

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT

ADJOURNED MEETING

March 13, 1984

Pursuant to notice given at the February 21, 1984 Board meeting and given to The Register-Guard for publication on March 8, 1984, and distributed to persons on the mailing list of the District, an adjourned meeting of the Board of Directors of Lane Transit District was held on Tuesday, March 13, 1984 at 7:30 p.m. in the City Hall in Eugene, Oregon.

p.m.

Present: Peter Brandt, Treasurer
Janet Calvert, President, presiding
Janice Eberly, Vice President
Judy Nelson
Larry Parducci, Secretary
Glenn E. Randall
Mark Pangborn, Acting General Manager
Jo Sullivan, Recording Secretary

News Media Representative:
Mike Stahlberg, The Register-Guard

Absent: Ted J. Langton

CALL TO ORDER: The meeting was called to order at 7:31 p.m. by President Janet Calvert.

AUDIENCE PARTICIPATION: Paul Bonney, of 587 Antelope Way, Eugene, said he appreciated the increase in bus service on Harlow Road, which is now running every half-hour instead of hourly. Mr. Pangborn, Director of Administrative Services and Acting General Manager explained that the District had used some of the extra revenues recently allotted to new service in order to increase that service. He said the expanded service was doing surprisingly well, and that when the same kind of increase was made on the Barger route a year ago, the number of people riding per hour was greater than the number who rode when the service was only one time an hour. The assumption is that half-hour service is more convenient for patrons.

MOTION

VOTE

APPROVAL OF MINUTES: Mr. Brandt moved, seconded by Ms. Eberly, that the minutes of the February 21, 1984 regular meeting be approved as distributed. The minutes were approved by unanimous vote, with Mr. Randall not yet present to vote.

BOARD SALARY SUBCOMMITTEE RECOMMENDATION: Ms. Calvert stated that Mr. Parducci had pointed out to her that the Salary Subcommittee had requested an even more detailed definition of "severance" than the change staff had made in the Salary Subcommittee recommendation. She requested that the definition on page 16 be changed to read, "A severance from employment benefit, defined as leaving District employment for any reason other than preretirement death. A severance benefit is determined by length of service with the District and paid in weeks of salary."

Mr. Randall arrived at this point in the meeting.

Mr. Parducci explained that the Subcommittee had reviewed survey data on several occasions and became convinced that LTD staff are lower paid than other staff in similar organizations. The recommendation on pages 16 and 17 was a result of those discussions, and included three factors. The first recommendation was for a general adjustment of 3.5% to the administrative salary schedule; the second was for an additional adjustment to grades within the administrative salary schedule, to be administered by the Executive Committee, with an average increase of 2.8%; and the third recommendation was for a severance pay/death benefit, for which a reserve fund would need to be established. Mr. Parducci thought the word "severance" was not the right word to use, but he stated that "retirement" was not the correct term, either. Mr. Parducci added that John Sedberry of Tromp & McKinley was present again that evening to answer any questions the Board might have.

Ms. Calvert stated that the Salary Subcommittee recommendation was basically the same program that had been presented the previous month, but the Subcommittee had had some terms clarified and had become more clear about what was involved. She stated the the Subcommittee had come back to the Board with the unanimous feeling that the recommendation should be adopted.

MOTION

Ms. Nelson moved that the Board adopt the Subcommittee's recommendation as presented on pages 16 and 17 of the agenda packet. Mr. Randall seconded the motion.

Ms. Calvert commented that the historical data which Ms. Eberly had requested had been included in the agenda packet. Ms. Eberly asked about the comparative study, and was concerned that the Cascade Employers survey was not available this year. David Harrison, Personnel Administrator, explained that he had surveyed local public jurisdictions as well as transit properties and local private businesses to inquire what they anticipated their administrative salary increases would be for the coming year. He contacted one private industry with its own compensation department, and they anticipated increases in the 5% to 7% range. That was the range anticipated by several larger private industries in the Eugene/Springfield area. Because Cascade Employers is coordinating its survey with other employer organizations on the west coast this year, it will be done a little later than usual. Additionally, the District is working on its administrative salary recommendations for the budget process a little earlier than usual this year.

With no further discussion, the motion carried unanimously, with Mr. Randall now present to vote. A copy of the adopted recommendation is attached.

