

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, March 19, 1986

Pursuant to notice given to *The Register-Guard* for publication on March 13, 1986, the regular monthly meeting of the Board of Directors of the Lane Transit District was held on Wednesday, March 19, 1986 at 7:30 p.m. at the Eugene City Hall.

Present: Peter Brandt, Treasurer  
Janice Eberly, Vice President, presiding  
Gus Pusateri  
Rich Smith  
Phyllis Loobey, General Manager  
Jo Sullivan, Recording Secretary

Absent: Janet Calvert, President  
Joyce Nichols  
Larry Parducci, Secretary

**CALL TO ORDER:** In the Board President's absence, the meeting was called to order at 7:35 p.m. by the Vice President, Janice Eberly. Because Dr. Smith was not yet present and there was no quorum, Ms. Eberly stated that the meeting would begin with agenda items other than those requiring Board action. She added that she had no remarks other than she hoped Ms. Calvert was having a good time during her trip to Europe.

**EMPLOYEE OF THE MONTH:** Ms. Eberly stated that it was her pleasure, on behalf of the Board of Directors, to recognize the March Employee of the Month, Clint Boss. Mr. Boss has driven buses for the District since 1973 and has an exceptional attendance record, having not missed a day of work in five years. Ms. Eberly awarded Mr. Boss's certificate, check, and letter to him, and thanked him for his service to the District.

**INFORMATIONAL PRESENTATION ON THE STATE OF OREGON'S BUDGET AND PLANNING PROCESS:** Denny Moore, Administrator of the State Public Transit Division, was present to reacquaint himself with the Board and what is happening at LTD, to tell the Board what is happening at the State level, and to describe the State budget and planning process. He talked about the \$5 million in lottery funds and the \$4.8 million which is expected to be generated from the cigarette tax for the Special Transportation Fund for the Elderly and Handicapped. Expenditures of the Public Transit Division during the 1985-87 biennium include economic development capital programs in the state's four urbanized areas (\$5 million); and Small City and Rural Transit Assistance Programs, in which LTD can participate because of its rural service areas (\$3 million). LTD has applied for funds from the latter program for the portion of the new maintenance facility which corresponds to the portion of service which is in the rural

areas. Mr. Moore stated that LTD will be eligible for approximately \$280,000 in Special Transportation Fund money, for provision of service to the elderly and handicapped, between April 1 and the end of the biennium. He talked also about the State in-lieu-of payroll tax, in which the State pays LTD six-tenths of one percent (.006) on State payrolls in the District, which amounts to approximately \$500,000 per year. All together, about \$1 million comes to LTD from the State Public Transit Division per year. Mr. Moore stated that the Public Transit Division has a \$15 million budget, in the General Fund of the State of Oregon, and the Division is presently working on the Fiscal Year 1987-89 budget. He stressed that these are not highway funds, and that highway funds cannot be used for transit. He added that 97 percent of the transit money in all programs handled at the State level is passed on to transit districts.

Mr. Moore said that the Division is at the tail-end of a transit needs study, and LTD has been represented on the technical committee for the study. The District's monetary needs over the next five years have been estimated, and any additional needs can still be included. The Division is also looking for an additional source of revenue from the State to assist the transit districts, in response to the withdrawal of federal funds.

In Oregon there are three transit districts (Portland, Salem, and Eugene); two operating transportation districts (Medford and Klamath Falls); and two non-operating transportation districts (Polk County and Coos Bay/North Bend), as well as county and city agencies or non-profit corporations which transport the elderly and handicapped. All receive money through the Public Transit Division.

**IRISH FESTIVAL TROPHY:** Ms. Eberly announced that the District had received a trophy for entering a decorated 1958 Chevrolet bus, affectionately called the "Green Meanie" by employees, in the Irish Festival Parade on March 16. Ed Bergeron, Marketing Administrator, explained that public demand and employee desire led to LTD's participation in local parades. The trophy, the "Edward T. Gallagher Memorial Award," was presented to the "entry with the most blarney" and is the first award the District has won in a local parade. Employees and their children decorated and rode in the bus in the parade.

**ITEMS FOR INFORMATION AT THIS MEETING:** Dr. Smith was not yet present, so the meeting continued with the items for information listed on the agenda for that evening.

