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LANE TRANSIT DISTRICT REGULAR BOARD MEETING

November 18, 1998
5:30 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

II. ROLL CALL

Bennett _____ Hocken _____ Kleger _____ Kortge _____

Lauritsen _____ Wylie _____ Bailey _____

III. INTRODUCTORY REMARKS BY BOARD PRESIDENT

The following agenda items will begin at 5:30 p.m.

IV. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Board Member Reports

a. Metropolitan Policy Committee

b. Statewide Livability Forum

c. BRT Steering Committee / Public Design Workshops /
Walkabout Input

d. Springfield Station Steering Committee

- e. Presentation to Lane County Board of Commissioners
- f. Nodal Development Consultation
- 2. Presentation of Comprehensive Annual Financial Report for FY 1997-98
- 3. Monthly Financial Report
- 4. Bus Rapid Transit Project Update
- 5. Election Results; December Meeting with Legislators
- 6. Update: Smoking Areas at Eugene Station
- 7. TransPlan Update
- 8. Springfield Station Update
- 9. 1998 JoyRide Tour Of Holiday Lights
- 10. Award of Fuel Supplier Contract
- 11. Correspondence
- B. Monthly Staff Report

The following agenda items will begin at 6:30 p.m.

V. EMPLOYEE OF THE MONTH—December 1998

VI. AUDIENCE PARTICIPATION

◆ Each speaker is limited to three (3) minutes.

VII. ITEMS FOR ACTION AT THIS MEETING

A. Consent Calendar

- 1. Minutes of the September 14, 1998, Special Board Meeting/Work Session
- 2. Minutes of the September 16, 1998, Regular Board Meeting
- 3. Minutes of the October 10-11, 1998, Board Work Session
- 4. Minutes of the October 19, 1998, Special Board Meeting

5. Minutes of the October 21, 1998, Canceled Regular Board Meeting
 6. Minutes of the November 9, 1998, Special Board Meeting
 7. Low-Income Fare Discount Program Modification
- B. Second Reading and Adoption – Ordinance No. 24, 1998 Revision, Describing the Territorial Boundaries of Lane Transit District
 - C. Acceptance of Audit Report for Fiscal Year Ending June 30, 1998
 - D. Bus Rapid Transit Project Schedule

VIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Meeting with Local-area State Legislators; 1999 Legislative Issues
- B. Federal Capital Grant Application
- C. FY 1999-2000 Service Recommendations
- D. FY 1999-2000 Pricing Plan and Fare Ordinance
- E. TransPlan Draft Approval
- F. FY 1999-2000 Capital Improvements Program
- G. Long-range Financial Plan
- H. Follow-up Work Sessions
- I. Medical Reimbursement Account
- J. Board Review of Tobacco Use at District Facilities
- K. BRT Updates
- L. Quarterly Performance Reporting/Year-End Performance Report

IX. 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 1-800-735-2900 (TTY, for persons with hearing impairments).

AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 1998

ITEM TITLE: PRESENTATION OF COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FY 1997-98

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: None

BACKGROUND: The Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 1998, will be distributed to the Board of Directors at the beginning of the November 18 meeting. This report includes audited statements and the opinions of the independent audit firm of Grove, Mueller, Hall and Swank. An overview of Lane Transit District's financial position at June 30, 1998, will be presented at the November Board meeting. Charles Swank, representing LTD's auditors, will attend the meeting to discuss the audit results.

Board acceptance of the independent audit report for the fiscal year ending June 30, 1998, is scheduled during the Items for Action portion of this meeting.

ATTACHMENTS: Independent Auditor's Management Letter
Independent Auditor's Opinion and Reports
(Comprehensive Annual Financial Report for FY 1997-98 to be distributed at the meeting)

PROPOSED MOTION: None

LANE TRANSIT DISTRICT
COMPARATIVE BALANCE SHEET
GENERAL FUND
September 30, 1998

	CURRENT BALANCES	BALANCE 6/30/1998
ASSETS		
Cash & short-term investments	\$8,377,742	\$8,431,397
Receivables	442,500	472,948
Inventory	619,398	619,398
Prepaid expenses	3,320	32,406
VRC lease	70,833	70,833
Property, plant and equipment	35,446,292	35,446,292
Total Assets	<u>\$44,960,085</u>	<u>\$45,073,274</u>
LIABILITIES		
Accounts payable	\$193,367	\$423,088
Payroll payable	415,145	515,121
Unearned income	82,005	96,332
Liability claims/other payable	124,464	126,906
CAL/sick accrual	1,198,998	1,198,998
Deferred compensation	0	0
Total Liabilities	<u>\$2,013,979</u>	<u>\$2,360,445</u>
FUND BALANCE		
Reserved for long-term lease	\$70,833	\$70,833
Property, plant and equipment	35,446,292	35,446,292
Fund Balance restricted to assets	<u>\$35,517,125</u>	<u>\$35,517,125</u>
Fund balance 6/30/98	\$7,195,704	\$7,195,704
Change in fund balance	<u>233,277</u>	<u></u>
Ending fund balance	<u>\$7,428,981</u>	<u>\$7,195,704</u>
Total Reserves and Fund Balances	<u>42,946,106</u>	<u>42,712,829</u>
Total Liabilities & Fund Balances	<u>\$44,960,085</u>	<u>\$45,073,274</u>

LANE TRANSIT DISTRICT
 COMPARATIVE BALANCE SHEET
 SPECIAL TRANSPORTATION FUND
 September 30, 1998

	CURRENT BALANCES	BALANCE 6/30/1998
ASSETS		
Cash & short-term investments	\$0	\$4,066
Receivables	0	0
Prepaid expenses	0	0
	0	0
Total Assets	\$0	\$4,066
LIABILITIES		
Accounts payable	\$0	\$4,066
	0	4,066
Total Liabilities	\$0	\$4,066
RESERVES & BALANCES		
Fund balance	\$0	\$0
Change in fund balance	0	0
	0	0
Ending fund balance	\$0	\$0
Total Liabilities & Fund Balances	\$0	\$4,066

LANE TRANSIT DISTRICT
 COMPARATIVE BALANCE SHEET
 CAPITAL FUND
 September 30, 1998

	CURRENT BALANCES	BALANCE 6/30/1998
ASSETS		
Cash & short-term investments	\$5,046,483	\$8,144,397
Receivables	1,591,177	61,514
Prepaid	0	0
Deposits	0	0
Total Assets	<u>\$6,637,660</u>	<u>\$8,205,911</u>
LIABILITIES		
Accounts payable	\$132,578	\$115,750
Retainage payable	5,399	0
Total Liabilities	<u>\$137,977</u>	<u>\$115,750</u>
RESERVES & BALANCES		
Fund balance	\$8,090,161	\$8,090,161
Change in fund balance	<u>(1,590,478)</u>	<u></u>
Ending fund balance	<u>\$6,499,683</u>	<u>\$8,090,161</u>
Total Liabilities & Fund Balances	<u>\$6,637,660</u>	<u>\$8,205,911</u>

AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 1998

ITEM TITLE: SEPTEMBER FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Finance Manager

ACTION REQUESTED: None

BACKGROUND: Financial results for the first three months of the current fiscal year are summarized in the attached reports.

Because the Finance Department was short-handed for the first three months of the current year, it has been challenging to prepare and produce all routine reports in a timely manner, and simultaneously manage year-end close, the independent audit, and the filing of the FTA National Database Report, all of which must be completed by the end of October. As a one-time shortcut, the income statements for the September financial report are all in year-to-date format, and do not include single-month information. The October report will return to the format in which reports customarily are prepared.

Total year-to-date revenue is ahead of budget plan primarily due to strong payroll tax receipts. Year-to-date expenses appear to be significantly below plan, because of the timing of projects. (Some departments budgeted major expenses for the beginning of the year for events that will occur later or throughout the fiscal year.) There are no adverse financial conditions existent or anticipated in any of the District's three funds at this time. Additional information about the General Fund and Capital Fund appears in the comment page that is now part of the standard monthly report.

The annual independent audit of FY 1997-98 has been completed, and will be presented to the Board by a representative of Grove Mueller Hall and Swank. The audit process went very smoothly, which is especially noteworthy in the first year with a new service provider.

