

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, September 17, 1986

Pursuant to notice given to *The Register-Guard* for publication on September 11, 1986, the regular monthly meeting of the Board of Directors of the Lane Transit District was held on Wednesday, September 17, 1986 at 7:30 p.m. at the Eugene City Hall.

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

Absent: Joyce Nichols
Larry Parducci

CALL TO ORDER: After calling the meeting to order at 7:30 p.m., Ms. Calvert stated that she would like to again welcome Dean Runyan and Keith Parks, who had been nominated by Governor Atiyeh to replace Joyce Nichols and Larry Parducci on the Board, but had not yet been confirmed by the Senate. Dr. Smith was not yet present at the meeting.

AUDIENCE PARTICIPATION: Ms. Calvert asked for participation from the audience on issues of a general nature. There was none.

EMPLOYEE OF THE MONTH: Ms. Calvert first introduced the August Employee of the Month, Gene Anderson, who had been on vacation at the time of the August Board meeting. She congratulated Mr. Anderson, and stated that he had been with LTD for 10 years, first as a driver and most recently as a System Supervisor. Mr. Anderson thanked the Board, and added that it was a pleasure to be there that evening with the September Employee of the Month, Jerry Sluyk. Mr. Anderson said that Mr. Sluyk is a person who gives 110 percent, and then will give more if asked, and that it had been a pleasure to work with Mr. Sluyk, who is a bus operator.

Ms. Calvert added that Mr. Sluyk had been with the District for 13 years this month. He was born in the Netherlands, and drove buses in New Zealand, on the other side of the road, before coming to the United States. He has excellent attendance and safety records. She presented Mr. Sluyk's certificate and check to him. Mr. Sluyk said he wanted to thank the Board and the person who nominated him for the honor, and said that working for LTD has been a pleasure for him.

APPROVAL OF MINUTES: Mr. Brandt moved that the minutes of the July 9, 1986 special meeting, the July 16, 1986 regular meeting, and the August 13, 1986 adjourned work session be approved as distributed. After seconding by Ms. Eberly, the motion carried unanimously.

MCKENZIE BRIDGE REQUEST FOR SATURDAY SERVICE: Stefano Viggiano, Planning Administrator, introduced this discussion by stating that the District had received a request for Saturday service from patrons of the McKenzie Bridge route. A copy of the petition, which requested one trip on Saturday mornings and one in the evenings, was included in the agenda packet for that evening. A copy of staff's initial response to Effie Hahn, the petition organizer, was also in the packet.

Mr. Viggiano explained that the District currently operates four trips per weekday on the McKenzie Bridge route, but there is no service on Saturday or Sunday. The service would cost approximately \$150 per Saturday to operate, or about \$7,800 per year. Staff received the petition late in June, after Saturday service to Veneta had been implemented. Mr. Viggiano further explained that Veneta is the first nonurban route to have Saturday service since 1980. It had been approved because (1) weekday Veneta routes carry 16 to 18 people per service hour (more than any other nonurban route); and (2) patrons had made a concerted effort to have the service added. Saturday service was implemented on a trial basis and has to meet certain productivity standards. Veneta's Saturday service has to carry 22 riders per Saturday in two trips in order to continue beyond summer, and then 45 riders per Saturday in order to continue through spring and become permanent. At that time, the service was carrying an average of 36 riders per Saturday.

Mr. Viggiano stated that staff would like to wait and see how the Veneta route does before any other weekend service is implemented on nonurban routes. Staff believed that Veneta had the best chance to succeed in terms of ridership, and expect to be able to evaluate the service in late winter or early spring. Therefore, staff's recommendation was to not offer the McKenzie Bridge service at this time, but to reconsider the possibility in late winter or early spring, for possible implementation in the summer of 1987.

Audience Participation Regarding Service Request: The first speaker was Eleanor Gasper, of 50670 McKenzie Highway, Finn Rock. She first complimented LTD for the fine service which was already in place. She said the employees are excellent, and the drivers are very special people, with excellent attitudes and driving abilities. She said she had ridden in big cities and appreciated the drivers and service here. Ms. Gasper stated that she is handicapped and cannot drive a car. She rides the bus to Eugene three times a week, and would ride on Saturdays if given the opportunity. However, she said, she did recognize the District's position.

