

MINUTES OF DIRECTORS MEETING  
LANE TRANSIT DISTRICT

REGULAR MEETING

October 18, 1983

Pursuant to notice given to the Register-Guard for publication on October 13, 1983 and distributed to persons on the mailing list of the District, the regular monthly meeting of the Board of Directors of Lane Transit District was held on Tuesday, October 18, 1983 at 7:30 p.m. in the City Hall in Eugene, Oregon.

Present: Janet Calvert  
Janice Eberly, Secretary  
Ted J. Langton, President, presiding  
Judy Nelson  
Larry Parducci  
Glenn E. Randall, Vice President  
Phyllis Loobey, General Manager  
Jo Sullivan, Recording Secretary

Absent: Peter M. Brandt, Treasurer

INTRODUCTORY REMARKS BY BOARD PRESIDENT: Mr. Langton remarked that, although he is legally still on the Board, this would be his last meeting.

AUDIENCE PARTICIPATION: Paul Bonney, of 587 Antelope Way, Eugene, said he had been almost raised on LTD and thought it was a good system, but he had had a negative incident with the District that day that he thought he should mention. He had waited for the bus on Bethel Drive but it didn't come so he went to Four Corners to catch a bus. He said the people in the Customer Service office didn't know that there was a detour, and he thought they should have been able to notify the public of the detour. Ms. Loobey replied that the contractor would not yet let the buses back onto Roosevelt, but that the information clerks should have been informed of the detour.

APPROVAL OF MINUTES: Mr. Randall moved, seconded by Mr. Parducci, that the minutes of the September 27, 1983 adjourned meeting be approved as circulated. The motion carried by unanimous vote, with Ms. Nelson not yet present at the meeting.

PUBLIC CONTRACT REVIEW BOARD: Mark Pangborn, Director of Administrative Services, stated that George Ackley, the District's Purchasing Agent, was present to give a brief explanation of this issue and to ask for Board direction.

Mr. Ackley explained to the Board that the State of Oregon has provisions in ORS 279 which deal with public purchasing, and all public agencies are regulated by the same rules. He further stated that the purpose of the Public Contract

Review Board is to deal with exceptions, disputes between vendors and agencies over bids, and appeals. If satisfaction is not reached after going through the Contract Review Board, the parties can take the disputes to court.

Effective July 1, 1983, the State stopped funding for the Contract Review Board, but passed Senate Bill 190, which authorized public agencies to set up their own contract review boards or contract with the county. Lane County is not interested in such a board because of its own financial situation, but if they were to have one, they would charge the District for its use. On the other hand, if the District sets up its own contract review board, there is no charge and the board would have a better understanding of the issues. The only drawback, explained Mr. Ackley, is that the board would be held accountable for its decisions. He added, however, that in his five years at LTD, the District had been before the State Contract Review Board twice, so it wouldn't be something that would take a lot of time. Therefore, it was the staff's recommendation that the LTD Board of Directors designate themselves as a public contract review board and direct staff to develop the relevant policies and procedures to establish such a board. Mr. Ackley ended by stating that staff would work with legal counsel to have an ordinance drafted for future Board action.

Mr. Randall moved that the Board adopt the staff recommendation on page 11 of the agenda packet, to direct staff to develop the relevant policies and procedures to establish a District Public Contract Review Board. Mr. Parducci seconded the motion.

Ms. Calvert asked if this was a proper thing to do. Mr. Pangborn replied that such a board had been provided for by law and, in this case, it was the only option, since the County was not interested in setting up such a board.

With no further discussion, the motion carried unanimously, with Ms. Nelson not yet being present to vote.

AUDIT REPORT: Ms. Nelson arrived at this point in the meeting. Mr. Langton introduced David Gault of Derickson & Gault, Certified Public Accountants. Mr. Gault stated that, as a public agency, LTD has to maintain a system of public reporting, with the end result being the financial statement. He said it was in the public interest that the financial statement not be false or misleading, and the law states that it must be examined by outside parties, which becomes the audit portion of the cycle. The District had the choice to be audited by the Division of Audits or a licensed body, and chose Derickson & Gault as a licensed body. The audit report goes to the Division of Audits and is monitored by them. He further explained that the purpose is not to do a detailed check of each transaction, but they do perform enough to determine the fairness of the financial statements. Based on their tests, they arrived at the conclusion that the financial statements were fairly reported. Mr. Gault added that the most important function is to provide an accounting to the entire public, including the Board. The conclusion of Derickson & Gault's management letter is that the accounting function is extremely well administered, much more so than the norm. He added that the trend of the audit from four years ago was that the District