**Staff Presentation on the Driver Bid Process:** Stefano Viggiano, Planning Administrator, and Bob Hunt, Transportation Supervisor, made an oral presentation on the driver bid process, including a discussion of the run-cutting process and the driver sign-up and implementation processes.

Mr. Viggiano explained that a driver bid is when bus operators sign up for the service they will operate for the next four months. By contract, the District holds bids three times per year. This process also

gives staff an opportunity to redesign the service to make it more efficient or meet public demand. Before 1983, four bids were held each year, but, since they are rather costly in staff time, the number was reduced to three. Mr. Viggiano stated that Transportation staff spend approximately 600 hours on each bid, and Marketing and Planning staff spend 400 to 600 hours preparing for each bid.

The summer bid is held just before the University of Oregon (UO) and Lane Community College (LCC) begin their summer breaks. At that time, shuttle service which serves the UO and LCC is deleted, and is added again in September. Mr. Viggiano explained that for the June bid and one other bid each year, in late January or early February, only minor adjustments to the service are made. This policy is based on input from drivers and the public that too many changes were made in the past, and it was difficult for patrons to get used to the service before more changes were made. By making major changes only in September each year, the District has created a sense of stability, which has, in turn, helped retain and increase ridership.

Mr. Viggiano showed the Board a time line for the June bid, and noted that it is a four-month process. The Planning division is in charge of coordinating the bid process, and Marketing is responsible for making sure that changes in the service are incorporated into passenger information, such as the timetables. The Customer Service Center, as an arm of Marketing, is involved in the process, and Transportation is in charge of actual implementation of the bid.

Mr. Viggiano also explained some of the terminology involved in the District's service. A schedule is what a bus does during the day; there are 67 schedules, and a bus operates more than one route on its schedule. Schedules are broken into pieces, called runs, for the drivers. A schedule may include 18 hours of work, but a driver cannot work that long, so runs are "cut" out of the schedules so that they last as close to eight hours as possible, in order to avoid paying for unproductive time or overtime for the drivers. Part-time employees are paid for how much they work, but full-time drivers are paid a minimum of eight hours per day and 40 hours per week. Drivers have to start and end their runs at the same point; if the run does not do this, then the District pays travel time to get the driver back to his or her starting point.

Mr. Viggiano showed the Board a bid analysis sheet, on which staff keep track of statistics about each bid, such as unproductive time, layover time, report time, and dead-head time (the time during which a bus is not in revenue service in order to get to the beginning of a route or back to the shop). By contract, 60 percent of the runs must be "straight" or continuous, and 40 percent can be split. On the bid being analyzed, 75 percent of the runs were straight. In the "total pay cost" category, staff keep track of how much the District has to pay to provide the service. The difference between the revenue service hours and the total pay cost shows the inefficiency of the system. For that bid, the inefficiency was 3.73 percent for weekdays and a little over 2 percent for

Saturdays and Sundays. In showing how the District's efficiency has increased over time, Mr. Viggiano showed that in the 1970's, the inefficiency rate hovered around 7 percent, and increased to 8 percent in the early 1980's, but is presently declining. In 1981, the system was restructured and routes were made easier to cut to eliminate unproductive service. In March of 1983, the Union contract allowed the use of part-time employees for the first time. Recent gains in efficiency have also been made through better techniques in run-cutting.

Mr. Viggiano stated that for every percentage point the District is able to lower the inefficiency rate, a savings of about \$25,000 per year is realized. In the last four or five years, about \$75,000 per year has been saved. Mr. Viggiano added that he expected that the District was pretty close to the bottom in how much it could lower the efficiency rating.

After Planning prepares the run cut, the process is handed over to the Transportation division. Bob Hunt, Transportation Supervisor, showed the Board his division's various reference materials and explained their uses. The "bible" is a reference manual which includes all of the weekday, Saturday, and Sunday schedules, runs, and footnotes. The transportation office contains a "bible" with page protectors for immediate and constant reference. Route books contain trip-specific operating information pertaining to one route. The schedule bag is checked out to the driver each day, and contains several reference materials, including appropriate weekday, Saturday, and Sunday "paddles" (schedules); "trees"; snow detours; sign-change lists; memos regarding emergency and accident procedures; and transfers. A "tree" shows all the timepoints, left- and right-hand turns, and appropriate landmarks, and is the last word on operating a bus. Mr. Hunt explained that they are called "trees" because they are bilaterally symmetrical. Information on any detours is included in a route information pouch inside the schedule bag.

