

MINUTES OF DIRECTORS MEETING
LANE COUNTY MASS TRANSIT DISTRICT
REGULAR MEETING

December 20, 1977

Pursuant to public notice given to the Register Guard for publication on December 15, 1977, to Newservice 16, and distributed to persons on the mailing list of the District, the regular monthly meeting of the board of directors of Lane County Mass Transit District was held at the City Hall in Eugene, Oregon, on December 20, 1977, at 7:30 p.m.

Present:

Richard A. Booth, Secretary
Jack J. Craig
Daniel M. Herbert, President, presiding
Kenneth H. Kohnen, Vice President
Ted J. Langton, Treasurer
Carolyn Roemer
Fred C. Dyer, General Manager
Mavis Skipworth, Recording Secretary
News media:
Marvin Tims, Register Guard

Absent:

Glenn E. Randall

MOTION

MINUTES: Minutes of the regular meeting of November 15, 1977, the adjourned meeting of November 29, 1977, and the adjourned meeting of December 6, 1977, were unanimously approved as distributed.

VOTE

PRESENTATION: The chairman presented to W. Gene Davis a miniature wooden bus bearing an inscription of appreciation and recognition for his contribution to the district as a board member.

AUDIENCE PARTICIPATION: Mr. Davis reported on a recently held Congress of Cities in San Francisco, advising that he had attended seminars on transportation, energy and economic development. He reported that new federal policy indicates that there will be less emphasis on subsidy for interstate highway systems and more available for local areas for highways, streets and mass transit, with greater local control for area needs; that possibly the subsidy will be increased to 90%. He described a program presently being tested in Knoxville, Tennessee of transportation development of car pooling, to van pooling, to bus pooling. The staff indicated interest in seeking additional information on the program when the Director of Planning attends the Transportation Research Board annual conference at Washington, D.C. in January. Mr. Davis spoke of a need for an increase in gasoline tax revenues to maintain existing highways that are deteriorating.

INCOME TAX: In response to board request, the staff presented a memo describing additional data on the income tax and a table indicating examples of average tax liability computed upon different levels of adjusted gross income at rates ranging from .001 to .005. Ms. Loobey said the Dept. of Revenue had

estimated the cost of preparing withholding tax tables at \$1,200. A table of tax revenue projections based upon different rates was discussed. Mr. Herbert observed that the figures did not reflect any tax credits which could result from overlap in payment of income tax and payroll tax, and the revenue capture would be less than indicated.

Discussion followed on the necessity of determining an equitable balance between income tax and payroll tax rates and of adhering to the statutes.

The staff was asked to prepare a recommendation for an effective rate of tax for agricultural workers in compliance with the provisions under state statutes, and to complete the draft ordinance for consideration at the next board meeting.

The chairman asked the staff to prepare a fact sheet for informational purposes on the income tax and how it affects taxpayers. Mr. Booth said there are indications that it will be difficult to get the ordinance approved by the voters. Mr. Dyer said it is his understanding that a citizens' committee is being formed which will assist in providing information to the public. Mr. Craig suggested the fact sheet should be made readily available to any interested group. The chairman then directed the staff to prepare a timetable analysis of necessary steps in placing the issue on the ballot and informing the public.

CITIZENS ADVISORY COMMITTEE: Mr. Bonney briefly reviewed the December 13 Citizens Advisory Committee meeting. Minutes of the meeting were also included with the agenda material for board information.

AUDIT REPORT: David Gault of the firm of Derickson & Gault, auditors for the district, presented the audit report for the fiscal year ending June 30, 1977. He reported that the accounting control appeared strong and procedures followed seemed to be in accordance with the requirements of the Local Budget Law. He suggested improved control should be undertaken in certain areas: disbursements for general claims; provide for pre-listing of checks received in the mail for comparison with records of bank deposits; handling of fare box receipts by re-assigning duties requiring custody of the fare box keys; and the maintaining of accurate stock cards for parts and supplies.

MOTION
VOTE
Mr. Kohnen moved the board accept the audit report as submitted by Mr. Gault. The motion was duly seconded and carried unanimously. Mr. Kohnen asked the staff to report to the board on procedures taken to improve those areas indicated by the auditor. Mr. Dyer advised that some corrective procedures have been accomplished and others are in the process, and the staff will keep the board informed.

FINANCE AND BUDGET: Regular financial reporting was presented for board information. Responding to an observation by Mr. Kohnen that the annual budgeted amount for tires and tubes appeared to be almost spent, Mr. Dallas said the figure must be inaccurate and he would obtain a corrected figure. Mr. Dyer reported that a mid-year budget analysis will be presented at the next meeting.

MARKETING: A report on current activities in the Marketing Division was presented for board information. Mr. Kohnen commended the division for the report and the described marketing programs.

