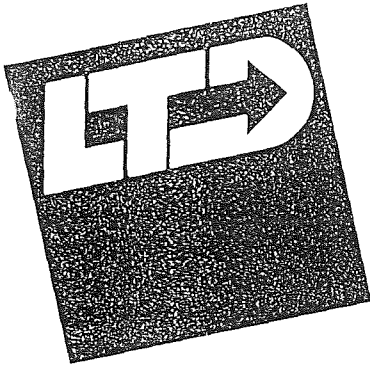
GREGORY E. SKILLMAN

GES/kas

cc: Lane Transit District







**Lane Transit District**

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

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

December 13, 1996

Michael E. Farthing  
Gleaves Swearingen Larsen Potter Scott & Smith  
Attorneys at Law  
Post Office Box 1147  
Eugene, OR 97440-1147

Dear Mr. Farthing:

*I am in the process of compiling information George Cole requested via an electronic mail message to LTD Planning and Development Manager Stefano Viggiano dated December 10, 1996. These items were made available at LTD for Mr. Al Couper, who has been designated an agent of Mike Farthing on behalf of the Coles. Since I am receiving various requests for the same information from different members of the Cole family and their agents, I am requesting that all future correspondence and requests for information be coordinated by you on behalf of the Coles.*

*Listed below is a response to Mr. Gabe Cole's concerns from his December 10 electronic mail message to Stefano Viggiano, LTD Planning and Development Manager.*

*LTD currently has let a bid for general environmental assessment services. LTD seeks to hire a firm to conduct ongoing environmental work, including development of an Environmental Assessment (EA) of a West 11th Park & Ride site, and EA work for future Park & Ride sites in other areas in the Eugene/Springfield area. The bid closes December 13, 1996. It is my understanding that the bid was advertised before the Coles requested written permission before accessing the property. After LTD received this request, any bidders contacting LTD to request information about the RFP were instructed to honor the Cole family's desire to not access the property without written permission. In fact, I requested that the bidders I personally talked with stay away from the property altogether. Jeanette Bailor, LTD's purchasing administrator, also reminded bidders who contacted her about the RFP to stay off the Cole property without written permission from Linda Cole. However, potential bidders of the RFP are not agents of LTD, nor are they under contract with LTD. Therefore, it is feasible that a bidder may have gone to the site without previously contacting LTD, particularly since there has been local media coverage about the Cole site.*

*LTD has hired Land and Water Consultants to conduct a Level I Environmental Assessment (which is different than a full Environmental Assessment process) on tax lots 100 and 200 of the Cole property.*



Michael E. Farthing  
December 13, 1996  
Page 2

The following copies were provided to Mr. Couper on Friday, December 13, per Mr. Gabe Cole's request:

- Request for Proposal to hire Branch Engineering for General Engineering Services
- Cost proposal to conduct Site Selection Report
- Level I Environmental Assessment Request for Proposal
- Environmental Assessment Proposal which will close December 13, 1996
- Bids for Estimated Valuation Services (Hiring of Duncan and Brown)

Mr. Couper was also provided a variety of additional information pertaining to the West 11th Park & Ride project.

The Board agenda, as I mentioned to Linda Cole during a telephone call on Tuesday, December 10, was not scheduled to be mailed until today. I informed Linda Cole during the December 10 telephone conversation that the Board will next meet on Wednesday, December 18, 1996, at 7:00 p.m. at LTD. The West 11th Park & Ride project is on the agenda. I also informed her that the Board will be requested to take action on proceeding with a full Environmental Assessment of tax lots 100 and 200 of the Cole Site. The Board will be reviewing a Level I Environmental Assessment at the meeting. The Level I EA report will not be completed by the consultant until Tuesday, December 17, 1996, and will be distributed to Board members at the meeting.

I also mentioned to Linda Cole that the Coles are welcome to attend the LTD Board of Directors meeting, and that there is time at every Board meeting for the public to address the Board of Directors. No public hearing on the West 11th Park & Ride project is scheduled at the December 18 meeting. However, the next phase of the project involves conducting a full Environmental Assessment, which will include a public involvement component, including a public hearing. This next phase of the project will likely occur January - March, 1997.

In an effort to centralize communication, LTD requests that future correspondence from the Cole family come from your office, sent to me at LTD with a copy to LTD's attorney Greg Skillman at Luvaas Cobb Richards & Fraser, 777 High Street, Suite 300, Eugene, Oregon 97401.

Sincerely,



Micki Kaplan  
Transit Planner

MK:js

cc: Greg Skillman  
Phyllis Loobey, LTD General Manager  
Pat Hocken, President, LTD Board of Directors

H:\PARKRIDE\FARTHING.DOC



## A family tradition *R*

In response to Joe Kidd's Dec. 2 article on Lane Transit District's proposed west Eugene park-and-ride, the Cole family, as the current property owners, would like to clarify our concerns. We object to LTD's proposal not, as Kidd states, because we "dread the hassle of moving" but because we, as a family, have been connected to the site for more than 60 years and because we feel that our continued use and improvement of the property is most beneficial to the people of Eugene.

Although limitations of time and money have not allowed us to improve the property as fast as we had hoped over the years, we have been able to utilize the property to make an honest living and to serve the many customers and friends of Cole's Furniture. We have also resisted change because we treasure the simple, wood-framed building, stove heat and clanging bell that, in our minds, define the small "shop" that Grandad Cole founded when he moved to Eugene in 1935.

LTD's plan to take our property comes at a time when we are finally close to realizing our longtime family goal, of transforming the property into a comprehensive home and garden center, incorporating new small businesses into a traditional parklike setting.

It is difficult for us to understand the recent actions of LTD, whose own engineers recommended several properties ahead of ours, some of which would affect no businesses. We ask for everyone's support in urging Phyllis Loobey, general manager of LTD, and the LTD board members to seek another site for their parking lot, one that would not deprive any Eugene resident of its family tradition and would allow us to continue our business for another 60 years and three generations.

G. GABRIEL COLE

Eugene *Rc* 12/11/96



**KAPLAN Micki B**

---

**From:** EBERHARDT Jennifer M  
**To:** BERGERON Ed C; KAPLAN Micki B; VIGGIANO Stefano M  
**Cc:** ATEAM  
**Subject:** Cole Property  
**Date:** Wednesday, December 11, 1996 11:57AM

This morning at 11:45, I received a call from a concerned citizen regarding the Cole property on W 11th. She was very interested in the possibility of the property being cleaned up and used for another purpose, other than a "junk yard". She is a resident of a neighboring complex on City View. She stated that she takes many walks on the Amazon Bike Path and has always had problems with the cleanliness of the Cole property. On many occasions, she and other tenants have seen a dog on the Cole property that chased the wildlife away. She would not leave her name but told me complex she lives in is on City View and told me that many of the other tenants would really like to see this property cleaned up.





## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 18, 1996

**ITEM TITLE:** 1997 LEGISLATIVE ISSUES

**PREPARED BY:** Phyllis Loobey, General Manager

**ACTION REQUESTED:**

- (1) Authorize staff to seek sponsors for amendments to ORS 267
- (2) Direct staff to work with the Governor's office, the Department of Transportation, and the Oregon Transit Association (OTA) to secure funding for elderly and handicapped services

**BACKGROUND:** During the meetings last fall with members of the Lane County delegation, the Board of Directors surfaced a number of issues with the legislators that evoked interest. Some of those items have been eclipsed by other actions. For example, the Board was interested in a technical correction to the Transportation Equity Fund that would have assured that a portion of the lottery proceeds dedicated to transportation projects would flow to transit in the 33 counties not served by Tri-Met. The defeat of Ballot Measure 32, which would have established the Fund, renders this issues moot.

The Board was interested in seeking authorization for the use of signal preemption devices for transit vehicles and securing yield authority for transit buses at stops and pull-outs. The Oregon Department of Transportation intends to introduce the former in a technical corrections bill. The District would need to introduce the yield concept.

The Board encouraged legislators to help with a clarification of ORS 267 with regard to the District's authority under the purposes clause. This matter arose over the discussion of the permitted uses of the southwest building at the new station site. A bill draft is attached for review. It has become even more important to the District, given the uncertainties of federal funding, to have as many tools as possible to realize the major initiatives the District has established. The Federal Transit Administration has recently announced its willingness to assist joint development efforts by waiving the so-called Common Rule. The Common Rule requires that a portion of the proceeds from a federally-financed joint development be returned to the federal treasury. Waiving the Common Rule allows the transit operator to reinvest the income from a joint development in a variety of ways. For instance, lease payments could be used to retire the debt on the joint development. It is fairly clear that, for purposes of federal regulations, transit has greater flexibility than is the case with state law. The bill draft attached increases the District's flexibility under Oregon statute.



