

MINUTES OF DIRECTORS MEETING  
LANE TRANSIT DISTRICT

REGULAR MEETING

January 17, 1984

Pursuant to notice given to The Register-Guard for publication on January 12, 1984 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, January 17, 1984 at 7:30 p.m. in the City Hall in Eugene, Oregon.

Present: Peter Brandt, Treasurer  
Janet Calvert, President, presiding  
Judy Nelson  
Glenn E. Randall  
Phyllis Loobey, General Manager  
Jo Sullivan, Recording Secretary

Absent: Janice Eberly, Vice President  
Ted J. Langton  
Larry Parducci, Secretary

AUDIENCE PARTICIPATION: After calling the meeting to order at 7:30 p.m. and taking roll, Ms. Calvert asked for participation from members of the audience. Paul Bonney, of 587 Antelope Way, Eugene, said he was glad the drivers received the productivity payments, since it was his opinion they needed the wisdom of Solomon and the patience of Job to do their jobs. He mentioned, additionally, that he would like to see the supplies of timetables on the buses be maintained better, because he felt they were very useful to patrons.

MOTION APPROVAL OF MINUTES: Mr. Randall moved that the minutes of the December 27, 1983 Board meeting be approved as distributed. After seconding by Ms. Nelson, the VOTE motion carried by unanimous vote.

RECOMMENDATION OF BOARD SALARY SUBCOMMITTEE: The Board members received a handwritten page detailing the General Manager's current monthly and annual salary, the Subcommittee's recommendation for a salary increase, and the results of a salary survey among area public officials. Ms. Nelson explained the Subcommittee process, and said that, in addition to the recommendation for a salary increase, the Subcommittee was recommending that the General Manager be allowed primary use of a District vehicle which was already in the District's fleet.

MOTION Mr. Randall moved that the Subcommittee recommendation for a salary increase and primary use of a District car for the General Manager, for the current fiscal year, be approved as distributed. Ms. Nelson seconded, and the vote carried VOTE unanimously. A copy of the adopted salary schedule is attached.

ITEMS FOR INFORMATION AT THIS MEETING

Role of Subcommittees and Board: Included in the agenda packet was a memo from the General Manager which was written in response to questions from the Board at the last meeting. Ms. Calvert called the Board's attention to the three models for conducting business.

At this point, Mr. Randall stated that he thinks that whoever writes in the agenda packet does an extremely good job and fills him in on the informational items to the extent he wishes, so, with no further action items to discuss, he asked that he be excused at that time, and left the meeting. With his departure, only three Board members remained; since there was no quorum, the meeting was technically adjourned and no further decisions could be made.

Ms. Calvert continued the discussion on the role of subcommittees by stating that the Salary Subcommittee had basically felt it should stand behind its recommendation to the Board, but that it cannot always be a unanimous recommendation. She stated that the staff needed to make recommendations and the subcommittees needed to do their research and strive to come to a meeting of the minds. If, at the full Board meeting, there is some additional information the subcommittee had not considered, the full Board should not spend a lot of time on the issue. Rather, the issue should go back to the subcommittee, and the subcommittee should deal with the issue without spending a significantly long period of time on it.

Ms. Nelson was appreciative of having more than one model to draw upon, and Mr. Brandt thought the Board was more efficient when the subcommittees presented and defended their positions. He recommended that this topic be rescheduled for a time when more Board members were present. In his view, the subcommittee is a very important body and time should be spent to insure that the subcommittees' jobs are done right. Ms. Calvert agreed that the Board would bring this subject before the full Board for further discussion.

Informational Presentation on Ridership: Stefano Viggiano, Planning Administrator, provided a brief overview on LTD's ridership--how it is measured, what variables affect it, and historic and recent productivity trends. He used charts and visual displays to further explain the informational materials on this subject which were included in the agenda packet for that evening. He called attention to the District's gradual increase in productivity in spite of the fact that there is now a 25% to 30% lower service level than during previous peak ridership times. He explained that a quarterly Route Segment Analysis (RSA) is used to gather route-specific information.

Mr. Viggiano called the Board's attention to the quarterly ridership report found on page 31 of the agenda packet. He stated that the change to quarterly reports had been made in order to minimize paperwork and to consolidate the information and make it more meaningful. He asked for Board input on the new form, and stated that it would be revised somewhat for future meetings.

