

MINUTES OF DIRECTORS MEETING  
LANE COUNTY MASS TRANSIT DISTRICT  
REGULAR MEETING  
October 21, 1980

Pursuant to notice given to the Register Guard for publication on October 16, 1980, to the Springfield News and distributed to persons on the mailing list of the district, the regular monthly meeting of the board of directors of Lane County Mass Transit District was held at the City Hall, Eugene, Oregon, on October 21, 1980.

Present: Richard A. Booth, Secretary  
Daniel M. Herbert, Vice President  
Kenneth H. Kohnen, President, presiding  
Ted J. Langton, Treasurer  
Robert C. Loomis  
Glenn E. Randall  
Carolyn Roemer  
Phyllis Loobey, General Manager  
Mavis Skipworth, Recording Secretary

News media representative:  
Marvin Tims, Register Guard

AUDIENCE PARTICIPATION: The chairman opened the meeting to public comment and there was no response.

PUBLIC HEARING - SUPPLEMENTAL BUDGET: Mr. Kohnen explained to those present that the three buses originally ordered by the district and subsequently turned over to Rogue Valley Transit District, the City of Roseburg, and the City of Corvallis, are being financed by the Public Transit Division. The payment for the vehicles will be made through the district, with monies to be received from the State prior to expending funds for the buses.

MOTION Mr. Langton moved to approve the supplemental budget as presented and Mr. Herbert seconded the motion.

The chairman opened the meeting for public comment on the supplemental budget and, upon receiving no response, gave a second call and closed the public hearing.

VOTE The question was put and the following resolution was unanimously approved:

BE IT RESOLVED that the supplemental budget of Lane County Mass Transit District for fiscal year 1980-81, as approved by the Budget Committee on September 16, 1980, in the sum of \$1,008,487, is hereby adopted, and

BE IT FURTHER RESOLVED that, in addition to those amounts which were appropriated by resolution on June 17, 1980, the amounts for the Fiscal Year 1980-81 are appropriated for the following purposes:

CAPITAL PROJECTS FUND

\$1,008,487 For Capital Outlay, and

BE IT FURTHER RESOLVED that the General Manager is authorized to make expenditures and incur obligations within the limits of the foregoing.

MOTION  
VOTE        MINUTES: Upon motion by Mr. Randall, seconded by Mr. Langton, the minutes of the September 16, 1980 regular meeting and the October 8, 1980 special meeting were unanimously approved as distributed.

AUDIT REPORT: The chairman introduced David Gault and Chuck Krogman of Derickson & Gault, CPA, and Mr. Gault then presented the 1979-80 audit report and management letter. Responding to question by Dr. Loomis, Mr. Gault advised of a continuing problem of internal control in the parts and supplies inventory, saying there could be several levels of correcting the problem, at varying costs. He suggested establishment of control objectives and of segregating responsibilities among personnel involved in fulfilling those objectives. He further recommended maintaining perpetual inventory records of quantity and costs.

Mr. Booth observed that most of the past accounting problems have been corrected and said the report appeared favorable to the district. He said he was not as concerned over potential inventory discrepancies as over an excessive investment and control in the size of the inventory.

MOTION  
VOTE        Mr. Booth moved that the audit report for fiscal year 1979-80, as included in the agenda packet, be accepted. Dr. Loomis seconded the motion and it carried unanimously.

Mr. Herbert asked if there was a process whereby the district could determine if the inventory was excessive. Mr. Langton said he believed staff would have to make that determination through the frequency of ins and outs, adding that he believed the quantity of inventory was of more concern than the costing of individual items.

Mr. Randall called attention to the auditor's recommendation of acquiring a fireproof cabinet to store current and important documents, and said he would prefer obtaining a safe of the necessary size.

MOTION  
VOTE        Dr. Loomis moved that the board ask staff to take action on the recommendations contained in the management letter and to report back to the board within two months, and to request board action on any matters requiring monies not budgeted. Mr. Langton seconded the motion and it carried with favorable vote by Herbert, Kohnen, Langton, Loomis, Randall and Roemer. Mr. Booth opposed the motion.