Mr. Hunt handed out copies of rough working documents, in order to show the Board the numerous places where information must be changed, checked, and double-checked, in order to have the buses traveling on the right streets at the right times. The Transportation division spends 400 to 600 hours on this process each bid, because errors after the bid is implemented could result in poor service to the patrons. For this reason, Mr. Hunt said, Transportation staff have a reputation for being "nit-pickers," but their careful work pays off when the bids are implemented.

Mr. Hunt explained that Transportation proofreads the timetables for Marketing and the schedules and runs for Planning. A schedule goes to Transportation from Planning all marked up, and is proofed against the rough timetables, to be sure they match and are accurate for all trips, that buses are going the right way on one-way streets, etc. The schedules are then typed by the Operations Secretary, and then re-proofed before going back to Planning. Planning cuts the runs into the schedules, and sends those back to Transportation for proofreading against the schedules.

Runs are then entered into the computer to print out a driver sign-up sheet, which is then proofread before the bid is held.

Mr. Hunt showed a list of things that have to be ready before a bid can be held, and explained that holding each bid takes three days. On the bid work sheet, Transportation must make sure that each operator has two days off and five work assignments for each Sunday through Saturday period. Drivers bid in order of seniority, but do not have to come to the bid in person, so absentee bid slips must be accounted for at the proper times. When the sign-up has been completed and operator names and runs have been entered into the computer, this information goes into the bible.

Mr. Hunt also showed a representation of the full-time relief bid, in which relief operators drive regular operators' runs on their days off. The vacation bid includes numbers of vacations which vary with the time of the year. For instance, when school trippers end in the summer, more vacations can be taken. Vacations are sometimes limited for operator training periods or special activities, such as the Lane County Fair.

Reference materials which Transportation uses include a bus assignment list, a routes by schedule list, and sign-out sheets, among others. After bids are implemented, Transportation has to keep track of changes on all appropriate reference materials. Mr. Hunt showed what could happen when mistakes are made, and how those mistakes could cost the District money.

The Board thanked Mr. Viggiano and Mr. Hunt for their presentation, and expressed appreciation for the amount of detail and staff time which goes into the bid process.

ITEMS FOR ACTION: Dr. Smith had arrived during the presentation, so Ms. Eberly returned the meeting to the items for action on the agenda.

MOTION  
VOTE

APPROVAL OF MINUTES: Mr. Brandt moved that the minutes of the February 19, 1986 regular meeting be approved as distributed. Dr. Smith seconded, and the minutes were approved by unanimous vote.

FARE RECOMMENDATION:

Staff Presentation: Staff presented their recommendation regarding fares, which included: (1) an amendment to the fare policy allowing changes in the fare structure to be implemented at times other than the bid changes; (2) an increase in the cash fare from 60 cents to 65 cents on June 14, 1987; and (3) offering free service on the Downtown Shuttle if merchant subsidy can be obtained.

Mr. Viggiano briefly reviewed the District's fare policy by stating its four objectives: (1) to promote ridership; (2) to improve the farebox recovery ratio; (3) to improve the efficiency of fare collection; and (4) to permit equity in fare payment among patrons. One goal of the policy is

to keep fares from increasing too radically, but to not keep them artificially low or below the inflation rate.

Mr. Viggiano explained that the intent of the Downtown Shuttle is to provide short trips for people who work or shop in the downtown area. Frequency becomes important, so it will take less time to take the bus than it would to walk. Staff envision using a novelty vehicle to provide the shuttle service. Mr. Viggiano stated that if people can get around downtown fairly quickly, they may not feel the need to have a car when they work downtown, and more commuters would ride the bus. Similar service has worked in cities such as Portland and Seattle. Mr. Viggiano stated that staff were not looking at a reduction in revenue for offering this service.

