

MINUTES OF DIRECTORS MEETING
LANE COUNTY MASS TRANSIT DISTRICT
REGULAR MEETING
February 15, 1983

Pursuant to notice given to the Eugene Register-Guard for publication on February 10, 1983, and distributed to persons on the mailing list of the District, the regular monthly meeting of the Board of Directors of the Lane County Mass Transit District was held at the City Hall in Eugene, Oregon, on February 15, 1983 at 7:30 p.m.

Present: Peter M. Brandt, Treasurer
Janet Calvert
Janice Eberly, Secretary
Ted J. Langton, President, presiding
Judy Nelson
Larry Parducci
Glenn E. Randall, Vice President
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

INTRODUCTORY REMARKS BY BOARD PRESIDENT: Mr. Langton remarked that the agenda included a hearing on a capital grant application due to amendments in the original grant application, and that the hearing was necessary in order to comply with federal regulations.

PUBLIC HEARING ON CAPITAL GRANT APPLICATION AMENDMENT: Mr. Langton opened the hearing on amending the District's application to the Urban Mass Transportation Administration for Section 3 capital funds for the fiscal year 1983-84. He asked for participation from anyone wishing to speak. There was none, and Mr. Langton closed the public hearing.

AUDIENCE PARTICIPATION: Mr. Langton then asked for audience participation on any topic other than the capital grant application. There was none. Mr. Langton informed those in the audience that they should feel free to speak when specific items on the agenda of interest to them were being discussed.

MOTION
VOTE
APPROVAL OF MINUTES: Mr. Randall moved that the minutes of the January 18, 1983 regular Board meeting be approved as distributed. After seconding by Ms. Eberly, the motion carried 5-0, with Mr. Brandt and Ms. Nelson not yet being present at the meeting.

RESOLUTION ON CAPITAL GRANT APPLICATION AMENDMENT: Mr. Langton called the Board's attention to the informational materials and resolution beginning on

MOTION page 13 of the agenda packet. Mr. Randall moved that the Board adopt the resolution, found on page 18 of the agenda packet, authorizing the District's General Manager to submit to UMTA an amended capital grant application for Fiscal Year 1983-84. Ms. Calvert seconded the motion, which then carried unanimously, with Mr. Brandt and Ms. Nelson not yet present.

VOTE

Mr. Brandt arrived at this point in the meeting.

MOTION CHECK SIGNING AUTHORITY: Mr. Randall moved, seconded by Mr. Brandt, that the Board adopt the staff recommendation to approve Option #1, found in the staff memo on page 19 of the agenda packet, to increase the signing authority of the Director of Administrative Services and the Accountant to \$25,000 and allow either, but not both, of these positions to sign on checks \$25,000 or greater as long as the second signator on the check is one of the following: Board President, Board Treasurer, or General Manager.

Ms. Calvert asked if checks over \$25,000 would require the signature of the Board President. Mr. Langton explained that this resolution would enable the General Manager and the Accountant to sign any check. Ms. Brotherston, the District's Accountant, further explained that the General Manager would not be the only one who could sign on a check over \$25,000, but would be able to be the second signator on any check. She stated also that the Accountant and the Director of Administrative Services would be able to sign checks under \$25,000.

Mr. Randall stated that he had misunderstood the resolution and that he thought one staff member and one Board member should sign on checks over \$25,000. He asked to withdraw the motion, but the seconder, Mr. Brandt, did not agree to withdraw. Mr. Langton stated that the purpose of the change would be to eliminate the need for staff to locate Board members all over town. He said he presently signs on checks but exercises no control over them. Mr. Randall thought such a change would set a precedent for the staff to be running the system, but Ms. Calvert and Mr. Langton thought that was what they should be doing. Mr. Brandt stated that the change would still involve good internal control, since there is a division of duties. He saw no problem with Option #1.

VOTE Mr. Randall called for the question, and the motion carried five to one, with Mr. Randall casting the vote in opposition. Ms. Nelson was not yet present at the meeting.

ORDINANCE #24--REVISION OF SERVICE BOUNDARIES: Mr. Langton explained that Ordinance #24 had been read once by title only at a regulary scheduled meeting of the Board, and needed to be read a second time in order for the Board to vote on its adoption. He further explained that the new ordinance was basically a "housekeeping" measure to correct typographical and geographical errors found in the most recently adopted boundary ordinance. Mr. Randall

MOTION

moved, seconded by Mr. Parducci, that Ordinance #24 be read by title only. The motion carried unanimously, with Ms. Nelson not yet present.

