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Public notice was given to *The Register-Guard* for publication on November 2, 2008.

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

**November 4, 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)	
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**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 682-6100 (voice) or 1-800-735-2900 (TTY, for persons with hearing impairments).**

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** November 4, 2008
- ITEM TITLE:** 2008 PRICING PLAN AND REVENUE DISCUSSION
- PREPARED BY:** Andy Vobora, Director of Service Planning, Accessibility, and Marketing
- ACTION REQUESTED:** Direction regarding possible changes to the District's fare structure and charter service rate
- BACKGROUND:** The District raised fares and changed fare availability in the summer of 2008. These changes, coupled with continued increases in ridership, have resulted in fare revenues increasing well ahead of projections. This is good news in light of other budgetary pressures facing the District.
- In order to prepare for 2009-10, staff would like the Finance Committee to provide direction on the following topics:
1. Considering the aggressive changes in fares implemented in 2008, does the Committee want staff to provide data on increases in cash fares or pass prices for 2009?
  2. Rapidly increasing ridership, at peak travel times, has created capacity issues on some routes. While there are many factors contributing to ridership increases, two factors are increased use of group passes by current riders and expansion of the group pass program to new organizations. The pricing of group passes increases annually according to the Group Pass Policy, which states the annual increase is "not to exceed the three-year rolling average of LTD cost increases." These increases are indexed to increased operating costs faced by the District; however, there are some who question whether the program continues to be revenue neutral. If the Committee feels an analysis of the base price of group passes is warranted, then staff would conduct this analysis and return with the information at a future meeting. Staff will also provide the Committee an update on current group pass discussions with the Associated Students of the University of Oregon. The Committee may also want to discuss the goals of the group pass program and whether these goals have been met and, therefore, should be revised as the District faces challenges of limited capacity and a need for greater revenue.

3. Special event or charter services are currently provided under the guidance of new Federal Transportation Administration charter rules and priced according to the requirements of the event. A distinction is made between "tier one" events that do not require as much on-site supervision and "tier two" events that require significant on-site supervision. Staff suggests all charter services be priced at the District's fully allocated rate. This ensures all District costs are covered.
4. Other topics of interest from the Committee.

**ATTACHMENTS:** None

**RESULTS OF RECOMMENDED ACTION:** Staff will prepare information to be brought back to the Finance Committee for further review.

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 4, 2008

**ITEM TITLE:** EMPLOYMENT TRENDS

**PREPARED BY:** Carol A James, Chief Accountant/Internal Auditor

**ACTION REQUESTED:** Information only

**BACKGROUND:** The District's primary revenue source, employer payroll taxes, is based on employment within the District's boundaries. The best available information about employment in this area is Lane County Labor Trends, a monthly publication of the Oregon Employment Department authored by Regional Economist Brian Rooney. The latest publication is attached. This publication is also available online at [www.Qualityinfo.org](http://www.Qualityinfo.org).

Also attached is an excerpt from December 2006, which provides a brief overview of employment in Lane County during the last three recessions.

**ATTACHMENTS:** Lane County Labor Trends – October 2008  
Unemployment Trends – December 2006  
Lane County Employment Since June 2006

**RESULTS OF RECOMMENDED ACTION:** Information only

**PROPOSED MOTION:** None

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# 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-09729

**Please publish the following legal publication on Sunday, November 2, 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 Tuesday, November 4, 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 the Fare Policy, revenue scenarios, and unemployment trends.

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\11\Finance Committee 11-4-08\Legal notice to RG.docx



## **Lane Transit District**

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MINUTES OF FINANCE COMMITTEE MEETING  
LANE TRANSIT DISTRICT BOARD OF DIRECTORS

November 4, 2008

Pursuant to notice given to *The Register-Guard* for publication on November 2, 2008, a meeting of the Lane Transit District Board of Directors Finance Committee was held at 4:00 p.m. on November 4, 2008, at Lane Transit District, 3500 East 17th Avenue, Eugene.

**PRESENT** - Mike Dubick, Dean Kortge, Ed Necker

**CALL TO ORDER** – Mr. Kortge, chair of the committee, called the meeting to order at 4:00 p.m.

**ROLL CALL** – All committee members were in attendance. The following LTD staff also was present: Diane Hellekson, Mark Pangborn, Carol James, Stefano Viggiano, Andy Vobora, Todd Lipkin, Mary Adams, Mark Johnson, and Chris Thrasher.

**MINUTES** – Minutes from the February 20, 2008, meeting were approved by Mr. Dubick and Mr. Kortge. Mr. Necker abstained since he was not a member of the committee at that time.