As you know from Pat Hocken's involvement with the Governor's Transportation Initiative, it is proposed that the State assume the responsibility for funding elderly and handicapped transportation services in the state. This proposal would not only encompass the dial-a-ride service provided by transit operators, but also would reimburse the operator for a portion of the fixed-route service that accommodates elderly and handicapped service. It has not been determined how this proposal would be financed. A variety of methods have been discussed, some requiring a Constitutional amendment, and others which do not. In any case, the State will take the lead on this matter. It is far too early to even speculate what outcome will emerge from the legislative process regarding funding for transportation infrastructure in Oregon.

During legislative sessions, proposals will arise that may or would have a detrimental effect upon transit. When that occurs, staff will advise the Board and seek direction. If time for response to issues becomes a factor, staff will contact as many Board members as possible before taking action.

During legislative sessions, Tri-Met often runs an agenda that is separate from the statewide legislative agenda, which is typically managed through OTA. Often, Tri-Met's issues are specific to light-rail and have no bearing on other transit operators. If, however, this is not the case, staff will advise and seek direction from the Board.

The recommendation to the Board has two elements. This first is the authorization to seek sponsors for the ORS 267 amendments providing greater flexibility in the purposes section of ORS 267 as well as the yield authority for transit vehicles. The staff would also submit the bill drafts to the Oregon Transit Association for inclusion on OTA's legislative agenda.

Secondly, the Board would direct the staff to work cooperatively with the Governor's office, the Department of Transportation, and the OTA to secure funding for elderly and handicapped services.

**ATTACHMENT:**

Draft bill relating to mass transit district powers

**PROPOSED MOTION:**

I move that the Board adopt the following resolution: It is hereby resolved that the Board of Directors authorizes staff to seek sponsors for amendments to ORS 267 providing greater flexibility in the purposes section of ORS 267 as well as the yield authority for transit vehicles, and directs staff to work cooperatively with the Governor's office, the Department of Transportation, and the Oregon Transit Association to secure funding for elderly and handicapped services.



LUVAAS, COBB, RICHARDS & FRASER, P. C.

ATTORNEYS AT LAW  
777 HIGH STREET, SUITE 300  
EUGENE, OREGON 97401-2787

MAILING ADDRESS  
P.O. BOX 10747  
EUGENE, OREGON 97440-2747  
(541) 484-9292  
FACSIMILE (541) 343-1206

JOE B. RICHARDS

December 5, 1996

Phyllis Loobey  
General Manager  
**LANE TRANSIT DISTRICT**  
P. O. Box 7070  
Eugene, OR 97401

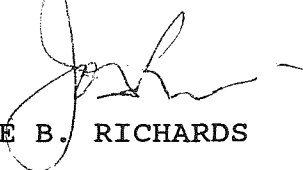
*[Faint, illegible stamp or handwritten mark]*

**RE: Bill Legislation - ORS 267.200**

Dear Phyllis:

I enclose the final draft of the bill relating to mass transit district powers.

Very truly yours,

  
JOE B. RICHARDS

JBR:lms  
Encl.



**House / Senate Bill \_\_\_\_\_**

Sponsored by the \_\_\_\_\_ COMMITTEE (on the request of \_\_\_\_\_.)

**SUMMARY**

Amends the mass transit statutes to provide for acquiring land for developing facilities and constructing, acquiring and operating motor vehicles, parking facilities as necessary or desirable for the operation of the mass transit system. Parallels the present power to construct, purchase and operate all facilities necessary or desirable for the mass transit system.





## A BILL FOR AN ACT

Relating to mass transit districts; creating new provisions; amending ORS 269.200.

**Be It Enacted by the People of the State of Oregon:**

**SECTION 1.** ORS 267.200 shall be amended as follows:

(Powers)

267.200 Existence, status and general powers of districts. A district shall constitute a municipal corporation of this state, and a public body, corporate and politic, exercising public power. It shall be considered a unit of local government for the purposes of ORS 190.003 to 190.110, a public employer for the purposes of ORS 236.610 to 236.640, and a political subdivision for the purpose of ORS 33305.620. A district and its contractors engaged in operate motor vehicles to provide mass transportation on behalf of the district shall be entitled to tax refunds as allowed under ORS 319.831 to incorporated cities. It shall have full power to carry out the objects of the formation and to that end may:

- (1) Have and use a seal, have perpetual succession, and sue and be sued in its own name.
- (2) Acquire by condemnation, purchase, lease, devise, gift or voluntary grant real and personal property or any interest therein, located inside the boundaries of the district and take, hold, possess and dispose of real and personal property purchased or leased from, or donated by, the United States, or any state, territory, county, city or other public body, nonprofit corporation or person for the purpose of providing or operating a mass transit system in the district, and developing facilities necessary or desirable for the operations of the mass



transit system and aiding in the district.

(3) Contract with the United States or with any county, city, state, or public body, or any of their departments or agencies, or a nonprofit corporation, or any person, for the construction, acquisition, purchase, lease, preservation, improvement, operation or maintenance of any mass transit system.

(4) Building, construct, purchase, lease, improve, operate and maintain, subject to other applicable provisions of law, all improvements, facilities or equipment necessary or desirable for the mass transit system of the district.

(5) Enter into contracts and employ agents, engineers, attorneys and other persons and fix their compensation.

(6) Fix and collect charges for the use of the transit system and other district facilities.

(7) Construct, acquire, maintain and operate and lease, rent and dispose of passenger terminal facilities, motor vehicle parking facilities and other facilities for the purpose of encouraging use of the mass transit system within the district, **and developing facilities necessary or desirable for the operations of the mass transit system.**

(8) Enter into contracts under ORS 190.003 to 190.620 with units of local government of the State of Oregon, whether within or without the district, or with the State of Washington or with public agencies of the State of Washington, to act jointly or in cooperation with them or to provide mass transit services to areas under their jurisdictions, provided that the party contracting to receive the services shall pay to the mass transit district not less than the proportionate share of the cost of the services that the benefits to the contracting party bear to the total benefits from the service.



(9) Conduct programs and events and take other actions for the purpose of improving or maintaining employee relations.

(10) Improve, construct and maintain bridges over navigable streams subject only to ORS 382.125.

(11) Do such other acts or things as may be necessary or convenient for the proper exercise of the powers granted to a district by ORS 26.010 to 267.390.



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 18, 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), and on occasion are appointed to other local or regional committees. 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 December 12 MPC meeting.
- b. **Board Walkabout:** Board members have begun their "walkabout" to discuss LTD issues with community leaders and partners. At the December meeting, Board members will have the opportunity to provide a brief update on these meetings.
- c. **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.

**ATTACHMENTS:** None

**PROPOSED MOTION:** None

g:\wpdata\bdrepsum.doc





## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 18, 1996

**ITEM TITLE:** NOVEMBER 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.

Payroll tax receipts are slightly higher than anticipated by the current-year budget and are nearly 10 percent ahead of the same period last year. An effort is underway to determine whether out-of-area contractors are making appropriate payments, and a list of 12 firms was submitted to the Department of Revenue (DOR) for verification. Of the 12 firms, only four were registered with DOR as LTD taxpayers. (Registration does not guarantee that taxes are paid.) The remaining eight firms include at least one that has been building major Lane County projects for many years. It seems likely that, even with the healthy tax receipt increase, there are additional revenues due. DOR has appointed a field investigator to look into the matter of the eight unregistered firms. LTD staff are currently discussing methods to improve tax collection. The Department of Revenue has been asked to provide an all-inclusive data report (called a "data dump") of payroll tax returns that will assist in this effort.

Passenger fares continue to show year-to-date growth of more than 10 percent over the prior fiscal year. Advertising revenue continues to be healthy. No additional self-employment tax revenues were received in November; however, year-to-date receipts of \$102,838 represent nearly 13 percent of the total current-year budget. No additional revenue from this source is expected until February, with the majority of the funds expected after April 15, 1997. A "data dump" of self-employment tax returns, which provides valuable information on taxpayer demographics, was recently received from DOR. This information will be shared with the Board Finance Committee at a future meeting.

The 1997-98 budget development process is underway at the LTD staff level, and Board participation will be requested at the January Board meeting. Budget Committee involvement is expected to begin in February.

