

MINUTES OF DIRECTORS MEETING

LANE COUNTY MASS TRANSIT DISTRICT

June 17, 1975

The board of directors of Lane County Mass Transit District met on June 17, 1975 at 7:30 P.M. at the City Hall, Eugene, Oregon.

Present:

Richard A. Booth
Jack J. Craig, Treasurer
W. Gene Davis
Daniel M. Herbert, President, presiding
Kenneth H. Kohnen, Vice President
Glenn Randall, Secretary
Ruth Shepherd
Fred C. Dyer, General Manager
Mavis Skipworth, Recording Secretary

Reading of the minutes of the meetings of May 20, May 29, and June 3, 1975 was dispensed with as copies had been distributed to all members of the board. On motion duly seconded, the board voted to approve the minutes as distributed.

EXTERNAL ACTIVITIES: Mr. Dyer reported passage by the legislature of: (1) the Mass Transit Division budget, providing the district with \$275,000 for local match of twenty-five buses; (2) the bill authorizing mass transit districts to levy a fee on vehicle registrations and the joint resolution constitutional amendment to enable levying the tax; (3) the amended income tax bill, and (4) bill 2006 eliminating exemption of financial institutions from the payroll tax.

4J ALTERNATIVES: Mr. Dyer presented seven alternatives prepared by the staff for student fare. Alternative I listed general fares with no special consideration of discount; in Alternative II fares were computed on the Tri-Met formula of a 28½% discount; Alternative III suggested special school tokens at 20¢ each and a \$1.00 identification card; Alternative IV listed a special school fare of 20¢ and \$1.00 I.D. card; Alternative V listed a special pass for students good only at certain hours @ \$7.00 monthly; Alternative VI listed a special pass for students good anytime @ \$7.75 monthly; and Alternative VII gave a student choice of either special nine months unlimited pass @ \$7.75 monthly or cash fare of 20¢ with \$1.00 I.D. card. Mr. Dyer said the staff's recommendation would be to implement Alternative VII as it encompasses the greatest benefit to the district and the community.

Mr. Kohnen suggested the district start the program with Alternative V to learn the traffic loads and then go to Alternate VII. Mr. Randall believed that Alternative VII should be attempted first, but suggested that both Alternatives V and VII could be available. Following further discussion, Mrs. Shepherd moved that the board establish a policy for school districts within the LTD service district, combining Alternatives V and VII, and that the staff write policy for rules and regulations, to be presented at the next board meeting. Mr. Randall seconded the motion and it carried.

OPERATIONS: Mr. Dyer presented ridership data for the month of May and an analysis of the Zones 2 and 3 ridership for the week of June 2 through 7,

as requested by the board. Mr. Rynerson said the staff intends to monitor bus ridership to determine data from Zones 2 and 3 after the system has operated for a while. He added that the ridership for the month of June, to be presented at the July board meeting, will include ridership on the entire system. Mrs. Shepherd said she would also like a breakdown on the number of full fares and senior citizen fares on Zones 2 and 3. Mr. Booth expressed concern that the ridership has followed a downward trend since last January and that the budget was projected on an increase in ridership. Mr. Rynerson explained that ridership has plateaued and there probably would not be an increase until fall, and that the 14% ridership increase projected for the coming fiscal year is not as great as in the past year. Mr. Craig reminded the board that the district should be ready to meet the needs of the public if gasoline prices advance as predicted.

TRANSIT DEVELOPMENT PROGRAM: Mr. Rynerson presented the revisions to the Transit Development Program as requested by the board. He advised that the Transportation Planning Committee and the Citizens Advisory Committee of L-COG had given their approval of the revised TDP. Discussion followed, and Mrs. Shepherd referred to Chapter III., Special Studies, Accessibility for the Physically Limited, and noted that while there is a need by the physically limited for the specially equipped vehicles, most senior citizens are more in need of a feeder system through the density areas and that the district should study their needs and route the buses closer to their doors.

Mr. Randall moved that the board adopt the following Resolution giving approval of the Transit Development Program as revised:

WHEREAS, the Lane County Mass Transit District is a recipient of federal funds for capital and operating assistance, and

WHEREAS, the Lane County Mass Transit District has published a Transit Development Program in compliance with federal guidelines, and

WHEREAS, the Lane County Mass Transit District is adopting the Transit Development Program as a principal guide in implementing adopted fiscal year objectives and long-range objectives within legal, political and financial restraints, and

WHEREAS, the Lane County Mass Transit District recognizes the specific policy implications stated below:

1. Short-range (ensuing fiscal year) - implement TDP programs as far as possible and make preliminary preparations required to implement remaining programs;
2. Long-range (approval of general system concept, accept general trends and assumptions) - make preliminary preparations for eventual implementation, and

WHEREAS, the Lane County Mass Transit District will undertake an annual review of the Transit Development Program, and

WHEREAS, the Lane County Mass Transit District recognizes that the forecasts of the later years in the TDP are predicated upon the assumptions and actions

of the earlier years, thus future projects are not as firmly endorsed as earlier projects;

NOW THEREFORE BE IT RESOLVED that the Lane County Mass Transit District herein adopts the Transit Development Program dated May 20, 1975 complete with revisions dated June 17, 1975, as a principal guide in implementing adopted fiscal year objectives and long-range objectives within legal, political and financial restraints to be reviewed annually.