**PRICING PLAN** – With raised fares and changed fare availability in the summer of 2008, coupled with increased ridership, fare revenues have increased well ahead of projections. In order to prepare for the fiscal year 2009-10 budget, Mr. Vobora, director of service planning, accessibility, and marketing, asked the committee for direction regarding possible changes to the District's fare structure and charter service rate. The discussion included the following:

- The committee was more in favor of raising the monthly pass fare rather than raising the cash fare. Mr. Vobora would compile peer analysis data for the committee's review.
- Rapidly increasing ridership, at peak travel times, has created capacity issues on some routes. Two contributing factors are increased use of group passes by current riders and expansion of the group pass program to new organizations. The pricing of group passes increases annually according to the Group Pass Policy. These increases are indexed to increased operating costs; however, there are some who question whether the program continues to be revenue neutral. According to the Group Pass Policy, annual increases are not to exceed the three-year rolling average of LTD cost increases. Language in the policy could be changed to allow for a few percentage points above the three-year rolling average. Group passes will increase 8.8 percent effective January 1, 2009. Mr. Vobora believed that data from the current group pass survey could provide the committee with additional information needed in order to analyze the base price. The committee felt that raising group pass fares could exert economic pressure.
- Staff recommended, and the committee supported, that all charter services be priced at the District's fully allocated rate to ensure all costs are covered. This method would keep rates in line with private carrier rates.

Mr. Vobora stated that staff was currently in discussions with the UO regarding their group pass program. Staff may be asked to calculate the cost for additional service.



General Manager Mark Pangborn stated that the Board, at a future meeting, will discuss buying more articulated buses in order to help alleviate capacity issues. Articulated buses provide 50 percent more capacity. The purchase of additional buses would also require a remodeling of the Maintenance facility to accommodate repair of the vehicles. Mr. Lipkin, financial services manager, noted that it could be 18-24 months before LTD could acquire the buses.

**REVENUE SCENARIOS** – Ms. Hellekson, director of finance and information technology, distributed copies of three revenue scenarios that showed the cumulative revenue loss over a five-year period:

- (1) Optimistic -- \$6,959,720
- (2) Prolonged U-shaped recession -- \$8,412,720
- (3) Deep and prolonged recession -- \$12,175,720

The information illustrated the effect on payroll tax receipts of different economic assumptions. She noted that a small deviation from the Long-Range Financial Plan could have serious consequences for LTD.

To date, payroll tax receipts are equal to the receipts received a year ago; however, staff do not expect to see the budgeted 8 percent increase.

If the Capital Improvements Program (CIP) was adjusted to include only essential items and major capital projects, it could free up \$3.2 million over the next three years.

The credit market's effect on a public entity's ability to finance projects does not have a direct impact on LTD, in the short term, because LTD is not looking to issue bonds, for example. It does, however, have a more direct effect on LTD because the ability for other public agencies to finance their projects generates payroll tax revenue for LTD.

Ms. Hellekson asked the Committee for direction regarding using federal funds in the short term for operating expenses, which staff supports; thoughts on the state of the economy; and using the revenue analysis for the Long-Range Financial Plan.

Mr. Dubick believed that the current recession would last longer than previous recessions. From a capital standpoint, he recommended looking at projects LTD is committed to do. He believed manufacturing is effected by the credit crunch and is down.

Mr. Kortge recommended building in just the rate increase on the revenue scenarios. He believed companies could cut back or stop providing health care benefits but health care delivery would continue.

Currently, there are no major construction projects that would generate payroll tax revenue. The impact of the closure of Hynix, a major employer, will be a loss of about \$100,000 per quarter, but the health care industry is growing.

Mr. Kortge asked for an assessment on credit risk. Ms. James responded that public agencies are paying more in interest and it will get harder to produce the necessary project revenues to

cover the debt. Private/public partnerships may be discontinued. They may not be able to get credit insurance to establish an AAA rating. Since the market is tight, bonds are not selling.

Ms. Hellekson believed that the federal government is aware of the problem and is working to make it better. She agreed that the recession may be long but not as deep, and it could take longer for the credit market to rebound.

The committee asked for scenarios regarding the use of federal formula funds for operations. Mr. Viggiano, assistant general manager, stated that LTD should be cautious to not become dependent on using federal funds for operations. Assuming that the Transportation Equity Act (TEA) will be reauthorized, LTD should receive more formula funds. All Medicaid and rural service is being reported through the brokerage.

The committee believed a two-year U-shaped recession scenario was more realistic.

**EMPLOYMENT TRENDS** – Ms. James, chief accountant/internal auditor, stated that Lane County employment information for August 2008 was included in the agenda packet. She distributed copies of the November 2008 Lane County Labor Trends report, which reported September 2008 employment. The monthly publication is available online. The reports show that unemployment is going up.

**NEXT MEETING** – The full Board would participate in a work session on December 5. A Board Finance Committee meeting would be scheduled in January or February 2009.

