

MINUTES OF DIRECTORS MEETING
LANE COUNTY MASS TRANSIT DISTRICT
REGULAR MEETING
NOVEMBER 16, 1976

Pursuant to public notice to the Register Guard for publication on November 12 and 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 November 16, 1976 at 7:30 p.m.

Present:

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

News media representatives:

Marvin Tims, Register Guard
Rick Grimshaw, Newservice 16

Absent:

Glenn E. Randall

MOTION
VOTE

MINUTES: Reading of the minutes of the board meetings of October 19, October 25, and November 1, 1976 was dispensed with as copies had been distributed to all members of the board. Upon motion duly seconded, the minutes were unanimously approved as distributed.

AUDIENCE PARTICIPATION: Rebecca Leone, Chairperson for the Native American Cultural Council, said she wished to speak as a citizen and as a relative of a driver. She stated that she had submitted an application on May 5, 1975 to the district for a position of Affirmative Action Specialist and has not received an interview or been contacted. She expressed interest in an equalization of races, stating that the Native American and Chicano races were being pushed aside for hiring of whites and blacks. She asked for clarification of three issues: 1) why drivers have to park their cars off of the district's property, 2) she would like to see more qualified people in charge of hiring minorities, and 3) the policy of the district against employment of relatives.

Mr. Dyer explained the district's policy of not having relatives work in the same unit or for an employee to supervise a relative, and advised that this policy conforms to federal regulations. He stated that a new fence has been placed on the property and no employees can park their private cars on the lot, as the space is needed for bus parking. At Mr. Booth's suggestion, the chairman directed the staff to prepare a brief report for the next meeting on compliance with legal and federal guidelines.

Mrs. Leone then expressed concern for the safety of women employees who work at night. Mr. Booth agreed that this was a legitimate concern and said the district should consider how to alleviate the problem.

CITIZENS ADVISORY COMMITTEE: Mr. Bonney reported on the November 9 Meeting of Citizens Advisory Committee. Minutes of the meeting were distributed for board information. The chairman asked Mr. Bonney to receive input from the committee on the Goals and Objectives review process.

Mr. Herbert encouraged board members to attend the committee meetings and several members volunteered to attend the scheduled meetings of January through March.

MOTION Mr. Kohnen moved, and Mr. Davis seconded the motion, that the staff be instructed to distribute copies of the 1976-77 Goals and Objectives to the Chambers of Commerce, the Central League of Women Voters, Lane Council of Governments Citizens Advisory Committee on Transportation Planning and any other interested groups or persons for review and comment, and that the District Board of Directors will receive any such comment at the December 21 board meeting.

AMENDED Upon request by Mr. Booth, Mr. Kohnen moved to amend the motion to include
MOTION all cities within the service area and Lane County. Mr. Herbert seconded the motion. The question was put on the amended motion and carried unanimously.
VOTE The question was put on the main motion as amended and it carried unanimously.

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, 1976. He advised that the procedures followed appeared to be substantially in accordance with the requirements of the Local Budget Law, but noted that the amount expended under the budget classification of contractual services exceeded the amount appropriated for that item by the amount of \$12,228.80, a major portion resulting from the auditor's adjustment reclassifying \$9,734.40 in architectural fees from capital outlay to consulting services. He said board action would meet compliance with budget law.

Jack Craig entered the meeting.

Mr. Gault reported that the auditors noted the use of a contingency account at two places in the budget and said it was their opinion that only one contingency line item should be included. Mr. Dyer explained that this procedure had been followed to comply with federal guidelines for capital grant programs, but that the staff would research this further on federal guidelines.

The auditor called attention to what he believed to be a weakening of the control over farebox receipts between the time the fareboxes are pulled from the buses and the contents placed in the vault. He said details of how control might be strengthened have been discussed with the general manager and staff.

Mr. Herbert thanked Mr. Gault for his presentation.

