

Public notice was given to *The Register-Guard* for publication on May 15, 1987.

LANE TRANSIT DISTRICT  
REGULAR BOARD MEETING

May 20, 1987

7:30 p.m.

McNutt Room  
Eugene City Hall

A G E N D A

I. CALL TO ORDER

II. ROLL CALL

Pusateri\_\_\_\_\_ Runyan\_\_\_\_\_ Smith\_\_\_\_\_ Brandt\_\_\_\_\_  
Calvert\_\_\_\_\_ Eberly\_\_\_\_\_ Parks\_\_\_\_\_

III. INTRODUCTORY REMARKS BY BOARD PRESIDENT

IV. BUS RIDER OF THE MONTH

V. EMPLOYEE OF THE MONTH

VI. AUDIENCE PARTICIPATION

VII. ITEMS FOR ACTION AT THIS MEETING

A. Approval of Minutes

B. Public Hearing on Draft Section 504 Accessible Services Program

1. Staff Introduction

2. Opening of Public Hearing by Board President

3. Public Testimony



- 4. Closure of Public Hearing
- 5. Board Discussion
- C. Salary Committee Recommendation

VIII. ITEMS FOR INFORMATION AT THIS MEETING

- A. Current Activities
  - 1. Review of Current Legislation
  - 2. July Transit System Board Members Seminar
  - 3. Special Services Report
- B. Monthly Financial Reporting

IX. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Adoption of Section 504 Accessible Service Program
- B. Supplemental Budget Adoption
- C. FY 87-88 Budget Adoption
- D. Workers' Compensation Self-Insurance
- E. Charter Service
- F. Public Hearing on Service Changes
- G. Resolution Reaffirming District's Boundaries

X. ADJOURNMENT

bdagenda.jhs



CORRECTED  
AGENDA NOTES

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IV. **BUS RIDER OF THE MONTH:** Will Souder has been chosen as the May 1987 Bus Rider of the Month. He has ridden LTD buses since August 1972, and was nominated by five LTD drivers. They all cited Mr. Souder's cheerful, friendly personality and his consistent support of LTD during his 15 years of ridership. Mr. Souder is a native Oregonian, born in Florence. He is the office manager and dispatcher for Eugene Moving & Storage, where he has worked for the past 22 years. He is also an avid walker and daily bus rider.

Mr. Souder will attend the Board meeting to receive his award and be introduced to the Board members.

V. **EMPLOYEE OF THE MONTH:** The May Employee of the Month, Marketing Representative Susan Hanson, will attend the meeting to receive her award and be introduced to the Board.

VI. **AUDIENCE PARTICIPATION**

VII. **ITEMS FOR ACTION AT THIS MEETING**

A. Approval of Minutes: The minutes of the April 29, 1987 adjourned meeting are included in the agenda packet for Board review and approval. 07

B. Public Hearing on Draft Section 504 Accessible Services Program: 18

1. Staff Introduction

a. Background: Included in the agenda packet for the April 29 Board meeting was a memo which explained the District's draft Accessible Service Program, prepared in accordance with federal Section 504 regulations. Also included was an executive summary of the draft Accessible Service Program.

Included in the packet for Board review at this time is a copy of the draft Lane Transit District Accessible Service Program. A staff memo also explains the process and time line for adopting the Program.

b. Staff Recommendation: No action is required at this time. The draft Section 504 Accessible Service Program will be placed on the June Board meeting agenda for approval at that time.



2. Opening of Public Hearing by Board President
3. Public Testimony
4. Closure of Public Hearing
5. Board Discussion

C. Salary Committee Recommendation

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Background: The Board Salary Committee has met twice to discuss the General Manager's performance for the period March 1986 through February 1987 and related salary and benefit adjustments. At its April meeting, the full Board met in Executive Session to further discuss written evaluations of the General Manager. On May 20, the Salary Committee will be making a recommendation to the Board for adjustments to the General Manager's base salary and benefit package for FY 87-88 based on those evaluations.

A letter from the Committee Chairman is included in the agenda packet. It states the Committee's recommendation for FY 87-88 and includes a comparison to current salary and benefit provisions. A copy of the Employment Agreement will be included under separate cover for the members of the Board.

Salary Committee Recommendation: That the Board authorize the Board President to sign a contract extending the General Manager's employment through FY 87-88; and that the Board approve, as compensation to the General Manager for services rendered to the District during Fiscal Year 1987-88, a base salary at an annual rate of \$50,007.60, a monthly automobile allowance of \$200, and a one-time payment of \$5,800 for an additional benefit program, to be determined by the General Manager.

VIII. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Review of Current Legislation: At the meeting, the General Manager will review with the Board current legislation which would have an effect on the District's operations.





2. July Transit System Board Members Seminar: The 1987 American Public Transit Association (APTA) Transit System Board Members Seminar will be held in Newport Beach, California, July 19-21. The seminar emphasizes the role and responsibilities of today's transit policy makers. Any Board members who think they may be interested in attending are asked to contact Jo Sullivan.
  3. Special Services Report: As a result of Board discussion about special services requested by persons and agencies in the community, a list of requests received (approved and denied) is being included in the agenda packet each month.
- B. Monthly Financial Reporting: Financial statements for April, 1987 are included in the agenda packet:
1. Comparison of Budgeted and Actual Revenues and Expenditures
    - a. General Fund 49
    - b. Capital Projects Fund 50
    - c. Risk Management Fund 51
  2. Comparison of Year-to-date Actual Revenues and Expenditures to Budgeted (General Fund) 52

**IX. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING**

- A. Adoption of Section 504 Accessible Service Program: The Board will be asked to approve the Section 504 Accessible Service Program at the June 17, 1987 Board meeting.
- B. Supplemental Budget Adoption: At the June 17 meeting, the Board will be asked to adopt a supplemental budget for FY 86-87, as approved by the Budget Committee on May 20, 1987.
- C. Budget Adoption: At the June 17 meeting, the Board will also be asked to adopt the budget for FY 87-88, as approved by the Budget Committee on May 20, 1987.
- D. Workers' Compensation Self-Insurance: Results of a staff study on the feasibility of self-insuring workers' compensation will be included on the agenda for the June Board meeting.



- E. Charter Service: In June, the Board will be asked to authorize the General Manager to sign a letter of compliance with the new federal charter regulations.
- F. Public Hearing on Service Changes: A public hearing on proposed service changes for FY 87-88 will be held at the June 17 Board meeting.
- G. Resolution Reaffirming District's Boundaries: A resolution reaffirming the District's boundaries will be placed on the agenda for the June Board meeting.

X. **ADJOURNMENT**



MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

ADJOURNED MEETING

Wednesday, April 29, 1987

Pursuant to notice given to *The Register-Guard* for publication on April 9 and 23, 1987, the regular monthly meeting of the Board of Directors of the Lane Transit District was held on Wednesday, April 29, 1987 at 7:30 p.m. at the Eugene City Hall.

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

Absent: Keith Parks  
Gus Pusateri, Secretary

CALL TO ORDER: Ms. Calvert called the meeting to order at 7:40 p.m. Dr. Smith was not yet present.

BUS RIDER OF THE MONTH: The April Bus Rider of the Month, Jean Fisher, was not able to attend the meeting to be introduced to the Board and receive her certificate and lapel pin.

EMPLOYEE OF THE MONTH: The April Employee of the Month, bus operator R.L. Montgomery, attended the meeting and received his certificate and check. R.L. began at LTD as a bus operator in September, 1978, has an excellent attendance record, and has received his six-year safe driving award. Board President Janet Calvert mentioned that R.L. and his wife, Joan, both are bus operators at LTD, and said she had heard that R.L. likes to travel and exercise and is an avid walker. She thanked him for all that he does for the District. R.L. thanked the Board, in return, for all that they do, as well.

AUDIENCE PARTICIPATION: No members of the public were present at the meeting.

MOTION

APPROVAL OF MINUTES: Mr. Brandt moved that the minutes of the March 18, 1987 regular meeting and the April 15, 1987 regular meeting be approved as distributed. Ms. Eberly seconded the motion, and the minutes were unanimously approved as distributed.

VOTE

CHANGE IN FISCAL YEAR 1987-88 FARE ADJUSTMENTS: Ms. Calvert called the Board's attention to the memo on page 25 of the agenda packet, and said that it was an oversight on staff's part that the recommendation to



change the day pass price increase from September 1, 1987 to June 14, 1987 did not also include a recommendation to implement the volume discount for day passes at the same time.

Public Hearing: Ms. Calvert opened the public hearing on the change in fare adjustments. There was no public testimony, and the public hearing was closed.

MOTION

Mr. Brandt moved that the Board approve the staff recommendation to implement the day pass volume discount, previously approved by the Board, on June 14, 1987 rather than September 1, 1987. Ms. Eberly seconded the motion, which then passed by unanimous vote. (Dr. Smith was not yet present at the meeting.)

VOTE

APPROVAL OF DESIGN FOR NEW OPERATIONS FACILITY: Ms. Calvert called the Board's attention to page 26 of the agenda packet. She said that the Board Facilities Committee had met several times to review the design, and recommended that the full Board approve the design which resulted from the design development phase.

Stefano Viggiano, Planning Administrator, stated that the facility project is still fairly close to the schedule outlined in January 1986. The predesign phase was finished in June 1986; the schematic design was approved in December 1986; and the design development phase is in process at this time. Preparation of the construction documents and construction bid will follow. The project should go out to bid in February 1988, with construction beginning the following April. The move-in date is still tentatively scheduled for July 1989. However, if land acquisition and site work are not completed on schedule, the move-in date may be delayed until September 1989.

Included with the agenda packets for the Board members was a booklet on the design development phase. Mr. Viggiano cautioned that the cost estimate in the booklet only included construction costs. Other costs were included in the agenda packet for that evening. The booklet contains drawings, furniture plans, etc., and can be used as a reference document.

Mr. Viggiano had brought to the meeting a model of the site and buildings, to give the Board an idea of the proportions of the buildings and site, and what the facility will look like when completed.

Although staff were asking for approval of the design, Mr. Viggiano stated that the design is not set in stone. A Value Engineering team will be reviewing the process during the first week in May, and staff will continue to review the design. He said that staff were asking for approval that the design work is heading in the right direction and that the cost is appropriate for the facility.

Eric Gunderson, project architect, said that four key questions were kept in mind during the design development phase: whether the facility will function well, be economical, be a good place to work, and be a good





neighbor. Many details have been discussed during this phase, including landscaping, mechanical needs, room furnishings, etc.

Mr. Gunderson explained that the architects had looked at various configurations for roofs and ways to increase the amount of natural light in the buildings. They strove for consistency in materials and the shape of the two main buildings. A key feature of the office building design is the sloping roof, which is more economical to build than some other shapes and fits in well in the neighborhood. The sloping roof will be used for mechanical equipment; and higher ceilings will be built in some areas to break up the ceiling line of the large building. However, the design was kept simple to save money. Another key feature is the use of light shelves, which let a lot of natural light into the building, with the possibility of reducing air conditioning costs and the number of lights on in the building, and thus saving electricity. The light shelves bounce the light deeper into the room and help shade the lower window. They cut off sun at a 45 degree angle.

Life-cycle costing discussions included how to get power, lights, etc. to the entire building, especially in the open work areas, and still allow work spaces to be moved over time. That led to a decision to use wood flooring rather than concrete slabs. The wood flooring is approximately \$1 per square foot less expensive than concrete slab. Mechanical equipment can be housed under the floor, and all return air ducts will be returned to the crawl space under the floor. This will help ventilate the crawl space without the additional cost of a special ventilating system.

A third area of interest, which also provides for a transition to the other buildings, is the selection of the building materials. Mr. Gunderson stated that brick veneer is being considered at this time. The brick would be used on the lower walls, with metal being used for the upper walls and roof. In these decisions, insulation and durability were major considerations. The metal system which is being considered has a 20-year paint guarantee. The roofing also has concealed fasteners, which increase its strength and durability.

Because buses back into the maintenance stalls and much work is done in the center of the Maintenance building, natural light is a key feature of the design for the new Maintenance building, and white walls will be used for reflection. The light provided by the window is the equivalent of 20-foot candles free for the life of the building.