He further explained that, in order to improve efficiency, the District implemented the Comprehensive Service Redesign (CSR) in September of 1981, which began a policy of a more stable route structure and implemented fare and marketing promotions. Recent ridership trends have indicated that: (1) stable routes have helped by allowing people to become used to seeing the bus at certain times; (2) adding service to high demand areas can yield high gain; (3) careful elimination of low productivity service can improve the efficiency of the system; and, (4) small incremental fare increases appear to have less impact on ridership than large, less frequent increases. It appears that routes need one or two years to mature and gain ridership, so route stability has proven to be very important to the District.

Mr. Brandt commended Mr. Viggiano for a good report, and asked about the Coburg service, which had been contracted out to a private carrier. Mr. Viggiano replied that there had been an increase in ridership for non-urban riders.

Ms. Loobey commented that, in a number of instances, the District had decided to take a different approach rather than the traditional methods and practices found in the transit industry. Those changes appear to be working very well for LTD, and staff are very excited about the results.

Timeline for FY 84-85 Budget Process: Ms. Calvert called the Board's attention to the draft timeline included in the agenda packet, which listed Budget Committee and regular Board meetings. Tim Dallas, Director of Operations, commented that staff had also included non-Board-related items on the timeline so the Board could see what preparations staff make to meet the timelines for the budget process.

Graphics Standards Development: Ed Bergeron, Marketing Administrator, mentioned that the District's new logo will be appearing on materials as they are ordered to replenish depleted supplies. An example of the new letterhead was included in the agenda packet, and the logo had been used on new timetables and brochures for the West University neighborhood, as well as on the awning at the Customer Service Center downtown. It would also be appearing on arm patches on driver uniforms and on the new 800 series buses when they arrive in Eugene. He further explained that Marketing had camera-ready art work and many materials would be produced in-house.

Ms. Calvert asked about the colors for the new buses, to which Ms. Loobey replied that the buses would be white with the new blue and burgundy colors incorporated as stripes.

Awards Banquet: Ms. Calvert reminded the Board members about the District's annual Awards Banquet to be held at the Valley River Inn on Sunday, January 29. She added that she hoped as many Board members and their companions as possible would be able to attend.

Delay on Bus Bid Opening: Ms. Loobey stated that the District was scheduled to open bids on the new buses the following Monday, but because of a protest from one bus manufacturer, the bid would be delayed. Staff had been hoping to have the

new buses ready for revenue service in September, but now a more realistic timeline would be the first of next year. She added that staff believed the District had a good case to support its position in the protest.

Operations Department Quarterly Report: Mr. Dallas remarked that the new quarterly report for Operations was similar to the ridership report in format, and that the information presented had been reduced considerably from previous reports. He said it had been narrowed down to the key items which would show the performance of the system. He explained that on-time performance measured how close the buses come to meeting the timetables published for the public; to be on time, buses can never be early, and can be up to four minutes late. November was the first month in the District's records in which no bus was found to be running early. He explained that every operator is checked about 60 times per year.

ITEMS FOR ACTION AT A FUTURE MEETING: Ms. Calvert stated that budget committee nominations, Public Contract Review Board, and a supplemental budget would be on the agenda for the next meeting.

ADJOURNMENT: With no further discussion, the meeting ended at 8:30 p.m.

  
-----  
Board Secretary

# Salary Proposal for General Manager FY 83-84

	Initials	Date
Prepared By		
Approved By		

## ATTACHMENT TO MINUTES

4804 (84804) — Bull  
8804 (88804) — Green

		1	2	3	4
1	July (current monthly)	3216-			
2	August	3216-			
3	September		3441-		
4	October		3441-		
5	November		3441-		
6	December		3441-		
7	January		3441-		
8	February		3441-		
9	March			3682-	
10	April			3682-	
11	May			3682-	
12	June			3682-	
13					
14	Proposed Annual Salary:			41806-	
15					
16					
17	Current Annual Salary:			38592-	
18					
19	Difference: \$3214. 8.3% Δ				
20					
21					
22					
23					
24					
25					
26	Salary Survey:	Monthly			
27					
28	Springfield City Manager	3692-			
29	Corvallis City Manager	3755-			
30	L-COG Director	3642-			
31	Spocon Transit District	3792-			
32	Vancouver Transit District	3522-			
33					
34					
35					
36					
37					
38					
39					
40					