Mr. Viggiano then discussed the recommendation to increase the cash fare from 60 cents to 65 cents on June 14, 1987. Variables considered were inflation; ridership and revenue trends (passenger revenues are up about 11 percent this year, and total person trips are also increasing); local economic trends (the local area is beginning to recover, but unemployment is still relatively high); trends in automobile costs, with the District's major competitor, gas prices, going down, which may affect ridership somewhat; the District's financial situation, in which it appears that next year is relatively stable, but there are some potential shortfalls in 1987-88; and the District's goals and objectives, with the long-term goal of increasing ridership without affecting the farebox-to-operating cost ratio.

Two non-action items were discussed for the Board's information. The first, an increase in passes and tokens in September, 1987, was discussed in order to give the Board an idea of the long-range goals. Two cash fare increases will be made in a row--September, 1985 and June, 1987--to try to create a greater differential between cash fares and passes and tokens. A shift in patrons' payment from cash to passes and tokens tends to increase their ridership and helps the District. The last increase in passes and tokens occurred in September, 1984. After the September, 1987 increase in passes and tokens, increases will alternate between cash and passes and tokens.

The second non-action item included a possible increase of \$.25 for day passes, from \$1.25 to \$1.50. Staff wanted to bring this proposal to the Board's attention, but to wait to make a decision in order to evaluate other options. A recommendation will be brought to the Board in the near future.

Public Hearing on Fare Recommendation: Ms. Eberly opened the public hearing on the fare recommendation. There was no public testimony, and Ms. Eberly closed the public hearing.

Board Discussion: Mr. Brandt wondered why the Board was considering a cash fare increase if it would not happen until 1987. Mr. Viggiano explained that the increase would occur before the end of the next fiscal

year, so should be considered in the budget process for FY 86-87, even though its impact on the total budget would be minor.

Mr. Pusateri wondered about a loss in annual ridership due to a fare increase. Mr. Viggiano stated that a five-cent increase does result in a loss of 28,000 rides per year. Ms. Loobey added that it is a self-adjusting factor, that some people will not pay an additional five cents to ride. Dr. Smith thought some people would find passes and tokens more attractive and begin using them. Mr. Viggiano replied that staff do assume that more people will switch, and that 28,000 rides is a small percentage (less than 1 percent) of the total 3.6 million rides for the year.

In response to Dr. Smith's question about why staff recommended waiting to increase the fares until June of 1987, Ms. Loobey replied that no revenue shortfall is anticipated in the coming fiscal year, and any changes this year would outpace inflation quite a bit and could result in a more dramatic ridership loss. Dr. Smith then asked about the effect of the price of gas on the District. Karen Rivenburg, Finance Administrator, stated that a ten-cent drop in the price of gasoline would save the District about \$63,000 annually.

MOTION  
VOTE  
Mr. Brandt moved that the Board approve the staff recommendation to increase cash fares from 60 cents to 65 cents effective June 14, 1987. Dr. Smith seconded, and the motion carried by unanimous vote.

Mr. Brandt then wondered why staff thought merchants would be willing to subsidize the shuttle service. Ms. Loobey replied that they have shown an interest in the past, and the District has received some subsidies from merchants for shuttle service in the past. Shuttle service is now a part of the District's regular service, but it is not free to the patrons. Mr. Brandt stated that he did not believe that the farebox subsidy was enough for the merchants to pay for the service. Ms. Loobey explained that it had been treated in the same way as the Lane County Fair and other special services, including the Valley River Center and the downtown merchants, in which the organization or business pays the District's costs for specific days for specific service. She stated that the farebox pays about 21 percent of the service.

Mr. Brandt asked if staff could hold informal talks with merchants regarding the service, rather than obtaining a formal commitment. Mr. Pusateri agreed that he would like the District to receive more than the lost farebox revenues. Ms. Loobey stated that the merchants do already pay payroll taxes, and support 65 percent of the District's costs. Mr. Brandt wondered about the benefit of the shuttle service to the total system and the community. He thought the District should be careful not to give the merchants more of a break than the rest of the special interest groups in the system, and that they should pay more than just the incremental costs. He thought also that the Board should look at this issue very closely before making a recommendation.