Effie Hahn, of 56311 McKenzie Highway, said she had been pushing for Saturday service, really wants it, and would use it. She said she has a

daughter with Down's Syndrome who rides the bus to work every day, and Ms. Hahn does not have to worry about her.

Judy Snyder, of 89908 Johnson Creek Road, Leaburg, said she has been very pleased with the service that is available now on the McKenzie Bridge route, since the increase last year, and often rides the afternoon run to go into town to meet her husband. Her son goes to Thurston High School, and rode the bus home every day from the daily doubles football practice this fall. She said she has three teenagers who would come into Eugene on the weekends if they could. There are also a lot of teenagers in the area who would like to go into town on Saturday and do positive things, she said, and the parents who now drive them back and forth would appreciate the service, even if an afternoon or early evening run took them into town for a movie and the parents only had to make one trip to pick them up at night. Ms. Snyder stated that she could understand the District's view from a monetary standpoint, because the patrons couldn't guarantee the number of people who would ride. However, she said, they would certainly give it their best try. She asked the Board to keep the McKenzie Bridge patrons in mind after reviewing the Veneta service.

Ms. Hahn added that there used to be Saturday service on the McKenzie Bridge route and people did not ride, but there are more teenagers in the area now. Ms. Gasper stated that fares were higher then, and some people couldn't afford to ride as much as they would have liked. However, Ms. Snyder said she would even pay more; she would not mind paying \$1.00 for her son to ride into town to go to a movie, etc.

Board Discussion: Dr. Smith stated that he was in favor of adding the Saturday service. He thought the residents made a valid point and that there had been enough of a population increase in the area that it could become a worthwhile service for the Board to consider. However, he said he also agreed that the Board should wait to see how the Saturday service to Veneta goes, but said he would hate to make Veneta the proving ground for how service could work in McKenzie Bridge. He said he has always felt that Saturday service up the river would be valuable, and he would hate to pin the potential ridership for the McKenzie Bridge route totally on what happens in Veneta.

Ms. Eberly wondered if discussing the issue in the spring would allow enough leeway for planning routes, informational materials, etc. Ms. Loobey replied that it would allow time to plan the service in the run cut for summer service so that it would not be run off the extra board, in order to contain the costs of providing the service.

Mr. Brandt moved that the Board direct staff to delay a decision on McKenzie Bridge Saturday service until the spring, until the Saturday service to Veneta has been further studied. Mr. Pusateri seconded, and the motion carried by unanimous vote. Ms. Calvert thanked the McKenzie Bridge residents for attending the meeting.

COMPREHENSIVE ANNUAL FINANCIAL REPORT: David Gault, of Jones & Roth, was present to discuss the financial report prepared by independent auditors. He stated that it contains the auditors' opinion which says that the District's financial statements adequately represent what they are meant to represent. He commented that it would take very little modification for the report to meet the standards to receive the Government Financial Officers' Association certificate of achievement of excellence in financial reporting, which speaks well for the people who prepared the report.

For new Board members, Mr. Gault stated, reading the first four pages of the report would be helpful in understanding the District's finances. He added that the report confirms what the Board already knows: that the District has a competent accounting department, with a steady pattern of thoroughness and accuracy. Mr. Gault introduced Forrest Arnold, who had also worked on the audit and was present to answer any questions the Board might have. Ms. Calvert recognized Karen Rivenburg, Finance Administrator, for her work for the District.

Mr. Brandt moved that the Board accept the management letter and audit report for the fiscal year ending June 30, 1986, as presented. The motion was seconded and passed by unanimous vote.

Mr. Gault informed the Board that the audit firm has joined the division of firms and was going through a peer review process to make sure it is meeting the standards set by the division of firms. He mentioned that, he said, because the question had been raised at an earlier time by one of the Board members.

Mr. Pusateri commented that it is interesting to note that 11.3 percent of LTD's operating funds come from federal funds. Ms. Loobey stated that this has been consistent over the past five years.