paid just over \$10,000 for the audit, and this year would pay \$7,700, which is a direct reflection of the quality of work and participation in the process by someone like the District's Accountant, Karen Rivenburg, who has done audits in the past. Mr. Gault closed by saying that they appreciated very much being able to do the District's audit, especially due to the quality of the records and personnel, and the fact that transit is an interesting agency.

Ms. Calvert moved, seconded by Ms. Eberly, that the Board accept the management letter and audit report present by Mr. Gault. The motion carried by unanimous vote, with Ms. Nelson now present to vote.

Mr. Langton remarked that it was gratifying that the audit fee had been decreasing, and thanked Mr. Gault for his presentation.

PERFORMANCE APPRAISAL PROCESS FOR GENERAL MANAGER: Mr. Langton remarked that the Board Subcommittee on Administrative Salaries (Salary Subcommittee) had met two or three times to discuss a process for evaluating the performance of the General Manager. Mr. Randall moved that the Board adopt the Salary Subcommittee recommendation contained on pages 13 through 24 of the agenda packet. Ms. Nelson seconded the motion.

Ms. Calvert asked if the process had changed, to which Mr. Langton replied that a formal evaluation by the Board had never been done before and that this was an attempt to establish a formal process. Mr. Parducci asked to make it clear what was involved and the need to return the evaluation forms to Jo Sullivan. Mr. Langton stated that October 28 was the deadline for returning them, and that completion of the forms on time was a must to make the process work. The Subcommittee would then meet to recap the data and would return the information to the Board during an Executive Session during the November meeting.

With no further discussion, the motion carried unanimously.

ELECTION OF BOARD OFFICERS: Mr. Langton stated that the need to elect new officers was spelled out in the agenda packet. Mr. Randall said that it looked to him as if the economy was picking up and he thought it was going to be an exciting year. He said he was looking forward to it, and he thought that a new chairperson should be able to handle the task for the coming year. Mr. Randall then nominated Janet Calvert to be the new President of the LTD Board of Directors. Ms. Nelson stated that she would be pleased to second the nomination.

Ms. Eberly moved that the nominations be closed. Mr. Parducci seconded, and the motion passed by unanimous vote.

Mr. Randall moved that the chairman cast a unanimous ballot for Ms. Calvert as President of the Board. After seconding, the motion carried unanimously.

Mr. Randall then nominated Janice Eberly for Vice President. Mr. Parducci seconded the nomination.

Ms. Calvert moved that nominations be closed and that Mr. Langton be instructed to cast a unanimous ballot for Janice Eberly as Vice President. Ms. Nelson seconded, and the motion carried unanimously.

Ms. Eberly then resigned as Secretary and nominated Larry Parducci as Secretary of the Board. Mr. Randall seconded, then moved that the nominations be closed and the Chairman cast a unanimous ballot for Mr. Parducci as Secretary of the Board. Ms. Eberly seconded the motion, which then carried unanimously.

Ms. Nelson moved the nomination of Peter Brandt to continue as Treasurer. After seconding, Ms. Eberly moved that the nominations be closed and a unanimous vote be cast for Mr. Brandt for Treasurer. Mr. Randall seconded, and the motion carried by unanimous vote.

ITEMS FOR INFORMATION AT THIS MEETING:

Ridership Reporting: Mr. Langton stated that the rise in the ridership figures was very gratifying and that someone or some group deserved a feather in their cap. He thought it was the most positive thing that had happened to the District since he had been on the Board, and he personally has had a firm conviction that the District has spent too much money on the people who ride the system. However, now the efforts to increase ridership seemed to be bearing fruit, and he hoped it would continue. He added that the price of gasoline hadn't risen and the economic conditions hadn't gotten much better, so the increase was an encouraging sign.