VOTE

Mr. Langton then stated that extra copies of the ordinance were available for interested members of the audience who did not yet have one. He read the ordinance by title only: "Lane County Mass Transit District Ordinance #24, An ordinance altering the description of territorial boundaries for Lane County Mass Transit District and repealing Ordinance #22."

MOTION

Mr. Randall moved, seconded by Mr. Parducci, that the Board adopt Ordinance #24. Mr. Langton stated that a book of maps and a wall map which had been corrected to correspond with the new ordinance were available to look at.

Ms. Nelson arrived at this point in the meeting and Mr. Langton explained to her that a motion to adopt Ordinance #24 had been made. The vote was taken and the motion passed unanimously, with all seven Board members voting.

VOTE

REVIEW AND APPROVAL OF ORGANIZATIONAL GOALS AND OBJECTIVES: Mr. Langton explained that the organizational goals and objectives found in the agenda packet were a result of a meeting of a Board subcommittee. He added that, in his view, the primary objective for the next year was an increase in ridership.

On page 33 of the agenda packet, under II.A. of the Objectives, the word "and" was added after "schedules," to read "Service will emphasize stable routes and schedules and minimize service reductions." Ms. Calvert asked a question about III.A., and staff training. Ms. Loobey explained that there would not be one specific training program for all staff, but different types for each classification of staff.

The comment was made that staff would formulate action plans which incorporated these goals and objectives, and the action plans would be used in preparation of the budget.

MOTION

Mr. Brandt moved that the Board approve the draft Fiscal Year 1983-84 Goals and Objectives as set forth on pages 33 and 34 of the agenda packet. Ms. Eberly seconded, and the motion carried by unanimous vote. A copy of the adopted Goals and Objectives is attached to these minutes.

VOTE

SUBCOMMITTEE ON ADMINISTRATIVE SALARIES: Mr. Langton explained that each year a Board subcommittee reviews administrative salaries as part of the budget process. He named Mr. Parducci, Ms. Eberly, and Ms. Nelson to the subcommittee for this year. Mr. Randall stated that he would also like to serve on the subcommittee, but when Ms. Loobey reminded the Board that anytime four or more members of the Board were present that would constitute a quorum and would have to be published as a meeting of the Board, Mr. Randall withdrew his request.

APPOINTMENT TO THE BUDGET COMMITTEE: Ms. Loobey informed the Board that she had just received Mary Porter Leistner's resignation from the Budget Committee and that Ms. Calvert would be responsible for appointing someone to replace Ms. Leistner. Mr. Randall stated that he was still working on a nomination for the Budget Committee. Mr. Langton stated that the first meeting of the Budget Committee was scheduled for March 22, one week after the next Board meeting, and that it would be nice to have these two positions filled by then.

Mr. Randall asked that he be excused to attend another meeting, since the Board had finished discussing the action items for the evening.

ITEMS FOR INFORMATION AT THIS MEETING:

Financial Projections: Ms. Loobey stated that staff had waited until Monday and Tuesday for the latest information from the Oregon Department of Revenue. She said that the third quarter had traditionally been the "bell-wether" quarter for the fiscal year, and the staff had wanted to present this information to the Board, but had not been able to include it in the agenda packet for the meeting. She then handed out informational packets on this topic to the Board members, and introduced Nancy Matela, Administrative Analyst, and Karen Brotherston, Accountant, who would present the material orally for the Board's information.

Ms. Matela summarized the revenue projections in the hand-out. She stated that the projections were about three percent lower than the District's original projections during the budget process last year. However, she said, the good news for the District was that President Reagan's plan to decrease Federal operating assistance had failed and the District would be funded in 1983-84 at about the same level as during 1982-83. She stated that the State in-lieu-of-tax revenue projections had been based on the State's estimate which had been somewhat high and that the State's payroll was even lower than expected due to recent layoffs. Regarding interest, Ms. Matela stated that the District had had a larger cash reserve than projected, due to progress on capital projects moving more slowly than anticipated. The result, she said, was that the District's revenue outlook was off nine-tenths of one percent, or \$66,000, from the original projections.

Ms. Brotherston then summarized the expenditure information. She stated that expenditures were a little lower than anticipated, because staff had concentrated on cutting back throughout the year. Some specific savings had occurred because the Director of Administrative Services position was vacant during part of the year and because of money budgeted for binding interest arbitration but not used, personal services cutbacks made in Transportation last fall, lower fuel costs in Maintenance, and other similar savings.