ATTACHMENTS:

Attached are the following financial reports for Board review:

1. Preliminary Analysis Report - comparison to prior year
2. Monthly Financial Report Comments
3. Preliminary Comparative Balance Sheets
 - a. General Fund
 - b. Special Transportation Fund
 - c. Capital Fund
4. Preliminary Income Statements
 - a. General Fund
 - b. Special Transportation Fund
 - c. Capital Fund

PROPOSED MOTION:

None

LANE TRANSIT DISTRICT
SPECIAL TRANSPORTATION FUND INCOME STATEMENT
For the period 7/1/98 to 9/30/98

	ORIGINAL BUDGET	Y-T-D ACTUAL	BALANCE	Percent of year 25% YTD% BUDGET
Revenues & Other Sources:				
State Special Transp Fund:	\$ 370,000	\$ 9,000	\$ (361,000)	2.4%
STF - contingency & capit	280,000	99,815	(180,185)	35.6%
State Special Grant	-	-	-	-
Transfer from general func	<u>742,500</u>	<u>176,333</u>	<u>(566,168)</u>	<u>23.7%</u>
Total Revenues	<u>\$ 1,392,500</u>	<u>\$ 285,148</u>	#####	<u>20.5%</u>
 Expenses and Other Uses:				
STF - flow-through transfe	\$ 650,000	\$ 108,815	\$ 541,185	16.7%
Direct support - Ridesourc	664,500	157,833	506,668	23.8%
LTD - Capital match	4,000	-	-	-
Direct support - LCOG adr	<u>74,000</u>	<u>18,500</u>	<u>55,500</u>	<u>25.0%</u>
Total Expenses	<u>\$ 1,392,500</u>	<u>\$ 285,148</u>	<u>\$ 1,103,353</u>	<u>20.5%</u>
 Unreserved Fund Balance				
Change to fund balance	\$ -	\$ -	-	-
Beginning balance	<u>-</u>	<u>-</u>	-	-
 Ending balance	 <u>\$ -</u>	 <u>\$ -</u>	-	-

LANE TRANSIT DISTRICT
GENERAL FUND INCOME STATEMENT
For the period 7/01/98 to 9/30/98

	YEAR TO DATE			ANNUAL BUDGET
	ACTUAL	BUDGET	VARIANCE	
REVENUES				
Passenger Fares	\$ 686,199	\$ 705,000	\$ (18,801)	\$ 3,137,320
Group Pass Payments	129,396	128,000	1,396	744,000
Special Services	82,537	124,000	(41,463)	121,000
Advertising	87,836	91,999	(4,163)	370,000
Miscellaneous Income	83,288	32,000	51,288	77,150
Payroll Tax Revenue	3,750,032	3,300,000	450,032	14,500,000
Self-employment Tax	54,183	-	54,183	820,000
State In-Lieu-of-Tax	210,746	210,000	746	902,700
Operating Grants	-	151,324	(151,324)	237,300
Interest Income	<u>225,842</u>	<u>203,810</u>	<u>22,032</u>	<u>850,000</u>
Total General Fund Revenues	<u>\$ 5,310,059</u>	<u>\$ 4,946,133</u>	<u>\$ 363,926</u>	<u>\$ 21,759,470</u>
EXPENSES/TRANSFERS/RESERVES				
General Administration	\$ 152,373	\$ 191,765	\$ 39,392	\$ 732,670
Public Affairs	61,531	101,310	39,779	225,427
Finance	144,361	146,815	2,454	558,500
Information Services	83,616	82,017	(1,599)	317,370
Human Resources	79,266	129,838	50,572	468,630
Planning & Development	61,264	44,925	(16,339)	162,470
Commuter Solutions Program	22,760	100,430	77,670	168,100
Service Planning & Marketing	379,544	634,385	254,841	1,237,270
Customer Service Center	100,316	418,690	318,374	430,470
Transit Operations	2,293,147	2,332,474	39,327	9,224,884
Fleet Services	837,106	987,619	150,513	3,836,708
Facility Services	178,621	241,010	62,389	878,005
Debt Service	-	42,633		42,633
Insurance/ Liability Costs	<u>410,116</u>	<u>404,500</u>	<u>(5,616)</u>	<u>671,400</u>
Total before transfers	<u>4,804,021</u>	<u>5,858,411</u>	<u>1,011,757</u>	<u>18,954,537</u>
Special Transportation Transfer	176,333	185,625	9,292	742,500
Capital Transfer	98,204	208,000	109,796	2,500,000
Total General Fund Expenses	<u>\$ 5,078,558</u>	<u>\$ 6,252,036</u>	<u>\$ 1,130,845</u>	<u>\$ 22,197,037</u>
Unreserved Fund Balance				
Change to fund balance	231,501	(1,305,903)		
Beginning balance	<u>7,195,704</u>	<u>6,347,567</u>		
Ending balance	<u>\$ 7,427,205</u>	<u>\$ 5,041,664</u>		

LANE TRANSIT DISTRICT
GENERAL FUND INCOME STATEMENT
For the period 9/01/98 to 9/30/98

	CURRENT MONTH			YEAR TO DATE			ANNUAL
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	BUDGET
REVENUES							
Passenger Fares	\$ 224,350	\$ 265,000	\$ (40,650)	\$ 430,015	\$ 705,000	\$ (274,985)	\$ 3,137,320
Group Pass Payments	42,851	44,000	(1,149)	86,013	128,000	(41,987)	744,000
Special Services	28,560	55,000	(26,440)	72,696	124,000	(51,304)	121,000
Advertising	29,279	30,833	(1,554)	58,557	91,999	(33,442)	370,000
Miscellaneous Income	17,096	30,000	(12,904)	18,514	32,000	(13,486)	77,150
Payroll Tax Revenue	2,397,721	100,000	2,297,721	3,629,249	3,300,000	329,249	14,500,000
Self-employment Tax	44,136	-	44,136	54,183	-	54,183	820,000
State In-Lieu-of-Tax	-	-	-	-	-	-	902,700
Operating Grants	-	19,775	(19,775)	-	151,324	(151,324)	237,300
Interest Income	81,949	72,000	9,949	156,181	203,810	(47,629)	850,000
Total General Fund Revenues	\$ 2,865,942	\$ 616,608	\$ 2,249,334	\$ 4,505,408	\$ 4,736,133	\$ (230,725)	\$ 21,759,470
EXPENSES/TRANSFERS/RESERVES							
General Administration	\$ 47,110	\$ 94,831	\$ 47,721	\$ 96,934	\$ 191,765	\$ 94,831	\$ 732,670
Public Affairs	11,202	125,051	113,849	45,519	101,310	55,791	225,427
Finance	41,743	100,570	58,827	93,185	146,815	53,630	558,500
Information Services	20,077	49,193	29,116	43,329	82,017	38,688	317,370
Human Resources	19,869	78,452	58,583	50,697	129,838	79,141	468,630
Planning & Development	15,242	25,950	10,708	33,832	44,925	11,093	162,470
Commuter Solutions Program	5,993	37,960	31,967	13,480	100,430	86,950	168,100
Service Planning & Marketing	154,404	295,790	141,386	221,291	634,385	413,094	1,237,270
Customer Service Center	31,347	2,640	(28,707)	64,108	418,690	354,582	430,470
Transit Operations	692,183	1,512,681	820,498	1,491,015	2,332,474	841,459	9,224,884
Fleet Services	212,828	641,060	428,232	468,155	987,619	519,464	3,836,708
Facility Services	23,026	138,030	115,004	77,069	241,010	163,941	878,005
Debt Service	-	-	-	-	42,633	-	42,633
Insurance/ Liability Costs	43,501	24,000	(19,501)	403,952	404,500	548	671,400
Total before transfers	1,318,526	3,126,208	1,807,682	3,102,565	5,858,411	2,713,213	18,954,537
Special Transportation Transf	58,778	-	(58,778)	117,555	185,625	68,070	742,500
Capital Transfer	-	-	-	98,204	208,000	109,796	2,500,000
Total General Fund Expenses	\$ 1,377,304	\$ 3,126,208	\$ 1,748,904	\$ 3,318,324	\$ 6,252,036	\$ 2,891,079	\$ 22,197,037
Unreserved Fund Balance							
Change to fund balance				1,187,084	(1,515,903)		
Beginning balance				7,195,704	6,347,567		
Ending balance				\$ 8,382,788	\$ 4,831,664		

LANE TRANSIT DISTRICT
 OPERATING FINANCIAL REPORT
 FOR THE FISCAL PERIOD ENDING 9/30/98 WITH COMPARISONS TO PRIOR YEAR-TO-DATE
 Current year: 1998-99

	Prior YTD 97-98	Adopted Budget	YTD Actual	% budget	% over last year
REVENUE					
Passenger fares	\$636,959	\$3,137,316	\$686,182	21.9%	7.7%
Group pass	117,859	744,000	129,396	17.4%	9.8%
Special service	46,813	121,000	82,537	68.2%	76.3%
Advertising	85,278	370,000	87,836	23.7%	3.0%
Miscellaneous	1,754	77,150	83,174	107.8%	4640.9%
Total operating	888,665	4,449,466	1,069,125	24.0%	20.3%
Payroll tax	3,395,744	14,500,000	3,750,032	25.9%	10.4%
Self-employment tax	65,879	820,000	54,183	6.6%	-17.8%
FTA operating grant	19,728	237,300	-	0.0%	-100.0%
State-in-lieu	200,551	902,700	210,746	23.3%	5.1%
Total taxes & grants	3,681,902	16,460,000	4,014,962	24.4%	9.0%
Interest income	210,761	850,000	227,748	26.8%	8.1%
Sale of assets	-	-	-	0.0%	0.0%
Total revenue	4,781,328	21,759,466	5,311,835	24.4%	11.1%
EXPENSES					
Personnel Costs					
Administration	\$899,226	\$4,261,502	\$1,079,821	25.3%	20.1%
Contract	2,274,485	10,007,660	2,470,326	24.7%	8.6%
Total personnel	3,173,711	14,269,162	3,550,147	24.9%	11.9%
Materials & Services					
Administration	31,515	171,960	23,873	13.9%	-24.2%
Public Affairs	31,963	93,500	24,373	26.1%	-23.7%
Finance	16,406	54,260	14,422	26.6%	-12.1%
Information Services	13,923	101,200	25,375	25.1%	82.3%
Human Resources	41,728	203,000	21,831	10.8%	-47.7%
Planning & Development	3,796	12,870	4,378	34.0%	15.3%
Commuter Solutions	4,211	113,100	10,740	9.5%	155.0%
Service Planning & Marketing	198,795	669,600	247,187	36.9%	24.3%
Customer Service	10,570	22,740	4,349	19.1%	-58.9%
Transit Operations	36,006	205,519	32,961	16.0%	-8.5%
Fleet Services	328,940	1,716,248	321,325	18.7%	-2.3%
Facility Services	80,079	607,345	112,945	18.6%	41.0%
Insurance/ Liability Costs	439,357	671,400	410,116	61.1%	-6.7%
Debt Service	-	42,633	-	0.0%	
Transfer - STF	160,750	742,500	176,333	23.7%	9.7%
Total materials & services	1,398,039	5,427,875	1,430,208	26.3%	2.3%
Total expenses	4,571,750	19,697,037	4,980,355	25.3%	8.9%
Revenue less expenses	209,578	2,062,429	331,480		58.2%
Transfer to capital	(901,403)	(2,500,000)	(98,204)		
Net to fund	(691,825)	(437,571)	233,277		<u>133.7%</u>