**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 11/30/96 WITH COMPARISONS TO PRIOR YEAR-TO-DATE**

	Prior YTD 95-96	Current year - 96-97			
		Annual Budget	YTD Actual	% budget	% over last year
<b>REVENUE</b>					
Passenger fares	\$ 962,665	\$2,669,830	\$ 1,063,076	39.8%	10.4%
Group pass	213,379	602,510	220,729	36.6%	3.4%
Special service	48,430	70,000	48,219	68.9%	-0.4%
Advertising	89,559	315,510	131,534	41.7%	46.9%
Miscellaneous	48,930	42,250	11,018	26.1%	-77.5%
<b>Total operating</b>	<b>1,362,963</b>	<b>3,700,100</b>	<b>1,474,576</b>	<b>39.9%</b>	<b>8.2%</b>
Payroll tax	5,658,831	12,672,110	6,213,194	49.0%	9.8%
Self-employment tax	-	799,400	102,838		
FTA operating grnt	49,743	186,000	26,622	14.3%	-46.5%
State-in-lieu	135,663	867,580	184,428	21.3%	35.9%
<b>Total taxes &amp; grants</b>	<b>5,844,237</b>	<b>14,525,090</b>	<b>6,527,082</b>	<b>44.9%</b>	<b>11.7%</b>
Interest income	256,338	722,000	298,869	41.4%	16.6%
Sale of assets	-	-	-	-	-
<b>Total revenue</b>	<b>7,463,538</b>	<b>18,947,190</b>	<b>8,300,527</b>	<b>43.8%</b>	<b>11.2%</b>
<b>EXPENSES</b>					
<b>Personnel Costs</b>					
Administration wages	935,953	2,494,450	1,055,014	42.3%	12.7%
Adminstration fringe	217,446	710,920	264,438	37.2%	21.6%
<b>Total administration</b>	<b>1,153,399</b>	<b>3,205,370</b>	<b>1,319,452</b>	<b>41.2%</b>	<b>14.4%</b>
Contract as administration	33,157	40,400	13,703	33.9%	-58.7%
Contract wages	2,596,712	6,557,410	2,758,886	42.1%	6.2%
Contract fringe	701,003	1,914,520	763,292	39.9%	8.9%
<b>Total contract</b>	<b>3,330,872</b>	<b>8,512,330</b>	<b>3,535,881</b>	<b>41.5%</b>	<b>6.2%</b>
<b>Total personnel</b>	<b>4,484,271</b>	<b>11,717,700</b>	<b>4,855,333</b>	<b>41.4%</b>	<b>8.3%</b>
<b>Materials &amp; Services</b>					
Administration	58,142	141,500	42,386	30.0%	-27.1%
Public Affairs	-	146,600	24,564		
Finance	22,238	32,200	19,787	61.5%	-11.0%
Information Services	19,851	63,750	22,027	34.6%	11.0%
Human Resources	41,186	239,960	50,009	20.8%	21.4%
Planning & Development	4,165	54,450	33,465	61.5%	703.5%
Commuter Solutions	9,242	56,870	12,228	21.5%	32.3%
Service Planning & Marketing	326,542	452,600	281,252	62.1%	-13.9%
Customer Service	33,123	78,250	38,922	49.7%	17.5%
Transit Operations	58,293	163,990	49,742	30.3%	-14.7%
Fleet Services	497,783	1,515,450	561,687	37.1%	12.8%
Facility Services	117,549	383,360	117,934	30.8%	0.3%
Insurance / Liability Costs	430,748	621,360	504,263	81.2%	17.1%
Transfer - STF	188,708	602,000	242,500	40.3%	28.5%
<b>Total Materials &amp; services</b>	<b>1,807,570</b>	<b>4,552,340</b>	<b>2,000,766</b>	<b>44.0%</b>	<b>10.7%</b>
<b>Total expenses</b>	<b>6,291,841</b>	<b>16,270,040</b>	<b>6,856,099</b>	<b>42.1%</b>	<b>9.0%</b>
<b>Revenue less expenses</b>	<b>1,171,697</b>	<b>2,677,150</b>	<b>1,444,428</b>		<b>23.3%</b>
Transfer to capital	-	2,958,980	-		-
<b>Net to fund</b>	<b>1,171,697</b>	<b>5,636,130</b>	<b>1,444,428</b>		<b>23.3%</b>

LANE TRANSIT DISTRICT  
 COMPARATIVE BALANCE SHEET  
 GENERAL FUND  
 November 30, 1996

	CURRENT BALANCES	BALANCE 6/30/1996
<b>ASSETS</b>		
Cash & short term investments	\$7,621,559	\$6,041,249
Receivables	216,291	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>\$33,675,255</u>	<u>\$32,289,729</u>
<b>LIABILITIES</b>		
Accounts payable	\$83,922	\$301,219
Payroll payable	433,839	424,081
Unearned income	122,139	72,066
Liability claims/other payable	144,386	147,550
CAL/sick accrual	1,012,114	1,012,114
Deferred compensation	1,760,598	1,658,870
Total Liabilities	<u>\$3,556,998</u>	<u>\$3,615,900</u>
<b>FUND BALANCE</b>		
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>\$23,494,802</u>	<u>\$23,494,802</u>
Fund balance 6/30/96	\$5,179,027	\$5,179,027
Change in fund balance	1,444,428	
Ending fund balance	<u>\$6,623,455</u>	<u>\$5,179,027</u>
Total reserves and fund balances	<u>30,118,257</u>	<u>28,673,829</u>
Total Liabilities & Fund Balances	<u>\$33,675,255</u>	<u>\$32,289,729</u>

LANE TRANSIT DISTRICT  
 COMPARATIVE BALANCE SHEET  
 SPECIAL TRANSPORTATION FUND  
 November 30, 1996

	CURRENT BALANCES	BALANCE 6/30/1996
ASSETS		
Cash & short term investments	(\$48,500)	\$24,256
Receivables	0	0
Prepaid expenses	48,500	0
Total Assets	<u>\$0</u>	<u>\$24,256</u>
LIABILITIES		
Accounts payable	<u>\$0</u>	<u>\$24,256</u>
Total Liabilities	<u>\$0</u>	<u>\$24,256</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>\$0</u>	<u>\$24,256</u>

LANE TRANSIT DISTRICT  
 COMPARATIVE BALANCE SHEET  
 CAPITAL FUND  
 November 30, 1996

	CURRENT BALANCES	BALANCE 6/30/1996
<b>ASSETS</b>		
Cash & short term investments	\$5,924,289	\$6,517,821
Receivables	244,534	228,666
Prepaid	0	0
Deposits	0	0
Total Assets	<u>\$6,168,823</u>	<u>\$6,746,487</u>
<b>LIABILITIES</b>		
Accounts payable	\$16,590	\$227,525
Retainage payable	7,223	0
Total Liabilities	<u>\$23,813</u>	<u>\$227,525</u>
<b>RESERVES &amp; BALANCES</b>		
Fund balance	\$6,518,962	\$6,518,962
Change in fund balance	<u>(373,952)</u>	<u>0</u>
Ending fund balance	<u>\$6,145,010</u>	<u>\$6,518,962</u>
Total Liabilities & Fund Balances	<u>\$6,168,823</u>	<u>\$6,746,487</u>

LANE TRANSIT DISTRICT  
GENERAL FUND INCOME STATEMENT  
For the period 7/01/96 to 11/30/96

					Percent of year	42%
	ORIGINAL	AMENDED	Y-T-D	NOVEMBER		
	BUDGET	BUDGET	ACTUAL	1996	BALANCE	YTD %
				ACTUAL		BUDGET
<b>REVENUES</b>						
Passenger Fares	\$2,669,830	\$2,669,830	\$1,063,076	\$220,082	(\$1,606,754)	39.8%
Group Pass Payments	602,510	602,510	220,729	65,121	(381,781)	36.6%
Special Services	70,000	70,000	48,219	2,384	(21,781)	68.9%
Advertising	315,510	315,510	131,534	28,426	(183,976)	41.7%
Miscellaneous Income	42,250	42,250	11,018	2,131	(31,232)	26.1%
Payroll Tax Revenue	12,672,110	12,672,110	6,213,194	2,008,199	(6,458,916)	49.0%
Self-employment tax	799,400	799,400	102,838	0	(696,562)	12.9%
State In-Lieu-of-Tax	867,580	867,580	184,428	0	(683,152)	21.3%
Operating Grants	186,000	186,000	26,622	3,587	(159,378)	14.3%
Interest Income	722,000	722,000	298,869	62,038	(423,131)	41.4%
<b>Total General Fund Revenues</b>	<b>\$18,947,190</b>	<b>\$18,947,190</b>	<b>\$8,300,527</b>	<b>\$2,391,968</b>	<b>(\$10,646,663)</b>	<b>43.8%</b>
<b>EXPENSES/TRANSFERS/RESERVES</b>						
General Administration	568,660	568,660	\$207,503	\$43,339	\$361,157	36.5%
Public Affairs	219,380	219,380	55,075	15,877	\$164,305	25.1%
Finance	401,520	401,520	170,308	33,454	231,212	42.4%
Information Services	189,930	189,930	74,890	18,239	115,040	39.4%
Human Resources	466,040	466,040	141,613	26,582	324,427	30.4%
Planning & Development	256,220	256,220	120,378	22,534	135,842	47.0%
Commuter Solutions Program	107,600	107,600	33,518	9,746	74,082	31.2%
Service Planning & Marketing	813,640	813,640	431,038	51,485	382,602	53.0%
Customer Service Center	439,330	439,330	181,544	35,610	257,786	41.3%
Transit Operations	7,710,070	7,710,070	3,209,882	690,827	4,500,188	41.6%
Fleet Maintenance	3,363,550	3,363,550	1,313,449	262,073	2,050,101	39.0%
Facility Services	510,740	510,740	170,139	31,909	340,601	33.3%
Insurance / Liability Costs	621,360	621,360	504,262	2,438	117,098	81.2%
<b>Total before transfers</b>	<b>\$15,668,040</b>	<b>\$15,668,040</b>	<b>\$6,613,599</b>	<b>\$1,244,113</b>	<b>\$9,054,441</b>	<b>42.2%</b>
Special Transportation Transfer	602,000	602,000	\$242,500	\$48,500	\$359,500	40.3%
Capital Transfer	2,958,980	2,958,980	0	0	2,958,980	0.0%
<b>Total General Fund Expenses</b>	<b>\$19,229,020</b>	<b>\$19,229,020</b>	<b>\$6,856,099</b>	<b>\$1,292,613</b>	<b>\$12,372,921</b>	<b>35.7%</b>
<b>UNRESERVED FUND BALANCE</b>						
Change to fund balance	(281,830)	(281,830)	1,444,428			
Beginning balance	6,070,050	6,070,050	5,224,762			
Ending balance	\$5,788,220	\$5,788,220	\$6,669,190			

