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Public notice was given to *The Register-Guard* for publication on February 17, 2008.

**LANE TRANSIT DISTRICT  
BOARD OF DIRECTORS  
FINANCE COMMITTEE MEETING**

**February 20, 2008  
4:00 p.m. – 5:30 p.m.**

**LTD Conference Room A  
3500 East 17<sup>th</sup> Avenue, Eugene (in Glenwood)**

**AGENDA**

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I. CALL TO ORDER (Dean Kortge)	
II. ROLL CALL (Dean Kortge)	
Davis _____ Dubick _____ Kortge _____	
III. APPROVE MINUTES OF JANUARY 16, 2008, MEETING	2
IV. BOUNDARY MODIFICATIONS	5
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VIII. ADJOURN	

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MINUTES OF FINANCE COMMITTEE MEETING  
LANE TRANSIT DISTRICT BOARD OF DIRECTORS

February 20, 2008

Pursuant to notice given to *The Register-Guard* for publication on February 17, 2008, a meeting of the Lane Transit District Board of Directors Finance Committee was held at 4:00 p.m. on February 20, 2008, at Lane Transit District, 3500 East 17th Avenue, Eugene.

**PRESENT** - Mike Dubick, Dean Kortge

**ABSENT** - Debbie Davis

**CALL TO ORDER** – Mr. Kortge, chair of the committee, called the meeting to order at 3:55 p.m.

**ROLL CALL** – Ms. Hellekson noted that Ms. Davis would not be able to attend. The following LTD staff were present: Diane Hellekson, Mark Pangborn, Carol James, Stefano Viggiano, Andy Vobora, Todd Lipkin, and Chris Thrasher.

**MINUTES** – Minutes from the January 16, 2008, meeting were approved unanimously.

**HEALTH REIMBURSEMENT ACCOUNT LIABILITY RESERVE** – Ms. James, accounting manager, stated that staff recommend creating a reserve as part of the budget process to cover the liability of health reimbursement accounts (HRAs) that were set up for each administrative employee in FY 2004-05 and have been added to each year following. The District has provided \$1,750 per employee per year. The funds are available to the employee to draw down as of January 1 of each year but are not paid out by the District until the employee actually requests the funds.

In response to a question from Mr. Dubick, Ms. Hellekson stated that funding in the accounts rolls over from year to year. The ATU contract employees receive a yearly contribution to a voluntary employee beneficiary account (VEBA), which is prefunded.

In response to a question from Mr. Kortge, Ms. Hellekson stated that there is no cumulative cap on the HRAs. Funds can and are being accumulated to pay future health care-related costs.

In response to a question from Mr. Dubick, Ms. Hellekson explained that the reserve is not equal to the unfunded liability but instead is an actuarial estimate of the exposure for any given year.

Ms. James proposed establishing the reserve with \$500,000. The amount would not have to change every year. The Committee approved the proposal and the amount would be built into the budget.

Mr. Kortge would discuss with the Board Human Resources Committee the proposal to cap HRAs.

**BOUNDARY MODIFICATIONS** – Mr. Vobora, director of service planning, accessibility, and marketing, stated that staff have proposed changes to Routes 93 Veneta and 95 Junction City. If those route changes are approved by the Board, staff would proceed to develop impact analysis

and ask for authorization from the full Board to proceed with an ordinance change to implement a service boundary change in 2009. Along most rural corridors, the District's service boundary is aligned along tax lot lines approximately 2.5 miles on either side of the route. This 5-mile band becomes the area within which LTD levies payroll and self-employment taxes.

Mr. Vobora referred the Committee to a map included in the agenda packet, which showed that a total of 43 businesses and 177 employees would not be required to pay the payroll and self-employment taxes if the realignment were approved. Staff would determine how much revenue would be lost.

(Mr. Pangborn arrived.)

The Committee directed staff to continue looking into the impact to revenue.

**LONG-RANGE FINANCIAL PLAN** – Ms. James distributed copies of a revised Long-Range Financial Plan (LRFP) and reviewed the assumptions used in creating the LRFP, which included the following:

- Adjusted payroll tax revenues up slightly.
- Increased Personnel Services and fuel.
- Moved three discretionary capital projects (Franklin EmX station fix, Glenwood facility improvements, and future Park & Ride facilities) further out.

Ms. Hellekson stated that the proposal balances the plan with optimistic revenue assumptions. If it is too optimistic, the District would be looking at service cuts probably in the same year Pioneer Parkway EmX service is implemented.

Ms. Hellekson stated that the assumptions about the growth of demand for Accessible Services may be low. She added that there would be numerous opportunities to revise the budget during the year.

The Committee approved presenting the revised LRFP to the full Board in March for approval.

**OTHER BUSINESS** – Ms. Hellekson asked if the Committee would like to be involved in the Federal Transit Administration Triennial Review in May. The Committee chose not to participate but instead would wait to hear the presentation to the full Board when completed.

Ms. James stated that supplemental budgets would be submitted to the Board to add funding for the RideSource Call Center/Brokerage and for fuel overage.

In response to a question from Mr. Kortge, Ms. Hellekson stated that budget presentations were included in this year's fall training. All employees were required to attend. Also, new employees receive a 45-minute budget presentation.

Mr. Dubick at a previous meeting had asked for a comparison of hybrid-electric vs. bio-diesel. Mr. Viggiano stated that the Director of Maintenance was putting together a comparison. He noted that bio-diesel and diesel are close to the same price. Hybrid-electric compared to regular diesel is about a 20 percent savings in operating cost (fuel, brake life, engine wear). The initial cost of the vehicle is \$180,000 more than a standard diesel vehicle (less an \$8,000 BETC rebate

from the Oregon Department of Energy). Over the 15-year lifecycle of a 40-foot bus, the savings is approximately \$135,000.