August FY 98 FY 99

Operating Classification	Expr1001	Expr1002	Expr1003
01-Passenger Fares	(224,350)	(377,954)	(430,015)
02-Group Pass	(42,851)	(78,434)	(86,013)
03-Special Services	(28,560)	(44,685)	(72,696)
04-Advertising	(29,279)	(56,852)	(58,557)
05-Miscellaneous	(17,096)	(999)	(18,514)
06-Payroll Tax	(2,397,721)	(3,395,744)	(3,629,249)
07-Self Employment tax	(44,136)	(54,597)	(54,183)
08-FTA operating grant	-	(8,241)	-
09-Interest	(81,949)	(144,380)	(156,181)
10-Admin Personnel	341,484	593,353	713,148
11-Contract	752,798	1,486,645	1,608,476
12-Admin Materials	5,422	24,879	14,224
13-Public Affairs Materials	95	25,949	21,164
14-Finance Materials	1,264	11,609	7,268
15-Info services materials	628	8,588	5,220
16-HR materials	4,541	25,088	8,703
17-P&D materials	511	1,724	593
18-Commuter materials	1,744	3,995	5,144
19-SP&M materials	112,285	162,798	137,043
20-CSC materials	2,084	5,779	3,162
21-Trans Ops Materials	522	26,290	18,255
22-Fleet Materials	55,381	189,089	128,669
23-Facilities materials	2,695	55,889	33,975
24-Insurance	43,501	431,866	403,952
25-Transfer to STF	58,778	107,167	117,555
26-Transfer to Capital	-	716,722	98,204

Department	Class	Aug-97	Aug-98		Fy 97 YTD	Fy 99 YTD	
110000 - GENERAL ADMINISTRATION	5100 - SALARIES - ADMIN	24,843.00	22,246.69	-10.5%	53,303.20	52,291.93	-1.9%
115000 - Public Affairs	5100 - SALARIES - ADMIN	4,645.77	6,735.00	45.0%	9,969.93	16,645.00	67.0%
120000 - FINANCE	5100 - SALARIES - ADMIN	24,126.43	24,000.90	-0.5%	51,319.39	58,164.63	13.3%
130000 - INFORMATION SERVICES	5100 - SALARIES - ADMIN	7,593.69	11,227.38	47.9%	18,783.66	25,816.58	37.4%
140000 - HUMAN RESOURCES	5100 - SALARIES - ADMIN	14,365.04	7,906.00	-45.0%	30,472.84	29,100.75	-4.5%
210000 - PLANNING AND DEVELOPMENT	5100 - SALARIES - ADMIN	14,278.65	5,429.80	-62.0%	30,890.69	18,285.85	-40.8%
210200 - COMMUTER SOLUTIONS PROGRAM	5100 - SALARIES - ADMIN	3,171.77	2,515.00	-20.7%	6,756.61	6,104.20	-9.7%
220000 - SERVICE PLANNING AND MARKETIN	5100 - SALARIES - ADMIN	27,252.36	23,557.15	-13.6%	55,442.70	55,231.69	-0.4%
230000 - CUSTOMER SERVICE CENTER	5100 - SALARIES - ADMIN	3,516.00	3,075.56	-12.5%	7,664.88	7,300.96	-4.7%
310000 - TRANSIT OPERATIONS	5100 - SALARIES - ADMIN	54,616.40	53,738.47	-1.6%	117,240.72	131,567.50	12.2%
410000 - FLEET SERVICES	5100 - SALARIES - ADMIN	22,318.61	17,807.00	-20.2%	47,707.49	43,212.40	-9.4%
420410 - FACILITY SERVICES	5100 - SALARIES - ADMIN	9,208.17	10,441.40	13.4%	19,618.20	26,278.44	33.9%
230000 - CUSTOMER SERVICE CENTER	5300 - WAGES - CONTRACT EMPLOYEE	17,389.75	12,531.73	-27.9%	38,931.73	30,904.87	-20.6%
310000 - TRANSIT OPERATIONS	5300 - WAGES - CONTRACT EMPLOYEE	418,924.83	336,592.92	-19.7%	908,323.62	860,939.20	-5.2%
410000 - FLEET SERVICES	5300 - WAGES - CONTRACT EMPLOYEE	85,276.35	72,215.14	-15.3%	194,107.47	187,783.74	-3.3%
420410 - FACILITY SERVICES	5300 - WAGES - CONTRACT EMPLOYEE	-	1,190.40	100.0%	-	2,137.58	100.0%
110000 - GENERAL ADMINISTRATION	5800 - FRINGE BENEFITS - ADMIN	9,858.32	7,665.99	-22.2%	17,816.36	18,642.50	4.6%
115000 - Public Affairs	5800 - FRINGE BENEFITS - ADMIN	1,655.47	1,614.45	-2.5%	2,996.11	4,952.42	65.3%
120000 - FINANCE	5800 - FRINGE BENEFITS - ADMIN	8,991.71	8,225.24	-8.5%	16,800.53	19,500.25	16.1%
130000 - INFORMATION SERVICES	5800 - FRINGE BENEFITS - ADMIN	2,456.85	3,090.35	25.8%	5,025.27	7,161.61	42.5%
140000 - HUMAN RESOURCES	5800 - FRINGE BENEFITS - ADMIN	5,139.15	2,595.50	-49.5%	9,719.29	8,066.48	-17.0%
210000 - PLANNING AND DEVELOPMENT	5800 - FRINGE BENEFITS - ADMIN	4,984.71	3,971.57	-20.3%	9,601.40	9,622.93	0.2%
210200 - COMMUTER SOLUTIONS PROGRAM	5800 - FRINGE BENEFITS - ADMIN	1,392.67	704.24	-49.4%	2,427.92	1,202.05	-50.5%
220000 - SERVICE PLANNING AND MARKETIN	5800 - FRINGE BENEFITS - ADMIN	9,290.62	8,065.02	-13.2%	16,489.12	18,519.69	12.3%
230000 - CUSTOMER SERVICE CENTER	5800 - FRINGE BENEFITS - ADMIN	1,123.85	1,508.18	34.2%	2,326.02	3,017.31	29.7%
310000 - TRANSIT OPERATIONS	5800 - FRINGE BENEFITS - ADMIN	20,674.28	15,022.21	-27.3%	37,879.22	37,857.54	-0.1%
410000 - FLEET SERVICES	5800 - FRINGE BENEFITS - ADMIN	8,982.15	5,384.81	-40.0%	15,914.85	14,467.69	-9.1%
420410 - FACILITY SERVICES	5800 - FRINGE BENEFITS - ADMIN	4,132.39	3,307.15	-20.0%	7,186.55	8,488.92	18.1%
230000 - CUSTOMER SERVICE CENTER	5810 - FRINGE - CONTRACT EMPLOYEES	6,832.69	6,049.48	-11.5%	13,685.91	13,624.83	-0.4%
310000 - TRANSIT OPERATIONS	5810 - FRINGE - CONTRACT EMPLOYEES	134,258.23	127,381.37	-5.1%	272,173.00	283,469.57	4.2%
410000 - FLEET SERVICES	5810 - FRINGE - CONTRACT EMPLOYEES	28,288.73	25,282.14	-10.6%	59,423.47	57,265.36	-3.6%
420410 - FACILITY SERVICES	5810 - FRINGE - CONTRACT EMPLOYEES	-	668.12	100.0%	-	1,464.18	100.0%
		<u>979,588.64</u>	<u>831,746.36</u>	-15.1%	<u>2,079,998.15</u>	<u>2,059,088.65</u>	-1.0%