AWARD OF CONSTRUCTION CONTRACT: Tim Dallas distributed a bid summary of the four bids received on Bid File 80-10 and opened on October 20, 1980 for paving of bus parking area and the installation of fuel tanks and new fuel pumps. He advised that in addition to the basic bid, alternative bids had been requested on additional work, including 1) adding a fuel island cover and changing hose reels to overhead, 2) change all asphalt paving to concrete paving, and 3) adding micro-computer controlled motor fuel dispensing system. He said the bids received were higher than anticipated and that staff would recommend the basic work plus the first alternative, totalling \$425,000. Ms. Loobey explained that four buses were included in the grant covering the property improvements and, as it could be difficult to get a bid on such a small number of buses, the funding designated for the buses could be used to cover the increased cost of the property improvements.

MOTION

Mr. Randall moved that the board approve a resolution that Phyllis P. Loobey, General Manager, be authorized to execute and sign contracts with Eugene Sand and Gravel for construction of property improvements to the district's garage/office facility in accordance with the bid proposal opened on October 20, 1980 (Bid File No. 80-10), for bid proposal Basic plus Alternative No. 1 in the amount of \$485,524. Mr. Herbert seconded the motion.

Grant Seder of Unthank Seder Poticha Architects described the details of the work to be done, advising of the unanticipated necessity to excavate from an 18" to 4' depth because of the underlying soil.

Mr. Booth questioned the need to increase the fueling station from 3 to 5 pumps. Mr. Dallas responded that the district has been operating out of an automobile facility of lower capacity and the greater output of the high capacity pumps would better serve the bus fleet and that larger storage capacity would allow the district to take advantage of quantity pricing, as well as ensuring fuel availability should there be another fuel shortage as experienced on previous occasions.

Discussion followed on the possibility of eliminating some items to lower the cost, such as the shelter over the fueling station and sidewalks around the perimeter of the property. Mr. Herbert moved to amend the motion to include direction to staff and the architects to negotiate with the low bidder to accomplish any possible savings. Mr. Langton seconded the motion. Mr. Booth suggested such action could adversely affect the specific bid received from the low bidder. Mr. Herbert withdrew his amending motion and Mr. Langton withdrew his second.

Dr. Loomis said he believed the sidewalks should not be eliminated from the contract and Mr. Herbert concurred. The question was put on the original motion and it carried unanimously.

VOTE

URBAN INITIATIVES GRANT: Ms. Loobey advised that Urban Mass Transportation Administration (UMTA) has indicated that a specific document containing a firm commitment should be obtained from the city and its member agencies for half of the local share of the Urban Initiatives Grant project.

Dr. Loomis spoke against going back to the member agencies for a letter indicating formal adoption. Following further board discussion, there was a consensus that such a letter from the mayor would suffice.

COMPREHENSIVE SERVICE REDESIGN UPDATE: The board was presented with a revised schedule of activities in the process of the service redesign. Ms. Loobey requested board work sessions be scheduled for November 25, 1980 and December 2, 1980 for review of design alternatives.

Mr. Booth suggested that if material were delivered to board members well in advance, possibly only one meeting would be necessary as the board was interested in only the general concept of the redesign. Ellen Bevington said that, with the magnitude of changes, the board might wish to spend the additional time preparing for the public hearing process to follow.

Mr. Randall said he believed ridership could be gained by not changing routes as patrons are more comfortable with the familiarity of routes and scheduling; that the district should strive for stability in the routing of the buses.

Mrs. Roemer pointed out the importance of the information clerks and the patrons' reliance on receiving accurate information from them. She said she hoped this would be remembered during the next budget process in determining their pay.

Ms. Loobey spoke of the ongoing changes within the community, noting that Springfield is the fastest growing city in Oregon and that fuels are becoming a scarce resource. She said the district is trying to retain basic stability with flexibility to meet changing needs as well as operating efficiencies.

APTA ADVERTISING AWARD: Mr. Kohnen called attention to a plaque representing the first place to the district for the APTA television advertising award and a certificate indicating honorable mention to the district for radio advertising. He said the award was accepted by Ms. Loobey at the recent annual conference in San Diego.

FARE LEVEL EVALUATION: Ms. Loobey advised that a ridership analysis will be presented at the November board meeting containing statistics up through the October period with projections for the remainder of the year.

MOTION

ADJOURNMENT: Mr. Langton moved to adjourn the meeting to October 29, 1980 at 7:30 p.m. in Eugene City Hall. Mr. Booth seconded the motion and it carried unanimously.

  
Secretary