Mr. Pangborn added that hybrid-electric vehicles have only been in revenue service about four years. Compressed natural gas (CNG) has been used primarily in California for environmental reasons. However, it gets the worst mileage and requires higher maintenance costs. Salem has a partial CNG fleet, and once they reached the end of their lifecycle, they will be replaced with standard diesel or hybrid-electric vehicles. You can still use bio-diesel in a hybrid-electric bus; however, production of bio-diesel creates carbon emissions.

**NEXT MEETING** – No future meeting was scheduled. The Budget Committee would meet on April 23 and April 24.

**ADJOURNMENT** – There was no further discussion, and the meeting adjourned at 4:56 p.m.

(Recorded by Chris Thrasher, Lane Transit District)

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## FINANCE COMMITTEE AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 20, 2008

**ITEM TITLE:** LONG-RANGE FINANCIAL PLAN (LRFP)

**PREPARED BY:** Diane Hellekson, Director of Finance & Information Technology

**ACTION REQUESTED:** Approve as presented or amended. Forward to LTD Board of Directors for action on March 19, 2008.

**BACKGROUND:** As committee members know, the Long-Range Financial Plan is reviewed and revised annually after strategic planning work sessions held typically in the fall first by senior staff and then by Board members and senior staff. The Finance Committee then considers various scenarios and reviews assumptions. Staff hone the revised plan based on direction provided, and the Finance Committee approves a version of the plan and recommends it to the full Board for formal adoption. Once the revised LRFP is approved, the first year of the plan becomes the template for the Proposed Budget for the next fiscal year.

Because current-year budget estimates and baseline next-year budget requests drive future projections, and not all numbers were available in time to meet meeting packet deadlines, the revised LRFP materials will be distributed at the Finance Committee meeting on February 20, 2008.

**RESULTS OF RECOMMENDED ACTION:** A revised Long-Range Financial Plan will be presented to the Lane Transit District Board of Directors for consideration and approval.

**ATTACHMENTS:** (Materials will be distributed at the meeting.)

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 20, 2008

**ITEM TITLE:** VENETA AND JUNCTION CITY BOUNDARY MODIFICATIONS

**PREPARED BY:** Andy Vobora, Director of Service Planning, Accessibility, and Marketing

**ACTION REQUESTED:** Discuss and provide staff direction regarding potential changes to LTD boundaries affected by Route 93 and 95 changes.

**BACKGROUND:** Lane Transit District service area boundaries are affirmed annually. This is generally a routine process because changes to the boundary are rare.

The 2008 annual route review includes potential changes to Routes 93 Veneta and 95 Junction City. If these route changes are approved, then the Board may want to realign the service boundary to better reflect the areas served by the District.

Along most rural corridors, the District's service boundary is aligned along tax lot lines approximately 2.5 miles on either side of the route. This 5-mile band becomes the area within which LTD levies payroll and self-employment taxes. The 2.5-mile distance is specifically referenced in the Oregon Revised Statutes Section 267; however, the District has great latitude with which to establish the boundary.

Staff will present preliminary information regarding the number of businesses identified with the affected area. Attempts will be made to obtain tax revenue impact information; however, this may not be possible prior to the committee meeting.

**ATTACHMENTS:** Map of affected area

**RESULTS OF RECOMMENDED ACTION:** Pending approval of Route 93 and 95 changes, staff will proceed to develop further impact analysis and return to the full Board for authorization to proceed with an ordinance change to implement a service boundary change in 2009.

**PROPOSED MOTION:** None

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 20, 2008

**ITEM TITLE:** HEALTH REIMBURSEMENT ACCOUNT (HRA) LIABILITY RESERVE

**PREPARED BY:** Carol A James, Accounting Manager

**ACTION REQUESTED:** Discussion and input

**BACKGROUND:** Since FY 2004-05, the District has provided administrative employees with a Health Reimbursement Account of \$1,750 per employee per year. The funds are available to the employee to draw down as of January 1 of each year but are not paid out by the District until the employee actually requests the funds. The funds can (and are) being accumulated to pay future health care related costs. As of June 30, 2007, the District reported a liability totaling \$255,410. On January 1, 2008, \$141,750 was added to this liability. Staff recommends creating a reserve as part of the budget process to cover this liability.

**ATTACHMENTS:** None

**RESULTS OF RECOMMENDED ACTION:** Forward to the full Board of Directors for consideration of a resolution increasing the budgeted reserves to include an amount for the HRA liability incurred at the time of the budget.

**PROPOSED MOTION:** None

# Legal Notice

**Date:** May 11, 2020

**To:** *The Register-Guard*  
Attn: Legals; fax: 687-6677  
Attn: Jeff Wright; fax 683-7631

**From:** Chris Thrasher, Administrative Secretary  
Lane Transit District; Phone: 682-6200

**RE:** Notice of Board Committee Meeting  
LTD Purchase Order #A-08118

**Please publish the following legal publication on Sunday,  
February 17, 2008.**

## **NOTICE OF LTD BOARD COMMITTEE MEETING**

A meeting of the Finance Committee of the Board of Directors of Lane Transit District will be held on Wednesday, February 20, 2008, at 4:00 p.m., in the LTD Conference Room A at 3500 East 17<sup>th</sup> Avenue, Eugene (in Glenwood). Items for discussion include Long-Range Financial Plan revisions, boundary revisions, and reserve requirements for health reimbursement accounts.

Alternative formats of printed materials (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, call 682-6100 (voice) or 1-800-735-2900 (TTY, through Oregon Relay, for persons with hearing impairments).

Q:\Reference\Board Packet\2008\02\Finance Committee 2-20-08\Legal notice to RG.doc



## **Lane Transit District**

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