LANE TRANSIT DISTRICT
COMPARATIVE BALANCE SHEET
GENERAL FUND
August 31, 1998

	CURRENT BALANCES	BALANCE 6/30/1998
ASSETS		
Cash & short-term investments	\$9,274,161	\$8,431,397
Receivables	217,853	472,948
Inventory	619,398	619,398
Prepaid expenses	1,620	32,406
Deferred compensation	0	0
VRC lease	70,833	70,833
Property, plant and equipment	35,446,292	35,446,292
Total Assets	<u>\$45,630,157</u>	<u>\$45,073,274</u>
LIABILITIES		
Accounts payable	\$14,019	\$423,088
Payroll payable	40,657	515,121
Unearned income	159,851	96,332
Liability claims/other payable	125,100	126,906
CAL/sick accrual	1,198,998	1,198,998
Deferred compensation	0	0
Total Liabilities	<u>\$1,538,626</u>	<u>\$2,360,445</u>
FUND BALANCE		
Reserved for long-term lease	\$70,833	\$70,833
Property, plant and equipment	35,446,292	35,446,292
Fund Balance restricted to assets	<u>\$35,517,125</u>	<u>\$35,517,125</u>
Fund balance 6/30/98	\$7,195,704	\$7,195,704
Change in fund balance	<u>1,378,702</u>	<u>1,378,702</u>
Ending fund balance	<u>\$8,574,406</u>	<u>\$7,195,704</u>
Total Reserves and Fund Balances	<u>44,091,531</u>	<u>42,712,829</u>
Total Liabilities & Fund Balances	<u>\$45,630,157</u>	<u>\$45,073,274</u>

LANE TRANSIT DISTRICT
CAPITAL FUND INCOME STATEMENT
For the period 7/01/98 to 9/30/98

Percent of year: 25%

	ORIGINAL BUDGET	Y-T-D ACTUAL	BALANCE	Y-T-D % BUDGET
Revenues				
Grant income	\$ 7,436,000	\$ 2,810,416	\$ (4,625,584)	37.8%
Other income	-	-	-	0.0%
Transfer from General Fund	2,500,000	98,204	(2,401,796)	3.9%
Total resources	\$ 9,936,000	\$ 2,908,620	\$ (7,027,380)	29.3%
Expenditures				
Grant Paid Capital				
Bus related equipment	42,250	4,366	37,884	10.3%
Bus stations, stops, & terminals	2,029,500	118,523	1,910,977	5.8%
Signal & communication project	576,500	56,548	519,952	9.8%
Facilities	1,008,000	537,942	470,058	53.4%
Revenue rolling stock	4,754,970	3,514,490	1,240,480	73.9%
Support vehicles	57,000	-	57,000	0.0%
ADP hardware & software	230,600	64,773	165,827	28.1%
Shop equipment	97,130	-	97,130	0.0%
Miscellaneous equipment	95,000	45,318	49,682	47.7%
Budgeted for capital contingenc	200,000	-	200,000	0.0%
Total federal capital purchases	9,090,950	4,341,960	4,748,990	47.8%
Locally Funded Capital				
Facilities	290,000	156,138	133,862	0.0%
Other local only	14,700	1,000	13,700	6.8%
Total Locally Funded Capital	304,700	157,138	147,562	51.6%
Total expenditures	9,395,650	4,499,098	4,896,552	47.9%
Change to fund balance	540,350	(1,590,478)		
Beginning fund balance	8,090,161	8,090,161		
Ending Fund Balance	\$ 8,630,511	\$ 6,499,683		

AGENDA ITEM SUMMARY

- DATE OF MEETING:** November 18, 1998
- ITEM TITLE:** ACCEPTANCE OF AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 1998
- PREPARED BY:** Diane Hellekson, Finance Manager
- ACTION REQUESTED:** That the Board accept the independent audit report for the fiscal year ending June 30, 1998.
- BACKGROUND:** At the conclusion of each fiscal year, an independent audit of Lane Transit District's financial statements and internal controls is performed. The results of the independent audit are incorporated into the District's Comprehensive Annual Financial Report (CAFR). The completed FY 1997-98 CAFR is being distributed to Board members separately, and will be discussed during the information section of the Board meeting agenda.
- Charles Swank of Grove Mueller Hall and Swank, P. C., will attend the November Board meeting to make a presentation and answer any questions Board members may have about the audit process or results.
- Staff submitted both the FY 1995-96 and FY 1996-97 CAFRs to the Government Finance Officers Association of the United States and Canada (GFOA) for consideration of the award for excellence in financial reporting. The award was granted to LTD for both reports. After Board acceptance, staff will submit the FY 1997-98 CAFR to GFOA in an attempt to continue a tradition of reporting excellence as evidenced by the financial reporting award. Special recognition should be given to Roy Burling, Assistant Finance Manager, for his work on the previous and current CAFRs.
- ATTACHMENT:** None (see attachments for Presentation of Comprehensive Annual Financial Report for FY 1997-98 (page 7 of meeting packet)
- PROPOSED MOTION:** I move the following resolution: Resolved, that the Board accepts the Independent Audit Report for the fiscal year ending June 30, 1998.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** November 18, 1998
- ITEM TITLE:** REVISION OF ORDINANCE 24 GOVERNING DISTRICT BOUNDARIES
- PREPARED BY:** Andy Vobora, Service Planning & Marketing Manager
- ACTION REQUESTED:** Complete second reading and adoption of revised Ordinance 24
- BACKGROUND:** The first reading of Ordinance 24 (1998 Revision) took place on Monday, November 9, 1998. No one from the public was present to testify at this meeting.
- Ordinance 24 describes the territorial boundaries of Lane Transit District. When there are no changes to the boundary, the Board affirms the boundaries each year in June. This action is done by resolution and does not require a reading of the ordinance. A revision to the ordinance is required only if there is a change to the District boundary.
- Two changes to the boundary have been discussed by the Board and included in the revised ordinance. The first involves a change to specific sections of the existing boundary in South Eugene and along Highway 99. The Board held a public hearing on October 21, 1998, to hear any concerns about the proposed changes to the current District boundary. The District notified residents and business owners about this public hearing by sending a letter and invitation to each address located within the new areas. No one appeared to testify at the October 21 meeting. The second change involves boundary expansion to incorporate the Creswell service area, at Creswell's request. Following the failure of ballot measure 20-10 in Cottage Grove (1,465 no to 1,169 yes), the boundary has been established along I-5 to, and including, the urban growth boundary of Creswell. Bus service to Creswell will continue unchanged through February 1999, when revisions to the departure schedule will become effective. These revisions include the deletion of Saturday service and a restructuring of the weekday trips to create a better commuter service package. An outreach effort to gauge the effectiveness of this schedule will take place as part of the Annual Route Review.
- The ordinance has been revised by legal counsel, and has been drafted to provide reference to two pieces of information that will define the boundary.

The first is a District boundary map and the second is a list of all addresses contained within the defined area.

These documents were produced by Lane Council of Governments (LCOG) staff using a geographical information system. While the large reference map does not show a great amount of detail, individual address questions can be answered by the address listing. LTD staff will have direct access to the computerized address file maintained by LCOG. This gives the District the most up-to-date address information available. Should additional information be needed, LCOG staff can provide detailed tax lot maps upon request. The boundary map will be available at the Board meeting and will be attached to the original ordinance.

RESULTS OF RECOMMENDED ACTION:

Following the second reading and adoption, the ordinance will take effect on January 1, 1999.

ATTACHMENT:

LTD Ordinance 24, 1998 Revision

PROPOSED MOTION:

- (1) I move that Lane Transit District Ordinance 24, an ordinance describing the territorial boundaries of the District, be read by title only.

Following an affirmative vote, the title should be read:

“Lane Transit District Ordinance 24 (1998 Revision), Describing the Territorial Boundaries of Lane Transit District.”

- (2) I move the following resolution: It is hereby resolved that the LTD Board of Directors adopts Lane Transit District Ordinance 24 (1998 Revision), Describing the Territorial Boundaries of Lane Transit District.

AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 1998

ITEM TITLE: 1998 JOYRIDE TOUR OF HOLIDAY LIGHTS

PREPARED BY: Andy Vobora, Service Planning & Marketing Manager

ACTION REQUESTED: Respond to Jo Sullivan by November 25 with ticket requests.

BACKGROUND: 1998 is the 10th year of the annual JoyRide, in partnership with Oregon Eye Associates and Valley River Center. This year's JoyRide, the annual tour of holiday lights, will occur on the following dates:

Thursday, December 17	6:30 p.m. & 8:30 p.m. departures
Friday, December 18	6:30 p.m. & 8:30 p.m. departures
Saturday, December 19	6:00 p.m. & 7:30 p.m. departures
Sunday, December 20	6:00 p.m. & 7:30 p.m. departures

All departures are from Valley River Center. Last year the JoyRide provided tours for 2,500 individuals! Tour participants primarily are families, seniors, and people with disabilities. At only \$2.50 a seat, many individuals and groups have made JoyRide a holiday tradition.

LTD will provide complimentary tickets to Board members and families. Tickets also are available for the Board to provide to community leaders as appropriate.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 1998

ITEM TITLE: 1998 JOYRIDE TOUR OF HOLIDAY LIGHTS

PREPARED BY: Andy Vobora, Service Planning & Marketing Manager

ACTION REQUESTED: Respond to Jo Sullivan by November 25 with ticket requests.