LOCAL CONTRACT REVIEW BOARD: Ms. Calvert introduced this topic by stating that the issue had been explained at previous meetings and now the Board would be holding the first reading of Ordinance #26, which was the enabling legislation for the review board. The second reading would be held at the April meeting. The Budget Subcommittee was scheduled to begin reviewing the administrative rules and procedures, which would be covered in Ordinance #27; the first and second readings of that ordinance could take place at the April and May Board meetings. Mr. Brandt wanted to know why the Budget Subcommittee would discuss the issue, since that subcommittee would be fairly busy as the District moves into its budget deliberations. Ms. Calvert explained that there were already two standing subcommittees, with three of the present six Board members on each. It was also anticipated that some of the issues the subcommittee would be discussing would be similar to budget issues.

MOTION
VOTE

Mr. Randall moved that the Board read Ordinance No. 26 by title only. After seconding by Mr. Parducci, the motion carried by unanimous vote.

Ms. Calvert read Ordinance No. 26 by title only: "Ordinance No. 26, an Ordinance Making the Board of Directors of the Lane County Mass Transit District (LTD) the Local Contract Review Board for LTD." Extra copies of the ordinance were available for members of the audience who wished to have one.

Mr. Brandt commented that a lot of work and thought should go into Ordinance #27, the rules and procedures for the Contract Review Board, since the Board would have to "live with" the ordinance, rules and procedures after they were adopted. He thought the procedure shouldn't be rushed. Mr. Pangborn agreed that the subcommittee would be able to set up a timeline after looking at a draft of Ordinance #27.

SUPPLEMENTAL BUDGET FOR FISCAL YEAR 1983-84: Ms. Calvert reminded the Board that the Budget Committee, at a short meeting the month before, had recommended to the Board that a supplemental budget, as appearing on pages 23 and 24 of the agenda packet, be approved. The Board had previously made a recommendation for use of the District's additional revenues, but the scope of that recommendation required Budget Committee approval before it could be finally adopted by the Board.

Public Hearing on Supplemental Budget for FY 83-84: Ms. Calvert then opened the public hearing to hear comments concerning the supplemental budget found on pages 23 and 24 of the agenda packet. Not hearing any comments, she closed the hearing.

MOTION Board Adoption of Supplemental Budget for FY 83-84: Ms. Eberly moved that the Board adopt the supplemental budget for Fiscal Year 1983-84 as presented on pages 23 and 24 of the agenda packet. Mr. Randall seconded, and with no further discussion, the supplemental budget was adopted by unanimous vote.

VOTE

ITEMS FOR INFORMATION AT THIS MEETING:

Transportation Division--Informational Presentation: Ms. Calvert stated that Don Gray, Transportation Supervisor, was present to talk about the Transportation division. Mr. Gray began by describing the organizational structure of the division, which includes 103 full-time bus operators, 18 part-time bus operators, a Clerical Specialist, three Field Supervisors, five System Supervisors, an Assistant Transportation Supervisor, and the Transportation Supervisor, who reports to the Director of Operations, Tim Dallas.

One of the accomplishments of the Transportation division is that the buses are currently running 37,000 miles between accidents, which puts LTD in the top 10% in the nation for safety. The buses run about 2.5 million miles per year. Mr. Gray explained that drivers are required to drive specific routes and hit all their timepoints, as well as being required to provide information to passengers, and assistance with wheelchair tie-downs.

Three driver bids are held each year, giving the drivers the opportunity to bid for specific routes by seniority. For those bids, all typed materials must be 100% correct. Those materials are prepared by the Clerical Specialist, who also coordinates the paper flow with Marketing and Planning, who play an important role in the bid process. In response to a question from Mr. Brandt, Mr. Gray stated that the District is required by the union contract to hold three bids per year. Changing routes helps keep drivers from getting complacent on their routes. Some drivers bid for certain types of buses, certain hours, or even because of the passengers on the routes. Mr. Gray said they do change around quite a bit. Mr. Pangborn further explained that the District is required to hold at least two bids a year, in June and September, because less service is run to the University of Oregon and Lane Community College when students go home for the summer. More drivers go on vacation during the summer, when less service is run, so the District does not have a time when it is paying people but no work is available. He added that each spring, the drivers bid for their vacations for the next twelve months, and drivers with low seniority often have less desirable or winter vacation times.

Mr. Brandt also asked about stand time and run time. Mr. Gray explained that there is an extra board to cover work generated by scheduled and unscheduled absenteeism. Transportation assigns one or two drivers to report for stand time in case someone doesn't show up for a run; basically, to be there in case they are needed. They usually work a split shift; they come in in the morning and if they are not needed then, they remain for two hours and are then given a new report time for later in the day. Run time is that time when drivers are driving their routes.