LANE TRANSIT DISTRICT  
SPECIAL TRANSPORTATION FUND INCOME STATEMENT  
For the period 7/01/96 to 11/30/96

	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	OCTOBER 1996 ACTUAL	Percent of year BALANCE	42% YTD% BUDGET
<b>REVENUES/TRANSFERS</b>						
State Special Transp Funds	\$374,000	\$374,000	\$124,591	\$0	(\$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	\$242,500	\$48,500	(359,500)	40.3%
<b>Total Revenues</b>	<b>\$1,278,180</b>	<b>\$1,278,180</b>	<b>\$367,091</b>	<b>\$48,500</b>	<b>(\$911,089)</b>	<b>28.7%</b>
<b>EXPENSES/TRANSFERS/RESERVES</b>						
STF - flow through transfer	676,180	676,180	124,591	0	551,589	18.4%
Direct support - Ride Source	540,000	540,000	216,667	43,333	323,333	40.1%
Direct support - LCOG admin	62,000	62,000	25,833	5,167	36,167	41.7%
<b>Total Expenses</b>	<b>\$1,278,180</b>	<b>\$1,278,180</b>	<b>\$367,091</b>	<b>\$48,500</b>	<b>\$911,089</b>	<b>28.7%</b>
<b>UNRESERVED FUND BALANCE</b>						
Change to fund balance	0	0	(0.00)			
Beginning balance	0	0	0.00			
Ending balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (0.00)</u>			



LANE TRANSIT DISTRICT  
CAPITAL FUND INCOME STATEMENT  
For the period 7/01/96 to 11/30/96

	Percent of year					42%
	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	NOVEMBER 1996 ACTUAL	BALANCE	YTD % BUDGET
<b>REVENUES</b>						
Grant income	\$9,584,700	\$9,584,700	\$1,609,382	\$125,742	(\$7,975,318)	16.8%
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%
<b>Total resources</b>	<b>\$12,543,680</b>	<b>\$12,543,680</b>	<b>\$1,621,176</b>	<b>\$125,742</b>	<b>(\$10,922,504)</b>	<b>12.9%</b>
<b>EXPENDITURES</b>						
<b>GRANT PAID CAPITAL</b>						
Bus related equipment	\$0	\$0	\$0	\$0	0	
Bus stations, stops, & terminals	837,000	837,000	64,596	12,965	772,404	7.7%
Eugene Station	7,500,000	7,500,000	1,681,947	74,780	5,818,053	22.4%
Facilities	30,000	37,200	12,139	2,351	25,061	32.6%
Revenue rolling stock	1,580,000	1,580,000	1,870	0	1,578,130	0.1%
Support vehicles	85,000	85,000	38,032	38,032	46,968	44.7%
ADP hardware & software	119,100	122,540	42,038	10,952	80,502	34.3%
Shop equipment	53,680	53,680	20,438	* 14,319	33,242	38.1%
Miscellaneous equipment	1,686,600	1,693,160	114,001	5,265	1,579,159	6.7%
Budgeted for capital contingency	100,000	62,730	0	0	62,730	0.0%
<b>Total federal capital purchases</b>	<b>\$11,991,380</b>	<b>\$11,971,310</b>	<b>\$1,975,061</b>	<b>\$158,664</b>	<b>\$9,996,249</b>	<b>16.5%</b>
<b>LOCALLY FUNDED CAPITAL</b>						
Eugene Station	\$0	\$0	\$0	\$0	\$0	0.0%
Other local only	0	20,070	20,067	20,067	3	100.0%
	<b>\$0</b>	<b>\$20,070</b>	<b>\$20,067</b>	<b>\$20,067</b>	<b>\$3</b>	<b>100.0%</b>
<b>Total expenditures</b>	<b>\$11,991,380</b>	<b>\$11,991,380</b>	<b>\$1,995,128</b>	<b>\$178,731</b>	<b>\$9,996,252</b>	<b>16.6%</b>
Change in Fund Balance	552,300	552,300	(373,952)	(52,989)		67.7%
Beginning Fund Balance	4,667,305	4,667,305	6,518,962			
<b>Ending Fund Balance</b>	<b>\$5,219,605</b>	<b>\$5,219,605</b>	<b>\$6,145,010</b>			



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 18, 1996

**ITEM TITLE:** STAFF PRESENTATION ON TRANSPORTATION DEMAND MANAGEMENT STRATEGIES PROMOTED THROUGH LANE TRANSIT DISTRICT'S COMMUTER SOLUTIONS PROGRAM

**PREPARED BY:** Andy Vobora, Service Planning & Marketing Manager  
Connie Bloom Williams, Commuter Resources Coordinator

**ACTION REQUESTED:** None

**BACKGROUND:** Transportation Demand Management (TDM) is the engagement and coordination of various strategies and programs that result in reductions of vehicle miles traveled, auto pollution, and traffic congestion.

TDM strategies can include carpool and vanpool programs, congestion and parking pricing strategies, transportation allowances, guaranteed ride home programs, telecommuting programs, transit programs, bike riding and walking, flextime and creative work schedules, and employer and public education. LTD has decided to promote only some of the TDM strategies available.

Commuter Solutions is a business outreach program that offers employers and employees a wide range of commuting and TDM options. Commuter Solutions proactively promotes the following strategies:

- ◆ Group Bus Pass Program
- ◆ Commuter Club (Transit Voucher) Program
- ◆ Carpool matching services
- ◆ Assistance in creating vanpools
- ◆ Guaranteed Ride Home programs
- ◆ Bikes on Buses and bicycle commuting
- ◆ Park & Ride
- ◆ Walking
- ◆ Education on setting up a telecommuting program
- ◆ Assistance with parking management issues
- ◆ Employer, employee, and public education promoting the benefits of utilizing such strategies



Commuter Solutions is grant-funded through the State's Transportation Improvement Program (STIP), and is staffed by Connie Bloom Williams. LTD contributes matching funds for this position, as well as a small amount of operational money for program support and marketing.

**ATTACHMENT:** None

**PROPOSED MOTION:** None



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 18, 1996

**ITEM TITLE:** FRED MEYER PARK & RIDE

**PREPARED BY:** Stefano Viggiano, Planning and Development Manager

**ACTION REQUESTED:** None. Information only.

**BACKGROUND:** As part of the investigation into potential sites for a Park & Ride in the West 11th area, staff identified a parcel adjacent to the bus stop at the Fred Meyer store. This site is attractive due its proximity to retail and the fact that it is undeveloped and is located next to a current LTD mini-station. Development costs would be limited to site paving. However, the site can accommodate only about 50 parking stalls, and thus does not meet capacity requirements. The Board has suggested that the Fred Meyer site could be developed to complement a larger Park & Ride facility elsewhere on the corridor.

Staff have been informed by McKay Investments, owners of the site, that a development is planned for that parcel. Thus, a decision whether or not to purchase the site should be made within the next month or two.

Staff suggest that the Board enter into Executive Session pursuant to ORS 192.660(1)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions, and 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. Following discussion of the appraisal estimate in Executive Session, the Board will need to return to open session for the rest of its discussion with staff.