Mr. Runyan wondered if there were precedents for using the crawl space for new air. He asked what problems that might create and how the building would be protected from fire through the floors. He also wondered about the possibility of moisture, dust, and vermin in the crawl spaces.

Mr. Gunderson replied that he was convinced that this is a good way to use the crawl space. He said he did not know of office buildings that



use crawl space for return air, but he did know of residences, including the "Good Cents" homes. Air will circulate continuously, so there should be no problem with moisture. Heavy flooring will be used, but holes will be punched through the flooring to allow wiring to pass through. An L-shaped boot will be placed on each hole, to act as a fire damper and to cut down on sound transmission. The architects spoke several times with the fire marshal to be sure that this system will be safe. The crawl space will not have sprinklers because of the one-hour fire protected rating of the floor, and the fact that there will be very few sources for starting a fire in that space.

Mr. Runyan also asked why the architect recommended light shelves to minimize heat gain in a building when there are only two or three months each year when heat is a problem. Mr. Gunderson explained that office buildings, unlike homes, normally use the cooling system about eight months each year, during the times when the occupants are present. The high angle of the summer sun will be cut off, but the low angle of the winter sun will get into the building, including in the courtyard and the south elevation. Blinds will also be mounted about seven feet high to control light on work surfaces, but the upper windows will not have blinds.

Mr. Runyan then asked if Mr. Gunderson had investigated using gas heat in the facility. Mr. Gunderson replied that the Maintenance building will use predominately gas heat, but the office building will use electric heat. Earlier, it had been thought that a boiler would provide heat to both buildings, but that did not show adequate payback to justify the initial cost. In Maintenance, the most economical system is to use a gas-fired duct heater system. The Administration building will use a heat pump with some resistance heating in certain areas. Temperatures can be controlled in small areas rather than having the whole building remain at one temperature.

Mr. Runyan asked how long the 20-year roof would really last, and how it could be repaired after that time. Mr. Gunderson said the roof would be guaranteed for 20 years, and that is an appearance standard. The undercoating will have layers of galvanizing and then steel. He said that metal can be field painted, but his expectation is that the roof will last more like twice the anticipated 20 years, and then the metal would be taken off and replaced.

Mr. Runyan asked also for a description of the cost estimating discount. Mr. Viggiano stated that staff had used the UMTA approved rate, in which the initial cost is multiplied by 9.98, which give a 20-year discounted rate.

Mr. Runyan then asked the Facility Committee members if they were satisfied with this kind of thinking regarding a roof. He thought that a 20-year roof was not enough, and that it would not be easy to re-roof. Mr. Gunderson said he did not know how long it would last, but that the aluminum roof used on the Public Works building had a lifetime guarantee,



and he would be surprised if the proposed metal roof for the facility did not last a very long time. Ms. Calvert stated that the committee was satisfied, and she thought the Value Engineering team would be looking at this issue, as well.

Mr. Runyan questioned whether the discount rate had been improperly applied by UMTA. He thought that public sector investments should not use discount rates, since it could be argued that any cost past the discount time would not matter.

Mr. Brandt expressed concern about the appearance of a metal roof, and said a wooden building would seem more appropriate for Oregon. Mr. Gunderson said that the building will have a wooden frame, with a one-inch air space and 3-1/2" brick on the lower part. Ms. Eberly stated that the Committee discussed the importance of using wood, and that, in addition to the wood frame, a lot of wood would be used inside the building. Mr. Gunderson also discussed the colors available in metal roofs, and said they can be quite attractive. Although the initial cost of a shake roof would be comparable to a metal roof, the shake roof would be very expensive to maintain, and the fire rating would be quite high. The new SAIF and other buildings on Country Club Road have metal roofs, and have an attractive appearance. Mr. Viggiano said he could have the Value Engineering team specifically review the details about the roof.

Mr. Viggiano then discussed the cost estimates found on page 28 of the agenda packet.

Dr. Smith arrived at this point in the meeting.

Mr. Gunderson explained the three-part method of contracting being considered. A site work contract will cover everything outside the building, including dirt, pavement, fences, etc. Normally, the general contractors hire subcontractors to do the site work and apply a mark-up cost, because they have to manage the work. The second part of the contracting will be for the buildings themselves. Third, all furnishings will be contracted separately.

Mr. Gunderson then explained the market adjustment factor, which increased since the first estimate. Two of the larger construction projects in the community, at Sacred Heart Hospital and the University of Oregon, are way behind schedule. The danger is that they will go out to bid just ahead of LTD, which ties up contractors and subcontractors, who will not be able to bid on LTD's project. With less competition, the cost is expected to increase about 3 percent, or nearly \$.25 million over the original estimate. One more estimate will be done at the end of the working drawings phase, to make sure the facility is still on track with the budget. Ms. Calvert commented that she was pleased to see that the cost estimate did not increase since the last estimate.



MOTION Mr. Brandt moved that the Board approve the design resulting from the design development phase as presented. Ms. Eberly seconded, and the VOTE motion carried unanimously, with Dr. Smith now present to vote.

SECTION 3 GRANT AMENDMENT:

Public Hearing on Section 3 Grant Amendment: Ms. Calvert opened the public hearing on the District's proposed amendment to the Section 3 grant application. Hearing no comment from the audience, Ms. Calvert closed the public hearing.

MOTION Mr. Brandt moved that the Board authorize the General Manager to submit an amended Section 3 grant application for funding of a new operations facility in the amount of \$6,174,187 in federal funds. After VOTE seconding by Mr. Runyan, the motion carried by unanimous vote.

SALARY COMMITTEE RECOMMENDATION FOR ADMINISTRATIVE SALARIES: The Salary Committee Chairman, Rich Smith, summarized the process by which the administrative salaries and benefits were reviewed. Last fall, the Salary Committee hired an outside consultant to evaluate the pay grades of administrative personnel and to make sure the District was paying salaries at a good market average. The study showed that the current internal alignment of grades is done equitably. The concern remains that the lower end of the scale is being paid above market average and the higher grades are being paid lower than market average. Dr. Smith mentioned the larger geographic area for recruitment for the higher pay grades.

He stated that the study results show that LTD's pay is very close to what is being paid in the market place for the low end of the scale, that the benefits are in the normal range, and that certain positions needed to be adjusted in order to function well administratively. The full recommendation from the consultant was that the salary scale be raised an average of 9.5 percent, but the Salary Committee was not comfortable with that increase. Therefore, the Committee recommended implementing half of the recommendation, for an average cost of 5 percent, which they felt to be politically and economically advisable at this time. He said that those at the higher end of the scale would receive higher pay raises than those at the lower end of the scale. He added that administrative salaries would still not be at market parity, except at the low end of the scale. Dr. Smith stated that it is important to staff, to the Salary Committee, and to the Board that LTD maintain quality staff, and if the pay for the lower end of the scale is slightly above market, it helps the District administratively. He added that this pay in the lower grades does not involve a lot of money.

Dr. Smith said that the Salary Committee had met three times with the consultant, and were happy about the results of the study. He thought that David Harrison, Personnel Administrator, should feel more comfortable about the smaller salary surveys that he performs each year. Dr. Smith added that he personally would like to see the future increases to bring





the higher end of the salary scale to market parity happen sooner rather than later.

Mr. Runyan asked about the pay changes for staff at grade 4. Ms. Loobey explained that the employees in grade 4 are currently a little more than 1 percent above market average. It has been the District's practice to pay a little higher than market average, so the recommendation was to continue that policy. With the salary committee recommendation, the employees at grade 4 will be at 3 percent over the current market, which means that the actual increase is approximately 2 percent. Dr. Smith added that no changes to the benefits are being recommended.

Mr. Runyan then asked the same question for grade 15. Tim Dallas, Director of Operations, stated that the increase for grade 15 would be 4.7 percent. Ms. Eberly then asked how much below market average grade 15 would remain. Mr. Dallas replied that it would remain 4.7 percent below market average.

Mr. Runyan asked what changes caused the overall increase to be 5 percent. Dr. Smith replied that one position had moved several grades. In response to another question from Mr. Runyan, Dr. Smith stated that grades 5-11 are close to the market average, and that the amount being paid above market average at the lower end of the scale does not involve a lot of money and is important to staff in order to maintain professionalism in the pay grade.

Ms. Eberly asked if the recommended salary adjustments had been included in the proposed budget for FY 87-88. Dr. Smith replied that they had been, but the budget could still be changed.

Mr. Runyan asked if the District had trouble during the hiring process for the planner positions which were just filled. Mr. Harrison replied that when the job had been advertised as a senior planner position with a higher technical level, the salary level was not commensurate with other transit districts and the District only received one or two applications. When recruitment was changed to a transit planner position, more applications were received and two positions were filled.

Mr. Runyan then stated that he thought the District had a very good staff and that he would like to pay them as much as possible. However, he thought that the District had been successful in developing that staff without paying market salaries. One reason for that, he said, is that LTD is a good place to work and Eugene is a great place to live. He said that the people at the bottom end of the scale are more in a survival mode, and it was his sense that the District can have very good staff by paying the types of salaries that have been paid at the upper end of the salary scale. He said he would like to see LTD be a very good employer for those at the lower end of the scale. Mr. Brandt thought that the District was already doing so, but Mr. Runyan stated that it was being done only by 2 percent.



Mr. Brandt thought the local market should be considered. Mr. Runyan said that the people at the upper end of the salary scale are more able to make decisions about whether or not to live in Eugene and accept market wages. He thought that paying a few percentage points below market might not be inappropriate for those people. Dr. Smith stated that the District was not getting to parity by offering these raises. He said that grade 18 is currently 15 percent below market average, and we are offering half of that as an increase at this point. Mr. Runyan suggested that the District could increase the top at 5 percent and the bottom by 3 or 4 percent, rather than making the increases an either/or situation. Ms. Calvert stated that one reason for the study was to maintain relative consistency between grades. If the Board members agree with the concept of correct pay for different levels, then they should not try to choose which ones they want to increase. Dr. Smith added that the Salary Committee had recommended approval of half of the consultant's recommendation because it seemed fiscally prudent at this time.

Ms. Eberly asked if the study showed that the administrative staff benefits were comparable to those offered by public and private employers. Mr. Brandt said that public agencies were shown to be higher than private. Ms. Calvert stated that LTD's benefits are about in the middle when compared in the market place.

Ms. Loobey talked about the internal process to establish a relationship between classifications and to rate those positions within the classifications. She said the study showed that District had been using a good process, and only a few changes in the classifications of certain positions were recommended. She said that in her discussions with staff, it was apparent that staff feel it is important to belong to a peer group, or grade, based on how they see their functions and jobs within the District. If staff or the Board begin shifting around those classifications, she said, it would cause discomfort and distress among staff. She added that staff understand the process, and it gives them assurance regarding where they stand within the organization.

Mr. Runyan said he understood that the consultant recommended pay changes for each grade. Ms. Loobey said that he did, but on the basis of maintaining the slope based upon job factors, and then assessed that against the market. Ms. Calvert added that there was a lot of staff involvement, including interviews and questionnaires conducted by the consultant. Dr. Smith explained that the consultant identified what staff do; assigned points and a final score; ranked the positions into grades according to those scores; took into account a certain level of authority for specific jobs, which meant they fell into certain groups; compared the positions with jobs with equivalent points in the market place to see what they are paid; and showed where LTD stands in the market place. The results are that grades 11-18 are paid lower than market average.

**MOTION**

Mr. Brandt moved that the Board adopt the Salary Committee recommendation as set forth on page 33 of the agenda packet--specifically, that the Board (1) implement 50 percent of the consultant's salary recommenda-



tions, for an average cost of 5 percent, with no adjustments in benefits; and (2) reaffirm the policy of moving toward and achieving market parity for LTD administrative salaries, and that full implementation of the study recommendations be considered in future years. Ms. Eberly seconded the motion. Mr. Brandt commented that this was a commitment to the future, and the Board members should not forget what the study said.

VOTE With no further discussion, the vote was taken. The motion carried by a vote of 4 to 1, with Mr. Runyan voting in opposition and all others in favor.

