

MINUTES OF DIRECTORS MEETING

LANE COUNTY MASS TRANSIT DISTRICT

April 23, 1974

The board of directors of Lane County Mass Transit District met at the City Hall in Eugene, Oregon, on April 23, 1974, at 7:30 p.m. pursuant to adjournment from its meeting of April 16, 1974.

Present were:

Gary Buell
Jack J. Craig, Treasurer
Marcella Fetzer
Daniel M. Herbert, President, presiding
Kenneth H. Kohnen, Vice President
Phyllis P. Loobey, Secretary
Glenn E. Randall
Fred Dyer, General Manager
Richard Bryson, Counsel.

PHYSICALLY LIMITED AND ELDERLY STUDY: Dan Herbert asked for public comment on the subcommittee's published study. Jim Martin suggested more publicity be given in the press about what the board's plans are for transportation of the physically limited and elderly.

Mr. Herbert asked the board to take some action on the study. Jack Craig moved that the board accept the report and its recommendations. Motion was seconded by Mr. Randall. Dan Herbert pointed out that the recommendations on page 105 of the study are specific and direct the staff to proceed. Kenneth Kohnen noted that some of the recommendations carry substantial budget implications and that the board should proceed carefully. Jack Craig said he did not feel that the timing of the financial commitments was specific in the study. Phyllis Loobey, one of the co-authors of the study, stated that it was not intended that the recommendations be undertaken independently, but that the program recommended in the study be phased in with the other operations of the district.

Mr. Kohnen then suggested that the board take up and discuss each of the study's recommendations separately and the board proceeded to do so.

Phyllis Loobey began the discussion of recommendation No. 1 by telling the board that the recommendation for the staff to make a draft of vehicle requirements using response time as a criterion was to give the board something concrete to look at and to get the staff involved. Mr. Kohnen asked whether there was intended to be

a commitment to order buses. Mrs. Loobey replied that the district could not order such a vehicle at this time, as they are not in manufacture, but that recommendation No. 1 is intended as a commitment to action.

Phyllis Loobey spoke about recommendation No. 2, pointing out that this recommendation speaks of serving all of the people with the district's transportation system and that at the present time many can only use the system with difficulty; that whatever is now available to alleviate the problem should be put to use and that new buses should be specified to have openings sufficient to accommodate future installation of lifts.

With regard to recommendation No. 3 Phyllis Loobey suggested that the district has a good marketing program already and that the program for the physically limited and elderly not be left out of the district's marketing program.

Mrs. Loobey then discussed recommendation No. 4, that the district undertake a research and design project to develop with local resources a lift device meeting the study's criteria. She told the board that there are people in this area capable of doing that kind of thing and who would be interested in such a project and added that the district might discuss the problems with the people in the engineering school at Oregon State University. Mr. Herbert suggested that if the district could find people elsewhere who are manufacturing or capable of manufacturing such lift devices at the present time, it might be better to have the lift devices manufactured there instead of the district trying to do its own research and development. Mrs. Loobey replied that the subcommittee is still looking and that it recently heard from FMC, an engineering firm in San Jose, California, which is developing a prototype lift device for Denver, Colorado. The subcommittee obtained some blueprints and other information, but the material supplied was not sufficiently informative. She said that the recommendation was not intended to limit the staff or the board in looking further for manufacturers engaged in making such lift devices. Mr. Herbert expressed the view that the words "if necessary" should be added to the recommendation No. 4. Jim Martin asked the board not to overlook the use of ramps instead of lifts for the buses to which Mrs. Loobey replied that many of the target population cannot use ramps.

Gary Buell stated that in his opinion, it should be made clear that the board's acceptance of the recommendations would not be intended to lock the board in nor commit it to action at any particular time. Mr. Herbert stated that the acceptance of the recommendations would only be a statement of direction in which the district should go, depending upon budgeting and availability of financing and that each step would be reviewed by the board as development proceeds. Mr. Kohnen then moved an amendment to the main motion, the amendment being that the recommendations of the study be accepted as guidelines to be considered in future planning for the district. The motion to amend was seconded by Mr. Buell and Mr. Randall. Mr. Craig cautioned against watering down the recommendations too much, but stated that he was willing to go along

with the amendment.

Phyllis Loobey then discussed recommendation No. 6, that when locally designed lifts meeting the standards of the study are available, then adequate numbers of buses be adapted with the lift in accordance with response from the target population. After discussion, she suggested that the words "locally designed lifts" be changed to "adequately designed lifts".

The board then proceeded to vote on Mr. Kohnen's amendment to the main motion, that is that the study's recommendations be accepted as guidelines to be considered in future planning for the Lane Transit District. The amendment passed with no negative votes.

Phyllis Loobey then moved that the words "if necessary" be added at the end of line 2 of recommendation No. 4 on page 106 of the study immediately after the words "with local resources" and that the phrase "locally designed lifts" on the first line of recommendation No. 6 on page 106 of the study be changed to "adequately designed lifts". The motion was seconded by Mr. Randall, brought to a vote and passed with no negative vote.

The board then proceeded to a vote on the main motion as amended, namely that the study published by Lane Transit District in March, 1974, entitled "Transportation Alternatives for the Physically Limited and Elderly" by Michael Vern Butts and Phyllis Price Loobey and the ten recommendations contained on pages 105-107 both inclusive of such study as amended by the foregoing motions passed at this meeting be accepted by Lane County Mass Transit District as guidelines to be considered in future planning for Lane County Mass Transit District. The motion was passed with no negative votes.