Ms. Brotherston then mentioned that the District presently had an unfunded accrued vacation liability of about \$198,000, with very little chance that it

could be funded in one year. She expected that total to be down a little bit next year, but stated that it should be budgeted for in FY 83-84.

Ms. Brotherston then explained that some capital projects had been projected to be further along than they were at present, so expenditures on those had so far been lower, and that the capital fund was what was allowing the general fund to operate without borrowing money.

There was some discussion about the difficulty of keeping track of staff time involved in the separate funds, which was why interest income had been allocated to the general fund. Ms. Brotherston stated that the Risk Management fund was hoped to eventually be self-sustaining, and the resolution creating it states that interest income from it will go back to the fund to decrease the size of future allocations.

Mr. Langton thanked Ms. Matela and Ms. Brotherston for their good report.

Updated Information on River Road Transit Station: Ms. Loobey stated that staff had prepared for the Board a handout showing updated information which should allow Board members to better discuss the River Road Transit Station with the public. She said that the transit station had been designed as a long-term facility and had not been expected to be filled with cars in the first few years. However, she said, one little-known aspect of its use is that two-thirds of the people who use the station walk there or are dropped off to take the bus. She added that staff will have a better idea of the station's use after information is gathered in the Annual Route Review.

Eugene Transit Station: Paul Bonney of 587 Antelope Way, Eugene, said he wanted to give LTD a "pat on the back" for the downtown transfer station, which he thought was a great improvement.

Acting General Manager: Ms. Loobey stated that she would be out of town for the next Board meeting and that Mark Pangborn would be Acting General Manager.

Customer Service Center: Ms. Calvert asked about progress on the remodeling of the Customer Service Center downtown. Ed Bergeron, Marketing Administrator, answered that the remodeling should be completed in about two weeks and that staff were hopeful that they would be using the completed facility by March first.

ADJOURNMENT: With no further discussion, Ms. Calvert moved and Ms. Eberly seconded that the meeting be adjourned. The motion carried unanimously and the meeting was adjourned at 8:30 p.m.


Secretary

Attachment to Minutes

LANE TRANSIT DISTRICT FISCAL YEAR 1983-84

GOALS AND OBJECTIVES

GOALS

The District priorities for the FY 83-84 Budget are improvements in the following areas:

1. Ridership
2. Service
3. Employee Relations
4. Public Support
5. Capital Replacement Program
6. Internal Efficiency

OBJECTIVES

I. Ridership:

The District has set an objective of increasing ridership by 20% while maintaining the FY 82-83 total for farebox revenues. Ridership will be measured by rides per vehicle hour and rides per capita. The long-term purpose is to get a permanent increase in ridership to, in turn, increase the farebox-to-operating-cost ratio in the future to 30%. Resources will be allocated where they are cost-beneficial to this end.

An increase in new riders as well as the number of rides per person will be sought.

II. Service:

- A. Service will emphasize stable routes and schedules and minimize service reductions.
- B. If service reductions are required, they will be based on productivity, while considering the integrity and stability of the system. Reductions would most likely occur in the following order:
 1. hours of service, i.e., Saturday evenings, Sundays;
 2. coverage, i.e., cut unproductive routes; and
 3. frequency.
- C. Whenever possible, reductions should be made:
 1. to maintain stable routes and minimize ridership loss; and
 2. in major components that are easy to understand and whose impact is easy to assess.

III. Employee Relations:

- A. Emphasis shall be placed on all levels of staff training. A specific training program will be developed for each classification of staff. Whenever possible, support staff will participate with drivers, mechanics and information clerks in training.
- B. Each Division shall devise plans for improving internal communications. The plans will insure that:
 - 1. Each employee knows and understands their Division and District Goals and Action plans.
 - 2. Each employee is kept up-to-date on both the Division and District's progress toward these goals.

IV. Public Support:

- A. More emphasis and resources shall be placed into mass media advertising. The focus of this advertising will be to increase ridership.
- B. Develop better communication with businesses that pay the payroll tax.

V. Capital Replacement Program:

- A. Develop a general 15-year capital replacement program which addresses the general needs of the District.
- B. Develop a specific five-year replacement schedule, listing all capital projects and a reserve funding savings schedule.
- C. Allocate FY 83-84 operational funds to capital replacement fund.

VI. Internal Efficiency:

Maintain the FY 82-83 administrative cost ratio of 16% during FY 83-84.