Mr. Craig seconded the motion and it carried. Mr. Booth and Mr. Davis dissented, stating that they did not believe they had had enough time to study the revised TDP thoroughly.

CITIZENS ADVISORY COMMITTEE: Minutes of the June 2 Citizens Advisory Committee meeting were distributed. Appreciation was expressed for attendance of board representatives at the committee meetings. Paul Bonney, a committee member, spoke favorably of the district's progress and expressed the opinion that the CAC should make a greater contribution to the district. Mrs. Shepherd and Mr. Randall spoke of the importance of soliciting committee membership from the various neighborhood groups. Mr. Herbert advised that he intends to appoint a subcommittee to approach these groups and help draw them into decision making. Upon request from Mr. Herbert for a board member to attend the July 7 meeting, Mr. Craig said he would attend.

FINANCE AND BUDGET: Minutes of the June 3 Budget Committee meeting were distributed for informational purposes.

Mr. Randall moved that May bills in the amount of \$106,943.58 be allowed, and the motion was duly seconded. Mr. Booth expressed opposition to the over-expenditure of the budget in printing and advertising and spoke of his feeling of responsibility to the taxpayer. Mr. Dyer stated that during the last fiscal year, the district had heavy printing and informational expenses to keep the public informed in using the system and that while this line item is over-expended, the category is not. Mr. Davis said he believed the board should adopt line item budgets rather than by category, and that the board should be consulted in advance of any change necessary. Mr. Kohnen suggested that this could be considered in two parts: (1) the legal expenditure, and (2) management control. In reference to the first part, he noted that most municipalities submit their budgets in categories because it allows more flexibility, and to the second part, he advised that line items are a requirement and they should be monitored, as an over-expenditure could indicate some phase of the operation should be changed. Mr. Randall noted that the staff had always advised the board of any problems and he saw no critical objection to the present method.

The question was put and the motion carried. Mr. Davis again expressed opposition to the budget committee passing a budget of gross figures, and said he believed they should go through a line item budget. Mr. Herbert advised that he will appoint a subcommittee in July to study budget procedure and make recommendations to the board. Mr. Randall asked that the charge to this committee include responsibility to establish general procedure as well as budget procedure. Mrs. Shepherd noted that the district has operated a fantastic bus service, but now has matured to a point where procedure should be in writing.

AUDIENCE PARTICIPATION: Paul Bonney suggested that the district give priority to peak hour service with 20 minute frequency, and to increase Sunday and evening service at a later date.

WESTERN LANE TRANSPORTATION: Mr. Herbert referred to a letter he had received from Governor Straub requesting the district to explore the possibility of submitting an application on behalf of the Western Lane County Bus Project under the Rural Highway Public Transportation Demonstration Program, or to explore all other funding sources to continue the transportation services from Florence to Eugene that has been provided to seniors, youth and low-incomed persons by Lane County Social Services. Mr. Randall encouraged the district to cooperate in maintaining this service and noted that although there was a listed deadline of June 10, 1975 for submitting projects to ODOT and FHWA, he believed that with proper research and contacts this could perhaps be accomplished.

Mr. Craig moved the board and staff investigate the possibility of action to be taken to continue Western Lane Bus Project and report to the board on June 25, 1975. Discussion followed and Mrs. Shepherd and Mr. Randall emphasized the importance of this service. Mr. Davis suggested the district contact the Florence City Council, and Mr. Kohnen cautioned that there must be a clear distinction between this service and any extension of service to Florence by the district. Mr. Craig suggested that the staff inform Governor Straub of its efforts in continuing the present service.

The motion was duly seconded, the question put and the motion carried.

NEW BUSINESS: Mrs. Shepherd requested that definite dates be scheduled for all board meetings and not designated at various times.

Mr. Herbert submitted the following Resolution authorizing signatures for withdrawal of funds over \$5,000, as an employee previously authorized will shortly retire:

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 on any one instrument on checks, drafts, receipts or advises of debit given or signed in the District's name by any two of the following:


Daniel M. Herbert, President
Fred C. Dyer, General Manager
Jack J. Craig, Treasurer

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

Mary Sheffield, Accountant
Phyllis P. Loobey, Administrative Assistant

Mr. Randall moved the Resolution be approved and Mr. Craig seconded the motion. The motion carried.

Mr. Herbert adjourned the meeting to 7:30 P.M., Wednesday, June 25, 1975 in the City Hall.


Recording Secretary