FEDERAL GRANT: The general manager then presented to the board a fourteen page proposal for changes in the project scope, design and cost for the pending federal grant application. He explained to the board that the principal changes consist of an increase in the number of fixed route buses in response to the ridership growth, the addition of buses to meet the needs of the physically limited and elderly, and an increase in the number of radios for the communications system. After discussion and on motion duly seconded, the board voted to authorize and direct the general manager to submit for approval of the board of directors at its next meeting an amended federal grant application requesting a federal grant of \$1,434,662.00 covering the changes and additions in the number, size, and kinds of bus to be acquired and additional two-way radio equipment plus the contingency fund and other items specified in the new project description submitted by the general manager at this meeting. Mr. Herbert then asked the general manager to add a statement about the board's action at this meeting on the transportation alternative study to the material in Appendix C of the federal grant amendment.

BUDGET: For its preliminary studies on the forthcoming budget, the general manager distributed to the board a chart showing the present staff organization and a chart showing the staff organization

for the forthcoming fiscal year as requested by the general manager together with an outline of the responsibilities of the proposed new administrative assistant position; a copy of last year's budget summary; a statement of the goals, policies and objectives of the district and findings of the subcommittee dated May, 1973; a chart of existing transportation equipment with projection of the district's capital needs for the period 1973-1976 and showing the proposed capital expansion program through 1977, plus a written report from Mr. Herbert of projected service demands and projected financial demands.

Mr. Dyer advised the board that his staff is presently overburdened and needs to be expanded in accordance with the requests shown by the chart presented to the board in order to meet the board's goals and objectives. Mr. Craig said he thought it was important to have a top man in charge of the maintenance supervisors and Mr. Randall recommended that the general manager employ additional mechanics.

Kenneth Kohnen informed the board that the subcommittee on staff requirements feels that the general manager needs the additional people requested and recommends that the request for additional staff be granted. In response to inquiry, Mr. Dyer indicated that the salary for administrative assistant should be \$12,000.00, the planning assistant \$10,800.00, and the operations planning analyst in the range of \$8,000 to \$9,000.00. Mr. Herbert moved that the administrative positions and the salaries presented by the general manager are to be taken as tentative assignments to be included in the preliminary budget and accepted subject to the modifications required by other budgetary procedures. Mr. Kohnen expressed the view that no motion was necessary for that purpose as the general manager was only seeking directions for preparation of the budget. Mr. Herbert then announced that it was the consensus that the board approves the general manager putting the requested staff requirements in the budget proposal.

Mrs. Loobey then informed the board that she wants to be a candidate for the newly created position of administrative assistant and therefore will be resigning from the board of directors and, for that reason, is not participating in the discussions of the requested staff increases.

Mr. Dyer then requested further direction from the board as to the Integrated Needs Priorities.

Mr. Craig then moved that the application of the payroll tax be extended to all parts of Lane County, so that the board can work toward extension of service to all parts of the county. The motion was seconded by Mr. Randall, who then stated that he would not think it right to collect money outside the present service area and use it to build a better service inside the service area. Mr. Dyer replied that he would not favor having funds earmarked for use outside the present service area and Mr. Kohnen expressed

agreement with that view. Mr. Herbert told the board that he would not like to see a tax levied outside the present service area without at least some sort of plan to give service to the outlying areas, and suggested that the general manager present this as an alternative in the budget being prepared. Several members of the board expressed agreement that no motion need to be adopted for the purpose and that the general manager should include the proposed extension of service and payroll tax as budget alternatives. The motion was not brought to a vote.

Jim Martin reminded the board that the Citizens' Advisory Committee has asked the board to come up with alternatives to the payroll tax.

Mr. Dyer then announced that he will be wanting the board to hold a work session in the near future to consider the priorities of the needs of the district.

Mr. Herbert then asked the board to proceed to the matter of appointment of additional members to the budget committee. He said that he understood that at the last meeting the board had appointed Jim Martin as a member of the budget committee and had assigned to him a one year term; however, the secretary did not include the length of the term in the minutes and Mr. Herbert asked the board for confirmation of that action. On motion duly seconded, the board voted that the term of Jim Martin on the budget committee would be for the period ending January 1, 1975.

Mr. Herbert then asked for nominations to fill the additional three vacancies on the budget committee. On nomination of Mr. Randall the board voted to appoint Irvin Fletcher for a term ending January 1, 1975. On nomination of Mrs. Fetzer, the board voted to appoint Agnes VanDevender to the budget committee for a term ending January 1, 1977. On motion of Mr. Buell duly seconded, the board voted to change Jim Martin's term so that he would be appointed for a term ending January 1, 1977. On nomination of Mr. Kohnen, the board voted to appoint Mack R. Follmer to the budget committee for a term ending January 1, 1975.

On motion duly seconded, the board voted unanimously to appoint Fred Dyer as Budget Officer for the preparation of the budget for the fiscal year 1974-75.

ADVERTISING IN BUSES: The board then considered the matter of changing its policy in regard to advertising in the buses, the policy having been that the board would accept commercial advertising but not political advertising. On motion duly seconded, the board voted henceforth to allow advertising inside the buses, including commercial, political and public service advertising subject only to such restrictions as are permissible within the constitutional limitations and that the district's general manager and counsel formulate a set of rules for such advertising.

BOARD OFFICERS AND DIRECTORS: Phyllis Loobey then tendered to the board her oral resignation as a member of the board of directors and as secretary thereof. Mr. Herbert, as president of the board, accepted Mrs. Loobey's resignation with his expression of regret that she was leaving the board.

On motion duly seconded, the board then voted unanimously to elect Glenn E. Randall as secretary of Lane County Mass Transit District. (Note: Mrs. Loobey's term as secretary ends in January, 1976.)

ADJOURNMENT: On motion duly seconded, the board voted to adjourn.

Mr. Dyer reminded the members that there will be informal workshop sessions on April 30 and May 15, to discuss the budget and that board members and budget committee appointive members should attend those sessions, if possible.

Secretary