**ADJOURNMENT** – There was no further discussion, and the meeting adjourned at 5:30 p.m.

(Recorded by Chris Thrasher, Lane Transit District)

*Notes from Finance Committee meeting 11/4/08*

EN – Concerned RideSource fares would be too high if cash fares were to increase. AV – Don't have to increase maximum (double).

MP – May exceed capacity in the future. Won't have extra buses. One way to solve is to increase fares.

AV – Could do peer analysis for comparison.

MD - Cash fare riders are more transit dependent.

SV – Believed monthly pass increase would have the greatest impact on ridership and would probably generate more money than cash fare increase.

AV – Nearing capacity. Service cuts could increase capacity issue.

EN – Would Sacred Heart buy 75X for RiverBend? AV – Sacred Heart has not shown any interest yet. They have ample parking.

DK – How many people would be affected by an increase in the monthly pass? AV – approx. 3,000 adult; 1500 reduced fare.

AV – Could raise monthly pass fare for adults only and leave reduced fare at \$22.50.

DK – Liked that option.

DK – Would like to get an idea of where this is, how bad it is, how bad you project it to be, system wide?, need magnitude.

EN – Agree that monthly pass best fare instrument to raise. Raising to \$50/monthly might be workable. Cash fare is in a good place. \$1.50 cash fare a workable amount. \$3 RideSource fare made people more selective in their requests.

#2

MD – Raising GP fares would exert economic pressure

SV – Group pass won't affect capacity unless someone drops off the program.

MD – Look at the assumptions and goal of GPP. Giving too much away?

EN – May want to raise GP rates.

AV – UO students question revenue neutral.

MP - Program with UO at the beginning was to put more people on the bus.

DH – Purpose of GPP now is to reduce parking on UO campus.

MP – Throughout the country, program now is used to reduce parking and congestion.

AV – GPP rate for UO equals approx. \$15/ term. In Hawaii, optional \$100/term

DK – Revenue neutral is determined GP by GP. SV – Or program over all. One or the other.

AV – May be able to get data through the group pass survey being conducted right now.

AV – Groups using the BETC, save lots of money. UO could be getting a \$200,000 yearly rebate if they were to use BETC.

SV – Problem with raising price of GPP is that programs that will drop off are the ones that are most profitable for us.

AV – GPP is indexed to true cost. Is base correct?

MP – It was low initially to use as an incentive.

DK – Capacity issue -- Gas price increases is one of the drivers. Economy could have an impact.

AV – Food and utility prices are staying high which are also drivers. Enrollment is up at LCC and UO.

DK – Way to impact ridership is no capacity, no riders.

MD – Not sure doing nothing is the best choice. Are people who will be left behind be the ones who can afford to be left behind. Will price increase deter ridership? Need to deal with the fact that we are over capacity. Would rather try to reduce the ridership economically than do nothing.

SV – Policy included, as part of the revenue neutral calculation, that if there is service that you can attribute to that organization they would have to pay for. Way to get around charging more to Symantec and PeaceHealth because we are not having to add service because their ridership is low. And charge more to City of Eugene, UO, and others who we do have capacity issues with. Add a surcharge. Price increase is targeted to high users. EN – Can we do without being sued for fairness? AV – Did with 7x. SV – Do as we start adding additional service. UO students want more service.

MD – Thinks group pass is more problematic and harder to predict reactions to price increase. Wouldn't recommend spending a lot of time on. Feels monthly pass is easier.

#4 – Other topics

EN – Look at eliminating just the Valley River portion of the Breeze route and keep the UO portion. AV – During peak travel times, Route 66 route to Valley River would be increased to every 15 minutes. Same thing going to the UO on Route 28, increase to every 15 minutes. Will reroute Route 28 down 13<sup>th</sup> Ave to replace Breeze service.

EN – Do we have artics available to alleviate capacity issues?

MP – There will be discussion with the Board about buying more artics. Would have to remodel Maintenance facility to accommodate more artics. Artics give 15 percent more capacity.

TL – May be 18-24 months before we get any artics.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 4, 2008

**ITEM TITLE:** REVENUE SCENARIOS

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

**ACTION REQUESTED:** None

**BACKGROUND:** As part of the effort to prepare for the Board of Director's work session on December 5 and ultimately to revise Lane Transit District's Long-Range Financial Plan, materials will be distributed at the November 4 meeting illustrating the effect on payroll tax receipts of different economic assumptions. There will also be a brief discussion of the potential impact of the current credit market on LTD's future.

**ATTACHMENTS:** None

**RESULTS OF RECOMMENDED ACTION:** Recommendations will be incorporated into materials developed for the Board of Director's work session and the Long-Range Financial Plan.

**PROPOSED MOTION:** None