ORDINANCE NO. 31, AN ORDINANCE IMPOSING AN EXCISE TAX ON EMPLOYERS, PROVIDING FOR ADMINISTRATION, ENFORCEMENT, AND COLLECTION OF THE TAX, TERMINATING THE APPLICATION OF ORDINANCE NO. 29, AND DECLARING AN EMERGENCY: When the FY 86-87 budget was adopted, the Board and Budget Committee had approved continuing the .005 payroll tax rate, but the most recent ordinance was written so that the rate would automatically increase to .006 as of April 1, 1986. However, the State does not change the rate unless notified by the District, so the .005 rate was still being charged. Ordinance No. 31 was placed on the agenda for that evening in order to bring the District's ordinance in conformance with Budget Committee and Board intent, and with the rate being used by the Oregon Department of Revenue. The automatic ending date has been removed from Ordinance No. 31.

Mr. Brandt moved that the Board read Ordinance No. 31 by title only. Ms. Eberly seconded, and the motion carried unanimously. Ms. Calvert then read the Ordinance's title: Ordinance No. 31, an ordinance imposing an excise tax on employers, providing for administration, enforcement, and

collection of the tax, terminating the application of Ordinance No. 29, and declaring an emergency. Ms. Loobey stated that extra copies of the ordinance were available for interested members of the public.

Ms. Eberly then moved that the Board unanimously adopt Ordinance No. 31 and declare an emergency. After seconding by Mr. Brandt, the motion carried by unanimous vote.

INCREASE IN CREDIT CARD LIMIT: Ms. Loobey explained that when two or more more staff travel to a single location, the limit on the District's VISA card has proven to be too low. The card is used so that staff do not have to use their own funds and then be reimbursed for travel purposes, and it provides the District with a handy record of expenses which have been previously approved and budgeted.

Mr. Brandt moved that the Board adopt the resolution authorizing the General Manager to request an increase in the VISA credit card limit to \$1,500 for each of the District's three VISA credit cards. Mr. Pusateri seconded the motion, when then passed unanimously.

RESOLUTION REAFFIRMING DISTRICT'S BOUNDARIES: Ms. Loobey explained that this is a "housekeeping" measure, since Oregon Revised Statutes 267.207(3)(a) mandates that the Board of Directors of transit districts annually determine the territory in which the transit system will operate. No District territorial changes have been made for Fiscal Year 1986-87. Included in the agenda packet was a resolution reaffirming the territory within which LTD's system will operate for the current fiscal year.

Ms. Eberly moved that the Board adopt the resolution reaffirming that LTD will continue to operate service within the boundaries specified in LTD Ordinance No. 24. After seconding, the motion was passed by unanimous vote.

DISCUSSION/POLICY STATEMENT REGARDING EUGENE DOWNTOWN STATION: At its August 13 work session, the Board directed staff to develop a policy statement which reflected the Board's discussion regarding issues of importance to the District in the development of a permanent site for a transfer facility in downtown Eugene. Staff's recommendation for a policy statement was included in the agenda packet.

EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(f): Richard Bryson, District counsel, was present to discuss certain issues regarding the downtown station which could result in litigation. Ms. Eberly moved that the Board move into executive session pursuant to ORS 192.660(1)(f), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

RETURN TO REGULAR SESSION: After returning to regular session, Mr. Brandt moved that the Board adopt the policy statement regarding the downtown station on page 58 of the agenda packet. Mr. Pusateri seconded the motion.

Ms. Loobey introduced Elaine Stewart and Greg Byrne of the Eugene Downtown Development Department staff. Mr. Runyan asked if the last statement of the policy meant that an agreement about jointly funding the facility presently existed. Ms. Calvert replied that it was a statement which reflects the concerns of the Board regarding a commitment to help finance the station, and is a statement of objectives rather than a jointly agreed-upon policy at this time. Mr. Brandt stated that he thought the important issue is that people who are making the decisions regarding what will happen in downtown Eugene will make the monetary commitments, so they realize the seriousness of the issue and so LTD will not have to change locations soon after spending money on a new station. He thought also that the City owed LTD something as a result of the last event, with regard to LTD's downtown station, in whatever form it would take, such as property, streets, financial assistance, etc. Mr. Parks wondered about a joint agreement in which the City would agree to pay the bills if any changes were made. Ms. Loobey said the District is empowered to make joint legal agreements.