Mr. Gray explained that the System Supervisors schedule the operator and equipment assignments, and during each day are continually trying to cover work generated by drivers who do not come to work for some reason. They also assign buses to the operators at each morning's sign-out, and change equipment when road calls make that necessary. They also keep accurate records of such things as daily work records, vehicle records, and number of wheelchairs transported each day. They provide operators with answers to policy questions and operate the radio in accordance with FCC regulations. The radio is the only link with the buses and is used for things such as coordinating police assistance, detours, and holding the buses for transfers.

The Field Supervisors check driver performance in the field. This entails checking routes and time points, observing the drivers while on duty, investigating accidents and incidents, and resolving problems such as passenger disturbances or "drunks" on the buses. The Field Supervisors also process customer service forms, which are used to record statements from the public about the service. The supervisors respond by telephone, letter, or by going to the person's house, if that is requested or deemed necessary. They also set up detours on the route closest to the prescribed route, and coordinate that through Marketing, Planning, and the Customer Service Center. They perform driver evaluations on a semi-annual basis, with each supervisor being assigned about 36 drivers to evaluate. The evaluation forms are filled out individually by the driver and the supervisor, who then meet to discuss them before the supervisor prepares the final copy. The evaluations are based on six months' observation of attitude, safety, dress, attendance, and correct schedule operation (CSO).

The Assistant Transportation Supervisor, Bob Hunt, is responsible for planning and implementation of driver work and vacation bids and for scheduling work for System and Field Supervisors. He also coordinates and supervises division activities and functions. The Assistant Transportation Supervisor and the Transportation Supervisor work closely together on implementing and interpreting policy. In the absence of the Transportation Supervisor, the Assistant Transportation Supervisor is in charge of the division.

Mr. Gray explained that his duties as division head included general responsibility for what occurs in the Transportation office, selection of personnel, first-line administration of the union contract, and recommendation and administration of discipline. He is also responsible for the division budget, which amounts to approximately 50% of the entire LTD budget.

In discussing the facilities, Mr. Gray explained that the Transportation division operates 19 hours on weekdays, 16 hours on Saturdays, and 13 hours on Sundays. Transportation runs 56 buses at peak times, and covers 76 runs. The earliest bus to leave the property is the McKenzie River bus, which signs out at 4:30 a.m. and carries the Forest Service people to work. Mr. Gray also explained that about 75% of the drivers have straight shifts and about 25% have split shifts, with up to six hours between shifts.

Winter Route Segment Analysis Summary: Ms. Calvert commented that she found the Winter RSA Summary quite interesting. There were no questions from the Board regarding the summary.

Financial Reorting: Ms. Calvert commented that it appeared from the financial summary that the District is doing quite well. Mr. Brandt asked why the payroll tax receipts had dropped over the 1983 level. Karen Rivenburg, Accountant, explained that it was a result of lowering the payroll tax from .006 to .005 for part of the year, and that last year's report was based on the higher rate. She added that the payroll tax seems to be coming in very strong in spite of the lowered rate, and that staff should have an estimate for the rest of the year by the time of the April Board meeting.

Adjournment: Ms. Calvert informed the Board that, due to the American Public Transit Association (APTA) Western Regional Conference to be held in Portland April 14-19, the Board meeting should be adjourned to Tuesday, April 10. Mr. Pangborn explained that Portland was the closest the conference would ever be held and the District hoped to send a number of staff for at least a day or two. He said there would also be some sessions designed specifically for Board members and it was staff's hope that some of LTD's Board members would be interested in attending. He said there was money in the budget for some Board members to attend the whole conference or stay for only a day, or whatever they wished. Several members did express an interest, so staff will inform the Board as soon as an agenda is available. The regular monthly meeting of the Board falls during the time of the APTA conference, which is why staff suggested that the April meeting be held one week earlier than usual.

MOTION
VOTE

With no further discussion, Ms. Nelson moved that the meeting be adjourned to Tuesday, April 10, 1984 at 7:30 p.m. in the Eugene City Hall. After seconding, the meeting was adjourned by unanimous vote.