Ms. Calvert asked if ridership in September, 1982, had increased over the previous year after the County Fair. Ed Bergeron, Marketing Administrator, replied that it had, but it had not remained as high. Mr. Pangborn further explained that ridership had fallen off more last year than this year, due to this year's promotions, and possibly due to a residual effect from the Fair. Ms. Eberly said that some of the same promotions had been tried last year, but people were more aware now, due to the District's visibility over the past year. She commended staff for their efforts.

Ms. Loobey remarked that staff were greatly encouraged by the size of the ridership increase, especially since Lane Community College and the University of Oregon had not been in full swing for the entire month. She added that service had been decreased by 5% last spring, and Mr. Randall remarked that gas prices were going down.

Mr. Randall stated that he had to leave, and said he had enjoyed working on the Board with Mr. Langton.

Preliminary Review--FY 83-84 Grant: Mr. Pangborn explained that LTD's fiscal year was from July to June, but the Federal government's fiscal year was from October to September. He said the regulations and amounts for grant monies had not yet been published, so staff were working from assumptions given to them

by the American Public Transit Association (APTA), which should be close. Last year the District didn't receive the full operational report until after the end of the fiscal year, so staff thought it would be better to begin the grant application process earlier this year. The tentative schedule would be to develop the grant in October and November, hold a public hearing at the November Board meeting, and submit the joint operation/capital grant request in December. Federal review would take one to two months, and the earliest the money would be available would be February.

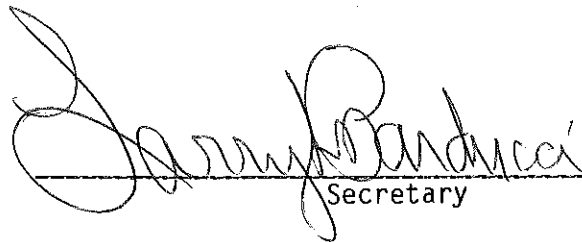
Mr. Pangborn stated that staff were presenting information on the District's Capital Replacement Program so any Board questions could be answered before the November meeting, when staff would be asking for approval of the grant application. Mr. Pangborn then described some of the items on the capital requests list in more detail. He explained that LTD was working with a consortium of public agencies to purchase telephone equipment as a group, which would mean capitalizing the telephone system rather than leasing and using funds from the operating budget, as we do now. He said the 50 boarding pads were mainly for wheelchair use in conjunction with the District's move to 100% accessible fixed route service, and the curb cuts were important to allow wheelchairs to get to the accessible stops. District staff were proposing to approach the cities of Eugene and Springfield to work together to use the District's grant money and the cities' local share.

Two local projects that staff were excited about, he said, were improvements at the University of Oregon and at 29th and Amazon. The UO improvements would be to speed up bus travel so buses aren't held up by car and pedestrian traffic. Staff also hope to work with the City of Eugene to create a bus stop area at 29th and Amazon, where Parks and Recreation will be putting in playing fields and parking lots. Other exciting projects involve the opportunity for system design and improvements, and to see where the District wants to go. A study regarding the feasibility of working with the City on stoplight overrides for buses could help to change the car-oriented philosophy of Eugene more toward a bus-oriented philosophy like that of Seattle. The City of Eugene is doing a massive stoplight study to cover the next 10 to 15 years, and if the District is not involved, it may be precluded for that period of time. The long-range space utilization study was suggested because the District is beginning to bump up against its space needs at 8th and Garfield. Mr. Pangborn explained that LTD now has enough space for the present level of buses, maintenance, and staff, but that the maintenance facilities are antiquated, and staff are spread out in four buildings across the property. The study would enable the District to assess its long-term needs and to take advantage of the current real estate market, and be able to make a decision within the next couple of years if the need is present.

In answer to a question from Mr. Langton, Mr. Pangborn stated that the total local match for the grant, \$107,330, is currently in the capital fund and does not affect the 1983-84 budget. He added that the amount could be reduced by about \$12,000 if the City becomes involved in some of the projects.

Mr. Pangborn closed by asking the Board to feel free to call or to see him if they have questions before the meeting in November.

ADJOURNMENT: Ms. Eberly stated that Mr. Langton would be missed and that it had been a pleasure to work with him on the Board, to which Mr. Langton replied that the pleasure had been a mutual one. Ms. Eberly then moved, seconded by Ms. Nelson, that the meeting be adjourned. With no further discussion, the meeting was adjourned by unanimous vote.

  
Secretary