Ms. Calvert stated her concern that there is a real commitment that transit is part of downtown and that it is important for transit to be downtown. She said she was uneasy about two possible sites, the Butterfly Lot and 10th and Olive, and thought that another possible place would be at 8th and Willamette, and that area ought to be considered again.

Mr. Parks commented that, when LTD was first beginning, the City did want transit downtown, but the other side of the river, in the area of Valley River Center, was actually willing to deed property or take other steps to have the transfer center there.

Ms. Stewart said she could generally respond to Board questions now or put their issues on the agenda for the September 23 joint meeting with the Eugene Downtown Commission. The Board members agreed that they would like to have their concerns placed on the agenda for that meeting. Ms. Stewart stated that the City Council has been briefed and expressed concern that they be involved with any planning for a transit site and the funding of such a site. She added that there is a history of the City's participation in funding, and that both policy groups would want to be involved in any policy decisions.

Mr. Brandt called for the question, and the policy statement was adopted by unanimous vote.

Ms. Calvert thanked Ms. Stewart and Mr. Byrne for attending.

ITEMS FOR INFORMATION AT THIS MEETING:

Special Services Report: Board members asked about some of the charters offered at no charge within the last month. It was explained that drivers had been donating their time to drive the United Way charters. One charter had been donated to the Eugene/Springfield Chamber

Auction last spring, but had not been used until August. The University of Oregon International Services charter was for new foreign students who will be attending the UO.

Ridership and Revenue: Ms. Calvert commented that revenue from ridership is higher than the level estimated in the budget, even during the summer quarter, which is usually a time of low ridership. Ms. Loobey mentioned that there is usually a spin-off from Lane County Fair ridership, and that more than 1,500 summer youth passes were sold this year, at \$19.95 per pass. Dr. Smith noted that payroll tax revenues only went down \$7,000 in July compared to last year. Ms. Rivenburg explained that those taxes were collected for the period April 1 through June 30, and the monthly amount depends on when people pay their taxes during the quarter. Mr. Brandt said the revenues are about \$150,000 ahead of the budget, and Ms. Rivenburg said that is about 3 percent higher than the same quarter last year, but the budgeted amount is 4.5 percent higher, so at this time revenues are a little short of the budgeted amount. The quarter ends on September 30, but almost all revenues will be received by the end of August.

Mr. Pangborn explained that staff are predicting at this time that revenues will be about 3 percent higher than last year. The impact of the Weyerhaeuser strike is not going to be felt by LTD for another quarter or so, since payroll taxes were paid on vacation pay for vacation time taken during the strike. The biggest impact, Mr. Pangborn said, will be from lower wages, which should affect the District in payroll taxes paid after February, 1987.

Mr. Runyan wanted to know if the District receives payroll taxes on shared profits. Mr. Brandt replied that shared profits are treated like a bonus, so would be considered wages.

Facilities Plan Update: Mr. Runyan said he was confused about the number of sites the District was currently interested in. Ms. Loobey said the District identified three locations (the Glenwood Drive-In site; a site just south of the Glenwood Drive-In; and the Burlington Northern site in west Eugene). However, negotiations are only being held on the Glenwood Drive-In site. Mr. Viggiano added that schematic planning is going ahead as if the Glenwood Drive-In site will be the final site. Some site work specific to that site is being done, which puts the District at somewhat of a risk, but it was believed to be prudent to proceed rather than fall so far behind in the time line.

Board Photo Session: Ms. Loobey introduced Ronnel Curry, Marketing Representative, who handed out a short survey for the Board members to fill out, to be used with a group photograph in "Expressions," the District's newsletter. Ms. Loobey also introduced Gary Levy, bus operator, who was present to take photographs of the Board members after the meeting.

ADJOURNMENT: Ms. Eberly moved, seconded by Mr. Brandt, that the meeting be adjourned to Tuesday, September 23, 1986 at 6:00 p.m. at the Eugene Conference Center, for a joint meeting with the Eugene Downtown Commission. With no further discussion, the meeting was unanimously adjourned at 8:50 p.m.



Board Secretary

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