LTD CONTRACT REVIEW BOARD SESSION TO REVISE LTD CONTRACT REVIEW BOARD

MOTION RULES: Ms. Eberly moved that the Board call a session of the Contract Review Board. The motion was seconded by Mr. Brandt, and the Board unanimously voted to adjourn to a session of the LTD Contract Review Board. After Ms. Calvert called the Contract Review Board session to order, Ms. Loobey introduced the newest member of the District's administrative staff, purchasing agent Johni Giralt, who had been at LTD about two months.

Ms. Giralt gave the Board a brief history of public contracting, stating that the State Public Contract Review Board had been established in the late 1960's to serve as a watchdog for public contracting, and to grant specific exemptions where appropriate. In 1984, the Public Contract Review Board was discontinued and its authority was transferred to the Department of General Services, which, in turn, gave authority to other public agencies to perform this "watchdog" function. In 1985, the LTD Contract Review Board was created and adopted its own rules.

The reason for revising the LTD/CRB rules at this time is in response to federal revisions in public contracting regulations. Significant changes to the rules are that: (1) the Oregon Preference has been deleted; (2) all contracts shall be competitively bid except items specifically exempt under the revised rules; and (3) contracts may be extended to a three-year contract period rather than a two-year period.

Mr. Runyan asked about the Oregon Preference. Ms. Giralt explained that Oregon State law allows awarding of a contract to an Oregon-based company if all other factors are equal. Federal law, however, says that this can no longer be done.

MOTION Mr. Brandt moved that the LTD Contract Review Board approve the resolution set forth on page 36 of the agenda packet, A Resolution Adopting the Rules of the LTD Contract Review Board. Dr. Smith seconded, and the motion carried by unanimous vote.

MOTION RETURN TO REGULAR SESSION: Ms. Eberly moved that the Board return to regular session. Mr. Runyan seconded the motion, which then carried by unanimous vote.



## MOTION

BUDGET TRANSFER: Mr. Brandt moved that the Board approve the budget transfer resolution found on page 54 of the agenda packet, which authorized a reduction in appropriations for Administration--Contractual Services in the amount of \$3,500, for a total reduction of \$3,500, and an increase in appropriations for Administration--Personal Services in the amount of \$3,500, for a total increase of \$3,500. Ms. Eberly seconded the motion, and the resolution was approved by unanimous vote.

## VOTE

ITEMS FOR INFORMATION AT THIS MEETING:

Marketing Promotional Materials: Ed Bergeron, Marketing Administrator, brought to the meeting copies of two television commercials which had been produced as part of an extensive umbrella campaign, and one which had been used last year in conjunction with the Freedom Pass promotion. He talked about this year's Freedom Pass promotion, which involves direct contact with 40 youth employers, 20 middle and high schools, and 30 adult employers. The Freedom Pass promotion is targeted toward youth aged 17 and under. Noon-hour events are scheduled at 21 out of 22 area middle and high schools, although the events at Eugene schools were to be delayed until after the teachers' strike, upon mutual agreement between the Eugene Education Association, school administrators, and LTD. Eighteen of the 30 adult employers have agreed to put information regarding the Freedom Passes in their newsletters, and all 30 will make LTD's printed Freedom Pass materials available to their employees. Ms. Eberly said that she would like to see a list of the employers.

Review of Current Legislation: Ms. Loobey stated that the Senate had passed the binding interest arbitration bill, and hearings in the House Labor Committee would occur in the next two weeks. SB 773, the payroll wage tax bill, passed the Senate on a vote of 20 to 9, and will now go to the House Revenue Committee. Ms. Loobey said that the binding interest arbitration bill was of the most immediate concern at that time. She is working with the General Manager at Tri-Met in Portland to lobby against the bill. They planned to meet with the Chairman of the House Labor committee the next day, and have had appointments with the other House committee members.

Winter Route Segment Analysis: Ms. Loobey stated that staff had been pleased with the performance of the system as shown on the Winter Route Segment Analysis (RSA). Ms. Calvert asked if non-urban routes had to meet the same standards as urban routes. Mr. Viggiano said they did not; non-urban routes had a different set of standards. He added that, according to the RSA, there are no substandard routes. An exception would be the one-day counts taken on the 11X Express, which only makes one trip each in the morning and evening. In order to more adequately evaluate the route, staff conducted additional counts for 10 days, and the route was shown to be doing better than the RSA had indicated. Riders were surveyed at the same time, and staff learned that about one-fourth of the riders were new riders who had not ridden before the Express route was implemented. Additionally, about one-third of the remaining 75 percent were riding more





than they previously had. Mr. Viggiano said that staff would be recommending another express route in June.


Mr. Runyan asked where holiday service would fit in the statistics. Mr. Viggiano replied that, when LTD ran service on Thanksgiving in the past, ridership was one-fourth to one-half of Sunday ridership, so the productivity would probably be 10 or 12 rides per hour. Staff are reviewing the issue of holiday service in conjunction with the Annual Route Review, and will have a recommendation for the Board in June.

**MOTION**

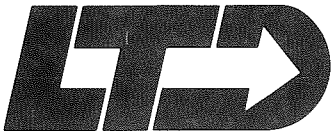
EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(i): Mr. Brandt moved that the Board move into Executive Session pursuant to ORS 192.660(1)(i) for the purpose of reviewing and evaluating the employment-related performance of the General Manager. Mr. Runyan seconded the motion, and the Board unanimously voted to move into Executive Session.

**VOTE**

RETURN TO REGULAR SESSION AND ADJOURNMENT: After returning to Regular Session, it was moved and seconded that the meeting be adjourned. With no further discussion, the meeting was unanimously adjourned at 10:15 p.m.

  
\_\_\_\_\_  
Board Secretary





May 20, 1987

MEMORANDUM

TO: Board of Directors  
FROM: Micki Kaplan, Transit Planner  
RE: Draft Accessible Service Program

Attached to this memo are a copy of the District's draft Accessible Service Program and public comments received to date. At its April 1987 meeting, the LTD Board received an executive summary of the Program and an informational memo. A public hearing on the draft program is scheduled for the Wednesday, May 20 Board meeting.

Federal Section 504 regulations require that the District prepare and submit to the Urban Mass Transportation Administration (UMTA) a program for handicapped transportation services. In accordance with federal regulations, the draft Program is required to be subject to a 60-day public review and a public hearing. Response to public comments is also required.

The District already exceeds federal guidelines for handicapped service, with the exception that it does not have a public participation mechanism in place. The Lane Council of Governments Special Transportation Fund (STF) Advisory Committee reviewed the draft Program and accepted the responsibility to be the District's on-going public review committee at its March 14th meeting.

Time Line

The District will be soliciting public comment from April 1 to May 30, 1987. The STF Advisory Committee and the Transportation Planning Committee have reviewed the Accessible Service Program and recommend adoption of the Program.



Board of Directors  
Draft Accessible Service Program  
May 20, 1987  
Page 2

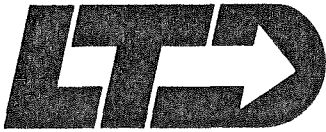
The Program will be placed on the agenda for adoption at the June Board of Directors meeting.

**Action Requested:** Information only.

*Micki Kaplan / js*  
Micki Kaplan  
Transit Planner

MK:ms:js





May 20, 1987

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Board of Directors  
Draft Accessible Service Program  
May 20, 1987  
Page 2

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Action Requested: Information only.

*Micki Kaplan / js*  
Micki Kaplan  
Transit Planner

MK:ms:js



4/5/87

LAW OFFICE  
KLEGER  
2154 Golden Garden Street  
Eugene, OR 97402

Micki Kaplan,  
Transit Planner  
Lane Transit District  
P.O. Box 2710  
Eugene, OR 97402

Dear Ms. Kaplan,

I have reviewed the Draft LTD Accessible Service Program (April 1, 1987) you so kindly sent me. As previously agreed, I will attend the Specialized Transportation Fund advisory committee meeting April 14th, and the Hearing and Board Meeting on May 20th.

It occurs to me that a written summary of my observations might also be helpful, so here it is.

Page 1, Para. 1.2 third line: "This involved of the formal analysis of..." I think the word 'of' is a misstrike and *could* be dispensed with. (When I start looking this far for comments, you know I haven't found much wrong.)

Page 4, November 1981 third line: Reference is made to "20 500-series busses..." It might be clearer to a stranger (like some none to-well-informed clerk in Washington, D.C.) if the phrase read something like: "20 500 number series busses."

Page 5, April 1985 fourth and fifth lines: The Gilligs also have the retractable seat belt tie-down system. We probably should mention this, and that the tie-downs on the Flexibles are a similar belt system, but without retractors.

Page 6, B. Costs... "Service:" This term I think I could guess the meaning of, but the ignorant clerk in Wash. D.C.? Maybe we need a definition.

Page 7, A. Service Hours,...: Maybe we should broaden the coverage beyond the 'wheel-chair bound' to include other types of mobility impaired persons. One of the neatest things about LTD is the fact that very nearly anyone can use it who can get to the bus stop. We ought to emphasise it.

Page 7, B. Fleet Make-up: For continuity of reading perhaps a paranthetical (text continued on page 11) would help. I thought a page had been left out when I first read it. Also, perhaps the term 'Scooters' could be amplified with " & 3 wheelers". This makes sure the term "3 wheelers" is in the document as receiving service.



Page 10, Table two: The wheelchair capacity line gets me thinking that we might mention the infrequency of demand beyond 2 wheelchairs on an individual run. I suspect figures exist on how often it happens, if it happens at all.

Page 11, C. Training: It probably belongs more in the promotional category, but this is where it occurred to me: We should mention the free Month Pass that was given to potential Lift users who participated in rider training when we began implementation of fixed route accessible service.

Pages 11 & 12, D, Fare Structure: Do we want to mention the new fares beginning this July? Also, I would like to see mention of the fact that, at the request of certain handicapped persons in the community (like me), no-one is required to use the reduced fare program, and that several of us pay full fare by choice.

Page 12, 2.3 LTD Involvement... line three: I suggest adding the word 'Specialized' to the Transportation Consortium title. It helps define the purpose for the reader.

Line seven: I suggest adding the words in brackets to: "specialized transportation service as an alternative [and supplement] to fixed route service."

Page 13, 3.0 Future Plans...third paragraph: Who is supposed to be able to see the route number card is unclear. It took me some time to conclude this was to be held by the Blind person and read by the driver. Perhaps initial mention of the problem would help clarify the purpose.

Page 15, 4.0 Proposed program: Somewhere in this document, maybe not here, we should mention that the District has maintained contact with handicapped consultants on an as-problems-arise basis since the completion of the Transition Plan implementation. That this has been somewhat informal should not be allowed to make the District look like it has stopped communicating with the handicapped rider(s), or their community.

Page 18, The Roster of the STF Advisory Committee has some names that are not defined. For the sake of the "uninformed clerk" maybe we should identify:

|              |  |
|--------------|--|
| Lynn Walter  | Walter Brothers, Inc. (a medical transportation service) |
| Steve Berger | Emerald Transportation Services (taxi service)           |
| Mike Keller  | OIL (Fixed Route accessible service user.)               |
| Dave Kleger  | Local expert.... (Fixed Route accessible service user.)  |



Whenever I comment on a good document I find myself making like an editor. Hope you don't mind. There is really very little that needs improvement from my point of view.

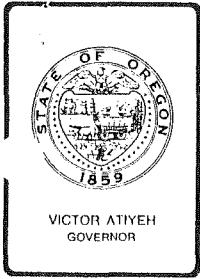
Sincerely,

A handwritten signature in cursive script, appearing to read "Dave Kleger", with a long horizontal flourish extending to the right.

Dave Kleger,  
Satisfied wheelchair using LTD Customer.







## *Commission for the Blind*

541 WILLAMETTE, ROOM #202, EUGENE, OREGON 97401 PHONE 686-7990

April 21, 1987

Micki Kaplan  
Lane Transit District  
P.O. Box 2710  
Eugene, OR 97402

RE: LTD's accessible service program

Dear Ms. Kaplan:

I am writing as part of public comment on this program. As a counselor with the Commission for the Blind I deal with individuals who have visual and other impairments, many of whom meet the definition of handicapped in the federal regulations. As an opening comment, I feel that LTD is doing an excellent job of serving people with disabilities. I am really pleased that there has been strong community support in encouraging and assisting LTD to achieve its goals so far.