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Thursday, December 17	6:30 p.m. & 8:00 p.m. departures
Friday, December 18	6:30 p.m. & 8:00 p.m. departures
Saturday, December 19	6:30 p.m. & 8:00 p.m. departures
Sunday, December 20	6:30 p.m. & 8:00 p.m. departures

All departures are from Valley River Center. Last year the JoyRide provided a tour for 3,200 individuals! The tour carries primarily families, seniors, and people with disabilities. At only \$2.50 a seat, many individuals and groups have made JoyRide a holiday tradition. Ticket sales to the general public begin Monday, December 7, 1998. Tickets are sold through each sponsor location.

LTD will provide complimentary tickets to Board members and families. Tickets also are available for the Board to provide community leaders as appropriate. Board members should contact Jo Sullivan with their ticket requests by November 25.

ATTACHMENT: None

PROPOSED MOTION: None



*Lane Transit District
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**CONSENT CALENDAR ITEM:
LOW-INCOME DISCOUNT FARE PROGRAM MODIFICATION**

**Prepared by Andy Vobora, Service Planning & Marketing Manager
November 18, 1998**

ACTION REQUESTED

Staff request that the Board approve program changes allowing individual agencies to purchase up to \$115 of discounted fare instruments per month, and that an inflationary factor (fixed to token prices) be applied to this cap each year to maintain the purchasing power of the agencies.

BACKGROUND

The District has operated the Low-Income Discount Fare Program since 1992. The program allows qualified private, non-profit agencies to purchase up to \$100 of fare instruments per month. The fare instruments are discounted to one-half the standard rate. The program is targeted to private, non-profit groups who work with clients who are in need of transportation for one of the following reasons:

1. Medical
2. Employment search
3. Shelter and housing search
4. Nutrition
5. Education rehabilitation

The program guidelines establish a cap of \$15,000 in annual sales by LTD to these agencies. Between 1992 and today, the program has not reached this annual cap. The program ranges between \$9,000 and \$10,000 in annual sales.

More than forty agencies are qualified for purchases through the program; however, each agency has a different purchasing pattern. Some buy every month, while others buy on a more infrequent basis.

The individual agency cap of \$100 per month has created a problem for agencies that purchase the full amount monthly. The problem is that the cap has not been adjusted for the fare price increases instituted by the District. The token price increase in September 1998 created prices

beyond the limit of some agencies' buying power, which resulted in fewer tokens available for distribution to their clients.

Staff recommend that the monthly cap be increased to \$115. This increase will allow the most frequent users of the program to keep pace with fare price increases, while the overall cost to the District will not be affected significantly. Additionally, staff recommend that an inflationary factor be applied to the cap annually. This factor would be equal to the percentage increase in token prices being recommended in the annual pricing plan. Fixing the changes to the token prices appears to make the most sense because tokens are the primary fare instrument purchased through this program.

RESULTS OF RECOMMENDED ACTION

A slight increase in the actual cost of the program will result; however, the annual cost will remain below the \$15,000 annual allocation.

AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 1998

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: None

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

- * October 14, 1998, letter from Philip "Chaz" Nebergall of Lane ShelterCare, with response from Board President Kirk Bailey
- * October 27, 1998, letter from Rosemary Pryor, City of Springfield Communications/Intergovernmental Relations Director, thanking Board President Kirk Bailey for his participation at Mayor Bill Morrisette's tribute dinner
- * October 30, 1998, thank-you letter from Mayor Bill to Kirk Bailey
- * November 10, 1998, thank-you letter from Cottage Grove City Manager Richard Meyers

At the November 18 meeting, staff will respond to any questions the Board members may have about this correspondence.

PROPOSED MOTION: None

**ITEMS FOR INFORMATION
AT THIS MEETING**

5:30 p.m.

AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 1998

ITEM TITLE: AWARD OF FUEL SUPPLIER CONTRACT

PREPARED BY: Jeanette Bailor, Purchasing Administrator

ACTION REQUESTED: None

BACKGROUND: Lane Transit District requested bids from fuel and lubricant suppliers in September due to the completion of a five-year contract with Jerry Brown Company. Public bidding regulations mandate a five-year maximum contract length. We received bids from four suppliers, three of whom were from local businesses. The low bidder was Tyree Oil. Our annual usage of diesel fuel is estimated to be 910,000 gallons, which accounts for the bulk of the activity in this contract. We estimate an expenditure of \$490,000 during the first year of the contract.

Lane Transit District subscribes to the Oil Price Information Service, a nationwide reporting service that allows us to review and document daily prices at the wholesale distributor. The prices we are charged are based on a discount from the prices listed in the publication. The bid price from Tyree Oil reflected the best discount rate. By basing the contract on discounts from the published daily price for fuel, we have established an equitable pricing framework for both the supplier and Lane Transit District. The prices of fuel may fluctuate, but the profit margin remains the same for the supplier. This is the second contract for fuel that we have designed in this manner and it has been well received by suppliers.

ATTACHMENT: None

PROPOSED MOTION: None



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MONTHLY STAFF REPORT

November 18, 1998

SERVICE PLANNING & MARKETING

Andy Vobora, Service Planning & Marketing Manager

COTTAGE GROVE/CRESWELL SERVICE

Service continues to Creswell, while trips to Cottage Grove have been discontinued following the defeat of ballot measure 20-10. This level of service will continue until the winter bid service change in February 1999. In February, the trip times will be changed to accommodate more commuting trips, and Saturday service will be discontinued. The Park & Ride in Creswell is very full, with commuters from Cottage Grove driving to Creswell daily. Work with the Creswell community will take place as part of the annual route review, and will include examination of a circulator route through the city.

UNIVERSITY OF OREGON (UO) SHUTTLES

The fourth football game presented a number of operational challenges for LTD when the entire crowd stayed for the end of the game. Some buses also experienced mechanical problems, so the post-game boarding was not as efficient as earlier in the season. For the fifth and sixth games, LTD staff spoke with the UO about the need for additional buses to fill the gap after the first 50 LTD buses left the stadium. Ten Laidlaw buses were added for the Washington game, and post-game boarding was completed in record time. The same service package is in place for the final home game on November 14.

UO basketball service began with the women's game on November 3. In November the women will host the WNIT event and the Pepsi Shootout. With the addition of service to the men's basketball games, November will be a busy month for LTD sports shuttle service.

STUFF THE BUS

LTD, Bi-Mart, and KDUK will team up during the weekend of November 14-15 to “Stuff the Bus” with donated food, clothing, and toys. This annual event provides local residents with an opportunity to give to those in need. The KDUK crew will live on the bus all weekend, broadcasting live in an attempt to encourage listeners to participate. The bus will be stationed in front of three local Bi-Mart stores at the times and locations listed below.

Friday, 11/13	6 a.m. to 4 p.m. 5 p.m. to 12 a.m.	Willakenzie Store W. 18 th Store
Saturday, 11/14	6 a.m. to 4 p.m. 5 p.m. to 12 a.m.	River Road Store Main Street Store
Sunday, 11/15	6 a.m. to 11:30 a.m. Noon	Main Street Store Unload at Food for Lane County

LCC TERM PASS

Success is probably an understatement, with 1,948 out of 2,000 passes having been sold as of November 10. A report on sales and sample ridership counts was provided to Lane Community College President Moskus for the November LCC Board meeting. The college budgeted funds to subsidize 4,000 passes, which will be reached following winter term sales if this pace is maintained, so discussions regarding what to do for spring term passes are now underway.

DELAY STUDY CONDUCTED

Planning staff conduct an annual ‘delay study’ to examine how effectively LTD routes are making transfer connections at various transit stations. The study tracks every arrival during a two-day period to determine individual route issues and time-of-day issues. The study results will be available later in November and will help staff address system issues as part of the annual route review. This data was not gathered in 1997 due to the use of the temporary Eugene Station.

TRANSIT OPERATIONS

Mark Johnson, Transit Operations Manager

RADIO SYSTEM UPDATE

The continued unreliability of the new radio system caused a loss of contact with operators, so the system was returned to voice fallback mode on October 24, 1998. At that time, the contractor, GMSI, was told that LTD would not operate the system if Transit Operations could not maintain contact with all buses. GMSI also was informed that LTD expected a written plan and time line for achieving system reliability. LTD received GMSI's plan and continues to have concerns about the system's ability to perform reliably. GMSI was told that LTD will activate the system one more time. If GMSI is unable to provide a reliable system on November 30, LTD will end our relationship with GMSI and contact the bonding company for relief. By next month's Board meeting, staff will know the final direction for this project.

BUS VIDEO SURVEILLANCE

Staff are reviewing Requests for Proposals in preparation for a bus video surveillance pilot program. The District budgeted for a pilot program and data collection this year, in order to evaluate the need for fleet-wide installation of video surveillance equipment. The video equipment for the pilot project is scheduled to be operational by February 1999.

OPERATIONS PLANNING RETREAT

The Transit Operations staff met for two days to discuss the future of the department as it relates to Board direction. We developed an outline of a strategic plan with specific goals. The next step is to develop an action plan for each of the goals and a time line for achieving them.