**ATTACHMENT:** Site Plan for the Fred Meyer Park & Ride

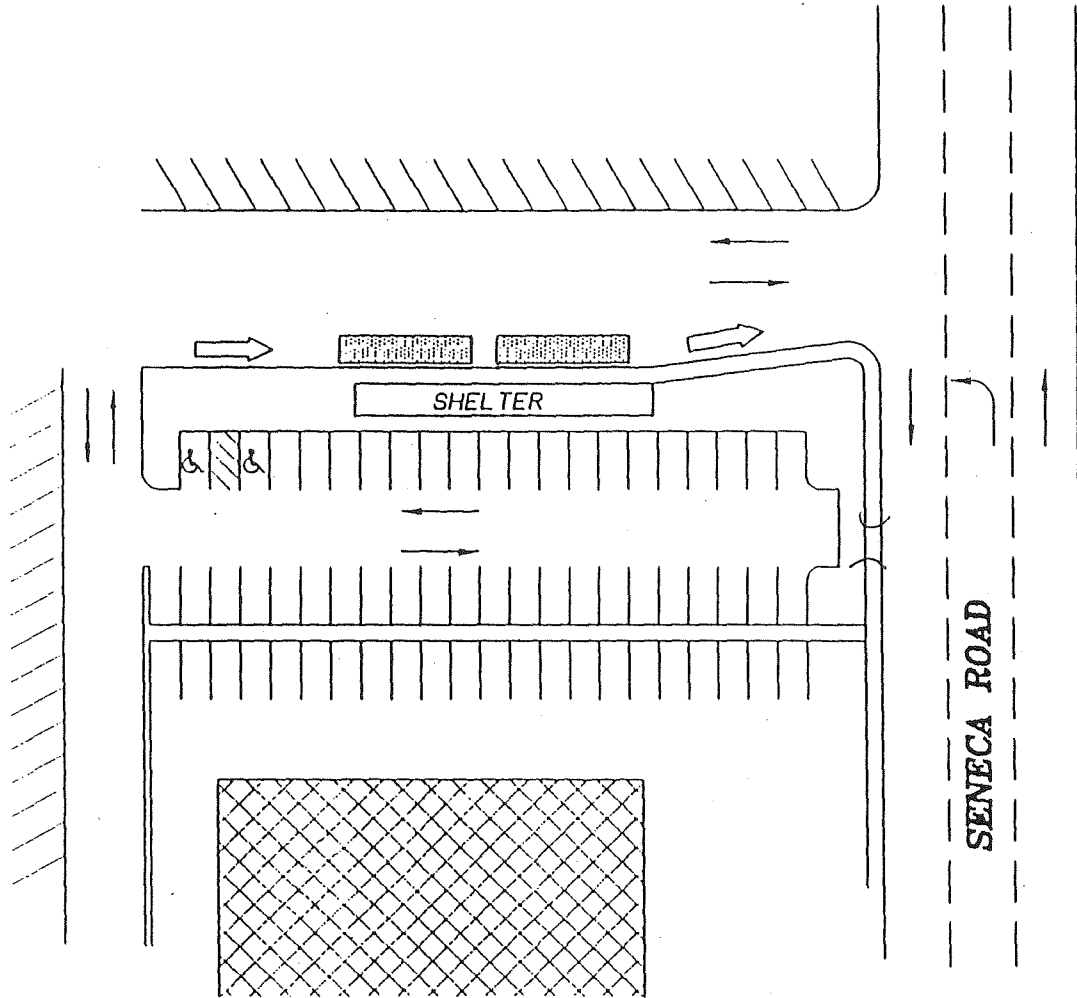
**PROPOSED MOTION:** I move that the Board meet in Executive Session pursuant to ORS 192.660(1)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions, and ORS 192.660(1)(f), to consider records that are exempt by law from public inspection pursuant to ORS 192.501(6), regarding information relating to the appraisal of real estate prior to its acquisition.





# SITE "E"

0.58 ACRES  
50 PARKING SPACES



NOT TO SCALE

LTD BOARD MEETING  
12/18/96 Page 52

Figure 8



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 18, 1996

**ITEM TITLE:** BUS SERVICE TO COTTAGE GROVE

**PREPARED BY:** Andy Vobora, Service Planning & Marketing Manager

**ACTION REQUESTED:** None

**BACKGROUND:** In May of 1996 the citizens of Cottage Grove defeated a ballot measure that would have committed the City of Cottage Grove to expend general fund money for LTD bus service. A minimum test period of 12 months was stipulated in the measure. The service package was developed by staff with input from the Friends of LTD, a Cottage Grove advocacy group, and involved an allocation of approximately 3,400 hours of bus service. The package was designed to provide weekday service of six round-trips to Cottage Grove and Creswell. The cost, less fare revenue, was expected to be around \$157,000.

A newly-written ballot measure (attached) has been forwarded to the City of Cottage Grove. The City Council accepted the petition as valid, making the measure eligible for an election in March.

Staff will continue to work from the Board's position that the Cottage Grove service must pay for itself and that a 12- to 24-month test period is acceptable. The Cottage Grove City Council requests confirmation on this position.

**ATTACHMENTS:** Documents filed with the City of Cottage Grove  
Cost Allocation for Bus Service to Cottage Grove

**PROPOSED MOTION:** None

G:\WPDATA\BDCGSER2.DOC



## Cost Allocation for Bus Service to Cottage Grove

### General Assumptions:

Six weekday round-trips

1.5 hours of service per round-trip

Approximately 3000 hours of total service (250) weekdays

	Scenario 1	Scenario 2
Bus Depreciation:	\$ 16,000	\$ 16,000
Direct Variable Cost (\$35.77/Hr.)	\$107,310	\$107,310
Direct Fixed Cost (\$10.13/Hr.)	\$ 30,390	\$ 30,390
Indirect Fixed Cost (\$13.95/Hr.)	\$ <u>8,790*</u>	\$ <u>41,850</u>
	\$162,490	\$195,550
Less Projected Fare Revenue	\$ <u>35,000</u>	\$ <u>35,000</u>
	\$127,490	\$160,550

\*Deducts general administration costs of \$11.03/Hr.



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 18, 1996

**ITEM TITLE:** EUGENE STATION UPDATE

**PREPARED BY:** Charlie Simmons, Facility Services Manager

**ACTION REQUESTED:** None. Information only.

**BACKGROUND**

**Phase II:** A letter of intent to award the Phase II construction contract was sent to Wildish Building Co. Contract documents are now being reviewed with the expectation of having a signed contract within the next week. Mobilization of Wildish on the site is not anticipated until January.

**Art:** The Art Selection Committee met on December 2 to review two new art proposals. Both proposals were well received and the committee was unanimous in the selection of the preferred proposal. Both art proposals will be presented to the Eugene Station Committee in January.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

H:\WPDATA\EUGSTAT\NESUPDA12.DOC





## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 18, 1996

**ITEM TITLE:** BUS RAPID TRANSIT UPDATE

**PREPARED BY:** Stefano Viggiano, Planning and Development Manager

**ACTION REQUESTED:** None. Information only.

**BACKGROUND:** **BRT Funding:** Staff are working on a request of approximately \$10 million in federal demonstration project funds to fund the implementation of the pilot corridor. The request would be made as part of the "United Front" package that will be presented to the local area's U.S. congressional delegation in February 1997.

**TransPlan:** BRT has been included as a key strategy in the TransPlan Direction Package that is under consideration by the Planning Commissions, City Councils, and Lane County Board. Staff made a presentation on BRT to a joint meeting of the Planning Commissions held on December 3, 1996.

**Pilot Corridor Planning:** Staff and the consultant are continuing to develop more specific plans for the pilot corridor. It is expected that alternatives for a specific BRT alignment along the proposed east/west corridor will be presented to the Board in February 1997.

**ATTACHMENT:** None.

**PROPOSED MOTION:** None.

H:\WPDATA\BRT\BRTSUMM.DOC



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 18, 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 City Councilor Nancy Nathanson regarding LTD bus service in the Churchill High School neighborhood
- Letter from Charlotte Murphy of Eugene regarding purchase of the Cole property
- Letter from Michael Farthing, attorney for the Cole family, regarding site selection for the West 11th Park & Ride station
- Telephone input regarding Cole property

District responses to these letters were being prepared as the agenda materials were being finalized. Those responses will be shared with the Board at a later date.