In response to a question from Mr. Pusateri, Mr. Viggiano stated that the farebox subsidy was based on the present cash fare, and would not allow transfers to the rest of the system. Mr. Brandt thought staff should be able to demonstrate that the free shuttle would benefit the rest of the system. Ms. Loobey stated that staff believe that a free downtown shuttle would make it possible for people to take the short trips they need to make during the day, and that they will find they do not need to store their cars all day long. It is also anticipated that people who ride the shuttle will first become familiar with that service and then begin riding on the rest of the system; therefore, staff believe that a free downtown shuttle has ramifications for the rest of the system.

Mr. Brandt asked what the farebox revenue is for the shuttle, and Mr. Viggiano replied that it is \$4,200 annually. Mr. Brandt stated that this is not enough, and does not make sense.

Dr. Smith stated that he was in favor of finding out from merchants if they do want to subsidize the free shuttle service, and thought the District could decide what cost to offer them later. Mr. Brandt also was in favor of exploring the idea in the broad sense to see if there is support among merchants, but did not want staff to mention any costs at this time.

MOTION Mr. Brandt moved, seconded by Mr. Pusateri, that the Board direct staff to approach merchants to explore their interest in participation in the cost for free downtown shuttle service, without naming specific costs.  
VOTE With no further discussion, the motion carried by unanimous vote.

MOTION Dr. Smith then moved that the Board approve a change in the fare policy which outlines when changes in the fare structure can be implemented, as outlined in the agenda packet ("Changes in the fare structure should be implemented in conjunction with driver bids, or on the first day of a month, as dictated by publication or printing deadlines and environmental factors). (Underlining denotes language which was added to Fare Policy #8.)  
VOTE Mr. Brandt seconded, and the motion carried unanimously.

**AMENDED GRANT APPLICATION FOR FEDERAL AID URBAN FUNDS:** Leon Skiles, Senior Planner, explained that this was the third time this grant application had gone before the Board. The initial grant application, in 1984, estimated that the project would cost \$166,000. The design objective for the station had increased the cost, but staff decided the objectives were worth pursuing, because they brought the project in conformance with land use plans for Amazon Park.

In the summer of 1985, after the Parkway Station project went out to bid, staff were informed that since it is a State Highway project, the bidding process must be handled by the State Highway Division. All bids were rejected at the last minute. At that time, it was estimated that it would cost \$276,000 to complete the project. Staff asked the Board for approval to pursue the station as designed and to come back to the Board for final approval when ready. The Board agreed to go out to bid with the



project as designed, with the State Highway Division. Some of the changes made by the State Highway Division increased the costs somewhat, and there were more costs for paperwork and engineering which were required by the State.

Mr. Skiles stated that the bids would not be in for two more weeks and staff did not yet know the exact costs, but were requesting that a 10 percent contingency be built into the project. Staff were asking for approval of a maximum of \$320,000 to complete the station.

Mr. Brandt wondered if the Board had to approve the project before the bids were in. Mr. Skiles stated that when the bids are opened on March 27, LTD has to send its portion of the local share in escrow for the State Highway Division. This amounts to 11.85 percent of the project cost. Until the District's money arrives in Salem, the Highway Division will not obligate its funds nor begin the project. Mr. Skiles added that 11.85 percent is a lower match than the District normally pays. The Federal Aid Urban (FAU) funds are federal monies which are administered by the State Highway Division. FAU money was also used to build the River Road Transit Station and the Springfield Transit Station.

Mr. Brandt asked about the usual number of bidders. Mr. Skiles stated that there were four bidders last summer, but the bidding climate was not as good then as it is now, and more bids are expected for construction next summer.

Public Hearing on Amended Grant Application for Federal Aid Urban Funds: Ms. Eberly opened the public hearing on the amended application for FAU funds for the Parkway Station. Hearing no testimony from the audience, Ms. Eberly closed the public hearing.