NEW FIELD SUPERVISORS

Shawn Mercer and Kay Kinnish have been selected to fill the two new field supervisor positions approved by the Board. Shawn and Kay have proved themselves as temporary supervisors during the past few months, and we look forward to their continued contribution to operations in their full-time positions.

TRAINING

Instructional Program Coordinator Vern Rogers and Instructors Frank Roberson and Grace Thurston attended an intensive “train the trainer” session on the “Smith System” of driving. The Smith System is a defensive driving tool that teaches professional operators a big-picture aspect of driving. It is a proven system that will be incorporated into the training program for all LTD operators. I am confident that using this technique will help us reduce accidents.

HUMAN RESOURCES

Dave Dickman, Human Resources Manager

RECRUITMENT AND SELECTION

During the month of October, the District began recruiting for the positions of inside bus cleaner, part-time temporary receptionist, and journeyman mechanic. In addition, interviews were held for the position of field supervisor, and selection testing was conducted for the position of customer service representative.

A review of recruitment activity for the fiscal year 1997-98, as compared with previous fiscal years, was completed. The results of the review show a significant increase in overall recruitment activity at the District.

TRAINING

Human Resources Specialist Joyce Ziemiak attended the “Customizing Your Approach to Human Resources” conference held on October 20, 1998.

Safety and Risk Specialist Gayle Howard attended the OSHA workshop “Training the Safety Trainer” and the 1998 Oregon PRIMA (Public Risk and Insurance Management Association) annual meeting.

RISK MANAGEMENT

The Risk Management Team convened a quarterly meeting and reviewed the employee accident and injury reporting for the District.

SAFETY

The District's safety and risk specialist has investigated claims that interior lights reflecting in new 300-series buses pose a risk for operators. The Fleet Services department has resolved the reflection issue, and Gillig, the bus manufacturer, has been made aware of the issue as well.

BENEFITS

The human resources manager is meeting monthly with the District's insurance broker and tracking utilization and losses carefully. The human resources secretary will be assigned benefits responsibilities commencing January 1, 1999.

The District's benefits specialist coordinated with our health insurance provider to provide flu shots for our employees. A total of 111 employees took advantage of the no-fee services.

EMPLOYEE RELATIONS

The Employee Council has organized for the purpose of conveying requests regarding employee relations to the District. The Council has held several meetings and will be presenting its suggestions to the general manager in the coming months.

The 1998 United Way Campaign is successfully underway, with several LTD employees making significant volunteer efforts in support of the drive. The District goal is \$15,000 in contributions, and it appears that we are well on the way to accomplishing this goal.

LABOR RELATIONS

Local 757 leadership and the human resources manager have spent the last month becoming acquainted and orienting each other on issues, procedures, and questions. The most recent Labor Management Committee (LMC) was not attended by all the representatives due to conflicting schedules. Several matters are being referred to LMC, showing the success of this ongoing dialog.



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MONTHLY STAFF REPORT

November 18, 1998

SERVICE PLANNING & MARKETING

Andy Vobora, Service Planning & Marketing Manager

COTTAGE GROVE/CRESWELL SERVICE

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UO SHUTTLES

The fourth football game presented a number of challenges as the entire crowd stayed for the end of the game. Couple with mechanical problems, the post-game boarding was not as smooth as earlier in the season. For the fifth and sixth games the staff spoke with the UO about the need for additional buses to fill the gap after the first 50 LTD buses had left. Ten Laidlaw buses were added for the Washington game and post-game boarding was completed in record time. The same package is in place for the final game on 11/14.

UO basketball service began with the women's game on 11/3. The month of November will be a full one as the women host the WNIT event and the Pepsi Shootout. Sprinkle in a couple of men's games and you will see a bunch of LTD buses carrying folks to and fro!

STUFF THE BUS

LTD, Bi-Mart, and KDUK will team up on the weekend of 11/14 to Stuff the Bus! This annual event gives local residents an opportunity to give to those in need. Items include food, clothing, and toys. The KDUK crew will live on the bus all weekend, broadcasting live in an attempt to encourage folks to participate. The bus will be stationed in front of three local Bi-Mart stores at the times and locations listed below.

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Sunday 11/15	6 a.m. to 11:30 a.m. Noon	Main Street Unload at Food for Lane County

LCC TERM PASS

Success is probably an understatement. 1948 out of 2000 passes have been sold as of 11/10! A report on sales and sample ridership counts was provided to President Moskus for the November Board meeting. Discussions regarding what to do for spring term passes are now underway. This is an issue because the college budgeted funds to subsidize 4000 passes, which will be reached following winter term sales if the pace is maintained.

DELAY STUDY CONDUCTED

Planning staff conduct an annual 'delay study' to examine how effectively LTD routes are making transfer connections at various transit stations. The study tracks every arrival over a two-day period to look at individual route issues and time of day issues. This data was not gathered in 1997 due to use of the temporary Eugene Station. The results will help staff in addressing system issues as part of the annual route review. The study is being compiled and will be available later in November.

AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 1998

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 will report on the November 12 MPC meeting and answer any questions the Board may have about MPC activities in general.
- b. **Statewide Livability Forum:** Board President Pat Hocken has been asked to participate on a statewide committee called the Livability Forum as one of 12 participants from the Eugene/Springfield area. At the November 18 Board meeting, Ms. Hocken can report to the Board on the Forum's October 29 meeting.
- c. **BRT Steering Committee / Public Design Workshops / Walkabout Input:** Board members Pat Hocken, Rob Bennett, and Kirk Bailey are participating on the BRT Steering Committee with members of local units of government and community representatives. The Steering Committee last met on November 11. At the November 18 Board meeting, Committee Chair Rob Bennett and the other representatives can report to the Board about this committee's activities.
- d. **Springfield Station Steering Committee:** The Springfield Station Steering Committee last met on October 15, and will meet again on November 19. LTD Board members Dave Kleger and Hillary Wylie are

participating on this committee with representatives of other local units of government and the community. Former Board member Mary Murphy agreed to continue as committee chair. At the November 18 Board meeting, Mr. Kleger and Ms. Wylie can provide a brief report and respond to any questions about this committee's activities to date.

- e. **Presentation to Lane County Board of Commissioners:** Board member Rob Bennett provided an update on bus rapid transit to the Lane County Board of Commissioners on October 28. At the November Board meeting, he can provide a brief report on the discussion with the Commissioners.
- f. **Nodal Development Consultation:** On November 5, Board members Pat Hocken and Dave Kleger met with a consultant working with the City of Eugene who requested LTD input on nodal development issues. They can report to the Board about this discussion at the November Board meeting.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 1998

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: Approval of Consent Calendar Items

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

The Consent Calendar for November 18, 1998:

1. Approval of minutes: September 14, 1998, special Board meeting/work session
2. Approval of minutes: September 16, 1998, regular Board meeting
3. Approval of minutes: October 10-11, 1998, Board work session
4. Approval of minutes: October 19, 1998, special Board meeting
5. Approval of minutes: October 21, 1998, canceled regular Board meeting
6. Approval of minutes: November 9, 1998, special Board meeting
7. Low-Income Fare Discount Program Modification

ATTACHMENTS:

1. Minutes of the September 14, 1998, special Board meeting/work session
2. Minutes of the September 16, 1998, regular Board meeting
3. Minutes of the October 10-11, 1998, Board work session
4. Minutes of the October 19, 1998, special Board meeting
5. Minutes of the October 21, 1998, canceled regular Board meeting
6. Minutes of the November 9, 1998, special Board meeting
7. Staff Report: Low-Income Fare Discount Program Modification

PROPOSED MOTION: I move that the Board adopt the following resolution: It is hereby resolved that the Consent Calendar for November 18, 1998, is approved as presented.

AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 1998

ITEM TITLE: ELECTION RESULTS; DECEMBER MEETING WITH LEGISLATORS

PREPARED BY: Linda Lynch, Government Relations Manager

ACTION REQUESTED: None. Discussion only

BACKGROUND: The purpose of this item is to prepare for the December work session with state legislators. All Eugene/Springfield/Cottage Grove legislators have been invited to dinner with the Board on Monday, December 14. It is unlikely that every one of them will be present, but there has as yet been insufficient time for them to RSVP. At the November meeting, a suggested agenda for the December dinner will be distributed.

The Board may also wish to spend some time discussing election results and what they portend for the LTD and the 1999 legislative session.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 1998

ITEM TITLE: NOVEMBER EMPLOYEE OF THE MONTH

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: **DECEMBER 1998 EMPLOYEE OF THE MONTH:** Bus Operator Greg Stock has been selected as the November 1998 Employee of the Month. Greg was hired on August 19, 1996. He recently achieved two years of correct schedule operation (CSO) and two years of safe driving, as well as achieving exceptional attendance in 1997. He currently is a training instructor, working with the fall training for the operators as well as the new operator training. He also is a member of the BRT Employee Advisory Committee and this year's United Way Committee. Greg was nominated by a customer both for excellence in service and job accomplishments and excellence in providing accessible bus service to customers with disabilities. The customer stated that he was very polite and helpful to seniors and people with disabilities, and a credit to the LTD service.