When reading over the draft of the accessible service program and the federal regulations dealing with nondiscrimination on the basis of handicap, it seems that LTD is in compliance with almost all of the appropriate regulations. Because I do not need any of the special services to use LTD, most of my comments come from conversations I have had with people who use the system. The information I have on some of these areas may be second hand, but it would not hurt to investigate it.

One area of concern I have heard is that persons who use the Dial-A-Ride program do have restrictions on when they can use it, meaning it may not be available evenings or weekends. There appear to be restrictions on the response time. Sometimes people cannot get service within 24 hours. And there may be restrictions on priority of the purpose of the ride. Part 27.95, Sections B2, 3, and 5 of the regulations from May 23, 1986 would seem to suggest that the recipient, which would be LTD, shall not impose priorities or restrictions based on trip purpose on users of the special service. The special service shall be available throughout the same hours of days as recipient's bus service for the general public. The recipient shall ensure that service is provided to a handicapped person who requests it within 24 hours of the request. I understand the basic fleet is made up of 100% accessible buses, so accessible service is available on all routes during all times of the day when



Micki Kaplan  
April 21, 1987  
Page 2

bus service runs. I am concerned that those individuals who cannot use a regular bus service, even with a lift, may be restricted as to hours of service, purposes of their trips, and response time.

When looking over the accomplishments comparing federal regulations with existing LTD service on Table 4, I notice there is no reference to spare vehicles. The regulations require that sufficient spare accessible vehicles be provided, and there is no indication of that at all on Table 4.

Finally, a section not covered by the 1986 regulations, but which is covered under the May 31, 1979 regulations. Sections 27.13 and 27.15 require that LTD designate a responsible employee to coordinate its efforts under Section 504 and that LTD take appropriate steps to notify participants, beneficiaries, applicants, and employees that it does not discriminate on the basis of handicap. It further states that this notice shall be included in recruitment materials or publications containing general information that it makes available to participants, beneficiaries, applicants, or employees. I interpret this to mean that all bus schedules and the Rider's Digest would be required to carry this notification.

I would be glad to talk about these issues personally, and hope to make it to the hearing on May 20.

Sincerely,

*Charlie Ketcham*

Charlie Ketcham  
VR Counselor

CK:lj



DRAFT

LANE TRANSIT DISTRICT  
ACCESSIBLE SERVICE PROGRAM

DEVELOPED BY:

LANE TRANSIT DISTRICT  
AND  
LANE COUNCIL OF GOVERNMENTS

APRIL 1, 1987



## EXECUTIVE SUMMARY

### LANE TRANSIT DISTRICT ACCESSIBLE SERVICE PROGRAM

#### Background

On June 23, 1986 the U.S. Department of Transportation (USDOT) instituted a final Ruling carrying out Section 504 of the Rehabilitation Act of 1973 and Section 317(c) of the Surface Transportation Act of 1982. The purpose of the Ruling is to require transit operators who receive funds from USDOT to establish programs to provide transit services to handicapped persons. The Ruling outlined several service level criteria which must be met by a transit operator. For example, transit operators must provide accessible service to the physically, visually and hearing impaired throughout the same hours, days and area as provided to the general public and fares charged be no higher than those charged to the general public.

In response to earlier rulings by USDOT, Lane Transit District prepared a program in 1980 for providing the handicapped with access to LTD service. This involved formal analysis of alternatives and the formation of the Transition Plan Advisory Committee (TPAC). The TPAC was made up of community members active in handicapped affairs and assisted LTD in preparing its current handicapped policies and procedures. Based on TPAC recommendations, LTD proceeded to equip its fleet with wheelchair lifts and make its customer services (schedules and route information) accessible to both the visually and hearing impaired. Implementation of the District's 1980 policies has resulted in its operations exceeding federal service level requirements. The success of the system is evident in the fact that the number of trips made by disabled patrons is among the highest in the nation. The attached table presents a summary of LTD's handicapped service, comparing the service with Section 504 regulations. From this table it can be concluded that, upon establishment of an ongoing public participation mechanism, LTD will fully conform with the criteria set forth in the regulations.

#### Proposed Program

LTD's proposed Accessible Service Program is guided by the following three policies:

- LTD is committed to the successful implementation of fixed route accessibility and, independent of federal or state regulations, will pursue a program of total fixed route accessibility.
- LTD has a responsibility to participate with other public agencies in the continued funding of some form of curb-to-curb service for those disabled who cannot use accessible, fixed route service.
- LTD will maintain an ongoing public participation mechanism to gain input from users on accessibility issues.

The first two policies have been in place since 1980. LTD proposes that the existing Special Transportation Fund Advisory Committee with the assistance of an accessibility expert, Support for Independent Living with Visual Impairment, and the Deaf and Hearing Impaired Access Program, act as a channel through which LTD and handicapped patrons can communicate any major service changes or issues. In this way the LTD staff expects to have access to an excellent public participation mechanism for issues involving handicapped accessible bus service.





Comparison of Federal Regulations with Existing LTD Service

| <u>Federal Service Criteria</u>  | <u>LTD Service Provided</u>   | <u>Comments</u>  |
|--|---|------------------|
| Accessible service must be available throughout the same days and hours as service to the general public.  | LTD provides accessible (lift equipped) bus service for 100 percent of service hours.   | Exceeds Criteria |
| Accessible bus service must be provided on all routes throughout the service area on which a need for service has been established. It is also desirable to make some provision for service to disabled persons whose origin or destination is not on an accessible route. | Accessible bus service is available for 100 percent of the routes operated by LTD.<br><br>LTD provides funding for curb-to-curb service. It also applies for Special Transportation Funds from the state and provides staff support for the Special Transportation Fund (STF) Advisory Committee. | Exceeds Criteria |
| Fares for handicapped persons cannot be higher than the bus fare paid by other passengers and by regulation cannot be more than 1/2 fare during off-peak hours.  | For eligible patrons, reduced fares are available during all periods of LTD's operation.  | Exceeds Criteria |
| All accessible vehicles must be consistently maintained.   | Wheelchair lifts are on an aggressive preventative maintenance schedule which reduces disruption of service.  | Meets Criteria   |
| Accessible bus service must be capable of accommodating all users for which the service is designed.   | LTD's lifts are accessible to both manual and electric wheelchairs including three-wheel designs.   | Meets Criteria   |
| The operator must ensure that all personnel who deal with the handicapped know how to operate lifts and other equipment properly and know how to deal with the different kinds of disabling conditions that the user may have.   | LTD provides an ongoing training program for new drivers and others dealing with handicapped individuals.<br><br>Training is also available to the public for use of lifts.   | Meets Criteria   |



Federal Service Criteria

LTD Service Provided

Comments

The operator must provide information on schedules and other information.

LTD provides schedules in Braille. Schedule and route information is also available by telephone and by teletype connection for the hearing impaired.

Meets  
Criteria

New buses must meet vehicle standards set forth in the regulations.

LTD complies with all vehicle standards for both its new and existing fleet. All new buses will be lift equipped.

Meets  
Criteria

The Program must be developed utilizing public participation early in the process.

A Transition Plan Advisory Committee was established by LTD to gain input during preparation of the 1980 Transition Plan. Currently, The proposed plan is being reviewed by the Special Transportation Fund (STF) Advisory Committee and the general public.

Meets  
Criteria

The operator must establish a mechanism for continuing public participation on this issue.

Currently, no formal ongoing public participation mechanism exists to deal with LTD's handicapped services. The District is proposing to establish the STF Advisory Committee with additional community members as its ongoing Public Participation mechanism.

This is  
addressed  
in the  
Proposed  
Plan.



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| 1.2     | Approach Taken in Developing LTD's Compliance Program..... page 1    |
| 2.0     | EXISTING LTD ACCESSIBLE SERVICES..... page 3                         |
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## LANE TRANSIT DISTRICT ACCESSIBLE SERVICE PROGRAM

### 1.0 INTRODUCTION

#### 1.1 Review of Section 504 Regulations as Amended 6/86

On June 23, 1986 the U.S. Department of Transportation (USDOT) instituted a final Ruling carrying out Section 504 of the Rehabilitation Act of 1973 and Section 317(c) of the Surface Transportation Act of 1982. The purpose of the Ruling (called Section 504 regulations) is to require transit operators who receive funds from the USDOT to establish programs to provide transit services to handicapped persons. The Ruling outlined several program requirements and service level criteria which must be met by a transit operator to comply with Section 504 regulations.

The program requirements include the following:

- Develop a plan for meeting service level criteria by 6/23/87
- Establish a mechanism for continuing public participation in the development and operation of LTD's system of transportation for handicapped persons.

Federal regulations establish service level criteria for accessible bus systems, special services (e.g., paratransit) and a mixture of these two. The Federal service level criteria require transit operators to provide accessible service to the physically, visually and hearing impaired throughout the same hours, days and area as provided to the general public. Fares charged to the handicapped can be no higher than those charged to the general public with reduced fares for the elderly and handicapped in effect for off-peak hours. Finally, customer services provided to the general public (route maps, routing information, etc) must be made accessible to the handicapped.

#### 1.2 Approach Taken in Developing LTD's Accessible Service Program

In response to earlier rulings by USDOT, LTD prepared a Transition Plan in 1980 for providing the handicapped with access to LTD service. This involved of the formal analysis of alternatives by LTD staff and the formation of the Transition Plan Advisory Committee (TPAC). The TPAC was made up of community members active in handicapped affairs and assisted LTD in preparing its current handicapped policies and procedures. Based on TPAC recommendations, LTD proceeded to equip its fleet with wheelchair lifts and make its customer services (schedule and route information) accessible to both the visually and hearing impaired. Implementation of the District's 1980 policies has resulted in its operations exceeding USDOT's service level criteria. The approach taken in developing this report was to document LTD's current compliance and future commitment to handicapped accessibility. The proposed program entails maintaining the current level of service and establishing an ongoing mechanism by which LTD can gain public input on changing needs of the handicapped. To assess





public thought on LTD's proposed program this draft report is to be open to public review for 60 days and a public hearing will be held on May 20, 1987.

Background on the evolution of LTD's accessible services and a description of existing service characteristics are provided in Section 2 of this report. Future service and policies are described in Section 3. Section 4 presents the proposed program and outlines the ongoing mechanism for public input.



## 2.0 EXISTING LTD HANDICAPPED SERVICES

LTD's provision of public transportation for persons with a transportation disability is currently guided by the 1980 Transition Plan. District policy can be summarized as follows:

- LTD is committed to the successful implementation of fixed route accessibility and, independent of federal or state regulations, will pursue a program of total fixed route accessibility.
- LTD has a responsibility to participate with other public agencies in the continued funding of some form of curb-to-curb service for those disabled who cannot use accessible, fixed route service.

Fixed route accessible service is currently the most cost-effective and locally attractive way to supply transportation services to the District's mobility disabled citizens. All new buses purchased in the future will be equipped with wheelchair lifts.

### 2.1 Background

As discussed in the introduction, LTD undertook a comprehensive process in the 1980 amendment of its Transition Plan. To ensure adequate representation in the preparation of the plan, LTD created a Transition Plan Advisory Committee (TPAC) in 1980. The committee was comprised of community members active in handicapped affairs and well known persons among the disabled community. The TPAC assisted in guiding the District in the implementation of the fixed-route accessible bus service, developing the current reduced fare eligibility criteria for handicapped persons, driver/patron training and orientation programs and other accessibility policies and procedures currently in place at the District.

#### A. History of Local Accessibility Service

Below is a brief history of accessible service at LTD:

- |               |  |
|---------------|--|
| 1976          | Implementation of Dial-A-Bus service which offered curb-to-curb service for the elderly and handicapped.   |
| July 1976     | Adoption of the District's Transition Plan, developed with the aid of numerous senior and disabled representatives, which called for eventual 100 percent accessibility of the fixed route system "independent of State or Federal regulations." |
| January 1980  | Implementation of teletype information services for the hearing impaired.  |
| February 1980 | Construction of over 40 concrete boarding pads in preparation for wheelchair access to fixed route buses.  |



Spring 1980 Training sessions for potential users of the fixed route accessible system, and inclusion of users in the District's training sessions for bus operators.

March 1980 Fixed route accessible service begins with 15 new GMC of Canada buses equipped with Lift-U lifts (with three additional lift-equipped buses as spares).