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

**PROPOSED MOTION:** None

g:\wpdata\bdcorsum.doc





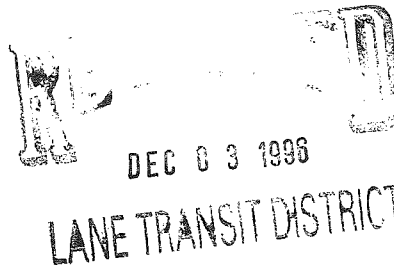
City Council

City of Eugene  
777 Pearl Street, Room 105  
Eugene, Oregon 97401-2793  
(541) 687-5010  
(541) 687-5414 Fax  
(541) 687-5045 TDD

Shawn Boles  
Pat Farr  
Kevin Hornbuckle  
Barbara Keller  
Tim Laue  
Nancy Nathanson  
Laurie Swanson Griboskov  
Jim Torrey

November 25, 1996

Pat Hocken  
LTD Board of Directors  
P.O. Box 7070  
Eugene, OR 97401



Dear Pat,

In light of the growth in the Churchill area, I would like to interest you in some ideas for enhancing the transportation options for our neighborhood. It is vital to gain support now to establish an efficient transportation system and create good neighborhood travel habits there before additional development eliminates some of the possibilities. I think LTD could play an important role in this project.

A good target for a first phase is Churchill High School. They have added night classes for their students and for LCC students, as well as holding their regular classes. In addition, I understand that LCC will offer classes for Hyundai at Churchill.

City staff have suggested to area high school principals that they charge a fee for the privilege of parking at the school. The money collected from parking fees could be used to fund incentives for students and faculty who choose to use alternate forms of transportation. The incentives could include reduced cost or free bus passes, and secure bicycle racks, which are sorely needed at Churchill. I like this concept and feel that if it is implemented gradually, it could be effective. I would further the incentive program by using some of the proceeds from the parking fees to provide small "gifts" for students who, during the course of the first three years, choose to give up a parking permit they had previously purchased.

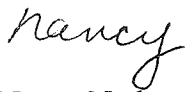
Another needed improvement at Churchill is better access to transit. I propose that LTD work with Churchill High School to create a bus stop right at their front door. I realize this could require some site changes for the school, but that long walk from the bus stop is a strong disincentive to bus ridership. Included in this improvement could be a bus shelter combined with a covered bicycle rack.

I've had the opportunity to discuss these ideas informally with Jim Slemple, Churchill High School Principal, Diane Bishop, the City's Bicycle Coordinator, and Abe Farkas, Planning and Development Director. I believe the Churchill High School Site Council would be interested in



reviewing these issues, as would the neighborhood association. After you have had a chance to review these ideas with LTD staff, let's get together to work on this and other methods to make alternative transportation viable for the Churchill region.

Sincerely,



Nancy Nathanson  
Eugene City councilor, Ward 8

cc: Jim Slep, Churchil High School  
Abe Farkas, PDD Director  
Christine Donahue, Neighborhood Liaison



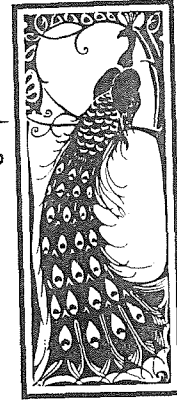


RECEIVED

1930 Holly Ave  
 Eugene Or 97408  
 Dec. 11, 1996

DEC 11 1996

LANE TRANSIT DISTRICT



Dear Mrs Loobey,

It seems to me that if other  
 places are available and suitable  
 it is blatantly horrid to take  
 the land of the Cole family.

We are not friends or regular  
 customers of the Coles but we  
 recognize their role in this area  
 since we moved here in 1962.

A bus company should not  
 have this kind of power in which  
 to completely destroy a business  
 that is upstanding.

Charlotte Murphy

[

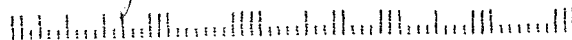


Lane Transit Dist

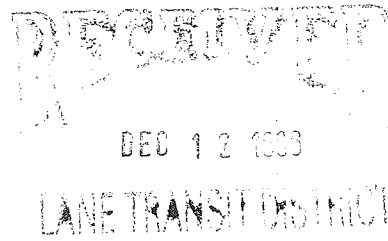
Attn:  
 Phyllis Loobey  
 & Board

P.O. 7070

Eugene Or 97401







December 11, 1996

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

Re: Site Selection for West 11th Avenue Park and Ride Station

Dear Board Members:

This firm represents George and Suzanne Cole and their family with regard to property they own on the south side of West 11th Avenue and the intersection of Conger Street. In the Site Selection Report (July 1996) prepared by Branch Engineering for Lane Transit District ("LTD"), the Coles' property is identified as site "M." At present, the Coles operate two businesses at this site and lease property to Arby's Restaurant and to a boat manufacturer.

You have already received a letter from the Cole family expressing their concern about LTD's apparent interest in acquiring this site for location and construction of a park and ride station. In that letter, the Coles express their frustration at not being advised by LTD's staff of its plans and intentions at the time the Coles made inquiry to LTD. From their earlier conversations with LTD personnel, the Coles were led to believe that selection of a park and ride site was in the very early stages and, furthermore, their property was not one of the leading contenders. This fact is supported by the Branch Site Selection Report, which identifies sites A, C and D as the "preferred sites."

However, sometime between July 1996 and the last few weeks, the Cole property (site M) has been placed at the top of the preferred site list without the Coles or anyone else associated with the Coles being advised of this change. Further, when the Coles first approached me concerning this issue, I contacted LTD personnel sometime in October 1996 and was advised that no information was available and that this issue was in its very early stages and that nothing had been decided. I was not even advised that a report concerning this issue had been prepared approximately four months previously.

Based on these early contacts with LTD personnel, you certainly can understand why the Coles and I are skeptical about LTD's statements concerning this project. In short, we have no idea what to believe or expect with regard to LTD concerning this particular project.

Gleaves  
Swearingen  
Larsen  
Potter  
Scott  
& Smith LLP



ATTORNEYS  
AT LAW

Phone:  
(541) 686-8833  
Fax:  
(541) 345-2034

975 Oak Street  
Suite 800  
Eugene, Oregon  
97401-3156

Mailing Address:  
P.O. Box 1147  
Eugene, Oregon  
97440-1147

Vernon D. Gleaves  
Arlen C. Swearingen  
Eric L. Larsen  
Standlee G. Potter  
Malcolm H. Scott  
Bruce E. Smith  
A. J. Giustina  
Douglas R. Schultz  
Stephen O. Lane  
William H. Martin  
Martha J. Rodman  
Jon V. Buerstatte  
Frederick A. Batson  
Patricia E. Lockary  
Thomas P. E. Herrmann  
Michael E. Farthing  
James V. Shepherd  
Jacquelyn M. Corday  
Laura T. Z. Montgomery  
Karen Fiorentino  
Wendy L. Laing  
Chad G. Potter

Of Counsel  
Harold D. Gillis



For these reasons, I have been directed by the Coles to conduct a thorough investigation of LTD's plans for a park and ride facility, which will include review of LTD's authority to construct such a facility, its source of funds, all permits necessary to construct the facility and any other matters relating to LTD's completion of this project. The Coles are strongly opposed to LTD selecting their property as the site for this facility. There are numerous reasons why they are opposed but, most important, is the complete disruption and dislocation of four existing businesses from a very well-established site that would occur if LTD acquired the site. The selection of the Cole site is made even more suspect by the apparent rejection of your own consultant's report and the selection of the Cole site over and above the three identified preferred sites.

I will be sending a land use consultant, Al Couper, to research LTD records with respect to this project. Mr. Couper will also provide me with a report concerning LTD's zoning and planning requirements for constructing such a facility. At this time, it is my belief that any attempt by LTD to identify a site for a park and ride transportation facility constitutes a land use decision as defined by ORS Chapter 197. As a land use decision, LTD is required to satisfy certain requirements and conduct hearings in accordance with ORS Chapter 197. Further, LTD is required to comply with Statewide Planning Goals, the Eugene-Springfield Area Metropolitan Plan ("Metro Plan") and the Transplan component of that plan. These are minimal land use requirements and is certainly not a complete list of the land use requirements that must be addressed and satisfied by LTD.

It is my understanding that the Board will be considering this issue at its Wednesday, December 18 meeting. At this time, I do not know if it is a public hearing or simply a board discussion. I would like the opportunity to address the Board regarding this project and to pose certain questions concerning the process that it has used and will be utilizing in the future for selection of this site.

Finally, you are hereby notified that LTD staff or agents are not authorized to go upon the Coles' property for any reason relating to selection of this site as the future park and ride facility. Any visits to the property must first be approved by George Cole, Suzanne Cole or me. All future communication, staff reports, memorandums, materials and any other information relating to this project should be provided to the Coles and to me at this address.

Please note that I have sent copy of this letter to LTD's legal counsel, Robert Fraser. I have made a telephone inquiry with Mr. Fraser's firm concerning the process that LTD will be conducting to make its decision. At this time, I am not sure whether LTD is treating this as a land use or some other type of



Board of Directors  
December 11, 1996  
Page 3

decision. Therefore, all contacts with LTD's Board will be in writing with copy to its attorney until I am directed otherwise.