Board Discussion: Mr. Brandt thought the Parkway Station looked like an expensive station to maintain. Ms. Loobey stated that it was designed to be as maintenance-free as possible, and still fit in with the parks setting. She added that staff had worked closely with the Eugene Parks and Recreation staff on this project. Mr. Pusateri wondered how much the maintenance and upkeep would cost each year. Mr. Skiles stated that he was not sure of the maintenance figure, but it had been budgeted and would appear in the budget for FY 86-87. Mark Pangborn, Director of Administrative Services, added that the Parks Department had specified the landscaping because the station will be located on parks property. They will maintain the grass and trees and LTD will maintain the structure, which has been designed to resist graffiti and to be easily cleaned.

Dr. Smith commented that the Board was talking about a difference of \$18,000 in a \$7.5 million budget, and that this seemed like a good time to do such a project, with the cost of gas going down.

MOTION Dr. Smith moved that the Board approve a budget amendment to the original Federal Aid Urban grant application to construct the transit station at 29th and Amazon Parkway, with a total District share for the

project of \$37,920 and total project cost of \$320,000. After seconding, Mr. Brandt wondered if this application would hurt the District's chances to receive other federal monies. Ms. Loobey replied that LTD receives a portion of the State's FAU allotment each year, and it does not affect the maintenance facility or other capital equipment. With no further discussion, the motion carried by unanimous vote.

VOTE

**SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE APPROVAL:** Ms. Loobey stated that in January, 1986, the Board had approved a staff proposal that the management of Lane County's Special Transportation Fund (STF) revenues, for provision of transportation services for the elderly and handicapped, be handled by the Lane Council of Governments (L-COG). Mr. Skiles added that staff had been instructed to work with L-COG to set up a structure for an advisory committee, which is required by State rules and regulations before the District can receive any STF funds. Mr. Skiles handed out a revised list, replacing page 32 in the agenda packet. He stated that, at the April Board meeting, staff will have individual names of people to be on the committee as representatives of the listed agencies, which is also a required step.

The District, through L-COG, will be required to spend a certain portion of the funds within and outside the District, based on population. Because the issues in the two areas are different, there will actually be two subcommittees on the committee. It is also a requirement that the committee consist of users and providers in and outside the District, with Vocational Rehabilitation as one at-large member. Mr. Skiles explained that the individuals would be nominated by the appropriate agency.

Mr. Skiles stressed that LTD has a good rapport with these agencies, and a good reputation in dealing with the elderly and handicapped. Staff, therefore, are very interested in achieving adequate representation on the committee, and feel comfortable working with the agencies which had been nominated for Board approval.

After approval of the agencies for committee representation, staff planned to send a letter requesting nominations of individuals, to be received by April 2. Those individual nominations would be brought to the Board for final approval at the April Board meeting. Future action regarding the Special Transportation Fund will include approval of the contract between LTD and L-COG. Most of the responsibility for the STF program will then transfer to L-COG, and the Board will be asked to ratify the contract each year. Staff will monitor L-COG's performance during the year.

MOTION

Mr. Brandt moved that the Board approve the proposed structure of the Special Transportation Fund Advisory Committee as handed out that evening. Dr. Smith seconded, and the motion carried unanimously.

VOTE

**LETTER FROM MAYOR OBIE REQUESTING SUPPORT FOR MAHLON SWEET AIRPORT IMPROVEMENTS:** Ms. Eberly distributed a letter which Mayor Obie had sent to the District, requesting a letter of support to include in a grant

application for certain improvements at the Mahlon Sweet Airport. Ms. Loobey brought this issue to the Board because she believed it to be more of a policy issue than a staff response. Mr. Brandt commented that LTD does not even serve the airport at this time, but Ms. Loobey replied that service would presumably be implemented when the employment base in the area is greater. Dr. Smith thought that, with new airlines at an expanded airport, there would be a need for future employment transportation and shuttles for airline service.

Mr. Brandt thought the Board should not say anything to the effect that it is experienced in knowing whether the facilities are needed or not; rather, the letter should state that, based on testimony or reports, it appears that improvements in this area will aid in the economic development of Lane County. In response to a question from Ms. Eberly, Ms. Loobey stated that the Mayor's office wanted a letter from the Board telling about the value of the total project in relation to LTD.

MOTION  
VOTE  
Dr. Smith moved that the staff be directed to write a letter of support, in the fashion suggested by Mr. Brandt, for the Board President's or Vice President's signature. After seconding by Mr. Pusateri, the motion carried by unanimous vote.