August 1980 Transition Plan amended to current form.

September 1980 An additional lift-equipped bus is added to service, and accessible service expanded into the Bethel and Amazon neighborhoods.

January 1981 Implementation of a program to make available, on request, printed information (such as Braille timetables) for the sight impaired.

November 1981 Application is made by the District for a federal grant to pay for 80 percent of the cost to retrofit with lifts the 20 500-series buses (1976 Flexible Coaches). Total cost of the project: \$400,000.

January 1982 Operation of Dial-A-Bus is contracted out to Special Mobility Services, Inc., a non-profit special transportation services firm. This is the first step toward phasing out the Dial-A-Bus program and replacing it with a special transportation service coordinated through an area-wide consortium. No changes in service occur at this time.

August 1982 The District supplies the 20 percent local match for a federal grant to purchase four lift-equipped vans to be operated by Special Mobility Services under the Dial-A-Bus contract. Cost of the local match: \$26,600.

June 1983 Construction of 20 concrete boarding pads for wheelchair accessibility to the fixed route buses.

August 1983 Publication of the first issue of "Easy Access," a newsletter used to update patrons on accessibility developments.

February 1984 Dial-A-Bus program is eliminated. The district enters into a consortium of specialized transportation providers, administered by the Lane Council of Governments (L-COG). Participants are the District, the Area Agency on Aging, and the State's Adult and Family Services Division. The consortium's Dial-A-Ride replaces Dial-A-Bus service, and the fare is reduced to 50 cents.



- March 1984 The 500 series buses are retrofitted with lifts. Ninety-five percent of urban routes, 75 percent of urban service hours, and 66 percent of the urban fleet are accessible. Monthly ridership averages over 600 rides per month.
- April 1985 Thirty-one accessible Gillig Phantoms are introduced into service, replacing the older, non-accessible buses. A new tie-down system using retractable seat belts is incorporated into the 1980 GMC buses. All routes except #16 McKenzie Bridge are accessible. May and June lift ridership exceeds 900 rides per month.
- July 1985 The Oregon Legislature creates the Special Transportation Fund (STF). The STF is funded through a tax on the sale of tobacco products and is to be used to provide transportation services for the elderly and handicapped. The funds will flow from the State through the local transit districts to private or public providers. The law requires the establishment of a local advisory committee.
- September 1985 The #16 McKenzie Bridge route is assigned an accessible bus, making every trip on every route accessible.
- January 1986 The new STF tax on tobacco products begins. Because STF funds must be used both inside and outside the LTD service area, the LTD Board of Directors approves a general plan to transfer responsibility for the STF program from the District to L-COG. Funds were also allocated for the short-term management of the program.
- March 1986 The LTD Board of Directors appoint a 19-member STF Advisory Committee made up of special transportation users and providers from both inside and outside the LTD service area.
- May 1986 The District and L-COG Boards of Directors approve a plan to transfer management responsibilities for the STF program from the District to L-COG. The Advisory Committee begins to meet regularly and agrees with a Staff recommendation to allocate \$50,000 from the fund for Dial-A-Ride for FY 1986-87. The District's Board of Directors agrees to allocate \$100,000 for Dial-A-Ride for FY 1986-87.
- June 1986 The contract which transfers responsibility for management of the STF program from the District to L-COG is signed by both parties. L-COG, the District, and the Advisory Committee begin work on





soliciting interest from throughout the community from programs wishing to receive STF funds. The District applies for its first STF payment from the State.

- September 1986 First STF funding allocations approved by the L-COG Board for \$54,410 for Out-of-District special transportation services.
- October 1986 Request for proposals disseminated for In-District STF funding.
- December 1986 In-District funding recommendations approved by L-COG Board. LTD applies to the State for In-District STF funding totaling \$336,000.
- Feb/March 1987 In-District contracts signed with operators who are to receive STF money. Expansion as well as new special transportation service commences within LTD service area.

**B. Costs of Obtaining Accessible Service**

The cost of attaining 100 percent accessibility can be divided into one-time capital costs (retrofit, lift purchase and installation) and ongoing costs. To date, the following one-time capital costs have been incurred:

|                                |                |
|--------------------------------|----------------|
| Retrofit 20 1976 Flxible buses | 400,000        |
| Equip 18 1980 GMC buses        | 360,000        |
| Equip 31 1984 Gillig buses     | <u>620,000</u> |
| Total                          | \$1,380,000    |

Ongoing costs can vary from year to year. The costs presented below are for FY 1986-87 and reflect estimates of the percentage of particular activities (maintenance, administration, etc) devoted primarily to providing accessible services:

| <u>Activity</u>                | <u>Cost</u><br><u>1986-87</u> |
|--------------------------------|-------------------------------|
| Maintenance                    | 96,100                        |
| Training                       | 4,500                         |
| Administration                 | 4,000                         |
| Service                        | <u>48,600</u>                 |
| Total fixed-route              | 183,350                       |
| LTD contribution to Consortium | <u>106,000*</u>               |
| Total Ongoing Cost             | \$259,200                     |

\*Does not include Special Transportation Fund revenues



## 2.2 Description of Existing Services

The purpose of this section is to provide documentation of LTD's accessible service characteristics. The service characteristics will be compared to Federal service level criteria in Section 4. Service characteristics reviewed are:

- Service hours, frequency and geographic coverage
- Fleet make-up
- Training
- Fare structure and eligibility requirements for reduced fare
- Customer services
- Other facilities

### A. Service Hours, Frequency and Geographic Coverage

Since LTD's service is 100 percent accessible, the hours, frequency and geographic coverage of the service are the same for both the general public and wheel-chair bound.

Currently LTD operates 3,737 hours of service per week. This service is distributed as follows:

- Weekdays: 658 hours per day;
- Saturday: 286 hours per day;
- Sunday: 159 hours per day;

Table One presents the current frequency of service by day, time of day and route. Figure One illustrates the existing urban area route structure. The District also provides service to the major rural cities within the LTD service boundary. It is estimated that, with this route structure, 86 percent of the population in the District is within 1/4 mile of fixed-route bus service. The District averages 2,400 wheelchair rides per month.

### B. Fleet Make-up

Fleet make-up is presented in Table Two. In addition to having lifts installed, all vehicles comply with part 27.107 of Section 504 regulations dealing with vehicle standards. Federal regulations note that, to be considered accessible, a bus must be able to accommodate both manual and electric wheel chairs (including three-wheel designs). LTD has had no problems to date in transporting people in the following types of chairs:

- Unmotorized
- Motorized
- Custom-made wheelchair with different size wheel and frames
- Wheelchairs with permanent reclining backs
- Standard size wheelchairs with modifications
- Scooters
- Wheelchairs with oversized wheels and spokes



Table One

FY 1986-1987 SERVICE SUMMARY  
FREQUENCY OF SERVICE

| ROUTE                   | WEEKDAY   |         |           |         | WEEKEND     |      |
|-------------------------|-----------|---------|-----------|---------|-------------|------|
|                         | A.M. PEAK | MID-DAY | P.M. PEAK | EVENING | SAT.        | SUN. |
| #1 Downtown Shuttle     | :30       | :30     | :30       | ---     | :30         | :40  |
| #10A Mohawk/'Q'         | :60       | :60     | :60       | :60     | :60         | :60  |
| #10B Mohawk             | :60       | :60     | :60       | ---     | :60         | :60  |
| #11 Thurston            | :15       | :15     | :15       | :30     | :30         | :60  |
| #12A Harlow             | :60       | :60     | :60       | :60     | ---         | ---  |
| #12B Harlow/Spfld.      | :60       | :60     | :60       | ---     | :60         | :60  |
| #13A Centennial         | :60       | :60     | :60       | :60     | :60         | :60  |
| #13B Centennial/Daisy   | :60       | :60     | :60       | ---     | ---         | ---  |
| #14 Fairview            | :60       | :60     | :60       | ---     | ---         | ---  |
| #15 LCC/Spfld.          | :30       | :30     | :30       | :60     | ---         | ---  |
| #17 VRC Special         | ---       | ---     | ---       | ---     | :60         | ---  |
| #18 LCC/Ashlane Express | :60       | :60     | :60       | :60     | ---         | ---  |
| #20 30th Ave. Shuttle   | :30       | :30     | :30       | ---     | ---         | ---  |
| #21 LCC/Harris          | :30       | :30     | :30       | :60     | ---         | ---  |
| #22 LCC Express         | :15/:30   | :30     | :30       | ---     | ---         | ---  |
| #23 Fox Hollow          | :30       | :30     | :30       | :60     | :60         | :60  |
| #24 Willamette          | :30       | :30     | :30       | ---     | ---         | ---  |
| #24A Willamette         | ---       | ---     | ---       | ---     | :60         | ---  |
| #25 Amazon              | :30       | :30     | :30       | :60     | :60         | :60  |
| #27 Fairmount           | :30       | :30     | :30       | :60     | :60         | ---  |
| #30 Bertelsen           | :30       | :30     | :30       | :60     | :60/:30/:60 | :60  |
| #31A Bailey Hill/U of O | :60       | :60     | :60       | ---     | ---         | ---  |
| #31B City View/ U of O  | :60       | :60     | :60       | :60     | :60         | :60  |
| #32 West 11th           | :60       | :60     | :60       | ---     | ---         | ---  |
| #33 Jefferson           | :60       | :60     | :60       | :60     | :60         | ---  |
| #35 Westside            | :60       | :60     | :60       | ---     | ---         | ---  |
| #36 Westmoreland/Univer | :30       | ---     | :30       | ---     | ---         | ---  |
| #39 Parkway             | :30       | ---     | ---       | ---     | ---         | ---  |
| #40 Royal               | :30       | :30     | :30       | :60     | :60         | :60  |
| #41 Barger              | :30       | :30     | :30       | :60     | :60/:30/:60 | :60  |
| #44 Echo Hollow         | :60       | :60     | :60       | ---     | :60         | ---  |
| #50 Park                | :60       | :60     | :60       | :60     | :60         | ---  |
| #51 Santa Clara         | :30       | :30     | :30       | :60     | :60         | :60  |
| #52 Irving              | :60       | :60     | :60       | ---     | ---         | ---  |
| #54 VRC/River Road      | :60       | :60     | :60       | ---     | :60         | :60  |
| #55 Riviera Express     | :10       | ---     | :30       | ---     | ---         | ---  |
| #60 Cal Young           | :30       | :60     | :30       | ---     | :60         | ---  |
| #61 Oakway              | :30       | :30     | :30       | :60     | :60         | :60  |
| #64 VRC                 | ---       | ---     | ---       | ---     | :30         | ---  |
| #65 VRC/K-Mart          | :60       | :60     | :60       | ---     | ---         | :60  |
| #66 VRC/Crescent        | :30       | :30     | :30       | :60     | :30/:60     | :60  |
| #67 Coburg/Crescent     | :30       | :30     | :30       | ---     | :60         | ---  |

A.M. Peak 6:00 - 9:00  
 Mid-Day 9:00 - 3:00  
 P.M. Peak 3:00 - 6:00  
 Evening 6:00 - 11:00