I look forward to attending the Wednesday, December 18 meeting and responding to any questions you might have.

Sincerely,



Michael E. Farthing

jca

cc: George and Suzanne Cole  
Gabe and Linda Cole  
Al Couper  
Robert Fraser





## **PUBLIC INPUT TO LTD**

### **West 11th Park & Ride Property Acquisition**

The following public input was received by telephone:

**Subject: Cole Property**

**Date: Wednesday, December 11, 1996**

**Call received by: Jennifer Eberhardt**

This morning at 11:45, I received a call from a concerned citizen regarding the Cole property on West 11th Avenue. The caller was very interested in the possibility of the property being cleaned up and used for another purpose, other than a "junk yard." She is a resident of a neighboring complex on City View. She stated that she takes many walks on the Amazon Bike Path and has always had problems with the cleanliness of the Cole property. On many occasions, she and other tenants have seen a dog on the Cole property that chased the wildlife away. She would not leave her name but told me that the complex she lives in is on City View, and that many of the other tenants would really like to see this property cleaned up.

G:\WPDATA\COLEPROP.DOC



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 18, 1996

**ITEM TITLE:** CALENDAR OF BOARD ACTIVITIES

**PREPARED BY:** Phyllis Loobey, General Manager

**ACTION REQUESTED:** None

**BACKGROUND:** Following Board direction, a special Board meeting has been scheduled with the local area's state legislators to discuss local and regional transportation issues. All of the local area's state senators and representatives have been invited to meet with the Board on Thursday, December 19, at noon in the Board Room. LTD staff are working with the legislators' staff members to confirm their attendance. Also, a meeting has been scheduled with Senator Wyden's legislative assistant, Carolyn Bourdeaux, at noon on Friday, December 20, also in the LTD Board Room.

**ATTACHMENT:** Calendar of Board Activities - December 1996

**PROPOSED MOTION:** None

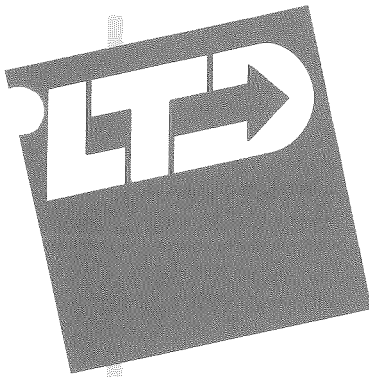
G:\WPDATA\BDCALSUM.DOC



# DECEMBER 1996 - BOARD ACTIVITIES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
				(MPC)	Board agenda deliveries	
15	16	17	18	19	20	21
			LTD Board work session 5:00 p.m.; regular meeting 7:00 p.m.	Board meeting with Lane Co. delegation 12:00 p.m.	Board meeting with Senator Wyden's staff 12:00 p.m.	
22	23	24	25	26	27	28
			Christmas Day LTD Holiday  (No Service)			
29	30	31	<b>January 1, 1997</b>	2	3	4
			New Year's Day  (Sunday service)			





**Lane Transit District**

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

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

**MONTHLY STAFF REPORT**

December 18, 1996

**TRANSIT OPERATIONS**

*Prepared by Patricia Hansen, Transit Operations Manager*

**SPECIAL SERVICE AGREEMENT WITH ATU**

Transit Operations and Human Resources staff have worked with the executive board officer of ATU to create a special operator bidding arrangement for the First Night special service on New Year's Eve. Because these trippers will operate approximately two hours past LTD's normal weekday service hours, it presents some unique challenges in terms of operator work assignments. This non-precedent-setting agreement, which will allow operators to bid on the work instead of the work automatically being assigned to the extra board, represents a "win-win" situation for both operators and management staff. Last July, a similar agreement was developed to operate Fourth of July tripper service for the Butte-to-Butte race. We hope to continue these types of cooperative ventures with ATU, which enable us to respond to unique service requests in a way that is both efficient and equitable.

**HOLIDAY LIGHTS JOYRIDE**

Transit Operations staff are busily preparing for the public and employee JoyRides. As in past years, bus operators will be working as Transportation Coordinators at Valley River Center, assisting with customer boarding and bus queuing.

**SUPERVISOR TRAINING**

On December 11, Transit operations front-line supervisors and administrative staff finished the basic supervisory skills training that started in October (eight modules of the Zenger Miller Frontline Leadership series). In late December and early January, additional training will be provided on employee relations, performance management, and discipline and documentation.





## **HUMAN RESOURCES**

*Prepared by Ed Rutledge, Human Resources Manager*

### **RECRUITMENT AND SELECTION**

During the month of November, the District did not have any open positions. However, three bus operator candidates from the bus operator selection pool were selected for part-time bus operator positions and began training on November 11.

Ten bus operators participated in the validity testing of the pre-placement test being developed by the Workers Action Program, McKenzie Willamette Hospital. Two additional bus operators participated in the testing in early December. It is expected that the pre-placement test development will be completed in December.

### **COMPENSATION STUDY**

Representatives of the Moss-Adams Advisory Services conducted in-service meetings with all administrative employees to discuss the compensation study. Moss-Adams is the consulting firm that was selected to conduct this study. Following the in-service meetings, Moss-Adams consultants interviewed each administrative employee regarding his or her duties and responsibilities. The Human Resources staff has been engaged in gathering data and historical information for this study. Further, an Advisory Group has been established and currently consists of a cross-section of administrative employees. As the study nears completion, the Moss-Adams representatives will meet with the Advisory Group to discuss the study's progress.

### **TRAINING**

Additional sessions of the fall operators' training continued during two weeks of November.

The Human Resources Department met with representatives from the Transit Operations Department to discuss future training needs. It is expected that the winter 1997 training sessions will include segments on injury prevention, stress management, the new radio system, and the Eugene Station relocation. With regard to the injury prevention training, the risk/safety/benefits specialist recommended that we use SAIF's On-Site Occupational Training Program. A representative of SAIF confirmed SAIF's ability to participate in this training.



## **RISK/SAFETY/BENEFITS**

The risk/safety/benefits specialist attended a meeting of Transit Operations staff to discuss service animals. The issue was prompted by an incident in which a service dog had bitten a driver.

The risk/safety/benefits specialist worked with a representative of the Workers Action Program, McKenzie-Willamette Hospital, regarding a leg cramp problem that was experienced by one operator. The driving position of this operator will be analyzed by the Workers Action Program to see how the operator sits in the driver's seat and whether the position of the operator in the seat is contributing to the leg pain.

The Accident and Route Review Committee met on November 8. All accidents and incidents during August, September, and October were reviewed.

The Facilities Safety Committee met on November 19th. The review of on-the-job injuries is as follows:

Total Injuries Reported: 11  
SAIF Claims Reported: 5  
SAIF Claims Time Loss: 2

For the same period (January through October) in the calendar year 1995, the on-the-job injury profile was as follows:

Total Injuries Reported: 35  
SAIF Claims Reported: 15  
SAIF Claims Time Loss: 9

## **EMPLOYEE RELATIONS**

The 1997 Employee Awards Banquet Committee was formed and has started preparations for the annual banquet. It is expected that the Banquet will be held in February. As part of the planning process, the Committee has reviewed the evaluations from the 1996 Employee Awards Banquet. The evaluations showed a strong interest in prohibiting smoking at the Banquet. The Committee decided to gather input from all employees before making a final decision regarding smoking at the Banquet. All employees received a "ballot" with their paychecks on November 21, on which they were to indicate whether or not smoking should be allowed at the Banquet. The results of this survey will be used by the Committee to make their decision.

Through the District's Take-Care Program, the District participates in the American Heart Association's Heart at Work Program. During November, the human resources specialist met with representatives from the American Heart Association and other participants in



the Heart at Work program to discuss plans for a workshop to be held on February 25 as part of the National Heart Month Celebrations. The human resources specialist has been invited to be a presenter at this workshop to talk about how the District changed its "smoking room" to an "exercise room."

## **LABOR RELATIONS**

At the monthly meeting of the labor-management committee, the parties explored the possibility of using an alternative bargaining format in the forthcoming negotiations. The options discussed included using the LMC to address contract language issues in an informal setting and a more formal, but "expedited," process for the economic issues. Management and Union representatives agreed to address these bargaining strategies with their respective constituencies.

The human resources manager met with counsel/chief negotiator in early preparations for negotiations. One of the issues covered in this conversation was the possibility of employing an alternative bargaining format in the forthcoming negotiations.