MOTION
VOTE

RETIREMENT PLAN: Upon motion by Mr. Kohnen, seconded by Mr. Langton, the board unanimously adopted the following resolution to amend the non-contractual employees retirement plan:

BE IT HEREBY RESOLVED that the Salaried Employees Retirement plan be amended in accordance with IRS regulations, and with the change of the last word in Paragraph 1.2 from "siblings" to "brothers and sisters" and with the additional provision in the last sentence of Paragraph 1.7 that fringe benefits are not included as part of "total compensation" for the purpose of determining "final average annual salary."

MOTION
VOTE

SIGNATURE CARDS: Upon motion by Mr. Craig, seconded by Mr. Herbert, the board unanimously adopted the following resolution for bank signature cards:

BE IT HEREBY RESOLVED that the funds of Lane County Mass Transit District on deposit at Citizens Bank of Oregon, may be withdrawn in amounts not exceeding \$5,000.00 on any one instrument on checks, drafts, receipts or advises of debt given or signed in the District's name by any two of the following:

Daniel M. Herbert, President
Fred C. Dyer, General Manager
Ted J. Langton, Treasurer

or, by any one of the three above-named officers, plus any one of the following:

Phyllis P. Loobey, Director of Administrative Services
Michael M. Merrell, Accountant;

and that the funds of Lane County Mass Transit District on deposit at Citizens Bank of Oregon, may be withdrawn in amounts exceeding \$5,000.00 on any one instrument on checks, drafts, receipts or advises of debt given or signed in the District's name by any two of the following:

Daniel M. Herbert, President
Fred C. Dyer, General Manager
Ted J. Langton, Treasurer

RIDERSHIP REPORTING: Regular monthly ridership reporting was presented for board information. Noting that ridership is lower than last year, the board expressed interest in the cause. The general manager said he believed the trends indicated were accurate but he doubted the validity of the actual tally count. The board requested the staff to refine the counting methods and report at the January meeting.

PETITIONS: The Director of Planning presented a petition signed by 47 residents of the area served by the #22 HARLOW RD. route, Monday through Saturday, requesting Sunday service. He said he had sent the lead petitioner a response describing budget implications and process. He noted that other areas are not being served with the Sunday routes and the district does not have the financial capability to respond affirmatively. Mr. Craig suggested that representatives of petitioners be invited to the upcoming budget sessions.

A petition was presented with 53 signatures of residents of the City of Coburg requesting return to the schedule existing prior to September 19, 1977. Mr. Rynerson reported that the change increased service in the urban area and suggested that this route should receive the same type of analysis as other non-urban routes prior to June, 1978.

Clark Cox, of the audience, described problems some mentally handicapped persons are having in understanding the two loops of the #3 Coburg route. Mr. Craig suggested the marketing division should contact appropriate social service agencies and offer assistance. The staff was instructed to contact the petitioners and inform them that the board received the petition, discussed and analyzed it and will give it consideration in the budget process.

CENTRAL TRANSIT STATION: Mr. Dyer reported that a recent on-board survey of bus riders indicated that the majority prefer the 10th & Willamette site for a central transit station. He said he thought this could be caused by an uncertainty of change to the alternate sites. Mr. Herbert advised that a draft memo is being reviewed by staff updating recent events affecting the development of a central transit station since the October report which evaluated the three alternative sites. The memo will be sent to interested citizens and seek further public input for a February revision of the report.

ROUTE AND SCHEDULE REVISION: Mr. Rynerson advised the board of route and schedule revisions to become effective on February 6, 1978. He reported that members of the Citizens Advisory Committee indicated an interest in providing increased Sunday route coverage in the Thurston Road and Main Street area of Springfield by reducing service frequency from 60 to 90 minutes. The staff recommended to not implement the revision because of a potential ridership loss and inconvenience, and the board took no action.

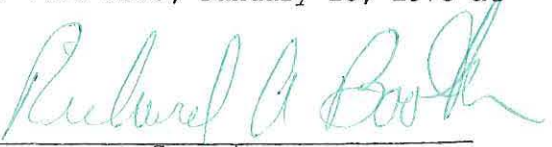
T-2000 PLAN: A chart showing the T-2000 Plan adoption process and timeline was presented to the board. Board members were encouraged to attend a joint planning commission hearing in Harris Hall at 7:30 p.m., January 18, 1978.

OPERATIONS REPORTING: Regular monthly reporting of the Operations Department was distributed for board information.

GOALS AND OBJECTIVES SUBCOMMITTEE: Members appointed by the chairman to serve on the Goals and Objectives subcommittee were Richard Booth as chairman, Carolyn Roemer, Dan Herbert as ex-officio, Lucretia Keeling as representative from Citizens Advisory Committee; Fred C. Dyer and Phyllis Loobey, staff. Mr. Herbert advised that the charge for the committee will be discussed at the first meeting, and instructed the staff to provide the subcommittee members with copies of the 1977-78 Goals and Objectives and the report of the Evaluation Methods Subcommittee's analysis of system performance with respect to the adopted goals, objectives, and programs.

NEW BUSINESS: The chairman advised that appointments to the budget committee will be forthcoming.

ADJOURNMENT: The meeting was adjourned to 7:30 a.m., January 10, 1978 at Valley River Inn.


Secretary