NON-URBAN SERVICE

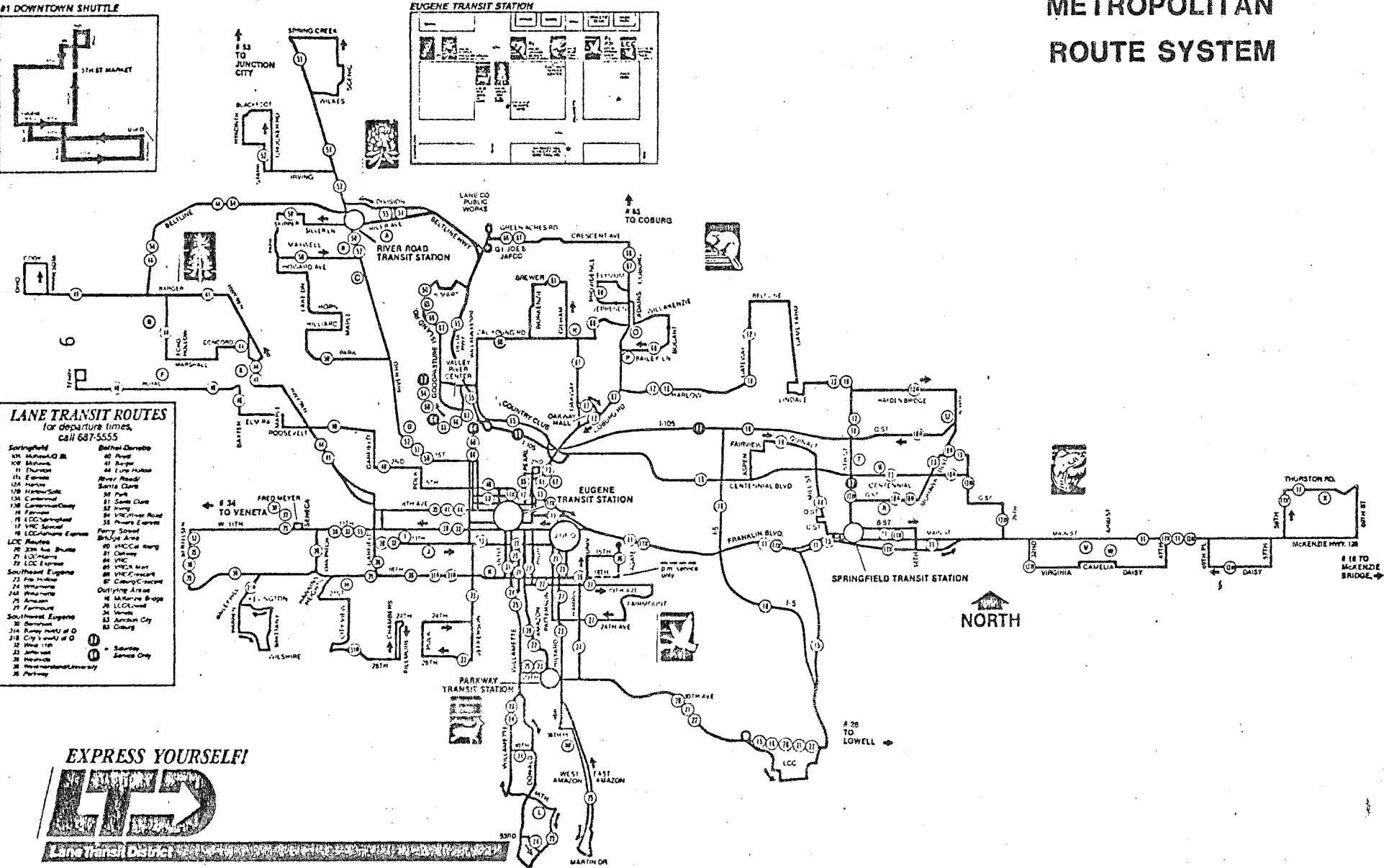
|                       |   |                    |
|-----------------------|---|--------------------|
| #16 McKenzie Bridge   | 4:45, 8:22, 2:22, 5:35                                  | E. Mall Departures |
| #26 LCC/Lowell        | 7:20, 1:35, 5:20  | E. Mall Departures |
| #34A, B Veneta        | Weekday: 7:35, 9:20, 3:50, 5:20<br>Saturday: 9:20, 4:50 | E. Mall Departures |
| #53A, B Junction City | 7:45, 11:35, 3:47, 5:20 (Bicycle)                       | E. Mall Departures |
| #63 Coburg            | 7:05, 7:50, 10:35, 12:35, 2:50, 5:20                    | E. Mall Departures |

All Non-Urban routes provide bicycle service.



# LANE TRANSIT DISTRICT METROPOLITAN ROUTE SYSTEM

Figure One



**LANE TRANSIT ROUTES**  
for departure times,  
call 687-5555

|                        |                      |
|------------------------|----------------------|
| Springfield            | Bethel/Clatsop       |
| 101 Multnomah St       | 40 Powell            |
| 102 Multnomah          | 41 Berger            |
| 103 Thurston           | 44 Lake Avenue       |
| 104 Eugene             | River Road           |
| 105 Harris             | Santa Clara          |
| 106 Harris/Salt        | 51 Park              |
| 107 Combs              | 51 Santa Clara       |
| 108 Combs/Clatsop      | 52 Irving            |
| 109 Combs/Clatsop      | 54 Vinton/River Road |
| 110 LCC/Clatsop        | 55 Powers Center     |
| 111 VPC/School         | 56 Power             |
| 112 LCC/Harris Express | Ferry School         |
| 113 LCC/Harris         | 80 VPC/Clatsop       |
| 114 LCC/Harris         | 81 Clatsop           |
| 115 LCC/Harris         | 82 VPC/Clatsop       |
| 116 LCC/Harris         | 83 Clatsop           |
| 117 LCC/Harris         | 84 Clatsop           |
| 118 LCC/Harris         | 85 Clatsop           |
| 119 LCC/Harris         | 86 Clatsop           |
| 120 LCC/Harris         | 87 Clatsop           |
| 121 LCC/Harris         | 88 Clatsop           |
| 122 LCC/Harris         | 89 Clatsop           |
| 123 LCC/Harris         | 90 Clatsop           |
| 124 LCC/Harris         | 91 Clatsop           |
| 125 LCC/Harris         | 92 Clatsop           |
| 126 LCC/Harris         | 93 Clatsop           |
| 127 LCC/Harris         | 94 Clatsop           |
| 128 LCC/Harris         | 95 Clatsop           |
| 129 LCC/Harris         | 96 Clatsop           |
| 130 LCC/Harris         | 97 Clatsop           |
| 131 LCC/Harris         | 98 Clatsop           |
| 132 LCC/Harris         | 99 Clatsop           |
| 133 LCC/Harris         | 100 Clatsop          |







Table Two

FY 1986-1987 Fleet Description

| CHARACTERISTIC                  | 500<br>SERIES | 700<br>SERIES          | 800<br>SERIES |
|---------------------------------|---------------|------------------------|---------------|
| Manufacturer                    | Flxible       | Gen. Motors,<br>Canada | Gillig        |
| Model                           | 45096-6-0     | T6H4523N               | Phantom       |
| Year Acquired                   | 1976          | 1980                   | 1984          |
| Year Manufactured               | 1976          | 1980                   | 1984          |
| Total in Fleet                  | 20            | 18                     | 31            |
| Total Handicapped<br>Accessible | 20            | 18                     | 31            |
| Number Active                   | A11           | A11                    | A11           |
| Number Reserve                  | 0             | 0                      | 0             |
| Spares (Peak)                   | 3             | 2                      | 4             |
| Seating Capacity                | 42            | 41                     | 47            |
| Standing Capacity               | 30            | 30                     | 40            |
| Wheelchair Capacity             | 2             | 2                      | 2             |



- Battery powered flat carts

An aggressive preventative maintenance schedule on the lifts has reduced the disruption of service resulting from their breakdown.

### C. Training

Based on the issues and recommendations developed by the TPAC, a special accessible services training program was developed for drivers. The program is conducted by the LTD Safety and Training supervisor and consists of classroom and on-board training. The classroom segment reviews LTD's policies and procedures regarding accessibility and background on working with the visual and hearing impaired. The on-board segment provides hands-on training in the use of lifts.

The District is also proposing to implement a passenger relations course which would be taken by all drivers every three years. A segment of this course would pertain to accessibility.

In addition to its driver training, the District, upon request by any individual, provides training for use of the lift free of charge. The training is designed to enable as much time as the patron requires to become comfortable in using the lift. The intent of the program is to educate and encourage lift ridership. LTD will provide the training at the patron's home, the District headquarters or any location in the service area. The instructor reviews the District's policies and procedures with the patron and will assist in practicing the use of the lift.

### D. Fare Structure

LTD's fare structure as of April 1, 1987 is presented below:

#### Weekday fares:

|                                  |          |
|----------------------------------|----------|
| Adults.....                      | 60 cents |
| Children.....                    | 30 cents |
| Children Under 5.....            | Free     |
| Senior Citezens (62 and over)... | 30 cents |
| Reduced fare patrons.....        | 30 cents |

#### Weekend fares:

|                           |          |
|---------------------------|----------|
| Adults.....               | 30 cents |
| Children.....             | 15 cents |
| Senior Citezens.....      | 15 cents |
| Reduced fare patrons..... | 15 cents |

#### Passes:

|                     |          |
|---------------------|----------|
| Adults.....         | \$20/mo. |
| Youths (12-17)..... | \$15/mo. |



Children (5-11).....\$10/mo.  
Senior Citizens.....\$10/mo.  
Reduced fare patrons.....\$10/mo.

#### E. Customer Services

LTD provides several customer services to patrons who are visually or hearing impaired. These services include the following:

- Schedule and route information over the phone
- Schedules and other information available in Braille
- Teletype service for the hearing impaired
- Accessible Customer Service Center (open Mon-Fri, 7 a.m. to 7:30 p.m. and Sat, 9 a.m. to 4 p.m.)

These services allow the visually and hearing impaired equal access to LTD customer services offered to the general public.

#### F. Other Facilities

In its facility plan LTD has an ongoing program of providing wheel chair loading pads at all stops. It has also coordinated with Eugene, Springfield, and Lane County in helping identify needed curb cuts to increase accessibility to bus stops. Currently, 80 percent of all District bus stops are considered wheelchair accessible.

### 2.3 LTD Involvement in Specialized Transportation

In addition to its own handicapped service, LTD funds alternative transportation services for the elderly and handicapped. LTD is one of three major contributors to the Transportation Consortium. As mentioned in section 2.1, LTD is involved in the consortium recognizing that, although its operation exceeds Federal service level requirements for accessibility, there is still a need for more specialized transportation service as an alternative to fixed route service.

The Consortium is administered by the Lane Council of Governments (L-COG) and is comprised of several providers of elderly and handicapped services. L-COG has contracted the transportation service to Special Mobility Services, a private, non-profit provider who acts as a transportation broker for the Consortium. This service covers 100 percent of LTD's service area. Based on a 1984 survey of Dial-a-Ride riders, users of the service tend to be low-income, elderly, and very dependant upon the service for their transportation needs.

LTD also applies for money from the State's Special Transportation Fund (STF) to help fund special transportation in Lane County. This is in addition to the contribution it makes to the Consortium, which comes out of its operating budget. The STF funds add \$250,000 to \$300,000 annually to special transportation services for the elderly and handicapped in Lane County.



### 3.0 FUTURE PLANS AND POLICIES

Currently, there are no plans to change LTD's policies regarding accessible service. The District is committed to successful operation of accessible bus service. The District is also committed to funding alternative transportation for those who are unable to utilize the fixed-route service. The District will continue to participate in the funding of curb-to-curb service and apply for special transportation funds for Lane County.

Table Three presents the vehicle procurement and passenger boarding improvements portions of LTD's Capital Improvement Program (CIP) for 1987-1992. All new vehicles purchased will be made accessible. The passenger boarding improvement related to handicapped access is the provision of wheelchair boarding pads.

In August, 1987 the District will implement a new portable route card system for the visually impaired. The purpose of the cards is to improve communication between bus drivers and the visually impaired. Route numbers are printed large enough to be seen at a distance of 50 feet and are identified in Braille for the users. To hail a bus, the users stand at a bus stop facing oncoming traffic and hold the card by the outside edge. These cards will help the visually impaired in flagging down the correct bus at bus stops served by more than one route. The cards will also enable drivers to be more efficient in servicing bus stops.

The District is currently updating its accessibility services brochure which is scheduled to be available for distribution in August, 1987.

In January, 1988 the District will implement a local, fixed route and demand responsive service in Junction City. The District purchased the lift-equipped 18 passenger bus with Section 18 funds.