Mr. Booth observed that expenditures were under budget levels in some categories such as parts, tires and gasoline, and said that the budget committee should ensure closer budgeting to not allow for sloppiness in spending. He said he had a philosophical objection to seeking the maximum and not needing it. He then noted that

under contractual services there had been overspending on an annualized rate during the first four months of the fiscal year in the line items of printing, building maintenance, insurance, advertising and promotion, interest expense, office equipment, business expenses, office expenses and shop expense. Mr. Craig said he did not believe this could be approached from an annualizing rate. Mr. Kohnen agreed that the district should not overbudget or overspend but said that annualizing expenditures was not an accurate test. The chairman directed the staff to prepare a brief explanation of the expenditures of those line-items to present at the next board meeting.

MOTION
VOTE

Upon motion by Mr. Booth, duly seconded, the board unanimously approved the following resolution.

RESOLVED, that a sum of \$12,228.80 be transferred from the Materials and Services category of the '75-'76 fiscal year budget to the Contractual Services category of the 1975-76 fiscal year budget to provide for correcting adjustments made to the Contractual Services category during the course of the 1975-76 audit, and
Be it hereby approved, and said funds are hereby appropriated for the purpose specified therein.

FINANCIAL REPORTING: October financial reporting forms were presented to the board for review. In discussion of state and federal grants projected in the cash flow, Mr. Dyer advised that lack of a formal adopted transportation plan for the Eugene/Springfield metropolitan area could hold up receipt of the funds.

MARKETING: A description of current activities was distributed to the board for information.

The chairman requested that board members attend an open house to be held December 2 for newly elected officials. Mr. Dyer explained that the tour will start at the Customer Service Center on 10th, proceed to the facilities at 8th and Garfield, and return.

ECONOMIC DEVELOPMENT ADMINISTRATION GRANT: Mr. Dyer reported that the district has been advised that the Economic Administration Development grant application for remodeling and additions has cleared the initial 5-day review and is being processed further.

RIDERSHIP: Ridership reporting for October was presented for board review. It was noted that there is a trend to more extensive use of passes.

E-SATS MASTER PLAN PROGRESS REPORT: A brochure including principles for masterplan development recently released by L-COG was presented for board information. Mr. Dyer stated that with the district's reliance on Section 5 funds, there is considerable interest in completion of the Masterplan by the indicated timeline of March 1977. Mr. Herbert requested the staff to prepare information on the present status of the plan and said the board would adjourn the present meeting to Tuesday, November 30 at 7:30 P.M. for further discussion of the issues.

E-SATS TRANSIT TECHNOLOGY ALTERNATIVES: A summary of descriptions and comparison data on E-SATS Transit Technology Alternatives was presented and the chairman said that further discussion on the alternatives would be included at the adjourned meeting.

SPRINGFIELD TRANSFER POINT: Mr. Rynerson advised that Fentron Highway Products estimates installation of the basic shelter structures by December 15 at the Springfield Transfer Point, with the lights and phone to follow. He further reported that a master sign board had been installed on the corner of 5th & N. "B", providing system map and schedule display space.

TRANSPORTATION SERVICES: October reporting of the Maintenance Division was presented for board information. Mr. Dallas advised that future reporting will be condensed to indicate trends.

RADIO BIDS: Mr. Dallas reported that invitations to bid and specifications have been delivered to representatives and that bids will be opened on December 16.

EVALUATION SUBCOMMITTEE REPORT: Mr. Kohnen presented the first quarterly report of the Evaluation Subcommittee to the board. He gave a background review of the appointment of the committee and the charge to conduct a continuing study of the district, including overall system, non-urban service, and dial-a-bus. The report included comprehensive quantitative data on the non-urban routes with non-quantitative factors referenced. Mr. Kohnen said that with development of these figures for measurement, the committee believed specific areas could now be studied. Marion Wilson, Citizens Advisory Committee representative, expressed the opinion that future planning should be considered in evaluation of the non-urban service. Following discussion, Mr. Herbert directed the committee to meet further to identify problems and to develop alternative solutions with the staff, and report to the board.

Mrs. Kitzhaber expressed concern that a September 1976 draft of the Lane County General Plan Goals and Policies included a goal for "development of an efficient, safe, and self-sustaining public transit service..." Mr. Rynerson said the staff would seek further information and clarify this at the adjourned meeting.

NEW BUSINESS: Mr. Dallas reported that preparations are being made to dispose of thirteen of the No. 200 series buses through sealed bid public sale.

The meeting was adjourned to 7:30 p.m., November 30, 1976, at the Eugene City Hall.


Secretary