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

## **SERVICE PLANNING & MARKETING**

*Prepared by Andy Vobora, Service Planning & Marketing Manager*

## **EAST SPRINGFIELD PARK & RIDE UPDATE**

After reviewing the Environmental Assessment (EA) submitted in March 1996, the Federal Transit Administration (FTA) has issued a Finding of No Significant Impact (FONSI) for the East Springfield Park & Ride project. This "FONSI" determination is a key finding that enables the project to move forward.

## **WINTER BID 1997**

Schedules, runs, and timetables are being prepared for the implementation of Winter Bid on February 2, 1997. These items are the central ingredients in developing the materials necessary for the operation of LTD's service. Staff anticipate making a few minor timepoint adjustments for routes experiencing timing problems. Extra service added to the #79 UO/Gateway will be added into regular run bids, allowing it to be run more



efficiently. The additional service between the University and Duck Village (on Centennial Blvd.) has averaged between 20 and 47 rides per trip, which translates to approximately 70 to 141 rides per service hour.

### **PEAK BUS USAGE**

The Service Planning & Marketing Department continues to examine the impacts of scheduling service during times of peak ridership demand. The graph at the end of the staff summary shows the number of buses LTD was running during each weekday half-hour period for winter/spring 1996 versus the current number for fall 1996. The number of buses increased by four to six during some peak periods because of new service and the expansion of trip times on routes that were having timing problems. Fall 1996 data also includes "tripper" service buses that were added for overload situations and a shuttle service to the west Eugene industrial area.

### **TARGETED ROUTE MARKETING**

Direct mail postcards will be sent to 13,266 homes in mid-December. The postcards are being mailed to residents along routes 36, 42/43, and 71. New service options will be highlighted, and residents will be encouraged to get out and try LTD. The postcard makes riding even easier by functioning as a free ride coupon. The free ride is good only on the specific route being marketed, so we are hopeful that people will become more familiar with the new service near their homes.

### **JOYRIDE LIGHTS TOUR**

The eighth annual JoyRide tour of lights is happening this year. The event is co-sponsored by Valley River Center and Oregon Eye Associates. JoyRiders pre-purchase tickets and board special buses at the Valley River Center Transit Station. This event is still very popular with the community, and most tickets were sold the first day they went on sale. Along with spectacular views, JoyRiders are treated to live music while boarding, hot cider and cookies when they return, and an opportunity to do some on-board caroling, led by hosts from Springfield High School. This year there are two routes. On December 17 and 18, the JoyRide will visit some of the best displays in the Springfield area. On December 20-22, the JoyRide will tour Eugene. The newest attraction is the Celebration of Lights at the Lane County Fairgrounds. Lane County Fair is graciously allowing us to take a total of 60 buses through their Celebration of Lights at no cost. At \$40 per bus (normal fee), that comes to \$2,400 worth of fantastic lights!





## **STUFF THE BUS**

This event is sponsored by LTD and KDUK to benefit Food For Lane County. The Next Stop bus will move to various grocery stores throughout the weekend of December 13-15. Locations include Mike's Farm Fresh Foods at 29th and Willamette and at Franklin and Orchard, and Oasis Fine Foods on Willakenzie.

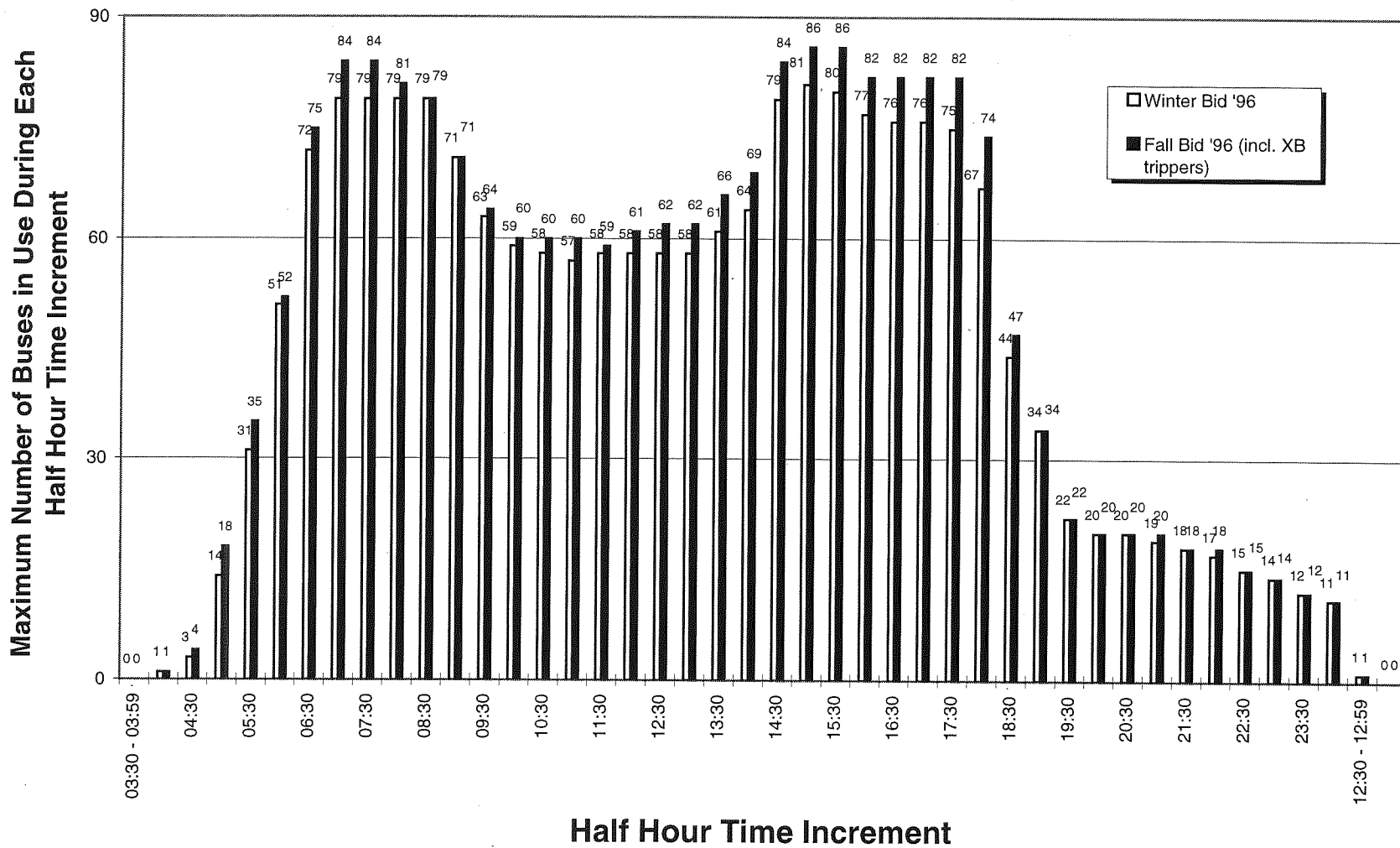
KDUK will broadcast live from the bus, promoting the event and encouraging people to drop off non-perishable food items. The goal will be to stuff the bus to capacity with food items to help people in our community during the holidays and beyond.

Additionally, KDUK satellite vans promoting a "Can The Van" campaign will be parked at various Blockbuster Video stores. The contents of the vans will be emptied into the LTD bus periodically during the weekend.

The event culminates with the actual unloading of the bus at Food For Lane County. Watch your news on Sunday evening, December 15!



# Number of Buses in Use by Half Hour - Winter versus Fall '96





## AGENDA ITEM SUMMARY

- DATE OF MEETING:** December 18, 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. **West 11th Park and Ride Site Approval:** Final approval of a site for the West 11th Park and Ride lot will be scheduled for a future Board meeting, pending the results of the environmental assessment.
  - B. **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 January 15, 1997, Board meeting.
  - C. **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.
  - D. **Deferred Compensation Quarterly Report:** A brief report on the District's deferred compensation plan rating will be included in the January 15, 1997, agenda packet.
  - E. **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.
  - F. **Work Session on Special Services/Service 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.



- G. **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.
- H. **Fiscal Year 1997-98 Service Changes:** A public hearing on proposed service changes for FY 97-98 will be scheduled for the February 19, 1997, Board meeting. A second hearing and Board approval of the final service change proposal will be scheduled for the March 19, 1997, meeting.
- I. **Fiscal Year 1997-98 Pricing Issues/Fare Policy:** A public hearing and approval of the pricing structure for FY 97-98 will be scheduled for the February 19, 1997, Board meeting. The first reading of an ordinance setting the fares for FY 97-98 will be scheduled for March 19, and the second reading and adoption will be held on April 16, 1997.
- J. **Board Structure and Operating Procedures:** Discussion of the Board's structure and operating procedures will be held with the Board during future meetings.
- K. **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.
- L. **Eugene Station:** Various action and information items will be placed on Board meeting agendas during the design and construction of the Eugene Station.
- M. **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.