Table Three

LTD Capital Improvements Program Excerpt

| Item                                  | -Fiscal Year- |           |         |         |            |
|---------------------------------------|---------------|-----------|---------|---------|------------|
|                                       | 87-88         | 88-89     | 89-90   | 90-91   | 91-92      |
| Replace 20<br>500 series<br>Buses     |               |           |         |         | 4,020,287  |
| Increase<br>Fleet Size:               |               |           |         |         | (10 Buses) |
| -Sec 3                                |               | (5 Buses) |         |         | 2,010,143  |
| -Sec 18                               |               | 787,500   |         |         |            |
| Passenger<br>Boarding<br>Improvements | 100,000       | 100,000   | 100,000 | 105,000 | 110,250    |



## 4.0 PROPOSED PROGRAM

Table Four presents a summary of LTD's handicapped service, comparing the service with Section 504 regulations. From this table it can be concluded that, with the exception of not having an on-going public participation mechanism in place, LTD exceeds the criteria set forth in Section 504 regulations. The success of the system is evident in the fact that the number of trips made by disabled patrons is among the highest in the nation. The proposed program is intended to preserve that success by maintaining existing service and plans for future improvements as outlined in the previous two sections. Along with this service LTD plans to implement an ongoing mechanism for public input on the service as described in section 4.1 below.

### 4.1 Proposed Public Participation Mechanism

A mechanism for ongoing public participation will ensure that LTD communicates with its users in the planning, implementation and operation of its handicapped services. To effectively gain input on problems users may have with accessible service, LTD needs to tap those resources in the community which have expertise in both use and provision of handicapped services. Toward this end, it is proposed that the existing Special Transportation Fund Advisory Committee (STF) be given the charge of using its contact with handicapped users of LTD's service to advise LTD on problems as they may arise and to act as a channel through which LTD can communicate any major changes or developments in its service. Table Five presents existing membership of the STF Advisory Committee.

The STF Advisory Committee has the following advantages:

- It is already established;
- It holds regular meetings;
- It represents a broad spectrum of users and providers;
- It is staffed by LTD;
- It is an advisory committee to L-COG, the local Metropolitan Planning Organization.

In addition to this group it is proposed that three resource people would be available to consult with the STF advisory committee on specific issues. These three people are:

- Gwenneth van Frank of Support for Independent Living with Visual Impairment (SILVI)
- Linda Collins of the Deaf and Hearing Impaired Access Program; and
- Dave Kleger, a local expert in the area of handicapped accessibility.

It is expected that, using the STF Advisory Committee and the additional people specified, LTD will have access to an excellent channel for communication of issues on handicapped accessible bus service.



Table Four

Comparison of Federal Regulations with Existing LTD Service

| <u>Federal Service Criteria</u>  | <u>LTD Service Provided</u>   | <u>Comments</u>  |
|--|---|------------------|
| Accessible service must be available throughout the same days and hours as service to the general public.  | LTD provides accessible (lift equipped) bus service for 100 percent of service hours.   | Exceeds Criteria |
| Accessible bus service must be provided on all routes throughout the service area on which a need for service has been established. It is also desirable to make some provision for service to disabled persons whose origin or destination is not on an accessible route. | Accessible bus service is available for 100 percent of the routes operated by LTD.<br><br>LTD provides funding for curb-to-curb service. It also applies for Special Transportation Funds from the state and provides staff support for the Special Transportation Fund (STF) Advisory Committee. | Exceeds Criteria |
| Fares for handicapped persons cannot be higher than the bus fare paid by other passengers and by regulation cannot be more than 1/2 fare during off-peak hours.  | For eligible patrons, reduced fares are available during all periods of LTD's operation.  | Exceeds Criteria |
| All accessible vehicles must be consistently maintained.   | Wheelchair lifts are on an aggressive preventative maintenance schedule which reduces disruption of service.  | Meets Criteria   |
| Accessible bus service must be capable of accommodating all users for which the service is designed.   | LTD's lifts are accessible to both manual and electric wheelchairs including three-wheel designs.   | Meets Criteria   |



Table Four (cont.)

| <u>Federal Service Criteria</u>  | <u>LTD Service Provided</u>  | <u>Comments</u>                                     |
|--|--|---|
| The operator must ensure that all personnel who deal with the handicapped know how to operate lifts and other equipment properly and know how to deal with the different kinds of disabling conditions that the user may have. | LTD provides an ongoing training program for new drivers and others dealing with handicapped individuals.<br><br>Training is also available to the public for use of lifts.  | Meets<br>Criteria                                   |
| The operator must provide information on schedules and other information.  | LTD provides schedules in Braille. Schedule and route information is also available by telephone and teletype connection for the hearing impaired.   | Meets<br>Criteria                                   |
| New buses must meet vehicle standards set forth in the regulations.  | LTD complies with all vehicle standards for both its new and existing fleet. All new buses will be lift equipped.  | Meets<br>Criteria                                   |
| The Program must be developed utilizing public participation early in the process.   | A Transition Plan Advisory Committee was established by LTD to gain input during preparation of the 1980 Transition Plan. Currently, The proposed plan is being reviewed by the Special Transportation Fund (STF) Advisory Committee and the general public. | Meets<br>Criteria                                   |
| The operator must establish a mechanism for continuing public participation on this issue.   | Currently, no formal ongoing public participation mechanism exists to deal with LTD's handicapped services. The District is proposing to establish the STF Advisory Committee as its ongoing Public Participation mechanism.                                 | This is<br>addressed<br>in the<br>Proposed<br>Plan. |





Table Five

Roster of Special Transportation Advisory Committee

|                     |   |
|---------------------|---|
| Donna Mckenzie      | Senior Disabled Services Advisory Committee         |
| Elizibeth Boyington | Director, Senior Companions Program                 |
| Loren Simonds       | Oregonians for Independent Living (OIL)             |
| Bob Clark           | Florence Area Council on Transportation             |
| Tom Whittuck        | Fixed Route and SMS user                            |
| Gyneth Prouty       | Volunteers of Oakridge                              |
| Richard Trefren     | Alvord Taylor Houses, Inc                           |
| Mary Joe Morton     | Senior Wheels                                       |
| Fred Stopher        | Special Mobility Services                           |
| Lynn Walter         | Walter Brothers, Inc.                               |
| Julie Hayes         | Volunteers of Oakridge/Westfir                      |
| Steve Berger        | Emerald Transportation Services                     |
| Herman Williamsen   | Senior wheels                                       |
| Bob Dritz           | White Bird Clinic                                   |
| Ernie Mackey        | Mental Health Division,<br>Development Disabilities |
| Mike Keller         | Oregonians for Independent Living (OIL)             |

Community Members

|                    |  |
|--------------------|--|
| Linda Collins      | Deaf and Hearing Impaired Access Program                         |
| Gwenneth van Frank | Support for Independent Living with Visual<br>Impairment (SILVI) |
| Dave Kleger        | Local expert on handicapped accessibility                        |





**Lane Transit District**

P.O. Box 2710 Eugene, Oregon 97402 Telephone: (503) 687-5581

May 20, 1987

MEMORANDUM

TO: Board of Directors  
FROM: Rich Smith, Chairman  
Board Salary Committee  
RE: General Manager's Salary and Contract Renewal for 1987-88

The Salary Committee met on May 14, 1987 to discuss salary and benefit provisions for the General Manager, as well as contract renewal for the 1987-88 fiscal year.

Committee Recommendation: The Committee recommends approval of a base salary of \$50,007.60, the continuation of the \$200 monthly automobile allowance, and a grant of \$5,800 to be used for additional benefits as determined by the General Manager. Following is the comparison to current salary and benefit provisions:

|                           | <u>86-87</u>    | <u>87-88</u>    |
|---------------------------|-----------------|-----------------|
| Annual Salary             | \$50,007.60     | \$50,007.60     |
| Fringe Benefit Supplement | 2,600.00        | 5,800.00        |
| Car Allowance             | <u>2,400.00</u> | <u>2,400.00</u> |
| Total                     | \$55,007.60     | \$58,207.60     |

The Committee also recommends that the Board authorize the Board President to sign a contract extending the General Manager's employment through FY 87-88.

*Rich Smith / js*  
Rich Smith  
Salary Committee Chairman

js



LANE TRANSIT  
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES  
 GENERAL FUND  
 FOR THE TEN MONTHS ENDING APRIL 30, 1987 (83.33% OF YEAR COMPLETED)

|   | CURRENT MONTH  |                 | YEAR-TO-DATE     |                  | %<br>ACTIVITY | YEARLY<br>BUDGET |
|---|----------------|-----------------|------------------|------------------|---------------|------------------|
|   | 1987           | 1986            | 1987             | 1986             |               |                  |
| <b>REVENUES</b>   |                |                 |                  |                  |               |                  |
| <b>Operating Revenues:</b>                                |                |                 |                  |                  |               |                  |
| Passenger Fares   | 131,621        | 126,337         | 1,222,541        | 1,184,650        | 82.99%        | 1,473,200        |
| Charters  | 225            | 1,019           | 18,876           | 18,172           | 94.38%        | 20,000           |
| Advertising   | 4,136          | 3,646           | 38,420           | 35,272           | 82.27%        | 46,700           |
| Miscellaneous   | 221            | 23,080          | 4,320            | 28,514           | 144.00%       | 3,000            |
| <b>TOTAL OPERATING REVENUES</b>                           | <b>136,203</b> | <b>154,082</b>  | <b>1,284,157</b> | <b>1,266,608</b> | <b>83.23%</b> | <b>1,542,900</b> |
| <b>Non-Operating Revenues:</b>                            |                |                 |                  |                  |               |                  |
| Interest  | 12,514         | 11,255          | 120,931          | 138,740          | 80.62%        | 150,000          |
| Payroll Taxes   | 479,271        | 381,524         | 4,257,892        | 4,007,210        | 84.07%        | 5,064,500        |
| Federal Operating Assistance                              | 0              | 0               | 0                | 0                | 0.00%         | 714,800          |
| State In-Lieu-Of Payroll Taxes                            | 0              | 0               | 366,201          | 304,280          | 80.50%        | 454,900          |
| State Special Transportation                              | 0              | 0               | 271,395          | 0                | 90.47%        | 300,000          |
| UMTA Planning Grants                                      | 748            | 0               | 11,414           | 0                | 28.54%        | 40,000           |
| Other Operating Assistance                                | 0              | 1,710           | 842              | 2,564            | 5.47%         | 15,400           |
| <b>TOTAL NON-OPERATING REVENUES</b>                       | <b>492,533</b> | <b>394,489</b>  | <b>5,028,675</b> | <b>4,452,794</b> | <b>74.61%</b> | <b>6,739,600</b> |
| <b>TOTAL REVENUES</b>                                     | <b>628,736</b> | <b>548,571</b>  | <b>6,312,832</b> | <b>5,719,402</b> | <b>76.22%</b> | <b>8,282,500</b> |
| <b>EXPENDITURES</b>                                       |                |                 |                  |                  |               |                  |
| <b>Administration:</b>                                    |                |                 |                  |                  |               |                  |
| Personal Services   | 42,761         | 39,618          | 436,611          | 390,872          | 84.27%        | 518,100          |
| Materials and Supplies                                    | 4,904          | 10,785          | 101,261          | 90,121           | 89.77%        | 112,800          |
| Contractual Services                                      | 2,576          | 1,806           | 59,035           | 52,147           | 61.56%        | 95,900           |
| <b>Total Administration</b>                               | <b>50,241</b>  | <b>52,209</b>   | <b>596,907</b>   | <b>533,140</b>   | <b>82.13%</b> | <b>726,800</b>   |
| <b>Marketing and Planning:</b>                            |                |                 |                  |                  |               |                  |
| Personal Services   | 33,804         | 34,104          | 354,535          | 362,350          | 75.97%        | 466,700          |
| Materials and Supplies                                    | 9,301          | 6,662           | 119,451          | 120,971          | 83.53%        | 143,000          |
| Contractual Services                                      | 56,944         | 41,555          | 210,178          | 216,528          | 74.64%        | 281,600          |
| <b>Total Marketing and Planning</b>                       | <b>100,049</b> | <b>82,321</b>   | <b>684,164</b>   | <b>699,849</b>   | <b>76.76%</b> | <b>891,300</b>   |
| <b>Transportation:</b>                                    |                |                 |                  |                  |               |                  |
| Personal Services   | 287,872        | 287,775         | 3,027,508        | 2,939,789        | 81.73%        | 3,704,300        |
| Materials and Supplies                                    | 1,002          | 631             | 19,178           | 14,550           | 84.11%        | 22,800           |
| Contractual Services                                      | 0              | 404             | 274,623          | 3,675            | 85.18%        | 322,400          |
| <b>Total Transportation</b>                               | <b>288,874</b> | <b>288,810</b>  | <b>3,321,309</b> | <b>2,958,014</b> | <b>82.02%</b> | <b>4,049,500</b> |
| <b>Maintenance:</b>                                       |                |                 |                  |                  |               |                  |
| Personal Services   | 77,828         | 77,925          | 800,099          | 808,865          | 80.54%        | 993,400          |
| Materials and Supplies                                    | 73,057         | 61,080          | 614,215          | 710,785          | 72.11%        | 851,800          |
| Contractual Services                                      | 10,996         | 27,760          | 110,321          | 116,035          | 80.70%        | 136,700          |
| <b>Total Maintenance</b>                                  | <b>161,881</b> | <b>166,765</b>  | <b>1,524,635</b> | <b>1,635,685</b> | <b>76.93%</b> | <b>1,981,900</b> |
| Contingency   | 0              | 0               | 0                | 0                | 0.00%         | 161,500          |
| Transfer to Capital Projects                              | 0              | 0               | 0                | 49,800           | 0.00%         | 200,000          |
| Transfer to Risk Management                               | 0              | 0               | 0                | 58,000           | N/A           | 271,500          |
| <b>TOTAL EXPENDITURES</b>                                 | <b>601,045</b> | <b>590,105</b>  | <b>6,127,015</b> | <b>5,934,488</b> | <b>73.98%</b> | <b>8,282,500</b> |
| <b>EXCESS (DEFICIT) OF REVENUES<br/>OVER EXPENDITURES</b> | <b>27,691</b>  | <b>(41,534)</b> | <b>185,817</b>   | <b>(215,086)</b> | <b>N/A</b>    | <b>0</b>         |