Board Secretary

(Attachment to March 13, 1984 Adjourned Board Meeting Minutes)

To develop a modification to the administrative benefit plan, the Executive Committee worked with Mr. John Sedberry of Tromp and McKinley, the District's insurance Broker of Record. After reviewing a number of alternatives, the administrative employees selected for the Board's consideration a Severance Pay/Death Benefit Plan. The program is actuarially defined and provides an administrative staff member benefits of:

- Two times annual salary upon pre-retirement death;
- A severance from employment benefit, defined as leaving District employment for any reason other than preretirement death. A severance benefit is determined by length of service with the District, paid in week(s) of salary. As proposed, the benefit would recognize service since 1980, and pay a benefit based on the following schedule:

0 wks pay/yr.	-	First 2 years
1 wks pay/yr.	-	Next 6 years
2 wks pay/yr.	-	Next 5 years
4 wks pay/yr.	-	Next 4 years
5 wks pay/yr.	-	Thereafter

Maximum benefit of 52 weeks' pay after 20 years of District service.

Plan specifics and questions can be addressed by John Sedberry at the March 13, 1984 Board meeting.

To address the primary goal of the Board-adopted Administrative Salary Plan of providing equitable compensation to administrative staff, and to provide a differential benefit to administrative staff, compared to those enjoyed by bargaining unit employees, the following is recommended to the Board by the Subcommittee:

- A general adjustment to the administrative salary schedule of 3.5%.

Expenditure: \$34,155

- *Consistent with area employers survey of 5% to 7%;
- *CPI-All Urban Consumers (Portland) 1983 2.9%;
- *Contributes to equity with bargaining unit employees' 4.1% adjustment for FY 84-85.

- An additional adjustment to grades within the administrative salary schedule, to be distributed by the Executive Committee.

Expenditure: \$30,320

- *Partially addresses gap in market survey;
- *Contributes to LTD's competitive staff recruitment capabilities;
- *Recognize historical salary inequities;
- *Reduces compaction between first-line supervisors and bargaining unit employees.

(Attachment to March 13, 1984 Adjourned Board Meeting Minutes)

- Implementation of a Severance Pay/Death Benefit Plan, for which a reserve fund would need to be established, for administrative staff.

Annual Cost: \$31,284 + \$2,000 start-up costs.

*Overcomes benefit differences between administrative and bargaining unit employees.

The combined salary schedule adjustment recommendations are shown in Exhibit Two. Individual salary adjustments are not automatic. Actual increases must be earned based on an employee's performance in the accomplishment of goals and objectives as defined in the District's Performance Based Pay Plan, reviewed in June of each year by the employee's supervisor.

In summary, the Subcommittee recommends to the Board the approval of the following:

- 3.5% salary increases across the full salary schedule; Expenditure: \$34,155.
- An additional salary increase to Grades 6 through 13; Expenditure: \$30,320.
- Funding of the Severance Pay/Death Benefit Plan; Actual Cost: \$31,284 plus \$2,000 start-up costs.

Larry Parducci/jp

Larry Parducci, Chairperson
Subcommittee on Administrative Salaries

attachments

LANE TRANSIT DISTRICT
 SUPPLEMENTAL BUDGET FINANCIAL SUMMARY
 FOR THE FISCAL YEAR 1983-84

GENERAL FUND

RESOURCES

Passenger Revenue	\$217,000
Interest	40,000
Federal Operating Assistance	243,000
 Total Resources	 \$500,000

EXPENDITURES

Administration - Personal Services	\$ 3,700
Mktg. & Planning-Personal Services	4,400
" " " -Materials & Supplies	3,000
" " " -Contractual Services	7,000
Transportation-Personal Services	62,900
" -Contractual Services	20,000
Maintenance-Personal Services	46,000
" -Materials & Supplies	(10,000)
Accrued Leave	93,000
Transfer to Capital Projects Fund	135,000
Transfer to Risk Management Fund	135,000
 Total Expenditures	 \$500,000

RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET

BE IT RESOLVED that the Board of Directors of the Lane Transit District hereby adopts the supplemental budget, as approved by the Budget Committee for 1983-84 in the total sum of \$500,000, now on file at the Lane Transit District offices, located at 8th and Garfield.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the Board of Directors hereby also increases appropriations in the current 1983-84 fiscal year budget and that the supplemental budget is appropriated as follows:

General Fund

Administration - Personal Services	\$ 3,700
Mktg. & Planning - Personal Services	4,400
" " - Materials & Supplies	3,000
" " - Contractual Services	7,000
Transportation - Personal Services	62,900
" - Contractual Services	20,000
Maintenance - Personal Services	46,000
" - Materials & Supplies	(10,000)
Accrued Leave	93,000
Transfer to Capital Projects Fund	135,000
Transfer to Risk Management Fund	135,000
Total General Fund Appropriation	\$500,000

19 Larry Parducci
Secretary

3/13/84
Date