When asked what makes Greg a good employee, Field Supervisor Mike Marsh said,

Greg has impressed everyone since he first came on board as a new operator in August 1996. He has always been willing to learn, apply himself in whatever he does, and become involved in as many other areas of LTD's operations as he possibly can. In two years, he has been on the Radio Acquisition Team, the United Way Committee, two BRT groups, the Employee Advisory Committee, the Service Planning Team, and the New Operator Selection Committee. In addition, he is an operator instructor and provides lift training for our customers who need that service. Although it might sound like we're talking about more than one person, we're talking about one employee who takes his job seriously and is willing to give more of himself than we ask. To make it ever better, he does all this while keeping an excellent attitude toward his job and anyone he works with. Greg is always cheerful, upbeat, and willing to help out, and a very deserving Employee of the Month.

AWARD: Greg will attend the October 19 meeting to be introduced to the Board and receive his award.

AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 1998

ITEM TITLE: DECEMBER EMPLOYEE OF THE MONTH

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: **DECEMBER 1998 EMPLOYEE OF THE MONTH:** GL/Grant Accountant Robert Tintle has been selected as the December 1998 Employee of the Month. Robert was hired as an accounting technician on May 19, 1994, and recently was promoted to GL/Grant Accountant. He was nominated by his co-workers in the Finance department, who complimented Robert for stepping into a gap while the department was operating with two fewer staff than normal. He handled payroll, general ledger and grant accounting, and the training of a new employee in accounts payable. He currently is providing training in both payroll and accounts payable and learning the duties of his new general ledger and grant accounting position. His co-workers said that despite an extreme workload and added stress, he remained thoroughly professional, responsible, and a pleasure to work with; he is always ready to help others and makes time for the many employee questions and concerns that the payroll area receives every day. They added that he had displayed the kind of "courage under fire" characteristics that made him a special employee and worthy of Employee of the Month recognition.

When asked what makes Robert a good employee, Finance Manager Diane Hellekson said that not only did Robert assure that payroll continued without missing a beat after a long-term employee left; he simultaneously supervised accounts payable and trained a summer employee and then a new permanent staff person while performing the essential duties of the GL/grant accountant position after another long-term employee left the District. Once permanent staff were hired, Robert's role remained critical, in that while training the new staff members and learning a new job of his own, he has been digging through a two-month work backlog in general ledger. She added that people like Robert, who make things work under extremely difficult circumstances, tend to be unsung heroes, but Robert's colleagues in Finance wanted to change that by having him recognized as Employee of the Month.

AWARD: Robert will attend the November 18 meeting to be introduced to the Board and receive his award.

MONTHLY FINANCIAL REPORT COMMENTS

December 16, 1998

Revenue:

- **Passenger fares** are generally lower during the summer months when school is not in session. Revenue to date is as expected.
- **Group pass revenue** is driven by the two major participants: the University of Oregon and Sacred Heart Hospital. Both of these contracts are billed quarterly, so revenue is received four times per year, not monthly.
- **Operating revenue** overall is modestly ahead of the prior year for the first three months.

Expense:

- **Administration personnel** expenses have increased over the prior year for several reasons:
 - ◆ The implementation of a new salary schedule last year resulted in the opportunity for all but two administrative employees to earn merit increases that became effective in July. Last year, the majority of administrative employees were at 100 percent of their authorized pay ranges.
 - ◆ Administrative employees were given a 1.7 percent cost of living adjustment in July. In addition, the cost of health insurance coverage increased 8 percent.
 - ◆ Three new positions funded by the General Fund were added in July. These positions were among those approved in the FY 1998-99 adopted budget. In addition, one position vacancy was filled at a higher rate of pay than the previous incumbent earned. Additional planned positions were added in August.

Although administrative wage expense is higher than last year, expenses year-to-date are nearly exactly as planned and approved in the current-year budget. Wage expense is watched closely through the year.

- **Contract personnel** expenses increased due to the increase in the cost of health insurance, and the implementation of a 3 percent wage increase in accordance with the current ATU contract. Additional bus operators approved in the current-year budget were added in August.
- **Materials and services** expenses are generally as budget for year-to-date.

Capital revenue has been brought current for year-to-date, as have transfers from the General Fund. The transfers due from the General Fund will be brought current in November.

Capital expense totals nearly half of the annual budget, due to the purchase of new buses that were delivered at the end of the summer. The timing of these expenses is as anticipated.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** November 18, 1998
- 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. **Meeting with Local-area State Legislators; 1999 Legislative Issues:** Local-area state legislators are being invited to meet with the Board during the December 14, 1998, Board work session. At the December 14, 1998, and the January 20, 1999, regular meetings, the Board and staff will discuss transit-related legislative issues for the 1999 Oregon Legislative Session and the 1999 local-agency visit to the area's Congressional delegation in Washington, D.C.
 - B. **Federal Capital Grant Application:** At the December 16, 1998, Board meeting, staff will present a Section 5307 federal capital grant application for the Board's approval.
 - C. **FY 1999-2000 Service Recommendations:** A presentation on preliminary annual route review findings will be scheduled for a work session in January 1999. A public hearing on proposed service changes for FY 1999-2000 will be scheduled for the February 17 regular Board meeting. Board approval of the final service change proposal will be scheduled for the March 17 regular Board meeting.
 - D. **FY 1999-2000 Pricing Plan and Fare Ordinance:** A public hearing and approval of the pricing structure for FY 1999-2000 will be scheduled for the February 17, 1999, regular Board meeting. The first reading of an ordinance setting the fares for FY 1999-2000 will be scheduled for March 17, and the second reading and adoption will be held on April 21, 1999.
 - E. **TransPlan Draft Approval:** Approval of the Draft TransPlan is scheduled to occur during February 1999.
 - F. **FY 1999-2000 Capital Improvements Program:** Discussion and approval of the District's Capital Improvements Program (CIP) for FY 1999-2000 will be scheduled for the February 17, 1999, regular Board meeting.

- G. **Long-Range Financial Plan:** Discussion and approval of the Long-Range Financial Plan for fiscal years 1999-2000 through 2018-2019 will be scheduled for the March 17, 1999, regular Board meeting.
- H. **Follow-up Work Sessions:** Various work sessions to discuss pending issues as a result of the Board's October 10-11 strategic planning work session will be scheduled throughout the coming year.
- I. **Medical Reimbursement Account:** At a future Board meeting, staff will discuss a proposal for administrative employees to use accumulated sick leave toward payment of medical benefits between ages 62 and 65. This is similar to an agreement reached with the District's union employees during the most recent contract negotiations.
- J. **Board Review of Tobacco Use at District Facilities:** At its March 18, 1998, meeting, the Board elected to provide specific smoking areas at the new Eugene Station and requested that staff place the issue of smoking at District facilities on the agenda for a future meeting. A proposal to establish the Eugene Station as a smoke-free environment, as well as issues of smoking at other District facilities, will be brought to the Board at a future meeting.
- K. **BRT Updates:** Various action and information items will be placed on Board meeting agendas during the design and implementation phases of the bus rapid transit project.
- L. **Quarterly Performance Reporting:** Staff will provide quarterly performance reports for the Board's information in February, May, August, and November each year.

HUMAN RESOURCES AND RISK MANAGEMENT

Prepared by David Dickman, Human Resources Manager

RECRUITMENT AND SELECTION

During the month of October, the District began recruiting for the positions of inside bus cleaner, part-time temporary receptionist, and journeyman mechanic. In addition, interviews were held for the position of field supervisor and selection testing was conducted for the position of customer service representative.

A review of recruitment activity for the fiscal year 1997/98, as compared to previous fiscal years was completed. The following results of the review show a significant increase in overall recruitment activity at the District:

TRAINING

The Human Resources Specialist, Joyce Ziemplak, attended the "Customizing Your Approach to Human Resources" conference held on October 20, 1998.

Safety and Risk Specialist, Gayle Howard attended the OSHA workshop "Training the Safety Trainer" and the 1998 Oregon PRIMA (Public Risk and Insurance Management Association) annual meeting.

RISK MANAGEMENT

The Risk Management Team convened a quarterly meeting and reviewed the employee accident and injury reporting for the District.

SAFETY

The Safety and Risk Specialist, Gayle Howard has investigated claims that interior lights reflecting in new 300 series busses pose a risk for operators. Fleet Services is remedying the reflection issue and Gillig has been made aware of the issue as well. The issue has been resolved by Fleet Services.

BENEFITS

The Human Resources Manager is meeting monthly with the District agent and tracking utilization and losses carefully. The Human Resources Secretary will be assigned benefits responsibilities commencing January 1, 1999.

The District Benefits Specialist coordinated with our health insurance provider to provide flu shots for our employees. 111 employees took advantage of the no fee services.

EMPLOYEE RELATIONS

The Employee Council has organized for the purpose of conveying requests regarding employee relations to the District. The Council has had several meetings and will be presenting there suggestions to the General Manager in the coming months.

The 1998 United Campaign is successfully underway with several District Employees making significant volunteer efforts in support of the drive. The District Goal is \$15,000.00 in contributions and it appears at present that we are well on the way of accomplishing this goal.