**CONTINUATION OF ITEMS FOR INFORMATION AT THIS MEETING:**

**Distribution of Transit Development Program (TDP):** Ms. Loobey stated that adoption of the TDP will be included as an action item at a later meeting. In the meantime, staff wanted the Board to have the TDP to look at and review. She stated that everything the Board might want to know about LTD is contained in the TDP, and that it had been compiled and organized by the District's Administrative Analyst, Joe Janda, and is now a much more useful document than it had been in previous years. Dr. Smith thought it would be very useful for him and thanked staff for the document. Mr. Brandt wondered if the TDP was normally developed earlier in the year. Mr. Pangborn replied that it was, and that staff would soon begin working on the FY 86-87 TDP, for Board review and approval.

**Amended Capital Improvements Plan (CIP):** Mr. Pangborn stated that the Capital Improvements Plan for FY 86-87 had been approved at the February Board meeting. Since that time, staff had included ten additional buses in Fiscal Year 1989-90, to make the extended CIP consistent with the TransPlan. Since the Board reviews an extended CIP each spring and approves the CIP for the following fiscal year, this addition was brought to the Board as an information item and did not require any action at this time.

**Letter from Governor Regarding Board Attendance:** Ms. Eberly called the Board's attention to a letter from Governor Atiyeh, included in the agenda packet, which discussed Oregon law and attendance requirements for State boards and commissions.

**APTA's Western Education and Training Conference '86/Absence of General Manager/Possible Change in Date of April Board Meeting:** Several staff members, including the General Manager and the two department directors, were scheduled to attend the APTA Western Education and Training Conference in San Jose from April 12-16. For that reason the regularly scheduled Board meeting on April 16 needed to be rescheduled to April 23, just prior to the second Budget Committee meeting. Technically, the Board cannot adjourn to a date later than the regularly scheduled monthly meeting, so one person will have to attend the April 16 meeting to adjourn it for lack of a quorum. Staff will arrange for this to be done and will also notify the public through the normal legal publication process.

Ms. Loobey reminded the Board members that they were invited to attend the APTA Western Conference, and that there would be a session for governing board members on Sunday, April 13. She invited anyone who might still be interested in attending to contact her or Jo Sullivan immediately. Ms. Calvert and Mr. Parducci attended an APTA conference when it was held in Portland two years ago.

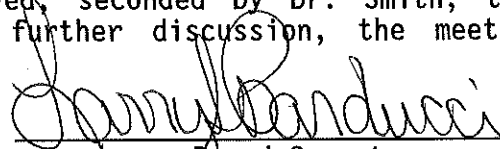
**Monthly Financial Reporting:** In response to a question about a higher than anticipated balance in contractual services, Ms. Rivenburg stated that money had been budgeted to paint the 700 series buses but the painting had not yet been done. Money had also been recovered from warranty claims on the 800's, in an amount higher than had been budgeted. Mr. Brandt wondered if staff were expecting to carry a favorable variance through to the end of the year. Ms. Rivenburg stated that they did expect to in materials and supplies, but not in contractual services, since the buses would be painted before the end of the fiscal year.

Mr. Brandt commented that even interest income was ahead of what had been budgeted, but Ms. Rivenburg stated that interest rates are lower again now than at the beginning of the fiscal year. Dr. Smith wondered where gasoline savings would appear in the budget; Ms. Rivenburg said they would be realized in the Maintenance Materials & Supplies budget. Mr. Brandt then said he thought it was pretty good that expenditures were only ahead \$6,000 in actual dollars from last year.

**Board Members' Confirmation Hearings:** Mr. Brandt and Mr. Parducci had been reappointed and confirmed for new four-year terms, expiring in 1990. Mr. Brandt told the Senate committee that the only area where they could help LTD would be to help with the insurance crisis. Ms. Nichols is the only Board member left to attend a Senate hearing and be confirmed for another term.

MOTION  
VOTE

**ADJOURNMENT:** Mr. Brandt moved, seconded by Dr. Smith, that the meeting be adjourned. With no further discussion, the meeting was unanimously adjourned at 10:00 p.m.

  
Board Secretary