LANE TRANSIT DISTRICT  
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES  
 CAPITAL PROJECTS FUND  
 FOR THE TEN MONTHS ENDING APRIL 30, 1987 (83.33% OF YEAR COMPLETED)

|                            | YEAR-TO-DATE     | %<br>ACTIVITY  | YEARLY<br>BUDGET | BALANCE            |
|----------------------------|------------------|----------------|------------------|--------------------|
| <b>RESOURCES</b>           |                  |                |                  |                    |
| Beginning Fund Balance     | 2,226,661        | 95.04%         | 2,342,748        | (116,087)          |
| <b>Revenues:</b>           |                  |                |                  |                    |
| UMTA Section 3             | 0                | 0.00%          | 831,300          | (831,300)          |
| UMTA Section 5             | 0                | N/A            | 0                | 0                  |
| UMTA Section 9             | 197,232          | 9.11%          | 2,164,300        | (1,967,068)        |
| UMTA Section 18            | 29,225           | 4.11%          | 711,700          | (682,475)          |
| Federal Highway Admin      | 10,388           | 5.91%          | 175,800          | (165,412)          |
| State Assistance           | 33               | N/A            | 300,000          | (299,967)          |
| Miscellaneous Grants       | 0                | N/A            | 60,000           | (60,000)           |
| Asset Sale Proceeds        | 996              | N/A            | 0                | 996                |
| Transfer from Gen'l Fund   | 0                | 0.00%          | 200,000          | (200,000)          |
| Capital Lease Financing    | 69,285           | 95.83%         | 72,300           | (3,015)            |
| Total Revenues             | 307,159          | 6.80%          | 4,515,400        | (4,208,241)        |
| <b>TOTAL RESOURCES</b>     | <b>2,533,820</b> | <b>36.95%</b>  | <b>6,858,148</b> | <b>(4,324,328)</b> |
| <b>EXPENDITURES</b>        |                  |                |                  |                    |
| <b>Locally Funded:</b>     |                  |                |                  |                    |
| Office Equipment           | 0                | N/A            | 0                | 0                  |
| Bus Stop Improvements      | 0                | N/A            | 0                | 0                  |
| Miscellaneous              | 69,285           | N/A            | 72,300           | 3,015              |
| Total Locally Funded       | 69,285           | N/A            | 72,300           | 3,015              |
| <b>UMTA Funded:</b>        |                  |                |                  |                    |
| Personal Services          | 29,932           | 61.09%         | 49,000           | 19,068             |
| Computer Software          | 5,830            | 41.35%         | 14,100           | 8,270              |
| Office Equipment           | 32,185           | 48.77%         | 66,000           | 33,815             |
| Maintenance Equipment      | 5,745            | 22.01%         | 26,100           | 20,355             |
| Bus Stop Improvements      | 46,448           | 40.39%         | 115,000          | 68,552             |
| Land & Buildings           | 136,360          | 4.56%          | 2,988,600        | 2,852,240          |
| Buses                      | 0                | 0.00%          | 1,170,500        | 1,170,500          |
| Bus Related Equipment      | 665              | 2.22%          | 30,000           | 29,335             |
| Service Vehicles           | 25,029           | 129.02%        | 19,400           | (5,629)            |
| Miscellaneous              | 877              | 1.52%          | 57,700           | 56,823             |
| Total UMTA Funded          | 283,071          | 6.24%          | 4,536,400        | 4,253,329          |
| <b>FHWA Funded:</b>        |                  |                |                  |                    |
| Bus Stop Improvements      | 11,855           | 5.95%          | 199,400          | 187,545            |
| Total FHWA Funded          | 11,855           | 5.95%          | 199,400          | 187,545            |
| Contingency                | 0                | 0.00%          | 167,000          | 167,000            |
| Capital Lease Principal    | 0                | 0.00%          | 12,300           | 12,300             |
| <b>TOTAL EXPENDITURES</b>  | <b>364,211</b>   | <b>7.30%</b>   | <b>4,987,400</b> | <b>4,623,189</b>   |
| <b>ENDING FUND BALANCE</b> | <b>2,169,609</b> | <b>115.98%</b> | <b>1,870,748</b> | <b>298,861</b>     |





LANE TRANSIT DISTRICT  
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES  
 RISK MANAGEMENT FUND  
 FOR THE TEN MONTHS ENDING APRIL 30, 1987 (83.33% OF YEAR COMPLETED)

|                            | YEAR-TO-DATE   | %<br>ACTIVITY | YEARLY<br>BUDGET | BALANCE          |
|----------------------------|----------------|---------------|------------------|------------------|
| <b>RESOURCES</b>           |                |               |                  |                  |
| Beginning Fund Balance     | 481,100        | 1.00          | 481,100          | 0                |
| Revenues:                  |                |               |                  |                  |
| Transfer from Gen'l Fund   | 0              | N/A           | 271,500          | (271,500)        |
| Interest                   | 11,210         | 1.12          | 10,000           | 1,210            |
| Total Revenues             | 11,210         | 0.04          | 281,500          | (270,290)        |
| <b>TOTAL RESOURCES</b>     | <b>492,310</b> | <b>0.65</b>   | <b>762,600</b>   | <b>(270,290)</b> |
| <b>EXPENDITURES</b>        |                |               |                  |                  |
| Administration             | 0              | 0.00          | 18,900           | 18,900           |
| Worker's Compensation      | 138,563        | 0.54          | 254,600          | 116,037          |
| Liability Program          | 216,508        | 0.45          | 483,900          | 267,392          |
| Miscellaneous Insurance    | 2,949          | 0.57          | 5,200            | 2,251            |
| <b>TOTAL EXPENDITURES</b>  | <b>358,020</b> | <b>0.47</b>   | <b>762,600</b>   | <b>404,580</b>   |
| <b>ENDING FUND BALANCE</b> | <b>134,290</b> | <b>N/A</b>    | <b>0</b>         | <b>134,290</b>   |



LANE TRANSIT DISTRICT  
 COMPARISON OF YEAR-TO-DATE ACTUAL REVENUES AND EXPENDITURES TO BUDGETED  
 GENERAL FUND  
 FOR THE TEN MONTHS ENDING APRIL 30, 1987

|   | YEAR-TO-DATE<br>ACTIVITY | YEAR-TO-DATE<br>BUDGET | VARIANCE                          |               |
|---|--------------------------|------------------------|-----------------------------------|---------------|
|   |                          |                        | FAVORABLE (UNFAVORABLE)<br>AMOUNT | %             |
| <b>REVENUES</b>   |                          |                        |                                   |               |
| Operating Revenues:                                       |                          |                        |                                   |               |
| Passenger Fares   | 1,222,541                | 1,228,126              | (5,585)                           | -0.45%        |
| Charters  | 18,876                   | 18,000                 | 876                               | 4.87%         |
| Advertising   | 38,420                   | 38,420                 | 0                                 | 0.00%         |
| Miscellaneous   | 4,320                    | 2,500                  | 1,820                             | 72.80%        |
| TOTAL OPERATING REVENUES                                  | 1,284,157                | 1,287,046              | (2,889)                           | -0.22%        |
| Non-Operating Revenues:                                   |                          |                        |                                   |               |
| Interest  | 120,931                  | 125,000                | (4,069)                           | -3.26%        |
| Payroll Taxes   | 4,257,892                | 4,154,078              | 103,814                           | 2.50%         |
| Federal Operating Assistance                              | 0                        | 0                      | 0                                 | N/A           |
| State In-Lieu-Of Payroll Taxes                            | 366,201                  | 319,378                | 46,823                            | N/A           |
| State Special Transportation                              | 271,395                  | 225,000                | 46,395                            | N/A           |
| UMTA Planning Grants                                      | 11,414                   | 30,000                 | (18,586)                          | N/A           |
| Other Operating Assistance                                | 842                      | 11,550                 | (10,708)                          | N/A           |
| TOTAL NON-OPERATING REVENUES                              | 5,028,675                | 4,865,006              | 163,669                           | 3.36%         |
| <b>TOTAL REVENUES</b>                                     | <b>6,312,832</b>         | <b>6,152,052</b>       | <b>160,780</b>                    | <b>2.61%</b>  |
| <b>EXPENDITURES</b>                                       |                          |                        |                                   |               |
| Administration:   |                          |                        |                                   |               |
| Personal Services   | 436,611                  | 434,487                | (2,124)                           | -0.49%        |
| Materials and Supplies                                    | 101,261                  | 97,246                 | (4,015)                           | -4.13%        |
| Contractual Services                                      | 59,035                   | 83,344                 | 24,309                            | 29.17%        |
| Total Administration                                      | 596,907                  | 615,077                | 18,170                            | 2.95%         |
| Marketing and Planning:                                   |                          |                        |                                   |               |
| Personal Services   | 354,535                  | 390,122                | 35,587                            | 9.12%         |
| Materials and Supplies                                    | 119,451                  | 135,528                | 16,077                            | 11.86%        |
| Contractual Services                                      | 210,178                  | 258,418                | 48,240                            | 18.67%        |
| Total Marketing and Planning                              | 684,164                  | 784,068                | 99,904                            | 12.74%        |
| Transportation:   |                          |                        |                                   |               |
| Personal Services   | 3,027,508                | 3,092,182              | 64,674                            | 2.09%         |
| Materials and Supplies                                    | 19,178                   | 21,748                 | 2,570                             | 11.82%        |
| Contractual Services                                      | 274,623                  | 242,350                | (32,273)                          | -13.32%       |
| Total Transportation                                      | 3,321,309                | 3,356,280              | 34,971                            | 1.04%         |
| Maintenance:  |                          |                        |                                   |               |
| Personal Services   | 800,099                  | 831,627                | 31,528                            | 3.79%         |
| Materials and Supplies                                    | 614,215                  | 706,166                | 91,951                            | 13.02%        |
| Contractual Services                                      | 110,321                  | 116,270                | 5,949                             | 5.12%         |
| Total Maintenance   | 1,524,635                | 1,654,063              | 129,428                           | 7.82%         |
| Contingency   | 0                        | 0                      | 0                                 | N/A           |
| Transfer to Capital Projects                              | 0                        | 0                      | 0                                 | N/A           |
| Transfer to Risk Management                               | 0                        | 0                      | 0                                 | N/A           |
| <b>TOTAL EXPENDITURES</b>                                 | <b>6,127,015</b>         | <b>6,409,488</b>       | <b>282,473</b>                    | <b>4.41%</b>  |
| <b>EXCESS (DEFICIT) OF REVENUES<br/>OVER EXPENDITURES</b> | <b>185,817</b>           | <b>(257,436)</b>       | <b>(121,693)</b>                  | <b>47.27%</b> |