LABOR RELATIONS

Local 757 Leadership and David Dickman have spent the last month most becoming acquainted and orienting each other to issues, procedures and questions. The Labor Management Committee (LMC) held a meeting and was not attended by all the representatives due to conflicting schedules. Several matters are being referred to LMC showing the success of this ongoing dialog.

An employee from Transit Operations was terminated for failure to demonstrate an ability to work regularly and for violation of the District Policy on Drugs and Alcohol. It is anticipated that this termination will be contested.

An employee from Fleet Services was terminated for being absent without leave in excess of four days. This termination is not being contested at present.

LANE TRANSIT DISTRICT

Ordinance 24

(1998 Revision)

Describing the Territorial Boundaries of Lane Transit District

The Board of Directors of Lane Transit District does hereby ordain and decree the following Ordinance:

§ 1. On and after the effective date of this Ordinance, the territorial boundaries of the Lane Transit District shall be as shown on a map attached hereto as Exhibit A.

§ 2. All addresses located within the territorial boundaries described on Exhibit A shall be identified in a computer file stored in the Lane County Regional Information System computer database, which is maintained and regularly updated by the Lane Council of Governments, and such database shall be available for public inspection at Lane County and at the offices of Lane Transit District.

§ 3. Disputes arising under this Ordinance may be resolved using the District's Hearing Procedure, adopted July 14, 1997, as now in place or amended hereafter.

§ 4. The text of Ordinance 24, adopted on February 15, 1983, is hereby deleted in its entirety and replaced by this Ordinance 24 (1998 Revision).

§ 5. This Ordinance 24 shall take effect on January 1, 1999.

ADOPTED this _____ day of _____, 1998.

Board President

ATTEST:

Recording Secretary

Effective Date: _____.

AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 1998

ITEM TITLE: SMOKING AT THE EUGENE STATION

PREPARED BY: Mark Johnson, Transit Operations Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: The issue with smoking at the Eugene Station has been a dilemma since the station opened. The agreement when the station opened was to allow smoking in designated areas. This was to be monitored and reevaluated after a year of operation. Although it has not been a year, staff believe that the issue is pressing enough to bring up for discussion at this time. The cost of controlling smoking at the Eugene station has become exorbitant and it is important to decide if the policy should change.

The are three major problems with the current policy. The first is enforcement. Platform supervisors and mall guides spend a significant portion of their day steering people to the correct smoking area. People seem to be confused as to what the policy is and where smoking is allowed. Many of them see others smoking so they smoke without realizing that there are designated areas. This happens innocently enough but platform supervisors still have to tell them and point them in the right direction. There are also the repeat offenders who just don't care and try to get away with what they can who also take time to corral. Chasing smokers does not seem to be the best use of a supervisor's time.

The second problem with the current policy is the maintenance of the designated smoking areas. We have a person who cleans the Station on a full-time basis, and 30 percent of her time is spent specifically cleaning up the mess that smokers leave behind. This costs the District nearly \$10,000 per year. This is a high-maintenance accommodation for which the District receives very little return.

The third problem is our commitment to a smoke-free environment for our employees. There has been a problem with the smokers hanging around the entrance to the 1099 building, especially at the bus operators' entrance. Operators are forced to walk through a group of smokers and then stop in the middle to unlock the door to gain access. While the weather was good it was not a big problem, but when the rain began, people began huddling

closer to the building for protection. This has created a difficult problem for health-conscious operators. The operators' entrance is adjacent to the smoking area with no clear lines of delineation and it is, again, difficult to enforce.

In addition to these issues, the number of customer complaints generated by people waiting for the buses in the designated smoking areas has increased dramatically. They do not like having to wait at the smoking bays and be subjected to the second-hand smoke. We have an obligation to protect them as well; they do not have a choice about where their bus boards at the Station.

It is staff's recommendation, based on what we have seen and what we foresee as continued problems, that the Eugene Station be designated as non-smoking and restrict smoking to the right-of-ways. We would like Board discussion about the matter prior to moving forward.

RESULTS OF RECOMMENDED ACTION:

The Eugene Station would become a smoke-free environment in its entirety.

ATTACHMENT:

None

PROPOSED MOTION:

None

AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 1998

ITEM TITLE: UPDATE: SMOKING AREAS AT THE EUGENE STATION

PREPARED BY: Mark Johnson, Transit Operations Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: When the Eugene Station opened, an agreement was made to allow smoking in designated areas. This was to be monitored and reevaluated after a year of operation. Although it has not been a year, staff believe that the issue is pressing enough to bring up for discussion at this time. The cost of controlling smoking at the Eugene station has become exorbitant and non-smoking customers are uncomfortable waiting for buses in the areas where smoking is allowed. Staff would like to discuss with the Board the option of changing the policy to no longer allow smoking at the Eugene Station.

The are three major problems with the current policy. The first is enforcement. Platform supervisors and mall guides spend a significant portion of their day directing people to the correct smoking area. Customers still seem to be confused as to what the policy is and where smoking is allowed. Many of them see others smoking so they smoke without realizing that there are designated areas. This happens innocently enough, but does require platform supervisor intervention. There are also the repeat offenders who just don't care and try to get away with what they can who also take time to corral. Chasing smokers does not seem to be the best use of a supervisor's time.

The second problem with the current policy is the maintenance of the designated smoking areas. We have a person who cleans the Station on a full-time basis, and 30 percent of her time is spent specifically cleaning the smoking areas and the platforms of smoking debris. This costs the District nearly \$10,000 per year. This is a high-maintenance accommodation for which the District receives very little return.

Finally, the District has made a commitment to a smoke-free environment for our employees. Operators must walk through one of the smoking areas to gain entrance to the operators' lounge in the 1099 Olive Building. With the change in weather, people began huddling closer to the building for

protection. This has created a difficult problem for health-conscious operators, since the operators' entrance is adjacent to the smoking area with no clear lines of delineation, so the smoking area is difficult to enforce.

In addition to these issues, the number of customer complaints generated by people waiting for the buses in the designated smoking areas has increased dramatically. They do not like having to wait at the smoking bays and be subjected to the second-hand smoke. They do not have a choice about where their bus boards at the Station.

It is staff's recommendation, based on what we have observed and what we foresee as continuing problems, that the Eugene Station be designated as non-smoking and that smoking be restricted to the rights-of-way surrounding the Station. We would like Board discussion about the matter prior to moving forward. Before bringing this issue back to the Board for action, we will discuss the implications of this change with operators who do smoke and would be impacted by a change in the policy.

RESULTS OF RECOMMENDED ACTION:

Should the Board approve the staff's recommendation at a future meeting, the Eugene Station would become a smoke-free environment in its entirety. Public notice would be given and signage would be posted at the Station.

ATTACHMENT: None

PROPOSED MOTION: None

Transit Operations

Mark Johnson, Transit Operations Manager

RADIO SYSTEM UPDATE

The new radio system was returned to voice fallback mode on October 24, 1998 due to the lack of reliability, which resulted in losing contact with operators. At that time, GMSI was told that LTD would not operate the system if we can not maintain contact with all buses. CMSI was also informed that LTD expected a written plan and timeline for achieving reliability with the system. I received their plan and there are still concerns whether they can perform. GMSI was told that LTD will activate the system one more time. If they can't provide a reliable system when they return on Nov. 30, we will end our relationship and go to the bonding company for relief. By next month's board meeting, we will know the final direction.

BUS VIDEO SURVEILLANCE

Rick Bailor is reviewing RFPs in preparation for a bus, video surveillance pilot program. There is money budgeted this year to do a pilot program and collect data to evaluate the need for a fleet wide implementation. The video equipment for the pilot is scheduled to be operational by February, 1999.

OPERATIONS PLANNING RETREAT

The Operation's staff met for two days to discuss the future of the department as it relates to Board direction. We were able to put together an outline of a strategic plan that has specific goals. We are working to attach an action plan with each of the goals and a timeline for achieving them. We will keep you updated as we progress.

NEW FIELD SUPERVISORS

Shawn Mercer and Kay Kinnish have officially started their duties as the two new Field Supervisors. Shawn and Kay have proved themselves as temporary supervisors over the past few months and we look forward to their continued contribution to operations in their full time positions.

TRAINING

Instructional Program Coordinator, Vern Rogers and Instructors Frank Roberson and Grace Thurston attended an intensive train the trainer session on the "Smith System" of driving. The Smith System is a defensive driving tool that teaches professional operators a big picture aspect of driving. It is a proven system and one that we intend to incorporate into the training program for all operators. I am confident that using this technique will help us reduce accidents.

AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 1998

ITEM TITLE: TRANSPLAN UPDATE

PREPARED BY: Stefano Viggiano, Planning and Development Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: The Eugene, Springfield, and Lane County Planning Commissions and the Lane County Roads Advisory Committee have started to work through the draft TransPlan. No formal action on TransPlan has been taken by any of these bodies. However, each has spent some time discussing the proposed change to the BRT policy and has expressed support for the wording change.

The Eugene Planning Commission has requested additional information on the urban rail study and the streetcar proposal recommended by some citizens.

Formal action by the Planning Commissions and the Roads Advisory Committee is expected in December.

ATTACHMENT: None

PROPOSED MOTION: None